

**MINUTES OF THE 494<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE  
HELD ON THURSDAY SEPTEMBER 27, 2018 AT 6:00 P.M. IN THE BOARDROOM,  
3040 SHERBROOKE STREET WEST, MONTREAL, QUEBEC**

---

PRESENT:                    Anila Asghar                    Trey Gopy                    Alex McComber  
                                  Sonya Branco                    Igor Gorelyshev                    Jean Nagy  
                                  Richard Filion                    Azra Khan                    Ralph Rimokh  
                                  Anna Gagliardi                    Steve Hatajlo                    Frank Runcie  
                                  Ioana Geles                    Maurice Hughes                    Anna Villalta  
                                  Michael Goldwax, Chair

REGRETS:                    Diane Gauvin                    Jamie Singerman  
                                  Cheranda Fraser-Williams

College Officers:                    Monique Magnan                    Glenys Ronnie  
                                  François Paradis                    Pascahl Scott

Chair of Senate:                    Jonathon Sumner

Also Present:                    Leanne Bennett                    Carmela Gumelli                    Johanne Rocheleau  
                                  Isabelle Carrier                    Catherine LeBel                    Wilson Wong  
                                  Andréa Cole                    Johanne Messier

Recording Secretary to the Board:    Janet Pakulis

**Agenda**

- 494.1      ADOPTION OF THE AGENDA OF THE 494<sup>th</sup> MEETING**
- 494.2      ADOPTION OF THE MINUTES OF THE 493<sup>rd</sup> MEETING**
- 494.3      CORRESPONDENCE & PRESENTATIONS**
- 494.4      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
- 494.5      BUSINESS ARISING FROM THE MINUTES**
- 494.6      NEW BUSINESS**
  - .1    Dawson Artificial Intelligence (AI) Project – Phase 1
  - .2    Amendments to Bylaw 2A
  - .3    Amendments to Bylaw 2B
  - .4    Capital Budget 2018-19 (Revision R#1)
  - .5    Annual Management Plan 2018-19
  - .6    Long Term Financing – Régime d'emprunts
  - .7    Winter 2018 Graduates
    - .1    Diplomas
    - .2    Attestations
  - .8    Accounting for Information Resources
- 494.7      VARIA**
  - .1    Draft Policy on Sexual Violence
- 494.8      DATE OF NEXT MEETING**
- 494.9      ADJOURNMENT**

Prior to the adoption of the agenda, the Chair, Michael Goldwax welcomed all to the meeting and introduced three new Board members, namely Frank Runcie, Faculty representative, Maurice Hughes, Emploi-Québec representative and Trey Goppy, Student representative.

#### **494.1 ADOPTION OF THE AGENDA OF THE 494<sup>th</sup> MEETING**

A Board member proposed to add one item under Varia, namely Policy on Sexual Violence.

It was moved by Alex McComber, seconded by Steve Hatajlo, **THAT THE AMENDED AGENDA OF THE 494<sup>th</sup> MEETING BE ADOPTED.**

The motion was adopted unanimously.

#### **494.2 ADOPTION OF THE MINUTES OF THE 493<sup>rd</sup> MEETING**

It was moved by Igor Gorelyshev, seconded by Frank Runcie, to replace every mention of Article 12 with “Article 12, faculty, staff and professionals are not eligible to vote”. A Board member proposed an amended motion to add in the preamble to the minutes: “In these minutes, Article 12 resolutions were open only to external members, executive officers and students”. The proposed amendment was moved by Jean Nagy, seconded by Anna Gagliardi.

The motion was adopted with one against and three abstentions.

It was moved by Steve Hatajlo, seconded by Ralph Rimokh, **THAT THE MINUTES OF THE 493<sup>rd</sup> MEETING BE ADOPTED WITH PROPOSED CORRECTIONS.**

The motion was adopted unanimously by those eligible to vote.

#### **494.3 CORRESPONDENCE & PRESENTATIONS**

##### **.1 Board Training**

François Paradis, Director of Corporate Affairs stated that the Fédération des cégeps offers a 2 hour training program on Board Governance. This training session may take place at the next Board meeting or at a date suitable for all.

#### **494.4 REPORTS**

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

Richard Filion had the following report from the Executive Committee meeting held on September 12, 2018.

The following resolutions were adopted:

- That the Annual Management Plan for 2018-19 be recommended to the Board.
- That a payment of \$187,506 excluding taxes to the Fédération des cégeps be approved for the 2018-19 membership fees of Dawson College.
- That the following vacant positions be abolished either due to resignations, retirements or redistribution of tasks:  
Human Resources: HRSV-410; HRSV-436  
Student Services: STSV-210; STSV-234 and STSV-409.

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

The Chair had nothing to report.

## **3. Report of the Director General**

### **.1 Update on Space Deficit**

The Director General reported that the space deficit project is moving along and it was confirmed by the Minister that the formal phase of the feasibility study was approved. Since this project is considered a “Projet Majeur” beyond \$50 mln. a feasibility study is required under the guidelines of the SQI (Société québécoise des infrastructures).

## **4. Report of the Academic Dean**

The Academic Dean, Diane Gauvin was absent, therefore there was no report.

