



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. Hélène 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 Ministère de l'Éducation et de l'Enseignement Supérieur* released, in early September, a consultation document regarding the implementation of a *Conseil des Collèges du Québec* and the modifications to the *Règlement sur le régime des études collégiales (RREC)*. The first consultation meeting was held in Québec 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 Fourneaux, 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 General



BOARD OF GOVERNORS

377th REGULAR BOARD MEETING – NOVEMBER 22, 2016 – 6:00 PM – SH-104

Present:	Guylaine Audet, Chair John Halpin, Director General Louise Arseneault Eyal Baruch Michel Burgy Doug Brown Steven Colpitts (<i>arrived at item 11</i>) Ray Fourneaux Ian Hadida Bill Mahon (<i>arrived at item 11</i>) Kathy Nodzynski Suzana Ribeiro Line Roussin Erich Schmedt Dalia Toledano Anna Woodrow (<i>arrived at item 9</i>) Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Andrew Biteen Monique Lessard Paula Wood-Adams
By invitation	Caroline Charbonneau, Director of Finance & Legal Affairs (<i>arrived at item 11</i>) Sandrine Gélinas, Raymond Chabot Grant Thornton (<i>arrived and stayed for item 11 only</i>) Daniel Nyisztor, Comptroller (<i>arrived at item 11</i>) Donna Yates, Director of Human Resources		

377-01 APPROVAL OF AGENDA

It was moved by Louise Arseneault, seconded by Eyal Baruch, and carried

THAT the Board approved the agenda as amended.

377-02 MINUTES – 376th BOARD MEETING

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

THAT the minutes of the 376th Board meeting be approved as presented.

377-03 **BUSINESS ARISING FROM THE 376th BOARD MEETING**

There was no business arising from the previous minutes.

377-04 **NETWORK NEWS**

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

- *Conseil des collèges du Québec and Règlement sur le régime des études collégiales:*
 - Following the consultation phase and the submission of the memoire to the government, the College is now awaiting news from the Ministry of Education regarding the next steps on the proposed *Conseil des collèges du Québec* and modifications to the RREC (*Règlement sur le régime des études collégiales*).
- Sexual Violence on Campus :
 - The College has received a consultation document from the Ministry of Education regarding the prevention of sexual violence on college and university campuses across Quebec. The deadline to submit a reply is January 6, 2017.
 - The College's policy on sexual harassment, psychological harassment, abuse of power and violence is currently under review, among others, to incorporate recommendations resulting from the latest discussions held in the network.
 - The College will be incorporating, in our upcoming Pedagogical Day, in January, the presentation of a victims of sexual misconduct support protocol in order to raise awareness among the College community in the prevention of sexual violence.

377-05 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last joint Audit and Executive Committee meeting held on November 8, 2016.

377-06 **COLLEGE ANNUAL REPORT**

The Director General clarified that a few corrections have been made to the version of the Annual Report that was received by the Board members.

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

THAT the Board of Governors approve John Abbott College's 2015-2016 Annual Report, as amended.

The Director General expressed his gratitude to the Communications department for a job well done with the development of the College Annual Report.

377-07 NOTICE OF MOTION TO AMEND BY-LAW 5 “CONCERNING THE ACADEMIC COUNCIL”

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 5 “Concerning the Academic Council” are tabled at the November 22, 2016 regular Board meeting to be voted on at the February 7, 2017 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by January 11, 2017;

WHEREAS the Board of Governors at its February 7, 2017 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 5 “Concerning the Academic Council” as deemed appropriate.

377-08 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Suzana Ribeiro, seconded by Ray Fourneaux, 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 2 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in November 2016, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

377-09 OPERATIONS REPORT

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

377-10 COLLEGE REPUTATION ASSESSMENT

As mandated by the Board of Governors, the College has received four proposals for the professional services of a neutral third party to validate the reputation of the College with our external stakeholders. The College will select a consultant in December and a final report with recommendations is anticipated to be presented to the Board of Governors in early May 2017.

377-11 AUDITED FINANCIAL STATEMENTS 2015-2016

Caroline Charbonneau, Director of Finance & Legal Affairs, reviewed and explained the internal financial statements for the 2015-2016 fiscal year, including the summary of results.

The Director of Finance & Legal Affairs highlighted the reduction in profits at the Bookstore and, following the College's analysis, she explained that the main cause of this reduction occurred due to an improper cut off of payments regarding inventory of 2014-2015 in the amount of \$125,509. The results for the Bookstore would have been higher in 2015-2016 and lower in 2014-2015.

Sandrine Gélinas from Raymond Chabot Grant Thornton, the College's external auditor, explained the audit process that was followed and tabled its reports with the Board of Governors.

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 370-10;*

***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 2015-2016;*

Sur proposition de Doug Brown, appuyée par Suzana Ribeiro

IL EST RÉSOLU :

QUE le conseil d'administration adopte pour l'exercice financier 2015-2016:

- 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.*

**377-12 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, 2016 show an unappropriated accumulated surplus of \$3,836,604.00;

WHEREAS the Executive Committee is recommending that the Board of Governors authorize the appropriation of \$27,341.00 from the College's unappropriated accumulated surplus account, to be distributed in accordance with the Agreement;

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

THAT the Board of Governors authorize the appropriation of \$27,341.00 from the College's unappropriated accumulated surplus account, said funds to be held in a segregated account and to be distributed in accordance with the Agreement, thus bringing this account to \$978,335.00, the whole to be accounted for at June 30, 2016, in the College's financial report.

377-13 **APPROPRIATION FROM THE COLLEGE'S SURPLUS ACCOUNT**
- RENOVATION PROJECTS

WHEREAS the College's financial statements for the year ending June 30, 2016 show an unappropriated accumulated surplus of \$3,836,604.00;

WHEREAS the College wishes to maintain a contingency of \$1,000,000.00;

WHEREAS the Executive Committee is recommending that the Board of Governors authorize the appropriation of \$2,890,650.00 from the College's unappropriated accumulated surplus account, to be used solely for Renovation Projects;

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

THAT the Board of Governors authorize the appropriation of \$2,890,650.00 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 \$3,861,551.00, the whole to be accounted for at June 30, 2016, in the College's financial report.

