



**National Association of Career Colleges**

# **Annual General Meeting**

May 18, 2010

Banff, Alberta

## **Annual Reports**

Presented by

The Board of Directors

and

Head Office

## Table of Contents

---

Annual General Meeting .....	3
Minutes of the Annual General Meeting, June 2, 2009 .....	4
President’s Report .....	9
Head Office Report .....	11
Exam Services Report .....	14
Audited Statements .....	16
2010 Budget .....	25
Board of Directors 2010-11 .....	26

## Annual General Meeting 2010 Agenda

---

- ❖ Welcome and Introduction
- ❖ Acceptance of Agenda
- ❖ Minutes of June 2, 2009 AGM
- ❖ President's, Staff and Committee reports
- ❖ Financial Reports
  - Audited Statements
  - Budget for 2010
- ❖ Election of Board Members
- ❖ Appointment of Auditor
- ❖ Ratification of Board Activities
- ❖ Adjournment

**Minutes of the Annual General Meeting of Members  
Of the National Association of Career Colleges  
June 2, 2009**

---

**Present:** Lara Kirkpatrick, Maritime Business College, Halifax NS  
Diane MacKenzie, Maritime Business College, Halifax NS  
Rick MacKenzie, Maritime Business College, Halifax NS  
Michael McAllister, Herzing College Ottawa ON  
Cheryl Russell-Julien, Everest College ON  
Cindy Muller, Everest College, ON  
Martine Sabatier-Miller, Campbell College, Edmonton AB  
Peggy Nichol, RCC Institute of Technology, Concord ON  
Hartley Nichol, RCC Institute of Technology, Concord ON  
Peter Dykstra Sr., Medix Schools. London ON  
Geoff Collier, Thompson College, Kamloops BC  
Debra Johns, CompuCollege Atlantic, Dartmouth NS  
Chris Kantor, CompuCollege, Moncton NB  
Tanya Meikle, Travelers Acceptance Corp, Burnaby BC  
Ann Keddy, CompuCollege, Halifax NS  
Jodi LeBlanc, CompuCollege, Dartmouth NS  
Gail McLean, Centre for Distance Education, Sydney NS  
Simone Mailler, CompuCollege, Moncton, NB  
Emily Palonen, Media Relations, OACC  
Wayne Palendat, Robertson College, Winnipeg MB  
Heather Sophocleous, MacTech Distance Education, North Sydney NS  
Jamie Hartling, Centre for Arts & Technology, Halifax NS  
Christine Sharpham, Centre for Arts & Technology, Fredericton NB  
Emidio D'Alfonso, Herzing College, Toronto ON  
Don Thibert, Everest College ON  
Paul Kitchin, Executive Director OACC  
Robert Prendergast, TEC The Education Company, Surrey BC  
George Hood, Herzing College, Toronto ON  
Maria Sun, Victoria International College, Toronto ON  
James Loder, Academy Canada, St. John's NL  
Derek Jones, CETAC  
Jerry Dai, Victoria International College, Toronto ON  
Deborah Burns, Executive Director CETAC  
Beth Shewkenek, Saskatoon Business College, Saskatoon SK

**Gail Millar, CompuCollege Atlantic, Dartmouth NS**  
**Peter Dykstra Jr., Medix Schools, Toronto ON**  
**Anne Burns, Executive Director NACC**  
**Debra McKinnon, Administrative Assistant, NACC**  
**Virginia Bond, Examination Services Specialist, NACC**

President Debra Johns called the meeting to order and introduced the Executive Committee members present, George Hood, James Loder, Heather Sophocleous.

**1. Approval of Agenda**

**Motion; Moved by Martine Sabatier-Miller, seconded by Hartley Nichol, that the agenda be approved as presented.**

**Carried**

**2. Approval of the Minutes of the May 7, 2008**

**Motion: Moved by Peter Dykstra Jr., seconded by Michael McAllister, that the minutes of the May 7, 2008 meeting be approved as presented.**

**Carried**

**3. President's Staff and Committee Reports**

Debra Johns referred the members to the report that had been circulated electronically prior to the meeting with hard copies provided for attendees. She reviewed the year's events i.e. the approval to proceed with the quality assurance project - the renewal of the Canadian Education and Training Accreditation Commission.

