

MINUTES OF THE 485th MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE HELD ON MONDAY, FEBRUARY 22, 2017 AT 6:00 P.M. IN THE BOARDROOM, 3040 SHERBROOKE STREET WEST, MONTREAL, QUEBEC

PRESENT:	Anila Asghar Diane Gauvin Richard Fillion Anna Gagliardi	Michael Goldwax Azra Khan Fiona Hanley Jean Nagy	Sylvain Richard Benjamin Seamone Anna Villalta Anthony Williams
REGRETS:	Sonya Branco Michael Judson Steve Hatajlo	Annie Quadros Jamie Singerman	

Two changes to the Staffing Plan were approved:

- .1 Position ISIT-417 was abolished. This was due to a vacant position following a retirement. The responsibilities in this position had become obsolete or had been re-assigned due to the retiring of legacy systems.
- .2 Position ISIT-418 Data Processing Technician was reclassified as Data Processing Technician, Principal Class ISIT-400.

.2 Report of the Chair of the Board

Sylvain Richard, Board Chair stated that the mid-mandate evaluation of the Academic Dean will soon be underway. Senate has been asked for an evaluation and a consultation will ensue within the College. The Evaluation Committee is comprised of Michael Goldwax, Sylvain Richard and Richard Filion.

The Chair also stated that an invitation was received to the Carrefour de la Réussite to be held on April 6 and that Diane Gauvin will attend.

.3 Report of the Director General

Mr. Filion reported that the Strategic Plan process is underway with meetings scheduled with each sector. The implementation of the Strategic Plan is ongoing.

.5 First Nations (Kiuna) Social Science Program Revision

Diane Gauvin, Academic Dean, gave a short introduction about Kiuna for the benefit of members who were not familiar. She stated that after five years in operation, a decision was made to revise the program which will allow to explore facets of business.

It was moved by Fiona Hanley, seconded by Azra Khan, THAT THE REVISED FIRST NATIONS (KIUNA) SOCIAL SCIENCE PROGRAM BE APPROVED FOR THE FALL 2017 SEMESTER.

The motion was adopted unanimously.

.6 Research Ethics Board (REB) Appointments

Diane Gauvin introduced the item and stated that a new member representing the Community is being appointed.

It was moved by Michael Goldwax, seconded by Diane Gauvin, THAT THE BOARD OF GOVERNORS APPOINT AUDREY VANASSE AS COMMUNITY MEMBER TO THE DAWSON COLLEGE RESEARCH ETHICS BOARD, EFFECTIVE FEBRUARY 23, 2017 WITH FIRST YEAR OF APPOINTMENT ENDING JUNE 30, 2017.

The motion was adopted unanimously.

.7 Academic Calendar 2016 -17

Diane Gauvin yTJ /TT2 0 Tw 16.783 0 Td 92d [(R)j EMC /P <6 ()Tj -0.09DC 0T -0.002 Tc 0.116 27

It was moved by Michael Goldwax, seconded by Diane Gauvin, THAT THE FOLLOWING POLICIES BE AMENDED AS DEFINED IN THE SUPPORTING TABLES: THE POLICY TO STEM VIOLENCE, DISCRIMINATION, HARASSMENT AND THE ABUSE OF POWER AND THE WHISTLEBLOWER PROTOCOL.

The motion was adopted unanimously. (The tables are attached at the end of this document)

.10 Skytech Contract for Student Information System

François Paradis presented this item and explained that the three year contract for support and maintenance of Dawson's Student Information System comes to an end on June 30, 2017.

It was moved by Jean Nagy, seconded by Anna Villalta, THAT THE BOARD APPROVES A CONTRACT BY MUTUAL AGREEMENT WITH SKYTECH COMMUNICATIONS, UNDER BYLAW 10, ARTICLE 6.05.02 FOR THE SUPPORT AND MAINTENANCE OF CLARA PE DAGOGY FROM JULY 1, 2017 TO JUNE 30, 2020, FOR AN ESTIMATED TOTAL VALUE OF \$524,764 BEFORE TAXES .

The motion was adopted unanimously.

