

**MINUTES OF THE 512<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE HELD ON TUESDAY FEBRUARY 23 2021 AT 6:00 P.M. BY VIDEOCONFERENCE 3040 SHERBROOKE STREET WEST, WESTMOUNT, QUEBEC**

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PRESENT: Stéphane Beaudet Carmela Gumelli Jamie Singerman  
Kevin Contant-Holowatyj Steve Hatajlo Victoria Trim  
Anna Gagliardi Azra Khan Anna Villalta  
Diane Gauvin Émilie Richer David Wolfson  
Michael Goldwax, Chair Frank Runcie

REGRETS: Sonya Branco Ioana Geles  
Francesca Cuffaro Alex McComber

College Officers: Monique Magnan Glenys Ronnie  
François Paradis Pascahl Scott  
Wai Bong Shum

Chair of Senate: Jonathon Sumner

Also Present: Chris Adam Ani Kotchounian  
Megan Ainscow Catherine LeBel  
Isabelle Carrier Johanne Messier  
Andréa Cole Maeve Muldowney  
Claire Elliott Louise Shiller

Recording Secretary to the Board: Janet Pakulis

### **Agenda**

- 512.1 ADOPTION OF THE AGENDA OF THE 512<sup>th</sup> MEETING**
- 512.2 ADOPTION OF THE MINUTES OF THE 509<sup>th</sup>, 510<sup>th</sup> & 511<sup>th</sup> MEETINGS**
- 512.3 CORRESPONDENCE & PRESENTATIONS**
- 512.4 REPORTS**
  - .1 Report of the Executive Committee
  - .2 Report of the Chair of the Board
  - .3 Report of the Director General
    - .1 Update Space Recovery
  - .4 Report of the Academic Dean
  - .5 Report of the Chair of Senate
  - .6 Report of the Director of Finance
    - .1 Budget Variance Report – December 31, 2020
- 512.5 BUSINESS ARISING FROM THE MINUTES**
- 512.6 NEW BUSINESS**
  - .1 Sustainability Report 2019-20
  - .2 Selection process for Academic Dean
  - .3 Academic Calendar 2021-22
  - .4 Academic Calendar Kiuna 2021-22
  - .5 Delegation of Authority – Preliminary Enrolment Projections Fall 2021
  - .6 Selection of Auditor
  - .7 Extension of Copibec Agreement
  - .8 Mandate for Microsoft Contract
  - .9 Replacement of Two Roof Heating units

**512.7 VARIA**

**512.8 DATE OF NEXT MEETING**

**512.9 ADJOURNMENT**

The Chair, Michael Goldwax welcomed all to the meeting. Two new gallery participants were welcomed, Ani Kotchounian, Coordinator Finance, replacing Johanne Messier who will soon retire, and Megan Ainscow, new Coordinator of the Communications office.

**512.1 ADOPTION OF THE AGENDA OF THE 512<sup>th</sup> MEETING**

It is proposed to move agenda items 512.6.1, Sustainability Report, to follow the adoptions of the minutes. Under Varia, a member proposed to add: Access of contact information of Board members.

It was moved by Victoria Trim, seconded by Steve Hatajlo, **THAT THE AMENDED AGENDA OF THE 512<sup>th</sup> MEETING BE ADOPTED.**

The motion was adopted unanimously.

**512.2 ADOPTION OF THE MINUTES OF THE 509<sup>th</sup> MEETING**

It was moved by Keven Contant-Holowatyj, seconded by Steve Hatajlo, **THAT THE MINUTES OF THE 509<sup>th</sup> MEETING BE ADOPTED.**

The motion was adopted unanimously.

**ADOPTION OF THE MINUTES OF THE 510<sup>th</sup> MEETING**

510.4.1. It was suggested to merge points 1 and 2 for consistency with the following item.

510.4.1 It was noted that the title for the new position CAAA-103 should be Associate Dean rather than Assistant Dean. However the minutes reflect the resolution that were passed. The matter was deferred to the Executive Committee.

510.6.3 CRISPESH Annual Report. It was proposed to add the following to the minutes. "two external board members raised the importance of ensuring sensitivity training for academic/professional and administrative staff in dealing with indigenous and non-indigenous students with visible and invisible disabilities."

