



**314<sup>th</sup> EXECUTIVE COMMITTEE MEETING**  
**AUGUST 27, 2014 – 4:30 PM – H-108**

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**Present:** John Halpin, Chair  
Guylaine Audet  
William Russell  
Erich Schmedt  
Stavroula Makris, Secretary General

**Regrets:** Cynthia Némorin

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**EC 314-01     APPROVAL OF AGENDA**

It was moved by William Russell, seconded by Guylaine Audet, and carried  
**THAT** the agenda be approved as circulated.

**EC 314-02     MINUTES – 313<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by Erich Schmedt, seconded by Guylaine Audet, and carried  
**THAT** the minutes of the 313<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 314-03     ANALYSE DU RAPPORT FINANCIER 2012-2013**

The Director General presented, to the Executive Committee, the *analyse du rapport financier* 2012-2013 which will be presented at the next Board meeting.

**EC 314-04     CAPITAL BUDGET 2014-2015 – AMENDMENT TO RESOLUTION 360-11**

**WHEREAS** at its June 17, 2014 meeting, the Board of Governors passed resolution 360-11 setting the College's capital budget as provisional at **\$5,233,800** for the 2014-2015 fiscal year;

**WHEREAS** on June 20, 2014, the College was notified that the capital budget for the 2014-2015 fiscal year is set at **\$4,892,700**, a decrease of **\$341,100**;

It was moved by William Russell, seconded by Guylaine Audet, and carried

**THAT** the Executive Committee recommend that the Board of Governors amend Resolution 360-11 to reflect the authorized new capital budget as **\$4,892,700** for the 2014-2015 fiscal year.

**EC 314-05     OPERATIONAL BUDGET 2014-2015**

It was moved by Erich Schmedt, seconded by William Russell, and carried

**THAT** the Executive Committee recommend that the Board of Governors approve the balanced Operational Budget for the 2014-2015 fiscal year, as prepared by the administration.

**EC 314-06     APPOINTMENT OF BOARD AUDIT COMMITTEE**

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

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

**THAT** the Executive Committee recommend to the Board of Governors:

- That the Board Audit Committee for the 2014-2015 fiscal year be composed of the Chairperson of the Board, Guylaine Audet, the Director General, John Halpin, Andrew Biteen and Cynthia Némorin, with the Director of Finance and Legal Affairs and the Comptroller as resource persons; and
- That the Director General chair the Committee.

**EC 314-07     STUDENT ELECTION**

The Secretary General informed the members of the upcoming student elections to elect two students on the Board of Governors for 2014-2015, one student registered in a program of pre-university studies and one student registered in a program of technical studies.

**EC 314-08     EVALUATION OF DIRECTOR GENERAL AND ACADEMIC DEAN**

The timing of the evaluation of the Director General and the Academic Dean was discussed. It was proposed and accepted that evaluation committees be formed in the beginning of 2015 with a report presented to the Board of Governors by the end of the academic year or by the October 2015 Board meeting at the latest.

**EC 314-09     STRATEGIC PLAN 2015-2020**

The Director General discussed the Strategic Plan 2015-2020 planning process and, in such respect, presented a SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats) as well a Report Card on the Strategic Plan 2010-2015. A similar presentation is to be made to the members of the Board of Governors at their next meeting.

**EC 314-10    BOARD AGENDA – 361<sup>st</sup> REGULAR BOARD MEETING**  
**– SEPTEMBER 9, 2014**

After discussion and amendments, it was moved by William Russell, seconded by Guylaine Audet, and carried

**THAT** the Agenda for the 361<sup>st</sup> Regular Board meeting be adopted.

**EC 314-11    CLOSING OF THE 314<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 314<sup>th</sup> Executive Committee meeting be closed.

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Chair

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Secretary General



**315<sup>th</sup> EXECUTIVE COMMITTEE MEETING**  
**OCTOBER 1, 2014 – 4:30 PM – BY CONFERENCE CALL**

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**Present:** John Halpin, Chair  
Guylaine Audet  
Cynthia Némorin  
William Russell  
Erich Schmedt  
Stavroula Makris, Secretary General

**By Invitation:** Hanna Oosterveen

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**EC 315-01     APPROVAL OF AGENDA**

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

**THAT** the agenda be approved as circulated, with the addition of the following new item: "8. Date of Next Executive Committee Meeting".

**EC 315-02     MINUTES – 314<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell, seconded by Guylaine Audet, and carried

**THAT** the minutes of the 314<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 315-03     SIGNING AUTHORITY – OPERATIONAL BUDGET**  
**– AMENDMENT NO. 1 TO RESOLUTION EC313-09**

**WHEREAS** on May 27, 2014, the Executive Committee, in conformity to article 1.7 of By-law 3 "Concerning the Financial Management of the College", approved signing authority and limits for all acquisitions and expenses for which an operational budget has been approved in a fiscal year for the individuals named on the list attached to Resolution EC313-09;

**WHEREAS**, pursuant to article 1.7 of By-law 3, the Director General may alter said list during the year provided that such modifications do not alter the reporting structure;

**WHEREAS** the Director General wishes to alter said list in the manner and for the individuals set forth in Annex "A" attached hereto;

**WHEREAS** said modifications will not alter the reporting structure;

It was moved by William Russell, seconded by Guylaine Audet, and carried

**THAT** the Executive Committee, in conformity to By-law 3 (article 1.7), amend Resolution EC313-09 so as to alter the list attached to said resolution in the manner and for the individuals set forth in Annex "A" attached hereto as provided by the Director General.

