

MINUTES OF THE 527th MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE HELD ON MONDAY NOVEMBER 14, 2022 AT 6:00 P.M. IN THE BOARDROOM 5B.13, 3040 SHERBROOKE STREET WEST, WESTMOUNT AND BY VIDEOCONFERENCE

PRESENT: Stéphane Beaudet Angie Gugliotti Kelly Ann Morel
Isabelo Beli-En David Gigi Kaur Émilie Richer
Michelle Carangi Steve Hatajlo Jamie Singerman
Rob Cassidy Nathalie Lachance Sean Smith
Karina D'Ermo Cynthia Martin Anna Villalta
Diane Gauvin

REGRETS: Michael Goldwax
Alex McComber

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

Chair of Senate: Marianne Pelton

Also Present: Megan Ainscow Carmela Gumelli Christine Regimbal
Jean-François Beaudet Max Jones Lucie Russbach
Leanne Bennett Ani Kotchounian Louise Shiller
Isabelle Carrier Ricardo La Rotta Beverly Sing
Andréa Cole Monica Lopez Jonathon Sumner
Julie Depelteau Katherine McWhaw Wilson Wong
Claire Elliott

Recording Secretary to the Board: Janet Pakulis

Agenda

- 527.1 ADOPTION OF THE AGENDA OF THE 527th MEETING**
- 527.2 ADOPTION OF THE MINUTES OF THE 525th AND 526th MEETINGS**
- 527.3 CORRESPONDENCE & PRESENTATIONS**
- 527.4 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

527.5 BUSINESS ARISING FROM THE MINUTES

- .1 Mandate for Servers and Storage

527.6 NEW BUSINESS

- .1 Kiuna Social Science Program Revision
- .2 Liberal Arts Program Revision
- .3 Annual Financial Statements 2021-22
- .4 Appointment of College External Auditor 2022-23
- .5 CRISPESH Action Plan 2022-23
- .6 CRISPESH Annual Report 2021-22
- .7 CRISPESH Audited Financial Statements 2021-22
- .8 Dawson College Annual Report 2021-22
- .9 Policy for a Smoke-Free College – Review and Report
- .10 Revision of the Code of Conduct Policy
- .11 Contract – Chilled water distribution network – A & B wings
- .12 Delegation of Authority – Director General
- .13 Delegation of Authority – Restoration of a Gazebo

527.7 VARIA

- .1 Bylaw 6 Report

527.8 DATE OF NEXT MEETING

527.9 ADJOURNMENT

Anna Villalta, Vice-Chair chaired the meeting in the absence of Michael Goldwax, Chair.

527.1 ADOPTION OF THE AGENDA OF THE 527th MEETING

The following agenda items will be presented in this order following the adoption of the minutes: 527.6.3, 527.6.1, 527.6.2, 526.6.6, 527.6.7, 527.6.5 and 527.7.8. Bylaw 6 Report to be added under Varia.

It was moved by Steve Hatajlo, seconded by Gigi Kaur, **THAT THE AMENDED AGENDA OF THE 527th MEETING BE ADOPTED.**

The motion was adopted unanimously.

527.2 ADOPTION OF THE MINUTES OF THE 525th MEETING

It was moved by Rob Cassidy, seconded by Angie Gugliotti, **THAT THE MINUTES OF THE 525th MEETING BE ADOPTED WITH ONE CORRECTION.**

The motion was adopted unanimously by those eligible to vote.

ADOPTION OF THE MINUTES OF THE 526th MEETING

It was moved by Nathalie Lachance, seconded by Steve Hatajlo **THAT THE MINUTES OF THE 526th MEETING BE ADOPTED WITH ONE CORRECTION.**

The motion was adopted unanimously by those eligible to vote.

