



**2022-2023**

# **ANNUAL REPORT**



# TABLE OF CONTENTS

Message from the Chair of the Board of Governors, the Director General and the Academic Dean .....	3
Our College .....	4
Our College Events .....	5
• Welcome Back and Orientation – August 18, 2022 .....	5
• Truth and Reconciliation Day – September 22, 2022 .....	5
• Heritage Day – November 17, 2022 .....	6
• Winter Carnival – January 26, 2023.....	6
• Open House – January 29, 2023.....	7
• Job Fair – February 14, 2023 .....	7
• Spring Art Show – May 1 – 8, 2023 .....	8
Our Students' Achievements .....	8
• Awards Night – April 5, 2023.....	8
• Graduation – June 29, 2023.....	9
Our Staff Achievements .....	9
• Staff Recognition Event .....	9
• Pedagogical Innovation .....	10
• PESO Projects .....	11
• Digital Transformation .....	11
• Cyber Security .....	11
Annual Ministerial Report of Activities .....	12
• Strategic Plan .....	12
• Report on Staffing and Contracts .....	13
• Ethics and Professional Conduct of the Board of Governors .....	13
• Action Plan for the Prevention of Sexual Violence .....	17
• Disclosure of Wrongdoing .....	17

# Message from the Chair of the Board of Governors, the Director General and the Academic Dean

Minister Pascale Déry  
Minister of Higher Education  
Government of Québec

Minister Déry,

On behalf of the CÉGEP Heritage College community, we are pleased to present our 2022-2023 Annual Report.

We are fortunate to have had the opportunity to work with such a committed group of support staff, professionals, managers, and faculty. Our vision for a college that welcomes all students and that commits to their success in all aspects of college life is lived daily and is central to all aspects of our decision-making. We aspire to be a vibrant learning community where everyone feels respected and appreciated, and where everyone is engaged fully in whatever roleplay. Our key accomplishments over the past year include:

- Co-constructing a foundational Strategic Plan that will guide our College for years to come
- Deploying a student, faculty and staff wellness survey
- Implementing the new provisions of the Charter of the French Language
- Advancing program revisions to Liberal Arts, Social Science, and Special Education Techniques
- Signatory to the Indigenous Education Protocol for Colleges and Institutes Canada
- Launching a new sports field redevelopment project

Over the past year, our Board of Governors remained active and engaged by:

- Recruiting and appointing a new and highly talented Academic Dean.
- Approving the College's new 2023-2028 Strategic Plan, which includes new Mission and Vision Statements as well as nine Strategic Orientations to support student and staff success.
- Revising key College bylaws and policies to align with changes in the legislative environment.
- Developing new tools and processes for Board members to support their engagement and participation.

Moving forward, we are excited to implement our new Strategic Plan and remain committed to our mission to ensure every student and staff achieve their full potential through the provision of world-class and life-enhancing educational environments in all areas of college life.



Erin Connell  
Chair of the Board of Governors



Terry Kharyati  
Director General



Lisa Peldjak  
Academic Dean



# Our College

## Our Mission

To ensure every student and staff achieve their full potential through the provision of world-class and life-enhancing education environments in all areas of college life.

## Our Vision

Our College community is understood as an interconnected ecosystem in which each person's flourishing is dependent on our flourishing together.

## Code of Conduct

The following values are the foundation for the principles stated in the Code of Ethical Conduct:

### Statement of Values

#### Dignity

Being defined as the intrinsic, unconditional and equal worth of all human beings. Dignity is the basis of all the other stated values.

#### Care

Providing support, assistance when required.

#### Integrity

Possessing and acting in accordance with moral principles.

#### Justice

Treating people fairly and equitably in relation to their decisions and actions.

#### Transparency

Demonstrating openness regarding decisions and actions taken.

#### Affiliation

Having a sense of belonging to the CÉGEP Heritage College community.

#### Accountability

Being held responsible for decisions and actions taken.

### Statement of Principles

The following principles are the foundation for the responsibilities of all members of the CÉGEP Heritage College community.

#### Reciprocity

Treating people as you would wish to be treated. Reciprocity is the basis of all the other stated principles.

#### Non-Maleficence

Refraining from harming or undermining others.

#### Beneficence

Promoting good and supporting others.

#### Autonomy

Acknowledging a person's free, deliberate and thoughtful choices.

#### Equality

Treating people in a non-discriminatory manner.

#### Confidentiality

Protecting personal and private information.



