

The Council of Community Colleges of Jamaica

“Responding to today’s challenges, creating tomorrow’s opportunities”

2020-2021

Annual Report



**The Council of Community Colleges of Jamaica
(CCCJ)**

37 East Street
Kingston

Annual Report 2020-2021

Table of Contents

	Pages
Profile of The Council of Community Colleges of Jamaica	5
<ul style="list-style-type: none">• Regulatory Function• Promotional Function• Developmental Function	
Vision	6
Mission	7
Core Values	8
Members of the Governing Council	9
Committees of Council	10
Memberships and Affiliations	13
Executive Report	14
Council Decisions	15
Departmental Reports	
<ul style="list-style-type: none">• Curriculum• Examinations and Assessment• Human Resource• Information Technology• Registry	30 32 35 38 39
Statement of Directors' Compensation	42
Senior Executives' Compensation	44
Audited Financial Statements	45
Appendices	64

Affiliate Community, Multidisciplinary and Polytechnic Colleges

BETHLEHEM MORAVIAN COLLEGE

Malvern P.O., St Elizabeth
Tel: 876-966-5148, 966-5259 or Fax: 966-5157

BROWN'S TOWN COMMUNITY COLLEGE

1 Huntley Avenue, P.O. Box 556, Brown's Town, St Ann
Tel: 876-975-2339, 975-2457 or Fax: 975-2096

COLLEGE OF AGRICULTURE, SCIENCE AND EDUCATION

P.O. Box 170, Port Antonio, Portland
Tel: 876-993-5436-8 or Fax: 993-5546

EXCELSIOR COMMUNITY COLLEGE

137 Mountain View Avenue, Kingston 3
Tel: 876-928-4986-7, 938-4249 or Fax: 938-0747

KNOCKALVA POLYTECHNIC COLLEGE

Ramble P.O.
Hanover
Tel: 876-649-0366

KNOX COMMUNITY COLLEGE

P.O. Box 52, Spaulding, Clarendon
Tel: 876-987-8047, 987-8056 or Fax: 987-8048

THE MONEAGUE COLLEGE

Moneague P.O., St Ann
Tel: 876-973-0489, 973-0461 or Fax: 794-0617

MONTEGO BAY COMMUNITY COLLEGE

Alice Eldemire Drive
P.O. Box 626, Montego Bay No. 2, St James
Tel: 876-979-8164 or Fax: 979-8776

PORTMORE COMMUNITY COLLEGE

P.O. Box 233, Waterford, St Catherine
Tel: Tel: 876-630-1770-or Fax: 988-6152

TRENCH TOWN POLYTECHNIC COLLEGE

Eighth Street, Trench Town, Kingston 12
Tel: 876-997-3904/05 or 501-1289

Profile of The Council of Community Colleges of Jamaica



The Council of Community Colleges of Jamaica (CCCJ) is a statutory agency under the Ministry of Education, Youth and Information, formed by an Act of Parliament passed in 2001 December, to supervise and coordinate the work of community colleges in Jamaica. The Council, which comprises representatives of all colleges, the tertiary and secondary levels of the education system, business and industry, held its first meeting in 2002 July and established offices in August of that same year.

At present, there are ten affiliate colleges; five community, three multidisciplinary and two polytechnic which offer programmes from the certificate, diploma, associate and baccalaureate levels as well as several continuing education courses. Additionally, they offer professional and franchise programmes and pre-university courses, in collaboration with the University of the West Indies, Mona, the University of Technology, Jamaica, and other universities/colleges.

In pursuance of twin objectives to supervise and coordinate the colleges' work, CCCJ is mandated to exercising essentially three main functions: Regulatory, Promotional and Developmental.

Regulatory Function

The CCCJ seeks to determine and implement common standards in all colleges to ensure the integrity of courses from one campus to the next, with the intention of addressing a need for articulation into other educational institutions, both locally and abroad. In this regard, CCCJ:

- i. prescribes conditions under which persons may be admitted as students.
- ii. considers, recommends and approves curricula to be used.
- iii. determines conditions for holding examinations leading to awards of degrees.
- iv. examines and assesses students' work.

Promotional Function

This role involves:

- i. advising the education minister on policy and educational matters relating to the colleges.
- ii. promoting the interests of community colleges.
- iii. implementing public awareness programmes pertaining to these institutions.

Developmental Function

This function relates to:

- i. providing professional development opportunities for members of staff of the colleges.
- ii. collaborating with other institutions, including those of further and higher learning, in the provision of educational opportunities.
- iii. soliciting and receiving grants, donations, prizes or gifts on behalf of colleges, subject to approval by the Minister of Education, Youth and Information.



Vision Statement

A dynamic institution that is the epitome of high educational standards, while advancing the work of community colleges, developing the Jamaican workforce and promoting the benefits of obtaining a Community College Education



Mission Statement

Responding to today's challenges, creating tomorrow's opportunities by promoting intellectual discovery, entrepreneurial skills, social and ethical awareness, and economic opportunities for all through education that transforms lives, builds communities, and improves society locally and internationally

Core Values

Customer-Centric

Communication with our customers is open and honest; the objective being for them to be considered more as partners

Integrity

As effective problem-solvers, and as we build trust and respect, our integrity is reflected in the traits of honesty and sincerity

Teamwork

Collaboration, open communication and maintaining a positive attitude reflect our commitment to a supportive environment based on teamwork

Innovation

We believe in forward thinking and in new ways of performing tasks better

Accountability

We are dedicated to careful design, evaluation and improvement of programmes, courses and the learning environment to enhance learner achievement

Members of the Governing Council

Dr Orville Beckford	Chairman
Dr Marcia Rainford	Representative, the University of the West Indies
Dr Janet Campbell-Shelly	Representative, University of Technology
Mrs Shaula Edwards-Braham	Senior Lecturer, Portmore Community College
Miss Sharon Black	Head of School, Excelsior Community College
Miss Nadine Black	
Mr Hervin Rodney	Senior Lecturer, Bethlehem Moravian College
Ms Nyoka English	Senior Lecturer, Browns Town Community College
Ms Edris Johnson	Principal Lecturer, Montego Bay Community College
Mrs Bridgette Flowers	Senior Lecturer, The Moneague College
Mr Euton Gordon	Lecturer/Examinations Coordinator (Acting), Knox Community College
Mrs Teisha Campbell	Head of Department/Senior Lecturer, Trench Town Polytechnic College
Ms Carlene Gold	Lecturer, Knockalva Polytechnic College
Ms Monique Oates	Lecturer, College of Agriculture, Science and Education
Mr Marlon Palmer	Director, Human Resource, College of Agriculture, Science and Education (CASE)
Dr Dotlyn Minott	Representative, University Council of Jamaica
Dr Marsha Smalling	Representative, Jamaica Association of Principals of Secondary School (JAPSS)
Mr Dayton Lawton	Minister's Appointee
Dr Lowell Dilworth	Minister's Appointee
Dr Twila Mae Logan	Minister's Appointee
Mrs Nicole Manning/Dr Paulette Shand	Representative, NCTVET
Ex-officio Members	
Mr Jahraski Young	Ministry of Education, Youth and Information
Mr Clyde Evans/Mrs Andrea Wilson Graham	Principal, Bethlehem Moravian College
Mrs Corrine Richards	Principal, Portmore Community College
Mrs Davia Ramgeet Robinson	Principals, Knox Community College
Dr Maureen Nelson	Principal, Montego Bay Community College
Mr Howard Isaacs	Principal, The Moneague College
Ms Claudeth Haughton	Principal, Brown's Town Community College
Mr Philmore McCarthy	Principal, Excelsior Community College
Dr Dosseth Edwards-Watson	Principal, Trench Town Polytechnic College
Dr Derrick Deslandes	President, College of Agriculture, Science and Education
Mrs Pauleen Reid	Principal, Knockalva Polytechnic College

Committees of Council

Academic	
Names	Institutions
Mr Howard Isaacs	Chairperson; Principal, Moneague College
Mr Clyde Evans/Mrs Andrea Wilson Graham	Acting Principal, Bethlehem Moravian College
Mrs Davia Ramgeet Robinson	Principal, Knox Community College
Mrs Claudeth Haughton	Principal, Brown's Town Community College
Mr Philmore McCarthy	Principal, Excelsior Community College
Dr Derrick Deslandes	President, College of Agriculture, Science and Education
Mrs Corrine Richards	Principal, Portmore Community College
Dr Maureen Nelson	Principal, Montego Bay Community College
Mrs Bridgette Flowers	Senior Lecturer, Moneague College
Dr Janet Campbell-Shelly	Chairperson, Awards and Ratification Committee and Representative of UTECH
Dr Marsha Smalling	Minister's Nominee
Ms Nyoka English	Senior Lecturer, Brown's Town Community College
Dr Orville Beckford	CCCJ Chairperson
Dr Donna Powell Wilson	CCCJ Executive Director
Awards and Ratification	
Dr Janet Campbell-Shelly	Chairperson
Mrs Corrine Richards	Principal, Portmore Community College
Mr Howard Isaacs	Principal, Moneague College
Dr Paulette Shand	Representative, NCTVET
Mr Euton Gordon	Lecturer, Examinations Coordinator (Acting), Knox Community College
Miss Nadine Black	Senior Lecturer, Bethlehem Moravian College
Mmes Shaula Edwards-Braham/ Latoya Walker-Holness	Senior Lecturer, Portmore Community College
Dr Orville Beckford	CCCJ Chairperson
Dr Donna Powell Wilson	Executive Director
Corporate Governance Committee	
Mr Dayton Lawton	Chairperson, Minister's Nominee
Ms Claudeth Haughton	Principal, Browns Town Community College
Mr Clyde Evans	Principal, Bethlehem Moravian College
Mmes Shaula Edwards-Braham/ Latoya Walker-Holness	Senior Lecturer, Portmore Community College
Dr Orville Beckford	CCCJ Chairperson
Dr Donna Powell Wilson	CCCJ Executive Director
Mrs Deranica Allen Williams	Accountant

Curriculum	
Mr Philmore McCarthy	Chairperson, Principal, Excelsior Community College
Dr Marcia Rainford	Representative, the University of the West Indies
Ten College Representatives	
Examinations	
Mrs Corrine Richards	Chairperson, Principal, Portmore Community College
Dr Marsha Smalling	Representative, Jamaica Association of Principals of Secondary School (JAPSS)
Mrs Bridgette Flowers	Senior Lecturer, Moneague College
Ten College Representatives	
Events Management	
Dr Dosseth Edwards-Watson	Chairperson, Principal, Trench Town Polytechnic College
Miss Sharon Black	Head of School, Excelsior Community College
Mrs Teisha Campbell	Head of School/Senior Lecturer, Trench Town Polytechnic College
Dr Donna Powell Wilson	Executive Director
Ten College Representatives	
Finance	
Mr Dawton Lawton	Chairperson
Mrs Davia Ramgeet Robinson	Principal, Knox Community College
Dr Maureen Nelson	Principal, Montego Bay Community College
Mr Clyde Evans	Principal, Bethlehem Moravian College
Miss Sharon Black	Head of School, Excelsior Community College
Miss Carlene Gold	Lecturer, Knockalva Polytechnic College
Dr Orville Beckford	CCCJ Chairperson
Dr Donna Powell Wilson	CCCJ Executive Director
Mrs Deranica Allen Williams	CCCJ Accountant
Human Resource	
Mr Dayton Lawton	Chairperson, Minister's Appointee
Mrs Davia Ramgeet Robinson	Principal, Knox Community College
Miss Nyoka English	Senior Lecturer, Browns Town Community College
Miss Carlene Gold	Senior Lecturer, Knockalva Polytechnic College

PROCUREMENT	
Dr Davia Ramgeet-Robinson	Chairperson, Principal, Knox Community College
Dr Doseth Edwards-Watson	Principal, Trench Town Polytechnic College
Dr Dotlyn Minott	Representative, University Council of Jamaica
Dr Marsha Smalling	Representative, Jamaica Association of Principals of Secondary School (JAPSS)
QUALITY	
Dr Marcia Rainford	Chairperson, Permanent Secretary's Nominee
Dr Paulette Shand	Representative, NCTVET
Dr Dotlyn Minott	Representative, University Council of Jamaica

Memberships and Affiliations



The Council of Community Colleges of Jamaica is a registered member of Association of Caribbean Tertiary Institutions (ACTI), Colleges and Institutes Canada (CICan), League for Innovation in the Community College (LICC) and World Federation of Colleges and Polytechnics (WFCP).

Executive Report

The 2020-2021 financial year was filled with many challenges and opportunities. Amidst the COVID-19 pandemic, CCCJ continued to make affordable quality education accessible to all.

Major achievements included:

- Conversion of six programmes for delivery in the online space. Support for this project was received from the Ministry of Education, Youth and Information and USAID/FHI360 Advance Program.
- Training of faculty, staff and administrators in teaching and working in the online space. Assistance was received from Commonwealth of Learning and Jamaica Teaching Council.
- Twenty-four faculty and staff from CCCJ member institutions received the League for Innovation in the Community College's Excellence Awards. This, in recognition of their sterling contribution to the education sector in 2020.
- Completion and submission of annual reports for 2016, 2017 and 2018.
- Signed memorandum of understanding between HEART Trust/NSTA and the CCCJ.
- Successful completion of ISO 9001:2015 stage one audit.
- Execution of the Flexible Learning Project. This project had three components, namely, course conversion, training of faculty and staff and technological support.
- The awarding of 1 279 certificates.

During this period, the Government of Jamaica allocated J\$60,172,000 for recurrent expenditure, primarily for staff salaries.

Council Decisions

2020 MAY 07

ACADEMIC

Examination Discrepancies

- **Knox Community College**

Case No. 1: Johanna Noad (Associate in Engineering)

During 2019 May examinations, Ms Noad was seen with a piece of paper with notes.