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

Jonathon Sumner reported the following from the Senate meeting of September 11, 2018. The Academic Dean’s annual review of the academic sector was reviewed as well as the development of the Senate’s work plan for the year. Senate will be working on the following in the near future. Two programs revisions, Computer Science program and mini revision of the Science Program. Also, updates to the Institutional Student Evaluation Policy and updates to the Institutional Program Evaluation Policy. Also being reviewed is the new policy for graduation honours and a review of complementary courses.

## **494.5 BUSINESS ARISING FROM THE MINUTES**

### **.1 Board Committee Elections**

At the June 6, 2018 meeting of the Board, elections were held for the Board Chair, Vice-Chair and Executive Committee. The following three committee elections were postponed to the first meeting of the new academic year, Audit Committee, Naming of Space Committee and Ombudservices Advisory Committee.

#### **Audit Committee:**

Michael Goldwax stated that he would remain on the committee.  
Michael Goldwax nominated Anna Gagliardi, Ms Gagliardi declined.

Michael Goldwax nominated Sonya Branco, Ms. Branco accepted.  
Richard Filion nominated Ralph Rimokh, Mr. Rimokh accepted.

There being no further nominations, the following external Board members have been appointed to the Audit Committee. Michael Goldwax, Sonya Branco and Ralph Rimokh.

**Ombudservices Advisory Committee:**

Anna Gagliardi expressed her intent to stay on the committee.  
Steve Hatajlo expressed his intent to stay on the committee.  
Richard Filion nominated Alex McComber, Mr. McComber accepted.  
Michael Goldwax expressed his intent to be on the committee.

There being no further nominations, the following external Board members have been appointed to the Ombudservices Advisory Committee. Anna Gagliardi, Steve Hatajlo, Alex McComber and Michael Goldwax.

**Naming of Space Committee:**

Mr. Filion explained that this committee meets very rarely and should the need arise for a naming of a college space, the nomination of a committee will take place at that time.

**494.6 NEW BUSINESS**

**.1 Appropriation of Accumulated Surplus**

Richard Filion presented this item by stating that the Quebec Government launched a targeted strategy to foster the development of Artificial Intelligence and related technologies. Dawson has embarked on this strategy. Last June, a half day conference on A.I. was organized at Dawson and was well attended. Given the enthusiasm and the possibilities of A.I., a task force has been formed to move forward to explore this project.

It was moved by Steve Hatajlo, seconded by Sonya Branco, **THAT THE BOARD OF GOVERNORS APPROVES AN APPROPRIATION OF \$60K FROM THE ACCUMULATED SURPLUS TO SUPPORT PHASE 1 OF THE DAWSON A.I. PROJECT.**

The motion was adopted unanimously with one abstension.

**.2 Amendments to Bylaw 2A**

Glenys Ronnie, Director of Finance presented this item and stated that students registered at the Kiuna institution have their files processed either at Dawson or Cégep de l'Abitibi-Témiscamingue and they are subject to their respective bylaws. The proposed change is to align the credit equivalence fee with Cégep de l'Abitibi-Témiscamingue.

It was moved by Anna Gagliardi, seconded by Jean Nagy, **THAT THE MODIFICATIONS TO BYLAWS 2A BE ADOPTED AS THEY APPEAR IN THE JOINT DOCUMENT “BYLAW 2A – PROPOSED AMENDMENTS”**. The document is attached following the minutes.

The motion was adopted unanimously with one abstention.

### **.3 Amendments to Bylaw 2B**

Glenys Ronnie presented this item and stated that Supplemental Student fees are proposed to harmonize student services fees with Cégep de l’Abitibi-Témiscamingue for students registered at Kiuna and to increase the convocation fees for Dawson students. Convocation is self-financed and given the fact that Dawson must now hold two ceremonies, an increase in fees is necessary. Mr. Maurice Hughes recommended not to change the wording in section 1.03 from Emploi-Québec to Services Québec.

It was moved by Anna Villalta, seconded by Azra Khan, **THAT THE MODIFICATIONS TO BYLAW 2B BE ADOPTED AS THEY APPEAR IN THE JOINT AMENDED DOCUMENT “BYLAW 2B – PROPOSED AMENDMENTS**. The document is attached following the minutes.

The motion was adopted unanimously with two abstentions.

### **.4 Capital Budget 2018-19 (Revision R#1)**

Glenys Ronnie presented this item and stated that the Ministry confirmed the Capital Fund allocations for the year 2018-19 with a significant increase of \$2.9 mln in allocations compared to the prior year. This is a revision to the preliminary Capital Budget that was approved at the Board meeting of April 11, 2018.

- 1) It was moved by Ralph Rimokh, seconded by Sonya Branco, **THAT THE REVISED (R#1) 2018-19 CAPITAL BUDGET WITH CUMULATIVE REVENUES OF \$24,958,000 AND EXPENSES OF \$9,025,000 BE APPROVED.**

The motion was adopted unanimously with two abstentions.

- 2) It was moved by Steve Hatajlo, seconded by Sonya Branco, **THAT THE DOCUMENT ENTITLED “BUDGET D’INVESTISSEMENT 2018-19” TO BE SUBMITTED TO THE MINISTRY BE APPROVED.**

The motion was adopted unanimously.

