



## BOARD OF GOVERNORS Minutes of the Regular Meeting

Held on Wednesday, January 31, 2024 at 6:00 p.m. by videoconference

### VOTING MEMBERS PRESENT:

D. Albert	Faculty Representative, Saint-Lambert
L. Anderson	Government Appointee, Enterprise
E. Berryman (Ex-officio)	Director Constituent College, St. Lawrence
G. Bourgoing	Government Appointee, Socio-Economic Sector
J. Burns (Vice-Chair)	Pre-University graduate, Lennoxville
B. Denison	Professional Representative, Administrative Services
K. Deveau	Technical Graduate, Lennoxville
M. Mazur (Chair)	Government Appointee, School Board Sector
C. Michel	Government Appointee, Enterprise
A. Moïse	Government Appointee, University Sector
M. Plante	Faculty Representative, St. Lawrence
Y. Rainville	Interim Director General
E. Richard	Government Appointee, Socio-Economic Sector
D. Shewan (Ex-officio)	Director Constituent College, Saint-Lambert
M. Vigneault	Government Appointee, Socio-Economic Sector

### NON-VOTING MEMBERS PRESENT:

J. Varin	Pre-University Student, Saint-Lambert
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### REGRETS:

N. Beattie (Ex-officio)	Director Constituent College, Lennoxville
V. Harvey	Pre-University Student, St. Lawrence
A. Laplante	Pre-University Student, Lennoxville
K. Warlund (non-voting)	Faculty Representative, Lennoxville

### VACANT SEATS:

Parent Representative, Saint-Lambert  
Parent Representative, St. Lawrence  
Government Appointee, Regional Labour Market  
Support Staff Representative, Lennoxville

### GUESTS:

C. Riverin	Partner, MNP
F. Beauchamp	Investigator - Ministry of Higher Education
A.-C. Biron-Lajoie	Investigator - Ministry of Higher Education

### ALSO PRESENT:

T. Brennan	Consultant, Corporate Affairs (Moderator)
L. Larivière	Director, Human Resources
A. Robert-Baron	Coordinator of Corporate Affairs
C. Leduc	Assistant Director of Information Technology
N. Couderc	Administrative Technician

Quorum attained with 15 of 18 sitting voting members present.

## AGENDA

1. **ANNOUNCEMENTS**
2. **MODIFICATIONS AND ADOPTION OF AGENDA**
3. **CONSENT AGENDA**
  - a) Approval of minutes of the Regular Meeting of November 29, 2023
  - b) Executive Committee
  - c) Director, Constituent College - Lennoxville
  - d) Director General
  - e) **RESOLUTION RE:**               DECs & AECs
  - f) **RESOLUTION RE:**               CICan Voting Delegates
4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**
  - a) Status update - Lennoxville
5. **DIRECTORS REPORTS**
  - a) Directeur, Constituent College – Saint-Lambert
  - b) Directeur, Constituent College – St. Lawrence
  - c) Information Security Status Report
6. **PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES**
7. **BREAK FOR FIFTEEN MINUTES**
8. **NEW BUSINESS**
  - a) **RESOLUTION RE:**               DECs & AECs (Saint-Lambert)
  - b) **RESOLUTION RE:**               Nomination of the Contract Rules Compliance Monitor (RARC)
  - c) **RESOLUTION RE:**               Bylaw 6 – Student Fees – Revision
  - d) **RESOLUTION RE:**               Access to Surplus – Capital Equipment for Continuing Education – Champlain Saint-Lambert
  
  - e) **RESOLUTION RE:**               Strategic Plan 2023-2029
  - f) **INFORMATION RE:**              Support Staff representative on the Board of Governors
  - g) **INFORMATION RE:**              DG recruitment process
  - h) **RESOLUTION RE:**              DCC Mandate Renewal Committee
  - i) **ELECTIONS:**
    - St. Lawrence DCC's Renewal of Mandate Committee
    - DG selection Committee (replacement of Nancy Beattie)
9. **ADJOURNMENT**

**1. WELCOME AND ANNOUNCEMENTS**

The Chair called the meeting to order at 6:00 p.m., and welcomed all board members.

He announced that the meeting will be recorded for the ministry investigators.

Regrets were received from N. Beattie, V. Harvey, A. Laplante and K. Warlund.

The Chair shared that 3 new governing board members had been appointed by the ministry (two at St. Lawrence and one at Lennoxville).

