



BOARD OF GOVERNORS

368th REGULAR BOARD MEETING – SEPTEMBER 29, 2015 – 7:00 PM – SH-104

Present:	Guylaine Audet, Chair John Halpin, Director General Louise Arsenault Andrew Biteen Doug Brown Steven Colpitts Jeffrey Derevensky Ray Fourneaux Bill Mahon Andre Mumme Cynthia Némorin, Vice-Chair Hanna Oosterveen Suzana Ribeiro Robin Richard-Shaw William Russell Erich Schmedt, Academic Dean Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Eyal Baruch Line Roussin Monique Lessard
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The Chair, Guylaine Audet, welcomed everyone to the first Board meeting of the 2015-2016 academic year and introduced Robin Richard-Shaw, newly elected student representative for Technical Studies.

368-01 APPROVAL OF AGENDA

It was moved by Doug Brown, seconded by Louise Arsenault, and carried

THAT the Board approved the agenda as presented.

368-02 MINUTES – 367th BOARD MEETING

It was moved by Ray Fourneaux, seconded by Steven Colpitts, and carried

THAT the Minutes of the 367th Board meeting be approved as presented.

368-03 BUSINESS ARISING FROM THE 367th BOARD MEETING

The Director General stated that the Strategic Plan document is now finalized. A copy has been submitted to the Ministry. Copies were also distributed to the Board members during this meeting.

368-04 NETWORK NEWS

The Director General gave the Board a brief synopsis of recent news across the collegial network.
More specifically:

- John provided highlights from the *Forum des DGs* which was held in Quebec City on September 16 and 17, 2015.
- The three unions (JACFA, JACPA, and JACASPA) of the College have voted in favor of a 6-day strike; additional meetings will be held to discuss pressure tactics. On the academic side, the academic calendars are being reviewed to determine contingency plans to recuperate days in the case of a strike.

368-05 REPORT FROM THE EXECUTIVE COMMITTEE

The Director General reviewed the draft minutes from the last Executive Committee meeting held on September 15, 2015.

368-06 ANALYSE DU RAPPORT FINANCIER 2013-2014

The Director General presented the *analyse du rapport financier* 2013-2014.

368-07 AGREEMENTS WITH SKYTECH COMMUNICATIONS INC.

WHEREAS Skytech Communications Inc. ("**Skytech**") offers management information solutions to educational institutions and John Abbott College (the "**College**") has been using Skytech's solutions for many years;

WHEREAS two (2) agreements between Skytech and the College were due for renewal and, in such respect, the College signed two (2) agreements with Skytech (the "**Agreements**"), more specifically, one with respect to Skytech's Omnivox software signed by the College on August 19, 2015 and by Skytech on August 31, 2015, and another for Skytech's Mia Sports Centre software signed by the College on February 20, 2015 and by Skytech on June 12, 2015;

It was moved by Andre Mumme, seconded by Andrew Biteen, and carried

THAT the Board of Governors ratify and approve the entering into of the Agreements.

368-08 **AQUATICS AND SWIMMING POOL AREA PROJECT – SUBSIDY APPLICATION**

WHEREAS the *Programme de soutien aux installations sportives et récréatives - phase III* provides financial subsidies from the Government of Québec for the construction, renovation, installation and conversion of sports and recreation facilities according to the standards set forth by the Government of Québec;

WHEREAS the College intends to submit a request for these government subsidies in order to renovate its aquatics and swimming pool area;

WHEREAS, further to these government subsidies' objectives, the College is in the process of developing a document outlining and detailing the possible usage of the College's aquatics and swimming pool area by the City of Sainte-Anne-de-Bellevue;

WHEREAS the total budget for the aquatics and swimming pool area project is estimated at approximately \$5M and should the Government of Québec grant a subsidy corresponding to 50% of the cost of the project, and should the College decide to proceed with the renovation project, the College intends to provide the additional 50% of the necessary funding to realize the completion of this project;

It was moved by Andre Mumme, seconded by Bill Mahon, and carried

THAT the College be and it is hereby authorized to submit a request to the *Programme de soutien aux installations sportives et récréatives - phase III* to secure government subsidies from the Government of Québec to renovate the College's aquatics and swimming pool area;

THAT the College hereby confirms that it will provide the additional 50% of the necessary funding to realize the completion of this renovation project, should the Government of Québec grant a subsidy corresponding to 50% of the cost of the project, and should the College decide to proceed with this project; and

THAT Mr. Dennis Waide, Director of Student Services, be and he is hereby authorized to act on the College's behalf in submitting a request to the *Programme de soutien aux installations sportives et récréatives - phase III* to secure government subsidies from the Government of Québec to renovate the College's aquatics and swimming pool area and, in such respect, he is hereby authorized to do all things and sign all documents necessary or desirable for the purpose of giving effect to the foregoing.

368-09 **NOTICE OF MOTION TO AMEND BY-LAW 2 "CONCERNING THE APPOINTMENT, THE RENEWAL OF MANDATE AND THE EVALUATION OF THE DIRECTOR GENERAL AND THE ACADEMIC DEAN"**

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The amendments to By-law 2 "Concerning the Appointment, the Renewal of Mandate and the Evaluation of the

Director General and the Academic Dean" are tabled at the September 29, 2015 regular Board meeting to be voted on at the October 27, 2015 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by Wednesday, October 14, 2015;

WHEREAS the Board of Governors at its October 27, 2015 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 2 "Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean " as deemed appropriate.

368-10 NOTICE OF MOTION TO AMEND BY-LAW 3 "CONCERNING THE FINANCIAL MANAGEMENT OF THE COLLEGE"

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The amendments to By-law 3 "Concerning the Financial Management of the College" are tabled at the September 29, 2015 regular Board meeting to be voted on at the October 27, 2015 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by Wednesday, October 14, 2015;

WHEREAS the Board of Governors at its October 27, 2015 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 3 "Concerning the Financial Management of the College" as deemed appropriate.

368-11 APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER

WHEREAS, at its June 9, 2015 meeting, the Board of Governors appointed the following members to the Executive Committee 2015-2016:

- The Director General, John Halpin, who will chair the Committee
- Guylaine Audet, Chairperson of the Board
- Cynthia Némorin, Vice-Chairperson of the Board
- Erich Schmedt, Academic Dean
- William Russell, Faculty Member
- One student member to be appointed after Students Election to the Board

WHEREAS Students Elections to the Board occurred and, as a result, the two new student members on the Board of Governors are:

- Hanna Oosterveen – Pre-University Studies
- Robin Richard-Shaw – Technical Studies

It was moved by Louise Arsenault, seconded by Ray Fourneaux, and carried

THAT the Board of Governors approve that Hanna Oosterveen, student member on the Board of Governors, be appointed to the Executive Committee.

368-12 APPOINTMENT OF ACADEMIC COUNCIL MEMBERS – AMENDMENTS TO RESOLUTION 367-19

After minor amendments, it was moved by Bill Mahon, seconded by Cynthia Némorin, and carried

THAT, pursuant to changes made, the Academic Council faculty representatives, regular and replacement, be as follows for the remainder of the 2015-2016 academic year, and that Resolution 367-19 be amended accordingly:

FACULTY

Regular

Violaine Arès, H/P/R
 Suzanne Black, Chemistry
 Doug Brown, English
 Jeffery Brown, PHEC
 Stephen Bryce, Geosciences
 Kevin Davis, Mathematics
 Ed Holland, Anthropology
 Deborah Lunny, H/P/R
 Sharon Rozen Aspler, Sociology
 Abe Sosnowicz, English
 James Vanstone, HEPS

Replacement

Rhoda Sollazzo, Mathematics
 Wendi Hadd, Sociology
 Bruce Tracy, Physics

THAT the Academic Council non-teaching professionals representative, regular and replacement, be as follows for the remainder of the 2015-2016 academic year, and that Resolution 367-19 be amended accordingly:

NON-TEACHING PROFESSIONAL

Regular

Lou Chapman

Replacement

Patricia Mackie

THAT the Academic Council students representatives, regular and replacement, be as follows for the remainder of the 2015-2016 academic year, and that Resolution 367-19 be amended accordingly:

STUDENTS

Regular

Anthony Lebel

Replacement

Cole Cadorette

Sofia Lipari-Couture
TBC

Sonny Santos
Luke Wenjun Ma

368-13 APPOINTMENT OF BOARD AUDIT COMMITTEE 2015-2016

WHEREAS Policy No. 3 *Concerning the Hiring and Evaluation of An External Auditor* sets the composition of the Board Audit Committee as being comprised of the Chairperson of the Board, the Director General and two other Board members who are not employees of the College;

It was moved by Doug Brown, seconded by Louise Arsenault, and carried

THAT the Board Audit Committee for the 2015-2016 fiscal year be composed of the Chairperson of the Board, Guylaine Audet, the Director General, John Halpin, Andrew Biteen and Suzana Ribeiro, with the Director of Finance and Legal Affairs and the Comptroller as resource persons; and

THAT the Director General chair the Committee.

368-14 DISCLOSURE OF INTERESTS

The Secretary General distributed and reviewed the "Disclosure of Interests" document. In accordance with Policy no. 5 *Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors*, Board members are asked to disclose any interest they may have in any organization having done or doing business with the College which may result in a real, potential or perceived conflict of interest. Each member is requested to submit this form to the Secretary General by the next Board Meeting in October.

368-15 2015-2016 WORK PLANS

The Director General and the Academic Dean informed Board members that over the past months, the Directors of the College have worked with their teams to develop their work plans for the 2015-2016 academic year based on the new 2015-2020 strategic plan orientations. A summary of some key activities in these work plans were presented to the Board of Governors. A status report will be presented to the Board mid-year.

368-16 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Ray Fourneaux, seconded by Doug Brown, and carried

THAT the Board approve for forwarding to Quebec, the names of 1,395 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 93 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in September 2015, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

368-17 OPERATIONS REPORT

The Director General and the Academic Dean presented the key highlights of the Operations Report included in

the package.

368-18 CLOSING OF THE 368th BOARD MEETING

It was moved by Andrew Biteen

THAT the 368th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

369th REGULAR BOARD MEETING – OCTOBER 27, 2015 – 7:00 PM – SH-104

Present: Guylaine Audet, Chair
John Halpin, Director General
Louise Arseneault
Eyal Baruch
Doug Brown
Steven Colpitts
Ray Fournieux
Monique Lessard
Bill Mahon
Cynthia Némorin, Vice-Chair
Hanna Oosterveen
Suzana Ribeiro
Robin Richard-Shaw
Line Roussin
William Russell
Erich Schmedt, Academic Dean
Stavroula Makris, Secretary General
Rosanna Fortunato, Recording Secretary

Regrets: Andrew Biteen
Jeffrey Derevensky
Andre Mumme

By invitation: Lisa Boyle, Education Advisor, College Assessment
Caroline Charbonneau, Director of Finance & Legal Affairs
Michael Johnston, Director of Facilities & IT
Dennis Waide, Director of Student Services

369-01 APPROVAL OF AGENDA

It was moved by Line Roussin, seconded by Cynthia Némorin, and carried

THAT the Board approved the agenda as presented.