### **.5 Annual Management Plan 2018-19**

Richard Filion gave an overview of the perspective of the Plan and elaborated on the Strategies of it based on the Strategic Plan. Each

sector will be involved in the implementation of the Annual Management Plan.

It was moved by Anna Gagliardi, seconded by Anila Asghar, **THAT THE ANNUAL MANAGEMENT PLAN FOR 2018-19 BE ADOPTED.**

The motion was adopted unanimously.

## **.6 Long-Term Financing – Régime d'emprunts**

Glenys Ronnie stated that the Ministry finances long-term debt of colleges through the auspices of the Fonds de financement of the Ministère des finances. This financing is for the Capital Fund.

ATTENDU QUE, conformément à l'article 78 de la Loi sur l'administration financière (RLRQ, chapitre A-6.001), le Collège Dawson (l'« Emprunteur ») souhaite instituer un régime d'emprunts, valide jusqu'au 30 juin 2019, lui permettant d'emprunter à long terme auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 9 303 147 \$;

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

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

ATTENDU QUE la ministre responsable de l'Enseignement supérieur (la « Ministre ») a autorisé l'institution du présent régime d'emprunts, selon les conditions auxquelles réfère sa lettre du 16 août 2018;

**SUR LA PROPOSITION DE SONYA BRANCO, APPUYÉ PAR STEVE HATAJLO, IL EST RÉSOLU :**

- 1. QU'un régime d'emprunts, valide jusqu'au 30 juin 2019, en vertu duquel l'Emprunteur peut, sous réserve des caractéristiques et limites énoncées ci-après, effectuer des emprunts à long terme auprès du ministre des**

**Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 9 303 147 \$, soit institué;**

- 2. QUE les emprunts à long terme effectués par l'Emprunteur en vertu du présent régime d'emprunts soient sujets aux caractéristiques et limites suivantes :**
  - a) malgré les dispositions du paragraphe 1 ci-dessus, l'Emprunteur ne pourra, au cours de chacune des périodes de quinze mois s'étendant du 1<sup>er</sup> avril au 30 juin et comprises dans la période visée au paragraphe 1, effectuer des emprunts qui auraient pour effet que le montant total approuvé pour l'Emprunteur, pour une telle période, par le Conseil du trésor au titre de la programmation des emprunts à long terme des collèges d'enseignement général et professionnel, soit dépassé;**
  - b) l'Emprunteur ne pourra effectuer un emprunt à moins de bénéficier d'une subvention du gouvernement du Québec conforme aux normes établies par le Conseil du trésor, au titre de l'octroi ou de la promesse de subventions aux collèges d'enseignement général et professionnel ainsi qu'aux termes et conditions déterminés par la Ministre et pourvoyant au paiement en capital et intérêt de l'emprunt concerné même si, par ailleurs, le paiement de cette subvention est sujet à ce que les sommes requises à cette fin soient votées annuellement par le Parlement;**
  - c) chaque emprunt ne pourra être effectué qu'en monnaie légale du Canada auprès du ministre des Finances, à titre de responsable du Fonds de financement;**
  - d) le produit de chaque emprunt ne pourra servir, outre le paiement des frais inhérents à l'emprunt concerné, que pour financer les dépenses d'investissements et les dépenses inhérentes aux investissements de l'Emprunteur subventionnées par la Ministre;**
- 3. QU'aux fins de déterminer le montant total auquel réfère le paragraphe 1 ci-dessus, il ne soit tenu compte que de la valeur nominale des emprunts effectués par l'Emprunteur;**
- 4. QU'en plus des caractéristiques et limites énoncées précédemment, les emprunts comportent les caractéristiques suivantes :**

- a) **l'Emprunteur pourra contracter un ou plusieurs emprunts pendant toute la durée du régime d'emprunts jusqu'à concurrence du montant qui y est prévu, et ce, aux termes d'une seule et unique convention de prêt à conclure entre l'Emprunteur et le ministre des Finances, à titre de responsable du Fonds de financement;**
  - b) **chaque emprunt sera constaté par un billet fait à l'ordre du ministre des Finances, à titre de responsable du Fonds de financement;**
  - c) **le taux d'intérêt payable sur les emprunts sera établi selon les critères déterminés par le gouvernement en vertu du décret numéro 432-2018 du 28 mars 2018, tel que ce décret peut être modifié ou remplacé de temps à autre; et**
  - d) **afin d'assurer le paiement à l'échéance du capital de chaque emprunt et des intérêts dus sur celui-ci, la créance que représente pour l'Emprunteur la subvention qui lui sera accordée par la Ministre, au nom du gouvernement du Québec, sera affectée d'une hypothèque mobilière sans dépossession en faveur du ministre des Finances, à titre de responsable du Fonds de financement.**
- 5. QUE l'Emprunteur soit autorisé à payer, à même le produit de chaque emprunt contracté en vertu de ce régime d'emprunts, les frais d'émission et les frais de gestion qui auront été convenus;**
- 6. QUE l'un ou l'autre des dirigeants suivants :**  
**Le président du Conseil d'administration;**  
**Le directeur général; ou**  
**La vice-présidente du Conseil d'administration**
- de l'Emprunteur, pourvu qu'ils soient deux agissant conjointement, soit autorisé, au nom de l'Emprunteur, à signer la convention de prêt, la convention d'hypothèque mobilière et le billet, à consentir à toute clause et garantie non substantiellement incompatible avec les dispositions des présentes, à livrer le billet, à apporter toutes les modifications à ces documents non substantiellement incompatibles avec les présentes ainsi qu'à poser tous les actes et à signer tous les documents, nécessaires ou utiles, pour donner plein effet aux présentes;**

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

The motion was adopted unanimously.

