

ROSEMOUNT TECHNOLOGY CENTRE
GOVERNING BOARD MINUTES
March 14, 2016

Present: V. Saputo, H. Michalopoulos, T. Spiridigliozzi, S. Servello, S. Wasilewski, F. Gimeno, B. Bennett, A. Henderson, J. Patel.

Absent: T. Montroy, N. Sapounakis, B. DiRaddo, P. Laplante, L. Kurylo

1. Meeting was called to order at 7:20 pm

- 1.1 Verification of Quorum – V. Saputo
- 1.2 Nomination of Time Keeper – S. Wasilewski

2. Agenda

- 2.1 Additions to the agenda
 - 5.4 Bill 10 Update
 - 5.5 Modernizing the Machining Techniques Program
 - 5.6 Vocational vs. Adult (terminology)
 - 5.7 Kanesatake Invitation to Career Fair on April 28th, 2016
- 2.2 Approval of the Agenda: (F. Gimeno and S. Wasilewski)

3. Approval of minutes from last meeting

- 3.1 Amendments
- 3.2 Adoption of the Minutes (F. Gimeno and S. Wasilewski)

4. Business arising from the minutes

- 4.1 **Welding Program – Facility:** H. Michalopoulos explained that this project finally seems to be coming to fruition. The lease should be signed within the next week or so. The school board is negotiating a turn-key lease which will make the owner responsible for the necessary modifications. “Montreal Welding Centre” is the name we are considering for the new facility but this is still being discussed. S. Khan continues to work on this project. S. Wasilewski passed a motion that the Governing Board continue to be kept abreast of the progress and also that S. Khan should have the authority to oversee this project in order to ensure that work is meeting CSST requirements.

Motion passed by S. Wasilewski and seconded by B. Bennett.

5. New business

5.1 Advertising/Marketing for 2016-2017: H. Michalopoulos explained that he would like to initiate a deal with CTV now in anticipation of rate increases. F. Gimeno suggested that we invite CTV to our graduation as a way of promoting our students. T. Leone suggested advertising in movie theaters. It was also suggested that we post an advertisement in the Lebanese newspaper as a way of reaching Syrian Refugees.

The issue of terminology was discussed. Should we be using the words “vocational education” or “adult education” in the advertisements? Discussion tabled until point 5.6.

Motion to go ahead with negotiation of new advertising contract with CTV was approved by V. Saputo and seconded by A. Henderson.

5.2 Acquisition of Additional Classrooms at Campus 1: S. Servello reviewed the Brief explaining the need for additional classrooms that was given to the Council of Commissioners pending their decision at the next meeting.

5.3 Updates/Upcoming Events:

Student Pot Luck: Student Services organized a multicultural pot luck lunch for students on February 26, 2016. It was a great success and we hope to repeat this activity in the future. Thank you to Melissa Urso, Nadia Zuccaro and all the others who helped.

Abylimpics: S. Servello, R. Martin and four RTC students will be going to Bordeaux, France to participate in the Abylimpics Competition.

Sec 4 Expo: On April 14 and 15 RTC will participate in the Sec 4 Expo taking place at St. Pius. Each department will host workshops for students to actively participate in. Student Services is helping to organize our participation.

Skills Olympics: On May 4-7, 2016 teachers and students from Cabinetmaking, Welding and Computer Graphics will be going to Quebec City for the competition. Also in attendance will be T. Spiridigliozzi, S. Servello and Student Services.

- 5.4 **Bill 86 Update:** S. Wasilewski summarized for everyone some of what has been discussed in the media over the past few months. Ultimately we will have to wait and see what changes are brought forward by the new Minister.
- 5.5 **Modernizing the Machining Program:** F. Gimeno shared his experience in industry. He suggested that we review the 1800 hours and make adjustments in order to ensure that RTC students are trained and ready for the work force. H. Michalopoulos explained that we can modify the program by a maximum of 25%, totaling 300 hours. He also suggested that F. Gimeno and teachers in the Machining Department meet to discuss this concern and make a plan for future groups.
- 5.6 **Vocational vs. Adult (terminology):** This topic was discussed along with item 5.1 of the agenda. Harry offered to bring many examples of advertisements to the next meeting for our review.
- 5.7 **Kanesatake Career Fair Invitation:** B. Bennett asked the Governing Board to book the date for the Kanesatake Career Fair taking place on April 28th. An invitation will follow shortly.

