314th EXECUTIVE COMMITTEE MEETING
AUGUST 27, 2014 – 4:30 PM – H-108

Present: John Halpin, Chair
Guylaine Audet
William Russell
Erich Schmedt
Stavroula Makris, Secretary General

Regrets: Cynthia Némorin

EC 314-01 APPROVAL OF AGENDA

It was moved by William Russell, seconded by Guylaine Audet, and carried

THAT the agenda be approved as circulated.

EC 314-02 MINUTES – 313th EXECUTIVE COMMITTEE MEETING

It was moved by Erich Schmedt, seconded by Guylaine Audet, and carried

THAT the minutes of the 313th Executive Committee meeting be approved as circulated.

EC 314-03 ANALYSE DU RAPPORT FINANCIER 2012-2013

The Director General presented, to the Executive Committee, the analyse du rapport financier 2012-2013 which will be presented at the next Board meeting.

EC 314-04 CAPITAL BUDGET 2014-2015 – AMENDMENT TO RESOLUTION 360-11

WHEREAS at its June 17, 2014 meeting, the Board of Governors passed resolution 360-11 setting the College’s capital budget as provisional at $5,233,800 for the 2014-2015 fiscal year;

WHEREAS on June 20, 2014, the College was notified that the capital budget for the 2014-2015 fiscal year is set at $4,892,700, a decrease of $341,100;

It was moved by William Russell, seconded by Guylaine Audet, and carried

THAT the Executive Committee recommend that the Board of Governors amend Resolution 360-11 to reflect the authorized new capital budget as $4,892,700 for the 2014-2015 fiscal year.
EC 314-05  **OPERATIONAL BUDGET 2014-2015**

It was moved by Erich Schmedt, seconded by William Russell, and carried

**THAT** the Executive Committee recommend that the Board of Governors approve the balanced Operational Budget for the 2014-2015 fiscal year, as prepared by the administration.

EC 314-06  **APPOINTMENT OF BOARD AUDIT COMMITTEE**

**WHEREAS** Policy No. 3 *Concerning the Hiring and Evaluation of An External Auditor* sets the composition of the Board Audit Committee as being comprised of the Chairperson of the Board, the Director General and two other Board members who are not employees of the College;

It was moved by Guylaine Audet, seconded by Erich Schmedt, and carried

**THAT** the Executive Committee recommend to the Board of Governors:

- That the Board Audit Committee for the 2014-2015 fiscal year be composed of the Chairperson of the Board, Guylaine Audet, the Director General, John Halpin, Andrew Biteen and Cynthia Némorin, with the Director of Finance and Legal Affairs and the Comptroller as resource persons; and

- That the Director General chair the Committee.

EC 314-07  **STUDENT ELECTION**

The Secretary General informed the members of the upcoming student elections to elect two students on the Board of Governors for 2014-2015, one student registered in a program of pre-university studies and one student registered in a program of technical studies.

EC 314-08  **EVALUATION OF DIRECTOR GENERAL AND ACADEMIC DEAN**

The timing of the evaluation of the Director General and the Academic Dean was discussed. It was proposed and accepted that evaluation committees be formed in the beginning of 2015 with a report presented to the Board of Governors by the end of the academic year or by the October 2015 Board meeting at the latest.

EC 314-09  **STRATEGIC PLAN 2015-2020**

The Director General discussed the Strategic Plan 2015-2020 planning process and, in such respect, presented a SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats) as well a Report Card on the Strategic Plan 2010-2015. A similar presentation is to be made to the members of the Board of Governors at their next meeting.
EC 314-10  BOARD AGENDA – 361st REGULAR BOARD MEETING
– SEPTEMBER 9, 2014

After discussion and amendments, it was moved by William Russell, seconded by Guylaine Audet, and carried

THAT the Agenda for the 361st Regular Board meeting be adopted.

EC 314-11  CLOSING OF THE 314th EXECUTIVE COMMITTEE MEETING

It was moved by William Russell

THAT the 314th Executive Committee meeting be closed.