**.7 Winter 2018 Graduates**

**.1 Diplomas of College Studies**

In the absence of the Academic Dean, Carmela Gumelli, Dean of Academic Systems presented this item and stated that the Ministry awards the Diploma of College Studies.

It was moved by Anna Gagliardi, seconded by Jean Nagy, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED TO RECOMMEND TO THE MINISTER OF HIGHER EDUCATION TO AWARD A DIPLOMA OF COLLEGE STUDIES TO EACH OF THE 1661 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION.**

The motion was adopted unanimously.

**.2 Attestations of College Studies**

Carmela Gumelli presented this item and stated that the College awards the Attestations of College Studies.

It was moved by Steve Hatajlo, seconded by Anna Villalta, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED THAT THE 95 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION BE AWARDED AN ATTESTATION OF COLLEGE STUDIES.**

The motion was adopted unanimously.

**.8 Accounting for Information Purposes**

The Director of IST François Paradis presented this item. He stated that Colleges must report their IT spending expenditures to the Ministry as prescribed by the IT governance law. The information includes previous year expenditures, current year projected expenditures and a three-year plan.

It was moved by Ralph Rimokh, seconded by Ioana Geles **THAT THE BOARD APPROVES THE BARI 2017, PARI 2018, PTPARI 2019-21 SUBMITTED TO THE MINISTRY.**

The motion was adopted unanimously.

**494.7 VARIA**

**.1 Policy on Sexual Violence**

A Board member enquired on the status of the Policy on Sexual Violence. Pascahl Scott, Director of Human Resources stated that a Draft Policy would be available at the November Board meeting. A resolution was proposed.

It was moved by Igor Gorelyshev, seconded by Frank Runcie, **THAT A DRAFT OF THE POLICY ON SEXUAL VIOLENCE BE PROVIDED AT THE NOVEMBER BOARD MEETING.**

The motion was adopted unanimously.

**494.8 DATE OF NEXT MEETING**

The next regular meeting of the Board of Governors is scheduled for October 24, 2018.

**494.9 ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

Signatures:

---

Michael Goldwax  
Board Chair

---

François Paradis  
Director, Corporate Affairs

**BYLAW 2A – PROPOSED REVISIONS**

<b>Current text</b>	<b>Proposed text</b>
<p>Relevant sections of the Colleges’ Act appear in boxes and have been inserted for information purposes only. The number in the box corresponds to the article number of the Act.</p>	<p>Relevant sections of the <b>Colleges</b> Act appear in boxes and have been inserted for information purposes only. The number in the box corresponds to the article number of the Act.</p>
<p>1.01 <u>Definitions</u></p>	<p>1.01 <u>Definitions</u></p>
<p>a) “SESSION”: semester of study, specifically: Fall, Winter, or Summer.                      b) “FULL-TIME STUDENT”: a student considered full-time by the Ministry.                      c) “PART-TIME STUDENT”: a student who is not full-time as defined above.</p>	<p>a) “<b>Semester</b>”: semester of study, specifically: Fall, Winter, or Summer.                      b) “<b>Full-time student</b>”: a student considered full-time by the Ministry.                      c) “<b>Part-time student</b>”: a student who is not full-time as defined above.</p>
<p>1.05 <u>Publication</u></p> <p>The schedule of fees payable by virtue of this bylaw including deadlines for payment, as well as the College refund policy shall be published on the College’s website and shall be included in the session timetables available to students prior to registration.</p>	<p>1.05 <u>Publication</u></p> <p>The schedule of fees payable by virtue of this bylaw including deadlines for payment, as well as the College refund policy shall be published on the College’s website and shall be included in <b>the timetable</b> available to students prior to registration.</p>
<p>2.01 <u>General Provisions</u></p> <p>Students seeking admission to a program, or following credit courses for the first time at Dawson College, shall be assessed a \$30.00 fee towards defraying the costs of opening and analyzing the dossier as well as the correspondence related thereto. For students in a program this fee also covers services related to a request for program, option or profile change.</p>	<p>2.01 <u>General Provisions</u></p> <p>Students seeking admission to a program, or following credit courses for the first time at Dawson College, shall be assessed a \$30.00 fee towards defraying the costs of opening and analyzing the <b>file</b> as well as the correspondence related thereto. For students in a program, this fee also covers services related to a request for program, option or profile change.</p>