**EC 315-04     CAPITAL BUDGET BREAKDOWN**

The Director General reviewed the details and breakdown of the 2014-2015 capital budget which was presented at the last meeting of the Board of Governors. It was proposed and agreed that the Executive Committee would receive a status update of its capital budget every six (6) months.

**EC 315-05     BOARD VACANCIES UPDATE (STUDENT & NON-TEACHING PROFESSIONAL)**

The Secretary General updated the Executive Committee on the results of the students' elections which, for the first time, were held electronically: Antonio Pampeña was elected in the Technical category (second mandate) and Hanna Oosterveen in the Pre-University category, both for a one year term.

The Executive Committee was also informed of an upcoming election in the professionals' category on the Board of Governors following Darryl Climan's appointment to a manager position within the College.

**EC 315-06     EXECUTIVE COMMITTEE COMPOSITION**

**WHEREAS**, at its June 17, 2014 meeting, the Board of Governors appointed the following members to the Executive Committee 2014-2015:

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

**WHEREAS** Students Elections occurred on September 23, 2014 and September 26, 2014;

**WHEREAS** pursuant to article 4.8.2.9 of By-law 1 "Concerning the General Administration of the College", the Executive Committee is responsible to recommend candidates for Board appointment to the Executive Committee;

It was moved by John Halpin, seconded by William Russell, and carried

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

**EC 315-07     BOARD AGENDA – 362<sup>nd</sup> REGULAR BOARD MEETING**  
**– OCTOBER 14, 2014**

After discussion and amendments, it was moved by John Halpin, seconded by Guylaine Audet, and carried

**THAT** the Agenda for the 362<sup>nd</sup> Regular Board meeting be adopted.

**EC 315-08     DATE OF NEXT EXECUTIVE COMMITTEE MEETING**

It was agreed to change the date of the next meeting of the Executive Committee to accommodate the schedules and prior engagements of the auditors and certain members of the College's Financial Services department.

**EC 315-09     CLOSING OF THE 315<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 315<sup>th</sup> Executive Committee meeting be closed.

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Chair

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Secretary General



## 315<sup>th</sup> EXECUTIVE COMMITTEE MEETING

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### ANNEX "A"

Signing authority for individuals identified in article 5.4.3 (a) of By-law 3

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
075-1310 Police Technology	Chairperson – Jim Anderson (REMOVE)	\$500.00
075-1310 Police Technology	Chairperson – Paul Chablo (ADD)	\$500.00

**316<sup>th</sup> EXECUTIVE COMMITTEE MEETING**  
**NOVEMBER 3, 2014 – 5:30 PM – H-108**

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**Present:** John Halpin, Chair  
Guylaine Audet  
Cynthia Némorin  
Hanna Oosterveen  
William Russell  
Erich Schmedt  
Stavroula Makris, Secretary General

**By invitation:** Caroline Charbonneau, Director, Finance & Legal Affairs  
Daniel Nyisztor, Comptroller  
Christine Régimbal, Raymond Chabot Grant Thornton  
Sandrine Gélinas, Raymond Chabot Grant Thornton

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**EC 316-01      APPROVAL OF AGENDA**

It was moved by William Russell, seconded by Cynthia Némorin, and carried  
**THAT** the agenda be approved as circulated.

**EC 316-02      MINUTES – 315<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by Erich Schmedt, seconded by Guylaine Audet, and carried  
**THAT** the minutes of the 315<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 316-03      AUDITED FINANCIAL STATEMENTS 2013-2014**

**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 353-14;*

**CONSIDÉRANT** *la recommandation du comité de vérification;*

*Sur proposition de Erich Schmedt, appuyée par William Russell*

**IL EST RÉSOLU :**



*QUE le comité exécutif recommande que le conseil d'administration adopte pour l'exercice financier 2013-2014 :*

- *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.*

**EC 316-04**

**APPROPRIATION FROM THE COLLEGE'S SURPLUS ACCOUNT**  
**- INTERNATIONAL NON-CREDIT DAY STUDENTS (INCA)**

**WHEREAS** John Abbott College and the John Abbott College Faculty Association concluded an agreement to recognize additional faculty allocation for non-credit foreign students enrolled at John Abbott College, effective from the 2001-2002 academic year;

**WHEREAS** the College's financial statements for the year ending June 30, 2014 show an unappropriated accumulated surplus of \$3,152,260;

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

**THAT** the Executive Committee recommend that the Board of Governors authorize the appropriation of \$45,410 from the College's unappropriated accumulated surplus account, to be added to the \$966,982 previously approved, for a total of \$1,012,392, said funds to be held in a segregated account and to be used to augment the teaching resources at John Abbott College, thus bringing the College's unappropriated accumulated surplus account to \$3,106,850.