6. **Adjournment**

- 6.1 Date of Next Meeting: April 21, 2016
6.2 Meeting Adjournment at 9:13pm (B. Bennett and T. Leone)


Virginia Saputo
Chair


Harry Michalopoulos
Centre Principal

ROSEMOUNT TECHNOLOGY CENTRE
GOVERNING BOARD MINUTES
April 28, 2016

Present: V. Saputo, H. Michalopoulos, T. Montroy, S. Wasilewski, F. Gimeno, B. Bennett, A. Henderson, P. Laplante, L. Kurylo, T. Leone.

Absent: T. Spiridigliozzi, S. Servello, J. Patel, N. Sapounakis, B. DiRaddo

Paul Laplante is a Re-Education Councilor for Rosemount Technology Centre and the Governing Board welcomed him as a new member to the Governing Board.

1. Meeting was called to order at 7:25 pm

- 1.1 Verification of Quorum – V. Saputo
- 1.2 Nomination of Time Keeper – S. Wasilewski

2. Agenda

- 2.1 Additions to the agenda
 - 4.5 Vocational VS Adult Education
 - 4.6 Modernizing the Machining Techniques Program
 - 4.7 Bill 86 Update
 - 5.5 Bike racks
 - 5.6 Professional Development request from teacher
- 2.2 Approval of the Agenda: (F. Gimeno and S. Wasilewski)

3. Approval of minutes from last meeting

- 3.1 Amendments
 - 5.1: Change V. Saputo passed the motion to S. Wasilewski.
- 3.2 Adoption of the Minutes (F. Gimeno and S. Wasilewski)

4. Business arising from the minutes

- 4.1 **Welding Program – New Facility Developments:** H. Michalopoulos explained that this project finally seems to be coming to fruition. Mr. Della Rocca indicated to H. Michalopoulos that the lease should be signed within the next couple of weeks. The school board is negotiation a turn-key lease which will make the owner responsible for the necessary modifications. “Montreal Welding Centre” is the name we are considering for the new facility but this is still being

discussed. S. Khan continues to work on this project. Once the lease has been signed, the building should be ready for students within 4-5months.

- 4.2 Advertising – Analysis of Commercial Effectiveness:** H. Michalopoulos asked P. Laplante to look into the competitors' advertisements in order to see what we can do to spruce up our ads.

P. Laplante spoke showed a few ads to the governing board. A call to action advertisements is what was discussed for having effective ads.

How can RTC stand out amongst the rest of the vocational schools on the island of Montreal? How can we keep RTC on top and continue to serve our ever growing English vocational community?

- 4.3 Kahnasetake Educational Project/Career Fair:** The Kahnasetake community have been very pleased with the outcome of this year's past Computer Graphics group. They would like to start another group in the up-coming year as well as starting a Printing group at the Centre's main campus.

The Grand Chief has expressed interest in starting another cohort in Kahmasetake.

- 4.4 Rosemount High School – Classroom Acquisition:** At the last council of commissioners RTC was given approval to obtain 8 classrooms from the high school. The "Board" requested written acknowledgement that we approve Resolution # - 16-01-27-11-1; wherein we are in agreement with obtaining these classrooms. Virginia Saputo signed a letter to this effect and RTC's Governing Board unanimously supports this resolution.

- 4.5 Vocational vs. Adult Education:** The Governing Board asked for a clarification between Vocational Education and Adult Education. Mr. Michalopoulos explained the intricacies.

