Present:  
Ginette Sheehy, Chairperson  
Stephen Bryce  
Judy Kelley  
Joanne Simoneau-Polenz  
Erich Schmedt  
Gerald Stachrowski, Secretary General

Regrets:  
Stephen Bryce  
Judy Kelley  
Joanne Simoneau-Polenz  
Erich Schmedt  
Gerald Stachrowski, Secretary General

EC 287-01 Acceptance of Agenda

It was moved by Judy Kelley, seconded by Erich Schmedt, and carried

THAT the agenda be accepted as presented.

EC 287-02 Minutes –286th Executive Committee Meeting

It was moved by Stephen Bryce, seconded by Joanne Simoneau-Polenz, and carried

THAT the minutes of the 286th Executive Committee meeting be accepted.

EC 287-03 Appointment of Board Audit Committee

The Board Audit Committee consists of the Chairperson of the Board, the Director General and two other Board members who are not employees of the College.

The Executive Committee will recommend that the Board of Governors, at its September 29 meeting, appoint Joanne Simoneau-Polenz and David Lewis to the Board Audit Committee.
EC 287-04 New Building Project - Contract

The Secretary General reported that the Board of Governors will be asked to officially award the contract to EBC Inc. to construct the Science and Health building.

EC 287-05 Operational Budget 2010-2011 – Amendment to Resolution 335-06

The Secretary General reported that the MELS has provided the College with final funding figures last August.

Based on the funding, the administration will present for Board approval a balanced budget amending the provisional budget passed last June.

EC 287-06 Capital Budget 2010-2011 - Amendment to Resolution 335-07

The MELS has confirmed that the College’s capital budget for the fiscal year 2010-2011 will be set at $3,439,500.

EC 287-07 Policy no. 4 “Concerning Sexual Harassment, Psychological Harassment, Abuse of Power and Violence”

The Board will be asked to approve a merger of Policy no. 4 “Concerning Sexual Harassment” and Policy no. 11 “Concerning Psychological Harassment, Abuse of Power and Violence”.

EC 287-08 Water Supply Agreement between John Abbott College, McGill University and the City of Montreal

The Board will be asked to approve the signing of the Water Supply Agreement between John Abbott College, McGill University and the City of Montreal.

EC 287-09 Board Vacancies – Alumni Category Technical Studies

The Secretary General reported that Mr. Kirk Llano’s second term representing the Alumni Category is ending and a search for a replacement will commence.
EC 287-10  **Bill Board Vacancies – Parents**

The Secretary General reported that the mandates of Mrs. Judy Kelley and Mr. Rafat Noor khan will end on November 4, 2010. Parents’ election will be held in November 2010.

EC287-11  **Board Agenda – 336th Regular Board Meeting – September 29, 2010**

It was moved by Joanne Simoneau-Polenz, seconded by Judy Kelley and carried

**THAT** the Board agenda be approved as presented

EC287-12  **Closing of the 287th Executive Committee Meeting**

It was moved by Stephen Bryce

**THAT** the 287th Executive Committee meeting be closed.

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Chairperson                  Secretary General
Present: Ginette Sheehy, Chairperson
        Judy Kelley
        David Lewis
        Joanne Simoneau-Polenz
        Gerald Stachrowski, Secretary General

Regrets: Judy Kelley
         David Lewis
         Joanne Simoneau-Polenz
         Gerald Stachrowski

By invitation: Daniel Nyisztor, Comptroller
                C. Kippy Wiegand, Samson Bélair/Deloitte & Touche s.e.n.c.r.l.
                Christina Leddy, Samson Bélair/Deloitte & Touche s.e.n.c.r.l.

Agenda

Acceptance of Agenda

1. Audited Financial Statements 2009-2010

Mr. Daniel Nyisztor, Comptroller, reviewed the results of the audited financial statements for the 2009-2010 fiscal year.

Mr. C. Kippy Wiegand, Samson Bélair/Deloitte & Touche, the College’s external auditors, elaborated on the audit process followed and tabled the Rapport financier annuel (RFA), of John Abbott College for the year ended June 30, 2010.

Mr. Wiegand also cautioned the Audit Committee that due to the conversion of the Generally Accepted Accounting Principles (GAAP) from the Ministry of Education, Leisure and Sports system, there is likelihood that certain fields will be reclassified before the final sign off by the external auditors.

Following an exchange of questions posed by members of the Audit Committee,

It was moved by David Lewis, seconded by Joanne Simoneau-Polenz, and carried

THAT the Audit Committee recommend that the Board of Governors approve the 2009-2010 audited financial statements.

