

ANNUAL REPORTS



presented by

The Board of Directors and Head Office Staff

of the

Ontario Association of Career Colleges

at the

39th Annual General Meeting

May 31, 2012

Table of Contents

Board of Directors List	2
Board Committees List	3
Agenda for Annual General Meeting	5
Minutes of May 5, 2011 Annual General Meeting	6
President’s Report	13
Executive Director’s Report	15
Proposed Slate of Officers and Directors	30
Biographies for the OACC Proposed Slate of Directors for 2012 – 2013.....	32
Unaudited Financial Statements at March 31, 2012	39
Proposed Annual Budgets – 2012-2013.....	47
Audited Financial Statements at March 31, 2011.....	Appendix A

Board of Directors 2011 – 2012

Executive Committee

Peter Dykstra, President	Medix School, Toronto
Michael Bateman, Vice President	Grade Learning Centres, Mississauga
Craig Donaldson, Treasurer	triOS College Business Technology Healthcare
Don Thibert, Past President	

Directors

Rupert Altschuler	Everest College of Business, Technology & Health Care
Rui Cunha	Pre-apprenticeship Training Institute
Rudy Florio	Liaison College Head Office
Joe Gagliardi	CDI College of Business, Technology & Healthcare
Frank Gerencser	triOS College Business Technology Healthcare
George Hood	Herzing College
Elizabeth Jeffers	RCC Institute of Technology
Michele Presse	Salon & Spa Career College
Brian Rosenberg	Academy of Learning, Franchisor Office
Dean Tremain	CDI College of Business, Technology & Health Care
Larissa Voytek	Ontario Dental Education Institute

**List of Board Committees
2011 – 2012**

Legislative Committee

Michael Bateman, Co-chair
Craig Donaldson, Co-chair

Accreditation Committee

Cheryl Russell-Julien, Co-chair
Larissa Voytek, Co-chair

Members

Nico Banfield
Roberto Hausman

Apprenticeship Committee

Rui Cunha, Chair

Members

Rudy Florio
Joe Gagliardi
Michele Presse

Employment Ontario/WSIB Committee

Frank Gerencser, Co-chair
Rupert Altshuler, Co-chair

Members

Janet Popovic
Raman Joshi
Florence Glickman
Harpal Daharna
Thesa Theiventhiran
Adrian Sharma
Paul Kitchin

International Student Committee

George Hood, Co-chair
Joe Gagliardi, Co-chair

Members

Frank Gerencser
Janet Popovic
Donna Belkos
Paul Kitchin

PCC Act Review/TCAF Committee

Elizabeth Jeffers, Co-chair
Carol Bruni, Co-chair

Members

Nico Banfield
Des Soye
Craig Donaldson
Florence Glickman
Laurie Foley
Rui Cunha
Pamela Earle

Online Programs Committee

Elizabeth Jeffers, Co-chair
Carol Bruni, Co-chair

Members

Frank Gerencser
Peter Dykstra
Brian Rosenberg
Des Soye
Kathy Edge
Nico Banfield

**Program Standards/KPI/OQF/Credit
Transfer Committee**

Dean Tremain, Co-chair
Don Thibert, Co-chair

Members

Rupert Altschuler
Joe Gagliardi
Kathy Edge
Nico Banfield
Paul Kitchin

Membership Committee

Peter Dykstra, Co-chair
Don Thibert, Co-chair

Conference Committee

Michele Presse, Chair

Members

Roberto Hausman
Doreen Deacon
April Chato
Dena Stuart
Lorna Mills

**Marketing/Public Relations/
Student Success Committee**

Michael Bateman, Chair

Members

Frank Gerencser
Carol Bruni
Thesa Theiventhiran

Membership Committee

Peter Dykstra, Co-chair
Rudy Florio, Co-chair

Members

Mohammed Baten
Doreen Deacon
Dena Stuart

**Career College Quality Assurance
(CCQA/Quest) Committee**

Don Thibert, Chair

Members

Fuad Sultanov
Cheryl Russell-Julien
Nico Banfield
Fe de Villa
Kathy Edge
Carol Bruni
Farid Jenabieh
Paul Kitchin

**NACC (Representative on NACC
Board of Directors)**

George Hood
Don Thibert

**Ontario Association of Career College
Annual General Meeting Agenda
May 31, 2012
Rosseau Ballroom at the
J. W. Marriott Hotel (The Rosseau)
Minett, Ontario
3:15 p.m. – 5:00 p.m.**

AGENDA

- 3:15 p.m.** **Call to Order**
- Confirmation of Quorum
 - Approval of Agenda
 - Self-Introduction of Attendees
 - Adoption of Minutes of May 5, 2011
- 3:30 p.m.** **Economic Impact Study Report**
- Higher Education Strategic Associates
- 3:50 p.m.** **NACC Report**
- George Hood
- 4:00 p.m.** **Election of the 2012/2013 Board of Directors**
- 4:15 p.m.** **New Business**
- Quality Assurance & Strategic Directions
 - PCC Act 2005 Review
- 4:30 p.m.** **Financial Statements**
- Audited Statements at March 31, 2011
 - Unaudited Statements at March 31, 2012
 - Proposed Budgets for 2012 – 2013
- 4:55 p.m.** **Ratification of Actions of 2011 – 2012 Board of Directors**
- 5:00 p.m.** **Adjourn Annual General Meeting**
- 5:15 p.m.** **Meeting of the New OACC Board of Directors**

**Minutes of the OACC May 5, 2011 Annual General Meeting
held at the Hilton Fallsview Hotel in Niagara Falls, Ontario**

Present:

Ahuja, Hira*	Epic College of Engineering Technology
Altschuler, Rupert*	Everest College of Business, Technology and Health Care
Anderson, Ryan	Medix School
Banfield, Nico	Academy of Learning, Franchisor Office
Bartolini, Steven*	Kingston Learning Centre
Bateman, Michael*	Grade Learning
Baten, Mohammed*	ABM College
Bighash, Laleh*	Academy of Applied Pharmaceutical Sciences (AAPS)
Bruni, Carol	Regulatory Matters
Buchener, Peter*	Emanuel Academy of Health
Burns, Anne	National Association of Career Colleges
Calizo, Ronald*	Medlink Academy of Canada
Cioffi, Tanya*	Medix School
Conlon, Diane*	Transitions College of Business & Carer Studies
Cunha, Rui*	Pre-Apprenticeship Training Institute
D'Assisi, Tony	Pre-Apprenticeship Training Institute
Davey, Rick*	RCC Institute of Training
Deacon, Doreen*	HBI College – Technology – Law – Health – Business
de Barros, Chris	Everest College of Business, Technology and Health Care
De Souza, Rachel*	Academy of Learning, Hamilton
Desborough, Shirley	ICT Northumberland College
DesJardins, Jill	C/J College of Health Care
Donaldson, Craig	triOS College
Doobay, Dave*	Thames Valley College
Dykstra, Peter	Medix School, Toronto
Fazal, Sheni*	Academy of Learning
Florio, Rudy*	Liaison College, Head Office
Foley, Laurie	Grade Learning
Gagliardi, Joe	CDI College
Gerencser, Frank*	triOS College
Glickman, Florence	Academy of Learning, Richmond Hill
Grandwilewski, Janine*	Grand Health Academy
Grandwilewski, Alex	Grand Health Academy
Gregory-Abbott, Karen*	ParaMed Vocational School
Hausman, Roberto*	Canadian Law Enforcement
Hood, George	Herzing College, Toronto

Iaquinto, Diana*	Liaison College, Oakville
Jaffery, Mazher*	Canadian Business College
Jeffers, Elizabeth	RCC Institute of Training
John, Annie	RCC Institute of Training
Kashem, Nasir*	Academy of Learning, Agincourt
Keslassy, James*	Canadian National Institute of Health
Kitchin, Paul	OACC
Leonard, David*	Trebas Institute
MacDonald, Wanda*	Liaison College, Kingston
Malette, Murline*	Liaison College, Hamilton
Marshall, Ian*	International Academy of Massage and Hydrotherapy
McCallister, Michael*	Herzing College, Ottawa
McCarroll, Dave	Chartered Accountant
Meikle, Tanya	Crelogix Acceptance Inc.
Michael, Mary	Pre-Apprenticeship Training Institute
Mikler, Susanne	Liaison College, Kitchener
Mills, Lorna	OACC
Miosi, Terry	
Muller, Cindy	Everest College of Business, Technology and Health Care
Nerses, Sonia*	Access Business College
Nunziata, John	The Parliamentary Group
Nutzenberger, Barb*	Grade Learning
Osman, Helmy	Academy of Learning
Ostofe, Rick	Medix, Brantford
Pagnotta, Mary	Transitions College of Business & Career Studies
Pereira, Chris*	Durham Business & Computer College
Presse, Michele*	Salon + Spa Career College
Rosenberg, Brian*	Academy of Learning, Franchisor Office
Rothschild, Les*	Grade Learning
Russell-Julien, Cheryl	Hands On Practical Solutions
Shneer, Paula	RCC Institute of Training
Slattery, Gerry*	Medix School, London
Soye, Des*	Algonquin Careers Academy
Sun, Maria*	Victoria International College of Business & Technology
Thibert, Don	Everest College of Business, Technology and Health Care
Theiventhiran, Thesa*	CITI College of Canadian Careers
Thornton, Richard*	Stanford International College
Toyama, Irma	Durham Business & Computer College
Tremain, Dean*	CDI College
Villacete, Arthur*	Toronto Health School

Voytek, Larissa*
Wendy Terry
Yi, George*

Ontario Dental Education Institute
Learning Curves
Canadian Business Skills College of Technology

Call to Order

Peter Dykstra, President, called the meeting to order at 4:15 p.m. and confirmed that Quorum was present.

Approval of Agenda

It was moved by Michael McAllister, seconded by Doreen Deacon and carried that the agenda be approved as circulated.

Following the Approval of the day's agenda, Peter asked that all in attendance introduce themselves.

