



CAREER COLLEGES ONTARIO

ANNUAL REPORT 2016-2017

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**Career Colleges Ontario
Board of Directors
2016 — 2017**

Executive Committee

John Nelson, <i>Board Chair</i>	Canadian Business College
Adriana Costenaro, <i>Vice-Board Chair</i>	Bryan College of Applied Health & Business Sciences Inc.
Luisa Tanzi, <i>Treasurer</i>	Trebas Institute
JP Roszell, <i>Executive Committee Member</i>	Anderson College of Health, Business and Technology

Directors

Stephen Bartolini	KLC College: Healthcare, Business, Education
Chris Bissylas	Willis College of Business, Health and Technology
Rodney D’Souza	CDI College of Business, Technology and Healthcare
Rose Elia	Anderson College of Health, Business and Technology
Frank Gerencser	triOS College Business Technology Healthcare
George Hood	Herzing College
Greg Nichol	RCC Institute of Technology
Mark O’Shaughnessy	Institute of Technical Trades
Adrian Sharma	Cestar College of Business, Health and Technology
Des Soye	Algonquin Careers Academy
Carmen Valero	Canadian College of Educators
Meenakshi Vyas	Academy of Learning Career and Business College

**Career Colleges Ontario
List of Board Committees
2016 — 2017**

Executive Committees

Board Executive Committee

Board Chair – John Nelson
Vice Board Chair – Adriana Costenaro
Treasurer – Luisa Tanzi
Executive Committee Member - JP Roszell

Board Budget Committee

Chair – Luisa Tanzi
Don Thibert

Board Strategy Committee

Board Chair – John Nelson
Vice Board Chair – Adriana Costenaro
Treasurer – Luisa Tanzi
Executive Committee Member - JP Roszell

Board NACC/CCO Committee

Co-Chairs – Frank Gerencser/JP Roszell/
John Nelson

Standing Committees

Legislative Committee

Government Relations
Chair - Adriana Costenaro
Carol Bruni/Stephen Bartolini/
George Hood/Carmen Valero/
Greg Nichol/ Frank Gerencser

Issue Leads

PCC Act Modernization –George Hood/Terry Miosi/
Carol Bruni

Training Completion Assurance Fund – Stephen
Bartolini/Carol Bruni/Frank Gerencser

Ontario Qualifications Framework – Carmen
Valero/Kathy Edge/Cheryl Russell-Julien

KPI – Don Thibert/Greg Nichol/Carol Stanford/
Laleh Bighash/Michael Teglas/Des Soye

ISP/Council of Ministers of Education-Canada – Carmen
Valero/Frank Gerencser

Compliance – Greg Nichol/Rose Elia/Craig
Donaldson/Rebecca DaRosa/Tanya Cioffi

Sexual Violence and Harassment – Adriana
Costenaro/Rose Elia

Queen’s Park Day – Adriana Costenaro/George
Hood

Internship – Frank Gerencser

Apprenticeship – Emidio D’Alfonzo/Mark
O’Shaughnessy

Public Affairs

Chair - JP Roszell
Rodney D’Souza/ Don Thibert/

Membership Committee

Chair – Luisa Tanzi
Cheryl Russell-Julien/Mark O’Shaughnessy/
Adrian Sharma/Chris Bissylas

Professional Development

Co-Chairs - Luisa Tanzi/Adriana Costenaro
Meenakshi Vyas

Ad Hoc Committees

Nomination Committee

Co - Chairs - Adrian Sharma/Carmen Valero
Carol Bruni/Cheryl Russell-Julien

**Career Colleges Ontario
Annual General Meeting
June 14, 2017
Agenda**

4:00 Call to Order

- a. Confirmation of Quorum
- b. Approval of Agenda
- c. Self-introduction of Attendees
- d. Adoption of Minutes

4:20 Introduction of Candidates for Election

Election of Directors

4:40 Remarks

- a. Board Chair Remarks
- b. CEO Remarks

5:00 NACC Report

5:15 Financial Report

- a. Audited Financial Statements for the 2016/2017 Fiscal Year
- b. Budget for 2017 - 2018
- c. Appointment of Auditor

5:40 Election Results

Ratification of Actions of the 2016 - 2017 Board of Directors

Adjournment

**Minutes of the CCO June 15, 2016 Annual General Meeting
Held in the Café at the
Blue Mountain Inn, Blue Mountains, Ontario**

Call to Order

Mr. John Nelson, Board Chair called the 43rd CCO Annual General Meeting to order at 4:00 p.m. and welcomed all members and guests in attendance to the meeting and asked all voting members to hold up their voting paddles in order that they could be counted to establish quorum. It was noted that quorum had been established as the number of members in the room exceeded the requirement in the Bylaw that at least 15% or 25 members be present.