It was moved by Victoria Trim, seconded by Steve Hatajlo, **THAT THE MINUTES OF THE 510<sup>th</sup> MEETING BE ADOPTED WITH CORRECTIONS.**

The motion was adopted by those eligible to vote.

**ADOPTION OF THE MINUTES OF THE 511<sup>th</sup> MEETING**

It was moved by Anna Villalta, seconded by Stéphane Beaudet, **THAT THE MINUTES OF THE 511<sup>th</sup> MEETING BE ADOPTED.**

The motion was adopted by those eligible to vote.

## **512.3 CORRESPONDENCE & PRESENTATION**

## **512.4 REPORTS**

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

Report on the Special meeting of the Executive Committee – January 13, 2021.

The position of Administrative Support Agent, Class II (CECS-427) became vacant on December 8, 2020 after the incumbent accepted another permanent position. After analysis, the Dean of Continuing Education and Community Services recommends this position be abolished since it will no longer be required.

Following the abolishment of the position of Administrative Support Agent, Class II (CECS-427) and after analysis, we are requesting that a new Administrative Support Agent, Class I (CECS-429) be created to meet and support the needs of the Continuing Education and Community Services department.

The vacant position of Coordinator Communications was posted and advertised. The Selection Committee interviewed three candidates. The Committee, chaired by Diane Gauvin and including Chris Adam, Julie Brosseau, Derek Gaucher, Janet Pakulis and Pascahl Scott is unanimously recommending Ms. Megan Ainscow with a start date of February 15, 2021.

The position of Coordinator Financial Services was posted and advertised. The Selection Committee interviewed three candidates. The Committee, chaired by Glenys Ronnie and including Karen Guilbault, Catherine LeBel, Jorge Sanchez and Pascahl Scott is unanimously recommending Ms. Ani Kotchounian with a start date of February 12, 2021.

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

The Chair, Michael Goldwax reported that the process for the selection of the new Academic is in progress. He thanked Kevin Contant-Holowatyj for his interview on TV regarding English language in post-secondary institutions. A member inquired as to when the Ombuds Report would be presented to the board. The Chair stated that the Ombuds person would be meeting with the Ombuds Advisory Committee to complete the report prior to it being presented.

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

The Director General, Diane Gauvin reported that the college has had a lot of media attention about anglicisation in Quebec. She stated that despite the media news, meetings are taking place with the ministry and that we are optimistic on the outcome.

Ms. Gauvin shared a document to explain on how our Devis is calculated and that we would want to remain at our current numbers.

She also stated that the process is on-going regarding the new building and is expecting feedback from the Conseil des ministres. The Dossier d'opportunité (DO) for the project belongs to the Société québécoise des infrastructures (SQI) and is confidential.

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

The Academic Dean, Carmela Gumelli reported the following on Winter 2021 teaching activities:

In planning for Winter 2021, different levels of essential in-person activities were developed:

- Level 1 Essential and compulsory
- Level 2.1 Essential
- Level 2.2 Final Exams
- Level 3 In term assessments
- Level 4 Optional in person (hyflex or co-modal)

Each department was asked to identify activities for each level 1 to 3. Semester started on Jan. 27 and given the directives of ministry/government at that time, only Level 1 activities were permitted.

Beginning of February, Minister McCann announced that colleges and universities were to increase in person activities for students to 'several times per month or at least once a week.

Given the continued social distancing restriction of 1.5m or 2m, the controlled entrances and the need for space by students who come to college for in-person activities either before class or after class for online activities, we could not significantly increase the number of students coming to college

As of Feb. 15, Levels 2.1 and Level 3 were permitted. As of March 22<sup>nd</sup>, Level 4 activities will begin. Teachers are submitting requests this week. Students will then be asked to sign up.

A review of Levels 1, 2.1 and 3, show that about 28% of our students have some type of 'in-person' activity either at the college or in a stage or clinical setting. This percentage will increase with start of Level 4 activities.

Winter 2021 Enrolment

Day enrolment for Winter 2021 as at Feb. 15, 2021 is 7,989 students on a projection of 7,827 students. This represents an increase of almost 210 students compared to last year. This increase will affect admissions for Fall 2021. Conted enrolment for Winter 2021 as at Feb. 15 is 2,060 students compared to 2,271 for Winter 2020.