Adoption of Minutes

It was moved by Frank Gerencser, seconded by Rudy Florio and carried that the Minutes of the April 22, 2010 Annual General Meeting be adopted as circulated.

Annual Reports

President's Report

President, Peter Dykstra gave a brief summary of his report noting that OACC had a great year and had seen a growth in membership. Peter commented that it has been both a pleasure and an honour to represent OACC members with government and the public in general. However, he noted that one issue kept coming forward and that was the issue of "Quality" in Private Career College education.

Peter reported that he set out this year to continue to focus on "Strong Support...Strong Voice...Student Success". He said that as much as this has defined OACC's past success... it's even more critical in defining OACC's future. Peter noted that during the past year OACC established the five pillars of our association: Equality in Post-Secondary Education, Quality and Capacity of the Sector, Advocacy and Government Relations, Member Services and Student Success. Peter said that he remains committed to achieving success for OACC in these areas so that OACC can continue to positively grow the sector.

Executive Director's Report

Executive Director, Paul Kitchin directed the members to his report in the Annual Report Booklet. Paul highlighted areas in his report for the delegates.

Past President, Don Thibert reported on OACC's Quality Initiative, CCQA. Don reported that OACC was ready to launch the CCQA program that a committee had been working on for the past two years. He provided the delegates at the OACC Conference the opportunity to come on the CCQA initiative at a discounted rate. Don reported that this initiative has been a long, daunting task as defining quality is a difficult matter. Don noted that CCQA will be launched in 3 phases. The first phase will see members fill out a self-assessment on their PCC. He said that it would help members know what regulation their PCC must be compliant in. Don said that Phase one will also see members complete a student satisfaction survey. He said this would allow members to compare with all participants and will help to create a benchmark.

Don reported that Phase two will expand the self-assessment and introduce a standardized on-line entrance test for member's potential students. Don noted that this section will allow OACC to gather demographics of students at PCCs in Ontario.

Both Phase 1 and Phase 2 will tie into phase 3 of CCQA which will then tie into STEPS. Don noted that this will allow OACC to compare entrance test scores to final grades in STEPS.

Don reported that 40 PCCs have already signed on to CCQA. He noted the cost to join is \$500 per year, however he noted that if members join by Friday, May 13, 2011 the cost would be reduced to \$450 for one year, \$875 for 2 years and \$1,250 for 3 years. He recommended that delegates speak to OACC representatives in order to get on board with CCQA.

Election of the Board of Directors for 2011 – 2012

President, Peter Dykstra turned the meeting over to Don Thibert, Past President to present the OACC Slate of Directors for 2011 – 2012. Don reported that in addition to the previously circulated Slate of Directors, there were 3 more nominees for the position of Director, 2 of which declined the nomination, Andrea Brown, Ottawa Academy and Sandy Gunning, Elmcrest College of Applied Health Sciences & Spa Management. Don noted that there remained 17 nominees on the ballot for 16 director positions on the OACC Board of Directors. Don then asked for a motion to open the nominations from the floor. *Frank Gerencser moved to open the nominations, Michael Bateman seconded the motion and the motion carried.* Don asked for nominations from the floor 3 times. Brian Rosenberg nominated Sheni Fazal, Sheni agreed to stand and Dr. Mohammed Baten seconded the nomination. Don asked for a motion to close the nominations from the floor. *Joe Gagliardi motioned to close the nominations, Brian Rosenberg seconded the motion and the motion carried.*

Joe Gagliardi motioned to have Dave McCarroll and Lorna Mills act as scrutineers, Steve Bartolini seconded the motion and it carried.

It was noted that additional ballots were needed for voting members. Don then directed voting delegates to cross off Sandy Gunning's name on the ballot and add Sheni Fazal. Don informed the delegates that there were now 18 names on the ballot and that the voting delegates should put an "X" in the box beside the names of the 16 people they are voting for.

Don directed Dave McCarroll and Lorna Mills to collect the marked ballots from voting delegates and count up the votes to confirm the 16 new directors for the OACC Board of Directors for 2011 - 2012

Proposed Bylaw Amendments

Peter Dykstra noted that a set of proposed bylaw amendments (see Appendix A to the Minutes) had been pre-circulated to members in advance of the AGM as required by the bylaws.

Peter summarized the nature of the amendments indicating that the proposed amendments fell into the following categories:

- housekeeping amendments to clean up some of the wording
- Modernizing amendments to change all references to "Chairman" to "Chair"
- upgrading amendments to reflect current practices
- specific amendments to divide the current position of Vice-President/Director of Finance into two positions; the first being that of Vice-President and the second being that of Treasurer

Peter then allowed the delegates time to review the proposed amendments and then asked for a motion to approve all changes as a block.

It was moved by Michael Bateman, seconded by Mazher Jaffery that all of the proposed amendments to the bylaws be approved as presented. The motion was carried unanimously.

NACC Report

OACC's appointed representative on the NACC Board, George Hood, noted that the NACC Board of Directors would be moving in the direction of having NACC be the arm's length accrediting body for the NACC programs offered by OACC member colleges. He noted that the graduates from the NACC PSW program would be certified PSWs.

Financial Report

Audited Statements as at March 31, 2010

OACC Vice-President/Director of Finance George Hood referred the delegates to the audited financial statements in the annual report for the 2009/2010 fiscal year that showed a consolidated surplus for that year of approximately \$34,000. He noted that the surplus was due mainly to an

increase in membership fees and an increase in the volume of student transcripts stored with the STEPS application in 2009/2010.

It was moved by Michael McAllister, seconded by Michael Bateman and carried that the audited financial statements for the 2009/2010 year be approved as presented.

Unaudited Statements to March 31, 2011

George Hood then referred the delegates to the unaudited financial statements for the 2010/2011 fiscal year. He highlighted the following information from the statements:

- investment funds balance was approximately \$230,000 at year end
- prepaid fees at year end were up by approximately \$36,000
- consolidated revenues were up by approximately \$60,000 due mainly to increased membership fees and the surplus realized at the 2010 annual conference in Collingwood
- expenses in the General Admin account were up by approximately \$30,000 due mainly to the hiring of consultants to assist the association with government relations activities.
- revenue for the Financial Aid Office was under budget by approximately \$32,000 due to processing approximately 1,000 less OSAP applications than the 14,700 that had been budgeted for 2010/2011
- expenses for the Financial Aid Office were approximately \$16,000 over budget due mainly to the costs associated with having to lay off staff

George Hood concluded by noting that overall, there had been a consolidated surplus of approximately \$9,400.00 for the 2010/2011 year according to the unaudited statements presented.

It was moved by Brian Rosenberg, seconded by Mohammed Baten, and carried that the unaudited financial statements for the 2010/2011 fiscal year be approved as presented.

Proposed Budget for 2011/2012

George Hood then referred the delegates to the proposed budget for the 2011/2012 year. He noted that the budget called for a deficit for the year of approximately \$14,000 that would be due mainly to an increase in spending on government relations consultants and would be covered off by using a portion of the accumulated surplus on hand.

It was moved by Roberto Hausman, seconded by Michael Bateman and carried that the proposed budget for the 2011/2012 year be approved as presented.

Frank Gerencser noted that in 2010/2011 the government relations consultants had been engaged to assist with the TTC student passes issue and the work permits for international students issue. He also noted that OACC would need assistance from government relations consultants in respect to the provincial election in 2011 as well as continued assistance with the international students issue.

George Hood added that the campaign in respect to the TTC student passes had worked well. He noted that, following the presentations that OACC had made to the TTC Board, he and consultant John Nunziata had met with approximately 10 City Councillors in their offices in City Hall in December of 2010 and the motion to include PCC students for eligibility for the student passes was passed unanimously the next day.

Appointment of Auditor

It was then moved by George Hood, seconded by Sheni Fazal, and carried that Dave McCarroll be appointed as the auditor for the 2011/2012 year.

Don Thibert introduced the new OACC Board of Directors as follows: Rupert Altschuler, Michael Bateman, Rui Cunha, Craig Donaldson, Peter Dykstra, Rudy Florio, Joe Gagliardi, Frank Gerencser, George Hood, Mazher Jaffery, Elizabeth Jeffers, Michele Presse, Brian Rosenberg, Don Thibert, Dean Tremain and Larissa Voytek. Don noted that the new Board would be meeting in the Huron Room following the AGM.

Don asked for a motion to destroy the ballots. *It was moved by Frank Gerencser and seconded by Mike McAllister that the voting ballots be destroyed.*

Ratification of Actions of 2010 – 2011 Board of Directors

Roberto Hausman moved to ratify the actions of the 2010 – 2011 OACC Board of Directors, Ian Marshall seconded the motion and the motion carried.

George Hood reminded the members of the newly elected Board that they would need to gather immediately after the AGM to have a picture taken. He then thanked Lorna Mills, Paul Kitchin and Peter Dykstra for their efforts in 2010/2011.

It was moved by Joe Gagliardi, seconded by Roberto Hausman and carried that the meeting be adjourned.

Ontario Association of Career Colleges
President's Report
May 31, 2012

“Yours to Discover”

First and foremost, I want to say what an honor and pleasure it has been to serve as your President for a second term. Our mission is to *foster an environment in which Ontario's Career Colleges and our students succeed* - I truly believe we met our mandate this past year through the hard work and dedication of our staff, our members and our volunteers. Without your dedication and support, none of this would be possible. Throughout this year, we spent a lot of time *discovering*, in line with our theme this year, by connecting and listening to members to ensure we are serving them with excellence.

We set out this year with a focus on the five pillars of our association: Equality in Post-Secondary Education, Quality and Capacity of the Sector, Advocacy and Government Relations, Member Services and Student Success – these pillars remained top of mind with all actions taken throughout this past year. We remain committed to achieving success for our association and members in these areas so that we can continue to positively grow the sector. With that growth, we gain the ability to continue to influence the beliefs and behaviors of government and the public about the key role Career Colleges play in Post-Secondary Education.

