

**ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**MINUTES OF THE**

**FULL BOARD MEETING of the BOARD OF GOVERNORS**

Held on April 29, 2025, at 5:40 p.m. in Room #W1028 at the Chatham Campus.

**Present:**

Ms. R. Anguiano Hurst  
Mr. A. Barron  
Mr. W. Beck  
Ms. P. Corro-Battagello  
Mr. G. Fenn, virtually  
Mr. C. Hotham, **Vice Chair**  
Mr. J. Parent  
Ms. J. Piccinato  
Mr. A. Provost  
Mr. G. Rossi, **Chair**  
Ms. S. Sasseville  
Mr. M. Silvaggi, **President**  
Mr. A. Teshuba, virtually  
Ms. M. Watters, virtually  
Ms. G. Wrye  
Ms. J. Yee, virtually

**Regrets:**

Mr. M. Palumbo

**Also Present:**

Ms. K. Adams, Board Secretary  
Ms. R. Begum, TSI, President  
Ms. R. Demchuk, Associate Vice President, Human Resources Office Administration & Facilities Services, virtually  
Ms. H. Emery, TSI, Operations Manager  
Mr. J. Fairley, Senior Vice President, Communications, Advancement & External Affairs  
Mr. M. Jones, Senior Vice President, Finance, Administration & Chief Financial Officer  
Ms. J. Lehoux, Executive Director, President's Office & Corporate Secretary  
Mr. R. Nicoletti, Senior Vice President, International Relations & Student Services  
Mr. S. Rawal, TSI, Incoming President  
Mr. S. Sharma, TSI, Incoming Operations Manager  
Mr. J. Sirianni, Senior Vice President, Human Resources & Facilities Services  
Ms. M. Staley Liang, Senior Vice President, Academic & Career Supports

Having a quorum of Governors in attendance either virtually or in person, the Notice of Meeting and the Agenda having been duly sent to all Board members, the meeting was declared regularly constituted. A copy of the Notice of Meeting/Agenda is attached as **Appendix 'A'**.

Mr. G. Rossi chaired the meeting and Ms. Adams was the recording Board Secretary.

The Board Chair welcomed Thames Students Incorporated to provide the Board with their annual presentation.

Ms. Begum noted that TSI's Annual Report was distributed with the Full Board documents. As per the Ministry's Policy Framework for Tuition and Ancillary Fees, Thames Students Incorporated (TSI) confirms its role in the compliance for ensuring that information is made available to the College community, including students and potential students, regarding the use of revenues from ancillary fees and other aspects of policy related ancillary fees.

**2024-2025 Thames Students Incorporated (TSI) Executive:**

- Rumeesa Begum, President
- Suhas Rawal, Vice President
- Kaitlynn Byrne, Director
- Webster Chapwanya, Director
- David Fleuelling, Director

**Incoming 2025-2026 Thames Students Incorporated (TSI) Executive:**

- Suhas Rawal, President
- Kaitlynn Byrne, Vice President
- Roxana Aldan-Popa, Director
- Addyzzat Yussuf, Director

Ms. Begum outlined some of TSI's activities and initiatives at the Chatham Campus over the 2024-2025 academic year:

**Programming and Campus Life:**

- Orientation Week activities and Welcome Week Swag Giveaways.
- Residence Move-in Day.
- Succulent Planting.
- Ice Cream Truck Day.
- Stress Less Fest.
- Beat the Blues Fest.
- Pie the Professor for United Way.
- Weekly intramurals.
- Monthly Director events.
- TSI partnered with the Student Representative Council (SRC) for Welcome Back Fest and the Saints Student Athletic Association (SSAA) for the Annual Cross Campus Cricket Cup.

### Community Involvement:

- CK Pride Parade.
- Trick or Eat Community Food Drive.
- Breast and Prostate Cancer Research.
- Buxton's Next Generation for Black History Month.
- Katelyn Bedard Bone Marrow Association.
- Chatham-Kent Victim Services.
- Holiday Toy and Food Drive with more than 50 packages distributed to students.
- Donation to the St. Clair College HealthPlex.
- Donation to the Woodland Hills Golf Course.

Ms. Begum concluded by thanking the Board of Governors and Senior Operations Group for their support.

A Governor inquired if the Food Drive was for the community or St. Clair College students.

Ms. Begum responded that the community is asked for donations through the month of October and these contributions go to the student food bank for distribution to the students.

A Governor inquired if the demand for the food bank services has increased this academic year.

Ms. Begum responded that as there is higher enrolment at the Chatham campus for this academic year, student applications for food bank support have also increased.

A Governor inquired if TSI's financials are audited. The Governor also asked if donations made to TSI are eligible for charitable receipts.

Ms. Begum responded that KPMG audits all TSI's financials. She also noted that donations to TSI are normally food donations and are not monetary. As such, there are no charitable receipts issued.

A Governor inquired if Chatham Transit works well for students travelling to the campus.

Mr. Rawal responded that there is only one main route that travels right through to the campus and it is not efficient or accessible to all students. TSI will be bringing forward a request to the Municipality for additional transit coverage for students to the campus.

Ms. Emery noted that the Municipality does offer the transit pass at a reduced rate with proof of student status.

Mr. Rawal noted that there are opportunities for improvement regarding bus routes, their frequency, as well as with the accuracy of the transit app, which shows bus status along the route. He noted that the majority of international students rely on Chatham transit for transportation in the community and for travel to the campus.

The Board Chair thanked TSI for their presentation and for all of their efforts to make this past year enjoyable and successful for the students at the Chatham Campus.

The TSI Annual Report is attached to the minutes.

#### **1.0 Adoption of the Agenda and Declaration of Conflict of Interest**

Hearing no declarations of conflict of interest and no changes to the agenda, it was

**RESOLVED THAT** the Board  
of Governors adopt the Full  
Board agenda as presented.

#### **2.0 Approval of the Minutes of the Full Board meeting held on Tuesday March 25, 2025, in Windsor, ON**

Hearing no amendments, errors or omissions to the minutes, it was

**RESOLVED THAT** the Board of  
Governors approve the Full Board  
minutes of the March 25, 2025, meeting.

#### **3.0 Constituent Reports**

There were no constituent reports for the April Full Board meeting.

#### **4.0 President's Report**

The Board Chair called on the President to provide his report to the Board.

Mr. Silvaggi noted that the President's Report was included in the Full Board Agenda package. The events and initiatives that have occurred since the last Board meeting are included in the report:

- On Friday, March 21, 2025, President Silvaggi met with Chief James Waffle, Windsor Fire and Rescue Services. Chief Waffle commenced his role on January 1, 2025, and also serves as the Essex County Mutual Aid Coordinator and the Community Emergency Management Coordinator for the City of Windsor. St. Clair College looks forward to its continued collaboration with Chief Waffle and Windsor Fire and Rescue Services.
- The St. Clair College annual Scholarship Award events were held in Windsor on March 19 – 20, 2025, and in Chatham on Monday, March 24, 2025. All three events were well attended and positive feedback regarding the events was received.
- On Wednesday, March 15, 2025, Dan MacDonald, AM 800 CKLW radio host and St. Clair College Alumni of Distinction, broadcasted live from the main lobby of the Windsor Campus and promoted the College's Spring Open House.
- On Saturday, March 22, 2025, prospective students were able to tour the campus and get program information at the College's Spring Open House.



- On Wednesday, March 26, 2025, President Silvaggi held College Update meetings for all constituent groups at the Windsor and Chatham campuses. He thanked staff for all their efforts and dedication and provided updates on several key initiatives.
- On Friday, May 2, 2025, St. Clair College will host the 32<sup>nd</sup> Annual Alumni of Distinction Awards. The honorees for this year's awards are:
  - Dino Miceli, Founder and Owner, Calibur Tool and Mold – graduate of the Mold Maker program and is the recipient in the category of Skilled Trades.
  - Sheri Lynn Koscielski, Senior Mentor, FIRST Robotics – graduate of the Business Common program and is the recipient in the category of Community Studies.
  - Paula Reaume-Zimmer, President and CEO, Bluewater Health – graduate of the Nursing program and is the recipient in the category of Health Sciences and Nursing.
  - Adelina Sisti-DeBlasis, Teacher, Greater Essex County District School Board - graduate of the Culinary Management program and is the recipient in the category of Media, Art and Design.
  - Walter LaPlante, Control and Industrial Connectivity Supervisor, Ford Motor Company – graduate of the Mechanical Engineering Technology program and is the recipient in the category of Technology and Engineering.
  - Chuck Kelly, President and CEO, Movati Athletic – graduate of the Ambulance and Emergency Care program and is the recipient in the category of Business and Information Technology.
- On Friday, March 28, 2025, the Senior Operations Group attended the 2025 Warden's Luncheon, where Hilda MacDonald, Essex County Warden and Leamington Mayor, presented an address to the Windsor-Essex Regional Chamber of Commerce.
- On Thursday, March 27, 2025, President Silvaggi appeared as a guest on the College's Public Relations program's media show.
- St. Clair College was a sponsor of the Windsor-Essex FIRST Robotics competition, held March 27 – March 29, 2025, at the University of Windsor. President Silvaggi provided opening remarks at the event.
- On Wednesday, April 9, 2025, President Silvaggi welcomed Mr. Deepak Anand, Parliamentary Assistant, Minister of Colleges and Universities, Research Excellence and Security. Mr. Anand met with the Senior Operations Group to discuss the changing environment of postsecondary education and how we can work together to help students and Ontario's economy thrive.
- On Tuesday, April 8, 2025, the Wallaceburg and District Chamber of Commerce held Breakfast with Darrin Canniff, Mayor, Municipality of Chatham-Kent. St. Clair College was a proud sponsor of the event and is committed to fostering community engagement and supporting local initiatives.

- On April 5 – 6, 2025, the Saints Rocket League entered the Collegiate Rocket League North American Championship, where they made history by being the first Canadian school to take the title. The Championship was the culmination of the season that started with over 260 schools across Canada, United States and Mexico competing.
- On Wednesday, April 9, 2025, St. Clair College was advised by the Chair of the Canadian Association of School of Nursing (CASN) Accreditation Bureau, that the accreditation reviews of the following, received a seven-year accreditation term with no recommendations, an exceptional accomplishment:
  - St. Clair College, School of Nursing, Educational Unit.
  - Collaborative Honours Bachelor of Science in Nursing, Education Program.
  - Collaborative, Practical Nursing Program – Degree Completion Pathway, Education Program.
- On Thursday, April 10, 2025, President Silvaggi and the Senior Team participated in the Chatham-Kent Chamber of Commerce's Fireside Chat with Mayor Darrin Canniff and CAO Michael Dubin. President Silvaggi delivered the opening remarks at the event.
- On Thursday, April 10, 2025, the Powerline Technician program hosted the 11<sup>th</sup> Annual Powerline Rodeo at the Chatham Campus. The Rodeo has strong support from employers and industry partners. The efforts of the program's students, staff and Program Advisory Committee (PAC) members make the event an annual success.
- On Thursday, April 10, 2025, the College celebrated its athletes at the 56<sup>th</sup> Annual Saints Students Athletic Awards banquet.
- On Friday, April 11, 2025, the SRC and TSI held their annual Changeover banquet, thanking the outgoing executives and welcoming the new. The Senior Operations Group looks forward to another great year of working with the SRC and TSI in 2025-2026.

The President noted that the media report is attached for information.

## 5.0 Approval Items

### 5.1 2025 Convocation Motion to Confer Diplomas, Certificates and Degrees

The Board of Governors was provided a recommendation from College Administration for the conferring of Diplomas, Certificates and Degrees for the Fifty-Eighth Annual Convocation ceremonies.

After a brief discussion it was,

**RESOLVED THAT** the Board of Governors of St. Clair College hereby authorize the awarding of the appropriate Diploma, Certificate or Degree to the eligible students, as designated by the Registrar and recommended by Faculty, to be presented at each session of the Fifty-Eighth Annual Convocation of St. Clair College of Applied Arts and Technology.

### 5.2 Deferred Maintenance

The Board Chair called upon Ms. Rebecca Demchuk for this item. Ms. Demchuk noted that the Deferred Maintenance Update was included in the Full Board Agenda package for the Board's review. The update pertains to College Administration's planning and risk mitigation processes to ensure necessary Deferred Maintenance requirements are addressed in a timely and effective manner, and to request approval for an additional \$2 million to be allocated to the 2025-2026 Deferred Maintenance spend.

The Board Chair asked the Board if there were any questions regarding the Deferred Maintenance Update.

A Governor inquired if there were further details regarding College Administration's request for an additional \$2 million.

Mr. Jones noted that there were some projects that College Administration had projected to be completed in the 2024-2025 fiscal year that did not come to fruition, as a result of supply chain delays. The additional \$2 million for the 2025-2026 fiscal year will be utilized to complete these projects.

At the end of the 2024-2025 fiscal year, there was \$35 million in the Deferred Maintenance Reserve. For the 2024-2025, fiscal year, College Administration had originally budgeted \$25 million to Deferred Maintenance, which was later reduced to \$18 million.

A Governor noted that the report outlined the Deferred Maintenance projects that are critical and where the budget will be spent. College Administration has noted the items that will be prioritized.

Mr. Jones responded that yes, items on the Deferred Maintenance list have been prioritized to ensure that the College follows the necessary due diligence in regard to annual work repairs and which items to address.

A Governor noted that the report states that the College maintains 26 buildings. Could College Administration provide a list of the 26 buildings.

Ms. Demchuk responded that an outline of the College's buildings can be provided.

A Governor noted that the Building Condition Assessment provides an assessment of 10 years in the future. Is this St. Clair College's policy or is this a directive issued by the Ministry.

Ms. Demchuk noted that all the Ontario colleges and universities use this process and work in collaboration with the Ministry. The Ministry requested that all institutions align how this report is prepared, and all have collaborated on the methodology for the Building Condition Assessments. The assessments are completed once every five years, and College Administration is now focusing on building the next five-year plan.

A Governor thanked College Administration for providing the detailed report outlining the poor and critical items included on the Deferred Maintenance list. The Governor inquired as to whether these items be addressed in the next five years.

Mr. Jones noted that many of the items concern the HVAC systems, including the roof-top units that have a 12-to-18-month lead time.

Ms. Demchuk noted that the challenges surrounding replacement of the air handling and motor control units are the buried infrastructure. Maintenance is complete on a regular basis to improve the units' condition and extend their life cycle. Deep renovations would be required to address duct work, pipes and walls.

After a brief discussion it was

**RESOLVED THAT** the Board of Governors receive the update regarding Administration's planning and risk mitigation processes to ensure necessary Deferred Maintenance requirements are addressed in a timely and effective manner, for information.

**RESOLVED THAT** the Board of Governors approve an additional \$2 million be allocated to the 2025-2026 Deferred Maintenance spend. This includes \$1.86 million in unused funds carried over from 2024-2025. This will bring the total Deferred Maintenance allocation to \$7 million for the 2025-2026 fiscal year.

## **6.0 By-law and Policy Review**

### **6.1 Board Policies**

A Governor inquired if the Board Policies presented reflect the Mission, Vision and Values that are currently being developed alongside the Strategic Directions.

President Silvaggi responded that they do not and can be brought back to the Board for approval once finalized.

After a brief discussion, it was,

**RESOLVED THAT** the Board of Governors approve the 2<sup>nd</sup> reading of the Board Policies, as presented.

## **8.0 Date of the Next Meeting**

8.1 The next Board meeting is scheduled for Tuesday, May 27, 2025, in Windsor, ON.

The Full Board meeting adjourned at 6:30 p.m.

## MISSION STATEMENT

Transforming lives and strengthening communities through high quality and accessible educational experiences that support career-readiness, innovation, and life-long learning.

## **ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

### **523<sup>rd</sup> FULL BOARD MEETING**

**of the**

### **BOARD OF GOVERNORS**

#### **NOTICE OF MEETING**

**DATE:** Tuesday, April 29, 2025

**TIME:** 5:30 p.m. – Meeting

**PLACE:** Room W1028, Chatham Campus

**NOTE:** Dinner will be available for Board members, Senior Operations Group, Thames Students Incorporated and Constituents in Room W1056 at 5:00 p.m.

The Thames Students Incorporated (TSI) Annual Presentation to the Board will take place at 5:30 p.m., followed by the Full Board meeting.

#### **AGENDA**

1.0 ADOPTION OF THE AGENDA AND DECLARATION OF CONFLICT OF INTEREST

2.0 APPROVAL OF THE MINUTES OF THE FULL BOARD MEETING HELD ON MARCH 25, 2025, IN WINDSOR, ON

3.0 CONSTITUENT REPORTS

4.0 PRESIDENT'S REPORT  
(Policy – Executive Limitations Communication & Counsel #2003-21)

**Information Item** – The President will provide a report to the Board apprising the Board of any new developments since the last meeting.

5.0 APPROVAL ITEMS

5.1 2025 Convocation Motion to Confer Diplomas, Certificates and Degrees

**Approval Item** – The motion to confer Diplomas, Certificates and Degrees to the Graduates of the 58<sup>th</sup> Annual Convocation Ceremonies will be presented to the Board, attached as Item #5.1.

5.2 Deferred Maintenance

**Approval Item** – College Administration has provided an update regarding Deferred Maintenance, attached as Item #5.2.

6.0 BY-LAW AND POLICY REVIEW

6.1 Board Policies

**Approval Item** – The Board will review the Board Policies for 2<sup>nd</sup> reading, attached as Item #6.1.

7.0 NEW BUSINESS

8.0 DATE OF THE NEXT MEETING

8.1 The next meeting is scheduled for Tuesday, May 27, 2025, at the Windsor Campus.

## PRESIDENT'S REPORT

Meeting of the Board of Governors  
Tuesday, April 29, 2025

### 1. Meeting with Chief Waffle

President Silvaggi met with the Chief of Windsor Fire & Rescue Services, James Waffle, on Friday, March 21, 2025. Chief Waffle began his career with Windsor Fire & Rescue Services in 1997 as a probationary firefighter and ascended to the position of Fire Chief on January 1, 2025. In addition to his role as Fire Chief, Chief Waffle serves as the Essex County Mutual Aid Coordinator and the Community Emergency Management Coordinator for the City of Windsor.

St. Clair College extends its heartfelt congratulations to Chief Waffle on his new appointment and looks forward to continuing to collaborate closely with him and Windsor Fire & Rescue Services in the future.





---

## 2. Scholarship Awards Nights

The annual Scholarship Awards Events took place in Windsor at the St. Clair College Centre For The Arts on Wednesday, March 19 and Thursday, March 20, 2025 and in Chatham at Club Lentinas on Monday, March 24, 2025. All three events were well attended and the feedback received from our donors, award winners and their families were extremely positive.

A heartfelt thank you to our generous donors, your support will make a lasting impact on these Saints' academic and future journeys.

Congratulations to all the scholarship recipients...your hard work and dedication are truly inspiring.



### 3. Dan MacDonald Show

On Wednesday, March 19, 2025, AM 800 CKLW radio host and St. Clair College Alumni of Distinction, Dan MacDonald, was onsite broadcasting live from the Main Lobby. Dan was onsite to promote the Open House that was held on Saturday, March 22, 2025. Our thanks, as always, to Dan MacDonald for his commitment to and promotion of St. Clair College.





#### 4. Spring 2025 Open House

Open Houses took place on Saturday, March 22, 2025 from 10:00 a.m. to 1:00 p.m. The events were an overwhelming success and very well attended. Prospective students were able to speak to program Chairs, get program information and have all their questions answered, in addition to participating in campus tours.



## 5. Staff Town Hall Sessions

On Wednesday, March 26, 2025, President Silvaggi held College Update Meetings; one at 9:00 a.m. for Support Staff, one at 11:00 a.m. for Faculty and at 3:00 p.m. for staff in Chatham.

President Silvaggi expressed gratitude to the staff for their dedication and invaluable contributions. He also provided updates on several key initiatives, including an update on the Fall 2025 Suspended Intakes, 2025-26 Fiscal Planning and Budget Overview, 2025-26 Enrolment, Program Sustainability and Development, Collective Bargaining, the College's new 5-year Strategic Plan Development.

A copy of the presentation that President Silvaggi gave at the College Update meetings can be found on the Intranet at <https://intranet.stclaircollege.ca/corporate-updates/>.





## 6. 2025 Alumni of Distinction Awards

The 2025 recipients of St. Clair College's Alumni of Distinction Award have industry experience ranging from the culinary arts to tool and mold, and everything in between. The honorees for St. Clair College's 32nd Alumni of Distinction Awards are the following:

- **Dino Miceli**, Founder/President, Calibur Tool & Mold, graduated in 1992 from the Mold Maker program.
- **Sheri Lynn Koscielski**, Senior Mentor, FIRST Robotics, graduated in 1986 from the Business Common program.
- **Paula Reaume-Zimmer**, President and CEO, Bluewater Health, graduated in 1994 from the Nursing program.
- **Adelina Sisti-DeBlasis**, Teacher, Greater Essex County District School Board, graduated in 2011 from the Culinary Management program.
- **Walter LaPlante**, Control and Industrial Connectivity Supervisor, Ford Motor Company, graduated in 2009 from the Mechanical Engineering Technology program.
- **Chuck Kelly**, President and CEO, Movati Athletic, graduated in 1991 from the Ambulance and Emergency Care program.

This year's list of honourees brings the total to 143 graduates recognized by the College since 1992.

St. Clair College President Michael Silvaggi said the award recipients will be asked to be guest speakers at convocation ceremonies in 2025-2026. "The Alumni of Distinction process is always a fascinating one, especially for our current students and prospective ones too," said President Silvaggi. "It depicts, in the most dramatic way possible, the sort of exciting and limitless career path that can be achieved when setting off with a St. Clair diploma in-hand. It's always an honour to recognize our accomplished grads, and to have them share their inspirational stories."

"Honoring an Alumni of Distinction is not just about recognizing past achievements, but celebrating the impact they have on their community, their profession, and future generations," said Belinda Bulhoes, President of the Alumni Association Board of Directors. "This year's list of award winners exemplifies what is means to Rise Above the Ordinary. We are proud to honour these dedicated, passionate and successful individuals."

This year's Alumni of Distinction ceremony will take place on Friday, May 2, 2025, in the Alumni Skyline Room at the St. Clair College Centre for the Arts in downtown Windsor.

