



328th EXECUTIVE COMMITTEE MEETING
SEPTEMBER 14, 2016 – 4:30 PM – H-108

Present: John Halpin, Chair
Louise Arsenault (via conference call)
Doug Brown
Erich Schmedt
Stavroula Makris, Secretary General

Regrets: Guylaine Audet

By invitation: Kathy Nodzynski

EC 328-01 **APPROVAL OF AGENDA**

It was moved by Doug Brown, seconded by Erich Schmedt, and carried

THAT the agenda be approved as circulated.

EC 328-02 **MINUTES – 327th EXECUTIVE COMMITTEE MEETING**

It was moved by Erich Schmedt, seconded by Doug Brown, and carried

THAT the minutes of the 327th Executive Committee meeting be approved as circulated.

EC 328-03 **FOLLOW-UP ON STUDENT INCIDENT**

The Director General provided a follow-up on the recent student incident reported in the media.

EC 328-04 **ANALYSE DU RAPPORT FINANCIER 2014-2015**

The Director General presented the *analyse du rapport financier* 2014-2015 which will also be presented at the next Board meeting.

EC 328-05 **OPERATIONAL BUDGET 2016-2017 – AMENDMENT**

WHEREAS at its May 25, 2016 meeting, the Executive Committee recommended that the Board of Governors approve the Operational Budget for the 2016-2017 fiscal year, as prepared by the administration;

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

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

THAT the Executive Committee recommend 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.

EC 328-06 **LINE OF CREDIT 2016-2017 – OPERATIONAL**

It was moved by Erich Schmedt, seconded by Doug Brown, and carried

THAT John Abbott College be authorized to borrow from the Canadian Imperial Bank of Commerce, 189 Hymus Boulevard, Pointe-Claire Branch,

- up to the sum of \$4,113,000 during the period of July 1, 2016 to August 31, 2016;
- up to the sum of \$8,813,000 during the period of September 1, 2016 to March 31, 2017;
- up to the sum of \$8,226,000 during the period of April 1, 2017 to June 30, 2017,

bearing interest at the rate in accordance with the letter of authority to borrow signed by Ginette Legault, *la sous-ministre adjointe à l'enseignement supérieur du Ministère de l'Éducation et de l'Enseignement supérieur*, dated June 22, 2016;

and

THAT any two of the following officers of the College, the Director General, the Coordinator of Financial Services/Comptroller, the Academic Dean and the Director of Finance and Legal Affairs be authorized to sign for, on behalf of the College, all documents and instruments evidencing the said advances.

EC 328-07 **LINE OF CREDIT 2016-2017 – CAPITAL**

It was moved by Erich Schmedt, seconded by Louise Arsenault, and carried

THAT John Abbott College be authorized to borrow from the Canadian Imperial Bank of Commerce, 189 Hymus Boulevard, Pointe-Claire Branch,

- up to the sum of \$32,009,000 during the period of July 1, 2016 to November 30, 2016;
- up to the sum of \$40,848,000 during the period of December 1, 2016 to April 24, 2017;
- up to the sum of \$45,028,000 during the period of April 25, 2017 to June 30, 2017,

bearing interest at the rate in accordance with the letter of authority to borrow signed by Ginette Legault, la sous-ministre adjointe à l'enseignement supérieur du Ministère de l'Éducation et de l'Enseignement supérieur, dated June 22, 2016;

and

THAT any two of the following officers of the College, the Director General, the Coordinator of Financial Services/Comptroller, the Academic Dean and the Director of Finance and Legal Affairs be authorized to sign for, on behalf of the College, all documents and instruments evidencing the said advances.

