



ANNUAL REPORT 2012-2013

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Champlain Regional College
(Lennoxville Campus)



Champlain Regional College
(St. Lambert Campus)



Champlain Regional College
(St. Lawrence Campus)



A handwritten signature in black ink, appearing to read 'Michael Murray'. The signature is fluid and cursive, with a long, sweeping underline.

MESSAGE FROM THE CHAIRPERSON

Minister of Higher Education, Research, Science and Technology

*Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie
Gouvernement du Québec*

Dear Minister Duchesne,

I am pleased to present to you the 2012-2013 Champlain Regional College Annual Report, which outlines our achievements over the last academic year.

Through concerted efforts of all its personnel, Champlain has carried out its mission aimed at fostering individual success for students as well as ensuring their development as well-rounded, responsible and informed citizens.

The numerous learning possibilities offered to students on each of our three campuses contribute to these objectives and to the communities they serve.

I would like to underscore the volunteer efforts of the Board of Governors and the collaboration of our Directors, who have contributed toward objectives described in Champlain's Annual Operational Plan as well as those set by the Ministry.

I trust the attached report fulfills Champlain Regional College's obligations in this matter.

Yours sincerely,

Michael Murray
Chairperson, Board of Governors



A handwritten signature in black ink that reads "J. Kenneth Robertson". The signature is written in a cursive, flowing style.

MESSAGE FROM THE DIRECTOR GENERAL

Champlain Regional College, with its three campuses that reach across three very different regions, is unique within the Québec college network. While distance and diversity can be a challenge, it is also our greatest strength, as it encourages us to build relationships that bridge our physical boundaries and open possibilities for synergy and continuous improvement.

Once again, Champlain has had a remarkable year! As you will see from this year's Annual Report, all three of our campuses have been engaged in a wide variety of outstanding projects and initiatives designed to ensure that we are providing our students with an exceptional educational experience. However, we do not do this alone! An important element in our success is our ability to develop meaningful partnerships with other educational institutions, community organizations, local businesses, and industries. These valued relationships open possibilities and generate opportunities that enhance our students' education, while supporting our partners in the attainment of their goals. Through these partnerships, and the outstanding work of all members of our team across the College, we are able to expand services to our students. I am proud to note that our excellence is also being recognized by others, as exemplified in the recognition by the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* of our St. Lambert Campus as a *Centre d'expertise en reconnaissance des acquis et des compétences* (Centre of Expertise for the Recognition of Acquired Competencies – CERAC).

I wish to express my sincere appreciation to every member of our team, faculty, professionals, support staff, management and governors, for their commitment to ensuring that our students have a rich and meaningful college experience, as we...

Act Today, For Our Students' Continued Success Tomorrow!

J. Kenneth Robertson
Director General

MISSION, VALUES AND VISION STATEMENT

Mission

Champlain Regional College is a public, English-language, post-secondary institution that provides pre-university and technical college-level education and training, primarily in English, to learners in both Regular Day and Continuing Education programs. The College, through its unique multiregional structure, responds to the needs of diverse linguistic and cultural communities and contributes to the educational and socio-economic development of the regions of Québec served by Champlain Lennoxville, Champlain St. Lambert and Champlain St. Lawrence.

The College is dedicated to fostering the individual success of its students and their development as well-rounded, responsible and informed citizens of the world.

Values

The College values:

- **Lifelong learning** for students, faculty and staff through personal growth and professional development;
- **Excellence** through striving for continuous improvement;
- **Respect** for all individuals, manifested through open communications and a commitment to fairness, justice and honesty;
- **Caring** through compassion, courtesy and friendliness, and a commitment to the wellness of students, faculty and staff;
- **Collaboration** in the achievement of shared goals and objectives;
- **Stewardship** through the responsible and effective use of human, physical, environmental and financial resources; and
- **A sense of community and tradition** within and among all locations of the College.

Vision

Passionate in its commitment to students, and inspired by its mission and values, Champlain Regional College aspires to:

- offer unique and innovative high-quality programs and services;
- graduate students who are recognized for the excellence of the knowledge and skills they have acquired;
- attract and retain outstanding faculty and staff; and
- be a learning-centered college.

Board of Governors Meeting
October 21, 2005

COLLEGE PROFILE

THE COLLEGE'S GENERAL PROFILE:

Champlain Regional College is the only English-language college with multiple campuses, serving three administrative regions: the *Capitale-Nationale* (03), the *Estrie* (05), and the *Montérégie* (16). The Québec government defines the College as a single corporate entity, which the Board of Governors respects when dealing with issues of governance and finance. However, one of the College's greatest strengths is the Board's appreciation for each campus' distinct culture and traditions, and its recognition of their unique circumstances and needs.

CHAMPLAIN'S CAMPUSES:

Each campus offers a unique and rich experience to its students based on its particular history, culture, and traditions. While each campus is based in an administrative region, it is important to note that CEGEPS have "open borders" and serve all regions of Québec. For example, our St. Lawrence and Lennoxville campuses regularly welcome students from the eastern regions of Québec, such as the *Côte-Nord* and *Gaspésie*.

LENNOXVILLE CAMPUS

The Lennoxville Campus is located in the borough of Lennoxville, which is part of the City of Sherbrooke, where it shares grounds and facilities with Bishop's University. With approximately 1,200 students, it is the English college campus based in the *Estrie* Administrative Region (05), which includes one other public Francophone CEGEP and one private Francophone college. It offers pre-university and technical programs, as well as tailored Continuing Education services at its Sherbrooke location.

The scenic Eastern Townships rural setting has proven to be very attractive to increasing numbers of students who seek an alternative to continuing their post-secondary education in an urban environment. Champlain Lennoxville offers its students complete access to university facilities; library, classrooms, laboratories, residences, athletics, and dining facilities are shared by college and university students. Since a large number of students come from outside the Sherbrooke-Lennoxville area, the Campus includes a 318-bed apartment-style residence complex, where the comforts and privacy of residence life can be enjoyed.

COLLEGE PROFILE

ST. LAMBERT CAMPUS

The St. Lambert Campus is located on the border between the municipalities of Saint-Lambert and Longueuil, on the South Shore of the Island of Montréal. With approximately 3,000 students, it is the English college campus based in the *Montérégie* Administrative Region (16), which includes six other public Francophone CEGEPS.

St. Lambert offers a wide variety of both pre-university and technical programs through the regular division, as well as attestation of studies (AEC), recognition of acquired competencies (RAC), and non-credit courses and activities through the Continuing Education division. Recently, the Québec government recognized the College's expertise by designating our St. Lambert Campus as one of four Centres of Expertise for the Recognition of Acquired Competencies (CERACs) serving Québec's forty-eight colleges by promoting quality and innovation. These services allow individuals who have gained expertise in the field to have their experience recognized towards college certification.

The St. Lambert Campus is within a short 10-minute walk from the *Longueuil-Université de Sherbrooke* metro station, just a single metro stop from Québec's largest metropolis, Montréal. Students come from diverse cultural backgrounds and speak a variety of languages, which provides the campus with a friendly, enriching and multicultural environment where students meet new people and live new experiences.

At Champlain Regional College, we believe that our size is our strength! Together, the synergy created through the exchange of ideas and knowledge across our three campuses makes Champlain richer and more dynamic. At the same time, each of our campuses offers a very personal experience where teachers can take the time to get to know their students and give them personal attention and feedback.

ST. LAWRENCE CAMPUS

The St. Lawrence Campus is located in the borough of Sainte-Foy, adjacent to Québec City. With approximately 900 students, it is the English college campus based in the *Capitale-Nationale* Administrative Region (03), which includes three other public Francophone CEGEPS and five private colleges. It offers primarily pre-university programs, but also has one of Québec's premier business programs, the P.W. Simms School of Business.

This small, intimate campus, in the heart of the Québec City area, offers students the opportunity to enrich their language skills through outstanding academic and cultural experiences, as well as some unique sporting activities that include a nationally recognized golf team. With over 50 years of history in the Québec City region, St. Lawrence is an integral part of the vibrant local English community. However, the Campus also has an international flavour, as it hosts each year a number of Mexican students, who come to Québec City to enrich their global experience and benefit from this caring and personable campus setting.

PROJECTS AND INITIATIVES

Lennoxville Campus

The Specialist in Event and Conference Planning and Coordination AEC Project

This is a project with the Eastern Townships School Board (ETSB) and local community stakeholders, to be able to offer an AEC in the Knowlton area. The clientele would be adult students who have been out of school for more than one year. It is hoped that, if there is sufficient demand, the AEC could be offered starting in Fall 2013. This project is the direct result of the close collaboration between the Lennoxville and St. Lambert campuses.

Sexual Health: Education & Information

A group of dynamic and enthusiastic staff and faculty have initiated an effort to improve access to information and provide sexual health education on Campus. Nearly 20 students from different years, various programs, and across the spectrum of student groups were invited to apply to become peer sexual health educators. Fifteen students subsequently expressed an interest in taking training and joining a small group (ideally six to seven students) that would be committed to volunteering, up to 30 hours per semester, to offer peer-to-peer education. Supervised primarily by four faculty members teaching relevant subject matter,

the multi-layered approach will include one-on-one discussions, awareness campaigns, an online question and answer forum, and the development of a network that would allow for rapid referral to appropriate resources when needed. Training is being sought through the Montréal-based Head & Hands organization, a not-for-profit community agency that has been providing similar education in Montréal since 1970.

PROJECTS AND INITIATIVES

St. Lambert Campus

Students' Area (Band-ring) Renovations

In what is certainly the largest renovation project to student space on Campus, the entire central student area known as the “Band-ring” was completely gutted and will be replaced with a more “open space” concept. This area represents at least 90% of dedicated student space on Campus, and the first phase will cost approximately \$1.3 million. We believe that this change will address a serious need for student space and make an area of the Campus that was significantly underutilized more attractive to a larger number of students. Phase 1 of the project will be completed by the start of the 2013-2014 academic year.

Recognition of Acquired Competencies (RAC)

This has been an extraordinary year for the College's RAC services. Champlain St. Lambert was recognized nationally for the excellence of its program by CAPLA, the Canadian Association for Prior Learning Assessment, at their biannual conference in October 2012.

In March of 2013, Champlain St. Lambert was named as one of the four *Centres d'expertise en reconnaissance des acquis et des compétences* (Centres of Expertise for the Recognition of Acquired Competencies – CERACs). As a CERAC, the College will be called upon to assist other colleges in the development of their respective RAC services and partner with the other CERACs in the development and promotion of innovative techniques and strategies to further advance the RAC services to our adult population. The RAC services have grown substantially over the past year, and we have nearly doubled the number of RAC candidates as well as adding two new programs: Applied Business Development, and Specialist in Transportation and Logistics.

AEC and RAC Tools for Industrial Engineering

This project will develop the competencies, course outlines, and RAC assessment tools and content for the Industrial Engineering AEC program. This program has been developed in response to needs identified by *Emploi-Québec* in the *Montérégie* and Greater Montréal areas, and further validated by engineering companies who are partnering with the College on various training projects.

Business Development (Incubator)

A joint effort between the St. Lambert Campus, New Frontiers School Board, and CEDEC Small Business Support Network, this project will be an integrated model of educational programs, courses and services to support the development and success of small business owners, particularly those engaged in a business incubation process.

