



Employee Orientation  
Handbook  
2019 -2020

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# public safety services

**Public Safety provides research, consultation, advice and assistance in the areas of health and safety, emergency planning, and security.**

**Reporting and Record-keeping.**

- Injury and hazard reporting
- Reporting of suspicious activities, crimes and motor vehicle accidents
- Record-keeping for workplace harassment / workplace violence
- Lost and found service

**Identifying, Eliminating and Controlling Hazards.**

- Workplace inspections; building and grounds patrols
- Campus Walk service, and Campus Alone service
- Health and safety training; Ergonomic assessments
- Liaison with Joint Health & Safety Committees and Health & Safety Representatives
- Investigation of occurrences
- Key and access control, including door & building openings, and entry permits
- Compliance monitoring for *Access to Facilities* and *Tobacco Use* policies
- First Aid Kits and Band Aid Station replenishment

**Emergency Preparedness.**

- Emergency planning, response and recovery
- Urgent and immediate assistance in all emergencies
- Links to internal emergency services (Designated First Aiders, Campus Response, Fire Wardens, Facilities Services: electrical, mechanical, building & grounds services)
- Links to external emergency services (Police, Fire, Ambulance, utilities, elevator service)
- Routine monitoring of emergency equipment (including closed circuit television (CCTV), fire extinguishers, emergency phones and speakers, panic alarms and blue buttons)
- Special event planning assistance and risk management

**Hazardous Materials Management:**

- advice, re: Workplace Hazardous Materials Information System (WHMIS): inventories; Material Safety Data Sheets (MSDSs) / Safety Data Sheets (SDS); labeling
- advice, re: Hazardous Waste Information System (HWIN) / hazardous waste management

**General Services:**

- Way-finding; information on scheduled classes & events outside normal business hours
- Building hours

## Message from the President



**Welcome to Confederation College! You are joining a great community of professionals dedicated to student success.**

Confederation College serves communities primarily within northwestern Ontario, an area that is experiencing rapid and significant demographic/social and economic change. There is a demand for graduates from programs right across our College, which makes this an exciting time to be engaged in higher education. To ensure we are preparing learners for meaningful careers and supporting our region's employment and economic needs, we have worked diligently to maintain a diverse program mix, while developing modern educational facilities and embracing cutting-edge technologies.

We strive to support a diverse range of learners by fostering an inclusive and respectful environment. We are proud that our student body is now made up of approximately 1/3 Indigenous, 1/3 international and 1/3 domestic students. In addition, we provide multiple pathways to access postsecondary education through programs such as dual-credit, academic upgrading, Early Acceptance and the School-College Work Initiative.

We are now into the final year of our Strategic Plan, *Wiicitaakewin: The Path to 2020*. *Wiicitaakewin* is an Anishinaabe word for helping or assisting others, which is at the heart of why we are all here. You can find details of the plan online at [www.confederationcollege.ca/strategic-plan](http://www.confederationcollege.ca/strategic-plan) and review the most recent updates about our strategic plan progress here: [www.pathto2020.ca](http://www.pathto2020.ca). As part of our progress this past year, we were excited to launch the Negahneewin Education Strategy, a vision for transformation of the College informed by Indigenous community engagement and our learning community. This vision is imperative for us to demonstrate continued leadership in Indigenous education.

With your help we are sure to achieve the three strategic directions outlined in our Strategic Plan, to further enrich the learning experience for our students: *Access and Success*, *Community Prosperity* and *Institutional Excellence*. We also will need your help to form our next Strategic Plan. We will soon be engaging in extensive consultation with our key stakeholders including you, our employees, along with our students, partners and members of the community. Your contribution will be highly valued, so I look forward to your participation in the process.

If at any time you have ideas regarding our current or future strategic plan, have comments or questions, or simply wish to chat, I encourage you to e-mail me at [klynch@confederationcollege.ca](mailto:klynch@confederationcollege.ca).

In addition, I meet with all new permanent employees in order to get to know you. My assistant, Barb Greer will arrange a mutually beneficial time for us to connect.

A handwritten signature in cursive script that reads "Kathleen Lynch".

Kathleen Lynch  
President

## Part One – About the College

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# Wiicitaakewin

## The Path to 2020

To deliver its Mission and Vision, Confederation College commits to fostering Access and Success, Community Prosperity and Institutional Excellence encompassing the following 10 goals.

**The College aspires to be an institution that supports:**

### Access and Success

1. Provides access to a broad range of programs, pathways and learning opportunities.
2. Cultivates a flexible and supportive learning environment that helps learners meet and achieve their career and life goals.
3. Builds relationships through reconciliation<sup>1</sup> that inform learners' success.
4. Fosters an environment for all learners to experience the Negahneewin Council Vision.

### Community Prosperity

5. Is responsive to the training and development needs of communities and employers.
6. Enriches the quality of life, prosperity and sustainability of its diverse communities.
7. Leads and supports innovation and entrepreneurship through partnerships with business and industry.

### Institutional Excellence

8. Manages its human, financial and physical resources responsibly and sustainably in order to exceed College and sector indicators of quality and success.
9. Is an employer of choice.
10. Is recognized as a leader in Indigenous learning in Canada.

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<sup>1</sup>Reconciliation<sup>1</sup> is an ongoing journey to engage all Canadians in dialogue that revitalizes and promotes a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in order to build vibrant, resilient and sustainable communities in reference to the Truth and Reconciliation Commission of Canada: Calls to Action Report.



## College Profile

Confederation College is a publicly-funded, postsecondary institution serving the educational needs of Northwestern Ontario and is one of 24 colleges operating over 150 campuses in both urban and rural settings throughout Ontario.

Confederation College has been serving the citizens of northwestern Ontario since 1967 by meeting the educational needs of students in a catchment area of 550,000 square kilometres and beyond. Along with its main campus in Thunder Bay, Confederation College has eight regional campuses located in the communities of [Dryden](#), [Fort Frances](#), [Kenora](#), [Geraldton](#), [Marathon](#), [Red Lake](#), [Sioux Lookout](#) and [Wawa](#).

Confederation College delivers exceptional education and training to an average of 7800 combined full and part-time students per year and currently has over 600 full and part-time employees. Confederation's regional economic impact and contribution is valued at \$800 million annually.

## College Symbol



The Confederation College symbol is a contemporary reinterpretation of the Animakig (the Thunderbird of the Ojibways), the College's symbol since its inception in 2004. The symbol acknowledges the College's history and honours the multicultural heritage of Northwestern Ontario. The link between contemporary education and the knowledge reflected by the Indigenous peoples is imparted through both the symbol and the colours.

Within the symbol, is the face of an owl, the traditional symbol of wisdom and a metaphor for the graduation motto of Confederation College; "Armed With Knowledge, Wisdom We Seek". As in the original symbol, the two "C's" of the name, Confederation College are united. The evolution of the College is reflected in the modernized version with three uniform circles that represent the foundation of the College; students, staff and faculty, and community.

In most cases, the Confederation College symbol shouldn't be used without the accompanying logotype. The College has a Visual Identity Manual governing the use of this and other College logos and colours associated with its brand. The link is on the staff site – <http://www.confederationcollege.ca/logo/>.

## Acronyms

AC	Academic Council
AACRAO	American Association of Registrars & Admissions Officers
AANDC	Aboriginal Affairs and Northern Development Canada
AC	Academic Council
ACAPE	Advisory Committee on Aboriginal Postsecondary Education
CICAN	Association of Canadian Community Colleges
ACE	Aviation Centre of Excellence
ACE	Academic and Career Entrance
ACRL	Association of College and Research Libraries
NEC	Negahneewin Education Circle/Council
ILO	Indigenous Learning Outcomes
ASTI	Applied Science and Technology Index
ATS	Applicant Tracking System
AUCC	Academic Union College Committee
AWG	Accessibility Working Group
BB	Black Board
BBUG	Black Board Users Group
BOG	Board of Governors
CADE	Canadian Association for Distance Education
CAFCE	Canadian Association for Cooperative Education
CASN	Canadian Association of Schools of Nursing
CAMP	Centre for Applied Media Productions
CBW	Canadian Welding Bureau
CICE	Community Integration Cooperative Education
COB	Close of Business
CCCCIO	Canadian Community Colleges Chief Information Officers
CCVPA	Community Colleges – Vice Presidents Academic
CESC	College Employment Stability Committee
CLA	Canadian Library Association
CO	Colleges Ontario
ACC	Advisory College Council
CPRIL	Centre for Policy and Research in Indigenous Learning
CSA	(formerly CPAL) College Student Alliance
CSAC	Colleges Standards and Accreditation Council
CVS	Credentials Validation Service
EES	Essential Employability Skills
ESC	Employment Stability Committee
ESL	English as a Second Language
FITS	Freshman Integration Tracking System
GAS	General Arts and Science
GE	General Education
HAT	Heads of Apprenticeship Training
HLLR	Heads of Libraries & Learning Resources
HOB	Heads of Business
HOT	Heads of Technology
HRS	Human Resources Services
IEP	Individualized Education Plan

IPEC	Indigenous Peoples Education Circle
IRS	Internal Responsibility System
JFS	Job Fact Sheet (for Admin)
KPI	Key Performance Indicators
LBS	Literacy & Basic Skills
NADF	Nishnawbe Aski Development Fund
NAN	Nishnawbe Aski Nation
NEW	Northwest Employment Works (formerly JobConnect)
OASA	Oshki-Anishnawbeg Student Association
OBS	Ontario Basic Skills
OCAS	Ontario College Application Service
OCASA	Ontario College Administrative Staff Association
OLRN	Ontario Learning Resources for Nursing
OPSEU	Ontario Public Service Employees Union
OUAC	Ontario University Application Centre
OVID	Brand name for health and scientific databases
PBL	Performance Based Learning
PCD	Personal & Career Development
PD	Professional Development
PDF	Position Description Form (for Support)
PHS	Pre-Health Services
PLAR	Prior Learning Assessment and Recognition
PO	Purchase Order
RFP	Request for Proposal
SAAM	Student Academic Advisement Model
SCUG	Shuniah Computer Users Group
SEM	Strategic Enrolment Management
SLT	Strategic Leadership Team
SMART	Shared Multimedia Access to Resources for Teaching
ST	Senior Team
SUCC	Support Union College Committee
SUCCI	Student Union of Confederation College Inc.
SWF	Standard Workload Form
TLM	The Learning Manager
UCC	Support Union College Committee
VL	Voluntary Leave
WHMIS	Workplace Hazardous Materials Information System
WIDS	World Wide Instructional Design System
WLES	Workforce Literacy & Essential Skills
WMG	Workload Monitoring Group
WSIB	Workplace Safety and Insurance Board

# Regional Campuses

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# School of Aviation, Engineering Technology & Trades

## *Aviation Flight Management and Aircraft Maintenance*

Aviation Centre of Excellence 2003  
Derek Burney Drive Thunder Bay, Ontario, Canada

*The Aviation Centre of Excellence offers two rewarding programs: Aviation Technician – Aircraft Maintenance, and Aviation - Flight Management. The College owns and operates a fleet of 13 aircraft which are located at the ACE hangar near the Thunder Bay Airport. The programs teach students in the classroom, and with practical flying and maintenance experience. This school provides students with the advanced knowledge and skills necessary to develop into prospective, competent and reliable employees.*

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# School of Aviation, Engineering Technology & Trades

## Engineering Technology & Trades

The School of Engineering Technology and Trades offers a wide variety of programs at Confederation College, with approximately 60 full-time and part-time instructors and 10 support staff who assist students and ensure their time at Confederation College is a positive and pleasant experience. Our department has several articulation agreements where students can extend their training to colleges and universities across Canada including international institutions. Our classrooms and shops are equipped with state of the art training aids and computerized instructional equipment. We also offer several apprenticeship programs which continue to grow.

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[khautala@confederationcollege.ca](mailto:khautala@confederationcollege.ca)

### ICT Solutions for Small Business

Program Coordinator:

Gavin Hemeon 473-3729

[ghemeon@confederationcollege.ca](mailto:ghemeon@confederationcollege.ca)

### Industrial Manufacturing Processes

Program Coordinator:

Chris Von Bargaen 473-3838

[cvonbar1@confederationcollege.ca](mailto:cvonbar1@confederationcollege.ca)

### Instrumentation Engineering Technician - Co-op Diploma Apprenticeship & Process Automation and Control

Program Coordinator:

Tim ten Have 475-6590

[ttenhav2@confederationcollege.ca](mailto:ttenhav2@confederationcollege.ca)

### Mechanical Techniques, Mechanical Engineering Technician, Mechanical Engineering Technology

Program Coordinator:

Richard Kukkee 475-6606

[rkukkee@confederationcollege.ca](mailto:rkukkee@confederationcollege.ca)

### Motive Power Techniques – Automotive Motive Power Techniques – Heavy Equipment

Apprenticeship: Heavy Duty,  
Truck/Coach, Automotive

Program Coordinator:

Phillip Bailey 475-6284

[pbailey@confederationcollege.ca](mailto:pbailey@confederationcollege.ca)

### Millwright Apprenticeship

Professor: TBD

475-6606

### Power Engineering Technician

Program Coordinator:

Wesley Grace 475-6247

[wgrace@confederationcollege.ca](mailto:wgrace@confederationcollege.ca)

### Pre-Technology

Program Coordinator:

Trevor Warren 475-6118

[twarren4@confederationcollege.ca](mailto:twarren4@confederationcollege.ca)

### Welding Techniques

Program Coordinator:

Blair Bamford 475-6415



# School of Business, Hospitality & Media Arts

OFFICE FAX #: (807) 473-3743

OFFICE "Live Line": (807) 475-6319

*The School of Business, Hospitality and Media Arts is the home to nineteen post-secondary certificate, diploma and post-diploma programs. Our programs combine classroom learning with hands-on, career-related experience provided through labs, field placements and cooperative education work terms. Graduates not only have excellent employment opportunities, but also the opportunity to continue with further studies at one of our partnering universities, including Lakehead University.*

**Richard Gemmill:** Dean, 475-6305, [Richard.Gemmill@confederationcollege.ca](mailto:Richard.Gemmill@confederationcollege.ca)

**Riley Burton:** Chair, 475-6274, [Riley.Burton@confederationcollege.ca](mailto:Riley.Burton@confederationcollege.ca)

**Nadia Strickland:** Academic Support Officer, 475-6665, [Nadia.Strickland@confederationcollege.ca](mailto:Nadia.Strickland@confederationcollege.ca)

**Lory Cassano:** Academic Support Officer, 475-6316, [locassan@confederationcollege.ca](mailto:locassan@confederationcollege.ca)

**John Willcott:** Academic Services Assistant, 475-6395, [John.Willcott@confederationcollege.ca](mailto:John.Willcott@confederationcollege.ca)

## Business

### **Business – Accounting; and Business Administration – Accounting**

Program Coordinator:

Alain Gosselin 475-6391

[agosseli@confederationcollege.ca](mailto:agosseli@confederationcollege.ca)

### **Business Fundamentals & Business**

Program Coordinator:

Bill Gregorash 475-6536

[Bill.Gregorash@confederationcollege.ca](mailto:Bill.Gregorash@confederationcollege.ca)

### **Business – Human Resources; Business Administration – Human Resources; and Human Resources Management**

Program Coordinator:

Larry Dzjacky 475-6619

[ldzjack@confederationcollege.ca](mailto:ldzjack@confederationcollege.ca)

## Hospitality

### **Culinary Management and Cook Apprenticeship**

Program Coordinator:

Ken Veneruz 473 – 3840

[Ken.Veneruz@confederationcollege.ca](mailto:Ken.Veneruz@confederationcollege.ca)

## Media Arts

### **Broadcasting – Digital Media Production**

Program Coordinator:

Michele McManus 475-6428

[mmcmanus@confederationcollege.ca](mailto:mmcmanus@confederationcollege.ca)

### **Film Production**

Program Coordinator:

Eric Weller 473-3759

[ebweller@confederationcollege.ca](mailto:ebweller@confederationcollege.ca)

### **Interactive Media Development**

Program Coordinator:

Orion Atkinson 475-6210

[okatkinso@confederationcollege.ca](mailto:okatkinso@confederationcollege.ca)

### **Business – Marketing; Business – Administration Marketing; and Digital Marketing & Marketing Analytics**

Program Coordinator:

Erin Oner 475-6304

[ener@confederationcollege.ca](mailto:ener@confederationcollege.ca)

### **International Business Management**

Program Coordinator:

Brett Sharman 475-6303

[bsharman@confederationcollege.ca](mailto:bsharman@confederationcollege.ca)

### **Leadership for Healthcare Professionals**

Program Coordinator:

Nadine Doucette 475-6497

[ndoucette@confederationcollege.ca](mailto:ndoucette@confederationcollege.ca)

### **Tourism: Travel & Ecoadventure**

Program Coordinator:

Giannina Veltri 473-3795

[gveltri@confederationcollege.ca](mailto:gveltri@confederationcollege.ca)

### **General Education Electives**

Program Coordinator:

David Lammers 475-3750

[dlammers@confederationcollege.ca](mailto:dlammers@confederationcollege.ca)

### **Communications**

Program Coordinator:

Linda Nicholl 475-6155

[Linda.Nicholl@confederationcollege.ca](mailto:Linda.Nicholl@confederationcollege.ca)

### **General Arts and Science (Certificate and Diploma)**

Program Coordinator:

John Kornichuk 475-6336

[jkornich@confederationcollege.ca](mailto:jkornich@confederationcollege.ca)

# School of Health, Negahneewin & Community Services

OFFICE FAX #: (807) 473-3743

OFFICE "Live Line": (807) 475-6195

*The mandate of the School of Health and Community Services is to provide a workforce relevant to the communities of Northwestern Ontario and beyond. We strive to meet our region's demand for specialized clinical and human service graduates for hospitals, clinics, research labs, community health centre's, and human service and government organizations. There are a variety of health and community service programs offered by the School.*

**Shane Strickland:** Dean, 473-3825, [dstrickl@confederationcollege.ca](mailto:dstrickl@confederationcollege.ca)

**Tania Pynn:** Chair, 475-6456, [tpynn@confederationcollege.ca](mailto:tpynn@confederationcollege.ca)

**Grace Filice:** Academic Support Officer, Community Services Programs, 475-6147, [gfilice@confederationcollege.ca](mailto:gfilice@confederationcollege.ca)

**Monique Favreau:** Academic Support Officer, Health Programs, 473-3836, [mfavreau@confederationcollege.ca](mailto:mfavreau@confederationcollege.ca)

**Leanne Belbas:** Office Assistant, 475-6282, [lbelbas@confederationcollege.ca](mailto:lbelbas@confederationcollege.ca)

**Ann-Marie McCulloch:** Office Assistant, 475-6133, [amccull1@confederationcollege.ca](mailto:amccull1@confederationcollege.ca)

## Programs

### Aboriginal Community Advocacy

Program Coordinator:  
Jana-Rae Yerxa 475-6646  
[jyerxa2@confederationcollege.ca](mailto:jyerxa2@confederationcollege.ca)

### Addictions and Mental Health

Program Coordinator:  
Kim Gerrish 475-6325  
[kgerrish@confederationcollege.ca](mailto:kgerrish@confederationcollege.ca)

### Bachelor Science in Nursing, Lakehead University Collaborative

Dean:  
Shane Strickland 473-3825  
[dstrickl@confederationcollege.ca](mailto:dstrickl@confederationcollege.ca)

### College Access

Program Coordinator:  
Chris Pace 473-3878  
[cpace@confederationcollege.ca](mailto:cpace@confederationcollege.ca)

### Child and Youth Care

Program Coordinator  
Year 1 & Accelerated:  
Kim Ducharme  
[kducharm@confederationcollege.ca](mailto:kducharm@confederationcollege.ca)  
Program Coordinator Year 2 & 3:  
Rebecca Ward 475-6206  
[rward8@confederationcollege.ca](mailto:rward8@confederationcollege.ca)

### Developmental Service Worker

Program Coordinator:  
Julie Zdep 475-6326  
[jzdep@confederationcollege.ca](mailto:jzdep@confederationcollege.ca)

### Early Childhood Education

Program Coordinator:  
Anita Broere 473-6289  
[abroere@confederationcollege.ca](mailto:abroere@confederationcollege.ca)

### Indigenous Languages

Program Coordinator:  
Bruce Beardy  
[bbeardy4@confederationcollege.ca](mailto:bbeardy4@confederationcollege.ca)

### Medical Lab Assistant

Program Coordinator:  
TBA

### Medical Radiation Technology

Program Coordinator:  
Nancy Hodder 475-6142  
[nhodder@confederationcollege.ca](mailto:nhodder@confederationcollege.ca)

### Native Child and Family

Program Coordinator:  
Pam Burton 475-6110  
[pburton1@confederationcollege.ca](mailto:pburton1@confederationcollege.ca)

### Practical Nursing

Program Coordinator:  
Michael Scarcello 475-6426  
[mscarcel@confederationcollege.ca](mailto:mscarcel@confederationcollege.ca)

### Pre-Health Sciences- College Stream

Program Coordinator:  
Anita Warpula 475-3814  
[awarpula@confederationcollege.ca](mailto:awarpula@confederationcollege.ca)

### Pre-Health Sciences - University Stream

Program Coordinator:  
Alex Koch 473-3815  
[akoch@confederationcollege.ca](mailto:akoch@confederationcollege.ca)

### Pre Service Firefighter Education and Training

Program Manager:  
Shane Ferguson 473 - 3754  
[sfergus2@confederationcollege.ca](mailto:sfergus2@confederationcollege.ca)

### Recreation Therapy

Program Coordinator:  
Steven Holloway 475-6588  
[shollow1@confederationcollege.ca](mailto:shollow1@confederationcollege.ca)

**Community Integration through  
Cooperative Education (CICE)**

Program Coordinator:  
Karen Kemp 473-3739  
[kemp@confederationcollege.ca](mailto:kemp@confederationcollege.ca)

**Dental Assisting**

Program Coordinator:  
Linda Lalonde 475-3866  
[llalonde@confederationcollege.ca](mailto:llalonde@confederationcollege.ca)

**Dental Hygiene**

Program Coordinator:  
Trudi Enstrom 473-3717  
[tenstrom@confederationcollege.ca](mailto:tenstrom@confederationcollege.ca)

**Paramedic**

Program Coordinator:  
Tania Pynn  
[tpynn@confederationcollege.ca](mailto:tpynn@confederationcollege.ca)

**Personal Support Worker**

Program Coordinator:  
Michael Scarcello 475-6426  
[mscarcel@confederationcollege.ca](mailto:mscarcel@confederationcollege.ca)

**Police Foundations**

Program Coordinator Year 1:  
Rob Lyon 473-3873  
[rlyon@confederationcollege.ca](mailto:rlyon@confederationcollege.ca)  
Program Coordinator Year 2:  
Philip Greaves 475-6166  
[pgreaves@confederationcollege.ca](mailto:pgreaves@confederationcollege.ca)

**Social Service Worker**

Program Coordinator  
Year 1, Accelerated & Region:  
Richard Tatebe 473- 3826  
[rtatebe@confederationcollege.ca](mailto:rtatebe@confederationcollege.ca)  
Program Coordinator  
Year 2 & Accelerated:  
Kim Gerrish 475-6325  
[kgerrish@confederationcollege.ca](mailto:kgerrish@confederationcollege.ca)

# **School of Health, Negahneewin & Community Services**

## ***Negahneewin / Indigenous Studies***

*Negahneewin/Indigenous Studies is the home to post-secondary certificate, diploma and post-diploma programs. Home to programs and courses specific to Indigenous studies, we understand that our First Nations, Métis and Inuit students view education as holistic which includes physical, mental, spiritual & emotional aspects of life. We strive to provide a safe educational environment for Indigenous learners, while encouraging others to learn about Indigenous cultures.*

### **Aboriginal Community Advocacy Diploma/ Aboriginal and Canadian Relations Certificate**

Program Coordinator:

Jana-Rae Yerxa 475-6646

[jyerxa2@confederationcollege.ca](mailto:jyerxa2@confederationcollege.ca)

### **College Access Certificate**

Program Coordinator:

Chris Pace 473-3878

### **Native Child and Family Services Diploma**

Program Coordinator:

Pam Burton 475-6220

[Pamela.Burton@confederationcollege.ca](mailto:Pamela.Burton@confederationcollege.ca)



## Negahneewin Council 10 Year Vision (2012 – 2022)

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### Preamble

Confederation College is situated on the shores of Lake Superior which is the traditional land of Indigenous peoples. This historical meeting place called Anemki Wahjewe is home to the Anishinaabe. Traditionally, the Great Lakes enabled Indigenous peoples to gather for trade, alliance building and decision making. Upon the arrival of European settlers these waterways supported the intercultural exchange that occurred. Today, Indigenous peoples and Canadians are coming to terms with the legacy of colonialism. The prospect of renewed relationships and reconciliation processes are ongoing. It is against this backdrop that Confederation College acknowledges that it is on Indigenous land. In recognition of this colonial history Confederation College is embarking on renewed relationships with Indigenous peoples as partners for change in education.

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### Outcomes for Indigenous Students:

1. Indigenous Students will be self determining in achieving educational success.
2. Indigenous Students will be affirmed in an inclusive and engaging learning environment.
3. Indigenous Students will graduate with a vision for meno bimadizewin.\*

### Outcomes for All Students:

1. All Students of Confederation College will leave as global citizens with an understanding of Indigenous world views.
2. All Students will respect and celebrate diversity towards social justice.

### Building Common Ground:

We believe that these outcomes will be realized when Indigenous Peoples and Canadian citizens build common ground through a mutual understanding of history, a shared vocabulary and a rich dialogue. Confederation College will reflect this reality when:

1. There is recognition that the history of Indigenous education through the Negahneewin vision is foundational to Confederation College.
2. Indigenous centred space is created and reflected across Confederation College.
3. Indigenous Knowledge infuses all curricula.
4. Indigenous world views and principles are adopted by Confederation College towards a healthy and sustainable Northwestern Ontario.

\*The meaning of meno bimadizewin is "a good life" in the Anishinaabe language.

# Indigenous Learning Outcomes

Negahneewin Council provided Confederation College with Seven (7) Indigenous Learning Outcomes (ILOs) through a collaborative planning process in 2007. These seven learning outcomes are designed to help Confederation College academic administration and faculty take responsibility for introducing and implementing Indigenous content into all College programs, certificates and courses.

This initiative was the first time that an Ontario college was provided with Indigenous centred learning outcomes from an Indigenous community Council and marks a significant step for the College. This learning approach was to provide history and context to Indigenous knowledge so that all learners would graduate with a general understanding of Indigenous and Canadian perspectives. The plan has been that graduates will leave with an informed awareness of the relationship between Indigenous peoples and Canadians as they enter the workplace. This is an operational priority that requires the College community to work together to provide all learners with this timely approach particularly in light of the Calls to Action in the Final Report of the Truth and Reconciliation Commission (2015). Further, these outcomes prepare learners to engage as global citizens where Indigenous peoples continue to lead and influence global movements.

Since 2010, these ILO efforts have encouraged faculty to learn more about Canadian history and Canada's relationship with Indigenous peoples who are the original peoples of Canada. This process encourages Canadians to look into their own history and to understand the colonialism that created Canada.

# INDIGENOUS LEARNING OUTCOMES

OUTCOME	KNOWLEDGE	SKILLS	ATTITUDES
1. Relate principles of Indigenous knowledge to career field	<ul style="list-style-type: none"> <li>• Cosmos/Creation stories</li> <li>• Decision making by consensus</li> <li>• Pimatisiwin principles</li> <li>• Traditional dispute resolution</li> <li>• Traditional medicines</li> </ul>	<ul style="list-style-type: none"> <li>• Examine the key elements of North American Indigenous and Western worldviews</li> <li>• Investigate Indigenous approaches to decision making</li> <li>• Compare Indigenous and Euro-Canadian approaches to justice</li> <li>• Examine traditional approaches to health and wellness</li> <li>• Relate principles of Indigenous knowledge to community wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate the importance of historical context</li> <li>• Recognize and respect people's diversity</li> <li>• Openness to individual differences</li> <li>• Be socially responsible and contribute to your community</li> <li>• Willingness to learn</li> <li>• Value lifelong learning</li> </ul>
2. Analyze the impact of colonialism on Indigenous communities	<ul style="list-style-type: none"> <li>• Post-colonial theory and decolonization</li> <li>• Marginalization and dispossession of Indigenous communities</li> <li>• Residential school experiences</li> <li>• Agricultural displacement of Indigenous farming families</li> <li>• Self-determination principles</li> </ul>	<ul style="list-style-type: none"> <li>• Contrast perceptions of colonialism</li> <li>• Relate colonial policies to contemporary Indigenous contexts</li> <li>• Analyze examples of assimilationist policies in relation to Indigenous families</li> <li>• Analyze contemporary assertions of Indigenous sovereignty, self-determination and sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate the importance of historical context</li> <li>• Recognize and respect people's diversity</li> <li>• Openness to individual differences</li> <li>• Be socially responsible and contribute to your community</li> <li>• Willingness to learn</li> <li>• Value lifelong learning</li> </ul>
3. Explain the relationship between land and identity within Indigenous societies	<ul style="list-style-type: none"> <li>• Principles of responsibility among Indigenous societies</li> <li>• The Anishnaabe Seven Grandfather teachings</li> <li>• Connection between land and identity</li> </ul>	<ul style="list-style-type: none"> <li>• Apply concepts of responsibility to community development</li> <li>• Create a code of ethics based on the Anishnaabe Seven Grandfather Teachings</li> <li>• Relate examples of oral tradition of Indigenous people in relation to the land</li> <li>• Investigate the significance of traditional ecological knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate the importance of historical context</li> <li>• Recognize and respect people's diversity</li> <li>• Openness to individual differences</li> <li>• Be socially responsible and contribute to your community</li> <li>• Willingness to learn</li> <li>• Value lifelong learning</li> </ul>
4. Compare Indigenous and Canadian perceptions of inclusion and diversity	<ul style="list-style-type: none"> <li>• Demographics: local, regional, provincial, national</li> <li>• Indigenous views of inclusion</li> <li>• Colonialism, settler governments and immigration</li> <li>• Multiculturalism in Canada</li> <li>• Social change</li> </ul>	<ul style="list-style-type: none"> <li>• Examine inclusion and diversity from an Indigenous perspective</li> <li>• Analyze Canadian perceptions of inclusion and diversity</li> <li>• Explain the effect of Canada's multicultural policies on Indigenous people</li> <li>• Examine theories of social change</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate the importance of historical context</li> <li>• Recognize and respect people's diversity</li> <li>• Openness to individual differences</li> <li>• Be socially responsible and contribute to your community</li> <li>• Willingness to learn</li> <li>• Value lifelong learning</li> </ul>

# INDIGENOUS LEARNING OUTCOMES

OUTCOME	KNOWLEDGE	SKILLS	ATTITUDES
5. Analyze racism in relation to Indigenous peoples	<ul style="list-style-type: none"> <li>Government legislation</li> <li>Constitutional recognition of Indigenous peoples</li> <li>The <i>Canadian Charter of Rights and Freedoms</i></li> <li>Representation and the media</li> <li>The meaning of privilege</li> </ul>	<ul style="list-style-type: none"> <li>Investigate the concept of racism</li> <li>Analyze legislation and government policies related to racism</li> <li>Examine current and historical examples of racism in relation to Indigenous peoples</li> <li>Examine common misrepresentations of Indigenous people</li> <li>Analyze the concept of privilege</li> </ul>	<ul style="list-style-type: none"> <li>Appreciate the importance of historical context</li> <li>Recognize and respect people's diversity</li> <li>Openness to individual differences</li> <li>Be socially responsible and contribute to your community</li> <li>Willingness to learn</li> <li>Value lifelong learning</li> </ul>
6. Generate strategies for reconciling Indigenous and Canadian relations	<ul style="list-style-type: none"> <li>Political discourse between Indigenous people and various levels of government</li> <li>Political advocacy by Indigenous leaders and communities</li> <li>Truth and Reconciliation Commission</li> <li>Approaches to Indigenous community development and partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Describe current formalized approaches to reconciliation</li> <li>Analyze the effects of the Truth and Reconciliation Commission of Canada</li> <li>Distinguish between self-determination and self-governance</li> <li>Formulate strategies toward the reconciliation of Indigenous and Canadian relations</li> </ul>	<ul style="list-style-type: none"> <li>Appreciate the importance of historical context</li> <li>Recognize and respect people's diversity</li> <li>Openness to individual differences</li> <li>Be socially responsible and contribute to your community</li> <li>Willingness to learn</li> <li>Value lifelong learning</li> </ul>
7. Formulate approaches for engaging Indigenous community partners	<ul style="list-style-type: none"> <li>Indigenous community organizations</li> <li>Ethical approach to working with Indigenous communities</li> <li>Individual and community needs</li> <li>Alternative approaches that reflect community development principles</li> </ul>	<ul style="list-style-type: none"> <li>Examine local community organizations and resources</li> <li>Analyze Indigenous community partnerships</li> <li>Examine approaches for working with Indigenous communities</li> <li>Prepare a principled approach to working with Indigenous partners</li> </ul>	<ul style="list-style-type: none"> <li>Appreciate the importance of historical context</li> <li>Recognize and respect people's diversity</li> <li>Openness to individual differences</li> <li>Be socially responsible and contribute to your community</li> <li>Willingness to learn</li> <li>Value lifelong learning</li> </ul>

We believe these outcomes will be realized when Indigenous Peoples and Canadian citizens build common ground through mutual understanding of history, a shared vocabulary and a rich dialogue. Confederation College will reflect this reality when:

1. There is recognition that the history of Indigenous education through the Negahneewin vision is foundational to Confederation College.
2. Indigenous-centred space is created and reflected across Confederation College.
3. Indigenous Knowledge infuses all curricula.
4. Indigenous world views and principles are adopted by Confederation College towards a healthy and sustainable Northwestern Ontario.

*Negahneewin Council—10 Year Vision (2012-2022)*



# The Centre for Policy and Research in Indigenous Learning

Established as the Centre for Policy in Aboriginal Learning (CPAL) in 2013 and created as a part of the 2013-2016 Strategic Plan, CPAL was recently renamed the **Centre for Policy and Research in Indigenous Learning (CPRIL)** to better reflect the Centre's expansive role in aligning with Indigenous learning on a national and international scale.



The role of the Centre is to provide support for and work on:

- project development and delivery;
- advancing Indigenous education and learning;
- internal and external collaborations and partnerships;
- the implementation of the Negahneewin Vision; and
- capacity building on the ILOs (Negahneewin Reading Series, workshops, Bawaajigan, etc.).