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

The Chair of Senate, Jonathon Sumner had the following to report on their two recent meetings:

On January 19, Senate recommended the Academic Calendars:

- For Fall 2021, Senate passed version 2, which has a break and study days prior to final exams.
- For Winter 2022, Senate passed version A, which also has study days prior to final exams.

Senate also met on February 16. The main agenda items concerned the Bylaw 3 articles around the Academic Dean selection process.

- Senate adopted the timeline and statement of issues and challenges as received.
- Senate proposed some amendments to the hiring criteria which have all been reflected in the Board package.
- Senate will convene a Special Meeting next week to start the internal process for developing interview questions in anticipation of an eventual interview with the candidate retained by the Board selection committee on June 2.

Senate had also discussed the proposed Code of Conduct, which may be on the April Board agenda, and will have more to report at that time.

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

Glenys Ronnie, Director of Finance highlighted that there was an impact on the operating budgets due to Covid. Sick leaves, both teaching and non-teaching were down; the Academic sector saw a reduction in expenses due to the decrease in activities; building operations saw a reduction in expenses and there was a loss in revenue in relation to rentals of spaces.

## **512.5 BUSINESS ARISING FROM THE MINUTES**

### **.1 Update Annual Report 2019-20**

François Paradis, Director of Corporate Affairs stated that following the last meeting, there was an amendment to the Annual Report. It was originally stated that external resources showed 2 ETC's when it was actually .18 ETC's. The report was revised and sent to the Ministry.

## **512.6 NEW BUSINESS**

### **.1 Sustainability Report 2019-20**

The Chair introduced Chris Adam, Coordinator Sustainability Office to present the report. Mr. Adam reviewed the projects and accomplishments of the sustainability endeavours achieved. The Chair thanked Mr. Adam for the outstanding work and dedication.

It was moved by Azra Khan, seconded by Steve Hatajlo, **THAT THE BOARD OF GOVERNORS RECEIVES THE DAWSON COLLEGE SUSTAINABILITY REPORT 2019-20.**

The motion was adopted unanimously.

### **.2 Selection Process for Academic Dean**

François Paradis, Director of Corporate Affairs introduced this item and stated that this was presented at Senate and was approved. A Special Board is scheduled for June 2, 2021.

The appointment of Carmela Gumelli as Interim Academic Dean concludes on June 30, 2021. The process for selecting and hiring the Academic Dean begins with the Board adopting the following after consultation with Senate. A timetable

and procedure the selection; the selection criteria, qualifications and experience required for the position; and a statement of challenges and issues in relation to the position of Academic Dean that the Board expects to be addressed during the first mandate.

The Board must also form a Selection Committee, composed of seven members plus the Chair of Senate as a non-voting member, the Chair of the Board, the Director General, three members who are not College employees and two members who are College employees. Questions about student representation were brought up by Kevin Contant-Holowatyj.

- i) It was moved by Anna Villalta, seconded by Steve Hatajlo, **THAT THE PROPOSED TIMETABLE AND PROCEDURE FOR THE SELECTION OF THE ACADEMIC DEAN BE ADOPTED.**

The motion was adopted unanimously.

- ii) It was moved by Anna Villalta, seconded by Steve Hatajlo, **THAT THE PROPOSED SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE FOR THE SELECTION OF THE ACADEMIC DEAN BE ADOPTED.**

**An amendment was moved by Emilie Richer, seconded by Frank Runcie: IN POINT 1, ADD 'OR EQUIVALENT' AFTER 'MASTER'S DEGREE' AND IN POINT 2, ADD 'OR EQUIVALENT' AFTER 'SENIOR MANAGEMENT LEVEL'.**

The amended motion was adopted unanimously.

- iii) It was moved by Anna Gagliardi, seconded by Jamie Singerman, **THAT THE PROPOSED STATEMENT OF CHALLENGES AND ISSUES FOR THE SELECTION OF THE ACADEMIC DEAN BE ADOPTED.**

The motion was adopted unanimously.

