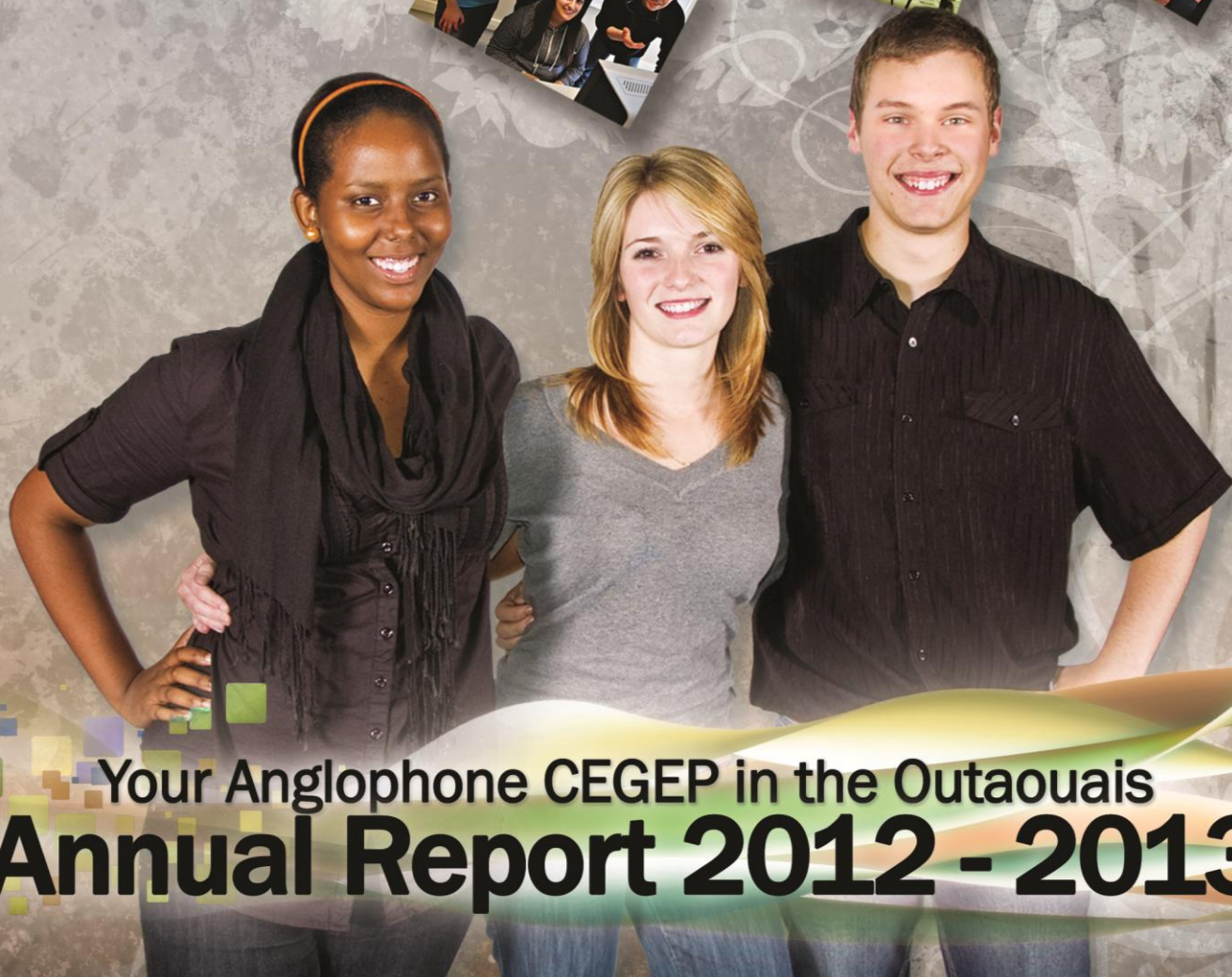


CÉGEP Heritage COLLEGE



Your Anglophone CEGEP in the Outaouais
Annual Report 2012 - 2013



325 Cité des Jeunes blvd.
Gatineau (Quebec) J8Y 6T3
T. 819.778.2270 | F. 819.778.7364
www.cegep-heritage.qc.ca

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Table of Contents

Message from the Board Chair	1
Message from the Director General	2
College Mission	3
Board of Governors and Management Committees	4
Strategic Plan Year 3 - Assessment Summary	5
Summary of Activities in Support of Student Success	6
Student Success performance Indicators	8
Provincial Reinvestment Activities	9
Summary of Activities in Support of a Healthy Lifestyle	10
Revenue and Expenses	11
List of Retirees and Human Resources Distribution	12
Report on the Implementation of the Administrative Expenditures and Management and Administrative Staff Reduction Plan	13
College Administration Highlights	14
College Life Highlights	17
Student Awards	20
Graduation and Honours Statistics	22
Ethics and Professional Conduct of Board Administrators	23

Message from the Board Chair



This 2012-2013 annual report reflects a continuation of the progressive organizational stewardship that has characterized the administration of our Director General, Louise Brunet, and her senior team over the past five years. That she is currently completing the final weeks of her mandate, and looking forward to a well-deserved retirement, is acknowledged with a profound sense of appreciation for her dedicated service. Complemented by the collaborative efforts of the teaching staff and all other Cégep Heritage College personnel, her initiatives have achieved an enviable degree of success despite the challenges of difficult economic circumstances. Speaking on behalf of the members of the Board of Governors, I wish to express our unreserved gratitude for the accomplishments realized over the past year.

While our students, staff, faculty and administration should readily appreciate their significant participation in the documented achievements described in this annual report, their importance extends well beyond the individuals and the physical limits that constitute the immediate College community. Growing each year in enrolment and in its influence within the social, economic and political context of the region, Cégep Heritage College continues to reach out to the greater Outaouais area, faithful to the enabling objectives adopted in its multi-year strategic plan.