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Chair                           Secretary General
315th EXECUTIVE COMMITTEE MEETING  
OCTOBER 1, 2014 – 4:30 PM – BY CONFERENCE CALL

Present: John Halpin, Chair  
Guylaine Audet  
Cynthia Némorin  
William Russell  
Erich Schmedt  
Stavroula Makris, Secretary General

By Invitation: Hanna Oosterveen

EC 315-01 APPROVAL OF AGENDA

It was moved by Erich Schmedt, seconded by John Halpin, and carried

THAT the agenda be approved as circulated, with the addition of the following new item: “8. Date of Next Executive Committee Meeting”.

EC 315-02 MINUTES – 314th EXECUTIVE COMMITTEE MEETING

It was moved by William Russell, seconded by Guylaine Audet, and carried

THAT the minutes of the 314th Executive Committee meeting be approved as circulated.

EC 315-03 SIGNING AUTHORITY – OPERATIONAL BUDGET – AMENDMENT NO. 1 TO RESOLUTION EC313-09

WHEREAS on May 27, 2014, the Executive Committee, in conformity to article 1.7 of By-law 3 “Concerning the Financial Management of the College”, approved signing authority and limits for all acquisitions and expenses for which an operational budget has been approved in a fiscal year for the individuals named on the list attached to Resolution EC313-09;

WHEREAS, pursuant to article 1.7 of By-law 3, the Director General may alter said list during the year provided that such modifications do not alter the reporting structure;

WHEREAS the Director General wishes to alter said list in the manner and for the individuals set forth in Annex “A” attached hereto;

WHEREAS said modifications will not alter the reporting structure;
It was moved by William Russell, seconded by Guylaine Audet, and carried

**THAT** the Executive Committee, in conformity to By-law 3 (article 1.7), amend Resolution EC313-09 so as to alter the list attached to said resolution in the manner and for the individuals set forth in Annex “A” attached hereto as provided by the Director General.

**EC 315-04  CAPITAL BUDGET BREAKDOWN**

The Director General reviewed the details and breakdown of the 2014-2015 capital budget which was presented at the last meeting of the Board of Governors. It was proposed and agreed that the Executive Committee would receive a status update of its capital budget every six (6) months.

**EC 315-05  BOARD VACANCIES UPDATE (STUDENT & NON-TEACHING PROFESSIONAL)**

The Secretary General updated the Executive Committee on the results of the students’ elections which, for the first time, were held electronically: Antonio Pampena was elected in the Technical category (second mandate) and Hanna Oosterveen in the Pre-University category, both for a one year term.

The Executive Committee was also informed of an upcoming election in the professionals’ category on the Board of Governors following Darryl Climan’s appointment to a manager position within the College.

**EC 315-06  EXECUTIVE COMMITTEE COMPOSITION**

WHEREAS, at its June 17, 2014 meeting, the Board of Governors appointed the following members to the Executive Committee 2014-2015:

- The Director General, John Halpin, who will chair the Committee
- Guylaine Audet, Chairperson of the Board
- Cynthia Némorin, Vice-Chairperson of the Board
- Erich Schmedt, Academic Dean
- William Russell, Faculty Member
- One student member to be appointed after Students Election to the Board

WHEREAS Students Elections occurred on September 23, 2014 and September 26, 2014;

WHEREAS pursuant to article 4.8.2.9 of By-law 1 “Concerning the General Administration of the College”, the Executive Committee is responsible to recommend candidates for Board appointment to the Executive Committee;

It was moved by John Halpin, seconded by William Russell, and carried

**THAT** the Executive Committee recommend to the Board of Governors that Hanna Oosterveen, student member on the Board of Governors, be appointed to the Executive Committee.
After discussion and amendments, it was moved by John Halpin, seconded by Guylaine Audet, and carried

**THAT** the Agenda for the 362\textsuperscript{nd} Regular Board meeting be adopted.

**EC 315-08**  
**DATE OF NEXT EXECUTIVE COMMITTEE MEETING**

It was agreed to change the date of the next meeting of the Executive Committee to accommodate the schedules and prior engagements of the auditors and certain members of the College's Financial Services department.

