

**Joint Coordinators' Committee Meeting**

Wednesday, October 14<sup>th</sup> 2015, 10:30 a.m., Boardroom, F-216

**Attendance**

Nyisztor, Diane	Lafaille, Danielle	Gangai, Gilda
Magnan, Monique	Gallagher, Dale	Ingerman, Thomas
Barbagallo McManus, Anita	Villalba, Victoria	Amos, Chris
Bissonnette, Susan	Ellis, Joanne	Hanrahan, Caroline
Brown, Wilma	Ammari, Issa	Laforest, Guiseppina
Lamothe, Estelle	Cardone, Joanne	Béland, Mireille
Sendbuehler, Michael	Varano, Sara	Yachnin, Lisa
Moscovitz, David	Paquette, Michel	Tavakoli, Mohamed
Skea, Donna	Robinson, Louise	Cocciolo, Antonietta
Fee Taylor, Joan	McClurg, Patricia	Leonard, Colleen
Perout, Alena	Seymour, Keith	Heldt, Christoph
Tiepoh, Moses	Gribbon, Marie	Peternelli, Loris
Filippou, Helen	Budde, Timothy	Ethier, Glen
Gantous, Peter	Bélanger, Marc	Mansour, Myriam
De Iaco, Gina	Kathwaroon, Maggie	Lozowy, Eric
Laroche, Karl	Benton, Barrie	Photopoulos, Spiridoula
Lynch, Marianne	Der Aprahamian, Isabelle	Gratton, Marie-Hélène
Plante, Julie	Sabbah, Isaac	Woodward, Peter
Lenton, Kevin	Aboud, Brian	Manjikian, Sevak

**Non-members:** R. Klopp

**1. Approval of agenda**

The following modifications were made:

- Enrolment update by T. Ingerman, moved from 5. c) ii, to the top of the agenda, under 4. a).
- Music announcement by G. Ethier, added to agenda as point 7. a).
- Request made to add a members' concern re: stage coordination during strike days by C. Leonard.
  - M. Sendbuehler provided a "quick answer" specifying that A. McKay is working on it and that additional information will be available shortly. Item not added to agenda.
- Election of 2015-2016 chair, item 4. a), moved to the top of the agenda by P. Gantous.

**4. New Business**

**a) Election of 2015-2016 chair (P. Gantous)**

P. Gantous invited members to submit nominations for 2015-2016 Joint Coordinators' meeting chair position.

No new names were put forward. P. Gantous was nominated and re-elected to serve as chair for 2015-2016.

## **5. Reports, Announcements and Correspondence**

### **c) Others**

#### **ii. Update – Fall 2015 enrolment (T. Ingerman)**

T. Ingerman specified that 6,660 day-division students are enrolled at the College. This represents a slight increase in overall numbers from Fall 2014; however the increase is a reflection of a greater number of returning students and not a greater number of newly admitted students.

L. Robinson inquired what effect these numbers might have on Winter 2016 admission. T. Ingerman specified that there will be a slight reduction in intake; however the focus will be on probationary students rather than new admits to technology programs.

#### **2. Approval of minutes of May 6<sup>th</sup> 2015**

No amendments.

#### **3. Business arising from minutes**

##### **a) Waiver form for self-catered events (D. Lafaille)**

D. Lafaille recommended using Jake's Café and the cafeteria when possible in order to reduce the administrative efforts related to having to secure a permit. All questions and concerns related to waiver forms and permits for events where food will be sold/distributed should be directed to L. Boyer, per D. Lafaille's recommendation.

L. Yachnin shared her concern, and that of many other teachers, that the current waiver forms stipulate that teachers/the people organizing the event are responsible for the quality of the food prepared/served and therefore liable in the event of medical emergencies ex: allergic reactions.

E. Lozowy stated, that according to his understanding, the collective agreements protect individual employees so that they cannot be held personally responsible in such cases. In terms of liability, it comes down to the College, and not the individual organizing the event.

L. Yachnin shared that in her discussion with her union, there was some apprehension with regards to the liability issue and the lack of clarity surrounding it. Further discussions are needed and L. Boyer should be contacted to clarify.

##### **b) TreeTag mobile app (R. Klopp)**

R. Klopp presented an overview of the initiative that led to the development of the TreeTag mobile app. Through the 2014-2015 Sustainability in Action (SiA) course, students gathered data about the trees at the College in order to highlight the relative benefits that trees provide for the College community, as well as the importance of establishing a Master Plan relative to ensure adequate succession planning.

The initiative was multidisciplinary and incorporated the efforts of students from different departments. The TreeTag mobile app was recognized at the Délérium Durable event at Cegep Rosemont and has continued to generate interest.

In 2014, 24 new trees were planted on campus. For 2015, the aim is to plant an additional 35 trees. A “Tree Planting Day” is planned for October 28<sup>th</sup> 2015 during UB (rain or shine).

C. Hanrahan congratulated R. Klopp on the initiative and asked whether his team looked into the possibility of using QR codes in order to get the community engaged with the project. R. Klopp responded that that is one option being considered.

B. Benton asked whether the College has any concrete plans to address the emerald ash bore given that the TreeTag presentation showed that there are already sick ash trees on campus. R. Klopp confirmed that B. Flynn and his team have treated all ash trees on campus, but that there are some trees that are already too far gone and will need to be removed. D. Lafaille added that L. Bégin should be contacted if anyone has any questions or concerns related to tree maintenance.