Those who might not yet be very familiar with the College will find a comprehensive welcome introduction in the pages of this report. Those who already recognize and have supported its valuable contribution to our city and the greater surrounding geographic area should be proud of the reported successes of the past year and encouraged to pursue them further.

A handwritten signature in blue ink, reading "Kenneth-Roy Bonin". The signature is fluid and cursive.

Kenneth-Roy Bonin
Chairman of the Board of Governors

Message from the Director General



I respectfully submit to the Board of Governors the 2012-2013 Annual Report of Cégep Heritage College.

Again this year, enrolment continued to increase to a total of 1 074 validated full-time students in regular education. Continuing Education has maintained its clientele to 500 students. The increase in the number of students brings additional challenges, be it for special needs students, scheduling of classes, or allocation of spaces for both classes and student activities. The Outaouais region has registered demographics showing for the coming years a steady increase in its population. As a result, Heritage can expect its enrolment to continue to increase. The College has multiplied its efforts at the Ministry to obtain additional space.

The Ministry did allocate some additional space as a second phase of the financing of the new programs authorized in 2009. As a result, the College was able to finance the addition of a wing to house a kitchen for the Hotel Management program, an interactive classroom and archiving storage.

The construction should be completed early into the new academic school year.

Planning and initial preparatory work was carried out with the intent to hold a major fundraising campaign over the next five years.

The evaluation of the Strategic Plan at mid-term was conducted. The report was completed by the end of 2012-2013 and approved by the Board of Governors at the beginning of September 2013. The Board approved the extension of the Strategic Plan for another two years, until June 30 2016.

In June, Heritage kicked-off its 25th anniversary by hosting a cocktail remembering its first quarter of a century, and looking towards the future.

Many thanks are extended to the Chairman Kenneth-Roy Bonin and to all members of the Board of Governors for their continued support. Gratitude is also given to faculty and non-teaching personnel whose contribution to the success of our students would not be possible without their competence, hard work and dedication. I also acknowledge the important contributions of our Marketing/Communications Manager, Lise Desjardins, to this report.

A handwritten signature in black ink that reads "Louise Brunet". The script is fluid and cursive.

Louise Brunet
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 2012-2013 Senior Management Team



From left to right – top row: Michel Hétu (Dir. Financial Services), Maurice Lafleur (Associate Academic Dean), Michael Randall (Academic Dean). **Front row:** Deborah Valdez (Dir. Student Services), Louise Brunet (Director General), Michèle Charlebois (Dir. Human Resources). **Not on photo:** Donald Marleau (Dir. Building Services and IT).

Cégep Heritage College 2012-2013

Board of Governors and Management Committees

2012-2013 Board of Governors



Left to right top row: Robert Cousineau (Teacher), Catherine Njue (Parent), Sean Scott (Teacher), Michael Randall (Academic Dean), James Shea (Schoolboards), Michelle Wistaff (Career Program Graduate), Jeannine Lafrenière (Professional Staff). **Left to right bottom row:** Larry Greene (Regional Enterprises), Jean Thiffault (Socio-Economic), Louise Brunet (Director General), Gail Sullivan (Vice-Chair - Labour Market), Alexina Picard (Pre-U Program Student), Michèle Charlebois (Director Human Resources). **Not on photo:** Mercedes Barnes (Career program student), Roy Bonin (Board Chair), Murielle Laberge (Universities), Rose-Marie Leclerc (Support Staff), Robert Mayrand (Socio-Economic), Daniel Michaud (Parent).

Executive Committee



From left to right top row: Sean Scott (Teacher), Michael Randall (Academic Dean). **Bottom row:** Louise Brunet (Director General), Gail Sullivan (Board Vice-Chair). **Not on photo:** Roy Bonin (Board Chair), Daniel Michaud (Parent).

Members of the Academic Senate

Poppy Adamantidis, Lise Bénard, Kathy Cumming, Tim Fairbairn, Lee Anne Johnston, Jutta Kurtz, Maurice Lafleur (Associate Academic Dean), Judy Mueller, Patrick Moran, Michael Randall (Chair - Academic Dean), Shazia Syed, Sara Thrasher, Jacob Roberts, Deborah Valdez.

Strategic Plan Year 3 – Assessment Summary

The following is a summary of what was accomplished during the first three years of our 2010-2014 Strategic Plan.

Orientation 1: Improve Student Success

- The success rate for students in regular education was an average 83.8% compared to 82.9% in 2011. More specifically, the success rate for students in pre-university programs was 82.5% in comparison to 82.9% in 2011, and for career programs 86.5% in comparison to 85.4%.
- Improvement of third semester retention for the 2011 cohort stands at 72.4% for all students.
- The retention rate for continuing education AECs (*Attestation d'études collégiales*) was 83.1% based on the number of students registered in the first semester.
- Due to lack of enrolment, the first year of the Electronics Technology program was suspended in 2012-2013.

Orientation 2: Respond to the Demands of the Outaouais Global Market

- For the first time, an AEC in ECCE (Early Childhood Care and Education) was offered in our Pontiac Continuing Education campus.
- Also for the first time, an AEC in Accounting Principles and Software Applications was offered at the main campus.
- A humanitarian project for the students in the Nursing and ECCE programs was conducted for the third year in Guatemala in March.
- Columbian students were offered ESL (English Second Language) courses through Continuing Education again this year.

- Heritage and Lanzhou College in China explored a possible partnership that would result in Chinese students attending Heritage in the future.

Orientation 3: Increase College Visibility and Student Enrolment

- An increase in enrolment was registered again this year with a validated full-time student total at 1074.
- Continuing Education maintained its clientele at 513 students.
- Heritage kicked-off its 25th anniversary on June 12, 2013.
- Heritage won the *Association des professionnels, industriels et commerçants d'Aylmer (APICA) Entreprise de l'année* award in the *Commerce de détail ou de services - 25 employés et plus* category.
- Heritage won the United Way *Tilou* award for surpassing our campaign goal.

