

# **ROSEMOUNT TECHNOLOGY CENTRE**

## **GOVERNING BOARD MINUTES**

February 15, 2017

**Present:** V. Saputo, H. Michalopoulos, S. Khan, S. Wasilewski, A. Dougherty, B. Bennett, A. Henderson, P. Laplante, T. Leone, J. Patel

**Absent:** S. Servello, F. Gimeno

**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
  - 5.7 Update on courses
- 2.2 Approval of the Agenda: (T. Leone and J. Patel)

**3. Approval of minutes from last meeting**

- 3.1 Amendments
  - Andrew Dougherty and S.Khan were present
- 3.2 Adoption of the Minutes (T. Leone and J. Patel)

**4. Business arising from the minutes**

- 4.1 **Rogers Television Proposal.** H. Michalopoulos reported that the representative from Roger will present their proposal to RTC next week.
- 4.2 **Graduation.** The convocation ceremony will be held on April 13, 2017 at the Sheraton Laval. The venue has been chosen in order to meet the number of graduates. The graduates this year are approximately 486 compared to 189 last year. The Sheraton can accommodate this large number if the turnout is high.

**5. New business**

- 5.1 New Cabinetmaking Program - Department Presentation.** Jim Larocque presented the new MEES Program to the governing board. He briefed the board members of the additional space required in order to offer the curriculum in the new program. He asked the Governing Board for assistance in acquiring space in order to accommodate the needs of the department. Without the additional space the department will only be able to offer the new program to 4 groups per year, instead of the current 7 groups that can be done now. A motion will be passed at the next meeting requesting additional space for the department if this project is not moving forward.
- 5.2 Vapor Extraction - Source Capture of VOC's in Furniture Finishing.** The Governing Board was given a tour of the FF Department and were explained intricacies of the capture of the fumes at source. Mr. Khan explained that the Materials Resource Department is involved and will be going to tender for the equipment needed to solve this issue.
- 5.3 First Nations Partnership.** Bob Bennett reported that the First Nations Education Council (FNEC) is looking into funding transportation so that students from Kahnasetake can be transported to the main campus, or the Metro best suited for them to take classes at RTC. It is a work in progress.
- 5.4 Welding Facility Update:** H. Michalopoulos and S.Khan reported that they visited the facility last week and that the renovations are moving forward. The facility should be ready for student intake in June 2017. This means that we will register students for the fall.
- 5.5 Montreal East Board of Trade (Student Perseverance Presentation).** H.Michalopoulos, Andrew Dougherty and other Board officials as well as students from other EMSB Centres attended the presentation.
- 5.6 Safety Concerns - Locking of Doors:** H. Michalopoulos, S. Khan, and P. Laplante stated their views on the locking of the exterior RTC doors near the main office and cabinetmaking (parking lot) entrance. There is a consensus that these two doors need to remain open as students enter the building at different hours of the day. The Centre is like a Cegep or University where students are in & out throughout the day. This has been reported to Diane Nguyen, Interim Director of Materials resources to resolve any safety concerns addressed by RHS and any other stakeholders. The doors at RTC when locked pose a logistical problem for the office staff. When locked the majority of their time is dedicated to "buzzing" people in without a clear view of who is being let in the building.

### 5.7 Course Update

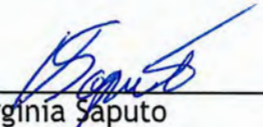
H. Michalopoulos reported on the groups started this academic year compared to last year. There has been a one group increase in the Machining Department and a three group decrease in the Computer Graphics Department. This is due to not commencing any more groups at our Campus II location. Any overflow of groups that cannot be accommodated at Campus I will be diverted to Pius and Shadd.

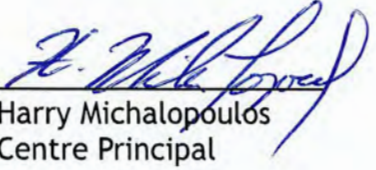
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### 6. Adjournment

6.1 Date of Next Meeting: March 15, 2017

6.2 Meeting Adjournment at 10:20pm (S. Wasilewski and J. Patel)

  
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Virginia Saputo  
Chair

  
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Harry Michalopoulos  
Centre Principal

**ROSEMOUNT TECHNOLOGY CENTRE**  
**GOVERNING BOARD MINUTES**  
**April 5, 2017**

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

**Absent:** S. Servello, S. Khan

- 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. A. Additions to the Agenda**
  - 5.5 Bike Rack
  - 5.6 Budget

**B. Approval of the Agenda** (P. Laplante, A. Henderson)
  
- 3. Approval of minutes from last meeting**
  - 3.1 Amendments
  - 3.2 Adoption of the Minutes (B. Bennett, S. Wasilewski)
  
- 4. Business arising from the minutes**
  - 4.1 Welding Facility - Developments**

H. Michalopoulos reported that the facility is progressing at a good pace. The contractors have estimated that the renovations will be completed by June 30, 2017.
  
