



Your Anglophone CEGEP in the Outaouais  
**Annual Report 2014 - 15**







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## MESSAGE FROM THE BOARD CHAIR

Pending the Minister's confirmation of a successor, I have had the privilege of serving on the Cégep Heritage College Board of Governors for another year. Board members also elected to extend my role as Board Chairman for a third one-year term. While some might interpret this as indicative of stability and business as usual, the challenges we have faced and the successes that have been achieved in that time were anything but routine.

As reflected in this Annual Report, accomplishments were realized through the cooperative efforts of our excellent faculty, dedicated support personnel, and exceptional administrative team under the leadership of Director-General Michael Randall. Reduced financial resources, constrained physical space and comparatively limited program offerings demand sacrifices, patience and creativity. Fortunately, enrollment continues to grow, new construction has been authorized, and determined adherence to our strategic plan proposes ambitious developments supported by Foundation fund raising.

Despite adversity, therefore, much College activity over the past twelve months is to be celebrated. A debt of sincere appreciation is due to everyone who perseveres in contributing to our collective success.

Kenneth-Roy Bonin



Chairman, Cégep Heritage College Board  
of Governors



## MESSAGE FROM THE DIRECTOR GENERAL

It is with pride that I submit to the Board of Governors the 2014-2015 Annual Report of Cégep Heritage College.

This past year has been a year of developments at Heritage: developments that will improve our ability to offer a quality educational experience for all our students. For example, we received confirmation of financing for our long awaited college expansion project. This major success, celebrated at a press conference in April, was the result of hard work and perseverance on the part of the College and involved teamwork with the Ministry and with valuable guidance from our local MNA (Mme Maryse Gaudreault). The first set of architectural plans were established following consultations with faculty and staff. In addition to a new two story wing of classrooms and lab space, there will be an expansion of the sports wing and the library. A new student lounge will also be created.

The original Heritage facilities were built for 800 students, while our enrolment has now increased to a total of 1167 validated full-time students in regular education (fall 2014). Continuing Education has also established a solid base of 509 students over the past year. This increase in the number of students does bring some challenges, be it for special needs students, scheduling of classes, or allocation of spaces for both classes and student activities. However, our very dedicated staff and faculty manage to keep things running smoothly. The Outaouais region as a whole continues to predict steady population growth, and as a result, we expect that Heritage will continue to grow in order to serve our community.

The Heritage College Foundation, created in January 2014, embarked on a major fundraising campaign with an official launch event held in May (2015). The Foundation's goal is to raise \$1 million over five years, to aid in student perseverance, improve support to students with special needs and to enhance teaching technologies and equipment. By the end of the academic year, we had already raised almost half of the amount. The College greatly appreciates the efforts of our volunteers and the commitment of our local businesses, community leaders and the Heritage family who have so generously supported our cause.

The College continues to improve its program offerings, in both Regular and Continuing Education. To this end, Heritage requested a new program authorization for a DEC in "Special Care Counselling." In addition, we offered an intensive French Second language program, sponsored by Emploi-Québec, at both our Gatineau and Campbell's Bay Campus. Speaking of the Pontiac, Heritage continues to serve this region at both its satellite campus, where we offered AECs in both Agriculture and Early Childhood Care and Education, and with its cohort of 2nd year Nursing students in Shawville.

I would like to extend my sincere thanks to the Chairman Kenneth-Roy Bonin and to all members of the Board of Governors for their continued support. The College is also grateful for the hard work and dedication of both our faculty and non-teaching personnel, without whom the success of our students would not be possible. I would also like to acknowledge the important contributions of our Marketing/Communications Manager, M. François Vézina, in the creation of this report. Together, the Heritage community can move into the future with great optimism!



*Yours truly,*

A handwritten signature in black ink that reads "M. J. Randall". The signature is fluid and cursive.

*Michael Randall  
Director General*



# CÉGEP HERITAGE COLLEGE

## MISSION STATEMENT

Cégep Heritage College is an Anglophone CEGEP, proudly committed to your success through a diverse and innovative, community-driven learning experience.

### CÉGEP HERITAGE COLLEGE EXPERIENCE

Cégep Heritage College, a student-centered community, promotes academic excellence through a personal and supportive environment that recognizes the importance of continuous learning.

### CÉGEP HERITAGE COLLEGE PROMISE

Cégep Heritage College graduates will:

- Respect human diversity
- Participate in their community
- Demonstrate leadership skills
- Value working with others
- Behave ethically
- Safeguard the environment

### THE 2014-2015 SENIOR MANAGEMENT TEAM



*From left to right – top row: Michel Hétu (Dir. Financial Services), Michael Randall (Director General). Front row: Michèle Charlebois (Dir. Human Resources), Maurice Lafleur (Associate Academic Dean), Roya Abouzia (Academic Dean), Deborah Valdez (Dir. Student Services).*



*Cégep Heritage College Graduating Class of 2015*

# CÉGEP HERITAGE COLLEGE 2014-2015 BOARD OF GOVERNORS AND MANAGEMENT COMMITTEES

## 2014-2015 BOARD OF GOVERNORS



Left to right top row: Sean Scott (Teacher), Kathleen Barrette (Regional Enterprises), Rose-Marie Leclerc (Support Staff), Murielle Laberge (Universities), Anda Costea (Career Program Student), Roya Abouzia (Academic Dean), James Shea (Schoolboards), Alexina Picard (Pre-U Program Graduate), Jennie Savath and Jeannine Lafrenière (Professional Staff). Front row: Trevor Corless (Teacher), Monica Wolfe (Career Student), Kaye Chaffers (Parent), Michael Randall (Director General), Roy Bonin (Board Chair), Catherine Njue (Parent), Gail Ryan (Socio Economic) and Michèle Charlebois (Director Human Resources). Not on photo: Gail Sullivan (Board Vice-Chair), Gabriel Kim (Pre-U Program Student), Karl Lavoie (Socio-Economic) and François Vézina (Secretary to the Board).

## 2014-2015 EXECUTIVE COMMITTEE



Left to right back row: Michael Randall (Director General), Catherine Njue (Parent). Front row: Sean Scott (Teacher), Roya Abouzia (Academic Dean) and Roy Bonin (Board Chair). Not on photo: Gail Sullivan.

## 2014-2015 ACADEMIC SENATE



Left to right back row: Trevor Corless, Kathy Cumming, Shazia Syed, Brendan Myers and Lisa Peldjak. Front row: Kelly McMahon, Deborah Valdez, Roya Abouzia, Lee Anne Johnston. Not on photo: Maurice Lafleur, Mark Molnar, Celina Fleury-Gow and Michel Bourgeois.



# STRATEGIC PLAN YEAR 5

## ASSESSMENT SUMMARY

The following is a summary of what was accomplished during the fifth year of our 2010-2016 Strategic Plan.

### ORIENTATION 1: IMPROVE STUDENT SUCCESS

- The first semester success rate for students in regular education DEC programs was an average of 82% this past year compared to 86% in 2013. More specifically, the success rate for students in pre-university programs was 82% in comparison with 89% in 2013, and for career programs 82% in comparison with 79% in 2013. Third semester retention for the 2013 cohort stands at 71% for all students, compared with 70% for the 2012 cohort.
- The overall success rate for our AECs was 63% this past year, compared to 59% in 2013. Although some AEC programs face particular challenges in this area, others are performing much better. For example, the graduation rate of our Pontiac ECCE Program (Early Childhood Care and Education) was 91%. Microsoft Network and Security Administrator (Gatineau) was 79%. We continue to work with our all our AEC programs to improve our student success rates.
- Regular Education graduation on time rates still have not meet the targets set in 2010 (39% for the 2011 cohort, compared to a target of 44%). However, the College's graduation rates exceed those of the public college network by about 6%. The College continues to monitor the success of all its students very closely.

- In addition to the two annual cohorts of Nursing in Gatineau, a cohort of 11 students in a Nursing (DEC) program successfully completed their second year of studies at a satellite campus in Shawville.