**EC 316-05**

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

**WHEREAS** the College's financial statements for the year ending June 30, 2014 show an unappropriated accumulated surplus of \$3,152,260;

**WHEREAS** the College wishes to maintain a contingency of \$1,500,000;

It was moved by William Russell, seconded by Cynthia Némorin, and carried

**THAT** the Executive Committee recommend that the Board of Governors authorize the appropriation of \$1,606,850 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 \$7,674,541 and the College's unappropriated accumulated surplus account to \$1,500,000.

**EC 316-06**      **APPOINTMENT OF EXTERNAL AUDITORS 2014-2015**

**WHEREAS** the Board Audit Committee has recommended that the firm Raymond Chabot Grant Thornton be appointed as the College's external auditors for the 2014-2015 fiscal year;

It was moved by Erich Schmedt, seconded by William Russell, and carried

**THAT** the Executive Committee recommend that the Board of Governors appoint the firm Raymond Chabot Grant Thornton as the College's external auditors for the 2014-2015 fiscal year.

**EC 316-07**      **BOARD EFFECTIVENESS DISCUSSION**

The Chair of the Board presented a document that will be circulated at the next meeting of the Board of Governors. Board members will be asked to fill out a survey, the purpose of which will be to evaluate the Board's effectiveness and promote engagement at the Board level. This document will serve as a tool to encourage a yearly conversation on this topic.

**EC 316-08**      **DISCLOSURE OF INTERESTS**

The Secretary General presented a document that will be circulated at the next meeting of the Board of Governors. In accordance with Policy no. 5 *Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors*, Board members will be 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.

**EC 316-09**      **BOARD AGENDA – 363<sup>rd</sup> BOARD MEETING**

After discussion and amendments, it was moved by William Russell, seconded by Guylaine Audet, and carried

**THAT** the Agenda for the 363<sup>rd</sup> Regular Board meeting be adopted.

**EC 316-10**      **CLOSING OF THE 316<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 316<sup>th</sup> Executive Committee meeting be closed.

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Chair

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Secretary General



**317<sup>th</sup> EXECUTIVE COMMITTEE MEETING  
DECEMBER 3, 2014 – 4:30 PM – H-108**

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**Present:** John Halpin, Chair  
Guylaine Audet (via conference call, joined at item 04)  
Cynthia Némorin  
Hanna Oosterveen  
William Russell  
Stavroula Makris, Secretary General

**Regrets:** Erich Schmedt

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**EC 317-01      APPROVAL OF AGENDA**

It was moved by William Russell, seconded by Cynthia Némorin, and carried

**THAT** the agenda be approved as circulated.

**EC 317-02      MINUTES – 316<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell, seconded by Hanna Oosterveen, and carried

**THAT** the minutes of the 316<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 317-03      PROPOSED RESOLUTION FROM LA FÉDÉRATION DES CÉGEPS**

The members were presented with the proposed resolution from *La Fédération des Cégeps* in regards to the recently announced budget cuts and agreed to present it to the Board of Governors.

**EC 317-04      STRATEGIC PLAN UPDATE**

The Chair updated the members on the next steps in regards to the elaboration of the strategic plan 2015-2020. Two of the strategic plan quality goals will be presented and explained in greater detail at the next meeting of the Board of Governors.

**EC 317-05      RULES OF ORDER REGARDING MOTIONS**

The members discussed the dynamics of Board of Governors' meetings as well as the procedure followed in regards to the passing of motions.

**EC 317-06      BOARD EFFECTIVENESS & DISCLOSURE OF INTERESTS UPDATE**

The members were updated on the Board effectiveness survey as well as on the Disclosure of Interests form distributed at the last Board meeting. The results of the Board effectiveness survey will be tabulated and presented at the next Board meeting.

**EC 317-07      BOARD VACANCIES & FACULTY ELECTIONS UPDATE**

A document outlining the Board members' mandates expiring in 2015 was presented and discussed.

Elections to replace Sergio Fratarcangeli on the Board of Governors are to take place electronically on December 5, 2014, via Omnivox; three (3) teachers have presented their candidacy.

**EC 317-08      ON-BOARDING MATERIAL**

The members were presented with the on-boarding material prepared for new members of the Board of Governors.

**EC 317-09      BOARD AGENDA – 364<sup>th</sup> BOARD MEETING**

It was moved by William Russell, seconded by Hanna Oosterveen, and carried

**THAT** the Agenda for the 364<sup>th</sup> Regular Board meeting be adopted.

**EC 317-10      CLOSING OF THE 317<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 317<sup>th</sup> Executive Committee meeting be closed.

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Chair

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Secretary General



**318<sup>th</sup> EXECUTIVE COMMITTEE MEETING**  
**JANUARY 28, 2015 – 4:30 PM – H-108**

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**Present:** John Halpin, Chair  
Guylaine Audet (via conference call)  
Cynthia Némorin  
Hanna Oosterveen  
William Russell  
Erich Schmedt  
Stavroula Makris, Secretary General (via conference call)

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**EC 318-01      APPROVAL OF AGENDA**

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

**THAT** the agenda be approved as circulated.

**EC 318-02      MINUTES – 317<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by Cynthia Némorin, seconded by William Russell, and carried

**THAT** the minutes of the 317<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 318-03      STRATEGIC PLAN UPDATE**

The Chair updated the members on the process that is being followed in regards to the elaboration of the strategic plan 2015-2020 as well as on the contemplated next steps. At the next meeting of the Board of Governors, Lisa Boyle will present and explain in greater detail the final two strategic plan quality goals.

