

**MINUTES OF THE 493rd MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE
HELD ON WEDNESDAY, JUNE 6, 2018 AT 6:00 P.M. IN THE BOARDROOM,
3040 SHERBROOKE STREET WEST, MONTREAL, QUEBEC**

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

REGRETS: Anila Asghar Alex McComber
Sonya Branco Anna Villalta
Anna Gagliardi Anthony Williams
Fiona Hanley

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

Chair of Senate: Jonathon Sumner

Also Present: Leanne Bennett Carmela Gumelli Terry Ubaldi
Isabelle Carrier Max Jones Susie Wileman
Pietro Calderone Kelly Ann Morel
Andréa Cole Katherine McWhaw

Secretary to the Board: Janet Pakulis

Agenda

- 493.1 ADOPTION OF THE AGENDA OF THE 493rd MEETING**
- 493.2 ADOPTION OF THE MINUTES OF THE 492nd MEETING**
- 493.3 CORRESPONDENCE & PRESENTATIONS**
- 493.4 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
- 493.5 BUSINESS ARISING FROM THE MINUTES**
- 493.6 NEW BUSINESS**
- .1 Revision to AEC Language and Cultural Interpretation in Health and Social Services (JWW.0R)
 - .2 Institutional Student Evaluation Policy (ISEP) Revision
 - .3 Operating Budget 2018-19 (Article 12)
 - .4 Board Elections
 - .5 Proposed Calendar of Meetings for the Board of Governors and the Executive Committee 2018-19
 - .6 Delegation of Director General's Authority During Summer 2018
 - .7 Spending Estimates for Utilities Expenses 2018-19
 - .8 Delegation of Signing Authority – Procurement Summer 2018
 - .9 Selection Process of Director of Student Services – Delegation of Authority
 - .10 Purchase of Apple Computers
 - .11 Contract – Electro Mechanical Maintenance Service
 - .12 Objectives of the Academic Dean 2018-19 (Article 12)
 - .13 Objectives of the Director General 2018-19 (Article 12)
 - .14 Evaluation of the Academic Dean (Article 12)
 - .15 Evaluation of the Director General (Article 12)
 - .16 Winter 2018 Graduates (China): Attestations
- 493.7 VARIA**
- 493.8 DATE OF NEXT MEETING**
- 493.9 ADJOURNMENT**

Prior to the adoption of the agenda, the Chair, Sylvain Richard welcomed all to the meeting and mentioned the names of the members who sent their regrets.

493.1 ADOPTION OF THE AGENDA OF THE 493rd MEETING

It was proposed to move item number 493.6.1 to follow the adoption of the minutes. Item number 493.6.16 Winter 2018 Graduates (China) Attestations was added to the agenda and will follow 493.6.2.

It was moved by Michael Goldwax, seconded by Steve Hatajlo, **THAT THE AMENDED AGENDA OF THE 493rd MEETING BE ADOPTED.**

The motion was adopted unanimously.

493.2 ADOPTION OF THE MINUTES OF THE 492nd MEETING

It was moved by Ioana Geles, seconded by Michael Goldwax, **THAT THE MINUTES OF THE 492nd MEETING BE ADOPTED WITH PROPOSED CORRECTIONS.**

The motion was adopted unanimously by those eligible to vote.

493.3 CORRESPONDENCE & PRESENTATIONS

.1 Strategic Plan Implementation

Katherine McWhaw reviewed the main components of the Strategic Plan roadmap.

493.4 REPORTS

1. Report of the Executive Committee

Richard Filion had the following report from the Executive Committee meeting held on May 23, 2018.

- The Objectives of the Director General for 2018-19 were recommended to the Board for adoption.
- The proposed Calendar of Meetings 2018-19 was recommended to the Board for approval.
- The proposed list of signing authorities effective July 1, 2018 was approved.
- The Objectives of the Academic Dean for 2018-19 were recommended to the Board for adoption.
- The following three vacant positions were abolished effective the date of the meeting: INDV-409, INDV-210 and SMSE-403.
- The contract for cellular phone services was awarded to Telus for the estimated amount of \$86,350 excluding taxes.