NACC had presented a deficit budget for 2008 but had actually had a surplus because of extremely good activity of the exam service. It was a major strength of NACC and Anne Burns had been directed to continue with that. NACC had moved ahead with CETAC renewal. After the CETAC AGM on June 3, 2009 the Transition Board would have completed its work.

Anne Burns reported that exam services had been the main focus of NACC since 1896 with a short break in the mid-1990s. NACC programs provide a minimum standard content which may be added to, but could not be delivered with less. The Early Childcare Assistant program had been revised and the Early Childhood Educator program would be presented for equivalency in Ontario.

The NACC Esthetics Program was being revised and with the proposed changes should meet the program standards for a diploma program and equivalency with public college standards in Ontario.

The Committees and staff were working hard to obtain credit transfer for NACC programs to public colleges.

The National Survey of Career College Students had been completed with the Graduate Survey being the final component. The results provided NACC with credible third party data to support advocacy etc. NACC would push HRSDC to conduct a follow-up survey.

The NACC exams were moving online. Transcript service would be implemented. Anne thanked her colleagues at Head Office for hard work and support and the Board members for their contribution to NACC. She acknowledged the contribution of exam services committee members and in particular that of Ann Robinson and Cheryl Russell-Julien for their help on the Pharmacy Assistant steering committee.

She urged everyone to get involved in both the provincial and national association.

**Motion: Moved by Michael McAllister, seconded by David Leonard, that the President's, Staff and Committee Reports were accepted as presented.  
Carried**

#### **4. Financial Reports**

##### **a. Audited Statements for 2008**

Treasurer Heather Sophocleous referred the members to the audited statements noting that the revenue from examination and curriculum services had increased over projection, that the payments from CETAC had offset the costs involved in the transition.

**Motion: Moved by Heather Sophocleous, seconded by Martine Sabatier-Miller, that the audited statements for 2008 be accepted.  
Carried**

##### **b. 2009 Budget**

The 2009 budget had been reviewed by the Finance Committee.

**Motion: Move by Wayne Palendat, seconded by James Loder that the 2009 Budget be approved.  
Carried**

#### **5. Election of Board Members (Members-at-Large)**

The following lists the nominations received prior to the deadline for nominations by email in accordance with the NACC bylaws.

**Lois McNestry, Discovery College BC, nominated by Geoff Collier, Thomson College, BC.**

Geoff read the application from Lois outlining her background and experience.

**Debra Johns, CompuCollege Atlantic, Nova Scotia, nominated by Blair Chapman, Saskatoon Business College**

In Blair's absence Debra reviewed her work on the Board as Director, Treasurer and President, and her wish to continue to serve.

Nominations from the floor were solicited in accordance with NACC bylaws.

**Robert Prendergast, TEC The Education Company, nominated by Debra Johns, CompuCollege Atlantic, Nova Scotia.**

Robert Prendergast outlined his experience as a Board member of NACC, as NACC Treasurer, and member of the Transition Team for the CETAC renewal.

**Jerry Dai, Victoria International College, Toronto, nominated by David Leonard, Trebas Institute Québec.**

Jerry Dai offered his expertise in the international market, his support for NACC and willingness to contribute in the work of NACC.

**David Leonard, Trebas Institute, Québec, nominated by Peter Dykstra Snr. Medix School London.**

David outlined his experience in the career college sector and in particular in Québec, and his willingness to work with the Conseil des Collèges non-subventionnés du Québec to encourage re-affiliation with NACC.

No other nominations were received and nominations were closed.  
Ballots were issued with instructions to vote for three candidates.

The votes were counted and the following candidates were elected to the Board for a 2-year period:

**Debra Johns  
Robert Prendergast  
David Leonard**

**6. Appointment of the Auditor for 2009**

**Motion: Moved by Heather Sophocleous, seconded by Peter Dykstra Jnr, that David McCarroll be appointed as auditor for 2009.**

**Carried**

**7. Ratification of Board Activities**

Peter Dykstra Sr. proposed that the Board have more direct involvement in examination services committees.