Board members were asked to send their approval to have their picture added to the CRC website. For those who were not present on October 27, 2023 when the pictures were taken, they should forward their own to [corporateaffairs@crcmail.net](mailto:corporateaffairs@crcmail.net).

T. Brennan will be forwarding an update on the current consultations on bylaws & policies to board members.

**2. ADOPTION OF THE AGENDA**

It was moved to adopt the agenda as presented.

There was no call for the vote.

MOVED BY: G. BOURGOING

SECONDED BY: D. SHEWAN

**MOTION CARRIED**

**3. CONSENT AGENDA**

It was moved to adopt the Consent Agenda as presented.

There was no call for the vote.

MOVED BY: M. VIGNEAULT

SECONDED BY: Y. RAINVILLE

**MOTION CARRIED**

- a) Approval of minutes of the Regular Meeting of November 29, 2023
- b) Executive Committee
- c) Director, Constituent College - Lennoxville
- d) Director General
- e) **Resolution re:** DECs & AECs

**Resolution CRC-2023-026: Diplomas of College Studies (DECs) and Attestations of College Studies (AECs) – Champlain College Lennoxville**

**WHEREAS** the relevant academic authorities of Champlain College Lennoxville have identified those students who have completed the requirements of their programs of study; and

**WHEREAS** all necessary records have been submitted and verified by those persons designated by the Director of Constituent College; and

**WHEREAS** lists of the names of students deemed eligible for a diploma have been submitted to the Director of Human Resources / Corporate Affairs' Office on behalf of the Director of Constituent College; and

**BE IT THEREFORE RESOLVED** that the Board of Governors of Champlain Regional College recommend that the appropriate Diploma of College Studies (DEC) or Attestation of College Studies (AEC) be

awarded to the students of Champlain Regional College (Champlain College Lennoxville) whose names appear on the lists submitted to the Director of Human Resources / Corporate Affairs' Office.

Number of DEC's at Champlain College Lennoxville: 51

Number of AEC's at Champlain College Lennoxville: 7

**Resolution CRC-2023-027: Diplomas of College Studies (DECs) and Attestations of College Studies (AECs) – Champlain-St. Lawrence College**

**WHEREAS** the relevant academic authorities of Champlain-St. Lawrence College have identified those students who have completed the requirements of their programs of study; and

**WHEREAS** all necessary records have been submitted and verified by those persons designated by the Director of Constituent College; and

**WHEREAS** lists of the names of students deemed eligible for a diploma have been submitted to the Director of Human Resources / Corporate Affairs' Office on behalf of the Director of Constituent College; and

**BE IT THEREFORE RESOLVED** that the Board of Governors of Champlain Regional College recommend that the appropriate Diploma of College Studies (DEC) or Attestation of College Studies (AEC) be awarded to the students of Champlain Regional College (Champlain-St. Lawrence College) whose names appear on the lists submitted to the Director of Human Resources / Corporate Affairs' Office.

Number of DEC's at Champlain-St. Lawrence College: 65

Number of AEC's at Champlain-St. Lawrence College: 0

f) **Resolution re:** CIGan Voting Delegates

**Resolution CRC-2023-028: CIGan Voting Delegates**

**WHEREAS** the Regional College's practice is to appoint two (2) governors, namely the Chair and the Director General, as voting delegates to the CIGan annual general meeting;

**BE IT THEREFORE RESOLVED THAT** the Board of Governors of Champlain Regional College recommends that the Chair and the Director General be appointed as the voting delegates to the CIGan annual general meeting of 2024.

**BE IT THEREFORE FURTHER RESOLVED** that the Board of Governors of Champlain Regional College recommends that the Vice-Chair be named as alternate voting delegate in the event that either the Chair or the Director General are unable to attend the CIGan annual general meeting of 2024.

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**a) Status update - Lennoxville**

Y. Rainville spoke to this item stating that all board members received a letter from Nancy and that the College is requiring advice from the lawyers of the Féd . They will prepare a communication to be presented to board members. L. Larivi re & Y. Rainville went to Lennoxville to meet with the Lennoxville managers to make sure that everything was organized to run smoothly. They also met with all the support staff to make sure they understood the situation. Communications were also sent to all employees and governing board members to inform them as well. A continuity plan was prepared for the semester and will be presented on Thursday, Feb 1. The mission of the College is maintained at the student level as

well as operations. A communication will be shared with all board members regarding the temporary structure.

