



BOARD OF GOVERNORS Minutes of the Regular Meeting

Held on Friday, October 24, 2025, at 6:30 p.m.

VOTING MEMBERS PRESENT:

H. Adra	Pre-university Student, St. Lawrence
D. Albert	Faculty Representative, Saint-Lambert
L. Anderson	Government Appointee, Enterprise
E. Berryman (Ex-officio)	Director Constituent College, St. Lawrence
J. Burns (Chair)	Pre-University graduate, Lennoxville
J. P. Caron (Ex-officio)	Director General
P. Cooper (Ex-officio)	Director Constituent College, Lennoxville
B. Denison	Professional Representative, Administrative Services
K. Deveau	Technical Graduate, Lennoxville
M. Lacoste	Parent Representative, Saint-Lambert
S. Lefebvre	Support Staff Representative, 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
M. Vigneault	Government Appointee, Socio-Economic Sector
W. Witteman	Parent Representative, St. Lawrence

NON-VOTING MEMBERS PRESENT:

D. Gagnon	Student Representative (non-voting)
A. Lessard	Faculty Representative, Lennoxville (non-voting)

REGRETS:

A. Thériault	Government Appointee, School Board
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VACANT SEATS:

Technical Student – Saint-Lambert
Government Appointee, Regional Labour Market
Government Appointee, Socio-Economic Sector
Government Appointee, University

GUEST:

S. Frost	Partner, Raymond Chabot Grant Thornton
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ALSO PRESENT:

R. Abouzia	Director, Corporate Affairs and Communications and Secretary General
I. Archambault	Director, Administrative Services
J. Monfette	Deputy Director (outgoing), Finance
V. Audet	Deputy Director, Finance
V. Fournier	Deputy Director, Human Resources
D. Lauzière	Administrative Officer – Corporate Affairs
N. Couderc	Administrative Officer – Corporate Affairs

Quorum was met.

AGENDA

1. **ANNOUNCEMENTS & CORRESPONDENCE**
2. **MODIFICATIONS AND ADOPTION OF AGENDA**
 - 2a. Declaration of interest or conflict of interest
3. **CONSENT AGENDA**
 - a) Approval of minutes of the Regular Meeting of June 13, 2025
 - b) Approval of minutes of the Regular Meeting of August 25, 2025
 - c) Executive Committee Minutes of September 17, 2025
4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**
 - a)
5. **COMMITTEE REPORTS**
 - a) SMC
 - b) Governance & Ethics Committee
 - c) Human Resources Committee
 - d) Audit Committee
6. **PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES**
7. **BREAK FOR FIFTEEN MINUTES**
8. **NEW BUSINESS**
 - a) **PRESENTATION RE:** Financial Statements 2024-2025 (R.C.G.T.)
 - b) **RESOLUTION RE:** Financial Statements 2024-2025
 - c) **RESOLUTION RE:** DEC's & AEC's
 - d) **RESOLUTION RE:** Access to Surplus – Funds for Winder Street Residence – Security & Hydro Maintenance – Lennoxville
 - e) **RESOLUTION RE:** Awarding of Contract – Renovation of Student Residences – Lennoxville
 - f) **RESOLUTION RE:** Extension of Mandate – Board member
 - g) **INFORMATION RE:** Board committee mandates and TORs
 - h) **INFORMATION RE:** MES Recommendations 2012-2025 CRC Master Implementation Plan
 - i) **INFORMATION RE:** 2025-2026 Board meeting dates
 - j) **ELECTION:**
 - Vice-Chair
 - Member of the Executive
9. **ADJOURNMENT**

1. WELCOME AND ANNOUNCEMENTS

The Chair called the meeting to order at 6:32 p.m. and welcomed all board members, in particular the new members, made mention of any regrets and recognized the work of outgoing Board member, Brian Denison.

He informed the members of two resignations from the Board, one of which will require, as is set out in Item 8j, the election of a Vice-Chair.

He explained that he had received a letter from Board member Mathieu Vigneault, in his role as Chair of the Saint-Lambert Governing Board. He invited M. Vigneault to provide details on the letter. The Chair of the Board then explained that given, it had been received very recently, and that it was deemed an internal matter, the Director General would be asked to respond to it at a future Board of Governors' Meeting.

2. ADOPTION OF THE AGENDA

The Chair asked if there were any additions or revisions to the Agenda.

Roya Abouzia, Secretary General, requested that a declaration of interest or conflict of interest be added to the agenda.

It was

MOVED BY: DON SHEWAN

SECONDED BY: WILLIAM WITTEMAN

to adopt the agenda with that addition.

There was no call for the vote.