### ORIENTATION 2: RESPOND TO THE DEMANDS OF THE OUTAOUAIS GLOBAL MARKET

- For the third time, an AEC in ECCE (Early Childhood Care and Education) was offered in our Pontiac Continuing Education campus in Campbell's Bay, along with an AEC in agriculture (Cattle Production Management) and an intensive French second language program, offered in the Pontiac, in collaboration with Emploi-Québec.
- Three AEC programs were offered at the Gatineau campus: Microsoft Network and Security Administrator, Bilingual Office Administration, and ECCE (Early Childhood Care and Education). In addition, an intensive French second language program, was offered at the Gatineau campus in collaboration with Emploi-Québec.
- The College's Business Services division offered 10 new contracts to businesses and local organizations to provide training. Two such contracts were also concluded at the Campbell's Bay campus.
- The College continues to partner with Tourism Outaouais to provide training and expertise to the regional tourism and hotel industry.
- For the fifth year in a row, a humanitarian project in Guatemala was conducted by the

Nursing and ECCE programs in March. In addition, a delegation from Lille Technical University (France) paid a visit to the College, and a cooperation agreement with Heritage was subsequently signed. United States Embassy staff also visited the College for the first time, followed by an information session for students to present study opportunities in the U.S.

### ORIENTATION 3: INCREASE COLLEGE VISIBILITY AND STUDENT ENROLMENT

- An increase in Regular Education enrolment was registered again this past year with a validated full-time student total of 1167 in fall (2014).
- Continuing Education has also increased its various clienteles to a total of 509 students.
- We made use of both social media (Facebook) as well as print advertising in the region to publicize the College and our program offerings at both campuses.
- College personnel participated in career fairs and recruitment salons both within the Outaouais as well as the in the Montreal area.
- The College regularly used its partners and their networks to promote our credit and non-credit course offerings. Examples of such partners are : le Regroupement des hôteliers de l'Outaouais, SITO (le Service intégration travail Outaouais) APICA (l'Association des professionnels industriels et commerçants d'Aylmer) and the Gatineau Chamber of Commerce.



## STRATEGIC PLAN YEAR 5 ASSESSMENT SUMMARY

### ORIENTATION 4: ENSURE A SYNERGY OF HUMAN, FINANCIAL AND MATERIAL RESOURCES TO SUPPORT THE COLLEGE MISSION

- Employee recruitment procedures and processes were updated and a variety of media were used regularly to publicize job openings in order to find skilled, qualified personnel.
- The Heritage College Foundation launched its major fundraising campaign to raise \$1 million to provide bursaries, update equipment and increase accessibility to the College.
- College Professional Development days were held in January and May for faculty and staff, offering a variety of workshops, many of which were centered on pedagogy. In addition, throughout the academic year, the College offered regular training to its staff in a variety of areas, including sensitivity training on diversity in the workplace, first aid, and professional ethics.
- We added additional Wi-Fi access points throughout the College and boosted our capacity to provide reliable high-speed service to staff and students.
- Following acceptance of a request from the College for an official increase of our “devis” (from 800 to 1000 students), the College received confirmation of \$11.9 in funding from the Ministry to expand facilities to meet the needs of our growing student population. Construction of a new wing, expanded library and sports facilities, and other internal renovations began in fall 2015.



## SUMMARY OF ACTIVITIES IN SUPPORT OF STUDENT SUCCESS

During the 2014-2015 academic year, the College implemented or continued to provide the following measures in support of Student Success.

### TRACKING SUCCESS RATES

All academic departments are regularly provided with student success statistics for all courses taken at the College. Comparative course success data are also presented to all 12 programs and the 5 general education departments at Coordinators Meetings, Academic Senate and to Senior Management.

Our analysis shows that overall, success rates are increasing and we are reaching many of the targets established in the Strategic Plan. For example, in 2010, the College set several targets for all regular education students by 2014. Concerning first semester course success, the target was set at 85% and by fall 2013, we've reached 86%. With regard to third semester retention, the target was set at 72%. Our latest data, fall 2013 reached 71%, well above the network at 68%.

### ORIENTATION ACTIVITIES

Time Management Workshops are offered through The Learning Centre (TLC) and are publicized and sent to every student via OMNIVOX each semester. Individual coaching is provided for probationary students to sensitize them to career counseling services. In addition, several workshops were held to assist students with career exploration, positive and healthy relationships and to advance student engagement, perseverance, and student success.

### TUTORING

Heritage offers extensive tutoring to our students. In the fall, student tutors were provided for the Secondary 5 math upgrade course. In the winter, tutors through the peer tutoring course were provided for Computer Science, ECCE, Electronics, Mathematics, Modern Languages (French and Spanish), New Media and Web Design, Nursing, Science- Biology, Chemistry, Physics, and Visual Arts. General Education tutors were available throughout the year in English, Philosophy, and Physical Education. Tutors have also actively supported students in Continuing Education.

### FACULTY PROFESSIONAL DEVELOPMENT

Workshops were presented at College Professional Day (PD) on January 9. These were selected after surveying the members. The workshops were led by our own faculty and staff on a broad range of topics. The day began with a common session **Heritage: A Community of Learners**, led by a teacher and the Academic Dean, followed by options. Topics ranged from pedagogy (TurnItIn, reflective tools, Google Docs, student evaluation), personal well-being (snowshoeing, cross-training, yoga) to the legal ramifications of off-duty off-campus activities to the professional life of a teacher. All sessions were well attended and received.

On May 29, the theme was **Wellbeing in our Community**. We stressed the importance of spending some time strengthening our community by promoting a supportive, vibrant, and creative environment among the diverse members of our Heritage community. We began the day with physical wellbeing (an interpretive hike, fitness centre fun, badminton, soccer), followed by





either a repeat of off-campus faculty conduct or developing executive functioning skills in college students. The day ended with a common session to gather community views on a code of ethical conduct. All sessions were well attended and received.

### NURSING IN THE PONTIAC

In response to a regional request to address a chronic shortage of nurses at the Pontiac Community Hospital, the College worked with several partners: the Agence de Santé, the CSSS, Emploi Québec, the Western Québec School Board and the Ministère des finances et de l'économie, to secure funding to offer a nursing program in the Pontiac region. By August (2015), Nursing students completed the second year of their DEC program. Some students were allowed to continue their studies at the Gatineau campus for reasons of progressing through their program; nine of the original 20 cohort are completing their third year in 2015-16.

### SCIENCE PROGRAM

Student success statistics reconfirm the strength of our Science Program. We have a full first semester cohort and students entering Springboard as they await an opening in the program. Our first semester success rates were above the network numbers at 92%. Each year, science students showcase their Program Exit Assessment projects at our spring Awards Evening. A great variety of topics are studied and presented from an inter-disciplinary perspective. For more information and some visuals of our Science Program, please visit the program web site: <http://www.cegep-heritage.qc.ca/Programs/Science/science.htm>

### RESEARCH ACTIVITIES

Ongoing research and professional development are essential to college teaching, as it enables faculty to keep up with the advancements in their fields of study, but also to better adapt and grow with the pedagogical, technological, cultural and societal changes experienced by their students. The majority of teachers at Cégep Heritage College pursue research and activities in their discipline and/or in education with the classroom in mind, where the student, the teacher, the program, and the College as a whole can benefit.

Here are just a few of the projects completed for the academic year 2014-15:

- Laura Massie (ECCE) received her M. Ed. In College Teaching (PERFORMA)
- Paul Minard (Sociology) published several articles on issues arising from the Internet within China.
- Suzanne Larochelle (Nursing) launched an English-French Nursing Lexicon (CCDMD).
- Brendan Myers (Philosophy) published his fourth novel, Elderdown.
- Michel Bourgeois (Hotel and Restaurant Management), for a fourth year, volunteered as a sommelier at the Gala des Grands Chefs' fundraiser for the Canadian Cancer Society.
- Uta Riccius (Visual Arts) participated in two exhibits, had four of her works purchased by the City of Ottawa Art Collection, and received a grant from the Ontario Arts Council.
- And many others.