CPRIL is committed to working with educators, policy makers, communities and advocates to make positive changes that represent a new vision for Indigenous-centered learning. The Centre collaborates with partners from Indigenous and public postsecondary institutions, Indigenous communities, as well as with the K-12 sector.

CPRIL reports directly to the Office of the President and liaises with the Negahneewin Council. CPRIL works with an Ad Hoc Advisory committee that offers a diversity of perspectives and expertise on Indigenous learning to provide the necessary direction to address emerging trends and priorities in Indigenous learning.

## **Centre for Policy and Research in Indigenous Learning**

Shuniah Building, Room 235

Email: [CPRIL@confederationc.on.ca](mailto:CPRIL@confederationc.on.ca)

For more information, please visit:

[www.confederationcollege.ca/cpril](http://www.confederationcollege.ca/cpril)

## **Staff**

S. Brenda Small

Jennifer Oja

Emily Willson

Lisa Schmidt

Vice President CPRIL

Administrative Assistant

Project Manager, Research

Program Development

Manager

## Part Three – Employment Matters

## OCASA and OPSEU

### OCASA:

OCASA stands for Ontario College Administrative Staff Association. OCASA is a voluntary professional association, formed in 1995, that provides a number of services and benefits to its members. OCASA represents interests of its members in several ways. As a professional administrator, you have a contract of employment with your college. OCASA provides access to information about that contract, what change can mean to it, including all types of benefits.

OCASA, as an association, is committed to supporting its members in their professional goals through advocacy, encouraging professional development, providing regular communications and facilitating opportunities for networking and mentoring.

#### Vision

The professional community shaping excellence in college leadership.

#### Mission

Connecting, supporting and advancing management and leadership in Ontario colleges.

#### Values

Professionalism | Excellence | Integrity | Collegiality

For more information please contact **Riley Burton** at (807) 475-6274.

### OPSEU:

OPSEU stands for the Ontario Public Service Employees Union. OPSEU represents about 37,000 academic and support staff working for Ontario's Community Colleges of Applied Arts and Technology (CAAT). The union negotiates a province-wide agreement with the College Compensation and Appointments Council, representing the management of the colleges. OPSEU members working for colleges belong to the CAAT Academic Bargaining Unit or the CAAT Support Staff Bargaining Unit.

For more information contact:

**Faculty:** Rebecca Ward: (807) 475-6206

**Support:** Richard Belleau: (807) 475-6409

# Organizational Effectiveness

## Organizational Effectiveness

### Jeannine Verdenik

Executive Director, Organizational Effectiveness

475-6267

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### Allison Hynes

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### Cheryl Lamers

Manager, Employee Engagement & Development

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### Sue Skedgel

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### Ruth Skillen

Learning Technology Specialist

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## Payroll

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Payroll Supervisor

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### Jodie Perreault

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### Rachael Sundell

Payroll/HR Assistant

475-6145

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### Location

Administration Office

2<sup>nd</sup> Floor/Shuniah Building A230

Live Line: (807) 473-3870

### Services

- Compensation and Benefits Administration
- Contract Interpretation and Administration
- Employee Computer Purchase Plan
- Employee and Family Assistance Provider
- Payroll
- Pension Administration
- Performance Management
- Recruitment
- Professional Development
- Tuition Loan Program
- Employee Wellness

# Policies and Procedures

All College employees have a responsibility to review and understand all College policies and procedures. An online manual is available on the Employee Portal.

Key policies that all employees must review include:

## **Anti-Racism Policy**

This policy sets out the rights and responsibilities of College Community members and outlines a process for the intake, investigation and resolution of complaints.

## **Code of Conduct**

This policy informs and asserts individual rights and responsibilities and outlines unacceptable behaviours.

## **Whistleblower**

Our commitment to achieving high standards in honesty, integrity and accountability, and to promoting a culture of openness and transparency in our interaction with employees.

## **Respectful Workplace/Learning Environment**

To foster a respectful work and learning space by ensuring that the rights and responsibilities of employees and students as outlined in the Code of Conduct are upheld.

## **Conflict of Interest**

Outlines what would be considered a conflict of interest and how to disclose that issue accordingly, from private interests and the receiving of gifts, to immediate family and relatives applying to work or presently working within the College.

## **Acceptable Use of Information Technology Policy**

Defines appropriate and inappropriate use of the communications infrastructure and related equipment, as well as the disciplinary actions that will be taken if found to be misusing any of the equipment listed within the policy.

## **Freedom of Information and Protection of Privacy Act (FIPPA)**

Principles associated with providing access to public information while protecting the privacy of personal information and the confidentiality of third party information, in accordance with government legislation.

## **Accessibility and Accommodation**

Ensures all members are treated fairly, equitably, and respectfully, in order to provide an environment that is inclusive and barrier-free. Also outlines obligations of the College to its employees to meet the requirements of the *Accessibility for Ontarians with Disabilities Act* (AODA).

**Professional Development**

We provide assistance and support to full-time and continuous part-time employees to increase the effectiveness of their performance in their present positions at the College. This also encourages employees to gain skills, knowledge, and abilities that could further advance their career at Confederation College.

**Fragrance Free**

Exposure to products containing fragrances can trigger serious health reactions in individuals with asthma, allergies, migraines, or chemical sensitivities. This policy is intended to reduce the use of fragranced products including perfume, after shave, cologne, hair products, and more.

**Health & Safety**

Confederation College owes a duty of care to its employees, students, volunteers, contractors, and visitors, and as such, must take reasonable care in all of its undertakings so as not to harm any member of the College Community.

**Sexual Assault/Sexual Violence (SASV)**

We are committed to challenging and preventing sexual violence and creating a safe space for anyone in our College community who has experienced sexual violence. The College is expected to be a safe and positive space where members of the College community feel able to work, learn and express themselves in an environment free from sexual violence.

**Religious Holy Days**

Confederation College welcomes and includes Faculty, Staff and Students from a wide and diverse array of backgrounds, cultures and religious/spiritual beliefs. The College community will be supportive of any College team member that may require accommodations for the observance of religious holy days.

**Unscheduled College Closure**

Should weather conditions warrant a closure of campus, a decision to suspend normal operations will be made before 7AM for daytime classes, and before 4PM for evening classes. The decision will be communicated on the College's main website, sent via e-mail and text to all students, faculty and staff, and posted to social media (i.e. Twitter, Facebook).

## 2019 LIST OF RELIGIOUS HOLY DAYS

- NOTES:**
1. For religious holiday accommodation purposes, the Ontario Public Service policy enables access to a maximum of two of the three days paid leave under the Special & Compassionate Leave provision for OPS regular employees, and for OPSEU and PEGO Fixed Term employees with access to this leave.
  2. The AMAPCEO collective agreement provides Fixed Term employees with up to two days unpaid leave for religious holiday accommodation purposes.
  3. Leaders and representatives of each religion shown on the list below have identified holy days in 2019 for their respective religions. Concerns regarding dates identified must be discussed with Religious leaders and or representatives.
  4. When the religious holy days fall on a Saturday or Sunday, accommodation is necessary only if these dates are scheduled work days.
- \* Dates same every year**

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<b>Anglican</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays. However, depending on the congregation, some members observe Ash Wednesday, Maundy Thursday, Ascension Day and All Saints' Day, but would not likely require a full day off (half day, perhaps, to attend AM or PM service).	
<b>Antiochian Orthodox Christian</b>	Theophany	*January 6, 2019
	Annunciation	March 25, 2019
	Good Friday	April 26, 2019
	Easter Sunday	April 28, 2019
	Pentecost	June 16, 2019
	Christmas	*December 25, 2019
<b>Apostolic Church in Canada</b>	No religious holidays requiring absence from work beyond Statutory Holidays.	
<b>Armenian</b>  <i>Note: Remaining Religious Observances follow Gregorian calendar</i>	Christmas	*January 6, 2019
	Maundy Thursday	April 18, 2019
	Good Friday	April 19, 2019
	Easter	April 21, 2019
	Martyr's Day	*April 24, 2019
<b>Associated Gospel</b>	No religious holidays requiring absence from work beyond Statutory Holidays.	
<b>Baptist</b>	No religious holidays requiring absence from work beyond Statutory Holidays.	
<b>Bahai'</b>	Naw-Rúz (New Year)	March 21, 2019
	The First Day of Ridvan	April 21, 2019
	The Ninth Day of Ridvan	April 29, 2019
	The Twelfth Day of Ridvan	May 2, 2019

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
	Declaration of the Bab	May 24, 2019
	Ascension of Bahá u' lláh	May 29, 2019
	Martyrdom of the Bab	July 10, 2019
	Anniversary of The Birth of the Bab	October 29, 2019
	Anniversary of The Birth of Bahá u' lláh	October 30, 2019
<b>Buddhist (Mahayana)</b> Cham Shan Temple, Thornhill	Buddha's Enlightenment (Mahayana)	January 13, 2019
	Lunar New Year (World Peace Prayer Service)/Chinese New Year	February 5, 2019
	Buddha's Parinirvana/Buddha's Great Renunciation	February 15, 2019
	Buddha's Birthday (Wesak)	May 12, 2019
	Ullambana (Ancestor's Day)	August 15, 2019
	Buddha's Enlightenment (Mahayana)	January 13, 2019
	Lunar New Year(World Peace Prayer Service)/Chinese New Year	February 5, 2019
	Buddha's Parinirvana	March 21, 2019
	Buddha's Birthday (Wesak)	May 12, 2019
	Ullambana (Ancestor's Day)	August 15, 2019
	Tibetan's New Year (Losar)	February 5, 2019
	Day of Offering (Chotrul Duchen - 1 <sup>st</sup> full moon day of Tibetan New Year)	February 19, 2019
<b>Buddhist (Riwoche Tibet)</b>	Tibetan's Buddha's Birth (Wesak)	June 9, 2019
	Tibetan's Buddha's Enlightenment (Saka Dawa)	June 17, 2019
	Tibetan's Buddha's Death (Pari Nirvana)	June 17, 2019
	His Holiness the Dalai Lama's Birthday*	*July 6, 2019
	Choe-kor Due-chen (1st Turning of the Wheel of Dharma)	August 4, 2019
	Lhabab Duche	November 19, 2019
<b>Buddhist (Theravada)</b>	Temple Day (Canada)	January 1, 2019
	Shaka Day (New Year's Day)	April 14, 2019
	Buddha's Birth, Enlightenment and Demise Anniversary (Full Moon Day)	May 18, 2019

*Note: In the Western world, some festivals may be celebrated on the Sunday nearest the actual date.*



## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<b>Buddhist (Tibetan/Tengye Ling)</b>	Dharma Cakka Day, Rainy (Vas) Retreat (Full Moon Day)	July 16, 2019
	Conclusion of the Rainy (Vas) Retreat (Full Moon Day)	October 13, 2019
	Tibetan's New Year (Losar)	February 5, 2019
	Tibetan Uprising Day	* March 10, 2019
	Buddha's Enlightenment (Saka Dawa)/Wesak	June 17, 2019
	His Holiness The Dalai Lama's Birthday *	* July 6, 2019
	Universal Prayer Day	July 16, 2019
	Shakyamuni Buddha's First Turning of the Wheel of Dharma (The Four Noble Truths)	August 4, 2019
	Buddha's Descent from the Celestial Realm	November 19, 2019
	Festival of Lights/Lama Tsong Khapa Day	December 21, 2019
<b>Byelorussian Greek Orthodox</b>	Christmas	January 7, 2019
	Epiphany	January 19, 2019
	Annunciation	April 7, 2019
	Good Friday	April 26, 2019
	Easter	April 28, 2019
	St. Ephrasinia	June 5, 2019
	Ascension	June 6, 2019
	Dormition	August 28, 2019
	St. Nicholas	December 19, 2019
	World Day of Peace	January 1, 2019
<b>Catholic: Maronite</b>	The Epiphany	January 6, 2019
	Saint Maron	February 9, 2019
	Saint Joseph	March 19, 2019
	Good Friday	April 19, 2019
	Easter Monday	April 22, 2019
	Saints Peter & Paul	June 29, 2019
	The Assumption of the Virgin	August 15, 2019

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
	Holy Cross Day	September 14, 2019
	The Nativity of the Lord, Christmas Day	December 25, 2019
<b>Catholic: Polish Catholic</b>	Assumption of the Blessed Virgin Mary*	*August 15, 2019
	All Saints Day*	*November 1, 2019
<b>Catholic: Roman Catholic</b>	No religious holidays requiring absence from work beyond Statutory Holidays	
<b>Catholic: Ukrainian Catholic</b>	Christmas (Nativity)	TBD
	Epiphany (Theophany)	TBD
	Annunciation	TBD
	Good Friday	TBD
	Easter (Resurrection)	TBD
	Ascension (40 days after Easter, always on a Thursday)	TBD
	Pentecost	TBD
	St. Peter and Paul	TBD
	Dormition	TBD
<b>Christadelphian</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Christian and Missionary Alliance</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Christian Assembly of Taiwan</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Christian Reformed Church of North America</b>	Good Friday	April 19, 2019
	Easter Sunday	April 21, 2019
	Thanksgiving Day	October 14, 2019
	Christmas Day	December 25, 2019
<b>Church of United Brethren in Christ</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Churches of Christ</b> (includes Disciples of Christ and Christian Church)	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Church of Christ (Iglesia ni Cristo)</b>	The Anniversary of the Church	July 27, 2019
<b>Church of Jesus Christ of Latter Day Saints</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Church of the Nazarene</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<b>Church of Scientology</b>	Birthdays of Founder, L. Ron Hubbard*	*March 13, 2019
<b>Community of Christ</b> (formerly Reorganized Church of Latter Day Saints)	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Egyptian (Coptic) Orthodox</b>	Christmas	January 7, 2019
	Baptism of Christ	January 19, 2019
	Good Friday	April 26, 2019
	Easter Eve	April 27, 2019
	Easter	April 28, 2019
	St. Mark's Feast (Patron Saint)	May 8, 2019
	Entry of our Lord into Egypt	June 1, 2019
	Ascension	June 6, 2019
	Pentecost	June 16, 2019
	Apostles' Feast	July 12, 2019
<b>Estonian Lutheran</b>	Assumption of Holy Virgin Mary	August 22, 2019
	Coptic New Year	September 12, 2019
	Good Friday	April 19, 2019
	St. John Baptist	June 24, 2019
<b>Ethiopian Orthodox</b>	Christmas Eve	December 24, 2019
	Ethiopian Christmas	January 7, 2019
	Epiphany	January 19, 2019
	Feast of Cana of Galilee	January 20, 2019
	Good Friday	April 26, 2019
	Easter	April 28, 2019
<b>Evangelical Baptist</b>	Ethiopian New Year	September 12, 2019
	Founding of the True Cross	September 28, 2019
<b>Evangelical Fellowship</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays. However churches elect members to attend Fellowship Convention Day (first Wednesday in November) and Ontario Fellowship Day (first Tuesday in May) – members, if elected to attend, may request time off.	
	No religious holidays requiring absence from work beyond existing Statutory Holidays.	

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<b>Evangelical Lutheran</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays. However, depending on the congregation, some members observe Ash Wednesday, Maundy Thursday, Ascension Day, Reformation Day and All Saints' Day. These would not likely require a full day off but may involve an AM or PM worship service.	
<b>Grace Communion International (formerly the Worldwide Church of God)</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Greek Orthodox</b>  <i>Note: Date given follow Gregorian calendar; some members may choose to follow Julian Calendar</i>	Epiphany Day  Annunciation  Orthodox Good Friday  Orthodox Easter  Renewal Monday  Ascension Day (6 <sup>th</sup> Thursday after Easter)  Pentecost  Monday of the Holy Spirit  Transfiguration of our Saviour  Dormition of the Virgin Mary  Holy Cross Day  Christmas	*January 6, 2019  *March 25, 2019  April 26, 2019  April 28, 2019  April 29, 2019  June 6, 2019  June 16, 2019  June 17, 2019  *August 6, 2019  *August 15, 2019  *September 14, 2019  *December 25, 2019
<b>Hindu</b>  <i>Note: Specific dates may vary year to year based on the solar or lunar calendars. Dates can also vary depending on the time differential between Canada and India.</i>	Lohri (Punjab)  Makarasankranti and Thai Pongal  Vasant Panchmi or Saraswati Puja (N. India)  Maha Shivratri (Lord Shiva)  Holi  Ram Navami  Hanuman Jayanti  Guru Purnima  Raksha Bandhan (N. India)  Shri Krishna Janam-Ashtrmi	January 13, 2019  January 14, 2019  February 9, 2019  March 4, 2019  March 21, 2019  April 13, 2019  April 19, 2019  July 16, 2019  August 14/15, 2019  August 23, 2019

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019	
<b>Indigenous/Native/Aboriginal Peoples</b>  <i>Each band may have unique spiritual observances, which, while not "Religious Holiday", may require accommodation up to the maximum two days paid leave.</i>	Vinaayak Chaturthi for Lord Ganesha	September 2, 2019	
	Durga Puja (Mahastami)	October 5, 2019	
	Vijaya Dasharni/Dussera	October 7, 2019	
	Karva Chouth	October 17, 2019	
	Diwali/Lakshmi Puja	October 27, 2019	
	Bhai Dooj/Bhai Tika	October 29, 2019	
	Spring Change of Season Ceremonies	March 21, 2019	
	National Indigenous Peoples Day	June 21, 2019	
	Summer Change of Season Ceremonies	June 21, 2019	
	Fall Change of Season Ceremonies	September 21, 2019	
<b>Islam: Ahmadiyya</b>  <i>Note: Muslim holidays based on Lunar Calendar and observances may vary by a day before or after from dates given, depending on the community. Every Friday 12:15 – 2 pm-Congregation Prayers</i>	Winter Change of Season Ceremonies	December 21, 2019	
	Jumatal Wida (The last Friday in the month of Ramadan)	May 31, 2019	
	Eid-ul-Fitr (Conclusion of the month of Fasting-Ramadan)	June 5, 2019	
	Jalsa Salana Canada (Annual Convention)	July 5, 6, 7, 2019	
	Eid-ul-Adhia (Festival of Sacrifices-Next Day of Pilgrimage (Hajj))	August 11, 2019	
	Mi'raj al-Naby	April 2, 2019	
	Nisf Sha'ban	April 20, 2019	
	First of Ramadan	May 5, 2019	
	Lailat-ul-Qadr	May 27, 2019	
	Jum'atul-Wida (Akhar Juma)	May 31, 2019	
<b>Islam: Dawoodi Bohora</b>  <i>Note: Muslim holidays based on Lunar Calendar and observances may vary by a day before or after from dates given, depending on the community.</i>	Eid-ul-Fitr (1st day after Ramadan)	June 4, 2019	
	Day of Hajj (Day at Arafat)	August 10, 2019	
	Eid-ul-Adha	August 15, 2019	
	First of Muharram (New Year's Day)	September 1, 2019	
	Ashura	September 10, 2019	
	Mawlid un-Nabi	November 10, 2019	
	Idd-e-Navroz (Persian New Year)	* March 21, 2019	
	<b>Islam: Ismaili</b>		

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<p><b>Islam: Shi-'ah</b></p> <p><i>Note: Muslim holidays based on Lunar Calendar and observances may vary by a day before or after from dates given, depending on the community. Every Friday 12:15 – 2 pm-Congregation Prayers</i></p>	Laylat-al-Qadr (Night of First Revelation – 23 <sup>rd</sup> day of Ramadan)	May 27, 2019
	Id-al-Fitr (Mark the end of the month of Ramadan)	June 4, 2019 (provisional)
	Imamat Day (Commemorating ascension to the Office of the Imamat by present Imam)	* July 11, 2019
	Id-al-Adha (Making sacrifice of Prophet Abraham)	August 11, 2019
	Id-e-Ghadir (Commemorating the birth of the Holy Prophet Muhammad – PBUH)	August 18, 2019
	Salgirah (Observe the birth of the Imam of the Shia Imami Ismaili Muslims)	* December 13, 2019
	Mawlid Iman Zamana	April 21, 2019
	Laylatul Qadr (3 days)	May 24, 26, 28, 2019
	Martyrdom of Iman Ali	May 26, 2019
	Jumatul-Wida	May 31, 2019
<p><b>Islam: Sunni</b></p> <p><i>Note: Muslim holidays based on Lunar Calendar and observances may vary by a day before or after from dates given, depending on the community. Every Friday 12:15 – 2 pm-Congregation Prayers</i></p>	Eid-ul-Fitr (1 <sup>st</sup> day after Ramadhan)	June 5, 2019
	Day of Hajj (Day at Arafat)	August 10, 2019
	Eid-ul-Adha	August 11, 2019
	Eid-e-Ghadir	August 19, 2019
	First of Muharram (New Year's Day)	September 1, 2019
	Ashura (10 <sup>th</sup> Muharram)	September 10, 2019
	Arbaeen (40 <sup>th</sup> Day after Imam Hussain's Martyrdom)	October 19, 2019
	Mawlid un-Nabi	November 15, 2019
	Fasting Begins – 1 <sup>st</sup> day of Ramadan	May 6, 2019
	Eid-ul-Fitr (one day at the end of Ramadan – date subject to moon sighting)	June 4, 2019
<p><b>Israelite</b></p> <p><i>Please note that the dates provided are tentative and will be confirmed as per Saudi's decision</i></p>	Eid-ul-Adha	August 11, 2019
	New Moon of Sebat	January 6, 2019

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<p><b>Jain Society of Toronto</b> <i>Based on Lunar Calendar for Toronto, subject to change</i></p>	New Moon of Adar	February 5, 2019
	New Moon of Adar Sheni	March 6, 2019
	The New Year (New Moon of Nisan)	April 5, 2019
	1 <sup>st</sup> day of Passover	April 19, 2019
	7 <sup>th</sup> day of Passover	April 25, 2019
	New Moon of Zif	May 5, 2019
	*Second Passover (if applicable) * The second Passover is only kept if the first Passover could not be observed.	May 19, 2019
	New Moon of Sivan	June 3, 2019
	Feast of Weeks	June 7, 2019
	New Moon of Chodesh Rev'i'yi	July 2, 2019
	New Moon of Chodesh Chamishi	August 1, 2019
	New Moon of Elul	August 30, 2019
	Blowing of Trumpets (New Moon of Ethanim)	September 28, 2019
	Day of Atonement	October 7, 2019
	1 <sup>st</sup> day of Feast of Tabernacles	October 12, 2019
	8 <sup>th</sup> day of Feast of Tabernacles	October 19, 2019
New Moon of Bul	October 28, 2019	
New Moon of Chisleu	November 26, 2019	
New Moon of Tebeth	December 26, 2019	
Mahavir Janma Kalyanak	April 17, 2019	
Akshaya Tritiya	May 7, 2019	
Paryushan Parva Begins	August 26, 2019	
Mahavir Janma Vanchan	August 30/31, 2019	
Samvantsari (Day of Forgiveness) Paryushan Ends	September 2, 2019	
Dashlaxana Parva Begins	September 3, 2019	
Kshnavani (Day of Forgiveness) Daslakhana Ends	September 12, 2019	

- Note:
- Each 7th day of the week (Saturday) is a Sabbath day.
  - Each day commences on the evening of the preceding day.
- \* The second Passover is only kept if the first Passover could not be observed.

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019	
	Anant Chaturdasi	September 12, 2019	
	Mahavir Nirvan-Diwali	October 28, 2019	
	New Year's Day and Day of Enlightenment of Lord Gautamswami	October 29, 2019	
	Gnan Panchami (Day of Knowledge)	November 1, 2019	
	Dev Diwali	November 12, 2019	
	Maun Jiyaras (Agiyaras)	December 8, 2019	
<b>Jehovah's Witnesses</b>			
<i>Note: Members participate in the Annual District International Assembly (3-4 days) and two Annual Circuit Assemblies. Dates are scheduled locally, while not religious holidays they would require accommodation.</i>	Memorial of Christ's Death (follows the Jewish Calendar-Nisan 14 <sup>th</sup> ) April 17, 1992	April 19, 2019	
<b>Jewish: Conservative</b>	Pesach/Passover (1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Days)	April 20, 21, 26, 27 2019	
	Shavuot/Pentecost (2 days)	June 9, 10 2019	
	Rosh Hashanah / New Year (2 days)	September 30, 2019 & October 1, 2019	
	Yom Kippur / Day of Atonement (1 day)	October 9, 2019	
	Sukkot - Tabernacles 1 <sup>st</sup> , 2 <sup>nd</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> Days	October 14, 15, 21, 22 2019	
	Pesach/Passover (1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Days)	April 19, 20, 21, 26, 27 2019	
	Shavuot/Pentecost (2 days)	June 9, 10 2019	
<b>Jewish: Orthodox</b>	<i>Note: Sabbath Starts Friday Sundown. All holy days start sundown the night preceding the holiday</i>		
	Rosh Hashanah / New Year (2 days)	September 30, 2019 & October 1, 2019	
	Yom Kippur / Day of Atonement (1 day)	October 9, 2019	
	Sukkot (1 <sup>st</sup> , 2 <sup>nd</sup> Days)	October 14, 15 2019	
	Shemini Atzeret/Simchat Torah (2 days)	October 21, 22 2019	
	Pesach/Passover (1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Days)	April 26, 2019	
	Rosh Hashanah / New Year (2 days)	September 30, 2019; October 1, 2019	
<b>Jewish: Reform</b>	<i>Note: Sabbath Starts Friday Sundown. All holy days start sundown the night preceding the holiday</i>		
	Yom Kippur / Day of Atonement (1 day)	October 9, 2019	
	Succot	October 14, 2019	
	Simchat Torah	October 21, 2019	
<b>Lutheran</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.		



## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
<b>Macedonian Orthodox</b>	Christmas Eve	January 6, 2019
	Christmas	January 7, 2019
	New Year	January 14, 2019
	Theophany – Baptism of our Lord	January 19, 2019
	Good Friday	April 26, 2019
	Easter Sunday	April 28, 2019
	Easter Monday	April 29, 2019
	Pentecost Holy Trinity	June 16, 2019
	Macedonian Day “Ilinden”	August 2, 2019
	St. Clement of Ohrid – Patron Day	December 8, 2019
<b>Mennonite</b>	Ash Wednesday Evening	March 6, 2019
	Maundy Thursday Evening	April 18, 2019
	Good Friday	April 19, 2019
	Easter Sunday	April 21, 2019
	Christmas Eve	December 24, 2019
	Christmas	December 25, 2019
	Methodist Churches (e.g. Free Methodist, Evangelical)	No religious holidays requiring absence from work beyond existing Statutory Holidays.
<b>Missionary Church</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>New Dawn Moravian Church</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>New Apostolic</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Pentecostal</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>People’s Church</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Presbyterian</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Quakers</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Reformed Church of Canada</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Romanian St. George Orthodox</b>	Epiphany *	*January 6, 2019
	St. John The Baptist *	*January 7, 2019

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
	The Three Holy Hierarchs: Basil, Gregory and John *	*January 30, 2019
	Presentation of our Lord in the Temple *	*February 2, 2019
	Annunciation *	*March 25, 2019
	St. George *	*April 23, 2019
	Orthodox Good Friday	April 26, 2019
	Orthodox Easter	April 28, 2019
	Orthodox Easter Monday and Tuesday	April 29, 30, 2019
	St. Constantine and his Mother Helen *	*May 21, 2019
	Ascension Day	June 6, 0219
	Pentecost	June 16, 17, 2019
	Nativity of St. John the Baptist *	*June 24, 2019
	St. Peter and Paul *	*June 29, 2019
	Prophet Elijah *	*July 20, 2019
	Transfiguration *	*August 6, 2019
	Dormition *	*August 15, 2019
	Nativity of the Birth Giver of God *	*September 8, 2019
	Holy Cross Day *	*September 14, 2019
	Ven. Mother Parascheva of Jassy *	*October 14, 2019
	Great Martir Demetrios	October 26, 2019
	Arch Angels Michael and Gabriel *	*November 8, 2019
	Presentation of the Mother of God in the Temple *	*November 21, 2019
	Holy Apostle Andrew *	*November 30, 2019
	St. Nicholas *	*December 6, 2019
	Christmas * (3 days)	*December 25, 26 & 27, 2019
	Christmas Eve *	*January 6, 2019
	Christmas *	*January 7, 2019
	Epiphany Day *	*January 19, 2019
<b>Russian Orthodox Church</b> Dates as per Julian (Old) Calendar		

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
	Meeting of Our Lord *	* February 15, 2019
	Annunciation *	* April 7, 2019
	Palm Sunday	April 21, 2019
	Orthodox Good Friday	April 26, 2019
	Orthodox Easter	April 28, 2019
	Orthodox Easter Monday	April 29, 2019
	Ascension Day	June 6, 2019
	Pentecost	July 12, 2019
	St. Apostles or Peter and Paul Day *	* July 12, 2019
	Transfiguration *	* August 19, 2019
	Dormition *	* August 28, 2019
	Nativity of the Mother of God *	* September 21, 2019
	Holy Cross Day *	* September 27, 2019
	Protection of the Holy Virgin *	* October 14, 2019
	Arch Angel Michael * (St. Michael Day)	* November 21, 2019
	Entry of the Holy Virgin into the Temple *	* December 4, 2019
	St. Nicholas *	* December 19, 2019
<b>Salvation Army</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Serbian Orthodox</b>	Christmas Eve	January 6, 2019
	Christmas	January 7, 2019
	Serbian New Year's Eve	January 13, 2019
	Epiphany	January 19, 2019
	St. John the Baptist	January 20, 2019
	St. Sava	January 27, 2019
	Good Friday	April 26, 2019
	Easter Sunday (Pascha)	April 28, 2019
	Easter Monday	April 29, 2019

*"Slava" – St. Patron Day, one day per year, a religious observance between priest and parishioners. Most common are: St. John the Baptist – Jan 20; St. George – May 6; St. Michael Archangel – Nov. 21; St. Nicholas – Dec 19*

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
	St. George	May 6, 2019
	Pentecost	June 16, 2019
	St. Michael	November 21, 2019
	St. Nicholas	December 19, 2019
<b>Seventh Day Adventists</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
	Birthday of Guru Gobind Singh	January 5, 2019
<b>Sikh</b>	Maghi to commemorate Martyrdom of Forty Sikhs in Battle at Mukatsar.	January 14, 2019
	Nanak Shahi New Year	March 14, 2019
	Hola Mohalla	March 21, 2019
	Vaisakhi/Khalsa Day	* April 14, 2019
	Martyrdom of Guru Arjan Dev ji	June 7, 2019
	Parkash Guru Granth Sahib ji	August 31, 2019
	Bandi Chhorh Divas	October 27, 2019
	Gur Gadee (Bestowing of Guruship on Holy Scriptures as Guru Granth Sahib)	October 29, 2019
	Guru Nanak Dev Ji Gurburb (Birthday)	November 12, 2019
	Martyrdom of Guru Tegh Bahadur	December 1, 2019
	Martyrdom Sahibzada Ajit Singh & Jujhar Singh	December 23, 2019
	Martyrdom Sahibzada Fateh Singh & Zorawar Singh	December 27, 2019
<b>Ukrainian Orthodox</b>	Christmas Eve *	* January 6, 2019
	Christmas *	* January 7, 2019
	New Year (Julian)	January 14, 2019
	Feast of Epiphany/Eve	January 18, 2019
	Epiphany Day	January 19, 2019
	Annunciation Mother of God (St. Mary)	April 7, 2019
	Palm Sunday	April 21, 2019
	Good Friday	April 26, 2019

## 2019 LIST OF RELIGIOUS HOLY DAYS

RELIGIOUS DENOMINATIONS (WHOSE RELIGIOUS LEADERS COMPLY WITH SECTION 20 OF MARRIAGE ACT)	RELIGIOUS HOLIDAYS REQUIRING ABSENCE FROM WORK FOR OBSERVANCE	2019
	Easter Sunday	April 28, 2019
	Easter Monday	April 29, 2019
	Pentecost	July 16, 2019
	Transfiguration of the Lord	August 19, 2019
	Dormition Mother of God	August 28, 2019
<b>Unitarian</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>United Church</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Wesleyan</b>	No religious holidays requiring absence from work beyond existing Statutory Holidays.	
<b>Wiccan</b>	Imbolc (Sunset to Sunset) *	* February 1 – 2, 2019
	Lady Day	TBD
	Beltane (Sunset to Sunset) *	* April 30 – May 1, 2019
	Litha	TBD
	Lammas (Sunset to Sunset) *	* August 2, 2019
	Harvestide	TBD
<b>Zoroastrian</b>	Samhain (Sunset to Sunset) *	* October 31 – November 1, 2019
	Yule	TBD
	Jashn-E-Sadeh (F)	January 30, 2019
	Nowruz (F)	March 21, 2019
	Birthday of Prophet Ashu Zarthusht (F)	March 26, 2019
	Death Anniversary of Prophet Ashu Zarthusht (F)	March 26, 2019
	Fravardingan (F)	April 8, 2019
	Death Anniversary of Prophet Ashu Zarthusht (S)	May 24, 2019
	Norrooz (New Year) (S)	August 17, 2019
	Birthday of Prophet Ashu Zarthusht (S)	August 22, 2019
Farvardigan (S)	September 4, 2019	
Mehregan (F)	October 2, 2019	

*Note: Nowruz occurs on one day between the 19<sup>th</sup> and 22<sup>nd</sup>, traditionally it is listed as the 21<sup>st</sup> but it can be celebrated on one of the other days instead.*

*Note: Dates will change as Zoroastrians follow a 365-day calendar without leap year day.*

(F) Faslī – Seasonal  
(S) Shenshahi – Royal

The List of Religious Holy Days is developed for the purpose of internal administration of the Ontario Public Service Religious Holidays Policy for Ontario Public Service employees. It is not a public document. The events and dates shown on the List reflect the exact information received from representatives of each faith regarding Holy Days that, in their view, will require their followers' absence from work for religious observance purposes. The

## Part Four – Supporting Departments

# Finance and Administration

## Michelle Salo Vice President

Shuniah Building – Thunder Bay  
Room: A201 Phone: 475-6173  
[Michelle.Salo@confederationcollege.ca](mailto:Michelle.Salo@confederationcollege.ca)

## Anne Mauro

Administrative Assistant  
Phone: 475-6435  
[Anne.Mauro@confederationcollege.ca](mailto:Anne.Mauro@confederationcollege.ca)

## Advancement & Alumni

Dana Levanto, Manager  
Shuniah Building – Thunder Bay  
Rm: A207 Phone: 475-6201  
[Dana.Levanto@confederationcollege.ca](mailto:Dana.Levanto@confederationcollege.ca)

## Finance

Toni Biniaris, Director  
Shuniah Building – Thunder Bay  
Rm: A205 Phone: 475-6585  
[Toni.Biniaris@confederationcollege.ca](mailto:Toni.Biniaris@confederationcollege.ca)

## Children & Family Centre

Anna Morrone, Manager  
McIntyre Building – Thunder Bay  
Rm: M307 Phone: 475-6557  
[Anna.Morrone@confederationcollege.ca](mailto:Anna.Morrone@confederationcollege.ca)

## Public Safety & Risk Management

Mike Rozic, Senior Manager  
Shuniah Building – Thunder Bay  
Rm: B103 Phone: 475-6624  
[Mike.Rozic@confederationcollege.ca](mailto:Mike.Rozic@confederationcollege.ca)

## Computer Services & Project Management

Paul Inkila, Senior Director  
Shuniah Building – Thunder Bay  
Rm: 357 Phone: 475-6308  
[Paul.Inkila@confederationcollege.ca](mailto:Paul.Inkila@confederationcollege.ca)

## Facilities Services

Rick Sitarski, Director  
Shuniah Building – Thunder Bay  
Rm: B102 Phone: 475-6687  
[Rick.Sitarski@confederationcollege.ca](mailto:Rick.Sitarski@confederationcollege.ca)

## Other Services

- Contract Review
- College Insurance
- Non-Academic Policies & Procedures
- Procurement Cards

# Help Desk Services

Location: Room S346 & S357, 3rd Floor, Shuniah Building, across from elevator

**Mission Statement: to develop, implement, maintain, administer and support all computing-related services at the college.**

## Computer Services Help Desk

General Computing, Accounts, Network, Blackboard, Telecommunications and Audio Visual Technical Support  
475-6488

[helpdesk@confederationcollege.ca](mailto:helpdesk@confederationcollege.ca)

### Lee Johnson

Manager IT Customer Services  
Customer Service/Help Desk Issues  
473-3872

[leejohns@confederationcollege.ca](mailto:leejohns@confederationcollege.ca)

### Aaron Barton

Audio Visual Technical Support  
475-6684

[abarton@confederationcollege.ca](mailto:abarton@confederationcollege.ca)

### Marcus Lam

PC/Computer Hardware Purchase, Maintenance/Repair  
contact Help Desk first @ 475-6488

[mklam@confederationcollege.ca](mailto:mklam@confederationcollege.ca)

### Bob Rickards

Telephone Orders/Installations/Repairs  
475-6635

[rickard@confederationcollege.ca](mailto:rickard@confederationcollege.ca)

### Ronda Perron

Distance Education and Web Conferencing  
Support Services

475-6615

[rperron@confederationcollege.ca](mailto:rperron@confederationcollege.ca)

### Jim Voth

Audio Visual Event Setup Requests  
473-3719

[avsetups@confederationcollege.ca](mailto:avsetups@confederationcollege.ca)

### Ian Kerr

Broadcasting/Film Technical Support  
475-6683

[ikerr@confederationcollege.ca](mailto:ikerr@confederationcollege.ca)

### Hours of Operations:

Help Desk (Rm. S346) ext. 6488

#### Monday to Thursday

8:00am to 9:00pm

#### Friday

8:00am to 5:00pm

**Weekends Closed**

### Computer Services Main Office

(Rm. S357)

Monday to Friday

8:00am to 5:00pm

### Services

- Blackboard
- Computer applications
- Computer Help Desk
- Computer labs
- Computer user accounts
- IT security
- Audio/visual event setups
- Web & Videoconferencing
- Audio/visual hardware procurement
- E-Classroom support
- Computer software purchases, installs and support
- PC/computer hardware purchases, upgrades and maintenance
- Institutional data
- Network infrastructure
- Photo-ID cards
- Staff IT training
- Telephones & Voicemail
- Android/iPhone support



# Children and Family Centre

## Children and Family Centre

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### Mission

- Service to families, whose children require education and care during the early years,
- Direct resources and support to adults who care for children,
- Learning experiences for students that model behaviours appropriate for education and care of young children.