PROJECTS AND INITIATIVES

St. Lambert Campus (cont'd)

Mentorship for Immigrants

This project was financed by *Emploi-Québec* to enhance the success of immigrants in the workforce, with particular attention to helping them remain with their respective employers. Since the launch of our Mentorship+, Project Leader, Anna Maria Zaidman, has been working with numerous mentors and mentees in developing their mentoring relationships. Part of this effort involves training the involved parties in their respective roles. To do this, Anna Maria recently began a two-part training session for mentors. The first event was held on January 17, 2013, and proved valuable for the attending parties. The second one occurred on January 24, 2013, and concluded the two-part training session for mentors.

Library Innovations

- Phase II of Unlocking Research – This guide (Unlocking Research Phase I) was originally developed to help Social Science students navigate through the research process. This second phase was granted to Champlain to support the Business Administration and Tourism programs, but, at the request of the *Entente Canada-Québec (ECQ)*, it was further expanded to be accessible to a broader range of students.
- Research Subject Guides: Nursing and Health Care as well as Entrepreneurship – This project will provide healthcare workers and future entrepreneurs with an open web research guide that will help them carry out their duties and be successful in their respective fields. It has been designed to support not only CEGEP students but also students within school boards studying in these areas.

Cyber Citizenship

This project will develop social media tools to promote effective digital citizenship among college students, particularly those entering college for the first time, identify the roles played in cyber intimidation (the bully, the bullied, and the bystander), help students define the difference between jokes and bullying, and have them better understand the power and impact on themselves and on others. This project is a joint effort between the St. Lambert and Lennoxville campuses.

PROJECTS AND INITIATIVES

St. Lawrence Campus

Medical Terminology Class for Healthcare Professionals and Continuing Education

The seven students registered for our distance-learning course in Medical Terminology, funded by *Entente Canada-Québec (ECQ)*, successfully completed the course during their final, intensive weekend on April 27 and 28, 2013. The feedback from the students has been very positive, and they clearly appreciated the intensive face-to-face portion of the course. This project will certainly continue to evolve in the future.

Development of an AEC Program

Our survey of key employers and existing AEC programs in the Québec City region is now complete. The results indicate that the region has a need for International Business education in English. A new AEC program is presently being drafted, which will include elements and certification from the Forum for International Trade Training (FITT). It is hoped that this program will be presented to the Board for approval early in the Fall of 2013.

En action vers le collégial – Your Career... Make it Your Business!

Great progress has been made in our *En action vers le collégial* project (funded by the Québec City region *Table de l'éducation*). This new project aims to help high school students, who are at risk of not going to CEGEP, increase their desire of pursuing their studies. The collaboration between our feeder high school guidance counsellors, the St. Lawrence Business Department, and Québec City insurance company employers has been outstanding. A series of four or, possibly, five events has been planned for the 2013-2014 academic year, where approximately 30 Secondary-V students will be visiting St. Lawrence Campus (or a workplace) to participate in very engaging activities.

Gym Floor

After having a synthetic floor for over 40 years, St. Lawrence changed the school's gym floor. Hardwood flooring was installed, and the new floor will be ready upon the return of our students in August.

Hosting of the 2014 PING CCAA Golf National Championship

Champlain St. Lawrence presented a bid to the Canadian Collegiate Athletic Association (CCAA) to host the 2014 PING CCAA Golf National Championship. We will hopefully be hosting the event for a second consecutive year.

PROVINCIAL RE-INVESTMENT (S-034)

Area 1: Accessibility, quality of services, student success, and skills development	
Development of a strategic plan and evaluation of its efficiency (College Administration)	\$72,533
Evaluation of the Institutional Policy on the Evaluation of Student Achievement (IPESA), programs and other academic policies (College Administration)	\$62,922
Support to teachers through faculty evaluation (Lennoxville)	\$11,024
Improved accessibility to academic assistance (St. Lambert)	\$74,094
Support to teachers with regard to evaluation methods and development of projects (workshops, courses, programs) (St. Lambert)	\$148,516
Support to teachers through faculty evaluation (St. Lawrence)	\$7,879
Total Provincial Re-Investment in Area 1:	\$376,968

PROVINCIAL RE-INVESTMENT (S-034)

Area 2: Support for information technology, and updated programs and information resources	
Develop and optimize the academic usage of College systems (College Administration)	\$19,665
Updating of software for pedagogical administration (Lennoxville)	\$63,956
Total Provincial Re-Investment in Area 2:	\$83,621
Area 3: Operation and maintenance of buildings, and quality of training space	
Installation of “Active Learning” classrooms (St. Lambert)	\$798
Total Provincial Re-Investment in Area 3:	\$798
Area 4: Presence of the College in the community, and support for innovation and regional economic development	
Reduction of drop-out rates (Lennoxville)	\$2,000
Total Provincial Re-Investment in Area 4:	\$2,000



TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.1: Learning environments for students have been enhanced	
General Strategy 1.1.1: Undertake pilot projects to modify the physical layout of classrooms and other learning spaces	
Initiative/Project/Action	Indicators/Results
<p>Lennoxville: Undertake the assessment of the Active Learning Classroom.</p>	<p>Lennoxville: <ul style="list-style-type: none"> ✓ Teachers interested in piloting the classroom have been selected. ✓ Teachers piloting the classroom have been trained. ✓ Faculty using the new classroom confirm that the classroom improves teaching and student learning. Target: 100%, Achieved: 100% </p>
<p>St. Lambert: Ensure that Active Learning Classrooms are completed and provide faculty with professional development and ongoing support.</p>	<p>St. Lambert: <ul style="list-style-type: none"> ✓ Active Learning Classrooms ready for start of Fall 2012 semester. ✓ Faculty using the new Active Learning Classrooms confirm that the classroom improves teaching and student learning. Target: 80%, Achieved: 90% </p>
<p>Implement a centre to regroup services for students with special needs.</p>	<p> <ul style="list-style-type: none"> ✓ Centre for Students with Special Needs ready for start of Fall 2012 semester. ✓ Students using the new centre confirm that it responds to their needs. Target: 75%, Achieved: 90% </p>
<p>Create at least one additional study space for students.</p>	<p> <ul style="list-style-type: none"> ✓ Additional study space ready for Fall 2012 semester. ✓ Students confirm that the new space meets their needs. Target: 80% users confirm that the room meets their needs, Achieved: 85% </p>
<p>St. Lawrence: Modify the physical education classroom spaces.</p>	<p>St. Lawrence: <ul style="list-style-type: none"> ✓ Modification made for the Fall 2013 term. ✓ Teachers strongly support the desired changes. </p>

¹The elements in the following tables summarize only certain key elements found in the College's Annual Operational Plan; additional information is available on the College website.

TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.1: Learning environments for students have been enhanced (cont'd)

General Strategy 1.1.2: Implement new initiatives to integrate technology in teaching, curriculum delivery, and learning activities

Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Produce the necessary Information Literacy Tools to support the second year of the DEC in Huntingdon as well as review existing tools.</p> <p>St. Lawrence: Complete development and offer a medical terminology distance learning course.</p> <p>Continue supporting the use of electronic devices to enhance active learning in the classroom.</p>	<p>St. Lambert:</p> <ul style="list-style-type: none"> ✓ Online tools available to Huntingdon students. ✓ Faculty in Huntingdon confirm that tools assist student learning. Target: 100%, Achieved: 100% <p>St. Lawrence:</p> <ul style="list-style-type: none"> ✓ Identify the student cohort (20 students). ✓ Offer the course as a Gator-type offering. (Winter 2013) ✓ Student survey indicates a high level of satisfaction. <p>✓ Online platforms have been tested; Social Science Department has agreed to participate. ✓ Online platforms have been evaluated. ✓ Faculty involved in the pilot online testing project strongly agree or agree that the project was worthwhile.</p>

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.2: Additional support is being offered for identified groups of the student population	
General Strategy 1.2.1: Faculty and staff develop strategies to more effectively address challenges associated with special needs students	
Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Customize the support for faculty in the integration of students with special needs.</p> <p>Assess the additional services implemented in Winter 2012 to meet additional needs related to special needs.</p>	<p>St. Lambert:</p> <ul style="list-style-type: none"> ✓ Individual identified (and/or engaged) to support faculty. ✓ Faculty who make use of the support confirm that it was useful. Target: 80%, Achieved: 80% <p>✓ Assessment completed and changes maintained or adapted. ✓ Students confirm that the resources are responding to their needs. Target: 80%, Achieved: 85%</p>
<p>St. Lawrence: Review the organization of services for students with special needs.</p>	<p>St. Lawrence:</p> <ul style="list-style-type: none"> ✓ Assign this dossier to a professional. ✓ Hire a technician in support. ✓ Put in place recommendations coming from the professional development session with teachers. ✓ Participants and personnel agree that this new structure is helpful.

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.2: Additional support is being offered for identified groups of the student population (cont'd)	
General Strategy 1.2.2: Develop strategies to more effectively enhance the success of specific groups of students	
Initiative/Project/Action	Indicators/Results
<p>Lennoxville: Develop an Aboriginal student graduation tradition.</p>	<p>Lennoxville: <ul style="list-style-type: none"> ✓ The services begin the year with the needed resources. ✓ The team is working with faculty to support the Aboriginal students' success. ✓ Retention rate for Aboriginal students has increased. Target: 85%, Achieved: 90% for the Fall semester. </p>
<p>Implement additional support measures for French 100 students.</p>	<p> <ul style="list-style-type: none"> ✓ Support measures are developed. ✓ Support measures are implemented. ✓ Success rate has increased. Target: 80%, Achieved: 86% </p>
<p>Implement a workshop for potential tutors.</p>	<p> <ul style="list-style-type: none"> ✓ Workshop is developed. ✓ Workshop is implemented. ✓ Tutors agree that the workshop was beneficial. Target: 80%, Achieved: 85% </p>
<p>Implement an Intro to College 101 weekend program for incoming students.</p>	<p> <ul style="list-style-type: none"> ✓ Program was developed. ✓ Program was delivered. ✓ Students believed that the program was beneficial. Target: 80%, Achieved: 90% </p>

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.2: Additional support is being offered for identified groups of the student population (cont'd)	
General Strategy 1.2.2: Develop strategies to more effectively enhance the success of specific groups of students (cont'd)	
Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Review and improve the Academic Coaching Program.</p> <p>Expand the online research methodology tools to assist a broad variety of students.</p> <p>Establish a mentorship service for immigrant Continuing Education students to improve employability and retention in the workforce.</p> <p>Provide peer-tutoring support to students experiencing academic challenges.</p> <p>Encourage the improvement of French through the <i>Semaine du français</i>.</p>	<p>St. Lambert:</p> <ul style="list-style-type: none"> ✓ Academic Coaching Program is modified based on a study conducted in Winter 2012. ✓ Academic coaches and students agree that the program is more effective in increasing student academic performance. Target: 80%, Achieved: 95% of coaches and over 80% of students ✓ Unlocking Research Tool expanded to support students in Business Administration and Tourism Programs. ✓ Program is developed and launched. ✓ Student participants and employers confirm that the program increases success of immigrant workers in job retention. Target: 80%, Achieved: 100% ✓ Needs assessed. ✓ Peer tutors identified and trained. ✓ Service provided to students. ✓ The needs of students requesting peer tutoring are being met. Target: 90%, Achieved: 100% ✓ The French Department agrees to plan and organize the week. ✓ Specific resources identified and resources allocated. ✓ The events of the <i>Semaine du français</i> have been completed. ✓ The Coordinator of the French Department verifies with her team that the week was successful in promoting French. ✓ The French Department expresses an interest in animating future events.