Throughout 2011-2012 we had consistent and organized focus on issues of importance and value to our members such as accreditation, apprenticeship, Employment Ontario and WSIB, government relations, international students, key performance indicators, marketing and media relations, distance education/online programs, the review of the PCC Act, 2005, program standards, professional development, and the Training Completion Assurance fund.

During OACC's 2012 annual conference, members will be given the opportunity to learn about the progress that has been made on many of these fronts, including an update on the career college economic impact study initiative and the development of a framework for career colleges to offer their programs in a distance education/online mode.

By far, our largest concentration throughout this past year was on Government Relations & Advocacy to provide insight and influence on the things that matter to our members. The continued commitment of John Nunziata helped shape our strategies and deliver success on a variety of projects of importance to our membership. A special thanks to John for his hard work and dedication. OACC just hosted an exceptional day at Queen's Park with dozens of decision makers in attendance. We also held regular meetings with elected & ministry officials on areas of importance to our members during 2011-2012.

As a result of OACC's activities throughout the year, one thing became clear: we, as the association, must take a leadership role in shaping the Quality and capacity of our sector. We must mandate Quality at this year's AGM and I will be asking for your support to make this happen. With Quality as our mandate, success will most certainly be our outcome.

Finally, we shared many enjoyable experiences that allowed our membership to come together, connect and grow, as is the case with our 39th annual conference being held this week and what better place than in lovely Muskoka!

In closing, I would like to thank everyone who volunteered to serve on the board, committees and the entire staff at the office: Lorna, Dena, April, Laura, Alix, Jodie, Colleen, Sarah, Lisa, Allison, Shelley, Pam, Wendy, Mary and Pauline. Without your hard work and dedication, our success would not be possible. I also want to recognize the excellence of our Executive Director – Paul Kitchin. His commitment and perseverance for our sector's goals is unmatched. Please take some time to review his report which outlines our activities in detail throughout this past year.

Thank you all for a great 2011-2012 and much success for 2012–2013. If honored with the privilege, I will continue to support and serve as president in the coming year.

Yours in Education,

Peter Dykstra, President

**ONTARIO ASSOCIATION OF CAREER COLLEGES
EXECUTIVE DIRECTOR'S REPORT
May 31, 2012**

Submitted to: OACC Membership

Submitted by: Paul Kitchin, Executive Director

During the 2011/2012 year, OACC staff, the OACC Board of Directors, and OACC committee members were involved in activities that focused mainly on legislative and regulatory matters, government liaison/relations, communications/marketing/public relations, member services, and advocacy for equitable treatment of career college students. In this report, the reader will find a listing of many but not all of the specific topics of interest in those focus areas that were addressed during the year and a brief summary of OACC's action in relation to each topic on behalf of OACC's members and their students.

- Annual Conference 2011
- Annual conference 2012
- Apprenticeship and College of Trades
- Board of Directors
- Communications
- Deputy Minister's Private Career College Advisory Committee
- Economic Impact Study
- Employment Ontario
- Financial Aid Office
- International Students
- Key Performance Indicators
- Legislative Matters
- Marketing
- Membership
- NACC
- On-line Programs
- OACC Services
- PCC Act Review
- Private Career Colleges Branch
- Program Standards
- PSW registry
- Professional Development

- Program Standards
- Quality Assurance
- Strategic Planning
- Student Financial Assistance
- Training Completion Assurance Fund (TCAF)
- Transcript Storage
- WSIB

Annual Conference 2011

In May of 2011, OACC and NACC held a very successful joint annual conference in Niagara Falls that featured remarks from MPP Ted McMeekin, the Parliamentary Assistant to the Honourable John Milloy, Minister of Training, Colleges and Universities, key-note speakers, an instructor workshop, a financial aid administrator workshop, and presentations on the PCC Branch, international students, sector councils, CSL/NSLSC, the Ontario Qualifications Framework, Employment Ontario, and WSIB.

Annual Conference 2012

OACC staff and the OACC conference committee worked throughout the 2011/2012 year to plan the 2012 OACC annual conference being held in Muskoka from May 31 to June 1. The program for the conference features a presentation by the Honourable Glen Murray, Minister of Training, Colleges and Universities and includes instructor training and sessions on distance education, the PCC Act, 2005 review, quality assurance and strategic directions, skilled trades training, programmatic accreditation, WSIB, OSAP and more.

Apprenticeship and College of Trades

OACC's Apprenticeship committee met by teleconference on August 23, October 5, January 10, April 3, and April 13 during 2011/2012. The prime objectives of the committee were to increase awareness of the contribution that career colleges make to training skilled tradespersons, to strive for the recognition by the apprenticeship program of the equivalency of pre-employment programs offered by career colleges, and to ensure inclusion of the career college sector within the apprenticeship model and within the Ontario College of Trades structure. The committee determined that there was a need for OACC to tell government what is not working with the apprenticeship model, demonstrate the value added by the PCC sector, and outline how to fix the problems. The committee wrote to the Director of the Apprenticeship program in December of 2011 requesting a meeting. The committee met with representatives from the Apprenticeship program and the PCC Branch in early February of 2012 in order to discuss the issues above and a follow up meeting will be held in June of 2012.

In January of 2012, the committee drafted a position opposing the current structure of the College of Trades which excludes career colleges, that was ultimately approved by the OACC Board at its January 18, 2012 meeting.

A representative from PCAC (Progressive Construction Association of Canada) participated on the January 10 committee call and met with the OACC Executive Director in March to explore how the two associations might work together with respect to apprenticeship training in Ontario. As a result of a meeting that the OACC Executive had with MPP Garfield Dunlop in December, OACC was invited to participate in a PC Party stakeholder focus group on apprenticeship reform.

and the Apprenticeship Committee Chair had agreed to be OACC's representative. The committee made a submission to the Ontario College of Trades on April 19, 2012, responding to its public consultation regarding categories of membership, registration, and restrictions. The committee went on record about OACC being an advocate for transparency in regard to the utilization and role of all training institutions and the recognition of the equivalency of career college programs of study to the benefit of career college students and employers. The OACC position also called for fair representation of open and closed shops within the structure of the Ontario College of Trades. The committee organized a panel presentation on skilled trades for the 2012 OACC annual conference on June 1 that would feature MPP Garfield Dunlop, President of Merit Frank Vitti, and Bob Guthrie, CEO and Registrar of the Ontario College of Trades.

Board of Directors

The OACC Board of Directors met 8 times in 2011/2012 for full day meetings, including a facilitated strategic planning session in late March of 2012. Representatives from the PCC Branch of MTCU attended 4 of the 7 regular meetings to provide update reports and discuss current issues with the board.

The Board established 13 working committees during 2011/2012 to address the issues that the membership had previously identified as priorities.

The OACC board has prepared a proposed budget for 2012/2013 as well as a slate of directors for the 2012/2013 year that will be presented to the general membership at the 2012 annual conference for approval.

Communications

OACC continued in 2011/2012 through the efforts of the Media/Communications Coordinator to increase the level of communications to OACC members. Activities included continuous updates to the OACC website, the circulation of monthly newsletters, the circulation of Board briefs, and the distribution of single issue email bulletins. OACC continued the publication and distribution in 2011/2012 of its quarterly 411 newsletter for high school counsellors. In addition, regular entries have been posted on the OACC blog, Facebook and Twitter accounts. In April of 2012, OACC began to publish and circulate to OACC members its weekly Tuesday tips on compliance matters.

Deputy Minister's Private Career College Advisory Committee

The Deputy Minister's Private Career College Advisory committee which is co-chaired by Deputy Minister Deborah Newman and OACC's Executive Director, and is composed of the Deputy Minister, the three Assistant Deputy Ministers from MTCU, 3 OACC representatives, representatives from the Law Society of Upper Canada and the College of Dental Hygienists of Ontario, and other PCC sub-sector association representatives met in July of 2011 to discuss OACC's quality assurance initiative and possible approaches for the upcoming review of the Private Career Colleges Act, 2005.

Elected Government Officials

OACC's Executive Committee met with former Minister of Training, Colleges and Universities, John Milloy on July 19, 2011 to discuss the following issues: the tone of the Ministry website in

respect to career colleges, the tuition cap on career college programs under the Second Career program, International student permits, and distance education programs.

As a result of the meeting with Minister Milloy:

- The Ministry made several changes to its website to ensure that career colleges are presented as a valued part of the Ontario postsecondary sector.
- The Ministry agreed to modify the Second Career guidelines to require a client to research at least one PCC and one College of Applied Arts and Technology as part of the three training choices.
- The Ministry did not agree to change the tuition cap at that time but OACC will continue to advocate for a change. The Ministry has confirmed, however, that it created a consistent business process to confirm that clients who choose to attend a PCC program with a cost of over \$10,000 may take advantage of the funding options provided by the PCC.
- The Ministry also confirmed that Second career clients are not required to pay the excess fees in advance of the start of their training, and that these and other Second Career policies have been more clearly articulated in a Second Career Client Information Sheet which will help inform clients of their options and ensure consistency of Second Career program delivery across the province. The Second Career client information sheet will be provided to every client and is available on the Employment Ontario partners Gateway website at www.tcu.gov.on.ca/eng/eopg/. The Government will also be informing their MTCU staff regarding this clarification to ensure that information is provided uniformly across the province.
- The Ministry confirmed that it was the Ministry's intention to put forward a recommendation to Citizenship and Immigration Canada that registered Private Career Colleges be eligible to receive international students. Once eligible, the province would determine the additional criteria required for authorization. MTCU agreed to work directly with the PCC sector and other stakeholders to discuss the baseline criteria and quality indicators that will serve to authorize institutions to receive international students and provide opportunities for these students to gain Canadian work experience. For PCCs, this would include a discussion on the current PCC registration system including additional criteria for data and accountability reporting. It is anticipated that these discussions will commence in the coming months.

The Ministry was working on establishing a framework for distance education programs that would ensure quality, accountability, and consistency in the PCC sector that is aligned with the Ministry's e-learning strategies. The development of this framework was underway. The Ministry is looking at other established distance education approval criteria such as those of the Postsecondary Education Quality Assessment Board to inform the process and assist with establishing consistency across Ministry program approval frameworks. Ministry staff would be

meeting with OACC representatives in the Fall of 2011 to discuss this further. An update on this work is provided in the On-line Programs section of this report.