ST. CLAIR COLLEGE PROUDLY PRESENTS OUR

# 32<sup>nd</sup> Annual Alumni of Distinction Awards

**Friday, May 02, 2025**

Alumni Skyline Room  
St. Clair College Centre for the Arts  
201 Riverside Drive West,  
Windsor, Ontario

Doors: 6:00PM • Dinner: 7:00PM

For event and recipient information,  
please visit [www.stclairalumni.com](http://www.stclairalumni.com)

Tickets to the event are available for purchase by  
calling the Chrysler Theatre Box Office at (519) 252-6579

**ST. CLAIR COLLEGE ALUMNI OF DISTINCTION**

**\* 2025 RECIPIENTS \***

**Chuck Kelly**  
President & CEO  
Movati Athletic  
Windsor, Ontario

**Sheri Lynn Koscielski**  
First Robotics Senior Mentor  
First Robotics Windsor-Essex  
London, Ontario

**Walter LaPlante**  
Control & Industrial Connectivity Supervisor  
Ford Motor Company  
Dearborn, Michigan

**Dino Miceli**  
President & Owner  
Calibur Tool and Mold  
Windsor, Ontario

**Paula Reaume-Zimmer**  
President & CEO  
Bluewater Health  
Sarnia, Ontario

**Adelina Sisti-DeBlasis**  
Red Seal Endorsed Honour Society Chief  
GCOSB Secretary School Culinary  
Teacher/Coop Specialist  
Windsor, Ontario

---

## 7. 2025 Warden's Luncheon

On Friday, March 28, 2025, the Senior Operations Group attended the 2025 Warden's Luncheon, hosted by the Windsor-Essex Regional Chamber of Commerce, at the Ciociaro Club. Essex County Warden and Leamington Mayor, Hilda MacDonald presented an address to Chamber members and guests.

Hilda was elected Mayor of Leamington in 2018 and again in 2022. Prior to that, she served one term as Leamington's Deputy Mayor and for two terms as a Councillor. Hilda serves on the Association of Municipalities Board of Directors and the Ontario Small Urban Municipalities Executive Committee. Hilda was elected Warden on November 23, 2022.



---

## 8. Public Relations Program – Guest Show Interview

On Thursday, March 27, 2025, President Silvaggi appeared as a distinguished guest on the College's Public Relations program's media show. President Silvaggi is pictured below with the students and crew from the program. Professor and Program Coordinator Rebecca Wright expressed her gratitude to President Silvaggi for his participation, noting that the students greatly enjoyed the experience with the special guest.





## 9. FIRST Robotics

FIRST Robotics Canada was established in 2001 with a mission to inspire Canadian high school and elementary school students to pursue further studies and careers in science, technology and engineering. It pursues its mission primarily through offering opportunities for students, working in teams and assisted by expert adult mentors, to build robots and to take part in tournaments which feature on-field competitions, judged awards and other forms of recognition, potentially including university and college scholarships.

The Windsor Essex FIRST Robotics competition took place from March 27 to 29, 2025 at the St. Denis Centre. St. Clair College, once again, was a sponsor of the event. President Michael Silvaggi was on hand on Saturday, March 29, 2025 to provide opening remarks and to cheer the students on.





---

## 10. Special Visitor

President Silvaggi welcomed Deepak Anand, one of the new Parliamentary Assistants at the Ministry of Colleges, Universities, Research Excellence and Security. Mr. Anand met with President Michael Silvaggi and some members of the Senior Leadership team to discuss the changing environment of postsecondary education and how we can work together to help students and Ontario's economy thrive.



6



---

## 11. Wallaceburg Chamber Breakfast with Mayor Canniff

St. Clair College was a proud sponsor of the Wallaceburg and District Chamber of Commerce's Breakfast with Mayor Darrin Canniff on Tuesday, April 8, 2025. St. Clair College is committed to fostering community engagement and supporting local initiatives. We look forward to continuing our partnership with the Wallaceburg and District Chamber of Commerce



*Pictured above are Muriel Sampson, Mayor Darrin Canniff and Art Barron.*

---

## 12. Saints Rocket League Win First-Ever Collegiate North American Championship

St. Clair College has made history by winning its first-ever Collegiate Rocket League (CRL) Championship, the first time a Canadian school has taken the title.

The Saints entered the CRL Spring Championship's Top 8 playoffs as the number one seed the weekend of April 5 and 6, 2025, where they took on the best programs in North America. The tournament featured the top Collegiate teams from across North America in three-versus-three matchups. The Saints Rocket League team of Battistoni, James Janzen from Delmenhorst, Germany, Nicolas Steinhauser from Vienna, Austria and headlined by top-tier gamer Ario Berdin of Vicenza, Italy rose above the competition to take the trophy and cash prize of \$5,000.

The CRL Spring Championship is the culmination of the season that started with over 260 schools across Canada, the United States and Mexico competing. The Championship broadcast was watched by more than 7,000 unique viewers from around the globe.

The team was prepared by head coach Yusuf Naebkhil from Windsor, Ont. and assistant coach Luca Papparatti from Milano, Italy. The four European players came to St. Clair College for the opportunity of a Collegiate career in esports and get an education in Esports Administration and Entrepreneurship to help build the movement.

*Way to go, Saints!*





### **13. CASN Accreditation**

On Wednesday, April 9, 2025, the College was advised by the Chairs of the Canadian Association of Schools of Nursing (CASN) Accreditation Bureau (CAB), that the accreditation review of (1) St. Clair College, School of Nursing, Educational Unit; (2) Collaborative Honours Bachelor of Science in Nursing, Education Program, and (3) Collaborative: Practical Nursing Program – Degree Completion Pathway, Education Program received a 7-year accreditation term with no recommendations. This is an exceptional accomplishment – one that is rarely granted.

This remarkable achievement underscores the dedication and excellence of St. Clair College's Nursing programs. We are proud to continue providing top-tier education to our students and contributing to the future of healthcare.



### **14. Chatham-Kent Chamber of Commerce Fireside Chat with Mayor/CAO**

On Thursday, April 10, 2025, President Michael Silvaggi, accompanied by the Senior Team, participated in the Chatham-Kent Chamber of Commerce's Fireside Chat with Mayor Darrin Canniff and CAO Michael Dubin at the Chatham-Kent J.D. Bradley Convention Centre. St. Clair College proudly sponsored the event, with President Silvaggi delivering the opening remarks. This event underscored St. Clair College's ongoing commitment to community engagement and leadership.



## 15. Powerline Rodeo

The 11<sup>th</sup> Annual Powerline Rodeo took place on Thursday, April 10, 2025, and despite the wet weather, was a huge success. St. Clair College would like to thank our incredible 1<sup>st</sup> and 2<sup>nd</sup> year Powerline Technician students, our dedicated staff, PAC members, industry partners and the supportive parents and families for making the Powerline Rodeo a huge success! Your dedication and passion continue to power the future of skilled trades.



## 16. Athletic Awards Banquet

The 56<sup>th</sup> Annual St. Clair College Athletic Awards Banquet took place at the St. Clair College Centre For The Arts on Thursday, April 10, 2025. The College would like to congratulate and recognize the award winners and all of our amazing athletes. Your hard work, dedication and outstanding performances continue to inspire us all. Way to go, Saints!



---

## 17. SRC/TSI Changeover Banquet

On Friday, April 11, 2025, the SRC and TSI held a joint Changeover Banquet at the St. Clair College Centre for the Arts. A great time was had by all. The outgoing and incoming SRC and TSI Executive are as follows:

### **SRC:**

**President**

**Vice President, South**

**Vice President, Downtown**

### **Outgoing**

Rishi Vatish

Harnoor Kaur

Vikas Sriram

### **Incoming**

Pratham Singh Benipal

Ali Harwin

Souravdeep Singh

### **TSI:**

**President**

**Vice President**

### **Outgoing**

Rumeesa Begum

Suhas Rawal

### **Incoming**

Suhas Rawal

Kaitlynn Byrne

We are looking forward to another great year working with the SRC and TSI in 2025-26!



**TO: BOARD OF GOVERNORS**

**FROM: MICHAEL SILVAGGI, PRESIDENT**

**DATE: APRIL 29, 2025**

**RE: 2025 CONVOCATION CONFERRING OF DIPLOMAS, CERTIFICATES AND DEGREES**

**SECTOR: ALL – SENIOR OPERATIONS GROUP**

---

**AIM:**

To provide the Board of Governors with a recommendation from College Administration for the conferring of Diplomas, Certificates and Degrees for the Fifty-Eighth Annual Convocation Ceremonies.

**BACKGROUND:**

College Administration annually provides the Board of Governors with a motion to authorize the conferring of the appropriate Diplomas, Certificates and Degrees to eligible students.

**RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors of St. Clair College of Applied Arts and Technology hereby authorize the awarding of the appropriate Diploma, Certificate or Degree to the eligible students, as designated by the Registrar and recommended by Faculty, to be presented at each session of the Fifty-Eighth Annual Convocation of St. Clair College of Applied Arts and Technology.



**TO: BOARD OF GOVERNORS**

**FROM: MICHAEL SILVAGGI, PRESIDENT**

**DATE: APRIL 29, 2025**

**RE: DEFERRED MAINTENANCE UPDATE**

**SECTOR: MARC JONES, SENIOR VICE PRESIDENT,  
FINANCE, ADMINISTRATION AND CHIEF FINANCIAL OFFICER**

**JOE SIRIANNI, SENIOR VICE PRESIDENT,  
HUMAN RESOURCES AND FACILITIES SERVICES**

---

**AIM:**

To provide the Board of Governors with an update regarding Administration's planning and risk mitigation processes to ensure necessary Deferred Maintenance requirements are addressed in a timely and effective manner, and to request approval for an additional \$2 million to be allocated to the 2025-2026 Deferred Maintenance spend. This includes \$1.86 million in unused funds carried over from 2024-2025, bringing the total Deferred Maintenance allocation to \$7 million for the 2025-2026 fiscal year.

**BACKGROUND:**

**A. Building Condition Assessments (BCA)**

A BCA is conducted every five years at St. Clair College. All buildings and associated facilities equipment ('element') within the BCA, are assessed by qualified third-party assessors who conduct visual inspections, review various consultant inspection reports, and interview Facilities staff. The backlog of maintenance required to keep buildings and equipment in good running condition is referred to as Deferred Maintenance.

BCA's are mostly based on each respective element's condition and life cycle replacement. The costs associated with the replacement or repair of building(s) and equipment ('requirement') which are considered to be at the end of its life or in poor condition, are noted for each requirement recommendation.



The College currently has 26 buildings representing 1.78 million gross square footage across 182 acres of land. A backlog can occur for various reasons, such as cost, inaccessibility, prioritization decisions, supply chain disruption, etc. Over the majority of the College's 50+ year history, cost has been the major impediment to addressing a Deferred Maintenance backlog, due to Ministry funding being significantly lower than the escalating cost and growth of College infrastructure.

It is important to note that Deferred Maintenance will always exist. This can mostly be attributed to cost, resources, accessibility of infrastructure and priority constraints. In addition, as current year Deferred Maintenance priority requirements are completed, new Deferred Maintenance requirements are likely to become realized.

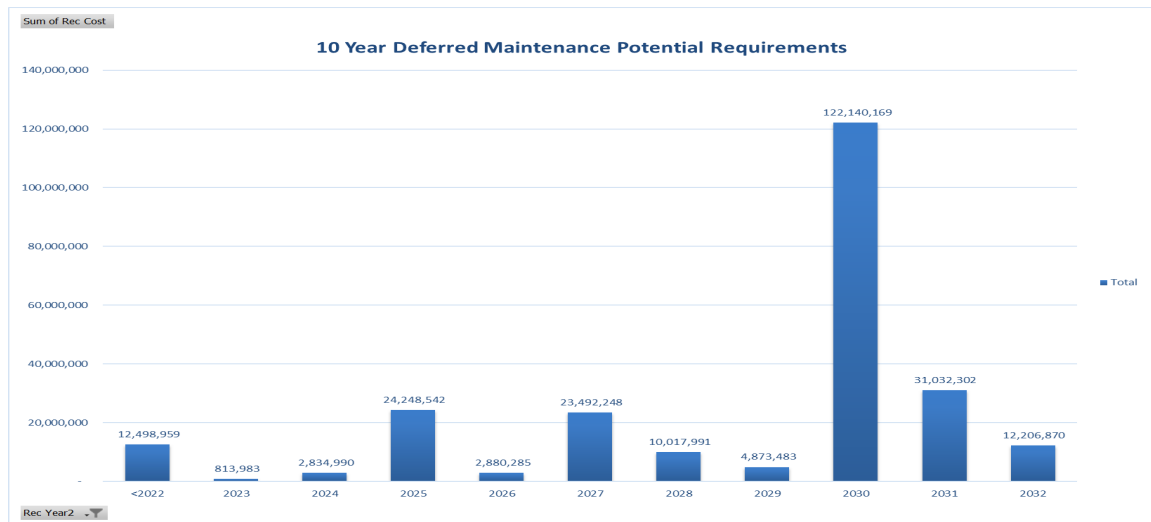
## B. BCA Recommendations and the Inflated 6-year Requirement Value

Many of the recommendations resulting from the BCA are based on the life cycle of numerous elements. There are two challenges presented when addressing Deferred Maintenance recommendations:

1. Given the age of the College infrastructure, it is challenging to perform certain Deferred Maintenance requirements given the severity of its impact (i.e. disruption and down time) to the student learning environment and general operations. An example is the domestic water distribution system. Piping is located in floors, walls and ceilings. Most of it is not accessible without engaging in a major and intrusive renovation project. The only scenario in which the College can address this type of infrastructure requirement is to engage in a deep retrofit of 'blocks' of a building. In addition, the cost of doing such a large scale retrofit based on recent experience at the Windsor Campus, is significant, drawing resources away from other priority Deferred Maintenance requirements across other buildings.
2. There is an inflated value of Deferred Maintenance requirements in the sixth year of the 10-year Deferred Maintenance forecast. When a BCA is completed and it is determined that a given requirement has either a "fair" or "good" condition, the recommendation cost may be automatically assigned for review in another five years. This means that the recommended replacement costs of all such elements across all buildings are automatically assigned into the sixth year. This industry standard artificially inflates the Deferred Maintenance value of year six, which is reflected in the charts below in years 2030-2031. This is why Deferred Maintenance requirement conditions are typically reviewed from a three to five-year cycle.

When the BCA is refreshed again in 2029 to assess the College's infrastructure, elements that are still in "fair" or "good" condition will get assigned another six years out. Elements are pushed out beyond their lifecycle because of sound preventative maintenance, as well as inspection and repair programs. For example, the College's electrical infrastructure is very old. However, the College has a strong preventative maintenance and inspection program where the system

is inspected and tested on a three-year cycle.



Over the past four years, the College has spent approximately \$55 million to address Deferred Maintenance requirements. As such, the College has addressed a significant backlog of air handling units, motor control cabinets, valves, building automation system controls, and a limited amount of inaccessible Deferred Maintenance, such as phased water main replacements, and piping and ductwork in areas that underwent major renovations.

### C. Prioritizing Deferred Maintenance Requirement Recommendations

The College's goal is to prioritize its Deferred Maintenance requirements to minimize risk to operations. On an annual basis, the five-year BCA is internally refined to align with the following prioritization elements:

- BCA element conditions and associated recommendations (prioritized by multiple variables such as condition, impact of failure and energy savings potential);
- Consultant reviews (electrical, roofing, building automation system controls);
- In-year condition of the equipment;
- Strategic priorities; and,
- Other operational approved projects which, when completed, allow for Deferred Maintenance to be addressed.

In addition to the BCA, the College has consultants review many critical components. Examples of these reviews include the following:

- An electrical engineering study was conducted on the College's aging electrical infrastructure at each campus. The report has recommendations to follow annually, which we have built into our Deferred Maintenance roadmap.

- The College chillers are noted to be in good condition. However, the manufacturer recommends a rebuild after a certain running hour threshold. We are using the Deferred Maintenance Reserve to fund the rebuild of two chillers per year, for the next four years. This will result in the chiller replacement requirement being automatically deferred another 10 years on the BCA.
- A study is underway to assess the condition of the storm and sanitary sewers at the Windsor Campus. Information from this study will be built into our Deferred Maintenance plan. A study at our Chatham Campus will be completed in 2026-2027, pending budget approval.
- After a roofing consultant engagement, the College has a multi-year plan based on the assessment of every roof for either roof restoration or roof replacements.
- As requested at the March Board meeting, please find below a chart that depicts the recommendations listed as poor or critical for groupings of elements. Note, in some cases, the element may be listed as fair or good condition or “functioning as required”, however, there is a recommendation assigned to the element for in-year worst case repairs.

Maintenance Type	2025		2026		2027		2028		2029		2030	
	Critical	Poor	Critical	Poor	Critical	Poor	Critical	Poor	Critical	Poor	Critical	Poor
Building Exterior	\$755,314			\$30,027								
Building Interior	\$857,228	\$562,185		\$286,857					\$241,183	\$76,428		
Conveying System	\$331,075	\$26,568		\$102,131								
Electrical	\$4,814,030	\$584,173		\$875,013		\$226,902						
Fire Protection	\$10,000	\$100,647										
Grounds	\$46,726											
HVAC Systems	\$15,744,179	\$2,194,688		\$79,618			\$24,832		\$61,488			
Parking/Roadways/Walkways	\$577,812	\$44,121		\$270,052					\$29,371	\$38,912	\$64,758	\$16,775
Plumbing	\$5,407,933	\$634,000					\$12,971		\$65,534			
Powerplant Systems	\$65,400	\$39,236		\$13,449					\$38,422		\$144,819	\$91,030
Roof	\$469,628	\$50,324		\$100,000					\$85,702	\$23,677		
Underground Infrastructure	\$2,304,024	\$21,600										
Total	\$31,383,349	\$4,257,542	\$0	\$1,757,147	\$0	\$226,902	\$37,803	\$0	\$483,278	\$177,439	\$209,577	\$107,805
Notes:												
1. All recommendations from years prior to 2025 have been pulled into 2025 for this report.												
2. The large values in Electrical (\$4.8M) represent all of the electrical wiring within walls, floors and ceiling spaces. The large values in HVAC Systems (\$15.7M) represent all of the ductwork, controls, VAV's, heat exchangers, etc. that make up the hundreds of HVAC Systems throughout our campuses. The large value in Plumbing (\$5.4M) represents plumbing, pumps, valves, heating/cooling system lines, etc. within the vast plumbing infrastructure that the College has built into the flooring, walls and ceilings. The College has replaced HVAC units, Motor Control Centres, Switchgear, panels, pumps, controls, etc. as required by condition or lifecycle. The large values assessed here represent worst case major replacement/repairs in year for each of these areas.												
3. Underground Infrastructure includes sanitary and storm sewers, watermain and electrical infrastructure (ex. outdoor lighting wiring). At South Campus, we are in phase 4 of 5 of replacing the watermain on campus. In addition, we just underwent a large storm and sanitary sewer assessment at South Campus and will be building out a multi-year plan for repair/replacement. We also plan to commission a study of the same at the Chatham campus.												

- At the February BOG meeting, the Board approved \$5 million to be used from the Deferred Maintenance Reserves towards 2025-2026 projects. Of the \$18 million allocated to the 2024-2025 Deferred Maintenance projects, \$16.14 million was spent as of March 31, 2025. Due to supply chain challenges, tariff challenges, and the fact that there are now three projects that need to carry over into 2025-2026 due to supply chain issues, Facilities is requesting that an additional \$2 million be allocated to 2025-2026 Deferred Maintenance. This includes the \$1.86 million unused funds that were allocated Deferred Maintenance for 2024-2025. This brings the total ask for 2025-2026 to \$7 million.

**RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors receive this update regarding Administration's planning and risk mitigation processes to ensure necessary Deferred Maintenance requirements are addressed in a timely and effective manner, for information.

**IT IS RECOMMENDED THAT** the Board of Governors approve an additional \$2 million be allocated to the 2025-2026 Deferred Maintenance spend. This includes \$1.86 million in unused funds carried over from 2024-2025. This will bring the total Deferred Maintenance allocation to \$7 million for the 2025-2026 fiscal year.



*Table of Contents*

---

**SECTION I:      Ends**

Vision, Mission Statement and Values .....	3
Core Business.....	4
Organizational Goals .....	5

**SECTION II:      Board Policies  
                        Governance Process**

Board Job Description.....	6
Chair's Role .....	7
Past Chair's Role.....	8
Corporate Secretary's Job Description .....	9
Committee Principles.....	10
Audit and Finance Committee.....	11
Code of Conduct .....	14
Cost of Governance.....	17
Governing Style .....	19
Annual Board Planning Cycle .....	21
Board Standards, Procedures and Self-Policing .....	23
Advocacy .....	24
Relationship to the Foundation .....	26

**SECTION III:      Board Policies  
                        Executive Limitations**

General Executive Constraint .....	27
Emergency Executive Succession.....	28
Asset Protection .....	29
Communication to the Board.....	35
Working Conditions.....	36
Compensation and Benefits .....	37
Budget Development .....	38
Fiscal Condition .....	40
Resource Development .....	42

Communications and Counsel .....43  
Programs and Services.....44  
Public Image .....45  
Partnerships.....46

**SECTION IV:     Board Policies**  
                  **Board-Staff Relationship**

Delegation to the President .....47  
President’s Job Description.....48  
Monitoring President’s Performance .....49  
President Emeritus .....57  
Presidential Selection.....59  
Whistleblower Policy.....61  
Whistleblower Procedure.....67

**SECTION V:     Board Policies**  
                  **Board-Student/Alumni Relationship**

Student/Alumni Organizations.....56



## Board of Governors Policy Manual

### Vision

---

Excellence in all we do.

### Mission

---

Transforming lives and strengthening communities through high quality and accessible educational experiences that support career-readiness, innovation, and life-long learning.

### Values

---

- Accessibility
- Accountability
- Collaboration
- Diversity
- Inclusivity
- Integrity
- Quality
- Respect
- Sustainability
- Transparency

[2682701/2]



## Board of Governors Policy Manual

### Core Business

---

St. Clair College must be a viable economic entity as our learners rely on the College for programs and services, employment and for the overall contribution to the community.

To that end, St. Clair College's areas of specialization include:

- Manufacturing/Technology
- Business
- Hospitality
- Applied Health



#### Organizational Goals for St. Clair College

---

1. St. Clair College will be accessible for life-long learning to all those who desire education and training for both career and interest.
2. St. Clair College will provide quality programs that result in high graduate employment, graduate satisfaction, employer satisfaction and student satisfaction and when compared to provincial Key Performance Indicators benchmarks, will surpass the provincial average.
3. St. Clair College will strive for excellence in meeting the needs of its students and the community by providing an applied research capability, increasing its commitment to deliver applied degrees and using alternative modes of delivery to reach its distant constituents.
4. St. Clair College will exist to meet the needs of its community but will have a global perspective and awareness in contributing as partners to social and economic growth.
5. St. Clair College will be distinctive from other colleges in its mission, vision of the future and its areas of specialization - Manufacturing and Technology, Business, Hospitality and Applied Health.
6. St. Clair College will demonstrate excellence in technology by ensuring that the FCEM has state of the art equipment.
7. St. Clair College will become the first choice of local employers for training by embracing the need for continuous change, innovation and improvement and by quickly responding to the needs of their clients with relevant and up to date programs and services.
8. St. Clair College will attract prospective students and clients in the educational world by being affordable, entrepreneurial, service oriented and accountable to students, the public and the community.
9. St. Clair College will invest in the development of College staff in order to promote excellence in teaching.
10. St. Clair College will continue to act in a fiscally responsible manner.