# STUDENT SUCCESS

## PERFORMANCE INDICATORS

Cégep Heritage College's 2010-2016 Strategic Plan identifies the performance indicators to be achieved by the end of academic year 2015 for four Student Success Objectives. At the end of the fifth year of our Strategic Plan the following are the results:

### 1. IMPROVE FIRST SEMESTER COURSE SUCCESS RATE

*Indicator: That the course success rate for the first semester for cohorts of students from 2010-2016, average 85% for all students in regular education.*

In the fall 2014 the course success rate for the first semester for all students in regular education was 82%. Within the past three years (2011 to 2013), we matched or surpassed the network numbers.

### 2. INCREASE THIRD SEMESTER RETENTION RATES

*Indicator: That the rate of re-enrolment for all cohorts of students in the third semester average a minimum of 72%.*

The 3rd semester re-enrolment rate for the fall 2013 cohort (Population A, same program, same college) was 71%.

The 3rd semester re-enrolment rate for the fall 2013 cohort across all programs, within the same college is 78.5%

### 3. IMPROVE GRADUATION ON TIME RATES

*Indicator: That the rate of graduation within the time provided for students in regular education average 44%.*

The average on time graduation rate for the 2011 cohort of students was 39%. The pre-university program rates (fall 2012 cohort) were at 41%, above the network at 35%. The technical program rates (fall 2011 cohort) were at 32%, above the network at 25%

### 4. INCREASE LEVEL 101 FRENCH COURSE SUCCESS RATE

*Indicator: That the Level 101 French course success rate be increased to 77% by the end of the 2014-2015 academic year.*

At the end of the 2014-2015 academic year, the level 101 French course success rate was 84%.



## PROVINCIAL REINVESTMENT ACTIVITIES

The Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR) allocated a grant to Cégep Heritage College for Provincial Reinvestment activities. The amount received was dedicated to activities and initiatives identified by the College in conformity with the targets identified by the Ministry:

Target 1: Accessibility, quality of services, competency development and success.

Target 2: Information Technology support and updating of documentation resource programs.

Target 3: Operation and maintenance of buildings and quality of premises.

Target 4: Involvement of CEGEP on its territory and support to innovation and regional economic development.

In 2014-2015, the College implemented or continued to provide the following measures in support of these targets.

### COMPUTER SERVICES (TARGETS 1 AND 2)

#### Computer Technician

The computer technician hired during the 2010-2011 academic year continued his activities to increase the quality and reliability of the Information Technology services. This has helped reduce response-time delays in the event of breakdowns, and provided improved data security. This position continued to be essential in 2014-2015 in order to continue to provide adequate services and support to our students and staff in the accomplish-

ment of their daily tasks.

#### Other Computer Services expenses (Target 2)

Funds received were also used to improve Information Technology support to Student Services, the library and audio-visual services by adding or replacing technological equipment.

### STUDENT SERVICES (TARGET 1)

#### Recreational Technician

The Recreational Technician initiated more cultural and sports activities under the guidance of the Director of Student Services. These activities in 2014 - 2015 included the following:

- Yoga classes;
- Open mic coffee houses;
- Equipment and management of student's music room and game room;
- Two blood drive clinics;
- Intra - mural activities (e.g. Volleyball, Indoor soccer);
- Weekend cycling excursions and hiking;
- Halloween activities;
- Fundraising activities for charities;
- Black History celebration;
- Zumba classes
- Movember activities.

#### Provincial Reinvestment Funds

##### Revenues

Government grant	\$181,005
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##### Expenses

Salaries and social benefits	105,317
Other expenses	75,688
Excess of Revenues over Expenses	\$ 0

#### Other Student Services expenses (Target 1)

Funds received were also used to improve accessibility, quality of services and success for Accessibility students (students with special needs).

# CÉGEP HERITAGE COLLEGE FOUNDATION

## “Investing in our heritage together”

The mission of the Cégep Heritage College Foundation is to support the Cégep Heritage College's diverse community-based learning experience.

The following describes an overview of the Foundation's major activities and milestones in 2014-2015.

Throughout this period, the Cégep Heritage College Foundation continued its work to establish a strong Board of Directors and volunteer base in preparation for the launch of its first major fundraising campaign. In October 2014, the Board was thrilled to welcome M. Michel Drouin as the Chair of the Campaign Committee. Mr. Drouin is President of Charlebois Trépanier Insurance, a local business that has opened an English division to better serve the Outaouais region.

**Internal Support:** The Heritage College Student Association agreed to support a voluntary contribution of \$5 per student per session to assist the Foundation in reaching its fundraising goal. Important commitments from the College and Foundation Board members, management and staff were received. The Heritage Family Advisory Committee was also created to ensure the Heritage community plays an active role supporting and implementing the Foundation's mission and activities on an on-going basis. Members have, or have had, close ties to the College and/or its students, and include Heritage College faculty, professionals, staff, retirees, parents, alumni and students.

**Internal Launch of the Campaign:** At the August 15th Welcome Back, members of the Foundation Board and Campaign Committee intro-

duced to College faculty and staff the goal of \$1 Million dollars, in order to create bursaries, provide assistance to students, and renew technologies and equipment in the College. In September, members of the Foundation Board also presented objectives of the campaign to parents at the Orientation session.

**College Meet and Greet:** On November 25th, members of the Foundation Board and Campaign Committee met with College faculty, staff and students in the Agora to introduce the campaign objectives. Students involved in activities such as the Student Association, the drama club, the rugby team, the Guatemala project were on hand to talk about their projects, some of which may receive funds from the Foundation.

**First Perseverance Bursaries awarded:** On April 29th, at the Heritage Annual Awards evening, our Foundation presented two \$500 bursaries donated by Gamma Laboratories-Dynacare to Chantal Kilsdonk and Sophia Kimashi Kajiru, Nursing students, in acknowledgement of their efforts and perseverance in their studies.

**Major Fundraising Campaign's External Launch:** On May 7th, the Cégep Heritage College Foundation kicked off its first major fundraising campaign with the goal to raise \$1 Million dollars over five years, a significant commitment to our students' success. During the Press Conference, commitments of \$403,000 were announced as well as recognition of contributions from major donors such as la Ville de Gatineau and lead partner, Desjardins, who was instrumental in laying the ground work for the campaign.

**Graduation 2015:** The Events Coordinator of the Student Association, Gabriel Kim, spoke to

the graduating class and their families about the work of the Foundation, inviting them to invest in our heritage for future generations of students.

A contract of service was signed in 2014-2015 with an external consultant, \$51,800 for strategic planning and of the professional development for the training service continues with the College.

## 2014-2015 Board of Directors of the Cégep Heritage College Foundation:



Caryl Green, Chair - Me Pierre Landry, Vice-Chair- Jean Castonguay, Secretary - Luc Nadon, Treasurer Chief Gilbert Whiteduck - Kathy CummingDavid Newing - Larry Greene - Michel Héту Michael Randall - Nicole Lefebvre, Foundation Manager



## REVENUE AND EXPENSES

Revenue			2015	2014
Grants	Govt. of Québec	MESRST	\$16,560,817	\$16,517,052
		MESS	\$370,655	\$297,351
		Other	-	-
	Other entities		\$15,639	\$17,774
Enrolment and Tuition Fees			\$251,970	\$246,162
Sales of goods and services			\$569,094	\$529,221
Rentals			\$159,917	\$176,402
Capital assets acquired through	Govt. of Québec	MESRST	\$16,132	\$17,622
	Federal Govt		\$180,749	\$160,788
	Other entities		-	-
Other revenue			\$63,630	\$106,308
Interest Income			4,905	-
Total Revenue			\$18,193,508	\$18,068,680

A contract of service was signed in 2014-2015. Mrs. Claudette Rammer: 51.800\$ for strategic planning and of the professional development for the training service continues with the College.