The OACC Executive met with newly appointed Minister of Training, Colleges and Universities, the Honourable Glen Murray in December of 2011 and February of 2012 to brief him on the contribution of the career college sector, introduce the work of OACC, and discuss the concepts of smart regulation and equitable treatment of career college students. Minister Murray has agreed to speak to the delegates at the 2012 annual OACC conference on June 1, 2012. As part of its Queen's Park Day, the OACC Executive met with Minister Murray's Director of Policy on May 14, 2012 and will continue to meet with him regularly. During each of these meetings, OACC has addressed the issues of the Ontario Tuition Grant, the Second Career tuition cap, Distance Education programs, international students, apprenticeship training, and regulatory reform.

OACC representatives attended the PC Party convention in May of 2011 and set up an OACC Booth that received a high volume of traffic and provided an opportunity to meet with many of the PCC Party members that would be running in the 2011 Provincial election.

During the 2011 Provincial election, OACC urged members to meet with candidates from all 3 political parties to make them aware of the contribution of the career college sector and the issues that the sector and the career colleges face. As a result, several OACC members met with candidates in their campaign offices, while others invited the candidates to their colleges and introduced them to students.

In November of 2011, the OACC Board approved a government relations plan that included meeting all 107 MPPs over the course of a 12-month period, and called for greater attendance at political fund raisers. To date, OACC has held more than 25 individual MPP meetings including those conducted as part of the Queen's Park Day held on May 14, 2012, which also featured a reception /skills demonstration that attracted more than 40 MPPs and Queen's Park staffers.

OACC representatives have attended political fund raiser events for Minister Glen Murray and MPP Garfield Dunlop, PC Critic for Skilled Trades and Apprenticeship Reform, in April of 2012, as well as a Canadian Club lunch in March 2012 that featured a speech by Minister Murray, and a Canadian Club lunch in September of 2011 that featured PC Leader Tim Hudak.

Economic Impact Study

In the Fall of 2011, OACC developed and issued an RFP in order to engage an independent research firm to conduct an economic impact study of the career college sector in Ontario. In January of 2012, Higher Education Strategy Associates (HESA) was engaged to conduct the study, and began reviewing data from Statistics Canada, the Canadian Millennium Scholarship Foundation/HRSDC, the OSAP program, the Second Career program, the PCC Branch of MTCU, and their own independent survey of OACC member and non-member career colleges. Preliminary data from the study was shared with MPPs during the May 14, 2012 Queen's Park Day, and HESA is scheduled to report more fully on the study at the OACC annual conference on May 31, 2012.

Employment Ontario

The Employment Ontario committee met on November 3, 2011 to review the issues that members had with the Second Career program and develop a proposed approach to addressing the issues. The committee identified that the tuition cap of \$10,000 on career college programs, the potential conflict of interest of community colleges acting as assessment centres and a perceived bias against career colleges by many Second Career counsellors/case managers continued to be the major issues. The committee developed a list of possible approaches that included but was not limited to:

- gathering hard data about the true cost of training a Second Career graduate at a career college versus at a community college
- re-branding the sector as career colleges rather than as private career colleges
- re-branding the association as Career Colleges Ontario
- meet with MPPs from all three political parties in order to educate them on the contribution and value of the career college sector
- launch a marketing campaign that would include testimonials from satisfied graduates and employers
- gather and publish data on the positive outcomes from career college programs in terms of graduation rates and graduate employment rates in fields related to the program of study

In December of 2011 the committee Co-chairs met with Assistant Deputy Minister of the Employment and Training Division of the Ministry, Laurie Leblanc, and senior staff to raise the concerns that had been identified.

Following that meeting, OACC wrote to the ADM to request additional data relating to the Second Career program including:

- The split between Private Career Colleges, Community Colleges and Other Providers for:
 - Top 10 training occupations
 - Top 10 SC communities
 - Tuition in \$
 - Living allowances in \$
 - Other costs \$
 - Total cost per enrolled student
- The rationale regarding why the \$10K cap tuition cap was put in place
- The rationale regarding the \$55.00/hour exception for trucking schools etc.
- The breakdown of tuition by fee grouping at the two largest SC-funded CAATs (specifically Conestoga and Centennial). Since \$10K is the PCC Cap, this would be best broken out as <\$10K, \$10-15K & >\$15K.

OACC recommended that either CAATs should have the same \$10K cap for non-regulated programs, or PCCs should not be capped at all. OACC offered to share examples of anti-career college biases by Second Career counsellors as they arise, participate in education sessions with counsellors, and organize tours of career colleges for counsellors.

The committee also shared the proposed approaches with the OACC Board and several OACC committees in order to feed into other work being done on key performance indicators, marketing, the PCC Act review, the proposed economic impact study, and the strategic planning session that was held in March of 2012.

Financial Aid Office

Since 1993, OACC has had an agreement in place with the Ministry that allows OACC to provide a student loan application processing service for members and their students. During 2011/2012 OACC processed more than 14,000 applications on behalf of more than 90 member campus locations.

International Students

During the 2011/2012 year, OACC continued to engage a government relations consultant to work on the international student permits issue at the political and bureaucratic levels. As noted earlier in this report, Minister Milloy confirmed in the summer of 2011 that the Ontario Government would recommend to the Federal Government that career colleges be included among the institutions that would be eligible to recruit international students, and that more work would need to be done by the Ministry in conjunction with stakeholders to determine the appropriate levels of reporting and accountability that would be required for career colleges to allow the international students that they recruit to have access to study permits and work permits.

It is anticipated that multi-stakeholder meetings between the Ministry and career colleges, community colleges, universities, school Boards and ESL trainers will commence in the coming months in order to provide the Federal Government with a list of authorized institutions by March of 2013. OACC will continue to work on this issue in 2012/2013.

At the invitation of Edu-Canada, Department of Foreign Affairs and International Trade Canada, OACC appointed a representative to participate in the Roundtable on Canada's International Education Strategy that took place in Toronto on December 9, 2011 and addressed the question "How can we collectively contribute to a strategy that strengthens Canada's ability to attract top international students and export our education competencies?"

On March 15, 2012, five OACC representatives met with the Council for Private Education from Singapore, to discuss the different approaches to regulation of private education institutions in both Canada and Singapore.

Key Performance Indicators

The PCC Act, 2005 and Regulations include a provision for career colleges in Ontario to gather and publish data on key performance indicators. While the Ministry has determined that the indicators will be graduation rates, graduate employment rates, graduate employment rate in field of study, student satisfaction, employer satisfaction, and OSL student loan default rates where appropriate, the policy work on the methodology has been on hold since 2006. In February and May of 2012, the PCC branch staff at the Ministry have had informal discussions with OACC about possible methodologies and the issues of concern that arose when OSAP designated career colleges were required to report KPI from 1999 to 2006.

OACC has been invited by the Ministry to participate in a KPI working group that will commence meeting in June of 2012, and OACC has appointed 4 representatives to the Working Group.

Legislative Matters

During the summer of 2011, OACC drafted a Legislative Book to document the issues of concern to the membership and establish priority categories for those issues. The Legislative Book provides a background on each issue, a summary of OACC's position on each issue, a description of the current status on each issue, and a list of proposed next steps. The intent is to update the Legislative Book regularly, approve the revisions at meetings of the OACC Board of Directors, and make it available to OACC members who are meeting with MPPs to discuss the issues. The OACC Board will continuously review the priority level of each issue and move them up or down into the high, medium or low priority categories as appropriate.

Marketing

The major thrusts for OACC in relation to marketing in 2011/2012 focused on the gathering of data through the economic impact study described earlier in this report and the continued outreach to the Ontario School Counsellors Association (OSCA). In November of 2011, OACC had an exhibitor booth at the annual OSCA conference, and made a presentation on the PCC sector in one of the breakout sessions. Plans are underway for OACC to participate again in the 2012 OSCA conference both as an exhibitor and a presenter.

Membership

Since May 6, 2011, OACC has welcomed the following 34 career college campuses into membership:

May 2011

- Edge Academy, Burlington

June 2011

- Toronto School of Art, Toronto
- Universal Hair Academy, Brampton
- Asta Hairstyling School, Peterborough

August 2011

- Canadian College for Higher Studies, Scarborough
- Protégé School, Scarborough
- Willis College of Business and Technology, Barrie
- Willis College of Business and Technology, Bracebridge
- Willis College of Business and Technology, Mississauga
- Willis College of Business and Technology, Sault Ste. Marie
- Willis College of Business and Technology, Thunder Bay
- Willis College of Business and Technology, Toronto

September 2011

- Academy for Allied Dental & Health Care Studies, Toronto
- The Canadian Academy of Dental Health & Community Sciences, Mississauga
- Joy of Dance Centre and Teachers College, Toronto
- College of Health Studies, Brampton

October 2011

- Canadian Beauty College, Newmarket

November 2011

- Liaison College, Waterford
- CDI College, Mississauga
- CDI College, Scarborough

December 2011

- Toronto Aesthetics and Hair Academy, Brampton
- Toronto Aesthetics and Hair Academy, Scarborough

January 2012

- C/J Health Care, Toronto
- Brampton Skin Care Academy, Brampton
- College of Traditional Chinese Medicine Canada, Toronto
- Beta College of Business & Technology, Scarborough

March 2012

- College of Renewable Energy, Newcastle
- Metrocare Health Academy, North York
- The Fiorio Beauty Academy, Toronto
- Canadian Beauty College, Bolton

May 2012

- Academy of Hair Passion Inc, Mississauga
- Canadian Beauty College, Barrie
- Evergreen College, Brampton
- Southwestern School of Academic & Professional Studies, Windsor

The committee will be updating the association's code of ethics for the recruitment and training of international students.