**EC 315-09**  
**CLOSING OF THE 315\textsuperscript{th} EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 315\textsuperscript{th} Executive Committee meeting be closed.

_________________________  _______________________  
Chair  
_________________________  Secretary General
ANNEX “A”

Signing authority for individuals identified in article 5.4.3 (a) of By-law 3

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<tr>
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<td>Chairperson – Paul Chablo (ADD)</td>
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EXECUTIVE COMMITTEE MEETING
NOVEMBER 3, 2014 – 5:30 PM – H-108

Present:
John Halpin, Chair
Guylaine Audet
Cynthia Némorin
Hanna Oosterveen
William Russell
Erich Schmedt
Stavroula Makris, Secretary General

By invitation:
Caroline Charbonneau, Director, Finance & Legal Affairs
Daniel Nyisztor, Comptroller
Christine Régimbal, Raymond Chabot Grant Thornton
Sandrine Gélinas, Raymond Chabot Grant Thornton

EC 316-01 APPROVAL OF AGENDA

It was moved by William Russell, seconded by Cynthia Némorin, and carried

THAT the agenda be approved as circulated.

EC 316-02 MINUTES – 315th EXECUTIVE COMMITTEE MEETING

It was moved by Erich Schmedt, seconded by Guylaine Audet, and carried

THAT the minutes of the 315th Executive Committee meeting be approved as circulated.

EC 316-03 AUDITED FINANCIAL STATEMENTS 2013-2014

CONSIDÉRANT le dépôt du rapport financier pour examen;

CONSIDÉRANT le rapport de vérification préparé par la firme Raymond Chabot Grant Thornton, dûment mandatée par la résolution 353-14;

CONSIDÉRANT la recommandation du comité de vérification;

Sur proposition de Erich Schmedt, appuyée par William Russell

IL EST RÉSOLU:
QUE le comité exécutif recommande que le conseil d’administration adopte pour l’exercice financier 2013-2014 :

- la section « états financiers » du fonds de fonctionnement;
- la section « états financiers » du fonds d’immobilisations;
- les notes aux états financiers;
- le rapport de l’auditeur indépendant;
- le questionnaire à l’intention de l’auditeur indépendant;
- les résultats de la vérification sur l’effectif;
- les résultats de la vérification sur l’énergie.

EC 316-04  
**APPROPRIATION FROM THE COLLEGE’S SURPLUS ACCOUNT**  
**- INTERNATIONAL NON-CREDIT DAY STUDENTS (INCA)**

WHEREAS John Abbott College and the John Abbott College Faculty Association concluded an agreement to recognize additional faculty allocation for non-credit foreign students enrolled at John Abbott College, effective from the 2001-2002 academic year;

WHEREAS the College’s financial statements for the year ending June 30, 2014 show an unappropriated accumulated surplus of $3,152,260;

It was moved by Erich Schmedt, seconded by Guylaine Audet, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $45,410 from the College’s unappropriated accumulated surplus account, to be added to the $966,982 previously approved, for a total of $1,012,392, said funds to be held in a segregated account and to be used to augment the teaching resources at John Abbott College, thus bringing the College’s unappropriated accumulated surplus account to $3,106,850.

EC 316-05  
**APPROPRIATION FROM THE COLLEGE’S SURPLUS ACCOUNT**  
**- RENOVATION PROJECTS**

WHEREAS the College’s financial statements for the year ending June 30, 2014 show an unappropriated accumulated surplus of $3,152,260;

WHEREAS the College wishes to maintain a contingency of $1,500,000;

It was moved by William Russell, seconded by Cynthia Némorin, and carried

THAT the Executive Committee recommend that the Board of Governors authorize the appropriation of $1,606,850 from the College’s unappropriated accumulated surplus account, said funds to be held in a segregated account and to be used solely for Renovation Projects, thus bringing the renovation fund to $7,674,541 and the College’s unappropriated accumulated surplus account to $1,500,000.
APPOINTMENT OF EXTERNAL AUDITORS 2014-2015

WHEREAS the Board Audit Committee has recommended that the firm Raymond Chabot Grant Thornton be appointed as the College’s external auditors for the 2014-2015 fiscal year;

It was moved by Erich Schmedt, seconded by William Russell, and carried

THAT the Executive Committee recommend that the Board of Governors appoint the firm Raymond Chabot Grant Thornton as the College’s external auditors for the 2014-2015 fiscal year.