S. Bissonnette asked about the company that prunes the trees for the College as this sometimes seems to be done very severely. R. Klopp responded that if companies are not given clear directions, they will cut and prune trees as they see fit.

R. Klopp reemphasized the importance of putting in perimeter specifications for trees when conducting/planning for renovations as trees are often damaged both during, and as a result of, renovations.

#### **c) Coordinators’ Pedagogical Assembly (P. Gantous)**

P. Gantous spoke briefly about the new structure of the Joint Coordinators’ meetings, specifically as it related to the Coordinators’ Pedagogical Assembly.

E. Lamothe asked whether minutes or notes would be provided following the pedagogical assembly. B. Aboud indicated that he took notes and would share them in the near future.

#### **4. New Business**

##### **b) Joint Coordinators’ Committee by-laws (D. Becker)**

D. Lafaille spoke briefly about the “Policy on policies” in D. Becker’s absence. D. Lafaille stated that there is a push to re-examine existing College documents in order to ensure that they are valid and accurately reflect what they are meant to address/represent.

As this relates to Joints’, D. Lafaille indicated that according to ministerial documents, by-laws are to be approved by the Board and are requested by the Ministry. In principle, all colleges have 9 by-laws; none of which are applicable at Joints’.

B. Aboud suggested contacting M. Prentice (Joints’ chair at the time the by-laws were adopted) in order to look into the research and rationale that went into the decision to use the term “by-laws”. B. Aboud will contact M. Prentice and will report back to the Joints Committee.

**c) Joint Coordinators' meeting calendar – Modification (D. Lafaille)**

D. Lafaille informed the committee that the Winter 2016 Joint Coordinators' meeting schedule will be modified in order to ensure that information is shared in a more timely manner.

*Winter 2016 Joint Coordinators' Meeting Schedule (10:00am-12:00pm; F-216)*

February 24 <sup>th</sup> 2016	Full Joint Coordinators' Meeting
April 6 <sup>th</sup> 2016	Pedagogical Assembly (Department and Program Coordinators)
May 4 <sup>th</sup> 2016	Full Joint Coordinators' Meeting

**d) Bookstore receipts (M. Magnan & M. Béland)**

The item was included in the agenda as some coordinators have expressed concerns that the new procedures are leading to increased administrative responsibility and an unwelcomed expectation to "police" their colleagues' spending.

M. Magnan explained that following discussions at MEC, the new procedures were put in place in an attempt to curb personal spending on departmental budgets, i.e. purchasing material for personal use, but charging it to the department/College.

M. Béland shared that spending seems to have dropped since the implementation of the new procedures.

Several members (R. Klopp, D. Nyisztor, J. Plante, A. Cocciolo, M. Lynch, S. Manjikian, M. Tiepoh, B. Aboud, and E. Lozowy) expressed concerns regarding how spending/purchases are tracked and reported, and the general consensus seemed to be that additional information is required if departments are to be expected to track their spending more accurately/regularly.

M. Béland indicated that she would follow up with L. Bégin and the finance team in order to establish what can/cannot be done in order to improve information sharing.

**e) E-Wing temperature (D. Lafaille)**

D. Lafaille presented on L. Bégin's behalf and reassured members that the College is aware that it is too warm in the E. Wing and that there are plans to address the issue (not a short-term fix though).

D. Lafaille asked members to email L. Bégin with specific concerns related to E-Wing temperatures so that projects can be prioritized accordingly.

M. Mansour asked about the performance-linked energy systems contract that was supposed to address many of the College's heating and ventilation issues and why it was abandoned given our financial constraints at the moment.

M. Magnan specified, that to her understanding, the project had been postponed and not actually abandoned due to other major projects being undertaken.

## **5. Reports, Announcements and Correspondence**

### **a) Academic Council (D. Nyisztor)**

The report for the meeting of Academic Council September 4<sup>th</sup> was distributed to members prior to the meeting. D. Nyisztor informed members that the October Academic Council meeting had been cancelled and that the council would meet again in November.

### **b) Faculty reports**

The report from the Faculty of Social Science, Commerce, Arts & Letters was distributed to members prior to the meeting.

M. Sendbuehler stated that the report from the Faculty of Careers and Technical Programs was submitted earlier in the day and that it should be made available to committee members shortly.

### **c) Others**

#### **i. Mid-term assessment – deadline (D. Lafaille)**

D. Lafaille reminded the committee that the deadline for the mid-term assessment is Friday October 16<sup>th</sup> 2015, at midnight.

## **6. Members' concerns**

None

## **7. Varia**

### **a) Music announcement (G. Ethier)**

P. Gantous, on behalf of G. Ethier, informed committee members of a FREE Big Band event taking place in the auditorium tonight, October 14<sup>th</sup>, starting at 7pm, in the auditorium. 8 Big Bands from different schools will be showcased in the event which will be emceed by Dan Laxer.

## **8. Adjournment**

Prior to adjournment, I. Ammari recommended that agenda and minutes be projected in order to not only ensure that committee members can follow along, but also to reduce the need for members to print documents beforehand. Recommendation was well-received.

The meeting adjourned at 12:06pm

Minutes submitted by Victoria Villalba