Approval of Agenda

When asked by a member if this is the appropriate opportunity to talk about a regulatory issue it was determined that the issue would be better discussed at a CCO Board of Director's meeting.

It was moved by Mr. Frank Gerencser, seconded by Mr. Adrian Sharma and carried that the agenda be approved as circulated.

Mr. Nelson then asked each person in the room to stand and give their names and school for roll call.

Voting Members

Ashley	Avila	Metro College of Technology
Stephen	Bartolini	KLC College: Healthcare, Business, Education
Pat	Bastien	Great Lakes Technical Training
Laleh	Bighash	Academy of Applied Pharmaceutical Sciences (AAPS)
Chris	Bissylas	Willis College
Ron	Brandt	Oxford College of Arts, Business and Technology
Carlos	Carvalho	CTS Canadian Career College/Modern College
Amanda	Casinha	Canadian Beauty College
Jaidev	Chakravarthy	Citi College of Canadian Careers
Jill	Desjardins	Academy of Learning College/CJ Health Care College
Adriana	Costenaro	Bryan College
Peter	Dykstra Jr.	Career College Group
Rose	Elia	Anderson College of Health, Business and Technology
Frank	Gerencser	triOS College Business Technology Healthcare
Mark	Harrington	National Academy of Health and Business
George	Hood	Herzing College
Annie	John	RCC Institute of Technology

Ash	Kamboj	Windsor Career College
Mike	Lacroix	CDI College of Business, Technology & He
George	Li	Canadian Business Skills College of Techn
Michelle	Lowndes	Bonnie Gordon College of Confectional Ar
Ian	Marshall	International College of Massage, Inc.
Betty	McDonald	The Health and Safety Management Group
Elvira	Morosin	Southern Ontario Dental College
Phil	Murphy	WeldTech Training Inc.
John	Nelson	Canadian Business College
Ali	Noori	Greystone College of Business & Technica
Mark	O'Shaughnessy	Institute of Technical Trades
Robert	Prendergast	Westervelt College
Liaquat	Shakoori	North American College of Information Te
Adrian	Sharma	Cestar College
Des	Soye	Algonquin Careers Academy
Luisa	Tanzi	Trebas College
Carmen	Valero	Canadian College of Educators
Sunita	Vyas	Academy of Learning College, Mississauga

Guests

Graham	Arnold	Greystone College
Kimberly	Boiago	Southern Ontario Dental College
Ann	Bradbury	Oxford College of Arts, Business and Technology
Grant	Bunke	Canadian College of Educators
Frank	Cianciaruso	Herzing College
Rebecca	Da Rosa	Algonquin Careers Academy
Emidio	D'Alfonso	Pre-Apprenticeship Training Institute
Rodney	D'Souza	CDI College of Business, Technology & Healthcare
Martin	Durlak	Education Leads
Peter	Dykstra Sr.	Career College Group
Drew	Hutcheson	The Health and Safety Management Group
Julia	Kennedy	Canadian Business College
Paul	Kitchin	Career Colleges Ontario
Kim	Lawrence	Southern Ontario Dental College
David	Leonard	Trebas College
Edmond	Leong	Tator, Rose & Leong, Chartered Accountants
Sharon	Maloney	Career Colleges Ontario
Dave	McCarroll	
Lorna	Mills	Career Colleges Ontario
Terry	Miosi	

Greg	Nichol	RCC Institute of Technology
Melissa	Petrucci	Canadian Beauty College
Ann	Robinson	ARC Advantage
JP	Roszell	Academy of Learning College
Chery	Russell-Julien	Hands On Practical
Marlene	St. Jean	National Academy of Health and Business
Don	Thibert	Don Thibert and Associates
Meenaksh	Vyas	Academy of Learning College, Mississauga
Jalal	Wazeer	Citi College of Canadian Careers

Adoption of Minutes

Mr. Nelson noted that the AGM Minutes from June 25, 2015 were previously circulated and asked for any errors or omissions. There were none.