**Programs with Admissions Aptitude Tests Fees Approved by Board**

<b>Program No.</b>	<b>Program Name</b>	<b>Date &amp; Meeting Number</b>
ELJ.3B	Network Administration and Support (formerly Network Support technician ELJ.2B)	May 12, 2003 Meeting 389
ELJ.2N	Preparation for Microsoft Certification (formerly Preparation for Microsoft & Novell Certification LEA.9Y)	June 7, 2004 Meeting 398
ELJ.2J	Preparation for Cisco and Comptia Linux Certification (currently under revision)	June 7, 2004 Meeting 398

**Programs with Admissions Aptitude Tests Fees Approved by Board**

<b>Program No.</b>	<b>Program Name</b>	<b>Date &amp; Meeting Number</b>
ELJ.3B	Network Administration and Support (formerly Network Support technician ELJ.2B)	<b>June 7, 2004</b> <b>Meeting 398</b>
ELJ.2N	Preparation for Microsoft Certification (formerly Preparation for Microsoft & Novell Certification LEA.9Y)	June 7, 2004 Meeting 398
ELJ.2J	Preparation for Cisco and Comptia Linux <b>Certification</b>	<b>May 12, 2003</b> <b>Meeting 389</b>

<p>2.04 <u>Recognition of Acquired Competencies Analysis Fee</u></p> <p>In addition to the application fee required under clause 2.01, students will be assessed a \$30.00 fee for the analysis of their dossier under the Recognition of Acquired Competencies process.</p>	<p>2.04 <u>Recognition of Acquired Competencies Analysis Fee</u></p> <p>In addition to the application fee required under clause 2.01, students will be assessed a \$30.00 fee for the analysis of their <b>file</b> under the Recognition of Acquired Competencies process.</p>
<p>2.05 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide not to offer the program during the session to which the student has applied, these fees will be refunded to the student in full</p>	<p>2.05 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide not to offer the program during the <b>semester</b> to which the student has applied, these fees will be refunded to the student in full.</p>
<p>3.01 <u>Registration Fee</u></p>	<p>3.01 <u>Registration Fee</u></p>
<p>All students: \$5.00 / course / session to a maximum of \$20.00 / session</p>	<p>All students: \$5.00 / course / <b>semester</b> to a maximum of \$20.00 / <b>semester</b></p>
<p>3.03 <u>Credit Equivalence Fee</u></p> <p>Students requesting credit equivalence for learning acquired through life experience or previous post-secondary studies (with the exception of Cegep studies) will be assessed a non-refundable \$10.00 credit equivalence fee per course, to a maximum of \$50.00 per request. This fee is payable upon the request for credit equivalence in order to offset the costs of analyzing the dossier to determine if equivalent credit may be granted as well as the correspondence related thereto. For students at Kiuna Institution requesting credit equivalence this fee will be \$10 per course with no maximum.</p>	<p>3.03 <u>Credit Equivalence Fee</u></p> <p>Students requesting credit equivalence for learning acquired through life experience or previous post-secondary studies (with the exception of <b>Quebec college</b> studies) will be assessed a non-refundable \$10.00 credit equivalence fee per course, to a maximum of \$50.00 per request. This fee is payable upon the request for credit equivalence in order to offset the costs of analyzing the <b>file</b> to determine if equivalent credit may be granted as well as the correspondence related thereto. For students at Kiuna Institution requesting credit equivalence this fee will be <b>\$20</b> per course with no maximum.</p>
<p>3.05 <u>Environmental Science Profile</u></p> <p>Students participating in the optional Environmental Profile of the Science Program will be assessed a one-time fee of up to \$200.00 to help offset administrative costs associated with off-site field work. The exact fee for a given semester shall be published on the College's website and shall be included in the session timetables available to students prior to registration.</p>	<p>3.05 <u>Environmental Science Profile</u></p> <p>Students <b>registered</b> in the optional Environmental Profile of the Science Program will be assessed a one-time fee of up to \$200.00 to help offset administrative costs associated with off-site <b>and field-work courses</b>. The exact fee for a given semester shall <b>be included in the timetable</b> available to students prior to registration.</p>
<p>3.06 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide to withdraw the services in the session for which the student has registered, these fees will be refunded to the student in full.</p>	<p>3.06 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide to withdraw the services in the <b>semester</b> for which the student has registered, these fees will be refunded to the student in full.</p>