2. Report of the Chair of the Board

The Chair had nothing to report. The Vice-Chair, Michael Goldwax stated that he participated in a conference call with the Fédération des cégeps regarding nursing programs. It was also mentioned that there is an increase in elementary and high school students with a slight decrease at the cégep level overall but not all.

3. Report of the Director General

The Director General reported that the space deficit project is moving forward and the College is in constant communication with the Ministry to ensure that it will be brought to the Conseil des Ministres before the end of June. He stated that there was a meeting with Hélène, David the Minister of Higher Education at which time the College introduced the pedagogical programs that would use the new space.

The Director General also reported on a Grounds Project, called Acces Jardins, presented by the City of Montreal. The project was introduced to us by the former city administration and was meanwhile delayed by not only them but us as well, as there were concerns about security, costs of maintenance etc. Discussions will continue.

The Government launched a major initiative called Stratégie Nationale de l'emploi which focuses on the lack of skilled workers and issues in recruiting. This may give the colleges a role in developing training programs. We will definitely play a role in this opportunity.

On June 1, Dawson hosted an Artificial Intelligence (AI) conference in the theatre. It was well attended by more than 120 guests. The keynote address was presented by vice-provost, Ollivier Dyens from McGill along with expert panelists. The purpose of this conference was to raise awareness on the future of educational development.

4. Report of the Academic Dean

Diane Gauvin announced that all vernisages were very successful and well attended. She also stated that the SALTISE conference that we organized was attended by 500 participants and that the Chair of Senate, Jonathon Sumner presented at the conference. The Biomed lab received its accreditation for another six years. We are waiting for a response from the Ministry regarding the ultrasound program. Funding of \$400,000 was received for an AEC program for First Peoples. The CEEC was satisfied with the ISEP Evaluation Policy.

5. Report of the Chair of Senate

Jonathon Sumner reported the following from the Senate meeting of May 22. The Academic Planning Committee met with the writing committee to revise the AEC on Language and Cultural Interpretation in Health and Social Services before recommending it to Senate. It was then recommended unanimously to the Board without amendment. Next item is the ISEP revision on Authorized Absence. The Ministry had delegated implementation of Authorized Absence policies to individual cégeps. For that reason, the ISEP committee met several times to document and

formalize their current practice. The document is included in the board package. Also, Jonathon Sumner has been re-elected as Chair.

493.5 **BUSINESS ARISING FROM THE MINUTES**

There was nothing to report.

In these minutes, Article 12 resolutions were open only to external members, executive officers and students.

493.6 **NEW BUSINESS**

.1 Revision to AEC Language and Cultural Interpretation in Health and Social Services (JWW.0R)

Isabelle Carrier, Dean of Social Science and Business Technologies presented the item and stated that a revision of this program was requested in order to modify the admissions requirements, Exit Profile, Academic Standing and Advancement Policy and Course-Competency matrix, on the advice of employers.

It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE REVISIONS TO THE AEC LANGUAGE AND CULTURAL INTERPRETATION IN HEALTH AND SOCIAL SERVICES (JWWW.0R) BE ADOPTED BY THE BOARD OF GOVERNORS.**

The motion was adopted unanimously.

.2 Institutional Student Evaluation Policy (ISEP) Revision

Diane Gauvin presented this item and stated that changes were made to Authorized Absences.

It was moved by Michael Goldwax, seconded by Steve Hatajlo, **THAT THE REVISIONS TO THE INSTITUTIONAL STUDENT EVALUATION POLICY (ISEP) BE ADOPTED BY THE BOARD OF GOVERNORS.**

The motion was adopted unanimously.

.3 Operating Budget 2018-19 (Article 12)

Glenys Ronnie, Director of Finance presented this item and stated that the 2018-19 operating budget allocations were issued by the Ministry on May 4, 2018.