Orientation 4: Ensure a Synergy of Human, Financial and Material Resources to Support the College Mission

- Finalized evaluation tools and procedures for faculty evaluation.
- Carried out a feasibility study to launch a major fundraising campaign.
- Developed documentation for the fundraising campaign.
- Obtained funding for construction of a Hotel Management kitchen from the Ministry, and College investment for the addition of an interactive classroom in the new wing as well as archiving storage space.
- Installed a new wireless system at the beginning of the academic year.
- Secured grants for a variety of pedagogical projects.
- Obtained level 2 certification from *Environnement Jeunesse*.

Summary of Activities in Support of Student Success

During the 2012-2013 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 (from fall 2007 to winter 2012) 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 2012, we've reached 84%. With regard to third semester retention, the target was set at 72% and by 2012 we've attained the target.

Orientation Activities

Time Management Workshops are offered through The Learning Centre (TLC) and are publicized and sent to every student via OMNIVOX each semester. Orientation activities for new and returning Aboriginal students also took place in partnership with the greater Aboriginal communities of Algonquin College and Ottawa University. Group workshops for probationary students are held to sensitize students to career counseling services. Three workshops were held to target students on academic probation, to assist students with career exploration and advance student engagement, perseverance, and student success. 75% of the students who participated returned the following semester.

Tutoring

Student tutors are provided in selected French, English and Math classes which traditionally have low success rates. In addition, general tutoring is provided by students from our certified tutoring complementary course, in the following subject areas: New Media, Nursing, ECCE, Science, English, French, Philosophy, Spanish and Math.

Faculty Professional Development

Key note speaker (a UQO researcher on the subject of cognitive engagement) and other related workshops were presented at College Professional Day (PD) in January 10. In May 30, the Key note speaker (a Queen's University professor from the Education Faculty) presented a lecture and workshop on "Teaching for Better Learning in the 20th century." Other general PD sessions were also offered to faculty concerning motivational and engaging classroom activities.

Nursing in the Pontiac

In response to a regional request to address a chronic shortage of nurses, the College participated in several information sessions in 2012-2013 to gauge the local interest of offering a cohort of Nursing at a "satellite campus" in the Pontiac region. It became apparent that there was sufficient interest to pursue the project. During the winter (2013), Heritage organized meetings with the *Agence de Santé*, the CSSS (Pontiac Community Hospital), *Emploi Québec*, the Western Québec School Board and the *Ministère des finances et de l'économie*, to secure regional support and funding for the initiative. As a result, an agreement was struck concerning financing of a cohort of 25 students for a

DEC in nursing, operated by Cégep Heritage College, to begin at the Pontiac High School in fall, 2013.

Electronics Technology Program Revision

In order to make our Electronics Technology program more attractive to students and more relevant to the industry, the College revamped the program profile in fall, 2012. Following a consultation with industry representatives and following an analysis of the current program, the Electronics Technology program was revised. One of the main features of the new program involves the upgrading of math skills that better reflect the demands of the profession in 2013. In addition, a pre-university stream was created to allow students a choice when they complete their studies: to either enter the workforce or to study at university. In addition, the program was renamed: Electronics and Information Technology.

Science Program

Student success statistics reconfirm the strength of our Science Program. For example, first semester course success rates for our science students were over 98%. Each year, 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

The year marked the successful conclusion of Mary Frankoff's (Social Science) PAREA research report on student computer literacy.



Student Success Performance Indicators

Cégep Heritage College's 2010-2014 Strategic Plan identifies the performance indicators to be achieved by the end of academic year 2014 for four Student Success Objectives. At the end of the third 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 2010-2014, average 85% for all students in regular education.*

In the fall 2012 the course success rate for the first semester for all students in regular education was 84%.

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 in the Fall 2012 was 72%.

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 2009 cohort of students was 35%.

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 2013-2014 academic year.*

At the end of the 2012-2013 academic year, the level 101 French course success rate was 83%.



Provincial Reinvestment Activities

The *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRST)* allocated a grant to Cégep Heritage College with regard to 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 2012-2013, 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 continues his activities to increase the quality and reliability of the Information Technology services contributing to reduce response-time delays in the event of breakdowns, and providing improved data security.

This position is essential in order to provide adequate services and support to our students and staff in the accomplishment of their daily tasks.

Building Services (Targets 1, 3 and 4)

Security Guard

The number of hours for the security guard were increased by 50% during the 2011-2012 academic year, and continued at the same level in 2012-2013 to reinforce the sense of security within the College and to allow students to have access to the computer labs and classrooms during the evening.

Student Services (Target 1)

Recreational Technician

A Recreational Technician is in place to initiate more cultural and sports activities under the direction of the Director of Student Services; these activities included the following:

- Swing and Salsa dance classes;
- Yoga classes;
- Self-Defense classes;
- Open – Mike Coffee Houses;
- Equipment and management of student's music room and game room;
- Two blood drive clinics;
- Intra-mural activities (e.g. Volleyball, Ultimate Frisbee);
- Weekend cycling excursions;
- Halloween activities;
- Fundraising activities for charities;
- Mothers Against Drunk Driving (MADD) activities.

Provincial Reinvestment Funds 2012-2013

Revenue	
Government grant	\$172,726
Expenses	
Salaries and social benefits	126,861
Other expenses	32,082
Excess (deficiency) of revenue over expenses	\$ 13,783

Summary of Activities in Support of a Healthy Lifestyle

In support of Orientation 1 of the reference framework *Pour un virage santé à l'enseignement supérieur*, in 2012-2013, the College opted to invest in the purchase and installation of rugby goals.