The Board Audit Committee wished to record their appreciation for the work of Mr. Daniel Nyisztor in his presentation and in preparation of the audited financial statements.
2. **Engagement Letter**

It was moved by Judy Kelley, seconded by Joanne Simoneau-Polenz, and carried

**THAT** the Board Audit Committee authorize that the Director General, Ginette Sheehy, to sign the engagement letter for Samson Bélair/Deloitte & Touche for the execution of the audit for the 2009-2010 fiscal year.

There being no further business, the meeting was terminated.

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Chairperson                  Secretary General
EC 288-01 Acceptance of Agenda

It was moved by Joanne Simoneau-Polenz, seconded by Stephen Bryce, and carried

THAT the agenda be accepted as presented.

EC288-02 Minutes –287th Executive Committee Meeting

It was moved by Stephen Bryce, seconded by Joanne Simoneau-Polenz, and carried

THAT the minutes of the 287th Executive Committee meeting be accepted with the correction under item EC287-10 of Mr. Rafat Noor Khan's name.
Mr. Daniel Nyisztor, Comptroller, reviewed the results of the audited financial statements for the 2009-2010 fiscal year.

Mr. C. Kippy Wiegand, Samson Bélair/Deloitte & Touche, the College’s external auditors, explained the audit process followed and tabled with the Executive Committee the Rapport financier annuel (RFA), of John Abbott College for the year ended June 30, 2010.

Mr. Wiegand also cautioned the Executive Committee that due to the conversion of the Generally Accepted Accounting Principles (GAAP) from the Ministry of Education, Leisure and Sports system, there is likelihood that certain fields will be reclassified before the final sign off by the external auditors.

Following an exchange of questions posed by members of the Executive Committee,

It was moved Joanne Simoneau-Polenz, seconded by Stephen Bryce, and carried

THAT the Executive Committee recommend that the Board of Governors approve the audited financial statements for the 2009-2010 fiscal year.

Appropriation from the College’s Surplus Account –German Fund

It was moved Erich Schmedt, seconded by Stephen Bryce, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $124,990.00 from the College’s unappropriated accumulated surplus account, to be added to the $1,029,712.00 previously approved for a total of $1,154,702.00 said funds to be held in a segregated account and to be used to augment the teaching resources at John Abbott College.

Appropriation from the German Fund Segregated Account

It was moved Judy Kelley, seconded by Stephen Bryce, and carried

THAT the Executive Committee recommend that the Board of Governors authorize a negative appropriation from the German Fund segregated account in the amount of $206,496.00 reimbursed to Faculty as at June 30, 2010.

and

THAT the balance in the German Fund segregated account as at June 30, 2010 be $948,206.00.
EC 288-06 Appropriation from the College’s Surplus Account – Heating Plant (Phase II)

It was moved Erich Schmedt, seconded by Stephen Bryce, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $1,400,000.00 from the College’s unappropriated accumulated surplus account, said funds to be used solely for the construction of the Heating Plant – Phase II.

The balance of the unappropriated accumulated surplus account is at $511,313.00.

EC 288-07 Appropriation from the College’s Surplus Account – Continuing Education – Special Project

It was moved Joanne Simoneau-Polenz, seconded by Erich Schmedt, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $100,000.00 from the College’s unappropriated accumulated surplus account, said funds to be used solely for the development of international partnerships by the International Office, and the Recognition of Prior Learning (RAC Reconnaissance des acquis et des competences) program, Business Training initiatives and other projects.

The balance of the unappropriated accumulated surplus account is at $411,313.00.

EC 288-08 Appointment of External Auditors 2010-2011

It was moved Stephen Bryce, seconded by Judy Kelley, and carried

THAT the Board of Governors appoint the firm of Samson Bélair/Deloitte & Touche as the College’s Auditors for the 2010-2011 fiscal year.

EC 288-09 Board Vacancies – Alumni Category Technical Studies

The Secretary General distributed eight (8) applications received from past graduates of Technical programs who expressed an interest to serve on the Board of Governors.

The Secretary General reported that following verification with the Registrar’s Office, it was determined that one of the applicants is ineligible as he is not a graduate of John Abbott College.

Following an extensive review of the seven (7) eligible submissions, the Executive Committee ranked two candidates as potential nominees. Ms. Joanne Simoneau-Polenz was nominated to call the prioritized candidates to ascertain their availability.
to serve on the Board of Governors.

The Executive Committee will make a recommendation to appoint an alumnus from the Technical programs at the October 26 Board meeting.

