

MINUTES OF THE 492nd MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE HELD ON THURSDAY APRIL 11 2018 AT 6:00 P.M. IN THE BOARDROOM 5B.13, 3040 SHERBROOKE STREET WEST, MONTREAL, QUEBEC

PRESENT: Anila Asghar Michael Goldwax Jean Nagy
Diane Gauvin Igor Gorelyshev Sylvain Richard, Chair
Richard Filion Azra Khan Ralph Rimokh
Cheranda Fraser-Williams Fiona Hanley Jamie Singerman
Anna Gagliardi Steve Hatajlo Anthony Williams
Ioana Geles

REGRETS: Sonya Branco
Alex McComber
Anna Villalta

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

Chair of Senate: Jonathon Sumner

Also Present: Leanne Bennett Katherine McWhaw
Andréa Cole Johanne Messier
Carmela Gumelli Johanne Rocheleau
Wolfgang Krotter Donna Varrica

Secretary to the Board: Janet Pakulis

Agenda

- 492.1 ADOPTION OF THE AGENDA OF THE 492nd MEETING**
- 492.2 ADOPTION OF THE MINUTES OF THE 491st MEETING**
- 492.3 CORRESPONDENCE & PRESENTATIONS**
 - .1 BOG Meeting Package Size and Timeline**
 - .2 Highlights 2017 – Graduate Point of Exit Survey**
- 492.4 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**
- 492.5 BUSINESS ARISING FROM THE MINUTES**
- 492.6 NEW BUSINESS**
 - .1 Fall 2017 Graduates**
 - 1. Diplomas**
 - 2. Attestations**
 - .2 Appropriation of Surplus**
 - .3 Preliminary Capital Budget 2018-19**
 - .4 Capital Purchase – Computer Equipment**
 - .5 Delegation of Signing Authority – Renovation of Registrar’s Office**
 - .6 Framework Policy on Information Security**
 - .7 Skytech Contracts for Human Resources & Finance Systems**
 - .8 Montreal Forum Lease**

492.7 VARIA

492.8 DATE OF NEXT MEETING

492.9 ADJOURNMENT

492.1 ADOPTION OF THE AGENDA OF THE 492nd MEETING

It was agreed to address item 492.3.2 prior to 492.2.1 and to move item 492.6.8 to follow 492.6.1 and to add New Space Proposal and Board Communications Platform under 492.7 Varia.

It was moved by Diane Gauvin, seconded by Igor Gorelyshev, **THAT THE AGENDA OF THE 492nd MEETING BE ADOPTED AS AMENDED.**

The motion was adopted unanimously.

Prior to the adoption of the Minutes, it was proposed to offer our best wishes to Anna Villalta.

492.2 ADOPTION OF THE MINUTES OF THE 491st MEETING

It was moved by Diane Gauvin, seconded by Fiona Hanley, **THAT THE MINUTES OF THE 491st MEETING BE ADOPTED.**

The motion was adopted unanimously by those eligible to vote.

492.3 CORRESPONDENCE & PRESENTATIONS

.1 BOG Meeting Package Size and Timeline

A Board member stated concerns about the timeliness of receiving documents/reports that form part of the Board package. This member proposed that the documents be placed on Sharepoint as soon as they are available prior to the mailing of the Board package and requested a motion stating so. François Paradis stated that most supporting documents/reports are not available until the mailing of the Board package which is five days prior to the meeting. The Board Chair denied the request for a motion.

The Board member also requested that Senate Minutes be available to all members via Sharepoint. Jonathon Sumner, Chair of Senate and François Paradis, Director IST would look into it.

.2 Highlights 2017 – Graduate Point of Exit Survey

Richard Fillion introduced Katherine McWhaw, Coordinator of the Quality Assurance and Planning Office. Ms. McWhaw reviewed the survey results. Members of the Board raised questions regarding benchmarking, types of questions asked in the survey, the results etc. A member proposed the following motion:

It was moved by Igor Gorelyshev, seconded by Jean Nagy, that the Quality Assurance and Planning Office look into enhancing the survey to support the Academic Administration in identifying other possible strategies.

The vote was 3 in favour, 5 against and 5 abstentions.

The motion was denied.

Mr. Filion stated that if a downward trend still existed at the end of the Strategic Plan, there would be a follow-up.

492.4 REPORTS

.1 Report of the Executive Committee

The Chair of the Executive Committee, Richard Filion reported that the meeting of March 28, 2018 was cancelled due to a lack of agenda items, therefore there is no report.

.2 Report of the Chair of the Board

The Chair had nothing to report.

.3 Report of the Director General

Mr. Filion reported that a 5 year grant was allocated to Dawson for additional space at the Pepsi Forum, \$1.2 mln per year for a total of \$6 mln. The Clinique École for Physiotherapy will be moving to the Forum as well as other general classrooms. Presently working with P&F on the design.

