

**MINUTES OF THE 486<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE HELD ON MONDAY, APRIL 12, 2017 AT 6:00 P.M. IN THE BOARDROOM, 3040 SHERBROOKE STREET WEST, MONTREAL, QUEBEC**

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**PRESENT:** Diane Gauvin Azra Khan Annie Quadros  
Richard Filion Fiona Hanley Sylvain Richard, Chair  
Anna Gagliardi Steve Hatajlo Jamie Singerman  
Michael Goldwax Jean Nagy

**REGRETS:** Anila Asghar Benjamin Seamone Anthony Williams  
Sonya Branco Anna Villalta

**College Officers:** Ray Boucher Pascahl Scott  
François Paradis Wai Bong Shum  
Glenys Ronnie

**Also Present:** Leanne Bennett Johanne Messier  
Barbara Freedman Arnulfo Montiel  
Carmela Gumelli Christina Papathanasopoulos  
Katherine McWhaw Wilson Wong  
Michael Wood

**Secretary to the Board:** Janet Pakulis

**Agenda**

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- 486.1 ADOPTION OF THE AGENDA OF THE 486<sup>th</sup> MEETING**
- 486.2 ADOPTION OF THE MINUTES OF THE 485<sup>th</sup> MEETING**
- 486.3 CORRESPONDENCE & PRESENTATIONS**
  - .1 Graduate Satisfaction Survey (PEO)
  - .2 Diagnostic Imaging
- 486.4 REPORTS**
  - .1 Report of the Executive Committee
  - .2 Report of the Chair of the Board
  - .3 Report of the Director General
  - .4 Report of the Academic Dean
  - .5 Report of the Chair of Senate
  - .6 Report of the Director of Finance
- 486.5 BUSINESS ARISING FROM THE MINUTES**
- 486.6 NEW BUSINESS**
  - .1 Research Ethics Board (REB) Appointment
  - .2 Institutional Student Evaluation Policy Revision (ISEP)
  - .3 Bylaw 6 Revision
  - .4 Fall 2016 Graduates
    - .1 Diplomas
    - .2 Attestations
  - .5 Summer School Budget
  - .6 Capital Budget 2017-18
  - .7 Capital Purchase – Computer Equipment
  - .8 Information Security Governance
  - .9 Renovation of Washrooms 1D & 5B floors
  - .10 Security Contract Extension
- 486.7 VARIA**
- 486.8 DATE OF NEXT MEETING**
- 486.9 ADJOURNMENT**

Prior to the adoption of the agenda the Chair announced that Michael Judson had resigned from the Board as a Parent representative. He also mentioned the names of those who sent their regrets this evening.

#### **486.1 ADOPTION OF THE AGENDA OF THE 486<sup>th</sup> MEETING**

The Chair stated that a presentation by Diagnostic Imaging will be added to the agenda under 486.3 Correspondence & Presentations and will precede 486.3.1.

It was moved by Diane Gauvin, seconded by Michael Goldwax, **THAT THE AGENDA OF THE 486<sup>th</sup> MEETING BE ADOPTED AS AMENDED.**

The motion was adopted unanimously.

#### **486.2 ADOPTION OF THE MINUTES OF THE 485<sup>th</sup> MEETING**

It was moved by Michael Goldwax, seconded by Fiona Hanley, **THAT THE MINUTES OF THE 485<sup>th</sup> MEETING BE ADOPTED.**

The motion was adopted unanimously by those eligible to vote.

#### **486.3 CORRESPONDENCE & PRESENTATIONS**

##### **.1 Graduate Satisfaction Survey (PEO)**

Katherine McWhaw, Coordinator, Quality Assurance and Planning gave a presentation on the purpose and structure of the Graduate Satisfaction Point of Exit survey, which is one of the College's Key Performance Indicators. She reviewed data from the survey's three major scales – teaching, generic skills, and clear goals and standards and the overall satisfaction scores for the time period 2008 to 2016. The data presented was for whole College, namely the pre-university sector and the technical sector.

##### **.2 Diagnostic Imaging**

Christina Papathanasopoulos, Department Co-Chair and Program Coordinator of Diagnostic Imaging, along with Arnulfo Montiel, Faculty presented this item. Ms. Papathanasopoulos, by way of a visual presentation, explained to the Board the purpose and use of the imaging equipment, and that the present equipment is outdated and beyond simple repairs. The Board thanked her for the in depth and very interesting presentation. The purchase of the equipment had already been approved and the installation is scheduled to be ready for fall 2017.