.11 Appointment of College External Auditors for 2016- 17

Glenys Ronnie, Director of Finance, presented this item by stating that the appointment of the external auditors must be brought to the Board each year. The firm Raymond Chabot Grant Thornton (RCGT) was appointed as the College external auditors by the Board on February 24, 2014 for a period of five years ending 2017-18 subject to an annual evaluation by the Audit Committee. Michael Goldwax, on behalf of the Audit Committee stated that they met and agreed on the appointment for 2016-17. Ms. Ronnie also mentioned that the RCGT mandate was interrupted for two years by the Vérificateur général du Québec.

It was moved by Michael Goldwax, seconded by Diane Gauvin, THAT RAYMOND CHABOT GRANT THORNTON BE APPOINTED AS THE DAWSON COLLEGE EXTERNAL AUDITORS FOR THE YEAR 2016-2017 AT A FEE OF \$39,000 BEFORE TAXES.

The motion was adopted unanimously.

.12 Amendment to Board of Governors Motion 465.6.5

Glenys Ronnie stated that on February 24, 2014, the Board approved a 5 year mandate by the firm Raymond Chabot Grant Thornton (RCGT) subject to an annual evaluation by the Audit committee. In December 2014, the College was advised that it would be audited by the Vérificateur général du Québec for academic years 2014-15 and 2015-16, thereby interrupting the contract with RCGT. The Audit Committee met on February 7, 2017 to review a revised fee proposal and related amendments to the existing contract.

It was moved by Michael Goldwax, seconded by Jean Nagy, THAT THE REVISED FEE PROPOSAL RECEIVED FROM RCGT BE ACCEPTED; AND BOARD RESOLUTION 465.6.5 BE AMENDED TO DELETE ANY REFERENCE TO 2014 -15 AND 2015-16 AND REPLACE AS FOLLOWS: 2018- 19 AT A FEE OF \$40,000 AND 2019-20 AT A FEE OF \$40,500 BEFORE TAXES.

The motion was adopted unanimously.

- .13 Dawson College Foundation Activity Report 2015- 16
Francis Lessard, Executive Director of the Foundation presented this item. He reviewed the Foundation's financial statements, operations, structure and activities. He also stated that the Donor Management System is in place and that they are laying the ground work for the Major Fundraising Campaign. Mr. Lessard thanked the Finance team for their support during the start-up of the Foundation.

It was moved by Azra Khan, seconded by Anna Gagliardi, THAT THE BOARD OF GOVERNORS RECEIVES THE DAWSON COLLEGE FOUNDATION 2015 -16 ACTIVITY REPORT.

The motion was adopted unanimously.

- .14 Transfer of Donated Funds to Dawson College Foundation Phase 2
Richard Filion stated that following the recommendation by the Vérificateur général du Québec, the College must undertake a transfer of donated funds to the Foundation who will assume the management of these funds. This is phase 2 of such transfers.

It was moved by Michael Goldwax, seconded by Anthony Williams, THAT THE SECOND PHASE OF THE FUND TRANSFER FROM DAWSON COLLEGE TO THE DAWSON COLLEGE FOUNDATION BE MADE, AS DETAILED IN APPENDIX A.

Appendix A

Beryl and Willy Moser Award

147.92

- .15 Dawson College Foundation Gift Acceptance Policy
Francis Lessard stated that the Foundation adopted the Gift Acceptance Policy on November 8, 2016. The purpose is to outline the key requirements to accept and manage gifts received.

It was moved by Anthony Williams, seconded by Diane Gauvin, THAT THE BOARD OF GOVERNORS OF DAWSON COLLEGE GIVES ITS SUPPORT TO THE DAWSON COLLEGE FOUNDATION GIF TS ACCEPTANCE POLICY.

The motion was adopted unanimously.

- .16 Academic Calendar 2017- 18 Kiuna (First Nations Post -Secondary Institution)
Diane Gauvin presented the proposed Academic Calendar for 2017-18 which was endorsed by Senate on February 21, 2017.

It was moved by Azra Khan, seconded by Michael Goldwax, THAT THE TEACHING AND EVALUATION DATES PRESENTED IN THE KIUNA (FIRST NATIONS POST-SECONDARY INSTITUTION) ACADEMIC CALENDAR BE APPROVED FOR THE 2017-

It was moved by Michael Goldwax, seconded by Diane Gauvin, THAT THE BOARD OF GOVERNORS DELEGATES TO THE DIRECTOR GENERAL THE AUTHORITY TO SIGN THE FINANCIAL ASSISTANCE AGREEMENT, AND ALL RELATED ADDENDA WITH THE MINISTRY OF HIGHER EDUCATION.

