



BOARD OF GOVERNORS

Minutes of the Regular Meeting

Held on Friday, April 11, 2025, at 6:30 p.m.
Champlain St. Lawrence College, 790, Nérée-Tremblay, Québec QC G1V 4K2

VOTING MEMBERS PRESENT:

D. Albert	Faculty Representative, Saint-Lambert
E. Berryman (Ex-officio)	Director Constituent College, St. Lawrence
G. Bourgoing	Government Appointee, Socio-Economic Sector
J. Burns (Chair)	Pre-University graduate, Lennoxville
J. P. Caron (Ex-officio)	Director General
P. Cooper (Ex-officio)	Interim Director Constituent College, Lennoxville
K. Deveau	Technical Graduate, Lennoxville
C. Michel	Government Appointee, Enterprise
M. Plante	Faculty Representative, St. Lawrence
E. Richard	Government Appointee, Socio-Economic Sector
D. Shewan (Ex-officio)	Director Constituent College, Saint-Lambert
C. Van Doorn-Brodeur	Technical Student, Lennoxville

NON-VOTING MEMBERS PRESENT:

REGRETS:

L. Anderson	Government Appointee, Enterprise
J. Babineau (non-voting)	Student representative, St. Lawrence
B. Denison	Professional Representative, Administrative Services
F. Hussainyar	Pre-University Student, Saint-Lambert
S. Lefebvre	Support Staff Representative, Lennoxville
A. Moïse	Government Appointee, University Sector
A. Thériault	Government Appointee, School Board
M. Vigneault (Vice-Chair)	Government Appointee, Socio-Economic Sector
W. Witteman	Parent Representative, St. Lawrence

VACANT SEATS:

Parent Representative, Saint-Lambert
Government Appointee, Regional Labour Market
Faculty representative, Lennoxville (non-voting)

ALSO PRESENT:

Y. Rainville	Director, Administrative Services
A. Robert-Baron	Coordinator of Corporate Affairs / Secretary General
N. Couderc	Administrative Officer – Corporate Affairs

Quorum attained with 12 of 20 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 January 29, 2025
- b) Executive Committee's Report
- c) **RESOLUTION RE:** DECs & AECs
- d) **RESOLUTION RE:** Awarding of Contract – Student residences renovation - Lennoxville
- e) **RESOLUTION RE:** Awarding of Contract – Gymnasium floor replacement – Saint-Lambert

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

- a) Governance & Ethics Committee – Surveys – January 29, 2025
- b) DCC's Renewal and Selection Committees' update

5. DIRECTORS AND COMMITTEES REPORTS

- a) Director, Constituent College - Lennoxville
- b) Director, Constituent College – Saint-Lambert
- c) Director, Constituent College – St. Lawrence
- d) Director General
- e) Governance & Ethics Committee
- f) Human Resources Committee
- g) Audit Committee

6. PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

7. BREAK FOR FIFTEEN MINUTES

8. NEW BUSINESS

- a) **INFORMATION RE:** Budget planning 2025-2026
- b) **INFORMATION RE:** Capital budget – New management process
- c) **INFORMATION RE:** Salle de pilotage (steering room) & proposed timetable for the strategic management process
- d) **INFORMATION RE:** Calendar
- e) **INFORMATION RE:** Staffing requirements – update
- f) **INFORMATION RE:** Hydro Québec
- g) **RESOLUTION RE:** Awarding of Contract – Architect Firm – New Building Saint-Lambert
- h) **RESOLUTION RE:** Awarding of Contract – Partnership – Synthetic Field – Saint-Lambert

9. ADJOURNMENT

1. WELCOME AND ANNOUNCEMENTS

The Chair called the meeting to order at 6:32 p.m., and welcomed all board members.

Regrets were received from L. Anderson, J. Babineau, B. Denison, F. Hussainyar, S. Lefebvre, A. Moïse, A. Thériault, M. Vigneault and W. Witteman.

2. ADOPTION OF THE AGENDA

It was moved to adopt the agenda as presented.

There was no call for the vote.

MOVED BY: D. SHEWAN

SECONDED BY: P. COOPER

MOTION CARRIED

3. CONSENT AGENDA

It was moved to adopt the Consent Agenda as presented.

There was no call for the vote.

MOVED BY: K. DEVEAU

SECONDED BY: J.P. CARON

MOTION CARRIED

a) Approval of minutes of the Regular Meeting of January 29, 2025

b) Executive Committee's Report

c) Resolution re: DECs & AECs

Resolution CRC-2024-034: 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 DECs at Champlain College Lennoxville: 11

Number of AECs at Champlain College Lennoxville: 0

Resolution CRC-2024-035: 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: 30*

Number of AEC's at Champlain College Saint-Lambert: 25**

* 7 of these are from RAC

** 21 of these are from RAC

Resolution CRC-2024-036: 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: 22

Number of AEC's at Champlain-St. Lawrence College: none

d) Resolution re: Awarding of Contract – Student residences renovation - Lennoxville

RESOLUTION CRC-2024-037: Awarding of Contract – Student residences renovation – Lennoxville