**EC288-11 Board Agenda – 337th Regular Board Meeting – October 26, 2010**

It was moved by Stephen Bryce, seconded by Judy Kelley and carried

**THAT** the Board agenda be approved as presented

**EC288-12 Closing of the 288th Executive Committee Meeting**

It was moved by Stephen Bryce

**THAT** the 288th Executive Committee meeting be terminated.

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Chairperson                  Secretary General
EC 289-01 **Acceptance of Agenda**

It was moved Joanne Simoneau-Polenz, seconded by Erich Schmedt, and carried

**THAT** the agenda be accepted as presented.

EC 289-02 **Minutes –288th Executive Committee Meeting**

It was moved Joanne Simoneau-Polenz, seconded by Erich Schmedt, and carried

**THAT** the minutes of the 288th Executive Committee meeting be as circulated.

EC 289-03 **Audited Financial Statements 2009-2010**

Mr. Daniel Nyisztor, Comptroller, informed the Executive that since the October 20, 2010 presentation, one change was made to the 2009-2010 financial statements. At a Regroupement des collèges du Montréal métropolitain (RCMM) meeting it was noted that a co-efficient crediting funding for Continuing Education courses was misstated. Following the correction, the year-end earnings for Continuing Education are amended from $1,119,736.00 to $1,160,060.00 a positive increase of $40,324.
It was moved Joanne Simoneau-Polenz, seconded by Erich Schmedt, and carried

THAT the Executive Committee recommend that the Board of Governors approve the audited financial statements for the 2009-2010 fiscal year.

Mr. C. Kippy Wiegand, the College’s external auditor deposited with the Executive Committee the external auditor’s report outlining certain observations and recommendations solely for the use of management and the Audit Committee to assist in discharging obligations to review the 2009-2010 financial statements.

EC 289-04 Appropriation from the College’s Surplus Account –German Fund

It was moved Stephen Bryce, seconded by Erich Schmedt, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $124,990.00 from the College’s unappropriated accumulated surplus account, to be added to the $1,029,712.00 previously approved for a total of $1,154,702.00 said funds to be held in a segregated account and to be used to augment the teaching resources at John Abbott College.

EC 289-05 Appropriation from the German Fund Segregated Account

It was moved Stephen Bryce, seconded by Erich Schmedt, and carried

THAT the Executive Committee recommend that the Board of Governors authorize a negative appropriation from the German Fund segregated account in the amount of $206,496.00 reimbursed to Faculty as at June 30, 2010.

and

THAT the balance in the German Fund segregated account as at June 30, 2010 be $948,206.00.

EC 289-06 Appropriation from the College’s Surplus Account –Heating Plant (Phase II)

It was moved Joanne Simoneau-Polenz, seconded by Stephen Bryce, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $1,400,000.00 from the College’s unappropriated accumulated surplus account, said funds to be used solely for the construction of the Heating Plant – Phase II.

The balance of the unappropriated accumulated surplus account is at $523,189.00.
EC 289-07 Appropriation from the College’s Surplus Account – Continuing Education – Special Project

It was moved Erich Schmedt, seconded by Joanne Simoneau-Polenz, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $100,000.00 from the College’s unappropriated accumulated surplus account, said funds to be used solely for the development of international partnerships by the International Office, and the Recognition of Prior Learning (RAC Reconnaissance des acquis et des competences) program, Business Training initiatives and other projects.

The balance of the unappropriated accumulated surplus account is at $423,189.00.

EC289-08 Board Agenda – 338th Regular Board Meeting – December 7, 2010

It was moved by Stephen Bryce, seconded by Christopher Nguyen, and carried

THAT the Board agenda be approved as presented

EC289-09 Closing of the 289th Executive Committee Meeting

It was moved by Stephen Bryce

THAT the 289th Executive Committee meeting be terminated.
Present: Ginette Sheehy, Chairperson
Marcel Brunet
Stephen Bryce
Christopher Nguyen
Joanne Simoneau-Polenz
Erich Schmedt
Gerald Stachrowski, Secretary General

By invitation: Michel Caron – Project Manager
(For item 4 and 5 only)

EC 290-01 Acceptance of Agenda

It was moved by Marcel Brunet, seconded by Joanne Simoneau-Polenz, and carried

THAT the agenda be accepted as presented.

EC290-02 Minutes – 289th Executive Committee Meeting

It was moved Erich Schmedt, seconded by Joanne Simoneau-Polenz, and carried

THAT the minutes of the 289th Executive Committee meeting be as circulated.

EC 290-03 Request from Board Member Art Campbell

At the suggestion of the Director General, the Executive Committee agreed to discuss Mr. Campbell’s request at item 8 – when settling the Board agenda for the February 22, 2011 meeting.
EC 290-04 Heating Plant – A. Cooper & Fils Ltée – Change Order Number 08

Mr. Michel Caron, Project Manager, explained that $20,900.00 (before taxes) had to be expended for chimney work which was not shown on the original plans.