377-14 **APPOINTMENT OF EXTERNAL AUDITORS 2016-2017**

WHEREAS the Audit Committee and the Executive Committee is recommending that the Board of Governors appoint the firm Raymond Chabot Grant Thornton as the College's external auditors for the 2016-2017 fiscal year;

It was moved by Anna Woodrow, seconded by Bill Mahon, and carried

THAT the Board of Governors appoint the firm Raymond Chabot Grant Thornton as the College's external auditors for the 2016-2017 fiscal year.

377-15 **AUDITED FOUNDATION FINANCIAL STATEMENTS 2015-2016**

This item was tabled; it will be brought at the next Board of Governors' meeting and the Board package will include a copy of the internal financial statements of the Foundation.

377-16 CLOSING OF THE 377th BOARD MEETING

It was moved by Doug Brown

THAT the 377th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

378th REGULAR BOARD MEETING – FEBRUARY 7, 2017 – 7:00 PM – SH-104

Present:	Guylaine Audet, Chair John Halpin, Director General Louise Arsenault Eyal Baruch (<i>arrived at item 05</i>) Andrew Biteen Michel Burgy Doug Brown Steven Colpitts Ray Fournieux Ian Hadida (<i>arrived at item 03</i>) Bill Mahon Suzana Ribeiro Erich Schmedt (<i>left after item 16</i>) Dalia Toledano Paula Wood-Adams Anna Woodrow (<i>arrived at item 09</i>) Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Monique Lessard Kathy Nodzynski Line Roussin
By invitation:	Caroline Charbonneau, Director of Finance & Legal Affairs (<i>left after item 16</i>) Barth Gillan, Director of Foundation (<i>left after item 16</i>) Dennis Waide, Director of Student Services (<i>left after item 16</i>)		

378-01 APPROVAL OF AGENDA

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

THAT the Board approved the agenda as amended.

378-02 MINUTES – 377th BOARD MEETING

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

THAT the minutes of the 377th Board meeting be approved as presented.

378-03 **BUSINESS ARISING FROM THE 377th BOARD MEETING**

There was no business arising from the previous minutes.

378-04 **AUDITED FOUNDATION FINANCIAL STATEMENTS 2015-2016**

WHEREAS, at its Board meeting of November 22, 2016, the members of the Board of Governors tabled Resolution 377-15 pending the receipt of a copy of the internal financial statements of the Foundation;

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

THAT the Board of Governors receive the Foundation's Financial Statements for the year ended June 30, 2016.

378-05 **MID-YEAR BUDGET STATUS**

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

378-06 **NETWORK NEWS**

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

- John Abbott College, in collaboration with Vanier College and Cégep Gérard-Godin, has submitted the Sandbox initiative to the MEES as a *pratique innovante* project. The MEES is expected to award \$62.5K to each Cegep for this collaboration.
- It is with deep sadness that we announce the tragic death of Humanities teacher, Sylvain Duguay, in an accident on Highway 50 last Sunday. At John Abbott College since 2010, Sylvain was appreciated by students and colleagues for his constant jovial mood and his love for the subject he was teaching.
- The College is currently organizing the hiring process to replace the Director of Human Resources and the Program Dean of Technologies, both of whom have confirmed their desire to retire effective end of June and end of March respectively.
- The College is pleased to announce that Guylaine Audet's mandate on the Board of Governors has been renewed for an additional three years.

378-07 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last Executive Committee meeting held on January 25, 2017.

378-08 **AMENDMENT TO RESOLUTION 377-06 COLLEGE ANNUAL REPORT 2015-2016**

WHEREAS, at its Board meeting of November 22, 2016, the members of the Board of Governors passed Resolution 377-06 approving the College's 2015-2016 Annual Report;

WHEREAS, following such approval, on December 2, 2016, the Ministry amended its annual report submission guidelines and, in cases where annual reports were previously approved and submitted, requested that same be amended and re-submitted, together with a resolution of its Board of Governors;

WHEREAS the only change in the College's 2015-2016 Annual Report pertains to the Workforce Management and Control section which now reads:

"The staffing level pertaining to Article 38 of the Law for the period of April 1, 2015 to March 31, 2016 does not exceed that of the period referenced of January 1 to December 31, 2014."

(previously read: *"The reference period of January, February and March 2016 in comparison to the same period of time in 2014 was surpassed by 6,781.41 hours. This was due to an increase in the student population."*);

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

THAT the Board of Governors approve John Abbott College's 2015-2016 Annual Report, as amended.

378-09 **AMENDMENT TO BY-LAW 5 "CONCERNING THE ACADEMIC COUNCIL"**

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 5 "Concerning the Academic Council" were tabled at the November 22, 2016 regular Board meeting to be voted on at the February 7, 2017 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by January 11, 2017;

WHEREAS no feedback was received by the due date;

It was moved by Dalia Toledano, seconded by Doug Brown, and carried

THAT the Board of Governors approve By-law 5 "Concerning the Academic Council" as amended and to take effect immediately.

378-10 **AMENDMENT TO POLICY NO. 4 “CONCERNING SEXUAL HARASSMENT, PSYCHOLOGICAL HARASSMENT, ABUSE OF POWER AND VIOLENCE”**

WHEREAS a revised version of Policy No. 4 “Concerning Sexual Harassment, Psychological Harassment, Abuse of Power and Violence” was presented to the Board members for their consideration;

It was moved by Eyal Baruch, seconded by Suzana Ribeiro, and carried

THAT the Board of Governors approve Policy no.4 “Concerning Sexual Harassment, Psychological Harassment, Abuse of Power and Violence” as amended and to take effect immediately.

