

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 Michael Goldwax Sylvain Richard
 Diane Gauvin Azra Khan Benjamin Seamone
 Richard Filion Fiona Hanley Anna Villalta
 Anna Gagliardi Jean Nagy Anthony Williams

REGRETS: Sonya Branco Annie Quadros
 Michael Judson Jamie Singerman
 Steve Hatajlo

College Officers: Ray Boucher Pascahl Scott
 François Paradis Wai Bong Shum
 Glenys Ronnie

Also Present: Leanne Bennett Carmela Gumelli Michelle Maguigad
 Ray Bourgeois Wolfgang Krotter Johanne Messier
 Andréa Cole Francis Lessard Angelo Papadatos
 Fabienne Cyrius Julia Lijeron Donna Varrica
 Georgina Dimyan Rosario Lo Raso Michael Wood
 Barbara Freedman

Secretary to the Board: Janet Pakulis

Agenda

- 485.1 ADOPTION OF THE AGENDA OF THE 485th MEETING**
- 485.2 ADOPTION OF THE MINUTES OF THE 484th MEETING**
- 485.3 CORRESPONDENCE & PRESENTATIONS**
- 485.4 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**
 - .6 Report of the Director of Finance**
 - .1 Preliminary Budget Variance Report – December 31, 2016**
 - .2 Preliminary Projected Operating Surplus**
- 485.5 BUSINESS ARISING FROM THE MINUTES**
- 485.6 NEW BUSINESS**
 - .1 CRISPESH Status**
 - .2 Marketing and Management Technology Program Revision**
 - .3 Accounting and Management Technology Program Revision**
 - .4 Nursing Program Revision**
 - .5 First Nations (Kiuna) Social Science Program Revision**
 - .6 Research Ethics Board (REB) Appointments**
 - .7 Academic Calendar 2017-18**
 - .8 Enrolment Projections Fall 2017**
 - .9 Changes to Policies**
 - .10 Skytech Contract for Student Information System**
 - .11 Appointment of External Auditors 2016-17**
 - .12 Amendment to Board of Governors Motion 465.6.5**

- .13 Dawson College Foundation Annual Report 2015-16
- .14 Transfer of Donated Funds to Dawson College Foundation Phase 2
- .15 Dawson College Foundation Gift Acceptance Policy
- .16 Academic Calendar 2017-18 Kiuna (First Nations Post-Secondary Institution)
- .17 Permanent Change to Staffing Plan – Continuing Education (Article 12)
- .18 Delegation of Signing Authority – Financial Assistance Agreement

485.7 VARIA

485.8 DATE OF NEXT MEETING

485.9 ADJOURNMENT

Prior to the adoption of the agenda, the Chair, Sylvain Richard welcomed everyone to the newly renovated Boardroom. He also mentioned the names of members who sent their regrets for this meeting and announced that Sonya Branco and Jamie Singerman expressed their intent to renew their board membership mandates, although final approval remains with the Ministry. He also had the pleasure of introducing Pascahl Scott, the newly appointed Director of Human Resources.

485.1 ADOPTION OF THE AGENDA OF THE 485th MEETING

The following two agenda items were added following the first mailing of the Board package: 485.6.17 and 485.6.18. The Chair asked that the following items be presented following the adoption of the minutes: 485.6.2, 485.6.3, 485.6.4, 485.6.13, 485.6.14 and 485.6.15.

It was moved by Jean Nagy, seconded by Anthony Williams, **THAT THE AGENDA OF THE 485th MEETING BE ADOPTED AS AMENDED.**

The motion was adopted unanimously.

485.2 ADOPTION OF THE MINUTES OF THE 484th MEETING

It was moved by Diane Gauvin, seconded by Fiona Hanley, **THAT THE MINUTES OF THE 484th MEETING BE ADOPTED.**

The motion was adopted unanimously by those eligible to vote.