- 4.6 Modernizing the Machining Techniques Program:** The Governing Board showed their concern that the Machining Techniques program has not changed in the last 20 years. H. Michalopoulos explained to the Board that Mr. S. Khan and Mr. R. Pilat have been making adjustments to the program for the upcoming years. Students are to start with the conventional machines and then move to the CNC components.

F. Gimeno passed a motion to add tool & die component module to the Machining Techniques program, 2nd L. Kurylo.

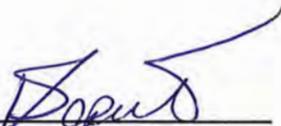
- 4.7 Bill 86 Update:**
News reports and MELS updates should the governing board updated.

5. New business

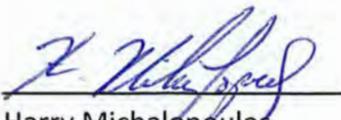
- 5.1 CSST – Petit Rendez Vous:** CSST held their yearly safety event. 14 representatives from RTC attended. RTC's participation is paramount. RTC has been well supported by the CSST and they often use the school as a test centre to promote safety at all levels.
- 5.2 Industry Partners' Invitation (Governing Board/School Visit):** RTC Governing Board would like to invite our partners in business to our meetings, one department at a time to explain the roles of partners in business and to show them our school. This is to be followed up in an upcoming meeting.
- 5.3 City TV - Breakfast Television Invitation:**
RTC is considering sponsoring the sponsoring of this Program to promote the Centre.
- 5.4 RTC Principal:** The members of the governing board voiced their concerns upon hearing that H. Michalopoulos has been transferred to another centre for the 2016-2017 school year.
- 5.5 Bike Racks:** P. Laplante motioned that new, secure bike racks be installed at RTC, Campus I and Campus II, seconded by B. Bennett.
- 5.6 Professional Development:** L. Kurylo has received an invitation to attend the SGIA Conference. This conference is being held in Las Vegas. L. Kurylo and T. Leone are asking permission to attend this conference.

6. Adjournment

- 6.1 Date of Next Meeting: May 19, 2016 at JFK
6.2 Meeting Adjournment at 10:20pm (S. Wasilewski and B. Bennett)



Virginia Saputo
Chair



Harry Michalopoulos
Centre Principal

ROSEMOUNT TECHNOLOGY CENTRE
GOVERNING BOARD MINUTES
May 19, 2016

Present: V. Saputo, H. Michalopoulos, T. Montroy, S. Wasilewski, F. Gimeno, L. Kurylo

Guests: P. Byron, C. Macintosh

Absent: T. Spiridigliozzi, S. Servello, B. Bennett, J. Patel, N. Sapounakis, B. DiRaddo, A. Henderson, P. Laplante, T. Leone

1. Meeting was called to order at 7:35 pm

- 1.1 Verification of Quorum – V. Saputo
- 1.2 Nomination of Time Keeper – S. Wasilewski

2. Agenda

- 2.1 Additions to the agenda
 - 4.2 Advertisement
 - 4.5 Vocational VS Adult Education
 - 5.5 IT Assessment
 - 5.6 get well soon card for B. Bennett
 - 5.7 Tool & Die Program
- 2.2 Approval of the Agenda: (L. Kurylo and F. Gimeno)

3. Approval of minutes from last meeting

- 3.1 Amendments
 - None
- 3.2 Adoption of the Minutes (S. Wasilewski and L. Kurylo)

4. Business arising from the minutes

- 4.1 **Welding Program – New Facility Developments:** H. Michalopoulos explained that this project finally seems to be coming to fruition. Mr. Della Rocca indicated to H. Michalopoulos that the lease should be signed within the next couple of weeks. The school board is negotiating a turn-key lease which will make the owner responsible for the necessary modifications. “Montreal Welding Centre” is the name the governing board is considering for the new facility but this is still being discussed. S. Khan continues to work on this project. Once the lease is signed, the building should be ready for students within 4-5 months.
- 4.2 **Advertising – Analysis of Commercial Effectiveness:** H. Michalopoulos and P. Laplante continue to look into the competitors’ advertisements in order to see what we can do to spruce up our ads.