To enable these organizational goals to be accomplished and to realize the vision for the College, we will focus on the following six areas:

- the learner
- the employer as a client
- teamwork and morale
- innovation
- financial management
- resource management

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Board Job Description</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-1</b>
<b>Effective Date:</b>	<b>June 22, 2010</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: January 22, 2019</b>
<b>Mandatory Review Date:</b>	<b>January 23, 2024</b>	

The Board, in its role as a trustee, shall respond to community needs through its policies. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "projects" or outputs:

1. Ensuring that appropriate linkages exist between the organization and the community at large.
2. Writing governing policies which, at the broadest levels, address:
  - (a) Ends: Organizational products, services, impacts, benefits, outcomes (what product for which need at what cost).
  - (b) Governance Process: Specification of how the Board conceives, conducts and monitors its own tasks.
  - (c) Board-President Relationship: How power is delegated and its proper use monitored.
  - (d) Executive Limitations: Constraints on President's authority that establish the prudence, ethical and legal boundaries within which lies the acceptable level of Presidential activity.
3. Assuring College and Presidential performance as measured against Ends and Executive Limitations Policies.
4. Providing leadership in advocating for changes in the St. Clair College community and in Government legislation related to education on and training to contribute to the social and economic well-being of the Windsor-Essex and Chatham-Kent community.
5. Endeavoring to maximize resources available to the College in order to achieve its Mission.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Chair's Role</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-2</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: January 22, 2019</b>
<b>Mandatory Review Date:</b>	<b>January 23, 2024</b>	

The role of the Chair is to ensure that the Board functions according to its policies and to represent the Board to outside parties. The Chair is the only official spokesperson for the Board of Governors, other than in specifically authorized instances.

1. The responsibility of the Chair is to ensure that the Board operates in a manner consistent with its own policies and those requirements legitimately imposed upon it from outside the organization.
  - (a) Meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President.
  - (b) Deliberation will be fair, open and thorough, but also efficient, timely, orderly and kept to the point.
2. The Chair has the authority to make decisions on behalf of the Board which fall within Board policies. He/she shall not:
  - (a) Commit the Board to any new policies.
  - (b) Authorize expenditures that require Board approval. It is expected that normal incidental expenses of the President would be approved by the Chair.
3. The Chair is the Board's formal contact with the President.
4. The Chair is to ensure the Vice Chair is informed of current and pending Board issues and processes. The Vice Chair will act as Chair when the Chair is unable to fulfill his/her duties, in accordance with the By-laws.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Past Chair's Role</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-2.1</b>
<b>Effective Date:</b>	<b>June 28, 2022</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>NEW</b>	<b>Last Review Date: N/A</b>
<b>Mandatory Review Date:</b>	<b>June 28, 2027</b>	

To support succession planning of the Board, the immediate Past Chair will serve as an ex-officio non-voting member of St. Clair College Board of Governors. The Past Chair must have completed their Board term in order to be eligible for this role. The Past Chair will oversee special projects as delegated by the Board and performs other duties as assigned for a maximum of two years.

It is required that the Past Chair will comply with all Board Policies and Board By-laws.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

Policy Title:	Corporate Secretary's Job Description	Area of Responsibility: Board of Governors
Policy Section:	Governance Process	Policy No: 2003-3
Effective Date:	March 23, 2010	Page: 1 of 1
Supersedes:	May 31, 2003	Last Review Date: March 26, 2019
Mandatory Review Date:	March 26, 2024	

~~The Corporate Secretary is appointed by the Board of Governors. Whereas the Chair of the Board is responsible for the integrity of Board process, the Corporate Secretary is responsible for the integrity of Board documents. The Corporate Secretary has a key role to play in ensuring that Board procedures are both followed and regularly reviewed. All Governors should have access to the advice and services of the Corporate Secretary and should recognize that the Chair is entitled to the strong support of the Corporate Secretary in ensuring the effective functioning of the Board.~~

~~Specific issues include the following:~~

- ~~a) In the absence of both the Chair and the Vice-Chair, the Corporate Secretary shall call the Board meeting to order and shall serve as Chair while the Board elects a Chair Pro Tempore.~~

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Committee Principles</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-4</b>
<b>Effective Date:</b>	<b>April 28, 2020</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>November 25, 2008</b>	<b>Last Review Date: April 28, 2020</b>
<b>Mandatory Review Date:</b>	<b>April 22, 2025</b>	

The Board may establish committees to help carry out its responsibilities. To preserve Board authority, committees will be used sparingly.

1. Board committees may not speak or act for the Board except when formally given such authority by the Board for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Chair of the Board of Governors and the President.
2. Board committees are to assist the Board in achieving the College's Mission according to the parameters set by the Board.
3. Board committees cannot exercise authority over staff and operations.
4. A committee is a Board committee only if its existence and mandate come from the Board, regardless of whether the Board members sit on the committee. The only Board committees are those which are set forth in this policy and in the Board By-Laws.
5. An Audit and Finance Committee will be established by the Board of Governors at the appropriate time with primary responsibility to ensure compliance with Board policy through financial oversight and inquiry.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Audit and Finance Committee – Terms of Reference</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-4.1</b>
<b>Effective Date:</b>	<b>January 25, 2022</b>	<b>Page: 1 of 3</b>
<b>Supersedes:</b>	<b>April 28, 2020</b>	<b>Last Review Date: June 27, 2023</b>
<b>Mandatory Review Date:</b>	<b>June 27, 2028</b>	

In accordance with Policy 2003-4, Committee Principles, an Audit and Finance Committee will be established by the Board of Governors at the appropriate time with primary responsibility to ensure compliance with Board policy through financial oversight and inquiry.

Policy 2003-4.1 outlines the Audit and Finance Committee Terms of Reference.

### 1. Composition

3 external Board members + President, and/or an external voting member at the discretion of the Board.

The Committee Chair will be elected by the members of the Committee. As defined in the By-laws, the Committee Chair may also be appointed Treasurer of St. Clair College. Only those members of the Committee can vote.

The Committee Chair, where possible, should be an active designated Chartered Professional Accountant (CPA) of Canada member in good standing.

### 2. Meetings

The Committee will meet a minimum of 3 times per year at the call of the Chair.

### 3. Responsibilities

#### i. **Communication**

- The Committee Chair and the Vice-President, Finance & CFO should have an effective working partnership, as the Vice-President, Finance & CFO has a fiduciary responsibility to the Board. The partnership must feature trust, respect, professionalism, collaboration, openness, and transparency.
  - The Committee Chair and the Vice-President, Finance & CFO should meet privately on a quarterly basis. Some informality is encouraged to foster open dialogue.

[2682701/2]

- The Committee Chair and the Vice-President, Finance & CFO should have a comfortable two-way communication to one another by phone or email as needed.
- The agenda for Committee meetings should be jointly set by the Committee Chair and the Vice-President, Finance & CFO.
- All approved minutes from Committee meetings will be provided to the Board at the subsequent in-camera Board meeting following the respective Committee meeting.

## ii. Audit

- ~~Appointing external auditors.~~ Recommend to the Board of Governors the approval of the selected external auditor based on the President's recommendation, following the issuance of a Request For Proposals (RFP) process.
- Reviewing and approving the audit plan for the external auditors to ensure that the combined evaluation of risks and testing of controls is comprehensive.
- Review the scope of the external auditor's reviews of the College's internal controls, any significant findings and recommendations by the external auditors and the responses of the College's staff to those findings and recommendations.
- Ensure that external auditors have access to the Committee to ensure that no management restrictions have been placed on their scope, extent of audit examinations or reporting of their findings.
- Review with the external auditors the results of the audit and determine if there were any difficulties or disputes with management, any significant changes in the audit plan, any significant changes in accounting policies and any management estimates that required significant judgement.
- Review and discuss the annual financial statements and related note disclosures with management and the external auditors.
- Seek assurance that the financial statements of the College are prepared in accordance with public sector accounting standards, which would include oversight of the selection of accounting policies used in the preparation of the financial statements, and consideration of all relevant alternatives.
- Review the annual draft financial statements and, where appropriate, suggest improvements in the financial information and, when accepted, recommend the final statements for approval by the Board.
- Have the right to make inquiries and call upon corporate officers of the College, as the Committee deems necessary.
- Review the performance of the external auditors annually and recommend to the Board their appointment and related fees.

[2682701/2]



### **iii. Financial**

- Review the annual budget and mid-year budget and recommend its approval to the Board. The Committee has a duty to review and monitor throughout the year, the College's actual operational and capital expenditures in relation to the approved budget.
- Receive reports from management, external auditors and legal counsel, if appropriate or necessary, on all significant deficiencies or indications/detection of fraud along with the corrective activity undertaken.
- Evaluating the adequacy and effectiveness of the Board's policies as well as the College's administrative, operating and accounting policies through communication with management and the external auditors and make recommendations to the Board regarding necessary changes.
- Ensuring the College has an Investment Policy for the operating, reserve, and endowment funds, and periodically review its relevancy.

### **iv. Other**

- Acting as a resource to administrators with respect to financial matters.
- Assisting the Board in identifying and managing financial risk posed to the College by being an objective party to review, critique, and advise with respect to financial information.
- Reviewing major proposals as submitted by administration or highlighted by the Board of Governors.
- The Committee must discuss with management, the adequacy and effectiveness of the accounting and financial controls (including the system to monitor and manage business risks, legal, regulatory and ethical compliance programs), the adequacy of such controls and any remedial steps being undertaken to address any material weaknesses or significant deficiencies in internal controls.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Code of Conduct</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-5</b>
<b>Effective Date:</b>	<b>May 24, 2022</b>	<b>Page: 1 of 3</b>
<b>Supersedes:</b>	<b>February 22, 2022</b>	<b>Last Review Date: May 24, 2022</b>
<b>Mandatory Review Date:</b>	<b>May 25, 2027</b>	

Board members will be independent, impartial and responsible in order to effectively govern the College. This Code of Conduct is intended to set basic rules for Board members in order to maintain the Board's integrity and the confidence of the community.

1. Board members will be ethical and professional. This includes proper use of authority and appropriate decorum when acting as Board members. Board members will treat one another, students and staff with respect, cooperation and will deal openly on all matters.
2. Members are accountable to exercise the powers and discharge the duties of their office honestly, in good faith and in the best interest of the College.
  - 2.1 Governors can rely in good faith on:
    - i. Financial Statements represented by officer or auditor to present fairly the financial position of the corporation.
    - ii. Report or advice of an officer or employee – if reasonable in the circumstances to rely on report or advice.
    - iii. Report or advice of an expert; lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to statements made by them.
3. Board members will not communicate any matter designated as confidential to anyone.
4. Board members will abide by the confidentiality of information in perpetuity.
  - 4.1 Board members will not waive Board rights to confidentiality including discussions which occur at legally-held-in-camera meetings of the Board.
  - 4.2 Board members will enforce upon themselves whatever discipline is needed to govern with excellence including a resolution of censure or a request for removal of a Board member.
  - 4.3 Members of the Board who are students or employees of the College should not raise issues at the Board level which affect them personally. Such issues should be handled through the regular avenues of communications within the College.
5. Board members will not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
  - 5.1 Board members' interaction with the President or with staff will recognize that any individual member or group of members does not have authority other than that explicitly stated in Board policies.

[2682701/2]

- 5.2 Board members' interaction with the public, press or other entities will recognize the same limitation and the similar inability of any member(s) to speak for the Board.
- 5.3 Board members will make no evaluations of the President or staff performance except as that performance is assessed against explicit Board policies by the official process.
- 5.4 Board members will encourage employees to utilize reporting lines within the administration to bring their concerns to the Board.
6. Board members will be familiar with the incorporating documents of St. Clair College, Board By-laws, Board regulations, Board policies and organizational structure of the College, as well as the general rules of procedure and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
- 6.1 The following list identifies the non-delegable powers that must be exercised by the full board of governors:
- Filling board vacancies/auditor vacancies.
  - Issuing debt obligations (except as specifically authorized by governors).
  - Approving financial statements.
  - Adopting, amending and repealing by-laws.
7. Board members will be well prepared for each meeting and for the discussion of any item.
8. Board members will take part in educational activities that will assist them in carrying out their responsibilities.
9. Board members will attend meetings on a regular and punctual basis. A member may attend a maximum of 20% of board meetings through virtual means.
10. Governors when acting as Governors, are expected to consider and represent the interests of the College and its community as a whole in preference to any other interests which that Governor may also have or represent.
11. In keeping with the Minister's Binding Policy Directive and the "Conflict of Interest" Policy Framework Governors must declare a conflict of interest, at the earliest opportunity, with respect to their fiduciary responsibility and are expected to adhere to the Minister's Binding Policy Directive, as well as the Board By-laws and Policies pertaining to the "Conflict of Interest".

As members of the Board of St. Clair College, Board members are guided by the Ontario Ministry of Colleges and Universities Act, ~~particularly, Regulation 770~~ and the Minister's Binding Policy Framework. The following specific points, however, are particularly to be noted in the conduct of the Board matters:

- Board members must be sensitive to conflicts of interest whether it is actual, perceived or potential and should be guided by the Provincial guidelines in those matters. A conflict-of-interest declaration must be made on any items or discussions which cut across members' involvement with respect to other organizations or possible gains to themselves or their families.
- Board members should avoid raising any specific cases in respect to professors/instructors, students, or employees at the Board meetings. Such items should be discussed with the President or Chair of the Board outside of the context of the formal meeting of the Board.

[2682701/2]

#### Process for Declaring a Conflict of Interest

In accordance with the Minister's Conflict of Interest Binding Policy Directive for colleges of applied arts and technology,

~~At~~ the beginning of every Board meeting, the Chair of the Board is to ask, and have recorded in the minutes, whether any Governor has a conflict to declare with respect to any agenda item. A Governor who has a conflict of interest is to declare the conflict and the general nature of the conflict.

In keeping with best practices, Board members that have declared conflict are to leave the room prior to that particular agenda item being discussed. This includes both open and closed/in camera meetings, and in cases of actual, perceived and potential conflict.

This approach provides the best protection for the Board and the individual Governor, to avoid any claims that the Governor influenced a Board decision for his/her benefit or to benefit the conflicting interest.

#### Handling Violations of the Code of Conduct

A Board member who is alleged to have violated the Code of Conduct will be informed in writing and will be allowed to present his/her views of such alleged breach at the next Board meeting. The complaining party must be identified. If the complaining party is a member, he/she and the respondent member will absent themselves from any vote upon resolution of censure or other action that may be brought by the members. Members who are found to have violated the Code of Conduct may be subject to censure.

In addition to the above, Board members will be required to complete and sign a Conflict-of-Interest Disclosure form (Appendix F) annually, to be reviewed by the Board Chair.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Cost of Governance</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-6</b>
<b>Effective Date:</b>	<b>January 26, 2022</b>	<b>Page: 1 of 2</b>
<b>Supersedes:</b>	<b>January 27, 2015</b>	<b>Last Review Date: January 26, 2022</b>
<b>Mandatory Review Date:</b>	<b>January 26, 2027</b>	

The purpose of the Board is to ensure that St. Clair College achieves appropriate results for our clients at an acceptable cost and avoids unacceptable actions and expenditures.

Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity.

1. The Board recognizes that continual updating of skills, and awareness of new issues, are vital to a member's contribution to the Board. Therefore, new Board members shall receive a complete orientation to ensure familiarity with the education system and issues, the organization's structure and issues, and the Board's process of governance.
  - a. Board members shall have ongoing opportunity to take responsibility for continued training and education to enhance their governance capabilities including, but not limited to:
    - i. Attendance at provincial Board workshops.
    - ii. Attendance at other conferences or other developmental activities.
    - iii. Attendance at the Board Annual Retreat.

Each member of the board who attends any conference will be required to report back with a brief synopsis to the Board.

Participation at Provincial College Organization of which St. Clair College is a Corporate Member: The Board recognizes the provincial college conference as an important developmental activity of the Board and its work. Participation at the annual provincial conference shall be open to all members of the Board. Notification to Board members and opportunity to attend shall form part of the Board's Annual Workplan. The provincial conference shall be added to the September meeting of the Board at which time the Chair shall call for members to put their name forward to attend as conferees. Each new Governor will be required to successfully complete the Certificate of Good Governance within two years of their appointment to the Board.

Additionally, in order to be eligible for election to the Board Chair position, candidates must have successfully completed the Certificate of Advanced Good Governance.

[2682701/2]

Participation at National College Organization of which St. Clair College is a Corporate Member: The national college conference is an opportunity for the Board to gain some understanding to the Canada-wide system issues. Participation at the annual national conference shall be open to the President, the Chair, the Vice Chair, and up to six (6) other members of the Board. Notification to Board members and opportunity to attend shall form part of the Board's Annual Workplan.

Selection and approval to attend the national conference or other developmental activities will be determined using the following "Guidelines for Determining Professional Development Activities" (attached).

Conferees will attend such meetings primarily to receive information and exchange ideas. Board members will be expected to report back to the Board and provide a brief synopsis of their experience at conferences, workshops and other development activities attended as members of the Board.

2. The Board will establish governance process policies and a governance action plan that will serve as measurable standards against which the Board's performance can be evaluated.
  - a. At least on an annual basis, the Board will conduct a self-evaluation. As a result of this evaluation, the Board will include in its governance action plan, specific goals and objectives for improvement on identified areas.
  - b. The Board will monitor its adherence to its own governance process policies on a regular basis. Upon the choice of the Board, any policy can be monitored at any time. However, at a minimum, the Board will monitor its own adherence to the policies annually.

#### **Guidelines for Determining Professional Development Opportunities**

##### ***Annual National College Conference***

The President, Chair and Vice Chair should attempt to attend the national conference during their term, when possible.

Application by other members of the Board to attend the national conference shall be at the discretion of the Chair, with preference based on the following criteria:

- Board members may attend the national conference at least once during each 3-year term.
- With the exception of the student member, members who are in their year of retirement from the Board are ineligible to attend the national conference.
- Highest seniority on the board shall be given priority and previous attendance will be considered. The Chair shall report to the Board regarding approvals of members selected to attend conferences.

##### ***Other Conferences, Workshops and Development Opportunities***

Additional educational opportunities will be brought forward to the Board as they are known. Members who wish to attend conferences, workshops and other development opportunities can apply to the Chair. The Chair will review requests against conferences attended previously, current work of the Board, strategic work of the Board, cost, and the Board's own goals for itself.

Board members who are approved to attend educational opportunities will be reimbursed for all Board/College related travel as pre-approved by the Board/Chair and in accordance to the Board's travel and expense policies.

[2682701/2]

**POLICY AND PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>Governing Style</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-7</b>
<b>Effective Date:</b>	<b>September 24, 2019</b>	<b>Page: 1 of 2</b>
<b>Supersedes:</b>	<b>March 24, 2009</b>	<b>Last Review Date: September 24, 2019</b>
<b>Mandatory Review Date:</b>	<b>September 24, 2024</b>	

The Board will govern with a style which emphasizes:

- outward vision and openness;
- encouragement of diversity in viewpoints;
- strategic leadership;
- clear distinction of Board and President;
- collective rather than individual decisions;
- future rather than past or present; and,
- measurable added value.

The Board will:

1. Operate in all ways mindful of its civic trusteeship obligation to the public. It will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling this commitment. The Board will give citizens the opportunity to address the Board but reserve the right to limit the time allotted for remarks.
2. Cultivate a sense of group responsibility. The Board will be responsible for excellence in governing. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board, rather than substitute individual judgments for Board values.
3. Direct, control and inspire the organization through the careful establishment of the broadest written policies reflecting the Board's values and perspectives. In the event of emergency situations not covered by specific policies, the College President, with the advice and consent of the Chair, if practicable, shall have the authority to take any appropriate action required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable. The Board's major focus will be on the intended long-term impacts outside the operating organization (ends), not on the administrative or programmatic means of attaining those effects.

[2682701/2]

4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice to staff through written policies, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
5. Welcome staff initiative and cultivate a sense of teamwork.
6. Monitor and discuss the Board's process and performance annually. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories.
7. Conduct itself in a manner that complies with all relevant laws and regulations and fulfills all legal and fiduciary responsibilities.
8. All meetings of the Board shall be open and public in accordance with the laws and By-laws of Ontario and the College. Closed sessions may only be held in accordance with the provisions of said laws. All discussions conducted in closed sessions and the minutes thereof shall be kept confidential, except when the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual.
9. Policy Approval will occur at Full Board Meetings.

~~Add a standing agenda item asking for Board input to allow time (5 minutes) for discussion, as part of the Board Self Evaluation process.~~

[2682701/2]





## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Annual Board Planning Cycle</b>	<b>Area of Responsibility:</b> Board of Governors
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No:</b> 2003-8
<b>Effective Date:</b>	<b>March 24, 2009</b>	<b>Page:</b> 1 of 2
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date:</b> October 22, 2019
<b>Mandatory Review Date:</b>	<b>October 22, 2024</b>	

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow the “Board Annual Work Plan” and the “Event Schedule” to ensure compliance with ~~legislation (O.Reg. 34/03)~~, Board Policies and Board Operating By-laws. In addition the Board will:

1. Complete a re-exploration of ends policies annually;
2. Continually improves its performance through attention to Board education and to enrich input and deliberation; and
3. The Board will consider proposed new or revised policy twice, first as an informational item, and second as a recommendation for approval. Upon majority vote of the Board, the policy will be incorporated into the Board’s policies.

Accordingly,

1. The Board shall maintain control of its own agenda by developing an annual schedule that includes, but is not limited to:
  - a) Considered review of the Ends in a timely fashion prior to the President building a budget.
  - b) Scheduled time for consideration of information relating to the internal and external environment and exploration of future perspectives, which may have implications for the direction of the College.
  - c) Scheduled time for monitoring of the Board’s own compliance with its Governance Process policies and for review of the policies themselves.
  - d) Scheduled time for monitoring compliance by the President with Executive Limitations policies and for review of the policies themselves.
  - e) Scheduled time for Board orientation and education.

[2682701/2]

2. Based on the outline of the annual schedule, the Board delegates to the Chair the authority to fill in the details of the meeting content. The Board Chair in consultation with the President shall prepare the detailed agenda. Potential agenda items shall be carefully screened to ensure that they relate to the Board's job description, rather than simply reviewing staff activities. Screening questions shall include:
  - a) Clarification as to whether the issue clearly belongs to the Board or the President.
  - b) Identification of what category an issue relates to – ends, executive limitations, governance process, Board-President linkage.
  - c) Review of what the Board has already said in this category, and how the current issue is related; identification of whether the Board already dealt with the issue; of whether the issue is one level below current Board policy, or several levels lower; identification of the broadest way to address this issue so that it is still “under” the Board policy that already exists.
3. The Board shall annually establish for itself, a set of desired performance objectives related to the governance process. Review of progress towards these objectives shall form a meaningful part of each meeting agenda.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Board Standards, Procedures and Self-Policing</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-9</b>
<b>Effective Date:</b>	<b>June 28, 2022</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>January 27, 2015</b>	<b>Last Review Date: June 28, 2022</b>
<b>Mandatory Review Date:</b>	<b>June 22, 2027</b>	

The Board shall institute standards and procedures as well as enforce sanctions in the endeavor to govern with excellence. These standards, procedures and methods of self-policing shall apply to participation/attendance at meetings, visibility at College functions, linkage activities with the community, speaking with one voice and self-policing of a Board's tendency to stray from rigorous governance.