485.3 CORRESPONDENCE & PRESENTATIONS

485.4 REPORTS

.1 Report of the Executive Committee

Mr. Filion reported that the Executive Committee met on February 8, 2017 at which the following motions were adopted:

A revised version of the List of Signing Authorities was approved, following the creation of the Director of Human Resources and Director of Finance positions and the abolition of the Director of Administrative Services position.

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 and framework will be brought to the June Board.

He also reported that the Vérificateur général du Québec (VGQ) released a report regarding the management of colleges. Five colleges were audited and several discrepancies were found within. In an effort to govern board members accordingly, the ministry may hold a training session sometime in May.

Mr. Filion also stated that the Minister is concerned with sexual violence, following recent acts on campuses. She has asked that colleges and universities have a policy on sexual violence. A policy will be drafted and brought to the board, and unions will be consulted as well.

.4 Report of the Academic Dean

Diane Gauvin reported that we received approval of our Quality Assurance Audit report in February 2015 in which they made recommendations. We are addressing the recommendations with follow ups and will present a report in June. Also at the June Board changes will be brought forward to several of our bylaws.

.5 Report of the Chair of Senate

Senate met on December 13, 2016 and passed the following motions to be recommended to the Board:

- Revision of the Nursing Program
- Revision of the First Nations Social Science Program

Senate met on January 31, 2017 and passed the following motions to be recommended to the Board:

- Revision of the Marketing and Management Technology Program
- Revision of the Accounting and Management Technology Program
- Academic calendar for Summer 2017
- Academic calendar for Winter 2018
- Academic calendar for Fall 2017
- Continuing Education Academic calendar for Fall 2017

- Continuing Education Academic calendar for Winter 2018

Senate met on February 21, 2017 and passed the following:

- moved that in the development of future strategic plans and new mission statements:
 - a faculty Senator and a non-administration non-faculty Senator be added to the writing committee in order to have input in the developmental phase;
 - the timeline be designed to ensure that Senate receives the draft that will be presented to the Board of Governors within a timeframe that allows its full consideration and ability to make a real contribution to these documents.
- Recommend the Kiuna Academic Calendar 2017-18 to the Board of Governors.
- Began the process of mid-mandate evaluation of the Academic Dean in response to the request to return the results of this evaluation to the Committee by March 31, 2017.
- Began the process of selecting a Chair for 2017-18. Michael Wood informed the Board that he will not be putting his name forward for another term.

.6 Report of the Director of Finance

.1 Preliminary Budget Variance Report December 31, 2016

Glenys Ronnie, Director of Finance, presented a review of the preliminary budget variances for the operating fund as at December 31 2106. The actual operating expenses as a % of budget are 1.5% higher than at the same time last year. This is mainly due to the fact that there was 4 days of strike in the fall of 2015 which has the impact of lowering salary expenses in the 2015-16 academic year. There has been an increase in the contribution of the Bookstore as a result of a reduction of labour cost in Bookstore Management.

.2 Preliminary Projected Operating Surplus 2015-16

Glenys Ronnie highlighted the changes since the documented was last presented in November 2016. The Board has approved two appropriations of surplus, one in support of the startup of the Foundation (\$298,080) and one to support the strategic plan (\$300,000). The College received an adjustment to prior year of \$97,623 for Continuing Education activities. The projected deficit is expected to be (\$548,000) by year-end, leaving the College with an expected unappropriated surplus of \$6.6 million.

485.5 BUSINESS ARISING FROM THE MINUTES

There was nothing to report.

485.6 NEW BUSINESS

.1 CRISPESH Status

Richard Filion presented this item and stated that in June 2015, a non-profit organization (NPO) bearing the same name as the Centre was created in order to more effectively manage the Centre.

It was moved by Anna Villalta, seconded by Diane Gauvin, **THAT THE BOARD OF GOVERNORS ENTRUSTS THE MANAGEMENT OF CRISPESH, THE COLLEGE CENTRE FOR THE TRANSFER OF TECHNOLOGY (CCTT), TO THE NON-PROFIT ORGANIZATION BEARING THE SAME NAME AS THE CENTRE.**

The motion was adopted unanimously.