**Motion: Moved by Peter Dykstra Sr. seconded by Robert Prendergast, that the NACC Board be represented on each of the examination services committees.**

**Carried**

There was discussion about possible locations for the 2010 conference and AGM. NACC Board to make the decision.

**Motion: Moved by Robert Prendergast, seconded by Don Thibert, that the actions of the Board of Directors in 2008 be ratified by the members.**

**Carried**

**8. Adjournment**

Heather Sophocleous moved that the meeting be adjourned at 10:20a.m.



**President's Report**  
**Submitted by Debra Johns**  
**President, NACC**

---

The 2009/2010 Board of Directors of the National Association of Career Colleges has been composed of a group of dedicated individuals who have worked diligently to promote the interests of Private Career Colleges in Canada. Most importantly, this group has been visionary in nature, and their accomplishments over the past year validate that fact.

In October 2009, the Board participated in a strategic planning session. The outcome of the session was the development of a roadmap to guide us toward attainment of our future goals. The strategic direction of NACC can be summarized as follows:

1. Increasing membership in NACC by demonstrating member value
2. Strengthening our voice to be credible and formidable advocates for our sector
3. By focusing on quality, thus improving the perception of our sector by external stakeholders, we are closer to achieving the goal of our students having access to the same beneficial rights and privileges as students attending publicly funded colleges
4. Optimizing and maximizing resources to have peak operational efficiency in the delivery of member services

In order to accomplish the strategic goals, the NACC Board committed to focusing on two primary activities: Advocacy and Communications. In support of this, an Ottawa company, Flagship Solutions, has been retained to assist the NACC Board and staff, to develop and deliver an advocacy, communications and media plan.

Our vision is that in strengthening a credible, unified national voice to act as an advocate for Private Career Colleges in Canada, we expect to see the removal of barriers faced by the sector today. We also hope that by communicating more effectively on behalf of member colleges, we will enhance their perception of the value of membership in the National Association of Career Colleges, which should drive membership and in turn intensify the strength of our national voice.

The Board has committed to rotating the location of Board meetings so that we can better connect with member colleges and stakeholders. We held a very successful meeting in Winnipeg in February 2010. During these meetings stakeholders were invited to a reception hosted by the NACC Board. Attendees included: Riel Dion, Director Private Vocational Institutions and Designations, Advanced Education and Literacy, Manitoba; Ron Koslowsky,

Canadian Manufacturers and Exporters and CETAC Board member; Monika Oepkes CETAC Commissioner; Bill Riches former NACC Board member and MACC member; Randy Ellingson MACC; Addie Jason, Former President of NACC and of MACC; NACC Board members Debra Johns, George Hood, Michael McAllister, Robert Prendergast, Joe Cairo, Blair Chapman, Chris Kantor, David Leonard, James Loder, Jamie Hartling, Richard Novek, Wayne Palendat and Martine Sabatier-Miller. The NACC Board intends to continue to take these meetings to the members, wherever possible, in the future.

Financially, the NACC had a very successful year largely due to increased usage of curriculum and exam services. The earned surplus of \$98,416 in 2009 will allow NACC to continue forward with its advocacy and communications initiatives. NACC will continue to explore opportunities to develop and provide national common curriculum standards to facilitate mobility and credit transfer across Canada.

Finally, NACC stands firm on quality. We continue to endorse the Canadian Education and Training Accreditation Commission (CETAC) as the vehicle for accrediting private career colleges in Canada. Continuous quality improvement in the private career colleges sector is the surest way of ensuring our rightful place at the post-secondary education table in this country.

On behalf of the 2009/2010 NACC Board, I wish to thank you for choosing us to represent the interests of the private career college sector in Canada. On a personal note, I applaud the dedicated group of Board members and fine staff of this association. Thank you all for your support during my two years as President.