### Services

- Full day care programs preschool (2 ½ - 4 years)
- After school program for children 4-12 years.
- Early ON Child and Family Centres located at Algonquin Public School & Our Lady of Charity School and Five Mile School

### Hours of Operation:

Monday to Friday, 7:30 a.m. to 5:30 p.m.

### Location:

College Thunder Bay Campus-McIntyre Building

### Contacts:

#### Anna Morrone

Child Care Programs, 475-6557

[Anna.Morrone@confederationcollege.ca](mailto:Anna.Morrone@confederationcollege.ca)

#### Karen Sutch

Early ON (Coordinator), 475-6132

[sutch@confederationcollege.ca](mailto:sutch@confederationcollege.ca)

# Facilities Services

Room B106 – Shuniah Building, <http://www.confederationcollege.ca/facilities>

## **Services:**

- Building Maintenance
- Grounds
- Cleaning
- Furniture Moving
- Alterations & Renovations
- Signage
- Site Plans & Floor plans
- Parking
- Mail Services
- Shipping & Receiving
- Surplus Sales

## **Hours of Operation:**

Facilities Services Office Hours  
Monday to Friday  
8:00am to 4:30 pm

Facilities Services  
(807) 475-6261  
(listen to prompts)

Monday to Friday  
8:00am to 4:30 pm

Director: Rick Sitarski

Phone: 475-6687

Email: [rsitarsk@confederationcollege.ca](mailto:rsitarsk@confederationcollege.ca)

General Services	Name	Phone	Email @confederationcollege.ca
Alterations	Michael Dorval	475 – 6575	<a href="mailto:mdorval@confederationcollege.ca">mdorval</a>
Mail / Courier / Shipping and Receiving	Ramona James	475 – 6238	
Move Coordination	Michael Dorval	475 – 6575	<a href="mailto:mdorval@confederationcollege.ca">mdorval</a>
Parking Permits / Parking Tickets / Complimentary Permits	Suzanne McMahon	475 – 6168	<a href="mailto:parking@confederationcollege.ca">parking</a>
Work Requests	Stephanie Hanson	475 – 6281	<a href="mailto:facilities@confederationcollege.ca">facilities</a>

# Financial Services

**Location: Shuniah Building – 2<sup>nd</sup> Floor  
Administration Offices**

**Live Line: (807) 475-6177**

**Hours of Operation – 8:30 to 4:30 Monday to Friday**

- Accounting for College-Wide Financial Activity
- Accounts Payable
- Accounts Receivable
- Ancillary – Food Services
- Corporate Budgeting & Financial Planning
- College Procurement Cards
- Financial Analysis & Reporting
- Grants Administration
- Capital Financial Planning
- Purchasing Services
- Requisitions & Purchase Orders
- Student Receivables Management & Collections
- Year-end Financial Audit, Financial Statements & Special Reports

Toni Biniaris, Senior Director  
475-6585

[abiniari@confederationcollege.ca](mailto:abiniari@confederationcollege.ca)

Brad Halabisky, Manager  
475-6541

[bhalabis@confederationcollege.ca](mailto:bhalabis@confederationcollege.ca)

Ally Blanchette, General Ledger  
475-6165

[ablanche@confederationcollege.ca](mailto:ablanche@confederationcollege.ca)

Warren Moody, Financial Analyst  
475-6682

[wmoody@confederationcollege.ca](mailto:wmoody@confederationcollege.ca)

Lisa Norland,  
Accounts Receivable / Sponsorships  
475-6395

[lnorland@confederationcollege.ca](mailto:lnorland@confederationcollege.ca)

Accounts Receivable  
475-6317

[accountsreceivable@confederationcollege.ca](mailto:accountsreceivable@confederationcollege.ca)

Bill Trochimchuk, Program Manager  
473-3785

[wtrochim@confederationcollege.ca](mailto:wtrochim@confederationcollege.ca)

Peter Isosaari, Financial Analyst  
475-6290

[pisosaar@confederationcollege.ca](mailto:pisosaar@confederationcollege.ca)

John Willcott,  
Buyer  
475-6395

[jwillcot@confederationcollege.ca](mailto:jwillcot@confederationcollege.ca)

Accounts Payable  
475-6670

[accountspayable@confederationcollege.ca](mailto:accountspayable@confederationcollege.ca)

# SUCCI Wellness Centre

## *Minowaadiziiwin*

“Lead a Good Life”

Location: Shuniah Building

- Community, Staff and Student Memberships
- Fitness programs
- Court and activity room rentals
- **Discounted staff rates available**

### **Monday to Thursday**

5:00am to 11:00pm

### **Friday**

5:00am to 9:00pm

### **Saturday & Sunday**

7:00am to 6:00pm

Contact		Email Address
Kim Gosselin, Customer Inquiries/Memberships	475-6638	<a href="mailto:Kim.Gosselin@confederationcollege.ca">Kim.Gosselin@confederationcollege.ca</a>
Shannon Harris, Fitness Coordinator/ Customer Service	475-6484	<a href="mailto:Shannon.Harris@confederationcollege.ca">Shannon.Harris@confederationcollege.ca</a>
Karen King, Customer Service / Staffing	475-6604	<a href="mailto:Karen.King@confederationcollege.ca">Karen.King@confederationcollege.ca</a>
Paul Inkila, Senior Director Computer Services & Project Management	475-6308	<a href="mailto:Paul.Inkila@confederationcollege.ca">Paul.Inkila@confederationcollege.ca</a>

### **What we offer:**

- Hardwood Basketball Court
- 3 Lane Indoor Track
- Volleyball & Badminton Courts
- Variety of Cardio Machines
- Functional Strength Training
- Outdoor Workout Area
- Men’s Sauna
- Women’s Sauna
- Access to College and City Running/Walking Trails
- Can Fit Pro FIS Certification
- Fitness Programs, including yoga



# SODEXO FOOD SERVICES

## HOURS OF OPERATION

Academic Year (September-April)

<b>RYAN HALL</b> (2nd Floor Shunlah Bldg)	Monday - Thursday	8:00am-8:00pm
	Friday	8:00am-7:00pm
	Saturday & Sunday	11:00am-6:00pm
<b>MCINTYRE BUILDING</b>	Monday - Friday	8:00am-4:30pm
	Saturday & Sunday	CLOSED
<b>AVIATION CENTRE</b> (ACE)	Monday - Friday	8:00am-2:00pm
	Saturday & Sunday	CLOSED
<b>DORION BUILDING</b>	Monday - Friday	7:30am-2:00pm
	Saturday & Sunday	CLOSED

**Summer Hours (May-August): Ryan Hall (Monday-Friday) 8:00am-3:00pm**

Sodexo Food Services Office is located in the Shunlah Building.  
We are on the 2nd Floor across from Ryan Hall - Room C201

Anne Jewett, Food Service Director  
(807)475-6378 // Anne.Jewett@Sodexo.com

Pete Middaugh, Production Manager  
(807)475-6534 // Peter.Middaugh@Sodexo.com

Loretta Cox, Administrative Assistant  
Main Office: (807)475-6299 // Loretta.Cox@Sodexo.com

VISIT OUR WEBSITE FOR WEEKLY MENUS AND  
UPDATES ON WHAT'S HAPPENING AT SODEXO!

[confederationcollege.ca/sodexo-food-services](http://confederationcollege.ca/sodexo-food-services)

# SODEXO DINING CARDS

Dining Cards are valid at all Sodexo locations on campus. They essentially work like a Debit Card; pre-loaded with funds to speed the check-out process and eliminate the need to carry cash with you on campus. Dining Cards do not expire so the money will carry over each year!

Any amount can be loaded onto a Sodexo Dining Card however we also have various Dining Card Plans which are eligible for 'Bonus Dollars'.

## **STARTER PLAN: \$100-\$249 +5% BONUS**

Pay \$100 > Receive \$105.00

## **BRONZE PLAN: \$250-\$499 +7% BONUS**

Pay \$250 > Receive \$267.50

## **SILVER PLAN: \$500-\$999 +10% BONUS**

Pay \$500 > Receive \$550.00

## **GOLD PLAN: \$1,000+ +15% BONUS**

Pay \$1,000 > Receive \$1,150.00

## **CATERING SERVICES**

Sodexo provides a variety of on campus catering services and we are here to help make your event special. If you are planning an event, please reach out to us. We have standard catering menus available online, or we can customize a menu to suit your event / budget. Our Catering Platters can also be ordered to take off-site for special celebrations.

[concollege.catertrax.com](http://concollege.catertrax.com)



FOLLOW US: [confedcafe](https://www.confedcafe.com)



# Follett Bookstore

## General Inquiries

475-6225

[www.bkstr.com](http://www.bkstr.com)

## Lauri Pedlow

Bookstore Manager

475-6673

[0930mgr@follett.com](mailto:0930mgr@follett.com)

## Shipper and Receiver/ Distance Education Materials

475-6674

Toll free

1-877-295-3851

[0930txt2@follett.com](mailto:0930txt2@follett.com)

## Jackie Davidson Dawydenko

Assistant Manager

475-6277

[0930txt@follet.com](mailto:0930txt@follet.com)

### *Hours of Operation*

Monday – Friday: 8:30a.m - 4:30p.m

### **Spring/Summer Hours of Operation**

Monday – Friday: 8:30a.m – 4:30p.m

*Hours will be extended at the start of every semester*

**Location: Shuniah Building  
1st Floor/RM 140**

### **Services**

- Textbooks- New and Used/EBooks/Rental Textbooks
- Reference Books
- Writing & Drafting Supplies
- Trade & Reference Books
- Cookbooks/Novels/Children's Books
- Course Packs includes Print on Demand Option
- Buy Back of Used Textbooks
- Clothing
- Stationery Items/Postage Stamps
- Gift Items/Greeting cards
- Bus Passes
- Snacks
- Special Order Items
- Order books and get booklist  
<http://txbk.info/confederation>

# Health Centre

## **Mission Statement:**

Our goal is to enable students and staff access to medical services, to help them become active participants in their own health care. We endeavor to work collaboratively with other departments and agencies to help promote and maintain optimum health. Confidentiality is guaranteed.

## **Description of Service:**

The Health Centre utilizes broad spectrum health promotion strategies to promote the health of a diverse population. Regular clinics are available by appointment during the school year excluding holidays.

## **Medical professionals will provide:**

- Primary care for episodic illnesses
- Chronic disease diagnosis management
- Wellness examinations
- Physicals – annual, third party, and Ministry of Transport
- Birth control and free condoms
- Sexually transmitted disease screening
- Health counselling – i.e.: nutrition, birth control, sexuality, anxiety, stress management, and depression
- Tuberculin skin testing and immunizations
- Referrals to other physicians or agencies as required
- Students supplementary insurance information and claims
- Literature on health issues

Staff, faculty, and immediate family members can be seen for minor illnesses. We encourage them however to maintain the services of their own physician or nurse practitioner for continuity of care.

**Hours of Operation:** Monday to Friday 8:30 to 4:30 p.m. (Office Hours)

**Nurse Practitioner:** Monday to Friday 8:30 to 4:30 p.m.

**Closed during lunch**

**Location:** D102 - First Floor – Shuniah Building (REACH addition)

**Staffing:** Sandy Tafe  
475-6169  
[stafe@confederationcollege.ca](mailto:stafe@confederationcollege.ca)  
Health Centre Receptionist  
(for bookings)



**Insurance:**

Most medical services are covered by the Ontario Health Insurance Plan. Out of province students may be covered through their own provincial medical insurance. These insurance policies should be read carefully to determine coverage. International students are responsible for obtaining their own medical insurance and determining coverage.

Information for International students is available by contacting Confederation College's International Student Services at (807) 475-6467.

**Student Accident and Insurance Plan:**

Full time post-secondary students registered at Confederation College are covered under the student insurance plan. A copy of the student accident and insurance plan is given to students in their registration packages. Students given prescriptions and visiting health services are always informed with regard to benefits of a drug plan. Accident and insurance inquiries are also welcomed. When injury or illness requires drugs or medicines that require a written prescription by a legally qualified nurse practitioner or physician, the insurer will pay a percentage of the actual costs of such medicines excluding some contraceptives and patient medicines and vaccines, during the term of this insurance. All full-time students can use their student card to access prescription benefits. This card must be presented to any drugstore to purchase prescription drugs.

**Single and or Family Coverage:**

For health insurance plan, Confederation College students not covered by this plan may opt-in to the insurance plan. Students may opt-in spouses and dependents for an additional fee during the first 30 days of the academic year. Individuals who are opting into the plan must have current OHIP or equivalent coverage. For further information please contact your student union.

**Staff and Faculty Health Services**

Staff and faculty are required to pay an annual \$50 user fee for services provided by the Health Centre. This includes services such as BP monitoring, medical notes, first aid, and assessments by nurse. This does not pertain to physician services, which is covered by your medical insurance.

**Nurse Practitioner (NP) Clinics**

A NP will be available every day for appointments as required by students and staff. Appointments are preferred, however, drop in appointments and same day appointments are sometimes available. Call Rae-Lyn @ 475-6169 to determine availability.

**Referrals to Specialists**

Students or staff requiring a referral to a specialist will need to make an appointment to discuss their need with the Nurse Practitioner.

## Health Education

Education will be provided with regard to nutrition, cholesterol, birth control and pregnancy, sexuality, sexually transmitted diseases, blood pressure, stress management, etc. to name a few. Health promotional events will be scheduled during various times of the year. Pamphlets, literature, and videos are available on a wide variety of health topics for individual or classroom use.

## Aviation Medicals

A qualified aviation medical doctor is available to perform aviation medicals. For Dr. Trusdale, please call 577-4888. Evening appointments are available. Medical examinations requested by 3rd parties like insurance companies, schools, and places of employment are no longer covered by OHIP. These services will be charged to the patient and the costs are as follows:

Aviation Medicals	\$80.00
Ministry of Transport	\$80.00
Student or 3rd Party Physical	\$60.00
Other	\$65.00

For further information on our services and resources available in the community, please log on to our website: <http://www.confederationcollege.ca/healthcentre/>

# Print Shop

**Hours of Operation:**

Monday to Friday  
9 AM to 4 PM

**Location:**

Room B112  
First Floor Shuniah Building

**Services**

- Open to all College staff and students
- Colour and Black/White printing or copying services for small and large documents/jobs
- Document collation, coil binding, three-hole punching, and stapling available
- Poster printing
- Walk-up, interoffice mail, or digital submission of printing requests
- Purchasing of additional print credit for faculty/students.
- Contact area for College's Xerox print/copier unit fleet contract

**We accept Cash, Visa, MasterCard and Debit cards**

Contact	Phone	Email Address
General inquiries or assistance	475-6105	<a href="mailto:printshop@confederationcollege.ca">printshop@confederationcollege.ca</a>
Xerox copier/printer supplies, Job Status	475-6105	<a href="mailto:printshop@confederationcollege.ca">printshop@confederationcollege.ca</a>
<b>Jessica Cottam</b> – print/copy estimates and orders, special orders, billings, Xerox copier/printer questions and support, and other general inquires	475-6141	<a href="mailto:jcottam@confederationcollege.ca">jcottam@confederationcollege.ca</a>
<b>Lee Johnson</b> – Manager, IT Customer Services	473-3872	<a href="mailto:leejohns@confederationcollege.ca">leejohns@confederationcollege.ca</a>

## Part Five - Communications

# Advancement & Alumni Services

Monday to Friday 8:30 a.m. to 4:30 p.m.

Phone: 475-6460

[advancement@confederationcollege.ca](mailto:advancement@confederationcollege.ca)

**The Department of Advancement** is responsible for the management and financial administration of all individual and corporate donations (scholarships, bursaries, internal giving, fundraising initiatives and gifts-in-kind) and maintenance of a comprehensive donor database. The Advancement Department is currently leading a capital campaign with a goal of raising \$5 million for equipment for the new TEC Hub. It is also responsible for hosting/managing revenue generating special events.

**Alumni Services** provides opportunities for the College's estimated 50,000 alumni to reengage with Confederation. The department organizes special events for alumni and community engagement and manages several ongoing initiatives including the "reunion in a bag" program. The department is also responsible for coordinating alumni communication that supports a variety of College initiatives.

Contacts	Phone	Email Address	Office Location	Job Function
<b>Dana Levanto</b> Manager, Advancement and Alumni	475-6201	dlevanto	Shuniah Room A207	Management and strategic planning of fundraising campaigns and initiatives. Donor, alumni and community partner relations. Capital campaign lead. Planned giving and major gifts.
<b>Shelley Graham</b> Advancement Officer- Student Awards and Donor Relations	475-6496	sgraham4	Shuniah Room A209	Student Awards, internal and payroll giving. Donor relations including gift processing and tax receipting. Support for special events, corporate sponsorship and capital campaign.
<b>VACANT</b> Advancement Officer- Community and Alumni Engagement	475-6460		Shuniah Room A226	Community and alumni relations. Special events, alumni reunions, alumni and donor communications.

# Marketing & Communications

Hours of Operation: Monday to Friday, 8:45 a.m. to 5:00pm  
 Email: [marcomm@confederationcollege.ca](mailto:marcomm@confederationcollege.ca) Phone: (807) 475-6672

**The Department of Marketing & Communications** is responsible for managing the brand of Confederation College, marketing, advertising, media and public relations, corporate and internal communications, creative design and artwork production, social media and corporate events. The department is also responsible for supporting the website from a recruitment perspective.

## Department Services:

<b>Marketing/Creative Services</b> <ul style="list-style-type: none"> <li>• Advertising</li> <li>• Promotional Items</li> <li>• Marketing – Programs, Services &amp; Initiatives</li> <li>• Creative Design &amp; Artwork Production</li> <li>• Visual Identity &amp; Brand Standards</li> </ul>	<b>Communication Services</b> <ul style="list-style-type: none"> <li>• Media Events &amp; Collaterals (e.g. media releases)</li> <li>• Public Relations</li> <li>• Corporate Communications</li> <li>• Internal Communications</li> <li>• Creative Writing</li> </ul>
<b>Social Media Services</b> <ul style="list-style-type: none"> <li>• Social Media Management (e.g. Facebook, Twitter, Instagram)</li> <li>• Texting Program</li> <li>• Digital Monitors &amp; Entrance Signs</li> </ul>	<b>Employee Requests &amp; Forms</b> <ul style="list-style-type: none"> <li>• Name Tag Order Form</li> <li>• Pull-Up Banner Request Form</li> <li>• Digital Monitor Messaging Request Form</li> <li>• Talisma E-mail Request Form</li> </ul>
<b>Corporate Events</b> <ul style="list-style-type: none"> <li>• President’s Town Halls &amp; Report to Community</li> <li>• Political and Other Dignitary Visits</li> <li>• Support for College-Wide Employee Events</li> </ul>	

## Contacts:

Name	Phone	E-mail	Job Function
<b>Ashleigh Quarrell</b> Manager, Marketing & Communications	475-6565	aquarrel	General inquiries, marketing, advertising and promotion, brand management, corporate events, internal and crisis communications
<b>Brittany Bruce</b> Digital & Social Media Officer	475-6461	bbruce1	Social media management, texting program, digital monitors and entrance signs
<b>Vacant</b> Media & Communications Officer	475-6137		Media and public relations (including events), corporate communications, creative writing
<b>Ian Scott</b> Registered Graphic Designer	475-6152	dscott5	Creative design and artwork production

# Accessing the Network

## College Staff/Faculty Account

All staff and faculty automatically have a network login account. This account provides access to many separate systems at the College:

- General network access – printing, file server, Internet/Intranet
- Email – MS Outlook
- Banner – Student, Finance, and HR Information Systems
- Blackboard – Learning Management System

Confederation College uses single sign-on technology to allow a user to use one account username/password combination for authentication to multiple systems or applications. Security privileges are restricted to one's role and authority at the College.

## Determining your College User ID and Password

**You can determine your default username from the steps below.**

- In most cases, you can find your username by looking at the first part of your e-mail address published on your staff photo ID card which you will receive from the Library.
  - Example: Staff with the name of David Smith:  
E-mail address:  
[dsmith@confederationcollege.ca](mailto:dsmith@confederationcollege.ca)
  - Username: **dsmith**
- If your username isn't printed on your staff card (or you don't have a card), you can determine your username by following the steps outlined below:
  - Your username will be up to 8 characters long and made up of the first letter of your first name followed by up to the first 7 characters in your last name. With some common last names, your username could have a number as the last digit in your username.
    - Example: The staff member David Smith could have any of the following usernames:
      - dsmith
      - dsmith1
      - dsmith2
      - dsmith3
  - **The default password** is the first initial of your first name (capitalized), the first initial of your last name (lower case), and the last 9 digits of your staff ID # (which can also be found on your staff photo ID card or contract of employment letter you received from the College).

**E.g.** A staff member named **David Smith** with staff ID #: **22663100198715** will have a password of: **Ds100198715**

## Logging into the College Network

When logging into any College computer workstation, you will receive a login screen to gain access to the computer and the College's network resources. To login, you must enter your username and password as determined in the previous section.

**Note:** If you experience difficulties finding your username/password, your account may not have yet been created. For some new staff/faculty this can happen when one or more of the following criteria may not have been completed:

1. You are a new employee and have not signed your contract, or this contract hasn't been submitted to the Human Resources Department.
2. The Human Resources Department has not yet entered the new employee contract information into the Banner Human Resources (HRIS) system.
3. The account generation system cannot determine a suitable username.

**If you are having trouble logging in with your College account, please contact the Computer Services Help Desk by calling 475-6488 or by e-mail at [helpdesk@confederationcollege.ca](mailto:helpdesk@confederationcollege.ca).**

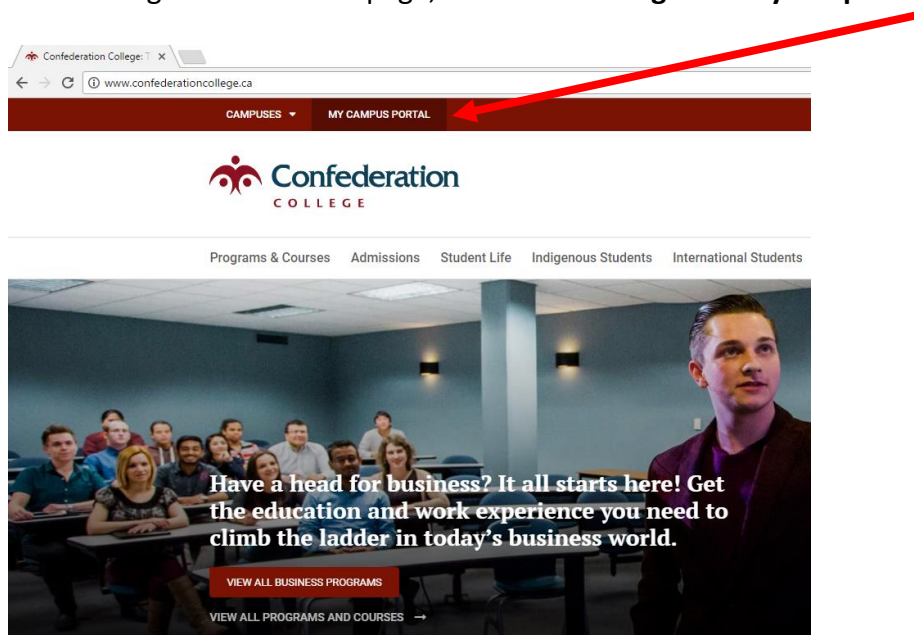


## Managing Your College Account Password

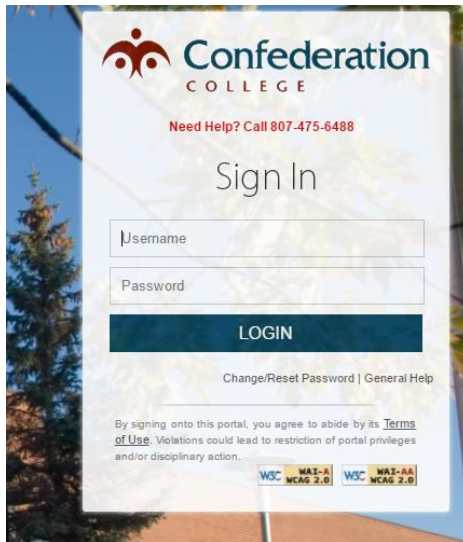
All Confederation College users can manage their account password using the **MyCampus** portal application. The MyCampus portal is a web-based application that is accessible to all users using an Internet connected computer. In addition to containing College news, links to popular College software applications and more, the MyCampus portal contains a College account Password Utility. Using this feature, users can change their College account password, as well as setup security questions to be used in case a user forgets their password and needs to have it reset by the system.

### Accessing the MyCampus Portal and Password Reset Utility:

1. On an Internet connected computer, go to the College's main web site by typing in the URL: <http://www.confederationcollege.ca> into your web browser.
2. At the top of the College website main page, click the link 'Log in to MyCampus'.



3. At the MyCampus login page; please enter your College username and password (as determined in the section above) and then click the 'Login' button.



## Using the MyCampus Password Utility

There are two main sections to the Password Utility: **Section #1 – Update Password Reset Questions**, and **Section #2 – Reset Password**.

### Section #1 – Update Password Reset Questions

The first time you access the MyCampus portal application you will be automatically brought to the **'Update Password Reset Questions'** section of the **Password Utility** page (see picture below).

If you do not see this screen you can access it anytime by clicking on the **'Password'** tab within the home screen.

In this section you can setup security questions in case you ever forget your College account password. To activate this feature, enter in four security questions and their respective answers. The security questions/answers can be anything you wish, but users are advised to choose questions/answers that are easy for you to remember but difficult for someone else to guess.

**Note:** All four questions and their respective answers must be entered in as well as **saved** in order to activate the password reset feature.



When changing your College account password, please ensure your password meets the following criteria:

- Be a minimum of 8 characters in length
- Contain 3 of the following 4 types of characters: **small letters, capital letters, numbers, or punctuation marks**
- Cannot be a password that you've used for the past 3 password changes
- Cannot contain a combination characters resembling your name or account username

**Note:** Passwords entered that do not meet all of the above security standards will be rejected by the system.

**Note:** In addition to the above requirements, the College network will require all account holders to change their password **a minimum of once every 200 days**. Users may, if desired, change their password a maximum of once every 30 days.

**Important!** The procedure above will change a user's password for their general network logon account which includes access to all College applications/systems tied to it (i.e. Computer workstations, MyCampus portal, Web Access Outlook E-mail, Blackboard, the Student Banner Information System).

### **Resetting a Forgotten Password**

Once you have entered in your four security questions in the MyCampus Password Utility as described in the above section, if you ever forget your College account password, you can use the MyCampus password reset feature to change your password and regain access to your account.

If you have forgotten your College account password, please follow the steps below to reset your password:

1. Go to the MyCampus login page as described in the section above: **Accessing the MyCampus Portal and Password Reset Utility**.
2. In the login box, click on the '**Forgot Password?**' link.
3. On the next screen, type in your College username and click the '**OK**' button.
4. You will then be prompted to answer two random questions from your list of four security questions. Correctly answer the two questions and click the '**OK**' button to proceed. If you incorrectly answer one or both of the security questions, you will be prompted to answer another two security questions.
5. If you correctly answer both security questions you will be allowed to reset your password. Enter in your new password twice in the boxes provided. Be sure to follow the password security guidelines listed in the above section for changing your password.

**Note:** If you have not setup your Password Utility security questions you will not be able to reset your College password using this feature. For additional assistance, please contact the Computer Services Help Desk at 475-6488.

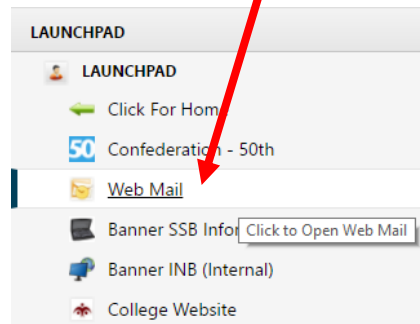
## Accessing Outlook Web E-Mail Client

E-mail access is provided to College staff through two access methods:

1. For staff with an office computer on campus, the full Microsoft Outlook client has been installed for use.
2. Web access Outlook (Webmail) is also available from any computer with Internet access and a web browser (inside or outside of the College).

College staff may easily access Webmail via the MyCampus portal.

1. Go to the MyCampus login page as described in the section above: **Accessing the MyCampus Portal and Password Reset Utility**.
2. Once logged into the MyCampus portal, on the left-hand portion of the screen under the **LaunchPad** section you will see a link to **'Web Mail'**.
3. Click on this link to access your College e-mail.



## **Accessing the College's Wireless Network**

Wireless access points connected to the College network/Internet have been installed throughout the campus. This means that any user with a wireless enabled device (laptop, tablet, mobile device, etc.) can configure their device to connect to the College network.

Instructions for setting up wireless networking will vary depending on the type of device being used, operating system, etc. However, the general 'connect to' information is provided below:


### **Wireless Connectivity (For all College Buildings and Campuses)**

Network Name/SSID: ConfedWiFi

Network Key (WEP): dafca169aa (case-sensitive)

More detailed instructions on how to properly configure your Windows O/S, Apple O/S, or other mobile device to connect to the College's wireless network are available at the Computer Services Help Desk (Rm. 346 in Shuniah building).

For further information or help on connecting your device to the College wireless network, please visit the Computer Services Help Desk or call 475-6488.

 <p><b>Confederation</b> COLLEGE</p> <p><b>COLLEGE POLICY</b></p>	Number: 7-1-01	# of Pages: 3
	Originator:	Computer Services
	Approved By:	College Planning Committee
	Replaces:	New
	Effective Date:	October 28, 2009
<b>ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES</b>		

The computing and information technology resources of Confederation College serve to support and enhance the academic mission of the College and its community. More specifically, IT resources are made available to employees in support of their teaching, research, and administrative activities and to students in support of their respective academic requirements. For all College IT users, access to these resources is a privilege to be used in effective, ethical, secure, and lawful ways that support the values of Confederation College. The College will endeavor to create an atmosphere that balances respect for individual users with that of the overall needs, security, standards, as well as values of the College community as a whole.

**It is acceptable to use Confederation College IT resources:**

- For purposes directly related to the learning process.
- In the case of employees and contractors, for the performance of necessary job-related tasks.
- For limited amounts of personal use providing that such activity does not 1) interfere with the person's work & responsibilities; 2) impose costs to the College; 3) degrades the performance of, or pose a security risk to the College IT infrastructure; or, 4) contravene the mission of the College.

**Acceptable use of College IT resources also includes:**

- Respect for the rights, privacy, and property of others.
- Consideration of other persons using shared systems, equipment, and facilities.
- Use of resources and tools for the purpose of which they are intended.
- Adherence to all applicable rules, policies, and laws including (but not limited to):
  - College Employee Human Rights Operating Practice (4-2-01)
  - College Human Rights policy (4-2-01B)
  - College (Student) Conduct and Discipline policy (5-5)
  - Applicable College Collective Agreements
  - The Ontario Human rights Code
  - The Criminal Code of Canada

**Unacceptable use of College IT resources includes (but is not limited to):**

- Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software or systems.
- Disclosure of confidential account passwords or access information.