#### **486.4 REPORTS**

##### **.1 Report of the Executive Committee**

Mr. Filion reported that the Executive Committee met on March 29, 2017 and the following motions were approved:

- Revised Operating Budget with revenues of \$88,126,779 and expenses of \$89,095,988 for a 2016-17 budgeted deficit of \$969,209.
- The Executive Committee authorized the College to award a contract for the "solution de pare-feu" to Precicom Technologies Inc. in the amount of \$115,545 before taxes.

**.2 Report of the Chair of the Board**

The Chair stated that following a recommendation by Ministre David that Board members attend a training session on College governance, he reported that on April 4<sup>th</sup>, the Fédération des cégeps sent a letter to Minister David expressing the Colleges concerns on such a session.

**.3 Report of the Director General**

Mr. Filion reported that the Academic Dean's mid-mandate evaluation report had been received from Senate. The Evaluation committee comprised of the Board Chair, Vice Chair and Director General met, and they will pursue the process by meeting with the Academic Dean.

**.4 Report of the Academic Dean**

Diane Gauvin reported that 11,278 applications have been received for fall 2017, which is an increase of 2.35% over last year. This is the highest level of applications to date. There is an increase of 11.9% in Technical programs with a decrease in 1.65% in Pre-university programs.

She also stated that to-date, 5,645 students have been admitted, with 3,875 confirmations. Many programs are now closed.

**.5 Report of the Chair of Senate**

Michael Wood reported that at their March 7<sup>th</sup> meeting, held *in camera*, was solely devoted to the Mid-Mandate Evaluation of the Academic Dean.

At their March 28<sup>th</sup> meeting, the following motions were passed:

- To recommend to the Board of Governors the revision of "Bylaw 6 concerning the Senate"
- To recommend to the Board changes to ISEP as indicated in your package (these are the latest in a series of ISEP changes approved by Senate during the current revision of ISEP)
- That the executive summary (pages 1 and 2) of the Senate's report on the mid-mandate evaluation of the Academic Dean shall constitute the Senate's advice to the Board of Governors
- That the Chair of the Senate shall present the Academic Dean with the Senate's full report on the mid-mandate evaluation of the Academic Dean

**.6 Report of the Director of Finance**

Glenys Ronnie reported the Capital Budget process is complete and that the Operating Budget process has begun.

**486.5 BUSINESS ARISING FROM THE MINUTES**

## 486.6 NEW BUSINESS

### .1 Research Ethics Board (REB) Appointments

The Academic Dean presented this item.

It was moved by Michael Goldwax, seconded by Azra Khan, **THAT THE BOARD OF GOVERNORS APPOINTS MICHAEL NAFI AS LEGAL AND ETHICS MEMBER TO THE DAWSON COLLEGE RESEARCH ETHICS BOARD, EFFECTIVE APRIL 13, 2017 WITH FIRST YEAR OF APPOINTMENT ENDING JUNE 30, 2018.**

The motion was adopted unanimously.

### .2 Institutional Student Evaluation Policy (ISEP)

Leanne Bennett, Dean of SSBT presented this item and stated that revisions to the policy are an on-going process. Changes made to the policy were recommended by the Quality Assurance Audit report. Diane Gauvin thanked Leanne for the tremendous amount of diligent work put into the revisions.

It was moved by Diane Gauvin, seconded by Jean Nagy, **THAT THE REVISIONS TO THE INSTITUTIONAL STUDENT EVALUATION POLICY (ISEP) BE ADOPTED BY THE BOARD OF GOVERNORS.**

The motion was adopted unanimously.

### .3 Bylaw 6 Revision

François Paradis, Director of IST and Corporate Affairs stated that revisions were necessary to reflect changes to the organizational structure of the College. Other changes were made for language consistency.

It was moved by Annie Quadros, seconded by Anna Gagliardi, **THAT BYLAW 6 BE AMENDED AS DEFINED IN SUPPORTING TABLE, *BYLAW 6 – PROPOSED REVISIONS*, EFFECTIVE IMMEDIATELY.** (table attached at end of document)

The motion was adopted unanimously.

