

**ROSEMOUNT TECHNOLOGY CENTRE**  
**GOVERNING BOARD MINUTES**  
**February 14, 2018**

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

**Absent:** S. Servello, P. Laplante, J. Desir

**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 – 5.11 Student Refugees**

**B. Approval of the Agenda** (A. Henderson B. Bennett)

**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 Campus 2 – City of Montreal Project**

No new developments to report. The school board is waiting for a meeting to be called as the last two meetings were cancelled.

**4.2 New Cabinetmaking Program**

The materials resources department has mandated SNC Lavalin to evaluate the dust collection system. They reported back that a collector of approx. 25,000 CFM's is required. The budget for the proposed collector surpasses the allotted budget. The school board will need to re-evaluate the project.

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

The school board has mandated an architect to determine the best possible space to offer the Furniture Finishing Program. At its present location, the Program does not have enough space as per the Ministry specifications. The capture of fumes at source will be considered when the architect advises

materials resources where (in which space) to best offer the Furniture Finishing Program.

**5. New Business**

**5.1 Fernando Gimeno – Plaque Yearly Scholarship**

Mr. Wasilewski recommended that we honor Fernando's memory by commemorating a plaque in his honor. After some discussion among the Governing Boards' members; it was also agreed upon that a yearly scholarship would be given to the "Outstanding Performance" by a machining student.

**5.2 Governing Board and Staff Recognition – 20 years**

Mr. Wasilewski suggested that Governing Board members and staff with 20 years of service be recognized by the RTC.

Motion # 0214-18: A. Henderson, Seconded J. Patel

**5.3 RTC Aesthetics**

Mr. Wasilewski reported that the canopies above the doors are broken, the cigarette butt stand collector is no longer there, and some missing glass panes need repair. H. Michalopoulos will contact materials resources to have the canopies repaired, the caretaker will order a new cigarette collector to install when the ice thaws, and call for repairs to the window panes.

**5.4 RTC Convocation – Debriefing**

Mr. S. Wasilewski pointed out the importance of having students completing the change of address when moving, and making sure that their contact information is current.

**5.5 Frist Nations Training – Green Technologies**

H. Michalopoulos reported that the grand chief has been given the first draft of the Green Technologies Training. B. Bennett reported that the grand chief will be contacting the First Nations Education Council and report back to Governing Board.


**5.6 International Students – Update**

H. Michalopoulos reported that there is a significant drop in the number international students. The number is approximately 60-65% down from the previous year. RTC is working hard with Cindy Yao to create new avenues for the international clientele.

- 5.7 RTC Budget – Campus 1, Curtis George Campus, Welding Centre, JFK Facility**  
Governing Board is concerned that the budget given to RTC is not sufficient to support all these facilities and its Programs. The fact that the program offerings are spread over these facilities presents many challenges. This topic will be discussed with the Board in order to assist the Centre. Governing Board members suggested that Mr. Della Rocca be invited to our next Governing Board Meeting.
- 5.8 RTC – Attracting High School Students**  
H. Michalopoulos reported that the Centre has employed different strategies to attract high school students. The departments are also playing a key role and conducting presentations in the High Schools and receiving students at the Centre to attract them to our Programs.
- 5.9 Radio Advertising – 94.7 Hits FM**  
Governing Board will be viewing a presentation by 94.7 hits FM. The objective is to increase the number of young adults attending RTC.
- 5.10 Robotics Competition 2018**  
RTC will be competing in this years' competition. The completion will be held in Laval at Chomedey High. Joe Rainone is the instructor spearheading RTC's participation. \* Bob, can you please correct the name of the school.
- 5.11 Student Refugees**  
Governing Board discussed how we can increase the numbers of refugee students attending the Centre. How we can best market RTC to them and make them aware of the vocational training option.

**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**  
**March 21, 2018**

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

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

**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. A. Additions to the Agenda**

**B. Approval of the Agenda** (B. Bennett 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 Radio Advertising – 94.7 Hits FM**

Joel Reader from the radio station presented an advertising proposal for the Governing Board to consider. Joel will send a final proposal for consideration. V. Saputo and H. Michalopoulos will review the radio station's proposal for further discussion at the next governing board meeting. This campaign is to begin in August for the upcoming academic year.

**4.2 Dust Collection/VOC's**

H. Michalopoulos reported that the initial cost of the project is far short of the estimated amount submitted by the engineering firm (SNC Lavalin). Material Resources will be presenting this project to council in order to get approval for the project which is now estimated at approx. \$1M. Council had approved \$500K when the project was initially submitted.