EC 328-08

RÉGIME D'EMPRUNTS À LONG TERME

ATTENDU QUE, conformément à l'article 78 de la Loi sur l'administration financière (RLRQ, chapitre A-6.001), le Cégep John Abbott (l'« Emprunteur ») désire instituer un régime d'emprunts lui permettant d'effectuer, de temps à autre d'ici le 30 juin 2017, des emprunts à long terme auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 16 990 000 \$;

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

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

ATTENDU QUE la ministre responsable de l'Enseignement supérieur (la « Ministre ») a autorisé l'institution par l'Emprunteur du présent régime d'emprunts, selon les conditions auxquelles réfère sa lettre du 11 août 2016;

Sur la proposition de John Halpin, appuyée par Louise Arsenault

IL EST RÉSOLU :

1. *QU'un régime d'emprunts, en vertu duquel l'Emprunteur peut, sous réserve des caractéristiques et limites énoncés ci-après, effectuer de temps à autres d'ici le 30 juin 2017, des emprunts à long terme auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 16 990 000 \$, soit institué;*
2. *QUE les emprunts à long terme effectués par l'Emprunteur en vertu du présent régime d'emprunts soient sujets aux caractéristiques et limites suivantes :*
 - a) *malgré les dispositions du paragraphe 1 ci-dessus, l'Emprunteur ne pourra, au cours de chacune des périodes de quinze mois s'étendant du 1^{er} avril au 30 juin et comprises dans la période visée au paragraphe 1, effectuer des emprunts qui auraient pour effet que le montant total approuvé pour l'Emprunteur, pour une telle période, par*

le Conseil du trésor au titre de la programmation des emprunts à long terme des collèges d'enseignement général et professionnel, soit dépassé;

- b) L'Emprunteur ne pourra effectuer un emprunt à moins de bénéficier d'une subvention du gouvernement du Québec conforme aux normes établies par le Conseil du trésor, au titre de l'octroi ou de la promesse de subventions aux collèges d'enseignement général et professionnel ainsi qu'aux termes et conditions déterminés par la Ministre et pourvoyant au paiement en capital et intérêt de l'emprunt concerné même si, par ailleurs, le paiement de cette subvention est sujet à ce que les sommes requises à cette fin soient votées annuellement par le Parlement;*
 - c) chaque emprunt ne pourra être effectué qu'en monnaie légale du Canada auprès du ministre des Finances, à titre de responsable du Fonds de financement;*
 - d) le produit de chaque emprunt ne pourra servir, outre le paiement des frais inhérents à l'emprunt concerné, que pour financer les dépenses d'investissements et les dépenses inhérentes aux investissements de l'Emprunteur subventionnées par la Ministre;*
- 3. QU'aux fins de déterminer le montant total auquel réfère le paragraphe 1 ci-dessus, on ne tiennne compte que de la valeur nominale des emprunts effectués par l'Emprunteur;*
- 4. QU'en plus des caractéristiques et limites énoncées précédemment, les emprunts comportent les caractéristiques suivantes :*
- a) L'Emprunteur pourra contracter un ou plusieurs emprunts pendant toute la durée du régime d'emprunts jusqu'à concurrence du montant qui y est prévu, et ce, aux termes d'une seule et unique convention de prêt à être conclue entre l'Emprunteur et le ministre des Finances, à titre de responsable du Fonds de financement;*
 - b) chaque emprunt sera constaté par un billet fait à l'ordre du ministre des Finances, à titre de responsable du Fonds de financement;*
 - c) le taux d'intérêt payable sur les emprunts sera établi selon les critères déterminés par le gouvernement en vertu du décret numéro 1267-2001 du 24 octobre 2001 concernant les critères de fixation des taux d'intérêt qui peuvent être exigés sur ces emprunts ainsi que la nature des coûts imputables dans le calcul de ces taux ou dans le calcul du remboursement des emprunts, modifié par les décrets numéro 1057-2013 du 23 octobre 2013 et numéro 1152-2015 du 16 décembre 2015, adopté en vertu de l'article 24 de la Loi sur le ministère des Finances (RLRQ, chapitre M-24.01), tel que ce décret pourra être modifié ou remplacé de temps à autre; et*
 - d) aux fins d'assurer le paiement à l'échéance du capital de chaque emprunt et des intérêts dus sur celui-ci, la créance que représente pour l'Emprunteur la subvention qui lui sera accordée par la Ministre, au nom du gouvernement du Québec, sera affectée d'une hypothèque mobilière sans dépossession en faveur du ministre des Finances, à titre de responsable du Fonds de financement.*
- 5. QUE l'Emprunteur soit autorisé à payer, à même le produit de chaque emprunt contracté auprès du ministre des Finances, à titre de responsable du Fonds de financement aux termes du régime d'emprunts, les frais d'émission et les frais de gestion qui auront été convenus;*