S. Wasilewski would like to add to the Adult Education sector of the advertisements.

4.3 Bill 86 - Update: Premier Philippe Couillard stated that the Bill would be amended so that school board elections continue.

4.4 Vocational vs. Adult Education: The Governing Board asked for a clarification between Vocational Education and Adult Education. Mr. Michalopoulos explained the intricacies.

5. New business

5.1 CSST – Fume Capture at Source/Dust Capture & Maintenance: CSST informed H. Michalopoulos that there will be an upcoming inspection. A soda wash is to be completed before the end of the school year in the Cabinetmaking shop.

The CSST is involved with the new welding facility as a new law coming into effect by 2018 for capturing fumes at source. RTC and the CSST are planning ahead to facilitate the new facility with the ability of capturing dust and fumes at source.

5.2 JKF - Cabinetmaking: There is a theatre type classroom next to the cabinetmaking class at JFK. This theatre type classroom will be modified to expand their shop. The spray booth would be housed in the theatre to accommodate up to 5 students at a time as opposed to the 1 student at a time in the spray booth now.

5.3 Campus II – Update/Renovations: Campus II will have some renovations done in Electromech shop and classroom in the old gym area.

5.4 International Conference Centre: C. Della Rocca and H. Michalopoulos have been planning to open an International Conference Centre in Lab 4 of the Industrial Drafting department at Campus I. The Conference Centre will be equipped with the latest technology.

5.5 IT Assessment: Peter Byron and Cameron Macintosh came to Governing Board for a possible solution, as the teachers have voiced their concerns regarding the efficiency of the IT services. IT services only comes to RTC twice a week and this is not conducive to the needs of RTC.

The teachers of RTC have suggested that each EMSB vocational student be assigned an EMSB email address.

It was suggested that the Governing Board invite the Director of Information Technology, Luigi Di Filippo, to attend an upcoming Governing Board meeting to address the growing IT problem.

F. Gimeno passed a motion to extend an invitation to Mr. L. Di Filippo, 2nd by S. Wasileski.

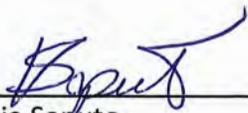
5.6 Get Well Soon card to B. Bennett: The governing board will send a get well soon card to Mr. Bob Bennett, as he had knee surgery in May.

5.6 ASP Tool and Die Program: It was suggested that RTC consider starting a Tool and Die Program as an Alternative to the CNC program that follows the Machining Techniques Program.

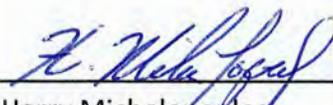
6. Adjournment

6.1 Date of Next Meeting: June 16, 2016 at Campus II

6.2 Meeting Adjournment at 9:40pm (S. Wasilewski and 2nd F. Gimeno)



Virginia Saputo
Chair



Harry Michalopoulos
Centre Principal

ROSEMOUNT TECHNOLOGY CENTRE
GOVERNING BOARD MINUTES
June 22, 2016
Curtis George Campus II - 7pm

Present: V. Saputo, H. Michalopoulos, T. Montroy, B. Bennett, F. Gimeno, L. Kurylo, A. Henderson, T. Leone

Absent: T. Spiridigliozzi, S. Servello, S. Wasilewski, J. Patel, N. Sapounakis, B. DiRaddo, P. Laplante

1. Meeting was called to order at 7:40 pm

- 1.1 Verification of Quorum – V. Saputo
- 1.2 Nomination of Time Keeper – F. Gimeno

2. Agenda

- 2.1 Additions to the agenda
 - 4.4 Professional Development – SGIA Conference
 - 4.5 Certificates and Diplomas
 - 5.7 Governing Board Consultations
- 2.2 Approval of the Agenda: (B. Bennett and F. Gimeno)

3. Approval of minutes from last meeting

- 3.1 Amendments
 - 6.1 Date of next meeting – June 22, 2016
- 3.2 Adoption of the Minutes (F. Gimeno and L. Kurylo)

4. Business arising from the minutes

4.1 Welding Program – New Facility Developments:

H. Michalopoulos informed the Governing Board that there has been a budget of \$160 000 to purchase supplies for the new welding program, this money must be spent before June 30, 2016*. Confirmation that the lease is signed will come by the end of the month, at the next council meeting.