- iv) It was moved by Steve Hatajlo, seconded by Jamie Singerman, **THAT THE CHAIR OF THE BOARD BE MANDATED TO OVERSEE THE PUBLICATION FOR THE SELECTION OF THE ACADEMIC DEAN, AS PER BYLAW NUMBER 3, ARTICLE 3.02.**

The motion was adopted unanimously.

- v) It was moved by Anna Villalta, seconded by Stéphane Beudet, **THAT IN ACCORDANCE WITH ARTICLE 3.03 OF BYLAW NUMBER 3, THE SELECTION COMMITTEE FOR THE ACADEMIC DEAN BE COMPOSED OF THE FOLLOWING MEMBERS: MICHAEL GOLDWAX, DIANE GAUVIN, ANNA VILLALTA, ALEX MCCOMBER, STEVE HATAJLO, AZRA KHAN, ÉMILIE RICHER AND JONATHON SUMNER.**

**An amendment was moved by Kevin Holowatyj to REPLACE ALEX MCCOMBER WITH KEVIN CONTANT-HOLOWATYJ. There was no seconder.**

A vote was taken on the original motion. The motion was passed with one against, no abstentions.

### **.3 Academic Calendar 2021-22**

Carmela Gumelli, Academic Dean, presented the Academic Calendar that was endorsed by Senate on January 19, 2021.

It was moved by Kevin Contant-Holowatyj, seconded by Anna Gagliardi, **THAT THE TEACHING AND EVALUATION DATES PRESENTED IN THE 2021-22 ACADEMIC CALENDAR BE APPROVED.**

The motion was adopted unanimously.

### **.4 Academic Calendar Kiuna 2021-22**

The Academic Dean presented the Academic Calendar for Kiuna that was endorsed by Senate on February 16, 2021.

It was moved by Stéphane Beaudet, seconded by Steve Hatajlo, **THAT THE TEACHING AND EVALUATION DATES PRESENTED IN THE KIUNA (FIRST NATIONS POST-SECONDARY INSTITUTION) ACADEMIC CALENDAR BE APPROVED FOR THE 2021-22 ACADEMIC YEAR.**

The motion was adopted unanimously.

### **.5 Delegation of Authority – Preliminary Enrolment Projections Fall 2021**

The Academic Dean stated that each year at this time, the College needs to make a projection of student enrolment for the Fall semester. As a final enrolment forecast will be prepared in early March and in order to facilitate timely planning, it is requested that that the Executive Committee be authorized to approve the revised projection subject to ratification by the Board.

It was moved by Steve Hatajlo, seconded by Jamie Singerman, **THAT THE BOARD OF GOVERNORS DELEGATE TO THE EXECUTIVE COMMITTEE AUTHORITY TO APPROVE THE ENROLMENT PROJECTION FOR FALL 2021 (SUBJECT TO RATIFICATION BY THE BOARD).**

The motion was adopted unanimously.

### **.6 Selection of External Auditor**

Glenys Ronnie, Director of Finance presented this item. On January 14, 2021 a public call for tenders was posted for the acquisition of the Independent Financial Audit Services. A selection committee was formed with three internal members, Carmela Gumelli, François Paradis and Karen Guilbault and one external member Geneviève Masson, Director of Finance, Vanier College. Six companies picked up the tendering documents and one company submitted a bid.

It was moved by Victoria Trim, seconded by Jamie Singerman, **THAT THE BOARD OF GOVERNORS AUTHORIZES THE COLLEGE TO AWARD A CONTRACT FOR INDEPENDENT FINANCIAL AUDIT SERVICES TO**

**RAYMOND CHABOT GRANT THORNTON S.E.N.C.R.L. AS FOLLOWS:**

- a) Initial contract 2020-21 at a cost of \$39,500 before taxes
- b) Option 1 renewal 2021-22 at a cost of \$40,000 before taxes
- c) Option 2 renewal 2022-23 at a cost of \$40,500 before taxes
- d) Option 3 renewal 2023-24 at a cost of \$41,000 before taxes
- e) Option 4 renewal 2024-25 at a cost of \$41,500 before taxes

The motion was adopted unanimously.

**.7 Extension of Copibec Agreement**

François Paradis presented this item by stating that every three years the Fédération des cégeps negotiates a contract with Copibec on behalf of all colleges and institutions. This contract allows the College to be compliant with copyright laws. The last agreement was signed in 2017. Exceptionally, because of the pandemic a one-year extension was negotiated.