**5. DIRECTORS REPORTS**

**a) Director, Constituent College – Saint-Lambert**

D. Shewan spoke to his report.

**b) Director, Constituent College – St. Lawrence**

E. Berryman spoke to his report.

**c) Information Security Status Report**

C. Leduc spoke to the Information Security status report.

**6. PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES**

- There were no questions from the public.

**7. BREAK FOR FIFTEEN MINUTES**

**8. NEW BUSINESS**

**a) DEC's & AEC's – Saint-Lambert [RESOLUTION]**

D. Shewan spoke to the resolution.

**Resolution CRC-2023-029: Diplomas of College Studies (DECs) and Attestations of College Studies (AECs) – Champlain College Saint-Lambert**

**WHEREAS** the relevant academic authorities of Champlain College Saint-Lambert have identified those students who have completed the requirements of their programs of study; and

**WHEREAS** all necessary records have been submitted and verified by those persons designated by the Director of Constituent College; and

**WHEREAS** lists of the names of students deemed eligible for a diploma have been submitted to the Director of Human Resources / Corporate Affairs' Office on behalf of the Director of Constituent College; and

**BE IT THEREFORE RESOLVED** that the Board of Governors of Champlain Regional College recommend that the appropriate Diploma of College Studies (DEC) or Attestation of College Studies (AEC) be awarded to the students of Champlain Regional College (Champlain College Saint-Lambert) whose names appear on the lists submitted to the Director of Human Resources / Corporate Affairs' Office.

Number of DEC's at Champlain College Saint-Lambert: 198

Number of AEC's at Champlain College Saint-Lambert: 99

There was no call for the vote.

MOVED BY: D. SHEWAN

SECONDED BY: K. DEVEAU

**MOTION CARRIED**

**b) Nomination of the Contract Rules Compliance Monitor (RARC) [RESOLUTION]**

Y. Rainville spoke to the resolution.

**Resolution CRC-2023-030: Nomination of the Contract Rules Compliance Monitor (RARC)**

**WHEREAS** the Act Respecting Contracting by Public Bodies states that all public bodies must have in place at all times a Contract Rules Compliance Monitor (RARC); and

**WHEREAS** The roles and responsibilities of the Contract Rules Compliance Monitor are set out in the *Politique concernant les responsables de l'application des règles contractuelles* (L.Q. C-65.1, a. 25.1); and

**WHEREAS** the RARC is a strategic participant responsible for ensuring that the rules and regulations are respected under the Act Respecting Contracting by Public Bodies; and

**WHEREAS** Mr. Claude Leduc, IT Coordinator for Champlain Regional College was named as interim in replacement of Mr. Daniel Bédard; and

**WHEREAS** Mr. Daniel Bédard has recently resigned from his position; and

**WHEREAS** Ms. Andréa Robert-Baron, Coordinator of Corporate Affairs for Champlain Regional College has agreed to take on this responsibility and has the competencies required to fulfill the obligations of this position;

**BE IT THEREFORE RESOLVED** that the Board of Governors approves the nomination of Ms. Andréa Robert-Baron to the role of Contract Rules Compliance Monitor (RARC).

There was no call for the vote.

MOVED BY: J. BURNS

SECONDED BY: A. MOÏSE

**MOTION CARRIED**

**c) Bylaw 6 – Student Fees - Revision [RESOLUTION]**

Y. Rainville spoke to the resolution.

**Resolution CRC-2023-031: Bylaw 6 – Student Fees - Revision**

**WHEREAS** the Regulation respecting the tuition fees states that a general and vocational College must charge has been updated on an annual basis in accordance with the College's Bylaw on Student Fees; and

**WHEREAS** the Quebec National Assembly has adopted a *Loi limitant l'indexation de plusieurs tarifs gouvernementaux* to 3% for the period from January 1, 2023 to December 31, 2026; and

**WHEREAS** modifications to the student fees for implementation as of the fall semester 2024 were proposed and approved at the December 2023 regular Governing Board meeting of Champlain Lennoxville, Saint-Lambert and Champlain St. Lawrence;