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.2: Additional support is being offered for identified groups of the student population (cont'd)

General Strategy 1.2.2: Develop strategies to more effectively enhance the success of specific groups of students (cont'd)

Initiative/Project/Action	Indicators/Results
<p>St. Lawrence: Expand the Mentorship Approach to targeted athletes.</p> <p>Provide high-achieving students with better information (through their programs) related to their career and university choices.</p> <p>Continue support of the peer-tutoring initiative for students in the French 100 and 101 levels.</p>	<p>St. Lawrence:</p> <ul style="list-style-type: none"> ✓ Assess academic support needs of entering athletes. ✓ Assign a mentor and necessary academic support to targeted athletes. ✓ Student athlete success rate rose to 94%. ✓ Implement web folio. ✓ Organize a series of guest speakers for career orientation purposes in collaboration with departments. ✓ Guest speakers were invited and target 75% of participants agrees that this was helpful. ✓ Continue academic support to students in French 100 and 101 through tutoring services. ✓ French 100 maintains an 80% student success rate. ✓ French 101 goes from a 73% student success rate to 83%.

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.3: Additional mechanisms are developed to ensure the effectiveness of academic programs

General Strategy 1.3.1: Institutional and campus practices related to program evaluation are reviewed to ensure that they are adapted to an approach based on continuous improvement

Initiative/Project/Action	Indicators/Results
<p>Lennoxville: Pilot approaches for the assessment of academic programs through the General Education components.</p>	<p>Lennoxville: <ul style="list-style-type: none"> ✓ Evaluation of the French and Humanities component of General Education. ✓ Mandate accepted. ✓ Reviewed by Academic Council. ✓ Recommended by the Commission of Studies. ✓ Approved by the Board of Governors. ✓ Board of Governors approved Evaluation of the French and Humanities component of General Education. </p>
<p>St. Lawrence: Pilot approaches for the assessment of academic programs through the General Education components.</p>	<p>St. Lawrence: <ul style="list-style-type: none"> ✓ General Education Program Committee has established an assessment approach for consistency across sections. ✓ Faculty comfortable with approach. </p>
<p>Complete the program review for General Education.</p>	<p> <ul style="list-style-type: none"> ✓ General Education Program Committee and Pedagogical Committee have established and approved the conclusions and action plan. ✓ Program review for General Education has been approved by the Board of Governors. </p>

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 1: Facilitating and Enhancing Student Success

General Outcome 1.4: Additional measures are taken to foster greater student engagement	
General Strategy 1.4.1: New initiatives are developed to engage students in their academic programs and in their community	
Initiative/Project/Action	Indicators/Results
<p>Lennoxville: Review strategies to encourage participation of possible candidates in Forces AVENIR.</p> <p>St. Lambert: Continue the implementation of the Student Leadership Program.</p> <p>Continue the WINGS Mentorship Program (high school-college transition).</p> <p>Continue our involvement in Forces AVENIR.</p> <p>Develop alumni relationships and, as a result, increase mentorship opportunities for students.</p> <p>St. Lawrence: Continue our involvement in Forces AVENIR.</p>	<p>Lennoxville:</p> <ul style="list-style-type: none"> ✓ Students submit their projects for Forces AVENIR. ✓ Campus management has reviewed the submissions. ✓ Selected submissions have been forwarded to the Director of Studies. <p>St. Lambert:</p> <ul style="list-style-type: none"> ✓ Launch the second year of the Student Leadership Program. ✓ Students participate in the Program. Target: 25, Achieved: 27 ✓ Second year of WINGS Mentorship Program is offered. ✓ High School and Champlain students confirm that the Program was useful. Target: 70%, Achieved: 80% ✓ Students submit their projects for Forces AVENIR. ✓ Number of students participating in the Forces AVENIR process increases. Target: 20%, Achieved: 33% ✓ Plan to incorporate alumni as student mentors developed. ✓ Alumni agree to serve as mentors for current students. <p>St. Lawrence:</p> <ul style="list-style-type: none"> ✓ St. Lawrence has proposed and recommended student projects for the 2012 edition of Forces AVENIR. ✓ A significant number of student projects were proposed for the 2012 edition of Forces AVENIR.

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.1: The Board of Governors has the information it needs to exercise effective governance (cont'd)	
General Strategy 2.1.2: Engage in the ongoing review of bylaws, policies, and practices to ensure they continue to meet the needs of the College (cont'd)	
Initiative/Project/Action	Indicators/Results
<p>Director of Material Services' Office: Report to the Board of Governors the progress being made on the implementation of the Policy on Sustainable Development.</p>	<p>Director of Material Services' Office:</p> <ul style="list-style-type: none"> ✓ Establish a structure for the Global Report. ✓ Information gathered from the campuses: <ul style="list-style-type: none"> • Lennoxville • St. Lambert • St. Lawrence • College Administration ✓ Prepare a preliminary report for the December Board. ✓ Prepare the December Board presentation. ✓ Present the Summative Report to the Board (May). ✓ The Summative Report is submitted to the Minister.

¹ The elements in the following tables summarize only certain key elements found in the College's Annual Operational Plan; additional information is available on the College website.

TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.1: The Board of Governors has the information it needs to exercise effective governance (cont'd)

General Strategy 2.1.3: Ensure the expedient revision of the College Strategic Action Plan and continued refinement of planning processes to meet College needs

Initiative/Project/Action	Indicators/Results
<p>Director General's Office: Review and revise, as needed, the Administrative Framework for Planning based on changes made to the structure of the AOP.</p> <p>Continue to provide faculty, professionals, and support staff information on the implementation of College plans and opportunities to exchange with the Directors' team.</p>	<p>Director General's Office:</p> <ul style="list-style-type: none"> ✓ The Administrative Framework for Planning has been reviewed in light of the experience of the past year. ✓ The Administrative Framework Planning reviewed by DGAC. ✓ The Directors' team has visited each of the campuses to provide faculty, professionals, and support staff information on the implementation of College plans and opportunities to exchange with the Directors' team.

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.2: The College is provided with dynamic and responsive human resource services	
General Strategy 2.2.2: Ensure that HR systems and services meet the changing needs of the College	
Initiative/Project/Action	Indicators/Results
<p>Director of Human Resources' Office: Complete the implementation of the new HR/Pay Systems.</p>	<p>Director of Human Resources' Office:</p> <ul style="list-style-type: none"> ✓ Data is ready for transfer to the new Pay system. ✓ Operators of the system are provided with training on the web application (ongoing on campuses). ✓ HR systems and the new Pay system are aligned (ongoing final adjustments being made). ✓ Faculty and staff are informed of the shift to the new Pay system and the basics so that they can access their personal information (final phase). ✓ A seamless link to the new Pay system is created through the existing web services. ✓ System operators agree or strongly agree that the new system is facilitating their work. <p style="margin-left: 20px;">Target: 80%, Achieved: 100%</p>

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.3: The College continuously develops its operational capacity through the effective use of technologies, programs and initiatives

General Strategy 2.3.1: Ensure that administrative IT systems and services meet the changing needs of the College

Initiative/Project/Action	Indicators/Results
<p>Director of Financial Services' Office: Offer electronic payments to reimburse employees and pay suppliers.</p>	<p>Director of Financial Services' Office:</p> <ul style="list-style-type: none"> ✓ Analyse current system and possibilities. ✓ Develop new feature in the current financial system. ✓ Provide training to employees on the new feature. ✓ Implement the new feature and inform employees and suppliers. ✓ Electronic payments operational.
<p>Director of Material Services' Office: Using PLANIFIKA to prepare short- and long-term infrastructure plans.</p>	<p>Director of Material Services' Office:</p> <ul style="list-style-type: none"> ✓ All College data is collected and recorded in the system. ✓ The initial data is transmitted to the MESRST.

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.3: The College continuously develops its operational capacity through the effective use of technologies, programs and initiatives (cont'd)

General Strategy 2.3.2: Promote sustainable development and environmental stewardship (SD/ES) within the College

Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Apply for external accreditation for the St. Lambert sustainability efforts.</p> <p>Campus “Go-Green” website is launched.</p> <p>St. Lawrence: The administration will take a leadership role in the Eco-St. Lo Committee.</p>	<p>St. Lambert: ✓ The accreditation request is submitted.</p> <p>✓ Website is available for start of 2012-2013 year. ✓ Students actively participate in the running of the site (including producing materials for it). Target: 5, Achieved: 1</p> <p>St. Lawrence: ✓ Active mentor of the Committee.</p>

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.4: Campuses respond to the needs of their respective regions and contribute to their educational and socio-economic development

General Strategy 2.4.1: Develop programs, services and partnerships that respond to regional needs

Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Offer the first year of the experimental Computer Science/Math Pre-University Program.</p> <p>Launch second cohort of Social Sciences DEC in Huntingdon.</p> <p>Revise at least one AEC program in response to business and industry needs.</p>	<p>St. Lambert:</p> <ul style="list-style-type: none"> ✓ The Computer Science/Math Pre-University Program is offered for Fall 2012. ✓ Student admissions are sufficient to offer at least one cohort of the experimental Computer Science/Math Pre-University Program for the 2012-2013 year. Target: 30, Achieved: 24 ✓ Agreement with New Frontiers School Board to run the second year of the program. ✓ Sufficient enrolment obtained to start second cohort of the Huntingdon Social Sciences DEC program. Target: 25 students, Achieved: 20 students ✓ AEC programs identified and evaluation conducted. ✓ Director of Studies and Director of Continuing Education agree that program evaluation has led to improvements in Wireless Networking and Specialist in Transportation and Logistics AECs. Target: 100% agreement, Achieved: 100%

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.4: Campuses respond to the needs of their respective regions and contribute to their educational and socio-economic development (cont'd)

General Strategy 2.4.1: Develop programs, services, and partnerships that respond to regional needs (cont'd)

Initiative/Project/Action	Indicators/Results (cont'd)
<p>St. Lambert: Offer the first year of the RAC Specialist in Transportation and Logistics project for business in the <i>Montérégie</i> sponsored by the <i>Ministère du Développement économique, de l'Innovation et de l'Exportation</i> and the <i>Créneau d'excellence Technologies avancées de matériel de transport et Logistique de la Montérégie</i>.</p> <p>Explore and, if feasible, add one other program to the current RAC offerings.</p>	<p>St. Lambert:</p> <ul style="list-style-type: none"> ✓ Program launched. ✓ Number of RAC candidates enrolled. Target: 20, Achieved: 6 <ul style="list-style-type: none"> ✓ Program identified and tools for Applied Business Development completed. ✓ Students enrolled in RAC program for Applied Business Development Target: 10, Achieved: 13