369-02 MINUTES – 368th BOARD MEETING

It was moved by Louise Arseneault, seconded by William Russell, and carried

THAT the Minutes of the 368th Board meeting be approved as presented.

369-03 BUSINESS ARISING FROM THE 368th BOARD MEETING

The Director General stated that *Soutien aux installations sportives* is currently reviewing the College's application for a provincial government subsidy to renovate the College's aquatics and swimming pool area and has recently requested some additional financial documents for consideration.

369-04 NETWORK NEWS

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he summarized the discussions held at the following meetings: the *Forum des DGs* on October 22 and 23, 2015; the *Regroupement des collèges du Montréal Métropolitain (RCMM)* on October 16, 2015; and *Université de Montréal* on October 15, 2015.

369-05 REPORT FROM THE EXECUTIVE COMMITTEE

The Director General reviewed the draft minutes from the last Executive Committee meeting held on October 14, 2015.

369-06 NEGOTIATION STATUS

a) Procedures regarding Labour Unrest

The document outlining the procedures to be followed in the case of labour unrest has been made available to the College community. In addition, regular weekly meetings have been scheduled with the College's union presidents to discuss and develop effective communication with students and staff during the coming months.

b) Academic Calendars Amendments

The Registrars' Office has prepared alternate calendars in anticipation of the possible one to six days of strike. These calendars will be brought to the next Academic Council meeting on November 6, 2015 and approved by the Executive Committee at its next regular meeting on November 10, 2015 or at a special meeting called for such purpose.

369-07 CAPITAL BUDGET BREAKDOWN

The Director of Finance & Legal Affairs reviewed the details and breakdown of the 2015-2016 capital budget.

369-08 AMENDMENT TO BY-LAW 2 "CONCERNING THE APPOINTMENT, THE RENEWAL OF MANDATE AND THE EVALUATION OF THE DIRECTOR GENERAL AND THE ACADEMIC DEAN"

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The proposed amendments to By-law 2 "Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean" were tabled at the September 29, 2015 Board meeting to be voted on at the October 27, 2015 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by October 14, 2015;

WHEREAS no feedback was received by October 14, 2015;

It was moved by Ray Fourneaux, seconded by Louise Arsenault, and carried

THAT the Board of Governors approve By-law 2 "Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean" as amended and to take effect on October 28, 2015.

369-09 AMENDMENT TO BY-LAW 3 "CONCERNING FINANCIAL MANAGEMENT OF THE COLLEGE"

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The proposed amendments to By-law 3 "Concerning the Financial Management of the College" were tabled at the September 29, 2015 Board meeting to be voted on at the October 27, 2015 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by October 14, 2015;

WHEREAS no feedback was received by October 14, 2015;

It was moved by Bill Mahon, seconded by Doug Brown, and carried

THAT the Board of Governors approve By-law 3 "Concerning the Financial Management of the College" as amended and to take effect on October 28, 2015.

369-10 QUALITY ASSURANCE EVALUATION PLAN

The Academic Dean introduced Lisa Boyle, Education Advisor – College Assessment, who reviewed the Quality Assurance Evaluation Plan and corresponding timeline.

WHEREAS John Abbott College (the "College") has been tasked by *la Commission d'évaluation de l'enseignement collégial* (the "CEEC") to develop a plan for the evaluation of the quality assurance system at the College;

WHEREAS on April 30, 2014, the members of the *Fédération des cégeps* unanimously passed a motion in favor of suspending all activities associated with the CEEC until the colleges' funding situation once again permits them to assume the inherent costs related to the CEEC requirements;

WHEREAS the College nonetheless believes in continuous quality improvement notwithstanding such suspension of activities with the CEEC;

It was moved by Steven Colpitts, seconded by Line Roussin, and carried

THAT the Board of Governors approve the College's Quality Assurance Evaluation Plan, as presented, it being understood that there is a possibility that the College will not prepare and deposit the documents required by the CEEC.

The Academic Dean extended his gratitude to Lisa for the remarkable effort expended in preparing and developing this plan.

369-11 JOHN ABBOTT COLLEGE 2014-2015 ANNUAL REPORT

It was moved by Suzana Ribeiro, seconded by William Russell, and carried

THAT the Board of Governors approve John Abbott College's 2014-2015 Annual Report, as presented.

The Director General expressed his gratitude to the Communications Department for the great work that was put into produce the annual report.

369-12 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Suzana Ribeiro, seconded by Robin Richard-Shaw, and carried

THAT the Board approve for forwarding to Quebec, the names of 9 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 6 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in October 2015, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

369-13 OPERATIONS REPORT

The Director General and the Academic Dean presented the key highlights of the Operations Report included in the package.

369-14 CLOSING OF THE 369th BOARD MEETING

It was moved by Ray Fourneaux

THAT the 369th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

370th REGULAR BOARD MEETING – NOVEMBER 24, 2015 – 7:00 PM – SH-104

Present: Guylaine Audet, Chair
John Halpin, Director General
Louise Arsenault
Eyal Baruch
Andrew Biteen
Doug Brown (*left at 7:50 pm*)
Steven Colpitts
Jeffrey Derevensky
Ray Fourneaux
Bill Mahon
Andre Mumme
Cynthia Némorin, Vice-Chair
Suzana Ribeiro
Robin Richard-Shaw
Line Roussin
William Russell
Erich Schmedt, Academic Dean
Stavroula Makris, Secretary General
Rosanna Fortunato, Recording Secretary

Regrets: Monique Lessard
Hanna Oosterveen

By invitation: Caroline Charbonneau, Director of Finance & Legal Affairs (*left at 7:30 pm*)
Sandrine Gélinas, Raymond Chabot Grant Thornton (*left at 7:30 pm*)
Barth Gillan, Executive Director of Foundation
Stephanie Hygate, Director of Continuing Education & International Program Office
Dennis Waide, Director of Student Services
Donna Yates, Director of Human Resources

370-01 APPROVAL OF AGENDA

It was moved by Doug Brown, seconded by Bill Mahon, and carried

THAT the Board approved the agenda as presented.

370-02 MINUTES – 369th BOARD MEETING

It was moved by Louise Arsenault, seconded by Andrew Biteen, and carried

THAT the Minutes of the 369th Board meeting be approved as presented.

370-03 **BUSINESS ARISING FROM THE 369th BOARD MEETING**

There was no business arising from the previous minutes.

370-04 **NETWORK NEWS**

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he addressed the present labour unrest situation:

- To date, the three College unions (JACFA, JACPA and JACASPA) have held three strike days, namely on October 29, November 16 and November 17. The next three scheduled strike days have been postponed to an undetermined date.
- Labour negotiations are currently very active and the next two weeks will be critical in determining the outcome of this process.
- The Ministry reaffirmed, in an e-mail on November 23, 2015, that the semester is made up of 82 days (75 class days and 7 evaluation days) and according to applicable laws, any days missed must be recovered.
- On November 10, 2015, the Executive Committee approved the revised academic calendars which account for the three strike days taken and in anticipation of the possible three additional days of strike which have been postponed.

370-05 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last Executive Committee meeting held on November 10, 2015.

370-06 **AUDITED FINANCIAL STATEMENTS 2014-2015**

Ms. Caroline Charbonneau, Director of Finance & Legal Affairs, reviewed and explained the internal financial statements of the College for the 2014-2015 fiscal year.

Ms. Sandrine Gélinas from Raymond Chabot Grant Thornton, the College's external auditors, presented the auditor's report.

The Board members then passed the following resolution:

***CONSIDÉRANT** le dépôt du rapport financier pour examen;*

***CONSIDÉRANT** le rapport de vérification préparé par la firme Raymond Chabot Grant Thornton, dûment mandatée par la résolution 363-08;*

***CONSIDÉRANT** la recommandation du comité de vérification et du comité exécutif quant à l'adoption par le conseil d'administration des états financiers vérifiés pour l'exercice financier 2014-2015;*

Sur proposition de Bill Mahon, appuyée par Steven Colpitts

IL EST RÉSOLU :

QUE le conseil d'administration adopte pour l'exercice financier 2014-2015 :

- *la section « états financiers » du fonds de fonctionnement;*
- *la section « états financiers » du fonds d'immobilisations;*
- *les notes aux états financiers;*
- *le rapport de l'auditeur indépendant;*
- *le questionnaire à l'intention de l'auditeur indépendant;*
- *les résultats de la vérification sur l'effectif;*
- *les résultats de la vérification sur l'énergie.*

**370-07 APPROPRIATION FROM THE COLLEGE'S SURPLUS ACCOUNT
– INTERNATIONAL NON-CREDIT DAY STUDENTS**

WHEREAS John Abbott College and the John Abbott College Faculty Association concluded an agreement on May 21, 2015 (the "**Agreement**") for the distribution of surplus teaching allocation funds related to the teaching of International Non-Credit day students enrolled at John Abbott College;

WHEREAS the College's financial statements for the year ending June 30, 2015 show an unappropriated accumulated surplus of \$4,394,056.00;

WHEREAS the Executive Committee is recommending that the Board of Governors authorize the appropriation of \$19,989.00 from the College's unappropriated accumulated surplus account, to be distributed in accordance with the Agreement;

It was moved by Suzana Ribeiro, seconded by Line Roussin, and carried

THAT the Board of Governors authorize the appropriation of \$19,989.00 from the College's unappropriated accumulated surplus account, to be added to the \$1,012,392.00 previously approved, for a total of \$1,032,381.00, said funds to be held in a segregated account and to be distributed in accordance with the Agreement, thus bringing the College's unappropriated accumulated surplus account to \$4,374,067.00, the whole to be accounted for at June 30, 2015, in the College's financial report.

**370-08 DISAPPROPRIATION FROM THE COLLEGE'S SURPLUS ACCOUNT
– HEATING SYSTEM PHASE II**

WHEREAS the College's financial statements for the year ending June 30, 2015 show an unappropriated accumulated surplus of \$4,394,056.00;

WHEREAS the previously appropriated budget for the Heating System Phase II is no longer necessary;

WHEREAS the Executive Committee is recommending that the Board of Governors authorize the disappropriation of \$34,312.00 from the College's appropriated accumulated surplus account with respect to the Heating System Phase II account;

It was moved by Louise Arsenault, seconded by Doug Brown, and carried

THAT the Board of Governors authorize the disappropriation of \$34,312.00 from the College's appropriated accumulated surplus account, to be removed from the \$1,115,000.00 previously approved, thus bringing the Heating System Phase II account to \$0, for a total unappropriated accumulated surplus of \$4,408,379.00, said funds to be held in a segregated account, the whole to be accounted for at June 30, 2015, in the College's financial report.

