

**CHAMPLAIN REGIONAL COLLEGE
REGULAR BOARD OF GOVERNORS MEETING
TO BE HELD ON OCTOBER 23, 2015 AT 7:00 P.M.
AT THE LENNOXVILLE CAMPUS, 2580 COLLEGE STREET, SHERBROOKE (QUÉBEC)**

MINUTES of a regular meeting of the Board of Governors of Champlain Regional College held at the Lennoxville Campus at 7 p.m. on October 23, 2015.

MEMBERS PRESENT:

S. Beanland	Student Representative, Lennoxville Campus
L. Birch	Faculty – St. Lawrence Campus
C. Bouthillier	Student Representative, St. Lambert Campus
A. Chrétien	Support Staff – College Administration
B. Crane	Faculty – St. Lambert Campus
S. Gilbert-Fowles	Technology Graduate – Lennoxville Campus
P. Kaeser	Director of Studies, Interim
M. Murray (Chairperson)	Government Appointee
L. Pépin	Professional – Lennoxville
K. Robertson	Director General – College Administration
D. Sangster	Faculty – Lennoxville Campus
J. Shufelt (Vice-Chairperson)	Government Appointee (by Skype)

ABSENT:

B.-A. Bacon	Government Appointee – University
A. Gascon	Parent Representative – St-Lambert Campus
J. Lightbound	Pre-University Graduate – St. Lawrence Campus
P. Simard	Government Appointee

ALSO PRESENT:

E. Berryman	Director, St. Lawrence Campus
N. Beattie	Director, Lennoxville Campus, Interim
M. Fillion	Director, Human Resources/Secretary General
J. Mercier	Director, Finance
Y. Rainville	Director, Material Services
D. Shewan	Director, St. Lambert Campus

Quorum Attained with 12 of 16 sitting members present.

AGENDA

2015-06-1 ANNOUNCEMENTS

2015-06-2 MODIFICATIONS AND ADOPTION OF AGENDA

2015-06-3 APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
- Regular Meeting of September 23, 2015

2015-06-4 BUSINESS ARISING FROM PREVIOUS MINUTES

2015-06-5 PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

2015-06-6 NEW BUSINESS

1. **INFORMATION RE:** Audit Committee Report
2. **RESOLUTION RE:** Financial Statements 2014-2015

ITEMS OF AN ACADEMIC NATURE:

3. **RESOLUTION RE:** DECs & AECs
4. **RESOLUTION RE:** Special Care Counselling Program Revision (351.AO)
5. **RESOLUTION RE:** Director of Studies Position Review

ITEMS RELATED TO GOVERNANCE AND STATUTORY REQUIREMENTS:

6. **RESOLUTION RE:** Relocation of College Administration
7. **NOTICE OF MOTION:** Audio Recordings of the Board
8. **INFORMATION RE:** Notification of Ministry of Vacancies for Ministerial Appointments
9. **INFORMATION RE:** Elections
10. **INFORMATION RE:** Director General & Director of Studies Recruitment and Selection Processes
11. **INFORMATION RE:** Bill 15
12. **DISCUSSION RE:** Director of Studies & Director General Evaluation process

2015-06-7 OFFICERS REPORTS

- A) Directors:
 - 1) Lennoxville
 - 2) St. Lambert
 - 3) St. Lawrence
- B) Director of Studies
 - Commission of Studies of October 7th, 2015
- C) Director General
 - Executive Committee of October 14th, 2015

2015-06-8 ADJOURNMENT

2016-06-1 ANNOUNCEMENTS

M. Murray welcomed the visitors and the governors present at the Board. Regrets were received from J. Lightbound, A. Gascon, and P. Simard.

M. Murray also welcomed the 2 new student representatives at the Board: Camelia Bouthillier, Pre-University Student at the St. Lambert Campus and Samuel Beanland, Technical Student at the Lennoxville Campus.