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.4: Campuses respond to the needs of their respective regions and contribute to their educational and socio-economic development (cont'd)

General Strategy 2.4.2: Identify opportunities to exercise leadership within the community

Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Successfully host National Cross Country Championships.</p>	<p>St. Lambert: ✓ All elements of Cross Country National Championships ready on time. ✓ Participating colleges confirm that the event exceeded their expectations. Target: 80%, Achieved: 95%</p>
<p>St. Lawrence: Apply to host the 2013 PING Canadian Collegiate Athletic Association (CCAA) Golf National Championship.</p>	<p>St. Lawrence: ✓ College will be chosen to host the 2013 PING CCAA Golf National Championship. ✓ The Championship receives a positive evaluation from the CCAA.</p>

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TOWARDS THE ACHIEVEMENT OF THE COLLEGE STRATEGIC ACTION PLAN (Extracts from the Annual Operational Plan¹)

Priority 2: Facilitating and Enhancing Institutional Success

General Outcome 2.4: Campuses respond to the needs of their respective regions and contribute to their educational and socio-economic development (cont'd)

General Strategy 2.4.3: Explore the opportunities and benefits of international initiatives

Initiative/Project/Action	Indicators/Results
<p>St. Lambert: Implement first year of joint program with <i>Cégep André-Laurendeau</i> for Business students from France.</p>	<p>St. Lambert: ✓ Students attend classes at St. Lambert. ✓ Partners agree that first year was a success and agree to offer a second year of the project. Target: 100%, Achieved: 100%</p>

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STUDENT SUCCESS (S-019)

Support for Students in Programs Leading to Sciences and Technology

While the results of the Annual Operational Plan provide extensive detail with regards to the large variety of initiatives, projects and activities that contribute to our students' success, below is a listing of activities related to the Special Allocation S-019.

- Development and implementation of Active Learning Classrooms to improve student engagement and academic performance.
Result: 90% of faculty using the Active Learning Classrooms confirm that the setting improves teaching and student learning.
(St. Lambert – AOP 1.1.1)
- Development and implementation of a Centre for Students with Special Needs for the start of the Fall 2012 semester.
Result: 90% of students using the Centre confirm that it responds to their needs.
(St. Lambert – AOP 1.1.1)
- Production of Information Literacy Tools to support students in their second year of the Huntingdon DEC.
Result: 100% of Huntingdon faculty confirm that the literacy tools assist student learning.
(St. Lambert – AOP 1.1.2)
Special Note: The use of the Information Literacy Tools has been extended to students across the College.
- Revise the structure of services to students with special learning needs by increasing support and training for faculty.
Result: 100% of participants that worked within the new structure agree that it is helpful to students.
(St. Lawrence – AOP 1.2.1)
- Develop services to increase the retention of Aboriginal students.
Result: A 5% increase in the retention rate for Aboriginal students, from 85% to 90%.
(Lennoxville – AOP 1.2.2)
- Develop and implement increased support for first-year students in French 100.
Result: The success rate increased from 80% to 86%.
(Lennoxville – AOP 1.2.2)
- Encourage the improvement of French through the *Semaine du français*
Result: Members of the French Department confirm that the activities promoted the use of French, and have expressed an interest in animating future events.
(St. Lambert – AOP 1.2.2)
- Support students in first-year French courses (100 and 101) through peer-tutoring initiatives.
Results: French 100 maintained an 80% success rate, and the French 101 success rate increased from 73% to 83%.
(St. Lawrence – AOP 1.2.2)



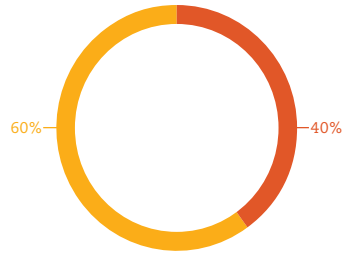
ACQUISITION OF HEALTHY LIFESTYLES (S-035)

ORIENTATIONS CHOSEN FOR 2012-2013	Lennoxville	St. Lambert	St. Lawrence
Develop a menu classification guide taking into account the new Canadian Food Guide, to be made available to all students and personnel		√	
Maintain, even improve upon, the offer of a healthy menu at similar or lower costs than those of others		√	√
Provide the opportunity to eat during reasonable lunch hours or, at the very least, offer quick, healthy meals		√	√
Encourage more active means of transportation by increasing the number of bike racks and increasing accessibility to the changing rooms		√	√
Promote the organization of recreational physical activities adapted to the needs of the various student clientele	√	√	√
Implement a variety of awareness and promotional activities relating to healthy eating and active lifestyles	√	√	√
Develop partnerships with the various Québec sports associations, such as the <i>Fédération québécoise du sport étudiant (FQSE)</i> , in order to promote participation in larger numbers		√	√
TOTAL	\$2,083.00	\$2,730.50	\$2,084.00

STUDENT POPULATION

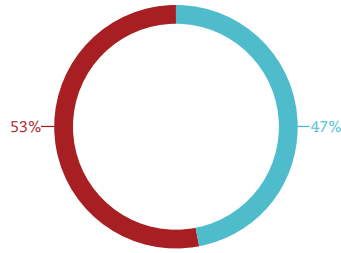
Gender Distribution

Lennoxville



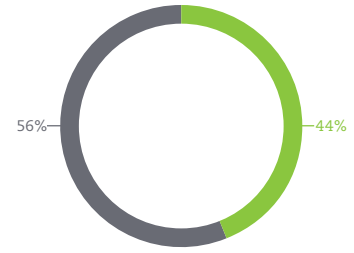
Female
Male

St. Lambert



Female
Male

St. Lawrence



Female
Male

STUDENT POPULATION

Enrolment

PROGRAMS	Lennoxville		St. Lambert		St. Lawrence	
	Fall 2012	Winter 2013	Fall 2012	Winter 2013	Fall 2012	Winter 2013
Orientation & Integration	46	35	6	8	14	16
Mexican Exchange					27	24
Pre-University						
Science	183	176	636	528	297	229
Computer Science & Math	7	7	24	20		
Social Science	571	541	1,462	1,381	409	386
Creative Arts, Literature & Languages	104	86	251	218	95	80
Fine Arts	32	26				
Liberal Arts	36	36	63	54		
Sub-total	933	872	2,436	2,201	801	695
Technology						
Business Administration	30	25	249	192	136	126
Tourism			81	70	100	*
Special Care Counselling	90	83				
Graphic Communications			64	56		
Computer Science	8	8	52	48		
Nursing	102	97	69	60		
Sub-total	230	213	515	426	236	216
TOTAL	1,209	1,120	2,957	2,635	1,078	951

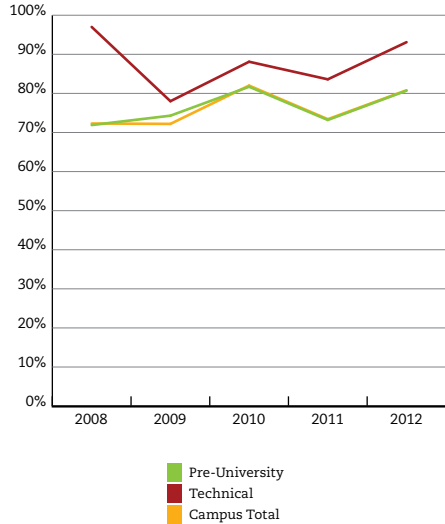
TOTAL STUDENTS FALL 2012: 5,244

TOTAL STUDENTS WINTER 2013: 4,706

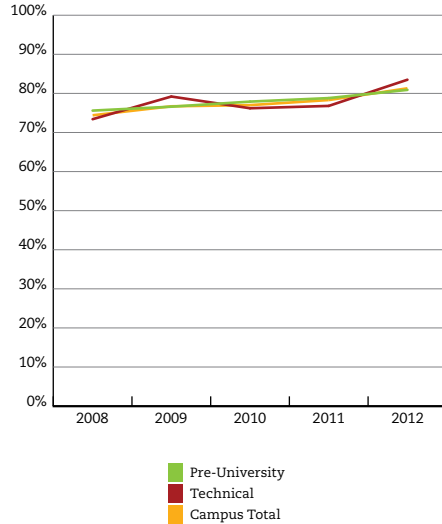
* Bilingual program in partnership with Cégep Limoilou

PERCENTAGE OF STUDENTS IN RECENT FALL COHORTS PASSING 80% OR MORE OF THEIR FIRST-SEMESTER COURSES

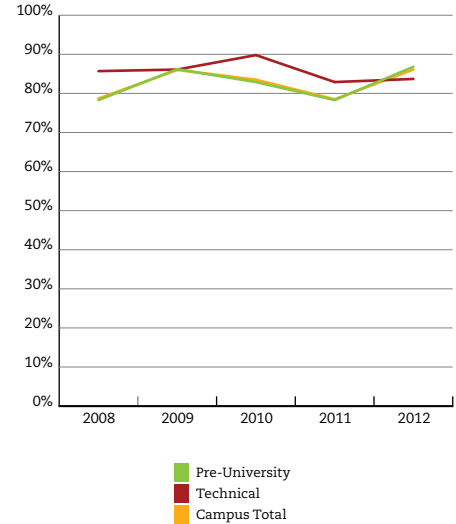
Lennoxville



St. Lambert



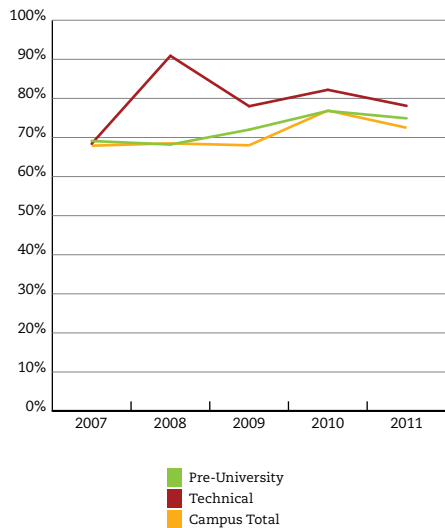
St. Lawrence



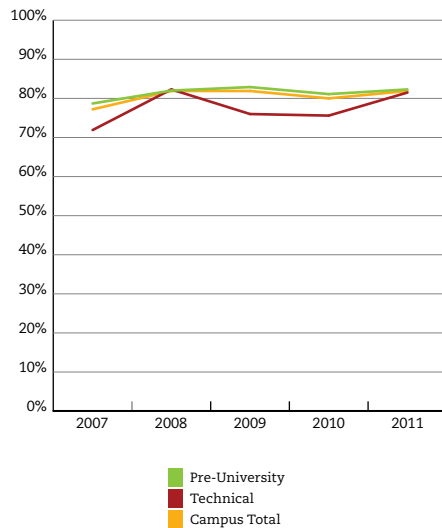
(1) Data source is the PSEP (*Profil scolaire des étudiants par programme*) database maintained by SRAM (*Service régional d'admission du Montréal métropolitain*).
 (2) Results are presented for students entering their programs with no prior college experience (Population A) combined with students entering their programs after one or more semesters in another college program (Population B).