It was moved by Mr. George Hood, seconded by Mr. Peter Dykstra and carried that the Minutes of the AGM of June 25, 2015 be adopted as circulated.

Election of the Board of Directors

Mr. Nelson invited the following 10 candidates for director positions to speak for one minute about their candidacy: Chris Bissylas, Rose Elia, Frank Gerencser, George Hood, John Nelson, Greg Nichol, JP Roszell, Adrian Sharma, Des Soye, Carmen Valero

Mr. Nelson thanked everyone who was standing for election to the Board of Directors. He noted that currently there were six directors that would be continuing in the second year of their two-year terms leaving 8 two-year and 2 one-year vacancies.

Nominations

Mr. Nelson called for nominations from the floor of the AGM.

Mr. Frank Gerencser nominated Mr. Peter Dykstra to stand for election however, Mr. Dykstra declined the nomination.

Mr. Nelson called two more times for nominations from the floor and there were none.

It was moved by Mr. Peter Dykstra, seconded by George Hood and carried that the nominations be closed.

Mr. Nelson then confirmed that all ten candidates had been elected by acclamation, and welcomed the returning directors and the newly-elected directors.

Board Chair's Remarks

Mr. Nelson, Chair of the CCO Board of Directors reported that 2015 – 2016 was an exciting year with many achievements in key deliverables building on the foundation established by predecessors. Mr. Nelson noted that the closing of Everest College posed a challenge for the career college sector.

Mr. Nelson reported that the board had been working with CEO Sharon Maloney on a three-year strategic plan that focuses on some key deliverables with this year's plan concentrating on government relations, organizational effectiveness and the introduction of new membership programs.

Mr. Nelson reported that CCO continued with its strong relationship with the Ministry of Training Colleges and

Universities (renamed Ministry of Advanced Education and Skills Development) and CCO was pleased to have the Deputy Minister, Sheldon Levy at this year's conference.

Mr. Nelson reported that CCO was invited to sit on the Highly Skilled Workplace Summit and has been an integral member in the development of the Sexual Violence and Harassment Action Plan as it relates to career colleges.

Mr. Nelson reported that CCO hosted a very successful Queen's Park day where CCO members met with many MPPs and two career college graduates spoke positively about why they chose a career college and how that experience has improved their lives. He reported that CCO members were invited to the Ministry's Divisional day to showcase their student's achievements.

Mr. Nelson thanked his board colleagues and the CCO staff for their support throughout the past year.

Chief Executive Officer's Report

Ms. Maloney thanked the outgoing Board of Directors for their support in the past year and she said that she was looking forward to working with the new Board of Directors. Ms. Maloney acknowledged the CCO staff who worked especially hard this year with the closure of Everest College.

Ms. Maloney reported that it was a challenging year because she was new and shortly after she started Everest College closed.

Ms. Maloney publically acknowledged the support from Minister of Training, Colleges and Universities, Reza Moridi and his staff. Ms. Maloney stated that she was also looking forward to working with the new Minister of Advanced Education and Skills Development, Deb Matthews who will continue in her role as the Deputy Premier.

Ms. Maloney reported that CCO has solidified the positive relationship with the officials within the Ministry of Training, Colleges and Universities such as Deputy Minister, Sheldon Levy, Assistant Deputy Minister, David Carter-Whitney, Carol Strachan, Noah Morris, Noel Abbott, Marilyn Gurevsky, Terry Tretter, Dina Waik, Joe Zapotochny, Imran Khan and Graham Webster.

Ms. Maloney reported that the Sexual Violence and Harassment Action Plan (SVHAP) Template is finalized and on the CCO website for all PCCs to use. Ms. Maloney reported that SVHAP was a key event for this government and it was great that CCO was included in the planning.

Ms. Maloney reported that in the upcoming year CCO would focus on public affairs and commission a new study/report to follow up on the economic impact study that the association had commissioned in 2012, that would identify who the career colleges are and who the students are that attend career colleges.

Ms. Maloney added that CCO would continue to build on its government relations activities and one of the prime focusses would be on KPI, now that the 2013 pilot year had been completed and the 2014 KPI results would be part of the OSAP re-designation criteria.

NACC Report

On behalf of NACC CEO Mr. Serge Buy, Mr. Emidio D'Alfonso, Treasurer of NACC reported that NACC was working through a five-year strategic plan that was looking at outcomes and member engagement. Mr. D'Alfonso reported that NACC is made up of provincial members and is advocating at the national level and was looking at quality assurance across the entire sector.