378-11 **EVALUATION COMMITTEE – DIRECTOR GENERAL**

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 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 is to chair such Committee;

It was moved by Doug Brown, seconded by Louise Arsenault, 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.

378-12 **NOMINATION DU RESPONSABLE DE LA SÉCURITÉ DE L'INFORMATION**

Objet : Désignation d'un responsable de la sécurité de l'information (RSI)

CONSIDÉRANT la Loi sur la gouvernance et la gestion des ressources informationnelles des organismes publics et des entreprises du gouvernement (LGGRI), la Directive sur la sécurité de l'information gouvernementale (DSIG), l'approche stratégique gouvernementale en sécurité de l'information (ASGSI), et la volonté du ministère de l'Éducation et Enseignement supérieur d'améliorer la gestion de la sécurité de l'information;

CONSIDÉRANT que le collège doit nommer un responsable de la sécurité de l'information (RSI) pour le représenter en matière de sécurité de l'information auprès du dirigeant réseau de l'information (DRI);

CONSIDÉRANT qu'il est opportun de confier cette responsabilité à la personne qui assume au cégep les fonctions de Directeur responsable de la technologie de l'information;

Sur la proposition de Dalia Toledano, appuyée par Suzana Ribeiro

IL EST RÉSOLU :

Que le conseil d'administration confie à la personne qui occupe le poste de Directeur responsable de la

technologie de l'information au cégep, les fonctions de responsable de la sécurité de l'information (RSI).

378-13 MID-YEAR WORK PLAN STATUS

The Director General and the Academic Dean presented the Board members with a mid-year status of the 2016-2017 work plans.

378-14 ACADEMIC CALENDARS 2017-2018

a) DAY DIVISION

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

THAT the Board of Governors approve the Day Division Academic Calendar for the 2017-2018 academic year, as presented.

b) CONTINUING EDUCATION

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

THAT the Board of Governors approve the Continuing Education Academic Calendar for the 2017-2018 academic year, as presented.

378-15 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

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

THAT the Board approve for forwarding to Quebec, the names of 434 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 57 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in January 2017, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

378-16 OPERATIONS REPORT

The Director General presented the key highlights of the Operations Report and the Board Newsletter "Special Edition" included in the package. He mentioned that a short vigil was held at the College on February 3, 2017 at 11:00 am for the victims of the attack on the Islamic Centre in Quebec City. The vigil was well attended by the College community.

378-17 COMPETENCIES FOR THE NEXT ACADEMIC DEAN

The Chair requested that the consultation regarding the competencies for the next Academic Dean and any discussion thereon be held *in camera*.

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

378-18 **CLOSING OF THE 378th BOARD MEETING**

It was moved by Steven Colpitts

THAT the 378th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

379th REGULAR BOARD MEETING – MARCH 28, 2017 – 7:00 PM – SH-104

Present:	John Halpin, Director General Louise Arsenault, Acting Chair Eyal Baruch Andrew Biteen (<i>left at item 13</i>) Michel Burgy Doug Brown Ray Fourneaux Ian Hadida Bill Mahon Kathy Nodzynski Suzana Ribeiro Erich Schmedt Dalia Toledano Paula Wood-Adams Anna Woodrow Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Guylaine Audet, Chair Steven Colpitts Line Roussin
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By invitation: Michael Johnston, Director of IT & Facilities

The Director General made the following statements:

- Louise Arsenault, Vice-Chairperson of the Board, will be the acting Chair for this meeting in the absence of Guylaine Audet.
- Doug Brown has resigned as faculty representative on the Board of Governors. The process for his replacement has been launched. Doug Brown will begin his new position as Program Dean of Technologies on April 3, 2017. The Board extended its gratitude to Doug for his support and dedication to the Board over the past two years.
- Monique Lessard, Alumni Technical Studies representative, has submitted her letter of resignation from the Board, effective March 26, 2017. The process for her replacement will be launched shortly. The Board would also like to extend its gratitude to Monique for her support and dedication to the Board over the past four years.
- The Academic Dean also extended a special thank you to Margaret Leech, retiring Program Dean of Technologies, on behalf of the Board, for her invaluable contribution to the College throughout her 30+ years of service.

379-01 **APPROVAL OF AGENDA**

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

THAT the Board approved the agenda as presented.

379-02 **MINUTES – 378th BOARD MEETING**

It was moved by Anna Woodrow, seconded by Ray Fourneaux, and carried

THAT the minutes of the 378th Board meeting be approved as presented.

379-03 **BUSINESS ARISING FROM THE 378th BOARD MEETING**

There was no business arising from the previous minutes.

379-04 **NETWORK NEWS**

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

- During their last meeting of March 24, 2017, the *Regroupement des collèges du Montréal métropolitain* (RCMM) agreed to recommend to the Ministry that the authorization to offer an AEC in Pharmacy be granted to John Abbott College for the English offering and jointly to Cégep Gérald-Godin and Cégep Rosemont for the French offering.
- The president of the *Commission d'évaluation de l'enseignement collégial* (CEEC), Céline Durand, announced her resignation, effective April 5, 2017. Due to the current situation with vacancies of personnel at the CEEC, the scheduled CEEC audit visits will be delayed. Lisa Boyle, Quality Assurance Education Advisor, will attend the next Board meeting to present the interim Quality Assurance Report.
- On March 24, 2017, the College received the final Aubé, Demers, Lefebvre report regarding the *Conseil de Collèges*, which puts forward 43 recommendations to the Ministry of Education regarding collegial studies.
- Earlier today, the Ministry of Education announced that it will invest \$37.5 million in the college network as provided for in the 2017-2018 Quebec budget.

379-05 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last Executive Committee meeting held on March 15, 2017.