- Deliberate over-extension system resources or the interference with the normal operation/functioning of a system.
- Attempts to access confidential information.
- Uses which violate copyright law.
- Uses for private business or for any form of direct personal financial gain.
- Any form of illegal trade, negotiation, or conspiracy to conduct illegal acts.
- Uses to build support for personal causes.
- Any action or use of IT resources that contradicts the College's 'Potentially Offensive Material' policy.
- Uses for the creation, transmission, storage, access, or viewing of materials which are deemed in the sole discretion of the College to serve no useful academic or administrative purpose including (but not limited to):
  - On-line gaming such as multi-player Internet or local area games.
  - Downloading, copying, or transmitting of personal use software or any other form of electronic information and materials (i.e. copyrighted movies, music and games).
  - Electronic communications which denigrate or contravene the objectives and values of the College,
- Issuance of Junk mail (unsolicited bulk e-mail).
- Theft of resources.
- Malicious or unethical use.
- Interference with the work of others. This includes any process that causes a user to be deprived of services or resources that they would normally expect to have available.
- Creation, development, storage, transmittal, or replication of any program, code, subroutine, or other means intended to disrupt, interfere, damage, destroy, or corrupt the College's IT infrastructure (i.e. viruses, hacking, spyware, network snooping utilities).
- Uses that violates College policy or Provincial and Federal laws.

### User Responsibilities

All College users are responsible for their use of the College's IT resources and as such must:

- Maintain secure passwords for all accounts assigned to them.
- Ensure and safeguard against others obtaining unauthorized access to their accounts.
- Not share account passwords or any other access control information for their accounts.
- Not subvert the restrictions associated with their accounts.
- Not attempt to gain access to systems/resources both inside and outside of the College for which they have no authorization.
- Ensure responsibility for the confidentiality and security of any information or data they have been granted access to.
- Ensure that confidential information is not observed by others while working at a computer.



- Not leave their computers unattended while logged on to their accounts.
- Exercise discretion when printing confidential information which may be viewed or observed by unauthorized persons.
- Not copy, send, duplicate, or transmit by any means, confidential data from College systems for any purpose other than performance of College related business.
- Have a general awareness of copyright/piracy laws, policies, rules, and regulations.

Further all users must:

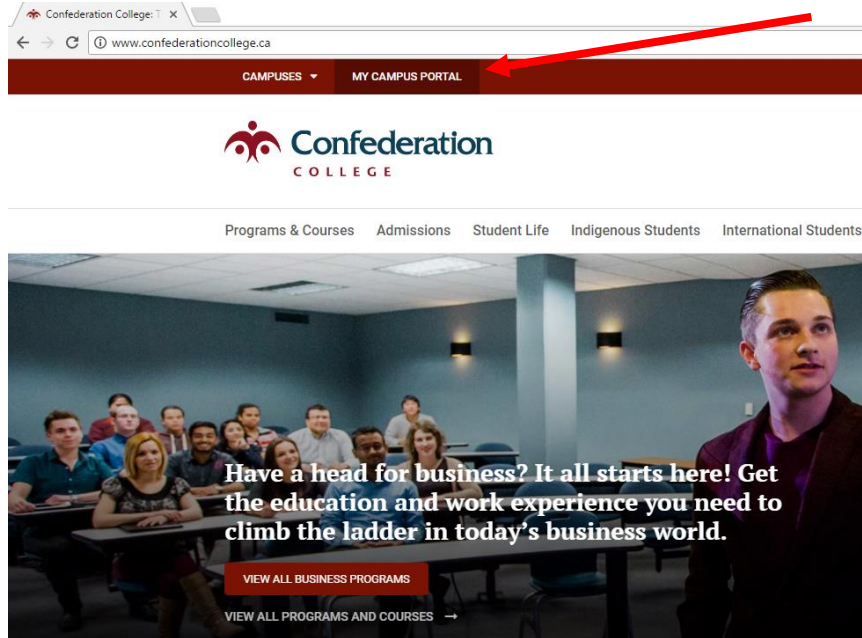
- Comply with all copyright, patents, intellectual property laws, license conditions, and contractual obligations associated with College computing systems.
  - Not move, copy, or transfer programs, files, or other forms of software from College computing systems to another without proper authorization to do so.
  - Not distribute, sell, or make available software to any person where prohibited by copyright or license.
  - Not access and/or use software owned by Confederation College without proper authorization and license rights.
- Only use College computing resources for the purposes for which they are intended and authorized.
  - Not attempt to interfere, disrupt, damage, destroy, or corrupt the authorized use of data, computing equipment, or the normal operation of the College's IT infrastructure.
  - Immediately report any suspected breach of security, abuse, loss of information, or other infraction (as outlined above) to the Computer Services department.
  - Respect the public nature of the College and conduct themselves in a professional and businesslike manner. Employees are responsible and accountable for their actions and statements when using College IT resources.

# Accessing Banner

Banner is the College's Enterprise Resource Planning System for Student, Finance, and HR information systems. Banner security restricts access to your role within the College (e.g. If you are not a budget holder, you will not have access to Banner Finance).

To access the Banner SSB (Self-Service) system:

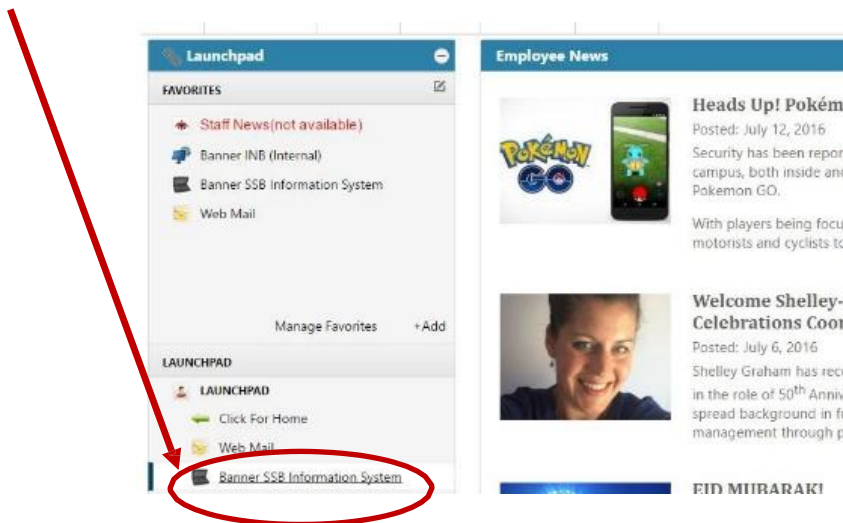
1. On an Internet connected computer, go to the College's main web site by typing in the URL: <http://www.confederationcollege.ca> into your web browser.
2. At the top of the College website main page, click the link 'Log in to MyCampus'.



3. At the MyCampus login page; please enter your College username and password and then click the 'Login' button.

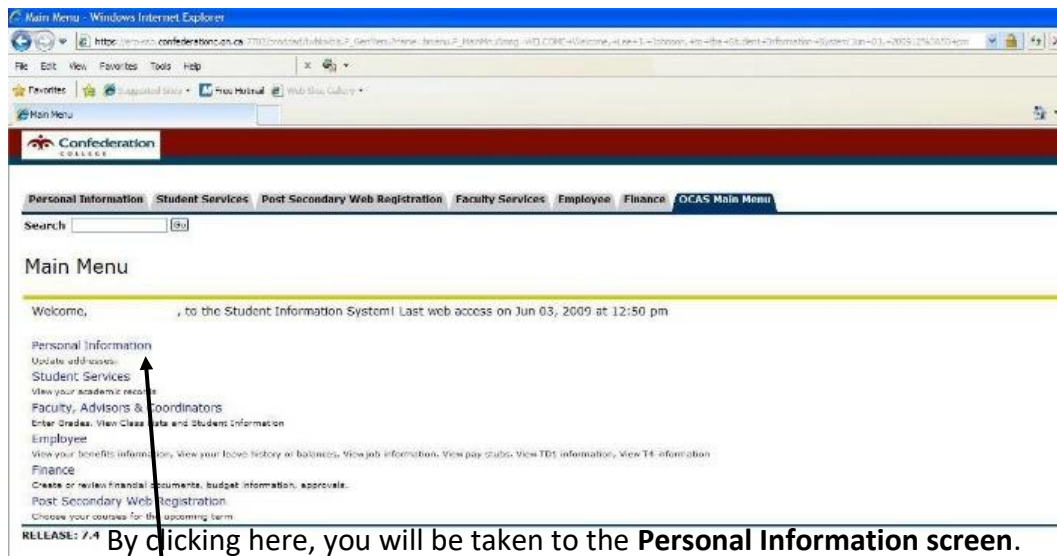


- Once successfully logged into the MyCampus Portal, on the Launchpad to the left you will see an icon/shortcut called 'Banner SSB Information System'. Click on this link.



You are then automatically logged into the Banner SSB Information System.

## Banner Main Menu Screen



By clicking here, you will be taken to the **Personal Information** screen.

## Personal Information Area

The screenshot shows the top navigation bar of the Confederation College website with the logo on the left and menu items: Personal Information, Student Services, Post Secondary Web Registration, Faculty Services, Employee, Finance, and OCAS Main Menu. Below the navigation is a search bar with a 'Go' button. The main content area is titled 'Personal Information' and lists several links: View Addresses and Phones, Update Addresses and Phones, View E-mail Addresses, Directory Profile, Name Change Information, and Social Insurance Number Change Information. At the bottom of the section, it says 'RELEASE: 7.3'.

In the Personal Information area, you will be able to view or change information such as:

- Addresses
- Phone Numbers
- Email Addresses

**Note:** Some critical pieces of information stored in your records (SIN, Name, etc...) can only be changed by contacting the Human Resources or Registrars Department in person.

## Student Services Area

The screenshot shows the top navigation bar of the Confederation College website with the logo on the left and menu items: Personal Information, Student Services, Post Secondary Web Registration, Faculty Services, Employee, Finance, and OCAS Main Menu. Below the navigation is a search bar with a 'Go' button. The main content area is titled 'Student Services' and lists several links: Post Secondary Web Registration (with a sub-link 'Choose your courses for the upcoming term'), Academic Information (with a sub-link 'Check your registration status and class schedule'), Student Records (with a sub-link 'View your holds, grades, transcripts and account summary'), and Canadian Tax Forms. At the bottom of the section, it says 'RELEASE: 7.5'.

If you click on the Student Services area, you can view the following:

- Registration Status
- Class Schedules
- Add Classes
- View Holds
- View Grades
- View Transcripts
- View Account Summary
- View Canadian Tax forms (If available)

## Finance

The following screen will appear when you click Finance:



The screenshot shows the OCAS main menu with the 'Finance' tab selected. The 'Finance' menu is expanded, showing options: Budget Queries, Encumbrance Query, Requisition, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer, Budget Development, and Canadian Tax Forms. A callout box points to the first three items.

Confederation COLLEGE

Personal Information | Student Services | Post Secondary Web Registration | Faculty Services | Employee | **Finance** | OCAS Main Menu

Search  Go

### Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Budget Development
- Canadian Tax Forms

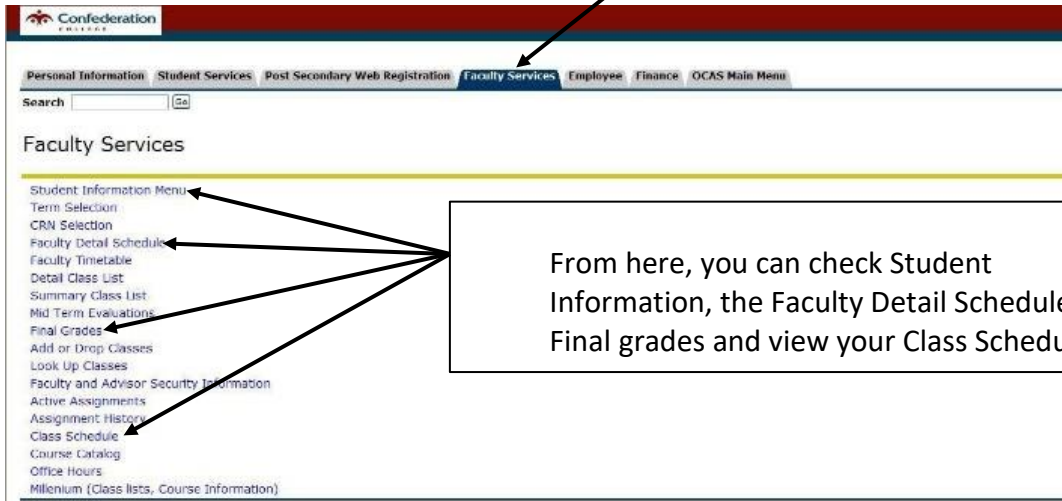
[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development |

RELEASE: 7.3

In the Finances area, you can do a number of things such as creating Budget Queries, Requisitions, or to Approve Documents.

## Faculty Services

The following screen will appear when you click Faculty Services:



The screenshot shows the OCAS main menu with the 'Faculty Services' tab selected. The 'Faculty Services' menu is expanded, showing options: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Faculty Timetable, Detail Class List, Summary Class List, Mid Term Evaluations, Final Grades, Add or Drop Classes, Look Up Classes, Faculty and Advisor Security Information, Active Assignments, Assignment History, Class Schedule, Course Catalog, Office Hours, and Millenium (Class lists, Course Information). A callout box points to the first five items.

Confederation COLLEGE

Personal Information | Student Services | Post Secondary Web Registration | **Faculty Services** | Employee | Finance | OCAS Main Menu

Search  Go

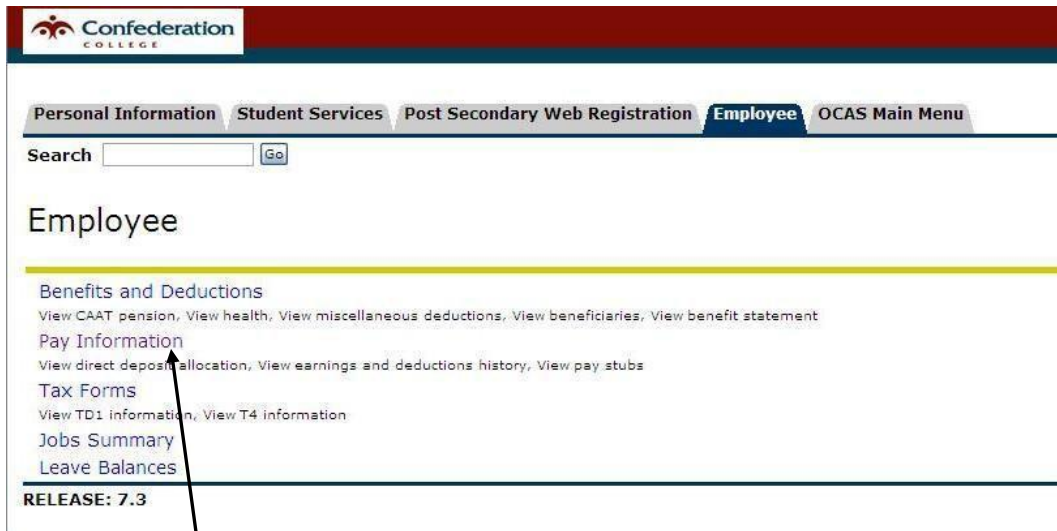
### Faculty Services

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Timetable
- Detail Class List
- Summary Class List
- Mid Term Evaluations
- Final Grades
- Add or Drop Classes
- Look Up Classes
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Office Hours
- Millenium (Class lists, Course Information)

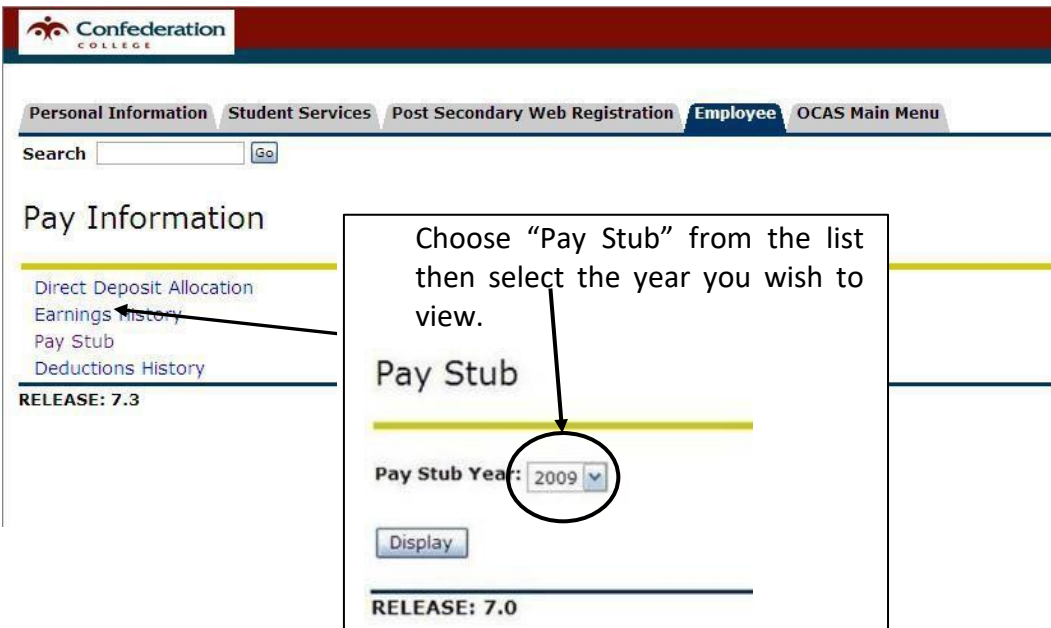
RELEASE: 7.3

From here, you can check Student Information, the Faculty Detail Schedule, Final grades and view your Class Schedule.

## Accessing Your Paystub



By clicking "Pay Information" under the Employee Menu, you will be taken to the Pay Information screen:



This will take you to the Pay Stub Summary screen. All your paystubs for that year will be listed here.

Search

## Pay Stub Summary

Select the paystub you want to view

### Pay Stubs for 2009

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Jun 05, 2009	May 10, 2009	May 23, 2009			
May 22, 2009	Apr 26, 2009	May 09, 2009			

[Change Year](#)

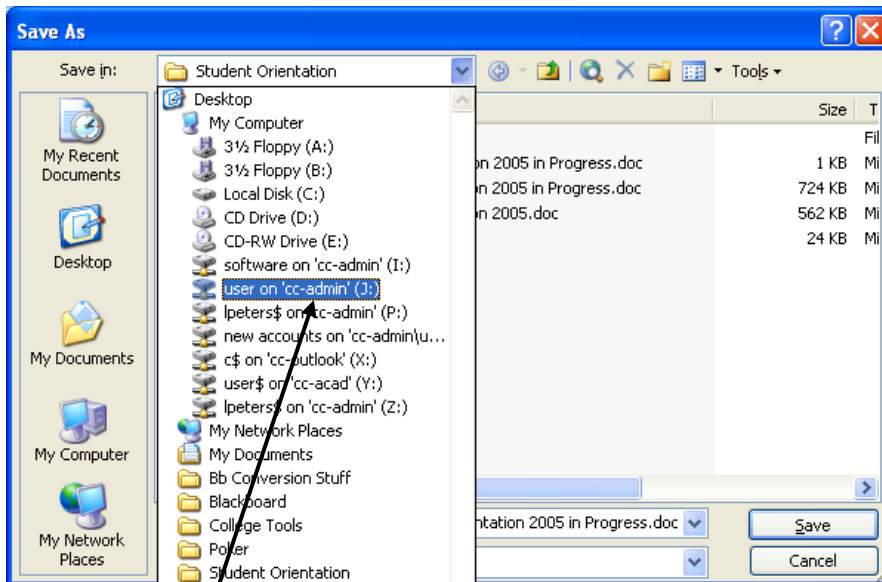
RELEASE: 7.0

## Understanding Your Personal Network Disk Space

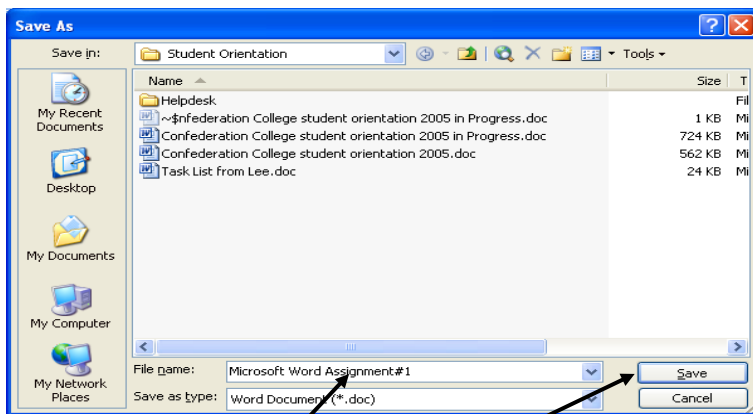
Every staff member at Confederation College has network disk space (called their J: Drive) which has been allocated for saving their College related work and other work materials. This network space is linked to your college account (only you can access it), and is backed up on a nightly basis. As a result, your files are saved in a safe and secure location, and can be retrieved in the event of accidental deletion or server failure. Please contact the Computer Services Help Desk for more information on using your J: drive.

### To save a document on your J: Drive in any Windows based program:

- Click File
- Click Save As:
- You will now be presented with the following screen:



- Click your J: Drive

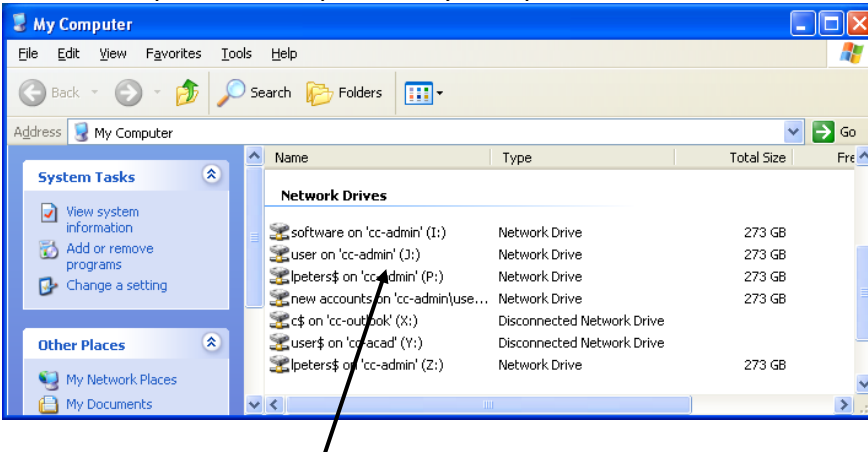


- Give your document a name, then click Save.

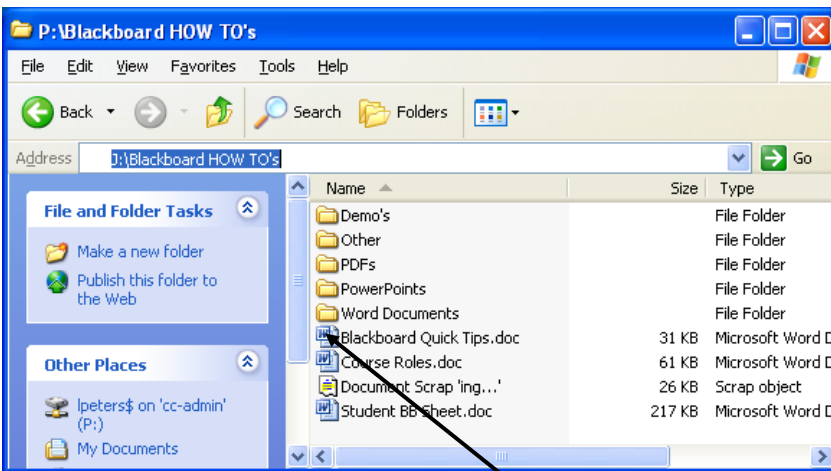


## To view or open your saved documents:

- On the computer desktop, click My Computer



- Now double click on the "J Drive"



- Double click on the document that you wish to open.

# Getting Started with Blackboard – for Faculty

The **Blackboard Learning System™** is the College’s official ‘Learning Management System’. Blackboard is a world-class software application for institutions dedicated to teaching and learning. Intuitive and easy-to-use, Blackboard has powerful capabilities in three key areas: Instruction, Communication and Assessment.

## To access Blackboard:

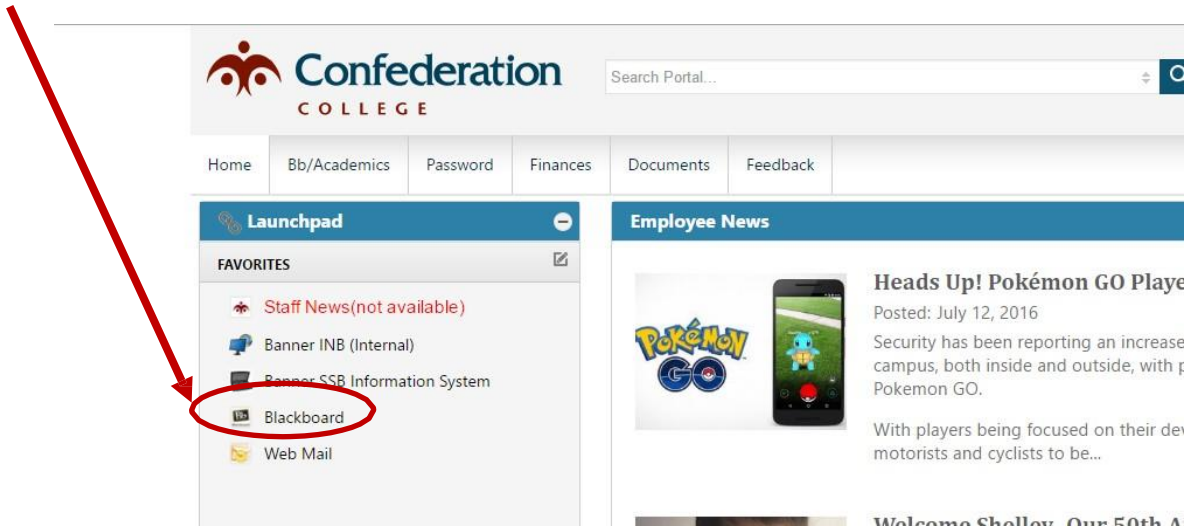
1. On an Internet connected computer, go to the College’s main web site by typing in the URL: <http://www.confederationcollege.ca> into your web browser.
2. At the top of the College website main page, click the link ‘Log in to MyCampus’.



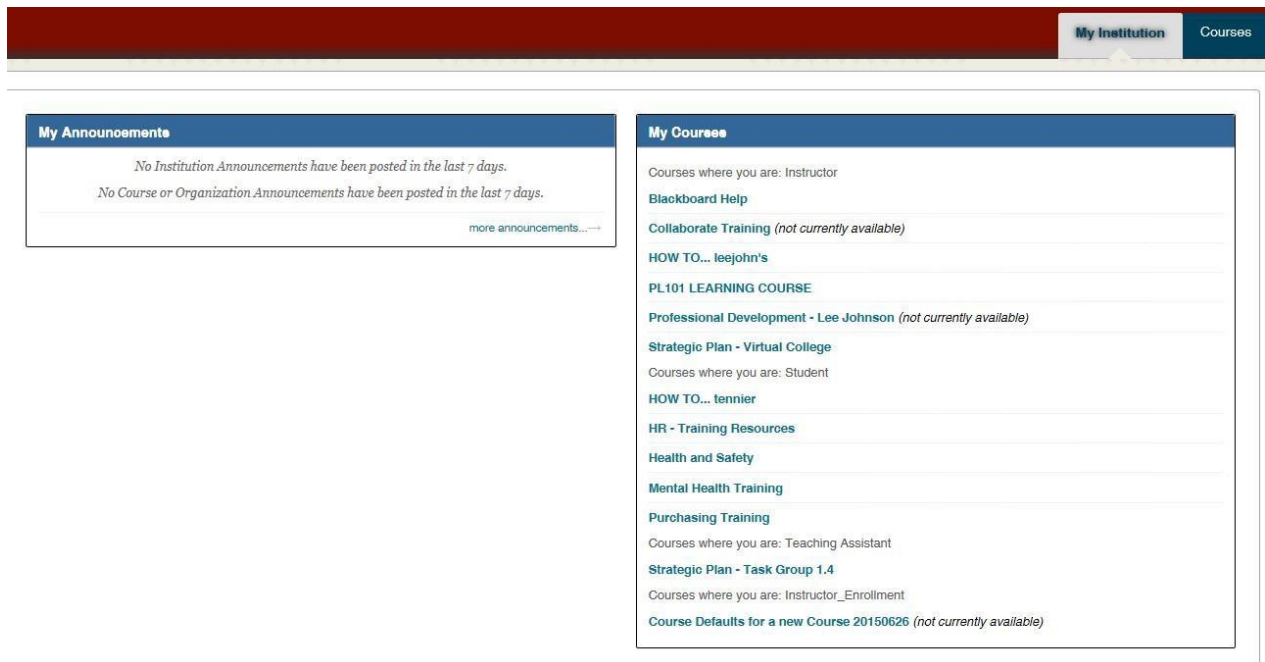
3. At the MyCampus login page; please enter your College username and password and then click the ‘Login’ button.




4. Once successfully logged into the MyCampus Portal, on the Launchpad to the left you will see an icon/shortcut called 'Blackboard'. Click on this link.



5. You will then automatically be logged into Blackboard. Once in Blackboard, you should see a screen similar to the illustration below:



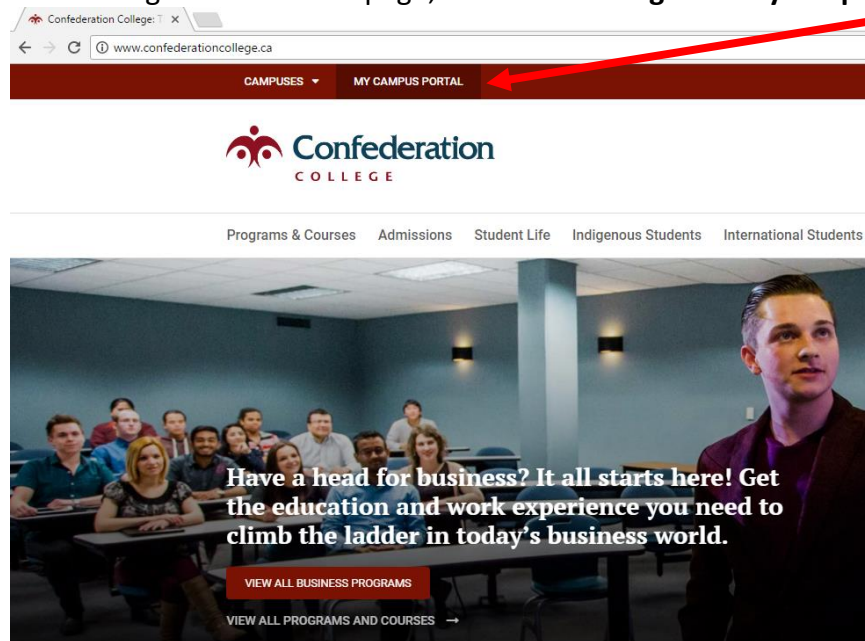
6. When finished with your Blackboard session, you can logout by clicking the  button at the top right corner of the Blackboard screen.

***If you need further assistance, please contact the Computer Services Help Desk (475-6488).***

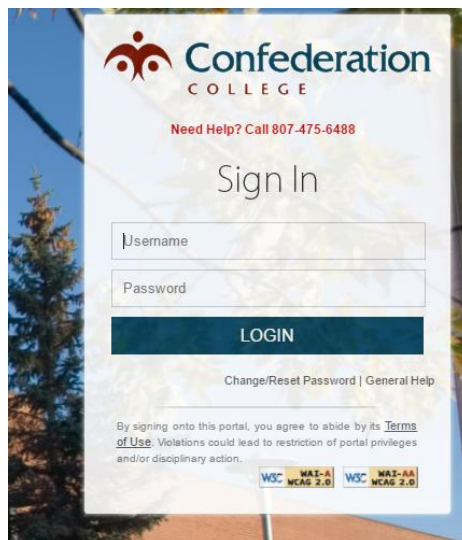
# Posting a News/Event/Classifieds Article

Do you have some news, event, or something else of interest that you would like to be shared with other staff or the College community? All staff have the opportunity and are encouraged to create Employee News, Events, and Classifieds articles. It is very easy to do:

1. On an Internet connected computer, go to the College's main web site by typing in the URL: <http://www.confederationcollege.ca> into your web browser.
2. At the top of the College website main page, click the link 'Log in to MyCampus'.



3. At the MyCampus login page; please enter your College username and password and then click the 'Login' button.




Once logged into the MyCampus Portal you must choose which area to post your content:


- Community News is the classification for the bulk of the news items being published such as staff announcements, celebration of program and student activities, department updates and initiatives.
- Operational News is reserved for news pertaining to building closures, IT Updates and business hours.
- Corporate News is reserved for official news from Senior Team and HR. It should only be used by authorized personnel such as Communications & HR.
- Employee Events – for events that are important/intended for other College staff.
- Employee Classifieds – an area to post ads for selling items, donations, etc.

### Employee News

**Our Kids Count - Volunteers Needed!!**  
Posted: August 8, 2017  
Our Kids Count are in desperate need of some volunteer help from Wednesday August 9 – Sunday August 13<sup>th</sup>.  
There are several opportunities for either ticket selling at the CLE and Country Fest or parking lot attendants at the...