Expenses	2015	2014
Salaries and fringe benefits - teachers	\$9,584,841	\$8,757,195
Salaries and fringe benefits – Other staff	\$3,911,964	\$3,825,596
Communication and information	\$320,054	\$390,705
Supplies and equipment	\$552,482	\$550,493
Services, fees and contracts, leases	\$1,355,851	\$1,516,315
Other expenses	\$24,666	\$21,095
Financing costs related to long-term subsidized loans	\$433,644	\$420,524
Interest expense on short-term loans	\$62,353	\$67,008
Amortization of capital assets	\$1,270,015	\$1,187,281
Amortization of other assets	\$13,592	\$12,725
Expenses lower than the criteria used for capitalization	\$250,647	\$384,395
<b>Total Expenses</b>	<b>\$17,780,109</b>	<b>\$17,133,332</b>

<b>Excess of revenue over expenses</b>	<b>\$413,399</b>	<b>\$935,348</b>
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## LIST OF RETIREES AND HUMAN RESOURCES DISTRIBUTION

### List of Retirees 2014-2015

Employee Name	Category
Lise Desjardins	Management Staff
Roger Gauthier	
Gilles Chénier	Support Staff
Ronnie Saumier	
Diane Poirier-Lapointe	
Antonio Guarna	Teaching Staff
Kalliopi Adamantidis	
Timothy Fairbairn	
Anne Hamilton	

### Human Resources Distribution 2014-2015 (As at June 1, 2015)

Employee Categories			Total Number
Senior Managers and Managers			11
Teachers	Regular Education	139	142
	Continuing Education	3	
Professionals			12
Support Staff			37
<b>Total</b>			<b>202</b>



The level of manpower established in accordance with article 38 of the law for the period of January 1 to March 31, 2015 exceeded that of the corresponding period of 2014 by 4790.45 remunerated hours or 1.6%. This variation is justified in particular by the increase in the number of students registered to the college and by our obligation to maintain the services offered to students in accordance with article 14 of the law and in order to respect the obligations of the collective agreements in accordance with article 35 of the law. This difference is also explained by the fact why certain positions had not been filled yet in 2014 thus decreasing the number of hours remunerated allowed the college for that period.



# COLLEGE ADMINISTRATION HIGHLIGHTS

## AUGUST

**New Academic Dean** The College new Academic Dean, Mrs. Roya Abouzia, officially took office on August 4. Her arrival has been well received at the College and she has fully assumed her important role.

**Welcome Back** As is tradition, on Tuesday, August 21, the College celebrated the beginning of the new academic year with the "Welcome Back" presentation in the auditorium. In addition to a presentation of the major dossiers of concern at the College, and an overview of our student population demographics, the Heritage College Foundation "kicked off" the official internal fundraising campaign.

## SEPTEMBER

### The Board of Governors adopted:

- The Operational Budget Forecast for 2014-2015.
- Amended Bylaw #4 concerning Academic Senate.
- Revised Policy #7 concerning Parking.
- A 3-year contract for security services.

### The Board of Governors nominated:

- Donald Marleau, Director Building Services and IT, as the Responsable de la sécurité de l'information (ROSI).
- Marc Amey, Manager Computer Services, as the Coordonnateur de la gestion des incidents (COGI).

The Board of Directors of Cégep Heritage College adhered to the Agreement concerning the reproduction of literary works in college-level learning institutions.

### The Board accepted the following:

- Final Report on the 2013-2014 Strategic Action Plan.
- Final Report on the 2013-2014 Administrative Work Plans.
- 2014-2015 College Priorities.
- 2014-2015 Administrative Work Plans.
- 2014-2015 Board Work Plan.
- 2014-2015 Academic Senate Work Plan.

### Continuing Education Restructuring

The integration of Continuing Education employees into regular education is proceeding smoothly. As previously reported to the Board, basic responsibilities and tasks will remain relatively the same, but they will be executed in collaboration with personnel doing similar tasks in other services.

### CEEC Visit

Heritage received a letter from the CEEC concerning IPESA implementation report and Science program follow-up evaluations. The letter stated that La Commission was satisfied with both and that the five outstanding recommendations, some of which date from 2006, have been lifted.

### Visit from IUT St-Étienne (France)

Heritage welcomed a visitor from the "Institut Universitaire Technologique" of St-Étienne, France. They are interested in sending students from their Commerce program for one semester.



## OCTOBER

### The Board of Governors adopted:

- The ECCE Comprehensive Program Evaluation Report.
- The Social Science Comprehensive Program Evaluation Report.

### Table d'entrepreneuriat de l'Outaouais

Heritage joined the "Table d'entrepreneuriat de l'Outaouais". Sponsored by the Ministère des Finances et de l'Économie, the goal is to bring entrepreneurs together with the education and health sectors of the region to share information, develop partnerships and mutual projects all in the interest of diversifying the economy of the Outaouais and promoting entrepreneurship.

### Congrès de la Fédération des cégeps

Heritage attended the annual Federation conference in Montreal, October 22, and 23. This year's theme was "Cégeps de classe mondiale," and involved workshops and round table discussions of the internationalization of college education.

## NOVEMBER

### The Board of Governors adopted:

- Annual Financial Statement of the College for the fiscal year 2013-2014.
- Amendments to the Visual Arts Program Profile.
- Amendments to the Early Childhood Care and Education Program Profile.
- Amendments to the NewMedia and Publication Design Program Profile.

### Heritage College Foundation

A meeting of the Foundation's Board of Directors was held on November 5. At this meeting, the draft Foundation's financial statements were discussed and approved for the periods ending June 30, 2013 and June 30, 2014. These statements confirm that the Foundation expenses are on track as budgeted with a mention of the agreement between the Foundation and the College.

### Continuing Education

Heritage received funding from Emploi-Québec to offer a 500 hour French (second language) immersion course set to begin in January. The college is working with Emploi-Québec in the Pontiac for a similar program offer in Campbell's Bay.

### Remembrance Day

Heritage annual Remembrance Day Ceremony was held on November 11 at noon in the Agora. In attendance were four soldiers from Le Regiment de Hull, who were led by a bagpiper into and out of the ceremony. Two representatives of the Heritage Student Association Executive participated in the traditional ceremony which was well attended by both students and staff.

### Forum des DGs

Heritage attended the Forum des DGs in Québec City, November 12 and 13. The major topics were: the first phase of the CEEC quality assurance system, orientations for the current round of negotiations, the development of the new "Cadre de gestion des infrastructures" requirements, and the latest information concerning the new "projet de loi" 15, concerning the impending hiring freeze as it would apply to the CÉGEP network.





## Cégep de Matane

A delegation of three, including the Director General from Matane visited the College in order to explore potential partnerships, such as e-learning, team teaching and Co-op work placements between the Tourism programs at Heritage and Cégep de Matane.

## TIPSA Conference

“La table interordre provinciale du secteur Anglophone” held a conference in Boucherville on distance education entitled, “Learning and Working in a Digital World.” The Director General and three Education Advisors from the College attended. Topics included the distance education research project that TIPSA is supporting, the TIPSA “call for projects” procedure, this year’s strategic orientations, as well as information from the Ministry concerning program authorization requests and a discussion of “adéquation formation-emploi” (the balance between job market demands and institutional course offerings).

## New Programs

The College began discussions and research to create a list of potential new program authorizations for the next 10 years. This endeavor is part of the demands by ACESO for Ministry support to increase the number of post-secondary program offerings, along with the required funding, to keep our young people in the Outaouais. With our increasing enrollment, it is also vital that we keep our program offerings current and varied.

## JANUARY

### Open House

On Sunday, January 19, the College held its annual Open House, for the first time in the winter semester. By all accounts, it can be considered a

great success. All of our programs and services were very well represented. We welcomed over 400 people to tour our facilities, making it one of the successful we have ever held. Our guests commented on the warm welcome that they received from our staff, the beauty and cleanliness of our facilities, and how much they appreciated the opportunity to look around and ask questions.