Mr. D'Alfonso reported that NACC had been working on key government relations such as the post-graduate work permits for international students. Mr. D'Alfonso reported that NACC has submitted a new proposal to the new government regarding this issue and there was no exact timeline for a response from government on the new proposal but ultimately it will be in place when there is an official announcement.

Mr. D'Alfonso reported that career colleges in BC enroll 21,000 international students annually out of a total

enrollment of 57,000 and Ontario enrolls 1,500 international students out of a total enrollment of 91,000 career college students annually. Mr. D'Alfonso also reported that NACC had been working on the annual conference that is being held in Ottawa in November, communications, public relations and research.

Mr. D'Alfonso reported that NACC was pleased to collaborate with CCO on key issues such as: the recent Globe and Mail story, a response to the Everest College Closure story and anything that was or may be coming along. Mr. D'Alfonso reported that the CEOs of NACC and CCO speak regularly to review sector opportunities and challenges.

Mr. D'Alfonso reported that NACC had been conducting a review of its PSW curriculum, noting that the previous committee worked on the curriculum revision to match the Ontario standard and a newly formed PSW committee will be working to refine the new curriculum. It was reported that the bulk of usage of the PSW curriculum was in Ontario.

Mr. D'Alfonso thanked everyone and entertained questions. When asked, Mr. D'Alfonso responded that HST was not currently on the horizon for NACC and he agreed to take this request back to NACC.

Financial Report

Ms. Tanzi, Treasurer presented the audited financial statements for the fiscal year ending March 31, 2016. When asked, Ms. Tanzi reported that the \$29,000 bad debt was attributed to the Everest College closure.

It was moved by Ms. Carmen Valero, seconded by Ms. Adriana Costenaro and carried that the audited financial statements for the fiscal year ending March 31, 2016 be approved as presented.

Ms. Tanzi then presented the proposed budget for the 2016 – 2017 fiscal year noting the main revenue accounts of Membership Fees is showing a 1% increase in all fee categories for 2016 – 2017 and a \$50 per campus fee increase for the NACC portion. Ms. Tanzi noted that there are standard operational increases with one large increase in the Marketing account for the purchase of an Economic Study of the sector.

Ms. Tanzi reported that CCO is proposing a \$0.50 per OSAP application increase effective as of August 1, 2016 and a \$0.10 increase per transcript stored. Ms. Tanzi reported that the FAO budget is proposing a surplus that will offset the deficit of the general fund for a proposed consolidated surplus of \$98 for 2016 – 2017.

It was moved by Mr. Frank Gerencser, seconded by Mr. Ian Marshall and carried to approve the 2016 – 2017 proposed budget as presented including the 1% increase in the CCO membership fee categories, the \$50 per campus membership fee increase for NACC, the \$.50 fee increase per OSAP application for processing and the \$0.10 increase for transcript storage.

It was moved by Mr. George Hood, seconded by Mr. JP Roszell and carried to appoint Mr. Dave McCarroll as the association auditor for 2016 – 2017.

Ratification of Actions of the 2015 – 2016 Board of Directors

It was moved by Mr. Ian Marshall, seconded by Mr. Shakoori and carried that the actions of the 2015 – 2016 CCO Board of Directors be ratified.

Other Business

Mr. Gerencser reported that one of the regulatory changes that is being proposed for the TCAF regulation 414/06 would give the Superintendent authority to issue premium rebates to career colleges whenever the fund is in excess of the target value for the fund. He noted that there were two options being proposed regarding the methodology to be used to calculate the amount of the rebate. The first option was to base the rebates on the amount of premiums paid during the most recent three years and the second option was to use the premiums paid during the past 10 years. In the first option, the calculation would use 50% of premiums paid in the most recent year, 30% of the previous year and 20% of the third most recent year. Mr. Gerencser suggested that the rebates should be based on all premiums paid since the inception of TCAF. After a brief discussion, it was decided that the

new Board of Directors for 2016/2017 would address this issue.

Dr. Miosi noted that the difference between the demographic make-up of the student bodies attending career colleges and community colleges may have an impact on the key performance indicator (KPI) results for each sector, and made a point that it may be critical for the new Board of Directors to get a full rigorous profile of the students attending career colleges.