4.2 IT Services:

H. Michalopoulos asked, on behalf of the Governing Board, Mr. Luigi Di Filippo, Director of IT Services, to a meeting to hear the concerns of the RTC CAD Department, and our growing IT demands. Mr. Di Filippo said the he would meet with Peter Byron, Coordinator of Industrial Drafting Program in September 2016.

4.3 International Conference Centre/Multimedia Centre:

There is a hold on this budget until RTC receives its Budget for the 2016-2017 academic year. Mel Pololos will assist the Centre in sourcing the best product. The Conference Centre is expected to have the newest, state of art technology and cost \$70, 000 - \$80 000.

F. Gimeno passed a motion to move a resolution forward with the conference centre, 2nd by B. Bennett. **Resolution #0622-16**

4.4 Professional Development – SGIA Conference:

The SGIA Conference is to be held September 14-16. Despite several attempts to contact PIC to attend this conference, they have yet to respond..

A. Henderson passed a motion to send, T. Leone, L. Kurylo and H. Michalopoulos to the SGIA Conference in Las Vegas from September 14-16. Seconded by F. Gimeno.

4.5 Certificates and Diplomas:

The Governing Board suggested that the graduation certificate display the RTC logo and that the lettering be school colours, blue and grey, instead of the now red lettering.

To be brought back to the table at the September meeting

5. New business

5.1 Budget 2016-2016: To come September 2016.

5.2 Welding Facility – Supply Purchases: *Budget of \$160 000 to be spent by June 30, 2016.

5.3 Building Renovations – Campus I & II:

Vocational education works on a different timeframe than the High Schools and Elementary schools. Voc Ed only has the month of July minus construction the holiday to complete all repair and renovation work. This leaves approx. 15-16 days for summer cleaning, renovations and machine maintenance.

The renovation/painting at Campus II are in the GYM and theatre areas, \$20 000 budget.

5.4 Business Partners – Events/Promotions for Next Year:

This year was better than the last years. Each department promoted their programs independently instead of one big event.

The Governing Board suggested that next year, RTC hold an RTC/Partners in Business FOCUS Luncheon. Wherein each department shows and explains their programs and have a FOCUS session, where there would be a question/answer period to better understand the program and industries' ever changing needs.

RTC will provide a catered lunch and student services would prepare RTC loot bags.

5.5 First Nations Training:

First Nations Training will be expanding in 2016-17.

25 students – Printing

25 students – Welding

50 students to be spread out through the rest of the programs

5.6 End of Year Luncheon – June 28, 2016:

RTC extended an invitation to the Governing Board to attend the RTC End of Year Luncheon. It is to be held on June 28, 2016 at Plaza Antique at 12 pm.

5.7 Governing Board and Administrative Changes:

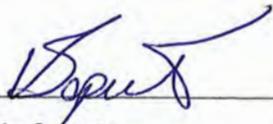
The governing board has suggested that in the future if there are to be changes to the administrative positions, that they be consulted, as any administrative changes will impact the future of RTC and impact the repercussion of the center in the long-term.

RTC's governing board was established 25 years ago and has played an important and active role in the functions of the center.