# Our College Events

## Welcome Back and Orientation – August 18, 2022



## Truth and Reconciliation Day – September 22, 2022





## Heritage Day – November 17, 2022



## Winter Carnival – January 26, 2023

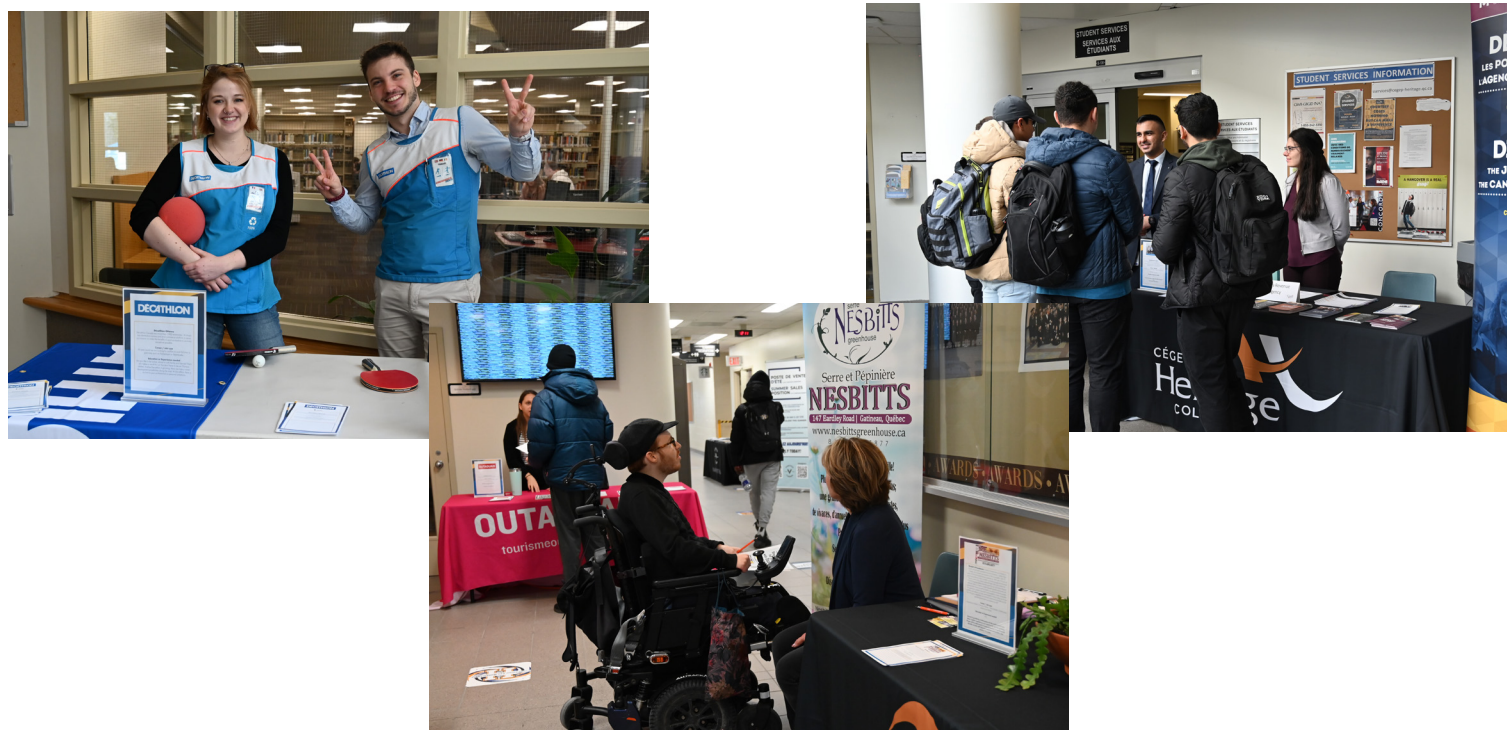




Open House – January 29, 2023



Job Fair – February 14, 2023





## Spring Art Show – May 1 – 8, 2023



## Our Students' Achievements

### Awards Night – April 5, 2023





## Graduation – June 29, 2023



## Our Staff Achievements

### Staff Recognition Event

Every year, the College celebrates employees' 15th and 25th years of service and new retirees.