### .4 Fall 2016 Graduates

#### .1 Diplomas

The Academic Dean reported that the College Education Regulation requires colleges to recommend graduates to the Ministry who grants the Diplomas of College Studies

It was moved by Jamie Singerman, seconded by Steve Hatajlo, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED TO RECOMMEND TO THE MINISTER TO AWARD A DIPLOMA OF COLLEGE STUDIES TO EACH OF THE 514 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION.**

The motion was adopted unanimously.

**.2 Attestations**

The Academic Dean noted that the College, under its own authority, grants Attestations of College Studies.

It was moved by Michael Goldwax, seconded by Steve Hatajlo, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED THAT THE 67 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION BE AWARDED AN ATTESTATION OF COLLEGE STUDIES.**

The motion was adopted unanimously.

**.5 Summer School Budget 2017**

Glenys Ronnie presented this item, noting that since the 2017-18 budget will only be adopted in June, the College needs to adopt a preliminary budget for Summer School in order to allow expenses to be incurred.

It was moved by Diane Gauvin, seconded by Annie Quadros, **THAT THE BUDGET FOR THE 2017-18 SUMMER SCHOOL PROGRAMS BE APPROVED.**

The motion was adopted unanimously.

**.6 Capital Budget 2017-18 (preliminary)**

Glenys Ronnie presented this item and stated that each year, the Capital Budget Committee receives departmental requests for computers, software, office and specialized equipment as well as furnishings. All requests are vetted as to need, compatibility with existing equipment and any required renovations are planned. At this time, the Board of Governors is asked to approve the preliminary capital budget for the 2017-18 academic year so that equipment can be ordered, received and installed before classes begin in August. In addition, the College must commence summer renovations as soon as the winter session is complete.

The 2017-18 Ministry allocations represent estimates based on the information available at this time. These allocations will be confirmed by the Ministry at a later date. Also included in the Capital budget are the College projections of unused 2016-17 balances to be carried forward and available for spending in 2017-18.

It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE PROPOSED PRELIMINARY 2017-18 CAPITAL BUDGET WITH REVENUES OF \$19,725,340 AND EXPENSES OF \$10,436,618 BE APPROVED.**

The motion was adopted unanimously.

**.7 Capital Purchase – Computer Equipment**

François Paradis, Director of Information Services and Technology presented this item noting that this purchase is part of a group purchasing agreement negotiated by the CCSR. As part of its normalized capital expenditures for the upcoming year, the College must purchase IT equipment early so it can be ready for the fall semester.

It was moved by Jamie Singerman, seconded by Annie Quadros, **THAT THE PURCHASE OF 167 COMPUTERS AND 98 MONITORS FOR THE AMOUNT OF \$213,726 (EXCLUDING TAXES) BE APPROVED.**

The motion was adopted unanimously.

**.8 Information Security Governance**

Richard Filion briefed the Board on the Act Respecting the Governance and Management of the Information Resources adopted in 2011 and the directive on the Security of Governmental Information issued in 2014. François Paradis elaborated on the key points by way of a presentation.

No motion – for informational purposes only.

**.9 Renovation of Washrooms 1D & 5B Floors**

Wai Bong Shum, Director of Plant & Facilities stated that this project is a continuation of renovations of the College's washrooms which have been ongoing for several years. A public call for tenders was posted. Seven companies picked up the tendering documents, six of which submitted bids. On April 3, 2017 the architectural firm submitted their recommendation and the evaluation committee selected the company Provoca as the lowest conforming bidder.

It was moved by Jamie Singerman, seconded by Michael Goldwax, **THAT THE BOARD OF GOVERNORS AUTHORIZES THE COLLEGE TO AWARD A CONSTRUCTION CONTRACT TO "PROVOCA INC." IN THE AMOUNT OF \$414,000 EXCLUDING TAXES.**

The motion was adopted unanimously.

**.10 Security Contract Extension**

Wai Bong Shum presented this item and stated that the contract with Corps canadien des Commissionnaires will end on June 30, 2017. As per the tendering document, the contract includes the possibility of yearly renewals for an additional two years beyond the June 30, 2017 date.

It was moved by Diane Gauvin, seconded by Michael Goldwax,

- 1) That the Board of Governors authorizes the amendment of the approved 2014 motion to award the contract for the security contract to "Corps canadien des Commissionnaires" for a period of three (3) years in the estimated amount of \$1,709,021 excluding taxes, to a period of five (5) years in the amount of \$2,995,533 excluding taxes.**
- 2) That the Board of Governors be advised for informational purposes that the College has exercised the option to renew the contract with "Corps canadien des Commissionnaires" for the period of July 1, 2017 to June 30, 2018 in the estimated amount of \$627,567 before taxes.**

The motion was adopted unanimously with one abstention.