.2 Marketing and Management Technology Program Revision

Barbara Freedman introduced members of the Program Committee, Fabienne Cyrius, Angelo Papadatos and Rosario Lo Raso. They reviewed the program objectives and stated that courses were added, deleted and renamed to better meet Student Success.

It was moved by Michael Goldwax, seconded by Anna Villalta, **THAT THE MARKETING AND MANAGEMENT TECHNOLOGY PROGRAM BE APPROVED FOR THE FALL 2017 SEMESTER.**

The motion was adopted unanimously with one abstention.

.3 Accounting and Management Technology Program Revision

Both items .2 and .3 were addressed and reviewed at the same time.

It was moved by Diane Gauvin, seconded by Anna Villalta, **THAT THE REVISED ACCOUNTING AND MANAGEMENT TECHNOLOGY PROGRAM BE APPROVED FOR THE FALL 2017 SEMESTER.**

The motion was adopted unanimously with one abstention.

.4 Nursing Program Revision

Barbara Freedman introduced Fiona Hanley, Michelle Maguigad and Georgina Dimyan, program revision writers who worked alongside Julia Lijeron in the development of the revision. They explained the two components of the revision, namely Nutrition and Pharmacology and secondly an update to the policies on academic advancement and professional conduct.

Fiona Hanley recognized and thanked Michelle Maguigad, Georgina Dimyan and Julia Lijeron for the work and input into the program revision.

It was moved by Fiona Hanley, seconded by Azra Khan, **THAT THE REVISED NURSING PROGRAM BE APPROVED FOR THE FALL 2017 SEMESTER.**

The motion was adopted unanimously.

.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 presented this item reporting that Senate has gone through its usual process for the development of the Academic Calendar for the upcoming academic year.

It was moved by Michael Goldwax, seconded by Anna Villalta, **THAT THE TEACHING AND EVALUATION DATES PRESENTED IN THE 2017-18 ACADEMIC CALENDAR BE APPROVED.**

The motion was adopted unanimously.

.8 Enrolment Projections Fall 2018

Diane Gauvin presented this item and reported that our preliminary projection for Fall 2018 is 8054 and that last year's was 8182.

It was moved by Michael Goldwax, seconded by Anna Gagliardi, **THAT THE BOARD OF GOVERNORS APPROVES THE FINAL ENROLMENT PROJECTIONS FOR FALL 2017, AS PRESENTED AT THE MEETING OF FEBRUARY 22, 2017.**

The motion as adopted unanimously.

.9 Changes to Policies

François Paradis, Director of Information Systems and Technology and Corporate Affairs stated that revisions to some policies are required in order to reflect changes in wording following the appointment of the Director of Human Resources and the referencing to Admin Services and Director of Corporate Affairs.

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 PEDAGOGY 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
Charles River Biomed Lab Award	4,000.00
David Oliver Award	600.00
Harry Fainsilber Memorial Award	1,205.00
Harun Rashid (through Canada Helps Foundation)	48.25
Holly Bockus Fund	1,500.00
Jack Rains Award	4,728.29
Lorraine Lister Award	2,635.00
M.J. Awards	4,252.03
Maple Leaf Award	500.00
Michael Hendy Award	10,975.00
Misc payment to Schol. Industrial Alliance Div	3,641.82
Montreal General Hospital Alumnae fund	1,000.01
Neil McKenty Award	1,000.00
Regroupement des Fondations Collégiales	5,871.49
Rob Springer Award	2,890.00
Rose Pearlman Award	1,039.28
Stephane Houle Memorial Award	340.00
Sue Bleho Fund	845.00
Sustainable Happiness Award	446.35
Telio	800.00
Tony Proudfoot Outdoor Education Fund	4,659.12
Wally Weng-Garrey Award	8,511.98
CLL Awards of Merit (formerly Student Affairs)	60,059.64
Student Needs Fund Loans	35,370.00
Student Needs Fund Other	10,781.78
Book Exchange (to add to CLL Awards of Merit)	11,338.32
Total	179,186.28

The motion was adopted unanimously.