MOTION CARRIED

2A. The Chair asked, based on the adopted Agenda, if any member had a conflict of interest or an interest in any topic to be addressed.

No member declared any conflict of interest or any interest in any item being addressed.

3. CONSENT AGENDA

It was moved to adopt the Consent Agenda as presented.

There was no call for the vote.

MOVED BY: KEVIN DEVEAU

SECONDED BY: PHIL COOPER

MOTION CARRIED

- a) Approval of minutes of the Regular Meeting of June 13, 2025**
- b) Approval of minutes of the Regular Meeting of August 25, 2025**
- c) Executive Committee Minutes of September 17, 2025**

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Roya Abouzia introduced Brian Denison who had been asked by a fellow Board member at the June meeting to explain the length of time it takes for a student to graduate. Brian provided the statistics for the three Constituent Colleges for the 2017-2019 years, the most current years that information is available through the ministerial portal.

5. COMMITTEE REPORTS

a) SMC

The Director General introduced the report and then turned it over to each of the three Directors of the Constituent Colleges to provide any complementary information of each of their colleges.

The Director General concluded by informing the Board that he had recently met with Ministry of Higher Education officials who were pleased with the progress on the 2021 and 2023 recommendations made to Champlain Regional College.

b) Governance & Ethics Committee

Chair of the Governance and Ethics Committee, Lisa Anderson reported that the Committee had met once in camera in the past month. The Committee would be meeting prior to the November Board meeting to discuss and review the Mandate and TOR being presented at a later item for each of the statutory committees.

c) Human Resources Committee

Nothing to report.

d) Audit Committee

Martin Plante informed the Board that he had been voted in as Chair of the Finance and Audit Committee erroneously at a recent meeting. Given the Chair must be an external member as stated in the Bylaw, a new Chair would be appointed at an upcoming meeting.

Mr. Plante, presented, on behalf of the Committee, a summary of the Audit Committee meeting that was held on October 16, 2025 where the financial statements were reviewed which are being presented to you this evening.

6. PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

There were no questions from the public.

7. BREAK FOR FIFTEEN MINUTES

A short break was taken.

8. NEW BUSINESS

a) FINANCIAL STATEMENTS 2024-2025 (R.C.G.T.) [PRESENTATION]

Isabelle Archambault introduced S. Frost, representative of R.C.G.T., who presented the audited financial statements for 2024-2025.

b) FINANCIAL STATEMENTS 2024-2025 [RESOLUTION]

The Chair asked if anyone needed the resolution to be read out.

RESOLUTION CRC-2025-004: FINANCIAL STATEMENT 2024-2025

WHEREAS the Colleges Act requires that audited financial statements, the notes to the financial statements, and the independent auditor's report, be submitted to the *Ministère de l'Enseignement supérieur* by November 17, 2025; and

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

WHEREAS the Director General met on October 10, 2025 to review the financial statements with representatives of Raymond Chabot Grant Thornton; and

WHEREAS the Audit committee met on October 16, 2025 to review the financial statements with representatives of Raymond Chabot Grant Thornton; and

WHEREAS the Audit committee recommends the adoption of the financial statements and the notes to the financial statements for the year ending on June 30, 2025;

BE IT THEREFORE RESOLVED that the Board of Governors of Champlain Regional College adopts the audited financial statements and the notes to the financial statements for the year ending on June 30, 2025 as presented.

There was no call for the vote.

MOVED BY: JEAN-PHILIPPE CARON

SECONDED BY: PHILIP COOPER

MOTION CARRIED

c) **DECs & AECs [RESOLUTION]**

Philip Cooper spoke to the resolution.

RESOLUTION CRC-2025-005: 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 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 Corporate Affairs' Office.

Number of DECs at Champlain College Lennoxville: 11

Number of AECs at Champlain College Lennoxville: none

There was no call for the vote.

MOVED BY: PHILIP COOPER

SECONDED BY: KEVIN DEVEAU

MOTION CARRIED

Don Shewan spoke to the resolution.

RESOLUTION CRC-2025-006: 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 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 Corporate Affairs' Office.

Number of DECs at Champlain College Saint-Lambert: 175 *

Number of AECs at Champlain College Saint-Lambert: 11**

* 3 of these are from RAC

** 10 of these are from RAC

There was no call for the vote.

MOVED BY: DON SHEWAN

SECONDED BY: WILLIAM WITTEMAN

MOTION CARRIED

Edward Berryman spoke to the resolution.

RESOLUTION CRC-2025-007: 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 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 Corporate Affairs' Office.

Number of DECs at Champlain-St. Lawrence College: 40

Number of AECs at Champlain-St. Lawrence College: none

There was no call for the vote.