M. Murray congratulated the governor J. Lightbound and S. Romanado, Manager, Continuing Education, St. Lambert Campus, who were both elected on September 19. Mr. Lightbound will represent the constituency of Louis-Hébert and Ms. Romanado will represent the constituency of Longueuil-Charles-Lemoyne.

2015-06-2 MODIFICATIONS AND ADOPTION OF THE AGENDA

It was moved to modify the order of the agenda.

Moved by: L. Birch
Seconded by: B. Crane
In Favour: 4
In Opposition: 0
Abstentions: 7
Carried

It was moved to add a discussion item regarding "Audio Recording of the Board Minutes."

Moved by: B. Crane
Seconded by: L. Birch
In Favour: 4
In Opposition: 5
Abstentions: 2
Defeated

B. Crane indicated that he was therefore making a notice of motion regarding the "Audio Recording of the Board Minutes".

It was moved that the agenda be adopted as modified.

Moved by: P. Kaeser
Seconded by: D. Sangster
In Favour: 9
In Opposition: 1
Abstentions: 1
Carried

2015-06-3 APPROVAL OF THE MINUTES OF PREVIOUS MEETING(S)

- Regular Meeting September 23, 2015

It was moved that the minutes of the September 23, 2015, Board of Governors meeting be amended "*en bloc*", in accordance with Mr. Crane's suggestions as per a document sent by email on October 23rd, 2015.

Moved by: B. Crane
Seconded by: L. Birch
In Favour: 3
In Opposition: 6
Abstentions: 2
Defeated

It was moved by K. Robertson that the minutes of the meeting of September 23rd, 2015, be amended to reflect the requirements of Bylaw 1, Article 3.20.

Moved by: K. Robertson
Seconded by: S. Gilbert-Fowlis
In Favour: 6
In Opposition: 3
Abstentions: 2
Carried

It was moved to table the minutes until the next meeting.

Moved by: L. Birch
Seconded by: B. Crane
In Favour: 4
In Opposition: 6
Abstentions: 1
Defeated

Following this motion, additional modifications were submitted by B. Crane:

On page 1 of the minutes, it was accepted without motion to specify, "by Skype", in the presence list for J. Shufelt.

On page 5, it was accepted without motion that the 2nd paragraph read "B. Crane and L. Birch stated that the vote for this item read 8 in favour, 6 in opposition and no abstentions".

On page 13, article 9, in the first paragraph following the vote count, it was accepted without motion to add, "B. Crane asked his opposition to be recorded".

On page 13, it was accepted without motion that the paragraphs & bulleted read: "K. Robertson presented 2 documents pertaining to this item: (i) Understanding Campus Academic Autonomy; and (ii) Rethinking the Commission of Studies".

On page 13, it was moved to change the motion which reads: “Be it therefore resolved that the Board of Governors request that the Ministry of *Éducation, Enseignement Supérieur et Recherche* to grant Champlain Regional College the same status as Cégep Régional de Lanaudière” for “K. Robertson moved that the Board ask the Ministry for the Lanaudière model”.

The governors debated the proposal of modification.

K. Robertson called for the vote.

Moved by: B. Crane
Seconded by: L. Birch
In Favour: 3
In Opposition: 6
Abstentions: 2
Defeated

On page 13, it was moved to add the following paragraph in front of the vote count: “B. Crane indicated that the motion in item 18 did not pass. L. Birch indicated that only 4 members supported it”.

Moved by: B. Crane
Seconded by: D. Sangster
In Favour: 3
In Opposition: 2
Abstentions: 6
Carried

It was moved that the minutes of the regular meeting of September 23, 2015 be adopted as amended.

K. Robertson called for the vote.

Moved by: P. Kaeser
Seconded by: L. Pepin
In Favour: 6
In Opposition: 3
Abstentions: 2
Carried

2015-06-4 BUSINESS ARISING FROM PREVIOUS MINUTES

K. Robertson informed the Governors that the item 18 of the previous Board of Governors meeting was verified, as requested by the Board of Governors, and that no change to the minutes was required.