THIRD-SEMESTER RETENTION RATES (ANY PROGRAM, SAME CAMPUS) FOR RECENT FALL COHORTS

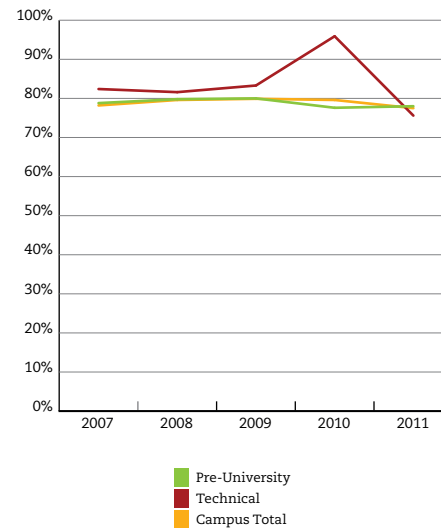
Lennoxville



St. Lambert



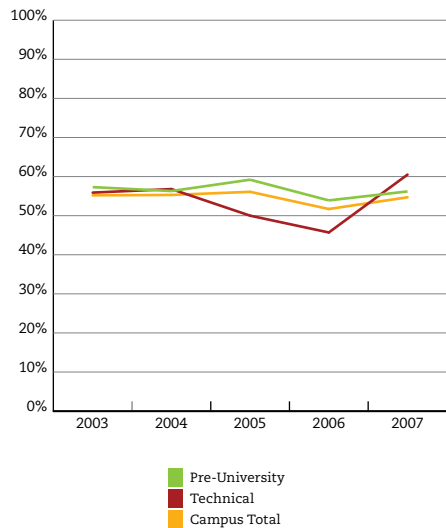
St. Lawrence



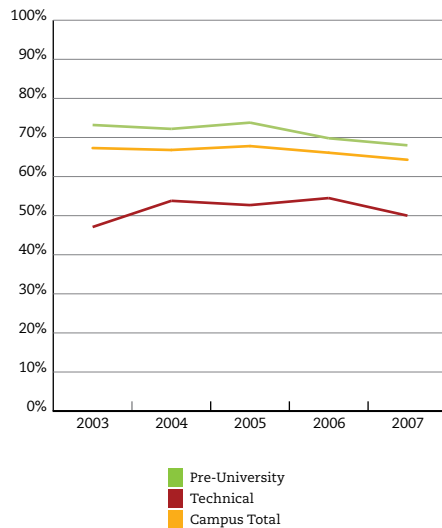
- (1) Data source is the PSEP (*Profil scolaire des étudiants par programme*) database maintained by SRAM (*Service régional d'admission du Montréal métropolitain*).
 (2) Results are presented for students entering their programs with no prior college experience (Population A) combined with students entering their programs after one or more semesters in another college program (Population B).

GRADUATION RATES (ANY PROGRAM, SAME CAMPUS) WITHIN THE PRESCRIBED PERIOD OF TIME PLUS TWO YEARS FOR RECENT FALL COHORTS

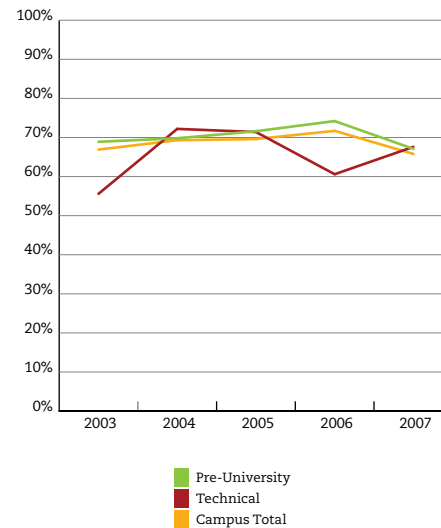
Lennoxville



St. Lambert



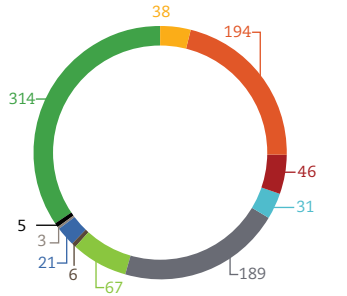
St. Lawrence



- (1) Data source is the PSEP (*Profil scolaire des étudiants par programme*) database maintained by SRAM (*Service régional d'admission du Montréal métropolitain*).
 (2) Results are presented for students entering their programs with no prior college experience (Population A) combined with students entering their programs after one or more semesters in another college program (Population B).

CONTINUING EDUCATION Lennoxville

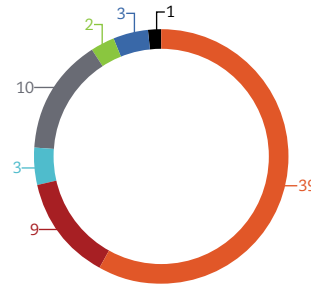
Course Enrolment*



Cheminement par cours	38
Cisco Certified Network Associate (CCNA)	194
Comptabilité de la petite entreprise	46
Conception de pages Web	31
Conseiller en décoration résidentielle	189
Conseiller en services et produits touristiques	67
Informatique bilingue	6
Informatique d'affaires	21
Publication au bureau	3
Techniques administratives : supervision	5
Non-Credit Courses	314

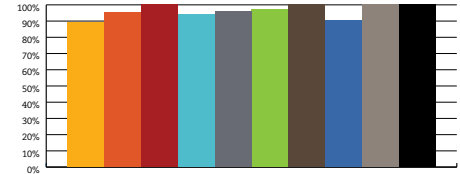
* Number of students enrolled in courses

Graduates per Program



Cisco Certified Network Associate (CCNA)	39
Comptabilité de la petite entreprise	9
Conception de pages Web	3
Conseiller en décoration résidentielle	10
Conseiller en services et produits touristiques	2
Informatique d'affaires	3
Techniques administratives : supervision	1

Course Completion**

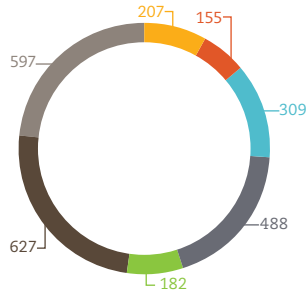


Cheminement par cours	89%
Cisco Certified Network Associate (CCNA)	95%
Comptabilité de la petite entreprise	100%
Conception de pages Web	94%
Conseiller en décoration résidentielle	96%
Conseiller en services et produits touristiques	97%
Informatique bilingue	100%
Informatique d'affaires	90%
Publication au bureau	100%
Techniques administratives : supervision	100%

** Students who successfully completed courses

CONTINUING EDUCATION St. Lambert

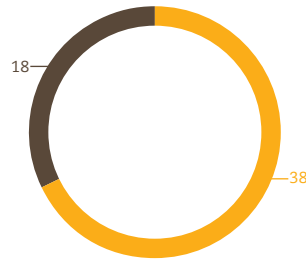
Course Enrolment*



■ Cisco Certified Network Associate (CCNA)	207
■ Early Childhood Education	155
■ Information Technology Support Specialist	309
■ Social Science DEC	488
■ Special Care Counselling	182
■ Specialist in Transportation and Logistics	627
■ Non-Credit Courses	597

* Number of students enrolled in courses

Graduates per Program



■ Cisco Certified Network Associate (CCNA)	38
■ Specialist in Transportation and Logistics	18

Course Completion**



■ Cisco Certified Network Associate (CCNA)	100%
■ Early Childhood Education	99%
■ Information Technology Support Specialist	87%
■ Social Science DEC	100%
■ Special Care Counselling	99%
■ Specialist in Transportation and Logistics	87%

** Students who successfully completed courses

St. Lawrence

This Campus has chosen to offer only Tour Guide non-credit courses, for a total enrolment of 18, and, therefore, the percentage of graduates per program does not apply.



AWARDS

LENNOXVILLE CAMPUS

Academic Medal of the Governor General of Canada: **Claire Trudel**
Champlain Regional College Board of Governors' Merit Award: **Claire Trudel**
Anne Thaler Memorial Awards: **Kristen Fuller, Emily Williams**
Annie Turcotte Memorial Award: **Isabel Racine**
Athletic Excellence Awards:
 Cross-Country: **Jacynthe Ménard**
 Football: **William Robitaille**
 Lacrosse: **Caleb Willms**
 Men's Basketball: **Maxime Gaouette**
 Men's Hockey: **Justin Vachon**
 Men's Soccer: **Martley Théoret**
 Rugby: **Fiona Van Esbroeck**
 Women's Basketball: **Naomie Zitt James**
 Women's Hockey: **Kimberly Longpré**
 Women's Soccer: **Cassandra Bouchard**
Champlain Faculty Union Awards: **Yustine Carruyo, Marie Cox, Rebecca Desjourdy, Solange Uwimana**
Champlain Support Staff Award: **David Allard**
CSA Merit Award: **Chelsea McLellan**
Doris Mildred Parsons Achievement Bursary: **Janie Lefebvre**

Introduction to International Studies Certificates: **Guillaume Fortier, Jordan Lussier, Emilie Nadeau, Florence Normand, Cynthia Roy**
Ken Madokoro Memorial Award: **Michelle Charest**
Lampe Foundation Prize: **Amélie Bellemare**
Ordre des infirmières et des infirmiers du Québec (OIIQ): **Caroline Fauteux**
Ordre régional des infirmières et des infirmiers de l'Estrie (ORIE): **Audrey-Jane Hall**
Program Achievement Awards:
 AMT: **Stéphanie Lachance**
 Computer Information Systems: **Joshua Larouche**
 Creative Arts: **Jessie-Ann St-Hilaire**
 Fine Arts: **Nina Bureau-Oxton**
 Health Science: **Claire Trudel**
 Languages: **Alyssa Duchesneau-Custeau**
 Liberal Arts (Heather Fisher Memorial Award): **Janick Asselin**
 Nursing: **Audrey-Jane Hall**
 Pure and Applied Science: **Caleb Willms**
 Social Science: **Chelsea McLellan**
 Special Care Counselling: **Tanya Gibson**
Richard Beger Memorial Award: **Chelsea McLellan**
Royal Bank Award: **Alyssa Duchesneau-Custeau**
Theresa Allore Award: **Katalina Smith**

AWARDS

ST. LAMBERT CAMPUS

Academic Medal of the Governor General of Canada: **Amol Raut**
Champlain Regional College Board of Governors' Merit Award: **Amol Raut**
Adam Taylor Memorial Award: **Esther Vaugon**
Adam's PACE Memorial Award: **Jeremy Karzon**
American Express Tourism Awards: **Sandra Brassard, Megan Clarke**
André E. LeBlanc Student Life Prize: **Belise Rukundo**
Anna Ackle Support Staff Union Award: **Julie Botzas-Coluni**
Biology Prize: **Esther Vaugon**
Business Administration Prizes:
 Advertising Management: **Karla Vilhelem**
 Sport Marketing & Management: **Joseph Gadoua**
Champlain St. Lambert Association of
Professionals 22+ Student Award: **Julien Khoury**
Champlain College Teachers' Association Award: **Justin Hunt**
Champlain College St. Lambert Foundation Entrance Scholarships:
 Rosalie Allard, Stéphanie Audet, Joséanne Bélanger-Naud,
 Frédérique Berger-Latour, Catherine Caron, Kristopher Chasles,
 Dominique Degré, Isabelle Filion, Anthony Kazazian, Alyssia Krencisz,
 Thanh-Nguyen Lam, Alexandra Lapalme, William Leclerc,
 Christos Lembessis, Marion Lequient, Sarah Mary Nellis, Véronique Saad,
 Heather Schurman, Sylvie Tran, Julia Vincent-Richard
Champlain College St. Lambert Foundation General Education Scholarships:
 Pre-University Program: **Amol Raut**
 Career Program: **Camille Desrosiers**