Recommended sanctions:

- Student to receive counselling (was referred to the Guidance Counsellor immediately after the meeting)
- Examination paper to be declared null and void
- Student to resit examination
- Ms Noad to receive strong letter of reprimand

Recommendation: The committee agreed with sanctions as listed above, in keeping with Section 12, subsection 12.4 of the related Student Handbook (see Appendix).

Case No. 2: Dewen Gordon (Associate in Engineering, Year 2)

Student was seen using a cellular phone. Upon being questioned, he said that his calculator was malfunctioning so he was using the phone to complete question 2D. The invigilator pointed out that a calculator was not needed as said question had to do with logarithm.

Recommendation: The committee agreed that sanction should be given as stated in the governing Student Handbook, Section 12, subsection 12.4 (see Appendix).

- **Bethlehem Moravian College**

Case No. 1: Keira Wedderburn (Associate in Business Studies, Year 1)

During 2019 December examinations, while doing routine checks, an invigilator found paper with notes pertaining to psychology inside a pencil case on Ms Wedderburn's desk.

Recommendation: Sanction as stated in Section 12, subsection 12.4 of the Student Handbook (see Appendix) should be applied.

Case No. 2: Odane Williams (Associate in Computer Repairs, Year 2)

In the 2019 December examination session, this student was observed accessing a smart watch which was believed to contain notes related to the examination being administered. Two pieces of paper bearing notes were also confiscated.

Recommendation: Sanctions as stated in Section 12, subsection 12.4 (see Appendix) should be applied.

Proposal for Semester 2 Assessment

Four (4) options were put forward. Committee members agreed that if the government were to impose more restrictions, Plan C would be the best option. Same was presented for approval.

Plan C: Continuous Assessment

Lecturers to prepare ongoing assessment pieces for units assigned for examinations. As was encouraged by the government, teachers/lecturers should continue to engage students in the teaching and learning process. Lecturers would therefore provide monitored assessment of students using the online platform. At a date to be announced, all coursework pieces administered, along with detailed rubric, would be submitted to CCCJ which would then request samples of students' scripts for any coursework piece presented.

Procedure:

1. Lecturers to document units and objectives covered as well as form of assessment administered (form provided by CCCJ).
2. Assessment pieces **peer reviewed** and **approved by Head of Department** (email evidence required that approval was granted to proceed with assessment pieces).
3. Colleges to submit all assessment pieces to CCCJ within given time.
4. The CCCJ to request list of all sample coursework/assessment accompanied with grade sheets.
5. External examiners and/or internal quality agents to be engaged to report on validity of grades assigned.
6. Original and copy of approved grades forwarded to CCCJ's Registry Department. Original to be returned to colleges.

Recommendations:

- *Evidence of assessment should cover a minimum of 75% of course outline*
- *Meeting to be held with lecturers of practical courses to determine method of assessment*
- *Internal quality checks MUST be documented (CCCJ to provide form)*

Standard Period for Curriculum Review Sessions

In response to concerns regarding the limited time within which programmes were to be reviewed as well as withdrawal of faculty from regular duties for this process, it was proposed that a standard period should be established.

Recommendation: Programmes to be reviewed in June for implementation in September of the following year.

Development of Programmes

A feasibility study confirmed the need for new programmes in three health-related areas; patient welfare and home care, pharmacy technician and phlebotomy.

Recommendation: The following programmes to be developed:

- *Certificate in Patient Welfare and Home Care*
- *Certificate in Phlebotomy*
- *ASc in Pharmacy Technician*

Decision: Council ratified all matters of the Academic Committee.

FINANCE

Dr Powell Wilson apprised the meeting of the Secretariat's vain attempts to contact Dr Twila Mae Logan who was named to sit on this committee. The full complement had therefore not met to select a Chairman/Chairperson but Mrs Ramgeet Robinson had been selected as Chair in the interim. Mr Isaacs nominated Mr Lawton, an external member of the committee, as Interim Chair. Mr Lawton indicated that he would accept only if Mrs Ramgeet Robinson agreed to assist him. She did. The Executive Director then informed that said committee was short two members. Miss Sharon Black and Mr Isaacs volunteered to serve.

Decision: Council approved Mr Lawton as Interim Chair.

Auditor General's Report

Upon completion of field work for 2018-2019, the Auditor General asked for a response to whether or not CCCJ had policies on donations and waivers, especially in relation to:

- a) Validation of payment to Jamaica College (JC) as per directive of Chairman of Council. All documentation in relation to a \$340 000.00 contribution for JC students to attend a Model UN Conference were to be made available.

Decision: Dr Beckford instructed the Secretariat to contact JC's principal to obtain documents outlining validation of such payment.

- b) Approval by the Ministry of Finance and the Public Service (MOFPS) of a 50% waiver for MoEYI's employees to pursue two CCCJ programmes at Excelsior Community College.

Decision: The CCCJ to seek MoEYI's approval retroactively.

The 2020-2021 Budget

Challenges posed by colleges and the Secretariat using different budget cycles again came up for discussion. Colleges prepare budgets per academic year while the latter does so per financial year. It was recommended that the Secretariat's budget should be restructured to align with academic year but Dr Deslandes submitted that both MoEYI and MOFPS had mandated all institutions to revert to fiscal year budgets.

Decision: Council instructed that the Secretariat's budget should remain as per financial year.

Acquisition of Programmes

- The Bachelor in Education (Primary) programme was acquired from Knox Community College for \$1.5M.
- Faculty members of Portmore Community College developed two programmes; BSc in Computer Science and Electronics and BSc in Computer Application and Business Studies. Ownership to pass to CCCJ upon payment of \$400 000.00.

Recommendation: A policy on acquisition of programmes must be developed for presentation at the next sitting of the Governance Committee.

Bad Debt Policy

A draft Bad Debt/Receivables Policy, submitted to MoEYI on 2020 March 02 and adjusted and returned to the Secretariat on 2020 March 04 was shared with members.

Recommendation: Same to be presented at the Governance Committee's next sitting.

HUMAN RESOURCE (HR)

Proposal to Increase Uniform and Work Clothing Allowance

A request was made for an increase from \$80 000.00 gross to \$100 000.00 gross for each employee who serves for at least a year for the purchase of uniforms for females and work clothing for males for the period 2020 April 01 to 2021 March 31. This, to cover five (5) sets of uniforms including branded shirts to be worn on Fridays and to officially sponsored events.

Mr McCarthy pointed out that the Heads of Agreement which spoke to uniforms for four (4) days should be treated separately and suggested that funds for branded shirts for a fifth day could be taken from the marketing budget.

Decision: This proposal to be returned to the Finance Committee for another recommendation to be made to Council after justification for the last increase is examined and due consideration is given to the current financial situation.

Special Request regarding Uniform Allowance

Approval was sought for payment of uniform allowance for 2020-2021 to two members of staff who resigned from permanent posts to take up contractual positions.

Members were divided on this issue. On one hand, it was felt that since these persons had not separated from the organisation but had only changed the nature of their employment, they should be eligible for this allowance. Others pointed out, though, that CCCJ would be operating contrary to the new contracts of these employees because they would not yet have worked a year and would therefore not be eligible for said allowance. It was further noted that this could be cause for an audit query as CCCJ could be seen as acting ultra vires the Auditor General.

Decision: Matter was returned to the HR committee to determine if this is a breach.

Renewal of Identification Cards (IDs) for Staff

This committee recommended that IDs should be renewed every three (3) years instead of every two (2) as currently obtains.

Decision: Council ratified this submission.

Care Package for Staff

Staff was required to work from home, effective 2020 March 18, due to the COVID-19 pandemic. That posed financial challenges for them, the main one of which was funding internet connection necessary for completing tasks. They also had to use more utilities and personal resources such as computers. In light of this, this committee approved a care package of \$7 000.00 for each employee which would amount to \$154 000.00.

The committee was informed, however, that a bulletin from MOFPS set out specific guidelines regarding supplementary allowances to facilitate work from home.

Decision: The committee to review proposal to ensure that it aligns with MOFPS' document.

Internal Auditor

This contractual position was advertised in 2019 but was not filled due to its unappealing remuneration package. The committee presented three job descriptions for Council's perusal.

Decision: Documentation to be submitted to Council via round robin.

Payment for Lead Implementer, International Organisation for Standardisation (ISO)

Mrs Venessa Buchanan Williams, Examinations Officer, was asked to be lead implementer, that is, the Secretariat's representative for ISO certification. Her roles would include, but would not be

limited to, organising training for Council members and staff and developing and maintaining a quality management system for the Secretariat. Tasks would be in addition to her regular workload.

Due to the extreme importance of ISO certification to the CCCJ, it was felt that assigning duties to a member of staff would better aid the process. It was intended to provide assistance for the Examinations Department, to reduce Mrs Buchanan Williams' workload, but that did not materialise as it proved very difficult to engage competent and qualified individuals.

A proposal was made for this officer to be paid \$120 000.00 per year, retroactive to 2018 January.

Decision: Council ratified this matter and tasked Dr Powell Wilson with determining the terms under which payment would be made.

Post of Executive Director (ED)

It was acknowledged that this is a legitimate post on CCCJ's establishment and that the current ED had been on fixed-term contracts since her engagement. Having undergone three appraisals satisfactorily, it was proposed that the current ED should be permanently appointed.

Twenty members voted in favour of permanent appointment of the Executive Director.

Decision: Council ratified this proposal.

CORPORATE GOVERNANCE

Several documents approved at meetings held on 2020 April 09 and 15 were presented for ratification:

- Terms of Reference
- Acquisition of Programmes
- Conflict of Interest Document for Staff (as directed by former Permanent Secretary of MoEYI, Mr Dean-Roy Bernard)
- Acceptance of Gifts (as per Policy Paper from MoEYI, the only addition being the organisation's name)
- Gifting of Gifts which was changed to Donation Policy (guidelines for how CCCJ should engage its resources on projects within its precincts and other events it supports. Approval to be sought where events cost more than the US\$100.00 ceiling)
- Portland Integrated College (authorised to commence offering Criminal Justice in 2020 September)
- Defining Institutions (to differentiate Affiliate, Associate and Corporate institutions)
- Returned Certificates (to address concerns relating to return of signed certificates by Knox Community College (KCC) and to ensure quality management at the CCCJ and that audits are to be conducted at all institutions. Also, KCC to report on measures to be implemented to militate against such breaches)

Decision: Sixteen members having voted in favour, these documents were ratified by Council. Two members abstained because they had not read the material.

EVENTS MANAGEMENT

Committee Chairperson

Dr Dosseth Edwards-Watson was elected unopposed with Miss Sharon Black as her deputy.

AWARDS AND RATIFICATION

Special Cases

- **The Moneague College (MC)**

- i. **Sherine Reid-Scott** started ASc in Business Studies in 2000. Upon expiration of her studentship, she was realigned in 2016 and completed all requirements in the time allotted. Unable to locate Sherine's grade sheet for foreign language II which she completed between 2000 and 2003, MC recorded a letter grade on her transcript. The MC asked for the median of grade range to be used to clear and certify Sherine.

Recommendation: That the median grade corresponding to the letter grade be used to certify Ms Reid-Scott and same to apply to any other student so affected.

- ii. **Sherika Walker** began ASc in Management Information Systems in 2011, took a one-year leave of absence and on her return MC placed her on a different structure. She remains incomplete on both structures and MC requested that she be realigned to the most current structure in order to complete and be certified.

Recommendation: Student to be placed on the most current structure.

- iii. **Roshan Addison and Shevon Facey** started BSc in Hospitality and Tourism Management (HTM) in 2016 and 2015, respectively. Financial management I was completed with the BSc in Business Studies group instead of the HTM group. Weighting for same course in the business programme is 50/50 while it is 60/40 for HTM. When the correct weighting was applied, both students failed. The MC sought to have the 50/50 weighting applied.

Recommendation: Both students should be facilitated by using the 50/50 weighting.

- iv. **Racquel Wray** commenced BSc in HTM in 2015. Effective 2014 September, CCCJ revised its grading scheme and changed the pass mark for all courses from 45% to 50%. Said student received 46% for research methodology which would amount to a fail but lecturer of said course contends that the pass mark on the course outline is 45%. The MC requested acceptance of 46% so that Ms Wray could be certified.

Recommendation: Student must complete additional assessment to achieve a passing grade of at least 50%.

- v. **Rojay Harrison** undertook studies in ASc in Management Information Systems in 2014 then took leave of absence for a year. The structure which Mr Harrison started in 2014 required completion of computer programming II but a curriculum review in 2015 removed said course from the structure. The MC applied to have grades obtained from courses completed in the revised structure used in lieu of computer programming II.

Recommendation: The MC's Registrar to provide more information as to whether student completed year one of the programme as well as the grades for course(s) from the reviewed structure which were being requested to be used.

- vi. **Ayoka Lopez** embarked on ASc in Business Studies in 2012, completed year one then took leave of absence. On her return, instead of doing financial accounting II she did financial accounting I which she had already passed before going on leave. Both courses are required for certification. The college sought to have grades for financial accounting I after return from leave of absence used for financial accounting II which was never done.

Recommendation: Ms Lopez must complete financial accounting II.

- **Excelsior Community College (ECC)**

- i. **Marsha Page** started ASc in HTM in 2013. She completed the programme in 2018 December, one semester outside of her studentship.
- ii. **Suzette Jackson** commenced BSc in HTM in 2007. Her studentship expired in 2012 August, with work experience outstanding. Same was done by 2018 December.
- iii. **Renee Watson** began BSc in Business Studies 2011 September. When studentship expired in 2016 August, one course was outstanding. Said course was completed in 2018 August.
- iv. **Assia Barnett** started BSc in Business Studies 2010 September. A course which was yet to be done when studentship expired in 2015 August was passed in 2018 August.
- v. **Mishka Patterson** embarked upon ASc in Business Studies in 2008 September. Upon expiration of studentship in 2013 August one course was outstanding but it was completed in 2015 August.
- vi. **Tashnie Taylor** initiated studies for ASc in Business Studies in 2011 September. In 2016 August when her studentship expired she was yet to complete one course. She did so by 2017 December.