1. Governors are required to attend and participate in the Board meetings. Attendance guidelines for such Board business require a member to notify the Chair of the Board, through the Secretary, in advance of the meeting of his or her inability to attend. The Board may terminate a Governorship, based on attendance record, as prescribed in the Board of Governors Operating By-laws.
2. Governors are required to attend at least four (4) College functions such as Academic Awards, Alumni of Distinction, SRC/TSI Changeover Banquets or Student Leader Christmas Gathering and a minimum of six (6) convocation sessions during a twelve (12) month period.
3. Governors are required to attend the Higher Education Summit and the Premier's Award Banquet at least once during their first term of service.
4. Governors are required to attend Board linkage activities with the community, as apprised of such activities.
5. Governors shall, in all instances, speak with one voice on issues that concern the College. The Governors' sole voice shall be the Chair of the Board of Governors, or someone formally designated by the Chair who is authorized to speak on such issues.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Advocacy</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-10</b>
<b>Effective Date:</b>	<b>May 26, 2009</b>	<b>Page: 1 of 2</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: February 25, 2020</b>
<b>Mandatory Review Date:</b>	<b>February 25, 2025</b>	

### Background

The St. Clair College Board of Governors identified the importance of developing an Advocacy Policy, strategy, and action plan. The Board indicated the need for a formal process that would allow it to respond to political, economic and social issues impacting the College, the Ontario College system and post-secondary education in general. The Board also identified the importance of lobbying appropriate stakeholders on key issues affecting post-secondary education.

The Board recognized that lobbying on specific issues may involve joint action with College administration, Colleges Ontario, or other interested parties. The Board also may lobby on its own.

### The Policy

The Board of Governors will advocate on behalf of the College and the post-secondary education and training system on issues of concern as needed. This advocacy may be undertaken in partnership with others. The purpose of the activity is to inform, to educate, and to persuade governments and other stakeholders.

Goals of advocacy may include:

- to raise the profile of St. Clair College, its programs and services with members of the community, governments, business, industry, students, media and other key stakeholders;
- to position the College as a major force and a valuable partner in employment, economic and community development, and technological innovation in the Windsor/Essex, Chatham/Kent community;
- to advocate for adequate funding and resources to enable the College to continue to provide for post-secondary education and training;
- to establish and maintain effective relationships with the community, business, industry, government, other educational sectors, and others who can assist the Board and the College in achieving its goals; and
- to promote and market the College and its positions on issues.

[2682701/2]

### **Relationship of Board and Colleges Ontario in Advocacy**

Colleges Ontario is responsible for advocating on system-wide college issues. Certain advocacy issues may require collaboration with college boards, college administrators and other organizations.

### **Role of the St. Clair College Board of Governors**

Annually, the Board will identify and prioritize issues that require an advocacy strategy, will formulate appropriate action plans, and will develop a statement of key messages concerning these issues. These key messages will serve as position statements for individual Board members when representing St. Clair College's Board of Governors in speaking engagements or other advocacy activities.

### **Role of Individual Board Members**

St. Clair College's Board of Governors is a legal corporate entity and, as such, individual Board members must represent the views of the Board as a whole when speaking on an advocacy issue, rather than presenting their individual positions.

### **Role of the President and the College Administration**

Although the Board and College administration will collaborate on strategic advocacy issues, the President of St. Clair College and other senior administrative staff will advocate on an ongoing basis on emerging issues.

### **Criteria and Process for Identification of Advocacy Issues**

Colleges Ontario, through its Advocacy and Communications Committee, identifies system-wide college advocacy issues and develops strategies to deal with these issues on an annual basis. These advocacy issues are communicated to colleges through various publications and committees.

St. Clair College advocacy issues will be identified at the Board's annual planning workshop. Board members will prioritize these advocacy issues based on the needs of the College and will determine which issues the Board should focus its attention upon in the upcoming year.

Advocacy issues identified by the Board's task forces are referred to the Board for action.

Input on advocacy issues will be sought from employees, student and alumni groups, employers of our graduates, and others in the community when appropriate.

[2682701/2]





## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Relationship to the Foundation</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-11</b>
<b>Effective Date:</b>	<b>March 24, 2020</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 26, 2009</b>	<b>Last Review Date: March 24, 2020</b>
<b>Mandatory Review Date:</b>	<b>March 25, 2025</b>	

The College Board, in partnership with the Foundation, works toward accomplishing the strategic goals of the College, while at the same time, maintaining the values of the College.

To ensure appropriate communication and understanding between the two, the St. Clair College Board of Governors shall appoint a designate for a one-year term to the St. Clair College Foundation Board and that designate shall report back to the Board as required.

Minutes of the Foundation Board meetings will be available as a form of communication from the Foundation to the Board.

An annual report of the Foundation will be presented to the Board of Governors, as an opportunity to exchange information and share joint educational opportunities or areas of further interest to both groups.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>General Executive Constraint</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-12</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: April 29, 2020</b>
<b>Mandatory Review Date:</b>	<b>April 29, 2025</b>	

The President shall not knowingly allow any practice, activity or decision, which is contrary to legislation, regulation, and Ontario Human Rights Code or Board policies.

The President will not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent, illegal or in violation of commonly accepted business and professional ethics.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Emergency Executive Succession</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-13</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: May 26, 2020</b>
<b>Mandatory Review Date:</b>	<b>May 27, 2025</b>	

In order to protect the Board from sudden loss of Chief Executive services, the President shall not have fewer than two other executives familiar with Board and Presidential issues and processes.

The President will designate to the Board each year, at the organizational meeting, his or her ~~recommended~~ succession plan.

This succession plan will be followed for the purposes of assigning an Acting President for times when the President is absent for up to 30 days.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Asset Protection</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-14</b>
<b>Effective Date:</b>	<b>June 28, 2011</b>	<b>Page: 1 of 6</b>
<b>Supersedes:</b>	<b>March 24, 2009</b>	<b>Last Review Date: June 23, 2020</b>
<b>Mandatory Review Date:</b>	<b>June 24, 2025</b>	

The President will ensure appropriate risk management policies are in place and will not knowingly allow assets to be unprotected, inadequately maintained or unnecessarily risked. The risk management program will be developed by the President and will be reviewed annually with the Board.

Accordingly, the President will not permit the College to operate without:

1. Appropriate financial controls and procedures.
2. Ensuring that purchases are made in accordance with the College's Purchasing Practice, effective September 30, 2013 and as outlined in the College Policies and Procedures Manual (Policy #4.12), as attached as Appendix "A".
3. Ensuring that funds not required for immediate use will be invested in a manner that does not violate Ministry directive, minimizes the College's investment risk exposure and provides a reasonable rate of return for the College.
4. Ensuring that there is protection for the College's trademarks, copyrights, intellectual property, information and files from loss or significant damage or prevent the use of College resources, equipment, personnel or paid working time for the personal benefit or gains of any individual employed either full-time or part-time by the College.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>PURCHASING POLICY</b>	<b>Area of Responsibility:</b> <b>CHIEF FINANCIAL OFFICER</b>
<b>Policy Section:</b>	<b>FINANCE</b>	<b>Policy No: 4.12</b>
<b>Effective Date:</b>	<b>2013 09 30</b>	<b>Page: 1 of 5</b>
<b>Supersedes:</b>	<b>2011 04 01</b>	<b>Last Review Date:</b> <b>2013 09 30</b>
<b>Mandatory Revision Date:</b>	<b>2018 09 30</b>	

### 4.12 Purchasing

#### Introduction

The primary objective of the Purchasing Policy at St. Clair College is to ensure a fair, consistent and timely process for the acquisition of quality goods and services.

#### Policy

Within this context, the College shall develop and maintain procedures with consideration for:

- Fair practices regarding quotations, tendering, disposal of goods and conflict of interest;
- Quality, service and vendor performance as elements of lowest price; and,
- The maintenance of good public relations both with suppliers and the College community.

Within this context, it is the policy of St. Clair College:

1. To adopt leading procurement principles and practices, subject to local, provincial and federal laws;
2. To ensure that all legitimate vendors:
  - a) Have the opportunity to present their products or services to the College;
  - b) Receive fair treatment in the placement of College orders;
3. To develop and maintain relationships with suppliers and the College community to ensure alternate sources of supply;
4. To allocate business amongst these sources when comparable value is obtainable;
5. To observe the preference for Canadian suppliers as outlined in the Ministry Policy and Procedures Manual dated March 15, 1993 - Section II. Administration, 12. Purchasing Goods and Services;
6. To adhere to Regulation 309, Environmental Protection Act and Government of Ontario Policy which states: supplies, equipment, and services procured shall support the 3Rs of waste management;
7. To adhere to WHMIS Legislation as it relates to procurement and receiving of goods;
8. To ensure quantity buying through yearly negotiated contracts based on annual requirements;

[2682701/2]

9. To participate with Co-op purchasing agencies for the purpose of realizing advantages in price, quality, and service;
10. To adhere to College Policy No. 93-40, Employment of Qualified Trades Persons on College Capital Works Projects; and,
11. To observe the guidelines on conflict of interest as stated in the Conflict of Interest Policy.
12. To conduct procurement activities according to the law in Ontario, including contract law, the law of competitive processes, privacy legislation, accessibility legislation, and any other legislation as may be applicable.

#### **Purchasing Code of Ethics**

All individuals involved with purchasing or other supply chain-related activities shall abide by the Ontario Broader Public Sector Supply Chain Code of Ethics (see page 5).

#### **General Authority to Issue Purchase Orders**

Employees cannot purchase any goods or services, or obligate St. Clair College for procurement indebtedness without the direct approval of their Manager. Refer to the “Competitive Procurement” section in the 4.12.1 Purchasing Procedure for details on the College’s procurement procedures.

The authority to execute purchase contracts (issue purchase orders) for the purchase or rental of goods or services is delegated through the President to the Manager, Accounting & Administration through the Chief Financial Officer.

The exceptions to this policy are as follows:

1. Contracts for major construction or building alterations requiring architectural services and approved by the Board of Governors;
2. Personnel Services (wages, salaries, and fringe benefit administration) covered by collective agreements, Ministry guidelines or other specific Board policies;
3. Selection and appointments of professional persons or organizations for specific services (e.g. legal, audit, architectural, engineering) covered by specific Board Resolution from time-to-time;
4. Short-term investments covered by Ministry Binding Policy directive on Banking & Investments;
5. Acquisition of general insurance coverage;
6. Utilities services when provided by specific contract authorized by specific Board Resolution from time-to-time;
7. Facilities rental authorized by specific Board Resolution or short-term rentals covered by general Board Resolution No. 76-266;
8. Cafeteria service contracts covered by specific Board Resolution from time-to-time;
9. Expenditures made by employees or Governors on College business for which reimbursement is made through existing College procedures (travel and petty cash);

[2682701/2]



10. Academic contracts and sub-contracts including educational services;
11. Government-sponsored student employment/employee contracts;
12. Purchases for sale through the Bookstore and snack bar operations (except where volume purchase arrangements have been made); and,
13. Cooperative Purchasing.

#### **Role of Purchasing Services**

To operate as a support operation devoted to optimizing purchases for the College. Specifically,

- a) To analyze the College's purchasing patterns;
- b) To evaluate and implement volume purchases;
- c) To educate the College purchasers regarding the process and procedures for purchasing as stated in the related purchasing procedure 4.12.1, and the services that Purchasing can provide for them;
- d) To establish and maintain a system for evaluating preferred vendors and suppliers;
- e) To inform College purchasers of preferred vendors and suppliers;
- f) To oversee and coordinate the use of the Purchasing Card; and,
- g) To negotiate optimum vendor product and/or service prices.

#### **Public Access to Public Tender Data**

The general public will be allowed access to information in accordance with the Freedom of Information and Protection of Privacy Act. The College will maintain for a period of seven years all procurement documents, as well as any other pertinent information for reporting or auditing purposes. A record of procurement process documentation includes the following:

- A copy of the business case, including information regarding all supplier consultations;
- Evidence that all required approvals were obtained;
- Copies of all procurement documents used to qualify and select the vendor;
- Where the procurement was single or sole sourced, documented justification and associated approvals;
- Copies of all advertisements of procurement documents;
- Copies of all successful and unsuccessful responses;
- Information regarding any issues that arose during the procurement process;
- Information regarding all evaluations of submissions received in response to procurement documents;
- Information regarding all vendor debriefings;
- Copies of all award letters and posted announcements;
- Copies of Agreement(s);
- Information regarding all changes to the terms and conditions of the Agreement;
- Information regarding the management of the supplier;
- Information regarding all protests or supplier complaints regarding the procurement; and,
- Any other documentation as identified by the College.

#### **Confidentiality of Tender Data Received From Invited Bidders**

[2682701/2]

Data received by the College in response to invitation to submit proposals rather than by public tender call are to be regarded by all College employees as confidential, both before and after award of the contract. Procurement documentation will be maintained in a recoverable form for a period of seven years.

#### **Confirmations**

Confirmation purchase orders greater than \$500 but less than \$1,000 will be allowed when, in the opinion of the appropriate department manager, an emergency situation exists involving the health, safety, security, or the general well being of College personnel or property. This confirmation order shall be followed up in the normal manner and approved by the sector head with an appropriate explanation attached.

#### **Employee Purchases for Personal Use**

The College will not purchase goods or services for the personal use of employees nor will it make arrangements to create buyer-seller relationships between employees and College suppliers (except for employee purchasing programs). Individuals may not use College vendor contracts or buying power for personal purchases. Any attempt to purchase goods or services in the College's name, even if the individual's intent is to pay out-of-pocket or to fully reimburse the College, is a violation.

#### **Cooperative Purchasing**

The College is committed to working collaboratively with other public agencies to develop co-operatives and shared services where such are beneficial to St. Clair. Where St. Clair agrees to participate and such collaborative initiatives involve a lead agency, the policies and procedures of the College shall apply.

#### **Undue Influence and Gifts**

The undue influence and gift principles are outlined in Policy No. 5.4 "Code of Conduct and Conflict of Interest".

#### **Conflict of Interest**

The College will monitor any conflict of interest that may arise as a result of employees, senior executives, Board of Governors, advisors, external consultants, or supplies involvement with supply chain activities. Individuals involved with the supply chain activities must declare actual or potential conflicts of interest. Where a conflict of interest arises, it will be evaluated and an appropriate mitigating action will be taken.

[2682701/2]

**Ontario Broader Public Sector  
Supply Chain Code of Ethics**

**Goal:** To ensure an ethical, professional and accountable BPS supply chain.

**I. Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

**II. Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

**III. Compliance and Continuous Improvement**

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Communication to the Board</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-15</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: September 22, 2020</b>
<b>Mandatory Review Date:</b>	<b>September 23, 2025</b>	

With respect to providing information and counsel to the Board, the President will not knowingly permit the Board to be uninformed. This is accomplished by:

1. Reporting non-compliance with any policy of the Board.
2. Dealing with the Board as a whole, except when the Board's authority is delegated. This does not preclude the President consulting with Governors on an individual basis as required.
3. Advising the Board of relevant trends, anticipated controversial media coverage, and significant external and internal issues.
4. Submitting the required monitoring data in a timely, accurate and understandable fashion.
5. Ensuring that the Board is regularly apprised of the status of the College in relation to health and safety and environmental requirements and that the College is in compliance with health and safety regulations.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Working Conditions</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-16</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: October 27, 2020</b>
<b>Mandatory Review Date:</b>	<b>October 28, 2025</b>	

With respect to treatment of persons within the College community, the President may not cause or allow conditions that are in violation of the mission and values statements.

Accordingly, he or she shall not:

1. Operate without Human Resources procedures which clarify personnel rules for staff, provide for effective handling of grievances and protect against wrongful discipline and/or dismissal.
2. Discriminate against any staff member for expressing a dissenting opinion.
3. Prevent staff from addressing the Board when there is a perceived violation of a Board policy and internal procedures have been exhausted.
4. Fail to take reasonable measures to provide for safety and security.
5. Fail to establish and maintain a work environment which fosters teamwork, communication, clear decision making and supports staff during change.
6. Fail to acquaint staff with Human Resources policies and procedures.
7. Allow circumstances which mitigate against a respect for diversity.
8. Fail to ensure that there is an effective staff education and development process in place.
9. Operate without compliance with provisions of all applicable collective agreements, contracts and employment standards.
10. Fail to seek legal counsel on any matter which poses a potential risk to the College and/or Board.
11. Fail to post positions for a "new employee" hired to a position reporting directly to the President, concurrently, internally and externally.

[2682701/2]

**POLICY AND PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>Compensation and Benefits</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-17</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>April 28, 2009</b>	<b>Last Review Date: November 24, 2020</b>
<b>Mandatory Review Date:</b>	<b>November 25, 2025</b>	

With respect to employment, compensation and benefits to employees, consultants and contract workers, the President shall:

1. Not change his or her, own compensation and benefits.
2. Not provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements or with salary schedules and plans.
3. Not promise or imply permanent or guaranteed employment except in accordance with approved policy and procedures.
4. Not grant fringe benefits to employees except in accordance with approved policy and procedures.

[2682701/2]





## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Budget Development</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-18</b>
<b>Effective Date:</b>	<b>April 26, 2022</b>	<b>Page: 1 of 2</b>
<b>Supersedes:</b>	<b>May 26, 2009</b>	<b>Last Review Date: April 26, 2022</b>
<b>Mandatory Review Date:</b>	<b>April 27, 2027</b>	

Budget development or expenditures during any fiscal year or the remaining part of any fiscal year will not deviate from Board Ends priorities, risk fiscal jeopardy, fail to be derived from a multi-year plan nor fail to show a generally acceptable level of foresight.

The President shall not cause or allow a budget to be developed which:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.
2. Does not provide the annual operating funds for Board prerogatives such as Board development, Board and Committee meetings and Board professional fees.
3. Projects the expenditures in any fiscal year of more funds than are conservatively projected to be received in that period.
4. Endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Ends in future years.
5. Incorporates a forecast deficit.

The President will:

1. Present a budget that takes into account the Board's directions and the Strategic Directions.
2. Propose a budget which includes reasonable expected outcomes, anticipated returns on expenditures and processes of accountability for new projects and initiatives.
3. Propose a budget which sets a reasonable level of expenditure for travel and accommodation commensurate with the directions of the Board and with the economic realities of the day.
4. Review and recommend the current condition of the internally restricted Board Reserves which includes related generated income.

[2682701/2]

5. Propose a budget where the College's overall budget surplus cannot be lower than the Public College Private Partnership (PCPP) budget surplus, unless approved by the Board of Governors.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Fiscal Condition</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-19</b>
<b>Effective Date:</b>	<b>June 28, 2022</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 26, 2009</b>	<b>Last Review Date: June 27, 2023</b>
<b>Mandatory Review Date:</b>	<b>June 27, 2028</b>	

With respect to the actual, ongoing condition of the organization's financial health, the President may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board Ends priorities or fail to comply with legislation or regulations.

The President must act in a manner that ensure the financial sustainability of the College. To the Board, financial sustainability means using resources and funds wisely and economically to ensure an optimal learning environment for our learners and working environment for our employees, now and in the future. The College must be able to generate and steward our resources effectively while offering a mix of programming and services that meet community needs. Balanced guiding principles, policies and processes are required to ensure that each year we do not experience an arduous task of closing the gap between revenue and expenses while developing a balanced budget.

Accordingly, the President shall not:

1. Cause or allow any conflict of interest in awarding purchases or other contracts.
2. Allow policies or practices which are in conflict with generally accepted accounting principles.
3. Make purchases without due consideration to quality, after purchase service, value for dollar, and opportunity for fair competition.
4. Access the internally restricted reserves and related generated income without Board approval.
5. Contribute additional principal funds to the internally restricted reserves without Board approval.
6. Allow untimely handling of accounts payable and accounts receivable.

Accordingly, the President must include the following reports on the Board's Annual Workplan in order to provide the Board with regular updates on the fiscal health of the College:

[2682701/2]

Report	Annual Frequency	Month
Financial Plan / Original Budget	Once	March
Mid-Year Budget	Once	November
Financial Monitoring	Quarterly	September, October, February, June
Capital Budget	Quarterly	September, October, February, June
Internal Reserves	Once	May
Ministry Financial Sustainability Metrics	Thrice	November, March, June
Ministry Accrual Budget Template	Twice	November, June
Audited Financial Statements	Once	May
Investments	Once	September
Professional Services	Once	September
Section 28 Compliance	Once	May
New Academic Program Status	Once	April

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Resource Development</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-20</b>
<b>Effective Date:</b>	<b>June 23, 2009</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: February 23, 2021</b>
<b>Mandatory Review Date:</b>	<b>February 24, 2026</b>	

The Board recognizes and supports the need to establish development programs to diversify the funding base of St. Clair College. The Board also recognizes and supports the leadership role which the St. Clair College Foundation has in developing and implementing strategic development plans to ensure that diversification of funding continues.

Accordingly, the President will:

1. Ensure that any fundraising activity or resource development project:
  - a) Supports the St. Clair College Strategic Directions.
2. Have the approval of the Board to establish any new capital or other such special campaign.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Communications and Counsel</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-21</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: March 23, 2021</b>
<b>Mandatory Review Date:</b>	<b>March 24, 2026</b>	

With respect to providing information and counsel to the Board, the President may not permit the Board to be uninformed such that the Board's ability to carry out its functions is jeopardized.

Accordingly, he or she shall not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
4. Fail to present or have presented to the Board a diversity of policy-related opinion and perspective.
5. Fail to report in a timely manner any actual or anticipated non-compliance with any policy of the Board.
6. Refuse the Board's request for information.
7. Fail to bring to the Board via the agenda, any items that by legislation, Ministry policy or Board By-laws, require Board approval.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Programs and Services</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-22</b>
<b>Effective Date:</b>	<b>June 22, 2010</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: March 23, 2021</b>
<b>Mandatory Review Date:</b>	<b>March 24, 2026</b>	

St. Clair College only develops and implements programs or services which enable the achievement of the end results as defined by the Board in the mission, vision and strategic priorities statements.

The President shall not fail to ensure compliance with Ministry of Colleges and Universities Regulations regarding instruction, and that a high standard of administration and instruction in all areas of educational programs is maintained and clearly stated.

Without limiting the scope of the above statement by the following list, the President shall not:

1. Implement programs which cannot be demonstrated to enable the achievement of the Board's Ends.
2. Establish or cancel any post-secondary diploma or certificate program without Board approval via the Agenda.
  - 2.1. Fail to establish written policies and procedures regarding the criteria for authorization of certificates and diplomas.
3. Operate without a College Council and Program Advisory Committees for each program of instruction, consistent with the Regulation.
4. Allow existing or new programs or services to be continued or implemented without ensuring that they are effectively monitored and evaluated.
  - 4.1 Fail to ensure that a comprehensive, thorough and objective operational review is conducted every five years, consistent with the Minister's Binding Policy Directive.