K. Robertson also informed the members that the Student Associations were contacted, as requested by the Board of Governors, and the rotation modified. The Secretary General will hold a follow-up meeting to discuss the additional recommendations proposed by the Student Associations.

2015-06-5 PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

A public question period was held, and all questions were responded to at the meeting.

2015-06-6 NEW BUSINESS

1. INFORMATION RE: Audit Committee Report

The Audit Committee was cancelled due to the lack of quorum.

2. RESOLUTION RE: Financial Statements 2014-2015

J. Mercier presented the financial statements for 2014-2015, under the Ministry prescribed form of the Annual Financial Report (RFA), which was audited by the independent audit firm, Raymond Chabot Grant Thornton. These financial statements must be adopted by the Board of Governors and forwarded to the *Ministère de l'Éducation, Enseignement supérieur et Recherche* by December 1st.

Resolution No.: 2917

Adoption of Financial Statements 2014-2015

Whereas the Colleges' Act requires that the audited financial statements, the notes to the financial statements, and the independent auditors' report be forwarded to the Ministry by December 1st; and

Whereas the financial statements have been audited in accordance with the accounting standards for public sector entities by Raymond Chabot Grant Thornton; and

Whereas the members of the Audit Committee of the Board of Governors met on October 23, 2015 with representatives of Raymond Chabot Grant Thornton, and have reviewed the financial statements; and

Whereas the Audit Committee recommends that the Board of Governors adopt the financial statements and the notes to the financial statements;

Be it Therefore Resolved that the Board of Governors approves the financial statements and the notes to the financial statements for the year ending on June 30, 2015.

Moved by: L. Pépin
Seconded by: J. Shufelt
Carried Unanimously

It was moved that the Board of Governors extend congratulations to Jessica Mercier and the Financial team to recognize the excellent work they have done during the last year and for the preparation of the 2014-2015 audit.

Moved by: K. Robertson
Seconded by: L. Pépin
Carried Unanimously

ITEMS OF AN ACADEMIC NATURE:

3. RESOLUTION RE: DEC & AECs

Resolution No. 2918 (Lennoxville Campus)

Diplomas for Collegial Studies (DECs) and Attestations for Collegial Studies (AECs)

All necessary records having been submitted and verified, it was moved that Champlain Regional College (Lennoxville Campus) recommend that a Diploma for Collegial Studies or an Attestation for Collegial Studies be issued to the students whose names appear on the attached lists.

Number of DEC and AEC at Lennoxville Campus: 1 DEC

Moved by: P. Kaeser
Seconded by: D. Sangster
Carried Unanimously

Resolution No. 2919 (St. Lambert Campus)

Diplomas for Collegial Studies (DECs) and Attestations for Collegial Studies (AECs)

All necessary records having been submitted and verified, it was moved that Champlain Regional College (St. Lambert Campus) recommend that a Diploma for Collegial Studies or an Attestation for Collegial Studies be issued to the students whose names appear on the attached lists.

Number of DEC and AEC at St. Lambert Campus: 6 AECs

Moved by: P. Kaeser
Seconded by: D. Sangster
Carried Unanimously

Resolution No. 2920 (St. Lawrence Campus)

Diplomas for Collegial Studies (DECs) and Attestations for Collegial Studies (AECs)

All necessary records having been submitted and verified, it was moved that Champlain Regional College (St. Lawrence Campus) recommend that a Diploma for Collegial Studies or an Attestation for Collegial Studies be issued to the students whose names appear on the attached lists.

Number of DECs at St. Lawrence Campus: 23 DECs

Moved by: P. Kaeser
Seconded by: D. Sangster
Carried Unanimously

4. RESOLUTION RE: Special Care Counselling Program Revision (351.AO)

P. Kaeser presented the Program Revision Proposal for the Special Care Counselling Program, which was done in accordance with the action plan adopted with the Program Evaluation Report in 2014-2015.