- vii. **Kadia Campbell** began BSc in Business Studies in 2011 September. Her studentship expired in 2016 August with two courses outstanding but both were completed by 2018 May.
- viii. **Shane Hall** started ASc in Business Studies 2013 September. Studentship expired in 2018 August with a one-course deficit which he made good in 2018 December.
- ix. **Chad-Paul Thomas** commenced ASc in Business Studies in 2012 September. He had one course to do when his studentship expired in 2017 August but he completed it in 2018 December.

Recommendation: That all students who commenced studies in 2014 and before, having completed their programmes of study outside the required studentship, be granted amnesty for the purpose of certification. A student who started after 2014, however, must complete within studentship and where studentship has expired he/she must be realigned..

- **Bethlehem Moravian College (BMC)**

- i. **Anthony Holness** who began his programme in 2009 September took a year's leave of absence. He did two courses in 2016 after his studentship expired in 2015 August.

Recommendation: The same shall apply as for students of ECC.

- ii. **Karen Smith** started her programme in 1995 and is yet to be awarded. The college asked the CCCJ to award this student.

Recommendation: The BMC to submit more information before a decision can be made. Also required is the type of award issued to other students of the same cohort.

Additional Matters

- **City and Guilds**

Effective 2020 September, CCCJ accepted City and Guilds Stage 3 mathematics and English language as qualification for matriculation. Students will, however, be required to complete bridging courses, foundation concepts in mathematics II and III, for heavily mathematics-based programmes.

Decision: Council ratified all the above items.

- **Completion of Programmes**

It was reported that students complete credit requirements for a programme within active studentship but had non-credit requirements, such as matriculation, community service and first aid, outstanding. Non-credit requirements completed after expiration of studentship did not impact a student's date of completion so he/she could satisfy non-credit requirements any time after expiration of his/her studentship and receive a degree dated when the last credit requirement for a programme was completed.

Recommendation: All programme requirements (matriculation and credit and non-credit courses) must be completed within active studentship. Where any of the above is outstanding after expiration of studentship, students must be realigned to current structure. The date on a degree should be that date on which the last requirement was satisfied.

Decision: The Chairman ruled that this recommendation was too blanket so he could not allow Council to vote on it. Same should be modified taking into consideration that while students must be held accountable they should not be penalised when an institution is at fault.

NEW BUSINESS

Resignations from Committees

Dr Dotlyn Minott, nominated to the Quality Assurance Committee, asked to be reassigned as there might be conflict with work that The University Council of Jamaica (UCJ) does in community colleges. Also, Mrs Corrine Richards resigned from the Finance Committee and Examinations and Assessment Subcommittee.

Decision: Request for volunteers to be round robin to members of Council.

ANY OTHER BUSINESS

Practical Courses

Queries were made about practical courses as well as if there would be a summer session. The Executive Director responded that proposals relating to those courses were sent to principals and that a meeting was to be held to determine the final position.

Decision: A meeting was set for 10:00 a.m., Friday, 2020 May 08, to discuss both matters.

2020 JULY 21

ACADEMIC

Work Experience

It was highlighted that colleges faced challenges placing students because of COVID-19. Further, with closure of the tourism sector and other businesses allowing staff to work from home, it was highly unlikely that students who would complete studies in this academic year would get a chance to do work experience before 2020 August.

Recommendation: Work experience to be waived for the 2019-2020 academic year and this waiver should not affect students' GPA.

Decision: A majority voted in favour of this recommendation and Council ratified same.

CORPORATE GOVERNANCE

Defining Institutions

This document was approved by Council at its meeting on 2020 May 07. Subsequently, B & B University applied to offer CCCJ programmes. Concern was raised about its close proximity to ECC and implications for both institutions offering similar programmes. Upon presentation to the Academic Committee and subsequent dialogue with ECC's principal, this committee recommended that CCCJ should revise the document to include a breakdown of franchise fees.

Franchise Fees

This fee is charged per student and allows access to CCCJ programmes menu, college management system, quality management system, professional development, examinations and assessment pieces and certification upon successful completion of programmes.

- **Public Institutions**

Franchise fees to be 1.15% of prevailing franchise fees since CCCJ is publicly funded.

- **Private Institutions**

Franchise fees shall be 1.3% of prevailing franchise fees.

Decision: Council ratified the recommendation of franchise fees being a variation from that which it had initially ratified.

AWARDS AND RATIFICATION

Completion of Programmes

Attention was called to Section 7.0 of the 2019-2020 Student Handbook which established requirements for the award of degrees (associate or bachelor's) thus:

Students:

- must earn all credits as specified by the programme.
- are required to complete all courses stipulated by the programme.
- must satisfy the required 240 hours of work experience.
- must complete 30 hours of community service.
- are expected to satisfy all requirements (credit and non-credit) in the stipulated time frame of five (5) years.
- must achieve a minimum Grade Average Point (GPA) of 1.67.
- of hospitality and tourism management must complete first aid training and certification.
- are expected to complete all other requirements as stipulated by respective colleges.

- ix. pursuing Associate in Social Work must complete 320 hours of practicum (80 in the first year and 240 in the second).
- x. pursuing Associate in Psychology are required to complete 240 hours of practicum (80 in the first year and 160 in the second).
- xi. accepted to the Bachelor of Science in Hospitality and Tourism Management, using an associate degree from an accredited institution, but who would not have received first aid training and certification must complete same to qualify for the award of the degree.

It was pointed out that over the years students completed credit requirements of a programme within the stipulated five-year period but not non-credit components such as community service, first aid training and certification, and matriculation. And that, at present, completion of non-credit requirements, whether within studentship or after its expiration, does not impact the date of an award. It was felt, though, that that could impact currency and relevance of a degree as well as rate of completion therefore steps should be taken to address the matter.

Recommendations:

1. *All programme requirements as well as credit and non-credit courses must be completed within the five-year stipulated period of active studentship.*
Council's insertion: Unless permission is given as a result of circumstances beyond students' control.
2. *Where there are incomplete programme requirements (credit or non-credit) at the expiration of studentship, students should be realigned to the current programme structure to allow them to complete. Consideration will be given in extenuating circumstances, but those circumstances must be supported by documentary evidence. In addition, special consideration will be given, on a case by case basis, to students who were misguided by an institution.*
Council's insertion: Students must be held accountable by the handbook as at the commencement of a programme it would have been used to guide students' tenure.
3. *The date on a degree shall be the date when a student completes all programme requirements (credit and non-credit). What currently obtains is that if a student completed credit requirements of a programme in 2018 August and non-credit requirements for same programme in 2020 August, that student's degree is dated 2018 August. It is recommended that said degree should be dated 2020 August, the date when all programme requirements were satisfied.*

Nissa Surgeon

In 2014, Miss Surgeon started ASc in Management and Information Systems. In 2016, she commenced studies at the University of Technology, Jamaica (UTech) but still had MATH1103, discrete mathematics, outstanding, which she completed at UTech. Brown's Town Community College (BTCC) appealed, on Miss Surgeon's behalf, for an exemption from same course.

Recommendation: Exemption to be granted with a proviso that this should not be precedent for other students. Also, BTCC to be advised, by letter, that all measures should be put in place to prevent a recurrence.

Brishania Cooper

Miss Cooper matriculated for ASc in Architecture and Construction Technology with eight CSEC subjects including information technology (IT) which was accepted as a technical subject. A 2020 January publication by CXC, however, designated IT as general, not technical, proficiency. Brishania completed studies but based on the preceding, technically she did not matriculate. The BTCC requested award of the degree since, at the time, IT was deemed ‘technical’ by CXC.

Recommendation: Student could use CAPE mechanical engineering for matriculation.

Decision: Since IT was accepted as a technical subject when Miss Cooper started the programme, CCCJ has to acknowledge it as such.

Decision: Council ratified all other matters, subject to adjustments outlined.

FINANCE COMMITTEE

Request for Posts to be Sanctioned

To facilitate monitoring of online programmes, the HR Committee sought permission to fill the posts of Procurement, ISO/Quality Assurance and Research Officers and Administrative Assistant.

Recommendation: A temporary Administrative Assistant position was sanctioned to be advertised, but CCCJ should apply for the others to be on its establishment since all colleges have had these posts since 2018.

Decision: This recommendation was ratified by Council.

Online Learning

With CCCJ’s projected implementation of online learning in 2020 September, a budget of \$5M was cast. It was originally felt that that sum could have repurposed two programmes, ASc and BSc in Business Administration and set the platform for the courses. Upon further consideration, however, all general education courses were included which exceeded budgeted amount by approximately \$2M.

The Executive Director solicited approval of another \$5M to allow ASc in Hospitality and Tourism Management to be repurposed as well.

Recommendation: Given the critical need to develop CCCJ’s online capacity, the additional sum was approved.

While Mr McCarthy supported the additional sum, he recommended development of a project plan for online delivery with an estimated budget of the overall cost.

Decision: Additional funding ratified by Council pending a comprehensive plan with an estimated budget.

Electronic Student Handbook

Considering the direction in which the Council is going and with the aim of reducing printing costs, it was put forward that copies of handbooks should be generated electronically.

Recommendation: The Finance Committee supported electronic handbooks but agreed that five hard copies per institution should be printed.

Decision: Council ratified this recommendation.

Policy Document

To militate against bad debt, it was proposed that there should be a policy governing the point at which the budget is recast to reflect actual number of students enrolled.

Recommendations:

- 1. The budget should be recast at the end of January.*
- 2. 'Provision will be made for actual usage per academic year' to be inserted in the Bad Debt Policy.*

Decision: These recommendations were ratified by Council.

Care Package

Due to the pandemic and subsequent closure of the Council's offices, members of staff were required to work from home. This posed some financial challenges for them. For example, to complete tasks they had to rely on personal resources for internet usage to connect with the office's server and for utilities. The HR Committee approved a package of \$7 000.00 for each employee.

Recommendation: The Finance Committee agreed with this care package of \$7 000.00 pending approval from the education and finance ministries.

Decision: Council would await the ministries' responses.

Budget Presentation

Mrs Allen-Williams, CCCJ's Accountant, presented the fees budget as follows:

1. The budget was worked with no increase in franchise fees for the 2020-2021 fiscal year with semester one enrolment numbers as the base.
2. A 10% decrease in enrolment was anticipated for year one programmes and an attrition rate of 15% applied to year two.
3. The budget was impacted by consideration for capital items, mainly office equipment and IT-related expenditure, amounting to \$7.3M. The procurement process for some

expenditure had commenced but had not been completed in the 2019-2020 financial year. Funding was allocated, however, and was available to finalise those transactions. A shortfall of \$10 305 222 in the budget would be absorbed by a surplus on CCCJ's books in 2019-2020.

4. Minimal consideration was made for a conference during this period.
5. An estimated \$67M would be derived from franchise fees. Also, based on the current situation, other income had been significantly reduced.

The Chair as well as Mr McCarthy submitted that attrition should be 15% for both years.

Decision: The budget was ratified.

Departmental Reports

Curriculum

The Curriculum Department plans, directs and administers development, review and revision of curricula on behalf of CCCJ and the community college network to meet needs of communities served and to enhance the quality of teaching and learning experiences. In so doing, this unit contributes to the Council meeting its regulatory mandate.

A core function of this department is to provide leadership and advice in several curriculum-related policy areas. The unit focuses on quality assurance by the output of quality curricula to ensure that both local and international standards are achieved. This takes place through reviewing all requirements for course outlines for degree credit courses including suggested format and content for course outlines to meet set standards.

Three team members manage the office; Curriculum Development Officer, Assistant Curriculum Development Officer and Administrative Assistant. This team provides support to CCCJ's registry, examinations and assessment, and distance education units.

Professional Development

During the period under review, the Curriculum Development Officer:

- completed training in Leadership for New Managers from Dale Carnegie Institute, 2020 April 21-22.
- was trained in Moodle Administration, 2020 May 25.

Collaborative Activities

The department collaborated with internal and external colleagues to strengthen curriculum processes and to promote lifelong learning opportunities as follows:

- Assisted Examinations and Assessment Department by doing system checks on ICMS for virtual semester two examinations/assessment
- Curriculum Development Officer joined UCJ's Distance and Online Education Standards Committee
- Involvement in FHI360 and CCCJ partnership for development of AASc in Health and Wellness and AASc in Agro-Processing and Business Management
- The department played an integral role in forging the partnership between Thompson Rivers University (TRU) and CCCJ regarding ASc in Psychology students getting matriculation pathway into TRU's bachelor's programmes.

Curriculum Development Reviews

All major curricula review and development activities were either cancelled or rescheduled because of the COVID-19 pandemic but the following were still possible:

- Structures developed and approved for two short courses; beauty services and hygiene and sanitation, 2020 June
- Recruitment of course writers for three new health-related programmes, 2021 January
- Virtual validation of the BSc in Criminal Justice course, contemporary issues in criminal justice, 2021 January 21-25

Promotional Activities

- Curriculum Development Officer acted as moderator for the launch of Distance and Online Education (DOE) programmes, 2021 January 13
- Curriculum Development Officer participated in virtual townhall meetings about DOE during the summer of 2020

Quality Assurance

Quality assurance activities covered the following:

- The team's full involvement in the Secretariat achieving ISO certification
- Draft Operational Policy for the department completed and approved, 2021 February 11
- Virtual site audit of B&B University College to ascertain readiness to offer two CCCJ programmes, 2020 December 08
- Curriculum Secretary received ISO sensitisation training, 2021 March 18
- All team members participated in ISO preparation session, 2021 March 30
- The ICMS platform used by member colleges updated throughout the year

Examinations and Assessment

The mandate of the Examinations and Assessment Department is to provide assessment of the highest quality. Processes are reviewed annually and adjustments made to operations to allow for improved performance and to better manage resources provided. Achievements as well as activities undertaken during this financial year are highlighted below.