NACC (National Association of Career Colleges)

OACC and NACC held a joint annual conference in Niagara Falls in May of 2011. OACC's Executive Director and several OACC Board members attended the NACC's 2012 conference and 116th annual general meeting that was held in Montreal, Quebec in May of 2012.

OACC appointed OACC Director George Hood as the OACC representative on the NACC Board of Directors in May of 2011. After a bylaw change in 2012 that allowed OACC to appoint a second representative to the NACC Board, OACC appointed Frank Gerencser in May of 2012. OACC's Past President Don Thibert served as a member at large on the NACC Board during the 2011/2012 year. OACC member Michael McAllister served as President of NACC in both 2010/2011 and 2011/2012, and will continue as Vice Chair and a member at large in 2012/2013.

On-line Programs

Representatives of OACC's Online Committee met with Ministry staff on November 29 and December 15 of 2011 as well as on January 11, February 1, and February 27, 2012 to discuss the elements of a draft framework for the provision of hybrid distance education programs by career colleges in Ontario. Prior to each of those working group meetings, OACC convened meetings of the full OACC Online Programs committee to brief them and receive their feedback to the proposals. At the time of writing it was anticipated that the Ministry would be holding two consultation meetings for the career college sector in late May to get feedback on the draft framework developed by the joint MTCU/OACC Working group. It is anticipated that career colleges will be able to submit hybrid distance education programs for approval within the coming months.

The committee has arranged for a panel presentation at the OACC 2012 conference that will feature an update from the Ministry on the distance education framework, a presentation on learning management systems, and the perspective of a private institution that has experience in delivering programs online.

OACC Services

In 2011/2012, OACC negotiated a discounted subscription rate for OACC members from HR downloads to provide human resource management services including webinars and training on employer responsibilities under the Accessibility for Ontarians with Disabilities Act (AODA).

OACC continued in 2011/2012 to provide OSAP application processing and student transcript storage services to members on a fee for service basis.

PCC Act Review

The current PCC Act, 2005 requires that the Superintendent conduct a review of the Act prior to September 18, 2007 and report the results of the review to the Minister of Training, Colleges and Universities. In order to provide meaningful input into the review process, OACC's PCC Act Review Committee began a series of 5 teleconference and face to face meetings on October 25, 2011 to pick up on where the previous year's committee had left off in terms of the identification of potential changes to the Act and Regulations 414/06 and 415/06 that may be required. Subsequent committee meetings were held on January 18, February 9, March 1 and May 7 of 2012. The committee surveyed OACC members in November of 2011 to get their input on potential changes. As a result of the committee meetings, the committee co-chairs will be sending an overview of the areas that the committee believes need to be addressed out to all OACC members in advance of the 2012 OACC conference. At the conference, there will be a presentation from the Ministry on its plans for the review, an update from the committee, and an

opportunity for OACC members to participate in roundtable discussions regarding the materials and topics that had been pre-circulated. Following the conference, OACC plans to collate the input and formalize its recommendations for legislative and regulatory changes and present those recommendations to the government.

Private Career Colleges Branch

During 2011/2012, Ministry staff from the PCC Branch attended 4 meetings of the OACC Board of Directors to provide updates on a variety of topics and have discussions with the board that have led to the progress described in this report with respect to apprenticeship, on-line programs, international students, TCAF, the Deputy Minister's PCC Advisory Committee, key performance indicators and more. OACC and the PCCB worked together to arrange for a presentation at the OACC board meeting in November by the Ontario Education Collaborative Marketplace regarding a possible out-sourcing by the Ministry of administrative services relating to TCAF.

In addition, OACC's Executive committee met with the Superintendent of Private Career Colleges on 3 occasions during the year to follow up on all of the issues raised during the OACC board meetings, and arrange for the Ministry participation in the 2012 OACC annual conference.

OACC arranged a full day tour of OACC member colleges on January 2012 for the following Ministry staff:

- Carol Reeves, Quality and Partnerships Unit
- George Lim-Fat, Strategic Policy and Planning Division
- Maureen Huxter, Central Region, Employment and Training Division
- Melanie Van Hees, Program Design Unit
- Rachel Ross, Quality and Partnerships Unit

Program Standards

In April of 2011, OACC was approached by the Project Consultant looking for career college representatives to participate on either the steering committee or the Working Group of an upcoming project for the development of common vocational learning outcomes and program standards for the Developmental Services worker (DSW) program. OACC was able, in May of 2011, to refer a couple of staff from OACC member colleges to the project and confirm that some OACC members were willing to share their curriculum with the project. Work on the development of the DSW program standard is still on-going.

In the months to come, OACC will be requesting a meeting with Ministry staff from the PCC Branch and the Strategic Policy and Programs Division in regard to the mapping of program standards and the roll out of the Ontario Qualifications Framework in the career college sector.

PSW Registry

In May of 2011 the Minister of Health and Long Term Care announced that a registry of Personal Support Workers would be established in Ontario. In the Fall of 2011, the Minister announced that the Ministry would be funding a project that would be responsible for determining the structure of the registry, the criteria for being listed on the registry, the type of information that would be included in the registry, and the level of access to that information.

OACC was invited to appoint a representative to participate as part of a stakeholder advisory committee to the PSW Registry project. As a result, OACC's Executive Director was appointed and to date there have been 6 meetings of the committee. The project is on track to have the registry built and functional by June 1, 2012 and the target is to have at least 70% of the PSWs working at publicly funded institutions included in the registry by the end of August of 2012. There will be three more meetings held in June, July and August of 2012. Decisions about the future funding, housing and administration of the registry still need to be made.

Currently the Ministry of Health and Long Term Care recognizes three PSW programs of study – the NACC program, the OCSA program and the Ministry of Training, Colleges and Universities program for community colleges. In April of 2012, the Ministry of Health convened a consultation meeting with OACC representatives and the other stakeholder groups in order to discuss the possibility of establishing a program standard for PSW programs. It is anticipated that further information about the consultation will be forthcoming.

Professional Development

The May 2011 joint NACC/OACC annual conference held in Niagara Falls provided several opportunities for instructors, Financial Aid Administrators, marketing staff, and college administrators to upgrade their skills and knowledge.

During the 2011/2012 year, OACC held 7 training sessions for a total of 56 Financial Aid Administrators in Brantford, London, Mississauga, and Scarborough.

In January of 2012 OACC partnered with the Student Financial Assistance Branch of the Ministry to host two mandatory OSAP training sessions by the Ministry in Mississauga for new financial Aid Administrators.

OACC's Conference 2012 committee has put together opportunities for career college staff to upgrade their skills and knowledge at the OACC 2012 annual conference.

Quality Assurance

OACC continued to work with the software development firm to build the QUEST application that would, through its three phases, involve self-evaluation surveys, student satisfaction surveys, standard admissions testing, faculty surveys, standard courses and central examinations.

In February of 2012, a couple of OACC members did a trial run of the self-evaluation surveys, but the process was halted due to the decision of the OACC Board to conduct its strategic planning session at the end of March of 2012.

Since the strategic planning session, OACC has had discussions with officials from CETAC (Canadian Education and Training Accreditation Commission) about the possibility of CETAC recognizing the components of QUEST in its processes.

Further implementation of the QUEST application will be determined following the discussion with the general membership at the OACC 2012 conference regarding quality assurance and strategic directions.

In September of 2011, OACC demonstrated the concept of QUEST for more than 20 Ministry staff and received very favourable feedback, which also generated some discussion about the possibility of QUEST being a vehicle for the collection of key performance indicators. A second demonstration for two Ministry staff was also held by OACC in February of 2012.

Strategic Planning

The OACC Board of Directors decided in January of 2012 to hold a professionally facilitated strategic planning session to help identify priorities for the association over the next one to three years. A facilitator was engaged and a full day strategic session was held on March 29, 2012. OACC board members reviewed the final report from the session during the month of April and devoted most of its May 15, 2012 OACC Board meeting to the plan. The main consensus from the session was that OACC needed to commit to a quality assurance mission that would foster an environment where quality career colleges in Ontario and their students would succeed.

At the OACC 2012 conference, the OACC board will provide OACC members with an overview and seek approval of a proposed plan and strategic direction for adopting a quality assurance framework that would assist OACC in achieving the proposed mission.

Student Financial Assistance

In October of 2011, OACC was invited by the Student Financial Assistance Branch (SFAB) of the Ministry to review a draft of the proposed revised compliance audit guidelines for OSAP designated career colleges, and made a number of recommendations on changes prior to their release.

OACC met with the Director of the SFAB in November of 2011 to advocate for equitable treatment of career college students in respect to the Ontario Tuition Grant and part-time CSL loans, as well as more frequent Ministry training sessions for Financial Aid Administrators and the ability of students to direct student loan funds directly to career colleges to cover the cost of books. The issue of the Ontario Tuition Grants has been brought to the attention of the Minister and the dialogue continues. The Ministry agreed to hold more frequent training sessions, and research the matter of CSL part-time loans. While there was no agreement regarding the direction of loan funds for books, OACC will continue to advocate for a resolution.

In April of 2012, OACC was asked for input on a proposed revised active participation policy for OSAP. A joint Ministry/OACC meeting was held in April and OACC submitted its recommendations to the Ministry in early May. OACC intends to follow up on this matter in the coming weeks.

Training Completion Assurance Fund (TCAF)

In November of 2011, Ministry staff and staff from the Ontario Education Collaborative Marketplace (OECM) attended the OACC Board meeting to outline the plans to develop an RFP that would be used to solicit vendors to bid on the conversion of the TCAF accounting from cash accounting to accrual accounting, and the provision of administrative services for TCAF in respect to calculation of premiums and customer service.

In January of 2012 OACC representatives participated in a consultation session with OECM in order to assist them with the development of the RFP.

In 2012, it is anticipated that there will be no premium surcharges for TCAF as the target balance for the fund will have been exceeded. OACC has previously recommended that TCAF regulations be amended to allow for the provision of refunds to career colleges once the target balance has been exceeded, and OACC will continue to advocate for such an amendment.