6. *QUE l'un ou l'autre des dirigeants suivants :*

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

Le [ou la] Directeur général ou Directrice générale

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

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

7. *QUE, dans la mesure où l'Emprunteur a déjà adopté une résolution instituant un régime d'emprunts pour les mêmes fins, la présente résolution remplace la résolution antérieure, sans pour autant affecter la validité des emprunts conclus sous son autorité avant la date du présent régime d'emprunts.*

EC-328-09

AUDIT COMMITTEE COMPOSITION

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;

It was moved by Doug Brown, seconded by John Halpin, and carried

THAT the Executive Committee recommend 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.

EC 328-10

EXECUTIVE COMMITTEE COMPOSITION

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

It was moved by Erich Schmedt, seconded by John Halpin, and carried

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

EC 328-11 **EXECUTIVE COMMITTEE MEETING DATES – AMENDMENT**

WHEREAS at its meeting of May 25, 2016, the Executive Committee set dates and times for its 2016-2017 regular meetings, the whole as per Article 4.4.1 of By-law 1 Concerning the General Administration of the College;

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

It was moved by Erich Schmedt, seconded by Louise Arsenault, and carried

THAT the dates of the regular meetings of the Executive Committee of John Abbott College for the 2016-2017 academic year be amended as follows so as to be held at 4:30 p.m. on the following days:

- September 14, 2016
- October 12, 2016 (previously October 19, 2016)
- November 8, 2016 (previously November 30, 2016)
- January 25, 2017
- March 15, 2017
- April 19, 2017
- May 24, 2017

EC 328-12 **UPCOMING BOARD VACANCIES**

A report on the upcoming Board vacancies was presented. It was suggested that elections for parent representatives on the Board of Governors be held at the beginning of the Fall 2017 semester.

EC 328-13 **BOARD AGENDA – 375TH REGULAR BOARD MEETING**
– SEPTEMBER 27, 2016

It was moved by Doug Brown, seconded by Erich Schmedt, and carried

THAT the Agenda for the 375th Regular Board meeting be adopted as presented.

EC 328-14 CLOSING OF THE 328th EXECUTIVE COMMITTEE MEETING

It was moved by Doug Brown

THAT the 328th Executive Committee meeting be closed.

Chair

Secretary General



329th EXECUTIVE COMMITTEE MEETING OCTOBER 12, 2016 – 4:30 PM – H-108

Present: Guylaine Audet (conference call)
 John Halpin, Chair
 Louise Arsenault (conference call)
 Doug Brown
 Kathy Nodzynski
 Erich Schmedt
 Stavroula Makris, Secretary General

EC 329-01 APPROVAL OF AGENDA

It was moved by John Halpin, seconded by Doug Brown, and carried

THAT the agenda be approved as amended.

EC 329-02 MINUTES – 328th EXECUTIVE COMMITTEE MEETING

It was moved by Louise Arsenault, seconded by John Halpin, and carried

THAT the minutes of the 328th Executive Committee meeting be approved as circulated.

EC 329-03 ACADEMIC DEAN SEARCH COMMITTEE COMPOSITION

The Secretary General provided an update on the responses received from the e-mail sent out with regards to the composition of the Academic Dean Search Committee. Pursuant to Section 1.3(b) of *By-Law 2 Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean*, this Committee is to be composed of the Director General, the Chair and Vice-Chair of the Board of Governors, one faculty member and one staff member, one student member and one other member of the Board who is not an employee of the College.

EC 329-04 COMPETENCY PROFILE UPDATE

The Director General presented an update of the Board competency profile. The current profile has not significantly changed and the expertise of the Board still remains well distributed among its members.

EC 329-05 **RISK ASSESSMENT UPDATE**

The Director General presented a draft update of the Risk Register which will also be presented at the next meeting of the Board of Governors. It was suggested that an additional risk be added and that the various risks presented eventually be categorized.