Common Coursework

Traditionally, content specialists engage in a face-to-face session and collaboratively create these pieces prior to the start of an academic year. With the pandemic, however, physical contact was not possible and the department examined possible ways of achieving its target without compromising quality while observing COVID-19 protocols. Division of labour, whereby each institution was assigned programmes and courses for which to create two coursework pieces, was therefore adopted for the 2020-2021 academic year. Upon confirmation by the Curriculum Department, of programmes approved for offer in each institution, a master list was generated. From same, individual lists were extracted and communicated to the colleges. The master list covered all courses for both semesters as well as the summer session as it was envisioned that with the cooperation of all institutions there would be no need for another session in this academic year.

Coursework pieces were checked for grammar, if correct units were used and if pieces were weighted accurately. Where there were errors, content specialists were engaged to validate pieces before they were dispatched to the institutions.

Examinations for Semester Two (2020 May)

A decision was taken by the relevant committees that examinations would take the form of continuous assessment whereby each institution would have assessment pieces quality checked before they are administered. The Secretariat provided a quality assurance check sheet for each course which was to be completed and returned. Assessment for each course indicated the percentage weighting to ensure that at least 75% of the course had been assessed. Colleges were required to create a zip folder for submission of assessment pieces and the department conducted another level of quality checks.

Examinations for the Summer Session (2020 August)

Assessment followed the same format as for 2020 May.

Examinations for Semester One (2021 January)

The coronavirus pandemic rendered face-to-face examinations impossible. An evaluation of the 2020 May session was done and each college presented its experience to the Secretariat. Challenges reported by the colleges included lack of internet access, cost of purchasing data to facilitate such access, unavailability of devices, the environment not being conducive to both learning and examinations and students' fear of contracting the virus during travel to the institutions to complete assessments.

Taking these and other challenges into consideration, principals approved the format of Case Study Analysis for this assessment period. After concerns that submissions were not being received in time stipulated by the department, the principals agreed to online assessment. Students would be given a case study and two essay type questions. A 24 or 48 hour period would be allowed for students to access, complete and upload assessments to the platform. The department was tasked with preparing assessment pieces without requesting items from the colleges and to meet this demand, the assessment period had to be changed to 2021 January 25–2021 February 09. Courses with 24 or 48 hours were not timetabled on a Friday to prevent any difficulty that students could face uploading completed assessments. Students were also required to upload papers to the Turnitin platform and provide reports of submissions.

Turks and Caicos Islands Community College (TCICC) was also introduced to this format of assessment. Since their semester began in 2020 September they were given permission to have examinations 2020 December 07-18. Papers were sent to TCICC via encrypted email and students were also given 24 to 48 hours to complete papers and upload responses.

Update on Item Banking Software

This was halted as all efforts were placed on enabling students to access course materials as well as on online assessment.

Workshops

Item writing workshops were held in semester one for the ten local member institutions, St Joseph's Teachers' College and Turks and Caicos Islands Community College, to provide guidance on how to prepare online assessment.

Also, based on the proposed format for assessment for semester one, external examiners were invited to a workshop. So too were internal quality agents engaged to assist with reviewing final assessment pieces. Training was provided on how to write case studies to allow students to carry out proper analyses. Dr Claiva Williams-McBean hosted this workshop.

A second meeting had to be held with external examiners as Case Study Analysis was no longer the approved mode of assessment. This, to provide update on the new format and to retrain them to review assessments to ensure validity for timelines given for completion.

Examination Discrepancies

Colleges reported that Turnitin reports indicated a high percentage of plagiarism among students.

The University Council of Jamaica

The department participated in visits to institutions conducted by UCJ as follows:

- Montego Bay Community College – Fashion Design and Engineering
- Portmore Community College – Engineering and ADACT

Council Decisions

In 2020 March when the format of semester two examinations had to be revisited due to Jamaica being partially locked down as a result of the coronavirus, four options were proposed. The decision taken by principals to allow for continuous assessment was later ratified by Council.

By the time of semester one examinations in 2020 December, the life of Council had expired because after 2020 September general elections a new Council had not yet been appointed. Decisions taken by principals regarding assessment therefore could not have been ratified by Council.

Human Resource

The primary objective of the Human Resource Department is to ensure availability of a competent and willing workforce at the Secretariat. Specific objectives include the following:

- Developing an organisational climate; helping to create a climate in which employees are encouraged to develop and use skills efficiently
- Helping to maintain performance standards and increase productivity
- Providing adequate orientation, training, development and performance-related feedback and ensuring effective two-way communication
- Helping to establish and maintain harmonious employer/employee relationships
- Helping to create and maintain a safe and healthy work environment
- Developing welfare sessions catering to the social needs of staff
- Ensuring adherence to employment standards and labour relations legislation
- Seeing to it that HR policies are created to support employee welfare and retirement
- Communicating HR practices and policies to employees

Staff Complement

As at 2021 March 31, the staff complement was 27; 20 permanent and seven contractual.

Trade Union Membership

Three persons were members of the Union of Clerical Administrative and Supervisory Employees.

Recruitment

The following posts were filled:

- Miss Ariana Smith, Administrative Assistant, 2020 April 22
- Miss Shanice Ffrench, Administrative Assistant, 2020 August 02
- Miss Monique Johnson, Assistant to the Accountant, 2020 October 01
- Miss Crystal Hamilton, Examination Secretary, 2020 October 01
- Miss Roxanne White, Administrative Support in Examinations and Assessment Department, 2020 December 22
- Miss Daniesha Gibbison, Curriculum Secretary, 2020 November 14
- Miss Robin Barrett, Curriculum Secretary, 2021 March 01

Reassignment of Staff

Mrs Shanique Walker Carty, Curriculum Development Officer, was reassigned to assist the Distance and Online Education project from 2020 April 01 to 2020 September 30.

Resignation

Miss Mckayla Williams, Curriculum Secretary, resigned effective 2020 October 12.

Termination of Service

The employment of Mr Kenniel Batten, Production Assistant, came to an end on 2020 July 31.

Sensitisation Sessions

Staff benefited from/participated in sessions as follows:

Coping through COVID-19	2020 April 23
Retirement Benefits	2020 May 04
Child's Month Celebration	2020 May 15
Leadership and 360-Degree Performance Appraisal	2020 May 20
Group Life Insurance	2020 June 15
Health Coverage	2020 August 14
Counselling	2020 September 01
Hurricane Safety	2020 September 04
Pink Day	2020 October 30

Provision of Uniform and Work Clothing

In collaboration with the Uniform Committee, this department coordinated procurement of fabric to make uniforms for female employees. Males were allowed to purchase ready-made work clothing. There was no increase in uniform allowance.

Book Grant

The children of four employees benefited from book grants in 2020 August.

Professional Development Opportunities

Five members of staff received training which built on their professional competencies.

Date	Number of Employees	Title and Venue	Sponsor
2020 June	3	Management Skills for New Managers and Supervisors, Dale Carnegie – Online	CCCJ
2020 August	2	Azure Training – Online	CCCJ

Staff Recognition

Members of staff were recognised on 2021 March 31 as per the following categories:

- Individual Performance

- Teamwork
- Education, Training and Development
- Department of Year

Policies

Four policies were created, reviewed and approved as follows:

- Conveying Expressions to Staff
- Staff Recognition
- Staff Training
- Retirement

Internal Audit

In preparation for the Secretariat becoming ISO 9001:2015 certified, all departments were audited in 2020 November.

The CCCJ Pension Plan

The Board of Trustees for this plan which is operated by Jamaica Money Market Brokers Limited (JMMB) met only once, on 2020 September 29. The three representatives of JMMB at that meeting were:

- | | |
|---------------------------|-------------------------------------------|
| • Miss Trudy-Mae Burke | Senior Fund Accountant, JMMB |
| • Miss Kerry-Ann Walfall | Investment Manager, JMMB |
| • Miss Shadae Prendergast | Senior Trust and Fund Administrator, JMMB |

Representatives of the Secretariat were:

- Dr Donna Powell Wilson, Executive Director
- Miss Sharon Black, Sponsor Trustee
- Mr Aldene Crew, Member Trustee
- Mrs Deranica Allen Williams, Accountant
- Miss Kadian Lewis, Human Resource Coordinator
- Mrs Carol Allen-Weir- Recording Secretary

Internship/Work Experience

Four interns from the Ministry of Labour and Social Security were assigned to the CCCJ for six weeks each during the period, 2020 December 01 to 2021 January 31, in fulfilment of their work experience programme.

Human Resource Subcommittee

The Human Resource Subcommittee of Council held two meetings during this financial year.

Information Technology (IT)

With the onset of the COVID-19 pandemic and introduction of the work from home (WFH) protocol, this department acquired and implemented LogMeIn Hamachi Virtual Private Network which syncs with CCCJ's active directory. This allows end to end secure remote connection to CCCJ's servers and provide data access restriction from the active directory. This has been in place for over one year without any failure.

The department also created a cloud account with Microsoft Azure to host the Distance Online Education programme for which Moodle was used. This app service was successfully configured and launched. The site was secured and hosted all repurposed curricula and access was available to all community colleges. In addition, IT drafted specifications for integration between colleges' School Management System (SMS) and Moodle. Subsequent to failure of the SMS integration by third party developers, IT quickly created a secondary site to continue delivery and successfully remigrated users to the initial system.

This department oversaw administration of online assessment for semester one 2020-2021; providing support for all colleges, assisting the Examinations Department with upload of assessments and ensuring that grades for multiple choice questions were available on ICMS. Help was also given post examinations by dealing with queries regarding missing grades, assisting lecturers who were unable to access assessments and advising the Examinations Department on ways of increasing security on examination shells and configuration.

With persons WFH, IT created an online clock in application to track staff attendance (time in and time out). This was successfully deployed and periodic reports submitted to the Human Resource Department. To facilitate WFH, laptops were also distributed to all employees. The web-based Leave Management System (LMS) was completed and implemented alongside a HelpDesk system. The LMS which allows staff to check leave history and balances has been deemed accurate by the HR Department. It is an effective way of managing all types of leave.

In response to a request from the Registry Department for presentation of grades by lecturers and display of raw grades, both actual and percentage, IT engaged CCCJ's Itech developer to make changes to the grade submission interface used by that department. This has made it easier for the Registry to use grades during ratification exercises.

Although not completed, IT has come a far way in designing and developing the Item Banking Application which is launched online and updated with information from the Curriculum Department such as course outlines, programme maps and course assessment objectives.

As part of CCCJ's Business Continuity Plan, and guided by ISO 9001:2015 standards, this department successfully created two policies; Information Technology and Disaster Recovery. Same documents were circulated to all members of staff.

Additional work was also done concerning management of users and data flow regarding submission of questions from external personnel and this system is scheduled to be completed in the ensuing financial year.

Registry

The Registry Department continues to recognise its responsibility to all colleges as well as its primary clientele, students. Efforts are maintained in meeting objectives of the department by certifying students for the global labour market and ensuring that CCCJ's programmes are accessible to all.

This department hosted three ratification sessions which allowed for prompt ratification of grades and awarding of degrees after each semester. Preceding these sessions were academic quality audits when team members visit all institutions and audit of academic records of students to be presented to the Awards Ratification Committee. This, to ensure correctness, authenticity and validity of same records. In addition, the Registry conducted its once per year quality audit of colleges' admissions.

This unit has a staff complement of six; a Registrar, an Assistant Registrar and four Data Entry Clerks.

Awards

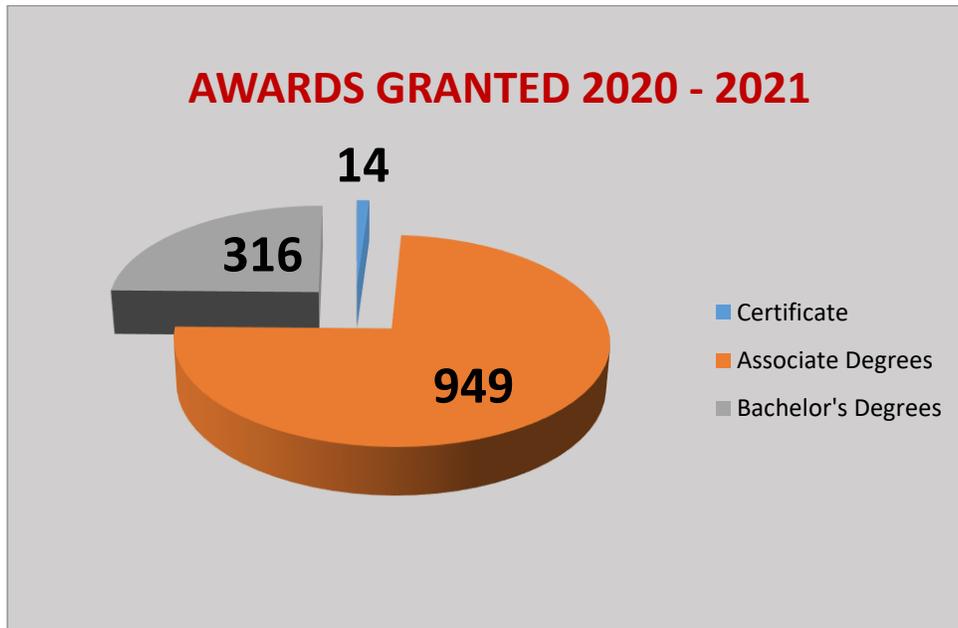
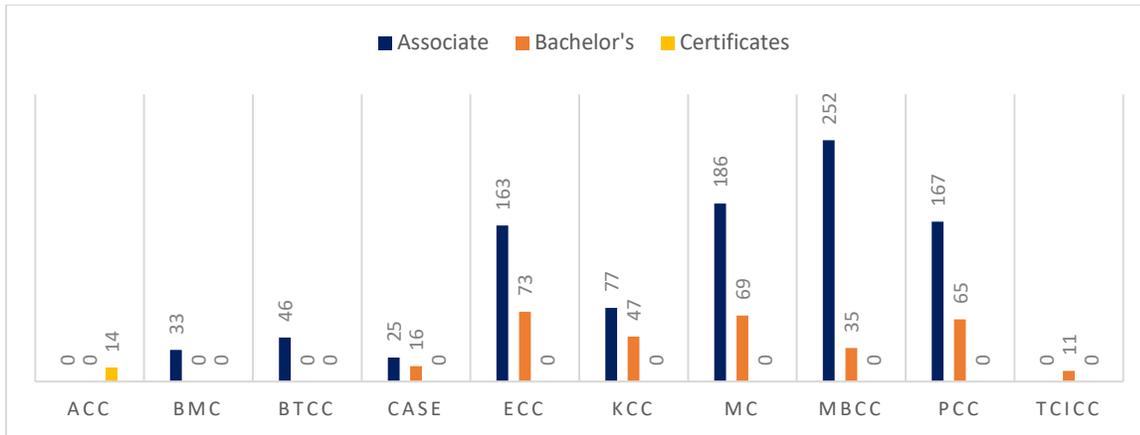
Notwithstanding the COVID-19 pandemic, the Registry ratified and awarded 1 279 degrees and certificates across the network of community colleges in Jamaica as well as Turks and Caicos Islands Community College and Anguilla Community College. Although number of students awarded reflects a decrease of 410 or 24.27% over the same period last year, CCCJ can be proud of its achievement under adverse conditions brought on by the coronavirus. Graphical representations of this data follow.