Resolution No.: 2921

Program Revision Proposal (351.A0) - Champlain Lennoxville

Whereas Champlain Lennoxville is committed to offering quality programs; and

Whereas the Policy on the Revision of Academic Programs Leading to a D.E.C. has been respected; and

Whereas the approved Program Evaluation Report and action plan recommended a program revision to respond to concerns raised during the evaluation; and

Whereas the Academic Advisory Council recommended the Program Revision Proposal to the Commission of Studies; and

Whereas the Commission of Studies has reviewed, discussed, and recommended the Program Revision Proposal at its meeting of October 7, 2015;

Be it Therefore Resolved that the Program Revision Proposal for the 351.A0 offering at the Champlain Lennoxville Campus be approved by the Board of Governors of Champlain Regional College.

Moved by: P. Kaeser
Seconded by: S. Beanland
Carried Unanimously

5. RESOLUTION RE: Director of Studies Position Review

K. Robertson presented the item.

The members debated the point.

Resolution No.: 2922

Director of Studies Position Review

Whereas the Director of Studies has been filled on an interim basis since December 1st, 2014; and

Whereas the Director General has announced that he will be leaving the position on May 1st, 2016, or a later date as mutually agreed to with the College;

Be it Therefore Resolved that the Board of Governors and the College move forward with the selection of the new Director General and Director of Studies and suspend the review of the Director of Studies position.

The members debated the motion.

L. Pépin called for the vote.

Moved by: K. Robertson

Seconded by: A. Chrétien

In Favour: 5 (the Chairperson voted)

In Opposition: 4

Abstentions: 3

Carried

Following the vote, L. Birch submitted the following resolution.

The members debated the point.

Resolution No.: 2923

Special Board of Governors meeting to be held regarding the Review of the Director of Studies Position

Be it Therefore Resolved that the Board of Governors hold a special board meeting with the sole purpose of allowing Board Members to discuss the findings of the Sheehy Report as well as existing, related documents prepared by the leadership team and already provided in previous board packages as well as any additional new information the Board wishes in order to provide guidance for future board deliberations regarding the Director of Studies position and the Commission of Studies.

Moved by: L. Birch
Seconded by: B. Crane
In Favour: 6
In Opposition: 0
Abstentions: 5
Carried

ITEMS RELATED TO GOVERNANCE AND STATUTORY REQUIREMENTS:

6. RESOLUTION RE: Relocation of College Administration

Y. Rainville presented the context for the relocation of the College Administration indicating that a formal decision of the Board of Governors was required to move forward.

The members debated the point.

Resolution No.: 2924

Relocation of College Administration

Whereas, budget compressions have obliged the College to re-evaluate expenditures in order to identify cost saving measures; and

Whereas, the relocation of College Administration has been identified as one of these projects; and

Whereas, the procedure for the sale of a public immovable property is outlined in the Regulation Respecting the Standards, Conditions and Procedure for Alienation of an Immovable of a General and Vocational College - General and Vocation Colleges Act (chapter C-29, a. 18.0.1); and

Whereas, an approval from the Minister is required for all public immovable property sales valued at more than \$500,000; and

Whereas, the College Administration building located at 1301 Portland Boulevard is evaluated at more than this value; and

Whereas, an approval from the MEESR is required to transfer the funding for College Administration from 1301 Portland Boulevard to 554 Ontario Street; and

Whereas, the Public Infrastructure Act states that a Public Body must exclusively use the services of the Société Québécoises des Infrastructures (SQI) to acquire or dispose of an immovable; and

Whereas, a signing authority must be designated for the Société des Infrastructures agreement and all other agreements related to this project; and

Whereas, on October 14, 2015, the Executive Committee approved the resolution to recommend that the Board of Governors' approve the project and designate the Director General as the signing authority.