Any change in program or service should be brought to the Board with the recommendation of the President. This recommendation will come after a review that includes the Strategic Directions of the Board.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Public Image</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-23</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: April 27, 2021</b>
<b>Mandatory Review Date:</b>	<b>April 28, 2026</b>	

The President shall not endanger the organization’s public image or credibility, particularly in ways that would hinder its accomplishments of mission.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Fail to establish an effective corporate communications and public relations strategy.
2. Permit presentations to be made to the media which portray as Board policy information that is contrary to Board policy.
3. Permit staff members other than him/herself or designate to make presentations to the media regarding Board policy.
4. Fail to make available and easily accessible to the public information regarding Board decisions.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Partnerships</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-24</b>
<b>Effective Date:</b>	<b>April 27, 2010</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: May 25, 2021</b>
<b>Mandatory Review Date:</b>	<b>May 26, 2026</b>	

The President shall not fail to develop appropriate partnerships to achieve the Board's Ends, to maximize efficiency and effectiveness in the use of resources, and/or to generate additional revenue in order to achieve the Board's Ends (Annual Strategic Plan).

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Enter into partnerships without having assessed the financial risk involved.
2. Enter into partnerships which do not result in a net gain for the College, taking into account both financial resources and staff time.
3. Fail to demonstrate due diligence in assessing and addressing anticipated short- and long-term implications of partnership arrangements.
4. Enter into any partnership arrangement that will have a negative impact on the ability to achieve the Ends.
5. Enter into any partnerships in violation of conflict-of-interest guidelines.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Delegation to the President</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Board-Staff Relationships</b>	<b>Policy No: 2003-25</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: June 22, 2021</b>
<b>Mandatory Review Date:</b>	<b>June 23, 2026</b>	

All Board authority designated to staff is delegated through the President, so that all authority and accountability of staff is considered to be the authority and accountability of the Chief Executive.

1. The Board will direct the President to achieve specified results, for specified recipients, at a specified cost through the establishment of Ends policies. The Board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the Ends through establishment of Executive Limitation policies.
2. As long as the President uses any reasonable interpretation of the Board’s Ends and Executive Limitations policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the Board and its members will respect and support the President’s choices.
4. Only decisions of the Board acting as a whole are binding upon the President.
5. Decisions or instructions of individual Board members, officers or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
6. In the case of Board members or committees requesting information or assistance without Board authorization, the President can refuse such requests that require – in the President’s judgment – a material amount of staff time, funds or are disruptive.

[2682701/2]



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>President's Job Description</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Board-Staff Relationship</b>	<b>Policy No: 2003-26</b>
<b>Effective Date:</b>	<b>May 31, 2003</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>N/A</b>	<b>Last Review Date: June 22, 2021</b>
<b>Mandatory Review Date:</b>	<b>June 23, 2026</b>	

As the Board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a whole.

1. Consequently, the President's job contributions can be stated as performance in only two areas.
  - i) Organizational accomplishment of the revisions of Board policies on Ends.
  - ii) Organizational operation within the boundaries of prudence and ethics established in Board policies on Executive Limitations.

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Monitoring President's Performance</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Board-Staff Relationship</b>	<b>Policy No: 2003-27</b>
<b>Effective Date:</b>	<b>June 27, 2023</b>	<b>Page: 1 of 7</b>
<b>Supersedes:</b>	<b>September 28, 2021</b>	<b>Last Review Date: June 27, 2023</b>
<b>Mandatory Review Date:</b>	<b>June 27, 2028</b>	

In keeping with good governance practice, the Board of Governors of St. Clair College is committed to adopting and implementing a fair and unbiased, formal performance management process to assess the effectiveness of the College President on a regular and on-going basis. By employing a formal process, performance expectations can be made clear for both the Board and the President as outlined in Appendix A.

The President, Board Chair, and each Board member have responsibilities for ensuring the consistency and effectiveness of the performance plan and process.

### **Purpose:**

The purpose of performance management is to:

- Ensure the President and Board effectively work together to achieve the goals and priorities of the College, consistent with the approved Strategic and Operational/Business plans.
- Identify where performance gaps may exist and develop plans to address those shortfalls.
- Foster open, transparent, two-way communication as a way to build trust between the Board and CEO.
- Allow for a determination of compensation and other performance awards, subject to the applicable compensation system and/or legislative requirements.

### **Performance Management Process:**

The performance management process consists of:

- Defining the criteria upon which the performance will be evaluated.
- Determining specific goals/objectives to be achieved, including specifying the measures for goal achievement.
- Determining the behavioural competencies required of the President for successful goal achievement.

[2682701/2]



- The Board receiving progress reports from the President on a regular basis throughout the performance year.
- A formal evaluation of the President's performance relative to the criteria established at the outset.
- Feedback to the President on the evaluation findings.

#### **Role of the President:**

Working with the Board Chair and the Vice Chair, the President will be responsible for providing the Board with preliminary performance objectives, written in SMART format, derived from the Strategic and Business/Operational Plans.

The President will keep the Board informed of progress toward the achievement of the agreed upon objectives at each Board meeting under the agenda item "President's Report". A document outlining the progress to date will be distributed to Board members at each meeting. In addition, the President must provide regular (annual basis at a minimum) consent and/or monitoring reports to the Board on each measurable that corresponds to the respective objective, goal and strategic direction.

At the regular Board meeting following the end of the performance year (March 31<sup>st</sup>), the President will:

- Provide the Board with a copy of his/her self-assessment (Report Back) of his/her achievements on meeting the agreed upon goals and performance measures for the past fiscal year. The President's Report Back must be in the format as outlined in Appendix A.
- Provide the Board with a signed attestation, to his or her knowledge, that he/she was compliant with Board Policies and Executive Limitations, College Policies, and Ministry of Colleges and Universities Frameworks and Directives. This will include confirming compliance with all executives reporting directly to the President.

#### **Role of the Board Chair and Vice Chair:**

The Board Chair will assume a lead role in keeping the lines of communication open with the President, including providing regular and constructive feedback on the President's effectiveness in meeting the results and behavioural competencies of the performance plan and ensuring that all agreed upon timelines with respect to the performance management process are adhered to. The Vice Chair will assist the Board Chair with these duties and responsibilities.

The Board Chair (or designate) will manage the process of obtaining Board member feedback on the evaluation of the President's achievements and competencies.

The Board Chair (or designate) will compile the feedback from the Board and ensure the preparation of a report outlining the evaluation of the various items on the performance plan, an overall evaluation and an assessment of key strengths of the President, as well as any areas identified for improvement. This report will be presented to the Board at the regular Board meeting in May of each year. The Board Chair and Vice Chair will meet with the President on or before the June Board meeting for the purpose of providing the President with constructive feedback from the performance evaluation, identifying opportunities for future improvements which may include the development and completion of a learning and development plan for future growth.

When appropriate, the Board Chair and Vice Chair will recommend to the Board performance-based compensation awards for the President.

[2682701/2]

The Board Chair (or designate) will ensure that all performance evaluation documentation, including any written instructions regarding a change in the President’s compensation, is filed with the Corporate Secretary. The Corporate Secretary will also be responsible for forwarding any instructions regarding the President’s compensation to the Director of Human Resources.

**Role of Board Members:**

Board members will participate in the development/approval of the performance objectives of the President on an annual basis.

They will receive and, as required, ask questions related to the progress being made relative to the achievement of the agreed upon objectives during the year.

Board members will provide constructive feedback on the performance management process and performance criteria to the Board Chair in order to improve the utility of the process for future years.

External Board members will provide their individual assessment of the effectiveness of the President’s performance to the Board Chair (or designate) at the end of the performance year.

Board members will respect the confidentiality of the performance management process, including the performance objectives to be achieved, the performance ratings assigned to the performance criteria and the deliberations of the Board with respect to determining the President’s performance rating and the determination of any rewards flowing from those discussions.

**PRESIDENTIAL EVALUATION SUMMARY**

- 1. The Presidential assessment is based on the following three areas and their relative weightings:

Performance Objectives/Community Engagement	75%
Competencies	15%
Learning & Development	10%

- 2. The President will provide the Board with a Report Back which highlights their professional development undertakings, their community engagement activities and the progress that was made over the past year on the College’s Strategic Directions. Templates are attached as **Appendices B, C and D.**
- 3. Who is involved with providing feedback?

The 12 external Board members are involved with assessing the President’s performance. The Chair and Vice Chair have a meeting with the President to review the results and comments.

- 4. Below is a sample workplan for the Presidential evaluation.

[2682701/2]

**PRESIDENTIAL EVALUATION SAMPLE WORKPLAN**

<b>Events/Tasks</b>	<b>Target Date</b>
Presidential Evaluation – Stage One: Critical Dates.	March
Board Meeting – Presidential Performance Objectives Report Back.	April
Files sent to External Board members asking for evaluation.	April
Presidential evaluation results due from Board members.	May
Evaluation results summarized.	May
Calculation of Presidential performance bonus.	May
Share results with Board – May Board Meeting.	May
Schedule a meeting with President – provide results.	Before June Board Meeting

[2682701/2]

## REPORT BACK – PRESIDENTIAL PERFORMANCE OBJECTIVES

April 1, XXXX to March 31, XXXX

## 1. Strategic Directions

Strategic Direction	Objective	Measure	Goal Achievement	Report Back	Board Update Provided
			Met		
			Partially Met		
			Not Met		

## Appendix B

[2682701/2]

**PRESIDENTIAL PERSONAL DEVELOPMENT OBJECTIVES**  
**April 1, XXXX to March 31, XXXX**

Development Initiative	Objective	Measure	Weight
1. <u>Leadership Development</u>			
2. <u>Personal Development</u>			

Appendix C

[2682701/2]

**PRESIDENT’S COMMUNITY ENGAGEMENT**  
**April 1, XXXX to March 31. XXXX**

April XXXX	
May XXXX	
June XXXX	
July XXXX	
September XXXX	
October XXXX	
December XXXX	
January XXXX	
February XXXX	
March XXXX	

Appendix D

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Student/Alumni Organizations</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Board-Staff/Alumni Relationship</b>	<b>Policy No: 2003-28</b>
<b>Effective Date:</b>	<b>October 26, 2021</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: October 26, 2021</b>
<b>Mandatory Review Date:</b>	<b>October 27, 2026</b>	

The Board of Governors recognizes the important need for autonomous student/alumni organizations. The Board acknowledges the positive contributions of the Student Representative Council Inc., the Thames Students Inc., the Alumni Association and the Saints Student Athletic Association to the wellbeing of students and graduates.

While student/alumni organizations are autonomous, the Board of Governors is ultimately accountable to the Ministry and the community concerning the reputation of the College. The conduct of student related activities must be consistent with the best interests of students, the College and the community at large.

The Board lends the St. Clair College name and reputation to these organizations as well as other benefits. The continued official recognition of these organizations is dependent upon compliance with the policies of the Board of Governors.

There will be appropriate consultation when developing College policies and associated expectations that impact student/alumni organizations. These organizations are expected to expressly adopt these College policies and procedures. The Board recognizes the mutual benefits of accountability, certainty and ease of continuity, which will result from written acknowledgment of College policies/agreements. The Board views clear written communication as a guidepost for use by student administrators in the discharge of their elected responsibilities.

In instances where College policies and directives are not followed or where organizations refuse to acknowledge College policies, the Board of Governors may cease to acknowledge the particular student/alumni organization. This may include withdrawal of financial support and related institutional accommodations.

The Board of Governors confirms its responsibility with respect to the determination, collection and allocation of student related fees for the benefit of recognized organization.

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>President Emeritus</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Board-Staff Relationship</b>	<b>Policy No: 2003-29</b>
<b>Effective Date:</b>	<b>April 26, 2016</b>	<b>Page: 1 of 2</b>
<b>Supersedes:</b>	<b>New</b>	<b>Last Review Date: October 26, 2021</b>
<b>Mandatory Review Date:</b>	<b>October 27, 2026</b>	

The St. Clair College Board of Governors may, but shall not be required to, recognize retiring St. Clair College Presidents for their outstanding service to the College and to the communities it serves by bestowing the honorific title of “President Emeritus”.

The Board will usually only consider conferring the title of President Emeritus on former St. Clair College Presidents who have been appointed to more than one (1) term as President or who have served more than five (5) years as President.

The Board will consider overall performance and specific contributions to St. Clair College, the college system and the community, among any other criteria the Board considers relevant, in determining whether to confer the title of President Emeritus.

The granting of the title of President Emeritus will require approval by a Board resolution.

The President Emeritus title is solely honorific; it represents no entitlement to any role, authority, rights, privileges or entitlement to use of College, or College-affiliated, resources.

The President Emeritus shall not be required to complete any duties, nor shall there be any compensation or remuneration whatsoever payable to the President Emeritus for said designation or for acting in said capacity.

At the discretion of the incumbent St. Clair College President, the President Emeritus may be invited, as a guest, to attend or participate in College-related functions such as commencement ceremonies, sporting events, and other special College events.

The President Emeritus may be identified on the St. Clair College website, at the discretion of the incumbent St. Clair College President.

No Presidential employment contract will include a clause which commits the College to conferring the title of “President Emeritus” upon any retiring President.

The title of President Emeritus will typically be conferred for life but may be withdrawn without cause by the Board of Governors, in its sole and absolute discretion. The title of President Emeritus may also be voluntarily relinquished by the President Emeritus.

Notwithstanding any other term of this policy, the College Board of Governors shall always retain, in its sole authority and discretion, to decline, to grant or to withdraw the title of President Emeritus without cause.

[2682701/2]



[2682701/2]

**POLICY AND PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>Presidential Selection</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Executive Limitations</b>	<b>Policy No: 2003-30</b>
<b>Effective Date:</b>	<b>March 28, 2023</b>	<b>Page: 1 of 2</b>
<b>Supersedes:</b>	<b>New</b>	<b>Last Review Date: NEW</b>
<b>Mandatory Review Date:</b>	<b>March 28, 2023</b>	

The following outline provides the process that is required to conduct an executive recruitment search for the position of President. While an effort has been made to list the process in order, some issues are overarching and may overlap. The timeline will be determined as appropriate by the Board of Governors.

<ul style="list-style-type: none"> <li>• The President provides notification that their contract will not be renewed and the executive search for a presidential replacement should commence.</li> <li>• Presidential Selection Committee (PSC) established to complete executive search. PSC is comprised of current Board members and community representatives. PSC will provide regular updates to the Board at the regularly scheduled Board meetings throughout this process.</li> </ul>
<ul style="list-style-type: none"> <li>• An executive search firm will be acquired in compliance with the College Procurement Policy and a recommendation brought forward to the PSC.</li> </ul>
<ul style="list-style-type: none"> <li>• PSC recommends executive search firm to Board Of Governors (BOG) at regular Board meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• Executive search firm contract, stakeholder feedback plan and timeline finalized for PSC.</li> </ul>
<ul style="list-style-type: none"> <li>• Stakeholder feedback plan is executed by PSC.</li> </ul>
<ul style="list-style-type: none"> <li>• PSC reviews stakeholder feedback and drafts position profile.</li> <li>• PSC recommends position profile to BOG at regular Board meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• Presidential position open for applications.</li> </ul>
<ul style="list-style-type: none"> <li>• Position closed for applications at midnight.</li> </ul>
<ul style="list-style-type: none"> <li>• Review of applicants for minimum qualifications.</li> </ul>
<ul style="list-style-type: none"> <li>• PSC will review confidential candidate packages and submit ratings.</li> </ul>
<ul style="list-style-type: none"> <li>• First level interviews and selection of second level interviews.</li> </ul>
<ul style="list-style-type: none"> <li>• Second level interviews completed.</li> </ul>

[2682701/2]

<ul style="list-style-type: none"><li>• Top candidates in order of priority for President, are recommended to the BOG at August meeting which will be scheduled for External Board members only so negotiations may commence. (Decision will not be announced at this time).</li></ul>
<ul style="list-style-type: none"><li>• PSC Chair will provide a monthly update on the status of the new President contract finalization, as required at regularly scheduled Board meetings. (Decision will be announced once the contract is finalized).</li></ul>
<ul style="list-style-type: none"><li>• New President is officially announced.</li></ul>
<ul style="list-style-type: none"><li>• New President start date.</li></ul>

[2682701/2]

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Whistleblower Policy</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-31</b>
<b>Effective Date:</b>	<b>June 27, 2023</b>	<b>Page: 1 of 6</b>
<b>Supersedes:</b>	<b>NEW</b>	<b>Last Review Date: June 27, 2023</b>
<b>Mandatory Review Date:</b>	<b>June 27, 2028</b>	

### 1. Background

1.1 St. Clair College is committed to accountable and transparent operations. Whether involved in research, teaching or the governance and administration of the College, all members of the College community are expected to conduct themselves in a manner that is consistent with the College's stated values regarding integrity, respect, transparency, and ethical conduct. In serving the interest of the public, the College shall provide for the disclosure of Wrongdoing (Whistleblowing) in order to maintain and enhance public confidence in the College, its brand and reputation, and the integrity of its employees. It is expected that all parties involved in the Disclosure and investigation of Wrongdoing will respect the process set out in this Policy and associated procedures with the goal of reaching internal resolution.

1.2 Capitalized terms are defined in Section 4.

### 2. Purpose

2.1 The College strives to maintain high standards of integrity and accountability in conducting business and maintaining sound management of its resources as it continually strives for transparency throughout its operations. The purpose of this Policy is to provide for the disclosure of complaints and concerns relating to such issues as questionable accounting, internal controls or auditing processes, non-compliance with the College's guiding principles and codes of conduct, non-compliance with Ministry Directives, and unethical or illegal behaviour and to prohibit retaliation against any College Community Member who, in good faith, makes a Disclosure under this Policy.

College Community Members are often in the best position to observe unethical misconduct or abuse of public trust because of their proximity to day-to-day operations. The College relies on these individuals to report such activities so that it may take prompt correction action.

[2682701/2]

As such, this Policy:

- 2.1.1 Confirms the rights of College Community Members in reporting conduct that does not meet the College's ethical standards;
- 2.1.2 Provides a mechanism through which individuals can confidentially disclose perceived or suspected wrong doing;
- 2.1.3 Confirms the College's obligation to protect from Reprisal person(s) disclosing Wrongdoing in good faith; and
- 2.1.4 Confirms the College's obligation to protect the rights of the person(s) against whom allegations are made.

### 3. Scope

- 3.1 This Policy applies to all College Community Members.
- 3.2 This Policy applies to the Disclosure of Wrongdoing as defined by this Policy that includes but is not limited to perceived or suspected unethical or illegal behaviour, or questionable accounting, failure to comply with any legal obligation, failure to comply with Ministry Directives, academic and/or professional malpractice, endangering of health or safety or the environment, misappropriation of College property or funds, internal controls or auditing processes.
- 3.3 This Policy does not apply to the expression of individual concerns, grade or other appeals, intellectual property issues, student conduct or complaints or grievances which shall be dealt with through other internal operational policy or process or matters covered by a collective agreement. If the circumstances or nature of an issue is such that an individual does not feel satisfied or comfortable with reporting the concern to a supervisor or other primary contact according to established policies, this Policy may be invoked.

### 4. Definitions

- 4.1 Chair  
Chair of the St. Clair College Board of Governors.
- 4.2 College and St. Clair College  
The St. Clair College of Applied Arts and Technology.
- 4.3 College Community Members  
All College employees regardless of rank, title or position, governors, students, contractors, suppliers of services, individuals who are directly connected to any College initiatives, volunteers, and visitors.
- 4.4 Disclosure  
Communication of a concern, complaint or a report of any Wrongdoing or suspected Wrongdoing to the proper authorities as identified in this Policy.

[2682701/2]

#### 4.5 Ethical Conduct

Action and behaviours that are fair, free from deception and impropriety, upholding the principles of integrity, respect, transparency, and accountability supported by awareness of and compliance with accepted standards as identified in St. Clair College's policies and procedures.

#### 4.6 Good Faith

An honest and sincere belief or motive without any malice or the desire to defraud others.

#### 4.7 Gross Mismanagement

Exercise of management responsibilities in a reckless and inefficient manner grossly deviating from the standard of care or competence that a reasonable person would observe in the same situation. To assess whether a particular conduct, while not motivated by bad faith or improper purpose, is Gross Mismanagement, the following list of non-exhaustive factors are considered:

- The seriousness of the conduct. For instances, mere errors will not constitute gross mismanagement, but an error that is serious and not debatable among reasonable people could.
- The frequency of systemic nature of the conduct. Patterns of conduct are more likely to constitute gross mismanagement than are isolated incidents.
- The College's interest, brand and reputation. Gross mismanagement is more likely to exist if the conduct is something that would shock or concern a reasonable member of the College community.
- The impact on the organization and/or program area. Gross mismanagement is more likely to exist if the conduct has significantly affected, or could significantly affect, the organization's ability to carry out its mandate, the organization's employee, clients or the public trust.
- The conduct of a manager. Gross mismanagement is more likely to exist if the conduct is reckless or willfully disregards established policies, practices and procedures.

#### 4.8 Policy

This Whistleblower Policy.

#### 4.9 Principal Investigator

The individual judged by the College to have the appropriate level of responsibility, authority and independence to oversee the process in compliance with the applicable laws and regulations, as appointed by the President, or if in conflict, the Chair.

#### 4.10 Procedures

The procedures that provide a mechanism for making a complaint under this Policy.

#### 4.11 Procedural Fairness

The right of a person to be heard in a fair and unbiased manner prior to a decision being made that may have a negative impact on their rights or interests.

#### 4.12 Reasonable Belief

A set of facts or circumstances which would cause a person of ordinary and prudent judgment to believe beyond a mere suspicion that a Wrongdoing is being or has been committed.

[2682701/2]

4.13 Reprisal

Reprisal is any harassment, intimidation, discipline, demotion, or termination or threat to do so with the intent to compel a College Community Member to abstain from disclosing Wrongdoing or to retaliate against an employee who has disclosed, or who is suspected of disclosing, a Wrongdoing in good faith.

4.14 Whistleblowing

The release or disclosure of information that is evidence of Wrongdoing.

4.15 Wrongdoing

4.15.1 A contravention of any Act of Parliament or the legislature of the province of Ontario, or of any regulations made under any such Act;

4.15.2 A misuse of College funds or assets or public funds or assets;

4.15.3 Gross Mismanagement;

4.15.4 An act or omission by an individual that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, where the danger is unreasonable, having regard to his or her duties, powers and functions and any other relevant circumstance;

4.15.5 An unethical or fraudulent business practice;

4.15.6 Knowingly directing or counseling a person to commit a Wrongdoing set out in any of items 4.15.1 to 4.15.5.

5. Disclosure of Wrongdoing (Whistleblowing)

5.1 If any College Community Member reasonably knows or has reason to believe that the College or a College Community Member has or is engaged in an act of Wrongdoing as defined by this Policy, they may file, in confidence, a Disclosure in accordance with the Procedures. The College Community Member may also disclose the matter to any Manager, Senior Manager or Executive Team Member who shall advise them on the Procedures for filing a Disclosure.