<p>4.02 <u>Mandatory Fees - Instructional Services</u></p>	<p>4.02 <u>Mandatory Fees - Instructional Services</u></p>
<p>See next page for fees.</p> <p>Students shall be assessed fees as follows:</p> <p>All students: \$6.00 / course / session to a maximum of \$25.00 / session</p>	<p>Students shall be assessed fees as follows:</p> <p>All students: \$6.00 / course / <b>semester</b> to a maximum of \$25.00 / <b>semester</b></p>
<p>4.03 <u>Out-of-Program Tuition Fee</u></p> <p>Students in a program who register for courses which are not considered by the Ministry to be in their program shall be assessed an out-of-program tuition fee as follows:</p> <p>All students:           \$2.00 / course hour</p> <p>Students not registered in a program will also pay this fee. Further, foreign students not in a program will be assessed foreign student fees according to course(s) taken and non-Quebec residents not in a program will be assessed non-Quebec residency fees according to course(s) taken”.</p>	<p>4.03 <u>Tuition Fees</u></p> <p>Students <b>who are registered part-time in a program leading to a Diploma of College Studies, students</b> in a program who register for courses which are not considered by the Ministry to be in their program, <b>and students who are not registered in a program</b> shall be assessed tuition <b>fees</b> as follows:</p> <p>All students:    \$2.00 / course hour</p> <p><b>Further</b>, foreign students not in a program will be assessed foreign student fees according to course(s) taken and non-Quebec residents not in a program will be assessed non-Quebec residency fees according to course(s) taken”.</p>
<p>Article 5 OPTIONAL PHYSICAL EDUCATION AND TRAVEL STUDIES COURSE FEES</p>	<p>Article 5 OPTIONAL PHYSICAL EDUCATION AND <b>OFF-CAMPUS</b> COURSE FEES</p>
<p>5.01 <u>General Provisions</u></p> <p>Certain optional courses offered outside of College facilities entail costs relating to travel, accommodations, meals and services. These courses are optional and no student will be required to register for them. Students choosing to register for these courses will be assessed these fees at the time of registration. Failure to pay fees will result in the student being deregistered from the course.</p>	<p>5.01 <u>General Provisions</u></p> <p>Certain optional courses <b>involve off-campus activities that give rise to fees to cover</b> costs relating to travel, accommodations, meals and services. These courses are optional and no student will be required to register for them. Students choosing to register for these courses will be assessed these fees at the time of registration. Failure to pay fees will result in the student being deregistered from the course.</p>
<p>5.02 <u>Maximum Fee</u></p> <p>Fees vary from course to course depending on the travel, accommodations, meals and services provided. In the case of physical education courses these fees may not exceed \$300.00 per course. In the case of courses covered by the Senate Travel Studies Policy, the costs must be reasonable (i.e. comparable to the lowest market price for similar goods, services, etc.) and may not exceed \$3500.00 per course.</p>	<p>5.02 <u>Maximum Fee</u></p> <p>Fees <b>arising from a course with an off-campus activity</b> vary depending on the travel, accommodations, meals and services provided. In the case of physical education courses, these fees may not exceed \$300.00 per course. In the case of <b>off-campus activities undertaken as part of other courses</b>, the costs must be reasonable (i.e. comparable to the lowest market price for similar goods, services, etc.) and may not exceed \$3500.00 per course.</p>
<p>5.03 <u>Publication</u></p> <p>Fees will be set by the Academic Dean and published in the session timetable.</p>	<p>5.03 <u>Publication</u></p> <p>Fees will be set by the Academic Dean and published in the <b>timetable</b>.</p>

<p>5.04 <u>Refunds</u></p> <p>Students who withdraw from an optional course may be eligible for a full or partial refund subject to the terms and conditions set out in the session timetable.</p>	<p>5.04 <u>Refunds</u></p> <p>Students who withdraw from an optional course may be eligible for a full or partial refund subject to the terms and conditions set out in the <b>timetable</b>.</p>
<p>Article 6 EFFECTIVE DATE</p> <p>6.01 Effective Date</p> <p>This bylaw and any amendments thereto are effective for the session immediately following the date of adoption into effect by the Board, subject to approval by the Minister. This bylaw shall have no retroactive effect.</p>	<p>Article 6 EFFECTIVE DATE</p> <p>6.01 Effective Date</p> <p>This bylaw and any amendments thereto <b>shall be</b> effective for the <b>semester</b> immediately following the date of adoption <b>by</b> the Board, subject to approval by the Minister. This bylaw shall have no retroactive effect.</p>



**Programs with Admissions Aptitude Tests Fees Approved by Board**

<b>Program No.</b>	<b>Program Name</b>	<b>Date &amp; Meeting Number</b>
ELJ.3B	Network Administration and Support (formerly Network Support technician ELJ.2B)	May 12, 2003 Meeting 389
ELJ.2N	Preparation for Microsoft Certification (formerly Preparation for Microsoft & Novell Certification LEA.9Y)	June 7, 2004 Meeting 398
ELJ.2J	Preparation for Cisco and Comptia Linux Certification (currently under revision)	June 7, 2004 Meeting 398

**Programs with Admissions Aptitude Tests Fees Approved by Board**

<b>Program No.</b>	<b>Program Name</b>	<b>Date &amp; Meeting Number</b>
ELJ.3B	Network Administration and Support (formerly Network Support technician ELJ.2B)	<b>June 7, 2004</b> <b>Meeting 398</b>
ELJ.2N	Preparation for Microsoft Certification (formerly Preparation for Microsoft & Novell Certification LEA.9Y)	June 7, 2004 Meeting 398
ELJ.2J	Preparation for Cisco and Comptia Linux <b>Certification</b>	<b>May 12, 2003</b> <b>Meeting 389</b>