EC 329-06 **BOARD AGENDA – 376TH REGULAR BOARD MEETING
– OCTOBER 25, 2016**

It was moved by Doug Brown, seconded by Kathy Nodzynski, and carried

THAT the Agenda for the 376th Regular Board meeting be adopted as amended.

EC 329-07 **PROPOSED APPROACH FOR AUDIT COMMITTEE AND EXECUTIVE COMMITTEE**

After discussion, it was agreed that the Audit Committee and the Executive Committee hold a joint meeting where the auditors of the College will also attend to present the 2015-2016 audited financial statements of the College. This joint meeting will be held on Tuesday, November 8, 2016.

EC 329-08 **CLOSING OF THE 329TH EXECUTIVE COMMITTEE MEETING**

It was moved by Doug Brown

THAT the 329th Executive Committee meeting be closed.

Chair

Secretary General



JOINT AUDIT COMMITTEE / 330th EXECUTIVE COMMITTEE MEETING
NOVEMBER 8, 2016 5:30 PM – SH-104

Present: Guylaine Audet *(Audit and Executive Committee Member)*
 John Halpin, Chair *(Audit and Executive Committee Member)*
 Louise Arsenault *(Executive Committee Member)*
 Andrew Biteen *(Audit Committee Member)*
 Doug Brown *(Executive Committee Member)*
 Kathy Nodzynski *(Executive Committee Member)*
 Suzana Ribeiro *(Audit Committee Member)*
 Erich Schmedt *(Executive Committee Member)*

By invitation: Caroline Charbonneau, Director, Finance & Legal Affairs
 Catherine Del Testa, Raymond Chabot Grant Thornton
 Sandrine Gélinas, Raymond Chabot Grant Thornton
 Stavroula Makris, Secretary General
 Daniel Nyisztor, Comptroller
 Christine Régimbal, Raymond Chabot Grant Thornton

A joint Audit Committee and Executive Committee meeting was held. All members and invitees listed above were present.

EC 330-01 APPROVAL OF AGENDA

It was moved by Guylaine Audet, seconded by Louise Arsenault, and carried

THAT the agenda be approved as circulated.

EC 330-02 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.

Once the college has completed its analysis to identify the main cause of the Bookstore profit reduction, it will report its findings to the members of the Audit and Executive Committees.

Representatives of Raymond Chabot Grant Thornton, the College's external auditors, explained the audit process that was followed and tabled its reports with the Audit Committee and the Executive Committee.

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;

Sur proposition de Suzana Ribeiro, appuyée par Erich Schmedt

IL EST RÉSOLU :

QUE le comité de vérification et le comité exécutif recommandent que le conseil d'administration adopte ce qui suit 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.*

Following the presentation of the audit results and the passing of the above resolution, the Auditors left the meeting.

EC 330-03 EVALUATION AND APPOINTMENT OF EXTERNAL AUDITORS 2016-2017

WHEREAS Article 4 of Policy no. 3 *Concerning the Hiring and Evaluation of an External Auditor* states that each year, the Board Audit Committee is to evaluate the external auditor's work in accordance with the criteria set forth therein and recommend to the Board of Governors the renewal or non-renewal of the external auditor's mandate;

It was moved by Guylaine Audet, seconded by Suzana Ribeiro, and carried

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

Following the passing of the above resolution, the Audit Committee members, together Caroline Charbonneau, Director of Finance & Legal Affairs, Daniel Nyisztor, Comptroller and Erich Schmedt, left the meeting. After a short break, the remaining Executive Committee members resumed their regular Executive Committee meeting and agenda items.

EC 330-04 MINUTES – 329th EXECUTIVE COMMITTEE MEETING

It was moved by Kathy Nodzynski, seconded by Doug Brown, and carried

THAT the minutes of the 329th Executive Committee meeting be approved as circulated.

EC 330-05 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;

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

THAT the Executive Committee recommend 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.

EC 330-06 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;

It was moved by Guylaine Audet, seconded by Kathy Nodzynski, and carried

THAT the Executive Committee recommend 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.