## **5. New Business**

### **5.1 Space reconfiguration**

The Board has mandated "UN Architecture" to complete a space analysis as per MELS specs for each Vocational Program. This study will determine how RTC can best deliver its Program offering.

### **5.2 Electromechanics Trainers**

Electromechanics Program Coordinator, Mr. Max Barr, explained to the Governing Board the equipment that is required for the Program. Presently, classes are large and equipment purchases for *processing controls* are needed. "A" frame trainers will be needed for the 2018-2019 academic year.

### **5.3 Machining CNC Lathes**

Mr. Muhktar Abu Shabaan presented the needs of the Machining Department in the CNC Lab. Three CNC lathes need to be replaced (2 East Lion and 1 Femco Lathe). Mr. Abu Shabaan explained that the availability of functioning lathes to the number of students in the class is poor. The ration is low and the lathes need to be replaced immediately.

### **5.4 Industry partners and Employment**

Mr. H. Michalopoulos reported that RTC's industry partners have been visited by several staff members and administration. The economy is strong and demand for our students is at an all-time high. Students are getting multiple job offers before choosing a place of employment.

### **5.5 Subsidized Equipment – CEN Network**

RTC has applied for equipment subsidies through the Centre of Expertise Network. This Ministry sanctioned body encourages the vocational centres to apply for technology grants for equipment that is cutting edge. The Network pays 2/3 and RTC pays 1/3.

### **5.6 City of Montreal Project**

The January meeting was cancelled by the City. J. Desir reported that no new information is available as to when the next meeting will be.

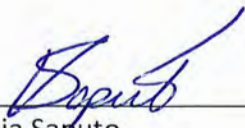

### **5.7 Community Reps – Governing Board**

S. Wasilewski suggested that the Governing Board consider replacing Fernando's vacated spot. H. Michalopoulos stated that an advertisement will be placed the newspaper to formalize the process as per MELS regulations.

### Adjournment

6.1 Date of Next Meeting: April 11, 2018

6.2 Meeting Adjournment at 10:15pm (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**  
**May 31, 2018**

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

**Absent:** S. Servello,

- 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** (B. Bennett 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 Radio Advertising – Bell Media Presentation**

Ron Villeneuve from Bell Media Radio presented an advertising proposal for the Governing Board to consider. Ron will work with the Governing Board in order to create a campaign that will attract local students to the trades offered by RTC.
  - 4.2 Dust Collection/VOC's**

H. Michalopoulos reported that the Board is working with SNC in order to bring to fruition the dust collection requirements of the Centre. Materials Resources has presented this project to council and approval was granted to move the project forward. Council approved the \$1M projected amount to complete the project.
  - 4.3 Space Reconfiguration**

H. Michalopoulos reported that UN Architecture is completing the study of the Program offerings; where the Programs can best be offered over the three

facilities (Main Campus, Campus 2, and JFK) that RTC currently uses is the objective of this exercise.

## **5. New Business**

### **5.1 Indigenous Community Training – KHRO and RTC**

RTC and the Kanesatake Human Resources Office will be entering into a partnership to provide a Reintegration into the Workforce Program. The Program is worth \$500K. A service contract and signing ceremony is expected towards the end of June. KHRO is waiting for final approval from Indigenous Services Canada.

### **5.2 Welding Program – Laurier MacDonald Career Centre**

The council of commissioners announced at the last council meeting that the Welding Program would be part of the Laurier Macdonald Career Centre for as of June 30, 2018.

### **5.3 Commicon 2018 – Palais Des Congres, July 6-8**

RTC will be participating at this year's COMMICON show which will be held at Montreal Convention Centre. The goal is to promote the Centre as many spectators are expected to attend this show.

### **5.4 RTC 25<sup>th</sup> Year Celebration(s) - Fall 2018**

Mr. H. Michalopoulos reported that the 25<sup>th</sup> year anniversary committee will be working in conjunction with members of Governing Board to ensure a successful event.

### **5.5 Green Technologies – First Nations Training**

The Grand Chief is continuing to work on this project. He is in high level negotiations with both the Provincial and Federal Governments to obtain funding for educational programs of this nature. The chief is seeking \$4-5Million dollars.