370-09 APPROPRIATION FROM THE COLLEGE'S SURPLUS ACCOUNT
- RENOVATION PROJECTS

WHEREAS the College's financial statements for the year ending June 30, 2015 show an unappropriated accumulated surplus of \$4,394,056.00;

WHEREAS the College wishes to maintain a contingency of \$1,500,000.00;

WHEREAS the Executive Committee is recommending that the Board of Governors authorize the appropriation of \$2,908,379.00 from the College's unappropriated accumulated surplus account, to be used solely for Renovation Projects;

It was moved by Eyal Baruch, seconded by Steven Colpitts, and carried

THAT the Board of Governors authorize the appropriation of \$2,908,379.00 from the College's unappropriated accumulated surplus account, said funds to be held in a segregated account and to be used solely for Renovation Projects, thus bringing the renovation fund to \$5,164,163.00 and the College's unappropriated accumulated surplus account to \$1,500,000.00, the whole to be accounted for at June 30, 2015, in the College's financial report.

370-10 APPOINTMENT OF EXTERNAL AUDITORS 2015-2016

WHEREAS the Board Audit Committee and the Executive Committee have recommended that the firm Raymond Chabot Grant Thornton be appointed as the College's external auditors for the 2015-2016 fiscal year;

It was moved by Doug Brown, seconded by Ray Fourneaux, and carried

THAT the Board of Governors appoint the firm Raymond Chabot Grant Thornton as the College's external auditors for the 2015-2016 fiscal year.

370-11 RÉGIME D'EMPRUNTS À LONG TERME

ATTENDU QUE, conformément à l'article 78 de la Loi sur l'administration financière (RLRO, chapitre A-6.001), le Cegep John Abbott (l'« Emprunteur ») désire instituer un régime d'emprunts lui permettant d'effectuer, de temps à autre d'ici le 30 juin 2016, des emprunts à long terme auprès du

ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 3 500 000 \$;

ATTENDU QUE, conformément à l'article 83 de la Loi sur l'administration financière, L'Emprunteur désire prévoir, dans le cadre de ce régime d'emprunts, que le pouvoir d'emprunter et celui d'en approuver les conditions et modalités soient exercés par au moins deux de ses dirigeants;

ATTENDU QU'il y a lieu d'autoriser un régime d'emprunts visant les emprunts à long terme à être contractés par l'Emprunteur, d'établir le montant maximum des emprunts qui pourront être effectués en vertu de celui-ci, d'établir les caractéristiques et limites relativement aux emprunts à être effectués, d'autoriser des dirigeants de l'Emprunteur à conclure tout emprunt en vertu de ce régime, à en établir les montants et les autres caractéristiques et à accepter les modalités et conditions relatives à chacun de ces emprunts;

ATTENDU QUE le ministre de l'Éducation, de l'Enseignement supérieur et de la Recherche (le « **Ministre** ») a autorisé l'institution par l'Emprunteur du présent régime d'emprunts, selon les conditions auxquelles réfère sa lettre du 2 novembre 2015;

Sur la proposition de Andre Mumme, appuyée par Andrew Biteen

IL EST RÉSOLU :

1. QU'un régime d'emprunts, en vertu duquel l'Emprunteur peut, sous réserve des caractéristiques et limites énoncées ci-après, effectuer de temps à autre d'ici le 30 juin 2016, des emprunts à long terme auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 3 500 000 \$, soit institué;
2. QUE les emprunts à long terme effectués par l'Emprunteur en vertu du Régime d'emprunts soient sujets aux caractéristiques et limites suivantes:
 - a) malgré les dispositions du paragraphe 1 ci-dessus, l'Emprunteur ne pourra, au cours de chacune des périodes de **quinze mois** s'étendant du 1er avril au 30 juin et comprises dans la période visée au paragraphe 1, effectuer des emprunts qui auraient pour effet que le montant total approuvé pour l'Emprunteur, pour telle période, par le Conseil du trésor au titre de la programmation des emprunts à long terme des collèges d'enseignement général et professionnel, soit dépassé;
 - b) l'Emprunteur ne pourra effectuer un emprunt à moins de bénéficier d'une subvention du gouvernement du Québec conforme aux normes établies par le Conseil du trésor, au titre de l'octroi ou de la promesse de subventions aux collèges d'enseignement général et professionnel ainsi qu'aux termes et conditions déterminés par le Ministre et pourvoyant au paiement en capital et intérêt de l'emprunt concerné même si, par ailleurs, le paiement de cette subvention est sujet à ce que les sommes requises à cette fin soient votées annuellement par le Parlement;
 - c) chaque emprunt ne pourra être effectué qu'en monnaie légale du Canada auprès du ministre des Finances, à titre de responsable du Fonds de financement;
 - d) le produit de chaque emprunt ne pourra servir, outre le paiement des frais inhérents à l'emprunt concerné que pour financer les dépenses d'investissements et les dépenses inhérentes aux investissements de l'Emprunteur subventionnées par le Ministre;

3. *QU'aux fins de déterminer le montant total auquel réfère le paragraphe 1 ci-dessus, on ne tienne compte que de la valeur nominale des emprunts effectués par l'Emprunteur;*
4. *QU'en plus des caractéristiques et limites énoncées précédemment, les emprunts comportent les caractéristiques suivantes :*
 - a) *l'Emprunteur pourra contracter un ou plusieurs emprunts pendant toute la durée du Régime d'emprunts jusqu'à concurrence du montant qui y est prévu, en tenant compte du montant qui pourrait être alloué à un ou des emprunts effectués par l'émission d'Obligations, et ce, aux termes d'une seule et unique convention de prêt à être conclue entre l'Emprunteur et le ministre des Finances, à titre de responsable du Fonds de financement;*
 - b) *chaque emprunt sera constaté par un billet fait à l'ordre du ministre des Finances, à titre de responsable du Fonds de financement;*
 - c) *le taux d'intérêt payable sur les emprunts sera établi selon les critères déterminés par le gouvernement en vertu du décret numéro 1267-2001 du 24 octobre 2001 concernant les critères de fixation des taux d'intérêt qui peuvent être exigés sur ces emprunts ainsi que la nature des coûts imputables dans le calcul de ces taux ou dans le calcul du remboursement des emprunts, modifié par le décret numéro 1057-2013 du 23 octobre 2013, adopté en vertu de l'article 24 de la Loi sur le ministère des Finances (RLRQ, chapitre M-24.01), tel que ce décret pourra être modifié ou remplacé de temps à autre; et*
 - d) *aux fins d'assurer le paiement à l'échéance du capital de chaque emprunt et des intérêts dus sur celui-ci, la créance que représente pour l'Emprunteur la subvention qui lui sera accordée par le Ministre, au nom du gouvernement du Québec, sera affectée d'une hypothèque mobilière sans dépossession en faveur du ministre des Finances, à titre de responsable du Fonds de financement.*
5. *QUE l'Emprunteur soit autorisé à payer, à même le produit de chaque emprunt contracté auprès du ministre des Finances, à titre de responsable du Fonds de financement aux termes du Régime d'emprunts, les frais d'émission et les frais de gestion qui auront été convenus;*
6. *QUE l'un ou l'autre des dirigeants suivants:*

Le [ou la] Président ou Présidente du Conseil d'administration

Le [ou la] Directeur général ou Directrice générale

Le [ou la] Directeur ou Directrice des Finances et Affaires juridiques

*de l'Emprunteur, **pourvu qu'ils soient deux agissant conjointement**, soit autorisé, au nom de l'Emprunteur, à signer la convention de prêt, la convention d'hypothèque mobilière, le billet, à consentir à toutes les clauses et garanties non substantiellement incompatibles avec les dispositions des présentes, à recevoir le produit net des emprunts et à en donner bonne et valable quittance, à livrer le billet, à apporter toutes les modifications à ces documents non substantiellement incompatibles avec les présentes, à poser tous les actes et à signer tous les documents, nécessaires ou utiles, pour donner plein effet aux présentes.*

7. *QUE, dans la mesure où l'Emprunteur a déjà adopté une résolution instituant un régime d'emprunts pour les mêmes fins, la présente résolution remplace la résolution antérieure, sans pour*

autant affecter la validité des emprunts conclus sous son autorité avant la date du présent régime d'emprunts.

370-12 JOHN ABBOTT COLLEGE FOUNDATION FINANCIAL STATEMENTS 2014-2015

Mr. Barth Gillan, Executive Director of the Foundation, reviewed and explained the internal financial statements of the Foundation for the 2014-2015 fiscal year.

It was moved by Louise Arsenault, seconded by Robin Richard-Shaw, and carried

THAT the Board of Governors receive the Foundation's Financial Statements for the year ended June 30, 2015.

370-13 FOUNDATION STRATEGIC ORIENTATIONS

Mr. Barth Gillan, Executive Director of the Foundation, reviewed the strategic orientations for the Foundation which were developed to be in support of the College's new Strategic Plan 2015-2020.

370-14 NOTICE OF MOTION AS PER ARTICLE 2.7.16 OF BY-LAW 1 TO AMEND BY-LAW 6 "Concerning Registration Fees, Educational Support Fee, Student Services Fee and User Fees"

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The attached amendments to By-law 6 "Concerning Registration Fees, Educational Support Fee, Student Services Fee and User Fees" are tabled at the November 24, 2015 regular Board meeting to be voted on at the January 26, 2016 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by January 10, 2016;

WHEREAS the Board of Governors at its January 26, 2016 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 6 "Concerning Registration Fees, Educational Support Fee, Student Services Fee and User Fees" as deemed appropriate.

370-15 **STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS**

It was moved by Susana Ribeiro, seconded by Ray Fourneau, and carried

THAT the Board approve for forwarding to Quebec, the names of 3 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 14 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in November 2015, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

370-16 **OPERATIONS REPORT**

The Director General presented the key highlights of the Operations Report included in the package.

370-17 **CLOSING OF THE 370th BOARD MEETING**

It was moved by Ray Fourneau

THAT the 370th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

371st REGULAR BOARD MEETING – JANUARY 26, 2016 – 7:00 PM – SH-104

Present:	Guylaine Audet, Chair John Halpin, Director General Louise Arsenault Eyal Baruch Doug Brown Steven Colpitts Ray Fourneaux Monique Lessard Bill Mahon Cynthia Némorin, Vice-Chair Hanna Oosterveen Susana Ribeiro Robin Richard-Shaw Line Roussin William Russell Erich Schmedt, Academic Dean Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Andrew Biteen Jeffrey Derevensky Andre Mumme
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By invitation: Caroline Charbonneau, Director of Finance & Legal Affairs

371-01 APPROVAL OF AGENDA

It was moved by Ray Fourneaux, seconded by Steven Colpitts, and carried

THAT the Board approved the agenda as presented.

371-02 MINUTES – 370th BOARD MEETING

It was moved by Steven Colpitts, seconded by Louise Arsenault, and carried

THAT the Minutes of the 370th Board meeting be approved as presented.