Mr. Nelson thanked Mr. Joe Gagliardi who is retiring from the sector for all that he has done for the sector and the Board of Directors. Mr. Nelson noted that Mr. Gagliardi will be attending the conference that follows the AGM.

Adjournment

It was moved by Ms. Rose Elia, seconded by Mr. Mark Harrington and carried that the AGM be adjourned.

Board Chair's Report



It has been another exciting year for me, your board of directors and CCO staff.

Our main objective this year was to implement phase 2 of CCO's Strategic Plan, namely the commissioning of a student demographic study.

While CCO had information about our students from previous internal studies, the board believed that it was necessary to conduct an independent and exhaustive study to acquire a profile of Ontario's career college students, their differences from those who attend public colleges and the vital role they play in meeting Ontario's needs for a skilled workforce.

I am happy to announce that the Student Demographic Study, conducted by Environics, will be contemporaneously released during the conference's final session on Friday, June 16, where its authors will present the report's key findings.

The topline information from the report has already played an important role in our 2017 Queen's Park Day held on April 26, 2017, and will be used as the platform for a Public Relations Campaign to raise our students' profile with key decision makers, media and business groups.

I want to thank our Public Affairs Committee—its chairman, JP Roszell, and its members: Don Thibert, Rodney D'Souza and Dr. Terry Miosi—for their hard work in making this happen.

I also want to thank CCO staff for the hours of work they put into bringing this project to fruition as well as all of our members who encouraged their students to participate.

Although CCO concentrated on the demographic study, we did not ignore other priorities for the association, and achieved the following:

- i. With the announcement in November that Paul Kitchin, Executive Director of CCO, was retiring, CCO immediately acted to recruit a replacement, and announced in March, 2017, the hiring of Diana Boal as its new Executive Director, who many of you will meet at the conference;
- ii. Hosted a webinar on Sexual Violence and Harassment, which included a policy template made available to participants of the workshop;
- iii. Held two other well attended workshops on Key Performance Indicators, OSAP Performance Standards and the Ontario Student Grant;
- iv. Successfully convinced the Ministry of Advanced Education and Skills Development that an error had been made in the method of collecting data for the 2014 KPI Report, which resulted in a rigorous review and, ultimately, the correction of the 2014 KPIs;
- v. Achieved changes to the Training Completion Assurance Fund and student contracts as part of Phase 1 of the Private Career Colleges Act modernization;

vi. Succeeded in having the requirement to track attendance regularly in the Active Participation Policy of the Performance Requirements removed; and

vii. Hosted a very successful Queen's Park Day where Ministers, MPPS and their staff were briefed on our student demographics as well as lobbied on three main issues: inclusion of career college students in the Post-Graduation Work Program, access for career college students to the internship exemption of the Employment Standards Act and increased funds for career colleges providing Second Career training.

I will be resigning as a Director, and therefore the Chairperson of CCO, effective at the end of CCO's Annual General Meeting.

I want to thank CCO's board and its staff for their support and leadership during my time as Chairperson. I believe in the sector and the important role our students play—and must continue to play—in meeting the province's need for a skilled workforce.

We cannot succeed at this as individual career colleges or students, but collectively we will meet this challenge and assure our students achieve the future they deserve.

Chief Executive Officer's Report



As our Chair has said, it has been an exciting and productive year for CCO as we moved into year two of CCO's Strategic Plan with an emphasis on public affairs.

The primary objective of CCO's public affairs strategy was to produce a comprehensive study of our students, how they differ from those at public colleges and why those differences should matter to key decision makers.

CCO's Student Demographic Study will serve as a critical foundation to CCO's government and public relations activities.

It is the fusion of these two streams that will strengthen CCO's advocacy on behalf of its members and their students.

The next phase of this initiative will be CCO's outreach to you.

CCO will be creating a Member Toolkit, which will contain the contact information for your local MPP, a Key Message document and advice about contacting your local media.

With an upcoming election in spring 2018, this is our opportunity to engage local decision makers and tell them about the important role your career college plays in training students and preparing them to meet the needs of Ontario's employers.

While we will be focusing on this campaign, CCO will not ignore the need to look at regulatory organizational impediments to effective career college operations.

CCO's Issues Briefing Book will be reviewed and updated in consultation with members and sector experts to determine specific operational irritants that could and should be modified without sacrificing student protection.