Chemistry Prizes: **Laura Thompson, Rockey Yu-Lei Chen**
Computer Science Prizes: **Gabriel Côté, Jesse Harmer**
Creative Arts Prize: **Catherine St-Louis**
Creative Arts Certificates of Merit:
 Digital Imaging & Studio Arts: **Kellie Kiakas**
 Film/Video/Communications: **Jasmine Durand, Sierra Lapointe, Alex Turcot**
 Photography/Design: **Paul Dominic Lofeodo**
CSA Student Club Life Award: **Adam Richard**
Dean Cheshire Memorial Award: **Trystan Warnock-Juteau**
Desjardins Bursary Recipients: **Noémie Arpin-Gaba, Jasmine Bucci,**
 Pasqualina Ciccaglione, Camille Desrosiers, Sarah de Wilde,
 Isabelle Di Sante, Josée Ducharme, Julia Ethier, Elizabeth Gaudreault,
 Jessica Hébert, Victoria Jaklin, Martine Labrecque, Ryan Languay,
 Sierra Lapointe, Stéphanie Lord, Jeffrey Marois-McKenzie,
 Jordan McArán-Bourque, Patrick Pilotte, Amol Raut, Karina Veilleux
Fondation CPA du Québec: **Ludovic Cao**
Forces AVENIR Student Commitment Awards: **Simone Cavanaugh, Justin Hunt,**
 Amanda Lopez
Fouad Assaad Memorial Award for World Studies: **Philip Mathieu**
Fuller Landau Award: **Joseph Gadoua**
Gail Sowerby Prize in Liberal Arts: **Simone Cavanaugh**
Graphic Communications Prize: **Lisaelle Racine**
Humanities Prize: **Amol Raut**

AWARDS

ST. LAMBERT CAMPUS (cont'd)

International Baccalaureate:

English Merit Award: **Jasmine Bucci**

Science: **Jasmine Bucci**

John Jones Memorial Award: **Patrick Guité**

Joy Smith Athletic Merit Award: **Zachary Bleau-Prévost**

Liberal Arts Certificates of Merit: **Michael Gagliano, Yoana Garcia-Poulin,**

Jordan McAran-Bourque, Cédrick Mulcair

Margery Langshur English Prize: **Jasmine Bucci**

Mathematics Prizes:

Commerce: **Sophie Auger**

Science: **Laura Thompson**

Modern Languages Prize: **Emilie Sing**

Peter Swarbrick Memorial Award: **Cédrick Mulcair**

Physical Education Prize: **Andrea Iachetta**

Physics Prize: **Amol Raut**

Prix du Mérite en français : **Ludovic Cao**

Quebec Association of Retired Teachers' Award: **Natalie Pepiot**

Royal Bank Merit Award: **Patrick Pilotte**

Social Science Program Prizes:

Commerce: **Patrick Pilotte**

Social Science: **Stéphanie Lord**

Social Science Certificates of Merit:

Anthropology: **Élisabeth Guerrier-Richer**

Economics: **Patrick Pilotte**

Geography: **Karina Veilleux**

History: **Jordan McAran-Bourque**

Political Science: **Latifa Saiem Ali**

Psychology: **Stéphanie Lord**

Sociology: **Stéphanie Lord**

Sodexo Award: **Sarah de Wilde**

South Shore University Women's Club Award: **Julie Botzas-Coluni**

Tourism Commitment Award: **Vincenzo Iannuzi**

Tourism Excellence Prize: **Anne-Sophie Lelièvre**

AWARDS

ST. LAWRENCE CAMPUS

Academic Medal of the Governor General of Canada: **Julia Tétrault-Provencher**

Champlain Regional College Board of Governors' Merit Award:

Julia Tétrault-Provencher

A Men's Basketball:

Highest Academic Achievement: **Julien Lambert-Song**

Most Valuable Player: **Julien Lambert-Song**

A Women's Basketball:

Highest Academic Achievement: **Gabrielle Roberge**

Most Valuable Player: **Marie-Ève Auger**

A Women's Volleyball:

Highest Academic Achievement: **Judith Fortier**

Most Valuable Players: **Judith Fortier, Sara-Eve Nadeau**

AA Men's Basketball:

Highest Academic Achievement: **Jean-Christophe Lambert**

Most Valuable Player: **Gabriel Laflamme**

AA Men's Soccer:

Highest Academic Achievement: **Zac Doric**

Most Valuable Player: **David Langlois**

AA Women's Basketball:

Highest Academic Achievement: **Frédérique Thivierge-Jobin**

Most Valuable Player: **Aurélie d'Anjou-Drouin**

AA Women's Soccer:

Highest Academic Achievement: **Frédérique Thivierge-Jobin**

Most Valuable Players: **Virginie Côté, Audrey Desgagnés**

AQPC Teacher Award (*Mention d'honneur*): **Suzanne Lemay**

Baseball:

Highest Academic Achievement: **Christopher Stanford**

Most Valuable Player: **Alex Clavet**

Cardinal Roy Trophy: **Audrey-Ann Lavoie**

Community Service Involvement Award: **Julia Tétrault-Provencher**

Cross-Country:

Highest Academic Achievement: **Marc-Antoine Béland**

Most Valuable Player: **Aurélie d'Anjou-Drouin**

Dr. Guthrie Memorial Scholarship: **Jennifer Gagné**

Female Athlete of the Year Award: **Aurélie d'Anjou-Drouin**

Forces AVENIR Student Commitment Award: **Audrey-Ann Lavoie**

François-Jacques Roussin Award: **Charlie-Elizabeth Nadeau**

Golf:

Highest Academic Achievement: **Frédéric Matthey-De-L'Endroit**

Most Valuable Player: **Valerie Tanguay**

Highest Academic Achievement Awards:

First: **Julia Tétrault-Provencher**

Second – Royal Bank Award: **Laurence Soucy-Giguère**

Third: **Naomie Genois**

Fourth: **Vicky Laflamme**

Fifth: **Audrey-Ann Lavoie**

AWARDS

ST. LAWRENCE CAMPUS (cont'd)

Hockey:

Highest Academic Achievement: **Alex St-Pierre**

Most Valuable Player: **Eric Pouliot**

Industrielle Alliance LOMA Awards: **Catherine Jean , Frédérique Pérusse**

Men's Rugby:

Highest Academic Achievement: **Dominique Gilbert**

Most Valuable Player: **Matthew Nowak**

Ordre des CPA du Québec Award: **Amanda Bilodeau**

Potter Family Award: **Jennifer Gagné**

Professionals' Union Community Care Award: **Audrey-Ann Lavoie**

P.W. Sims Memorial Scholarship: **Amanda Sweeney**

Raymond Chabot Grant Thornton Awards: **Amanda Bilodeau,
Elisabeth Lamontagne**

Reverend P.S. Miffen Award: **Cynthia Beaulieu**

S.L.C. Out-of-Town Student Award: **Gabrielle Roberge**

St. Lawrence Alumni Foundation Award: **Nadezhda Vasileva**

St. Lawrence Alumni Foundation Cultural Award: **Amanda Sweeney**

St. Lawrence Teachers' Union Bursary: **Frédérique Pomerleau**

Women's Rugby:

Highest Academic Achievement: **Elizabeth Côté**

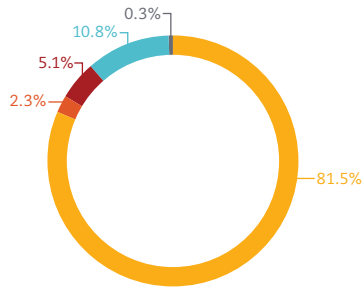
Most Valuable Player: **Anne-Laurence Harvey**

FINANCIAL REPORTS
Statement of Operating Results for Year Ending June 30, 2013

	DAY PROGRAM	ADULT EDUCATION	RESIDENCES	BOOKSTORE	PARKING	SUMMER SCHOOL	TOTAL
Income							
Government Grant	38,627,679	3,353,934	0	0	0	40,317	42,021,930
Other	3,127,966	1,067,489	860,290	306,154	252,352	293,895	5,908,146
	41,755,645	4,421,423	860,290	306,154	252,352	334,212	47,930,076
Expenses	41,314,978	4,106,864	705,962	328,933	140,837	183,748	46,781,322
Results	440,667	314,559	154,328	-22,779	111,515	150,464	1,148,754

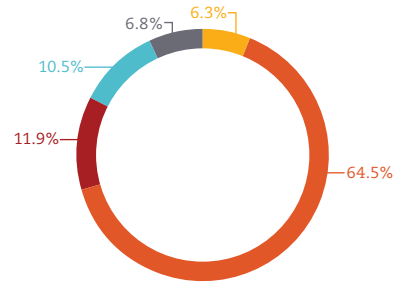
FINANCIAL REPORTS

Detail of Operating Expenses by Type



	2012-2013
Salaries and Benefits	38,109,074
Communication and Information	1,054,458
Materials and Supplies	2,379,941
Contracts and Services	5,075,786
Other Expenses	162,063
Total Expenses	46,781,322

Detail of Salaries and Benefits by Category



	Day Program	Auxiliary Services	Total
Management	2,212,476	376,288	2,588,764
Teachers	22,796,237	1,792,976	24,589,213
Professionals	1,935,994	456,069	2,392,063
Support	3,946,374	597,210	4,543,584
Benefits - All Categories	3,426,457	568,993	3,995,450
Total Salaries & Benefits	34,317,538	3,791,536	38,109,074

HUMAN RESOURCES

Personnel by Category

CATEGORY OF PERSONNEL	College Administration			Lennoxville			St. Lambert			St. Lawrence		
	Total	Tenured	Non-Tenured	Total	Tenured	Non-Tenured	Total	Tenured	Non-Tenured	Total	Tenured	Non-Tenured
Management	9	5	4	10	8	2	15	11	4	4	4	0
Faculty	0	0	0	153	53	100	267	135	132	81	52	29
Professional	4	3	1	6.7	5	1.7	19.8	8.8	11	6.34	4.34	2
Support	12.5	9.5	3	25.14	17	8.14	46.24	29.6	16.64	18.76	12.1	6.66
TOTAL	25.5			194.84			348.04			110.10		

Loi sur la réduction de la taille du personnel d'encadrement et administratif (Bill 100)

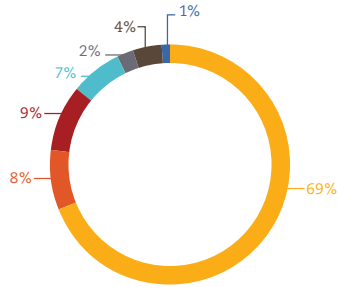
In compliance with the *Loi sur la réduction de la taille du personnel d'encadrement et administratif*, Champlain Regional College has reduced its workforce in the 2012-2013 academic year by one position, resulting in savings of approximately \$50,000.