HEALTHY LIFE STYLE FUND 2012-2013	
Revenue	
Government grant	\$6,250
Expenses	
Other expenses	8,229
Excess (deficiency) of revenue over expenses	\$(1,979)

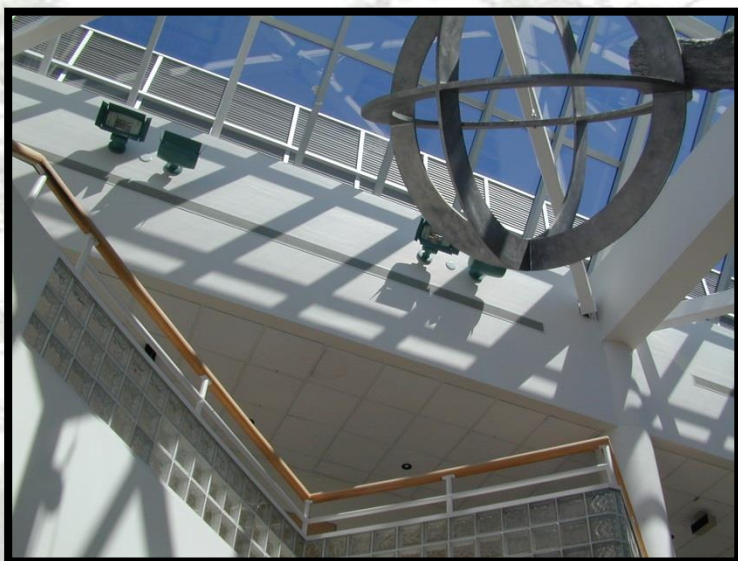


Revenue and Expenses

Revenue			2013	2012
Grants	Gouv. du Québec	MESRST	\$15,341,513	\$14,396,947
		MESS	227,538	260,272
		Other	13,841	-
	Other entities		24,108	55,120
Enrolment and Tuition Fees			272,696	301,606
Sales of goods and services			616,001	246,289
Rentals			170,079	162,406
Capital assets acquired through	Gouv. du Québec	MESRST	21,146	23,327
	Federal Govt		155,979	-
	Other entities		41,995	123,291
Other revenue			100,673	126,806
Interest Income			4,018	-
Total revenue			\$16,989,587	\$15,696,064

Expenses	2013	2012
Salaries and fringe benefits - teachers	\$8,023,373	\$7,803,817
Salaries and fringe benefits – Other staff	3,707,707	3,849,812
Communication and information	359,493	342,251
Supplies and equipment	529,341	508,900
Services, fees and contracts, leases	1,326,296	1,138,656
Other expenses	41,744	171,209
Financing costs related to long-term subsidized loans	477,856	514,906
Interest expense on short-term loans	45,930	30,802
Amortization of capital assets	1,181,946	816,796
Amortization of other assets	12,999	12,496
Expenses lower than the criteria used for capitalization	440,375	543,952
Total of expenses	\$16,147,060	\$15,733,597

Excess (deficiency) of revenue over expenses	\$842,527	\$(37,533)
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List of Retirees and Human Resources Distribution

List of Retirees 2012-2013

Employee Name	Category
Mostaffa Faghfoury	Teaching Staff
Rae McCarthy-MacDonald	

Human Resources Distribution 2012-2013
(As at June 30, 2013)

Employee Categories			Total Number
Senior Managers and Managers			13
Teachers	Regular Education	146	160
	Continuing Education	14	
Professionals			12
Support Staff			37
Total			222



Report on the Implementation of the Administrative Expenditures Reduction Plan

The College's implementation of the Reduction Plan as related to Administrative expenditures and Management and staff positions was as follows for the 2012-2013 academic year:

ADMINISTRATIVE EXPENDITURES				
	2011	2012	2013	2014
Target reduction	\$8,100	\$16,200	\$24,300	\$32,400
Actual reduction				
Advertising, training and travel	\$18, 850	\$22,188	\$20,887	-
Communications and information	-	2,408	2,943	-
Office supplies	-	-	20,515	-
Professional fees	-	-	-	-
Other contracts	-	-	-	-
Total reduction	\$18,850	\$24,596	\$44,345	-

Report on the Implementation of the Management and Administrative Staff Reduction Plan

As part of the plan to reduce the Management and Administrative workforce in 2012-2013, Cégep Heritage College submitted a report respecting the objectives of Bylaw 100 as requested by the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*. In 2012-2013, 1 position was vacated and was not replaced.



College Administration Highlights

The most important achievements for Cégep Heritage College for 2012-2013 were:

Funding obtained for the construction of Wing C – Heritage received funding from the Ministry and from Entente Canada-Québec for the implementation of Phase II of our Hotel Management and Tourism programs for the construction of a kitchen that will allow students to learn on College premises, as well as the construction of a teachers' office and storage space for both the Hotel management and Tourism programs. As the College has a crying need for additional space, after careful analysis, Heritage decided to maximize the funding received to build an Active Learning Classroom that will be available to all programs and an archives room. A contract for the construction project was signed on July 3rd, 2013.

2010-2014 Strategic Plan mid-term evaluation - The evaluation of the Strategic Plan at mid-term was conducted. The report was completed by the end of 2012-2013 and approved by the Board of Governors at the beginning of September 2013. The Board approved the extension of the Strategic Plan for another two years, until June 30 2016.

25th anniversary launch – On June 12, 2013, Heritage launched its 25th anniversary celebrations with a kick-off cocktail attended by current management and personnel, retirees, and the College's 1st Director General, Larry Kolesar and 1st Board Chair, Keith Henderson. Heritage became a fully autonomous CEGEP on July 1st 1988.

Cégep vert level 2 certification. The College received the Cégep vert second level certification from *Environnement Jeunesse* for the implementation of Year 2 of our Heritage Handprints sustainable development program.