**486.7 VARIA**

**486.8 DATE OF NEXT MEETING**

The date of the next Board meeting is June 7, 2017.

**486.9 ADJOURNMENT**

The meeting adjourned at 7:55 p.m.

Signatures:

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Sylvain Richard  
Chair

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Richard Filion  
Director General





## Bylaw 6 – Proposed revisions

Current text	Proposed text	Explanation
<p style="text-align: center;"><i>(Title page)</i> Bylaw Number 6 CONCERNING THE SENATE (COMMISSION DES ÉTUDES) (Administrative Version)</p>	<p style="text-align: center;"><i>(Title page)</i> Bylaw Number 6 CONCERNING THE SENATE (ACADEMIC COUNCIL)</p>	<p>For consistency of language.</p> <p>Unnecessary: there should be only one version.</p>
<p style="text-align: center;">BYLAW NUMBER 6 CONCERNING THE SENATE (COMMISSION DES ÉTUDES)</p> <p>Relevant sections of the Colleges' Act appear in boxes and have been inserted for information purposes only. The number appearing in the box corresponds to the article number of the Act.</p>	<p style="text-align: center;">BYLAW NUMBER 6 CONCERNING THE SENATE (ACADEMIC COUNCIL)</p> <p>Relevant sections of the <b>Colleges Act</b> appear in boxes and have been inserted for information purposes only. The number appearing in the box corresponds to the article number of the Act.</p>	<p>For consistency of language.</p> <p>This is an information note only. Correction of language.</p>
<p><b>Article 1 GENERAL PROVISIONS</b> 1.01 <u>Preamble</u> This bylaw establishes the Academic Council as required by the <b>Colleges Act</b>.</p>	<p><b>Article 1 GENERAL PROVISIONS</b> 1.01 <u>Preamble</u> This bylaw establishes the Academic Council as required by the <b>General and Vocational Colleges Act (CQLR, chapter C-29)</b>.</p>	<p>The name of the Act is given in full together with its legal designation.</p>
<p><b>Article 2 DEFINITIONS</b> 2.01 <u>Definitions</u> The definitions set forth in clause 1.01 of Bylaw Number 1 apply to Bylaw Number 6. In this bylaw, the following expressions mean: a) '<b>SENATE</b>': the <i>Commission des Études</i> or Academic Council constituted by virtue of the Act; b) '<b>PRESIDENT OF SENATE</b>': the Academic Dean.</p>	<p><b>1.03 Definitions</b> The definitions set forth in clause 1.01 of Bylaw Number 1 apply to Bylaw Number 6. In this bylaw, the following expressions mean: a) '<b>Senate</b>': the Academic Council constituted by virtue of the Act; b) '<b>President of the Senate</b>': the Academic Dean.</p>	<p>Content of article 2.01 moved to article 1.03.</p>
<p><b>Article 3 MANDATE</b> 17.0.2 The academic council...</p>	<p><b>Article 2 MANDATE</b> 17.0.2 The academic council... <b>(f) the draft strategic plan of the college as regards matters within the jurisdiction of the council.</b></p>	<p>Article (f) of act missing from bylaw.</p>
<p>3.01 <u>Mandate</u> Senate will advise the Board on the academic implications of policies relating to:</p>	<p>2.01 <u>Mandate</u> <b>The Senate shall</b> advise the Board on the academic implications of policies relating to:</p>	<p>For consistency in language</p>