For this reporting period, Anguilla Community College only offered the Certificate in Geriatrics. Bethlehem Moravian and Brown's Town did not offer training at the bachelor's level while Turks and Caicos only offered training at that level.

Table 1: Number of Awards per Institution

INSTITUTION	Certificate	Associate	Bachelor's	TOTAL
Anguilla Community College	14	0	0	14
Bethlehem Moravian College		33	0	33
Brown's Town Community College		46	0	46
College of Agriculture, Science and Education		25	16	41
Excelsior Community College		163	73	236
Knox Community College		77	47	124
The Moneague College		186	69	255
Montego Bay Community College		252	35	287
Portmore Community College		167	65	232
Turks and Caicos Islands Community College		0	11	11
TOTAL	14	949	316	1279

Figure 1: Awards per Level per Institution





The bar chart above gives a comparison of total awards by current member institutions of the CCCJ for the 12-year period 2009-2010 to 2020-2021.

Statement of Directors' Compensation

Director	Fees \$	Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle	Honoraria \$	All Other Compensation including Non- Cash Benefits as applicable	Total \$
Dr Orville Beckford	30,000.00	Not Applicable	Not Applicable	Not Applicable	30,000.00
Miss Nadine Black	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Miss Sharon Black	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mrs Teisha Campbell	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
**Dr Janet Campbell- Shelly		Not Applicable	Not Applicable	Not Applicable	
Dr Lowell Dilworth	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Ms Nyoka English	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mrs Shaula Edwards- Braham	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mrs Bridgette Flowers	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Ms Carlene Gold	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mr Euton Gordon	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Dr Dotlyn Minott	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Ms Edris Johnson	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mr Dayton Lawton	7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00
Dr Paulette Shand	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Miss Monique Oates	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mr Marlon Palmer	7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00
Dr Marcia Rainford	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Dr Derrick Deslandes	7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00
Dr Dosseth Edwards- Watson	7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00
Ms Claudeth Haughton	7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00
Mr Howard Isaacs	7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00
Dr Maureen Nelson/ Mrs Carol Walters	7,500.00 7,500.00	Not Applicable	Not Applicable	Not Applicable	7,500.00 7,500.00

Director	Fees \$	Motor Vehicle Upkeep/Travelling or Value of Assignment of Motor Vehicle	Honoraria \$	All Other Compensation including Non- Cash Benefits as applicable	Total \$
Mrs Davia Ramgeet Robinson	7,500.000	Not Applicable	Not Applicable	Not Applicable	7,500.00
**Mrs Pauleen Reid		Not Applicable	Not Applicable	Not Applicable	
Mrs Corrine Richards	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
Mr Philmore McCarthy	15,000.00	Not Applicable	Not Applicable	Not Applicable	15,000.00
➤ Mrs Marsha Smalling		Not Applicable	Not Applicable	Not Applicable	
➤ Dr Twila Mae Logan		Not Applicable	Not Applicable	Not Applicable	
➤ Mr Clyde Evans		Not Applicable	Not Applicable	Not Applicable	

** Members attended meetings but were not paid during the period due to absence of their accounting information

➤ Those persons were absent from all meetings during the period

Senior Executives' Compensation

Position of Senior Executive	Salary (\$)	Gratuity or Performance Incentive (\$)	Travelling Allowance or Value of Assignment of Motor Vehicle (\$)	Pension or Other Retirement Benefits (\$)	Other Allowances (\$)	Gratuity (\$)	Total (\$)
Donna Powell Wilson- Executive Director	4,682,968.38		1,697,148.00	Not Applicable			6,380,116.38
Shanique Walker Carty- Curriculum Officer	3,368,824.84		882,895.45	Not Applicable	175,076.09		4,426,796.38
Venessa Buchanan Williams- Examinations Officer	3,767,840.09		894,924.00	Not Applicable	177,000.00		4,839,764.09
Robert Talbert- Information Technology	2,287,295.62		894,924.00	Not Applicable	147,312.00		3,329,531.62
Deranica Allen Williams- Accountant	2,384,234.00		894,924.00	Not Applicable			3,279,158.00
Kadian Lewis -Human Resource Coordinator	2,124,588.96		362,472.00	Not Applicable			2,487,060.96
Aldene Crew - Testing & Measurement Officer	2,588,660.19		894,924.00	Not Applicable			3,483,584.19
**Glen Heaven- Registrar	2,054,361.42		912,245.11	Not Applicable			2,966,606.53

**Withheld salary and allowances paid in 2020 June for period of illness, which were not paid for in the 2019/20 Financial Year.

COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

FINANCIAL STATEMENTS

MARCH 31, 2021



AUDITOR GENERAL'S DEPARTMENT
P.O. BOX 455
KINGSTON 5
JAMAICA

Email: audgen@auditorgeneral.gov.jm

AUDITOR GENERAL'S REPORT

**To the Board of Directors of the
Council of Community Colleges of Jamaica**

Opinion

I have audited the accompanying Financial Statements of the Council of Community Colleges of Jamaica, set out on pages 1 to 15, which comprise the Statement of Financial Position as at March 31, 2021, Statement of Financial Performance, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

In my opinion, the Financial Statements give a true and fair view of the financial position of the Council of Community Colleges of Jamaica as at March 31, 2021, of its financial performance, and its cash flows for the year then ended in accordance with International Public Sector Accounting Standards (IPSASs).

Basis for Opinion

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of this report. My staff and I are independent of the Council in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) and we have fulfilled the other ethical responsibilities in accordance with the IESBA Code. I believe that the audit evidence I obtained is sufficient and appropriate to provide a basis for my opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgment, were of most significance in my audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming my opinion thereon, and I do not provide a separate opinion on these matters. I have determined that there are no key audit matters to communicate in this report.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these Financial Statements in accordance with International Public Sector Accounting Standards (IPSASs). This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there are plans to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibility for the audit of the Financial Statements

My responsibility is to express an opinion on these Financial Statements based on my audit. I conducted my audit in accordance with the auditing standards issued by the International Organization of Supreme Audit Institutions (INTOSAI). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISSAIs, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. The conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that presents a true and fair view.

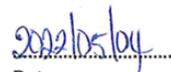
I have communicated with the Executive Director regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that was identified during the audit.

Report on Additional Requirements of the Council of Community Colleges of Jamaica Act

I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit. In my opinion, proper accounting records have been maintained and the Financial Statements are in agreement therewith and give the information required in the manner so required.



Auditor General



Date

COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

March 31, 2021

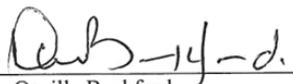
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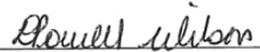
	Page
Independent Auditor's Report	
<u>Financial Statements</u>	
Statement of Financial Position	1
Statement of Financial Performance	2
Statement of Changes in Equity	3
Statement of Cash flows	4
Notes to the Financial Statements	5 – 14
Detailed Income and Expenditure	15

Council of Community Colleges of Jamaica
Statement of Financial Position
As at March 31, 2021

	Note	2021 \$	2020 \$
Non-current assets			
Property, plant and equipment	5	8,182,251	5,440,559
Intangible assets	6	795,735	138,783
		<u>8,977,986</u>	<u>5,579,342</u>
Current assets			
Accounts receivable and prepayments	7	20,934,755	36,848,476
Cash and cash equivalents	8	66,007,794	46,883,315
		<u>86,942,549</u>	<u>83,731,791</u>
Current liabilities			
Accounts payable and accruals	9	8,482,195	12,893,335
Employee Benefits	10	3,740,356	2,418,150
		<u>12,222,551</u>	<u>15,311,485</u>
Net current assets		<u>74,719,998</u>	<u>68,420,306</u>
Total assets		<u><u>83,697,984</u></u>	<u><u>73,999,648</u></u>
Equity:			
Accumulated surplus		<u>83,697,984</u>	<u>73,999,648</u>
Total Liabilities and Equity		<u><u>83,697,984</u></u>	<u><u>73,999,648</u></u>

Approved for issue by the Board of Directors on March 24, 2022 and signed on its behalf by:


Dr. Orville Beckford
Chairman


Dr. Donna Powell Wilson
Executive Director

The accompanying notes on pages 5 to 15 form an integral part of the financial statements

Council of Community Colleges of Jamaica
Statement of Financial Performance
For the year ended March 31, 2021

	Note	2021 \$	2020 \$
Income			
Government subvention		60,172,000	53,482,226
Academic and other fees	11	52,423,105	77,402,475
Conference & Other Contributions		5,768,775	2,815,055
Total income		118,363,880	133,699,756
Expenses			
Salaries and related costs	12	66,697,476	65,014,906
Depreciation	5	3,109,456	6,377,331
Utilities	13	3,589,306	4,600,419
General Insurance		725,363	332,937
Motor Vehicle expenses		51,612	793,731
Consultancy and examination expenses	14	16,040,276	8,718,268
Office and administration expenses	15	930,501	1,880,058
Audit fee		203,888	203,888
Rental		6,583,425	5,651,625
Repairs and maintenance	16	2,735,507	643,412
Public Relations and Marketing		2,107,622	2,390,515
Seminars and workshops	17	1,122,339	5,598,081
Bank charges		143,732	219,699
Council & Sub-Committee members' costs		51,570	448,331
Council members' fees		1,037,250	1,300,283
Other Expenses	19	1,980,311	2,927,469
Additional Provision for Bad Debt		2,090,732	-
Track & Field Championship		-	68,000
Strategic Development	18	129,938	4,161,763
Security System		132,882	237,087
Total Expenses		109,463,186	111,567,803
Net operating Profit		8,900,694	22,131,953
Interest income		388,097	416,193
Exchange rate gain/(loss)		409,545	436,068
Net Profit/(Loss) for the year		9,698,336	22,984,214

The accompanying notes on pages 5 to 15 form an integral part of the financial statements

Council of Community Colleges of Jamaica
Statement of Change in Equity
For the year ended March 31, 2021

	<u>Accumulated Surplus</u> \$	<u>Total</u> \$
Balance as at March 31, 2019	51,015,434	51,015,434
Profit for the year	22,984,214	22,984,214
Balance as at March 31, 2020	<u>73,999,648</u>	<u>73,999,648</u>
Profit for the year	9,698,336	9,698,336
Balance as at March 31, 2021	<u><u>83,697,984</u></u>	<u><u>83,697,984</u></u>

The accompanying notes on pages 5 to 15 form an integral part of the financial statements

Council of Community Colleges of Jamaica
Statement of Cash Flow
For the year ended March 31, 2021

	2021	2020
	\$	\$
Cash flows from operating activities		
Net Profit for the year	9,698,336	22,984,214
Adjustments:		
Depreciation	3,109,456	6,377,331
(Increase)/Decrease in current assets	15,913,721	(8,266,084)
Increase/(Decrease) in current liabilities	(3,088,934)	(117,168)
Net cash provided by operating activities	<u>25,632,579</u>	<u>20,978,293</u>
Cash flow from investing activities		
Capital expenditure	(6,508,100)	(2,477,419)
Net cash used in investing activities	<u>(6,508,100)</u>	<u>(2,477,419)</u>
Increase in cash and cash equivalents	19,124,479	18,500,874
Cash and cash equivalents at beginning of the year	46,883,315	28,382,441
Cash and cash equivalents at end of the year	<u><u>66,007,794</u></u>	<u><u>46,883,315</u></u>

The accompanying notes on pages 5 to 15 form an integral part of the financial statements

Council of Community Colleges of Jamaica

Notes to Financial Statement

For the year ended March 31, 2021

Identification and functions

The Council of Community Colleges of Jamaica (“the Council”) is a body corporate, established under the Council of Community Colleges of Jamaica Act, 2001 (“the Act”) and formally commenced operation on December 28, 2002. The more significant functions of the Council, as set out in the Act, are to:

- (a) supervise and co-ordinate the work of community colleges;
- (b) promote the interests of community colleges;
- (c) advise the Minister on policy and education matters relevant to community colleges;
- (d) determine conditions for the holding of examinations leading to awards of degrees, diplomas or certificates or other awards to persons who have pursued an approved course of study at a community college;
- (e) provide professional development opportunities for members of staff of community colleges;
- (f) solicit or receive grants, donations, prizes or gifts on behalf of community colleges, subject to the approval of the Minister;
- (g) consider, recommend or approve the curricula of community colleges;
- (h) examine and assess the work of students in training at community colleges;
- (i) prescribe the conditions under which persons may be admitted as students of a community college or of any particular course of study within a community college; and
- (j) collaborate with other institutions, including institutions of further and higher education, in the provision of educational opportunities.