379-06 **REVISION OF POLICY NO. 12 CONCERNING THE EVALUATION OF TEACHING AND THE ASSURANCE OF QUALITY EDUCATION**

WHEREAS Policy No. 12 *Concerning the Evaluation of Teaching and the Assurance of Quality Education* ("Policy No. 12") was first adopted by the Board of Governors on October 24, 2006 by Resolution Number 313-07;

WHEREAS Policy No. 12 has not undergone any revision since its adoption (and policies should be revised on a regular basis);

WHEREAS the evaluation of teaching performance is a very sensitive issue and a revision of Policy No. 12 would be in the best interests of the students, faculty and the College;

WHEREAS Policy No. 12 specifies that proposed revisions to the policy are in the mandate of a Quality Education Committee;

It was moved by Suzana Ribeiro, seconded by Paula Wood-Adams, and carried

THAT the Academic Dean form a Quality Education Committee composed of the following four (4) members: two (2) Faculty members, one of which to have significant Department Chair experience, and two (2) Program Deans (it is understood that this committee will call upon student participation where appropriate);

THAT this committee be mandated to review Policy No. 12, consult, as required on potential changes, reach a consensus on revised version, and submit this proposed revision to the Academic Dean by the end of the Winter 2018 semester;

THAT such recommendations at least include provisions to facilitate the student survey process, include the Program Deans in the evaluation of 1st year teachers, and provide a clearer and stronger link between teacher evaluations and professional development of teachers.

379-07 **SECURITY MEASURES TRAINING**

The Director of Facilities & IT briefly presented the Emergency Measures procedures which are currently posted on the College website. He explained the steps that the College has taken to create awareness on these procedures. More specifically, the College has been working with a consultant who has offered 90-minute in-class training to over 500 College employees so far. The Directors of the College have also followed a full day strategic training on these procedures. The next step is to continue to increase awareness and to offer training to students.

379-08 **ACADEMIC DEAN SEARCH COMMITTEE UPDATE**

The posting for the Academic Dean position closed on March 26, 2017. A total of 27 applications were received. The Director General reviewed the timeline and informed the Board that interviews for this position are scheduled for the end of April. If required, a special Board meeting may be called to finalize this process.

379-09 **APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER**

WHEREAS effective beginning of April, pursuant to his recent appointment as Program Dean, Doug Brown will no longer be a Faculty member;

WHEREAS it is necessary to replace Doug Brown as member of the Executive Committee;

It was moved by Andrew Biteen, seconded by Ray Fourneaux, and carried

THAT Anna Woodrow be appointed Executive Committee member effective immediately and for the balance of the 2016-2017 academic year.

379-10 **APPOINTMENT OF ACADEMIC DEAN SEARCH COMMITTEE MEMBERS**

a) **Faculty Member**

WHEREAS effective March 2017, Doug Brown resigned as faculty member on the Academic Dean Search Committee;

WHEREAS it is necessary to replace Doug Brown as member of the Academic Dean Search Committee;

It was moved by Dalia Toledano, seconded by Eyal Baruch, and carried

THAT Anna Woodrow be appointed as the new faculty member on the Academic Dean Search Committee, effective immediately.

b) **Student Member**

WHEREAS the current student member on the Academic Dean Search Committee is unable to continue to serve as member of the Academic Dean Search Committee;

WHEREAS it is necessary to replace the student member on the Academic Dean Search Committee and, for personal reasons, the other student member of the Board of Governors is unable to fill this position;

It was moved by Ray Fourneaux, seconded by Anna Woodrow, and carried

THAT Ben Colpron, a SUJAC executive, be appointed as the new student member on the Academic Dean Search Committee, effective immediately.

379-11 **GRIEVANCE POLICY – REVOCATION OF POLICY**

WHEREAS on November 8, 2016, a Student Academic Complaints Procedure (Procedure No. 2) was adopted by the Directors' Table;

WHEREAS such Student Academic Complaints Procedure (Procedure No. 2) makes the Grievance Policy adopted by the Board of Governors on June 29, 1999 redundant;

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

THAT the Grievance Policy adopted by the Board of Governors on June 29, 1999 be revoked as a College Policy, effective immediately.

379-12 **STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS**

It was moved by Doug Brown, seconded by Ian Hadida, and carried

THAT the Board approve for forwarding to Quebec, the names of 35 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 28 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in March 2017, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

379-13 **OPERATIONS REPORT**

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

The Director General provided the following additional information:

- The Loonie Line event, which was held on March 22, 2017, raised over \$20,000 in support of student financial aid.
- Annie Tam, the current Coordinator of Human Resources, has been appointed as the new Director of Human Resources as of July 2017. Annie has more than 25-years of experience in Human Resources and management roles and will replace Donna Yates, current Director of Human Resources, who has decided to retire in June 2017. We wish her continued success in the years to come.

379-14 **INDIGENOUS PRE-UNIVERSITY PROGRAM OFFERINGS**

WHEREAS the Ministry has informed the College that it will have authorization as of Fall 2017 to offer the following two programs: (i) First Nations Social Science 300.B0 (2010); and (ii) Arts, Literature & Communications – Aboriginal Communities (2016);

WHEREAS the Ministry has requested a formal resolution from the Board of Governors of the College supporting the authorization for the said two programs;

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

THAT the Board of Governors supports the authorization and offering of the following two programs: (i) First Nations Social Science 300.B0 (2010); and (ii) Arts, Literature & Communications – Aboriginal Communities (2016).

379-15 **BRAINSTORMING ON POSSIBLE VISIONING DISCUSSION TOPICS**

As proposed at the last Executive Committee meeting, the Board members brainstormed on possible visioning topics that can be discussed at Board of Governors meetings when the agenda is lean. The following topics were proposed:

- What does it mean to be a community college? What initiatives/ collaboration opportunities could the College take part in to be more engaged with the community?
- What is done at the College in terms of giving back to the community?
- What is done at the College in terms of networking with high schools and universities, especially with the ones that are located close to us (for example, MacDonald High School and McGill MacDonald Campus)?
- Obtain more information on the General Education content; a better understanding of how General Education fits into our programs.
- Examine the long term vision/projections of the College, even beyond our current strategic plan.
- What is the College's role with respect to the integration of Francophones and new immigrants? How do we relate to all of these communities and bring them together.
- Provide financial information and training to students (for example, how to fill out personal tax declarations).
- The holistic development of the student. What does that mean and how do we encourage and attract students to participate in the diverse student activities offered on campus?
- Awareness on what we share with students during orientation.
- Awareness on Student Congress and SUJAC.
- What opportunities exist for students who are going into the workforce after College? What other things can the College do to help students (above the career fair)? For example, network with local businesses to help graduating students with employment opportunities.