### **5.6 International Students – Update**

H. Michalopoulos reported that the international student enrolment is down approx. 67%. The following occurred this past academic year (Locals & Int'l):

- Computer Graphics from 19 groups, down to 6.
- Industrial Drafting from 14 groups down to 4.
- Machining Technics from 6 groups down to 2.

The only 1800 Program that was not effected was Electromechanics. Further, the economy is doing very well and employers have no skilled labour available to produce orders. They are training people who are interested to work and they are learning on the job. This will impact the local registrations significantly.



**5.7 Vocational Training – RTC Blitz of Adult Centres**

RTC is embarking on a blitz of all the FG centres. Nadia Zucarro and Melisa Urso will assist the administration in this endeavor. The students will be bussed in, so that they can see the equipment and what RTC can do for their futures.

**5.8 Advertising – Global Strategy**

The Governing Board will employ an advertising strategy that will be targeting trades oriented students. CTV and Bell Media radio stations will be primarily used to accomplish this goal, supplemented by community papers during high periods of registration.

**5.9 Robotics Competition 2019**

It was agreed that this upcoming Robotics competition will involve all the departments that can contribute to the success of RTC at this event. This year there were no participants from the Computer Graphics department. RTC did not do well in the graphics/video component of the competition.

**5.10 Capital Purchases**

There was a freeze on capital purchases this year as the Centre required to gear up for the Welding Program. In the 2018-2019 academic year the focus will be on purchasing CNC and Electromechanics equipment.

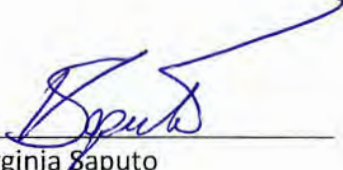
**5.11 End of Year Luncheon**

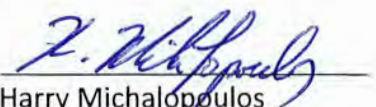
The social committee has chosen June 22, 2018 for the end of year luncheon.

**Adjournment**

6.1 Date of Next Meeting: TBD upon budget parameters.

6.2 Meeting Adjournment at 10:25pm (S. Wasilewski and B. Bennett)

  
Virginia Saputo  
Chair

  
Harry Michalopoulos  
Centre Principal

**ROSEMOUNT TECHNOLOGY CENTRE**  
**GOVERNING BOARD MINUTES**  
**June 27, 2018**

**Present:** V. Saputo, H. Michalopoulos, S. Wasilewski, B. Bennett, J. Desir, T. Leone, J. Patel,

**Absent:** S. Servello, A. Henderson, P. Laplante

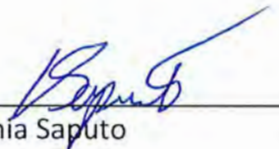
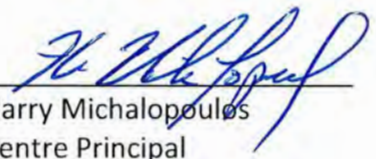
- 1. Meeting was called to order at 5:15 pm**
  - 1.1 Verification of Quorum – V. Saputo
  - 1.2 Nomination of Time Keeper – S. Wasilewski
- 2. A. Additions to the Agenda**  
**B. Approval of the Agenda** (B. Bennett S. Wasilewski)
- 3. Approval of minutes from last meeting**
  - 3.1 Amendments
  - 3.2 Adoption of the Minutes (B. Bennett, S. Wasilewski)
- 4. Business arising from the minutes**
  - 4.1 Radio Advertising – Bell Media Presentation**

At the last meeting Ron Villeneuve from Bell Media Radio presented an advertising proposal to the Governing Board. After careful consideration the Board has decided to embark on the Bell Media advertising strategy. It is a year-long campaign that should help the Centre attract local students. The campaign on both CHOM and TSN radio involves over 2000 ads at an average cost of \$9.78 per spot.
  - 4.2 Cabinetmaking/Electromechanics - Department Reconfiguration**

H. Michalopoulos reported that the motors room will be moving to the cabinetmaking shop at Campus II. The Cabinetmaking shop at campus II will be moving to the theatre area at JFK. After meeting with Materials Resources in this past March, measures will be taken to have the shop ready as we have a group already registered.

### 5.1 2018-2019 Centre Budget

The budget was reviewed and approved with limited information. Governing Board sent a letter to Mr. Della Rocca asking for the amount of money available to RTC for capital (MAO) purchases.