2. Statement of compliance and basis of preparation

- (a) Statement of compliance:

These financial statements have been prepared in accordance with International Public Sector Accounting Standards (IPSASs) and their interpretation as adopted by the Council of Community Colleges of Jamaica. IPSASs are developed and issued by the International Public Sector Accounting Standards Board. The IPSAS Board is an independent board of the International Federation of Accountants. IPSASs are based on International Financial Reporting Standards (IFRS).

The preparation of the financial statements in accordance with IPSASs also requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, contingent assets, and contingent liabilities at balance sheet date and income and expenses for the year then ended. Actual amounts could differ from those estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised, if the revision affects only that period; or in the period of the revision and future periods, if the revision affects both current and future periods.

- (b) Basis of preparation:

- (i) The financial statements are presented in Jamaica dollars and are prepared on the historical cost basis.

Council of Community Colleges of Jamaica

Notes to Financial Statement

For the year ended March 31, 2021

3. Significant accounting policies

(a) Cash and cash equivalents:

Cash and cash equivalents comprise cash and bank balances, short-term deposits and other monetary investments with maturities ranging between one to twelve months from balance sheet date.

(b) Revenue recognition:

Subvention from the government is accounted for on a cash basis. Fees and all other revenue are accounted for on the accrual basis.

(d) Expense recognition:

Expenses are accounted for on the accrual basis.

(e) Property, plant and equipment:

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Property, plant and equipment are depreciated on the straight-line basis at annual rates estimated to write off the assets over their expected useful lives. In relation to acquisitions, a full month's depreciation is charged on items purchased before the 15th of each month and none on purchases on and after the 15th of the month. The rate charged annually for each asset is as follows:

Office furniture and equipment	20%
Fixtures and fittings	10%
Computer hardware and software	33 $\frac{1}{3}$ %
Leasehold improvement	20%
Motor Vehicle	25%

(f) Accounts receivable:

Trade and other receivables are stated at cost less provision for bad debts and impairment losses, if any.

(g) Foreign currency translation:

- (i) Transactions in foreign currencies are converted at the prevailing rates of exchange at the dates of the transactions.
- (ii) Assets and liabilities in foreign currencies are translated at the exchange rates ruling at the balance sheet date.
- (ii) Foreign currency gains and losses are included in the statement of income and expenditure.

Council of Community Colleges of Jamaica

Notes to Financial Statement

For the year ended March 31, 2021

3. Significant accounting policies cont'd

(h) Income and other taxes and duties

Under Section 12 of the Income Tax Act, the income of the Council is exempt from income tax and property tax.

In addition, it is exempt from stamp duties and transfer taxes, as well as customs duty and general consumption tax with respect to articles imported into the country or taken out of bond in Jamaica.

4. Financial risk management

The CCCJ's activities expose it to a variety of financial risks: market risks (including currency risk and interest rate risk), credit risk, liquidity risk, and operational risk. The CCCJ's overall risk management policies are established to identify and analyze risk exposure, to set appropriate risk limits and controls, and to monitor risk and adherence limits. The risk management framework is based on guidelines set by management and seeks to minimize potential adverse effects on the CCCJ's financial performance.

a. Market Risk

The CCCJ is exposed to market risks, which is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market prices. Market risks mainly arise from changes in foreign currency exchange rates. The CCCJ had no significant exposure to market risk at the date of the statement of financial position.

i. Currency Risk

Currency risk is the risk that the value of a financial instrument will fluctuate because of changes in exchange rates. At the end of the financial year the CCCJ had no material exposure to foreign currency risk.

ii. Interest Rate Risk

Interest rate risk is the risk that the interest earned on interest bearing bank account balances will fluctuate due to changes in market interest rate. Income and operating cash flows are substantially independent of changes in market interest rates. The CCCJ's interest rate risk arises from deposits.

Deposits as at March 31, 2021 were:

	2021	2020
	\$	\$
Short-term deposit	19,356,598	19,035,111
Savings account	46,651,196	27,848,204
	<u>66,007,794</u>	<u>46,883,315</u>

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

4. Financial risk management cont'd

b. Liquidity risk

Liquidity risk is the risk that the CCCJ will encounter difficulty in raising funds to meet its commitments associated with financial instruments. The risk is managed by maintaining sufficient liquid resources and budgetary support from the Consolidated Fund.

Financial Liabilities	Carrying Amount \$	2021		Due within 3 months \$	Due within 1 year \$
		Contract Amount	\$		
Payables and accruals	8,482,195	8,482,195		7,817,478	664,717
Employee benefits	3,740,356	3,740,356		-	3,740,356
	<u>12,222,551</u>	<u>12,222,551</u>		<u>7,817,478</u>	<u>4,405,073</u>
Financial Liabilities	Carrying Amount \$	2020		Due within 3 months \$	Due within 1 year \$
		Contract Amount	\$		
Payables and accruals	12,893,335	12,893,335		11,604,002	1,289,333
Employee benefits	2,418,150	2,418,150		-	2,418,150
	<u>15,311,485</u>	<u>15,311,485</u>		<u>11,604,002</u>	<u>3,707,483</u>

c. Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The following financial assets held by the CCCJ as at the statement of financial position date are exposed to credit risk:

	2021 \$	2020 \$
Cash and cash equivalents	66,007,794	46,883,315
Accounts receivable	20,934,755	36,848,476
	<u>86,942,549</u>	<u>83,731,791</u>

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

5. Property, plant and equipment

	Office furniture, fixtures and fittings \$	Office equipment \$	Leasehold improvement & Painting \$	Computer Hardware \$	Motor Vehicle \$	Total \$
Cost						
April 01, 2020	4,088,616	9,176,109	6,980,425	11,773,586	1,824,893	33,843,629
Acquisitions	904,145	1,771,215	299,521	2,816,144		5,791,025
March 31, 2021	4,992,161	10,947,324	7,279,946	14,589,730	1,824,893	39,634,654
Depreciation						
April 01, 2020	2,713,728	7,488,262	6,888,318	9,487,870	1,824,892	28,403,070
Charge for year	306,808	827,962	154,507	1,760,056	-	3,049,333
March 31, 2021	3,019,636	8,316,224	7,042,825	11,247,926	1,824,892	31,452,403
Net book value						
March 31, 2021	1,972,225	2,631,100	237,121	3,341,804	1	8,182,251
March 31, 2020	1,374,888	1,687,847	92,107	2,285,716	1	5,440,559

6. Intangible assets

Computer Software	\$
Cost or valuation	
April 01, 2020	8,423,782
Acquisitions	717,075
Disposals	-
March 31, 2021	9,140,857
Depreciation	
April 01, 2020	8,284,999
Charge for the year	60,123
Disposals	-
March 31, 2021	8,345,122
Net book value	
March 31, 2021	795,735
March 31, 2020	138,783

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

7. <u>Accounts receivable</u>	2021	2020
	\$	\$
Academic fees	30,651,708	43,912,422
Provision for bad debts	<u>(19,797,798)</u>	<u>(17,707,066)</u>
	10,853,910	26,205,356
Other receivable	8,549,797	9,042,431
Withholding tax recoverable	1,480,127	1,503,304
Interest receivable	20,595	22,842
Prepayments	<u>30,326</u>	<u>74,543</u>
	<u>20,934,755</u>	<u>36,848,476</u>
7a. Other Receivables	2021	2020
	\$	\$
Salary overpayment	-	9,340
Other receivable	1,339,125	1,603,814
EBSCO receivable	992,016	1,137,019
Proquest receivable	3,785,296	3,725,165
Conference income receivable	1,029,160	1,029,160
Accident Recovery	<u>1,404,200</u>	<u>1,537,933</u>
	<u>8,549,797</u>	<u>9,042,431</u>
8. <u>Cash and cash equivalents</u>	2021	2020
	\$	\$
Current account	43,838,187	21,371,166
Savings account	2,779,054	6,464,344
Short-term deposits	19,356,598	19,035,111
Petty cash	<u>33,955</u>	<u>12,694</u>
	<u>66,007,794</u>	<u>46,883,315</u>
9. <u>Accounts payable and accruals</u>	2021	2020
	\$	\$
Payables and accrued expenses	8,167,033	11,694,315
Deductions and taxes	<u>315,162</u>	<u>1,199,020</u>
	<u>8,482,195</u>	<u>12,893,335</u>

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

9a. Payables & Accrued Expenses	2021	2020
	\$	\$
Audit Fee Payable	320,244	320,244
Other Payables (EBSCO, ICMS)	1,950,467	3,671,038
Accrued Expenses (Fees)-	2,941,820	4,188,415
ProQuest Payable	1,323,002	3,323,552
Scholarship Fund (Prof. Loudon)	191,066	191,066
Turnitin Payables	44,435	-
Accident Recovery Payables	1,127,532	-
EBSCO Payable	267,467	-
	<u>8,167,033</u>	<u>11,694,315</u>

10. Employee Benefits

	2021	2020
	\$	\$
Accrued gratuity	146,763	205,896
Accrued vacation leave	3,593,593	2,212,254
	<u>3,740,356</u>	<u>2,418,150</u>

11. Academic fees and other fees

	2021	2020
	\$	\$
Academic Fees	52,423,105	76,215,775
Summer Fees	-	1,186,700
	<u>52,423,105</u>	<u>77,402,475</u>

12. Salaries and related costs

	2021	2020
	\$	\$
Salaries and related costs	54,305,468	52,407,475
Pension contribution	1,837,607	1,536,859
Travelling	10,554,401	11,070,572
	<u>66,697,476</u>	<u>65,014,906</u>

At March 31, 2021, the Council employed a total of 28 (2020:28) employees.

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

12

12. Salaries and related costs (Cont'd)

Compensation of Senior Executives and Management inclusive of allowances:

	2021	2020
Emoluments bands (\$)		
2,250,001- 2,500,000	1	0
2,500,001 - 2,750,000	0	2
2,750,001 - 3,000,000	1	1
3,000,001 - 3,250,000	0	3
3,250,001 - 3,500,000	4	1
3,500,001 - 3,750,000	0	0
3,750,001 - 4,000,000	0	0
4,000,001 – 4,250,000	1	1
4,250,001 – 4,500,000	1	1
4,500,001 - 4,750,000	1	0
4,750,001 - 5,000,000	0	0
5,000,001 – 5,250,000	0	1
5,250,001 – 5,750,000	0	0
5,750,001 – 6,000,000	0	1
6,000,001 – 6,250,000	0	0
6,250,001 – 6,500,000	0	0
6,500,001 – 6,750,000	<u>1</u>	<u>0</u>
Total	<u>10</u>	<u>11</u>

13. Utilities

	2021	2020
	\$	\$
Telephone	1,110,706	1,195,205
Electricity	2,478,600	3,404,914
	<u>3,589,306</u>	<u>4,600,419</u>

14. Consultancy and Examination expenses

	2021	2020
	\$	\$
Quality control agents	2,509,083	4,784,436
Distance education Centre	13,394,530	-
Vetting Session (Meals & Accommodation)	-	432,827
Exam stationery	130,117	2,826,384
Item writing (Sim)/MCQ marking	-	572,000
Workshop cost	-	59,703
ISO Certification	6,547	42,918
	<u>16,040,276</u>	<u>8,718,268</u>

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

15. Office and Administrative Expenses

	2021	2020
	\$	\$
Subscription to newspaper	23,977	40,160
Other stationery & office supplies	278,874	696,636
Rental of office plants	8,000	97,320
Courier services	245,319	255,829
Printer & fax cartridge	372,951	789,213
Postage	1,380	900
	<u>930,501</u>	<u>1,880,058</u>

16. Repairs and Maintenance

	2021	2020
	\$	\$
Back up equipment	-	6,173
Network security / Off Site Data Storage	470,603	115,801
Service of equipment & fixtures	166,592	320,587
Subscription renewal Fees	1,888,908	62,865
System Maintenance	13,500	96,298
Computer Accessories	182,635	27,903
Virtual Meeting Cost (Zoom)	13,269	-
Contingency (system upgrade)	-	13,785
	<u>2,735,507</u>	<u>643,412</u>

17. Seminars and Workshops

	2021	2020
	\$	\$
Quality assurance site visits	546,650	294,326
Course Writing	75,000	-
Students / Curriculum handbooks	-	245,324
Curriculum review workshop	350,000	4,263,135
Other Workshops & Meetings	150,689	-
Institutional visits	-	290,672
Resourced Based Training	-	461,654
Foreign language integration	-	42,750
	<u>1,122,339</u>	<u>5,598,081</u>

Council of Community Colleges of Jamaica
Notes to the Financial Statements
For the year ended March 31, 2021

14

18. Strategic Development

	2021	2020
	\$	\$
Professional registration	129,938	233,850
Strategic operational plan	-	1,843,690
Strategic Dev/Partnership	-	2,084,223
	<u>129,938</u>	<u>4,161,763</u>

19. Other Expenses

	2021	2020
	\$	\$
Food and Drink	286,966	790,691
Strategic operational plan	577,063	774,592
Medical Supplies	29,877	77,085
Toiletries & Cleaning	1,086,405	1,285,101
	<u>1,980,311</u>	<u>2,927,469</u>

20. Related Party Transactions

The Council of Community Colleges of Jamaica was established to supervise and co-ordinate the work of the Community Colleges. The Principals/Presidents are voting members of the Board, plus one staff representative from each of the eight local Colleges. The members exercise significant influence in the Council in making financial and operating decisions.