## FEBRUARY

### The Board of Governors

- Adopted amended Bylaw #2 concerning the Collection of Student Fees.
- Delegated its role of chief administrator of the organization to the Director General in order for the Director General to act in its place in the approval of contracts as specified in the Law and in Annex 1 of the “Politique de gestion contractuelle concernant la reddition de comptes des organismes publics”
- Delegated its role of chief administrator of the organization to the Director General in order for the Director General to act in its place in the approval of contracts as specified in the “Loi sur la gestion et le contrôle des effectifs des ministères, des organismes et des réseaux du secteur public ainsi que des sociétés d’état”
- Adopted amended Policy 30 Concerning the Acquisition of Goods and Services.
- Authorized the College to mandate the “Centre collégial des services regroupés” (CCSR) to call for tenders for the renewal of the College’s Insurance Protection Programs for Damages Including Protection C-21 for a 5-year term.
- Authorized the College to mandate the “Vitrine technologique en éducation” (VTÉ) to call for tenders for the renewal of the College’s Microsoft and Adobe licenses contract for a 3-year term.
- Was presented with the highlights of the 4 Stra-

tegic Action Plan mid-year reports that present the details related to where the College stands with each of the Orientations’ objectives and targets.

- Adopted the College’s 10-year plan of new proposed Diplomas of College Studies.

## Heritage College Foundation

Two new members joined the Foundation Campaign Committee: Mr. Marcel Proulx, former MP of Hull-Aylmer, and Mr. David Newing, father of two Heritage alumni, one of whom recently received the Rhodes scholarship to study at Oxford. Mr. Newing has also joined the Foundation Board of Directors.

## Archives

The College has been working on reorganizing and cleaning up our archives for the past two years. New Archives and Document Management guidelines and forms have now been developed and are accessible to all administrative staff. Training on the new Classification System and Conservation Calendar, which was approved by the BANQ, has been provided to all. Persons who are responsible for archives inventory management within each Service have been identified and have received training specifically on inventory management. This major undertaking will improve both the allocation of space as well as the efficiency of document retrieval.

## First Nations Project Proposals

The College submitted two project proposals to the Federal Ministry of Aboriginal Affairs, both of which are in partnership with the First Nations community of Kitigan Zibi. The first is a distance learning project to offer on-line General Education courses adapted to the needs of First Nations students. The second involves the offering of an

AEC program in entrepreneurship to the community. Both projects include the local support of the students in the community as well as the necessary training and infrastructure for the College to offer courses at a distance.

### **Le Rapport Demers**

On February 5, the Academic Dean and the Director General attended a Federation “think tank” to prioritize the recommendations made in the Rapport Demers from the college réseau point of view. Out of these discussions, an action plan will be created and presented to the Ministry.

### **APRIL**

#### **The Board of Governors adopted:**

- Revised Policy 24 concerning Standards of Student Conduct.
- The Clara Ressources Humaines et Paie and Clara Finance licenses four (4) year renewable contract.
- Revised Policy 22 Concerning Archives Management now renamed Records and Archives Management.

### **CEEC Report**

The CEEC concluded that the College’s self-evaluation of the implementation of its Strategic Plan is rigorous, that the implementation of our Strategic Plan has been done efficiently, and that our tracking mechanisms are adequate. For the next evaluation, the College has been “invited” to create an action plan in order to implement the conclusions, and that in some cases, there should be a better connection between our evaluation tools, the Strategic Plan, and the Strategic Action Plan.

### **Devis Increase**

The Ministry of Education has officially confirmed approval of Heritage “devis” increase from 800 to 1000 students. As a result, the College will receive \$11.9 million to build additional space. This investment is part of the Ministry’s 10-year capital plan that includes forecasted investments from 2014 to 2024 in both the college and university networks.

### **MAY**

#### **The Board of Governors adopted:**

- Amended Policy 5 concerning the Evaluation of Student Achievement.
- Amended Policy 2 concerning Signing Authority.
- The 2015-2016 Information Technology Annual Plan.
- The 2015-2018 Information Technology Three Year Plan.

### **Heritage College Foundation**

On Thursday, May 7, a media press conference was held in the College Agora to signal the official launch of our external fundraising campaign. The event was well attended by local media, students and staff. The Foundation has now received pledges that exceed more than 40% of its target of \$1 million.

### **Construction Report**

The initial plans for the college expansion were presented to the college community and are on display in front of the Director General’s Office. The posting for public tenders has been completed and the applicant dossiers will be analyzed by committee, as is required by law, by the end of May. A special Board meeting will be convened to present the winning bid.

### **Devis Increase**

On Monday, April 13, the College celebrated the official announcement of our “devis” increase, including financing of \$11.9 million to build additional student space. The press conference and reception was well attended by the media, representatives from the local municipalities, regional education partners, local politicians, including two of our local MNAs: Mme Maryse Gaudreault and M. André Fortin, who both made speeches.

### **Special Care Counseling**

The College received a favorable “avis” from Emploi-Québec for a permanent authorization for a new DEC in Special Care Counselling (351.A0). Once the authorization has been secured, a program will be created including a competency and course grid, which will be presented to Academic Senate, and ultimately, the Board of Governors.

### **JUNE**

#### **The Board of Governors adopted:**

- The Operational Budget Forecast for 2015-2016.
- The forecasted capital expenditures for 2015-2016.
- The revised Bylaw 5 concerning Support for Student Success.

The Board of Governors appointed three College administration representatives - Maurice Lafleur, Kelly McMahon and Deborah Valdez - to the Academic Senate for the 2015-2016 Academic Year.

### **Cégep Heritage College Expansion**

The Board of Governors authorized the College to enter into a contract with Fortin, Corriveau, Salvail, Damphousse Architecture and Design Consortium, which includes the CIMA+ Company as the engi-



neering firm.

### **CEEC Report**

The College received a visit from la Commission on May 27, in preparation for the next phase of college auditing and their return to Heritage in 2017, by which time the College will have submitted a report on our quality assurance systems. Twelve staff members, including three faculty members, met with John Keyes and his administrative assistant to listen to the presentation and ask questions. The CEEC will return next spring for a second information session.

### **Construction Report**

The posting for public tenders was completed and the applicant dossiers were analyzed by committee, as is required by law. A special Board meeting was held on June 4 to confirm the winning bid of Architecture Consortium Fortin, Corriveau, Salvail, Damphousse. Architectural plan consultations with staff are ongoing.

### **Continuing Education**

The College prepared a balanced continuing education service budget for 2015-2016. All College services are working together to ensure the viability of the service, and we are continuing to analyze our offerings, both credit and non-credit, to keep them current and attractive to potential students.



## 2014-2015 COLLEGE LIFE HIGHLIGHTS

**HEALTHY RELATIONSHIP WORKSHOPS** – Student Services organized a series of workshops for students during the year that focused on healthy relationships. In the context of a pluralistic and inclusive milieu, several topics were highlighted: defining and affirming consent in any relationship; debunking myths about sexual assault; cyber-bullying and aggression in social media; sexual orientation; domestic violence; sex-positivity and health concerns. Guest speakers from various local agencies were also recruited to animate follow-up question and answer forums. The next step in the evolution of these discussions will be to generate a culture of awareness among students with respect to knowing when to draw the line regarding inappropriate aggression, particularly in social media and cyberspace.

**SEPTEMBER 7** - The Heritage Heroines and Heroes team participated in the Ovarian Cancer Walk of Hope on Sunday, September 7, in memory of three very special women from the Heritage community: Ginette Dubois, who was the assistant to the former Director General; Helen Smyth, who was a NewMedia & Publication Design Professor, and Kim Tysick, who was our former Academic Dean. They all lost their battle with ovarian cancer, a disease that is difficult to diagnose until late stages. The five kilometer walk took place on a beautiful sunny morning at Andrew Haydon Park by the Ottawa River. This was the seventh year in a row that the Heritage Heroines and Heroes participated in the walk and raised funds for Ovarian Cancer Canada.