Following the retirement of three employees whose positions were subject to the provisions of the Act, the College filled two of the three positions and abolished one position, resulting in the net reduction of one full-time position.

HUMAN RESOURCES

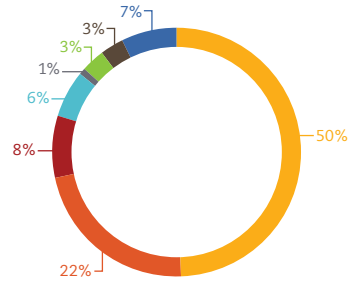
Faculty Seniority

Lennoxville



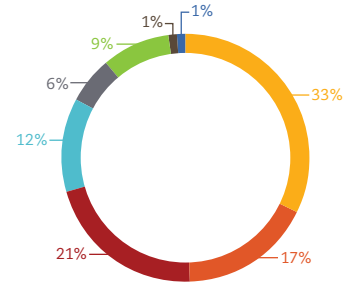
- 0 to 4 years
- 5 to 9 years
- 10 to 14 years
- 15 to 19 years
- 20 to 24 years
- 25 to 29 years
- 30 to 34 years
- 35 to 42 years

St. Lambert



- 0 to 4 years
- 5 to 9 years
- 10 to 14 years
- 15 to 19 years
- 20 to 24 years
- 25 to 29 years
- 30 to 34 years
- 35 to 42 years

St. Lawrence

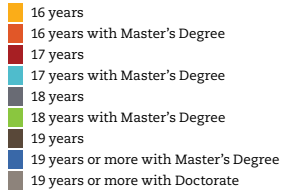
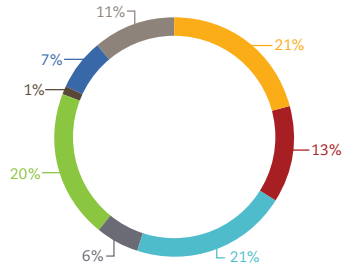


- 0 to 4 years
- 5 to 9 years
- 10 to 14 years
- 15 to 19 years
- 20 to 24 years
- 25 to 29 years
- 30 to 34 years
- 35 to 42 years

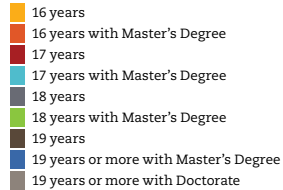
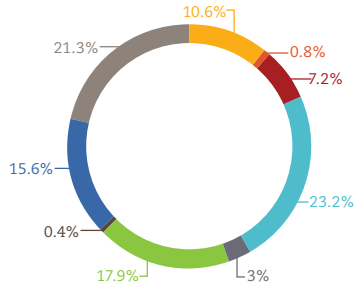
HUMAN RESOURCES

Faculty Schooling

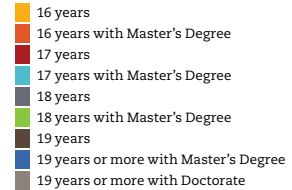
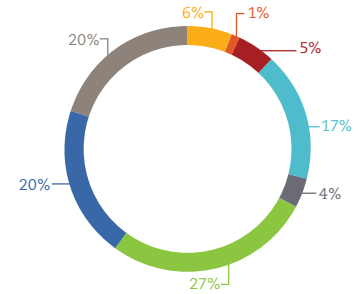
Lennoxville



St. Lambert



St. Lawrence



HUMAN RESOURCES

20-25-30-35 Years of Service

Lennoxville

20 years

Brent Allen, Faculty
Denis Amyot, Faculty

25 years

Terrence Daigneault, Faculty
Pierre Jeanson, Faculty

30 years

Richard Konicki, Recreational Activities Technician
Denise Paré, Administration Technician

35 years

Leliann Beaudoin, Assistant Campus Director,
Continuing Education
Catherine Isely, Faculty
Joyce Kendall-Marier, Administrative Support Agent

St. Lambert

20 years

Suzanne Pike, Faculty
Dawn Redman, Faculty

25 years

Francine Brunelle, Administrative Support Agent
Jennifer Liutec, Faculty
Brigitte Malard, Faculty
Melvyn Niederhoffer, Faculty
Gaston Pelletier, Manager, Buildings and Equipment

30 years

Elisabeth Bélanger, Laboratory Technician
Rubin Hertzman, Faculty
Lydia B. Keras, Faculty
Joseph E. Morin, Trades Helper

35 years

Karnig Bedrossian, Faculty
David K. Millar, Faculty
Norcene Webb, Faculty

St. Lawrence

25 years

Richard Garneau, Data Processing Technician

30 years

Gaby Ward, Faculty

HUMAN RESOURCES

Retirees

Lennoxville

Leliann Beaudoin, Assistant Campus Director,
Continuing Education
Alain Bergeron, Data Processing Technician
Pamela Keenan, Faculty

St. Lambert

Molly Greenidge, Administrative Support Agent
Gordon Hebert, Faculty
Rouben Ishayek, Faculty
Lydia B. Keras, Faculty
Paul Leblond, Faculty
Joseph E. Morin, Trades Helper
Maureen Newman, Faculty
Colette Noël, Faculty
Suzanne Pike, Faculty
Monica Warr, Faculty
Vernon Willis, Faculty

St. Lawrence

Marie Legroulx, Faculty
France Morissette, Faculty

College Administration

Colette Boulanger, Administration Technician

ORGANIZATION



Board of Governors

Seated (left to right): Julie Hobbs, Helen Downie, Terence Kerwin, H el ene Guitard, Theresa Sliz, Valerie McLeod

Standing (left to right): Danielle Lafaille, Richard Garneau, Maxime Filion (Secretary General), Lisa Birch, Christian Brosseau, J. Kenneth Robertson, Pierre Harvey, Michael Murray

Absent: Benoit-Antoine Bacon, C esar Coronado, Jean Gaboury, Sylvie Gilbert-Fowles, James Shufelt, Nadezhda Vasileva



Executive Committee

Seated (left to right): J. Kenneth Robertson, Danielle Lafaille, Terence Kerwin

Standing (left to right): Pierre Harvey, Helen Downie, Christian Brosseau, Michael Murray



Officers of the College

Seated (left to right): J. Kenneth Robertson, Danielle Lafaille

Standing (left to right): Yves Rainville, Donald Shewan, Jessica Mercier, Paul Kaeser, Maxime Filion

Absent: Terence Kerwin, Michael Murray, Jean Robert

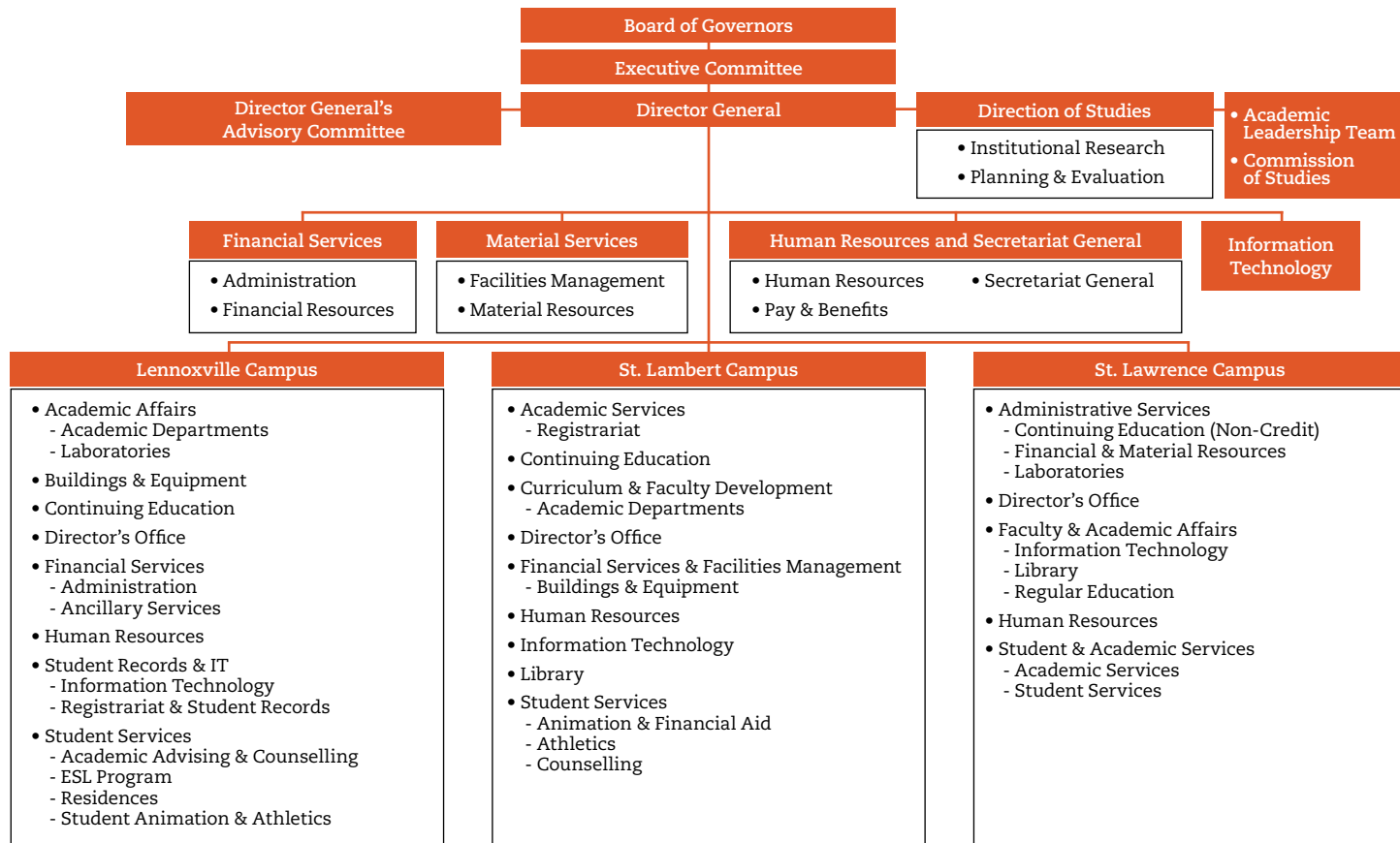


Commission of Studies

Standing first row (left to right): Catherine Filteau, Genevi ve Rock, Angela Stevens, Danielle Lafaille, Constance Crossland

Standing back row (left to right): Henriette Dumont, Soheil Manoli, Brian Crane, John Halpin, Anthony Singelis

Absent: Roya Abouzia, Judith Beaudoin, Randall Best, Jasmine Gareau-Lindsay, Nadezhda Vasileva, Ghobadi Elham, Katalina Smith, James Wilson