Current text	Proposed text	Explanation
<p><b>Article 4 COMPOSITION</b> 4.01 <u>Composition</u> The Senate shall be composed of thirty-five persons. In addition to the Academic Dean, the Senate shall be composed of the following persons:</p> <p>a) the three Sector Deans and the Dean of Program Services;</p> <p>c) three College representatives named by the Academic Dean;</p>	<p><b>Article 3 COMPOSITION</b> 3.01 <u>Composition</u> The Senate shall be composed of thirty-five persons. In addition to the Academic Dean, the Senate shall be composed of the following persons:</p> <p>a) <b>the Dean of Creative and Applied Arts; the Dean of Science, Medical Studies and Engineering; the Dean of Social Science and Business Technologies; the Dean of Continuing Education and Community Services and the Dean of Academic Development; and the Dean of Academic Systems;</b></p> <p>c) <b>one College representative named by the Academic Dean;</b></p> <p>d) <b>the Coordinator of the Arts, Literature and Communication Program;</b></p> <p>e) <b>the Coordinator of the Social Science Program;</b></p> <p>f) <b>the Coordinator of the Science Program;</b></p> <p>g) <b>one teacher from the Arts, Literature and Communication Program or Visual Arts Program;</b></p> <p>h) <b>two teachers from the Social Science and Liberal Arts Programs;</b></p> <p>i) <b>two teachers from the Science Program (Science and Mathematics);</b></p> <p>j) <b>the Chair of the Council of Career Programs;</b></p> <p>k) <b>one teacher from each of the five families of career programs: arts, medical, engineering, business and social technologies;</b></p> <p>l) <b>one teacher from each of the four general education departments: English, French, Humanities and Physical Education;</b></p>	<p>The position of Dean of Program Services has been abolished. The position of Dean of Continuing Education and Community Services has been created. It is important to list all deans.</p> <p>Total number of College representatives remains unchanged at 7: six in a) and 1 in c)</p> <p>The coordinators are indicated separately.</p> <p>The Coordinator is indicated separately in d). The CALL and Fine Arts Programs have been renamed.</p> <p>Commerce is an integral part of Social Science and there is no need for this specification. The Coordinator is indicated separately in e).</p> <p>The Coordinator is indicated separately in f).</p> <p>The language has been updated and made consistent. The Chair of the Council of Career Programs is indicated separately in j).</p> <p>The word 'following' has been deleted.</p>
<p>d) two teachers from the Creative Arts, Literature and Languages (CALL) Program and Fine Arts Program, one of whom is the Coordinator of the CALL Program;</p> <p>e) three teachers from Social Science Program (including Commerce) and Liberal Arts Program, one of whom is the Coordinator of the Social Science Program;</p> <p>f) three teachers from the Science Program (Science and Mathematics), one of whom is the Coordinator of the Science Program;</p> <p>g) six teachers from the Careers Sector (one from the arts technologies, one from the medical technologies, one from the business technologies, one from the social technologies, one from the engineering technologies and the Chair of the Council of Careers Programs);</p> <p>h) one teacher from each of the <b>following</b> four general education departments: English, French, Humanities and Physical Education;</p>		

Current text	Proposed text	Explanation
i) three non-teaching professionals elected by their peers;	m) three non-teaching professionals elected by their peers;	
j) one support personnel recommended by the Dawson Support Staff Union;	n) one member of the support staff elected by his or her peers;	The language has been updated and made consistent with the Act.
k) three full-time students recommended by the Dawson Student Union;	o) three Day division students and one Continuing Education student appointed by the accredited students' association that represents the College's students;	The Dawson Student Union is responsible for both Day and Continuing Education students.
l) one part-time student recommended by the accredited association representing part-time students or, failing the existence of such an association, one part-time student to be appointed by Senate.		Article (l) has been deleted and the language has been made consistent with the Act.
<b>Article 5 SPECIFIC PROVISIONS</b>	<b>Article 4 SPECIFIC PROVISIONS</b>	
5.01 <u>Autonomy</u>	4.01 <u>Autonomy</u>	
5.02 <u>Motions</u> The President shall present formal motions from Senate to the Board and bring formal requests for advice from the Board to Senate.	4.02 <u>Motions</u> The President shall present formal motions from the Senate to the Board and bring formal requests for advice from the Board to the Senate.	Consistency of language
5.03 <u>Chair of Senate</u> The Senate shall elect a Chair each year from among the teacher representatives. The Chair has the right to vote. In the case of a tie vote at a sitting of a Senate, the Chair has a casting vote.	4.03 <u>Chair of the Senate</u> The Senate shall elect a Chair each year from among the teacher representatives. <b>The Chair has the right to vote if it will make or break a tie.</b>	Consistency of language Last two sentences revised to avoid ambiguities.
5.04 Report to the Board The Chair, along with the President, will represent Senate at the Board.	4.04 Report to the Board The Chair, along with the President, <b>shall report on Senate matters at the Board.</b>	Clarification of the respective roles of the President and Chair of the Senate with regard to the Board
5.05 Failure to Act	4.05 Failure to Act	