**SEPTEMBER 22** - Parent Information Night

**OCTOBER 1** - Launch of the Lexique de soins in-

firmiers : français - anglais written by Suzanne Larochelle, teacher at Cégep Heritage College. The objective of the lexicon is to help students to communicate as well in English as in French in their field of studies. The terms included in this lexicon were selected based on the needs expressed by the nurses and the students of the program.

The Heritage 2014 Centraide campaign raised \$2,307 thanks to all who donated and actively participated in fundraising activities throughout the College.

**NOVEMBER** - Gabrielle Doucette-Poirier - Recipient of the 2014 Helen Smyth Memorial Co-op Student of the Year for a 1st Co-op. Gabrielle is a student in the Electronics and Information Technology program. She did her co-op at Communication Components Antennas Inc.

Heritage participated in the November event for the fourth year to raise money for prostate cancer research.

**NOVEMBER** - Casey Hynes - Recipient of the 2014 Helen Smyth Memorial Co-op Student of the Year for a 2nd Co-op. Casey is a student in the Computer Science program. He worked as a software developer at Versaterm Inc.

**NOVEMBER 19** - Over 400 high school students attended Heritage Day in November and had the opportunity to attend workshops on Heritage programs and meet Heritage teachers and staff.

**NOVEMBER 25** - An event in the agora was organized by the Cégep Heritage College Foundation Campaign Committee to share information about which projects would be funded by the Major Fundraising Campaign. Members of the





Foundation Board of Directors were on hand to lend their support as well as a number of Heritage staff, teachers and students.

**DECEMBER 2** - The third year Early Childhood students presented their Storywalk projects in the Agora. An innovative way to promote early literacy, story - telling and outdoor play with young children. ECCE students detailed the intended learning outcomes for children and the benefits for parents, families and communities.

**DECEMBER 5** - Gwen Guth, Heritage English professor, had the very good idea of organizing a special event to commemorate the Polytechnique massacre. She reflected on the fact that although this violent crime against women happened 25 years ago, violence against women is still very much with us today.. . We don't have to go very far to notice this, just think of the Ghomeshi affair and the ensuing #BeenRapedNeverReported denunciations and the Parliament Hill sexual harassment scandal... We have come a long way yes, but there is still a lot to do to change mentalities.



**JANUARY 18** – The College held its fourth Open House open to the general public.

**FEBRUARY** - Heritage was one of the major sponsors of the 6th annual Wakefield International Film Festival (WIFF) held February 7th to March 1st this year. For the first time, the WIFF had a “youth short” category, and two Heritage Students submitted films: Hannen Sabeen, Liberal Arts student, and David Scrieci, New Media student.

February 16th to the 20th, Heritage held its Aboriginal Culture Awareness week to celebrate the many Aboriginal cultures in Canada and to raise awareness about aboriginal history, culture and traditions.

An Early Start: Health and Education for Guatemalan Children: is a joint project with the Nursing and Early Childhood Care and Education (ECCE) programs at Cégep Heritage College which started in 2010 and is in the 6th year of operations. During this 10-day humanitarian trip faculty and students from both programs work collaboratively

with health care and early childhood professionals in rural villages in Guatemala.

Extensive preparation for the 10-day trip includes student participation in Spanish classes, cultural sensitivity training and the creation of instructional posters and resources to be used to teach best practices in health and early childhood education. A focus on collaboration and cooperation within a diverse team is an integral aspect for student learning and faculty teaching.

**MARCH 27-29** – Cégep Heritage College hosted the Southwest Conference Collegiate Basketball Championship.

**APRIL 13** - The April 13 announcement of an \$ 11.9 million expansion project at Cégep Heritage College was greeted with smiles and satisfaction. The investment will allow for the construction of additional classrooms and student spaces at Heritage's main campus on Cité-des-Jeunes, and will address the additional space requirements of certain services such as the library and the physical education facilities.



**APRIL 29** - The good work of the Cégep Heritage Foundation has already produced some very positive outcome with the presentation of two \$500 bursaries donated by Gamma Laboratories- Dynacare. The recipients were announced at the Cégep Annual Awards Evening. The 2015 recipients are Chantal Kilsdonk and Sophia Kimashi Kajiru. These bursaries are an acknowledgement of their efforts and perseverance in their studies.

**APRIL 29** - Heritage held its Annual Awards Evening Gala to celebrate outstanding student achievement recognizing the accomplishments of non-graduating students in academic, socio-cultural and sports. The evening also featured an array of talented entertainers among College students and staff and was hosted by 2 engaging MCs: Paul Elliott-Magwood and Elliott Brown.

**APRIL & MAY** - The Program Showcases celebrating student success were held in April and May for the following programs: Accounting and Management Technology, Computer Science, Early Childhood Care and Education, Electronics and Information Technology, Liberal Arts, New Media and Publication Design, Nursing, Science, Social Science and Visual Arts.

**MAY 7** - The Cégep Heritage College Foundation kicked off its major fundraising campaign on May 7, 2015 by announcing a \$100,000 by Desjardins. Support from this lead partner has been instrumental in laying the ground work to undertake the campaign.

**JUNE** - Laura Massie and Kathy Cumming, teachers in the Early Childhood Department, travelled to Moshi, Tanzania in East Africa on a humanitarian trip. Once there they volunteered for four weeks in local grassroots projects working to sup-

port and teach impoverished children and help local families. Initially Laura planned to make this trip solo but was soon joined by Kathy, who got caught up in Laura's excitement and planning.

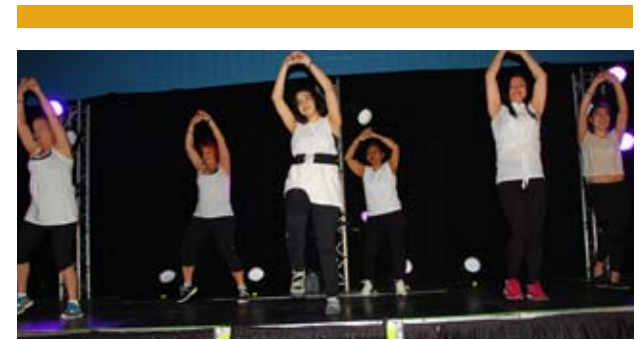
**JUNE 11** - In recognition of the contribution and dedication of Cégep Heritage College employees, Heritage held the 28th annual Heritage Employee Recognition Evening on Thursday June 11th, 2015.

- Retiring this year: Poppy Adamantidis, Lise Desjardins, Tim Fairbairn, Tony Guarna, Anne Hamilton, Diane Poirier-Lapointe and Ronnie Saumier.
- 25 Years of Service: Sami Nicola and Rose-Marie Leclerc.
- 15 Years of Service: Josée de Bellefeuille

**JUNE 19** - Heritage's 2015 Graduation Ceremony was held in the Grand Hall of the Canadian Museum of History. 253 proud students who graduated from one of the College's pre-university or career programs or from a Continuing Education program received Diplomas or Attestations of College Studies (DEC or AEC). Of those, 123 graduated with distinction and 41 graduated with great distinction. The keynote speaker was Caitlin Côté-Tolley, a social science alumni. Sirene Bellahnid was the Valedictorian; she graduated with distinction from the Science Program.