5.2 The President, or if in conflict, the Chair of the St. Clair College Board of Governors shall determine the appropriate investigation process of all legitimate Disclosures as defined by this Policy, all in accordance with the Procedures. Anonymous Disclosures will only be acted upon if the evidence collected during the preliminary investigation indicates the disclosure can be properly investigated.

5.3 Depending on the nature of the Disclosure the matter may be referred to an independent external investigator (i.e. legal counsel) or special committee.

5.4 The discloser has the right to withdraw a Disclosure at any stage of the process by written notice in accordance with the Procedures. The College, however, may continue to act on the issue identified in the Disclosure in order to comply with the College's obligation under its other policies and/or its legal obligations. This action is independent of the Disclosure process, and is to be determined on a case-by-case basis.

[2682701/2]

## 6. Protection from Reprisal

6.1 Any College Community Member who, in good faith and on the basis of reasonable belief,

- a) seeks advice about making a Disclosure, or
- b) makes a Disclosure to appropriate authority, or
- c) denies to participate in the Wrongdoing, or
- d) co-operates or denies to participate in an investigation under this Policy, shall not be subjected to reprisal by the College or any person acting on behalf of the College.

6.2 Disclosures should, wherever possible, be made within 30 days of the Wrongdoing coming to the attention of the individual making the disclosure.

6.3 The College recognizes that making Disclosures of Wrongdoing may be stressful, and encourages staff who wish to do so to contact the Employee Assistance Program, through which they can confidentially access external counseling services.

6.4 Any College Community Member who believes that they are the subject of Reprisal or any manager or supervisor who becomes aware of Reprisals against any member shall notify the Vice President, Human Resources, or if in conflict, the President.

6.5 Allegations of Reprisals shall be subject to investigation. Investigations may be conducted by an independent external investigator (i.e. legal counsel), if necessary.

6.6 Any College Community Member found responsible for a Reprisal shall be subject to disciplinary action up to and including dismissal. The Vice President, Human Resources shall recommend appropriate actions to stop, reverse or remedy a Reprisal against a College Community Member.

## 7. False Complaints

A College Community Member who knowingly makes a false Disclosure of Wrongdoing or of Reprisal in bad faith or who knowingly makes a false or misleading statement that is intended to mislead an investigation under this Policy, and therefore deemed to be without merit shall be subject to disciplinary sanctions, including reprimand, suspension, demotion, expulsion or termination, or legal action as determined by the Vice President, Human Resources.

## 8. College Response to Disclosures of Wrongdoing

8.1 The College will treat all Disclosures of Wrongdoing and Reprisals made in good faith under this Policy in a confidential and sensitive manner.

8.2 The review and investigation of all alleged Wrongdoings and Reprisals will be carried out in accordance with the principles of Procedural Fairness.

8.3 The College or any member of the College community found responsible for Wrongdoing shall be subject to appropriate action. Specific sanctions will depend on the type and seriousness of the wrongdoing. In addition to any sanctions that may be required by law, the President has the authority to apply

[2682701/2]



administrative and disciplinary penalties. These may include and are not limited to: the return of all monies; financial penalties; reprimands; suspensions; demotions; and termination of employment.

8.4 The principles outlined in this Policy apply equally to all College Community, Members regardless of their position, past performance or length of service.

#### 9. Confidentiality

9.1 As much as possible, the College shall respect the confidentiality of all persons involved in a Disclosure.

9.2 However, confidentiality cannot be assured in the following circumstances:

9.2.1 An individual is at imminent risk of self-harm;

9.2.2 An individual is at imminent risk of harming another; and/or

9.2.3 There are reasonable grounds to believe that others in the College or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm.

9.3 The College may also have an obligation to take steps to ensure that the matter raised in a Disclosure is dealt with in order to comply with the College's legal obligation and/or its policies to investigate such allegations. In such cases, certain College administrators will be informed about the reported Wrongdoing on a "need to know" and confidential basis, but not necessarily of the identities of the persons involved.

#### 10. Monitoring

The President and the Chair shall provide an annual report to the Board of Governors summarizing the resolution of all Disclosures. All Disclosures will be presented in-camera.

#### 11. References

Code of Ethics in Ontario, the Public Services of Ontario Act, 2006, provides similar protection to whistleblowers in Ontario's public sector. The whistleblowing protections of the Act are contained in part VI (sections 108 to 150) and are similar in scope and application to the federal Public Servants Disclosure Protections Act.

The Public Service of Ontario Act prohibits employers from reprising again a public servant who has made a protected Disclosure or has, in good faith, cooperated in an investigation into a disclosure or an investigation commenced under the Act.

[2682701/2]

**POLICY AND PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>Whistleblower Procedure</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-32</b>
<b>Effective Date:</b>	<b>June 27, 2023</b>	<b>Page: 1 of 3</b>
<b>Supersedes:</b>	<b>NEW</b>	<b>Last Review Date: June 27, 2023</b>
<b>Mandatory Review Date:</b>	<b>June 28, 2023</b>	

**1. Policy**

1.1 Refer to Whistleblower Policy Number ~~TBD~~[#2003-31](#).

1.2 Capitalized terms used in this document that are not otherwise defined have the meaning set out in the Policy.

**2. Purpose**

2.1 The purpose of these Procedures is to provide a process through which complaints and concerns relating to Wrongdoing can be disclosed without Reprisal and investigated with Procedural Fairness. As such, these Procedures:

2.1.1 Provide a mechanism through which College Community Members can confidentially disclose a perceived or suspected Wrongdoing, and

2.1.2 Provide a mechanism for appropriate investigation of and response to Disclosures.

**3. Procedures**

3.1 If any College Community Member reasonably knows or has reason to believe that the College, or a College Community Member, has or is engaged in activity covered by the Policy, he or she (the "discloser") may file, in confidence, a Disclosure by electronic mail, with the term "Confidential Disclosure" in the Subject line. The discloser should first review other College policies and procedures to determine whether their complaint falls within the definition of Wrongdoing or if it should be dealt with through an alternative internal process.

3.2 The Disclosure shall be factual rather than speculative and shall include sufficient specific information, such as:

3.2.1 Details of the specific incidents, acts or decisions constituting Wrongdoing;

[2682701/2]

- 3.2.2 The circumstances that surround the Wrongdoing, including but not limited to the relevant times and places;
- 3.2.3 Identification of individuals involved in the Wrongdoing;
- 3.2.4 Name and contact information of the individual making the Disclosure; and
- 3.2.5 Any other information necessary to evaluate the Disclosure.
- 3.3 If the discloser wishes to orally discuss any matter, this request should be indicated in the Disclosure. To facilitate such a discussion, the discloser may include a telephone number at which he or she can be contacted.
- 3.4 Once the Disclosure is filed, it will be forwarded to the President's Office and the Chair of the St. Clair College Board of Governors (the "Chair") where a Principal Investigator will be appointed by the President or, if in conflict, the Chair and a detailed written record of the submission will be made.
- 3.5 When a Disclosure is received, the Disclosure shall be investigated to determine the Disclosure meets the following criteria:
  - 3.5.1 The Disclosure was made in good faith, and is not frivolous;
  - 3.5.2 The alleged act or misconduct falls within the definition of Wrongdoing under the Policy;
  - 3.5.3 The discloser has a reasonable belief that a Wrongdoing has been or is about to be committed.
- 3.6 A Disclosure may be rejected if at the time of filing, a substantially similar disclosure is currently under investigation.
- 3.7 The Principal Investigator shall contact the discloser following the preliminary review to advise if the investigation will proceed.
- 3.8 The Principal Investigator shall ensure that an appropriate investigation is carried out. Depending on the nature of the Disclosure, the Principal Investigator may refer the matter to an independent external investigator.
- 3.9 If, in investigating a Disclosure, it is found that the complaint has been made in bad faith or knowingly provides false or materially inaccurate information and therefore is without merit, the investigation will be terminated with written notification to the discloser giving reasons for the decision. The Principal Investigator may also recommend that sanctions be imposed against the discloser for filing a complaint deemed to be without merit, made in bad faith or by knowingly providing false or materially inaccurate information.
- 3.10 The Principal Investigator may be required, in order to comply with the College's legal obligations, to inform police or other external authorities or may take immediate action to ensure the safety of College Community Members.
- 3.11 The discloser may withdraw the Disclosure by written notice to the Principal Investigator. Upon receipt of the withdrawal notice, the Disclosure file will be closed. In the event that a Disclosure is withdrawn, the Principal Investigator shall determine whether any action regarding the subject matter of the Disclosure needs to be taken.

[2682701/2]

This action is independent of the Disclosure process and is to be determined on a case-by-case basis.

- 3.12 The review and investigation of all alleged Wrongdoings will be carried out in accordance with the principles of Procedural Fairness. All persons involved in a Disclosure of Wrongdoing are to be treated fairly and impartially and will maintain the rights, privileges and protection afforded to them through applicable federal and provincial legislation, College policies and collective agreements in effect at the time of the alleged Wrongdoing, regardless of their position or the length of their involvement with the College.
  - 3.13 Those persons against whom allegations are made (respondents) must be treated in a fair and reasonable manner. The respondents are entitled to:
    - 3.13.1 Be informed of the alleged Wrongdoing;
    - 3.13.2 Be provided enough details pertaining to the allegation to respond accurately;
    - 3.13.3 Representation/support at meetings;
    - 3.13.4 Confidentiality where possible;
    - 3.13.5 Be given fair opportunity to be heard; and
    - 3.13.6 Have the matter resolved in an expedient manner.
  - 3.14 The Principal Investigator will document the outcome of the investigation in the Disclosure file and where possible communicate the outcome and actions toward resolution to the discloser and the respondent.
  - 3.15 Appropriate action shall be taken where a College Community Member is found responsible for Wrongdoing.
  - 3.16 Upon resolution of a Disclosure the discloser and respondent shall be notified and a formal report will be completed.
4. Maintenance of Disclosure Files
- 4.1 Each Disclosure must be maintained in a separate file.
  - 4.2 To the extent possible, Disclosure files will be treated as strictly confidential, maintained in a secure manner and location, and protected from unauthorized access.
  - 4.3 All written information obtained as a result of the receipt of the Disclosure, review of the Disclosure, or the investigation of the alleged Wrongdoing must be included in the Disclosure file. All pertinent information obtained verbally must be documented in writing in the Disclosure file and dated and signed by the person receiving the information.
  - 4.4 The Office of the President shall retain the Disclosure file and the report for a period of seven (7) years upon formal closure of an investigation.

[2682701/2]

5. Disclosure of Reprisals

- 5.1 An employee who feels that they have been subjected to reprisals must bring a complaint of Reprisal to the Vice President, Human Resources or, if in conflict, to the President within sixty (60) days of the day on which the complainant knew or ought to have known when Reprisal action was taken.
- 5.2 The employee should provide the following information at the time of their complaint, preferably in writing:
- 5.2.1 The nature of the complaint and why the action would constitute reprisal;
- 5.2.2 The name of the person(s) alleged to have committed Reprisal action;
- 5.2.3 The date and description of the act of Reprisal and any other relevant information; and
- 5.2.4 Their name, telephone number and department address so that they may be contacted for further information.
- 5.3 When an allegation of Reprisal is received, the complaint shall be investigated to determine whether the complaint was made in good faith, and is not frivolous, and that the alleged behaviour falls within the definition of Reprisal under the Policy.
- 5.4 An appropriate investigation shall be carried out following the principles and process similar to those for Disclosures of Wrongdoing.
- 5.5 The Vice President, Human Resources shall recommend appropriate action to be taken, up to and including dismissal, where a College Community Member is found responsible for Wrongdoing.

[2682701/2]

# St. Clair College In The News

## Table of Contents:

Page	1 – 3	Workforce WindsorEssex releases EV impact report highlighting economic growth, job creation CTV News - March 20, 2025
	4 – 5	Workforce WindsorEssex EV impact report highlights regional job growth AM800 CKLW - March 21, 2025
	6	Health researchers discuss findings in Windsor-Essex CTV NewsWindsor.ca Staff - March 24, 2025
	7	St. Clair College passes budget with \$6.5-million deficit WINDSOR NEWSTODAY.CA - MARCH 27, 2025
	8	Six St. Clair graduates to receive Alumni of Distinction Awards CTV Windsor - March 27, 2025
	9 – 10	St. Clair College student participates in Tourette syndrome advocacy day in Washington D.C. CBC News · Mar 28, 2025
	11	Hospital CEO, business leaders among St. Clair College Alumni of Distinction Windsor Star - Mar 28, 2025
	12 – 13	Bluewater Health president receiving award from St. Clair College Sarnia Observer - Mar 28, 2025
	14	Chatham-Kent shooting for pro basketball team CTV News - March 28, 2025
	15	Be A Saint Food Drive: Helping Families In Need KINGSVILLE TIMES - Thursday, April 3, 2025
	16	First Responders Career Expo Wednesday windsoriteDOTca News Staff - Tuesday April 8th, 2025
	17	Essex mayor calls for action on stray dogs sent to the pound CTVNewsWindsor.ca Staff - April 09, 2025
	18 – 19	Windsor police hosting a first responders career expo AM800 CKLW - April 9, 2025
	20	St. Clair students prepare for year-end fashion show CTV Windsor - April 09, 2025
	21 – 22	Declining interest? Windsor holds first responder career expo to combat recruitment challenges Windsor Star - Apr 10, 2025
	23 – 24	Cold, wet weather adds extra challenge to St. Clair's Powerline Rodeo Chatham Daily News - Apr 10, 2025
	25	Powerline technician students participate in Powerline Rodeo CTVNewsWindsor.ca Staff - April 10, 2025
	26 – 27	Saints celebrate another standout campaign in college sports Windsor Star - Apr 10, 2025
	28 – 29	St. Clair College Atelier Fashion Show set for April 26 CTVNewsWindsor.ca Staff - April 13, 2025
	30	Windsor families hop into Easter with fluffy guest of honour Windsor Star - Apr 14,

- 31 Wet weather doesn't dampen powerline rodeo  
The Chatham Voice - April 16, 2025
- 32 Follow the yellow brick road to St. Clair's 'The Wizard of Oz'  
CTV News Windsor - April 16, 2025
- 33 WESPY nominations announced  
CTVNewsWindsor.ca Staff - April 16, 2025
- 34 UWindsor's nursing program earns national accreditation  
CTV News - April 19, 2025

# Workforce WindsorEssex releases EV impact report highlighting economic growth, job creation

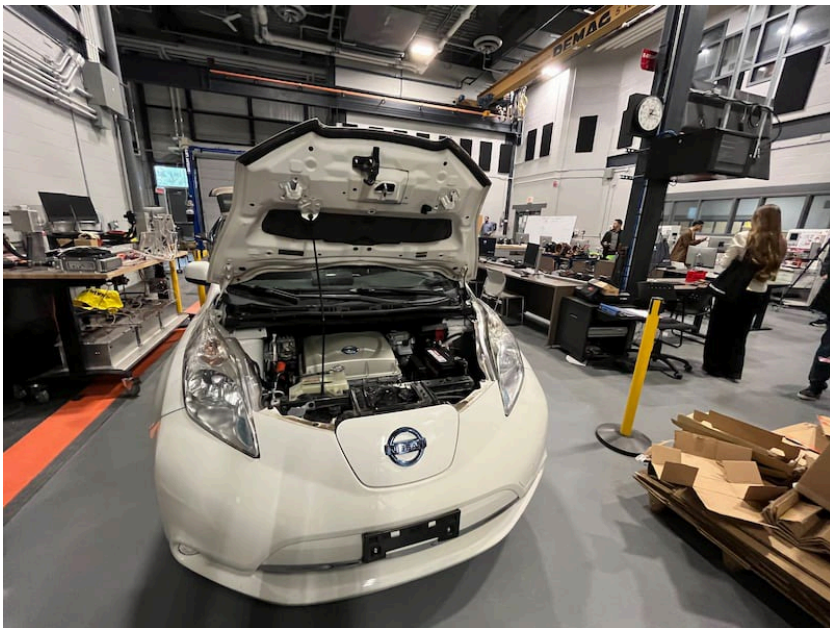
CTV News - March 20, 2025

Workforce Windsor-Essex releases an Electric Vehicle impact report. CTV Windsor's Chris Campbell has details.

A new report from Workforce WindsorEssex highlights the economic impact of the region's growing electric vehicle (EV) sector and the transformative role of the NextStar Energy battery plant, noting thousands of jobs are expected in the Windsor-Essex region thanks to the local EV industry.

The report, [\*Automobility in Windsor-Essex: Impact of the NextStar Energy Plant\*](#), was released on Thursday and examines how the facility, set to begin production later this year, is shaping the local economy, workforce, and investment landscape.

"The EV report not only underscores the transformative impact of the NextStar Energy plant but also highlights our region's readiness to spearhead Canada's green economy transition," said Tashlyn Teskey, senior manager of research and innovation at Workforce WindsorEssex. "By capitalizing on our strategic location and skilled workforce, we are well-equipped to attract future investments in clean technology and sustainable innovation."



A new report from Workforce WindsorEssex highlights the economic impact of the region's growing electric vehicle (EV) sector and the transformative role of the NextStar Energy battery plant (

## Key findings

The report outlines significant investments, job creation, and training initiatives:

- NextStar Energy has committed \$5 billion in capital expenditures, with an additional \$6.2 million secured for its supply chain between 2022 and 2024.
- The plant is expected to create 2,500 direct jobs and 1,960 spin-off jobs, bringing a total of 5,110 new jobs to the region. To date, at least 457 spin-off jobs have been confirmed through companies such as DS Actimo, DongShin Motech Ltd., Bobaek, and Magna International.



- More than \$16.5 million in funding has been secured to support workforce training, including programs focused on women in trades, apprenticeships, and training centre investments. Organizations involved include Build a Dream, Ontario Vehicle Innovation Network, Women's Enterprise Skills Training of Windsor Inc., and the International Brotherhood of Electrical Workers Local 773.
- Educational institutions are playing a key role, with four new post-secondary programs introduced, including a degree in Mechatronic Systems Engineering and a certificate in EV Powertrain Systems.
- Efforts to attract talent to the EV sector include Manufacturing Day tours and national recruitment campaigns through the [EV Careers initiative](#).



A new report from Workforce WindsorEssex highlights the economic impact of the region's growing electric vehicle (EV) sector and the transformative role of the NextStar Energy battery plant

## A growing industry

According to officials, the report positions Windsor-Essex as a leader in Canada's transition to a green economy, emphasizing the region's advanced manufacturing capabilities and strong workforce.

"The EV Impact Report reaffirms Windsor-Essex's position as a national leader in the electric vehicle revolution and next-generation vehicle production," said Keith Andrews, strategic advisor to the board and chief operating officer at Invest WindsorEssex. "The NextStar Energy battery plant and rapidly growing EV supply chain are already creating transformative economic opportunities, attracting new investments and driving innovation in our region."

The report also provides recommendations for sustaining growth in the sector, including expanding skills training, strengthening local supply chain connections, and supporting technological advancements.

St. Clair College is among the institutions preparing the next generation of workers for the EV sector.

"St. Clair College is powering Canada's future by driving creativity, fostering meaningful partnerships, and equipping our region with the skills to lead a sustainable, green economy," a spokesperson from the college said in a statement. "Today's investments in talent fuel tomorrow's prosperity."



“Amid this pivotal moment of profound global economic reflection and deliberations on international trade policy, the call of Canada’s strong resonates deeply,” said Dr. Karamjeet K. Dhillon, Director of Research and Innovation at St. Clair College. “St. Clair College embodies this strength through our steadfast commitment to workforce development, technological research advancements, and impactful community engagement.”

She explained, “We are not only preparing for immediate demands of the industry, but actively cultivating a resilient, skilled workforce, one that will sustain and expand our region’s prosperity well into the future. These investments represent more than economic strategy. They embody our community’s dedication to equipping individuals with tools and opportunities to lead confidently in a rapidly changing world.”

Workforce WindsorEssex officials noted that authoring the report began six months ago, before talk of tariffs drew concern.

Tesky said, “We can expect obvious workforce implications because of the tariffs coming, but we find that with this report it really emphasizes the resiliency of Windsor-Essex and we’ve gone through hardships like this specifically in the automotive industry before. We’ve been able, thankfully, to come out positively on the other side. And I think with a lot of the training that’s caught in for workers around EV, it just shows the pivotability that we have in Windsor-Essex, to train new workers into in-demand fields.”

# Workforce WindsorEssex EV impact report highlights regional job growth

AM800 CKLW - March 21, 2025



NextStar Energy announces the start of battery module production, October 22, 2024NextStar Energy  
A new report is highlighting the regional advantages, economic impact, and job creation related to the electric vehicle sector in Windsor-Essex and the NextStar Energy plant.

The report from Workforce WindsorEssex-[\*Automobility in Windsor-Essex: Impact of the NextStar Energy Plant\*](#)-has analyzed the EV sector in the region, the impact of the NextStar Energy plant, slated to begin production later this year, and the challenges and opportunities surrounding this investment for Windsor-Essex.

The report indicates the electric vehicle battery manufacturing plant represents a new era for Windsor-Essex by transforming the region into a hub for advanced manufacturing and sustainable innovation.

By leveraging its strategic location, skilled workforce, and collaborative community efforts, Windsor-Essex is poised to lead Canada's transition to a green economy.

Tashlyn Teskey, senior manager of research and innovation at Workforce WindsorEssex, told AM800's The Shift with Patty Handysides that they've found a lot of positive impacts and progress in the community even though production hasn't fully started yet.

"Not only did we have a lot of jobs coming from the construction and setting up some of those operational roles, but we've already started to see a lot of benefit from the spinoff opportunities, including jobs but also the research facilities that are opening up here as well," she says.



NextStar Energy exterior in Windsor, OntSource: StellantisTeskey says they've even had some social impacts, including a consistent increase in the population.

"It's bringing a lot of new workers to our region. They say it's going to take some time to find new jobs so that may affect our unemployment rate, but having new workers and new talent should at least sustain the thousands of jobs that are needed for the battery plant, and their supply chain is really a positive for us," she says.



Teskey says they've definitely witnessed some great collaboration when it comes to training needs.

"Between St. Clair College and the University of Windsor, they've had really strong ties with industry lately to create some new programs, for example, the mechatronics degree at the university and the EV drive vehicle technician at St. Clair College. They've been really collaborating in how they can match exactly what the industry needs, and that's what is being taught," she says.

Key findings include:

- NextStar Energy has committed \$5 billion in capital expenditures, with an additional \$6.2 million secured for its supply chain between 2022 and 2024.
- The plant is expected to create 2,500 direct jobs and 1,960 spin-off jobs, bringing a total of 5,110 new jobs to the region. To date, at least 457 spin-off jobs have been confirmed through companies such as DS Actimo, DongShin Motech Ltd., Bobaek, and Magna International.
- More than \$16.5 million in funding has been secured to support workforce training, including programs focused on women in trades, apprenticeships, and training centre investments. Organizations involved include Build a Dream, Ontario Vehicle Innovation Network, Women's Enterprise Skills Training of Windsor Inc., and the International Brotherhood of Electrical Workers Local 773.
- Educational institutions are playing a key role, with four new post-secondary programs introduced, including a degree in Mechatronic Systems Engineering and a certificate in EV Powertrain Systems.