Finally, CCO will start work in July on phase three of its Strategic Plan, which emphasizes optimizing organizational effectiveness and creating new revenue streams.

I look forward to working with CCO's new Executive Director, Diana Boal, in updating the plan and meeting the challenges of the upcoming year. Diana, welcome aboard.

I believe this is an important time for the sector to seize its future and strengthen its position provincially and nationally with the National Association of Career Colleges.

In closing, I again want to thank Paul Kitchin for all of his support and advice over the past two years.

He will be missed by everyone and especially by all of us at CCO.

Executive Director's Report



CCO Operations

Student Demographic Study

In the Fall of 2016, CCO issued a Request for Proposals for the engagement of a third-party research firm to administer a survey of career college students and produce a report that would outline the demographic profile of career college students and compare it, where possible, to the profile of students attending community colleges. In December, Environics Research Group was engaged and an online survey was administered to approximately 5,700 students between January 18 and February 24. At the 2017 CCO Annual Conference, Environics will make a presentation on their findings and CCO will unveil its plan for the release of the report and the communication of the key results of the survey by the association and its members.

Member Workshops

During the 2016/2017 Board year, CCO organized a series of well-attended workshops for CCO members as follows:

Sexual Violence and Harassment – October 27, 2016 webinar

Key Performance Indicators (KPI) – December 8, 2016 near Toronto airport

OSAP – March 22, 2017 near Toronto airport

High School Outreach

In November of 2016, for the fifth consecutive year, CCO was a Platinum sponsor and exhibitor at the OSCA (Ontario School Counsellors Association) conference held in Toronto. CCO was pleased to be able to include students from several member colleges at its exhibition booth in order to provide hands-on demonstrations of the types of skills they were learning in their programs of study.

CCO sponsored the Career College Pathway award that was presented by CARSO (Counsellors for At Risk Students of Ontario) to a high school graduate who had chosen to study at a career college after leaving high school, and had been nominated for the award by a high school guidance counsellor.

Financial Aid Office

CCO staff processed 14,167 OSAP student loan applications on behalf of 128 member career college campuses during the 2016 – 2017 fiscal year.

Student Transcripts

Through its online application, STEPS (Student Transcript Electronic Protection System), CCO stored a total of 18,335 student transcripts, during the 2016 – 2017 fiscal year, and handled a total of 184 requests from former students enquiring about receiving copies of their transcripts.

Communications

Throughout 2016 – 2017, CCO continued to send communications to its member career colleges in the form of CCO Tips, the Member Updates, and periodic member notices and alerts. In addition, CCO produced two editions of its electronic magazine, The Voice, with the Spring 2016 edition focused on Compliance and the Fall 2016 edition focused on sexual violence and harassment. CCO continued throughout the year to add several new documents and links, of importance to member career colleges, to the resource centre on its website at: <http://www.careercollegesontario.ca/important-resources>

Public Relations

In May of 2016, CCO and NACC collaborated to arrange to have a strong opinion piece published in the Globe and Mail responding to an earlier article that had questioned whether or not career college students should be allowed to access financial assistance through OSAP, based on the results included in the 2013 key performance indicators report.

In July of 2016, the Globe and Mail published a second negative and biased article about the quality of the career college sector that included factual errors. As a result of another collaboration between CCO and NACC and with some prodding by lawyers, the Globe printed a correction in mid-July.

CCO continues to monitor the media in an effort to stand up for the career college sector, whenever required.

Membership

During 2016 – 2017, CCO was successful in recruiting 15 campuses as new members. However, over the same period, there were 12 CCO member campus locations that closed and 5 career colleges that did not renew their membership. As of March 31, 2017, CCO had 241 member locations.

In April of 2016, CCO announced that it now had a partnership arrangement with HR Downloads that entitles CCO members to a 15% discount on all of their services. In March of 2017, CCO launched its partnership arrangement with ST. Andrew's Direct to provide CCO members with exclusive group home, auto, health, international and commercial insurance benefits.

Legal

In November of 2015, CCO was notified that former government relations consultant John Nunziata had filed a Small Claims Court Statement of Claim against CCO, and that claim was served on CCO's legal counsel in early January of 2016. CCO participated in a pre-trial mediation hearing in April of 2016 with no settlement reached. Subsequently, CCO made a written settlement offer that was not accepted by Mr. Nunziata. In February of 2017, the matter went to small claims court and returned there in May of 2017, where a settlement was reached.