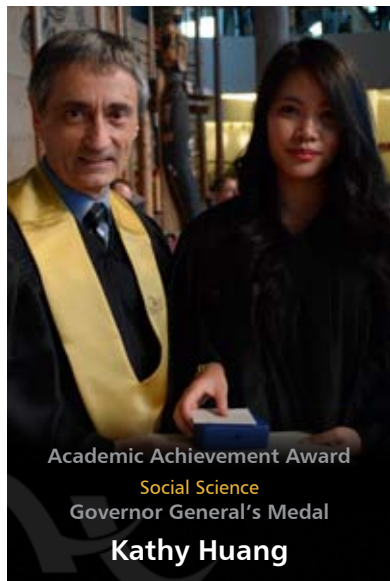
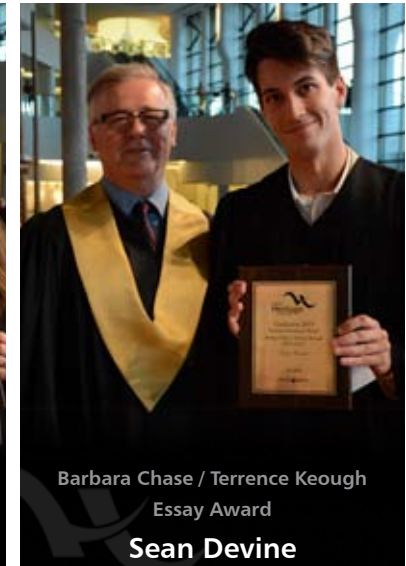
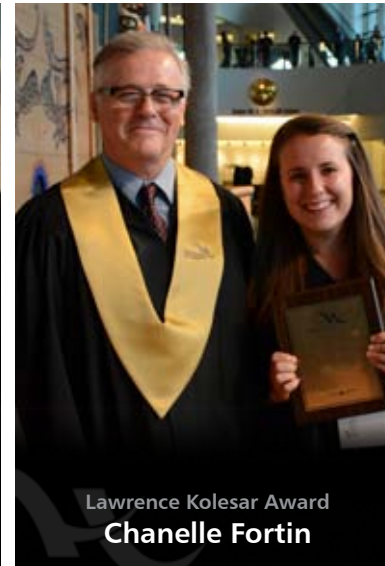
**JULY** - Madison Mackenzie, student at Cégep Heritage College and a member of the Cascades Kayak Club based in Chelsea completed her first participation in a World Championships with a fifth place in the U23 Women's K4 500M held in Portugal in July.

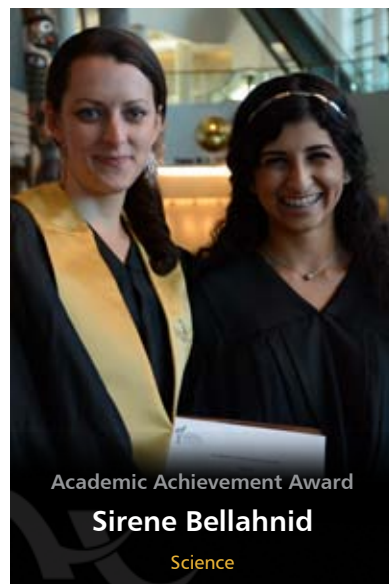
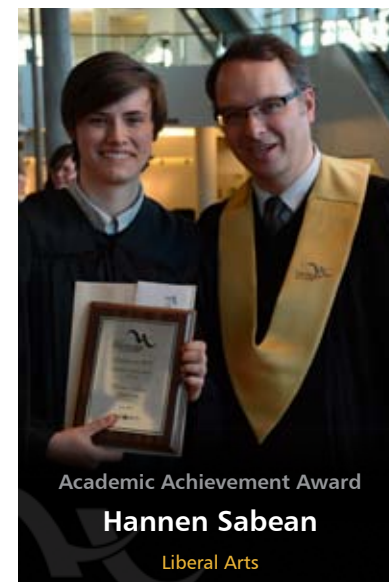
**JULY 2** - Heritage launched its official institutional Flickr page.



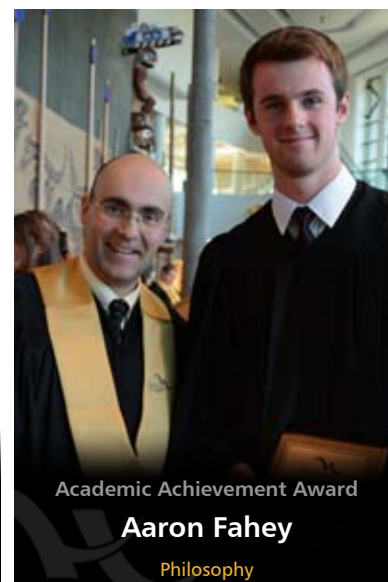
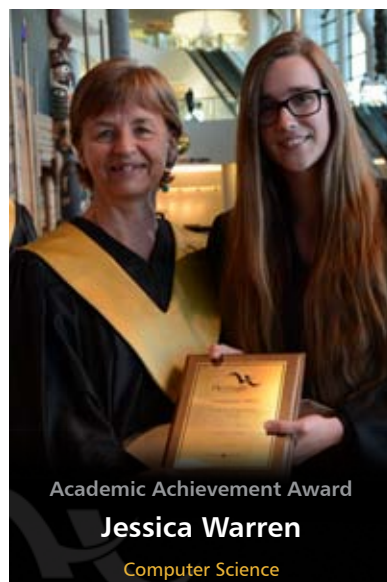
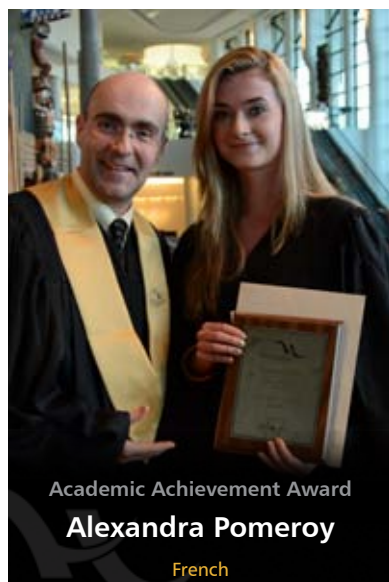


# STUDENT AWARDS









# HERITAGE COLLEGE 2015 AWARDS NIGHT RECIPIENTS

## SOCIAL CULTURAL AWARDS

### **Hotel Management Student Recognition (RHEO Bursary)**

- Jonathan Hachey

### **Hotel Management Student Volunteer Award**

- Adrielle Richer
- Marie-Christine Poulin
- Andres Valderrama

### **Alliance Sport-Etudes**

- Willa Mason
- Madison MacKenzie
- Aimée Aubin
- Emma Béatrice Ouellet Lizotte
- Pam Buisa
- Alyssa Laframboise
- Laurent Curren-Briggs
- Justin Mallory
- Chloé Selerier
- Nicholas Pigeon
- Leanne Weller
- Alana Hennessy
- Liam Veinotte
- Nilan McIntosh
- Paul Place

### **Alliance Sport Etudes Scholarship Program**

- Aaron Fahey

### **Drama Club Award**

- John Drevniok

- Rachel McNamara
- Dorothy Down-Cameron

### **The Science Volunteer Award**

- Sirene Bellahnid
- Rabih Ghobril

### **The Accounting and Management Technology Entrepreneurship Award**

- Gavin Scharfe

### **Foundation (Perseverance Bursaries)**

- Chantal Kilsdonk – Nursing
- Sophia Kimashi Kajiru - Nursing

## ACADEMIC AWARDS

### **Accounting and Management Technology**

- Ashley Rivet

### **Social Science – Commerce Profile**

- Karl Gosselin

### **Computer Science**

- Nicolas Thivierge

### **Early Childhood Care & Education**

- Meghna Joshi

### **Electronics & Information Technology**

- Dominic Barrieau-Garneau

### **Liberal Arts**

- Margot MacLaren

### **Visual Arts**

- Erika Woolner

### **Nursing**

- Michelle Vanasse

### **New Media & Publication Design**

- Thomas Szyg

### **Science**

- Annie Yang

### **Social Science**

- Sophie Desjardins

### **Social Science – Math Profile**

- Genevieve Hoffman
- Hotel Management
- Brooklyn Dagenais

### **Tourism**

- Alysha Forcier

### **Lieutenant Governor's Medal**

- Pamphinette Buisa
- Christopher Greene

### **The Peer Tutoring Program**

- Sirene Bellahnid
- Hillary Chappus-McCendie
- Neveen Eleissawi
- Sabe Eleissawi
- Nisreen Elias
- Aaron Fahey
- Tianze Gao
- Leopoldo Gutierrez
- Shania Hodgins