### 15 Years of Service

Leslie Elliott, Philosophy and Humanities Faculty member  
 Guy Beaulieu, Mathematics Faculty member  
 Paul Elliott-Magwood, Mathematics Faculty member  
 Marcel Guérin, Coordinator of Human Resources

### Retirees

Kevin Sullivan, Philosophy and Humanities Department Faculty  
 Sami Nicola, Electronics and Information Technology Program Faculty

### Staff Awards

#### AQPC Honorable Mention Award

Graham Gauthier, Physics Faculty

## Pedagogical Innovation

### A-112 Projects That Support Academic Success

Project Title	Release Given
Equity Action Exchange	0.2250
Strategies to Increase Success of Our Diverse Nursing Student Population in a Post-COVID-19 Era	0.2250
Building Resilience and Student Success	0.1650
Review and Update Physical Activity and Health Course Content and Resources	0.1126
English Language Support for Indigenous Students	0.2250
Active Learning Activities with Manipulatives in College Mathematics and Developing Resources to Address Common Errors in College Mathematics	0.2250



## PESO Projects

Project Title	Release Given
Equity Action Exchange	0.1750
The Connector Garden: A Passion that Creates Bridges	0.2250

## Digital Transformation

### Staff Workstations

Staff used to be equipped with different technologies, such as different types of laptops, tablets, Zero-client (Virtual Desktop), etc. The objectives of this project was to simplify the support by providing one laptop for each staff member and by administering only one platform. The office space is equipped with a docking station and an extra monitor.

The laptop is configured with full Microsoft Office 365 Suite, cloud storage with OneDrive and wireless internet. The laptop can be used for the office, classroom, meeting room, at home, or any other place. Working from the same device all the time guarantees staff secure access to the resources they need and enables them for work from home.

### Digital Forms

The ticket system Octopus software is fully implemented so the Information and Systems Technology Service is now paperless. All our processes are digital as is the entire inventory for software and hardware.

## Cyber Security

### Multi-Factor Authentication (MFA)

MFA was implemented for all staff and students. This is the most impactful security measure that can be taken to protect against ransomware. The MFA is to protect our internal services and Microsoft Azure cloud. The College is continuing to implement it for other cloud services.

### Removal of Local Administrative Rights

New laptop users no longer have administrative rights access, with the exception of Electronics and Computer Science labs which are isolated. This means that users cannot install software on their own and mitigates any virus or malware from being installed on the laptop.

### Vulnerability Scan

The College has a regular service that scans our network internally and externally for known vulnerabilities.

# Annual Ministerial Report of Activities

## Strategic Plan

The 2023-2028 Strategic Plan was approved by the Board on June 21, 2023. Reporting on the implementation of the Plan will be provided in the 2023-2024 Annual Report.





# Report on Staffing and Contracts

## Compliance with the Level of Allocation of the Workforce

Human Resources Distribution 2022-2023		
Employee Categories	Total Number	Total Hours
Senior Managers and Managers	19	33,190.00
Professionals	20	25,026.50
Teachers	147	202,185.99
Support Staff	50	81,485.68
<b>Total No. of Employees</b>	<b>236</b>	<b>341,888.17</b>

The number of total hours paid also includes the number of hours worked towards temporary projects using special dedicated funds.

Service Contracts: Service contracts involving an expenditure of \$25,000 or more and signed between April 1, 2022 and March 31, 2023

	Contracts With Legal Entities (Companies)	Contracts With Individual Persons (in business or not)	Total
Number of Contracts	5	0	5
Value of Contracts	\$2,221,813.00	\$0	\$2,221,813.00
Details			

## Ethics and Professional Conduct of the Board of Governors

The Board of Governors of CÉGEP Heritage College functions under Bylaw #6 Concerning the Ethics and Professional Conduct of Board Administrators. During the fiscal year 2022-2023, no violations were investigated.

### Preamble

The present ethics and professional conduct regulations are adopted by virtue of the Act to amend the Act respecting the Ministère du Conseil exécutif and other legislative provisions as regards standards of ethics and professional conduct. These measures complete the ethics and professional conduct regulations already provided for in articles 321 to 330 of the Québec Civil Code and in articles 12 and 20 of the General and Vocational Colleges Act. The legislative provisions of a public nature, in particular articles 12 and 20 of the General and Vocational Colleges Act prevail, in case of conflict, over the provisions of the present bylaw.

### ARTICLE

#### Purpose

The purpose of the present bylaw is to establish certain standards of ethics and professional conduct applicable to Board administrators of the College, with a view to:

- ensuring public trust in the integrity, impartiality and transparency of the Board of Governors of the College, and
- allowing Board administrators to carry out their mandates and to perform their duties with trust, independence and objectivity for the best achievement of the College mission.