**Resolution:**

**CONSIDÉRANT** que l'entente intervenue avec la Société québécoise de gestion collective des droits de reproduction (Copibec) concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement de niveau collégial, entrée en vigueur le 1<sup>er</sup> juillet 2017, prendra fin le 30 juin 2020;

**CONSIDÉRANT** que le contexte créé par la pandémie de la COVID-19 et les mesures sanitaires gouvernementales prises afin de protéger la population rendaient très difficile la négociation d'une nouvelle entente concernant la reproduction d'œuvres dans les établissements d'enseignement collégial pour la période s'étendant du 1<sup>er</sup> juillet 2020 au 30 juin 2023;

**CONSIDÉRANT** que les parties à l'entente ont collectivement exprimé l'intention de prolonger la durée de la convention pour une année supplémentaire, soit du 1<sup>er</sup> juillet 2020 au 30 juin 2021, au moyen d'un addenda, et qu'elles sont parvenues à une entente de principe à cette fin;

**CONSIDÉRANT** l'adoption par le conseil des directions générales de la Fédération des cégeps, le 29 mai 2020, de l'entente de principe négociée relativement à la reproduction d'œuvres littéraires dans les établissements d'enseignement collégial;

sur la proposition de Victoria Trim, appuyé par Jamie Singerman, il est résolu :

**D'ADHÉRER** à l'entente concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement de niveau collégial annexée aux présentes;

**D'AUTORISER** le président-directeur général de la Fédération des cégeps, monsieur Bernard Tremblay, à signer pour et au nom du Collège Dawson cette entente.

The motion was adopted unanimously.



## **.8 Mandate for Microsoft Contract**

François Paradis presented this item and stated that the new *Centre d'Acquisitions Gouvernementales* (CAG) is soliciting mandates to participate in a public call for tenders for resellers of Microsoft products. Due to the combined volume, there are significant savings to be made by adhering to this group purchase.

Once the reseller is selected, the College will sign affiliated contracts with Microsoft from June 1, 2021 to May 31, 2024. The projected cost is \$258,703, an increase of 59% over the previous three-year contract. The increase is mostly due to a larger volume of licenses, the price of which have only increased by 3%.

It was moved by Kevin Holowatyj, seconded by Steve Hatajlo, **THAT THE COLLEGE GIVES A MANDATE TO THE CENTRE D'ACQUISITIONS GOUVERNEMENTALES TO SELECT RESELLERS OF MICROSOFT PRODUCTS FROM JUNE 1, 2021 TO MAY 31, 2024, WITH A PROJECTED VALUE OF \$258,703 BEFORE TAX, AND THAT THE DIRECTOR GENERAL BE MANDATED TO SIGN THE RELATED AFFILIATED CONTRACTS.**

The motion was adopted unanimously.

## **.9 Replacement of Two Roof Heating Units**

Wai Bong Shum, Director of Facilities Management presented this item. On January 19, 2021 a public call for tenders was posted for the replacement of two roof heating units, with a closing date of February 16, 2021. Six companies picked up the tendering documents, six companies submitted bids and all six conformed. After evaluation, which included the architectural and engineering firms, Ventilabec Inc. was selected as the lowest conforming bidder.

It was moved by Victoria Trim, seconded by Stéphane Beaudet, **THAT THE BOARD OF GOVERNORS AUTHORIZES THE COLLEGE TO AWARD A CONSTRUCTION CONTRACT TO VENTILABEC INC. IN THE AMOUNT OF \$104,320.00 EXCLUDING TAXES,**

The motion was adopted unanimously.

### **512.7 VARIA**

A board member requested that all Board members should be given the right to share members' e-mail addresses. After discussion, the Chair ruled that members will be given the choice of sharing or not. François Paradis will send all members a new contact information sheet for them to fill out.

### **512.8 DATE OF NEXT MEETING**

The next regular Board meeting is scheduled for April 14, 2021.

### **512.9 ADJOURNMENT**

The meeting adjourned at 9:13 p.m.

Signatures:

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Michael Goldwax  
Board Chair

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François Paradis  
Director, Corporate Affairs