

MINUTES OF THE 504th SPECIAL MEETING OF THE BOARD OF GOVERNORS OF DAWSON COLLEGE HELD ON WEDNESDAY APRIL 22, 2020 AT 5:00 A.M. BY VIDEOCONFERENCE, 3040 SHERBROOKE STREET WEST, MONTREAL, QUEBEC

PRESENT: Sonya Branco Michael Goldwax, Chair Frank Runcie
 Francesca Cuffaro Igor Gorelyshev Jamie Singerman
 Richard Filion Steve Hatajlo Victoria Trim
 Anna Gagliardi Maurice Hughes Anna Villalta
 Diane Gauvin Azra Khan David Wolfson
 Ioana Geles Alex McComber

REGRETS: None

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

Chair of Senate: Jonathon Sumner

Also Present: Leanne Bennett Max Jones Kelly-Ann Morel
 Isabelle Carrier Wolfgang Krotter Maeve Muldowney
 Andréa Cole Catherine LeBel Christina Parsons
 Carmela Gumelli Johanne Messier

Recording Secretary
to the Board: Janet Pakulis

Agenda

504.1 ADOPTION OF THE AGENDA OF THE 504th MEETING

504.2 REPORTS

- .1 **Director General**
- .2 **Academic Dean**
- .3 **Director of Finance**
- .4 **Director of Human Resources**
- .5 **Director of Facilities Management**
- .6 **Director of Student Services**
- .7 **Director of IST & Corporate Affairs**

504.3 NEW BUSINESS

- .1 **Fall Graduates**
 - .1 **Diplomas**
 - .2 **Attestations**
 - .3 **Winter 2020 Graduates (Nursing 180.A0 & Diagnostic Imaging Technology 142.A0)**
- .2 **Preliminary Capital Budgets 2020-21**

504.4 DATE OF NEXT MEETING

504.5 ADJOURNMENT

504.1 ADOPTION OF THE AGENDA OF THE 504th MEETING

An amendment to the agenda was proposed, to add an item for Winter 2020 Graduates. As per Bylaw 1, article 4.02, the agenda of a special meeting may only be amended if all members are present and agree. All members in office being present, a vote was taken and the amendment unanimously agreed.

It was moved by Richard Filion, seconded by Steve Hatajlo, **THAT THE AMENDED AGENDA OF THE 503rd SPECIAL MEETING BE ADOPTED.**

The motion was adopted unanimously.

504.2 REPORTS

.1 Director General

Richard Filion reported that he has been coordinating with stakeholders to respond to ministerial requests, namely the Fédération des cégeps and the Regroupement des cégeps de Montréal. He is setting up ways for students and faculty to complete the Winter Semester through remote teaching while providing support and ensuring that operations that are deemed essential for the deployment of the coming academic year are in place.

Mr. Filion stated that he is dealing with somewhat contradictory requests coming from the Ministry of Education to solicit students and teachers from our medical programs to perform tasks in the Health Sector.

He is ensuring that timely communication is transmitted to our community and Union representatives to keep them abreast of any news. Finally he is addressing various issues stemming from the confinement of our employees, namely vacations, time management, collective agreement deadlines.

.2 Academic Dean

Diane Gauvin reported on various topics, notably on adaptations to the provisions of the Institutional Policy on the Evaluation of Student Achievement and other academic policies and procedures:

Equity (ISEP) Efforts to maintain equity but challenging

Course outlines (ISEP) Changes to course outlines

Modification to Ponderation (ISEP) Violation: must ensure that the total of the ponderation is respected but... 2-1-3 may be converted into 1-1-4 – 2 hours of lecture, 1 hour of lab and 3 hours of homework.

Evaluation scheme (ISEP) Evaluation scheme may be changed but info must be communicated in writing to students.

Numerical Grades (ISEP) In some instances students will receive an IN and EQ (PASS / NOT PASS) – but not a contradiction of ISEP per se

Academic Integrity (ISEP) No change. Strictly enforced. Additional online rules sent to students.