KEY RESOLUTIONS OF THE PAST YEAR

ACADEMIC PROGRAMS

- Application for CERAC Designation (St. Lambert)
- Approval of AECs & DECs
- New AEC: Specialist in Event and Conference Planning and Coordination (St. Lambert & Lennoxville)
- New AEC: Early Childhood Education (St. Lambert)
- Department Evaluations
 - › General Education (St. Lawrence)
 - › French Department (Lennoxville)
 - › Humanities Department (Lennoxville)
- Program Evaluations & Revisions
 - › Specialist in Transportation and Logistics (St. Lambert)
 - › Wireless Networking (St. Lambert)
- Program Revisions
 - › Accounting and Management Technology (Lennoxville)
 - › Visual Arts (Lennoxville)
- Program Updates
 - › Graphic Communications (St. Lambert)
 - › Computer Science (St. Lambert)
- Submission to the FRIJ (*Fonds régional d'investissement jeunesse de l'Estrie*) of a Funding Application for a new Orientation Program (Lennoxville)

BOARD OF GOVERNORS

- Appointment of Technology Graduate Representative

BYLAWS AND POLICIES

- Approval of Institutional Code of Student Conduct

- Repeal of Policy on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- Revisions:
 - › Bylaw 6 Concerning Student Fees
 - › Policy for Travel and Representation Expenses

FINANCIAL AND MATERIAL RESOURCES

- Approval of 2012-2013 Operating Budget
- Approval of 2012-2013 Capital Budget
- Approval of Annual Financial Statements 2011-2012
- Approval of Service Agreement with Bishop's University
- Awarding of Contracts
 - › Cleaning Services (St. Lawrence)
 - › Gymnasium Floor (St. Lawrence)
 - › Security Services (St. Lawrence)
 - › Students' Area Renovation (Phase 1/Block F) (St. Lambert)
- Library Expansion Project Authorization (St. Lambert)

HUMAN RESOURCES

- Working Conditions for Non-Unionized Support Personnel
- Working Conditions for Non-Unionized Professional Personnel
- Annual Evaluation of the Director General 2012-2013
- Annual Evaluation of the Director of Studies 2012-2013

PLANNING

- Approval of Annual Report 2011-2012
- Annual Operational Plan 2013-2014

CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MEMBERS OF THE BOARD OF GOVERNORS

PREAMBLE

These rules of ethics and professional conduct are in conformity with the Act to amend the Act respecting the Ministère du Conseil exécutif and other legislative provisions as regards standards of ethics and professional conduct (1997 Statutes of Québec, Ch. 6) (Appendix 1). These measures complement the rules of ethics and professional conduct already outlined in Articles 321 to 330 of the Québec Civil Code (Appendix 2) and Articles 12 and 20.1 of the Colleges Act (RSQ, Ch. C-29) (Appendix 3). In the case of conflict with the rules outlined in this Code, legislative measures of public order, notably Articles 12 and 20.1 of the Colleges Act, take precedence.

ARTICLE 1 GENERAL PROVISIONS

1.01 Definitions

The definitions set forth in Article 1.01 of Bylaw Number 1 of the College, as well as those appearing in the other bylaws of the College, apply to the present Code. However, in the present Code, the following expressions mean:

“EMPLOYEE MEMBER”: the Director General, the Director of Studies as well as the three faculty, one professional and one support staff members of the Board of Governors;

“INTEREST”: something which matters, is useful or advantageous;

“CODE”: Code of Ethics and Professional Conduct for Members of the Board of Governors.

1.02 Objectives

The objectives of this Code are to outline the rules of ethics and professional conduct governing the members of the Board of Governors of the College in order to:

- maintain and build public confidence in the integrity, objectivity and transparency of the College's administration;
- allow members to exercise their mandate and carry out their duties with confidence, independence and objectivity for the better fulfilment of the College's mission.

1.03 Application

This Code applies to all members and, in the case of Article 2.03, to former members of the Board of Governors of the College.

ARTICLE 2 DUTIES AND OBLIGATIONS OF BOARD MEMBERS

2.01 General

Each member carries out his/her duties with independence, integrity and good faith in the best interests of the College for the fulfilment of its mission. The member acts with prudence, diligence, honesty, loyalty and regularity, as would any reasonable and responsible person in similar circumstances.

2.02 Duties and Obligations While in Office

While fulfilling his/her obligations, the member must:

- respect obligations laid down in the Colleges Act and the College's constituent charter and bylaws and act within the limits of the powers conferred on him/her;
- avoid placing him/herself in situations that constitute a conflict, either real, potential or perceived, between a personal interest, or that of the person or persons who elected or nominated him/her, and the obligations of his/her office;
- act with moderation in his/her remarks, avoid undermining other people's reputations and treat other members with respect;
- not use, for his/her benefit nor for the benefit of others, the assets of the College;
- not divulge or use, for his/her benefit nor for the benefit of others, the privileged or confidential information obtained in the course of his/her administrative duties;
- not abuse his/her powers or profit unduly by virtue of his/her position to gain a personal benefit;
- not directly or indirectly grant, solicit or accept an undue favour or advantage for him/herself or for another person.

CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MEMBERS OF THE BOARD OF GOVERNORS (cont'd)

2.03 Duties and Obligations After Leaving Office

A person, in the twelve (12) months immediately following his/her leaving office as a member, must:

- act in such a manner so as not to take any undue advantage of his/her former duties as a member of the Board of Governors;
- not act on his/her own behalf or on behalf of another with respect to a process, a negotiation or any other operation to which the College may be a party. This rule does not apply to the employee member of the College who is carrying out an appeal by virtue of his/her employment contract;
- not use confidential or privileged information about the College for personal gain nor give advice to his/her clients based on information not available to the general public.

ARTICLE 3 REMUNERATION

3.01 Prohibited Remuneration

Members have no right to any remuneration for the carrying out of their duties as members of the College's Board of Governors. They can receive no remuneration from the College other than the reimbursement of certain expenses authorized by the Board of Governors and a customary gift on leaving office.

The above stipulation does not apply to the employment contract, salary and other working conditions of employee members of the Board.

ARTICLE 4 CONFLICTS OF INTEREST

4.01 Objective

The following rules have been drafted to assist members in their understanding of conflict of interest situations and to establish administrative procedures for members in a conflict of interest situation to proceed in the best interests of the College.

4.02 General Principles

A conflict of interest exists in any situation, either real, potential or perceived that, by objective standards, is of a nature to compromise or likely to compromise the independence and impartiality inherent in the duties of a member, or in a situation where a member seeks to use the nature of his/her office to receive an undue advantage for him/herself or for a third party.

4.03 Situations Constituting a Conflict of Interest

A conflict of interest covered by this Code is defined, but not limited to, situations in which the member:

- has a direct or indirect interest in a deliberation of the Board of Governors;
- has a direct or indirect interest in a contract or proposed contract with the College;
- obtains or will obtain a personal benefit that will result from a decision of the College;
- accepts a gift or any benefit whatsoever from a business which deals, or is likely to deal with the College, with the exception of gifts of appreciation of nominal value.

4.04 Situations Constituting a Conflict of Interest for Employee Members

Apart from the rules outlined in 4.03 above, the employee member is in a conflict of interest in the cases defined in Articles 12 and 20.1 of the [Colleges Act](#).

4.05 Disclosure of Interests

In the thirty (30) days following his/her nomination, or in the thirty (30) days following the coming into effect of this Code, every member must fill in and submit to the Chairperson of the Board of Governors a declaration, to the best of his/her knowledge, of his/her interests in organizations that have done or are doing business with the College and disclose any inherent conflict of interest, either real, potential or perceived. This declaration must be revised and updated annually by every member. (Appendix 4)

Every member must disclose in writing any situation constituting a conflict of interest as outlined in the first paragraph of Article 12 of the [Colleges Act](#).

4.06 Restrictions

Other than the restrictions provided for in Articles 12 and 20.1 of the [Colleges Act](#), every member who is in a conflict of interest must refrain from influencing other members, from participating in deliberations and voting on the question or resolution, and furthermore, must withdraw from the meeting to allow the deliberations and voting to take place in the absence of the member and in complete confidentiality.

CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MEMBERS OF THE BOARD OF GOVERNORS (cont'd)

ARTICLE 5 ADMINISTRATION OF THE CODE

5.01 Professional Conduct Counsellor

The Secretary General, as Professional Conduct Counsellor, is responsible for:

- informing the members with respect to the contents and application of the Code;
- advising the College and/or any member faced with a situation that is considered problematic;
- investigating allegations of irregularity with respect to the Code and reporting findings to the Board of Governors;
- giving an annual report to the Board of Governors specifically outlining the number of cases treated and their follow-up, the infractions considered by the Disciplinary Committee, the decisions of, and sanctions imposed by the Disciplinary Committee, as well as the name of members removed from office, suspended or reprimanded during the course of the year.

5.02 Ad hoc Administration of the Code

Questions arising concerning the application of the Code during meetings of the Board of Governors are subject to the rules of procedure for meetings of the Board, as outlined in Bylaw Number 1. The Chairperson, or in a situation involving the Chairperson, the Vice-Chairperson acting as Chairperson, shall rule on any ad hoc question or situation pertaining to the Code raised by a member during a meeting, including which members are eligible to debate and to vote on a question or resolution before the Board. The Chairperson has the power to intervene and to order that a member refrain from voting and withdraw from the meeting during the discussion and vote. The decision of the Chairperson is final.

Disciplinary Committee and Sanctions

- 5.03 When the Professional Conduct Counsellor, on conducting an investigation, concludes that a member may have contravened the law, the bylaws and/or the Code, he/she advises the Board of Governors.
- 5.04 The Board, or the Appeals Committee if the Board so decides, acts as Disciplinary Committee and decides on the validity of the case and any sanction to be imposed as the case may be.

- 5.05 The Disciplinary Committee notifies the member in writing of the alleged infraction(s), with reference to the relevant legislative or bylaw provisions or those of the Code. The Disciplinary Committee, before imposing a sanction, must give the member thirty (30) days to state his/her case in writing and give him/her the chance to be heard.
- 5.06 The member, accused of an infraction of the Code constituting an urgent situation necessitating a speedy intervention or accused of a serious offence, may be provisionally relieved of his/her duties by the Chairperson.
- 5.07 If, after hearing the member's case, the Disciplinary Committee concludes that a member has contravened the law, the bylaws or the Code, it must so inform the member and the Board of Governors of the sanction imposed in writing. The only sanctions which may be imposed are a reprimand, a suspension or dismissal from office.

ARTICLE 6 MISCELLANEOUS PROVISIONS

- 6.01 The present Code comes into effect on the date of its adoption by the Board of Governors.
- 6.02 The appendices to this Code are for reference only and do not form an integral part of the Code.

REPORT ON THE CODE OF ETHICS

In 2012-2013, there were no cases considered by the Disciplinary Committee nor any official complaints received by the Professional Conduct Counsellor.



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College Administration
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Fax: 819-564-3639
www.champlaincollege.qc.ca



.....
Champlain Regional College
(Lennoxville Campus)
2580 College Street
Sherbrooke, QC J1M 2K3
Tel: 819-564-3666
Fax: 819-564-5171
www.crc-lennox.qc.ca



.....
Champlain Regional College
(St. Lambert Campus)
900 Riverside Drive
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Fax: 450-672-9299
www.champlainonline.com



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Champlain Regional College
(St. Lawrence Campus)
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Fax: 418-656-6925
www.slc.qc.ca