OACC will continue its efforts to reduce the burden place on all career colleges through the mandatory submission of audited financial statements by all career colleges regardless of size.

Transcript Storage

Through its STEPS (Student Transcript Electronic Protection System) application, OACC stored 26,983 student transcripts between April 2011 and March 2012. Since the storage service was launched in September of 2007, OACC has stored a total of more than 120,000 transcripts.

Prior to the September 2006 proclamation of the PCC Act, 2005, there was no legislative mandate for third party storage of transcripts by career colleges. OACC continued in 2011/2012 to field requests from former students for copies of transcripts issued prior to September of 2006 by PCCs that had since closed. While such transcripts would not have been stored in STEPS, OACC staff made their best effort, sometimes successfully, to help them locate their transcripts.

Additionally, in 2011/2012, OACC received and processed requests for transcripts from former students who had attended career colleges that are now closed but had stored transcripts in STEPS. In those cases, OACC was able to process those requests in a timely manner for a retrieval fee.

WSIB

OACC representatives participated in the webinar held by WSIB on November 1, 2011. WSIB representatives attended the January 2012 OACC Board meeting to share draft changes to their sponsorship guidelines and get feedback from OACC. On March 21, 2012 WSIB staff had a conference call with OACC representatives to discuss in further detail proposed revisions to the guidelines with respect to:

- teacher credentials;
- renewal process and protocols and
- protocols and processes in the event of a School closure or relocation.

Once the next version of the draft guidelines is ready, WSIB indicated that they would be shared with OACC for more feedback.

In April of 2012, WSIB contacted OACC again for some input on the norm in terms of the qualifications of instructors that the career colleges engage for academic upgrading.

Representatives from WSIB will be conducting a breakout session at the 2012 OACC conference on June 1.

I want to extend my gratitude to all of our staff at OACC for their energy, enthusiasm, and efforts during 2011/2012. I also want to extend my sincere thanks to OACC President Peter Dykstra for his dedicated leadership and support throughout the year and to the members of the Board of Directors and its committees who dedicated thousands of hours of volunteer time away from their businesses to serve on behalf of OACC's members, the private career college sector, and career college students.

Respectfully submitted,

Paul Kitchin

**Ontario Association of Career Colleges
Proposed Slate of Directors
2012 – 2013**

Below is the Proposed Slate of Directors for the next board year, 2012 – 2013.

The Ontario Association of Career Colleges Board of Directors is made up of a total of three (3) officers and 13 directors annually. As of this date we have 13 directors from the previous year's board who have agreed to stand for re-election and three (3) new persons who have agreed to let their name stand for election on the slate. Their names will be marked with an (*).

Directors

Rupert Altschuler

Everest College of Business, Technology and Health Care

Michael Bateman

Grade Learning

Rui Cunha

Pre-Apprenticeship Training Institute

Craig Donaldson

triOS College Business Technology Healthcare

Peter Dykstra

Medix School

Joe Gagliardi

CDI College of Business, Technology & Healthcare

Frank Gerencser

triOS College Business Technology Healthcare

***Florence Glickman**

Academy of Learning Franchisor Office

George Hood

Herzing College

Elizabeth Jeffers

RCC Institute of Technology

Michele Presse

Salon + Spa Career College

***Luisa Tanzi**
Treas Institute

Don Thibert
Westervelt College

Dean Tremain
CDI College Business, Technology & Healthcare

Larissa Voytek
Ontario Dental Education Institute

***Sai Vikas Waghrey**
Synergy Business College

Additional Nominations:

As stated in the Association Bylaws – **Article XVII, Section 1: (e & f)**

(e) “An Active Member of the Association in good standing may send in writing, no later than one week prior to the Annual General Meeting, the Name of a candidate, providing such candidate is in good standing, meets the requirements set out hereinbefore, has agreed and the nomination has been seconded.

(f) Nominations received after the deadline must be approved for addition to the slate of nominees by a two-thirds (2/3) majority vote of active members at the Annual General Meeting.”

Due to the bylaw stipulated above, written nominations must be received by OACC at the end of day May 24, 2012.

Biographies for the OACC Proposed Slate of Directors for 2012 – 2013

Rupert Altschuler

Everest College

- Holds both undergraduate and graduate degrees in International Hospitality Management from Florida International University.
- Spent ten years with Hilton International Hotels in progressively more senior positions in the Mediterranean, European and later the Canadian divisions.
- In 1993 joined PRI (Pepsi Restaurants International) which later became Tricon and YUM and held various divisional positions on the East and later the West coast.
- When Prizm Canadian Income Fund was founded in 2003, became the President and COO of the company.
- In March 2010, joined Everest Canada as the Division President for Canada overseeing the 17 Canadian Everest campuses.
- Director on OACC Board for 2011 – 2012. In this capacity, was Co-Chair on OACC's Employment Ontario/WSIB committee

Michael Bateman

Grade Learning

- Michael Bateman is the President, Chief Executive Officer and owner of Grade Expectations Learning Systems Inc.
- Grade Learning Centres was founded in 1993 under Michael's vision and leadership, developing the business from one learning centre working with children to an organization with 53 learning centres that educate and train children, adults, corporations, insurers and government.
- Prior to his work with Grade Learning, Michael worked for 15 years in marketing and research for major multi-nationals.
- Intensely focused on quality, customer service and team values. Michael is committed to helping OACC achieve its goals.
- Director on OACC Board for 2011 – 2012. In this capacity, was Co-chair on OACC's Main Membership Committee

Rui Cunha

Pre-Apprenticeship Training Institute Inc

- Rui Cunha is one of the founders of the Pre-Apprenticeship Training Institute which has served the training needs of the skilled trades industry for the last 6 years.
- Currently Pre-Apprenticeship Training Institute has three locations across Ontario and represents one of the smaller colleges that train in the area of trades. The training focus is hands-on, which has defined both the training and their graduates.
- Rui Cunha, has a BA, and his passion for training comes from his work with a multinational company.
- His 15 years in training, Human Resources and Operations culminated in successful outcomes of a series of global projects.

- Since 2006, he has been on the Board of the Youth Apprenticeship Council, an organization dedicated to promoting trades in Ontario.
- Strong believer in education as a pathway to success and the Career Colleges' potential to service the training needs of Ontario
- Director on OACC Board for 2011 – 2012. In this capacity, was Chair of OACC's Apprenticeship Committee

Craig Donaldson

triOS College

- Director of Finance & Administration, triOS College
- Certified Management Accountant (CMA), 2004
- Bachelor of Commerce, Entrepreneurship Specialization, University of Victoria, 2001
- Craig joined triOS College in 2008, having formerly held District Controller roles with BFI Canada, a publicly traded waste and recycling company.
- Craig oversees all aspects of MTCU and OSAP regulatory affairs for all triOS College locations. Craig also oversees the Financial Aid Offices and leads the Accounting team at triOS. Craig lives in Burlington with his wife, daughter and son.
- Director, OACC Board since 2010. Treasurer, OACC Board 2011 – 2012.
- Co-Chair OACC's Main Legislative Committee

Peter Dykstra

Medix School

- Vice President of Operations for Medix Schools
- Holds a Bachelor's Degree in Sociology from the University of Ottawa and a Project Management Certificate from George Washington University
- Has served on OACC Board of Directors since 2006 as Director, Vice President/Director of Finance and President
- Peter is a supporter of quality and is committed to carrying forward the initiatives of the membership and promoting a strong, healthy Private Career College industry for years to come.
- Co-Chair OACC's Main Membership Committee

Elizabeth Jeffers

RCC Institute of Technology

- Previously the Manager of the Quality and Partnerships Unit in the Private Career Colleges Branch of the Ministry of Training, Colleges and Universities.
- Provided high level curriculum, accreditation and compliance services across Career Education Company as well as to public institutions
- Served as Director of Education at a large independent institution in New York City
- Holds a Masters degree in Educational Studies from the University of British Columbia
- Currently completing her Ph.D. in Curriculum, Teaching and Learning at the University of Toronto. She will defend her dissertation in early 2011
- Now Dean of Academics at RCC/Yorkville U, she is responsible for the development and delivery of Yorkville Education's on-campus programs of study, including student retention, quality assurance, faculty performance and program outcomes.

- Director, OACC Board in 2011 – 2012. In this capacity was Co-Chair of OACC’s On-Line Program committee and OACC’s PCC Act Review/TCAF committee

Joe Gagliardi

CDI College of Business, Technology and Healthcare

- Director, OACC Board since 2007. In this capacity he Co-Chaired OACC’s International Student’s Committee for 2011 - 2012
- 2010 – Present: CDI College of Business, Technology & Health Care Campus Director
- 2005 – 2010 Archer Education Group – Diamond Institute Division: Director of Registered Colleges, Responsible for overseeing all issues related to registered colleges including management, policy, operations, acquisitions and new startups.
- 1991 – 2005 Diamond Institute of Business and Computer Technology: President, Responsible for all areas of operation including program design, marketing, finance and human resource management
- 1975 – 1991 Durham College of Applied Arts and Technology: Senior Management, Hired initial as a technical instructor, held progressive positions including program consultant, department general manager, divisional dean, acting vice president and campus principal in the 16 year college tenure.
- 1974 – 1975 Lovat Tunnel Equipment, Rexdale: Machine Designer, Designed detail and assembly drawings for tunneling equipment used in such projects as sewers, subways and underground/water road systems.
- 1973 – 1974 Dominion Aluminum (Indel Canada): Structural Designer, Designed detailed drawings of aluminum structures such as bridges, moving platforms, helicopter hangers, and lighting structures
- EDUCATION
 - University of Toronto Master of Business Administration
 - Trent University Administrative Studies
 - Durham College of Applied Arts and Technology Mechanical Engineering Techniques (Diploma), Business Administration (Certificate)

Frank Gerencser

triOS College Business Technology Healthcare

- Frank has served on the OACC Board for the past 12 years as Board Director, Vice President, President (2003/4 & 2004/5) and Past President and is active in government relations through various Working Groups and currently as the Co-Chair Employment Ontario Second Career & WSIB sub-committee.
- Frank also sits on the Deputy Minister’s Advisory Committee and the TCAF Advisory Board
- Frank Gerencser is the Chairman, Chief Executive Officer and co-founder of triOS Corporation, the parent company of triOS College Business Technology Healthcare.
- Frank has a Degree in Systems Design Engineering (minoring in business & entrepreneurship) from the University of Waterloo (1984) and has been running Information Technology companies ever since. triOS entered the career college sector in 1998 with the training completion of 300 students from the Career Academy, followed by several others over the next few years. Based on this experience, Frank became the Chair of the Training Completion Assurance Fund Committee (TCAF).