In September 2012:

- The Board adopted the 2012-2013 definitive Operational Budget and the Teacher Allocation recuperation plan;
- A revision to the Academic Calendar was approved;
- A motion for the establishment of a long-term loan plan was adopted;
- Amendments to Policy number 25 concerning Supplementary Working Conditions for Management Personnel were approved;
- The final report on the 2011-2012 Strategic Action Plan and Administrative Work Plan were deposited for information;
- The Academic Senate 2011-2012 Annual Report was received by the Board;
- The 2012-2013 College Priorities, Administrative Work Plan, Board Work Plan and Academic Senate Work Plan were adopted;
- The nominations of College Administration representatives to the 2012-2013 Academic Senate were approved by the Board.

In October 2012:

- Amendments to the List of Courses and Programs with Fees reference document to Bylaw 2 concerning the Collection of Student Fees, were approved by the Board;
- The Board adopted proposed amendments to the Agri-Tourism and Diversified Productions AEC (*Attestation d'étude collégiales*);
- Proposed amendments to Policy 8 concerning Conditions of Admission to Diploma DEC's (*Diplôme d'études collégiales*) were approved;

- The Report of the Audit Committee on the Auditor's report was adopted, and the Board approved the renewal of the mandate of the external auditing firm;
- The 2012-2013 Bank of Complementary Courses was adopted.

In December 2012:

- The Board adopted amendments to Policy 21 concerning Protection Against Tobacco Smoke and to Policy 31 concerning Management of the Balance of Funds;
- The proposed revised Electronics Technology program profile was approved;
- The results of a Fundraising Pre-Campaign study were shared with the Board for information;
- The 2011-2012 report of the Endowment Fund Association was deposited for information;

In February 2013:

- The nomination of a person of authority to be responsible for the observation of the new contractual rules was approved;
- The Board adopted the revised Operational Budget Forecast for 2012-2013;
- The 2013-2015 revised Liberal Arts and Visual Arts DEC profiles were approved;
- The unchanged 2013-2016 Career DEC program profiles, and the 2013-2015 Pre-University DEC program profiles were approved;
- The 2013-2014 Academic Calendar was adopted;
- The mid-year reports on the Strategic Action Plan and Administrative Work Plan were deposited for information;

In April 2013:

- An amendment to unify the Liberal Arts Program profiles, resulting in amendments to the Liberal Arts with and without

math profiles for the 2013-2015 Liberal Arts Program was approved;

- Amendments to Bylaw 2 Collection of Student Fees, and to Policy 15 Faculty Evaluation were approved;
- The Board adopted the selection of *Caisse Desjardins de Hull-Aylmer* to be the financial institution for Cégep Heritage College for a five year period beginning July 1, 2013;
- the Board authorized the College to proceed with Phase II of the implementation of the Hotel Management and Tourism programs as of April 25, 2013, with the lowest pre-qualified bidding firm;
- The Board nominated a Board member to the Cégep Heritage College Foundation Board of Directors;
- The Computer Science and New Media programs presented their Program Advisory Committee (PAC) reports for information;
- The Board authorized the College to register to *Clic revenu* in order to transmit accounts payable information to *Revenu Québec*.

In June 2013:

- Amended Policy 8 concerning Conditions for Admission to Diploma (DEC) programs and amended Policy 19 concerning Eligibility for a Work Term were approved by the Board;
- The Board adopted the 2013-2014 Operational Budget and Capital Budget forecasts;
- The 2013-2014 Board and Executive Committee meeting schedule was approved as well as the Bylaw and Policy review calendar;
- The Board received the 2013-2014 Staffing Plan for Non-Teaching Personnel and the list of Department Coordinators for information;
- Nominations of College Administration representatives to the 2013-2014 Academic Senate were adopted;
 - Elections were held for the Board Chair and Vice-Chair, and for 2 non-officer member positions on the Executive

Committee. Appointments were made to the Board of Governors Standing Committees;

- The Board Chair, *ex officio* Chair of the Standing Committee to evaluate the achievements of the Director General, presented an oral report on the achievements of the Director General for 2012-2013;
- The Board adopted the Goals and Objectives of the Director General for 2013-2014;
- The Early Childhood Care and Education program presented its Program Advisory Committee (PAC) report.



2012-2013 College Life Highlights

- From June 12th to August 12th 2012, Heritage welcomed 17 Colombian students from Cartagena enrolled in an English Second Language class. Nine Outaouais families welcomed our Colombian students into the intimacy of their homes - without these families, welcoming international students would be almost impossible. We congratulate our Colombian students for having completed their study program.
- On Sunday September 9th, the Heritage Heroes and Heroines participated in the 2012 Ovarian Cancer Canada Walk of Hope in loving memory of Ginette Dubois and Helen Smyth, two Heritage colleagues who lost their fight against cancer. For the 5th year now, a team of Heritage co-workers, family and friends assembled to share this annual gathering to celebrate Ginette and Helen's memory, to support cancer research, and to bond together for a common cause. The Heritage team came in 4th overall and raised \$5,219.
- On September 23rd, and for the 3rd consecutive year, Maurice Lafleur, Associate Academic Dean, ran the Ottawa Army Run half-marathon and raised \$805 for the Heritage Endowment Fund.
- The Cégep Heritage College Nursing program celebrated its 35th anniversary on September 29th in the College agora. Her Worship Louise Logue, Justice of the Peace, Ontario and graduate of the first cohort of the Heritage Nursing program, was the guest of honour.
- In October, Denyse April, Nursing Program Coordinator, was confirmed *Présidente de l'Association des enseignantes et enseignants en soins infirmiers des collèges du Québec* (AEESICQ) for a 3 year term;
- October 15th to 19th, 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.
- Heritage English Second Language Continuing Education teacher, Jamieson Findlay, was awarded the 2012 Ottawa Book Award for fiction in October 2012, for his literary adventure story with a classic feel '*The Summer of Permanent Wants*'.
- On October 28th, the College held its third Open House open to the general public.
- November 6th to 8th, the College participated in the third *Salon de la Formation professionnelle et de la formation technique* in the Outaouais. Two CEGEPS and five local school boards came together to promote Vocational and Technical training.
- In the Fall 2012 issue of *Interaction* – a prestigious publication of the Canadian Child Care Federation, an article by Laura Massie, Early Childhood Care and Education (ECCE) program teacher, entitled '*Integrating Technology and Social Media Tools to Enhance Learning and Collaboration Among ECCE Students*' was published. In the same issue of the *Interaction* publication, the article '*My ECE Fieldwork Inside the Grade 1 Classroom - A Reflective Log About Play and Worksheets*' by Evelyn Daly, 2012 ECCE graduate and academic achievement award winner, was also published.
- Heritage participated in the November event for the second year. *Team Hairitage* raised close to \$1000 for prostate cancer research.
- Heritage was honoured to receive the *Association des professionnels, industriels et commerçants d'Aylmer* (APICA)