<p>2.04 <u>Recognition of Acquired Competencies Analysis Fee</u></p> <p>In addition to the application fee required under clause 2.01, students will be assessed a \$30.00 fee for the analysis of their dossier under the Recognition of Acquired Competencies process.</p>	<p>2.04 <u>Recognition of Acquired Competencies Analysis Fee</u></p> <p>In addition to the application fee required under clause 2.01, students will be assessed a \$30.00 fee for the analysis of their <b>file</b> under the Recognition of Acquired Competencies process.</p>
<p>2.05 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide not to offer the program during the session to which the student has applied, these fees will be refunded to the student in full</p>	<p>2.05 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide not to offer the program during the <b>semester</b> to which the student has applied, these fees will be refunded to the student in full.</p>
<p>3.01 <u>Registration Fee</u></p>	<p>3.01 <u>Registration Fee</u></p>
<p>All students: \$5.00 / course / session to a maximum of \$20.00 / session</p>	<p>All students: \$5.00 / course / <b>semester</b> to a maximum of \$20.00 / <b>semester</b></p>
<p>3.03 <u>Credit Equivalence Fee</u></p> <p>Students requesting credit equivalence for learning acquired through life experience or previous post-secondary studies (with the exception of Cegep studies) will be assessed a non-refundable \$10.00 credit equivalence fee per course, to a maximum of \$50.00 per request. This fee is payable upon the request for credit equivalence in order to offset the costs of analyzing the dossier to determine if equivalent credit may be granted as well as the correspondence related thereto. For students at Kiuna Institution requesting credit equivalence this fee will be \$10 per course with no maximum.</p>	<p>3.03 <u>Credit Equivalence Fee</u></p> <p>Students requesting credit equivalence for learning acquired through life experience or previous post-secondary studies (with the exception of <b>Quebec college</b> studies) will be assessed a non-refundable \$10.00 credit equivalence fee per course, to a maximum of \$50.00 per request. This fee is payable upon the request for credit equivalence in order to offset the costs of analyzing the <b>file</b> to determine if equivalent credit may be granted as well as the correspondence related thereto. For students at Kiuna Institution requesting credit equivalence this fee will be <b>\$20</b> per course with no maximum.</p>
<p>3.05 <u>Environmental Science Profile</u></p> <p>Students participating in the optional Environmental Profile of the Science Program will be assessed a one-time fee of up to \$200.00 to help offset administrative costs associated with off-site field work. The exact fee for a given semester shall be published on the College's website and shall be included in the session timetables available to students prior to registration.</p>	<p>3.05 <u>Environmental Science Profile</u></p> <p>Students <b>registered</b> in the optional Environmental Profile of the Science Program will be assessed a one-time fee of up to \$200.00 to help offset administrative costs associated with off-site <b>and field-work courses</b>. The exact fee for a given semester shall <b>be included in the timetable</b> available to students prior to registration.</p>
<p>3.06 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide to withdraw the services in the session for which the student has registered, these fees will be refunded to the student in full.</p>	<p>3.06 <u>Refunds</u></p> <p>Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide to withdraw the services in the <b>semester</b> for which the student has registered, these fees will be refunded to the student in full.</p>

<p>4.02 <u>Mandatory Fees - Instructional Services</u></p>	<p>4.02 <u>Mandatory Fees - Instructional Services</u></p>
<p>See next page for fees.</p> <p>Students shall be assessed fees as follows:</p> <p>All students: \$6.00 / course / session to a maximum of \$25.00 / session</p>	<p>Students shall be assessed fees as follows:</p> <p>All students: \$6.00 / course / <b>semester</b> to a maximum of \$25.00 / <b>semester</b></p>
<p>4.03 <u>Out-of-Program Tuition Fee</u></p> <p>Students in a program who register for courses which are not considered by the Ministry to be in their program shall be assessed an out-of-program tuition fee as follows:</p> <p>All students:           \$2.00 / course hour</p> <p>Students not registered in a program will also pay this fee. Further, foreign students not in a program will be assessed foreign student fees according to course(s) taken and non-Quebec residents not in a program will be assessed non-Quebec residency fees according to course(s) taken”.</p>	<p>4.03 <u><b>Tuition Fees</b></u></p> <p>Students <b>who are registered part-time in a program leading to a Diploma of College Studies, students</b> in a program who register for courses which are not considered by the Ministry to be in their program, <b>and students who are not registered in a program</b> shall be assessed tuition <b>fees</b> as follows:</p> <p>All students:    \$2.00 / course hour</p> <p><b>Further</b>, foreign students not in a program will be assessed foreign student fees according to course(s) taken and non-Quebec residents not in a program will be assessed non-Quebec residency fees according to course(s) taken”.</p>
<p>Article 5 OPTIONAL PHYSICAL EDUCATION AND TRAVEL STUDIES COURSE FEES</p>	<p>Article 5 OPTIONAL PHYSICAL EDUCATION AND <b>OFF-CAMPUS</b> COURSE FEES</p>
<p>5.01 <u>General Provisions</u></p> <p>Certain optional courses offered outside of College facilities entail costs relating to travel, accommodations, meals and services. These courses are optional and no student will be required to register for them. Students choosing to register for these courses will be assessed these fees at the time of registration. Failure to pay fees will result in the student being deregistered from the course.</p>	<p>5.01 <u>General Provisions</u></p> <p>Certain optional courses <b>involve off-campus activities that give rise to fees to cover</b> costs relating to travel, accommodations, meals and services. These courses are optional and no student will be required to register for them. Students choosing to register for these courses will be assessed these fees at the time of registration. Failure to pay fees will result in the student being deregistered from the course.</p>
<p>5.02 <u>Maximum Fee</u></p> <p>Fees vary from course to course depending on the travel, accommodations, meals and services provided. In the case of physical education courses these fees may not exceed \$300.00 per course. In the case of courses covered by the Senate Travel Studies Policy, the costs must be reasonable (i.e. comparable to the lowest market price for similar goods, services, etc.) and may not exceed \$3500.00 per course.</p>	<p>5.02 <u>Maximum Fee</u></p> <p>Fees <b>arising from a course with an off-campus activity</b> vary depending on the travel, accommodations, meals and services provided. In the case of physical education courses, these fees may not exceed \$300.00 per course. In the case of <b>off-campus activities undertaken as part of other courses</b>, the costs must be reasonable (i.e. comparable to the lowest market price for similar goods, services, etc.) and may not exceed \$3500.00 per course.</p>
<p>5.03 <u>Publication</u></p> <p>Fees will be set by the Academic Dean and published in the session timetable.</p>	<p>5.03 <u>Publication</u></p> <p>Fees will be set by the Academic Dean and published in the <b>timetable</b>.</p>