- Harmony-Dawn Hogan-Ellingsworth
- Meghna Joshi
- Emely-Jeane Maurice
- Sarah Menard
- Kyra Roos
- Daniel Smith
- Maghali Tremblay
- Diego Velasque Guerrero
- Victoria Yost

#### **Student Association Executive**

- Erin Jefferies (President)
- Pamphinette Buisa (Vice-President)
- Sirene Bellahnid (Secretary)
- Gabriel Kim (Events Coordinator)
- Aanan Rahman (Deputy Events Coordinator)
- Paulo Guedes (Treasurer)
- Riley Mclean (External Affairs)

#### **SPORTS**

##### **Women's Rugby**

- Most Valuable Player: Pamphinette Buisa
- Most Improved Player: Erin Jefferies
- Rookie of the year: Alana Hennesy
- Coach's Awards: Lia Hoyte

##### **Men's Rugby**

- Most Valuable Player: Fabio Moniz
- Most Improved Player: Matthew Tattersal-Boros
- Rookie of the Year: Anthony Rankin
- Coach's Award: Jake Schwartz

##### **Men's Soccer**

- Most Valuable Player: Mitchell O'Brien
- Most Improved Player: Alex Asselin
- Rookie of the Year: Thierry Hategekimana

##### **Women's Basketball**

- Most Valuable Players: Maria Caissy and Hodan Ahmed
- Most Improved Player: Pamphinette Buisa
- Rookie of the Year: Lourenca Siua Agla

##### **Men's Basketball**

- Most Valuable Player: Kudiwa Hwacha-Blankson
- Most Improved Player: Kwabena Oduro
- Rookie of the Year: Tevaughn Anderson

##### **Special Academic Merit Award**

The following students maintained at least an 80% academic average while participating in an intercollegiate sports team.

- Alex Asselin (Soccer)
- Pamphinette Buisa (Basketball & Rugby)
- Maria Caissy (Basketball)
- Emma Gray (Rugby)
- Thierry Hategekimana (Soccer)
- Erin Jefferies (Rugby)
- Ye Fang Kuang (Rugby)
- Samuel Landry (Rugby)
- James Myles (Soccer)
- Sierra Picard (Rugby)
- Emeral Poppe (Rugby)
- Ivan Parish Rainey (Soccer)

- Malcolm Sharpe (Soccer)

##### **The Female and Male Intramural Athlete of the Year Award**

- Intramural Female Athlete of the Year Award: Maria Caissy
- Intramural male Athlete of the Year Award: Tevaughn Anderson

##### **The Female and Male Athlete of the Year Award**

- Female Athlete of the Year Award: Maria Caissy
- Male Athlete of the Year Award: Fabio Moniz



## LIEUTENANT GOVERNOR'S YOUTH MEDAL

Congratulations to Pam Buisa and Christopher Greene, who were the recipients of the Lieutenant Governor's Medal, awarded on Saturday, April 11 at UQO.

The eligibility criteria of the Lieutenant Governor's Youth Medal are that the student has demonstrated a sustained voluntary action at the community and social levels; or has showed an inspiring attitude and a positive influence inside a group or community.





## STUDENTS AWARDS

**SEPTEMBER 24** – “Sports - études” student Nicholas Pigeon who had won two races at the 36th Annual Gatineau Loppet last February was awarded a \$2000 bursary from Hydro-Québec and Fondation de l’Athlète d’excellence du Québec in his cross-country skiing discipline to recognize his academic and athletic successes.

**APRIL 11** - Pam Buisa and Christopher Greene were the recipients of the Lieutenant Governor’s Medal, awarded on Saturday, April 11 at UQO. The eligibility criteria of the Lieutenant Governor’s Youth Medal are that the student has demonstrated a sustained voluntary action at the community and social levels; or has showed an inspiring attitude and a positive influence inside a group or community.

**APRIL 29** – Cross-country skier Aaron Fahey is the recipient of a regional sport-études bursary with a value of \$500 that the Foundation presents to student-athletes who distinguish themselves by the excellence of their academic achievement and their sporting performance.

**APRIL 21** - The winter 2015 science contest was organized by the chemistry team from the science department. On April 21, twelve participants were challenged by questions on fun facts and information about periodic table elements and common chemicals! The questions ranged from functions of elements in human body to applications and usages in everyday life. First place team winner: Elise Larivière and Mathieu Michaud Second place team winner: Yulia Klimento and Erik Pavay The science contest runs every semester and the four science disciplines (chemistry, physics, mathematics and biology) take turns in organizing it.



# GRADUATION AND HONOURS STATISTICS

2013-2014 Graduates by Program		
Programs	Program Totals	Honours Graduates
<b>Pre-University – Diploma (DEC) Programs</b>		
Liberal Arts	15	9
Science	27	19
Social Science	70	48
Visual Arts	3	0
<b>Pre-University Totals</b>	<b>115</b>	<b>76</b>
<b>Career – Diploma (DEC) Programs</b>		
Accounting and Management	8	6
Computer Science	14	6
Early Childhood Care and Education	17	11
Electronics and Information Technology	0	0
Hotel Management	5	1
New Media and Publication Design	10	4
Nursing	35	22
Tourism	3	2
<b>Career Totals</b>	<b>92</b>	<b>52</b>
<b>Other</b>		
DEC Sans Mention	1	0
<b>DEC Sans Mention Totals</b>	<b>1</b>	<b>0</b>

Programs	Program Totals	Honours Graduates
<b>Attestation (AEC) Programs</b>		
Accounting Principles and Software Applications	1	1
Bilingual Office Administration	14	10
Bureautique et comptabilité	1	0
Early Childhood Care and Education	11	11
Gestion d'un élevage de bovins de boucherie	3	2
Microsoft Certified Systems Engineer	1	0
Microsoft Networks and Security Administrator	10	8
Web and Desktop Programming	8	7
<b>AEC Program Totals</b>	<b>49</b>	<b>29</b>
<b>Grand Total All Programs</b>	<b>257</b>	<b>157</b>





# ETHICS AND PROFESSIONAL CONDUCT OF BOARD ADMINISTRATORS

Heritage College Bylaw #6 came into force on January 1, 1998

## 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 1—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 Heritage College.

## ARTICLE 3—PROVISIONS

### 3.1 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.

### 3.2 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.

### 3.3 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.

### 3.4 REGULATIONS REGARDING CONFLICTS OF INTEREST

#### 3.4.1 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) a situation in which a Board administrator has a direct or indirect interest in the deliberations of the Board of Governors;
- b) a situation in which a Board administrator has a direct or indirect interest in a contract, or a contract being drafted, with the College;
- c) a 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) a 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.

#### 3.4.2 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}.

### 3.4.3 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 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.

### 3.4.4 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

### 4.1 BOARD ADMINISTRATORS

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.

### 4.2 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.

### 4.3 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 ad-



ministrators, 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.

#### 4.4 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.

#### 4.5 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.

## GLOSSARY

### BOARD

administrator: member of the Board of Governors of the College.

Board administrator

**MEMBER OF STAFF:** the two teachers, the non-teaching professional and the support staff member, respectively elected by their peers as members of the Board of Governors of the College, as well as the Director General and the Academic Dean.

**COLLEGE:** Cégep Heritage College.

**OFFICE:** the office of Board administrator.

**INTEREST:** a right, title or legal share in something; participation in something because of responsibility, self-interest, advantage, benefit, liabilities or the like, present or future.

Declaration for 2014-2015

During 2014-2015, the professional conduct consultant charged with the application of the Code of Ethics and Professional Conduct for the Board of Governors did not receive any complaints or reports of irregularities.