EC 330-07 BOARD AGENDA – 377TH REGULAR BOARD MEETING
– NOVEMBER 22, 2016

It was moved by Guylaine Audet, seconded by Doug Brown, and carried

THAT the Agenda for the 377th Regular Board meeting be adopted as presented.

EC 330-08 **CLOSING OF THE 330th EXECUTIVE COMMITTEE MEETING**

It was moved by Doug Brown

THAT the 330th Executive Committee meeting be closed.

Chair

Secretary General



331st EXECUTIVE COMMITTEE MEETING
JANUARY 25, 2017 – 4:30 PM – H-108

Present: Guylaine Audet (via conference call)
John Halpin, Chair
Louise Arsenault (via conference call)
Doug Brown
Kathy Nodzynski
Erich Schmedt
Stavroula Makris, Secretary General

By invitation: Caroline Charbonneau, Director of Finance & Legal Affairs (left after item 2)

EC 331-01 **APPROVAL OF AGENDA**

It was moved by Kathy Nodzynski, seconded by Doug Brown, and carried
THAT the agenda be approved as amended.

EC 331-02 **MID-YEAR BUDGET STATUS**

The Director of Finance & Legal Affairs presented the members with a mid-year budget status. This will also be presented to the members of the Board at their next meeting.

EC 331-03 **MINUTES – 330th EXECUTIVE COMMITTEE MEETING**

It was moved by Doug Brown, seconded by Kathy Nodzynski, and carried
THAT the minutes of the 330th Executive Committee meeting be approved as circulated.

EC 331-04 **EVALUATION COMMITTEE – DIRECTOR GENERAL**

At the next meeting of the Board, a committee will be formed for the evaluation of the Director General, the whole in accordance with By-Law 2 "Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean".

The Executive Committee members discussed the composition of this committee. As per the guidelines in By-Law 2, the evaluation this year will be an extensive one.

EC 331-05 **BOARD VACANCIES & POSSIBLE TRAINING**

The Secretary General updated the members on the upcoming board vacancies for 2017. The College is still awaiting the Ministry appointment with respect to one expired board position; last follow-up was done by the College in December 2016.

It is anticipated that elections for parent representatives on the Board of Governors as well as a training session for members of the Board of Governors will be held at the beginning of the Fall 2017 semester.

EC 331-06 **LIBRARY RENOVATIONS**

The Director General presented the members with a Gantt chart regarding the various steps to be taken in connection with the renovation of the College's library. We are awaiting further details from the federal and provincial governments on the grants to be received by the College.

EC 331-07 **STRATEGIC PLAN DASHBOARD**

The Director General presented the members with a draft strategic plan dashboard.

EC 331-08 **LINE OF CREDIT 2016-2017 – CAPITAL BUDGET**
- AMENDMENT TO RESOLUTION 328-07

It was moved by Doug Brown, seconded by Guylaine Audet, and carried

THAT John Abbott College be authorized to borrow from the Canadian Imperial Bank of Commerce, 189 Hymus Boulevard, Pointe-Claire Branch,

- up to the sum of \$32,009,000 during the period of July 1, 2016 to November 30, 2016;
- up to the sum of \$40,848,000 during the period of December 1, 2016 to January 15, 2017;
- up to the sum of \$23,851,000 during the period January 16, 2017 to April 24, 2017;
- up to the sum of \$28,031,000 during the period of April 25, 2017 to June 30, 2017,

bearing interest at the rate in accordance with the letter of authority to borrow signed by Simon Bergeron, *ASC au Ministère de l'Éducation et de l'Enseignement supérieur*, dated January 15, 2017;

and

THAT any two of the following officers of the College, the Director General, the Coordinator of Financial Services/Comptroller, the Academic Dean and the Director of Finance & Legal Affairs be authorized to sign for, on behalf of the College, all documents and instruments evidencing the said advances.

EC 331-09 BOARD AGENDA – 378th REGULAR BOARD MEETING
– FEBRUARY 7, 2017

It was moved by Doug Brown, seconded by Kathy Nodzynski, and carried
THAT the Agenda for the 378th Regular Board meeting be adopted as amended.

EC 331-10 CLOSING OF THE 331st EXECUTIVE COMMITTEE MEETING

It was moved by Doug Brown
THAT the 331st Executive Committee meeting be closed.