The College will see an increase in FAB base funding of \$1.4 mln and will receive a special grant of \$671,000 for leasing additional space.

Increases in salaries and benefits for the current staffing plan will total \$736,000. New staffing requests total \$469,000 and non-staffing requests amount to \$368,000. The cost of leasing additional space directly offsets the revenue above of \$671,000.

Continuing Education will absorb increases of both salary and non-salary expenses of \$261,000 and Student Activities will absorb an additional \$30,000.

With regards to the Strategic Plan Appropriation of Surplus, \$375,000 was allocated by the Board in June 2017, for 2018-19. The College will carry-forward \$135,000 of unspent 2017-18 funds to 2018-19. A total of \$510,000 will be available to partially offset the budgeted deficit.

College Management met with representatives of the Support Staff and Professional Unions as well as the Management Association to review the 2018-19 proposed staffing plan.

College Management is proposing the adoption of an \$848,000 operating deficit budget for 2018-19. A total of \$510,000 Strategic Plan Appropriation of Surplus will partially fund this proposed deficit. The balance will be absorbed by unappropriated accumulated operating surplus which is expected to be at \$6.1 mln at the end of the 2017-18 academic year.

1) It was moved by Steve Hatajlo, seconded by Iona Geles, **THAT THE OPERATING BUDGET WITH REVENUES OF \$91,567,000 AND EXPENSES OF \$92,415,000 FOR A 2018-19 BUDGETED DEFICIT OF \$848,000 AND ASSOCIATED STAFFING PLANS BE ADOPTED.**

The motion was adopted unanimously by those eligible to vote.

2) It was moved by Michael Goldwax, seconded by Steve Hatajlo, **THAT \$510,000 OF THE PROPOSED 2018-19 OPERATING DEFICIT BE FUNDED BY THE ACCUMULATED SURPLUS APPROPRIATED FOR THE IMPLEMENTATION OF THE 2017-21 STRATEGIC PLAN.**

The motion was adopted unanimously by those eligible to vote.

.4 Board Elections

Richard Filion stated that every year it is the responsibility of the Board of Governors to conduct elections for the positions of Chair, Vice-Chair, the Executive Committee, the Audit Committee and the Naming of Space Committee for the subsequent year.

Chair:

Richard Filion nominated Michael Goldwax, Mr. Goldwax accepted the nomination.

There being no further nominations, **Michael Goldwax was declared Chair of the Board of Governors by acclamation.**

Vice-Chair:

Sylvain Richard nominated Anna Gagliardi. Ms. Gagliardi accepted the nomination.

There being no further nominations, **Anna Gagliardi was declared Vice-Chair of the Board of Governors by acclamation.**

Executive Committee:

External Members (2):

Richard Filion nominated Steve Hatajlo, Mr. Hatajlo accepted the nomination.

Sylvain Richard nominated Jamie Singerman, Mr. Singerman accepted the nomination.

There being no further nominations, **Steve Hatajlo and Jamie Singerman were declared External Members of the Executive Committee.**

Internal Members (1 Position):

Michael Goldwax nominated Azra Khan, Ms. Khan accepted the nomination.

There being no further nominations, **Azra Khan was declared Internal Member of the Executive Committee.**

Nominations/elections for the Audit Committee, Naming of Space Committee and Ombudservices Advisory Committee will be held at the September 2018 Board meeting.

5. Proposed Calendar of Meetings for the Board of Governors and the Executive Committee 2018-19

Richard Filion presented the proposed calendar of meetings for 2018-19.

It was moved by Michael Goldwax, seconded by Steve Hatajlo, **THAT THE PROPOSED CALENDAR OF MEETINGS 2018-19 BE ADOPTED.**

The motion was adopted unanimously.

.6 Delegation of Authority of Director General during Summer 2018

Richard Filion presented this item noting that when both the Director General and the Academic Dean are absent, it is prudent to have another member of Management exercise the authority of the Director General.