***Florence Glickman**

Academy of Learning Franchisor Office

- Former graduate of a PCC
- Almost 30 years of experience in the private career college sector
- Toronto School of Business (previously operated as a registered PCC) - Instructor, Admissions Representative, Financial Aid Officer and Owner/Operator
- Currently holds position of Operations Eastern Region of Canada - Academy of Learning
- Presented training sessions on various topics related to operating and managing a PCC
- Constant contact with all levels within a PCC, including student body
- Involved with OACC over the last 5 years; PCCA Act and Review Committee, Employment Ontario Committee, TCAF Committee – Actuarial Study
- In depth understanding of PCCA 2005 and Performance Requirements – OSAP
- Attended sessions on various topics delivered through OACC
- Strong understanding of the role of the PCC within the educational sector
- Committed to delivering the message that PCCs deliver quality skills and training
- Volunteer work: Colon Cancer Canada and Board Member - BBYO (Youth organization)

George Hood

Herzing College

- George H. Hood is the President of Herzing College Toronto. Mr. Hood has a long and distinguished career in both education and business with more than 20 years experience in leadership roles at career colleges.
- Prior to joining Herzing College, Mr. Hood was President of International Academy of Design and Technology, Toronto.
- From 1998 Mr. Hood served as Director on the board of the National Association of Career Colleges and served as Vice President and President of NACC. He has served on the OACC board for the past 13 years as Director, Vice President, President and Past President. Mr. Hood has served on several educational sector committees including the Deputy Minister's Working Group, International Committee and TCAF.
- Prior to International Academy, Mr. Hood was Director and National Director of Trebas Institute where he worked since 1989. Prior to the career college sector, Mr. Hood was a business owner, operating Entertainment Centre, one of the largest and most successful entertainment agencies in Canada.
- George has a passion for the career college industry where changing people's lives for the better and creatively overcoming business challenges are what he considers his greatest rewards.
- President of NACC for 2006/07 and 2007/08

Michele Presse**Salon + Spa Career College**

- Michele Pressé has over twenty five years of professional, business, management, training and entrepreneurial experience. Since 1994, she has been actively engaged in the education and training sector. As Canadian Director of Education for Redken NYC (a professional products division of L'oreal) she developed, implemented and facilitated many extensive professional training programs. In addition, she has developed and executed training plans for large corporate organizations with locations and employees located across Canada.
- As a Business Management consultant within the Beauty Industry she has provided consulting services to independent spa and salon owners, to assist them in introducing best practices for optimum success in their business, including overall business and financial analysis, implementation of systems as well as coaching and management training for owners and their employees.
- Michele has been actively involved and serves as a member of the Board of Directors for French Connection a not for profit organization in the Toronto District. She is the owner of Salon & Spa Career College - a private career college in Toronto. She has a passion for lifelong learning and is committed to providing students with exceptional educational experiences.
- Director, OACC Board since 2008. In this capacity is Chair of OACC's Conference Committee

*** Luisa Tanzi****Trebas Institute**

- For close to fifteen years, Luisa Tanzi has been the Controller of Trebas Institute, private career college operating campuses in Toronto and Montreal since 1979. She is an accountant having studied accounting at, and graduated from, McGill University. She recently received her C.G.A. designation. Luisa was recently appointed Director of Operations for Trebas Institute, responsible for the overall operations including Ministerial compliance of the campuses. She reports to the President and Founder, David P. Leonard.
- Although based in Montreal, she is prepared to participate in all OACC meetings in Toronto, since she visits the Toronto campus of Trebas on a regular basis, and will schedule her Trebas visits to coincide with OACC meeting dates.
- OACC References: Paul Kitchin knows Luisa for many years. George Hood also knows Luisa for many years, in particular during the years in which George was Director of the Toronto campus of Trebas Institute (the late nineties into 2000).

Don Thibert**Westervelt College**

- B. Comm., University of Windsor in 1984
- Director of Academics, Everest College Canada
- Involved with NACC/OACC since 1987
- Strong passion for the industry and believe that we provide a great service to our communities
- Member of the OACC Board of Directors since 2005/06

- Chair of the KPI Committee, responsible for seeking moratorium on KPI's
- Chair of the TCAF Committee, provided meaningful member information to MTCU and Actuarial firm resulting in lowered TCAF premiums
- Currently sit as Past-President of OACC
- Strong commitment to sector and all of its players in being recognized for our contribution and quality of training
- Active in my community of Windsor working with "In Honour of the One's we Love" a charity in raising over 2 million dollars to support local Hospitals and patients
- Public Relations experience

Dean Tremain

CDI College of Business, Technology and Health Care

- Dean is currently the Director, Graduate and Career Services for CDI College supporting all campus operations and implementing corporate initiatives.
- He began his education career in the public system doing Marketing and Recruitment at Georgian College. He has also held leadership roles in private career college operations in both Canada and the U.S.
- He was also the Campus President at the Mississauga location of Everest College where he managed a team of 90 staff and grew the campus population to 675 students.
- Dean believes in creating a strong student experience that aids the private college student in recognizing their career goals and aspirations. He also promotes the advantages of the career college graduate to the business world and ensures that employers are considering the PCC graduate as a viable solution to their staffing needs.
- He has held a number of Board positions since 2006 in Guelph where he resides. Currently he is the board President of a multimillion not for profit organization.
- Director, OACC Board 2011 – 2012. In this capacity, was Co-Chair of OACC's Program Standards Committee

Larissa Voytek

Ontario Dental Education Institute

- Program Director at the Ontario Dental Education Institute, an accredited dental hygiene program, since inception in 2004, and responsible for all ministry and accreditation documentation, compliance and submissions, instructor and staff hiring, curriculum management and all other functions of the PCC
- Holds an Honours Bachelor of Science Degree from McMaster University, a Bachelor of Arts in Psychology from University of Waterloo, a Dental Hygiene Diploma from the Canadian Institute of Dental Hygiene, and is in her last term of study for a Masters of Science in Instructional Design for Online Learning from Capella University
- Member of the Education Advisory Committee with the Canadian Dental Hygienists Association.
- Director-at-Large on the Board of Directors and Hamilton and District Ambassador with the Ontario Dental Hygienists Association.
- Item writer for the National Dental Hygiene Certification Board.
- Actively works as a Self-Initiating Dental Hygienist.
- Focused on quality and compliance, and committed to promoting effective communication

- Director, OACC Board in 2011 – 2012. In this capacity is Co-Chair of OACC's Accreditation Committee.

***Sai Vikas Waghrey Synergy Business College**

- Sai holds a Masters in Business Administration and has 15 years of hands-on, well rounded experience in entire gamut of marketing, sales, new business development with a proven global track record of building new business initiatives from scratch, expanding territories and over achieving revenue targets.
- He is experienced in strategizing, and executing business plans to drive revenues and profitability with customer-focused companies across Information Technology, Financial Services and Education domain.
- He started his career as an Equity Analyst with a leading brokerage and built on this experience to be involved in IPO advisory services. He made a career move to a large consulting company wherein he played an instrumental role in business process reengineering of a large cooperative bank in India. Next stop was a global consulting assignment with a large high speed internet provider in Kuwait wherein he led a project to identify and implement a business support system.
- In the next phase of career spanning a decade, he played a significant role in developing new business for a domain focused IT Products and Solutions Company across markets in Middle East, South Asia and South East Asia.
- In Canada, over the last three years, he has been involved with education providers across Montreal and Toronto. In the previous assignment with a Private Career College in Montreal, he played a significant role in successfully establishing a profitable continuing education division within a span of 12 months of being hired.
- In the current assignment, he is the Director of Sales and Marketing with Synergy Business College, Toronto responsible for marketing of educational services, international student recruitment, customer service excellence, revenue generation, partnership and high performing team building.

ONTARIO ASSOCIATION OF CAREER COLLEGES
Balance Sheet
March 31, 2012
Unaudited

ASSETS

	Current Year	Previous Year
	_____	_____
Total Assets	629,536	606,383
	=====	=====

LIABILITIES AND MEMBER'S EQUITY

Total Current Liabilities	309,605	318,139
	_____	_____
Member's Equity:		
Surplus	288,244	294,980
Surplus (Deficit) for Current Year	31,687	(6,736)
	_____	_____
Total Member's Equity	319,931	288,244
	_____	_____
Total Liabilities and Member's Equity	629,536	606,383
	=====	=====

Ontario Association of Career Colleges
Notes to Unaudited Financial Statements – March 31, 2012
Balance Sheet

Balance Sheet:

Total Assets

Current Assets consists of cash in the bank, investment GIC, Accounts Receivable and Prepaid expenses. Fixed Assets such as leasehold improvements, computer and office equipment less accumulated depreciation.

Total Assets are up by \$23,153 at \$629,536 from last year at \$606,383 largely due to an increase in our investment certificate which is sitting at \$354,163 at March 31, 2012 and prepaid expenses that include prepaid CCQA costs and prepaid conference expenses for 2012.

Total Current Liabilities

Total current liabilities includes accounts payable, membership fee unearned revenue, allied membership fees unearned, prepaid membership fees, prepaid transcript storage fees, prepaid CCQA contracts, prepaid workshops and prepaid conference fees.

This account is down by \$8,534 at \$309,605 from previous year at \$318,139. This is largely due to a slight decrease in prepaid transcript storage, prepaid CCQA, prepaid conference fees. There was, however an increase in prepaid membership fees over the previous year.