371-03 **BUSINESS ARISING FROM THE 370th BOARD MEETING**

The Director General stated that, in total, four strike days were held, namely, on October 29, November 16 and 17 and December 9, 2015. Fortunately, the *Conseil du Trésor* and common front reached an “agreement in principle” at the central table in December. Our three local unions (JACFA, JACPA and JACASPA) have all voted to accept the agreement.

371-04 **NETWORK NEWS**

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he summarized the discussions of *l'Adéquation Formation-Emploi* conference which was held on January 21, 2016 and organized by *La Fédération des Cégeps*. He also mentioned that Mr. Bernard Tremblay, President & Director General of *La Fédération de Cégeps*, will be visiting John Abbott College on January 27, 2016.

371-05 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last Executive Committee meeting held on January 13, 2016.

371-06 **AMENDMENT TO BY-LAW 6 “CONCERNING REGISTRATION FEES, EDUCATIONAL SUPPORT FEE, STUDENT SERVICES FEE AND USER FEES”**

In conformity to By-Law 1 “Concerning the General Administration of the College” Article 2.7.16 “Amendment or Revocation of By-Law”

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The proposed amendments to By-law 6 “Concerning Registration Fees, Educational Support Fee, Student Services Fee and User Fees” were tabled at the November 24, 2015 Board meeting to be voted on at the January 26, 2016 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by January 10, 2016;

WHEREAS one comment was received by January 10, 2016 and included in the proposed amendments;

It was moved by Susana Ribeiro, seconded by Doug Brown, and carried

THAT the Board of Governors approve By-law 6 “Concerning Registration Fees, Educational Support Fee,

Student Services Fee and User Fees" as amended and to take effect on January 27, 2016, subject to governmental approval or notice, if applicable.

371-07 **POLICY NO. 19 RESPECTING THE MANAGEMENT OF SUPPLY, SERVICE AND CONSTRUCTION CONTRACTS**

WHEREAS the Treasury Board has requested that all colleges adopt a policy on the management of supply, service and construction contracts by February 1, 2016;

It was moved by Monique Lessard, seconded by Robin Richard-Shaw, and carried

THAT the Board of Governors approve Policy No. 19 Respecting the Management of Supply, Service and Construction Contracts and to take effect on January 27, 2016.

371-08 **NOTICE OF MOTION AS PER ARTICLE 2.7.16 OF BY-LAW 1 TO AMEND BY-LAW 9 "CONCERNING PROCUREMENT, SERVICE AND CONSTRUCTION WORK CONTRACTS"**

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The attached amendments to By-law 9 "Concerning Procurement, Service and Construction Work Contracts" are tabled at the January 26, 2016 regular Board meeting to be voted on at the February 23, 2016 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by February 9, 2016;

WHEREAS the Board of Governors at its February 23, 2016 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 9 "Concerning Procurement, Service and Construction Work Contracts" as deemed appropriate.

371-09 **DIGITAL PRINTING SERVICES CONTRACT**

WHEREAS on November 9, 2015, John Abbott College issued a public tender for digital printing services and equipment for its facilities;

WHEREAS eight (8) companies bought the bid documents; however, after several inquiries and extending the bid deadline, two (2) of the eight (8) companies informed the College that they would not be submitting a bid;

WHEREAS by December 1, 2015 at 11:00 am, the deadline to submit bids, only one (1) company filed a bid:

Name	Quality Score	Price including options (2016-2021)	Quality Coefficient	Adjusted Price (2016-2021)
XEROX Canada Ltd	89%	\$893,269.47	1.19	\$750,646.61

WHEREAS the members of the Tender Evaluation Committee conducted a careful review of the bid received and recommended that the College retain the bid, based on measurement of the level of quality as per the published evaluation criteria followed by a calculation of the price-quality ratio according to Schedule 2 of the *Regulation respecting service contracts of public bodies* (C.65.1, r.4);

WHEREAS the *Conseil du Trésor* confirmed that given the conditions of the tender and the steps that were followed, the College could still legally award the contract to a sole bidder;

It was moved by Eyal Baruch, seconded by Cynthia Némorin, and carried

THAT the Board of Governors authorize the College to enter into a "Digital Printing Services and Equipment Contract" with XEROX Canada Ltd for a total price of \$893,269.47 (\$773,675.72 – price without options plus \$119,593.75 cost of printer maintenance and cartridge replacement option = \$893,269.47) plus applicable taxes;

AND

THAT the contract be for three (3) years starting on February 1, 2016 and ending on January 31, 2019 (Article 2.2 of tender document);

AND

THAT if the College is satisfied with the services provided, at the College's discretion, this contract may be renewed for two (2) periods of one (1) year each by advising XEROX Canada Ltd before August 1, 2018 for the period 2019-2020 and before August 1, 2019 for the period 2020-2021;

AND

THAT the Director General and the Director of Facilities Management Services be authorized to sign any document required to realize the completion of the "Digital Printing Services and Equipment Contract", including any renewal thereof, as applicable.

371-10 MID-YEAR BUDGET STATUS

The Director of Finance & Legal Affairs presented the Board members with a mid-year budget status.

371-11 MID-YEAR WORK PLAN STATUS

The Director General presented the Board members with the status of the mid-year work plans for 2015-2016.

371-12 **EVALUATION COMMITTEES – DIRECTOR GENERAL AND ACADEMIC DEAN**

WHEREAS By-Law 2 “Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean” provides that the Director General and the Academic Dean shall be evaluated on an annual basis;

WHEREAS By-Law 2 states that for the evaluation of the Director General, the Committee shall be composed of the Chairperson of the Board of Governors, the Vice-Chair and one other member of the Board who is not an employee of the College; the Chairperson of the Board to chair such Committee;

WHEREAS By-Law 2 further states that for the evaluation of the Academic Dean, the Committee shall be composed of the Director General and two other members of the Board who are not employees of the College; the Director General to chair such Committee;

It was moved by Monique Lessard, seconded by Susan Ribeiro, and carried

THAT the the Board of Governors approve the composition of the Evaluation Committee of the Director General to include the following non-employee member of the Board: Louise Arsenault; and

THAT Board of Governors approve the composition of the Evaluation Committee of the Academic Dean to include the following two non-employee members of the Board: Louise Arsenault and Eyal Baruch.

371-13 **BOARD VACANCIES**

The Secretary General updated the Board members on the upcoming board vacancies for 2016. Currently, the College is still awaiting Ministry appointments with respect to five (5) expired board positions; another follow-up was done by the College recently but it was confirmed by *La Fédération des Cégeps* that there is a backlog at the Ministry with respect to Board appointments.

With respect to the upcoming vacancies in the Alumni category, the following resolution was passed:

WHEREAS Andrew Biteen’s (Alumni, Pre-University Studies) and Monique Lessard’s (Alumni, Technical Studies) first mandates on the Board will expire on February 12, 2016;

WHEREAS the Executive Committee is recommending that their mandates be renewed for an additional three year term starting on February 13, 2016;

WHEREAS Andrew Biteen and Monique Lessard have confirmed their interest in serving an additional three year term on the Board;

It was moved by Doug Brown, seconded by Ray Fourneaux, and carried

THAT the Board approve the recommendation of the Executive Committee and appoint Andrew Biteen in the Pre-University Alumni category and Monique Lessard in the Technical Alumni category, each to serve a three year mandate on the Board starting on February 13, 2016.

371-14 **STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS**

It was moved by Robin Richard-Shaw, seconded by Susana Ribeiro, and carried

THAT the Board approve for forwarding to Quebec, the names of 390 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 48 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in January 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

371-15 **OPERATIONS REPORT**

The Director General and Academic Dean presented the key highlights of the Operations Report included in the package.

371-16 **CLOSING OF THE 371st BOARD MEETING**

It was moved by Bill Russell

THAT the 371st Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

372nd REGULAR BOARD MEETING – FEBRUARY 23, 2016 – 7:00 PM – SH-104

Present:	Cynthia Némorin, Acting Chair John Halpin, Director General Eyal Baruch Andrew Biteen (<i>arrived at item 04</i>) Doug Brown Steven Colpitts Ray Fourneaux Monique Lessard Bill Mahon Hanna Oosterveen Robin Richard-Shaw Line Roussin William Russell Erich Schmedt, Academic Dean Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Guylaine Audet, Chair Louise Arsenault Jeffrey Derevensky Andre Mumme Suzana Ribeiro
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By invitation: Lisa Boyle, Education Advisor, College Assessment

372-01 APPROVAL OF AGENDA

It was moved by Doug Brown, seconded by Bill Mahon, and carried

THAT the Board approved the agenda as presented.

372-02 MINUTES – 371st BOARD MEETING

It was moved by Eyal Baruch, seconded by Line Roussin, and carried

THAT the Minutes of the 371st Board meeting be approved as presented.

372-03 BUSINESS ARISING FROM THE 371st BOARD MEETING

The College management team met with Mr. Bernard Tremblay, President & Director General of *La Fédération des cégeps*, on January 27, 2016. Mr. Tremblay reviewed some of the highlights of the previous year and provided insight regarding the anticipated issues for 2016. The exchange was constructive and Mr. Tremblay left with a much better understanding of the renovation challenges faced by the College.

The Director General provided an update on the contract with Xerox which was brought to the Board for approval at the last meeting; this contract was signed and the delivery and installation of the equipment will commence this week.

372-04 NETWORK NEWS

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he mentioned the medical leave of the recently appointed Minister of Education, Pierre Moreau, he summarized highlights of the *Forum des DGs* held in Quebec City on February 17 and 18, 2016 as well as of the *Compétences du futur* event organized by the Montreal Chamber of Commerce on February 12, 2016.

372-05 REPORT FROM THE EXECUTIVE COMMITTEE

The Director General reviewed the draft minutes from the last Executive Committee meeting held on February 10, 2016.

372-06 QUALITY ASSURANCE – SURVEY RESULTS

As a continuum for the development of a plan regarding the evaluation of the quality assurance system at the College, Lisa Boyle, Education Advisor, College Assessment, presented the results of the new alumni survey which was originally created in January 2015.

372-07 AMENDMENT TO BY-LAW 9 “CONCERNING PROCUREMENT, SERVICE AND CONSTRUCTION WORK CONTRACTS”

In conformity to By-Law 1 “Concerning the General Administration of the College” Article 2.7.16 “Amendment or Revocation of By-Law”

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The proposed amendments to By-law 9 “Concerning Procurement, Service and Construction Work Contracts” were tabled at the January 26, 2016 regular Board meeting to be voted on at the February 23, 2016 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by February 9, 2016;

WHEREAS no feedback was received by February 9, 2016;

It was moved by Monique Lessard, seconded by Ray Fourneau, and carried

THAT the Board of Governors approve By-law 9 "Concerning Procurement, Service and Construction Work Contracts" as amended and to take effect immediately.