## ARTICLE 2

### Application

The present bylaw applies to all Board administrators of Cégep Heritage College.

## ARTICLE 3

### Provisions

#### Coverage

Each Board administrator is subject to the regulations of the present bylaw. Moreover, the person who ceases to be a Board administrator is subject to the regulations stipulated in article 4.2 of the present bylaw.

#### Duties of Board Administrators

A Board administrator shall carry out the duties of office with independence, integrity and reliability to the best interest of the College and the achievement of its mission. A Board administrator shall act with caution, conscientiousness, honesty, loyalty and consistency as would any reasonable and responsible person in such circumstances.

#### Remuneration of Board Administrators

A Board administrator is not entitled to any remuneration for the performance of the duties of office. A Board administrator also may not receive any other remuneration from the College, except for the reimbursement of certain expenses authorized by the Board of Governors.

This provision does not have the effect of preventing Board administrator members of staff from receiving the salary and other benefits provided for in their contracts of employment.

#### Regulations regarding Conflicts of Interest

##### Situations of Conflicts of Interest for Board Administrators

A situation of conflict of interests is considered to be any real, perceived or potential situation, which is objectively of a nature to compromise, or susceptible of compromising, the independence and the impartiality necessary in the performance of the duties of Board administrator, or on the occasion when a Board administrator uses, or seeks to use, the attributes of the duties of office to take unwarranted advantage or to provide a third person with such unwarranted advantage.

Without restriction to the scope of this definition and only by way of illustration, the following are, or may be considered, situations of conflicts of interest:

- a. situation in which a Board administrator has a direct or indirect interest<sup>2</sup> in the deliberations of the Board of Governors;
- b. situation in which a Board administrator has a direct or indirect interest in a contract, or a contract being drafted, with the College;
- c. situation in which a Board administrator directly or indirectly obtains, or is on the verge of obtaining, a personal or professional advantage resulting from a decision of the College;
- d. situation in which a Board administrator accepts a gift or some advantage from an individual or a firm which deals with, or wishes to deal with, the College, other than customary gifts of minimal value.

##### Situations of Conflicts of Interest for Board Administrator Members of Staff

In addition to the regulations established in article 3.4.1 of the present bylaw, the Board administrator member of staff is in a situation of conflicts of interest in the cases described in articles 12 and 20.1 of the General and Vocational Colleges Act {Ref. Doc. #B6.1}.



## Disclosure of Interests

Within thirty (30) days following the coming into force of the present bylaw or within thirty (30) days of assuming the duties of office, each Board administrator must fill out and submit to the Professional Conduct Consultant<sup>3</sup> a declaration of interests which said Board administrator, to that individual's knowledge, has in any entity doing business or having done business with the College and disclose, if need be, any real, potential or apparent situation of conflict of interest which may be of concern.

This declaration must be reviewed and updated at the beginning of every calendar year by each Board administrator, who is obliged to complete and return to the Professional Conduct Consultant the form designated for this purpose.

In addition to this declaration of interests, the Board administrator must disclose any situation of conflict of interests in the manner and in the cases described in the first paragraph of article 12 of the General and Vocational Colleges Act {see Ref. Doc. #B6.2}.

## Prohibitions

In addition to the prohibitions for situations of conflicts of interests described in articles 12 and 20 of the General and Vocational Colleges Act, a Board administrator who is in a situation of conflict of interests with respect to an item discussed at the Board of Governors has the obligation to leave the Board meeting to allow the deliberations and the vote to take place in said Board administrator's absence and in the strictest confidentiality.

## ARTICLE 4

### Roles and Responsibilities

An article identifying the roles and responsibilities of the entities most significantly involved in, or impacted by, the establishment or implementation of a College wide administrative document.

### Board of Governors

A Board administrator shall, in the performance of the duties of office:

- conform to the obligations imposed by law, by the constituting act of the College, or by its bylaws, and act within the limits of the powers of the College;
- avoid situations of conflict where personal interest and the interest of the group or of the person who has elected or named the Board administrator would be in conflict with the obligations of that Board administrator's duties of office;
- act with moderation in any remarks, avoid undermining the reputation of others, and treat other Board administrators with respect;
- not use, for personal profit, or that of a third person, any property of the College;
- not disclose, for personal profit, or that of a third person, privileged or confidential information obtained by reason of the duties of office;
- not abuse the powers of office or unduly profit from the position of Board administrator to take personal advantage;
- not grant, solicit or accept, directly or indirectly, a favour or unwarranted advantage, for personal benefit or for the benefit of a third party;
- not accept any gift, token of hospitality or advantage other than the customary ones or those of minimal value.