527.3 CORRESPONDENCE & PRESENTATION

None

527.4 REPORTS

.1 Report of the Executive Committee

The Chair of the Executive Committee, Diane Gauvin reported the following:

- At a Special meeting on October 25, the Executive Committee authorized an increase of \$68,160.99 excluding taxes, and amended the contract for the restoration of a Gazebo with “Impérial Habitation Inc.”, to \$297,644.49 excluding taxes.
- At a regular meeting of the Executive Committee held on November 1, the Revised Capital Budget 2022-23 with cumulative revenues of \$35,570,000 and expenses of \$10,689,000 was approved.

.2 Report of the Chair of the Board

There was nothing to report.

.3 Report of the Director General

Diane Gauvin announced that this is Rob Cassidy's last meeting as he is leaving the college. She wished him well and thanked him for his valued contribution.

The Director General invited Board members to attend an in-person meeting with members of the Commission d'évaluation de l'enseignement collégial (CEEC) on Tuesday, November 22. The purpose of the meeting is to discuss the Quality Assurance Audit Report. The report will be sent to those members who have agreed to attend.

.4 Report of the Academic Dean

There was nothing to report.

.5 Report of the Chair of Senate

Mariane Pelton, Chair of Senate stated that they met on November 2 and November 8, 2022 and had the following to report:

- Many senators volunteered to meet with the CEEC next week during their visit to the college to discuss the Quality Assurance Audit.
- Senate recommended program revisions for Kiuna Social Science and Liberal Arts.
- Continuing discussion of student representation on Senate – on November 1 there were two motions to recommend to the Board a revision of Bylaw 6 to add student senators (one motion to add 2 students, one to add 1 student). Neither motion passed.

- A motion was passed on November 8 to strike a committee to explore solutions for enhancing student voice. The specific mandate and composition of this subcommittee will be determined at a future meeting.

527.5 BUSINESS ARISING FROM THE MINUTES

.1 Mandate for Servers and Storage

François Paradis, Director of IST stated that on October 12, 2022 a mandate for a Group Purchase of Servers and Storage solutions over \$400,00 was approved. After analysis, the College will not proceed with this group purchase.

527.6 NEW BUSINESS

.1 Kiuna Social Science Program Revision

Rob Cassidy, Academic Dean introduced the item. Julie Depelteau and Jean-François Beaudet from Kiuna presented the revisions to the Program.

It was moved by Cynthia Martin, seconded by Stéphane Beaudet, **THAT THE REVISIONS TO THE KIUNA SOCIAL SCIENCE PROGRAM (300.B1) BE ADOPTED BY THE BOARD OF GOVERNORS, WITH AN IMPLEMENTATION DATE OF FALL 2023.**

The motion was adopted unanimously.

.2 Liberal Arts Program Revision

Rob Cassidy introduced Beverly Sing, Program Coordinator, who detailed the new objectives and competencies set by the Ministry.

It was moved by Cynthia Martin, seconded by Gigi Kaur, **THAT THE REVISIONS TO THE LIBERAL ARTS PROGRAM (700.B0) BE ADOPTED BY THE BOARD OF GOVERNORS, WITH AN IMPLEMENTATION DATE OF FALL 2023.**

The motion was adopted unanimously.

.3 Annual Financial Statements 2021-22

Glenys Ronnie, Director of Finance reported on the Variance documents. Christine Regimbal Senior Partner at Raymond Chabot Grant Thornton (RCGT), external audit firm, discussed the mandate of the audit. She along with other members of RCGT met with Dawson administration and the Audit Committee. She reported that there were no misstatements nor deficiencies. She thanked all those concerned in the audit process for their valuable contribution. Anna Villalta, Vice-Chair and Diane Gauvin thanked all the departments for their efforts.

It was moved by Jamie Singerman, seconded by Angie Gugliotti, **THAT THE FOLLOWING DOCUMENTS WHICH CONSTITUTE THE DAWSON COLLEGE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022 BE APPROVED:**

- État des résultats
- État de l'évolution des soldes de fonds
- État des gains et pertes de réévaluation
- État de la situation financière
- État des flux de trésorerie
- Annexes 1 à 6
- Notes complémentaires

The motion was adopted unanimously.