6. Adjournment

6.1 Date of Next Meeting: September 14, 2016 @ 7:00 pm

6.2 Meeting Adjournment at 10:05pm (L. Kurylo and 2nd B. Bennett)



Virginia Saputo
Chair



Harry Michalopoulos
Centre Principal

ROSEMOUNT TECHNOLOGY CENTRE
GOVERNING BOARD MINUTES
November 23, 2016

Present: V. Saputo, H. Michalopoulos, S. Wasilewski, B. Bennett, A. Henderson, L. Kurylo
S. Khan, P. Laplante, T. Leone

Absent: S. Servello

1. Meeting was called to order at 7:15 pm

- 1.1 Verification of Quorum – V. Saputo
- 1.2 Nomination of Time Keeper – S. Wasilewski

2. Agenda

- 2.1 Additions to the agenda
 - 5.8 EMSB Article
 - 5.9 Union Representative Brief (Ryan Cox)
- 2.2 Approval of the Agenda: (B. Bennett and T. Leone)

3. Approval of minutes from last meeting

- 3.1 Amendments
- 3.2 Adoption of the Minutes (S. Wasilewski & L. Kurylo)

4. Business arising from the minutes

4.1 Welding Program – New Facility Developments

H. Michalopoulos reported that work has started in the *New Welding Facility*. RTC will be able to register students in the late spring for courses to commence in the Fall of 2017.

4.2 First Nations Education Project

The Grand Chief has requested that RTC administration meet with Diane Labelle of the First Nations Education Council and the Kanehsatake Education Centre to find a solution for transportation and start times in order to maximize the number of students to attend classes at the Centre. The meeting is scheduled for November 30, 2016 in Kahnawake.

5. New Business

5.1 CSST – Le Grand Rendez Vous

H. Michalopoulos reported that RTC Administration and students visited the Grand Rendez Vous at the Montreal Convention. JoAnne Cyr the CNESST Liaison officer was pleased with the participation of the Centre. In the 2017-2018 academic year RTC has been asked to chair the MEES-CNESST committee.

5.2 City TV – Rogers Television Inc Proposal

H. Michalopoulos reported that a Rogers representative will be meeting with Centre administration in order to develop an advertising campaign to promote the Centre.

5.3 RTC Convocation Ceremony

Ms. Virginia Saputo and H. Michalopoulos visited the Sheraton Laval. The banquet manager studied logistics of the ceremony and determined that it will be a la carte and not buffet. The graduation ceremony will be held on April 13, 2017.

5.4 Montcal Board of Trade – Apéro Evening

H. Michalopoulos will be meeting with the events coordinator to determine if RTC can host an Apéro Evening.

5.5 Equipment Requirements – Machining Techniques Program

The CNC Program needs to replace 3 CNC machines and purchase a fifth axis for one of the newly purchase machines in 2012.

5.6 New Program – Cabinetmaking

The new Program requires more space in order to deliver the new curriculum. Jim Laroque (coordinator) will be invited to present the requirements of the Cabinetmaking Program.

5.7 EMSB Article

Governing Board reviewed the article written in the Gazette concerning the international student dossier. A discussion ensued.

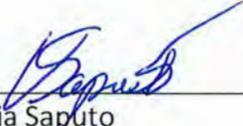
5.8 Presentation from Union Representative

Mr. Ryan Cox addressed the Governing Board with his concerns. He stipulated the following:

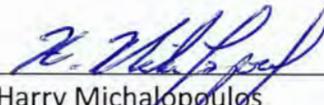
1. Teachers are not getting their packages on time prior to the start of their modules.
2. When teachers are submitting their module marks, they're often asked to return the office staff is extremely busy.
3. Students are sent to the office for paperwork/corrections and this takes ample time as the office staff is inundated with student inquiries and requests of all types (letters, stage papers, etc)

When the discussion ensued, Mr. Laplante also mentioned that he helps in the office when needed, as do others when the office is busy. In short, Mr. Cox pointed out that both students and teachers are not getting proper service as the office is very busy. He mentioned that the school has doubled in registrations while the office staff has been drastically reduced. He went on to say, that it is not his business to tell the administration or the Board on how to manage its personnel, but when it adversely affects the way the teachers conduct their work, he is speaking out on the subject. He went further to say, "schools with fewer students have more office staff."

- 6.1 Date of Next Meeting: January 26, 2017
- 6.2 Meeting Adjournment at 10:15pm (B. Bennett and F. Gimeno)



Virginia Saputo
Chair



Harry Michalopoulos
Centre Principal