**Head Office Report**  
**Submitted by**  
**Anne Burns, Executive Director**  
**May 2010**

---

What an exciting and challenging year this has been for NACC and for our office!

**Membership** has remained stable over the past year but we are delighted to welcome back the Conseil des collèges privés non-subsidiés du Québec as an affiliated provincial association in 2010. We will also be providing some service in French i.e. translated version of the first section of the directory will be available in both hard copy and on the NACC website.

The **NACC Curriculum and Examination Service** has continued to thrive, partly due to the 'Second Career Strategy' in Ontario. At this point NACC PSW graduates have reached the 40,000 mark, since the program began in 1998. We have improved our service to the Ontario colleges by providing program application disks for the program description portion of the Ministry application. We are committed to expanding the curriculum and examination services in other provinces as a core competency program which will allow for regional/provincial requirements. We are working on accommodating the various names used in different provinces for the unregulated health care worker e.g. PSW/Health Care Aide etc., on NACC certificates.

As mentioned by President Debra Johns, **quality assurance is a priority** and we have committed to expanding our pool of visit team members and as a result, our visits to members of the Common Standards Groups for NACC programs to ensure adherence to NACC program standards. Our goal is to establish a specific cycle for visits.

The **NACC Online Instructor Development program** has been launched and to date seven instructors have successfully completed the Foundations Program.

The **NACC Pharmacy Assistant program** has been added to the NACC Common Standards Group programs and we are looking forward to the roll-out across the country.

The **Personal Support Worker** and **Esthetics** programs are each undergoing reviews this year. We thank all who responded to our requests for input via the online survey (employers, instructors) and those committee members who dedicate time and energy into ensuring that our standards meet current industry requirements.

The College of Educators for Early Childhood Education in Ontario is now established as the regulating body and charged with the equivalency process for ECE programs. We are now approaching that body for equivalency here in Ontario for the **NACC ECE program**.

NACC has engaged the services of **Flagship Solutions** to assist with advocacy and communications. We look forward to working with Serge Buy and his team in the year ahead.

### **Member Services**

The **NACC Magazine – Career Connections** continues to thrive. New with the spring 2010 issue are the hyperlinks added to the web version of the Magazine. These will link to the colleges offering the programs featured in the magazine. The next issue will be in early fall. The **NACC Directory** will be published in October/November. Please watch for our request for Directory Details and make sure that your contact information is updated.

Our affinity partners continue to provide valuable services to members – **Dan Lawrie Insurance** (Group Health) and **TD Meloche Monnex** with Home and Auto Insurance (all provinces except Ontario). We have a new partnership with the **National Vending Alliance** to offer vending services to member colleges that will benefit not only the colleges but will assist the provincial associations with a revenue generation source.

### **External Representation**

**National Advisory Group of Student Financial Assistance (NAGSFA)** – NACC representatives are Anne Burns and Michael McAllister. Key issues are Repayment Assistance Plan and Canada Student Grants (60 week program eligibility issue).

**Advisory Committee on International Students and Immigration (ACISI)** – NACC Representatives are Anne Burns and Richard Novek. Key issues are off-campus work permits and post-graduation work permits, access to the Education au/in Canada brand.

**National Education Marketing Roundtable (NEMR)** – NACC Representatives are Anne Burns and Richard Novek. Key issues discussed are new markets, statistics on where students are coming from, where there are difficulties re: visas etc.

**Canadian Tourism Human Resource Council** – NACC Representative is Gail Millar. Emerit certification programs for careers in the tourism/hospitality industry, and partnership opportunities for career colleges.

**Mining Industry Human Resource Council** – NACC Representative is Bernice Walker. Training programs for mining industry careers.

### **Standing Senate Committee on Social Affairs, Science and Technology**

Anne Burns to represent NACC as one of the panelists before the above committee to speak on Access to Post-Secondary Education on April 28, 2010. The other participants on the panel are Canadian Apprenticeship Forum, Skills Canada, Canadian Association of University Continuing Education.

Thank you to the Board for its guidance, direction, hard work and commitment to NACC.