**EC 318-04      EVALUATION COMMITTEES – DIRECTOR GENERAL & ACADEMIC DEAN**

The Secretary General explained that at the next meeting of the Board of Governors, members will be asked to form two committees, one for the evaluation of the Director General and another for the evaluation of the Academic Dean. Details on the composition of these committees may be found in Article 2 of By-Law 2 *Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean*.

**EC 318-05      BOARD ATTENDANCE**

The members discussed the topic of attending board meetings. They were informed that recently, it has been very difficult to reach a particular board member who has not attended the last three consecutive board meetings. The Chair of the Board and the Secretary General will once again attempt to reach out to this board member to clarify whether he is still interested in being a member of the Board of Governors.

**EC 318-06      SURVEY BOARD EFFECTIVENESS – PROPOSED ACTION PLAN**

Further to the results of the Board effectiveness survey completed by the members of the Board of Governors, a proposed action plan was presented and discussed. Such proposed action plan, together with the amendments discussed by the members of the Executive Committee, will be presented at the next meeting of the Board of Governors.

**EC 318-07      BOARD COMPETENCIES**

The members were presented with a draft list of board competencies which may eventually be used to perform a competency gap analysis. This document will be reviewed to include academic competencies. Once finalized and reviewed again by the Executive Committee, this document will be presented to the members of the Board of Governors.

**EC 318-08      BOARD AGENDA – 365<sup>th</sup> BOARD MEETING**

After discussion and amendments, it was moved by Guylaine Audet, seconded by Erich Schmedt, and carried

**THAT** the Agenda for the 365<sup>th</sup> Regular Board meeting be adopted.

**EC 318-09      CLOSING OF THE 318<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 318<sup>th</sup> Executive Committee meeting be closed.

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Chair

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Secretary General

**319<sup>th</sup> EXECUTIVE COMMITTEE MEETING**  
**MARCH 25, 2015 – 4:30 PM – H-108**

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**Present:** John Halpin, Chair  
Guylaine Audet (via conference call)  
Cynthia Némorin  
Hanna Oosterveen  
William Russell  
Erich Schmedt  
Stavroula Makris, Secretary General

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**EC 319-01      APPROVAL OF AGENDA**

It was moved by Erich Schmedt, seconded by William Russell, and carried

**THAT** the agenda be approved as circulated.

**EC 319-02      MINUTES – 318<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by Hanna Oosterveen, seconded by Guylaine Audet, and carried

**THAT** the minutes of the 318<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 319-03      STRATEGIC PLAN UPDATE**

The Chair updated the members on the status of the elaboration of the strategic plan 2015-2020. An Omnivox vote on the final consultation of the strategic orientations will take place from March 26 to 29, 2015. All College employees will be given the opportunity to vote on their preferred orientations. The results of such vote will be presented at the next meeting of the Board of Governors.

**EC 319-04      SIGNING AUTHORITY – OPERATIONAL BUDGET**  
**– AMENDMENT NO. 2 TO RESOLUTION EC313-09**

**WHEREAS** on May 27, 2014, the Executive Committee, in conformity to article 1.7 of By-law 3 “Concerning the Financial Management of the College”, approved signing authority and limits for all acquisitions and expenses for which an operational budget has been approved in a fiscal year for the individuals named on the list attached to Resolution EC313-09;

**WHEREAS**, pursuant to article 1.7 of By-law 3, the Director General may alter said list during the year provided that such modifications do not alter the reporting structure;

**WHEREAS** the Director General wishes to alter said list in the manner and for the individuals set forth in Annex "A" attached hereto;

**WHEREAS** said modifications will alter the reporting structure;

It was moved by William Russell, seconded by Erich Schmedt, and carried

**THAT** the Executive Committee, in conformity to By-law 3 (article 1.7), amend Resolution EC313-09 so as to alter the list attached to said resolution in the manner and for the individuals set forth in Annex "A" attached hereto as provided by the Director General.

**EC 319-05      PARENTS ELECTION 2015 & UPCOMING VACANCIES**

The Secretary General mentioned that a meeting of the parents will be held later today to elect two parent representatives on the Board of Governors for a two year term.

The Minister has also been contacted with respect to the upcoming end of term of three of our board members, more specifically in the categories of university, manpower and business community representatives. All three members are eligible to serve for another term and all of them have agreed to stay on.

**EC 319-06      BOARD COMPETENCIES**

The members were presented with a revised draft list of board competencies, which was further revised and amended by the members. It was agreed that such amended document be presented to the members of the Board of Governors at the next meeting.

**EC 319-07      REPORT OF THE DG/AD EVALUATION COMMITTEES**

The members were presented with and discussed the proposed guidelines prepared jointly by the evaluation committees in connection with the evaluation process of the Director General and the Academic Dean.

**EC 319-08      BOARD AGENDA – 366<sup>th</sup> BOARD MEETING**

It was moved by William Russell, seconded by Cynthia Némorin, and carried

**THAT** the Agenda for the 366<sup>th</sup> Regular Board meeting be adopted.

**EC 319-09      CLOSING OF THE 319<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 319<sup>th</sup> Executive Committee meeting be closed.