BOARD EFFECTIVENESS DISCUSSION

The Chair of the Board presented a document that will be circulated at the next meeting of the Board of Governors. Board members will be asked to fill out a survey, the purpose of which will be to evaluate the Board’s effectiveness and promote engagement at the Board level. This document will serve as a tool to encourage a yearly conversation on this topic.

DISCLOSURE OF INTERESTS

The Secretary General presented a document that will be circulated at the next meeting of the Board of Governors. In accordance with Policy no. 5 Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors, Board members will be asked to disclose any interest they may have in any organization having done or doing business with the College which may result in a real, potential or perceived conflict of interest.

BOARD AGENDA – 363rd BOARD MEETING

After discussion and amendments, it was moved by William Russell, seconded by Guylaine Audet, and carried

THAT the Agenda for the 363rd Regular Board meeting be adopted.

CLOSING OF THE 316th EXECUTIVE COMMITTEE MEETING

It was moved by William Russell

THAT the 316th Executive Committee meeting be closed.

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Chair                        Secretary General
Present: John Halpin, Chair  
Guylaine Audet (via conference call, joined at item 04)  
Cynthia Némorin  
Hanna Oosterveen  
William Russell  
Stavroula Makris, Secretary General

Regrets: Erich Schmedt

EC 317-01  APPROVAL OF AGENDA

It was moved by William Russell, seconded by Cynthia Némorin, and carried

THAT the agenda be approved as circulated.

EC 317-02  MINUTES – 316th EXECUTIVE COMMITTEE MEETING

It was moved by William Russell, seconded by Hanna Oosterveen, and carried

THAT the minutes of the 316th Executive Committee meeting be approved as circulated.

EC 317-03  PROPOSED RESOLUTION FROM LA FÉDÉRATION DES CÉGEPs

The members were presented with the proposed resolution from La Fédération des Cégeps in regards to the recently announced budget cuts and agreed to present it to the Board of Governors.

EC 317-04  STRATEGIC PLAN UPDATE

The Chair updated the members on the next steps in regards to the elaboration of the strategic plan 2015-2020. Two of the strategic plan quality goals will be presented and explained in greater detail at the next meeting of the Board of Governors.

EC 317-05  RULES OF ORDER REGARDING MOTIONS

The members discussed the dynamics of Board of Governors’ meetings as well as the procedure followed in regards to the passing of motions.
EC 317-06  **BOARD EFFECTIVENESS & DISCLOSURE OF INTERESTS UPDATE**

The members were updated on the Board effectiveness survey as well as on the Disclosure of Interests form distributed at the last Board meeting. The results of the Board effectiveness survey will be tabulated and presented at the next Board meeting.

EC 317-07  **BOARD VACANCIES & FACULTY ELECTIONS UPDATE**

A document outlining the Board members’ mandates expiring in 2015 was presented and discussed.

Elections to replace Sergio Fratarcangeli on the Board of Governors are to take place electronically on December 5, 2014, via Omnivox; three (3) teachers have presented their candidacy.

EC 317-08  **ON-BOARDING MATERIAL**

The members were presented with the on-boarding material prepared for new members of the Board of Governors.

EC 317-09  **BOARD AGENDA – 364th BOARD MEETING**

It was moved by William Russell, seconded by Hanna Oosterveen, and carried

**THAT** the Agenda for the 364th Regular Board meeting be adopted.

EC 317-10  **CLOSING OF THE 317th EXECUTIVE COMMITTEE MEETING**

It was moved by William Russell

**THAT** the 317th Executive Committee meeting be closed.

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Chair                                        Secretary General