Board members were asked to submit any additional topics to the Secretary General.

379-16 CLOSING OF THE 379th BOARD MEETING

It was moved by Doug Brown

THAT the 379th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

380th REGULAR BOARD MEETING – MAY 18, 2017 – 7:00 PM – SH-104

Present:	Guyline Audet, Chair John Halpin, Director General Eyal Baruch Andrew Biteen (<i>left after item 2</i>) Michel Burgy (<i>arrived at item 2</i>) Steven Colpitts Ray Fourneaux Bill Mahon Suzana Ribeiro Erich Schmedt Roberta Silerova Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Louise Arsenault Ian Hadida Kathy Nodzynski Line Roussin Dalia Toledano Paula Wood-Adams Anna Woodrow
By invitation:	Teresa Berghello, Dean of Science & Social Science Lisa Boyle, Education Advisor Lison Desclos, Manager of Communications Michael Johnston, Director of Facilities & IT Marie-Christine Langlois, CROP, Research Director		

The Chair of the Board welcomed Roberta Silerova as the newly elected faculty representative on the Board of Governors.

380-01 APPROVAL OF AGENDA

It was moved by Bill Mahon, seconded by Steven Colpitts, and carried

THAT the Board approved the agenda as presented.

380-02 ACADEMIC DEAN SEARCH

The Chair of the Board declared that this item will be held *in camera*.

John Halpin, the Chair of the Academic Dean Search Committee, explained that the proposed candidate, Gordon Brown, was presented to Academic Council earlier in the day and that Academic Council

recommended his hiring as the next Academic Dean of the College. After distribution of his *curriculum vitae*, the proposed candidate presented himself to the members of the Board. The following motion was then adopted:

WHEREAS, following Erich Schmedt's decision not to complete his mandate as Academic Dean and to retire from his position, the Board of Governors established a Search Committee in accordance with the College's By-Law 2 *Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean*;

WHEREAS the Board of Governors requested that this Search Committee secure a suitable candidate for the position of Academic Dean of the College and, after consultation with the College community and Academic Council, make a recommendation to the Board of Governors;

WHEREAS, after consultation with the Academic Council, the Search Committee recommends that Gordon Brown be appointed to the position of Academic Dean of the College;

380-02 a) Appointment

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

THAT Gordon Brown be appointed to the position of Academic Dean of the College.

380-02 b) Term

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

THAT the initial term of Gordon Brown as Academic Dean of the College be for a period of five (5) years.

Article 12 of the General and Vocational Colleges Act, R.S.Q., c. C-29, was applied and, as such, no staff member on the Board, except the Director General, was eligible to vote on the preceding resolution.

The Chair of the Board declared that the Board exit from the *in camera* session and continue regular business.

380-03 COLLEGE ASSESSMENT REPUTATION REPORT

In December 2016, CROP was selected to conduct a survey to validate the College's reputation with its external partners. Marie-Christine Langlois, Research Director from CROP, presented the results and recommendations from CROP's report.

380-04 QUALITY ASSURANCE (QA) INTERIM REPORT

Lisa Boyle, Education Advisor, provided a summary of the Quality Assurance interim report. The final report is scheduled to be submitted in June 2018.

380-05 **MINUTES – 379th BOARD MEETING**

It was moved by Suzana Ribeiro, seconded by John Halpin, and carried

THAT the minutes of the 379th Board meeting be approved as presented.

380-06 **BUSINESS ARISING FROM THE 379th BOARD MEETING**

There was no business arising from the previous minutes.

380-07 **NETWORK NEWS**

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

- JACFA will appoint, following the JACFA elections, two (2) teachers to form part of the Quality Education Committee. This committee will be mandated to review Policy No. 12 *Concerning the Evaluation of Teaching and the Assurance of Quality Education*, consult, reach a consensus on a revised version, and submit such proposed revision to the Academic Dean by the end of the Winter 2018 semester.
- During the *Conseil des DGs* meeting in Quebec on May 4, 2017, it was announced that an increase of 4.67% would be applied to the provincial budget for 2017-2018 across the college network.
- The newly appointed president of the *Commission d'évaluation de l'enseignement collégial* (CEEC) is Murielle Lanciault. Despite the current situation with vacancies of personnel at the CEEC, the CEEC will continue its functions as planned.

380-08 **REPORT FROM THE EXECUTIVE COMMITTEE**

The Director General reviewed the draft minutes from the last Executive Committee meeting held on April 19, 2017.

380-09 **AMENDMENT TO POLICY NO. 17 ON HEALTH AND SAFETY**

Michael Johnston, Director of Facilities & IT, presented the proposed changes to Policy No. 17.

WHEREAS Policy No. 17 on Health and Safety was first adopted by the Board of Governors on June 11, 2013 by Resolution Number 353-07;

WHEREAS a revised version of Policy No. 17 on Health and Safety was presented to the Board members for their consideration;

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

THAT the Board of Governors approve Policy no.17 on Health and Safety as amended and to take effect immediately.

380-10 AMENDMENT TO POLICY NO. 7 – INSTITUTIONAL POLICY ON THE EVALUATION OF STUDENT ACHIEVEMENT (IPESA)

Teresa Berghello, Dean of Science & Social Science, presented the proposed changes to Policy No. 7. She also extended her gratitude to the Academic Programs Coordination Committee (APCC) and Mary Milburn, Assistant to the Academic Dean, for their diligent work in producing this revised document. Erich Schmedt, Academic Dean, also commended Teresa for her guidance and leadership in leading the APCC forward.