.4 Appointment of College External Auditor 2022-23

Glenys Ronnie stated that a five-year contract with RCGT was signed in 2021, although it is renewed on an annual basis. Jamie Singerman, member of the Audit Committee commends RCGT on their high performance level and recommends, on behalf of the Audit Committee, that their contract be renewed.

It was moved by Jamie Singerman, seconded by Steve Hatajlo, **THAT RAYMOND CHABOT GRANT THORNTON BE APPOINTED AS THE DAWSON COLLEGE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022-23.**

The motion was adopted unanimously.

.5 CRISPESH Action Plan 2022-23

Lucie Russbach, the new Director of CRISPESH stated that the Action Plan is built on CRISPESH'S five-year strategy for 2018-23. It presents the development opportunities that may have an impact on the achievement of the Centre's goals for the year 2022-23. Six projects have been developed aiming to develop guidance and tools in academic success for students with disabilities.

It was moved by Michelle Carangi, seconded by Kelly Ann Morel, **THAT THE BOARD OF GOVERNORS APPROVES THE CRISPESH ACTION PLAN 2022-23.**

The motion was adopted unanimously

.6 CRISPESH Annual Report 2021-22

Ms. Russbach stated that the report focused on accomplishments and progress made in 2021-22 in terms of management, resources and partnership development.

It was moved by Sean Smith, seconded by Stéphane Beudet, **THAT THE BOARD OF GOVERNORS APPROVES THE CRISPESH ANNUAL REPORT 2021-22.**

The motion was adopted unanimously.

.7 CRISPESH Audited Financial Statements 2021-22

Ms. Russbach stated that RCGT audited the financial statements as of June 30, 2022 and that these statements must be approved by the Board of Governors of Dawson College, Cégep du Vieux Montréal and CRISPESH.

It was moved by Rob Cassidy, seconded by Angie Gugliotti, **THAT THE BOARD OF GOVERNORS APPROVES THE CRISPESH AUDITED FINANCIAL STATEMENTS AS OF JUNE 30, 2022.**

The motion was adopted unanimously.

.8 Dawson College Annual Report 2021-22

Diane Gauvin reported on how we are meeting the Strategic Plan's objectives and commented the College's activities. The report is template based as per Ministry directives.

It was moved by Steve Hatajlo, seconded by Jamie Singerman, **THAT THE BOARD OF GOVERNORS ADOPTS THE DAWSON COLLEGE ANNUAL REPORT 2021-22.**

The motion was adopted unanimously.

.9 Policy for a Smoke-Free College – Review and Report

Monique Magnan, Director of Student Services stated that the policy which was approved by the Board in November 2017 and took effect on January 1, 2018 needs to be revised two years after its implementation. The policy was revised in November 2020. After review, the policy needs no further changes at this time. A report of activities related to the prevention of vaping, smoking and cannabis use and the number of infractions related to the policy will be sent to the Ministry once approved by the Board.

It was moved by Stéphane Beaudet, seconded by Gigi Kaur, **THAT THE BOARD OF GOVERNORS ADOPTS THE 2020-22 REPORT REGARDING THE POLICY ON A SMOKE-FREE COLLEGE AS PRESENTED.**

The motion was adopted unanimously.

.10 Revision of the Code of Conduct Policy

Monique Magnan stated that the policy was approved by the Board in April 2021 and came into effect August 1, 2021. The policy provides for a yearly revision for the first three years of its implementation. A survey was conducted with students and employees. Following the feedback, an institutional committee was consulted to proceed with the revisions.

It was noted that the first two paragraphs under article 7.11 should not be removed as presented, except for the last sentence of the second paragraph.

It was moved by Gigi Kaur, seconded by Nathalie Lachance, **THAT THE PROPOSED CHANGES TO THE CODE OF CONDUCT POLICY BE ADOPTED WITH AN EFFECTIVE DATE OF NOVEMBER 15, 2022.**

The motion was adopted with one against and five abstentions.