It was moved by Michael Goldwax, seconded by Jamie Singerman, **THAT, IN THE ABSENCE OF BOTH THE DIRECTOR GENERAL AND THE ACADEMIC DEAN AT THE SAME TIME, THE AUTHORITY OF THE DIRECTOR GENERAL BE DELEGATED TO WAI BONG SHUM, DIRECTOR OF PLANT & FACILITIES FROM JULY 2 TO JULY 22 INCLUSIVELY AND THEN TO GLENYS RONNIE, DIRECTOR OF FINANCE FROM JULY 23 TO JULY 28 INCLUSIVELY.**

The motion was adopted unanimously.

.7 Spending Estimates for Utilities Expenses 2018-19

The Director of Plant and Facilities, Wai Bong Shum, reviewed the Spending Estimates for utilities for 2018-19.

It was moved by Azra Khan, seconded by Diane Gauvin, **THAT THE BOARD EXEMPTS THE COLLEGE FROM TENDERING RULES UNDER CLAUSE 6.05.2 OF BYLAW NUMBER 10 AND APPROVES EXPENSES EXCLUDING TAXES IN 2018-19 OF APPROXIMATELY \$904,967 FOR WESTMOUNT HYDRO, \$114,768 FOR GAZ METROPOLITAIN AND \$139,378 FOR DIGITAL POSTAGE ON CALL.**

The motion was adopted unanimously.

.8 Delegation of Signing Authority – Procurement Summer 2018

The Director of Plant and Facilities reported due to unforeseen circumstances, some projects for the summer of 2018 have had a late start. Consequently, the College is unable to present some projects at today's Board meeting. He stated that contracts over \$300,000 are approved by the Board but in accordance with Article 9 of Bylaw 10 states that approvals for contracts over \$300,000 can be delegated to the Executive Committee of the Board of Governors.

It was moved by Steve Hatajlo, seconded by Azra Khan, **THAT THE BOARD OF GOVERNORS, UNDER CLAUSE 9.01 OF BYLAW 10, DELEGATES TO THE EXECUTIVE COMMITTEE THE POWER TO AUTHORIZE THE AWARDING OF CONTRACTS RELATED TO THE STRATEGIC INVESTMENT FUND FOR THE PERIOD OF JUNE TO SEPTEMBER 2018.**

The motion was adopted unanimously.

.9 Selection Process of Director of Student Services – Delegation of Authority

Richard Filion presented this item by announcing that Ray Boucher will be retiring at the end of July. Mr. Filion thanked Mr. Boucher for his many dedicated years of service with Dawson. The selection process to hire a new director has been initiated. Considering the fact that the College would like to fill this position before the beginning of the Fall semester and that the next Board meeting is in September, it is requested that the appointment of the new Director be delegated to the Executive Committee.

It was moved by Diane Gauvin, seconded by Steve Hatajlo, **THAT THE BOARD OF GOVERNORS DELEGATES THE APPOINTMENT OF THE DIRECTOR OF STUDENT SERVICES TO THE EXECUTIVE COMMITTEE.**

The motion was adopted with one member voting against. Name recorded as Igor Gorelyshev.

.10 Purchase of Apple Computers

François Paradis, Director of IST presented this item by stating that at the April 11 Board meeting the Board approved the purchase of PC computers for 2018-19. There is also a need for Apple equipment to upgrade our fleet and a new laboratory for the Illustration Program. A public call for tenders was posted on May 15, with an expected closing date of June 4. Given the timeline and the amount, it is asked that the Board delegates the awarding of this contract to the Director General.

It was moved by Jamie Singerman, seconded by Jean Nagy, **THAT THE BOARD AUTHORIZES THE DIRECTOR GENERAL TO AWARD A CONTRACT FOR THE PURCHASE OF 122 IMACS, 35 IPADS AND 13 MACBOOKS AT A PROJECTED COST OF \$381,741 BEFORE TAXES.**

The motion was adopted unanimously.