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Chair

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Secretary General





## 319<sup>th</sup> EXECUTIVE COMMITTEE MEETING

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### ANNEX "A"

Signing authority for individuals identified in article 5.4.3 (b) of By-law 3

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
820-7010 Project Management	Wayne McKinnon (ADD)	\$2000.00
820-7010 Project Management	Yoan Hadida (ADD)	\$2000.00
750-4030 Registrar	Wendy Stoddart (ADD)	\$2000.00
750-4030 Registrar	Patrick Gregory (ADD)	\$2000.00



**320<sup>th</sup> EXECUTIVE COMMITTEE MEETING**  
**MAY 27, 2015 – 4:30 PM – H-108**

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**Present:** John Halpin, Chair  
Guylaine Audet (via conference call)  
Cynthia Némorin  
Hanna Oosterveen  
Erich Schmedt  
Stavroula Makris, Secretary General

**Regrets:** William Russell

**By invitation:** Doug Brown (arrived at item 03)

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**EC 320-01**      **APPROVAL OF AGENDA**

It was moved by Cynthia Némorin, seconded by Erich Schmedt, and carried

**THAT** the agenda be approved as amended.

**EC 320-02**      **MINUTES – 319<sup>th</sup> EXECUTIVE COMMITTEE MEETING**

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

**THAT** the minutes of the 319<sup>th</sup> Executive Committee meeting be approved as circulated.

**EC 320-03**      **CAPITAL BUDGET 2014-2015 – AMENDMENT TO RESOLUTION 360-11**

**WHEREAS** at its June 17, 2014 meeting, the Board of Governors passed resolution 360-11 setting the College's capital budget as provisional at **\$5,233,800** for the 2014-2015 fiscal year;

**WHEREAS** at its September 9, 2014 meeting, the Board of Governors passed resolution 361-07 amending resolution 360-11 to reflect the authorized new capital budget as **\$4,892,700** for the 2014-2015 fiscal year, a decrease of **\$341,100**;

**WHEREAS** on February 6, 2015, the College was notified that the capital budget for the 2014-2015 fiscal year is modified and set at **\$4,927,600**, an increase of **\$34,900**;

It was moved by Guylaine Audet, seconded by Cynthia Némorin, and carried

**THAT** the Executive Committee recommend that the Board of Governors amend Resolution 360-11 to reflect the authorized new capital budget as **\$4,927,600** for the 2014-2015 fiscal year.

**EC 320-04**      **CAPITAL BUDGET 2015-2016 – PROVISIONAL**

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

**THAT** the Executive Committee recommend that the Board of Governors approve a provisional Capital Budget of **\$4,892,700** for the 2015-2016 fiscal year.

**EC 320-05**      **OPERATIONAL BUDGET 2015-2016**

It was moved by Erich Schmedt, seconded by Cynthia Némorin, and carried

**THAT** the Executive Committee recommend that the Board of Governors approve the Operational Budget for the 2015-2016 fiscal year, as prepared by the administration.

**EC 320-06**      **LINE OF CREDIT 2015-2016 – CAPITAL BUDGET**

The information has not yet been received from the Ministry; therefore, this item was deferred.

**EC 320-07**      **LINE OF CREDIT 2015-2016 – OPERATIONAL BUDGET**

The information has not yet been received from the Ministry; therefore, this item was deferred.

**EC 320-08**      **STRATEGIC PLAN 2015-2020**

**WHEREAS** the *General and Vocational Colleges Act* requires that the board of each college establish a strategic plan covering a period of several years, including a student success plan, and that it be sent to the Minister of Education, Leisure and Sports and to the *Commission d'évaluation de l'enseignement collégial*;

**WHEREAS** the entire John Abbott College community, including students, faculty and staff, was consulted throughout the process, through brainstorming sessions, town hall meetings, e-mails, portal, surveys, etc.;

**WHEREAS** the College's Strategic Plan 2015-2020 was submitted to the Academic Council on May 22, 2015 and it recommended that the Board of Governors approve same;

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

**THAT** the Executive Committee recommend that the Board of Governors approve the College's Strategic Plan 2015-2020, as presented.

**EC 320-09**      **SIGNING AUTHORITY – OPERATIONAL BUDGET (By-Law 3)**

**WHEREAS** By-law 3 *Concerning the Financial Management of the College* establishes rules concerning the financial management of the College;

**WHEREAS** By-law 3 (article 1.7) stipulates that the Director General submits to the Executive Committee for approval a list of the individuals with signing authority for budget purposes,

specifying the areas of responsibility in relation to budget as well as the names of those in charge in those areas of responsibility;

**WHEREAS**, as per By-law 3 (article 1.7), this list is updated yearly by the Executive Committee;

It was moved by Cynthia Némorin, seconded by Hanna Oosterveen, and carried

**THAT** the Executive Committee, in conformity to By-law 3 (article 1.7), approve signing authority and limits for all acquisitions and expenses for which an operational budget has been approved in a fiscal year in accordance with the list attached hereto as Annex "A" as provided by the Director General.