.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 GIFTS 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 2017-18 ACADEMIC YEAR.**

The motion was adopted unanimously.

.17 Permanent Change to Staffing Plan Continuing Education (Article 12)

Richard Fillion presented this item by stating that an external consulting firm performed an analysis of the Continuing Education sector to determine how best to structure this strategic area which has over 2700 students. In its report it was recommended to create a managerial position (deanship or directorship) whose responsibilities would include the credit and non-credit division. To that end a proposal is made to reinstate a managerial position related to Academic Administration, the position of Dean of Continuing Education and Community Services.

It was moved by Michael Goldwax, seconded by Anna Villalta, **THAT THE BOARD OF GOVERNORS APPROVES THE CREATION OF THE POSITION OF DEAN OF CONTINUING EDUCATION AND COMMUNITY SERVICES.**

The motion was adopted unanimously.

.18 Delegation of Signing Authority – Strategic Investment Fund – Financial Assistance Agreement

Wai Bong Shum, Director of Plant & Facilities presented this item and stated that the Canadian government launched an application process for a \$2 billion fund to improve research and innovation infrastructure in universities and colleges. We submitted a \$2.85M proposal to the provincial government, as the intermediary for the admission to the federal program. Once the project is retained, the funded amount from the Strategic Investment Fund will be an amount of \$1.24M. The College was informed in December 2016 that our project was retained. To complete our admission to the program, a Financial Assistance Agreement will have to be signed.

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.

485.7 VARIA

485.8 DATE OF NEXT MEETING

The next regular meeting of the Board of Governors is scheduled for Wednesday, April 12, 2017.

485.9 ADJOURNEMENT

The meeting adjourned at 8:55 p.m.

Signatures:

Sylvain Richard
Chair

Richard Filion
Director General

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
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).	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 (CQLR , ch. C-12) and the Act Respecting Labour Standards (CQLR , ch. N-1.1).
4.02 The Director of Administrative Services (DAS) is responsible for establishing the admissibility of complaints directed against an employee of the College.	4.02 The Director of Human Resources (DHR) is responsible for establishing the admissibility of complaints directed against an employee of the College.
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.	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.
4.09 The Committee is composed of the following: <ul style="list-style-type: none"> • The Director of Administrative Services, or, a person delegated by the Director; 	4.09 The Committee is composed of the following: <ul style="list-style-type: none"> • The Director of Human Resources, or, a person delegated by the Director;
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	5.03 All inquiries to the Director of Human Resources (DHR) 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 Information and the Protection of Personal

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

CURRENT TEXT	PROPOSED TEXT
<p>Information and the Protection of Personal Information (RSQ, ch. A-2.1). This documentation will be kept separate from the personnel files.</p>	<p>Information (CQLR, ch. A-2.1). This documentation will be kept separate from the personnel files.</p>
<p>6.02 Should direct resolution fail or when it is inappropriate, the matter should be brought to the attention of the immediate supervisor of the person alleged to have committed the violence, discrimination, harassment or abuse of power. Should the immediate supervisor’s intervention not resolve the matter, or, if the complaint is directed against the immediate supervisor, then the complainant, or a confidant acting on his/her behalf, must contact the Director of Administrative Services (DAS). In the event that the complaint directly involves the Director of Administrative Services (DAS), the procedure for handling the complaint will fall to the Director General. In the event that the complaint directly involves the Director General, the procedure for handling the complaint will fall to the Board Chair.</p>	<p>6.02 Should direct resolution fail or when it is inappropriate, the matter should be brought to the attention of the immediate supervisor of the person alleged to have committed the violence, discrimination, harassment or abuse of power. Should the immediate supervisor’s intervention not resolve the matter, or, if the complaint is directed against the immediate supervisor, then the complainant, or a confidant acting on his/her behalf, must contact the Director of Human Resources (DHR). In the event that the complaint directly involves the Director of Human Resources (DHR), the procedure for handling the complaint will fall to the Director General. In the event that the complaint directly involves the Director General, the procedure for handling the complaint will fall to the Board Chair.</p>
<p>6.04 No later than five (5) working days after hearing the nature of the complaint being presented, The Director of Administrative Services (DAS) or the Director of Student Services (DSS) will determine admissibility of the complaint and recommend:</p>	<p>6.04 No later than five (5) working days after hearing the nature of the complaint being presented, The Director of Human Resources (DHR) or the Director of Student Services (DSS) will determine admissibility of the complaint and recommend:</p>
<p>6.05 Once admissibility has been established and if the individual making the complaint decides to file a formal complaint, the Director of Administrative Services (DAS) or the Director of Student Services (DSS) will present the complainant with the two means of intervention available to resolve the situation: mediation or investigation.</p>	<p>6.05 Once admissibility has been established and if the individual making the complaint decides to file a formal complaint, the Director of Human Resources (DHR) or the Director of Student Services (DSS) will present the complainant with the two means of intervention available to resolve the situation: mediation or investigation.</p>
<p>6.06 Mediation can be an effective conflict resolution method that</p>	<p>6.06 Mediation can be an effective conflict resolution method that</p>

