



Rosemount Technology Centre
Governing Board Minute (Unapproved)
October 29, 2009

The Governing Board Meeting took place at Rosemount Technology Centre on October 29, 2009.

MINUTES:

1.0 CALL TO ORDER: TIME: 7:20 PM

Present : Keith Barclay, James Bouchard, Chairman, Fernando Gimeno, Andrew Henderson, Scott Henderson, Sulaman Khan, Jill Lougheed, Harry Michalopoulos

1.1 Chair: Welcome Address

1.2 Timekeeper: F. Gimeno

1.3 Secretary: J. Lougheed

2.0 Agenda:

2.1 Additions made to the Agenda.

2.2 Approval of Agenda

2.3 Motion: Moved K. Barclay / Seconded: S. Khan **CARRIED**

3.0 Minutes of June 9, 2009 Meeting:

- Two corrections effected.
- One clarification made.

3.1 Motion: Moved: S. Khan / Seconded: F. Gimeno **CARRIED**

4.0 Business arising from the Minutes:

4.1 CSST - Health & Safety Planning.

CSST has a mandate to visit all Vocational Centres to ensure that each Centre has a Safety Plan. By the fall of 2010, Centres must meet all safety requirements including guarding of machines, etc... RTC's Safety Committee is preparing the preliminary draft list of equipment, type and guard requirements that has been requested by CSST and is due in December. This list will be presented to the Governing Board at the next meeting for input.

4.2 Advertising:

H. Michalopoulos has renewed the annual CTV ad campaign. Last year's campaign was a huge success, due in part to CTV's generous support. Global has now submitted its own proposal. H. Michalopoulos will offset this additional TV advertising cost by decreasing the print advertising budget.

4.3 Welding Program and Accommodations:

There will not be any additional Welding Groups (other than the two evening groups previously started at d'Anjou) until they can be accommodated within our premises.

The Governing Board supports the construction of eight (8) more welding booths at the Main Campus in order to enable RTC to register a day and an evening Welding Group. Space for the booths could be made by moving several Electromech Modules to the Curtis George Campus.

Motion: Moved: S. Henderson /Seconded: F. Gimeno

CARRIED

5.0 Web Page Development:

P. Byron is conducting a survey of students to determine the final parameters and requirements of our new web site. Based on these specifications, a final quote will be requested and a supplier chosen based on the final quote.

6.0 Career Fair:

The EMSB Career Fair held this week at Pius was a great success.

7.0 Christmas Luncheon:

H. Michalopoulos extended an invitation to Governing Board members to attend a Christmas Luncheon. The date and time will be forthcoming.

8.0 Governing Board Composition:

Composition of the Governing Board was reviewed. Administration will encourage and invite student, staff/professional and industry representation.

9.0 Next Meeting:

Date for next meeting: Thursday, December 3, 2009

There being no further business:

Meeting Closed.

ADJOURNMENT:

TIME:

8:55 PM



Rosemount Technology Centre

Governing Board Minutes

December 10, 2009

The Governing Board Meeting took place at Rosemount Technology Centre, 3737 Beaubien East, Montreal on December 10, 2009.

MINUTES:

CALL TO ORDER: **TIME: 7:15 PM**

1.0 Present : Danica Lewington, James Bouchard, Chairman, Fernando Gimeno, Andrew Henderson, Scott Henderson, Sulaman Khan, Jacob MacDonell, (student), Keith Barclay, Stan Wasilewski, Harry Michalopoulos.

1.1 Chair: Welcome Address

1.2 Timekeeper: F. Gimeno

1.3 Secretary: K. Barclay

2.0 Agenda:

2.1 Additions made to the Agenda.

2.2 Approval of Agenda

Motion: Moved: S.Khan / Seconded: S. Wasilewski. **CARRIED**

3.0 Minutes of the October 29, 2009 meeting:

3.1 True & Correct:

3.2 Motion: Moved: A. Henderson / Seconded: S. Khan. **CARRIED**

4.0 Business arising from the minutes:

4.1 Web Page and Marketing Plan:

Harry Michalopoulos mentioned the survey was completed and the results of the contest will be available at the Board's next meeting. In addition, several bids have been received, ranging from \$18,000 to \$20,000. The amount forecasted to complete the web page in last year's advertising budget was \$30,000.

5.0 CSST – Health and Safety Action Plan:

6.0 Safe Machines and Space Constraints:

Harry Michalopoulos informed the Board that he had recently attended a meeting with CSST representatives, where it was disclosed that the CSST may visit RTC at any unscheduled time and terminate our operations were it be determined that we do not *comply with CSST guidelines*. This information was conveyed to the Director General – EMSB. Guards have been changed on printing machines. The new machines for the Machining Department –scheduled to arrive in January-come equipped with guards, in compliance with CSST standards.

Moving forward, he revealed a draft plan was submitted December 9, 2009. The plan will eventually be submitted to the Board once the corrections have been incorporated. As a result of these developments, the Long Range Planning Committee –EMSB has been informed of RTC's need for floor space to be able to meet current and developing requirements. Otherwise, its mandate will not be carried out effectively.

7.0 Skills Olympics:

Elaborating on the subject, Sulaman Khan pointed out that for the first time RTC will be hosting the Skills Olympics in CNC Machining. The event is scheduled to take place during the last week of February 2010. In order to meet requirements, up-to-date equipment will be acquired. Teachers from other participating schools will visit RTC to survey our equipment and discuss tooling and other topics or concerns. A special committee will allocate funds for the Skills Olympics.

Danica Lewington informed the Board the Computer Graphics and Industrial Drafting departments have designated dates for their respective competitions.

8.0 Printing Program:

Harry Michalopoulos announced to the Board that due to Mr.Ortona's intervention, \$680,000 was secured from the MELS. Subsequently, up-to-date printing presses were obtained (1 – four-color and 1 – two-color digital printing presses). These machines are equipped with *computer-to-plate technology* and will place RTC's program in the forefront. No other Centre has this kind of equipment! It will also provide our students with the skills required in the industry.

9.0 Welding & Fitting – Present Strategy:

The Welding Program will not be offered in the future as it is being offered at present time. Instead, it will run as an *Alternance Program* in co-operation with companies in which students will work three (3) days, then attend school at RTC two (2) days. Participating companies will be eligible for a tax break.

The revised Welding Program must be submitted to MELS by June 15, 2010.

After some discussion, it was suggested that in order to facilitate the smooth implementation of such a program, the input and co-operation of the union representing welders in the province be sought. He pointed out there was "money on the table," but Treasury has to make a decision.

10.0 VARIA:

- 5 Year Plan
- Harry Michalopoulos communicated to the Board that Danica Lewington was working on the same project and it will be submitted ASAP.
- Hats Off Competition
- Danica Lewington reported that Lana Bedard was meeting with the different groups in January 2010. Students must submit their applications by mid-February, 2010.
- Newsletter
- A draft copy of the proposed newsletter was presented by Danica Lewington. It was commended by those present.

11.0 Next Meeting:

Date for next meeting: January 21, 2010

There being no further business: **Meeting Closed**

Motion: Moved: F. Gimeno / Seconded: / S. Henderson. CARRIED

ADJOURNMENT: TIME: 8:20 PM