**NEW's News August Newsletter and Workshop Calendar**  
Posted: August 2, 2017  
Please enjoy our Newsletter and...



**Wellness Centre Construction - August Update**  
Posted: August 2, 2017  
It is the home stretch for construction of the College Wellness Centre. There is great anticipation by our staff, including student employees, and community members who have toured the site

### Employee Events

Happy New Year 2017  
Event Date: Wednesday, August 30 2017 at 09:00 -0400

College closed: Labour Day  
Event Date: Monday, September 4 2017 at 09:00 -0400

Welcome to Orientation 2017 - Thunder Bay  
Event Date: Tuesday, September 5 2017 at 09:00AM

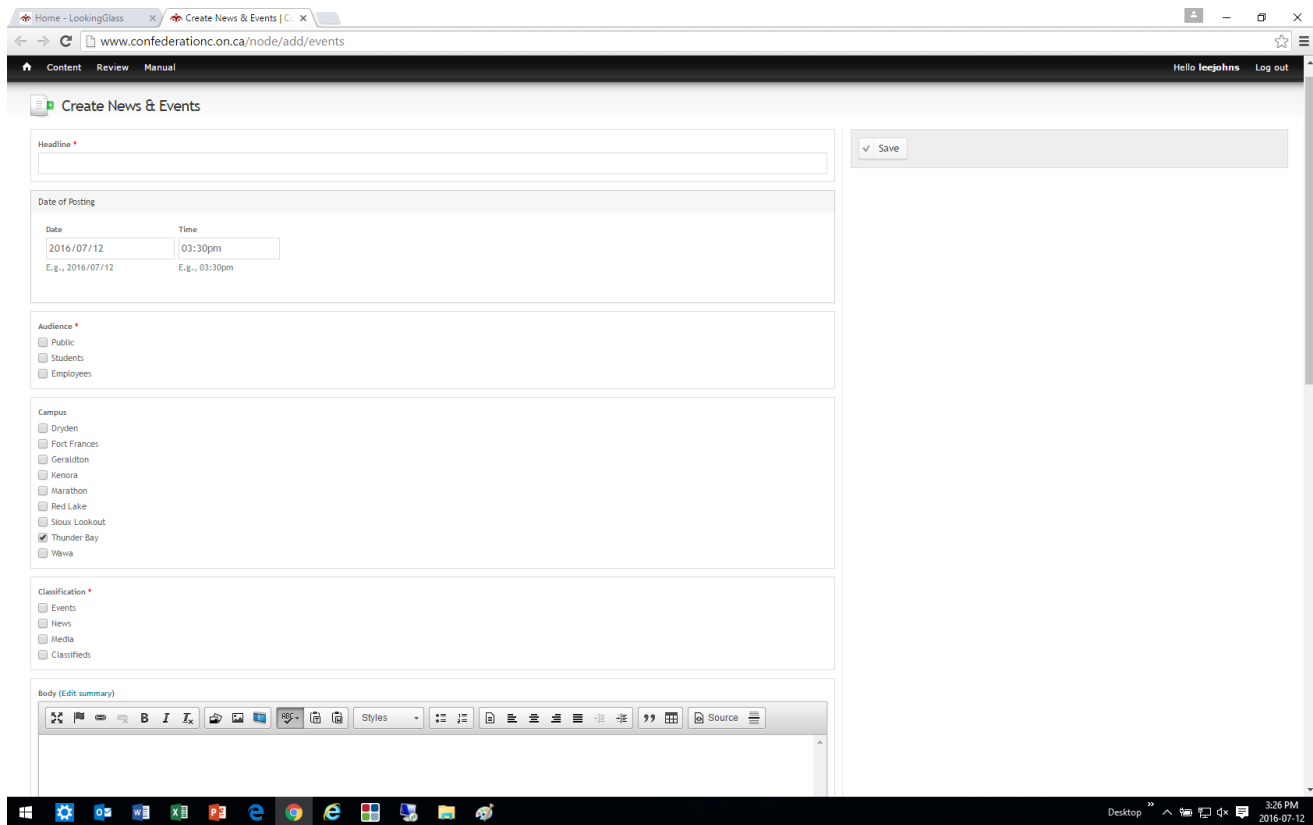
Welcome to Orientation 2017 - Region  
Event Date: Tuesday, September 5 2017 at 09:00AM

College closed: Thanksgiving Day.  
Event Date: Monday, October 9 2017 at 09:00 -0400

[View All Events](#) [Create Event](#)

4. To post your content to a specific area, at the bottom of that section you can click on the 'Create News/Event/Classified'. When filling out your News/Event/Classified article, be sure to:

- Provide a headline.
- Date of posting.
- Audience (Public – everyone can see article, Student – only students can see article, and Employees – only staff can see article).
- Campus – select all the College campuses that you wish to see your article.
- Classification (Events, News, Media, Classifieds).
- Body of your article.
- Promo image, and Gallery image (optional but recommended).
- File Attachments.



Once you have finished entering all the required sections for your article, press the 'Save' button at the bottom of your screen to submit your article for live posting (subject to approval and potential light editing from the College's Communications Dept.).

**TIP:** keep the stories brief, placing the most important information & critical links first.

# Staff Tips for Protecting Your Computer

In today's world with all the viruses, malware, social engineering hacking, and other threats, having only anti-virus software on your computer is no longer sufficient protection for your computer as well as your information. Users (on any computing device including mobile phones, tablets, etc.) must be ever-vigilant in how they use their computers. Below are some tips on how users can better protect themselves:

1. Ensure your computer has anti-virus/malware software, and that your software is always kept up-to-date. While not a 100% guarantee to protect your computer, anti-virus/malware software is still an absolute must for keeping your computer safe. Be sure that your anti-virus/malware is being updated regularly to ensure you are protected from the latest threats.
2. Keep your computer operating system (OS) up-to-date. Regardless of whether you are running a Windows, Linux, Mac, or another OS, the developers of these OS's are constantly working to patch potential or identified security vulnerabilities. By ensuring your OS is up-to-date, you can ensure that your computer is running the most secure software to help keep it safe.
3. Have secure passwords. When creating a password, do not use your or family member names, dates, pet names, etc. Be sure your password has a combination of upper case letters, lower case, numbers, or symbols in it (at least one of each is preferable). Passwords that you use should be easy to remember but difficult for someone else to guess. Also, a different password should be used for every account that you have – especially for your bank accounts.
4. Think before you click. This is probably one of the most important areas where users need to be wary of at all times. Hackers and virus/malware programmers are now using phishing attacks to trick users into doing something on their computers to either infect the device and/or steal the users' personal data. These attacks will come in the form of e-mails, attachments, websites/links, and text messages, often disguised as something else entirely, as a way getting you to execute malicious code or give your personal information out. By tricking the user to essentially download the virus/malware for them or freely give out their personal information, anti-virus/malware software protection can be rendered useless (it's like opening the front door of your house to a burglar). Fortunately, there are some things you can educate yourself on to help:
  - Avoid using websites that provide pirated material for download. These websites/downloads are obviously not legitimate and are havens for hackers.
  - Never open an e-mail attachment from someone you don't know. If you are not fully certain what the attachment is you may be inadvertently downloading/executing virus/malware on your computer. Hackers will make the attachment appear to be a picture, video, or document – but it is something that is actually malicious.
  - Never download something that you are not sure of exactly what it is, and only download from reputable company websites. Freeware, shareware, or other files from non-reputable sites may have malicious code contained in them.
  - If you are going to download an attachment or something else from the Internet, scan it with your anti-virus/malware software first.
  - Before clicking on links you are not sure of, you can check the link by resting your mouse pointer over the link (don't actually click it) and seeing if the pop-up link display matches

what's in the message link to see where it's really taking you. The links/URL's in phishing attacks often seem to look like the web address of the company that they are trying to spoof, but are altered to direct you elsewhere. Fraudulent links can be used to download/install malicious software on your computer that you don't know about.

- Be wary of e-mails/websites that have bad spelling/grammar or use threatening language. Legitimate organization/company websites have teams of editors and would never coerce their customers or visitors.
  - Watch out for e-mails/messages/texts that ask you to update your account information using an embedded link in the message. Again, this is always considered unsafe security practice and legitimate organizations would never do this.
  - Don't be fooled! Cybercriminals can easily copy or recreate a legitimate organizations logo/branding and use them in their messages/websites to try and trick people. Just because an e-mail/website contains an organizations branding does not mean the content is from that company.
  - When in doubt, contact the organization/company directly by using the contact information from the company's official website (don't follow a link to the homepage from the message you receive) or from the phonebook.
5. Keep your personal information safe. Some hackers will use social engineering and 'research' your activity on the Internet to piece together your personal information or account information. Be wary of the personal information you provide on social media, discussion boards, etc.
6. Be aware of open or free public Wi-Fi spots (i.e. airports, coffee shops, schools) that don't require authentication. These networks are too unsecure for sending your personal or account information over.
7. Backup your computer data on a regular basis. Many viruses/malware will infect, delete, or even encrypt your data for ransom (ransomware). When all else fails, having a reliable back up on one or two other devices will give you a final layer of protection.



## Part Six – Public Safety

# public safety services

**Public Safety provides research, consultation, advice and assistance in the areas of health and safety, emergency planning, and security.**

**Reporting and Record-keeping.**

- Injury and hazard reporting
- Reporting of suspicious activities, crimes and motor vehicle accidents
- Record-keeping for workplace harassment / workplace violence
- Lost and found service

**Identifying, Eliminating and Controlling Hazards.**

- Workplace inspections; building and grounds patrols
- Campus Walk service, and Campus Alone service
- Health and safety training; Ergonomic assessments
- Liaison with Joint Health & Safety Committees and Health & Safety Representatives
- Investigation of occurrences
- Key and access control, including door & building openings, and entry permits
- Compliance monitoring for *Access to Facilities* and *Tobacco Use* policies
- First Aid Kits and Band Aid Station replenishment

**Emergency Preparedness.**

- Emergency planning, response and recovery
- Urgent and immediate assistance in all emergencies
- Links to internal emergency services (Designated First Aiders, Campus Response, Fire Wardens, Facilities Services: electrical, mechanical, building & grounds services)
- Links to external emergency services (Police, Fire, Ambulance, utilities, elevator service)
- Routine monitoring of emergency equipment (including closed circuit television (CCTV), fire extinguishers, emergency phones and speakers, panic alarms and blue buttons)
- Special event planning assistance and risk management

**Hazardous Materials Management:**

- advice, re: Workplace Hazardous Materials Information System (WHMIS): inventories; Material Safety Data Sheets (MSDSs) / Safety Data Sheets (SDS); labeling
- advice, re: Hazardous Waste Information System (HWIN) / hazardous waste management

**General Services:**

- Way-finding; information on scheduled classes & events outside normal business hours
- Building hours

# work-related injury? three things to do.

## **1. Get first aid or medical care, as required.**

First aid is available through:

- Designated First Aiders: employees trained in first aid and CPR
- Thunder Bay Campus: the Health Centre
- Thunder Bay Campus: Campus Response Team and Security Services— call **922** from College phones; or 623-0465 from a cell; pick-up a Help! Phone located in corridors and class-rooms; or the Parking Lot Help! Phone in Lot E.
- For life-threatening or unknown medical emergencies, call 911:
  - At the Thunder Bay Campus, Security will be notified automatically if you call 911 from a College phone.
  - If you cannot call 911 from a College phone, call 911 first and then call 922.
  - Security will meet and direct emergency providers to your location.
- Transportation to off-site health care (hospital or clinic), or to home, will be arranged by Security or your Campus Manager, at no cost to you.

## **2. Tell your supervisor—report your work-related injury.**

Your supervisor needs to know what happened so that he/she can promptly address the hazards which resulted in your injury. Your supervisor is also your first contact for completing (within 24 hours) the occurrence report web-form:

[www.confederationcollege.ca/occurrencereportform](http://www.confederationcollege.ca/occurrencereportform)

If you are working outside normal business hours, confirm the best way to contact your supervisor during those hours (e.g. home phone, cell phone, etc.).

## **3. Contact Public Safety and / or Human Resources.**

Contact Public Safety at 807-475-6624, or Human Resources at 807-475-6135; or e-mail [safety@confederationcollege.ca](mailto:safety@confederationcollege.ca). We will ensure that an investigation of the injury is completed by your supervisor.

As required, Human Resources will help you with the filing of workers' compensation claims, workplace accommodations and guide you through the return to work process.

# work-related injury? page 2.

## 1. What are work-related injuries?

Work-related injuries “arise out of and in the course of employment”. They include injuries which:

- are the result of accidents in the workplace (e.g. fracture and bruises in a fall from a ladder), or
- are the accidental outcomes of normal workplace activities (eg. back strain while lifting boxes).

They also include disablements which appear gradually in association with workplace activities (e.g. tendinitis from improper mouse use).

## 2. What if my injury prevents me from telling my supervisor immediately?

Any of the first aid providers listed on page 1 will ensure that your supervisor and the Senior Manager, Public Safety or the Employee Health & Wellness Consultant are contacted on your behalf, if you are unable to do so. You will still need to contact your supervisor and Public Safety to follow-up once you have received emergency health care. (If you are hospitalized, your supervisor and/or the Employee Health & Wellness Consultant will contact you.)

## 3. Are all injuries reported to the Workplace Safety and Insurance Board?

No. While all injuries are recorded, we report only those injuries that cause an employee to:

- obtain health care (e.g. the services of a medical doctor, chiropractor, dentist, physiotherapist, etc.), or
- be absent from work, or
- earn less than regular pay, or
- be placed on modified work for more than 7 calendar days.

## 4. What should I do if I am unsure that my injury or condition is work-related?

Talk to your supervisor; contact Public Safety at 807-475-6624, or Human Resources at 807-475-6135; or e-mail [safety@confederationcollege.ca](mailto:safety@confederationcollege.ca). If there is any doubt, Human Resources will file a claim with workers' compensation, if one of the criteria noted in (3) is met.

**Did you know that all Confederation College employees (fulltime, part-time, summer, casual or contract) have Ontario workers' compensation coverage?**

## Part Seven – Respect and Accessibility

## **it's about respect.**

### **Employee rights, responsibilities and respect at Confederation College.**

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Confederation College is committed to maintaining a SAFE and RESPECTFUL campus for everyone.

We all share the responsibility to make this campus and community a safe place to visit, work, and learn.

As an employee, you have rights and responsibilities:

You have the right to be treated fairly, equitably and with respect. The expectation is that you will do the same for others. The following is a brief summary of what you can expect from us and what we expect from you.

#### **All Employees have the right to:**

- think, write, speak, learn, work and pursue social, cultural and other interests subject to the requirement that you respect the rights of others.
- work in a safe, fair, respectful, inclusive, and impartial environment that promotes employee wellness and success.
- be free from discrimination, harassment, bullying, violence and disruption in all college environments.
- participate in clear, effective and consistent communication with the college on policy change, procedures, practices, issues and to share concerns with the college without the fear of reprisal.
- receive annual and ongoing feedback on job performance.
- access supports, accommodations and services available to employees to assist with work performance and personal success, including a personalized professional development plan.

#### **All Employees have the responsibility to:**

- provide clear and consistent communication to students, fellow employees, and members of the college community.
- behave in a respectful manner in the college and in the community, remembering their role as an ambassador for the college.
- act in a professional manner, meeting obligations, being truthful and maintaining civility and integrity in their work and study.
- provide access to supports, accommodations and services to students to assist with academic and personal success.
- participate in active and honest sharing of information, ideas and concerns; listening carefully, and respecting the opinions of others.
- respect and support the well-being of others; considering their actions, avoiding inflicting either

physical or psychological harm on others. Being fair when dealing with others and treat each individual with dignity, respect, and appropriate treatment.

**Additionally, Employees working in the lab or classroom have the right to:**

- manage the classroom, in both physical and virtual environments, including creating guidelines for the use of electronic devices etc.
- determine subject content, delivery methods and grade assessment.
- formulate and enforce attendance requirements and set reasonable deadlines for assigned work as laid out in the course outline.
- expect that students write tests when scheduled and that students submit work that is their own.
- expect professional and respectful behaviour in classrooms, virtual classrooms, labs, shops, field placements, internships, etc.

**As well, Employees working in the lab or classroom have the responsibility to:**

- provide a physical and virtual learning environment that is fair, impartial, safe and supportive of learning.
- provide an environment free from discrimination, harassment, bullying, violence and disruption.
- present clear, effective and consistent communication to the student.
- deliver highest quality teaching and learning experiences in all programs.
- supply ongoing feedback on academic performance and an assessment at mid-semester (prior to the drop date) and semester end.

**Reach out for help. Reach out to help.**

We're here to listen. If you witness or experience behaviours which you consider unsafe or disrespectful please do something about it. If you are comfortable doing so, speak directly to the person with whom you are having the issue; or talk to your Supervisor, Manager or Union/Association representative or contact:

Mike Rozic, Senior Manager, Public Safety	807-475-6624
Jeannine Verdenik, Executive Director, Organizational Effectiveness	807-475-6267
Cheryl-Lyn Lamers, Manager, Employee Engagement & Development	807-475-6134
Morneau Shepell EFAP Provider	1-844-880-9142

For more information on your rights and responsibilities as an employee, please visit the links listed in your Employee Portal, or email [respect@confederationcollege.ca](mailto:respect@confederationcollege.ca) or visit [www.confederationcollege.ca/student-life/succi/respect](http://www.confederationcollege.ca/student-life/succi/respect) to learn more about maintaining a safe and respectful campus.

# MAINTAINING A SAFE CAMPUS

Confederation College is committed to maintaining a **SAFE** and **RESPECTFUL** campus for everyone.

Visit the Safe Campus website at [www.confederationcollege.ca/safecampus](http://www.confederationcollege.ca/safecampus) to view resources and links to information, services and supports that exist on and off campus. If you witness or experience behaviours which you consider unsafe or make you feel unsafe please tell someone. We all share the responsibility to make this campus a safe place to visit, work and learn.

As part of maintaining a safe campus Confederation College has developed a policy and protocol for Sexual Assault and Sexual Violence.

To view the policy and protocol online please visit: <http://www.confederationcollege.ca/SASV>.

## A SAFE CAMPUS MEANS:

**S**EXUAL ASSAULT & VIOLENCE FREE  
**A**CCESIBLE SUPPORTS & SERVICES  
**F**AIR & IMPARTIAL TREATMENT  
**E**NGAGED & INCLUSIVE COMMUNITY

Learn more about our **SAFE** campus visit [www.confederation.on.ca/safecampus](http://www.confederation.on.ca/safecampus)



## Accessibility

Confederation College is committed to ensuring access to programs, services and employment opportunities for all people, including those with disabilities. The College understands the critical contribution that people with disabilities make within the college community, Thunder Bay, Northwestern Ontario and throughout the world. We realize that our success hinges on our ability to be accessible for all people. In order to fully facilitate the participation of people with disabilities, we adhere to the following core principles in our policies, procedures, and practices:

1. Independence
2. Dignity
3. Equal Opportunity
4. Integration

The purpose of the Accessibility for Ontarians with Disabilities Act (AODA) is to make Ontario fully accessible by 2025. The Act sets out 5 standards that must be met by all Ontario organizations. These standards include:

1. Customer Service
2. Transportation
3. Built Environment
4. Information and Communications
5. Employment

An *Integrated Accessibility Regulation* combines elements of the Transportation, Employment and Information & Communication Standards.

### Confederation College's Accessibility Working Group

The role of the *Accessibility Working Group* (AWG) is to communicate to the College Community the requirements of the AODA legislation and assist with meeting the obligations. The AWG is co-chaired by a member of the Human Resources team, and Vilma Johnson, Learning Strategist/Assistive Technologist.

It is the belief of the AWG that accessibility planning benefits not only individuals with disabilities, but all students, staff and visitors to Confederation College.

If you are interested in joining the Accessibility Working Group (AWG) or have a question regarding the AODA, contact:

Human Resources at ext. 6135 or

Vilma Johnson at ext. 6506, [Vilma.Johnson@confederationcollege.ca](mailto:Vilma.Johnson@confederationcollege.ca)

# Required Training Under the AODA

## Customer Service Training

Under the Customer Service Standard, we are required to ensure that all employees receive training in the provision of customer service to people with disabilities. To do this in an effective and efficient manner, online training is available to all employees. The training consists of two modules (AODA Overview and AODA Awareness) and takes approximately one hour to complete.

**All employees must complete the training.** Training should be completed during work hours within the first 3 months of employment.

If you have any questions or concerns about the training, please contact Cheryl-Lyn Lamers at ext. 6134.

## Training for Educators

The College's Accessibility Working Group, in conjunction with the Teaching and Learning Centre, has developed an online training module dealing with the development and delivery of accessible education. This important training is a requirement under the Accessibility for Ontarians with Disabilities Act (AODA) and is intended to provide educators with accessibility awareness training related to the development of accessible course content, delivery and instruction.

This training explores the concept of Universal Instructional Design (UID) and how its application makes learning more accessible, not only for students with disabilities, but for all students.

By completing this training you will gain:

- An understanding of the AODA, and specifically the IASR (Integrated Accessibility Standard Regulation) Standard
- An enhanced understanding of students with disabilities and academic accommodations
- Knowledge on UID principles

This training has been designed to support Confederation College in meeting its obligations as set out in the Information and Communications Standard of the Integrated Accessibility Standards Regulation (IASR).

This awareness training will also introduce educators to and expand upon the seven principles of Universal Instructional Design (UID).

The Seven UID principles are:

1. Accessible and fair
2. Flexible use, participation and presentation
3. Straightforward and consistent
4. Be explicitly presented and readily perceived
5. Provide a supportive learning environment
6. Minimize unnecessary physical effort or requirements
7. Ensure learning space that accommodates both students and instructional methods

**All employees who interact with students in an instructional capacity must complete the training.** Training should be completed during work hours within the first 3 months of employment.

### **Training on Accessibility Standards and the Ontario Human Rights Code**

Confederation College is committed to embracing diversity and creating an accessible and inclusive environment for those who come here to learn, work or visit, and recognizes its obligations under the Ontario Human Rights Code and the accessibility standards established under the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

Colleges across Ontario have developed an online training package regarding the Integrated Standard and the Ontario Human Rights Code that will take approximately 30 minutes to complete.

**All employees must complete this training.** Training should be completed during work hours within the first 3 months of employment.

### **Duty to Accommodate**

Provision of reasonable accommodation for employees and students with disabilities is mandated by the Ontario Human Rights Code. Confederation College has a legal obligation to provide accommodations.

The Academic Support Centre provides services to support students with disabilities. Processes and procedures have been established which allow students to access academic accommodations while respecting their privacy and maintaining confidentiality.

The Human Resources Department coordinates assistance for employees with disabilities. Assistance includes but is not limited to individual accommodation plans.

Part Eight – Employee Wellness

## Employee Wellness Committee



The Employee Wellness Committee is chaired by the Employee Health & Wellness Consultant and is comprised of interested employees from various sectors of our college community. They are focused on creating and motivating positive and balanced lifestyles for employees with a focus on the noted six pillars of wellness.

Initiatives that the Wellness Committee presented during the 2017-2018 academic year included:

- Wellness Watch Staff News Postings
- Spring Into Motion Wellness Challenge
- Get Real Photovoice Exhibit
- Lunch & Learns

The Committee is always looking for interested individuals to join their motivated, activity oriented group. For more information, please contact [wellness@confederationcollege.ca](mailto:wellness@confederationcollege.ca)

## Employee Wellness Discount

Confederation College is pleased to support employees wishing to achieve wellness through physical fitness at the SUCCI Wellness Centre – Minowaadiziiwin. All full time and part time employees (until March 31, 2019) are extended a 50% discount on eligible 12 month memberships. Payment is available through payroll deduction.

In lieu of geographical access to the SUCCI Wellness Centre, employees of Regional campuses are eligible to participate in the Wellness Reimbursement portion of the program. See the full policy for additional details.

Visit the SUCCI Wellness Centre to sign up for your membership today!





## Your Employee and Family Assistance Program

**Reach out. Get help. Feel better.**

### Immediate and confidential support

You can trust your Employee and Family Assistance Program (EFAP) to help you and your family find solutions for a wide range of life's challenges.

Caring professionals can help you access support related to:

- Fitness and physical health
- Mental health
- Relationships
- Nutrition and naturopathic medicine
- Finances
- Elder care
- Legal
- and much more

There are many ways to get help today - all completely confidential.

You and your eligible family members can receive support over the telephone, in person, online, and through a variety of health and wellness resources. For each concern you are experiencing, you can receive a series of private sessions with an expert. You can also take advantage of online tools to help manage you and your family's health. You'll get practical and fast support in a way that is most suited to your preferences, learning preference and lifestyle.

## Solutions for a wide range of life's challenges

Let us help you:

### Achieve well-being

- Stress
- Depression
- Anxiety
- Anger
- Crisis situations
- Life transitions

### Manage relationships and family

- Separation and divorce
- Elder care
- Relationship conflict
- Parenting
- Blended Family issues

### Find child and elder care resources:

- Maternity and parental leave
- Adoption
- Child care services
- Schooling
- Adult day programs
- Nursing and retirement homes

### Get legal advice

- Separation and divorce
- Civil litigation
- Custody and child support
- Wills and estate planning

### Get financial guidance

- Credit and debt management
- Budgeting
- Bankruptcy
- Financial emergencies
- Changing circumstances

### Deal with workplace challenges

- Work-life balance
- Conflict
- Career planning
- Bullying and harassment

### Tackle addictions

- Alcohol
- Tobacco
- Drugs
- Gambling
- Other addictions
- Post-recovery support

### Improve nutrition

- Weight management
- Boost energy and resilience
- High cholesterol
- High blood pressure
- Diabetes
- Heart disease

### Focus on your health

- Identify conditions
- Prevent illness
- Manage symptoms
- Discover natural healing strategies
- Create an action plan for better health

Call for confidential and immediate support with your work. Health and well-being 24/7/365.

**1.844.880.9142**

**TTY: 1.877.338.0275**

**workhealthlife.com**

*\*\*Services are provided in English and French. If service provision in another language is required, please request it at the time of intake.*

# Sexual Assault & Sexual Violence EMPLOYEE RESOURCES

All members of Confederation College's community have a right to work, learn, live, and express themselves in an environment that is free from any form of sexual violence. To this end, we have a policy that sets out the way in which we address sexual violence. We ensure that those affected by sexual violence are believed and appropriately accommodated. The College has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual violence accountable.

**Everyone in our community has the responsibility to help maintain a safe and respectful campus for everyone.**

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## IF YOU EXPERIENCE SEXUAL VIOLENCE

If you are in danger or need assistance: Call 911 for Police and Ambulance assistance. At the Thunder Bay campus, call 922 from a College phone or (807) 623-0465 for Security assistance.

## IF YOU WITNESS SEXUAL VIOLENCE

If you witness sexual violence, there are measures that you can take to provide immediate assistance to the survivor: Get them to a safe place, i.e. residence, with a trusted friend/family member, a Residence Advisor, or a Confederation College employee.

If they are in danger or need assistance: Call 911 for Police and Ambulance assistance. At the Thunder Bay campus, call 922 from a College phone or (807) 623-0465 for Security assistance.

Assist the survivor to reach out to on- and off-campus supports and resources. As a witness to sexual violence, you may also wish to access supports and resources for yourself. (SEE NEXT PAGE).

## NEXT STEPS: ACCESSING SUPPORT OR MAKING A COMPLAINT

Students who have experienced sexual violence are under no obligation to file a formal complaint in order to access on-campus supports or resources including accommodations for academics, or to be referred to off-campus supports and resources. If allegations are being made against a member of the College community, students may file an informal or formal complaint that will result in an investigation. All reports remain confidential, and all efforts will be made to ensure you control the process and how the information is used.

To access resources, or to file an informal or formal complaint, contact our on-campus support (SEE NEXT PAGE).

For the full Sexual Assault & Sexual Violence Policy, Protocol and other supports and resources, visit:

[www.confederationcollege.ca/SAFE-campus](http://www.confederationcollege.ca/SAFE-campus)





## IF YOU ARE AN EMPLOYEE AND SOMEONE DISCLOSES AN ALLEGATION OF SEXUAL VIOLENCE

A person may choose to confide in someone about an act of sexual violence or disclose an experience of sexual violence when seeking support, including academic accommodations. It is important that you provide the survivor with a supportive response which includes listening without judgement and respecting the individual's choice as to what and how much they disclose about their experience.

Assist the survivor in reaching out to access both on-campus and off-campus supports and resources, and to explore their options while respecting the individual's right to choose the services they feel are most appropriate for them.

College employees who become aware of an allegation of sexual violence against another member of the College community are required to report the alleged incident to Jeannine Verdenik, Executive Director, Organizational Effectiveness: (807) 475-6267 immediately.

### ON-CAMPUS SUPPORTS

The following departments can assist you to understand your options and/or to provide accommodations or other supports:

**Employees:** Jeannine Verdenik, Executive Director, Organizational Effectiveness: (807) 475-6267, Shuniah Building, Room A213

**Students:** Counselling Services in the Student Success Office, (807) 475-6618, or Toll Free: 1-800-465-5493, Shuniah Building, Room 153

**Students Living in Residence:** General Manager (Campus Living Centres): (807) 475-6334 or Cell Phone: (807) 356-0367, Sibley Hall, Room 149

## HOW CONFEDERATION COLLEGE WILL RESPOND

The College understands that individuals who have experienced sexual violence may wish to control whether and how their experience will be dealt with by the College and/or by the police. In most circumstances, the person will retain this control; however, if the College believes that the safety of other members of the College community is at risk, the College may be required to initiate an internal investigation and/or to inform the police of the need for a criminal investigation, even without the person's consent. In these circumstances, the confidentiality and anonymity of the person(s) affected will be prioritized.

Whenever a complaint of sexual violence has been reported to the College, the College will exercise care to protect and respect the rights of both the complainant and the respondent. A survivor who comes forward to report will be considered truthful. This does not imply that judgement has been rendered against the respondent.

Confederation College is committed to challenging and preventing sexual violence and creating a safe space for anyone in our College community who has been affected by sexual violence. The College is expected to be a safe and positive space where members of the College community feel able to work, learn, live and express themselves in an environment free from sexual violence. Sexual assault and sexual violence are unacceptable and will not be tolerated.

*This document was created on February 28, 2018*

For the full Sexual Assault & Sexual Violence Policy, Protocol and other supports and resources, visit:  
[www.confederationcollege.ca/SAFE-campus](http://www.confederationcollege.ca/SAFE-campus)



*Join today to take advantage of all the benefits of being a College Rec Member!*

# College rec association

The College Rec Association provides a wide variety of social activities and fellowship opportunities to all full-time and part-time employees and contract service providers.

Have fun!

Meet new people!

Socialize with your coworkers!

Bring a family member or friend\*

Activities for the whole family!

You can participate in over 20 events throughout the year!  
That's a value of over \$200 for only \$52.00 or \$2.00 every pay period.

\*Non-members will be required to pay a non-member fee prior to the event cut-off date

Check us out at [confederationcollege.ca/collegerec](http://confederationcollege.ca/collegerec)  
and register now.

## Part Nine – Student Services



## Student Union of Confederation College

Located in the Shuniah Building, 1<sup>st</sup> Floor, Student Lounge  
General Inquiries: 475-6226

[www.succi.com](http://www.succi.com)

**SUCCI is a student focused organization committed to student life, advocacy, entertainment, student employment and student friendly services to enhance the overall college experience.**

Who To Contact	Phone	Email
President, Vignesh Viswanathan	475-6610	<a href="mailto:succipres@confederationcollege.ca">succipres@confederationcollege.ca</a>
Executive Director, Lynne Savela	475-6223	<a href="mailto:Lynne.Savela@confederationcollege.ca">Lynne.Savela@confederationcollege.ca</a>
Reception & Office, Laurel Tyrvainen	475-6226	<a href="mailto:Laurel.Tyrvainen@confederationcollege.ca">Laurel.Tyrvainen@confederationcollege.ca</a>
Accounting & Payroll, Alyssa Veneruzzo	475-6403	<a href="mailto:Alyssa.Veneruzzo@confederationcollege.ca">Alyssa.Veneruzzo@confederationcollege.ca</a>
Campus Employment, Cari Kruzel	475-6434	<a href="mailto:studentjobs@confederationcollege.ca">studentjobs@confederationcollege.ca</a>
Campus Recreation & Athletics, Susan Tucker	475-6481	<a href="mailto:Susan.Tucker@confederationcollege.ca">Susan.Tucker@confederationcollege.ca</a>
Communication Coordinator, Thomas McDonald	475-6237	<a href="mailto:Thomas.McDonald@confederationcollege.ca">Thomas.McDonald@confederationcollege.ca</a>

### Services Provided By The Student Union Are:

- Student Life
- Advocacy & Representation
- Domestic Student Health Plan
- Campus Employment
- Campus Recreation
- Varsity Athletics
- Class & Club Banking Services
- Student Clubs
- Wellness & Diversity Programming & Events
- Orientation
- Social & Special Events
- Sponsor of Awards & Bursaries
- Member of College Student Alliance (CSA)
- Emergency Food bank
- Transit - Universal Bus Pass
- Student Leadership
- Respect – It's our culture
- Ombuds Services

### Mission Statement

Through pro-active leadership and representation, the Student Union of Confederation College Inc. will advocate for the best interest of the student body and will provide student services, which compliment student life, foster personal growth and development, and enhance the formal education process.

# Counselling Services

*College counsellors are skilled helping professionals who are expert partners in the safety, well-being and success of students. Counselling services are provided free of charge and are available to all Confederation College students.*

**A safe and confidential place for students to get support in many areas including:**

- Stress
- Crisis situations
- Mental Health Issues
- Depression or anxiety
- Financial issues
- Interpersonal conflicts
- Trauma
- Gender Identity
- Suicide
- Grief and Loss
- Addictions
- Academic Dispute Resolution
- Career Exploration

## Hours of Operation

8:30am – 4:30pm

## Telephone

(807) 475-6618

## Website

<http://www.confederationcollege.ca/counseling>



## Where to Find Us...

The Counseling Services office is located on the first floor of the Shuniah building in room 153 in the Student Success Centre across from the Information Hub. Regional and distance students, staff and faculty can receive service through our **Bridging the Distance** videoconference student service network.

**IN A CRISIS?!** Come in or call us right away.



## **The Ombuds Office: A Resource for Faculty Supporting Student Success and Advancing College-Wide Improvements**

### **See the Ombudsperson when you need:**

- To speak with an independent resource
- A sounding board and impartial feedback
- 100% confidentiality

### **The Ombudsperson can:**

- Identify and explain relevant College policies and practices
- Provide relevant referrals to other services
- Promote creative problem-solving/brainstorming
- Facilitate discussions and provide mediation if needed

### **The Ombudsperson can assist with:**

- Academic and non-academic issues
- Communication strategies
- Principled decision-making
- Timely conflict resolution

### **The Ombudsperson cannot:**

- Decide who is right or wrong
- Take sides
- Provide legal advice or counselling
- Advocate for an individual or the College
- Compel actions or overturn decisions

**Contact:** Kim Morgan, BScN, MEd  
Ombudsperson  
Shuniah Building, Room A212

Phone: (807) 475-6209

Email: [kmorgan@confederationcollege.ca](mailto:kmorgan@confederationcollege.ca)

Toll free: (800) 465-5493 ext. # 6209

Website: [www.confederationcollege.ca/ombuds-office](http://www.confederationcollege.ca/ombuds-office)

Fax: (807) 473-3727

### **Office Hours**

Monday – Wednesday: 10:30 a.m. to 4 p.m.

Thursday: 10:30 a.m. to 12:00 p.m. noon

(Note: hours may vary due to appointments made outside these times)

## Registrar's Office

The Registrar's Office consists of multiple services including, Admissions, Registration Services, Financial Aid, Recruitment, Information Hub , Continuing Education, Scheduling, Institutional Research and Quality Assurance.