.11 Contract – Chilled water distribution network – A & B wings

Wai Bong Shum, Director of Facilities Management stated that given the results of the tending process, the original estimates for total project costs of \$698,000 will be increased accordingly in the upcoming infrastructure budget 2023-23. There were no irregularities in the tending process.

It was moved by Nathalie Lachance, seconded by Karina D’Ermo, **THAT THE BOARD OF GOVERNORS AUTHORIZES THE COLLEGE TO AWARD A CONTRACT TO MÉCANICACTION INC. FOR THE EXTENSION OF THE A AND B WINGS CHILLED WATER DISTRIBUTION NETWORK IN THE AMOUNT OF \$863,739 EXCLUDING TAXES.**

The motion was adopted unanimously.

.12 Delegation of Authority – Director General

Diane Gauvin stated that she will be absent from the College from December 16, 2022 to January 7, 2023 inclusively. The Academic Dean assumes the authority of the Director General in her absence, but the appointment of a new Academic Dean is not yet confirmed.

It was moved by Steve Hatajlo, seconded by Cynthia Martin, **THAT IN THE ABSENCE OF BOTH THE DIRECTOR GENERAL AND THE ACADEMIC DEAN, THE AUTHORITY OF THE DIRECTOR GENERAL BE DELEGATED TO FRANÇOIS PARADIS, DIRECTOR OF IST & CORPORATE AFFAIRS, FROM DECEMBER 16, 2022 TO DECEMBER 25, 2022 INCLUSIVELY; TO MONIQUE MAGNAN, DIRECTOR OF STUDENT SERVICES, FROM DECEMBER 26, 2022 TO JANUARY 3, 2023 INCLUSIVELY AND TO GLENYS RONNIE, DIRECTOR OF FINANCE, FROM JANUARY 4 TO JANUARY 7, 2023 INCLUSIVELY.**

The motion was adopted unanimously.

.13 Delegation of Authority – Restoration of a Gazebo

Wai Bong Shum stated that On October 25, 2022, the Executive Committee authorized an increase of \$68,160.99, excluding taxes, and amended the contract for the restoration of a Gazebo to \$297,644.49. With winter conditions approaching, restoring the gazebo will no longer be favorable. An amendment is required to complete the work to avoid leaving the gazebo unfinished over the winter and potentially exposing it to damage. Given that the total amended contract is \$297,644.49, any further amendment would need to be authorized by the Board of Governors. Since the next Board meeting is in February 2023, the college asks that the Board delegates its authority to the Executive Committee.

It was moved by Cynthia Martin, seconded by Sean Smith, **THAT THE BOARD OF GOVERNORS DELEGATES TO THE DIRECTOR GENERAL ALL AMENDMENTS UP TO A COMBINED VALUE OF \$40,000 EXCLUDING TAXES, NECESSARY TO THE COMPLETION OF THE WORK AND THE CLOSEOUT OF THE CONTRACT TO IMPÉRIAL HABITATION INC. FOR THE RESTORATION OF A GAZEBO.**

The motion was adopted unanimously.

527.7 VARIA

.1 Bylaw 6 Report

Gigi Kaur reported that on November 1, 2022 two motions were recommended to Senate to recommend to the Board a revision of Bylaw 6 to add student senators (one motion to add 2 students, one to add 1 student). Neither motion passed. A motion was passed on November 8, 2022 to strike a committee to explore solutions for enhancing student voice. The specific mandate and composition of this subcommittee will be determined at a future meeting.

François Paradis stated that on December 14, 2022 a Special meeting of the Board will be called for the appointment of the new Academic Dean. The next regular meeting of the Board will be held on February 21, 2023.

527.8 ADJOURNMENT

The meeting adjourned at 8:48 p.m.

Signatures:

Anna Villalta
Board Vice-Chair

François Paradis
Director, Corporate Affairs