Efforts to attract talent to the EV sector include Manufacturing Day tours and national recruitment campaigns through the EV Careers initiative.

# Health researchers discuss findings in Windsor-Essex

CTV NewsWindsor.ca Staff - March 24, 2025

Health researchers gathered in Windsor over the weekend, sharing their latest discoveries in three key topics.

Health researchers arrived in Windsor over the weekend, ready to discuss their newest discoveries.

The WE SPARK Health Institute hosted the event on Saturday, inviting experts from its partner institutions, including the University of Windsor, St. Clair College, and the Windsor Regional Hospital.

The research displayed had a heavy focus on three key topics.

“Cancer research, mental health, and community health as well,” said Dora Cavallo-Medved, WE SPARK Health Institute’s director.

“We’ve been able to see that partners coming together to advance in these fields and actually make some changes in our policies, better caring for patients and their outcomes.”

The conference was back after missing last year.



## St. Clair College passes budget with \$6.5-million deficit

WINDSOR NEWSTODAY.CA - MARCH 27, 2025

Federal caps on the number of international students allowed into Canada had a major impact on St. Clair College's budget when the board of directors met earlier this week. However, it's not as large as other Ontario colleges.

The board passed its budget with a \$6.5-million deficit, while Vice President of Communications and Community Relations, John Fairley, said other colleges have shortfalls that dwarf St. Clair's.

"In the double digits," said Fairley.

Twenty support staff positions were declared redundant. Fairley cautioned once members of the Ontario Public Service Employees Union take advantage of their bumping rights, the number of layoffs could be lower. He said it helped that 35 employees decided to take early retirement. The college has also undergone a reorganization.

"We have been very frugal," said Fairley. "We went to a zero budget-based process."

Unfortunately, lower enrolment prompted the college to suspend 18 programs, including its journalism program at the Mediaplex in downtown Windsor, the autism and behavioural sciences program, and the paramedic's program at the Chatham campus.

"We want to be clear. Suspensions are suspensions. There not cancellations," said Fairley.

New students won't be admitted to those programs in the fall of 2025, but that could change in subsequent years if enrollment improves.

"The past weekend, we had our open house. We included those 18 programs. Our spring open house brings together students in grades 10 and 11. We wanted to say these are not cancelled programs," said Fairley.

# Six St. Clair graduates to receive Alumni of Distinction Awards

CTV Windsor - March 27, 2025



Source: St. Clair College

Six graduates from St. Clair College are set to receive Alumni of Distinction Awards in May.

The honourees are:

- Dino Miceli – Founder and President of Calibur Tool and Mold – Graduated from the Mold Maker program in 1992
- Sheri Lynn Koscielski – Senior Mentor of FIRST Robotics – Graduated in 1986 from the Business Common program
- Paula Reaume-Zimmer – President and CEO of Bluewater Health – Graduated in 1994 from the Nursing program
- Adelina Sisti-DeBlasis – Teacher with the Greater Essex County District School Board – graduated in 2011 from the Culinary Management program
- Walter LaPlante – Control and Industrial Connectivity Supervisor with Ford Motor Company – graduated in 2009 from the Mechanical Engineering Technology program
- Chuck Kelly – President and CEO of Movati Athletic – Graduated in 1991 from the Ambulance and Emergency Care program

“The Alumni of Distinction process is always a fascinating one, especially for our current students and prospective ones too,” said President Michael Silvaggi.

“It depicts, in the most dramatic way possible, the sort of exciting and limitless career path that can be achieved when setting off with a St. Clair diploma in-hand. In the stories of these illustrious recipients, our students and would-be students – and the community as a whole – see the realization of professional dreams in the highest levels of business, entrepreneurship, manufacturing, healthcare, social services, and other fields, thanks to the educations they received at our college.”

The Alumni of Distinction ceremony will be held on May 2 at the Alumni Skyline room at the St. Clair College Centre for the Arts.

“Honouring an Alumni of Distinction is not just about recognizing past achievements, but celebrating the impact they have on their community, their profession, and future generations,” said Belinda Bulhoses, President of the Alumni Association Board of Directors.

“This year’s list of award winners exemplifies what it means to rise above the ordinary. We are proud to honour these dedicated, passionate, and successful individuals.”

If you would like to attend, tickets are \$75. You can buy them by calling the Chrysler Theatre Box Office at 519-252-6579. Tables of eight or 10 are also available upon request. Doors open at 6 p.m. and the dinner service starts at 7 p.m.

# St. Clair College student participates in Tourette syndrome advocacy day in Washington D.C.

Lily Steinhoff said she hopes to grow her advocacy work

CBC News · Mar 28, 2025



Lily Steinhoff said finding others with Tourette's on social media helped her feel less alone.

An 18-year-old student at St. Clair College is back from Washington D.C. after taking part in the annual Tourette Association of America Advocacy Day on March 5.

Leamington native Lily Steinhoff said the highlight of the trip was meeting others who were just like her.

18 year old St. Clair College student, Lily Steinhoff was diagnosed with Tourette Syndrome at age 12. Since then she's become an advocate. Lily dropped by the Windsor Morning studio to speak with host Amy Dodge about her recent trip to Washington DC where she received advocacy training.

"I have echolalia, so I was picking up everyone else's ticks," she said.

"So it was kind of funny. It's like, 'You have that tick?' 'Oh, I have that tick too.' Or ... I'd have a tick, and they'd be like, 'You gave me that tick', and [I'd] and be like, 'Oops.'"

Participants in the advocacy day learned how to be resilient leaders, how to advocate, and how to do presentations in schools, Steinhoff said.

They also learned more about Tourette syndrome itself.

## It's not 'just swearing'

One of the most common misconceptions, Steinhoff said, is that Tourette syndrome is "just swearing."

"That's a big misconception is that everyone swears and that people with Tourette's aren't able to work, aren't able to drive, aren't able to do a lot of things. But I can."

Steinhoff's ticks include clearing her throat, gasping and clapping, she said. Anxiety and stress make them worse.





Billie Eilish has spoken about her experience with Tourette's. (Kevin Winter/Getty Images)

One in 50 people in Ontario have Tourette's, she added.

Steinhoff has met other people with Tourette's on Instagram and that has helped her feel less alone, she said, as has television show Raising Tourette's, which follows families with children dealing with the condition.

And pop star Billie Eilish has spoken about her experience with Tourette's.

Watching Eilish perform allowed Steinhoff to discover that she too can experience relief from ticks while singing.

"I see her on stage, I don't see her tick, and it's just so cool to see people when they have that one thing that helps them not tick," Steinhoff said of Eilish.

Gymnastics and dancing also help, she said.

While in Washington, she met another celebrity with Tourette syndrome: TV and social media personality Baylen Dupree.

"She is one of the nicest humans I've ever met," Steinhoff said.

"I talked to her about my advocacy work and even asked her ... how I can get out and advocate more. And she gave me the advice that I should just post on Instagram – post as much as I can, post facts, talk about it."

Steinhoff, who was diagnosed at age 12, is currently studying hospitality. But she sees professional Tourette syndrome advocacy in her future, she said.

Asked what she would say to other young people diagnosed with the condition, she replied, "Buckle up. It's going to be a long ride."

She also encouraged them to advocate for themselves.

"I would just say, 'I have Tourette syndrome,'" she said.

# Hospital CEO, business leaders among St. Clair College Alumni of Distinction

Windsor Star - Mar 28, 2025



The main entrance at the St. Clair College main campus is shown on Monday, December 20, 2021.

A hospital CEO, a teacher, a robotics mentor, and business leaders are among the recipients of St. Clair College's 32nd annual Alumni of Distinction Awards.

"The alumni of distinction process is always a fascinating one, especially for our current students and prospective ones too," said college president Michael Silvaggi.

"It depicts, in the most dramatic way possible, the sort of exciting and limitless career path that can be achieved when setting off with a St. Clair diploma in hand.

This year's recipients are:

- Dino Miceli, founder and president of Calibur Tool and Mold, graduated in 1992 from the mould maker program.
- Sheri Lynn Koscielski, senior mentor with FIRST Robotics, graduated in 1986 from the business common program.
- Paula Reaume-Zimmer, president and CEO of Bluewater Health, graduated in 1994 from the nursing program.
- Adelina Sisti-DeBlasis, a teacher with the Greater Essex County District School Board, graduated in 2011 from the culinary management program.
- Walter LaPlante, control and industrial connectivity supervisor with Ford Motor Company, graduated in 2009 from the mechanical engineering technology program.
- Chuck Kelly, president and CEO of Movati Athletic, graduated in 1991 from the ambulance and emergency care program.

This year's list of honourees brings the total number of award recipients up to 143. The college began recognizing graduates in 1992.

"Honoring an Alumni of Distinction is not just about recognizing past achievements, but celebrating the impact they have on their community, their profession, and future generations," said Belinda Bulhoes, president of the Alumni Association's board of directors. "This year's list of award winners exemplifies what it means to Rise Above the Ordinary. We are proud to honour these dedicated, passionate and successful individuals."

The Alumni of Distinction ceremony will take place on Friday, May 2, in the Alumni Skyline room at the St. Clair College Centre for the Arts in Windsor. Doors open at 6 p.m. Dinner service begins at 7 p.m.

Tickets are \$75 and can be purchased by calling the Chrysler Theatre box office at 519-252-6579. Tables of eight or 10 are available upon request.

# Bluewater Health president receiving award from St. Clair College

*Bluewater Health's chief executive will be honoured by her alma mater.*

Sarnia Observer - Mar 28, 2025



Bluewater Health president and CEO Paula Reame-Zimmer speaks at Bluewater Health's annual general meeting Aug. 21, 2024 in Sarnia. (Tyler Kula/The Observer)

Bluewater Health's chief executive will be honoured by her alma mater.

Paula Reame-Zimmer, Bluewater Health's president and chief executive for two years, is one of six St. Clair College graduates receiving Alumni of Distinction awards from the Windsor college.

The awards, held since 1992, celebrate the "exciting and limitless career path that can be achieved when setting off with a St. Clair diploma in hand," college president Michael Silvaggi said in a news release.

The awards recognize successful graduates and share their stories as inspiration, alumni association board president Belinda Bulhoses said, in the release.

A recognition ceremony is May 2.

"This year's list of award winners exemplifies what it means to rise above the ordinary," Bulhoses said.

Reame-Zimmer, originally from Chatham, attended the college's Thames campus in Chatham-Kent, obtaining her nursing diploma in 1994.

She followed that with a bachelor of science degree in nursing from the University of Windsor, her masters and doctorate from Central Michigan University, and the registered nurse said she spent 24 years working at Chatham-Kent Health Alliance, before taking executive positions with the Canadian Mental Health Association Lambton Kent and Bluewater Health.

Reame-Zimmer called the news a "very nice surprise," and said she's honoured to be selected.

“I also have to say kudos to the nursing program because . . . it opens a lot of doors to young health professionals and I have been very fortunate to be part of that,” she said.

Being a leader tasked with inspiring and guiding the next generation is something she takes seriously, she said.

“I have had the fortune of a fantastic college experience and very influential people in my nursing education, and I take every opportunity to pay that forward,” she said.

Her college experience also inspired her to pursue further studies, she said.

“The years as a college student are extremely formative.”

It’s important to also recognize those who influenced her, she said, naming her family and “professional family,” as well as instructors Lynn Compton and Gail Martin, “who not only motivated me to be a successful student, but inspired me to become a compassionate and dedicated nurse.”

Others Alumni of Distinction award winners this year include the founder and president of Calibur Tool and Mold, a Greater Essex County District School Board teacher, a supervisor with Ford Motor Company, the president and chief executive of Movati Athletic, and a senior mentor with FIRST Robotics.

# Chatham-Kent shooting for pro basketball team

CTV News - March 28, 2025

The Basketball Super League is considering bringing a team to Chatham-Kent. CTV Windsor's Bob Bellacicco has more.

Chatham-Kent is doing its best to get a professional basketball team.

Chatham-Kent mayor Darrin Canniff is currently in discussions with Dave Magley, president of the Basketball Super League (BSL), and could land himself courtside seats to a pro basketball game in his municipality in the near future.

"The league is looking at Chatham-Kent and saying it's a great place, so we are going to work with them however we can to bring a team here," Canniff told CTV News.

Magley is exploring the possibility.

"He's a visionary, and I have no doubt that we're going to be able to get something exciting in Chatham coming up soon," said Magley, who is looking to expand both the BSL and The Basketball League (TBL).

"We're also talking with Saginaw, Flint and Kalamazoo. Some of those will come next year so growth is on the way."

The St. Clair College Healthplex is one of the venues being discussed as a potential home for the new basketball team. The Windsor Express have been there a few times for kids camps and exhibition games.

Express CEO Dartis Willis said a great rivalry could be created with Windsor and London if the team plays in the BSL with the Express and Lightning.

"If it's a TBL team, it creates extra talent as it grows and develops, and we can pull from that talent," said Willis.

Canniff said another 500 bleacher seats are being added to Fergie Jenkins Field after the first-year success of the Chatham-Kent Barnstormers baseball team last summer and feels a basketball team would be equally embraced.

"From an economic perspective, it's going to do a lot of great things, but people are hungry for other things to do in the community," said Canniff.

"There's a big demand here for basketball."

High school and club ball are strong with the help of Chatham native Bridget Carleton, who plays in the WNBA.

"There's kids playing at all different levels and sometimes multiple teams at a given age level," said Blake Handsor, a Chatham-Kent basketball coach.

"The basketball is pretty high here in Chatham so I think an entity like that would be pretty successful here."

Canniff would like to land a team as soon as possible.

"Hopefully in the next month or so we can come to a conclusion that we're going to play next year here and work to make this a very successful team here in Chatham-Kent," Canniff added.

## Be A Saint Food Drive: Helping Families In Need

April 3, 2025



*The food pickup is scheduled for Thursday, April 11th at 10:00 a.m.*

The Canadian Transportation Museum & Heritage Village (CTMHV) is partnering with the Be a Saint Food Drive, led by students in the second-year Public Relations program at St. Clair College, in collaboration with Windsor Lifeline Outreach.

Running from March 31st to April 13th, this initiative aims to support individuals and families facing food insecurity in our community by collecting essential food donations. The food pickup is scheduled for Thursday, April 11th at 10:00 a.m.

CTMHV will serve as a designated drop-off location for the food drive, ensuring that all contributions go directly to Windsor Lifeline Outreach to provide much-needed food and supplies to those in need.

“We wanted to take real action to help those struggling with food insecurity,” said Christopher Classey, Co-Organizer of the Be a Saint Food Drive. “This initiative started as an idea in our events class at St. Clair College. We saw a need in our community and worked together to make a meaningful impact.”

Donations can still be dropped off at the Canadian Transportation Museum & Heritage Village until April 10th, located at 6155 Arner Townline, Kingsville, ON N9Y 2E5, during regular operating hours.

# First Responders Career Expo Wednesday

windsoriteDOTca News Staff - Tuesday April 8th, 2025



Windsor Police will host the First Responders Career Expo, at the St. Clair College Centre for the Arts on Wednesday.

This event will feature Windsor Police Service members alongside more than 30 law enforcement agencies and organizations from across Canada and Detroit. This is an opportunity to explore careers in law enforcement and government, with representatives from municipal, provincial, and federal services on hand to provide information.

The event is free and open to all, with no registration required.

It runs from 10:00am to 2:00pm.



# Essex mayor calls for action on stray dogs sent to the pound

CTVNewsWindsor.ca Staff - April 09, 2025



(Source:Getty Images/iStockphoto) (Cristalov/Getty Images/iStockphoto)

The Mayor of Essex feels dogs in the town are ending up in the Lakeshore dog pound “too frequently.”

Sherry Bondy said they really need to look at what’s happening in Essex when it comes to dogs at large, adding, the model of the pound is that the four member communities are billed capital costs on the number of days a dog from a given municipality is in the pound — or “dog days.”

“The more dog days we have in the pound, the more we get charged,” she said. “So if your dog does go to the pound, please try to get it as soon as possible.”

The dog pound is made up of four member communities — Essex, Lakeshore, LaSalle, and Tecumseh.

The goal of the joint pound is to maintain animal control in Essex County through the promotion of responsible pet ownership, but each municipality is responsible for their own animal control.

When a stray dog is brought to the pound by the animal control officer from one of the municipalities, or is received from the public, every attempt is made to locate its owner.

Once a 72-hour period has lapsed, the dog may then be moved to St. Clair College Veterinary Program for assessment care and possible adoption or to the Windsor-Essex County Humane Society.



# Windsor police hosting a first responders career expo

AM800 CKLW - April 9, 2025



The Windsor Police Service will host a first responders career expo on Wednesday April 9, 2025 from 10 a.m. to 2 p.m. at the St. Clair College Centre for the Arts in downtown Windsor. Source: Windsor Police Service

The Windsor Police Service will host a first responders career expo on Wednesday April 9 from 10 a.m. to 2 p.m. at the St. Clair College Centre for the Arts in downtown Windsor. The free expo will provide the opportunity for people to meet with top employers in the first responder field from over 30 agencies in the Ontario and Michigan areas.

Const. Matthew Davis, who is the Diversity Recruitment and Inclusion Officer says this is the first time the Windsor Police Service has done an event like this.

"We just thought that it would be an event that we could highlight what the Windsor Police Service has to offer, and it would also bring people that are interested in these other jobs because there's a lot of crossover between the type of personalities that want to be firemen, police officers, paramedics, border services agents," Davis said.

"It's a certain type of person that wants to serve their community and that's what we're really looking to increase the pool of."

Davis says there is a wide variety of employers participating.

"In addition to several police services, we're also going to be having the Windsor Fire and Rescue out, Ontario Ministry of Transportation, Ontario Ministry of Labour, Alcohol and Gaming Commission, the Canadian Army, CSIS, RCMP, Correctional Services of Ontario, Canadian Border Services, University of Windsor campus police, and the Special Investigations Unit," he said.

Davis says hiring won't be done on the spot, but the public can meet with recruiters.

"If they been thinking about making a change in their career, and they've thought about something like policing, or working as a paramedic, fire fighter or any of those other jobs, this is an excellent opportunity to just reach out, get the information, find out if it's for them and maybe make that first move," he said.

More information can be found here: [https://www.eventbrite.ca/e/first-responders-career-expo-tickets-1247185398099?aff=ebdsoporgprofile&keep\\_tld=1](https://www.eventbrite.ca/e/first-responders-career-expo-tickets-1247185398099?aff=ebdsoporgprofile&keep_tld=1).

Registration is not required to attend.

Participating Organizations:

- Windsor Police Service
- Niagara Regional Police Service
- London Police Service
- Waterloo Regional Police Service
- LaSalle Police Service
- Anishinabek Police Services
- York Regional Police
- Chatham-Kent Police Service
- Toronto Police Service
- Sarnia Police Service
- Ontario Provincial Police
- Windsor Fire and Rescue Services
- Ontario Ministry of Transportation
- Ontario Ministry of Labour, Training and Skills Development
- Alcohol and Gaming Commission of Ontario
- Canadian Army
- CN Police Service
- Chatham-Kent EMS
- Correctional Service Canada
- Canadian Security Intelligence Service
- Royal Canadian Mounted Police
- Paramedic Emergency Medical Services Windsor-Essex
- Middlesex-London Paramedic Services
- Amherstburg Fire Department
- Detroit Police Department
- HMCS Hunter
- Canadian Border Services Agency
- Correctional Services - Ontario
- Canadian Coast Guard
- University of Windsor - Campus Police
- CP Police
- Nunavik Police Service
- Lakeshore Fire & Rescue
- Special Investigations Unit
- Woodstock Police Service

# St. Clair students prepare for year-end fashion show

CTV Windsor - April 09, 2025

Students at St. Clair College are preparing to showcase their year-end collections at an upcoming fashion show.

Students at St. Clair College are getting ready for their year-end fashion show.

The 11th annual Atelier Fashion Show is coming up on April 26 at 8 p.m., taking place in the Student Life Centre at the college's main campus.

Awards will be presented to students for first, second, and third place collections.

According to Fashion Design student Sadia Patel, inspiration comes from everywhere.

"I got inspiration from two designers," she said.

"One is named Irishman Harpoon, and [the second is] Grace Link. Those two are the most, I can say, creative designers among the rest of them because they also work with 3D printing. 3D printing is right now the top peak. It is modern fashion, so I'm like, why not give it a shot?"

If you would like to attend the show, tickets are \$25 plus a ticket fee and HST for upper bleacher first come, first serve seating, \$35 plus a ticket fee and HST for reserved lower bleacher seating, and \$50 plus a ticket fee and HST for reserved VIP seating and the VIP Reception at Eatery 101.

# Declining interest? Windsor holds first responder career expo to combat recruitment challenges

Windsor Star - Apr 10, 2025



Sgt. Jim Wright with the Canadian Armed Forces Windsor Reserves group speaks to Deepak Sheemar on Wednesday, April 9, 2025 at the First Responders Career Expo at the St. Clair College Centre for the Arts.

Faced with declining interest in emergency-related careers, Windsor hosted its inaugural first-responder job expo Wednesday in an effort to boost recruitment.

Representative from 34 municipal, provincial, and federal agencies looking for new recruits were invited to set up a booth at the St. Clair Centre for the Arts in downtown Windsor.

“Everyone’s having difficulties recruiting — we’re all feeling the pain,” said Windsor Police Service’s community service Sgt. Robert Hallett, who is involved in recruiting.

“For whatever reason, we’re not getting the amount of applicants that we once did. Just having people apply, having people that are qualified to do the job, has been a task in itself. That’s why we’re out here today trying to attract quality candidates.”

Two hours into the event, Hallett told the Star more than 500 people had already passed through the doors to connect with potential employers. He said he hoped attendance would surpass 1,000 by the end of the day.

Police services for Windsor, LaSalle, and Chatham; Essex-Windsor EMS; and Windsor Fire and Rescue Services were on-site.

Alongside the regional emergency services, several provincial and federal agencies also took part in the expo, offering attendees a glimpse into a breadth of public safety careers.

Representatives from the Canada Border Services Agency, Ontario Provincial Police special investigations unit, Royal Canadian Navy, and more, were available to share recruitment information.

Adrian Bezaire, captain of the professional standards department at Essex-Windsor EMS, said the agency started noticing a drop-off in applicants post-pandemic.

Unlike some other first responder roles, paramedics must complete a two-year college program in order to apply — a condition Bezaire said can be a hurdle when trying to recruit.

“Enrollment at the college is still full, but we’re growing at a pace that exceeds that, so we’re really pushing to improve our recruitment,” Bezaire explained.

He said the agency is preparing for upcoming retirements and trying to keep pace with the region's growing population, which comes with rising demand for emergency services.

Windsor-Essex saw a surge of population growth in 2023, and that historic population growth was forecasted to carry into 2024.

“With population growth, comes an increase in emergency calls, and comes demand for more paramedics — how can we put more resources on the road?” said Bezaire.