372-08 APPOINTMENT OF VICE-CHAIRPERSON

WHEREAS Cynthia Némorin has tendered her resignation as Vice-Chairperson of the Board to take effect at the closing of this meeting;

It was moved by Line Roussin, seconded by Steven Colpitts, and carried

THAT Louise Arsenault be appointed Vice-Chairperson of the Board of Governors for the balance of the 2015-2016 academic year.

EVALUATION COMMITTEES – DIRECTOR GENERAL AND ACADEMIC DEAN

WHEREAS due to Louise Arsenault's appointment as Vice-Chairperson of the Board of Governors for the balance of the 2015-2016 academic year, it is necessary to modify the composition of the Evaluation Committees of the Director General and the Academic Dean;

It was moved by Eyal Baruch, seconded by Steven Colpitts, and carried

THAT the the Board of Governors approve the composition of the Evaluation Committee of the Director General to include the following non-employee member of the Board: Eyal Baruch; and

THAT the Board of Governors approve the composition of the Evaluation Committee of the Academic Dean to include the following two non-employee members of the Board: Louise Arsenault and Guylaine Audet.

372-09 APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER

WHEREAS Cynthia Némorin has tendered her resignation as Executive Committee Member of the Board to take effect at the closing of this meeting;

It was moved by Monique Lessard, seconded by Ray Fourneau, and carried

THAT Louise Arsenault be appointed Executive Committee member for the balance of the 2015-2016 academic year.

372-10 POLICY NO. 20 RISK MANAGEMENT FRAMEWORK

WHEREAS a draft Risk Management Framework Policy was presented to the Board members for their consideration;

It was moved by Doug Brown, seconded by Robin Richard-Shaw, and carried

THAT the Board of Governors approve Policy No. 20 Risk Management Framework and to take effect immediately.

372-11 OPTECH REORGANIZATION

The Director General informed the Board members that the reorganization that is currently proposed would have the effect of simplifying the corporate structure by maintaining only one incorporated entity. More specifically, the management of the CCTT would be entrusted to Optech Montréal (rather than Optech). Optech Montréal would dispense its services by way of two non-incorporated divisions, one division servicing Montréal and another servicing La Pocatière. Optech and Optech La Pocatière would be liquidated and subsequently dissolved. In the context of such liquidation, Optech Montréal would receive all of the assets and assume all of the liabilities of Optech and Optech La Pocatière.

372-12 ACADEMIC CALENDARS 2016-2017

The Academic Dean presented the 2016-2017 Academic Calendars for both Day Division and Continuing Education.

ACADEMIC CALENDAR 2016-2017

a) DAY DIVISION

It was moved by Eyal Baruch, seconded by Line Roussin, and carried

THAT the Board of Governors approve the Day Division Academic Calendar for the 2016-2017 academic year, as presented.

b) CONTINUING EDUCATION

It was moved by Robin Richard-Shaw, seconded by Line Roussin, and carried

THAT the Board of Governors approve the Continuing Education Academic Calendar for the 2016-2017 academic year, as amended.

[NOTE: Article 12 of the CEGEP ACT applied on the voting of both resolutions above and, as such, no staff member on the Board, with the exception of the Director General and the Academic Dean, was eligible to vote.]

372-13 **STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS**

It was moved by Ray Fourneaux, seconded by Robin Richard-Shaw, and carried

THAT the Board approve for forwarding to Quebec, the names of 93 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 11 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in February 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

372-14 **OPERATIONS REPORT**

The Director General presented the key highlights of the Operations Report included in the package.

372-15 **CLOSING OF THE 372nd BOARD MEETING**

On behalf of the Board, the Acting Chair and the Director General extended a special thank you to Bill Russell whose mandate on the Board is coming to an end. Bill has served as a member of the Board in the faculty category for the past six years and his dedication and contribution have been greatly appreciated. It was mentioned that the election process for the selection of a new faculty member on the Board will begin in March 2016.

All Board members were invited for a guided tour of the renovated HEPS department on the third floor of the Herzberg building.

It was moved by Bill Russell

THAT the 372nd Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

373rd REGULAR BOARD MEETING – MAY 3, 2016 – 7:00 PM – SH-104

Present:	Guylaine Audet, Chair John Halpin, Director General Louise Arsenault Eyal Baruch Andrew Biteen Doug Brown Steven Colpitts Jeffrey Derevensky Ray Fourneaux Bill Mahon Andre Mumme Hanna Oosterveen Suzana Ribeiro Line Roussin Anna Woodrow Erich Schmedt, Academic Dean Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Monique Lessard Cynthia Némorin Robin Richard-Shaw
By invitation:	Stephanie Hygate, Director of Continuing Education & International Programs Michael Johnston, Director of Facilities & IT Donna Yates, Director of Human Resources		

The Chair welcomed and introduced to the Board: Anna Woodrow, newly acclaimed faculty representative and Ray Fourneaux, re-acclaimed support personnel representative for a second mandate.

373-01 APPROVAL OF AGENDA

It was moved by Steven Colpitts, seconded by Anna Woodrow, and carried

THAT the Board approved the agenda as presented.

373-02 MINUTES – 372nd BOARD MEETING

It was moved by Jeffrey Derevensky, seconded by Ray Fourneaux, and carried

THAT the minutes of the 372nd Board meeting be approved as presented.

373-03 **BUSINESS ARISING FROM THE 372nd BOARD MEETING**

The proposed reorganization of Optech which would have the effect of simplifying the corporate structure by maintaining only one incorporated entity has not yet been finalized. The main outstanding point is which *cégep* will be selected as the *cégep fiduciaire*.

373-04 **NETWORK NEWS**

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he mentioned:

- The *Forum des DGs* will be held on May 5 & 6. The Ministry revealed last week that the financial information which is usually revealed at this forum will be delayed until mid-May.
- Hélène David, *Ministère de l'Éducation et de l'Enseignement supérieur*, was invited to attend an RCMM meeting on April 8, 2016. The exchange was constructive and positive. Ms. David expressed her intention of developing regular & direct contact with the colleges and she would soon be implementing changes that would help colleges become more autonomous in their decision making process. She also mentioned that she does not foresee any further cutbacks for the next three years.
- The new Director General of Marianopolis College is Christian Corno. The Director Generals of both Champlain College (Ken Robertson) and Vanier College (Normand Bernier) have announced their retirements, effective June 2016.

373-05 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General briefly reviewed the draft minutes from the last Executive Committee meeting held on April 11, 2016.

373-06 **APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER**

WHEREAS William Russell's position on the Board came to an end on March 20, 2016, thus creating a vacancy on the Executive Committee;

WHEREAS the Executive Committee is recommending that the Board of Governors appoint Doug Brown as the new Executive Committee member for the balance of the 2015-2016 academic year;

It was moved by Louise Arseneault, seconded by Andre Mumme, and carried

THAT the Board of Governors appoint Doug Brown as the new Executive Committee member for the Balance of 2015-2016 academic year.

373-07 POLICY NO. 21 "COMMUNICATIONS POLICY"

Donna Yates, Director of Human Resources, explained that the intent of the Communications Policy is to remind employees and students of the roles and responsibilities with respect to various social media and postings while respecting the College's visual identity. In essence, this policy provides the necessary guidelines to support the transparent delivery of pertinent information to internal and external audiences.

It was further explained that the intent of this policy is not to supersede nor replace the Student Code of Conduct (for students) nor applicable collective agreements (for employees).

WHEREAS a draft "Communications Policy" was presented to the Board members for their consideration;

It was moved by Eyal Baruch, seconded by Doug Brown, and carried

THAT the Board of Governors approve Policy No. 21 "Communications Policy" to take effect immediately.

One abstention and one vote against were recorded.

373-08 AMENDMENT TO POLICY NO. 8 "POLICY ON CONFLICTS OF INTEREST IN CLOSE PERSONAL RELATIONSHIPS FOR COLLEGE EMPLOYEES"

WHEREAS a revised version of Policy No. 8 "Policy on Conflicts of Interest in Close Personal Relationships for College Employees" was presented to the Board members for their consideration;

It was moved by Doug Brown, seconded by Line Roussin, and carried

THAT the Board of Governors approve the amendments to Policy no.8 "Policy on Conflicts of Interest in Close Personal Relationships for College Employees" to take effect immediately.

373-09 NOTICE OF MOTION AS PER ARTICLE 2.7.16 OF BY-LAW 1 TO AMEND BY-LAW 7 "CONCERNING HUMAN RESOURCES MANAGEMENT"

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The amendments to By-law 7 "Concerning Human Resources Management" are tabled at the May 3, 2016

regular Board meeting to be voted on at the June 14, 2016 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by May 24, 2016;

WHEREAS the Board of Governors at its June 14, 2016 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 7 "Concerning Human Resources Management" as deemed appropriate.

373-10 OVERVIEW OF THE RENOVATION PLAN

Michael Johnston, Director of Facilities & IT, presented a detailed summary of the College's renovation plan for 2016.

373-11 FEDERAL INVESTMENT PROJECTS - APPROVAL

373-11a ENGINEERING TECH LABS, ENTREPRENEURIAL INCUBATOR (SANDBOX) AND THE UPGRADE OF THE LIBRARY WINDOWS

WHEREAS the Government of Canada has launched in early April the application process for the *Post-Secondary Institutions Strategic Investment Fund (SIF)* which is a time-limited program that will provide up to \$2 billion to accelerate strategic construction, repair and maintenance activities at universities and colleges across Canada; this fund is aimed to enhance and modernize research facilities on Canadian campuses and improve the environmental sustainability of these facilities;

WHEREAS the deadline for institutional submission to the MEES for this fund was April 24, 2016;

WHEREAS the College has submitted a request for this fund in connection with its engineering tech labs, entrepreneurial incubator (sandbox) and the upgrade of its library windows, as more fully described at the Board meeting (collectively, the "Projects");

WHEREAS the total budget for the Projects is estimated at approximately \$3M and should the Government of Canada grant funds corresponding to 50% of the cost of the Projects, the College intends to provide the additional 50% of the necessary funding to realize the completion of the Projects;

It was moved by Ray Fourneaux, seconded by Andre Mumme, and carried

THAT the College be and it is hereby authorized to submit a request to the *Post-Secondary Institutions Strategic Investment Fund (SIF)* to secure government funds from the Government of Canada to realize the completion of the Projects;

THAT the College hereby confirms that it will provide the additional 50% of the necessary funding to realize the completion of the Projects, should the Government of Canada grant funds corresponding to 50% of the cost of the Projects; and

THAT the Director General be and is hereby authorized to act on the College's behalf in submitting a request to the *Post-Secondary Institutions Strategic Investment Fund (SIF)* to secure funding from the Government of Canada for the Projects and, in such respect, is hereby authorized to do all things and sign all documents necessary or desirable for the purpose of giving effect to the foregoing.