The motion was adopted unanimously.

Supporting tables to agenda item 485.6.9

Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power –	
PROPOSED REVISIONS	
CURRENT TEXT	PROPOSED TEXT
<p>This policy has been developed in light of the College’s Mission Statement, the Human Resource Management Policy, the Quebec Charter of Human Rights and Freedoms (RSQ, ch. C-12) and the Act Respecting Labour Standards (RSQ, ch. N-1.1).</p>	<p>This policy has been developed in light of the College’s Mission Statement, the Human Resource Management Policy, the Quebec Charter of Human Rights and Freedoms (RSQ, ch. C-12) and the Act Respecting Labour Standards (RSQ, ch. N-1.1).</p>
<p>4.02 The Director of Administrative Services (DAS) is responsible for establishing the admissibility of complaints directed against an employee of the College.</p>	<p>4.02 The Director of Human Resources (DHR) is responsible for establishing the admissibility of complaints directed against an employee of the College.</p>
<p>4.08 The Committee to Stem Violence, Discrimination, Harassment and the Abuse of Power is responsible for publicizing this policy, providing active education for the community and making recommendations, when and if necessary, on changes to this policy as well as to related policies and to existing practices. With the exception of the Director of Administrative Services (DAS) and the Director of Student Services (DSS), at no time may any member of the Committee play an active role in the investigation and decision-making process related to complaints filed under this policy, unless, they are serving in the role of a confidant.</p>	<p>4.08 The Committee to Stem Violence, Discrimination, Harassment and the Abuse of Power is responsible for publicizing this policy, providing active education for the community and making recommendations, when and if necessary, on changes to this policy as well as to related policies and to existing practices. With the exception of the Director of Human Resources (DHR) and the Director of Student Services (DSS), at no time may any member of the Committee play an active role in the investigation and decision-making process related to complaints filed under this policy, unless, they are serving in the role of a confidant.</p>
<p>4.09 The Committee is composed of the following: x The Director of Administrative Services, or, a person delegated by the Director;</p>	<p>4.09 The Committee is composed of the following: x The Director of Human Resources, or, a person delegated by the Director;</p>
<p>5.03 All inquiries to the Director of Administrative Services (DAS) or to the Director of Student Services (DSS) will be treated in confidence. All interventions will be handled discreetly with concerned parties being reminded of their obligations with respect to confidentiality. The College will ensure that all documentation collected or filed during the intervention is handled in accordance with the Act Respecting Access to</p>	<p>5.03</p>

Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power

–

PROPOSED REVISIONS

CURRENT TEXT

Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power –

PROPOSED REVISIONS

CURRENT TEXT

PROPOSED TEXT

brings together only those persons concerned by the situation. Mediation seeks to put an end to the alleged harassment or abuse of power by finding, with the help of an impartial third party, mutually acceptable solutions for the people concerned. In order for mediation to succeed,

Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power –

PROPOSED REVISIONS

CURRENT TEXT	PROPOSED TEXT
<p>collective agreement, the Institutional Student Evaluation Policy, the Student Code of Conduct, or the Policy for Management Personnel, to address the situation as required. While the report remains the exclusive property of the College, the conclusions of the investigation will be communicated in writing to both the complainant and to the person against whom the complaint was filed. Barring a request for an appeal, the College will consider the matter as closed.</p> <p>6.13 In the case of complaint by a student, the DAS or the DSS may also recommend to the Academic Dean that the student be granted a course, or program withdrawal notwithstanding normal deadlines if the student so chooses. The Academic Dean will study the recommendation and advise the student and the DAS or the DSS as required.</p>	<p>Institutional Student Evaluation Policy, the Student Code of Conduct, or the Policy for Management Personnel, to address the situation as required. While the report remains the exclusive property of the College, the conclusions of the investigation will be communicated in writing to both the complainant and to the person against whom the complaint was filed. Barring a request for an appeal, the College will consider the matter as closed.</p> <p>In the case of complaint by a student, the DAS or the DSS may also recommend to the Academic Dean that the student be granted a course, or program withdrawal notwithstanding normal deadlines if the student so chooses. The Academic Dean will study the recommendation and advise the student and the DAS or the DSS as required.</p>