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

CURRENT TEXT	PROPOSED TEXT
<p>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, participation in the process must take place in a context of good faith. In the event that mediation is the preferred option, the Director of Administrative Services (DAS) or the Director of Student Services (DSS) will name a mediator. The DAS or the DSS may choose to select an internal or an external resource person to act as the mediator for the case. The selection of the mediator must be agreed to by both parties.</p>	<p>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, participation in the process must take place in a context of good faith. In the event that mediation is the preferred option, the Director of Human Resources (DHR) or the Director of Student Services (DSS) will name a mediator. The DHR or the DSS may choose to select an internal or an external resource person to act as the mediator for the case. The selection of the mediator must be agreed to by both parties.</p>
<p>6.09 When mediation is not an option or has not succeeded in resolving the situation, the College is required to investigate the complaint. In this event, the Director of Administrative Services (DAS) or the Director of Student Services (DSS) will form an investigation committee and designate two other managers, not involved in the incidents that led to the complaint, to assist in the investigation of the complaint. Whenever possible, the investigation committee will have both male and female representation. Exceptionally, when deemed necessary by the investigation committee, it may choose to select an external resource person to assist in conducting the investigation.</p>	<p>6.09 When mediation is not an option or has not succeeded in resolving the situation, the College is required to investigate the complaint. In this event, the Director of Human Resources (DHR) or the Director of Student Services (DSS) will form an investigation committee and designate two other managers, not involved in the incidents that led to the complaint, to assist in the investigation of the complaint. Whenever possible, the investigation committee will have both male and female representation. Exceptionally, when deemed necessary by the investigation committee, it may choose to select an external resource person to assist in conducting the investigation.</p>
<p>6.12 Upon completing the investigation, the investigation committee will prepare a confidential written report detailing the nature of the investigation and conclusions reached. The DAS or DSS will then take appropriate measures, in conformity with the appropriate provisions of the applicable</p>	<p>6.12 Upon completing the investigation, the investigation committee will prepare a confidential written report detailing the nature of the investigation and conclusions reached. The DHR or DSS will then take appropriate measures, in conformity with the appropriate provisions of the applicable collective agreement, the</p>

**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>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 of the decision.</p>	<p>6.13 In the case of complaint by a student, the DHR 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 DHR or the DSS of the decision.</p>

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Whistleblower Protocol – PROPOSED REVISIONS

CURRENT TEXT	PROPOSED TEXT
No. BOG-FIN-03	No. BOG- CORP-02
CLASSIFICATION: ADMINISTRATIVE SERVICES	CLASSIFICATION: CORPORATE AFFAIRS
Employees may confidentially report allegations of fraud to their manager or to the Director, of Administrative Services.	Employees may confidentially report allegations of fraud to their manager or to the Director of Corporate Affairs .
If the employee chooses to remain anonymous, within 24 hours the Director of Administrative Services will be informed	If the employee chooses to remain anonymous, within 24 hours the Director of Corporate Affairs will be informed