**Champlain College Lennoxville**

- |  |                            |
|--|----------------------------|
| • Auxilliary Service Fees for full-time students                                   | From \$149 to <b>\$152</b> |
| • Auxilliary Service Fees for part-time students                                   | From \$ 38 to <b>\$ 39</b> |
| • Auxilliary Service Fees – for full time students provided by Bishop's University | From \$ 45 to <b>\$ 48</b> |
| • Auxilliary Service Fees – for part-time students                                 | From \$ 12 to <b>\$ 13</b> |

- provided by Bishop's University
  - Coop Programs – Alternating Work-Study Programs From \$ 75 to \$ 78
  - File analysis and preparation for the transfer to another institution From \$ 0 to \$250
- Champlain College Saint-Lambert**
- Auxilliary Service Fees for full-time students From \$140 to \$145
  - Auxilliary Service Fees for part-time students From \$ 30 to \$ 32
- Champlain College St. Lawrence**
- Auxilliary Service Fees for full-time students From \$170 to \$175
  - Auxilliary Service Fees for part-time students From \$ 38 to \$ 39

**BE IT THEREFORE RESOLVED** that the Board of Governors approves the proposed modifications to student fees at Champlain College Lennoxville, Champlain College Saint-Lambert and Champlain College St. Lawrence for application as of the fall semester 2024.

There was no call for the vote.

MOVED BY: D. SHEWAN  
 SECONDED BY: M. VIGNEAULT

**MOTION CARRIED AS AMENDED TO ADD THE MISSING SAINT-LAMBERT IN THE 3<sup>RD</sup> WHEREAS**

**d) Access to Surplus – Capital Equipment for Continuing Education – Champlain Saint-Lambert [RESOLUTION]**

D. Shewan spoke to the resolution.

**Resolution CRC-2023-032: Access to Surplus – Capital Equipment for Continuing Education – Champlain Saint-Lambert**

**WHEREAS** government budgets do not allocate any funds to Continuing Education to acquire capital items; and

**WHEREAS** Continuing Education has needs to update the computers in one of its labs; and

**WHEREAS** Continuing Education has generated sufficient funds, after other expenses are taken into account in 2022-2023 to cover the requested expenses, and

**WHEREAS** at its regular meeting of December 18, 2023 the Saint-Lambert Governing Board under resolution no LAM-2023-001 recommends that the Board of Governors approves the access to surplus,

**BE IT THEREFORE RESOLVED** that the Board of Governors approves the access to surplus by Champlain Saint-Lambert for the purchase of the equipment in the amount of \$60,000.

There was no call for the vote.

MOVED BY: D. SHEWAN  
 SECONDED BY: G. BOURGOING

**MOTION CARRIED**

**e) Strategic Plan 2023-2029 [RESOLUTION]**

Y. Rainville spoke to the resolution.

**Resolution CRC-2023-033: Strategic Plan 2023-2029**

**WHEREAS**, the strategic plan 2023-2029 is the result of an extensive consultation process involving stakeholders from all three Constituent Colleges, as well as the Administrative Services; and

**WHEREAS**, the local Student success plan has been adopted by the Governing Board of each Constituent College following positive recommendations of their respective Commission of Studies;

**WHEREAS**, the local development goals have been approved by the Governing Board of each Constituent College following positive recommendations of their respective Commission of Studies;

**BE IT THEREFORE RESOLVED THAT** the Board of Governors adopts the long-term strategic objectives and the Constituent Colleges and Administrative Services development goals of the 2023-2029 Champlain Regional College Strategic Plan.

**BE IT FURTHER THEREFORE RESOLVED THAT** the Director General will consolidate the document based on the input received from the Governors for consideration at a subsequent Board meeting.

There was no call for the vote.

IN FAVOR: 12  
AGAINST: 1 (B. DENISON)  
ABSTENTION: 2 (M. PLANTE, D. ALBERT)  
MOVED BY: A. MOÏSE  
SECONDED BY: E. BERRYMAN

**MOTION CARRIED**

**f) Support Staff representative on the Board of Governors [INFORMATION]**

T. Brennan spoke to this item stating that P. Roy retired from the College creating a vacancy on the Board membership. The Board needs to decide to either move to the next location or keep the same location for the next representative. Each of the Constituent College must have at least one employee representative on the Board of Governors. Presently, Faculty representatives come from St. Lambert and St. Lawrence. The Professional representative comes from Administrative Services so the Support Representative should then be coming from Lennoxville. A call for nomination letter will be sent to the Lennoxville Support Staff union to elect a representative for the Board of Governors.