  - 4.2 New Cabinetmaking Program**

The department has communicated with the administration and has stated that the new Program cannot be implemented in the 2017-2018 school year. They cited two main points: a) space constrains and b) new machinery must be purchased. Further, training for teachers on the new machinery is a must.
  
  - 4.3 Rogers TV Proposal**

Representatives from Rogers TV presented an advertising proposal. It was too expensive for our budget. The representative stated that they would present us with a new budget which is more in line with our budget and strategy.

#### **4.4 VOC's capture at source**

H. Michalopoulos reported that the project has been deposited to the Board. All information was submitted in January 2017. The Materials Resources department is to select the engineering firm to solve both the fume capture issues as well as the grinding room capture, and the quenching of the oven in Machining.

### **5. New Business**

#### **5.1 RTC Convocation Ceremony**

Due to the large number of graduates the ceremony will be held at the Sheraton Laval on April 13, 2017. Numbers with the Sheraton to be confirmed by April 11th.

#### **5.2 First Nations Project – Green Energy Training**

The Grand Chief has committed to working with RTC on green energy training. The curriculum has been developed by the federal government along with the financing to deliver the curriculum. This project is now being transferred over the provincial governments.

#### **5.3 Electromech Equipment Needs**

H. Michalopoulos reported that the department requires new equipment for 2017-2018. Mr. Max Barr will be asked to present the departments needs at an upcoming Governing Board meeting.

#### **5.4 Campus I reconfiguration**

As the welding department vacates the building, administration will re-evaluate the needs for space accordingly.

#### **5.5 Bike Rack**

Paul Laplante suggested that the Centre provide more bike racks for students. We will verify with the high school as they were given bike racks from the City of Montreal.


#### **5.6 RTC Budget**

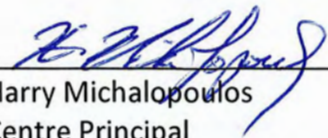
The budget was reviewed by the Governing Board members.

**6.0 Adjournment**

6.1 Date of Next Meeting: May 10, 2017

6.2 Meeting Adjournment at 9:55pm (J. Patel and L. Kurylo)

  
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Virginia Saputo  
Chair  
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Harry Michalopoulos  
Centre Principal

**ROSEMOUNT TECHNOLOGY CENTRE**  
**GOVERNING BOARD MINUTES**  
**May 3, 2017**

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

**Absent:** S. Servello, S. Khan

**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. A. Additions to the Agenda**

- 4.4 Bike Rack

**B. Approval of the Agenda (A. Henderson S. Wasilewski)**

**3. Approval of minutes from last meeting**

- 3.1 Amendments
- 3.2 Adoption of the Minutes (A. Henderson, S. Wasilewski)

**4. Business arising from the minutes**

**4.1 Welding Facility - Developments**

H. Michalopoulos reported that the Board will take possession of the facility in July. The contractors have estimated that the renovations will be completed by June 30, 2017. RTC has begun to register students as of June 13, 2017.

**4.2 New Cabinetmaking Program**

The department has expressed their reservations on starting the new Program in the 2017-2018 school year. They cited two main points: a) space constrains and b) new machinery must be purchased. They are repeating this stipulation as the curriculum has changed from artisan work to more production oriented processes.

#### **4.3 VOC's Capture of Fumes at Source**

Materials resources has set aside a \$500,000 budget for ventilation at RTC Campus I and JFK. This is for all Programs that require upgrades in ventilation. The Governing Board discussed the health impact of all parties concerned.

#### **4.4 Bike Rack**

Paul Laplante reported that Rosemount High School purchased their bike racks. The city placed individual bike rack posts along Beaubien Street which were not enough to accommodate students coming to school by bike. RTC should purchase & install additional bike racks to meet the student demand.

### **5. New Business**

#### **5.1 RTC Convocation Ceremony - Debriefing**

Mr. S. Wasilewski recommended that a graduation committee be established and with the assistance of some governing board members tasks be streamlined to effectively: a) produce the brochure and other documentation, b) register attendees and c) assure a smooth flow of the ceremony.

#### **5.2 Electromech Equipment Needs - Presentation**

Max Barr presented the requirements of the department. The Governing Board passed a motion approving a \$350,000 capital purchase. The motion was moved by Paul Laplante and seconded by Stan Wasilewski.