WHEREAS the renovation of the student residences phase 1 is part of the investment plan and accounted for in the Capital budget; and

WHEREAS in compliance with the College's Policy Respecting Procurement Contracts for Goods, Services and Construction and the Regulation Respecting Service Contracts of Public Bodies, tenders were sought under the project number 2R24402; and

WHEREAS on February 18, 2025, the College published a call for tenders on the official government website for tenders (SÉAO) ref no 20050069; and

WHEREAS the sealed bids of four (4) suppliers were opened on April 3, 2025 at 11:00, local time, in the presence of the Manager Purchasing services and one (1) witness, at the Sherbrooke administrative office; and

WHEREAS a thorough analysis has been completed by the Regional College Material services and by the architects to the project; and

WHEREAS the company, Desrochers Bernard Inc. provided the lowest compliant bid;

BE IT THEREFORE RESOLVED that the Board of Governors awards the contract for the renovation of the student residences phase 1 in Lennoxville, to Desrochers Bernard Inc. in the amount of \$446,000 (before taxes).

e) Resolution re: Awarding of Contract – Gymnasium floor replacement – Saint-Lambert

RESOLUTION CRC-2024-038: Awarding of Contract – Gymnasium floor replacement – Saint-Lambert

WHEREAS the replacement of the gymnasium floor is part of the investment plan and accounted for in the Capital budget; and

WHEREAS in compliance with the College's Policy Respecting Procurement Contracts for Goods, Services and Construction and the Regulation Respecting Service Contracts of Public Bodies, tenders were sought under the project number 3D24917; and

WHEREAS on February 14, 2025, the College published a call for tenders on the official government website for tenders (SÉAO) ref no20049226; and

WHEREAS the sealed bids of three (3) suppliers were opened on March 13 at 11:00, local time, in the presence of the Director of Administrative Services, one (1) witness, at the Sherbrooke administrative office; and

WHEREAS a thorough analysis has been completed by the Regional College Material services and by the architects to the project; and

WHEREAS the company, Plancher Eugène Goyette (9134-9274 Qc Inc.). provided the lowest compliant bid;

BE IT THEREFORE RESOLVED that the Board of Governors awards the contract for the gymnasium floor replacement at Champlain College Saint-Lambert, to Plancher Eugène Goyette (9134-9274 Qc Inc.) in the amount of \$315,000 (before taxes) including a contingency option of \$65,000.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

a) Governance & Ethics Committee – Surveys – January 29, 2025.

Since all members of the Governance & Ethics Committee are absent, the results of the survey will be presented at the next Board meeting.

b) DCC's Renewal and Selection Committee's update

The Chair spoke on behalf of the Renewal Committee and shared that feedback from the different consultation groups are being collected. A special Board will be organised sometime in May. For the DCC Lennoxville, interviews will be held on Thursday, April 17, 2025. A nomination should be presented at the June Board.

D. Albert suggested to review the process of survey/questionnaire for the renewal. The suggestion was received. The Chair shared that the process will be addressed and that, at the end, it is the committee's decision to use the questionnaire/survey or not.

5. DIRECTORS AND COMMITTEES REPORTS

a) Director, Constituent College – Lennoxville

P. Cooper spoke to his report.

b) Director, Constituent College – Saint-Lambert

D. Shewan spoke to his report.

c) Director, Constituent College – St. Lawrence

E. Berryman spoke to his report.

d) Director General

J.P. Caron spoke to his report.

e) Governance & Ethics Committee

Nothing to report.

f) Human Resources Committee

Nothing to report.

g) Audit Committee

Nothing to report.

6. PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

- No questions from the public.

7. BREAK FOR FIFTEEN MINUTES (no break was taken)

8. NEW BUSINESS

a) Budget planning 2025-2026 [INFORMATION]

Y. Rainville explained the process of budget planning for 2025-2026 and showed the timeline between April and the June Board meeting where the budgets will be presented for adoption. He also shared that for 2025-2026, the College will be operating with less. Then, for 2026-2027 the College will have a 0.3%

decrease in budget allocation. Therefore, for the next two years, the College will have to use its surplus to cover for the reduced allocations.

b) Capital budget – New management process [INFORMATION]

Y. Rainville explained the new cycle which is now from April 1 to March 31. The Capital budget is now cut in half. Therefore, the financial resources must be used for the best interest of the College instead of for each location. A committee will be evaluating the projects and prioritize them before they go for approval by the Board.

A motion of thanks was made for all the great work done by Y. Rainville's team.

MOVED BY: D. SHEWAN

SECONDED BY: P. COOPER

MOTION CARRIED

c) Salle de pilotage (steering room) & proposed timetable for the strategic management process [INFORMATION]

J.P. Caron spoke to this item stating that the College is facing serious disruptions, particularly in the Continuing Education and employment sectors. Algorithms will be used to better design our Continuing Education programs. The plans and priorities will have to be aligned in our steering room.

He then explained how the steering room was built and the function of each of the walls in the room. Tools are being put in place and a 2.0 version will be launched in the coming months. Plans will be prepared quarterly to organize priorities and actions for the next quarter.