373-11b **RESEARCH LIBRARY**

WHEREAS the Government of Canada has launched in early April the application process for the *Post-Secondary Institutions Strategic Investment Fund (SIF)* which is a time-limited program that will provide up to \$2 billion to accelerate strategic construction, repair and maintenance activities at universities and colleges across Canada; this fund is aimed to enhance and modernize research facilities on Canadian campuses and improve the environmental sustainability of these facilities;

WHEREAS the deadline for institutional submission to the MEES for this fund was April 24, 2016;

WHEREAS the College has submitted a request for this fund in connection with its research library, as more fully described at the Board meeting (the "**Project**");

WHEREAS the total budget for the Project is estimated at approximately \$7.2M and should the Government of Canada grant funds corresponding to 50% of the cost of the Project, the College intends to provide the additional 50% of the necessary funding to realize the completion of the Project;

It was moved by Doug Brown, seconded by Louise Arsenault, and carried

THAT the College be and it is hereby authorized to submit a request to the *Post-Secondary Institutions Strategic Investment Fund (SIF)* to secure government funds from the Government of Canada to realize the completion of the Project;

THAT the College hereby confirms that it will provide the additional 50% of the necessary funding to realize the completion of the Project, should the Government of Canada grant funds corresponding to 50% of the cost of the Project; and

THAT the Director General be and is hereby authorized to act on the College's behalf in submitting a request to the *Post-Secondary Institutions Strategic Investment Fund (SIF)* to secure funding from the Government of Canada for the Project and, in such respect, is hereby authorized to do all things and sign all documents necessary or desirable for the purpose of giving effect to the foregoing.

373-11c **MONTREAL NURSING SIMULATOR CENTER**

WHEREAS the Government of Canada has launched in early April the application process for the *Post-Secondary Institutions Strategic Investment Fund (SIF)* which is a time-limited program that will provide up to \$2 billion to accelerate strategic construction, repair and maintenance activities at universities and colleges across Canada; this fund is aimed to enhance and modernize research facilities on Canadian campuses and improve the environmental sustainability of these facilities;

WHEREAS the deadline for institutional submission to the MEES for this fund was April 24, 2016;

WHEREAS, in conjunction with nine other colleges, the College has participated in the submission of a joint request for this fund in connection with the Montreal Nursing Simulator Center, as more fully described at the Board meeting (the "**Project**");

WHEREAS the total budget for the Project is estimated at approximately \$2.6M and should the Government of Canada grant funds corresponding to 50% of the cost of the Project, the College intends to provide its 5%

portion of the necessary funding to realize the completion of the Project, estimated at approximately \$130k;

It was moved by Andrew Biteen, seconded by Steven Colpitts, and carried

THAT the College be and it is hereby authorized to participate in the submission of a joint request to the *Post-Secondary Institutions Strategic Investment Fund (SIF)* to secure government funds from the Government of Canada to realize the completion of the Project;

THAT the College hereby confirms that it will provide its 5% portion of the necessary funding to realize the completion of the Project, should the Government of Canada grant funds corresponding to 50% of the cost of the Project; and

THAT the Director General be and is hereby authorized, for and on behalf of the College, to do all things and sign all documents necessary or desirable for the purpose of giving effect to the foregoing resolution.

373-12 REVISED AEC - NETWORK ADMINISTRATION (AEC LEA.80 PROGRAM)

WHEREAS Article 16 of the *Règlement sur le régime des études collégiales* authorizes colleges to establish and implement an institutional program leading to an Attestation of College Studies (AEC);

WHEREAS the Network Administration LEA.80 Program was revised to better respond to labour market needs;

WHEREAS the Academic Council at its meeting of February 5, 2016 recommended that the College offer the revised Attestation of College Studies (AEC) in Network Administration LEA.80;

It was moved by Bill Mahon, seconded by Doug Brown, and carried

THAT the Board of Governors approve the revised program leading to an Attestation of College Studies (AEC) in Network Administration LEA.80 starting during the Summer 2016 semester.

373-13 REVISED AEC - CISCO NETWORKING (AEC LEA.BJ PROGRAM)

WHEREAS Article 16 of the *Règlement sur le régime des études collégiales* authorizes colleges to establish and implement an institutional program leading to an Attestation of College Studies (AEC);

WHEREAS the Cisco Networking LEA.BJ Program was revised to better respond to labour market needs;

WHEREAS the Academic Council at its meeting of February 5, 2016 recommended that the College offer the revised Attestation of College Studies (AEC) in Cisco Networking LEA.BJ;

It was moved by Ray Fourneaux, seconded by Line Roussin, and carried

THAT the Board of Governors approve the revised program leading to an Attestation of College Studies (AEC) in Cisco Networking LEA.BJ starting during the Fall 2016 semester.

373-14 DG/AD EVALUATION COMMITTEE MEETING – STATUS

The two evaluation committees met jointly on March 22, 2016 to establish the evaluation process and to determine the survey approach. The completed evaluation forms have been submitted to the Chair of each committee. The committee members will meet to review the data on May 10, 2016 and recommendations will be made to the Board at its next meeting on June 14, 2016.

373-15 SUCCESS STORIES

The Director General presented some of the College's success stories. A discussion ensued amongst the Board members and various ideas and suggestions were made. This presentation will help in the future assessment of the College's reputation.

373-16 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Steven Colpitts, seconded by Andrew Biteen, and carried

THAT the Board approve for forwarding to Quebec, the names of 18 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 34 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in April 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

373-17 OPERATIONS REPORT

The Director General and the Academic Dean presented the key highlights of the Operations Report included in the package.

373-18 CLOSING OF THE 373rd BOARD MEETING

John extended an invitation to all Board members for a special dinner that will be served prior to the start of the next Board Meeting on June 14, 2016 to thank everyone for their dedication and contribution to the Board. A formal invitation will be sent shortly.

It was moved by Suzana Ribiero

THAT the 373rd Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

374th REGULAR BOARD MEETING – JUNE 14, 2016 – 7:00 PM – SH-104

Present: Guylaine Audet, Chair
John Halpin, Director General
Louise Arsenault
Eyal Baruch
Andrew Biteen
Doug Brown
Steven Colpitts
Jeffrey Derevensky
Ray Fourneaux
Monique Lessard
Bill Mahon
Andre Mumme
Suzana Ribeiro
Robin Richard-Shaw
Line Roussin
Erich Schmedt
Anna Woodrow
Stavroula Makris, Secretary General
Rosanna Fortunato, Recording Secretary

Regrets: Cynthia Némorin
Hanna Oosterveen

By invitation: Caroline Charbonneau, Director of Finance and Legal Affairs
Barth Gillan, Director of Foundation
Dennis Waide, Director of Student Services
Donna Yates, Director of Human Resources

374-01 APPROVAL OF AGENDA

It was moved by Louise Arsenault, seconded by Line Roussin, and carried

THAT the Board approved the agenda as presented.

374-02 MINUTES – 373rd BOARD MEETING

It was moved by Andre Mumme, seconded by Doug Brown, and carried

THAT the minutes of the 373rd Board meeting be approved as presented.

374-03 **BUSINESS ARISING FROM THE 373rd BOARD MEETING**

There was no business arising from the previous minutes.

374-04 **NETWORK NEWS**

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he mentioned:

- The College has not yet received any confirmation from the Ministry regarding Board nominations for members whose mandates have expired.
- The members forming part of the Executive Committee for *Fédération des Cégeps* have been elected. John Halpin has been elected to represent the English Cégeps on this committee until 2018.
- The Ministry has reconfirmed its intention to implement changes that would help colleges become more autonomous in their decision making process.

374-05 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last Executive Committee meeting held on May 25, 2016.

374-06 **CAPITAL BUDGET 2016-2017 – PROVISIONAL**

WHEREAS the Executive Committee is recommending that the Board of Governors approve a provisional Capital Budget of **\$4,890,100** for the 2016-2017 fiscal year.

It was moved by Bill Mahon, seconded by Ray Fourneaux, and carried

THAT the Board of Governors approve a provisional Capital Budget of **\$4,890,100** for the 2016-2017 fiscal year.

374-07 **OPERATIONAL BUDGET 2016-2017**

WHEREAS the Executive Committee is recommending that the Board of Governors approve the Operational Budget for the 2016-2017 fiscal year, as prepared by the administration.

It was moved by Andre Mumme, seconded by Louise Arsenault, and carried

THAT the Board of Governors approve the Operational Budget for the 2016-2017 fiscal year, as prepared by the administration.

374-08 **AMENDMENT TO BY-LAW 7 "CONCERNING HUMAN RESOURCES MANAGEMENT"**

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The proposed amendments to By-law 7 "Concerning Human Resources Management" were tabled at the May 3, 2016 regular Board meeting to be voted on at the June 14, 2016 regular Board meeting;

WHEREAS Board members were asked to forward any feedback to the Secretary General by May 24, 2016;

WHEREAS no feedback was received by May 24, 2016;

It was moved by Line Roussin, seconded by Andrew Biteen, and carried

THAT the Board of Governors approve By-law 7 "Concerning Human Resources Management" as amended and to take effect immediately.

374-09 **DÉCLARATION DU DIRIGEANT DE L'ORGANISME – LOI SUR LES CONTRATS DES ORGANISMES PUBLICS**

The Director General reviewed the report identifying contracts with additional expenditures exceeding 10% of the initial amount of the contract as well as other cases requiring authorization.

374-10 **AMENDMENT TO RESOLUTION 329-07 DELEGATION OF AUTHORITY TO THE DIRECTOR GENERAL**

WHEREAS the College is a public body within the meaning of *An Act Respecting Contracting by Public Bodies* (CQLR c. C-65.1) and associated regulations (the Act);

WHEREAS, under the Act, certain authority and certain responsibilities are conferred on the Board of Governors of a public body;

WHEREAS, under section 8 of the Act and article 10 of By-Law 9 *Concerning Procurement, Service and Construction Work Contracts*, the Board of Governors of the College may, by resolution, delegate all or part of the functions exercised by the Board of Governors to the Executive Committee or the Director General;

WHEREAS, at its Board meeting of June 9, 2009, the members of the Board of Governors passed Resolution 329-07 delegating authority to the Director General, as same was subsequently amended by Resolution 360-12;

WHEREAS Resolution 329-07 stipulates that any amendment to such resolution shall be adopted by the Board of Governors;

It was moved by Doug Brown, seconded by Robin Richard-Shaw, and carried

THAT Resolution 329-07, as amended, be repealed in its entirety and replaced with the following:

THAT the Board of Governors, in the interests of good governance, delegate to the Director General the exercise of the following functions:

Function
Signing the <i>Déclaration du dirigeant de l'organisme</i> (declaration sheet from the body's Board of Governors) to be submitted annually to the Secrétariat du Conseil du trésor.
Authorize entering into a contract involving confidential or protected information, involving an expenditure equal to or above the public tender threshold.
Authorize entering into a contract for which a public call for tenders would not serve the public interest, involving an expenditure equal to or above the public tender threshold.
Authorize a contract amendment that entails an additional expenditure totalling more than 10% of the initial amount of the contract and involving an expenditure equal to or above the public tender threshold.
Authorize entering into a contract with a contractor who is ineligible for public contracts, or a public subcontract directly related to a public contract with such a contractor, if a public body considers that urgent action is required and there is a threat to human safety or property.
Authorize entering into a contract with an enterprise that does not hold an authorization, or a public subcontract directly related to a public contract with such an enterprise, if a public body considers that urgent action is required and there is a threat to human safety or property.
Authorize rejecting a tender because the price is unusually low.
Authorize entering into a contract involving an expenditure equal to or above the public tender threshold; <ul style="list-style-type: none"> • with the only supplier, service provider, or contractor who submitted a compliant tender; • with the only supplier, service provider, or contractor who submitted an acceptable tender following a quality evaluation.
Authorize issuing a call for public tender including an awarding rule allowing the awarding of an order to any of the selected suppliers whose submitted price does not exceed the lowest price by more than 10%.
Authorize entering into a contract whose expected term, including any renewal, is greater than 3 years, without exceeding 5 years in the case of a delivery order contract.