Equivalence (ISEP) Equivalence may be granted for courses where the *level of attainment* of a competency cannot be evaluated.

Authorized absences (ISEP) To be granted without documentation

English Exit Exam (ISEP and Graduation requirement) Date will be moved. For students who need English Exam to graduate this winter or summer, exam will not be compulsory if cégeps don't re-open

Academic Calendar Normally 75 + 7 – we will have **74** days + TBD. We are not rescheduling Victoria Day

Exam Schedule Redone given some exams were cancelled and classes did not restart all at the same time.

Summer School A decision will be made in the near future regarding summer school

Bylaw 8 Second appointments with advisors cancelled; Referrals not required; Students who passed all their courses in Winter 2020 – off probation; Students who fails one or more courses, will remain on probation but will not be expelled.

Standing & Advancement Policy (ISEP and Program documents)

Standing: Students will not be expelled. **Advancement:** We will look at each case

Academic honours policy (ISEP) Semestrial honours: A decision has yet to made.

Graduation honours Requires use of R score – We have yet to make decision

Modification to Admissions requirements Requirements for interviews, drawing tests, portfolio, etc. were either cancelled or modified.

.3 Director of Finance

Glenys Ronnie reported on the following:

The Fédération des cégeps requested the finance department of each college to submit a very preliminary high level summary of the potential financial impacts of the Colleges. These numbers were consolidated with all other CEGEPS and presented for discussion purposes by the Fédé to Ministry officials. The numbers included estimates for both 19-20 and 20-21 academic years.

Within the College, new budget centres have been set up under each directorate to accumulate the additional costs incurred due to the COVID crisis. The costs so far have been mainly linked to the delivery of on-line education including IT equipment, peripherals, computer supplies and software. New codes have been set up to track over-time as well as absences. While additional expenses will be apparent and identifiable, revenue decreases will be more challenging. We will track all refunds granted due to cancelled activities. We will estimate the loss of revenues that would have been anticipated in a normal academic year.

We have set up a process with IST and Academic Administration to reimburse faculty for pre-approved purchases in cases where the College was unable to provide the necessary equipment and supplies to deliver on-line education. The process will be extended shortly to staff performing essential tasks remotely.

.4 Director of Human Resources

Pascahl Scott reported that the hiring of faculty is on-going although challenging and the hiring of non-teaching staff is on an urgent basis only. Special budget centre and codes have been created for overtime and there is a hope that the Ministry will reimburse such disbursements. Collective Agreements remain the same.

Vacation planners will be distributed through Omnivox on May 1 with a 2 week time limit to respond. Leaves remain the same and vacation banks will be discussed.

.5 Director of Facilities Management

Wai Bong Shum reported that essential services such as Security, Cleaning staff and HVAC personnel are maintained.

Renovation contracts are somewhat difficult to prepare during this time although all efforts are in place in the preparation of tendering documents with architects. Renovation priorities have been given to Human Resources, Diagnostic Imaging/Radiation Oncology and AccessAbility. Other renovation projects may be delayed or postponed. The situation will be assessed at a later date.

In the coming weeks the College will be working on the “Programme Fonctionnel” of the “Dossier d’opportunité” regarding the Space Deficit. Meetings will be held with different stakeholders in the coming weeks.

.6 Director of Student Services

Monique Magnan had the following to report:

The first weeks were dedicated in allowing students access to their lockers. In collaboration with Facilities Management and Security students were provided with a laptop if they needed one. Worked on providing all the necessary information for the Dawson Virtual Campus Website - the Student Hub. Connected with our staff and different teams by having weekly meetings to re-organize the way we deliver services and the way we offer support.

Currently working on setting up Emergency Bursaries for students who are experiencing financial difficulties. There is a Board meeting of the Foundation tomorrow and awaiting their approval as well as confirmation of what the process will be for the allotment of the Fund. The DSU has agreed to contribute to this Fund.

Last week, at the request of the Registrar's office, some employees from the Library contacted 100 students that had not shown up for class. The students that were contacted truly appreciated the fact that the employees from the College took the time to give them a call to see how they were doing. We would like to continue making these calls until the end of the semester.