The Council earns its Franchise Fees (Income) from eleven (11) local and two (2) overseas Colleges to assist in carrying out its main functions in Curriculum, Examinations and Registry areas. The Council is expected to contribute to major projects in the Colleges to enhance their programme offerings from the CCCJ.

	2021	2020
	\$	\$
<u>Statement of Financial Position</u>		
Accounts receivable - Academic fees	<u>10,853,910</u>	<u>26,205,355</u>
<u>Statement of Financial Performance</u>		
Income: Academic fees & other fees	<u>52,423,105</u>	<u>77,402,475</u>
Council Members' fee	<u>1,037,250</u>	<u>1,300,283</u>

Council of Community Colleges of Jamaica
Detailed Income and Expenditure
As at March 31, 2021

			2021	2020
	Subvention	Fees	Total	Total
	\$	\$	\$	\$
INCOME				
Government subvention	60,172,000	-	60,172,000	53,482,226
Academic & other fees	-	52,423,105	52,423,105	77,402,475
Conference & other Contributions	-	5,768,775	5,768,775	2,815,055
	60,172,000	58,191,880	118,363,880	133,699,756
EXPENSES				
Salaries and related costs	41,950,628	12,354,839	54,305,468	52,407,475
Pension contribution	1,837,607	-	1,837,607	1,536,859
Travelling Cost	8,631,403	1,922,999	10,554,401	11,070,572
Depreciation	408,310	2,701,146	3,109,456	6,377,331
Utilities	-	3,589,306	3,589,306	4,600,419
General Insurance	-	725,363	725,363	332,937
Motor vehicle expenses	16,794	34,818	51,612	793,731
Consultancy and examination expenses	-	16,040,276	16,040,276	8,718,268
Office and administration expenses	1,380	929,121	930,501	1,880,058
Audit fees	-	203,888	203,888	203,888
Rental	4,926,675	1,656,750	6,583,425	5,651,625
Repairs and maintenance	-	2,735,507	2,735,507	643,412
Advertising	-	2,107,622	2,107,622	2,390,515
Seminars and workshops	-	1,122,339	1,122,339	5,598,081
Bank charges	23,103	120,629	143,732	219,699
Council members' costs	-	51,570	51,570	448,331
Council members' fees	-	1,037,250	1,037,250	1,300,283
Other expenses	-	1,980,311	1,980,311	2,927,469
Track & Field Championship	-	-	-	68,000
Strategic Development	-	129,938	129,938	4,161,763
Security System	-	132,882	132,882	237,087
Provision for Bad Debt	-	2,090,732	2,090,732	-
Total expenses	57,795,900	51,667,286	109,463,186	111,567,803
Net operating Surplus	2,376,100	6,524,594	8,900,694	22,131,953
Interest Income	-	388,097	388,097	416,193
Foreign exchange loss	-	409,545	409,545	436,068
Deficit for the year	2,376,100	7,322,236	9,698,336	22,984,214
Accumulated surplus at beginning of year	(14,770,336)	88,769,984	73,999,648	51,015,434
Accumulated surplus at end of year	(12,394,236)	96,092,220	83,697,984	73,999,648

Appendices

Approved Programme Listing

INSTITUTION	PROGRAMMES APPROVED TO OFFER
Bethlehem Moravian College	<ol style="list-style-type: none"> 1. ASc in Criminal Justice 2. ASc in Computer Servicing and Electronics 3. ASc in Business Administration 4. ASc in Hospitality and Tourism Management 5. BSc in Criminal Justice 6. BSc in Business Administration 7. BSc in Hospitality and Tourism Management
Brown's Town Community College	<ol style="list-style-type: none"> 1. AASc in Architectural and Construction Technology 2. AASc in Culinary Arts 3. ASc in Business Administration 4. ASc in Environmental Studies 5. ASc in Hospitality and Tourism Management 6. ASc in Management Information Systems 7. ASc in Social Work
College of Agriculture, Science and Education	<ol style="list-style-type: none"> 1. AASc in Agro-Processing and Business Management 2. ASc in Business Administration 3. ASc in Hospitality and Tourism Management 4. BSc in Business Administration 5. BSc in Hospitality and Tourism Management
Excelsior Community College	<ol style="list-style-type: none"> 1. AASc in Applied Computing 2. AASc in Architectural and Construction Technology 3. AASc in Automobile Repairs and Engineering Technology 4. AASc in Health and Wellness Tourism 5. AASc in Information Technology 6. ASc in Business Administration 7. ASc in Criminal Justice 8. ASc in Engineering 9. ASc in Environmental Studies 10. ASc in Hospitality and Tourism Management 11. ASc in Library Technical Studies 12. ASc in Management Information Systems 13. ASc in Performing Arts 14. ASc in Psychology 15. ASc in Social Work 16. BSc in Applied Computing 17. BSc in Business Administration 18. BSc in Criminal Justice 19. BSc in Hospitality and Tourism Management 20. BSc in Information Technology 21. BSc in Management Information Systems 22. BSc in Social Work

INSTITUTION	PROGRAMMES APPROVED TO OFFER
Knockalva Polytechnic College	<ol style="list-style-type: none"> 1. AASc in Agro-Processing and Business Management 2. ASc in Computer Servicing and Electronics
Knox Community College	<ol style="list-style-type: none"> 1. AASc in Agro-Processing and Business Management 2. AASc in Architectural and Construction Technology 3. ASc in Criminal Justice 4. ASc in Engineering 5. ASc in Environmental Studies 6. ASc in Hospitality and Tourism Management 7. ASc in Management Information Systems 8. ASc in Social Work 9. BSc in Business Administration 10. BSc in Environmental Studies 11. BSc in Hospitality and Tourism Management 12. BSc in Management Information Systems 13. BSc in Social Work 14. BEd (Primary Option)
Moneague College	<ol style="list-style-type: none"> 1. ASc in Business Administration 2. ASc in Computer Servicing and Electronics 3. ASc in Criminal Justice 4. ASc in Environmental Studies 5. ASc in Hospitality and Tourism Management 6. ASc in Management Information Systems 7. ASc in Psychology 8. ASc in Social Work 9. BSc in Business Administration 10. BSc in Hospitality and Tourism Management 11. BSc in Environmental Studies 12. BSc in Management Information Systems
Montego Bay Community College	<ol style="list-style-type: none"> 1. AASc in Agro-Processing and Business Management 2. AASc in Architectural and Construction Technology 3. AASc in Culinary Arts 4. AASc in Fashion Designing 5. AASc in Health and Wellness Tourism 6. ASc in Business Administration 7. ASc in Criminal Justice 8. ASc in Engineering 9. ASc in Hospitality and Tourism Management 10. ASc in Library Technical Studies 11. ASc in Management Information Systems 12. ASc in Psychology 13. ASc in Social Work 14. BSc in Business Administration 15. BSc in Hospitality and Tourism Management 16. BSc in Management Information Systems 17. BSc in Social Work 18. AASc in Automotive Repairs

INSTITUTION	PROGRAMMES APPROVED TO OFFER
Portmore Community College	<ol style="list-style-type: none"> 1. AASc in Architectural and Construction Technology 2. AASc in Health and Wellness Tourism 3. AASc in Plumbing Service and Technology 4. ASc in Business Administration 5. ASc in Computer Applications and Business Studies 6. ASc in Computer Servicing and Electronics 7. ASc in Criminal Justice 8. ASc in Engineering 9. ASc in Hospitality and Tourism Management 10. ASc in Management Information Systems 11. ASc in Social Work 12. BSc in Business Administration 13. BSc in Hospitality and Tourism Management 14. BSc in Management Information Systems 15. BSc in Computer Applications and Business Studies 16. BSc in Applied Computer Engineering Technology
Trench Town Polytechnic College	<ol style="list-style-type: none"> 1. AASc in Culinary Arts 2. ASc in Computer Servicing and Electronics 3. ASc In Business Administration 4. ASc in Hospitality and Tourism Management 5. ASc in Social Work 6. BSc in Business Administration 7. BSc in Hospitality and Tourism Management

Key:

ASc	-	Associate of Science Degree
AASc	-	Associate of Applied Science Degree
AA	-	Associate of Arts Degree
BSc	-	Bachelor of Science Degree
BEd	-	Bachelor of Education

COMPANY ACT

COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

1

THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA ACT

ARRANGEMENT OF SECTIONS

Preliminary

1. Short title.
2. Interpretation.

The Council of Community Colleges of Jamaica

3. Establishment of Council.
4. Functions of the Council.
5. Ministerial directions.
6. Appointment of officers and other employees.
7. Pensions, gratuities and other retiring benefits.

Financial Provisions, Accounts and Reports

8. Funds and resources of the Council.
9. Power to invest moneys.
10. Borrowing powers.
11. Power of Minister of Finance to guarantee loans to Council.
12. Accounts and audit.
13. Annual report and estimates.
14. Power of Minister to require returns.
15. Exemption from taxes and duties.
16. Recovery of debts.

General

17. Regulations.

SCHEDULE.

[The inclusion of this page is authorized by L.N. 112/2002]

THE COUNCIL OF COMMUNITY COLLEGES OF
JAMAICA ACT

Act
29 of 2001.

[31st December, 2001.]

Preliminary

1. This Act may be cited as the Council of Community Colleges of Jamaica Act. Short title.

2. In this Act—

Interpreta-
tion.

“chairman” means the chairman of the Council;

“Council” means the Council of Community Colleges of Jamaica established under section 3;

“community college” has the meaning assigned to it by section 2 of the Education Act.

The Council of Community Colleges of Jamaica

3.—(1) There is hereby established a body to be known as the Council of the Community Colleges of Jamaica, which shall be a body corporate to which section 28 of the Interpretation Act shall apply. Establish-
ment of
Council.

(2) The provisions of the Schedule shall have effect as to the constitution of the Council and otherwise in relation thereto. Schedule.

4. The Council shall—

Functions
of the
Council.

[The inclusion of this page is authorized by L.N. 112/2002]

COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

- (a) supervise and co-ordinate the work of community colleges;
- (b) promote the interests of community colleges;
- (c) advise the Minister on policy and education matters relevant to community colleges;
- (d) determine conditions for the holding of examinations leading to awards of degrees, diplomas or certificates or other awards to persons who have pursued an approved course of study at a community college;
- (e) appoint such committees as it considers necessary for the furtherance of its functions;
- (f) provide professional development opportunities for members of staff of community colleges;
- (g) solicit or receive grants, donations, prizes or gifts on behalf of community colleges, subject to the approval of the Minister;
- (h) implement public awareness programmes;
- (i) consider, recommend or approve the curricula of community colleges;
- (j) examine and assess the work of students in training at community colleges;
- (k) determine all matters and disputes which may be referred to it by any community college;
- (l) prescribe the conditions under which persons may be admitted as students of a community college or of any particular course of study within a community college;
- (m) collaborate with other institutions, including institutions of further and higher education, in the provision of educational opportunities;
- (n) institute such offices as the Council requires;

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- (o) perform such other functions as may be requisite to further its functions.

5. The Minister may, after consultation with the chairman, give to the Council such directions of a general character as to the policy to be followed by the Council in the performance of its functions as appear to the Minister to be necessary in the public interest and the Council shall give effect thereto.

Ministerial
directions.

6.—(1) The Council shall appoint and employ, at such remuneration and on such terms and conditions as the Council may determine, an Executive Director and such other officers and employees as the Council deems necessary for the proper carrying out of its functions:

Appoint-
ment of
officers and
other
employees.

Provided that—

- (a) no salary in excess of the prescribed rate shall be assigned to any post without the prior approval of the Minister; and
- (b) no appointment shall be made to any post to which a salary in excess of the prescribed rate is assigned without the prior approval of the Minister.

(2) For the purposes of subsection (1), the “prescribed rate” means such rate as the Minister may, by order prescribe.

(3) The Governor-General may, subject to such conditions as he may impose, approved the appointment of any public officer in the service of the Government to any office within the Council, and any public officer so appointed shall, while so employed, in relation to any pension, gratuity or other allowance and in relation to any other rights as a public officer, be treated as continuing in the service of the Government.

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Pensions,
gratuities
and other
retiring
benefits.

7. The Council may, with the approval of the Minister—

- (a) enter into arrangements respecting schemes, whether by way of insurance policies or otherwise; and
- (b) make regulations,

for medical benefits, pensions, gratuities and other retiring benefits or disability or death benefits, relating to employees of the Council and such arrangements or regulations may include provisions for the grant of benefits to the dependants and the legal personal representatives of such employees.

Financial Provisions, Accounts and Reports

Funds and
resources
of the
Council.

8.—(1) The funds and resources of the Council shall consist of—

- (a) sums which may from time to time be placed at the disposal of the Council by Parliament;
- (b) all other moneys payable to, and other property vested in the Council in respect of any matter incidental to its functions.

(2) The expenses of the Council, including the remuneration of members and employees, shall be paid out of the funds of the Council.

Power to
invest
moneys.

9. All moneys of the Council not immediately required to be expended for the purpose of meeting any obligations or discharging any of the functions of the Council may be invested in such securities as may be approved either generally or specifically by the Minister and the Council may, with the approval of the Minister, sell all or any of such securities.

Borrowing
powers.

10.—(1) Subject to the provisions of subsection (2), the Council may borrow such sums as may be required by it for

[The inclusion of this page is authorized by L.N. 112/2002.]

meeting any of its obligations or for discharging any of its functions.