award of *Entreprise de l'année* in the *Commerce de détail ou de services 25 employés et plus* category at the APICA's annual *Gala d'excellence* held on February 8th.

- The Heritage 2012 *Centraide* campaign raised \$5,091 and was awarded the *Centraide Tilou* award in February 2013 for having exceeded its objective thanks to all who donated and actively participated in fundraising activities throughout the College.
- Building on the success experienced by the participants in the Guatemala Nursing Project during 2011-2012, in March, teachers and students of the Early Childhood Care and Nursing Departments participated in a third "teaching and learning" humanitarian trip to bring early learning and basic medical training to twelve daycare centres and a local health clinic in rural Mayan villages in the Lake Atitlan region of Guatemala in Central America.
- The Heritage Queer Students Association held the first Heritage Campus Pride Week from March 18th to 23rd. The response to the organized events was excellent.
- In April, Academic Dean Michael Randall travelled to Lanzhou, China, to discuss a potential partnership with Lanzhou Foreign Language and Vocational College. It is expected that a delegation from Lanzhou will visit us in the near future in order to continue discussions and exploration of mutually beneficial cooperation.
- On May 2nd, Heritage held its Annual Awards Evening to celebrate student achievement recognizing the accomplishments of non-graduating students in academic, sports, cultural and social pursuits.
- On June 12, 2013, Heritage launched its 25th anniversary celebrations with a kick-off cocktail attended by current management and personnel, retirees, and the College's 1st Director General, Larry Kolesar and 1st Board Chair, Keith Henderson. Heritage became a fully autonomous CEGEP on

July 1st 1988. Following the 25th anniversary kick-off, Heritage hosted its 26th staff recognition dinner. Celebrating 15 years were Jeannine Lafrenière and Thotsakane Nouanmala;

- Cathy Young, Heritage biology professor who started Cégep Heritage College's Peer Tutoring Program 10 years ago, was recognized as a Master Certified Reviewer by the College Reading and Learning Association (CRLA) International Tutor Training Program Certification (ITTPC) that sets an internationally accepted standard of skills and training for tutors program. Heritage is the only CEGEP that has a certified tutoring program.
- The Program Showcases celebrating student success were held in April and May 2013 for the following programs: Accounting and Management Technology, Computer Science, Early Childhood Care and Education, Electronics Technology, Liberal Arts, New Media and Publication Design, Nursing, Science, Social Science and Visual Arts.
- In May, the Liberal Arts Program presented the 17th Annual oral presentations of the Integrative Projects (*the Integrative Project seeks to give students an opportunity to put into practice their knowledge, their critical faculties, and their research abilities to construct an argument that reflects the disciplinary and thematic scope of their Liberal Arts Program.*). The following students made oral presentations:
 - Robert Adcock – "Delving Too Deep – Industry within Tolkien's Works"
 - Jesse Aubin – "Dorian Gray: "his beauty had been to him but a mask"
 - Sarah Contreras - Wolfe – "Wollstonecraftian Politics in Pride and Prejudice"
 - Ashley Gowan – "Religious Hysteria and the Salem Witch Trials"
 - Naomi Maldonado Rodriguez – "The Black Swan: The Jungian Shadow Unbridled"

- Mara McCallum – “Magic Realism and Existentialism in Italo Calvino’s Invisible Cities”
- Rae Anne Norwood – “Nihilism and Christianity in Crime and Punishment”
- Samantha Paradis – “Christina Rossetti: A Conflicted Life”
- Jessica Pepin – “A Clockwork Orange: The Necessity of Evil in Human Nature”
- Maude Provencher-Labelle – “The Cuban Revolution”
- Kate Taylor – “Change and Permanence in Ovid’s Metamorphoses”
- The 2012-2013 productions of the Bacchus Players Drama Club included:
 - *Lights-out* an evening of one-act plays: *An appointment* by Tamara Wallace, *The Beggar and the King* by Winthrop Parkhurst, *Pen* by Mathieu McDougall, *Everything* by Yamilee Hebert and *Hello from Bertha* by Tennessee Williams;
 - *Dr. Faustus* by Christopher Marlowe;
- Mary Frankoff, Social Science teacher, successful concluded PAREA research report on student computer literacy;
- Uta Riccius, Visual Arts program co-coordinator, exhibited her artwork at the following venues :
 - *Big Pictures/Small Things* - Karsh-Masson Gallery, Ottawa, Ontario
 - *Fieldwork Land/Art /Exploration* - Maberly, Ontario
 - *The Artist’s Book Now* - La Fab, Centre des arts, de la culture et du patrimoine de Chelsea, Quebec
- Kevin Sullivan, Philosophy/Humanities teacher, published 4 philosophy and fiction books in 2012-2013:
 - "Circles of Meaning, Labyrinths of Fear" – Moon Books
 - "Clear and Present Thinking" - Northwest Passage Books
 - "Hallowstone" - Northwest Passage Books
- "Iron Age" * - Northwest Passage Books
- Gisèle Leduc, on leave Information Technician and Continuing Education teacher, was awarded the Chun-Hoo Chiu Memorial Scholarship awarded to a graduating part-time student in the Teachers of English as a Second/Foreign Language program in recognition of academic excellence, contribution to the program, a positive attitude towards professionalism, and extracurricular activities;
- Joanne Mullaly, NewMedia faculty, successfully completed her Masters of Education in the Performa Master Teacher Program (MTP), *Université de Sherbrooke*. As a part-time student in the MTP, while maintaining a full teaching load at Heritage, Joanne has graduated *summa cum laude*, the only MTP graduate to achieve this level of excellence to date. Joanne has developed an expertise in meta-cognition, specifically related to how reflective learning tools help students learn.
- Laura Massie, Early Childhood Care and Education faculty, completed the *Diplome des Études* segment of the Master Teacher Program, *Université de Sherbrooke*, and is now in the research phase of the Masters of Education.
- Heritage’s 2013 graduation ceremony was held in the Grand Hall of the Canadian Museum of Civilization on June 18th. 251 proud students who graduated from one of the College’s pre-university or career programs - including the first students to graduate from Heritage’s Hotel Management and Tourism programs, or from one of its continuing education programs, received Diplomas or Attestations of College Studies (DEC or AEC).