Chair

Secretary General



332nd EXECUTIVE COMMITTEE MEETING
MARCH 28, 2017 – 6:00 PM – H-108

Present: Guylaine Audet
John Halpin, Chair
Doug Brown
Kathy Nodzynski (via conference call)
Erich Schmedt
Stavroula Makris, Secretary General

Regrets: Louise Arsenault

By invitation: Anna Woodrow (via conference call)

EC 332-01 **APPROVAL OF AGENDA**

It was moved by Doug Brown, seconded by Guylaine Audet, and carried
THAT the agenda be approved as amended.

EC 332-02 **MINUTES – 331st EXECUTIVE COMMITTEE MEETING**

It was moved by Doug Brown, seconded by Guylaine Audet, and carried
THAT the minutes of the 331st Executive Committee meeting be approved as circulated.

EC 332-03 **UPCOMING CHANGES IN MEMBERSHIP OF BOARD, EXECUTIVE COMMITTEE AND ACADEMIC DEAN SEARCH COMMITTEE**

At the next meeting of the Board of Governors, resolutions will be presented to formally replace Doug Brown by Anna Woodrow on the Executive Committee and the Academic Dean Search Committee. An election to replace him on the Board of Governors will also be held among the faculty of the College. Doug Brown will begin his new position as Program Dean in early April.

Furthermore, a resolution will also be presented to formally replace the current student on the Academic Dean Search Committee. Ben Colpron, a SUJAC executive, will be replacing the current member.

EC 332-04 **REGULAR DISCUSSION TOPICS AT BOARD MEETINGS**

In cases where the Board agenda is lean, it is a good opportunity to propose a discussion topic for the members of the Board. A brainstorming session will be held at the next meeting of the Board of Governors to explore such possible topics.

EC 332-05 **BOARD AGENDA – 379th REGULAR BOARD MEETING**
– MARCH 28, 2017

It was moved by Doug Brown, seconded by Guylaine Audet, and carried

THAT the Agenda for the 379th Regular Board meeting be adopted as amended.

EC 332-06 **CLOSING OF THE 332nd EXECUTIVE COMMITTEE MEETING**

It was moved by Doug Brown

THAT the 332nd Executive Committee meeting be closed.

Chair

Secretary General



333rd EXECUTIVE COMMITTEE MEETING
APRIL 19, 2017 – 4:30 PM – H-108

Present: Guylaine Audet (via conference call)
John Halpin, Chair
Louise Arsenault
Kathy Nodzynski
Erich Schmedt
Anna Woodrow
Stavroula Makris, Secretary General

EC 333-01 APPROVAL OF AGENDA

It was moved by Kathy Nodzynski, seconded by Louise Arsenault, and carried

THAT the agenda be approved as circulated.

EC 333-02 MINUTES – 116th SPECIAL AND 332nd REGULAR EXECUTIVE COMMITTEE MEETINGS

It was moved by Anna Woodrow, seconded by Erich Schmedt, and carried

THAT the minutes of the 116th Special and 332nd Regular Executive Committee meetings be approved as circulated.

EC 333-03 BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES

The committee discussed the business arising from the previous minutes, more specifically in connection with the Special Executive Committee Meeting. Although these types of appeals are rare, a discussion ensued on best practices.

EC 333-04 **BOARD MEMBERS**

a) New faculty member

Roberta Silerova is the newly acclaimed faculty member on the Board of Governors, replacing Doug Brown. Her term started on April 11th and is for 3 years.

Roberta Silerova has been teaching in the Department of Chemistry at John Abbott College since 2002 and has been the Honours Science Coordinator since 2011. She manages the Chemistry Peer Tutoring Program in the Chemistry Study Area and has been the Chemistry Department representative for the new Science and Technology building at JAC.

b) Search for new Alumni member (Technical Studies)

Following the resignation of Monique Lessard on March 26, 2017, a search will soon be launched for a College graduate holding a Diploma of College Studies (DEC) in a program of technical studies who is not a member of the College staff.