**EC 320-10**      **EXECUTIVE COMMITTEE MEETING DATES**

**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 John Halpin, seconded by Hanna Oosterveen, and carried

**THAT** the regular meetings of the Executive Committee of John Abbott College for the 2015-2016 academic year be set to start at 4:30 p.m. on the following days:

- September 16, 2015
- October 14, 2015
- November 11, 2015
- January 13, 2016
- February 10, 2016
- April 6, 2016
- May 25, 2016

**EC 320-11**      **EVALUATION REPORTS OF DG & AD**

At the next meeting of the Board, the evaluation reports of the Director General and the Academic Dean will be presented to the members *in camera*.

**EC 320-12**      **BOARD APPOINTMENTS/ELECTIONS**

At the next meeting of the Board, the members will proceed to the appointment/election of the Chairperson and Vice-Chairperson of the Board for the 2015-2016 academic year; members of the Executive Committee for the 2015-2016 academic year will also be appointed/elected.

**EC 320-13**      **BOARD COMPETENCY SURVEY RESULTS**

The results of the Board competency survey were presented to the members. These results will also be presented to the members of the Board at their next meeting.

**EC 320-14      BOARD AGENDA – 367<sup>th</sup> BOARD MEETING**

After discussion and amendment, it was moved by Guylaine Audet, seconded by Erich Schmedt, and carried

**THAT** the Agenda for the 367<sup>th</sup> Regular Board meeting be adopted.

**EC 320-15      CLOSING OF THE 320<sup>TH</sup> EXECUTIVE COMMITTEE MEETING**

It was moved by Hanna Oosterveen

**THAT** the 320<sup>th</sup> Executive Committee meeting be closed.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary General

**ANNEX “A”**

Signing authority for individuals identified in article 5.4.3 of By-law 3

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
0076 Summer B/Ball	Steve Shaw	750
0080 PDHT	Homa Nasserri	750
0080 01 Apple on Campus	Rick Rock	750
0278 Athletics	Steve Shaw	750
	Dennis Waide	25,000
0287 – Social Club	Diane Boisvert	Unlimited*
0283 Intl. Women’s Day	Eileen Kerwin-Jones	750
0289 Simon Kevan	Mark McGuire	Unlimited*
0321 – JACFA	TBA	Unlimited*
	Richard Masters – Treasurer	Unlimited*
0322 – JACPA	TBA	Unlimited*
0323 – JACASPA	Emanuela Fabrizio	Unlimited*
	Bill Mahon (Treasurer)	Unlimited*
005-1101 Biology	Chairperson – Marie-Claire Rioux	750
	Teresa Berghello	5,000
010-1108 Phys.Ed.	Chairperson – Laura Pfeiffer	750
015-1109	Roger Haughey	5,000
020-1111 Dental	Chairperson – Jocelyne Long	750
	Patti Griffiths/Patricia Laforce (TCV's janitorial supplies only)	250
	Margaret Leech	5,000
<i>*Within the budget available in the applicable cost center.</i>		
023-1120 Nutrition	Chairperson – Manijeh Ali	750
	Teresa Berghello	5,000
025-1180 Nursing	Chairperson – Gloria Jaramillo	750
	Margaret Leech	5,000
026-1181 Pre-Hospital Emergency Care	Chairperson – Jeff Brown	750
	Margaret Leech	5,000
035-1201 Mathematics	Chairperson – Kevin Davis	750
	Teresa Berghello	5,000
040-1202 Chemistry	Chairperson – Andrew Brown	750
	Co-chair – Suzanne Black	750
	Teresa Berghello	5,000

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
045-1203 Physics	Chairperson – Caroline Viger Teresa Berghello	750 5,000
050-1205 Geology	Chairperson – Stephen Bryce Teresa Berghello	750 5,000
060-1235 Bio-Pharma	Chairperson – Nabil Khalid Margaret Leech	750 5,000
055-1244 Energy Tech	Chairperson – Mark Ewanchyna Margaret Leech	750 5,000
065-1300 Social Science – Methodology	Coordinator – David Desjardins Teresa Berghello	750 5,000
070-1309 Correctional Intervention	Chairperson – François Chenier Margaret Leech	750 5,000
075-1310 Police Technology	Chairperson – Paul Chablo Margaret Leech	750 5,000
080-1320 Geography	Chairperson – Stephen Bryce Teresa Berghello	750 5,000
090-1345 Humanities	Chairperson – Bob Collins Roger Haughey	750 5,000
095-1350 Psychology	Chairperson – Michelle Kwas Teresa Berghello	750 5,000
118-1388 Anthropology	Chair – Ed Holland Teresa Berghello	750 5,000
120-1389 Sociology	Chair – Sharon Rozen-Aspler Teresa Berghello	750 5,000
125-1393 Info & Library	Chairperson – Christine Jacobs Margaret Leech	750 5,000
130-1399 HEPS	Chairperson – Jim Vanstone Teresa Berghello	750 5,000
145-1412 Graphic & Web Design	Chairperson – Eric Girouard Margaret Leech	750 5,000
150-1419 Business Admin.	Chairperson – James Kane Margaret Leech	750 5,000
155-1420 Computer Science	Chairperson – Claudiu Scotnotis Co-Chairperson – Ian Clement Margaret Leech	750 750 5,000
160-1502 C.A.L.L. – Univ.Arts	Chairperson – Michela Belmonte	750