**g) DG Recruitment Process [INFORMATION]**

L. Larivière spoke to this item stating that the legal process is underway. M. Mazur and L. Larivière will be meeting with the firm to discuss the details. The information will then be brought back to the Board of Governors.

**h) DCC Mandate Renewal Committee [RESOLUTION]**

T. Brennan spoke to the resolution.

**Resolution CRC-2023-034: DCC Mandate Renewal**

**WHEREAS** Bylaw 3, (clauses 3.2 c and 2.2.2), states that the renewal committee for the Director of a Constituent College is composed of seven (7) members as follows: a) Chair of the Board; and b) Director General; and c) Two (2) Governors, one (1) external and one (1) internal, elected by the Board ideally from different regions; and d) The Chair of the Governing Board of the said College; and e) Two (2) Governing Board Members, one (1) internal and one (1) external, elected by the Governing Board, and



**WHEREAS** Bylaw 3 is in the process of revision but will not be brought to the Board of Governors for approval in time for it to apply to the current request for a renewal of mandate; and

**WHEREAS** articles 30.1 and 32 of the Ministry *Regulation concerning certain working conditions of employment of senior executives of general and vocational colleges* state, in part:

**“30.1.** The board of governors is responsible for renewing the appointment of a senior executive in the manner it determines and the process is conducted as below:

“(1) the process is conducted by a committee composed of members of the board of governors who are not members of the college staff. The mandate of the committee is to assess the performance of the senior executive for the purpose of making a recommendation to the board of governors; ...

“(4) the process must be conducted and completed within a period of 90 days; ...”

**“32.** Where the college decides to renew or not to renew the appointment of a senior executive, it must notify the senior executive without delay. The senior executive must be notified in writing at least 120 days before the date on which his or her appointment expires”; and,

**WHEREAS** Edward Berryman has requested a renewal of his mandate which expires October 27, 2024, and this process must be completed, and a Board decision rendered no later than June 29, 2024;

**BE IT THEREFORE RESOLVED** that the Board of Governors of Champlain Regional College strike a mandate renewal committee composed of the Chair, the socio-economic Governor for St. Lawrence and one non-employee Governor elected by the Board.

There was no call for the vote.

IN FAVOR: 10

ABSTENTION: 5 (M. VIGNEAULT, D. ALBERT, M. PLANTE, E. BERRYMAN, D. SHEWAN)

AGAINST: 0

MOVED BY: J. BURNS

SECONDED BY: B. DENISON

**MOTION CARRIED BY THOSE ENTITLED TO VOTE**

#### **i) Elections**

M. Mazur spoke to the election process.

#### **Election of St. Lawrence DCC’s Renewal Mandate Committee:**

**Note:** *The St. Lawrence DCC’s Renewal of Mandate Committee includes:*

- *Chair; (M. Mazur)*
- *One (1) non-employee board member;*
- *Local Socio-economic governing board member. (M. Vigneault)*

M. Mazur opened the floor for external member nominations.

E. Berryman and D. Shewan abstained from the election process.

Proposed non-employee member	Moved by:	Seconded by:	Accepted:
L. Anderson	L. Anderson	C. Michel	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

M. Mazur called three times for further nominations. Being no further nominations, it was moved by A. Moïse to close nominations.

L. Anderson was declared *non-employee board member of the St. Lawrence DCC's Renewal Mandate Committee* by acclamation.

**Election of DG Selection Committee: (replacement for N. Beattie)**

**Note:** *The DG Selection Committee includes:*

- *Chair; (M. Mazur);*
- *3 Governing Board Chair; (M. Vigneault – LAW, R. Soroka – LAM, VACANT – LEN);*
- *One (1) external board member; (L. Anderson);*
- *Two (2) internal board member (B. Denison, N. Beattie).*

M. Mazur opened the floor for internal member nominations.

Proposed internal	Moved by:	Seconded by:	Accepted:
E. Berryman	Y. Rainville	B. Denison	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

M. Mazur called three times for further nominations. Being no further nominations, it was moved by A. Moïse to close nominations.

E. Berryman was declared *internal member for the DG Selection Committee by acclamation.*

**9. ADJOURNMENT**

Motion to adjourn the meeting by D. Shewan at 8:00 p.m.

\_\_\_\_\_  
M. Mazur  
Chair

\_\_\_\_\_  
T. Brennan  
Consultant, Corporate Affairs