WHEREAS Policy No. 7 – Institutional Policy on the Evaluation of Student Achievement was last amended by the Board of Governors on February 12, 2013 by Resolution Number 351-08;

WHEREAS a revised version of Policy No. 7 – Institutional Policy on the Evaluation of Student Achievement was presented to the Board members for their consideration;

It was moved by Steven Colpitts, seconded by Bill Mahon, and carried

THAT the Board of Governors approve Policy no. 7 – Institutional Policy on the Evaluation of Student Achievement as amended and to take effect immediately.

380-11 ARTS, LITERATURE AND COMMUNICATION – THEATRE (500.AK) – PROGRAM PLANNER CHANGE

WHEREAS John Abbott College is authorized by the *Ministère de l'Éducation, et de l'Enseignement supérieur* to offer the Arts, Literature and Communication (ALC) program – Theatre Option – 500.AK;

WHEREAS the Arts, Literature and Communication department has revised its current program planner for simplicity and to ensure that students take the correct courses in each semester by replacing the current generic "choice of theatre elective" names with the actual names of the theatre courses to be taken;

WHEREAS the College's Academic Council was consulted and recommended that the amended Arts, Literature and Communication program planner be forwarded to the Board of Governors for approval;

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

THAT the Board of Governors approve the amended 500.AK – Arts, Literature and Communication – Theatre program planner;

and

THAT John Abbott College implement the revised 500.AK – Arts, Literature and Communication – Theatre

program planner.

380-12 COMPREHENSIVE ASSESSMENTS

a) ARTS, LITERATURE & COMMUNICATION PROGRAM – NEW

WHEREAS the Comprehensive Assessment assesses the student's fulfillment of a program's goals and objectives as identified in the Exit Profile;

WHEREAS the Exit Profile lists the program outcomes that meet the programs standards and objectives;

WHEREAS a new Comprehensive Assessment and Exit Profile was prepared to reflect program revisions;

WHEREAS the College's Academic Council, at its March 24, 2017 meeting, recommended that the new Arts, Literature & Communication Comprehensive Assessment and Exit Profile be presented to the Board of Governors for approval;

It was moved by Bill Mahon, seconded by Eyal Baruch, and carried

THAT the Board of Governors approve the new Arts, Literature & Communication Comprehensive Assessment and Exit Profile.

b) DENTAL HYGIENE PROGRAM – REVISED

WHEREAS the Comprehensive Assessment assesses the student's fulfillment of a program's goals and objectives as identified in the Exit Profile;

WHEREAS the Exit Profile lists the program outcomes that meet the programs standards and objectives;

WHEREAS the Dental Hygiene Comprehensive Assessment was revised to incorporate small revisions;

WHEREAS the College's Academic Council, at its March 24, 2017 meeting, recommended that the revised Dental Hygiene Comprehensive Assessment be presented to the Board of Governors for approval;

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

THAT the Board of Governors approve the revised Dental Hygiene Comprehensive Assessment.

380-13 NOTICE OF MOTION TO AMEND BY-LAW 5 "CONCERNING THE ACADEMIC COUNCIL"

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 5 "Concerning the Academic Council" are tabled at the May 18, 2017 regular Board meeting to be voted on at the June 13, 2017 regular Board meeting.

WHEREAS the proposed amendments are tabled for Board members to forward to the Secretary General any feedback by May 31, 2017;

WHEREAS the Board of Governors at its June 13, 2017 regular meeting will consider the proposed tabled amendments and feedback received and vote to amend By-law 5 "Concerning the Academic Council" as deemed appropriate.

380-14 CAPITAL BUDGET 2016-2017 – AMENDMENT TO RESOLUTION 374-06

WHEREAS at its June 14, 2016 meeting, the Board of Governors passed resolution 374-06 setting the College's capital budget as provisional at **\$4,890,100** for the 2016-2017 fiscal year;

WHEREAS on April 18, 2017, the College was notified that the capital budget for the 2016-2017 fiscal year is set at **\$5,248,500**, an increase of **\$358,400**;

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

THAT the Board of Governors amend Resolution 374-07 to reflect the authorized new capital budget as **\$5,248,500** for the 2016-2017 fiscal year.

380-15 STATUS OF RISK REGISTER

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

380-16 MONTREAL NURSING SIMULATOR CENTER – AMENDMENT TO RESOLUTION NO. 373-11c

WHEREAS the Government of Canada launched in April 2016 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 College participated in the submission of a joint request for this fund in connection with the Montreal Nursing Simulator Center (the "**Project**"), as per Resolution No. 373-11c, and such request was granted;

WHEREAS the College's portion of the necessary funding to realize the completion of the Project is of an amount equal to: (i) \$79,836 representing the College's portion of the required capital investment; and (ii) \$28,750 per year for the next ten years representing the College's portion of the annual operational expenses;

It was moved by Erich Schmedt, seconded by Roberta Silerova, and carried

THAT the College be and it is hereby authorized to provide its portion of the necessary funding to realize the completion of the Project, that is an amount equal to: (i) \$79,836 representing the College's portion of the required capital investment; and (ii) \$28,750 per year for the next ten years representing the College's portion of the annual operational expenses; and

THAT Resolution No. 373-11c adopted by the Board of Governors on May 3, 2016 be amended accordingly.

380-17 PRESENTATION OF THE NUNAVIK SIVUNITSAVUT POSTSECONDARY PROGRAM

The Academic Dean, Erich Schmedt, presented the Nunavik Sivunitsavut postsecondary program which will be offered, by the College, starting in Fall 2017. A total of 18 students have currently been admitted.

John Halpin, Director General, extended his gratitude to Erich Schmedt for his perseverance and dedication to developing this program and to Mary Milburn, assistant to the Academic Dean, for her outstanding support in making this program a reality.