.4 Report of the Academic Dean

The Academic Dean reported that at the last Senate meeting, Jonathan Sumner was re-elected.

Regarding Fall applications, 11,231 were received, which is a decrease of 0.42%. To date 5,715 offers have been sent with 3,800 confirmed. The target for admissions this year is 3,900. There has been a high growth in some areas, decreases in others. Liberal Arts had a decrease of -29%. She also noted that applications through SRAM are down 1%.

.5 Report of the Chair of Senate

The Chair of Senate, Jonathon Sumner had the following to report from their meeting of March 20, 2018.

Senate passed a motion supporting the position of the Commission des affaires pédagogiques to suspend the current ministerial consultation on the revised Science program. The revised program was made public in February and the Ministry asked for feedback by April 27. The main problem was that it was very unclear how universities would react to the new program which is different from the status quo and would almost certainly lead to different implementations across the network.

A Sub-committee on complementary courses was struck with a mandate to propose the criteria which would determine what complementary courses may be taken by students in each of Dawson's programs

492.5 BUSINESS ARISING FROM THE MINUTES

There was nothing to report.

492.6 NEW BUSINESS

.1 Fall 2017 Graduates

.1 Diplomas

Diane Gauvin presented this item and stated that the Ministry of Higher Education grants these diplomas.

It was moved by Anthony Williams, Seconded by Michael Goldwax, **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 481 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION.**

The motion was adopted unanimously.

.2 Attestations

Diane Gauvin stated that the College awards the Attestation of College Studies.

It was moved by Anthony Williams, seconded by Steve Hatajlo, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED THAT THE 78 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION BE AWARDED AN ATTESTATION OF COLLEGE STUDIES.**

The motion was adopted unanimously.

.2 APPROPRIATION OF OPERATING FUND SURPLUS

Glenys Ronnie, Director of Finance reported that that the operating fund accumulated surplus totaled just over \$8 million at the end of February 2018 and that we should finish the current year with a surplus of \$7.1 mln. Since the Ministry has approved the lease of additional square footage at the Forum, the College will be required to purchase furniture and equipment for this new space.

Also as part of the renovation plans for 2018-19 the College will be expanding the Clinique École for Physiotherapy. Furniture and equipment will be required for this space as well. The annual allocations received for furniture and equipment are not sufficient to cover these purchases, therefore the Director General and the Director of Finance are recommending that \$500,000 of the surplus be appropriated and then transferred to the capital fund.

- 1) It was moved by Steve Hatajlo, seconded by Fiona Hanley, **THAT THE BOARD OF GOVERNORS APPROVES THE APPROPRIATION OF ACCUMULATED OPERATING FUND SURPLUS FOR A TOTAL OF \$500,000 TO BE USED TO PURCHASE FURNITURE AND EQUIPMENT.**

The motion was adopted unanimously.

- 2) It was moved by Steve Hatajlo, seconded by Michael Goldwax, **THAT THE BOARD AUTHORIZES THE COLLEGE TO TRANSFER THE APPROPRIATED FUNDS TO THE CAPITAL FUND AT THE TIME THE PURCHASES ARE MADE.**

The motion was adopted unanimously.

.3 Preliminary Capital Budget 2018-19

Glenys Ronnie stated that the Board is asked to approve the preliminary capital budget for the 2018-19 academic year so that equipment can be ordered, received and installed before classes begin in August. In addition many summer renovations will begin as soon as the winter session is complete. These major renovations include, the Forum, replacement of chillers, registrar's area, the roof, to name a few.

The 2018-19 Ministry allocations represent estimates and will be confirmed by the Ministry later on. Also included in the Capital budget are the College projections of unused 2017-18 balances to be carried forward.

It was moved by Jamie Singerman, seconded by Jean Nagy, **THAT THE PROPOSED PRELIMINARY 2018-19 CAPITAL BUDGET WITH REVENUES OF \$20,530,000 AND EXPENSES OF \$8,360,000 BE APPROVED.**

The motion was adopted unanimously with one abstention, recorded as Igor Gorelyshev.

.4 Capital Purchase of Computers

François Paradis, Director of IST, stated that the early purchase of computer equipment is necessary so that it can be prepared over the summer in time for the Fall semester. The equipment is covered by Collecto mandates and therefore do not require tendering.

It was moved by Michael Goldwax, seconded by Jamie Singerman, **THAT THE PURCHASE OF 3 SERVERS, 218 COMPUTERS, 182 MONITORS AND 7 INTERACTIVE WHITEBOARDS FOR THE AMOUNT OF \$302,933.12 (EXCLUDING TAXES) BE APPROVED.**

The motion was adopted unanimously.