<p>5.04 <u>Refunds</u></p> <p>Students who withdraw from an optional course may be eligible for a full or partial refund subject to the terms and conditions set out in the session timetable.</p>	<p>5.04 <u>Refunds</u></p> <p>Students who withdraw from an optional course may be eligible for a full or partial refund subject to the terms and conditions set out in the <b>timetable</b>.</p>
<p>Article 6 EFFECTIVE DATE</p> <p>6.01 Effective Date</p> <p>This bylaw and any amendments thereto are effective for the session immediately following the date of adoption into effect by the Board, subject to approval by the Minister. This bylaw shall have no retroactive effect.</p>	<p>Article 6 EFFECTIVE DATE</p> <p>6.01 Effective Date</p> <p>This bylaw and any amendments thereto <b>shall be</b> effective for the <b>semester</b> immediately following the date of adoption <b>by</b> the Board, subject to approval by the Minister. This bylaw shall have no retroactive effect.</p>



**BYLAW 2B – PROPOSED AMENDMENTS**

<b>Current text</b>	<b>Proposed text</b>
<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>Relevant sections of the <b>Colleges</b> 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>1.01 <u>Definitions</u></p>	<p>1.01 <u>Definitions</u></p>
<p>a) “SESSION”: semester of study, specifically: Fall, Winter or Summer.                      b) “FULL-TIME STUDENT”: a student considered full-time by the Ministry.                      c) “PART-TIME STUDENT”: a student who is not full-time as defined above.</p>	<p>a) “<b>Semester</b>”: semester of study, specifically: Fall, Winter or Summer.                      b) “<b>Full-time student</b>”: a student considered full-time by the Ministry.                      c) “<b>Part-time student</b>”: a student who is not full-time as defined above</p>
<p>1.05 <u>Publication</u>                      The schedule of fees payable by virtue of this bylaw including deadlines for payment, as well as the College refund policy, shall be published on the College’s website and shall be included in the session timetables available to students prior to registration.</p>	<p>1.05 <u>Publication</u>                      The schedule of fees payable by virtue of this bylaw, including deadlines for payment <b>and</b> the College refund policy, shall be published on the College’s website and shall be included in <b>the timetable</b> available to students prior to registration.</p>
<p>2.01 <u>Student Services Fee</u>                      Students registered at the Kiuna Institution: \$30 / course / semester to a maximum of \$75 / semester</p>	<p>2.01 <u>Student Services Fee</u>                      Students registered at the Kiuna Institution: <b>\$25</b> / course / semester to <b>the following</b> maximum <b>Winter 2019: \$107</b>  <b>Fall 2019 - Winter 2020: \$108</b>  <b>Fall 2020 – Winter 2021: \$110</b></p>
<p>3.01 <u>General Provisions</u>                      All potential graduates will be assessed a convocation fee of \$10.00 once per diploma or attestation to help offset the cost of convocation ceremonies.</p>	<p>3.01 <u>General Provisions</u>                      All potential graduates will be assessed a convocation fee of <b>\$17</b> once per diploma or attestation to help offset the cost of convocation ceremonies.</p>
<p>3.03 <u>Refunds</u>                      The convocation fee is refundable in full to the student who officially withdraws from the College not later than the course drop deadline date as determined by the Minister, otherwise, the convocation fee is non-refundable.</p>	<p>3.03 <u>Refunds</u>                      The convocation fee is refundable in full to the student who officially withdraws from the College <b>no</b> later than the course drop deadline date as determined by the Minister, otherwise, the convocation fee is non-refundable.</p>
<p>4.01 <u>Effective Date</u>                      This bylaw and any amendments thereto are effective for the session immediately following the date of adoption into effect by the Board. This bylaw and any amendments thereto shall have no retroactive effect.</p>	<p>4.01 <u>Effective Date</u>                      This bylaw and any amendments thereto are effective for the session immediately following the date of <b>adoption by</b> the Board. This bylaw and any amendments thereto shall have no retroactive effect.</p>