Board members will be invited to see the steering room at the June Board meeting which will be held at the Administrative Unit in Sherbrooke.

d) Calendar [INFORMATION]

J.P. Caron explained the new quarterly calendar for 2025-26 and 2026-27 and the logic behind the flow of the various meetings.

e) Staffing requirements - update [INFORMATION]

J. P. Caron shared that as requested at the Executive Committee meeting, an overview of the new overall structure at the Administrative Unit will be presented at the June board meeting.

f) Hydro Québec [INFORMATION]

Y. Rainville shared the process of expropriation that started back in 2020. A bailiff brought the expropriation letter to the Administrative Unit this week. The proposed amount for the expropriation was 21M\$ but the College will contest this amount. The final amount should be between 21M\$ and 32M\$. Starting in August 2025, Hydro Quebec will be able to start their digging work.

The MES authorized the College to keep the final amount but it must be used for infrastructure project only. The amount will be used for the reduction of the space deficit. The Saint-Lambert recognized space deficit is 3,700 m².

He then explained the timeline for the project :

- Phase 1 - preliminary project study (Feb 2025 to Dec 2025) which includes: the selection of an Architect firm, the contract, a pre-concept study, a project management plan, and the selection of an Engineering firm.
- Phase 2 - plans and specifications & call for tenders (Jan 2026 to March 2027)
- Phase 3 – realization of the project (April 2027 to Dec 2028).

g) Awarding of Contract – Architect Firm – New Building Saint-Lambert [RESOLUTION]

Y. Rainville spoke to the resolution

Resolution CRC-2024-039: Awarding of Contract – Architect Firm – New Building Saint-Lambert

WHEREAS the project to build a new wing at Champlain Saint-Lambert requires the support of a firm of architects; and

WHEREAS the project consists of phase 1: preliminary design study with guaranteed honoraria and phase 2: realization and monitoring not guaranteed, conditional on financing to be confirmed; and;

WHEREAS in compliance with the College's Policy Respecting Procurement Contracts for Goods, Services and Construction and the Regulation Respecting Service Contracts of Public Bodies, tenders were sought under the project number 3W24400-A; and

WHEREAS on February 24, 2025, the College published a call for tenders on the official government website for tenders (SÉAO) ref no 20051350; and

WHEREAS the sealed bids of three (17) suppliers were opened on March 24 at 11:00, local time, in the presence of the Manager of Purchasing Services and one (1) witness, at the Sherbrooke administrative office; and

WHEREAS a thorough analysis has been completed by the Regional College Material services and

WHEREAS a selection committee has been formed and has met to evaluate the bids received as required by the regulations concerning service contracts of the Law on contracts of Public Bodies and:

WHEREAS the firm NFOE inc. received the highest mark during the qualitative evaluation based on the established criteria; and

WHEREAS the fees for architectural services are determined by government decree according to the hourly rate, fixed fee or percentage method.

BE IT THEREFORE RESOLVED that the Board of Governors awards the contract, to NFOE Inc. in the estimated amount of \$200,000 (before taxes) for the phase 1 and in the estimated amount of \$1,300,000 (before taxes) for the conditional phase 2.

There was no call for the vote.

MOVED BY: D. SHEWAN

SECONDED BY: J.P. CARON

MOTION CARRIED

h) Awarding of Contract – Partnership – Synthetic Field – Saint-Lambert [RESOLUTION]

Don spoke to the resolution

Resolution CRC-2024-040: Awarding of Contract – Partnership – Synthetic Field – Saint-Lambert

WHEREAS in 2011 the Board approved a partnership agreement between LA VILLE DE SAINT-LAMBERT et LE COLLÈGE DUROCHER SAINT-LAMBERT et CHAMPLAIN REGIONAL COLLEGE – SAINT-LAMBERT for the construction and joint use of a synthetic fields; and

WHEREAS the current fields are at the end of their useful life; and

WHEREAS the parties involved in the original contract need this infrastructure to carry out their respective mission; and

WHEREAS the City of Saint-Lambert is proposing to renew the agreement for a period of 15 years; and

WHEREAS the City of Saint-Lambert estimates the reconstruction of the fields at approximately \$4.5 million in addition to the annual maintenance costs up to a maximum of \$15,000 to be covered 1/3 by each partner; and

WHEREAS the portion of the financial obligation of the college can be financed on an annual basis with interest or by a lump sum at its discretion;

BE IT THEREFORE RESOLVED that the Board of Governors authorizes the Director General and the Director of the Constituent College Saint-Lambert to sign the partnership agreement with the city of Saint-Lambert and the Collège Durocher, conditional on the complementary funding from the other partners, to the satisfaction of the College of the final version of the partnership agreement and not to exceed the sum of \$1,575,000.

There was no call for the vote.

MOVED BY: D. SHEWAN

SECONDED BY: P. COOPER

MOTION CARRIED

9. ADJOURNMENT

Motion to adjourn the meeting by K. Deveau at 8:12 p.m.

J. Burns
Chair

A. Robert-Baron LL. B.
Coordinator of Corporate Affairs
/ Secretary General