“It means that paramedics working now are busier. They're responding to a lot of calls in a day. They're getting tired. To make sure that we can support them adequately and support our response times in the community, we need to recruit.”

In 2023, the region added nearly as many new residents in a single year as it had over the past two decades combined. According to Statistics Canada, Windsor-Essex grew by 31,958 in 2023, bringing the total population to 468,019.

The recruitment event was promoted locally, and to students at St. Clair College and the University of Windsor, however, Hallett said the expo likely drew interest from across the province.

# Cold, wet weather adds extra challenge to St. Clair's Powerline Rodeo

*Rain, snow and cold didn't stop the annual Powerline Rodeo at St. Clair College in Chatham.*

Chatham Daily News - Apr 10, 2025



Second-year Powerline Technician student Gavin Baker, 19, of Kingsville, performs a pole top rescue during Thursday during the annual Powerline Rodeo at the St. Clair College Chatham Campus' National Powerline Training Centre. (Ellwood Shreve/Chatham Daily News)

Rain, snow and cold didn't stop the annual Powerline Rodeo at St. Clair College in Chatham.

Powerline technician students were scaling utility poles Thursday, competing in such events as Ring the Bell, Don't Break the Egg and a climbing relay to earn points and showcase their skills.

Gavin Baker, 19, a second-year student from Kingsville, was cheered on as he simulated the pole-top rescue of an injured person.

"If somebody needs to be rescued, no matter what the weather, we've got to go up there," he said.

The scenario involved an unconscious, electrocuted victim hanging from a utility pole, who had to be brought down and given first aid within four minutes to avoid brain damage.

Baker said he was trained to do a hazard check first "to make sure it's safe for us to go, because we don't want to be another accident."

"The goal is to get no penalties, because that equals less time," she said.

Whyte finished in 14 minutes and 10 seconds with no penalties, outting her team in first place by 20 minutes.

Both Baker and Whyte are enjoying the program.

"It's a great experience, great people and the teachers are great," Baker said.

Graduating from the program can lead to plenty of opportunities, from working for a utility like Hydro One, to becoming a contractor or doing arborist work.

Whyte said a high school teacher recommended the powerline technician program to her because of her mechanical skills.

The program is welcoming and and fun, she said. "I really like it."

Whyte also likes that instructors have real-world experience that they share with students.

“They’re good people to go to for recommendations and talk to about hands-on things that you’re doing in your class,” she said.

The National Powerline Training Centre, on Bear Line Road across from St. Clair’s Chatham Campus, is Ontario’s largest post-secondary trainer with 164 students.

The state-of-the-art training facility, with utility poles inside the centre and a four-hectare (10-acre) training field, is a big attraction, said former program co-ordinator Doug Bendall, who is retiring soon.

Many students get accepted to three or four colleges, then decide where to go, he said. “Once they come here to our open house and see our facility, it sells itself.”

Having indoor utility poles for training “just gives us that option that other colleges don’t have,” he added.

The large training field offers “all kinds of room to build pole lines, set up the equipment,” Bendall added. “Other places don’t have that. Their facilities are all crammed into two acres.”

The annual rodeo lets students “showcase their talents” to utilities, contractors and telecommunication companies that attend, he said. “They’re all looking at their future employees.”



# Powerline technician students participate in Powerline Rodeo

CTVNewsWindsor.ca Staff - April 10, 2025



Students at the Powerline Rodeo in Chatham, Ont. on April 10, 2025. (Source: St. Clair College)

Despite a mix of snow and rain, competitors' spirits were high in Chatham on Thursday as powerline technician students partook in the annual Powerline Rodeo.

Various events like ring the bell, don't break the egg, and a climbing relay were held, putting skills to the test. Students fought for points and bragging rights amongst their peers.

"Three weeks ago, I was not a fast climber," said Dillon Thurlow, a St. Clair College student.

"I definitely put in a lot of hard work in here, a lot of blood, a lot of sweat, a lot of tears. But it was all worth it in the end. Hockey players have their games. This is our hockey game. This is our showcase of everything we work for the whole year."

A total of 164 students are enrolled in the program, among the biggest in Ontario. The rodeo allowed students to try and catch the eye of future employers. Various companies, contractors, and telecom giants were on-site scouting potential hires.



# Saints celebrate another standout campaign in college sports

Windsor Star - Apr 10, 2025



St. Clair Saints' two-sport standout Shae-Lyn Murphy won the Mason MacDonald Award as the top female graduating student-athlete at Thursday's awards banquet. PHOTO BY DAX MELMER /Windsor Star

The St. Clair Saints always seem to have something to celebrate.

A standout school in the OCAA, the Saints looked back fondly on another solid athletic campaign on Thursday at the 56th St. Clair College Athletic Awards banquet at the St. Clair Centre for the Arts.

"I think, in the grand scheme of things, this was a successful year across the board," said Reid Innes, who is St. Clair's Director of College Recreational Services. "We're fortunate to have teams compete year in and year out and we reap the benefits."

Thursday's event was also a time to bid farewell to several graduating athletes and two standouts walked about away with the Mason MacDonald Award, which is given to the top male and female graduating student-athlete.

A two-sport standout, Holy Names high school product Shae-Lyn Murphy won the award on the women's side with baseball's Henry Real claiming the male award.

In four years, Murphy won four OCAA provincial softball medals, including two gold, and was named an OCAA all-star all four years while finishing her career with a .453 average. She also won an OCAA silver medal with the basketball team while twice being named a league all-star and the team's MVP.

"Shae-Lyn had a tremendous season and was an all-star in both sports, Innes said. "Just a dominant presence on the diamond and on the court and she's a tremendous student. Her presence will be missed on both teams."

A native of Panama, Real, who plays catcher, was a four-time OCAA all-star while helping the Saints to four conference titles. He set an OCAA record with a .578 batting average in 2023 and is fourth in the conference's all-time career average list at .452.

“Another strong season at the plate and behind the plate and a very important part of that roster,” Innes said. “His numbers speak for themselves, but he’s a foundational piece of the baseball team.”

The Al Hoffman Athlete of the Year Outstanding Achievement Award went to Geneva Huisman on the women’s side and Maurice Sodja on the men’s side.

A Maranatha Christian Academy product, Huisman was the West Division player of the year in women’s volleyball while earning first-team OCAA all-star recognition as well as all-Canadian status.

“Strong presence on the floor and a very steady influence on the team,” Innes said. “Her performance this year was pretty dominant.”

A native of Kentucky, Sodja quarterbacked the Saints to the Canadian Junior Football League championship. He was the Ontario Football Conference’s offensive player of the year and a second-team All-Canadian while throwing for 23 touchdowns and rushing for another 14.

“His numbers were impressive to say the least,” said Innes, who watched Sodja rally the Saints from a 13-point deficit in the CJFL final with three touchdown runs in the second half along with a touchdown pass. “Biggest compliment you can give him is that, when the deck seemed stacked against him, he had a huge impact and was a steadying influence.”

Not to be outdone, Saints’ head football coach Mike LaChance was awarded St. Clair’s Inter-Collegiate Coach of the Year Award.

In his 21st season as head coach, LaChance guided the Saints to an unbeaten season and the area’s first national title in a quarter century.

“It’s hard to not recognize the job he’s done,” Innes said. “Very committed to the program and his players. He wants what’s best for them, the program and the institution. It’s nice to see the hard work come through with that championship.”

Golf swept the rookie of the year award. Alyssa Cowling, who helped the Saints to silver at the conference championship and bronze at the national championship, won on the women’s side. Cale Marontate, who helped St. Clair to its first-ever OCAA title and was seventh individually, won on the men’s side.

The Dr. Patti France Award for leadership in athletics went to Mazin Tiea, from men’s basketball, and Victoria Horrobin, from women’s cross country.

The Dr. John Strasser Coaches Award went to retiring cross-country coach Paul Boots for his contributions to the community as well as athletic success.

Ron Seguin, who retired as vice-president of international relations, campus development and student services at the end of 2024, captured the Jack Costello Exceptional Service Award.

The Bob Weepers Fair Play and Sportsmanship Award went to Lauren Overeem, from women’s basketball, and Noah Nicoletti, from men’s cross country.

Women’s softball won the Team Academic Award with a combined 3.49 grade-point average.

# St. Clair College Atelier Fashion Show set for April 26

CTVNewsWindsor.ca Staff - April 13, 2025



Diyaa Mistry, a second year student in the St. Clair College fashion design program, on April 8, 2025.

Students in the fashion design program at St. Clair College in Windsor are gearing up for the biggest night of the school year.

The 11th Atelier Fashion Show will take place at St. Clair College South Campus on April 26, 2025, at 8 p.m. in the Student Life Centre.

The Atelier Fashion Show highlights the collections from the program's graduating students, with a panel of industry VIP judges awarding prizes for the first, second, and third place winning collections and for the most sustainable collection.

Fashion Design Program Coordinator Elaine Chatwood says the students start thinking about their designs in the third semester and then create a full proposal and a business plan like you would in the industry.



Victoria Mott, a second year student in the St. Clair College fashion design program, on April 8, 2025.

Chatwood said they always have a great audience for the show, which is opened by the previous year's winners.

"They come back with a new collection, so they get to see our winners on the runway first, and then we have an evening wear set, and then we go to a short break. This year we have a little surprise before our collection set, and then we go into the collection," she said.

Chatwood said this is the program's capstone project that's tied to the student's assessments.

"They have to create costing; they have to think about talent distribution, everything. We are a fashion design program, but they're also thinking of that too. It brings everything together, and the students produce the show," she said.

Chatwood said they have space for 400 people, and they've sold out over the past five years.

"Even if you're not into fashion, I think it's a great entertaining show, and you get to see really creative things on the runway. You won't see them anywhere else," she said.

CTV Windsor's Stefanie Masotti will serve as MC for the fashion show.

For Atelier Fashion Show ticket information, [follow this link](#).

# Windsor families hop into Easter with fluffy guest of honour

Windsor Star - Apr 14,



Furry bunny hugs. Sisters Makaylah and Lilliana Sim hop into frame with the big, fluffy rabbit during Breakfast with the Easter Bunny held in downtown Windsor at the St. Clair College Centre for the Arts on Sunday, April 13, 2025. PHOTO BY MADELINE MAZAK /Windsor Star

A fluffy celebrity stole the show.

Hundreds of families filled the St. Clair College Centre for the Arts in downtown Windsor Sunday morning for a hot breakfast and a visit with the Easter bunny as part of an annual holiday tradition.

The event served up pancakes, sausages, eggs, and a hopping good time.

The highlight for the young guests is meeting the Easter bunny, said Joe D’Angela, a St. Clair College Centre for the Arts senior director.

Kids waited their turn for a photo with the Easter bunny — some eagerly throwing their arms around the big, fluffy rabbit, while others approached with a bit more trepidation.

D’Angela said the event is a great way for families to come together and celebrate the Easter tradition. He said the breakfast is always a popular draw, this year with about 500 people in attendance.

“We had families come out to celebrate — it’s great time,” said D’Angela.

“Throughout the year, we hold these type of events, and it’s great to see people continually come back, especially after COVID.”

In addition to being a great family activity, D’Angela said the event also plays a role in bringing people to downtown Windsor.

“To help strengthen the downtown core, we as a college are committed to hosting events down here that can attract people to come back downtown.”

## More Easter fun:

St. Clair College will hold its Easter Brunch on Sunday, April 20, from 11 a.m. to 2 p.m., in the Alumni Skyline Ballroom.

To book a time and table, contact the box office at 519-252-6579 or visit [www.chryslertheatre.com/events](http://www.chryslertheatre.com/events).



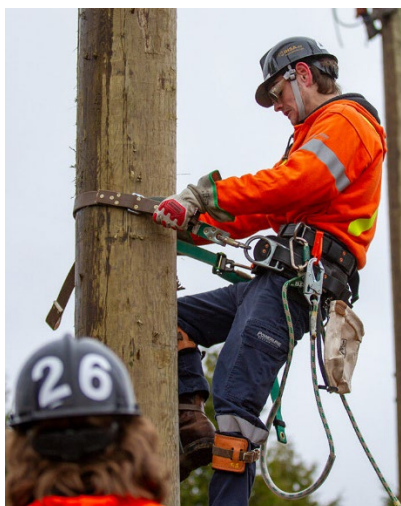
# Wet weather doesn't dampen powerline rodeo

The Chatham Voice - April 16, 2025



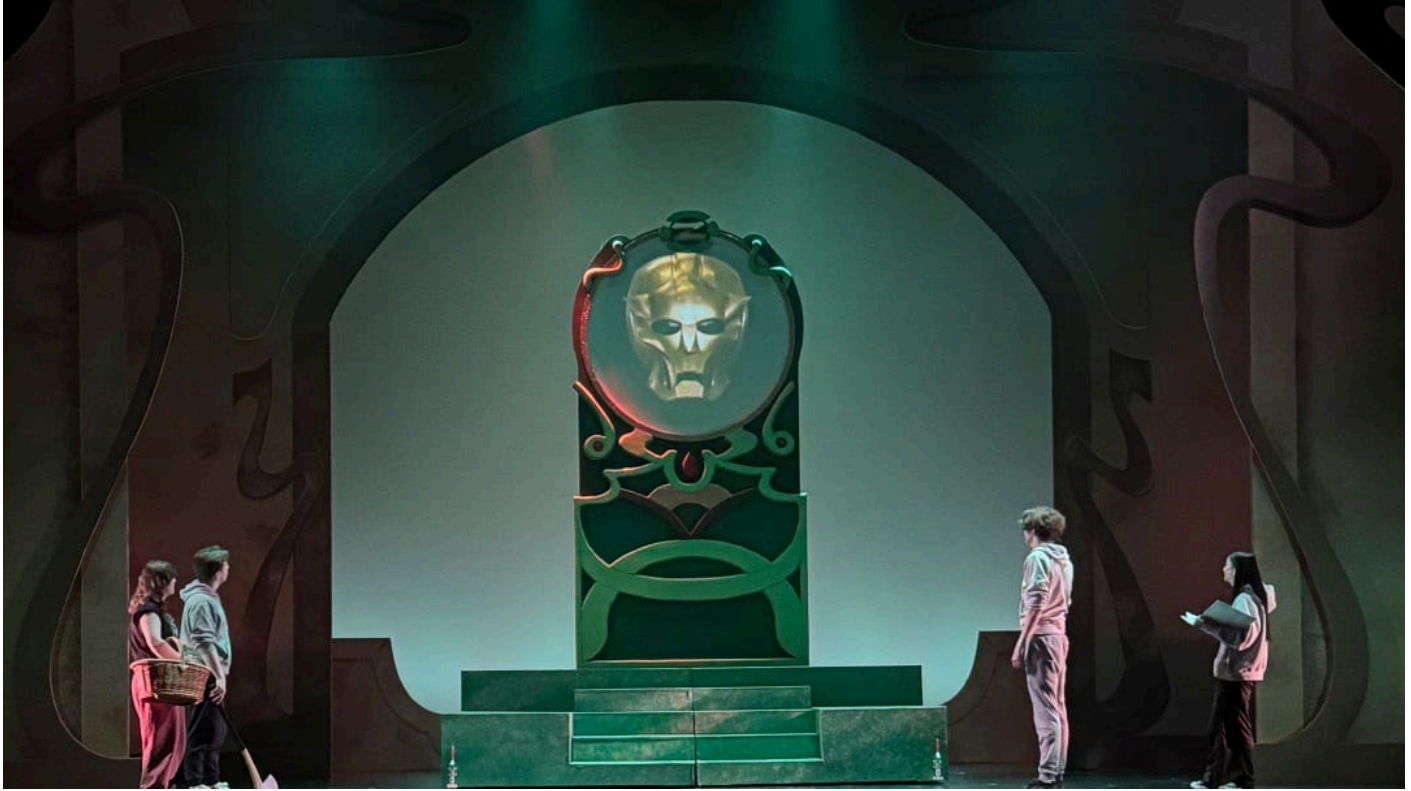
Powerline technician students at St. Clair College's Chatham campus were cheered on by family and classmates as they scaled poles during the 2025 Powerline Rodeo on April 10.

While the relay showcased their climbing skills, students also had the opportunity at this year's event to impress potential employers.



# Follow the yellow brick road to St. Clair's 'The Wizard of Oz'

CTV News Windsor - April 16, 2025



St. Clair College students rehearsing 'The Wizard of Oz' in Windsor, Ont. (Source: St. Clair College)

All Wizard of Oz fans are encouraged to follow the yellow brick road to Windsor's Chrysler Theatre for St. Clair's rendition of 'The Wizard of Oz'.

The show will run from April 19 to April 26. It will be put on by 44 performers, 36 of which are first-year students, alongside eight third-year students.

Guests can look forward to flying students, exciting dance numbers, iconic songs, and larger-than-life characters. Whether you're an old Wizard of Oz fan or a newbie to theatre, this show is for everyone.

Performances take place April 19 and April 26 at 2 p.m. and April 19, April 24, and April 25 at 7:30 p.m.

Tickets are available for \$25 plus tax for adults or \$15 plus taxes for students and kids.

# WESPY nominations announced

CTVNewsWindsor.ca Staff - April 16, 2025

The WESPY Award nominees have officially been announced.

The 18th annual Windsor/Essex County Sports Persons of the Year (WESPY) Awards are quickly approaching, and the nominees have been announced.

Luke Walker has been named as an Ed Jovanovski nominee.

"Growing up a local kid around here, it's a great honour," said Walker.

"I am honoured to be presented as a nominee."

Also, on the list includes Lakeshore Canadiens, St. Clair College football and baseball teams for team of the year and Harold Conrad has been named as the Male Legacy winner.

Windsor Lancers softball head coach, Francine Stadler, is up for a nomination for executive of the year and said the program is thriving.

"From seven travel teams up to nine, plus our elite team, our program is increasing every year by the numbers," she said.

"And we're very successful. Without the entire team, I wouldn't be standing here today."

The awards will be held on April 30 at The Caboto Club. Basketball legend Julius Erving, or Dr. J, will be the keynote speaker.



# UWindsor's nursing program earns national accreditation

CTV News - April 19, 2025



Source: University of Windsor.

The University of Windsor's nursing program has earned national accreditation from the Canadian Association of Schools of Nursing (CASN).

UWindsor's Faculty of Nursing has been given a seven-year accreditation, the maximum that can be granted, for the new collaborative Bachelor of Science in Nursing (BScN) honours and registered practical nurse pathway to BScN.

The university said the seven-year accreditation is given to programs that surpass CASN expectations.

"This remarkable achievement is a direct result of the dedication, innovation, and excellence exhibited by our students, faculty, staff, collaborative college partners at St. Clair College and Lambton College, as well as our clinical agencies and community partners," said Dr. Debbie Sheppard-LeMoine, dean of the Faculty of Nursing.

"Together, we have established a learning, practice, and research environment that serves as a national model. There is much for us to be proud of."

In order to receive this honour, the CASN Accreditation bureau facilitated a comprehensive on-site review, and the Faculty of Nursing did an extensive self-study.

The program was also ranked in the top 20 of nursing programs in Canada by MacLean's in the reputational and research survey.



**ST. CLAIR**  
COLLEGE

# St. Clair Thames Students Incorporated Update

Presentation  
Board of Governors  
April 28<sup>th</sup>, 2025

**RISE** ABOVE THE ORDINARY

Full Board Minutes: April 29, 2025



## Confirmation of Compliance

- The Ministry's Policy Framework for Tuition and Ancillary Fees notes that College's are responsible for ensuring that information is made available to the college community, including students and potential students, regarding the use of revenues from ancillary fees and other aspects of policy related ancillary fees. Thames Students Inc. has a significant role in this responsibility.
  - Is Thames Students Inc. compliant with its accountabilities under the St. Clair College Student Fee Structure? **Yes**
  - Is Thames Students Inc. up to date with its Student Fee Report Backs to College Administration? **Yes**



## Confirmation of Compliance

- Does Thames Students Inc. have sufficient cash, investments, bank credit to meet its financial obligations as at March 31, 2025? **Yes**
- Is Thames Students Inc. aware of any fraud? **No, beyond the previous discoveries with the prior General Manager**
- Is Thames Students Inc. had adequate internal controls in place to protect its corporate assets? **Yes**
- Is Thames Students Inc. up to date with respect to all governmental filings and reports? **Yes**
- Has Thames Students Inc. completed its audited financial statements for the previous fiscal year? **Yes**
- Has Thames Students Inc. experienced any material defaults during the previous fiscal year? **No**

## Confirmation of Compliance

- Has any material tax assessments or re-assessments been levied against Thames Students Inc. during the previous fiscal year? **No**
- Does Thames Students Inc. maintain adequate books and records of its financial activities and transactions? **Yes**
- Does Thames Students Inc. hold regular Board meetings where appropriate minutes are taken and approved? **Yes, twice during a month from September-April and once a month from May-August**
- Has Thames Students Inc. provided all its Board members with appropriate orientation and training on corporate governance? **Yes**
- Is Thames Students Inc. corporate by-laws up to date? **Yes**

# Thames Students Inc. Highlights

## Outgoing Board of Directors

Rumeesa Begum – President  
Suhas Rawal – Vice President  
Kaitlynn Byrne – Director  
Webster Chapwanya – Director  
David Fleuelling – Director

## Incoming Board of Directors

Suhas Rawal – President  
Kaitlyn Byrne – Vice President  
Roxana Aldan-Popa – Director  
Addyzzat Yussuf – Director

## Programming & Campus Life:

- Welcomed students in September and January orientation
- Ensured students had a great experience through various campus life events such as:
  - Bowl of Cream Free Ice Cream
  - Succulent Planting
  - Beat the Winter Blues Fest
  - Monthly Director Events
  - Pie the Professor for United Way
  - Stress Less Fest
  - And many more!
- Hosted weekly intramurals at the HealthPlex, and skating and hockey at the Thames arena



Full Board Minutes: April 29, 2025



## Community Involvement:

- CK Pride Parade – participated in the CK Pride Parade for the first time, represented TSI and the college
- Trick or Eat Community Food Drive – hosted a community food drive and received enough food to stock the foodbank!
- Holiday Toy and Food Drive – helped over 50 students and their families



Full Board Minutes: April 29, 2025





## Community Involvement:

\$500.00 donated towards Breast Cancer Research at the Chatham-Kent Health Alliance

\$250.00 donated towards Buxton's Next Generation for Black History Month

\$500.00 donated towards the Katelyn Bedard Bone Marrow Association

\$500.00 donated towards Chatham Kent Victim Services

\$15,000.00 donated towards the St. Clair College HealthPlex

\$10,875.00 donated towards the St. Clair College Woodland Hills Golf Course



# Thames Students Inc. Highlights

## Partnerships Across Campuses

- TSI partnered with the Student Representative Council for their annual Welcome Back Fest and sent a bus full of Chatham students.
- TSI also partnered with the Saints Student Athletic Association for the Annual Cross-Campus Cricket Cup and sent a bus of cricket players to Windsor.
- TSI joined the Windsor Campus at the St. Clair College Spitfire Night!



# Thames Students Inc. Highlights

Thank you for all your continued support!