.5 Delegation of Signing Authority – Renovation of Registrar's Offices

Wai Bong Shum, Director of Plant & Facilities stated that a call for tenders was posted for this contract with a closing date of April 6, 2018. All contracts over \$300,000 must be approved by the Board or Executive Committee but due to time constraints for the renovation of the Registrar's Office and unable to wait for the next Board or Executive meeting, approvals for contracts over \$300,000 can be delegated to the Executive Committee or to the Director General.

It was moved by Michael Goldwax, seconded by Anna Gagliardi, **THAT THE BOARD OF GOVERNORS UNDER CLAUSE 9.01 OF BYLAW 10, DELEGATES TO THE DIRECTOR GENERAL THE AUTHORITY TO AWARD THE CONTRACT FOR THE RENOVATION OF THE REGISTRAR'S OFFICE TO THE LOWEST CONFORMING BIDDER.**

The motion was adopted unanimously.

.6 Framework Policy on Information Security

François Paradis stated that the Ministry is requiring Colleges to adopt a framework policy for information security. The College already has some procedures and policies in place, although a new committee for Information Security will review these policies and recommend revisions. The committee will plan training and awareness programs.

It was moved by Michael Goldwax, seconded Steve Hatajlo, **THAT THE FRAMEWORK POLICY ON INFORMATION SECURITY BE ADOPTED EFFECTIVE IMMEDIATELY.**

The motion was adopted unanimously.

.7 Skytech Contracts for Human Resources and Finance Systems

François Paradis stated that four year contracts for support and maintenance of the HR and Finance systems end on June 30, 2018. The College has other contracts with Skytech for other key systems and since Skytech is reliable and meets our service agreements we will not seek a replacement for the systems. Furthermore a duration of five years is recommended.

i) It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE BOARD APPROVES A CONTRACT FOR A DURATION OF FIVE YEARS AND BY MUTUAL AGREEMENT WITH SKYTECH COMMUNICATIONS, FOR THE SUPPORT AND MAINTENANCE OF THE HUMAN RESOURCES AND PAYROLL SYSTEM.**

The motion was adopted unanimously.

ii) It was moved by Steve Hatajlo, seconded by Fiona Hanley, **THAT THE BOARD APPROVES THE CONTRACT FOR THE SUPPORT AND MAINTENANCE OF THE HUMAN RESOURCES AND PAYROLL SYSTEM FROM JULY 1, 2018 TO JUNE 30, 2023 FOR AN ESTIMATED TOTAL VALUE OF \$505,511 BEFORE TAXES.**

The motion was adopted unanimously.

iii) It was moved by Michael Goldwax, seconded by Fiona Hanley, **THAT THE BOARD APPROVES A CONTRACT FOR A DURATION OF FIVE YEARS AND BY MUTUAL AGREEMENT WITH SKYTECH COMMUNICATIONS, FOR THE SUPPORT AND MAINTENANCE OF THE PURCHASING AND FINANCE SYSTEM.**

The motion was adopted unanimously.

iv) It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE BOARD APPROVES THE CONTRACT FOR THE SUPPORT AND MAINTENANCE OF THE PURCHASING AND FINANCE SYSTEMS FROM JULY 1, 2018 TO JUNE 30, 2023 FOR AN ESTIMATED TOTAL VALUE OF \$518,507 BEFORE TAXES.**

The motion was adopted unanimously.

.8 Montreal Forum Lease

Wai Bong Shum stated that in order to resolve the College's space deficit issue, a tentative agreement has been negotiated with the Montreal Forum to rent additional space at a reasonable cost. In the meantime, the College received confirmation from the Ministry for a grant of \$5,858,788 over a five year period to cover the total cost of the rental and leasehold improvements as specified in the lease.

It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE BOARD OF GOVERNORS AUTHORIZES THE COLLEGE TO SIGN A FIVE (5) YEAR LEASE WITH "INVESTISSEMENT FORUM CANADIEN INC." FOR AN APPROXIMATE AMOUNT OF \$5,858,788.**

The motion was adopted unanimously.

492.7 VARIA

New Space Proposal

A Board member had proposals for the new space, when acquired, which included among other things a swimming pool. Mr. Filion stated that the new space, when acquired, will be used for other purposes and that the Board member should direct his questions to Leanne Bennett.

Board Communications Platform

The item was withdrawn.

Michael Goldwax, Vice-Chair asked that it be recorded in the minutes that we remember the victims of the bus tragedy that fell upon the Humboldt Broncos hockey team from Saskatchewan.

492.8 DATE OF NEXT MEETING

The next regular meeting of the Board of Governors is scheduled for June 6, 2018.

492.9 ADJOURNMENT

The meeting adjourned at 8:45 p.m.

Signatures:

Sylvain Richard
Chair

François Paradis,
Director, Corporate Affairs