  
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Virginia Saputo  
Chair  
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Harry Michalopoulos  
Centre Principal

# **ROSEMOUNT TECHNOLOGY CENTRE**

## **GOVERNING BOARD MINUTES**

**December 5, 2018**

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

**Absent:** J. Desir

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

- 1.1 Verification of Quorum – V. Saputo
- 1.2 Nomination of Time Keeper – B. Bennett

**2. A. Additions to the Agenda**

**B. Approval of the Agenda** (B. Bennett V. Saputo)

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

- 3.1 Amendments
- 3.2 Adoption of the Minutes (B. Bennett, T. Leone)

**4. Business arising from the minutes**

**4.1 Radio & Television Advertising – Bell Media**

H. Michalopoulos reported that RTC we will be purchasing all the unused inventory for both radio and television advertising. Stefano Guadagnino and Ron Villeneuve from Bell Media recommended this strategy as the best way to get value for our advertising dollar. Bonus spots should be generated in the months of January and February.

**4.2 Dust Collection/VOC's fume capture at source**

H. Michalopoulos reported that the CNESST has visited the Centre and determined that several violations to the health and safety code need to be respected, especially in the Furniture Finishing Department. The inspector has given RTC 60 days in order to rectify the problems. The cabinetmaking shop was OK, the inspector asked only that all the portable dust collectors be covered with fire-proof gyp.

J. Larocque reported that after the explosion of the dust collector's fan, it is a real challenge for the teachers to deliver the curriculum under the present conditions. Space and noise are issues are stressing the teachers.

#### **4.3 Space Reconfiguration**

J. Larocque reported that the department has met with Mario Argiropoulos, and Dominic Mosca (project manager) and will continue to meet with Board representatives to assure that the new dust collection system will meet the needs of the Centre. Presently the dust collector is not adequate and requires cleaning regularly. The CNESST has been apprised of the situation and asked us to increase the frequency of the maintenance in order to ensure a safe environment for both students and staff.

### **5. New Business**

#### **5.1 Indigenous Community Training – KHRO and RTC**

B. Bennett reported that there was a change to the position of Director of Economic Development. The new person has not moved the project forward. The contract between RTC and KHRO is approximately \$500,000 and remains at a standstill until the community registers 10 people for the first cohort.

#### **5.2 RTC 25<sup>th</sup> Year Celebration(s) - Spring 2018**

A committee of teachers has been setup in order to plan a special event to celebrate this anniversary. RTC administration and Governing Board are there to support the teaching staff if needed.

#### **5.3 Green Technologies – First Nations Training**

The grand chief has submitted a draft of the curriculum proposed and developed by RTC. He is seeking federal grant monies for the teaching of these programs. Once the financing has been secured RTC will then request that the Board approach MEES to determine if the Program can be recognized as a DEP.

#### **5.4 International Students – Update**

H. Michalopoulos reported that the international numbers have declined by over 60% over the high in the 2016-2017 academic year. This is attributed predominantly to the provincial government interviewing the students for French proficiency.

#### **5.5 Vocational Training – RTC Blitz of Adult Centre's**

The strategy for RTC is once again to visit the adult centres of the EMSB and promote the Centre. We will invite all those interested to visit our facilities and we will bus them in accordingly as we have done on previous years.

#### **5.6 Robotics Competition 2019**

RTC will be competing in the EAST Robotics competition. Joe Rainone is heading up the team. Several students are actively participating and should do well. Administration will invite Joe to brief the governing board at the next meeting.

**5.7 Capital Purchases**

On October 5<sup>th</sup> RTC was given the amount of money we have available for this academic year. The amount is 488K and is now managed centrally by the AEVS department.

**5.8 Technology "Measure" 50766**

Mr. Argiropoulos has informed us that we have a government technology "measure". This translates to technological items for us to acquire to the Centre presently does not have. The funds that have been made available are 288K. RTC will purchase a laser cutter, an embroidery machine, 3D printers, etc.

**5.9 Christmas Luncheon**

Nancy Sarasola will advise administration of the venue. The date which has been chosen is December 21, 2018. Administration will send an invitation to governing board members once the details are obtained.

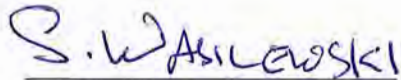
**6.0 Adjournment**

**6.1 Date of Next Meeting**

February 11, 2019

**6.2 Meeting Adjournment**

10:25pm



Stanley Wasilewski  
Chair

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Harry Michalopoulos  
Centre Principal