The Information Hub is the central service area for all the services offered though the Registrar's Office. We are located in the main Shuniah Building at the Thunder Bay Campus. Our hours of operations are Monday to Friday 8:30am – 4:30pm (excluding holidays).

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The Information Hub can assist with:

- Cashiering services – cash, debit, cheque, VISA, MasterCard, AMEX
- Registration and dropping of classes
- Withdrawing from a program
- Reordering a credential
- Part-time graduation requests
- Prior learning assessments
- Printing of official transcripts
- Banner assistance (printing of timetable, confirmation of enrolment and more)
- Third party education verification requests
- Appointment bookings for Financial Aid and Recruitment

Email: [thehub@confederationcollege.ca](mailto:thehub@confederationcollege.ca)

Phone: (807) 475-6110

Fax Number: (807) 473-3731

# Admissions

The Admissions Department works with prospective students up to the point where they have accepted an Offer of Admission to our college. Services include:

- Application Assistance
- Program status (Open, Closed, Waitlisted)
- Admission requirements and benchmarks (i.e. scoring)
- Document Processing including, transcripts, copies of credentials, GED, IELTS, TOELF, 3<sup>rd</sup> party assessments, Permanent Resident documentation etc.
- Applications for program readmission, campus transfers and institution transfers
- Transfer Credits

**Email:** [admissions@confederationcollege.ca](mailto:admissions@confederationcollege.ca)

**Phone:** (807) 475-6213

**Fax:** (807) 473-3731

# Financial Aid

The Financial Aid Office is dedicated to supporting students who are in need of financial assistance.

Administration of the Ontario Student Assistance Program (OSAP)

- Helping students obtain the maximum amount of assistance they may be entitled to through the various federal and provincial grant and loan programs.
- OSAP Workshops for application assistance scheduled throughout the summer.

Awards

- We support full time post-secondary students through the college's bursary/scholarship and awards program which consists of entrance awards, in program awards and numerous other awards that become available throughout the year.

Campus Employment

- In-program employment opportunities are available to students who qualify.
- Student summer employment opportunities are available to qualified returning students

Tuition Deferrals

- Students who are eligible for full time OSAP funding and meet the requirements for a tuition deferral will automatically have their tuition payment for the semester deferred until their funding is available.



### Books Deferrals

- Students in receipt of OSAP funding or Second Career funding may qualify for a book deferral pending receipt of sufficient funding (additional fee will apply).

### Emergency Loans

- Short term loans are available to students who have emergency situations (additional fee will apply).

Additional information can be found at [www.confederationcollege.ca/financial-aid](http://www.confederationcollege.ca/financial-aid)

**Email:** financialaid@confederationcollege.ca  
**Phone:** (807) 475- 6110  
**Fax:** (807) 473-3731

## Continuing Education

Continuing Education provides access to individual courses that may be required as prerequisites, graduation, just for fun or upgrading. Continuing Education delivers courses in the classroom, online or distance education.

### Classroom

Confederation College offers classes in traditional classroom settings. Daytime, evening and weekend classes may be available.

### Online Learning (OntarioLearn and Confederation Online)

This online learning environment provides students with access to their courses 24/7. A class schedule is posted at the beginning of the course. Students work independently but must adhere to the schedule for submission of assignments, discussions and exams. Instructors are accessible through email, course chats, and discussion boards.

### Distance Education

Students can participate in live scheduled classes online in real time with software-enhanced audio and video conferencing technology. Students access classes from any regional campus, Contact North access site or from home. Tests must be invigilated at the student's local Contact North Access site, Confederation College Testing Centre or by previously approved private invigilator.

**Email:** [ce@confederationcollege.ca](mailto:ce@confederationcollege.ca)  
**Phone:** (807) 475- 6550  
**Fax:** (807) 473-3731

# Student Accessibility Services (Disability Services)

Student Accessibility Services (SAS) provides individual assistance and support for students with permanent and temporary disabilities. We are located in the Student Success Centre in Rm. 153, Shuniah Building.

We provide services to students with the following types of disabilities:

- Learning Disabilities
- Mental Health Disabilities (including depression and anxiety)
- Attention – Deficit/Hyperactivity Disorder
- Autism Spectrum Disorders
- Acquired Brain Injury (ABI)
- Deaf/Hard of Hearing Disabilities
- Visual Impairment
- Physical/Mobility Disabilities

Services offered through SAS emphasize personal independence, responsibility and provide a fair and equal opportunity for success without compromising the academic integrity of the course or program.

To access accommodations, documentation is required from a regulated health care professional identifying the functional limitations that the student will experience in the post-secondary setting. Interim accommodations may be provided to students who are being assessed or waiting on documentation.

Please note: A student is not required to disclose a diagnosis to access accommodations and support services at Confederation College.

Student Accessibility Services staff can:

- Work with students to develop an **Accommodation Plan (AP)** listing the accommodations for which they are eligible
- Arrange test accommodations and note taking services
- Recommend/train students on the latest assistive technology
- Provide on-going monitoring and learning strategies support
- Provide information about the assessment process in cases where a disability is suspected

The accommodation process is a shared responsibility between students with disabilities, Student Accessibility Services and Faculty.

## Faculty Responsibilities:

- Refer students who disclose a disability or who suspect they have a disability to SAS
- Review and properly store each AP received in a semester
- Refrain from asking a student with an AP to disclose the nature of his/her disability or medical condition --- maintain confidentiality at all times
- Assist with putting accommodations in place (i.e. assist a student in finding a note taker if requested, follow procedures for delivering tests to SAS)
- Maintain a learning environment free of discrimination
- Contact SAS if there are questions or concerns regarding a student's accommodations
- Consider requests for retroactive accommodations (accommodations after a deadline) by consulting with SAS

# Student Success Advisors

Student Success Centre, Shuniah RM 153

Monday to Friday 8:30am – 4:30pm, 475-6618

[www.confederationcollege.ca/student-success-centre/student-success-advisement-services](http://www.confederationcollege.ca/student-success-centre/student-success-advisement-services)

The Student Success Advisors are part of the Learning Resources Division at Confederation College located on the first floor of the Shuniah building in the Student Success Centre. The Student Success Advisors provide academic and career advisement and work with students to help them obtain the tools, strategies and resources necessary to be successful at college.

## Services provided include:

- Academic Advisement
- Advisement or referral as required to aid in student success through outreach, retention and transition phases
- Registration support (application assistance, registering for classes, add/drop courses, program withdraw/transfer, and transfer credits)
- Career Advisement (career assessment tools)
- Financial Advisement (OSAP, scholarship/award/bursary application assistance)
- Peer Mentoring
- Study Skills (workshops, advising and resources, time management, test taking, stress management, and note taking)
- Mature Student Support
- Co-curricular Record

*\*To book an appointment with a Student Success Advisor, please call the front desk of the Student Success Centre at 475-6618 or contact one of our Student Advisors directly as noted below:*

School of Health, Negahneewin and Community Services	Tony Wood	475-6216
School of Business, Hospitality and Media Arts	Trevor Hamalainen	475-6626
School of Engineering Technology and Trades	Mandy Wright	475-6548
Access, Mature Students, and WSIB	Adair Conlon	475-6123
Aviation Centre of Excellence	Lillian Vollum	474-2018

We also have student success advisors available in the region; please check with the regional campuses for details.

Lake of the Woods Campus, Red Lake Campuses	Geraldine Kakeeway	(807) 468-3121
Rainy River Campus	Richard Botsford	(807) 274-5395
Dryden, Sioux Lookout	Shelly Wilson	(807) 223-3035 Ext. #4
Distance Education, Eastern Regional Campuses	TBD	

# Academic Success Centre

Welcome to the Academic Success Centre where student success is our main priority! We provide a variety of resources and services designed to promote academic success. Our goal is to help students develop the skills, strategies and characteristics of successful, independent learners. We have created several academic supports that are free to all Confederation College students:

## **Drop-in Professional Tutoring**

Professional tutoring is delivered in a drop-in format by qualified individuals with credentials in their field. Professional tutoring is generally offered in math, communications, accounting and various health courses and depending on demand other subjects are added. Tutoring is offered at select times and locations throughout the academic year. Check in at the Academic Success Centre for an up-to-date schedule each semester.

## **Online access to [www.tutor.com](http://www.tutor.com)**

Online tutoring is delivered online by qualified individuals with credentials in their field. Online tutoring is offered in math, communications, accounting and various health courses. This service is available 24-7 to students enrolled in specific courses. Check in with the Academic Success for more details and a course list of applicable programs.

## **Peer Tutoring**

We provide a referral service which matches students who need an individual tutor with a peer tutor – one-on-one. Whether students need help reviewing class notes and textbook materials, or preparing for tests, our peer tutors can help. Peer tutors have proven success in their courses and have been recommended by their professor. They have an A in the courses they tutor. They won't do a student's homework, but they will show the student how to be their own best resource. Please be sure to refer any students in need of our services to us for assistance. The earlier in the semester, the better!

## **Drop-in Writing Centre**

The Writing Centre is a drop-in format program to help with your writing woes. There are qualified individuals who are present to improve student success in all things “writing”. The Writing Centre is offered at select times. Check in at the Academic Success Centre for an up-to-date schedule.

## **Drop-in Academic Advisor Days**

The Student Success Advisors provide academic and career advisement and work with students to help them obtain the tools and resources necessary to be successful at college. Advisors are always available in the Student Success Centre, and we will also be scheduling some drop-in sessions for general support. Check in at the Academic Success Centre for an up-to-date schedule and topics.

## **Note Taking Support**

Succinct Note Taking is a service available to students who require this additional support. Should this be a service that is requested, students should come to the Student Success Centre for more information.

## **Academic Supports**

We have a variety of brochures, pamphlets, and workshops available to also help students be successful in their studies. Please send students to see us for these helpful print materials and schedules.

## **How to Reach Us**

Location: Room 146 - First Floor Library Commons, Shuniah Building  
(adjacent to the lower level computer lab)  
Office Hours of Operation: 8:30am – 4:30pm Monday to Friday  
Contact: 473-3894  
Email: [academicsuccesscentre@confederationcollege.ca](mailto:academicsuccesscentre@confederationcollege.ca)

**DON'T DELAY - REFER A STUDENT TODAY!**



The library is the central hub of academic activity in the college, providing resources and services to students, faculty and staff. Each school has been assigned its own library liaison to work with faculty and students to ensure the best in resources and services are available.

## SERVICES & RESOURCES

- Faculty research assistance
- Library instruction classes
- Copyright consultation
- Course Reserves
- Program resources support
- Staff photo ID
- Equipment loans
- Phone chargers
- Computers/Scanners
- 24/7 library virtual access

[confederationcollege.ca/library](http://confederationcollege.ca/library)

- Virtual research support – askON live chat:

[confederationcollege.ca/library/askon](http://confederationcollege.ca/library/askon)

- Program Guides: Customized online resources (embed in Blackboard)
- Books, ebooks, journals (print and online – 24/7 access)
- Streaming video for the classroom
- ILO resources

POSITION	NAME	PHONE	EMAIL
Manager	Lisa Jack	6639	jack
General Assistance	Public Service Desk	6219	infodesk
Equipment	Joe Donlon	6219	jdonlon
Library Instruction	Callen Retter	6558	cretter
Copyright	Joe Donlon	6219	jdonlon
Reserves & Interlibrary Loan	Janice Hurrell	6219	hurrell

## LIBRARY LIAISONS

ACE & Academic Upgrading	Janice Hurrell	6330	hurrell
Aviation	TBA	6414	TBA
Business	Janice Hurrell	6330	hurrell
Community Services	Joe Donlon	6194	jdonlon
Engineering & Trades	TBA	6414	TBA
Health Services	Callen Retter	6558	cretter
Hospitality & Media Arts	Callen Retter	6558	cretter
Indigenous Programs	Tiffany Miller	6515	tmiller
Region & Distance Education	Joe Donlon	6194	jdonlon

## HOURS OF OPERATION

### Fall/Winter

Monday – Thursday 8:00am – 8:00pm  
 Friday 8:00am – 4:30pm  
 Weekends 12:00pm – 5:00pm

### Summer

Monday – Friday 8:30am – 4:30pm  
 Weekends CLOSED

*Note: 1st Floor Library is open until 11:00 pm daily.*

# Testing Centre

The Testing Centre provides services to Confederation College students, applicants, and faculty by administering/supervising various tests and exams, as well as offering proctoring services to other educational institutions and organizations, as time and space permit.

<b>Location</b>	Room 339A, 3rd Floor, Shuniah Building, Thunder Bay Campus
<b>Testing Hours</b>	Monday to Thursday 9:00 am to 3:00 pm / Friday 9:00 am to 12:00 pm
<b>Office Hours</b>	Monday to Thursday 8:30 am to 4:30 pm / Friday 8:30 am to 12:30 pm
<b>Testing Services Facilitators</b>	Cathy Maydo, Victoria Bowen
<b>Phone</b>	(807) 475-6476
<b>Fax</b>	(807) 473-3819
<b>Email</b>	<a href="mailto:testingcentre@confederationcollege.ca">testingcentre@confederationcollege.ca</a>
<b>Website</b>	<a href="http://www.confederationcollege.ca/testingcentre">www.confederationcollege.ca/testingcentre</a>
<b>After Hours Test Drop-off</b>	Locker #3254- across the hall from the Testing Centre

## Requirements for Faculty/Instructors Who Approve the Writing of a Missed Test in the Testing Centre.

**Please refer to Policy 5-4-02 for the complete PRACTICES AND PROCEDURES RELATED TO WRITING TESTS AT ALTERNATE TIME IN THE TESTING CENTRE.**

As per college policy, students should only write tests at alternate times under exceptional circumstances such as serious medical illness, accidents, and a death in their family or a College sanctioned event where their participation is needed. Where appropriate, it is the instructor's responsibility to request, and receive, formal documentation (i.e. Doctor's note) or any other documentation they deem reasonable, to ensure the legitimacy of the request. Missed assignments are not to be completed in the Testing Centre.

Students writing at an alternate time should write a test that is **different from the original test** written by the rest of the class, and of a similar degree of difficulty.

In order for a student to write in the Testing Centre:

- The student must make a request to the instructor outlining their rationale for requiring alternate test arrangements.
- Where appropriate the professor will request formal documentation (i.e. Doctor's note), or any other documentation they deem reasonable, to ensure the legitimacy of the request.
- If the student receives approval to write at an alternate time, they must book their testing time with the Testing Centre. The student will book their test at the Testing Centre **in-person only**, as part of the booking process, the student is required to complete a Test Supervision Form and return it to their instructor.
- It is the responsibility of the instructor to deliver the completed Test Supervision Form and the alternate test to the Testing Centre prior to the test date. Faculty will determine the time allowed to complete the test and which materials may be used by the student while writing the test. (Calculator/formula sheets etc.) This information is documented on the Test Supervision Form.
- No tests will be written in the Testing Centre without the signature of the instructor on the Test Supervision Form.
- At the end of each semester, the Deans will be given a list of students by program and test date, who have written tests in the Testing Centre.
- It is the instructor's responsibility to pick up the completed test from the Testing Centre as soon as possible after the student's write date.
- Students who do not write their test at the scheduled time, or before the last date to write, will be referred back to their instructor.

**\*\* Please note: Availability is not guaranteed. All testing times must be arranged in advance (Minimum 24 hours). Photo Identification is required at time of test. \*\***

# Negahneewin Student Services

**Office Hours: 8:30am – 4:30pm, Monday to Friday**  
**APIWIN Lounge: 475-6252**

Confederation College has made a commitment to Indigenous learning. Negahneewin Student Services are centrally located within “APIWIN” which is located on the first floor of the Shuniah building. “APIWIN”, meaning a *Place to Sit*, hosts a student lounge where students can gather to complete school work, meet for group work, study, rest, or participate in social and cultural activities throughout the academic year.

At Confederation College, we know transitioning to college can sometimes be tough, especially if students are moving from a rural, remote, or isolated community. The Indigenous Student Navigators, along with the Indigenous Student Counselor are available to provide a variety of services to assist students to ensure their success while attending the college. Whether students have questions, concerns, or just need to talk, Negahneewin Student Services are available to all.

Students often struggle finding accommodations, need assistance with their funding organizations, or require academic and career advising. The staff within Negahneewin Student Services can help to alleviate some of this stress. There are also a wide variety of culturally-appropriate events and programs that create a welcoming and engaging environment for all of our Indigenous learners.

Services provided include:

- Indigenous Student Counselor
- Academic/Personal advising
- Homework help
- Transitional supports
- Cultural supports including events and activities
- Career/Employment advising
- Special Education services
- ELDER/SENATOR program
- Metis Infinite Reach program
- Six computer work stations
- Faxing/Printing services

Please feel free to stop by and introduce yourself to the  
Staff of Negahneewin Student Services.





## International Education Centre

### **The International Education Centre**

The International Education Centre (IEC) serves as a hub for all international activities that take place at Confederation College. It provides a wide range of support for international students, new immigrants to our city and to Canadian students travelling abroad for an educational or work experience.

### **International Students at Confederation College**

Confederation College is welcoming more and more international students on campus.

By January 2019, 1254 international students were registered in a wide variety of post-secondary programs. In all, international students make up 30% of the student body at the Thunder Bay campus.

The majority of students came from India, although a total of 24 nationalities were represented. The largest groups of students (after India), came from China, Vietnam and Korea.

### **Services Provided by the International Education Centre (IEC)**

The IEC provides a full range of support to international students including:

- Acts as a liaison and refers international students to relevant departments and services within the College and broader community;
- Advocates for international students on and off campus;
- Facilitates on-campus and home stay accommodation (through a partner);
- Offers student immigration and academic advising & support services;
- Organizes cultural and recreational activities throughout the year;
- Provides English language programming through our ESL (English as a Second Language) and EAP (English for Academic Purposes) courses;
- Provides scholarships to international students;
- Serves as a first point of contact for international students for emergencies, and issues or concerns; and
- Work with faculty to help address concerns and to ensure the success of international students in their classrooms.

In addition the IEC:

- Promotes Confederation College on a global level;
- Develops Confederation College's recruitment beyond Canadian borders;
- Promotes diversity within the College;
- Provides training and support to faculty and staff on topics related to intercultural understanding and supporting international students at Confederation;
- Raises the reputation of the College while working with national and international educational partners and service providers;
- Works with community partners on projects and initiatives to enhance opportunities for international students, graduates and new immigrants; and
- Maintains an active social media presence with specific information for international students.

### **Student Exchange (one semester)**

In addition to international students in our post- secondary programs, Confederation College welcomes exchange students from other countries. Students come for one semester and follow their program of study; credits are transferred for courses successfully completed at Confederation and the students continue to pay tuition fees to their home institution (and not to Confederation). Recently we have had exchange students from Brazil, France, Korea, Mexico and the Dominican Republic. Confederation's students can also take advantage of our exchange agreements to complete a semester abroad with one of our partner institutions (subject to the approval of their program coordinator).

### **Immigrant Students**

Immigrant students who have obtained permanent resident status in Canada attend the College to enhance their existing education and gain a Canadian credential. The IEC helps these students to meet admission requirements by assessing their international documents for OSSD equivalency.

### **Study/Work Abroad**

The IEC provides some support to students who wish to travel abroad to participate in short-term study programs, cultural events and language training. Some opportunities are also available for students to go abroad to gain international work experience.

### **Faculty Support**

Support is available for faculty teaching international students. Workshops in related topics are offered through the Teaching and Learning Centre.

### **English Language Courses**

The English language programs offer comprehensive English language training to prepare international students to enter post- secondary programs at Confederation College. Courses in English as a Second Language (ESL) build students' core skills in the areas of reading, writing, listening and speaking. The English for Academic Purposes (EAP) course is the highest level course in the program. In EAP, curriculum focuses on academic English skills, including academic research, writing and citation skills. Students in the EAP course also take a communication and general elective course to further support their transition to post-secondary education. Each course in the English language programs is 14 weeks in length.

### ***For further information contact:***

*Miriam Wall*

*Dean, International Education*

*T: 473-3810*

*E: [mwall@confederationcollege.ca](mailto:mwall@confederationcollege.ca)*



**Co-op & Work Placement Services at Confederation College** has been a widely utilized experiential learning process of instruction for over 20 years. This instructional strategy can be invaluable placing students in an entry level “work ready” mode directly related to their field of postsecondary academic study.

Employers Hiring a Co-op and/or Work Placement student is a great way to:

- \* Access some of northwestern Ontario’s top talent and future leaders
- \* Deliver a cost-effective way to address short term staffing needs

While:

- \* Evaluating potential employees for succession planning
- \* Increase your organization’s profile on campus with students, faculty, and applied research opportunities

### **Co-op & Work Placement Services at Confederation**

- After completing required semester courses and pre-employment preparation workshops, registered students are ready to search for a program specific work experience
- Work terms empower students to be responsible, ethical, and productive employees while learning to be good citizens in the society they will soon lead
- Confederation College and our community partners understand the importance of each of us doing our part to maintain a quality workforce in Northwestern Ontario and beyond, while supporting our leaders of tomorrow
- By definition, co-operative education and work placement at Confederation College engages in a partnership with both the student and the employer, with the intention to formally link a student's academic program with an authentic and career specific work experience

## Co-op and Work Placement Programs and Work Term:

<b>Cooperative Education Programs - Timelines</b>	
Civil Engineering Technology	May to August
Electronics Engineering Technician – Computers	May to August
Electrical Engineering Technology	May to August
Environmental Technician	May to August
Forest Technician - Ecosystem Management	May to August
Instrumentation Engineering Technician	May to August
Mechanical Engineering Technician	May to August
<b>Work Placement Programs</b>	
Business Administration – Accounting	January to April
Business Administration – Human Resources	January to April
Business Administration – Marketing	January to April
Computer Programmer	March to April
Engineering Business & Safety Management	January to April September to December
Interactive Media Development	January to April

**The work experience** is a shared partnership between student, employer and College representatives. Each of which has a specific role to play:

### **The Student will:**

- Ensure full time postsecondary program registration procedures are followed and fees are paid
- Complete all previous semester core courses with a minimum grade point average of 2.0
- Maintain regular contact with Co-op & Work Placement Services staff and his/her Program Coordinator
- Address all important documents, assignments and job postings posted on Blackboard or email in a timely fashion.
- Attend pre-employment job readiness presentations and workshops
- Actively engage in his/her own job search
- Engage in productive, full-time employment while meeting employer expectations
- Submit work term final report and/or presentation in accordance with his/her course outline

### **The Co-op & Work Placement Team will:**

- Promote and orient the student on the benefits of co-op and work placement
- In consultation with the Registrars' office, ensure student registration is in place
- Communicate with the Program Coordinator throughout the Co-op and Work Placement process
- Prepare and deliver pre-employment job readiness presentations and workshops
- Liaise with employers in the coordination of recruitment activities
- Work with students in finding meaningful work term(s) and monitor progress (mid-term report) on the job
- Post job appropriate resources and announcements on Blackboard and/or Email
- Ensure that the work term is program specific and health and safety conscious
- Address questions and administrative requirements pre-and post-work term

**The Program Coordinator will:**

- Review job postings received from Co-op & Work Placement, to ascertain program/workplace suitability
- Use established policies to determine eligibility for a work term placement and advise both the student and Co-op & Work Placement Services accordingly
- Grade student report and presentation
- Submit revised Co-op and Work Placement course outlines each fall to Co-op & Work Placement Services

**The Employer will:**

- Complete job description to include: contact information, duties, responsibilities and all other pertinent information as it relates to the position
- Provide health and safety orientation & training, supervision and Workplace Safety Insurance (WSIB) coverage to the co-op student employee
- Allow Co-op & Work Placement staff and/or Program Coordinator to perform one (1) mid- term on-site visit/telephone consultation
- Complete and review with the student the “Student Work Performance Evaluation” (Final) and forward to Co-op & Work Placement Services

**FACULTY AND STAFF**

Please share the above information with “Friends and Acquaintances” that may benefit by having temporary employees during key times of the year.

**For more information visit our website or contact us directly:**

[Co-op & Work Placement Services](#) / RM: 153 SHU – T: ( 8 0 7 ) 4 7 5 - 6 6 1 8 E: [co-op@confederationcollege.ca](mailto:co-op@confederationcollege.ca)



# Sibley Hall Residence

Campus Living Centre: (807) 475-6383, [www.confederationresidence.ca](http://www.confederationresidence.ca)

Confederation College has a variety of residence options for you to choose from. Sibley Hall, our dorm style residence, is situated off the river, running through our wooded area directly on Thunder Bay campus, to where residents have easy access to the academic classroom buildings as well as the Student Union, and Wellness Centre.

Sibley Hall is a secure access, community oriented, staffed, co-ed residence facility with availability for 229 students in a variety of room styles that include independent living or living in an open concept suite with a roommate. When you choose to live in the Residence Community, you eliminate the hassle of utility bills, transportation costs to and from the college, and open yourself to a new type of living and communicating with other students.

## Community Living

The staff of Sibley Hall are committed to mentoring students who make the choice to be a part of the residence community. Activities to help promote academic success, citizenship and diversity discovery, as well building interpersonal and social skills are provided. Students are encouraged to participate in as many activities as they are able to, and provide feedback on events and activities they want to experience. These are offered throughout the academic year to encourage students to better themselves as well as develop a social structure and culture within the community.

The staff of Sibley Hall provides support and can assist in connecting students to other on campus services, such as, Counseling, Career Services, The Learning Centre, The Student Union, Health Services and Sodexo Food Services.

## Features of Residence

- Lounges on each floor for a variety of activities such as games night, yoga, Flat screen Tv's and more
- Free Wi-Fi
- Laundry Facilities that work with modern technology to text you when you're laundry is done. No more waiting!
- Easily accessible ATM in the Lobby
- Soda and Snack Vending Machines
- Access to City Wide Transit, directly on Campus.

## Sibley Hall Offers The Following Comforts of Home

### (Available at the Main Office):

- Friendly Knowledgeable Staff
- New Friends
- Mail/Package Pick Up
- Event Information
- Community Support

Contact:

Sibley Hall Front Desk

Campus Living Centre's- Confederation College

[info@confederationresidence.ca](mailto:info@confederationresidence.ca)

[www.confederationresidence.ca](http://www.confederationresidence.ca)

Phone (807) 475-6383

Fax (807) 625-9596



## Cedar and Spruce House Residence

Campus Development Corp: 807-475-6383  
[www.confederationresidence.ca](http://www.confederationresidence.ca)

At Confederation College we believe student life is about more than learning – it's about building community, creating lasting friendships, and having fun. Our beautiful new Spruce and Cedar student apartments provide a safe, respectful, and supportive environment that promotes independence while offering all the comforts of home – so you can thrive, as a student and an individual. Here are just a few of the many great things you'll experience when you choose to live on campus.



### Community Living

Located in a lush wooded area directly on-campus, Cedar and Spruce House Residence have access to walking trails situated on over 130 acres of park-like property. The student apartments have availability for 128 students and are just a short walk to both the Student Union and the SUCCI Wellness Centre (Minowaadiziwin). You'll also be living an easy distance from all the local attractions and amenities, including the movie theatre, shopping mall, big box stores, restaurants, farmers market, local shops and grocery stores. In addition, access to city wide transit directly from campus. Thunder Bay's lively downtown and stunning waterfront are just a short bus ride away.

While living on-campus, our staff are here to help you transition into student life, plan and implement educational and social programming, advise students on academic or personal issues, and to promote a sense of community within the apartments. Living on-campus offers everything you need to make your time at Confederation College safe and enjoyable. So kick your college experience up a notch and choose to live where the action is.

### Standards You Can Expect

Stylish, spacious and functional living space – every Spruce and Cedar student apartment contains four fully furnished, single occupancy bedrooms – your very own space. Each bedroom is complete with double bed, desk and work area with chair, and closet space! This makes it the perfect place to study, catch up on sleep or just sneak in some downtime before the next fun thing.

Each unit is equipped with two modern shared washrooms, featuring a sink, toilet, and shower. Your kitchen is complete with refrigerator, breakfast bar and stools, sink, stove, dishwasher, and plenty of storage. Your awesome open concept kitchen is ideal for dining with friends or grabbing a quick bite before class.

When requiring a place to socialize, look no further than your bright, spacious and fully loaded shared living room, which is furnished with a leather couch, loveseat, armchair and 42 inch LCD TV, creating a great place to relax with your new friends. Plus, there's a shared en-suite laundry in every unit.

Follow up with Kate  
Update resume  
Call NEW



# Looking for a job?

Anyone seeking employment and/or training can access our walk-in service.



## Programs & Services

- **Employment Service** program to assist all job seekers in achieving their employment goals
- **Youth Programs** to assist youth & students in building job readiness skills & help finding a job
- **Apprenticeship** incentives & training opportunities to help young people earn income on the job while training for a career in the skilled trades
- **Second Career:** re-training opportunities for laid off workers that qualify
- **ODSP: Employment Supports** program to assist persons with a disability along their path to employment

### Individuals can learn more about:

- Skills and interest assessments
- Jobs/Careers
- Training opportunities, including Apprenticeship and Second Career information
- Planning and conducting your own job search based on your individual goals
- The local labour market
- Interview and employment preparation
- Our workshops & how to register to attend

Call 473-3829 or visit our Community Employment Resource Centre today to find out more about how NEW can help!



[www.northwestworks.ca](http://www.northwestworks.ca)

### Thunder Bay

Confederation College  
Tel: (807) 473-3829  
1450 Nakina Dr.  
Shuniah Bldg, Room C107

Whalen Site  
Tel: (807) 624-3362  
34 N. Cumberland Street  
First Floor

### Dryden

Tel: (807) 223-4006  
30 Earl Avenue

### Marathon

Tel: (807) 229-3223  
52 Peninsula Rd.  
North Block, Suite 111





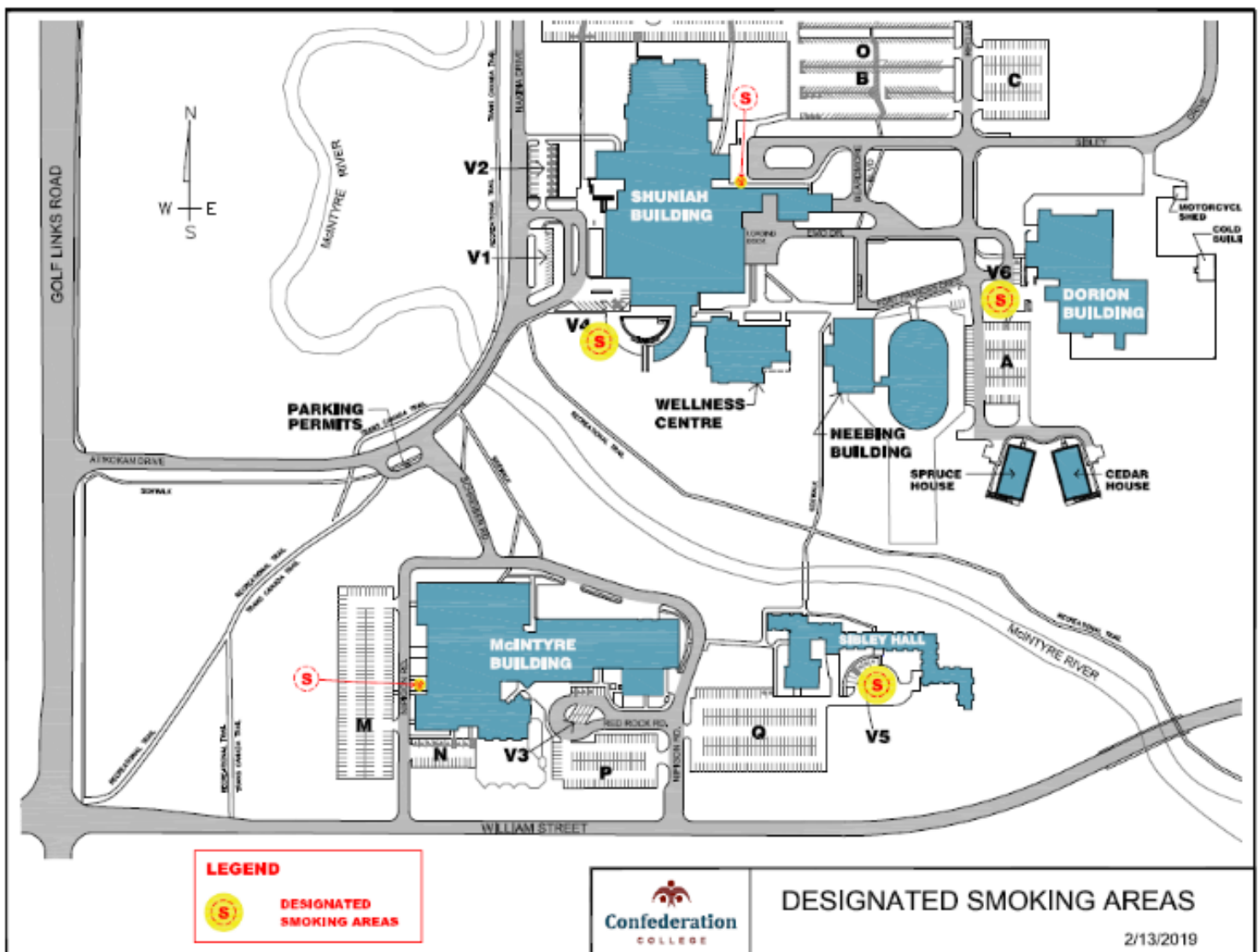
# Smoking on Campus

We are committed to providing healthy learning and working environments for our students, staff and visitors. Smoking is prohibited on campus, excepted at Designated Smoking Areas (DSAs), to promote an environment that is free of second-hand smoke. Please use the appropriate waste receptacles on campus to ensure a clean environment. The designated smoking areas (DSAs) are identified on the map as the highlighted circle areas.