It was moved by Stephen Bryce, seconded by Marcel Brunet, and carried

THAT the Executive Committee approve change order number 08 (as documented by attached invoices) in the amount of $20,900.00 (before taxes).

EC 290-05 Heating Plant – A. Cooper & Fils Ltée – Change Order Number 09

Mr. Michel Caron, Project Manager, explained that during the installation process it was determined that additional structural work had to be performed to reinforce support slabs on which machinery was to be placed.

It was moved by Joanne Simoneau-Polenz, seconded by Christopher Nguyen, and carried

THAT the Executive Committee approve change order number 09 (as documented by attached invoices) for additional work to reinforce support slabs in the amount of $23,727.00 (before taxes).

EC 290-06 Application of Bill 101 to the CEGEPS

The Director General updated the Executive Committee of the work of the Anglo Colleges to present a position to counter demands from the Parti Québécois to restrict access to Francophone and Allophone students to English CEGEPS.

The Anglo Colleges, at next week’s meeting of the Director General Forum, will present a motion that the CEGEP system continues to favour freedom of choice in choosing a College.

The results of the vote on the motion will be discussed at the next Board meeting.

EC 290-07 Financial Audit at March 31, 2011

The Director of Administrative Services, Gerald Stachrowski, informed the Executive Committee that John Abbott College is one of ten (10) Colleges selected by the Quebec Auditor General, to undergo audit procedures in the preparation of the data to be provided for the period of April 1, 2010 to March 31, 2011. Figures regarding the quarterly period from April 1, 2010 to June 30, 2010 are to be presented no later than April 30, 2011. The complete 12 month period from April 1, 2010 to March 31, 2011 is to be submitted no later than June 1, 2011. The Auditor’s Report and supplementary information must be submitted no later than July 1, 2011. The audit...
is to be performed by the College’s audit firm Samson Belair/Deloitte & Touch s.e.n.c.r.l.

These audit requirements are in addition to the verifications that are required for the four Projet d’infrastructure du savoir (PIDS) as well as the verification regarding the expenses incurred with respect to the Athletic Field project. All five of the above projects are the result of Federal/Provincial stimulus grants that the College received. These audits are to be performed by the College’s audit firm, Samson Belair/Deloitte & Touche s.e.n.c.r.l.

The College will be required to absorb the additional costs regarding these verifications within the regular operational budget.

EC290-08  Board Agenda – 339th Regular Board Meeting – February 22, 2011

The Director General received a request from Mr. Art Campbell, Board Member, a document on “Fair Trade Congress” to be placed on the agenda for the February 22nd Board meeting.

The Director General is recommending and the Executive Committee agreed that this request be forwarded to the College’s Sustainability Committee for consideration.

The Executive Committee requested that they be informed on the progress of this proposal by the Sustainability Committee.

It was moved by Joanne Simoneau-Polenz, seconded by Marcel Brunet, and carried to accept the proposed Board Agenda with the inclusion after number 8, the following item:

– Critical Path for the Approval of By-Laws and Policies by the Board of Governors.

EC290-09  Closing of the 290th Executive Committee Meeting

It was moved by Stephen Bryce

THAT the 290th Executive Committee meeting be terminated.
Present: Ginette Sheehy, Chairperson
Marcel Brunet
Stephen Bryce
Christopher Nguyen
Joanne Simoneau-Polenz
Erich Schmedt
Lison Desclos, Recording secretary

By invitation: Michel Caron – Project Manager
(For item 2 only)

EC 291-01 Acceptance of Agenda

It was moved by Joanne Simoneau-Polenz, seconded by Marcel Brunet, and carried

THAT the agenda be accepted as presented.

EC 291-02 Building Project - Update

Included in the package was a document listing all the change orders incurred for the construction of the new building. Mr. Michel Caron, Project Manager, reviewed the items that were accepted and completed so far.

EC 291-03 Minutes – 290th Executive Committee Meeting

It was moved Erich Schmedt, seconded by Stephen Bryce, and carried

THAT the minutes of the 290th Executive Committee meeting be approved as circulated.

EC 291-04 Co-operation Framework Agreement with Collège Gérald-Godin

The Director General explained that the directors general, the academic deans and the directors of Continuing Education of both colleges had held meetings and developed a co-operation framework agreement that provides for many opportunities for both institutions to work together on special projects. Ms. Sheehy added that she has invited Mr. Marcel Côté, Director General of Collège Gérald-Godin to attend the April 12 Board meeting.
It was moved by Marcel Brunet, seconded by Joanne Simoneau-Polenz, and carried

**THAT** the Executive Committee recommend that the Board of Governors approve the Co-operation Framework Agreement with Collège Gérald-Godin.