**Ontario Association of Career Colleges
Statement of Revenue and Expenses
12 Months Ended March 31, 2012
Unaudited**

General Fund

	Current Year YTD <u>Actuals</u>	Current Year YTD <u>Budget</u>	Previous Year YTD <u>Actuals</u>	Current Year Variance YTD <u>YTD</u>
Revenue:				
Total Revenue:	<u>394,853</u>	<u>348,450</u>	<u>364,308</u>	<u>46,403</u>
Expenses:				
Staff	172,717	171,980	163,661	737
Facility	20,370	22,584	19,747	(2,214)
Operations	169,293	121,700	93,872	47,593
Bd of Dir	10,481	12,000	12,143	(1,519)
NACC	<u>35,275</u>	<u>35,000</u>	<u>33,950</u>	<u>275</u>
Total Expenses:	<u>408,136</u>	<u>363,264</u>	<u>323,373</u>	<u>44,872</u>
Surplus/Deficit	<u>(13,283)</u>	<u>(14,814)</u>	<u>40,935</u>	<u>1,531</u>

Financial Aid Office

	Current Year YTD <u>Actuals</u>	Current Year YTD <u>Budget</u>	Previous Year YTD <u>Actuals</u>	Current Year Variance YTD <u>YTD</u>
Revenue:				
Total Revenue:	<u>459,802</u>	<u>416,690</u>	<u>435,028</u>	<u>43,112</u>
Expenses:				
Staff	319,301	317,450	386,525	1,851
Facility	52,256	54,704	50,482	(2,448)
Operations	<u>43,275</u>	<u>44,250</u>	<u>45,692</u>	<u>(975)</u>
Total Expenses:	<u>414,832</u>	<u>416,404</u>	<u>482,699</u>	<u>(1,572)</u>
Surplus/Deficit	<u>44,970</u>	<u>286</u>	<u>(47,671)</u>	<u>44,684</u>

**Ontario Association of Career Colleges
Statement of Revenue and Expenses
12 Months Ended March 31, 2012
Consolidated Departments
Unaudited**

Consolidated	Current Year YTD Actuals	Current Year YTD Budget	Previous Year YTD Actuals	Current Year Variance YTD
	_____	_____	_____	_____
Total Revenue:	854,655	765,140	799,336	89,515
	_____	_____	_____	_____
Expenses:				
Staff	492,018	489,430	550,186	2,588
Facility	72,626	77,288	70,229	(4,662)
Operations	212,568	165,950	139,564	46,618
Bd of Dir	10,481	12,000	12,143	(1,519)
NACC	35,275	35,000	33,950	275
	_____	_____	_____	_____
Total Expenses:	822,968	779,668	806,072	43,300
	_____	_____	_____	_____
Surplus/Deficit	<u>31,687</u>	<u>(14,528)</u>	<u>(6,736)</u>	<u>46,215</u>

Notes to Unaudited Financial Statements at March 31, 2012 and Budgets for 2012 – 2013

General Administration

1. Revenue

The Revenue account consists of Membership Fees, Allied Membership Fees, Net Transcript Storage Revenues, Conference Net Revenues, Investment Revenue, Miscellaneous Revenue, CCQA Quality and Web Sponsorship.

At March 31, 2012 (OACC's Fiscal Year End) this account came in at \$46,403 over the annual approved budget for 2011 – 2012 at \$394,853. This is largely due to an increase in Earned Membership fees, Transcript Storage Revenue and Conference fees for 2011.

We are proposing that the budget for Revenue for 2012 – 2013 be held flat at \$393,500, as we anticipate that membership fees, conference fees and transcript storage fees will remain the same this coming year. In 2011 – 2012 OACC stored 26,983 transcripts on STEPS and it is anticipated that in 2012 – 2013 there will be about the same amount of transcripts stored on STEPS.

Expenses

2. Staff

This account consists of Salaries, CPP, UI, Group Benefits and Staff Training.

At March 31, 2012, this account came in at \$737 over the annual approved budget for 2011 – 2012 at \$172,717.

We are proposing that the budget for Staff be set at \$254,900 which includes increases given at December 1, 2012 and an additional \$60,000 to hire a temporary staff person to work on OACC's proposed changes to the PCC Act 2005.

3. Facility

This account consists of Rent, Maintenance, Utilities, Insurance and Leasehold Improvements.

At March 31, 2012, this account came in at \$2,214 under the annual approved budget for 2011 – 2012 at \$20,370.

We are proposing that the budget for Facility be set at \$35,588 due to an increase in rent that takes place as of May 1, 2012 and the redistribution of NACC's cost of rent at 155 Lynden Road, Brantford as they have moved their office.

4. Operations

This account consists of Office Expenses, Postage and Courier, Public Relations and Consultants, Miscellaneous Expenses, Contractual Payments, Communications, Staff Travel, Amortization and Bad Debts.

At March 31, 2012 this account came in over budget by \$47,593 up from \$121,700 due to the hiring of two Lobbyists/Government Consultants to assist the board with government awareness. Two main issues include the TTC Metro-Pass for our students and the International Students at PCCs to be eligible for a work permit once they graduate.

We are proposing that this account be budgeted at \$200,770 to account for the hiring of a Lobbyists/Government Consultants to continue the work on outreach to MPPs. It also includes \$40,000 to obtain a legal opinion on the revision to the PCC Act.

5. Board of Directors

This account consists of Directors' and Officer's Insurance, Cost of Lunches at Board Meetings, an amount for Member Services and a reimbursement amount (50%) for Directors to attend Political Fundraisers.

At March 31, 2012, this account came in at \$1,519 under the annual approved budget for 2011 – 2012 of \$12,000.

We are proposing that this account be budgeted at \$21,200 for 2012 – 2013 similar to last year's budget amount plus \$9,200 to pay for Board of Directors to attend the conference free because they attended a majority of OACC Board Meetings throughout the year.

6. NACC

This account consists solely of Membership fees that OACC pays to NACC on behalf of our members. Each year the amount varies based on OACC's members in good standing at December 31st of the previous year.

At March 31, 2012 this account came in over budget by \$275 at \$35,275.

We are proposing that this account be budgeted at \$35,700 which is based on OACC membership at December 31, 2011.

Financial Aid Office

1. Revenue

This account consists of OSAP Processing Revenues, Net OSAP Training Revenues, Investment Income and Miscellaneous Income.

At March 31, 2012 this account came in over budget by \$43,112 at \$459,802. This is due to an increase in the number of OSAP applications that came in for processing.

We are proposing that this account be budgeted at \$459,500 similar to 2012 year end. Number of applications anticipated for 2012 – 2013 is 14,187.

Expenses:

1. Staff

This account consists of Salaries, CPP, UI, Group Benefits and staff training.

At March 31, 2012 this account came in at \$1,851 over the annual approved budget for 2011 – 2012 at \$319,301.

We are proposing that this account be budgeted at \$315,800 for 2012 – 2013 which is down slightly from 2011 – 2012 actual of \$319,301.

2. Facilities

This account consists of Rent, Maintenance, Utilities, Insurance and Leasehold Improvements.

At March 31, 2012 this account came in under budget by \$2,448 at \$52,256.

We are proposing that this account be budgeted at \$69,708 for 2012 – 2013 to account for an increase in rent as of May 1, 2012 and the reallocation of rent that was being charged to NACC prior to them moving their offices at the end of March 2012.

3. Operations

This account consists of Office Expenses, Postage and Courier, Legal and Audit, Miscellaneous Expense, Contractual Payments, Communications, Staff Travel, Amortization and Bad Debts.

At March 31, 2012 this account came in \$975 under budget at \$43,275.

We are proposing that this account be budgeted at \$49,000 for 2012 – 2013.

Surplus/Deficit

For 2011 – 2012 OACC achieved an overall surplus of \$31,687 between the two departments. General Administration had a deficit and the FAO had a surplus.

For 2012 – 2013 we are proposing that OACC will achieve an overall deficit of \$129,666 all of which will come from the General Administration department due to a proposed increase in Staff expense (Salaries) and Operations expense (Legal) noted above.

**Ontario Association of Career Colleges
Proposed Annual Budgets
2012 – 2013**

General Fund

	2011/2012 Actual at Mar 31/12	2011/2012 Approved Annual Budget	2012/2013 Proposed Annual Budget
	-----	-----	-----
Total Revenue:	394,853	348,450	393,500
	=====	=====	=====
Expenses:			
Staff	172,717	171,980	254,900
Facilities	20,370	22,584	35,588
Operations	169,293	121,700	200,770
Board of Directors	10,481	12,000	21,200
NACC Membership	35,275	35,000	35,700
	-----	-----	-----
Total Expenses:	408,136	363,264	548,158
	-----	-----	-----
Surplus/Deficit	13,283	(14,814)	(154,658)
	=====	=====	=====

Financial Aid Office

Total Revenue	459,802	416,690	459,500
	=====	=====	=====
Expenses:			
Staff	319,301	317,450	315,800
Facilities	52,256	54,704	69,708
Operations	43,275	44,250	49,000
	-----	-----	-----
Total Expenses:	414,832	416,404	434,508
	-----	-----	-----
Surplus/Deficit	44,970	286	24,992
	=====	=====	=====

**Ontario Association of Career Colleges
Proposed Annual Budgets
2012 – 2013
Consolidated Budget**

	2011/2012 Actual at Mar 31/12	2011/2012 Approved Annual Budget	2012/2013 Proposed Annual Budget
	-----	-----	-----
Total Revenue:	854,655	765,140	853,000
	=====	=====	=====
Expenses:			
Staff	492,018	489,430	570,700
Facilities	72,626	77,288	105,296
Operations	212,568	165,950	249,770
Board of Directors	10,481	12,000	21,200
NACC	35,275	35,000	35,700
	-----	-----	-----
Total Expenses:	822,968	779,668	982,666
	-----	-----	-----
Surplus/Deficit	31,687	(14,528)	(129,666)
	=====	=====	=====