Special thanks to my colleagues at Head Office, Debra McKinnon, Administrative Assistant, and Virginia Bond, Curriculum and Examinations Services Specialist for their hard work and support. Thanks to the Board and all of you who sent best wishes to Virginia during her illness and to Debra McKinnon who has undertaken additional examination services duties during this difficult period.

# Exam Services Report

## Submitted by

### Virginia Bond, Curriculum and Exam Services Specialist

---

The NACC Exam Services Committees continued to promote quality program standards and provided a variety of opportunities to support instructors. Numerous persons gave of their time and expertise to ensure the programs remain relevant to students entering the workforce.

This year we held three program information meetings for college owners/administrators interested in purchasing one of the NACC programs. These meetings presented the program standards for delivery and information on how the NACC Exam Services function. Current trends related to student placement and job market were discussed as well as other program specific considerations. The goal was to present current information about a program so that those considering purchasing a program were able to make an informed decision.

The **Revised ECA program** was implemented in 2009. An instructor workshop was held in April to assist instructors in moving from the old program to the revised. It presented an overview of the new content, resources and practicum. Details on how to use the new passbooks were also covered.

The **Esthetics Committee** began the process of reviewing the program through discussion on trends in the industry and how they should affect the NACC program. In the fall, NACC was invited to participate in two focus groups sponsored by the Ministry of Training, Colleges and Universities in Ontario as the program standards for private career colleges offering the Esthetics program were established. A number of our member colleges also participated. The NACC Committee, looking at the new Ontario standard and the trends already identified, will continue to review and revise the curriculum in 2010.

The **Pharmacy Committee** continued to provide input as the program was completed. Curriculum Services Canada was contracted by NACC to complete some of the remaining evaluation methods.

The **PSW Committee** was busy as well addressing issues related to the program and seeking additional resources that could be incorporated into the program. The PSW Committee also organized the fall Professional Development Day and began a full program review.

The fall **Professional Development Day** was held in Toronto and included all four NACC programs. Guests included George Lim-Fat, Ministry of Training, Colleges and Universities;

Harris Rosen, Fogler Rubinoff LLP; Colleen Thompson, Elsevier Canada; and Laurie Boyer, Madeleine Ashcroft and Risa Cashmore, Regional Infection Control Network. There were over one hundred participants in attendance. The morning featured presentations relevant to all programs. The afternoon allowed for each program to gather separately addressing issues related to program specifics.

The **NACC Visit Team** members continue to assist in helping colleges meet our program standards. Through meeting with college representatives and reviewing the standards, the teams are able to ensure the NACC quality standards are being implemented and provide direction on how to maintain the standards. Late in 2009, additional members were recruited and trained to join the visits in 2010.

The biggest event for Exam Services in 2009 was the move to online exams. All NACC final examinations are now online. A pilot was conducted in July and by September the Revised ECA, Esthetics and PSW exams were conducted through software developed by Amperea Software. The Pharmacy Assistant exams will be ready in 2010.

**Committee Members are:**

**Revised ECA:** Maryann Deluca, Everest College; Carla Conway, Academy Canada; Wayne Palendat, NACC Board Rep

**Esthetics:** France Bouchard-Michaud, Medes College; Leslie Lyon, Spa2B; Sherry Docherty, National Institute of Esthetics; Pauline Maxwell, Academy Canada; James Loder, NACC Board Rep

**Pharmacy Assistant:** Cheryl Russell-Julien, Everest College; Ann Robinson, curriculum consultant; Mike McAllister, NACC Board Rep

**PSW:** Ann Robinson, curriculum consultant; Jeff Miller, Medix School; Janet Szczukocki, Canadian Red Cross; Myrna O'Brien, triOS College; Tessie Abugan, Central Health Institute; Linda von Tettenborn, consultant; Chris Kantor, NACC Board Rep