**EC 291-05 Régime d’emprunt spécifique – Terrain de soccer-football à surface synthétique**

The Director General explained that, regarding the Athletic Field, the College has to sign a loan agreement for an amount of $746,964 even though this amount will be reimbursed to the College by the MELS over a period of ten years.

It was moved by Stephen Bryce, seconded by Erich Schmedt, and carried

**THAT** the Executive Committee recommend that the Board of Governors approve the loan agreement for the Athletic Field.

**EC291-06 Board Agenda – 340th Regular Board Meeting – April 12, 2011**

The Director General reviewed the proposed agenda for the 340th Board meeting.

It was moved by Marcel Brunet, seconded by Joanne Simoneau-Polenz, and carried to accept the proposed Board Agenda with the removal of item 7, as by-law 1 will be presented once all higher management positions have been filled at the College.

**EC291-07 Closing of the 291st Executive Committee Meeting**

It was moved by Stephen Bryce

**THAT** the 291st Executive Committee meeting be terminated.

_________________________  _________________________
Chairperson  Recording Secretary
Prior to commencing the Agenda, the Chairperson of the Board, Joanne Simoneau-Polenz, made certain comments concerning events that transpired at the last Board meeting – particularly in the application of Article 12 of the CEGEP Act (conflict of interest).

Ms. Simoneau-Polenz stated she requested and received a legal opinion from the contentieux of the Fédération des cégeps. The opinion confirms that her actions were in conformity to the law.

A copy of the legal opinion was given to Stephen Bryce.

At the September Board meeting, a workshop will be held on the role and responsibilities of Board members.

EC 292-01 Acceptance of Agenda

It was moved by Erich Schmedt, seconded by Stephen Bryce, and carried

THAT the agenda be accepted as presented.

EC292-02 Minutes – 291st Executive Committee Meeting

It was moved Stephen Bryce, seconded by Erich Schmedt, and carried

THAT the minutes of the 291st Executive Committee meeting be approved as circulated.
EC 292-03 Operational Budget 2011-2012

Ginette Sheehy reported that on May 6, 2011, MELS representatives presented a summary table of the CEGEP’s budget for the 2011-2012 fiscal year with a parameter-based cutback of $31.3 million applied to the funding model (F-A-B parameters).

Colleges were informed that this cutback was attributable to the effort sought from MELS by the Quebec Government with the intention to balancing the Quebec budget by the 2013-2014 fiscal year. Furthermore, Colleges were also reminded that cuts stated in Bill 100 (10% reduction in spending of an administrative nature and not filling one out of two vacancies) are still in force.

John Abbott College’s share of the cutback in the F-A-B parameters was set at $820,000.00.

MELS representatives stated that they are attempting to “moderate” the cutback for the 2011-2012 fiscal year from $31.3 million to $15.3 million.

On May 20, 2011, MELS confirmed that the cutback for the 2011-2012 fiscal year will be set at $15.3 million and that John Abbott College’s cuts will be $397,700.00.

The administration, after adopting the principles to be followed to avoid laying off regular full and/or part-time employees is presenting a balanced budget for Board approval.

A detailed explanation of the principles that guided the administration to set the balanced budget will be presented to the Board members in June.

EC 292-04 Capital Budget 2011-2012 (provisional)

Gerald Stachrowski reported that MELS advised the Colleges that the figures for the 2011-2012 capital budget will not be available until the end of July.

Due to the fact that the administration has projects that must start on July 1st, in order to be completed for the start of the Fall semester, the administration is recommending the Board at its June meeting approve a provisional budget of $3,439,500.00. This amount represents the 2010-2011 figures.

EC 292-05 Appointment of the Executive Committee 2011-2012

Gerald Stachrowski reminded the Executive Committee that as per By-law 1, the Board at its June Meeting will appoint the Executive Committee for the 2011-2012 fiscal year.
EC 292-06 Building Project - Update

Ginette Sheehy tabled with the Executive Committee a status report as of June 15, 2011 on the construction of the Science Pavilion as prepared by Michel Caron – Project Manager.

EC 292-07 Board Agenda – 341st Regular Board Meeting – June 28, 2011

It was moved by Erich Schmedt, seconded by Joanne Simoneau-Polenz and carried,

THAT the Executive Committee set the Board Agenda as presented.

EC292-08 Closing of the 292nd Executive Committee Meeting

It was moved by Stephen Bryce,

THAT the 292nd Executive Committee meeting be terminated.

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   Chairperson                Secretary General