The Academic Skills Center professionals will be conducting a quick survey to ask why students have not been using our services to the same level as they had in the past two semesters. Also partnering with Cleo to provide peer tutoring using the software system that was set up for the Academic Skills Center.

In response to a question asked by a Board member, the Student AccessAbility Centre (SAAC) team has contacted registered students to discuss how they can support them with their accommodations. The CCSI (Centre collégial de Services intégrés) has been very helpful in that respect by providing our professionals and technicians with very helpful tools that are adapted to online classes, with regards to accommodations.

.7 Director of IST and Corporate Affairs

François Paradis reported that equipment has been given to staff and students and that the needs are on-going. More equipment has been purchased. Home deliveries are taking place in some instances and remote access has been set up for specialized programs. In the event that we cannot supply the equipment, the employee has been asked to purchase it, for which they will be reimbursed. The Help Desk is open seven days a week to provide on-line services to students and there is also an on-line chat line.

At the Special Board March 30th, the Director General and the Academic Dean were delegated certain decisions, with the requirement to present them at a subsequent Board meeting. Besides the exceptions already noted under the Academic Dean's report, a new procedure for requisitions was added so that employees may be allowed to acquire goods and services and be reimbursed using a form to that effect (Bylaw 10, article 8.01). In addition the Director General appointed the Coordinator of IT Operations, with a starting date of May 4th (Bylaw 4, article 7.01).

504.3

NEW BUSINESS

.1 Fall Graduates

.1 Diplomas

Diane Gauvin stated that the Minister awards the diplomas of College Studies

It was moved by Steve Hatajlo, seconded by Sonya Branco **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED TO RECOMMEND TO THE MINISTER TO AWARD A DIPLOMA OF COLLEGE STUDIES TO EACH OF THE 482 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION.**

The motion was adopted unanimously.

.2 Attestations

Diane Gauvin stated that the College awards all Attestations of College studies.

It was moved by Steve Hatajlo, seconded by Anna Villalta, **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED THAT THE 64 STUDENTS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION BE AWARDED AN ATTESTATION OF COLLEGE STUDIES.**

The motion was adopted unanimously.

Diane Gauvin has requested to add the following:

.3 Winter 2020 Graduates – Nursing 180.A0 and Diagnostic Imaging Technology 142.A0

Leanne Bennett, Dean of Medical Studies & Engineering stated that the students in Nursing and Diagnostic Imaging Technology are qualified to graduate earlier. Meetings took place with faculty at which time assessments were reviewed for each of the students. Internships began earlier and we are confident that they have met their requirements.

It was moved by Steve Hataljo, seconded by Francesca Cuffaro **THAT ALL SUPPORTING DOCUMENTS HAVING BEEN SUPPLIED AND VERIFIED, BE IT RESOLVED TO RECOMMEND TO THE MINISTER TO AWARD A DIPLOMA OF COLLEGE STUDIES TO EACH OF THE 68 STUDENTS FROM THE NURSING 180.A0 AND DIAGNOSTIC IMAGING TECHNOLOGY 142.A0 PROGRAMS WHOSE NAMES APPEAR ON THE ATTACHED REQUEST FOR CERTIFICATION.**

The motion was adopted unanimously.

.2 Preliminary Capital Budgets 2020-21

Glenys Ronnie presented this item by first stating that the Allocations from the Ministry had not yet been confirmed. The document presented includes needs in renovations, equipment, furnishings and teaching equipment. This item will be re-addressed in September for final approval.

It was moved by Sonya Branco, seconded by Jamie Singerman, **THAT THE PROPOSED PRELIMINARY 2020-21 CAPITAL BUDGET WITH REVENUES OF \$29,240,000 AND EXPENSES OF \$11,790,000 BE APPROVED.**

The motion was adopted unanimously.

504.4 DATE OF NEXT MEETING

Next regular Executive Committee meeting will be held on May 26 and Board on June 8, 2020.

504.5 ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Signatures:

Michael Goldwax
Chair

François Paradis,
Director, Corporate Affairs