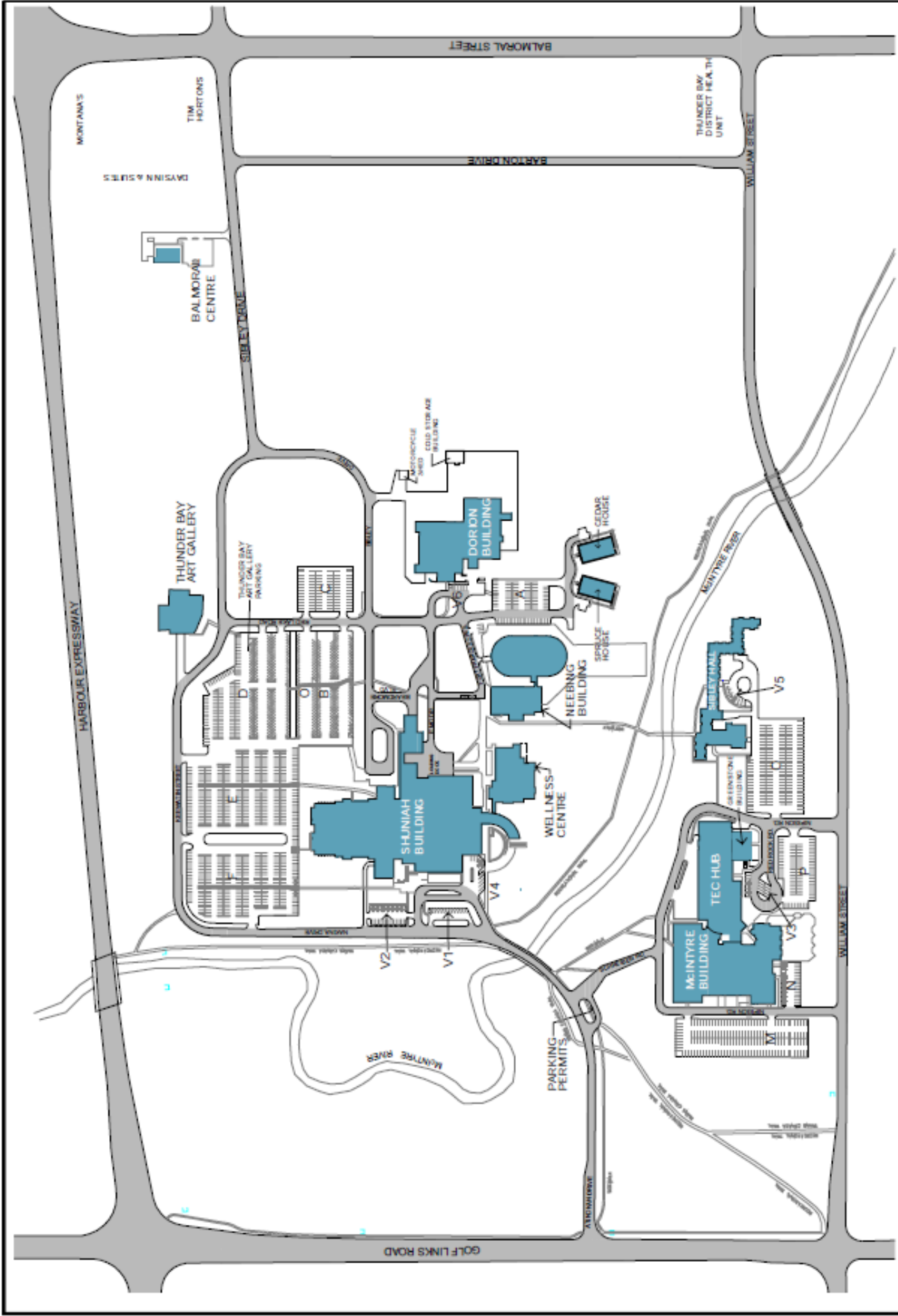
There are five DSAs on Campus with waste receptacles.

They are located at the following areas:

- Outside Shuniah building east near Balmoral entrance
- Outside the Shuniah building southwest entrance near the gardens
- Outside the Dorion Building main entrance
- Outside the McIntyre Building west entrance
- Outside the Sibley hall residence main entrance



## Part Ten – Maps and Floor Plans

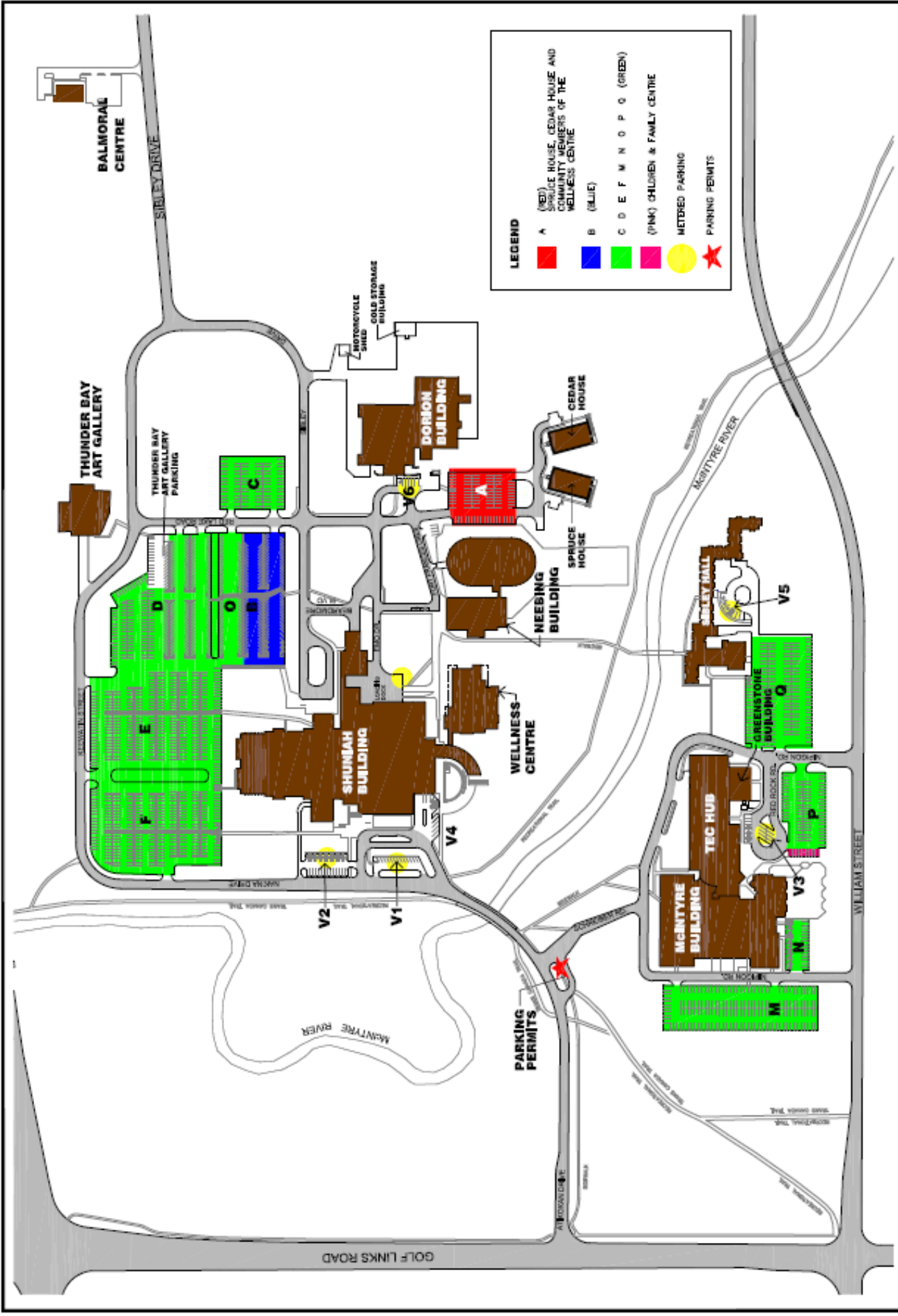


# THUNDER BAY CAMPUS

SITE PLAN

5/23/2018



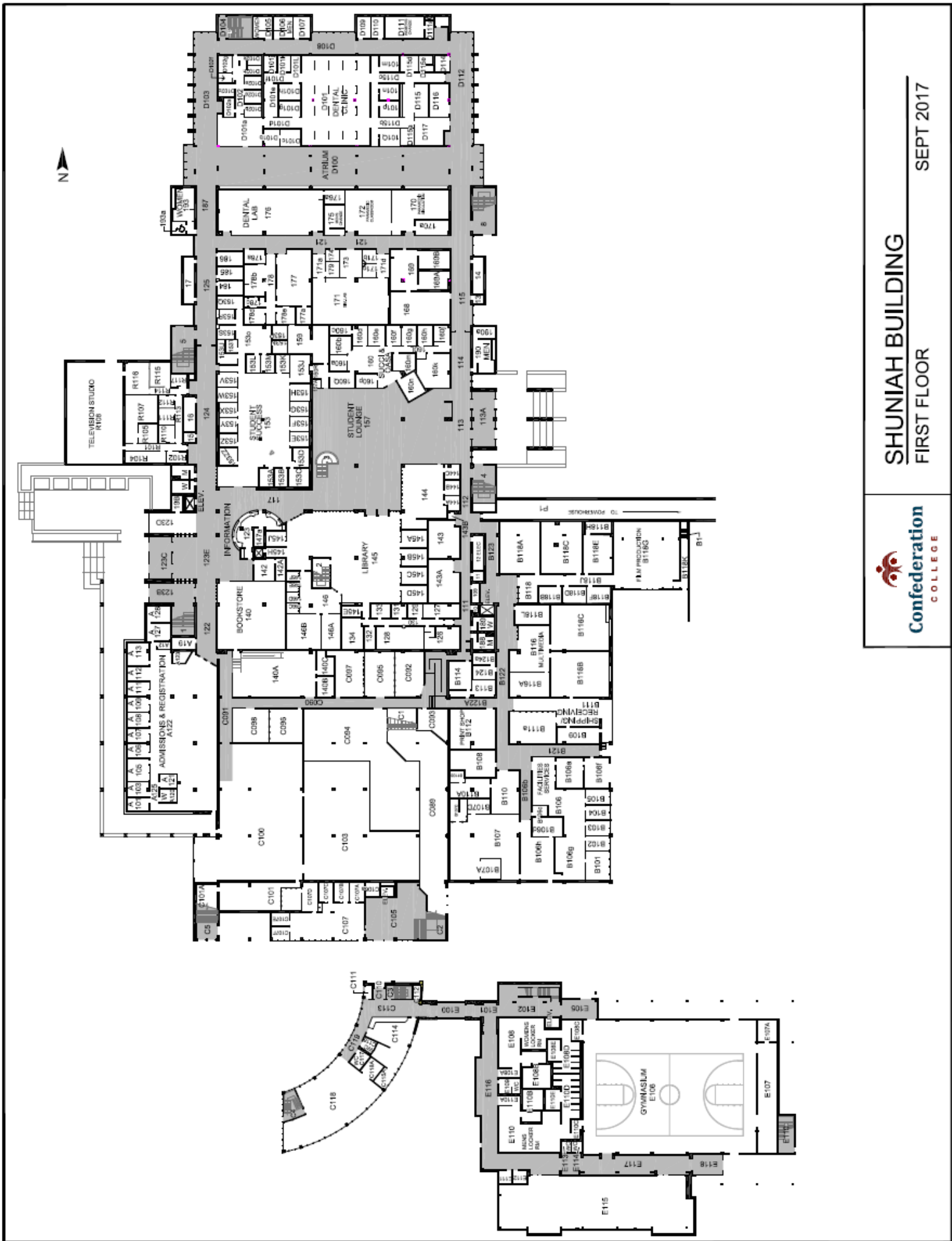


**LEGEND**

- A (RED) CEDAR HOUSE, CEDAR HOUSE AND COMMUNITY MEMBERS OF THE WELLNESS CENTRE
- B (BLUE)
- C D E F M N O P Q (GREEN)
- (PINK) CHILDREN & FAMILY CENTRE
- METDED PARKING
- ★ PARKING PERMITS



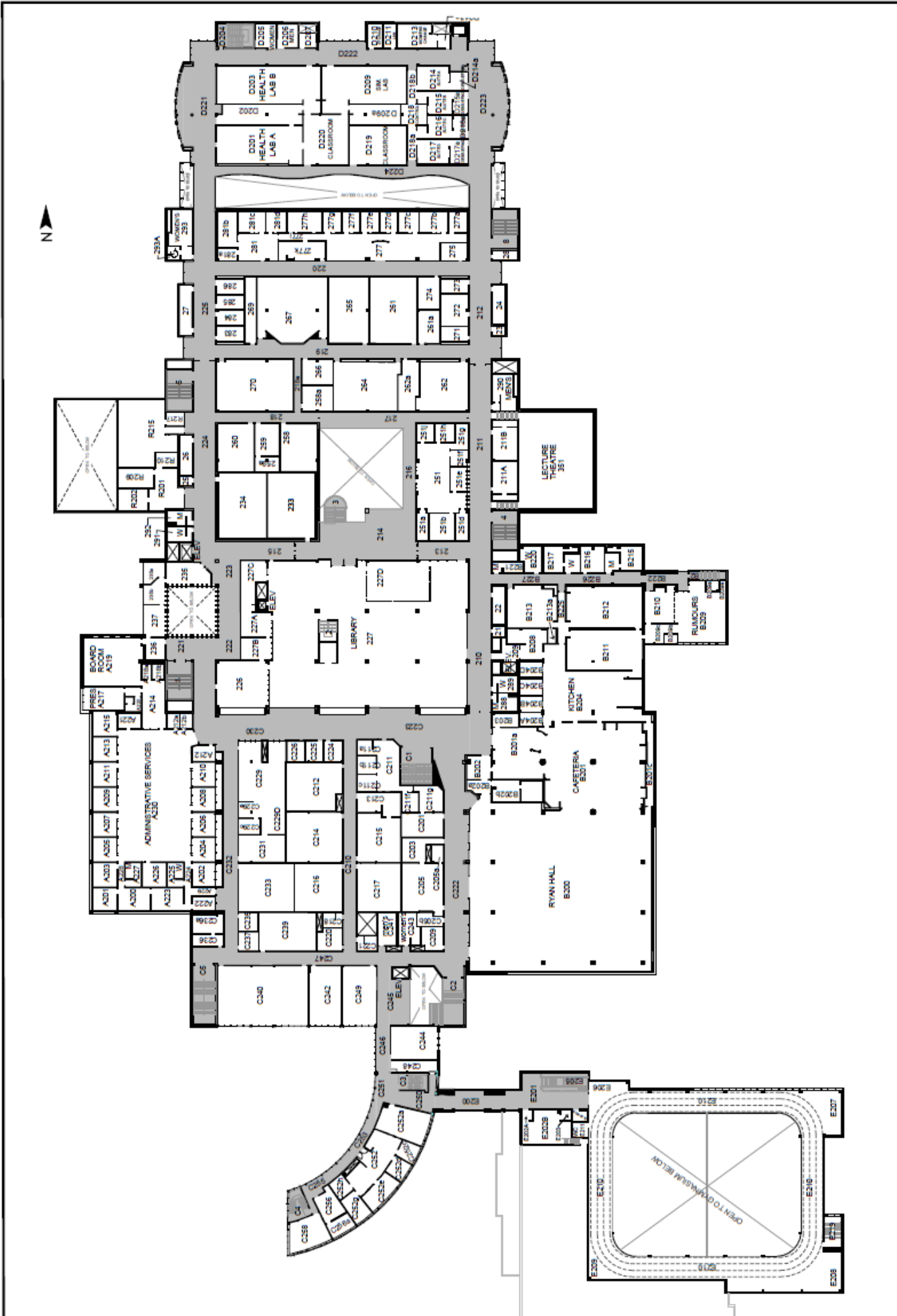
**2017 - 2018 PARKING LOT PLAN**  
6/28/2017

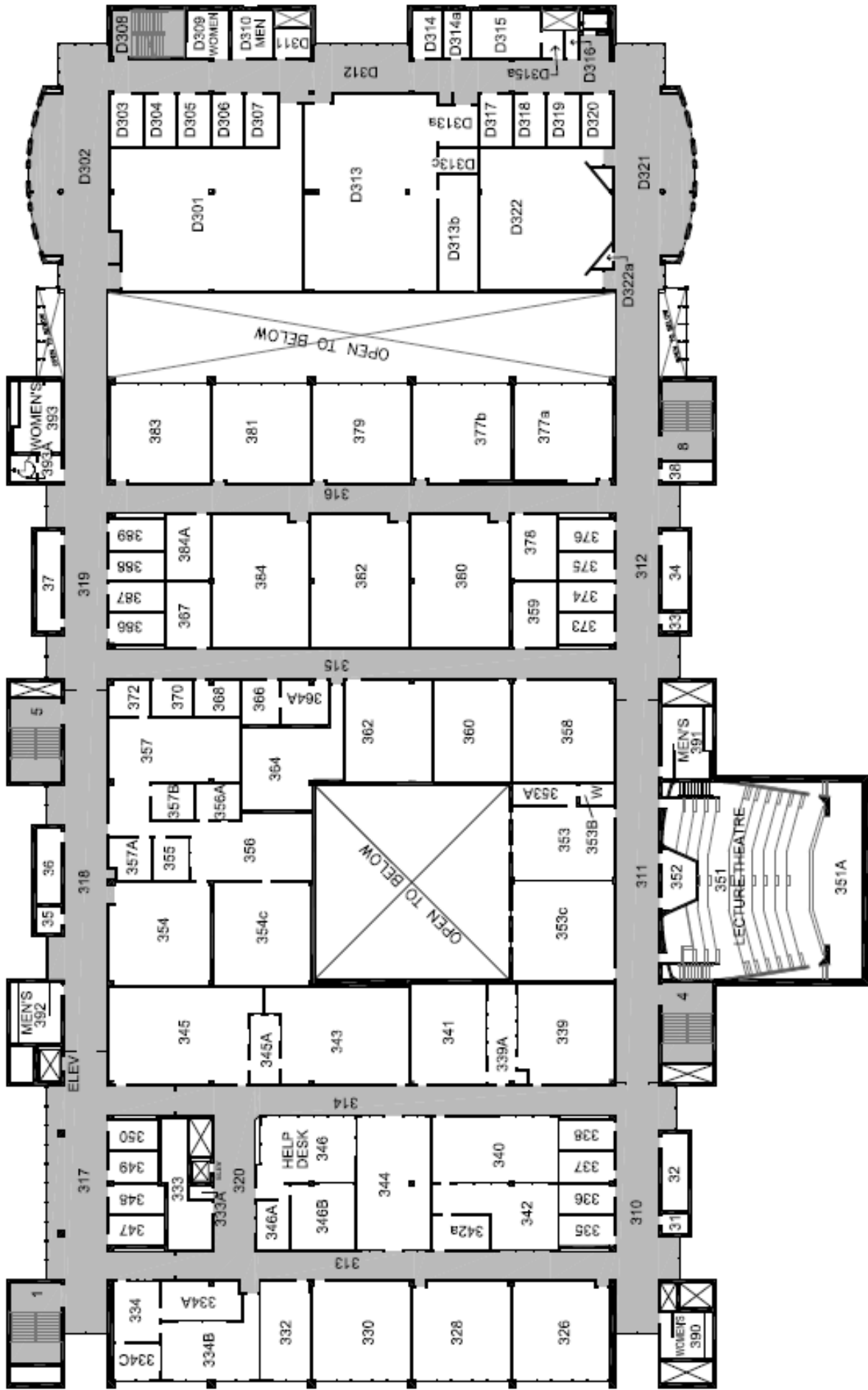


**SHUNIAH BUILDING**  
FIRST FLOOR

SEPT 2017

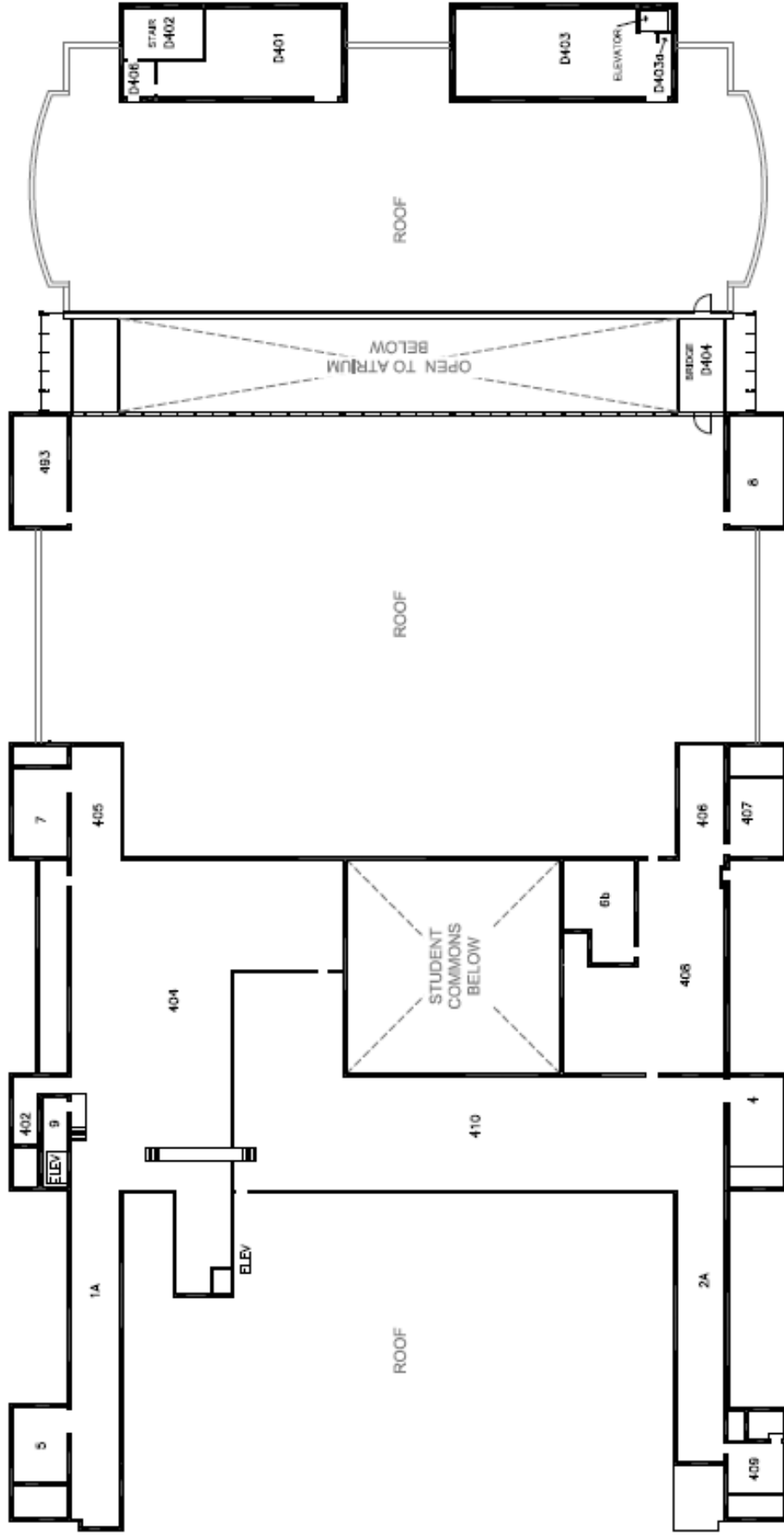






**SHUNIAH BUILDING**  
THIRD FLOOR

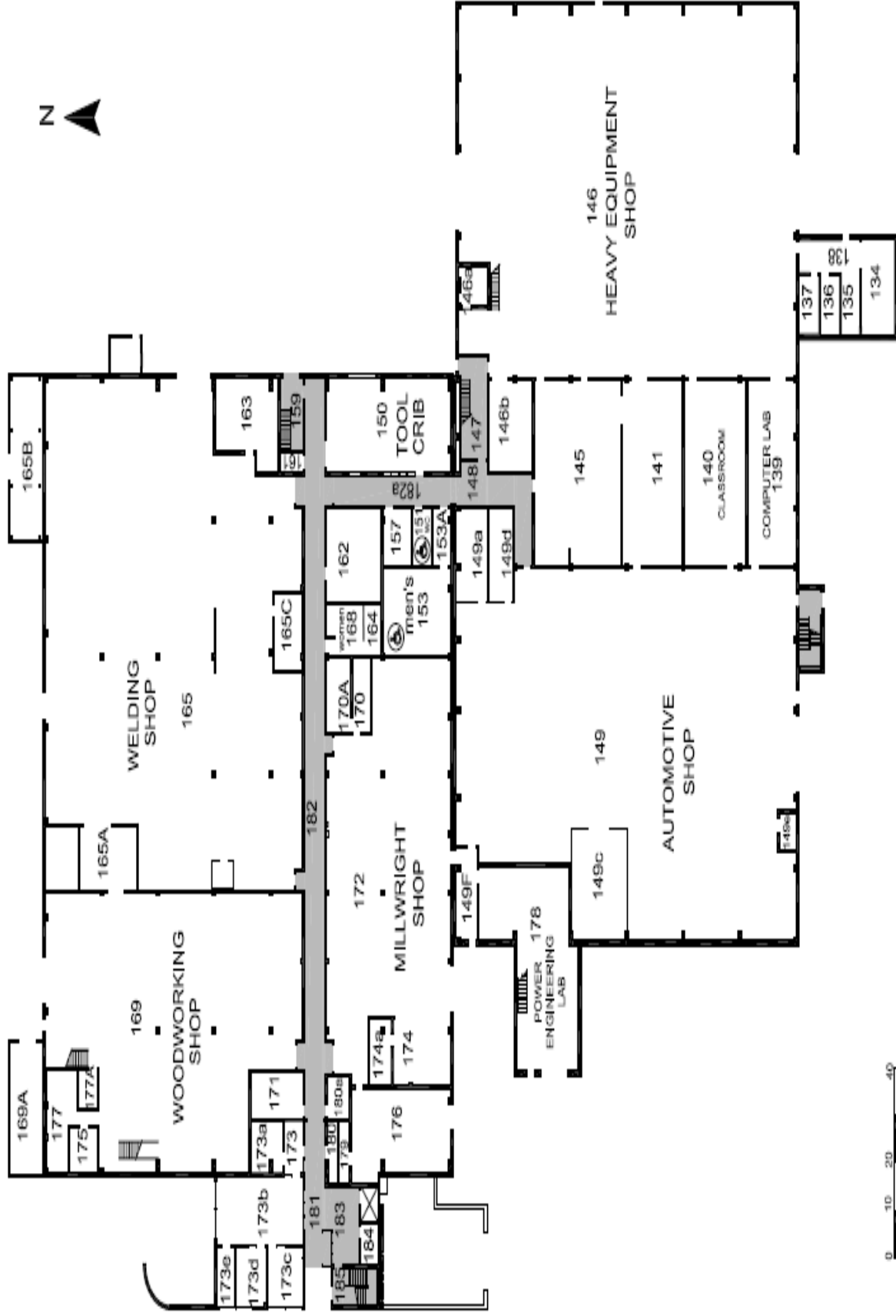




PENTHOUSE  
FOURTH FLOOR

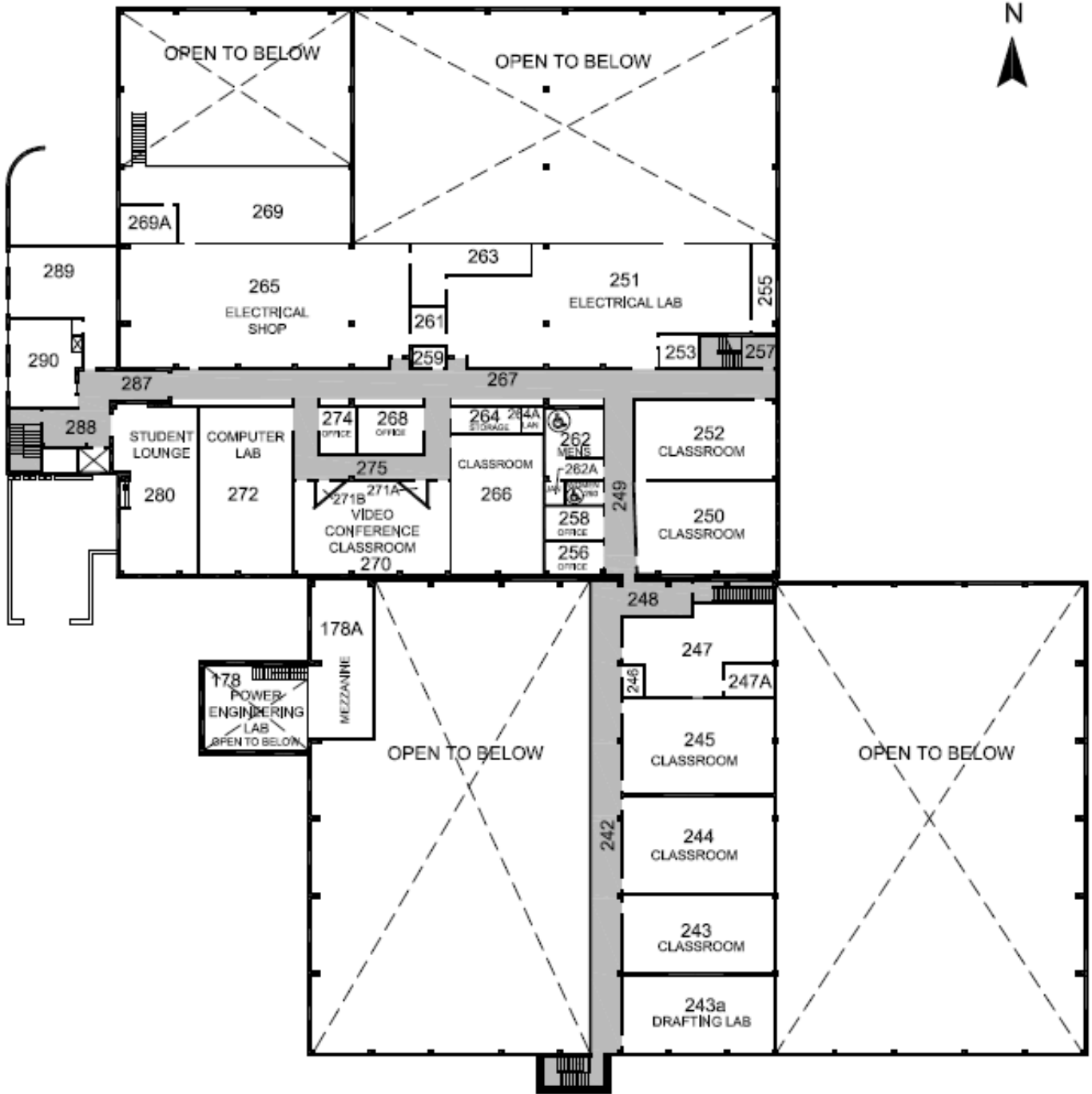






**DORION TRADES BUILDING**

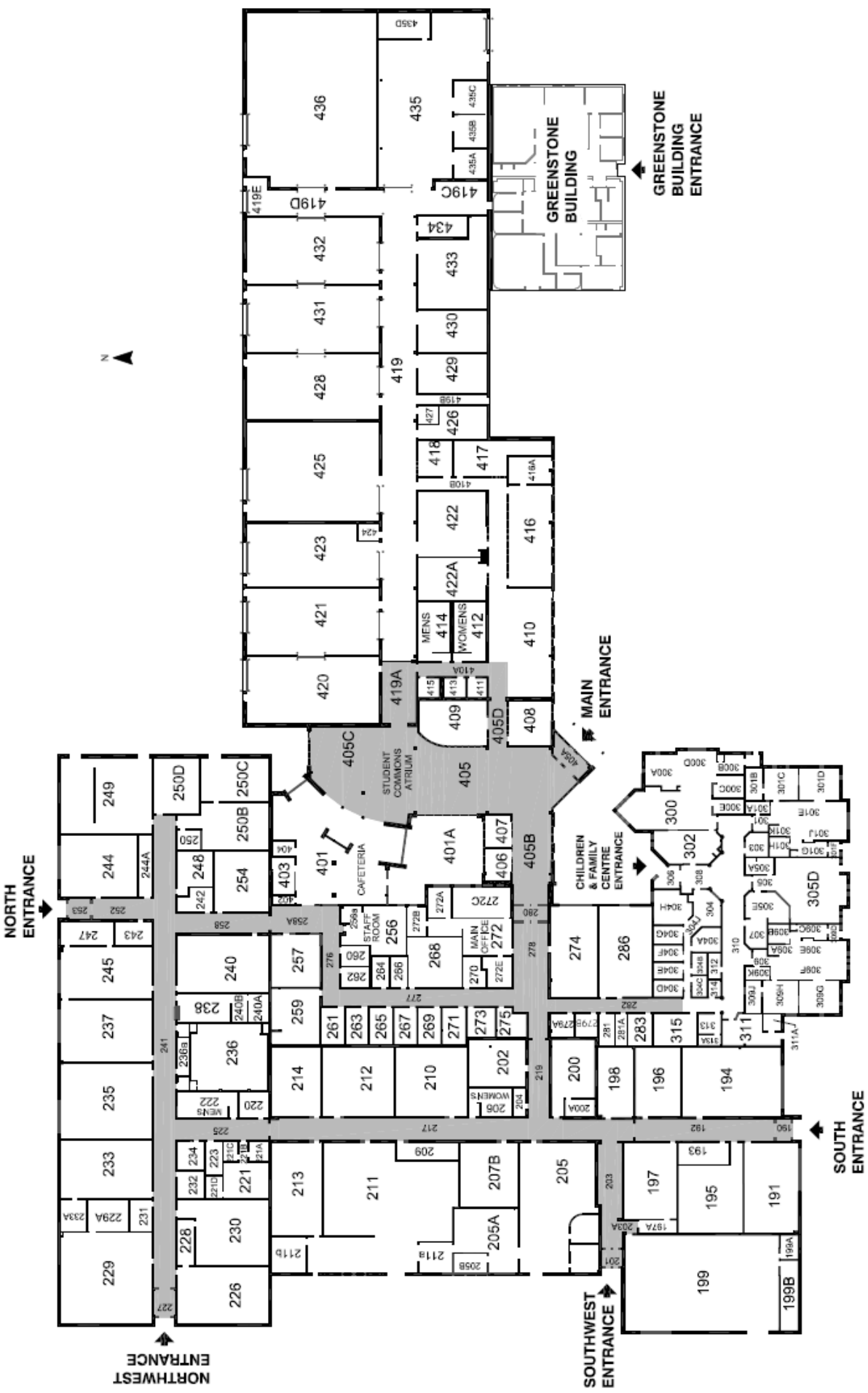
FIRST FLOOR NOV 2012

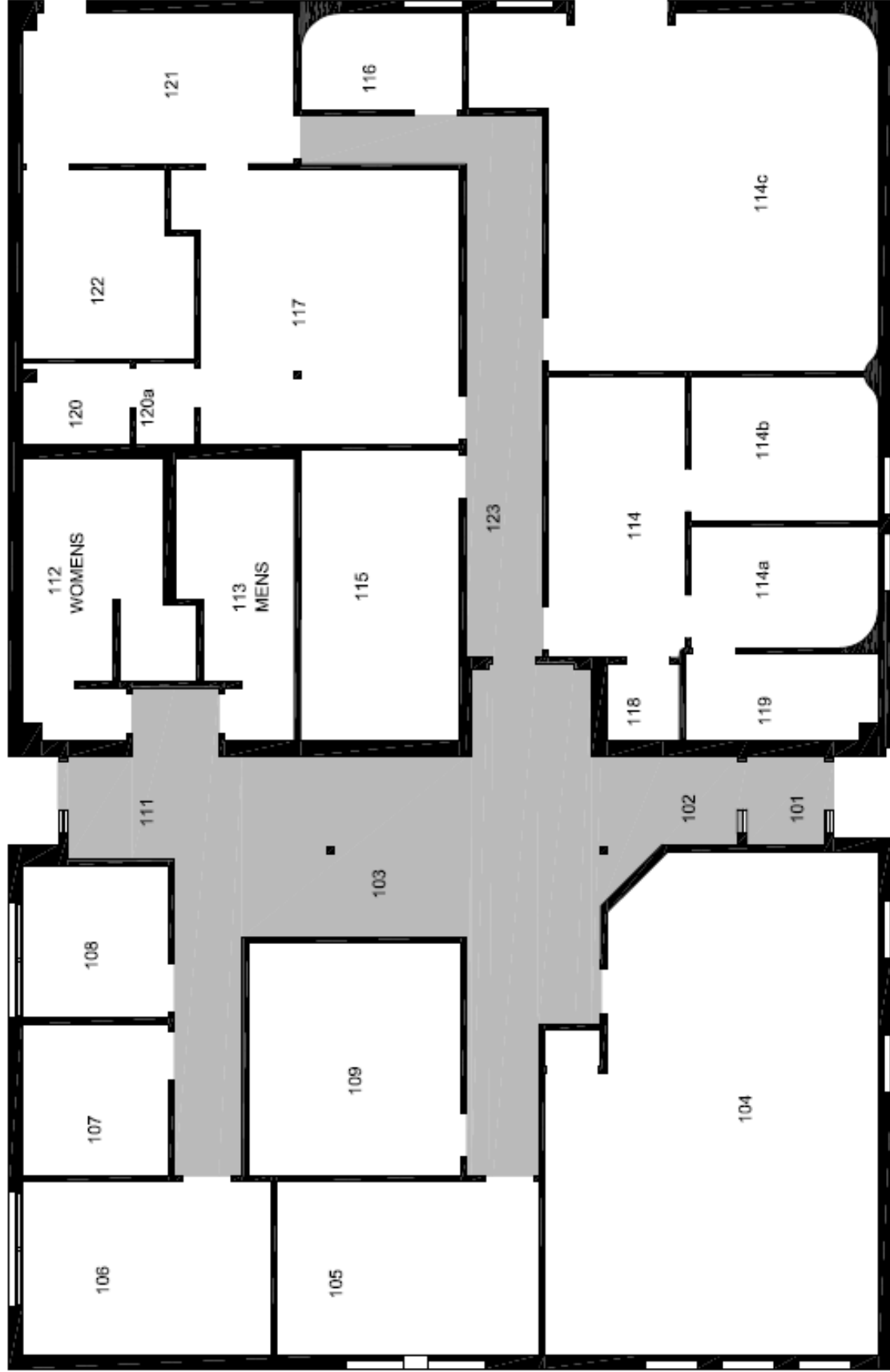
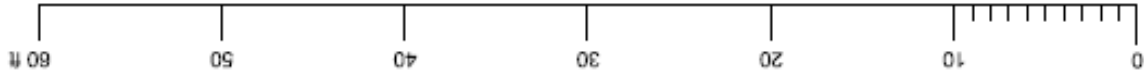