Government Relations

PCCA (Private Career College Act) Modernization

On July 25, 2016, CCO submitted a position paper to the superintendent of Private Career Colleges in response to the Ministry of Advanced Education and Skills Development's consultation paper - Reform of the private Career College sector making recommendations under the TCAF Regulation 414/06 regarding the removal of the segregated category under TCAF, the issuance of premium rebates, and the TCAF fund target balance, as well as career college instructor requirements, misleading advertising, additional

requirements for student contracts and other housekeeping items under the General Regulation 415/06.

Changes to both Regulations were passed in late 2016 and became effective as of January 1, 2017.

Political Outreach

CCO was very active in 2016 – 2017 in engaging with MPPs. Activities included:

- attending the PC Party Leader Patrick Brown reception in April, 2016
- attending an MPP Peggy Sattler reception in April, 2016
- conducting a tour of career colleges for Paris Semansky in April, 2016
- attending Canadian Club event featuring PC Party Leader Patrick Brown in June, 2016
- conducting tours of career colleges for PC Critic MPP Lorne Coe in Toronto in June, 2016 and in Windsor in August, 2016
- meeting with the PC Party Policy Advisory Committee on Education in July, 2016
- meeting with Minister Matthews Chief of Staff Howie Bender in August, 2016
- attending a reception for MPP Kevin Flynn, Minister of Labour in September, 2016
- attending an MPP Lorne Coe event in September, 2016
- attending an MPP Monty McNaughton reception in October, 2016
- attending an MPP Arthur Potts reception in November, 2016
- attending a Minister Matthews reception in November, 2016
- meeting with Minister Matthews in February, 2017

Queen's Park Day

CCO held a very successful Queen's Park Day on April 26, 2017. CCO delegation teams met with 13 Ministers, MPPs and political staff from all three political parties. More than 35 MPPs and political staff attended the reception in the evening which featured 3 student showcase stations and 3 career college graduate speakers. More than 70 CCO member representatives attended and interacted with the MPPs.

During the meetings, CCO shared some topline statistics from the student demographic survey administered by Environics Research Group as well as the concerns and possible solutions associated with the post-graduation work permit, unpaid internships and Second Career cap issues.

Provincial Budget

CCO made a pre-budget submission to the Finance Committee in early 2017 and CCO's CEO, Sharon Maloney was invited to attend the provincial budget lockup on April 27, 2017 to review the budget documents and get clarifications from Government staff on hand. CCO issued a sector alert immediately after the lockup that outlined further improvements to the student financial assistance program under OSAP transformation, and the Government's plan to develop a Highly Skilled Workforce strategy.

Ministry of Advanced Education and Skills Development

Deputy Minister – CCO arranged for Sheldon Levy, Deputy Minister for the Ministry of Advanced Education and Skills Development to make a presentation on the future directions for postsecondary education in Ontario to the career college delegates attending the 2016 CCO annual conference held in Blue Mountain in June.

Assistant Deputy Minister – CCO staff met with David Carter-Whitney, Assistant Deputy Minister of the Postsecondary Education Division of the Ministry of Advanced Education and Skills Development and Superintendent Carol Strachan and PCC Branch Managers on June 9, August 9, October 19, December 9, January 31 and May 8, to discuss a variety of issues/concerns including proposed regulatory changes, key performance indicators, sexual violence and harassment, OSAP, post-graduation work permits, the Edu-Canada brand and unpaid internships.

Government Programs

In conjunction with staff from the Private Career Colleges Branch, CCO worked throughout 2015 and 2016 on the development of a sexual violence and harassment policy template for career colleges that aligned with the legislation that was passed on March 8, 2016 and the resulting amendments to the PCC Act, 2005 and its Regulations. In developing the template, CCO sought input from a career college student focus group in August of 2015 and has had on-going legal reviews and advice. The final version of the template was made available to career colleges that participated in the CCO's sexual violence and harassment webinar held on October 27, 2016.

Since February of 2016, CCO staff have participated in regular meetings of a sexual violence and harassment postsecondary reporting advisory committee established by the Ministry of Advanced Education and Skills Development. As a result, CCO has been contacted by the Ministry's consulting firm to provide advice in 2017/2018 with respect to the development of a survey tool for career colleges to complete to gather data on current reporting mechanisms in regard to the incidence of sexual violence on campus.