(2) The power of the Council to borrow shall, as to the amount, as to the source of borrowing, and as to the terms on which the borrowing may be effected, be exercisable only with the approval of the Minister responsible for finance and any such approval may be either general or limited to a particular borrowing or otherwise, and may be either unconditional or subject to conditions.

11.—(1) With the approval of the House of Representatives, signified by resolution, the Minister responsible for finance may guarantee, in such manner and on such conditions as he thinks fit, the repayment of the principal and the payment of interest and charges on any authorized borrowing of the Council.

Power of
Minister of
Finance to
guarantee
loans to
Council.

(2) Where the Minister responsible for finance is satisfied that there has been a default in the payment of any principal moneys guaranteed under the provisions of this section or in the payment of interest or charges so guaranteed, he shall direct the repayment or, as the case may be, the payment out of the Consolidated Fund of the amount in respect of which there has been such default and any such repayment or payment shall be a charge on the Consolidated Fund.

(3) The Council shall make to the Accountant-General, at such times and in such manner as the Minister responsible for finance may direct, payments of such amounts as may be so directed in or towards repayment of any sums issued in fulfillment of any guarantee under this section, and payments of interest on what is outstanding for the time being in respect of any sums so issued at such rate as the Minister may direct, and different rates of interest may be directed as respects different sums and as respects interest for different periods.

[The inclusion of this page is authorized by L.N. 112 2002]

Accounts and
audit.

12.—(1) The Council shall keep proper accounts and other records in relation to its functions and shall prepare annually a statement of accounts that conforms to established accounting principles and is in a form satisfactory to the Minister.

(2) The accounts of the Council shall be audited annually by the Auditor-General.

Annual
reports and
estimates.

13.—(1) The Council shall, within six months after the end of each financial year or within such longer period as the Minister may in special circumstances approve, cause to be made and transmitted to the Minister a report dealing generally with the activities of the Council during the preceding financial year.

(2) The Minister shall cause a copy of the annual statement of accounts and the auditor's report thereon to be tabled in the House of Representatives and the Senate.

(3) The Council shall in each financial year, before a date specified by the Minister, submit to the Minister for his approval, estimates of income and expenditure for the ensuing financial year.

Power of
Minister to
require
returns.

14. The Council shall furnish the Minister with such returns, accounts and other information as he may require with respect to the activities of the Council and shall afford him facilities for verifying such information in such manner and at such times as he may reasonably require.

Exemption
from taxes
and duties.

15.—(1) The income of the Council shall be exempt from income tax and the property of the Council shall be exempt from property tax.

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(2) The Council shall be exempt from liability to stamp duty in respect of any instrument executed by it or on its behalf.

(3) Any transfer by the Council of any property belonging to it or of any right or interest created in, over or otherwise with respect to, any such property shall be exempt from transfer tax.

(4) No customs duty, general consumption tax or other similar impost shall be payable upon any article imported into Jamaica or taken out of bond in Jamaica by the Council and shown to the satisfaction of the Commissioner of Customs to be required for the use of the Council in the performance of its functions.

16. Without prejudice to any other method of recovery any debt due to the Council may be recovered, without limit of amount, in a Resident Magistrate's Court as a civil debt. Recovery of debts.

General

17. The Council may, with the approval of the Minister, make regulations generally for the better carrying out of the purposes of this Act. Regulations.

SCHEDULE (Section 3)

The Council of Community Colleges of Jamaica

1. The Council shall consist of not less than nineteen members of whom— Constitution of Council.

(a) the following shall be *ex officio* members—

[The inclusion of this page is authorized by L.N. 112/2002]

COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

- (i) the Permanent Secretary in the Ministry responsible for education or his nominee;
- (ii) the principal of each Community College;
- (b) the following (hereinafter referred to as “appointed members”) shall be appointed by the Minister by instrument in writing—
 - (i) a representative of the University of the West Indies, nominated by the Vice-Chancellor of that University;
 - (ii) a representative of the University of Technology, Jamaica, nominated by the President of that University;
 - (iii) a representative of the academic staff of each community college;
 - (iv) a representative of the University Council of Jamaica;
 - (v) a representative of the College of Agriculture, Science and Education;
 - (vi) a representative of the National Council on Technical Vocational Education and Training;
 - (vii) the president of the Secondary Schools Principals’ Association or his nominee;
 - (viii) one person nominated by an organization representing the business sector;
 - (ix) not more than three other persons appearing to the Minister to be persons knowledgeable and experienced in matters relating to education.

Chairman
and deputy
chairman.

2.—(1) The Minister shall appoint a chairman from among the appointed members.

(2) The members of the Council shall appoint a deputy chairman from among them.

(3) In the case of absence or inability to act of the chairman, the deputy chairman shall perform the functions of chairman.

(4) In the case of the absence or inability to act of both the chairman and the deputy chairman, the Minister may appoint any other appointed member to perform the functions of the chairman, or, as the case may be, the members may appoint another member to perform the functions of the deputy chairman, during such absence or inability.

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3. The Minister, on the application of any appointed member of the Council, may grant to such appointed member leave of absence for any period not exceeding six months and may appoint some other person to act as an appointed member during the period of leave of absence so granted.

Grant of
leave of
absence.

4.—(1) An appointed member shall hold office for a period not exceeding three years.

Tenure of
office.

(2) Every appointed member shall be eligible for reappointment.

(3) If any vacancy occurs in the appointed membership of the Council such vacancy shall be filled by the appointment of another appointed member who shall, subject to the provisions of this Schedule, hold office for the remainder of the period for which the previous appointed member was appointed.

5.—(1) An appointed member of the Council, other than the chairman, may at any time resign his office by instrument in writing addressed to the Minister and transmitted through the chairman, and from the date of receipt by the Minister of such instrument, the appointed member shall cease to be a member of the Council.

Resignation
of members.

(2) The chairman may at any time resign his office by instrument in writing addressed to the Minister and his resignation shall take effect from the date of the receipt of the instrument by the Minister.

6. The Minister may, at any time, revoke the appointment of any appointed member of the Council.

Revocation
of appoint-
ment of
member.

7. The names of all members of the Council as first constituted and every change in the membership shall be published in the *Gazette*.

Gazetting
of appoint-
ments.

8.—(1) The seal of the Council shall be authenticated by the signature of the chairman, the secretary or any other member of the Council authorized to act in that behalf and shall be judicially and officially noticed.

Seal.

(2) All documents, other than those required by law to be under seal, made by, and all decisions of, the Council may be signified under the hand of the chairman or any member or officer of the Council authorized to act in that behalf.

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Procedure
and meet-
ings.

9.—(1) The Council shall meet at such times as may be necessary or expedient for the transaction of business, and such meetings shall be held at such places and times and on such days as the Council may determine.

(2) Except in exceptional circumstances, written notice of the date, time and place of each meeting shall be given to each member at least thirty days prior to the meeting.

(3) The chairman may at any time call a special meeting of the Council and shall call a special meeting to be held within ten days of a written request for that purpose addressed to him by at least twenty-five per cent of the members of the Council.

(4) The chairman or, in the case of the inability to act of the chairman, the deputy chairman shall preside at the meetings of the Council and in the absence of both the chairman and the deputy chairman from any meeting, the members of the Council present shall elect one of their number to preside at that meeting and when so presiding the chairman, the deputy chairman or the member elected as aforesaid, as the case may be, shall have in addition to an original vote, a casting vote.

(5) The quorum of the Council shall be ten.

(6) Subject to the provisions of this Schedule, the Council may regulate its own proceedings.

(7) The validity of any proceedings of the Council shall not be affected by any vacancy amongst the members thereof or by any defect in the appointment of a member thereof.

(8) Minutes, in proper form, of the meetings shall be kept.

Remunera-
tion of
members.

10. There shall be paid to the chairman, the deputy chairman, and other members of the Council, such remuneration (whether by way of honorarium, salary or fees) and such allowances as the Minister may determine.

Appoint-
ment of
committees.

11.—(1) The Council may, with the approval of the Minister, appoint committees for special purposes connected with the functions of the Council and which, in the opinion of the Council, would be better regulated and managed by means of committees.

(2) The number of members of a committee appointed under subparagraph (1), the terms of appointment of such members, the quorum of the committee and the area within which the committee is to exercise authority shall be determined by the Council.

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(3) A committee appointed pursuant to this paragraph may include persons who are not members of the Council, but at least one of the members of such committee shall be a member of the Council.

(4) The provisions of paragraph 14 shall apply to a member of a committee who is not a member of the Council in like manner as they apply to a member of the Council.

(5) The validity of the proceedings of a committee appointed pursuant to this paragraph shall not be affected by any vacancy amongst the members thereof or by any defect in the appointment of a member thereof.

12.—(1) Subject to the provisions of this Schedule, the Council may, by instrument in writing, delegate to any member, committee, officer or employee of the Council any function exercisable by the Council under this Act, other than this power of delegation and the power under section 17 to make regulations. Power to delegate.

(2) A delegation under this paragraph—

(a) may be made subject to such conditions, qualifications and exceptions as may be specified in the instrument; and

(b) is revocable by the Council,

and such delegation shall not prevent the exercise by the Council of the function delegated.

13.—(1) No action, suit, prosecution or other proceedings shall be brought or instituted personally against any member of the Council in respect of any act done *bona fide* in pursuance or execution or intended execution of this Act. Protection of members.

(2) Where any member of the Council is exempt from liability by reason only of the provisions of this paragraph, the Council shall be liable to the extent that it would be if the said member were an employee or agent of the Council.

14. A member of the Council who is directly or indirectly interested in any matter which is being dealt with by the Council— Disclosure of interest.

(a) shall as soon as possible after the relevant facts have come to his knowledge, disclose the nature of his interest at a meeting of the Council; and

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COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

- (b) shall not be present during the deliberation of the Council on the matter or take part in the decision of the Council with respect thereto.

Office of
member not
public office.

15. The office of the chairman, deputy chairman, or members of the Council shall not be a public office for the purposes of Chapter V of the Constitution of Jamaica.

[The inclusion of this page is authorized by L.N. 112/2002]



Bethlehem Moravian College

Malvern P.O.
 St Elizabeth
 Tel: (876) 966-5154, (876) 966-5148, (876) 966-5292
 Fax: (876) 966-5762
 Website: <http://www.bmc.edu.jm>

Excelsior Community College

137 Mountain View Avenue
 Kingston 3
 Tel: (876) 938-4249, (876) 938-4358, (876) 928-5070-1
 Fax: (876) 938-0747
 Website: <http://www.exedonline.org>

Brown’s Town Community College

1 Huntley Road
 Brown’s Town P.O.
 Brown’s Town
 St Ann
 Tel: (876) 975-2339, (876) 975-2457
 Fax: (876) 975-2096
 Website:
<http://www.browntowncommcoll.edu.jm/>

School of Hospitality, Entertainment and Tourism

20 Camp Road
 Kingston 4
 Tel: (876) 930-0851, (876) 928-3645

Wesley Grove, St Thomas Campus

Port Morant
 St Thomas
 Tel: (876) 982-8236, (876) 982-8711

The Technical Campus
 Kaiser Administration Building
 Bridgewater

Discovery Bay, St Ann
 Tel: (876) 973-9855, (876) 973-9856-7
 Fax: (876) 973-9880
 Email: technicalcampus@btcc.edu.jm

College of Agriculture, Science and Education

Passley Gardens
 Port Antonio
 Portland
 Tel: (876) 993-5536-8, (876) 993-5377, (876) 993-5558
 Fax: (876) 993-5546
 Website: <http://www.case.edu.jm/>

The Nursing Campus

Gordon Tennant Road
 St Ann’s Bay, St Ann
 Telefax: (876) 972-9143, (876) 972-8567
 Email: nursingcampus@btcc.edu.jm

Knockalva Polytechnic College

Ramble P.O.
 Hanover
 Tel: 876-649-0366
 Website: <http://www.knockalvapc.com>

Knox Community College

Spalding P.O.

Clarendon

Tel: (876) 987-8056, (876) 987-8047, (876) 987-8049

Fax: (876) 987-8048

Website: <http://www.knoxcommunitycollege.edu.jm/>

Tel: (876) 964-3596-8

Mandeville Campus

6A Greenvale Road

Mandeville P.O., Manchester

Tel: (876) 962-5127, (876) 961-4498

Fax: (876) 962-5127

May Pen Campus

30 Anderson Drive

May Pen, Clarendon

Tel: (876) 902-0653

Cobbla Campus

Spalding P.O.

Clarendon

Tel: 876-786-2244

Moneague College

Moneague P.O., St Ann

Tel: (876) 973-0481, (876) 973-0161, (876) 973-0489

Fax: (876) 794-0617

Website: www.moneaguecollege.edu.jm

Linstead Campus

17 King Street

Linstead P.O., St Catherine

(On the grounds of St Helen's Preparatory School)

Tel: (876) 985-9691

Port Maria Campus

Trinity, Port Maria, St Mary

(On the grounds of the New Testament Church)

Tel: (876) 725-0190

Montego Bay Community College

Alice Eldemire Drive

P.O. Box 626, Montego Bay No. 2

St James

Tel: (876) 979-8164 Fax (876) 979-8776

Website: www.mbcc.edu.jm

Westmoreland Campus

Frome P.O.

Westmoreland

Tel: (876) 955-6340

Fax: (876) 955-6710

Portmore Community College

P.O. Box 233

Waterford

St Catherine

Tel: 876-630-1770-3

Fax: (876) 988-6152

Website: <http://www.pcc.edu.jm>

Old Harbour Campus

41 East Street

Old Harbour

St Catherine

Tel: 876-745-4702, 876-745-2346,

876-983-2944

Trench Town Polytechnic College

Eighth Street, Trench Town, Kingston 12

Tel: 876-997-3904/05

Website: www.trenchtownpolytechnic.edu.jm