Function
Authorize entering into a contract of a repetitive nature whose expected term, including any renewal, is greater than 3 years, without exceeding 5 years in the case of a task order contract.
Authorize publishing a notice of a call for tenders if the tender validity period is greater than 45 days.
Authorize an exemption from the requirement to enter into a contract for professional information technology services involving an expenditure equal to or greater than \$500,000 with a service provider that holds an ISO 9001:2008 registration certificate.
Authorize an exemption from certain terms and conditions relating to the operation of a selection committee.
Authorize entering into a contract with a natural person who does not operate a sole proprietorship involving an expenditure equal to or greater than \$50,000, or, in the case of successive contracts entered into with such a person, entering into a new contract if the amount of the expenditure of the new contract together with the expenditures of previous contracts is equal to or greater than \$50,000.
Authorize an amendment that entails an additional expenditure totalling more than 10% of the amount of a contract entered into with a natural person who does not operate a sole proprietorship involving an expenditure equal to or greater than \$50,000.
All functions conferred on the Board of Governors of the body under the Act, its regulations, and its directives.

THAT when his/her authority has been exercised, the Director General shall report to the Board of Governors, at least once a year, or no later than the last meeting of each fiscal year;

THAT any amendment or repeal of this resolution shall be adopted by the Board of Governors of the College and comply with provisions of the Act and associated regulations;

THAT this resolution shall come into effect on the day of its adoption by the Board of Governors.

374-11 OPTECH REORGANIZATION

WHEREAS, with the authorization of the Minister, John Abbott College (the "College"), together with Cégep de La Pocatière ("CLP") and Cégep André-Laurendeau ("CAL"), have established a college centre for technology transfer in optics/photonics (the "CCTT");

WHEREAS, in accordance with article 17.2 of the *Colleges Act*, the management of the CCTT has been entrusted to *Centre collégial de transfert de technologie en optique – photonique, Optech* ("Optech"), a legal person which dispenses its services by way of two incorporated divisions, notably, *Centre de photonique du Québec inc.* ("Optech La Pocatière") in La Pocatière and *Centre de technologie physique et photonique de Montréal* ("Optech Montréal") in Montréal;

WHEREAS it is the intention of the parties to proceed to a corporate reorganization of the CCTT (the "Reorganization") so as to entrust the management of the CCTT to Optech Montréal which will dispense its

services by way of at least two unincorporated divisions (one in Montréal and one in La Pocatière for the time being);

WHEREAS, in the context of the Reorganization, the liquidation and dissolution of Optech and Optech La Pocatière are provided for;

It was moved by Monique Lessard, seconded by Andre Mumme, and carried

THAT the Reorganization be and is hereby approved;

THAT the Director General of the College be and is hereby authorized, for and on behalf of the College, to do all things and execute any and all documents necessary or desirable to give effect to the Reorganization, including, without limitation, the execution of the following agreements:

- (i) *convention de partenariat* among CAL, CLP and the College;
- (ii) *convention de gestion d'un centre collégial de transfert de technologie* among CAL, CLP, Optech Montréal and the College; and
- (iii) *convention de répartition de biens et règlement de dettes* between Optech and Optech Montréal, with the interventions of CAL, CLP and the College;

374-12 **REPORT FROM THE DIRECTOR GENERAL EVALUATION COMMITTEE**

The Chair requested that the committee report on the evaluation of the Director General and any discussion thereon be held *in camera*.

a) **IN CAMERA SESSION**

It was moved by Andre Mumme, seconded by Suzana Ribeiro, and carried

THAT the Board receive and discuss the committee report on the evaluation of the Director General *in camera*.

After discussion, the following motion was adopted:

It was moved by Suzana Ribeiro, seconded by Ray Fourneaux, and carried

THAT the Board accept the committee report on the evaluation of the Director General.

b) **RETURN TO REGULAR MEETING**

It was moved by Eyal Baruch, seconded by Line Roussin, and carried

THAT the Board exit from the *in camera* session and continue regular business.

The Director General, John Halpin, was absent from the meeting during the *in camera* session.

374-13 **REPORT FROM THE ACADEMIC DEAN EVALUATION COMMITTEE**

The Director General requested that the committee report on the evaluation of the Academic Dean and any discussion thereon be held *in camera*.

a) **IN CAMERA SESSION**

It was moved by Doug Brown, seconded by Suzana Ribeiro, and carried

THAT the Board receive and discuss the committee report on the evaluation of the Academic Dean *in camera*.

After discussion, the following motion was adopted:

It was moved by Andre Mumme, seconded by Bill Mahon, and carried

THAT the Board accept the committee report on the evaluation of the Academic Dean.

b) **RETURN TO REGULAR MEETING**

It was moved by Ray Fourneaux, seconded by Line Roussin, and carried

THAT the Board exit from the *in camera* session and continue regular business.

The Academic Dean, Erich Schmedt, was absent from the meeting during the *in camera* session.

374-14 **BOARD OF GOVERNORS MEETING DATES 2016-2017**

WHEREAS pursuant to Article 2.7.1.1 of By-law 1 *Concerning the General Administration of the College*, regular meetings of the Board shall be held on the dates and at the times set at the last regular meeting of each fiscal year; the Board shall meet at least four (4) times per fiscal year;

It was moved by Steven Colpitts, seconded by Suzana Ribeiro, and carried

THAT the Board set the regular meetings of the Board of Governors of John Abbott College for the 2016-2017 academic year to start at 7:00 p.m. on the following days:

- September 27, 2016
- November 1, 2016
- December 13, 2016
- February 7, 2017
- March 28, 2017
- May 2, 2017
- June 13, 2017

374-15 APPOINTMENT OF CHAIRPERSON OF THE BOARD 2016-2017

It was moved by moved by Doug Brown, seconded by Anna Woodrow, and carried

THAT Guylaine Audet be appointed Chairperson of the Board of Governors for the 2016-2017 academic year.

374-16 APPOINTMENT OF VICE-CHAIRPERSON OF THE BOARD 2016-2017

It was moved by Doug Brown, seconded by Andre Mumme, and carried

THAT Louise Arsenault be appointed Vice-Chairperson of the Board of Governors for the 2016-2017 academic year.

374-17 APPOINTMENT OF THE EXECUTIVE COMMITTEE 2016-2017

It was moved by Anna Woodrow, seconded by Andrew Biteen, and carried

THAT the Executive Committee be composed of:

- The Director General, John Halpin, who will chair the Committee
- Guylaine Audet, Chairperson of the Board
- Louise Arsenault, Vice-Chairperson of the Board
- Erich Schmedt, Academic Dean
- Doug Brown, Faculty Member
- One student member to be appointed by the Board after student elections

374-18 ACADEMIC COUNCIL COMPOSITION 2016-2017

It was moved by Louise Arsenault, seconded by Steven Colpitts, and carried

THAT, in conformity to By-Law 5 "Concerning the Academic Council", Articles 2.1.1.1. and 2.1.1.2, the administrators identified below be appointed members of the Academic Council for the 2016-2017 academic year:

<u>Members</u>	<u>Replacement</u>
SCHMEDT Erich Academic Dean	BERGHELLO Teresa
DORSNIE Ronnie Dean of Academic Resources	
HAUGHEY Roger Dean of Arts & General Education	
LEECH Margaret Dean of Technologies	

WHEREAS Article 2.1.1 of By-Law 5 sets the number of members per category;

WHEREAS the election of non-teaching professionals, support staff, students and teacher representatives as

members of the Academic Council was carried out by means of a secret ballot by their respective peers in accordance with Article 2.2.1 of By-Law 5;

WHEREAS the Secretary General received the minutes of such election meetings and wishes to present the names of the elected candidates to the Board for approval, as required by Article 2.2.2 of By-Law 5;

It was moved by Louise Arsenault, seconded by Steven Colpitts, and carried

THAT the Board approve the election of the individuals named below and appoint them as members of the Academic Council for the 2016-2017 academic year:

MEMBERS	POTENTIAL REPLACEMENTS
Faculty (JACFA)	
ARES Violaine, H/P/R	CHAREST Julien
BLACK Suzanne, Chemistry	HOLLAND Ed
BROWN Jeffery, PHEC	LIMOGES Alexandre
BRYCE Stephen, Geosciences	VAILLANCOURT Pierre
CASEY Michael, Bio-Pharma	
DAVIS Kevin, Mathematics	
HADD Wendi, Sociology	
LUNNY Deborah, H/P/R	
SOLLAZZO Rhoda, Mathematics	
SOSNOWICZ Abe, English	
VANSTONE James, HEPS	
Non-teaching Professionals (JACPA)	
CHAPMAN Lou	MACKIE Patricia
Administrative support (JACASPA)	
CAMPEAU David	ROSS Joanne
Students (SUJAC)	
BURGY Michel	PRUDKOV Daniel
PIZZUCO-ENNIS Olivia-Jeri	TBA
SMITH Sean	TBA

374-19 STAKEHOLDERS FOR REPUTATION ASSESSMENT

After consultation with the Board members, the revised list of stakeholders for the assessment of the College reputation is as follows:

- High school guidance counsellors and principals
- Schoolboard representatives (local & aboriginal)
- Companies who receive our stagiaires and graduates
- West Island Chamber of Commerce
- PME West Island
- International partners
- West Island local municipalities
- University admission offices
- Alumni and students
- Accreditation agencies and professional orders
- Ste. Anne's Hospital
- Businesses in Ste. Anne
- MAC Campus
- Athletic associations
- Community patrol in Ste. Anne and in other proximate areas such as Baie D'Urfe
- *Emploi Québec*

374-20 PRESENTATION ON LEARNING OUTCOMES

Dennis Waide, Director of Student Services, presented the concept of student learning outcomes which is gradually being implemented by Student Services. The next step will be to implement this concept in all sectors of Student Services.

374-21 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Line Roussin, seconded by Doug Brown, and carried

THAT the Board approve for forwarding to Quebec, the names of 5 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 9 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in May 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

374-22 OPERATIONS REPORT

The Director General and the Academic Dean presented the key highlights of the Operations Report included in the package.