Student Awards

- Kyra Crowley, second-year New Media student won the Heritage Awards Evening Poster competition.
 - The Annual Awards Evening held on May 2nd was hosted by Elliott Brown and Paul-Elliott-Magwood. This event recognizes academic excellence at all levels, student achievement in intercollegiate and intramural sports, and contributions to student life at Heritage. The following are highlights of the event:
 - **Academic excellence awards** were given out to the following students: Accounting and Management Technology program: Ryan Lovett; Social Science program – Commerce Profile : Lyzanne Albon; Computer Science program: Casey Hynes; Early Childhood Care Education program: Kira Baskerville; Electronics Technology program: Ian Bent; Liberal Arts program: Celeste Landon; Visual Arts program: Emmanuelle Cotton-Dumouchel; Nursing program: Mercedes Barnes; New Media and Publication Design program: Laura Bertrand; Science program: Darius Klassen; Social Science program: David Draguta; Social Science program – Math Profile: Neetila Chopra; Hotel Management program: Brittany Lowd; Tourism program: Marie-Chantal Simard.
 - **Peer Tutoring Program awards** were awarded to the following students: Early Childhood Care and Education: Alexandra Arrowsmith, Jade Côté, Quinn Kennan and Jennie Savath; New Media and Publication Design: Cynthia Essiambre; Nursing: Martin Brisson, Alexandra Pomeroy and Jessica Hawley-MacLeod; Science: Robin Aucoin, Victor Azzi, Maxime Barrette, Tiffany Bretzlaff, Kristopher Fequet, Jonathan Gratton, Joey Kane, Amélie Laflamme, Krystal Major, Jesse Mendoza, Nikita Palaisy, Shae-Lynn Roberts, Si Hua Zhang and Zhixiao Zheng;
- English: Alisa Bertrand and Kayla Broom; Spanish: Ana Melissa Sanchez Velis;
- **Alliance Sports-Études certificates** were awarded to: Paul Place, Carrington Pomeroy and Daniel Martel for Cross-country Skiing; Connor Fehr and Thomas Markhauser for Men's Sprint Canoe; Mikaela Lovett for Women's Sprint Kayak; Rae-Anne Norwood for Sailing; Chloe Selerier and Alexandra Hynds for Biathlon; Calvin Wren for Squash; Alex Asselin for Quebec Midget AAA Baseball; Tomasz Pereira-Nunes Tworkowski for Swimming;
 - **The 2013 Sports-Études scholarship** certificate and \$500 cheque was awarded to Chloé Selerier;
 - **Male and female athletes of the year awards:** Ryan Gossack-Keenan, Tate Walker, Maude Provencher and Xuan (Lily) Tran;
 - **Athletic awards** were given in the following categories:
 - Women's rugby: Victoria Tennant (Most valuable player); Raven Daisy Brascoupé (Most improved player); Whitney Chicoine (Rookie of the year); Rebecca McClelland (Coach's Award); Dorothy-Down Cameron, Virginia Larose and Victoria Tennant (Special Academic Merit Awards); Victoria Tennant (Women's rugby all-star team);
 - Men's rugby: Tate Walker (Most valuable player); François Gabriel Lecompte (Most improved player); Sami Cabrillana (Rookie of the year); Ivan Brascoupé (Coach's Award); Ryan Gossack-Keenan, Brendon Nesbitt-Rathwell and Nabhan Refaie (Special Academic Merit Awards); Tate Walker (Men's rugby all-star team);
 - Women's basketball: Kate Richard (Most valuable player); Maude Provencher (Most improved player); Lily Tran (Coach's award); Jessica Leccese, Tanya Nguyen and Katherine Richard (Special Academic Awards);
 - Men's basketball:

- Allan Blackman (Most valuable player); Soungui Koulamallah (Most improved player); Aliab Eman (Most improved rookie); Robbie Elias (Special Academic Award);
- **Student Association award certificates:** Alexina Picard (President); Jacob Roberts (Vice-President); Yi Meng (Isabel) Huang (Treasurer); Jwanne Izzetpanah (Events coordinator); Nicole Arrage (Secretary); Tasnia Khan (External affairs officer); Megan Groh and Alexandra Moldovan (Special awards);
 - **Students Questing for Unity, Awareness and Diversity (SQUAD) certificates** were awarded to: Dorothy Down-Cameron, Vannessa O'Reilly Sinkinson, Becky Radmore, Virginia Larose, Chanelle Fortin, Marie-Bernadette Bélanger, Alexandria Paquette, Colleen Jones, Cynthia Essiambre and Kailina Hennick
 - **Drama Club award certificates:** Dorothy Down-Cameron, Virginia Larose, Drake Evans and Mara McCallum;
 - **Science-on-tourne certificates:** Matthew Maggio-Tremblay, Nikita Palaisy and Anne Chu;
 - **Science Volunteer Award Certificate:** Tiffany Bretzlaff and Arnold Downey;
 - **Hotel Management Student Recognition certificates** were awarded to: Marie-France Belair, Megan Labelle, Marie-Noëlle Prince Rheault and Laurie Vaillancourt.
- On May 7, 2013, Catherine Losinger, a graduating student of the Computer Science Program, received one of the 20 prizes awarded annually by the *Ministère de l'Éducation, du Loisir et du Sport*, through its Hats off to You! competition. Catherine was awarded a \$500 cash prize in recognition of her achievements in Computer Science.
 - The 2013 graduation keynote speaker was Terrence Kharyati, Principal of the Philemon Wright High School and 1988 graduate of Heritage College.
 - Ryan Gossack-Keenan, graduating student of the Social Science – Commerce Profile, received the Governor General's Medal.
 - Emmanuel Ramirez, Social Science Graduate was the 2013 Valedictorian.
 - At the graduation ceremony, **Academic Achievement Awards** were awarded to the following students: Wen Mian Huo (Accounting and Management Technology); Alexandre Desbiens (Computer Science); Jodi Tubman (Early Childhood Care and Education); Thomas Cort (Electronics Technology); Ryan Gossack-Keenan (English); Brandon Kerr (French – Advanced); Ashley Hum (French – Intermediate); Megan Labelle (Hotel Management); Rae-Anne Norwood (Humanities); Rae-Anne Norwood (Liberal Arts); Brandon Kerr (Mathematics); Cynthia Essiambre (New Media and Production Design); Emma Desrochers Leppan (Nursing); Ryan Gossack-Keenan (Philosophy); Naomi Maldonado-Rodriguez and Rae-Anne Norwood (Physical Education); Charlene Gauthier (Tourism); Jesse Mendoza (Science); Emmanuel Ramirez (Social Science); Ryan Gossack-Keenan and Jason Harris (Social Science – Commerce profile); Katie Léger (Visual Arts).
 - Also at the graduation ceremony, the **following Cégep Heritage College Endowment Awards** were presented to these students: Yamilee Hebert (Deanna Wilson Hughes Memorial Award); Rae-Anne Norwood (Hugh Pomeroy Memorial Award); Samantha Guitar (Jean Dufresne Memorial Award); Alexina Picard (Richard E. Henderson Memorial Award); Yamilee Hebert (Robert W. Waddell Memorial Award); Hocine Miloudi (James M. Graham Memorial Award); Adrienne Plouffe (Barbara Chase / Terrence Keough Essay Award); Ryan Gossack-Keenan (Lawrence Kolesar Award); Jason Harris and Katherine Cartier (Environmental Protection Scholarship).
 - Finally, the *Imprimerie Grégoire English Achievement Award* went to Rae-Anne Norwood.

Graduation and Honours Statistics

2012-2013 Graduates by Program		
Programs	Program Totals	Honours Graduates
Pre-University – Diploma (DEC) Programs		
Commerce	21	16
Liberal Arts	10	7
Science	43	31
Social Science	63	29
Social Science (with Math)	3	3
Visual Arts	8	4
Pre-University Totals	148	90
Career – Diploma (DEC) Programs		
Accounting and Management	14	5
Computer Science	5	2
Early Childhood Care and Education	11	4
Electronics Technology	4	1
Hotel Management	6	5
New Media and Publication Design	7	4
Nursing	17	11
Tourism	1	0
Career Totals	65	32

Programs	Program Totals	Honours Graduates
Attestation (AEC) Programs		
Agritourism & Diversified Productions	2	4
Bilingual Office Administration	17	4
Bilingual Office Administrator	2	2
Early Childhood Care and Education	1	0
Microsoft Certified Systems Engineer	1	0
Microsoft Networks 2003 with Linux	5	5
Network Specialist	1	0
Web and Desktop Programming	9	5
Attestation Totals	38	20

Grand Total All Programs	251	142
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Cégep Heritage College Graduating Class of 2013

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 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.

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.

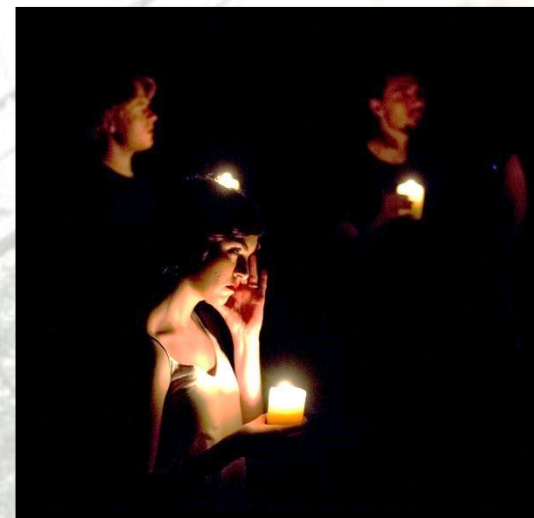
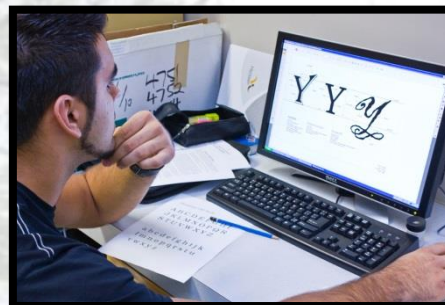
College: Cégep Heritage College.

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 2012-2013

During 2012-2013, 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.





www.heritageadvantage.ca

325 boul. Cité des Jeunes, Gatineau, Québec, Canada J8Y 6T3 | T. 819 778-2270 | F. 819 778-7364