#### **5.3 Xerox Digital Printer**

H. Michalopoulos will verify with the school board and confirm if that printer can be brought to RTC.

#### **5.4 International Students and the Media**

Mr. S. Wasilewski briefed the Governing Board on what is being reported in the media. A newspaper article was circulated to governing board members.

#### **5.5 Immigration Ministry vs. Education Ministry**

The Governing Board discussed the position of the Immigration Ministry wherein they are interviewing students and judging their level of French. The Ministry of Education are the curriculum experts. The students simply followed the rules as was explained to them by Immigration. The educational institutions and the Education Ministry applied the same curriculum regardless of a student's status (local or international). It is not the place of Immigration officials to judge level of French, but rather respect the rules as stipulated within the Immigration Law/Rules.



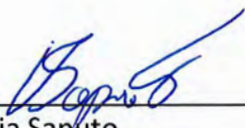
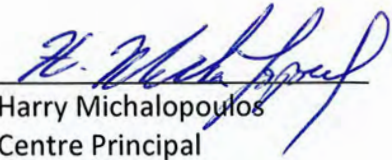
**5.6 Girls Toilet**

The state of the women's washroom was discussed. H. Michalopoulos stated that this matter will be discussed with all parties concerned.

**6.0 Adjournment**

6.1 Date of Next Meeting: June 14, 2017

6.2 Meeting Adjournment at 9:45pm (S. Wasilewki and B. Bennett)

  
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Virginia Saputo  
Chair  
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Harry Michalopoulos  
Centre Principal

**ROSEMOUNT TECHNOLOGY CENTRE**  
**GOVERNING BOARD MINUTES**  
**June 14, 2017**

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

**Absent:** S. Servello, S. Khan

- 1. Meeting was called to order at 7:05 pm**
  - 1.1 Verification of Quorum – V. Saputo
  - 1.2 Nomination of Time Keeper – S. Wasilewski
- 2. A. Additions to the Agenda**  
**B. Approval of the Agenda** (A. Henderson S. Wasilewski)
- 3. Approval of minutes from last meeting**
  - 3.1 Amendments
  - 3.2 Adoption of the Minutes (B. Bennett, S. Wasilewski)
- 4. Business arising from the minutes**
  - 4.1 Welding Facility - Developments**

H. Michalopoulos confirmed that the Board will take possession of the facility in July. Leasehold improvements should be completed by mid-August and that students will start the Welding Program on September 14, 2017.
  - 4.2 New Cabinetmaking Program**

The department has concerns with respect to the functioning of the current dust collector. An air test (ventilation) was conducted to determine how the system could be improved to increase air flow. The conclusion was that the ductwork should be adjusted so that they system works more efficiently. The school board is to send an architect to evaluate the best possible solution for the shop.
  - 4.3 VOC's - Capture of Fumes at Source**

RTC is awaiting for materials resources to complete the tendering process.

#### **4.4 Xerox Digital Printer**

H. Michalopoulos reported that the digital printer at the school board was not available for RTC obtain for the printing department.

### **5. New Business**

#### **5.1 First Nations Project – Grand Chief**

RTC is interested in partnering with the Kanesatake Education Council in developing a Program in “Green Technologies”. Grand Chief Simon has requested that we investigate curriculum possibilities and he will inquire into financing from First Nations Canada and the Ministry of the Environment.

#### **5.2 Space Reallocation**

With the welding area now available, the cabinetmaking department will acquire that space to efficiently offer the specifics of the new cabinetmaking program. The school board will also mandate an architect to assess the best way to offer the Program(s) offering given the space RTC has.

#### **5.3 Coordinators New Procedure**

H. Michalopoulos reported that coordination will be rotated every two years as per the School Boards’/Unions’ agreement to allow teachers an opportunity to see if they would like to pursue a career in administration.

#### **5.4 RTC Convocation – Graduation Committee and Governing Board**

Mr. S. Wasilewski recommended that a Graduation Committee be established to be coordinated by the newly appointed VP. Mr. Wasilewski offered to assist as needed.

#### **5.5 Students with Special Needs**

The Governing Board discussed how we can best handle the increasing numbers of students with special needs. This information is not available to AEVS and sometimes takes some time for the Centre to determine the best strategy to deal with such students. Services available to RTC will be listed for supporting students effectively.

#### **5.6 International Students – Strategy for the 2017-2018**

After meeting with the Chinese agent (C. Yao); the best strategy to deal the anticipated drop in numbers is to find industry partners who are interested in partnering with RTC to offer internships throughout the year, so students can find employment upon completion of their studies. The focus is on employment possibilities for the international clientele.

**5.7 End of Year Luncheon**

L. Kurylo advised the Governing Board that the end of year luncheon will be held at La Belle et La Bouef at Les Galleries D'anjou.