.11 Contract – Electro-Mechanical Maintenance Service

Wai Bong Shum, Director of Plant & Facilities stated that the present electro-mechanical maintenance services' contracts ends on June 30, 2018. On May 1, 2018 a public call for tenders was posted. Six companies picked up the documents, one of which submitted their bid.

Since the amount is over \$300,000 Board approval is required. Board approval is also requested to authorize a duration (with options) over three years, and since there was only one compliant bid, Board authorization is requested as well.

- 1) It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE BOARD OF GOVERNORS AUTHORIZES A CONTRACT UP TO FIVE (5) YEARS FOR THE ELECTRO-MECHANICAL MAINTENANCE SERVICE.**

The motion was adopted unanimously.

- 2) It was moved by Michael Goldwax, seconded by Steve Hatajlo, **THAT THE BOARD OF GOVERNORS ACCEPTS LA SOCIÉTÉ DE CONTRÔLE JOHNSON CANADA S.E.C. AS THE SOLE COMPLIANT BIDDER TO THE ELECTRO-MECHANICAL MAINTENANCE SERVICE CONTRACT.**

The motion was adopted unanimously.

- 3) It was moved by Michael Goldwax, seconded by Jean Nagy, **THAT THE BOARD OF GOVERNORS AWARDS THE CONTRACT FOR THE ELECTRO-MECHANICAL MAINTENANCE SERVICE TO LA SOCIÉTÉ DE CONTRÔLE JOHNSON CANADA S.E.C. IN THE AMOUNT OF \$1,316,173 EXCLUDING TAXES.**

The motion was adopted unanimously.

.12 Objectives of the Academic Dean 2018-19 (Article 12)

The Academic Dean presented her objectives that were developed in collaboration with the Director General and in consultation with College managers and Senate.

It was moved by Jamie Singerman, seconded by Steve Hatajlo, **THAT THE OBJECTIVES OF THE ACADEMIC DEAN FOR 2018-19 BE ADOPTED.**

The motion was adopted unanimously by those eligible to vote.

.13 Objectives of the Director General 2018-19 (Article 12)

The Director General presented a list of objectives for the coming academic year.

It was moved by Jamie Singerman, seconded by Steve Hatajlo, **THAT THE OBJECTIVES OF THE DIRECTOR GENERAL FOR 2018-19 BE ADOPTED.**

The motion was adopted unanimously by those eligible to vote.

.14 Evaluation of the Academic Dean 2017-18 (Article 12)

The Board Chair and Vice-Chair presented their evaluation in camera.

It was moved by Jamie Singerman, seconded by Steve Hatajlo, **THAT THE EVALUATION OF THE ACADEMIC DEAN FOR 2017-18 BE ACCEPTED.**

The motion was adopted unanimously by those eligible to vote.

.15 Evaluation of the Director General 2017-18 (Article 12)

The Board Chair and Vice-Chair presented their evaluation in camera.

It was moved by Jamie Singerman, seconded by Ralph Rimokh, **THAT THE EVALUATION OF THE DIRECTOR GENERAL FOR 2017-18 BE ACCEPTED.**

The motion was adopted unanimously by those eligible to vote.

.16 Winter Graduates (China): Attestations

Diane Gauvin stated that a College shall award, on the conditions it determines, an Attestation of College Studies to a student who has attained the objectives of an institutional program to which the student is admitted. These attestations are for our Winter 2018 Graduates in China.

It was moved by Steve Hatajlo, seconded by Diane Gauvin, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED THAT THE 22 STUDENTS WHOSE NAMES APPEAR ON THE REQUEST FOR CERTIFICATION BE AWARDED AN ATTESTATION OF COLLEGE STUDIES.**

The motion adopted unanimously, with one abstention.

493.7 VARIA

493.8 DATE OF NEXT MEETING

The next regular meeting of the Board of Governors is scheduled for September 27, 2018.

493.9 ADJOURNMENT

The meeting adjourned at 10:20 p.m.

Signatures:

Michael Goldwax
Board Vice Chair

François Paradis
Director, Corporate Affairs