



BOARD OF GOVERNORS

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

Present: Guylaine Audet, Chair
John Halpin, Director General
Louise Arseneault
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



BOARD OF GOVERNORS

376th REGULAR BOARD MEETING – OCTOBER 25, 2016 – 7:00 PM – SH-104

Present:	Guylaine Audet, Chair John Halpin, Director General Louise Arsenault Eyal Baruch Michel Burgy Ray Fourneaux Bill Mahon Kathy Nodzynski Line Roussin Erich Schmedt Dalia Toledano Paula Wood-Adams Anna Woodrow Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Doug Brown Andrew Biteen Steven Colpitts Ian Hadida Monique Lessard Suzana Ribeiro
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376-01 APPROVAL OF AGENDA

The Director General stated that due to the short agenda for this Board meeting, an optional tour of the renovated Engineering Technologies department and the Print Room has been organized following the Board meeting.

It was moved by Ray Fourneaux, seconded by Paula Wood-Adams, and carried

THAT the Board approved the agenda as amended.

376-02 MINUTES – 375th BOARD MEETING

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

THAT the minutes of the 375th Board meeting be approved as presented.

376-03 BUSINESS ARISING FROM THE 375th BOARD MEETING

The Director General updated the Board on the various steps taken by the College since the alleged sexual assault which occurred at the College last June, notably:

- lessons learned have been documented;
- a draft action plan has been prepared;
- a policy revision is underway;
- college staff will attend a conference on November 4 at Concordia University to learn about the University's revised sexual violence policy;
- college staff will also attend a National Conference on Campus Sexual Assault in Toronto on November 10 and 11;
- a Pedagogical Day, covering this topic, will be planned for January 2017.

376-04 NETWORK NEWS

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

- The *Fédération des cégeps* continues its consultation on the proposed *Conseil des collèges du Québec* and modifications to the RREC (*Règlement sur le régime des études collégiales*). Following round table discussions in Montréal and Québec City, as well as a review of the proposed network position and various meetings, a draft of the memoir should be completed on October 24 and finalized for submission to the government by October 28. *Le Regroupement des collèges du Montréal métropolitain* will also be submitting a memoir. The presentation meetings with the government will take place between October 31 and November 11, 2016.
- *Le Ministre de l'Éducation et de l'Enseignement supérieur* plans to introduce a new law related to the issue of sexual violence. The College will be participating, this winter, in provincial-level consultations to share and define best practices with colleges and universities.

376-05 REPORT FROM THE EXECUTIVE COMMITTEE

The Director General reviewed the draft minutes from the last Executive Committee meeting held on October 12, 2016.

376-06 AMENDMENT TO 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" were tabled at the September 27, 2016 regular Board meeting to be voted on at the October 25, 2016 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by October 11, 2016;

WHEREAS feedback was received by the due date and comments have been taken into consideration;

It was moved by Eyal Baruch, seconded by Erich Schmedt, and carried

THAT the Board of Governors approve By-law 4 "Concerning College Admission" as amended and to take effect immediately.

376-07a ACADEMIC DEAN SEARCH COMMITTEE COMPOSITION

WHEREAS Erich Schmedt has decided not to complete his mandate as Academic Dean and to retire from his position by the end of 2017;

WHEREAS pursuant to the College's By-law 2 "*Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean*", it is necessary to establish an Academic Dean Search Committee in accordance with the terms thereof;

It was moved by Bill Mahon, seconded by Paula Wood-Adams, and carried

THAT the Board of Governors establish an Academic Dean Search Committee composed of:

- the Director General, John Halpin, who will chair the Committee
- the Chair of the Board of Governors, Guylaine Audet
- the Vice-Chair of the Board of Governors, Louise Arsenault
- one faculty Board member, Doug Brown
- one staff Board member, Bill Mahon
- one student Board member, Michel Burgy, and
- one other member of the Board who is not an employee of the College, Suzana Ribeiro

and

THAT the Committee fulfill its mandate in accordance with By-law 2 "*Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean*" and make a recommendation to the Board of Governors by May 2, 2017.

376-07b ACADEMIC DEAN SEARCH COMMITTEE PROPOSED PLAN

The Director General presented and reviewed a proposed plan and timetable in connection with the search of a new Academic Dean.

376-08 RISK ASSESSMENT UPDATE

The Director General reviewed the updated risk assessment document, particularly those identified with a high risk level.

376-09 ACADEMIC COUNCIL

In accordance with By-Law 5 "Concerning the Academic Council", the Academic Dean presented the Academic Council's Annual Report 2015-2016 and Work Plans 2016-2017.

376-10 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

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

THAT the Board approve for forwarding to Quebec, the names of 14 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 44 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in October 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

376-11 OPERATIONS REPORT

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

376-12 CLOSING OF THE 376th BOARD MEETING

It was moved by Anna Woodrow

THAT the 376th Board meeting be adjourned.

Chair

Secretary Genera