**5.8 Centre Budget – Deferred by Ministry**

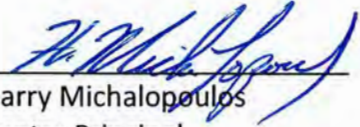
H. Michalopoulos reported that the Ministry of Education has not yet given the budget parameters to the school board. The budget is to be prepared in the winter of 2018.

**Adjournment**

6.1 Date of Next Meeting: TBD

6.2 Meeting Adjournment at 10:00pm (S. Wasilewski and B. Bennett)

  
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Virginia Saputo  
Chair

  
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Harry Michalopoulos  
Centre Principal

**ROSEMOUNT TECHNOLOGY CENTRE**  
**GOVERNING BOARD MINUTES - Special Meeting**  
**"Concept D'aménagement"**  
**August 3, 2017**

**Present:** V. Saputo, H. Michalopoulos, S. Wasilewski, B. Bennett, A. Henderson, J. Désir, T. Leone

**Absent:** S. Servello, F. Gimeno, P. Laplante

**1. Meeting was called to order at 5:15 pm**

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

**2. Agenda**

- 2.1 Additions to the agenda – In Brief
  - 3.1 Radio Advertising
  - 3.2 Graduation Committee
  - 3.3 Welding Program – New Facility Update
- 2.2 Approval of the Agenda: (B. Bennett and T. Leone)

**3. Business arising from the minutes**

**3.1 Radio Advertising – 94.7 Hits FM**

H. Michalopoulos recommended that RTC tries a radio campaign with 94.7 Hits FM to attract a younger clientele to the school. The demographics of this station should bring positive results for the Centre.

Mr. S. Wasilewski passed a motion to embark on this strategy, seconded by B. Bennett.

**3.2 RTC Convocation – Grad Committee**

Mr. S. Wasilewski suggested that a graduation committee be established to facilitate the specifics of the event. J. Désir will be the chair of this committee and Mr. Wasilewski offered his help to ensure that the event will run smoothly.

**3.3 Welding Program – New Facility Update**

H. Michalopoulos reported that work in the *New Welding Facility* is progressing according to schedule. RTC has registered students, and that two groups (one day, one evening) should be starting in mid-September.

#### 4. New Business

##### 4.1 City of Montreal North Proposal

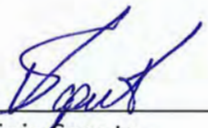
The governing board reviewed the "Concept D'aménagement" plan that was proposed by the City of Montreal (Montreal North Borough). A discussion ensued and several points were made for School Board and RTC/Galileo Consideration:


- Entrances/Exits to the parking
- Lighting and safety considerations
- Access for delivery of materials
- Students with special needs access
- Sufficient Parking for staff and students
- City parking regulations on Gariepy to be amended
- Snow removal costs and responsibility

The Governing Board will be invited to a special presentation in two weeks' time where questions can be asked to Mr. H Chantal who is heading up the project for the city.

#### 5. Adjournment

- 5.1 Date of Next Meeting: TBA City of Montreal Presentation
- 5.2 Meeting Adjournment at 8:35pm (B. Bennett and T. Leone)

  
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Virginia Saputo  
Chair

  
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Harry Michalopoulos  
Centre Principal

# ROSEMOUNT TECHNOLOGY CENTRE

## GOVERNING BOARD MINUTES – Special Meeting

### “Concept D’amenagement” - Presentation

August 17, 2017

**Present:** V. Saputo, H. Michalopoulos, S. Wasilewski, B. Bennett, A. Henderson, J. Désir,  
T. Leone, S. Servello, P. Laplante, J. Patel

**Absent:**

1. **Meeting was called to order at 6:10 pm**
  - 1.1 Verification of Quorum – V. Saputo
  - 1.2 Nomination of Time Keeper – N/A

#### 2. **City of Montreal Proposal – “Concept D’amenagement”**


Mr. H. Chantal presented the proposed parking lot reconfiguration project to RTC’s Governing Board as well as School Board administrators. Many concerns were raised by all parties and suggestions made concerning the project. Mr. Chantal explained that this reconfiguration project is open to suggestions and the City of Montreal will work in conjunction with the EMSB (including both Centres’ administrations).

Upon the conclusion of Mr. Chantals’ presentation; members of the Governing Board voted unanimously to support the reconfiguration project provided that two members from RTC’s Governing Board sit on the newly formed reconfiguration committee and are consulted throughout the process.

#### 3. **Adjournment**

- 3.1 Date of Next Meeting: TBA
- 3.2 Meeting Adjournment at 9:05pm

  
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Virginia Saputo  
Chair

  
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Harry Michalopoulos  
Centre Principal