## NACC Annual Budget January 1 – December 31, 2010

<b>REVENUE</b>	<b>CONSOLIDATED</b>	<b>ADMINISTRATION</b>	<b>EXAMS</b>
Member Active	66000	66000	
Member Associate	1500	1500	
Curriculum Purchase/Program Verification Fees	17500		17500
Exam Fees	240000		240000
Passbooks/Brochures	24000		24000
Conference Revenue	68500	64500	4000
Affinity Revenue	3500	3500	
Instructor Development Program (IDP)	2000		2000
Transcript Storage	600	600	
Interest	3500	3500	
<b>TOTAL REVENUE</b>	<b>427100</b>	<b>139600</b>	<b>287500</b>
<b>EXPENSES</b>			
Salaries/Benefits	163250	60402	102848
WSIB	880	326	554
Accounting Services	600	300	300
Rent	21704	10852	10852
Amortization	1000	1000	
Insurance	1600	800	800
Office Supplies	1400	700	700
Photocopying	1800	50	1750
Computer Support	2500	1250	1250
Shipping Supplies	300	150	150
Postage/Courier	2500	2200	300
Equipment Lease	7000	2276	4724
Bank Service Charges/Payroll Admin	1000	250	750
Merchant Credit Card	4500	1125	3375
Legal/Audit	1800	900	900
Telephone/Fax/Internet	6000	3500	2500
Board Meetings	43300	38970	4330
Staff Travel	25000	22500	2500
Staff Training	1000	500	500
Promotional Material	500	500	
Translation	2000		2000
Exam Supplies	4500		4500
Exam Services Committees	5000		5000
Certificates	500	250	250
Pins	8000		8000
Curriculum Development	5000		5000
Online Exams	12000		12000
Conference Expense	50000	48000	2000
New Projects/Advocacy	18000	16200	1800
Membership Subscriptions	1500	1500	
<b>TOTAL EXPENSES</b>	<b>394134</b>	<b>214501</b>	<b>179633</b>
<b>SURPLUS/DEFICIT</b>	<b>32966</b>	<b>-74901</b>	<b>107897</b>



## Board of Directors for 2010-2011

---

The Board of Directors is comprised of provincial appointees (one from each affiliated province) and up to 5 members-at-large. The member-at-large provision permits those members who have expertise and a willingness to contribute to the work of the Board, to be able to serve. Board members must be Active Members of NACC in good standing.

Composition of the NACC Board of Directors at this date.

Provincial Appointees (1 per affiliated province)

BC	Richard Novek
AB	Martine Sabatier-Miller
SK	Blair Chapman
MB	Wayne Palendat
ON	George Hood
QC	Ginette Gervais (to be confirmed)
NB	Chris Kantor
NS	Gail Millar
NL	James Loder

### Member-at-Large Positions

There are 2 member-at-large positions (those marked \* below) to be filled at the Annual General Meeting. The term of office for members-at-large is 2 years. Terms run from the meeting of the new Board immediately after the Annual General Meeting, and continue to the Annual General Meeting 2 years from the appointment.

### Current Members-at-Large

Debra Johns has completed year 1 of 2-year term  
Robert Prendergast has completed year 1 of 2-year term  
Michael McAllister has completed year 2 of 2-year term\*  
Joe Cairo has completed year 2 of 2-year term\*  
David Leonard has completed year 1 of 2-year term  
The terms of office for members-at-large may be renewed.

In accordance with NACC Bylaws, nominations for any vacancy on the Board required to be filled by election of the Active Members i.e. members-at-large, may be submitted to the Chair of the Nominating Committee prior to the AGM by an Active Member or made from the floor by an Active Member at the AGM. George Hood is the Chair of the Nominating Committee.

*An Active Member is a member college in good standing (i.e. with dues paid for the year) – an owner, director, officer, manager or employee designated in writing by the Active Member and is allowed one vote at the Annual General Meeting (Article 12.05).*

All candidates for member-at-large positions must be nominated by an Active Member and the candidate must be prepared to outline what he/she can contribute to the NACC Board of Directors.

NOTE: NACC covers the cost of travel, up to a maximum of \$750 per Board meeting and accommodation, for 2 Board meetings per year. In addition monthly conference calls are held. Board travel costs to the NACC Conference are not covered by NACC.