Be It Therefore Resolved that the Board of Governors approves the project to relocate College Administration from 1301 Portland Boulevard to 554 Ontario Street and names the Director General as the designated signing authority.

Moved by: P. Kaeser
Seconded by: L. Pépin
In Favour: 9
In Opposition: 0
Abstentions: 2
Carried

7. NOTICE OF MOTION: Audio Recordings of the Board

B. Crane made a notice of motion regarding the Secretary General's audio recordings of the Board of Governors' meetings.

8. INFORMATION RE: Notification to the Ministry of Vacancies for Ministerial Appointments

The Director General provided written information related to his review, and shared the following administrative recommendation that will be implemented:

1. The Secretary General prepare an *Administrative Framework for the Replacement and Renewal of Ministerial Appointed Governors*, to ensure that a clear and articulate process of communication with the Ministry Corporate Affairs is established. (*He noted that the process for replacing all other external and internal members is articulated in Bylaw 1.*)
2. Annually at the June meeting of the Board of Governors, the Secretary General prepare a summary of mandates that will be concluding or coming-up for renewal in the coming year.
3. On a quarterly basis (August/September, November/December, February/ March, and April/May), the Secretary General report to the Executive the actions taken to fill all vacant and pending positions on the Board of Governors.

9. INFORMATION RE: Elections

Given the number of vacancies at the Board of Governors, it was moved without motion to suspend the election until the next Board of Governors meeting.

Following a debate on the topic, the members agreed on the urgency to send to the Ministry a formal request regarding the necessary appointment of new members at the Board of Governors.

Resolution No.: 2925

Request to the Ministry Regarding the Appointment of New Governors

Whereas, there are 5 positions on the Champlain Board of Governors waiting to be filled by Ministerial appointment;

Whereas, the Board of Governors requires external members to complete its legal functions and obligations;

Be it Therefore Resolved that the Board of Governors requests that the *Ministère de l'Éducation, Enseignement Supérieur et Recherche* appointment new Governors to the Champlain Regional College Board of Governors so that they may attend the next meeting of the Board to be held on November 25th, 2015.

Moved by: L. Birch

Seconded by: S. Gilbert-Fowlis

Carried Unanimously

10. INFORMATION RE: Director General & Director of Studies Recruitment and Selection Processes

The topic was introduced by the Chairperson, M. Murray.

K. Robertson presented an initial draft of a possible timeline for the recruitment and selection of a new Director General and Director of Studies.

It was accepted without motion that the Board of Governors would work as a "Committee of the Whole" until selection committees could be established.

Further, Administration will prepare a draft tendering processes for the hiring of a recruitment firm or firms for the selection of a new Director General and new Director of Studies, and that the draft tender, including the preliminary job descriptions, be presented to the Committee of the Whole on November 25th, 2015.

Resolution No.: 2926

Extension of the Interim Director of Studies Contract

It was moved that the Board of Governors extends the contract of the Interim Director of Studies, Mr. Paul Kaeser, until the appointment of a new Director of Studies.

Moved by: K. Robertson

Seconded by: C. Bouthillier

In Favour: 6

In Opposition: 0

Abstentions: 5

Carried

11. INFORMATION RE: Bill 15

A written report regarding Bill 15 was provided to the Governors.

12. INFORMATION RE: Director of Studies & Director General Evaluation process

It was moved to table the item regarding the Evaluation Process for the Director of Studies & Director General.

Moved by: B. Crane
Seconded by: A. Chrétien
Carried Unanimously

2015-06-7 OFFICERS REPORTS

Considering the late hour, it was accepted without motion that the written Officers Reports be accepted as presented without additional presentation by the Directors.

2015-06-8 ADJOURNMENT

It was moved by J. Shufelt and carried that the meeting adjourn at 11:23 p.m.

Michael Murray
Chairperson

Sébastien Aubé
Administration Technician