EC 333-05 **ACADEMIC DEAN SEARCH COMMITTEE**

The interviews for this position will be held on April 29, 2017. A meeting of the Academic Dean Search Committee is scheduled to be held immediately after this Executive Committee meeting.

EC 333-06 **BOARD DISCUSSION TOPIC PRIORITIES FOR NEXT BOARD MEETING**

The members reviewed the various topics that were proposed at the last Board of Governors' meeting. The following themes will be further explored at future Board of Governors' meetings, time permitting:

- General Education
- Holistic Development
- Community College

EC 333-07 **BOARD AGENDA – 380th REGULAR BOARD MEETING**
– MAY 2, 2017

The members discussed postponing the next Board of Governors' meeting; this would be done in an effort to possibly avoid the calling of a Special Board of Governors' meeting with regards to the appointment of a new Academic Dean.

It was moved by Louise Arsenault, seconded by Guylaine Audet, and carried

THAT the Agenda for the 380th Regular Board meeting be adopted as amended, including postponing the next Board of Governors' meeting to accommodate the Academic Dean Search Committee progress.

EC 333-08

CLOSING OF THE 333rd EXECUTIVE COMMITTEE MEETING

It was moved by Anna Woodrow

THAT the 333rd Executive Committee meeting be closed.

Chair

Secretary General



334th EXECUTIVE COMMITTEE MEETING
MAY 24, 2017 – 4:30 PM – H-108

Present: Guylaine Audet (via conference call)
John Halpin, Chair
Louise Arsenault (via conference call)
Erich Schmedt
Stavroula Makris, Secretary General

Regrets: Kathy Nodzynski
Anna Woodrow

EC 334-01 **APPROVAL OF AGENDA**

It was moved by Louise Arsenault, seconded by Guylaine Audet, and carried

THAT the agenda be approved as circulated.

EC 334-02 **MINUTES – 333rd EXECUTIVE COMMITTEE MEETINGS**

It was moved by Guylaine Audet, seconded by John Halpin, and carried

THAT the minutes of the 333rd Executive Committee meetings be approved as circulated.

EC 334-03 **CONSEILLER CADRE**

A contract for Erich Schmedt has been drafted in line with the *Règlement déterminant certaines conditions de travail des hors-cadre des collèges d'enseignement général et professionnel*. A work plan listing Erich's tasks for 2017-2019 is in the process of being prepared and will be included in the work plans presented to the Board in September.

EC 334-04 **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;

It was moved by Guylaine Audet, seconded by Louise Arsenault, and carried

THAT the Executive Committee recommend 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.

EC 334-05 SAFE DISCLOSURE (WHISTLEBLOWER) POLICY REPORT

The Secretary General explained that there were no cases of improper acts investigated under Policy no. 18 - Safe Disclosure (Whistleblower) Policy.

Moreover, this Policy no. 18 will undergo a revision next year to incorporate provisions from *An Act to facilitate the disclosure of wrongdoings relating to public bodies* which came into effect on May 1, 2017.

EC 334-06 EXECUTIVE COMMITTEE MEETING DATES 2017-2018

WHEREAS pursuant to Article 4.4.1 of By-law 1 *Concerning the General Administration of the College*, the Executive Committee shall hold regular meetings on the dates and at the times that it sets either at the last regular meeting of each fiscal year or at other times during the year;

It was moved by Erich Schmedt, seconded by Guylaine Audet, and carried

THAT the regular meetings of the Executive Committee of John Abbott College for the 2017-2018 academic year be set to start at 4:30 p.m. on the following days:

- September 13, 2017
- October 11, 2017
- November 15, 2017
- January 24, 2018
- March 14, 2018
- April 18, 2018
- May 23, 2018

EC 334-07 **BOARD AGENDA – 381st REGULAR BOARD MEETING**
– JUNE 13, 2017

It was moved by John Halpin, seconded by Louise Arsenault, and carried

THAT the Agenda for the 381th Regular Board meeting be adopted as amended.

EC 334-08 **CLOSING OF THE 334th EXECUTIVE COMMITTEE MEETING**

It was moved by Erich Schmedt

THAT the 334th Executive Committee meeting be closed.

Chair

Secretary General