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
	Thomas McKendy/Roger Haughey	5,000
180-1539 Media Arts	Co-Chair – Nikki Forrest Thomas McKendy/Roger Haughey	750 5,000
181-1540 TV/Radio	Tom McKendy Erich Schmedt	5,000 25,000
190-1559 Visual Arts	Chairperson – Karen Oljemark Wayne Fijal/Peter Irrgang Roger Haughey	750 750 5,000
195-1561-1569 Theatre	Chairperson - Laura Calver Peter Vatsis	750 750
195-1561-1566	Thomas McKendy/Roger Haughey	5,000
200-1570 Visual Arts / Ceramics	Chairperson – Karen Oljemark Roger Haughey	750 5,000
210-1602 French	Chairperson – Alexandre Limoges Roger Haughey	750 5,000
215-1603 English	Yves St. Pierre Darren Millar Roger Haughey	750 750 5,000
235-1618 Foreign Lang.	Chairperson – Pierre N. Vaillancourt Roger Haughey/Tom McKendy	750 5,000
240-1619 Resource Center	Helena Butler Ronnie Dorsnie Erich Schmedt	750 5,000 25,000
245-1700 Liberal Arts	Coordinator - Eric Laferrière Roger Haughey	750 5,000
250-1701 Arts & Science	Coordinator - Doug Brown Roger Haughey	750 5,000
505-2010 Audio Visual (Media)	Lesley Lawrence Ronnie Dorsnie Erich Schmedt	750 5,000 25,000
510-2020 Library	Carolyn Littlejohns Lesley Lawrence Marek Pukteris Ronnie Dorsnie Erich Schmedt	750 750 750 5,000 25,000
750-4050 Teaching & Learning Resources Center	Susan Ajersch Brenda Lamb	750 750



<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
	Ronnie Dorsnie Erich Schmedt	5,000 25,000
515-2031 IDO	Michael Johnston	25,000
520-2032 R&D	John Halpin	25,000
538-2040 F.S.L.	Dan Nyisztor John Halpin	25,000 25,000
<b>2033 to 2091 USE THE BALANCE OF THEIR GRANTS FOR EXPENSES</b>		
525-2033 Special Ed Coop Program	Catherine Lightstone Dennis Waide	750 25,000
530-2034 Cree Nursing 530-2070 First Nations 530-2081 Inuit Project	Louise Legault Ronnie Dorsnie Erich Schmedt	750 5,000 25,000
546-2045 FQRNT Grant 547-2046 FQRSC Grant 548-2047 FQRNT Grant	Robert Sealy Julie Podmore Heather Short Dan Nyisztor	750 750 750 25,000
565-2056 Photonics	John Halpin	25,000
580-2058 Co-op Bus. Admin.	Joanne Ross Margaret Leech	750 5,000
590-2072 McGill Nursing Comm	Susan Young Gloria Jaramillo Margaret Leech	750 750 5,000
595-2074 Student Integr.	Caroline Charbonneau	25,000
555-2075 CAF Centre d'aide Français	Daniel Rondeau Roger Haughey	750 5,000
600-2079 R&D Holding	John Halpin	25,000
750-2082 Handicapped Students	Ronnie Dorsnie Erich Schmedt	5,000 25,000
650-3010 ACADEMIC ADVISING	Lou Chapman Kim Rousseau Erich Schmedt	750 5,000 25,000
650-3021 Counselling	Julie Chevalier Dennis Waide	750 25,000
750-3022 Learning Skills	Patricia Mackie	750

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
	Ronnie Dorsnie Erich Schmedt	5,000 25,000
750-3023 College/Career	Anthony Haddad Ronnie Dorsnie Erich Schmedt	750 5,000 25,000
750-3024 Student Success	Anthony Haddad Ronnie Dorsnie Erich Schmedt	750 5,000 25,000
650-3031 Health Services	Anne Smith Dennis Waide	750 25,000
650-3032 Student Employment	Anthony Haddad Dennis Waide	750 25,000
650-3033 Financial Aid	Roxanne Dupuis Dennis Waide	750 25,000
650-3060 Student Activities	Bill Mahon Dennis Waide	750 25,000
650-3070 Agora Bar	Bill Mahon Dennis Waide	750 25,000
650-3071 Casgrain 650-9030	Chris Hunter Dennis Waide	5,000 25,000
650-3073 Sports & Rec.	Steve Shaw Chris Hunter Dennis Waide	750 5,000 25,000
650-3074 Conferences	Chris Hunter Dennis Waide	5,000 25,000
650-3091 Student Services	Dennis Waide	25,000
650-3093 Cultural Diversity	Dennis Waide	25,000
650-3094 S.I.C.	Brenda Rowe	750
650-3095 Virage Santé	Dennis Waide	25,000
750-4011 Technology Programs	Margaret Leech Erich Schmedt	5,000 25,000
750-4012-00-794 Science Honours	Roberta Silerova	750
750-4012-01-794 Social Science Honours	Thierry Neubert	750