0 10 20 40  
SCALE IN FEET



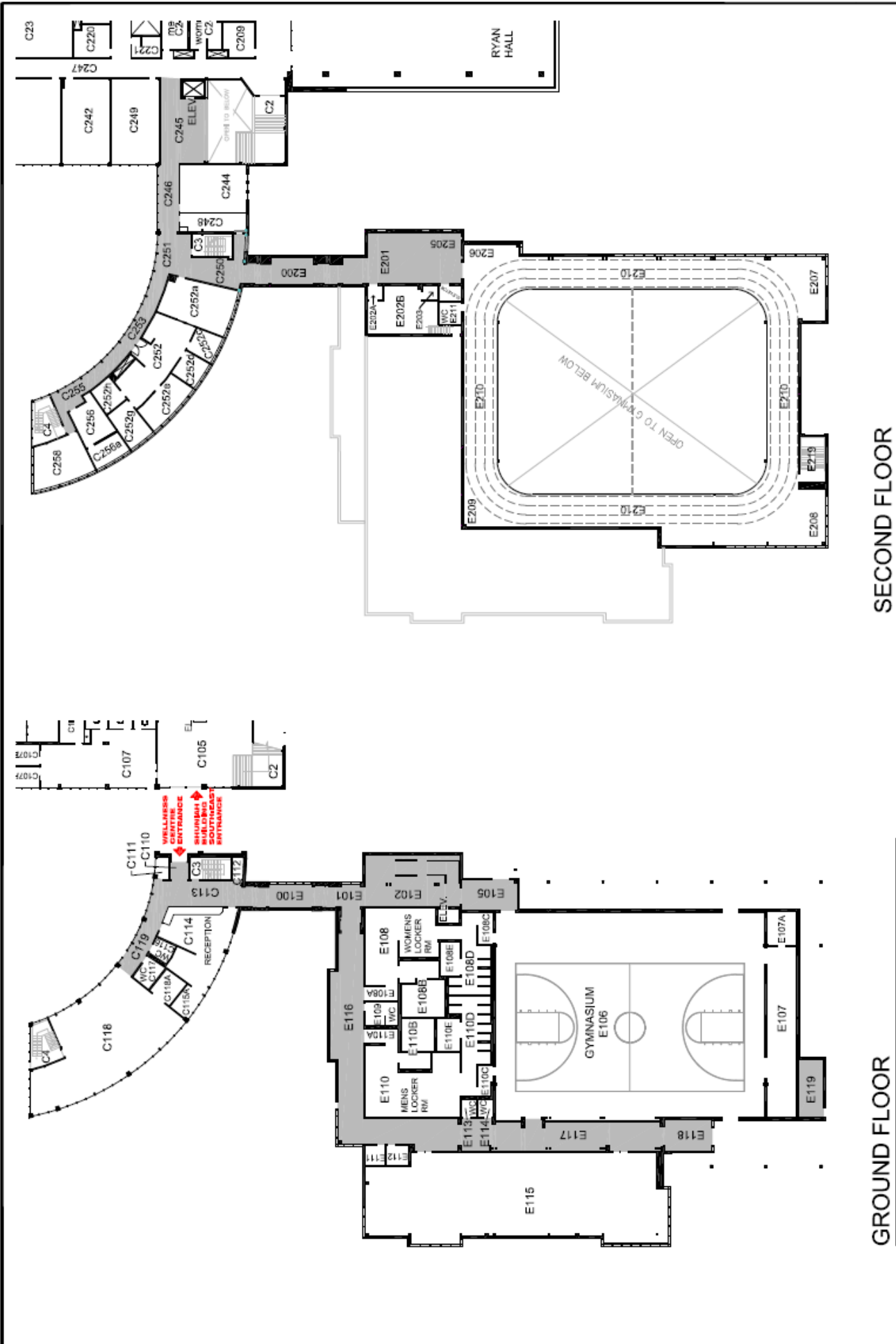
**DORION TRADES BUILDING**  
2ND FLOOR NOV 2012





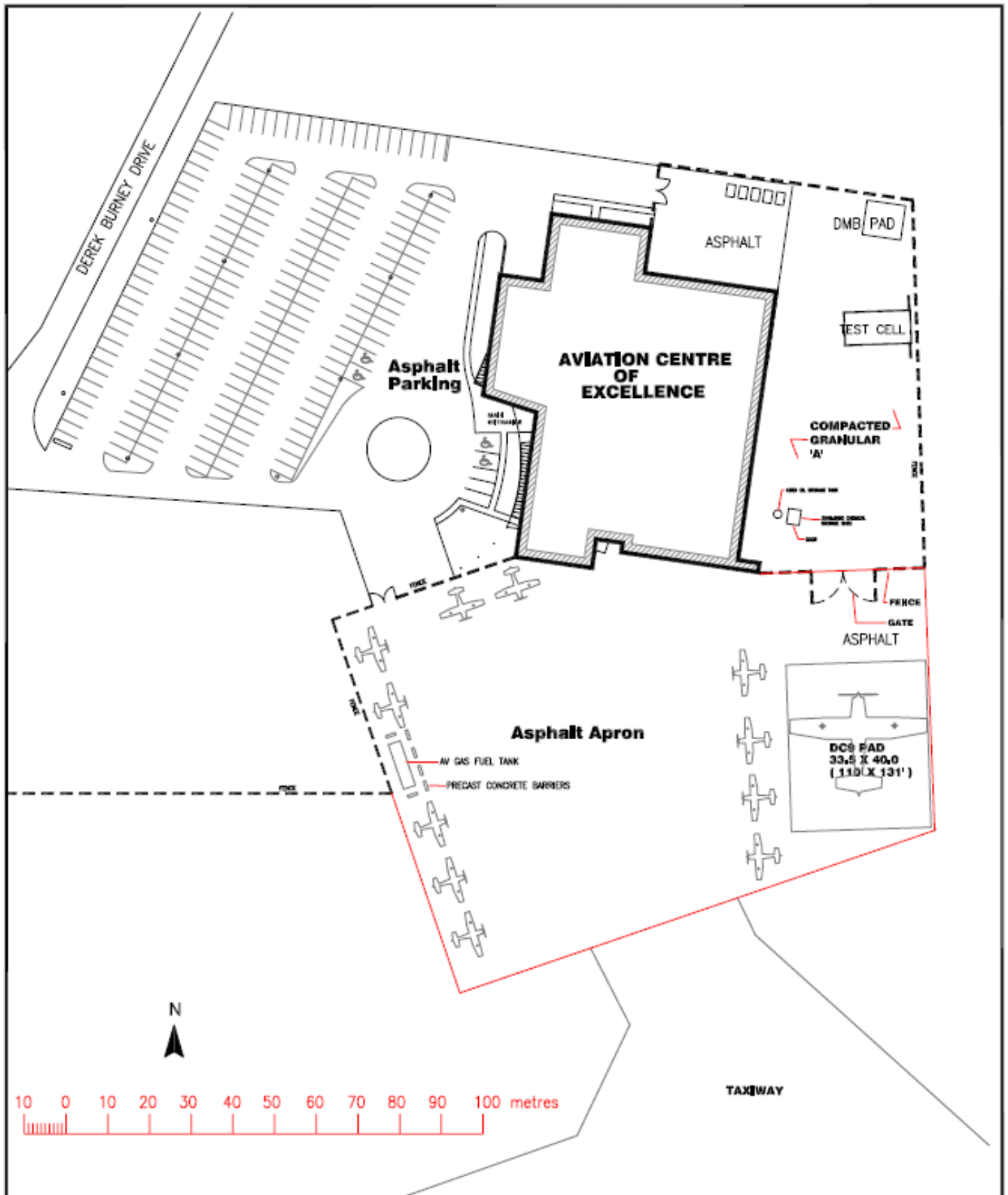
**FORESTRY CENTRE**  
November 2012





SECOND FLOOR

GROUND FLOOR



PROJECT :  
**Aviation Centre of Excellence  
 Site Plan**

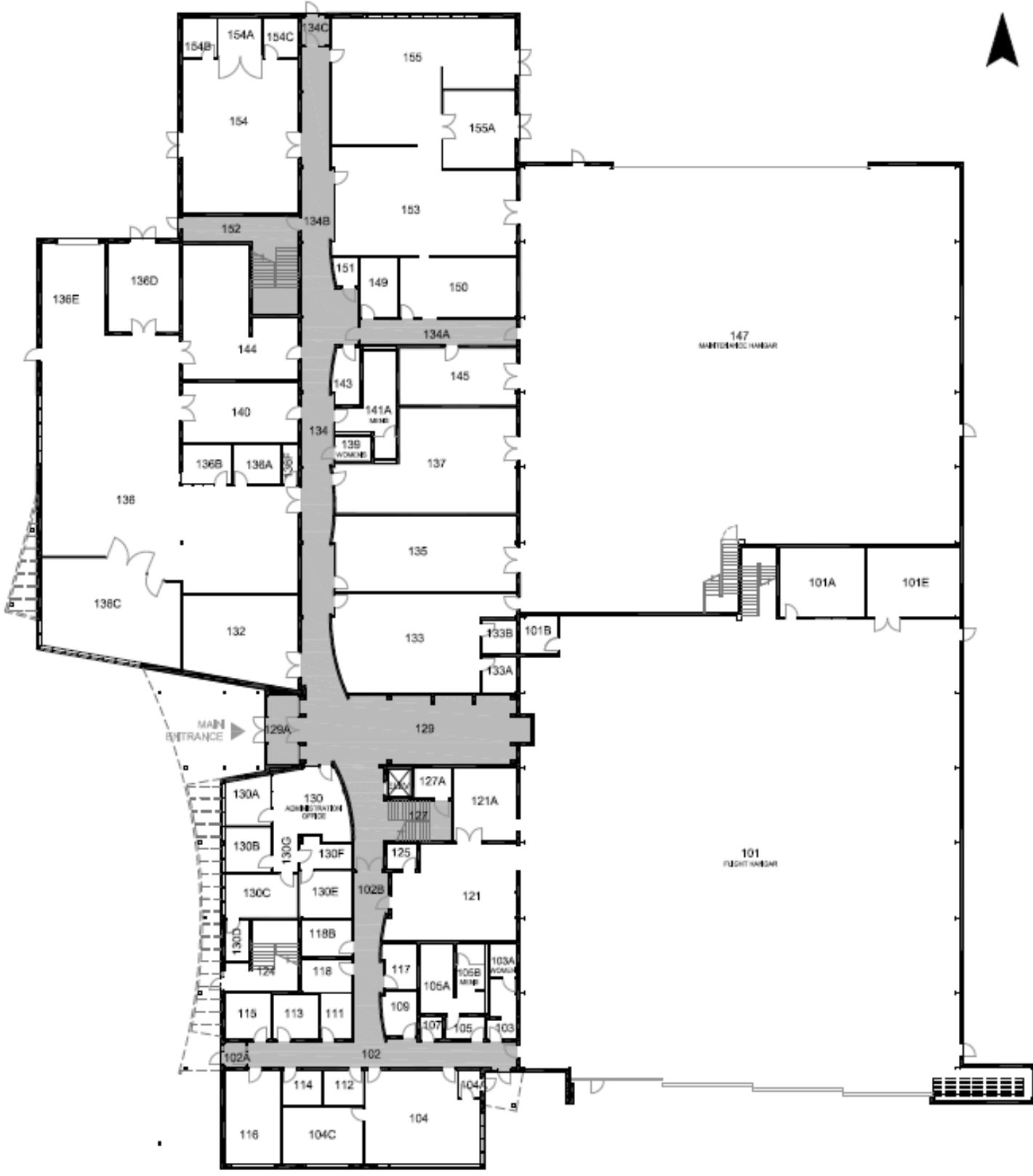
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DWN BY :  
 M.D.

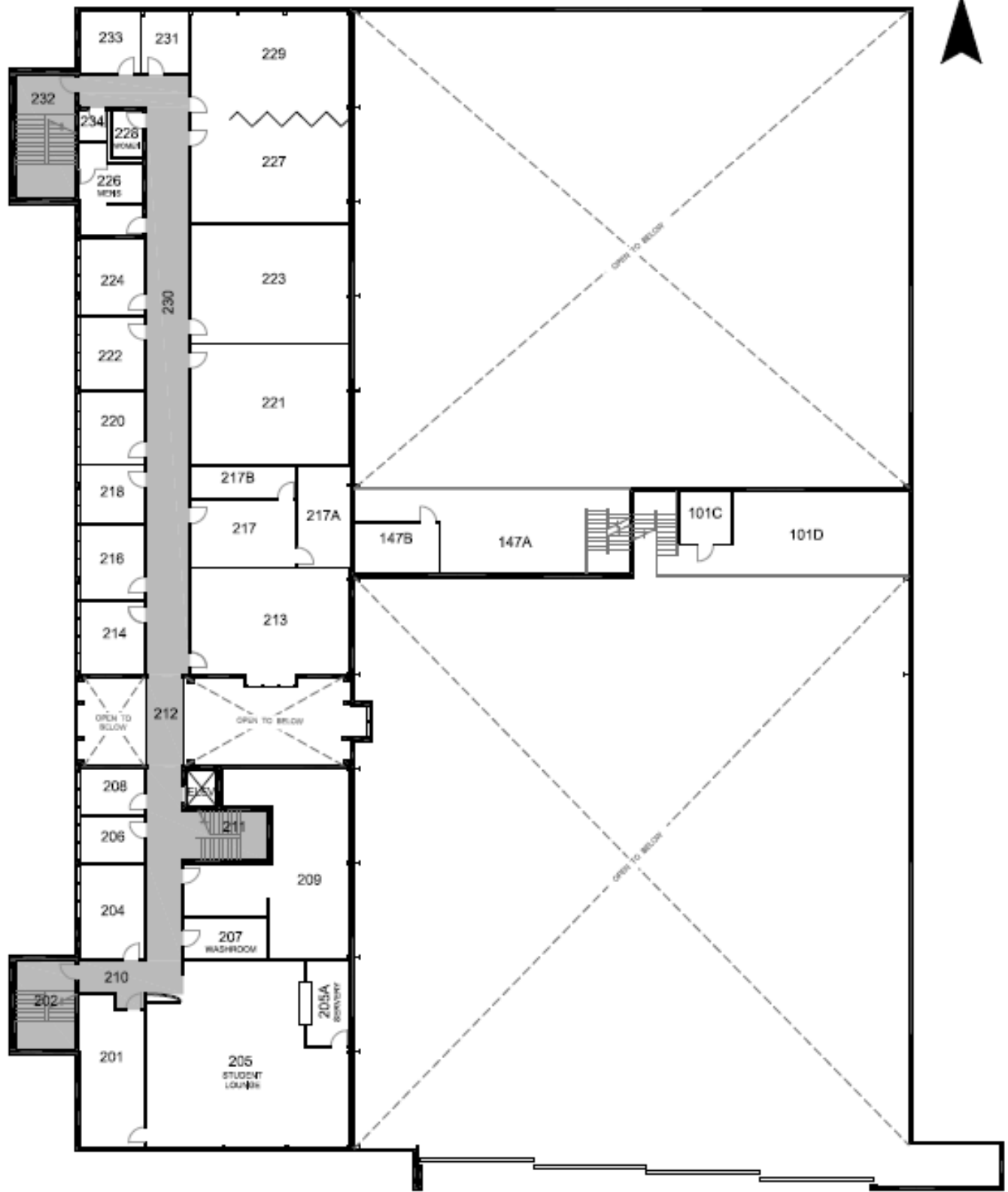
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DWG No :  
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DATE :  
 JAN 2005

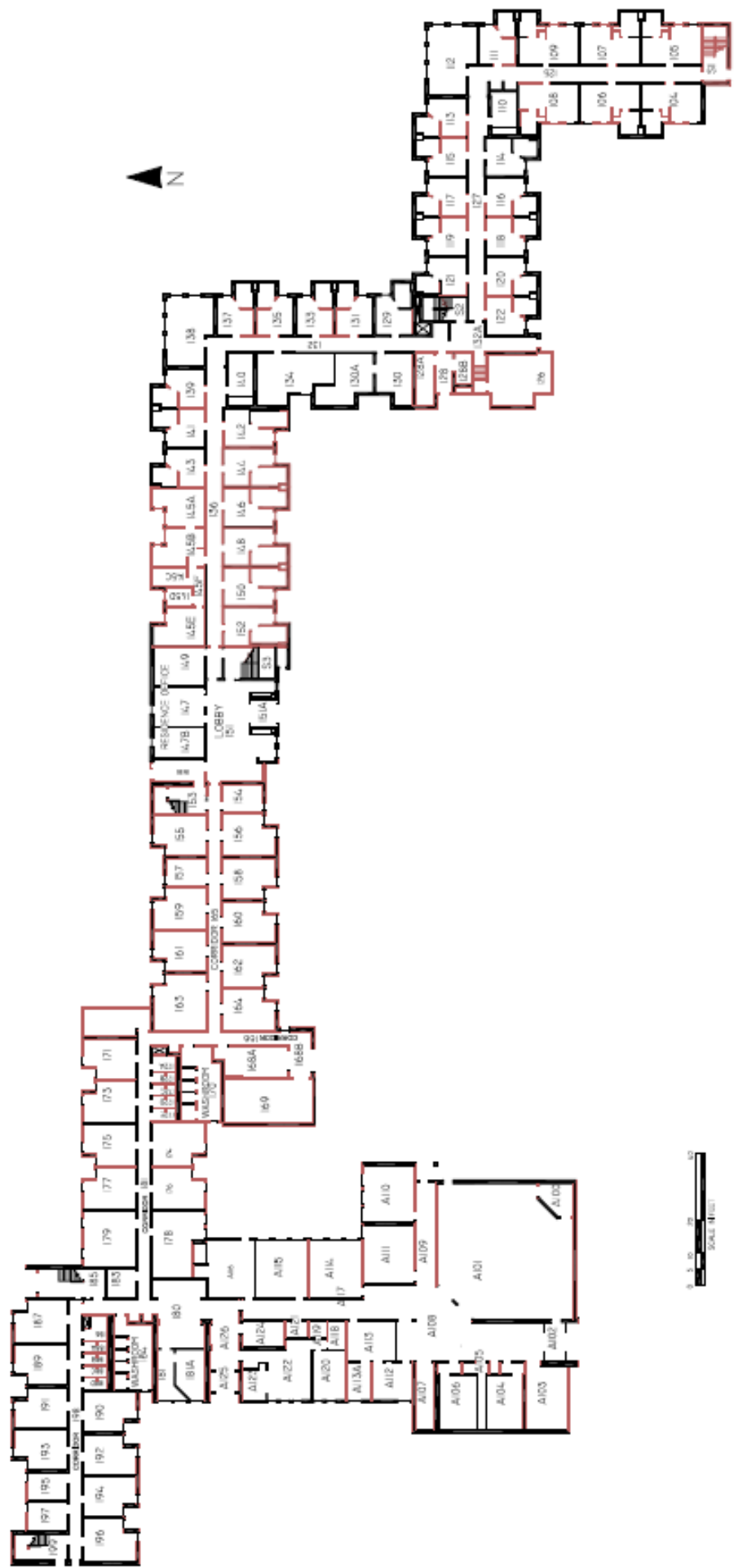


AVIATION CENTRE OF EXCELLENCE (ACE)  
GROUND FLOOR  
NOVEMBER 2012



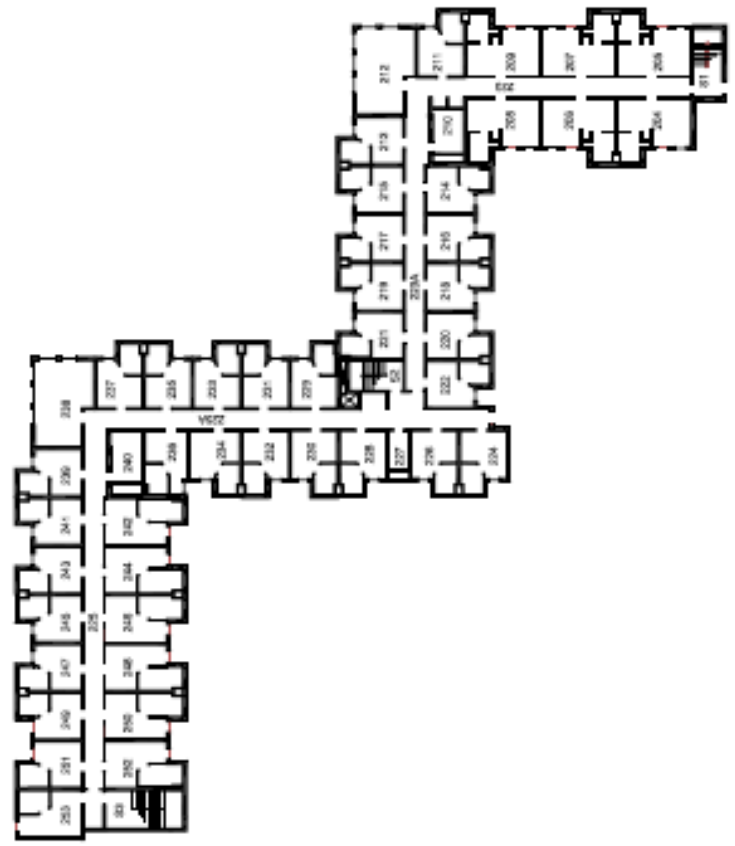
AVIATION CENTRE OF EXCELLENCE (ACE)  
2ND FLOOR  
NOV 2012





**SIBLEY HALL**  
 1ST FLOOR AUGUST 2002



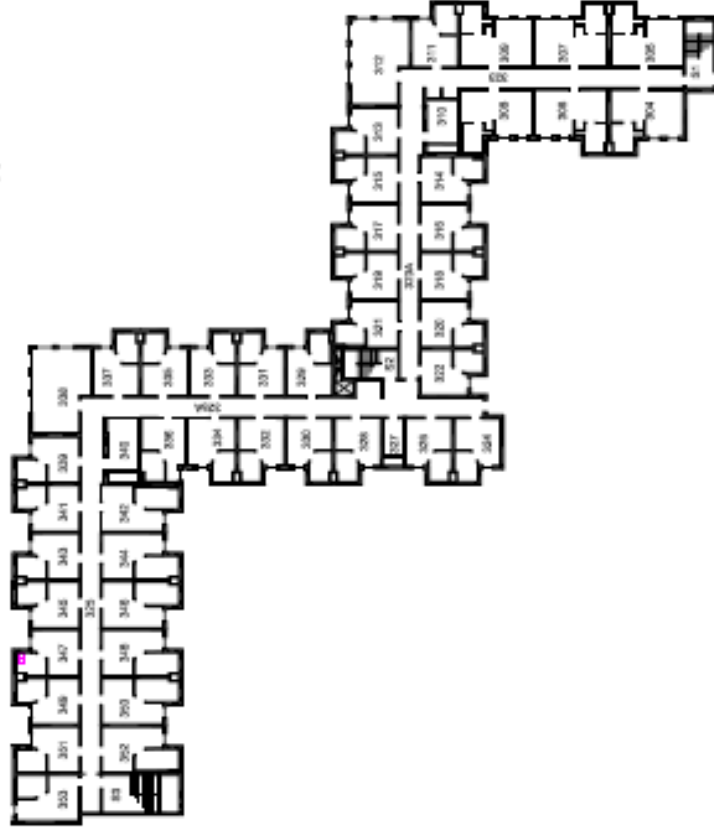


**SIBLEY HALL**

2nd FLOOR AUGUST 2002

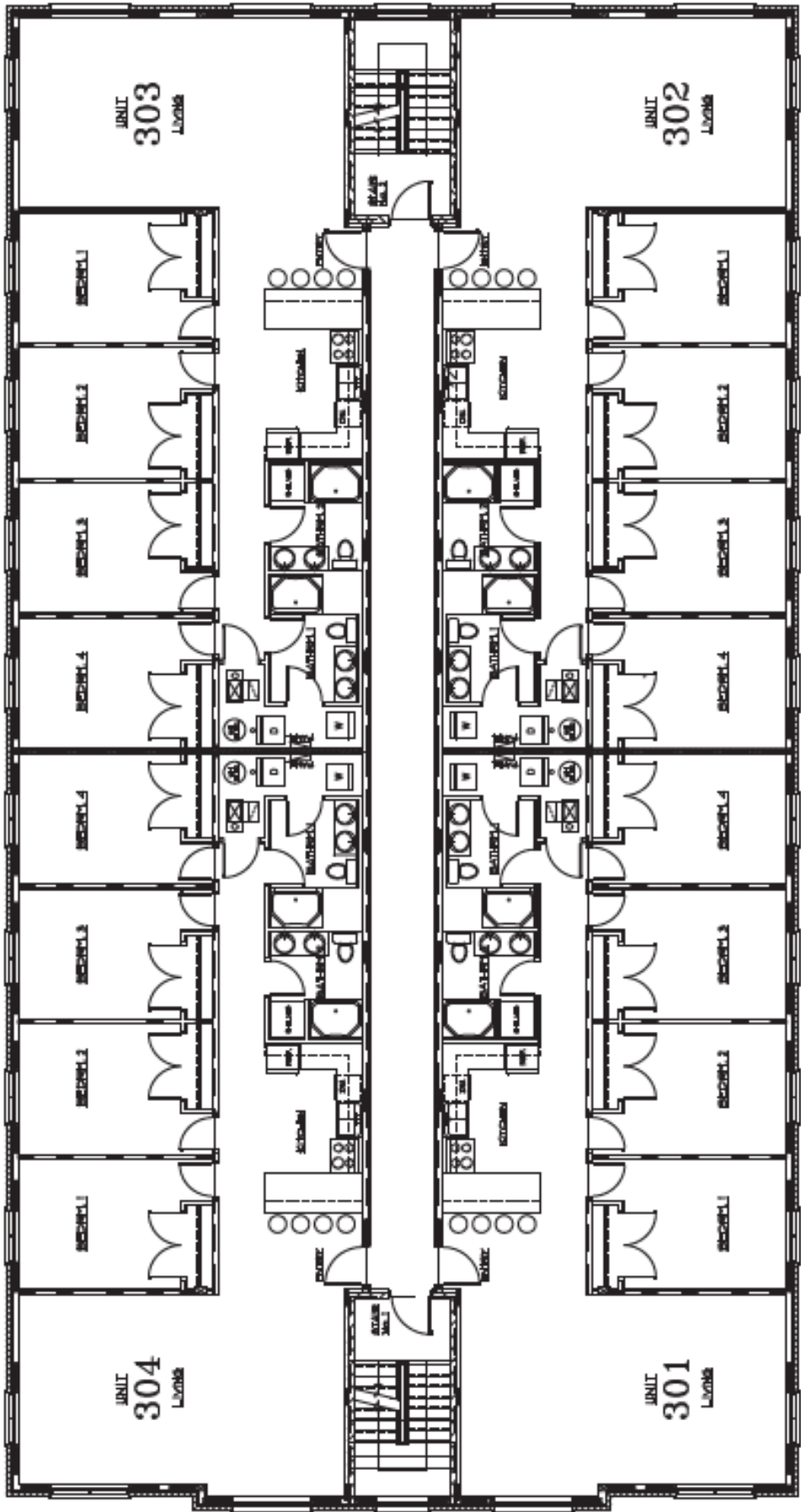
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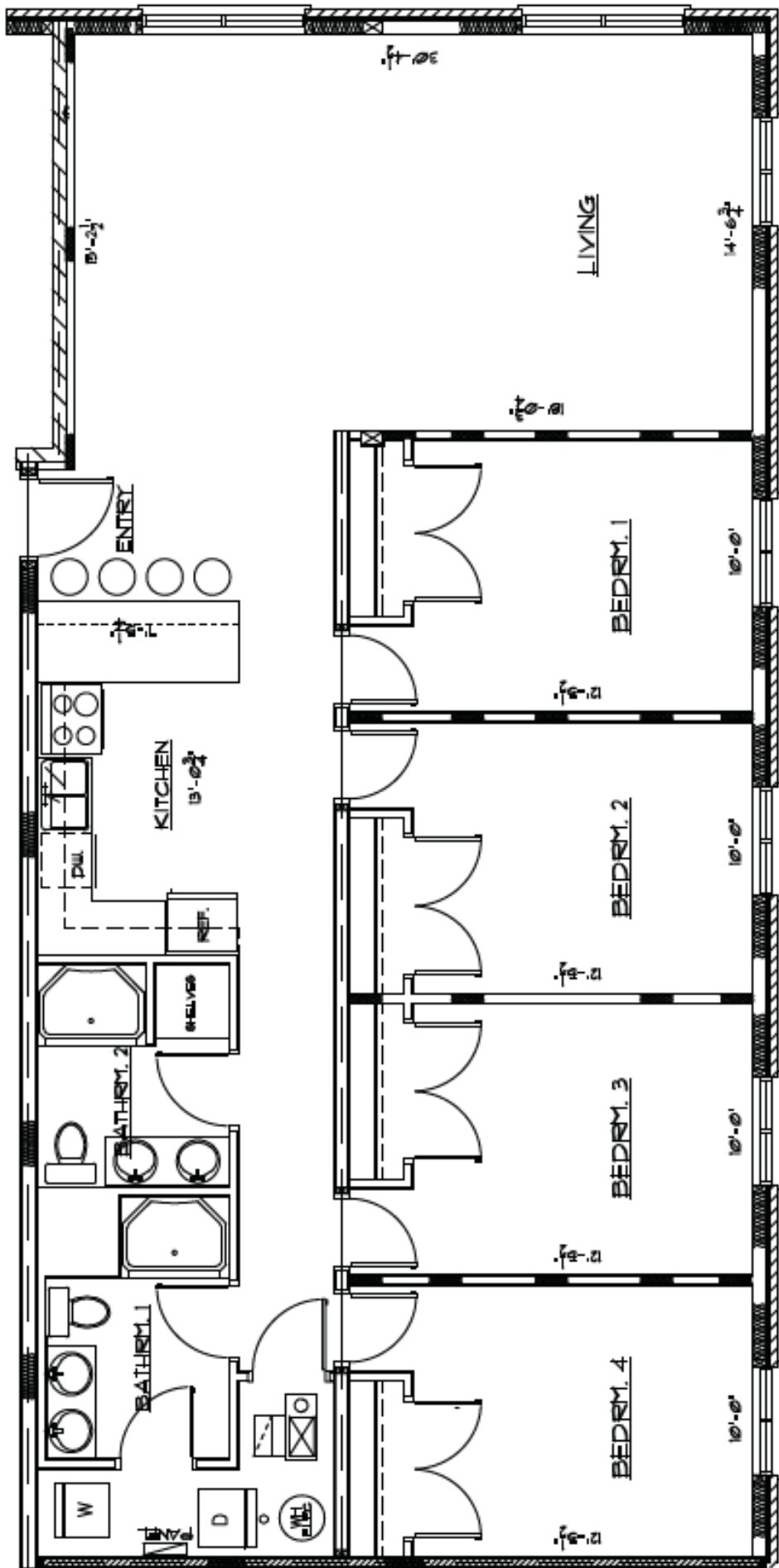




SIBLEY HALL  
3rd FLOOR AUGUST 2002

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**Confederation**

**COLLEGE**

1450 Nakina Drive  
Thunder Bay, Ontario  
P7C 4W1