### Individuals Who Cease to be Board Administrators

An individual who ceases to be a Board administrator shall, in the year following the end of that individual's mandate as Board administrator:

- not take unwarranted advantage of the former duties of office;
- not act in person or on behalf of others in relation to a procedure, a negotiation or any other operation to which the College is a party. This regulation does not apply to a former Board administrator member of staff of the College with respect to that individual's contract of employment;
- not use confidential or privileged information relating to the College for personal purposes, and not give advice based on information which is not available to the public.

#### Board Chair

The Board Chair is responsible for the good functioning of the meetings of the Board of Governors. The Board Chair must resolve any question relating to the right to vote at a meeting of the Board. When a motion is tabled by the assembly, the Board Chair must, after having heard, if need be, the representations of the Board administrators, decide which members are eligible to deliberate and vote.

The Board Chair has the power to request that a person abstain from voting and that a person leave the meeting room of the Board. The decision of the Board Chair is final.

#### Professional Conduct Consultant

The Secretary to the Board, or any other person named by the Board, acts as Professional Conduct Consultant. This Consultant is responsible for:

- informing the Board administrators as to the content and the modes of enforcement of the present bylaw;
- advising the Board administrators regarding ethics and professional conduct;
- inquiring promptly into alleged irregularities and reporting to the Board;
- publishing in the annual report of the College the information respecting the present bylaw, as required by the Act.

In accordance with the present bylaw, the Professional Conduct Consultant informs the Board of any complaint or any other situation of irregularity as well as the results of any investigation.

#### Disciplinary Committee

The Board, or a committee appointed by the Board to this end, sits as a Disciplinary Committee and decides on the validity of a complaint and on the appropriate penalty, if need be.

When a breach is alleged to have taken place, the Disciplinary Committee notifies the Board administrator in question of the alleged breach and that said Board administrator may, within 30 days and in writing, submit personal observations to the Disciplinary Committee and request to be heard by the latter relative to the alleged breach and the appropriate sanction.

In the case of an urgent situation requiring a quick intervention, or in the case of an alleged serious offence, be it an alleged breach of a standard of ethics or professional conduct or an alleged criminal or penal offence, a Board administrator may temporarily be released from the duties of office by the Board Chair.

The Disciplinary Committee, upon coming to the conclusion that a Board administrator has infringed against the Act or the present bylaw, imposes the appropriate disciplinary penalty. The possible penalties include reprimand, suspension or recommendation of dismissal from office.

#### ARTICLE 5

##### Revision

The present bylaw will be reviewed and, if necessary, revised at least every five (5) years, or when deemed necessary by government requirements or by the Board.



## Action Plan for the Prevention of Sexual Violence

Type of resources	Number of people engaged (ETC)	Function	Details
Internal	0.51 (since this resource was hired during the year)	Sexual Violence One Stop Service (SVOSS) Resource Person (Social Worker)	This person works on the front line to receive complaints or to act as a resource person for anyone who needs help or support or information.
External			

1.1 : Specify for what purpose(s) the amounts allocated to the CÉGEP by the Department under the Strategy were used.

1.2

Type of services	Cost	Details
1	\$32,805.81	Salary of a Social Worker assigned to the Sexual Violence One Stop Service (SVOSS).

## Disclosure of Wrongdoing

*Act to facilitate the disclosure of wrongdoings relating to public bodies (CQLR c D-11.1)*

### Number of Disclosures of Wrongdoing

Number of disclosures received by the person responsible for monitoring disclosures	0
Number of disclosures terminated pursuant to Article 22(3)	0
Number of substantiated disclosures	0
Number of disclosures made pursuant to the first paragraph of Article 23	0

### Number of Wrongdoings by Category

A contravention of a Quebec law, a federal law applicable in Quebec or a regulation made under such a law	0
A serious breach of the standards of ethics and professional conduct	0
A misuse of funds or property belonging to a public body, including the funds or property it manages or holds for others	0
Gross mismanagement within a public body, including abuse of authority	0
An act or omission that seriously compromises or may seriously compromise a person's health or safety or the environment	0
Directing or counselling a person to commit any one of the five wrongdoings identified above	0
<b>Total Number of Wrongdoings</b>	<b>0</b>

For more information on the College, please visit our [Website](#), our [Facebook](#), our [Instagram](#), our [Flickr](#), and our [X \(formerly Twitter\)](#) accounts.