380-18 STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS

It was moved by Steven Colpitts, seconded by Bill Mahon, and carried

THAT the Board approve for forwarding to Quebec, the names of 2 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 28 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in April 2017, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

380-19 OPERATIONS REPORT

The Director General presented the key highlights of the Operations.

380-20 CLOSING OF THE 380th BOARD MEETING

It was moved by Ray Fourneauux

THAT the 380th Board meeting be adjourned.

Chair

Secretary General



BOARD OF GOVERNORS

381st REGULAR BOARD MEETING – JUNE 13, 2017 – 7:00 PM – SH-104

Present:	Gylaine Audet, Chair John Halpin, Director General Eyal Baruch Andrew Biteen Ray Fourneaux Ian Hadida Bill Mahon Suzana Ribeiro Erich Schmedt (retiring Academic Dean) Dalia Toledano Paula Wood-Adams Stavroula Makris, Secretary General Rosanna Fortunato, Recording Secretary	Regrets:	Louise Arsenault Michel Burgy Steven Colpitts Kathy Nodzynski Line Roussin Roberta Silerova Anna Woodrow
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By invitation: Gordon Brown, new Academic Dean (*effective August 1*)
Caroline Charbonneau, Director of Finance & Legal Affairs (*left after item 11*)
Stephanie Hygate, Director of Continuing Education & International Program Office (*left after 22*)
Michael Johnston, Director of Facilities & IT (*left after item 20*)
Dennis Waide, Director of Student Services (*left after item 11*)

381-01 APPROVAL OF AGENDA

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

THAT the Board approved the agenda as presented.

381-02 MINUTES – 380th BOARD MEETING

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

THAT the minutes of the 380th Board meeting be approved as presented.

381-03 BUSINESS ARISING FROM THE 380th BOARD MEETING

The Director General welcomed the new Academic Dean, Gordon Brown, to the Board of Governors. Gordon's official start date will be August 1, 2017 however, he will be on campus this week in order to familiarize himself with the College community.

The College received another notice from the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) to the effect that the College's 2016-2017 capital budget was increased; details are provided in Resolution 381-06.

381-04 NETWORK NEWS

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

- On May 25th, the Director General and the Chair of the Board attended a training session offered by the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) regarding best practices on governance for the Board of Governors. The Chair of the Board stated that in the Fall, Board members will be asked to complete a survey, once again, in order to evaluate the Board's effectiveness and to promote engagement at the Board level.
- On June 15, the Director General and the Director of Facilities & IT will attend a seminar, hosted by *la Fédération des Cégeps*, on the future of Information Technologies and the digital age.

381-05 REPORT FROM THE EXECUTIVE COMMITTEE

The Director General reviewed the draft minutes from the last Executive Committee meeting held on May 24, 2017.

381-06 CAPITAL BUDGET 2016-2017 – AMENDMENT TO RESOLUTION 380-14

WHEREAS at its May 18, 2017 meeting, the Board of Governors passed resolution 380-14 setting the College's capital budget at \$5,248,500 for the 2016-2017 fiscal year;

WHEREAS on May 19, 2017, the College was notified that the capital budget for the 2016-2017 fiscal year is set at \$5,344,900, an increase of \$96,400;

It was moved by Andrew Biteen, seconded by Bill Mahon, and carried

THAT the Board of Governors amend Resolution 380-14 to reflect the authorized new capital budget as \$5,344,900 for the 2016-2017 fiscal year.

381-07 CAPITAL BUDGET 2017-2018 - PROVISIONAL

It was moved by Paula Wood-Adams, seconded by Suzana Ribeiro, and carried

THAT the Board of Governors approve a provisional Capital Budget of \$5,344,900 for the 2017-2018 fiscal year.

381-08 **OPERATIONAL BUDGET 2017-2018**

It was moved by Eyal Baruch, seconded by Paula Wood-Adams, and carried

THAT the Board of Governors approve the Operational Budget for the 2017-2018 fiscal year, as prepared by the administration.

381-09 **AMENDMENT TO BY-LAW 5 "CONCERNING THE ACADEMIC COUNCIL"**

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 5 "Concerning the Academic Council" were tabled at the May 18, 2017 regular Board meeting to be voted on at the June 13, 2017 regular Board meeting.

WHEREAS Board members were asked to forward any feedback to the Secretary General by May 31, 2017;

WHEREAS no feedback was received by the due date;

It was moved by Andrew Biteen, seconded by Dalia Toledano, and carried

THAT the Board of Governors approve By-law 5 "Concerning the Academic Council" as amended and to take effect immediately.

381-10 **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.

381-11 **REPORT FROM THE DIRECTOR GENERAL EVALUATION COMMITTEE**

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

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

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

The Chair of the Board declared that the Board exit from the *in camera* session and continue regular business.

381-12 **BOARD OF GOVERNORS MEETING DATES 2017-2018**

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 Bill Mahon, seconded by Ian Hadida, and carried

THAT the Board set the regular meetings of the Board of Governors of John Abbott College for the 2017-2018 academic year to start at 7:00 p.m. on the following days:

- September 26, 2017
- October 24, 2017
- November 28, 2017
- February 6, 2018
- March 27, 2018
- May 1, 2018
- June 12, 2018

381-13 **BOARD VACANCY - ALUMNI TECHNICAL STUDIES**

WHEREAS the Executive Committee analyzed the *Curriculum Vitae* from one (1) graduate who expressed interest to serve on the Board in the Technical Alumnus category;

WHEREAS the Executive Committee recommended that the Board of Governors, at its June 13, 2017 meeting, appoint Jonathan Hackett in the Technical Alumnus category for a mandate term of three (3) years;

It was moved by Suzana Ribeiro, seconded by Paula Wood-Adams, and carried

THAT the Board of Governors appoint Jonathan Hackett to serve on the Board in the Technical Alumnus category for a mandate term of three (3) years, effective immediately.