374-23 CLOSING OF THE 374th BOARD MEETING

It was moved by Doug Brown

THAT the 374th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

375th REGULAR BOARD MEETING – SEPTEMBER 27, 2016 – 7:00 PM – SH-104

Present: Guylaine Audet, Chair
John Halpin, Director General
Louise Arsenault
Eyal Baruch
Andrew Biteen
Doug Brown
Michel Burgy
Steven Colpitts
Ray Fourneaux
Ian Hadida
Monique Lessard
Bill Mahon
Kathy Nodzynski
Suzana Ribeiro
Line Roussin
Erich Schmedt
Dalia Toledano
Paula Wood-Adams
Anna Woodrow
Stavroula Makris, Secretary General
Rosanna Fortunato, Recording Secretary

By invitation: Caroline Charbonneau, Director of Finance & Legal Affairs
Barth Gillan, Director of Foundation
Michael Johnston, Director of Facilities & IT
Andre Mumme, Former Board Member
Dennis Waide, Director of Student Services

The Chair, Guylaine Audet, welcomed everyone to the first Board meeting of the 2016-2017 academic year and introduced the following new Board members:

- Kathy Nodzynski, newly elected student representative for Pre-University Studies;
- Michel Burgy, newly elected student representative for Technical Studies;
- Ian Hadida, newly appointed Socio-Economic representative;
- Dalia Toledano, newly appointed Socio-Economic representative; and
- Paula Wood-Adams, newly appointed University representative.

In addition, on behalf of all Board members, the Chair expressed her gratitude to Andre Mumme for his dedication and commitment as a Board member for over ten years.

375-01 **APPROVAL OF AGENDA**

It was moved by Louise Arsenault, seconded by Steven Colpitts, and carried

THAT the Board approved the agenda as presented.

375-02 **MINUTES – 374th BOARD MEETING**

It was moved by Andrew Biteen, seconded by Line Roussin, and carried

THAT the minutes of the 374th Board meeting be approved as presented.

375-03 **BUSINESS ARISING FROM THE 374th BOARD MEETING**

The Director General stated that the various contracts for the corporate reorganization of OPTECH have been signed.

375-04 **RECENT STUDENT INCIDENT**

The Director General provided an update on the recent student incident reported in the media.

375-05 **NETWORK NEWS**

The Director General gave the Board a brief synopsis of recent news across the collegial network. More specifically, he mentioned:

- The Minister of Higher Education, Ms. H el ene David, and the Minister of Native Affairs, Mr. Geoffrey Kelley, visited the College on September 23, 2016 as part of the ongoing tour of all colleges and universities in the network. The College administration presented three key messages: i) renovations are expensive; ii) shortage of space; and iii) flexibility for our aboriginal programs.
- *Le Minist ere de l' ducation et de l'Enseignement Sup erieur* released, in early September, a consultation document regarding the implementation of a *Conseil des Coll eges du Qu ebec* and the modifications to the *R glement sur le r gime des  tudes coll giales (RREC)*. The first consultation meeting was held in Qu ebec on September 22, 2016.
- The College is still awaiting news regarding its application for three projects made under the Post-Secondary Institutions Strategic Investment Fund (SIF).
- Erich Schmedt announced his decision not to complete his mandate as Academic Dean and to retire from his position by the end of 2017. In accordance with By-Law 2 *Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean*, a Search Committee will need to be established for the selection of a new Academic Dean.

375-06 REPORT FROM THE EXECUTIVE COMMITTEE

The Director General reviewed the draft minutes from the last Executive Committee meeting held on September 14, 2016.

375-07 AMENDMENT TO OPERATIONAL BUDGET 2016-2017

The Director of Finance & Legal Affairs, Caroline Charbonneau, presented the amendment to the Operational Budget for 2016-2017.

WHEREAS at its June 14, 2016 meeting, the Board of Governors passed Resolution 374-07 setting the College Operational Budget for the 2016-2017 fiscal year;

WHEREAS the Executive Committee is recommending that the Board of Governors amend Resolution 374-07 to reflect the amended Operational Budget for the 2016-2017 fiscal year, as prepared by the administration;

It was moved by Steven Colpitts, seconded by Eyal Baruch, and carried

THAT the Board of Governors amend Resolution 374-07 to reflect the amended Operational Budget for the 2016-2017 fiscal year, as prepared by the administration.

375-08 IT REPORTING

The Director of Facilities & IT, Michael Johnston, presented the "*Programmation annuelle des activités en ressources informationnelles (PARI)*" for 2016-2017.

WHEREAS pursuant to *An Act respecting the governance and management of the information resources of public bodies and government enterprises*, CQLR, c. G-1.03 (the "**Act**"), general and vocational colleges must establish, among others, a spending program detailing the use of the moneys that will be spent on IT projects and activities during the fiscal year, also referred to by the Minister of Education as PARI (PROGRAMMATION ANNUELLE EN RESSOURCES INFORMATIONNELLES) (the "**PARI**");

WHEREAS pursuant to the Act, the PARI must be authorized and approved by the board of directors of a college;

It was moved by Ray Fourneaux, seconded by Monique Lessard, and carried

THAT the Board of Governors authorize and approve the PARI, as presented.

375-09 VISUAL ARTS PROGRAM ENTRANCE REQUIREMENTS

The Academic Dean, Erich Schmedt, presented the new Visual Arts program entrance requirements.

WHEREAS following consultation with the Academic Council, the Academic Dean recommends that, in addition to meeting the academic requirements of the program, each applicant satisfy the requirements listed below prior to being granted admission to the Visual Arts Program;

WHEREAS Article 1.2 of By-Law 4 "Concerning College Admission" authorizes the Board of Governors to approve specific requirements and selection criteria for D.E.C (*Diplôme d'études collégiales*) programs;

It was moved by Suzana Ribeiro, seconded by Bill Mahon, and carried

THAT the Board approve the following admissions criteria for applicants to the Visual Arts program starting Fall 2017:

- Submission of a jpeg image of a unique artwork created specifically for the application to the Visual Arts Program. The artwork may be created in any medium and any size. The artwork will respond in an open and creative manner to a theme established annually by the Department.
- Submission of a minimum-250 maximum-350 word text to accompany the image in which the candidate is invited to express the creative process they went through to produce the artwork. The text will also be an opportunity for the candidate to express their personal interest in pursuing a DEC in visual arts.

375-10 NOTICE OF MOTION TO AMEND BY-LAW 4 "CONCERNING COLLEGE ADMISSION"

In conformity to By-Law 1 "Concerning the General Administration of the College" Article 2.7.16 "Amendment or Revocation of By-Law"

2.7.16.1 The Board may amend or revoke its by-laws at any regular or special meeting. However, proposed amendments or revocations must be submitted in writing to all members at the previous regular meeting.

2.7.16.2 Resolutions assenting to by-laws, their modification or revocation, must be adopted by two-thirds of the votes expressed by members present who are entitled to vote.

The proposed amendments to By-law 4 "Concerning College Admission" are tabled at the September 27, 2016 regular Board meeting to be voted on at the next regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by Wednesday, October 11, 2016;

WHEREAS the Board of Governors at its next regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 4 "Concerning College Admission" as deemed appropriate.

375-11 APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER

WHEREAS, at its June 14, 2016 meeting, the Board of Governors appointed members to the Executive Committee 2016-2017, except for one student member to be appointed after students elections to the Board;

WHEREAS students elections to the Board occurred and, as a result, the two new student members on the Board of Governors are:

- Kathy Nodzynski – Pre-University Studies
- Michel Burgy – Technical Studies

WHEREAS the Executive Committee is recommending that the Board of Governors approve that Kathy Nodzynski, student member on the Board of Governors, be appointed to the Executive Committee;

It was moved by Andrew Biteen, seconded by Suzana Ribeiro, and carried

THAT the Board of Governors approve that Kathy Nodzynski, student member on the Board of Governors, be appointed to the Executive Committee.

375-12 APPOINTMENT OF AUDIT COMMITTEE 2016-2017

WHEREAS Policy No. 3 *Concerning the Hiring and Evaluation of An External Auditor* sets the composition of the Audit Committee as being comprised of the Chairperson of the Board, the Director General and two other Board members who are not employees of the College;

WHEREAS the Executive Committee is recommending to the Board of Governors:

- That the Audit Committee for the 2016-2017 fiscal year be composed of the Chairperson of the Board, Guylaine Audet, the Director General, John Halpin, Suzana Ribeiro and Andrew Biteen, with the Director of Finance and Legal Affairs and the Comptroller as resource persons; and
- That the Director General chair the Committee;

It was moved by Doug Brown, seconded by Eyal Baruch, and carried

THAT the Board of Governors approve the composition of the Audit Committee for the 2016-2017 fiscal year as recommended by the Executive Committee and that the Director General chair the Committee.

375-13 DISCLOSURE OF INTERESTS

The Secretary General, Stavroula Makris, distributed and reviewed the "Disclosure of Interests" document. In accordance with Policy no. 5 *Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors*, Board members are asked to disclose any interest they may have in any organization having done or doing business with the College which may result in a real, potential or perceived conflict of interest. Each member is requested to submit this form to the Secretary General before the next Board Meeting.

375-14 AMENDMENT TO BOARD OF GOVERNORS MEETING DATES 2016-2017

WHEREAS at its meeting of June 14, 2016, the Board of Governors set dates and times for its 2016-2017 regular Board meetings, the whole as per Article 2.7.1.1 of By-law 1 *Concerning the General Administration of the College*;

WHEREAS it is necessary to amend the dates of certain regular Board meetings;

It was moved by Anna Woodrow, seconded by Suzana Ribeiro, and carried

THAT the dates of the regular meetings of the Board of Governors of John Abbott College for the 2016-2017 academic year be amended as follows so as to be held at 7:00 p.m. on the following days:

- September 27, 2016
- October 25, 2016 (previously November 1, 2016)
- November 22, 2016 (previously December 13, 2016)
- February 7, 2017
- March 28, 2017
- May 2, 2017
- June 13, 2017

375-15 WORK PLANS

a. 2015-2016 Wrap-Up

The Director General presented a summary of the year-end status for the key activities in the Work Plans for 2015-2016.

b. 2016-2017 Presentation

The Director General and the Academic Dean presented some of the key highlights in the work plans for 2016-2017. A status report will be presented to the Board mid-year.

375-16 EMPLOYEE SURVEY RESULTS

The Director General presented the results from the employee survey which was administered in the Winter 2016 semester.

375-17 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Doug Brown, seconded by Anna Woodrow, and carried

THAT the Board approve for forwarding to Quebec, the names of 1,428 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 80 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in September 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

375-18 OPERATIONS REPORT

The Director General presented the key highlights of the Operations Report included in the package.

375-19 CLOSING OF THE 375th BOARD MEETING

It was moved by Bill Mahon

THAT the 375th Board meeting be adjourned.

Chair

Secretary General