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
750-4012-02-794 Double DEC	Peter Solonysznyj	750
750-4012-788 Entry/Pathways	Sean Hughes Ronnie Dorsnie	750 5,000
750-4012 Sci./Soc. Sci. Programs	Teresa Berghello Erich Schmedt	5,000 25,000
750-4013-785 Women's Studies	Eileen Kerwin-Jones	750
750-4013-786 Peace Studies	Paul Di Stefano	750
750-4013-787 Environ Studies	Jessica Burpee	750
750-4013 Aboriginal Studies	TBD	750
750-4013 Arts/Gen. Education	Roger Haughey  Erich Schmedt	5,000  25,000
750-4014 Academic Resources	Ronnie Dorsnie	5,000
750-4030 Registrar	Wendy Stoddart Patrick Gregory Kim Rousseau Erich Schmedt	5,000 5,000 5,000 25,000
750-4090 Academic Dean	Mary Milburn Erich Schmedt	750 25,000
790-5010 Human Resources	Natalie Iamello Annie Tam Isabelle Turin Donna Yates	5,000 5,000 5,000 25,000
790-5050 Communications	Debbie Cribb Lison Desclos Donna Yates	750 5,000 25,000
780-5090 Legal Services	Caroline Charbonneau Nathalie Hallé	25,000 750
780-6030 Finance	Daniel Nyisztor	25,000
780-6030-00-542 NTIC	Erich Schmedt John Halpin Caroline Charbonneau	25,000 25,000 25,000
780-6030-01-542 IT Infrastr. Upgrade	Michael Johnston	25,000
780-6050 Accounting	Manon Lamarche Daniel Nyisztor Caroline Charbonneau	5,000 25,000 25,000

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
820-7010 Project Management	Catherine Scheer Wayne McKinnon Yoan Hadida Sanjula Raveendra Josée Lanouette Christian Pépin Michael Johnston	5,000 5,000 5,000 5,000 5,000 5,000 25,000
820-7020 Management Buildings	Christian Pepin Catherine Scheer Robert (Tony) Beale Sanjula Raveendra Josée Lanouette Michael Johnston	5,000 5,000 5,000 5,000 5,000 25,000
820-7030 McGill Service Contracts	Michael Johnston	25,000
820-7040 Printing	Terri Goodick O'Carroll Seales Cathy Schryer Vishnu Subram (replacing Sanjula Raveendra) Christian Pépin Michael Johnston	750 750 750 5,000 5,000 25,000
820-7060 Facilities	Christian Pepin Catherine Scheer Josée Lanouette Robert (Tony) Beale Sanjula Raveendra Michael Johnston	5,000 5,000 5,000 5,000 5,000 25,000
8020-7070 Health & Safety & Sustainability	Christian Pepin Catherine Scheer Josée Lanouette Sanjula Raveendra Michael Johnston	5,000 5,000 5,000 5,000 25,000
650-7080 JAC Bus	Dennis Waide	25,000
820-7090 Facilities Admin.	Christian Pepin Catherine Scheer Josée Lanouette Sanjula Raveendra Michael Johnston	5,000 5,000 5,000 5,000 25,000
515-7050 ITS Telephone	Greg Bagshaw Miles Gordon Michael Johnston	5,000 5,000 25,000
515-8011 PCC	Greg Bagshaw Miles Gordon Michael Johnston	5,000 5,000 25,000

<b>COST CENTER</b>	<b>AUTHORIZED</b>	<b>UP TO (\$)</b>
800-8020 Secretary General	Stavroula Makris	5,000
865-8040 Director General	Rosanna Fortunato John Halpin	750 25,000
790-8100 Coûts de convention	Caroline Charbonneau Daniel Nyisztor Donna Yates	25,000 25,000 25,000
790-8100-641 Health & Safety	Isabelle Turin	5,000
790-8100-612 Coûts/Tch Perfect	Susan Ajersch/Melissa Repas Annie Tam	750 5,000
790-8100-665/6/7 Coûts/Prof&Support	Annie Tam Donna Yates Caroline Charbonneau	5,000 25,000 25,000

780-8150 Special Budgets	Daniel Nyisztor Caroline Charbonneau	25,000 25,000
650-9010 Food Services	Dennis Waide	25,000
650-9060 Housing	Lois Dion Dennis Waide	5,000 25,000
780-9070 Bookstore	Debbie Job Dan Nyisztor Caroline Charbonneau	5,000 25,000 25,000
905-9073 International Program Office	Darryl Climan Stephanie Hygate John Halpin	10,000 25,000 25,000
905-9072-to 905-9099 (with the exception of 905-9073) Cont. Education	Alan Gaudet Ruth Greenbank Sylvie Boucher Stephanie Hygate	750 5,000 5,000 25,000
905-9072 Intensive Nursing 905-9074 LPN to RN 905-9075 Perioperative Nursing 905-9082 International/Refresher	Lyne De Palma Lyne De Palma Lyne De Palma Lyne De Palma	750 750 750 750
910-9100 Misc	Caroline Charbonneau Daniel Nyisztor Nathalie Halle	25,000 25,000 750
925-9310 SAC – Student Union	Separate list provided Dennis Waide	25,000

<b>FOR AMOUNTS UNDER \$25,000</b>	The Director General, the Academic Dean, the Director of Facilities and Information Technologies or the Director of Finance and Legal Affairs	
<b>FOR AMOUNTS EXCEEDING \$25,000</b>	The Director General <b>AND</b> either the Comptroller <b>or</b> the Director of Finance and Legal Affairs <b>or</b> the Director of Facilities and Technologies	