Ontario Student Grant

CCO arranged for officials from the OSAP Transformation Branch and the Student Financial Assistance Branch of the Ministry to make presentations on OSAP compliance and the new Ontario Student Grant initiative during CCO's OSAP workshop on March 22, 2017. An update presentation has also been scheduled as part of the 2017 CCO annual conference. The Ministry invited CCO to provide input in April on how its communication materials for the new OSAP and OSG could be customized to meet the unique needs of career colleges and their students.

Key Performance Indicators (KPI)

In July of 2016, CCO reviewed the preliminary 2014 KPI results and identified a serious methodology error in the calculation of the graduation rates. After CCO raised this issue with senior Ministry officials in August, the Ministry instructed the service provider for KPI to re-calculate all graduation rates and produce a revised 2014 preliminary report. CCO also advised the Ministry of other KPI process issues and strongly recommended that steps be taken to ensure that individual 2014 KPI reports are accurate before they are published. Given the lengthy delay in publishing the 2014 KPI results, CCO also strongly advocated that the initial use of KPI results as criteria for possible OSAP de-designation, that was supposed to commence with the 2014 KPI, be postponed for at least one year.

As CCO had recommended, in May of 2017, the Assistant Deputy Minister issued a memo announcing that the 2014 KPI would not count toward possible de-designation.

Internships

CCO continued in 2016/2017 to advocate for a change in the exemption criteria in the Employment Standards Act (ESA) with respect to unpaid internships for postsecondary students to specifically include career college students.

As CCO recommended the Ontario Government announced in May, 2017 its intent to include such a change as part of its planned overhaul of the ESA.

Post-Graduation Work Permit

In November, 2016 CCO was advised by NACC that the federal government would not be proceeding with including career colleges in its Post-Graduation Work Permit program notwithstanding its previous assurances that they would be included. The reason given for this reversal was opposition by the Ontario and Alberta governments.

Since that time CCO has been lobbying the Ontario government to support the inclusion of career colleges in the federal program.

CCO has been advised that since no proposal has been provided by the federal government the provincial government is not prepared to express its support or lack thereof.

CCO is collaborating with NACC to gain the support at the national and provincial level for the inclusion of career colleges in the Post-Graduation Work Permit program.

Governance

The CCO Board of Directors met 5 times in 2015 – 2016 on the following dates:

- July 19, 2016
- September 27, 2016
- November 22, 2016
- January 24, 2017
- May 16, 2017

With the announcement in November that Executive Director Paul Kitchin would be retiring in June of 2017, the CCO Board of Directors formed a Selection Committee that conducted a search and ultimately hired Diana Boal who assumed the role of CCO's new Executive Director as of April 3.

Private Career Education Council (Ontario) o/a Career Colleges Ontario Slate of Candidates for Directorship For 2017 — 2018

Section 2 (a) of Article IX of the association's by-law states:

- (a) The Board shall be composed of no less than 5 members and no more than 16 members elected at the association's annual general meeting.

The nominations committee of the current 2016/2017 Board of Directors submitted a report on a proposed slate of candidates for the 2017/2018 Board of Directors to the current board at its May 16, 2017 meeting.

At its meeting on May 16, 2017, the current Board of Directors approved the issuance to the general membership of the following slate of candidates to stand for election at the 2017 annual general meeting being held in the Grand Georgian Ballroom of the Queen's Landing Hotel, 155 Byron Street, Niagara-on-the-Lake on June 14, 2017 commencing at 4:00 p.m.

Proposed slate of candidates for election to the 2017/2018 Board of Directors is composed of 7 incumbent Directors who are willing to stand for re-election and 2 new candidates who are willing to stand for election as listed below. A biography of all 9 candidates follows this notice. There will be eight 2-year vacancies and one 1-year vacancy to fill through the election process.

Candidates Seeking Re-Election:

Stephen Bartolini | KLC College: Healthcare, Business, Education

Adriana Costenaro | Bryan College of Applied Health and Business Sciences Inc.

Frank Gerencser | triOS College Business Technology Healthcare

George Hood | Herzing College

Mark O'Shaughnessy | Institute of Technical Trades

Luisa Tanzi | Trebas Institute

Meenakshi Vyas | Academy of Learning Career and Business College

New Candidates Seeking Election:

Craig Donaldson | triOS College of Business Technology & Healthcare

Carol Stanford | Academy of Learning Career and Business College