381-14 **APPOINTMENT OF CHAIRPERSON OF THE BOARD 2017-2018**

It was moved by Bill Mahon, seconded by Andrew Biteen, and carried

THAT Guylaine Audet be appointed Chairperson of the Board of Governors for the 2017-2018 academic year.

381-15 **APPOINTMENT OF VICE-CHAIRPERSON OF THE BOARD 2017-2018**

It was moved by Paula Wood-Adams, seconded by John Halpin, and carried

THAT Louise Arsenault be appointed Vice-Chairperson of the Board of Governors for the 2017-2018 academic year.

381-16 **APPOINTMENT OF THE EXECUTIVE COMMITTEE 2017-2018**

It was moved by Dalia Toledano, seconded by Ray Fourneau, 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
- Gordon Brown, Academic Dean
- Anna Woodrow, Faculty Member
- One student member to be appointed by the Board after student elections

381-17 **ACADEMIC COUNCIL COMPOSITION 2017-2018**

It was moved by Andrew Biteen, seconded by Erich Schmedt, and carried

THAT, in conformity to Article 2.1.1.2 of By-Law 5 "Concerning the Academic Council", the Academic Administrators identified below be appointed members of the Academic Council for the 2017-2018 academic year:

<u>Members</u>	<u>Replacement</u>
BERGHELLO Teresa	Dean of Science & Social Science ROUSSEAU Kim
DORSNIE Ronnie	Dean of Academic Resources
HAUGHEY Roger	Dean of Arts & General Education

381-18 **NEW AEC PROGRAM – MOBILE APPLICATION DEVELOPMENT – LEA.CB
– CONTINUING EDUCATION**

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 Mobile Application Development Program is in keeping with the aims and orientations of technical education that guide the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES);

WHEREAS it is designed in accordance with the framework for developing technical AEC programs;

WHEREAS it is based on competencies, formulated in terms of objectives and standards;

WHEREAS the Academic Council at its June 2, 2017 meeting, recommended the adoption of the Attestation of College Studies (AEC) for the Mobile Application Development Program LEA.CB;

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

THAT the Board of Governors approve the institutional program leading to an Attestation of College Studies (AEC) in Mobile Application Development Program LEA.CB for students registering for Winter 2018.

381-19 **ARTS, LITERATURE AND COMMUNICATION – THEATRE (500.AK) – PROGRAM PLANNER REVISION**

WHEREAS John Abbott College is authorized by the *Ministère de l'Éducation et de l'Enseignement supérieur* to offer the Arts, Literature and Communication (ALC) program – Theatre Option – 500.AK;

WHEREAS on May 18, 2017 (Resolution No. 380-11), the Board of Governors approved the revised Arts, Literature and Communication program planner;

WHEREAS the titles, indicated therein, were incorrect for two courses offered in the first semester and read:

560-THA-AB Intro to Theatre 1: Performance
560-THB-AB Intro to Theatre 2: Technical;

WHEREAS the titles should have read:

560-THA-AB Theatre Workshop: Intro to Theatre 1
560-THB-AB Theatre Workshop: Intro to Theatre 2;

WHEREAS the revised titles for the two courses were approved at the College's Academic Council on June 2, 2017;

WHEREAS the College's Academic Council has recommended that the revised Arts, Literature and Communication program planner be forwarded to the Board of Governors for approval;

It was moved by Bill Mahon, seconded by Eyal Baruch, and carried

THAT the Board of Governors approve the revised 500.AK – Arts, Literature and Communication – Theatre program planner with the corrected titles;
and

THAT John Abbott College implement the revised 500.AK – Arts, Literature and Communication – Theatre program planner with the corrected titles.

381-20 **EXTENSION OF SERVICE LEVEL AGREEMENT (SLA) BETWEEN THE ROYAL INSTITUTION FOR THE ADVANCEMENT OF LEARNING/MCGILL UNIVERSITY (“McGill”) AND JOHN ABBOTT COLLEGE**

WHEREAS McGill and John Abbott College are parties to a Service Level Agreement terminating on June 30, 2017 (the “Service Level Agreement”);

WHEREAS McGill and John Abbott College have agreed to extend the Service Level Agreement for an additional term of up to one (1) year, starting on July 1, 2017 (the “Extension”);

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

THAT the Extension be and is hereby approved; and

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 Extension.

381-21 **STUDENT DIPLOMA REQUESTS – PREVIOUS SEMESTERS**

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

THAT the Board approve for forwarding to Quebec, the names of 2 students for a *Diplôme d'études collégiales* (D.E.C.) and the names of 51 students for an *Attestation d'études collégiales* (A.E.C.) as supplied by the Registrar's office in May 2017, and certified by the Dean of Academic Systems as having successfully completed the appropriate requirements for the granting of a diploma.

381-22 **OPERATIONS REPORT**

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

Erich Schmedt expressed his gratitude to the organizers of the Learning Specialist Association of Canada (LSAC) Conference for a job well done.

381-23 **STRATEGIC PLAN DASHBOARD**

The Director General reviewed the 2015-2020 strategic plan dashboard, particularly highlighting the targets achieved to date and the metrics used to measure the 4 high level goals and the 10 orientations of the strategic plan.

381-24 **BOARD DISCUSSION TOPIC**

a) Video – Geoffrey Kelley

In honour of the *Fédération des Cégep's* upcoming 50th anniversary, a video featuring Mr. Geoffrey Kelley was presented.

b) College Assessment Reputation

The discussion regarding this topic was deferred to a subsequent Board meeting.

381-25 **CLOSING OF THE 381st BOARD MEETING**

On behalf of the Board of Directors, the Chair of the Board thanked Erich Schmedt for his dedication and exceptional work during his term and wished him a happy retirement and best wishes with his future projects.

The Chair of the Board also expressed her gratitude to Eyal Baruch and Suzana Ribeiro for all of their great work during their mandate, as parent representatives, on the Board of Governors and best wishes with their future endeavours.

It was moved by Erich Schmedt

THAT the 381st Board meeting be adjourned.

Chair

Secretary General