MOVED BY: EDWARD BERRYMAN

SECONDED BY: MARTIN VIGNEAULT

MOTION CARRIED

d) Access to surplus – Funds for Winder Street Residence – Security & Hydro Maintenance - Lennoxville [RESOLUTION]

Isabelle Archambault spoke to the resolution.

RESOLUTION CRC-2025-008: ACCESS TO SURPLUS – FUNDS FOR WINDER STREET RESIDENCE – SECURITY & HYDRO MAINTENANCE - LENNOXVILLE

WHEREAS the residence complex is an auto-financed service offered to Champlain College students; and

WHEREAS security equipment at the Champlain residences requires replacement and updating at an estimated cost of \$80,000 (fire alarm \$20,000, security cameras \$60,000); and

WHEREAS the College received a quote from Hydro in the amount of approximately \$35,000 in unforeseen maintenance costs; and

WHEREAS the College aspires to continue improving the safe living conditions of its students living in the Winder Street residences; and

WHEREAS the Access to surplus of 115,000\$ was recommended by the Lennoxville Governing Board at their October 7, 2025 meeting; and

BE IT THEREFORE RESOLVED that the Board of Governors of Champlain Regional College approves the access to the Lennoxville portion of the college's accumulated surplus in the amount of 115,000\$.

There was no call for the vote.

MOVED BY: PHIL COOPER

SECONDED BY: ERIC RICHARD

MOTION CARRIED

e) Awarding of Contract – Renovation of Student Residences - Lennoxville [Resolution]

Isabelle Archambault spoke to the resolution.

RESOLUTION CRC-2025-009: AWARDING OF CONTRACT – RENOVATION OF STUDENT RESIDENCES - LENNOXVILLE

WHEREAS the renovation of the student residences phase 2 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 2R24415; and

WHEREAS on September 19, 2025, the College published a call for tenders on the official government website for tenders (SÉAO) ref no 20095519; and

WHEREAS the sealed bids of four (4) suppliers were opened on October 15, 2025 at 10:00, local time, in the presence of the Assistant Director of Material Services and one (1) witness, at the Sherbrooke administrative office; and

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

WHEREAS the company, Construction *Sylvatech 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 2 in Lennoxville, to Construction *Sylvatech Inc.* in the amount of \$297 497 (before taxes).

There was no call for the vote.

MOVED BY: PHIL COOPER

SECONDED BY: DON SHEWAN

MOTION CARRIED

f) Extension of Mandate – Board member [Resolution]

The Secretary-General spoke to the resolution.

RESOLUTION CRC-2025-010: EXTENSION OF MANDATE – BOARD MEMBER

WHEREAS the term of office of Jacob Burns, a member of the Board of Governors representing the position of Pre-university Graduate is set to expire on January 24, 2026; and

WHEREAS the Board of Governors recognizes the valuable contributions of Jacob Burns during its current term; and

WHEREAS it is in the interest of the Board and the institution to ensure continuity and maintain effective governance;

BE IT THEREFORE RESOLVED that the term of Jacob Burns be extended for an additional period of five months with the term ending on June 30, 2026; and

BE IT FURTHER RESOLVED that the *Ministère de l'Enseignement supérieur* will be informed of this extension of the mandate; and

BE IT FURTHER RESOLVED that the Secretary General take all necessary steps to implement this resolution.

There was no call for the vote.

MOVED BY: DON SHEWAN

SECONDED BY: KEVIN DEVEAU

MOTION CARRIED

g) Board Committee Mandates and TORs [Information]

Roya Abouzia presented the draft mandate and terms of reference (TOR) document for information. Each Committee will be asked to review, revise and approve the document which will provide clarity and definition to the role and responsibilities of each Committee.

h) MES Recommendations 2012-2025 CRC Master Implementation Plan

Jean-Philippe Caron explained that the summary document on recommendations and implementation status provides Board members with a snapshot of the current status and action items going forward. The document will be updated on an annual basis and presented to the Board.

i) 2025-2026 Board Meeting Dates

The Chair explained the addition of a board meeting in March 2026 in order to review and approve the capital budget prior to the March 31, 2026 deadline.

j) Election – Vice-Chair

The Chair opened the floor for nominations for a Vice-Chair. As is stated in Bylaw 1, Article 4.4 only external Governors are eligible for this position.

Proposed External	Moved by:	Accepted:
Lisa Anderson	Brian Denison	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kevin Deveau	Chantal Michel	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

The Chair called for further nominations. Being no further nominations, a vote by paper ballot was held. The Secretary General and Administrative Officer, Denise Lauzière, counted the ballots.

Lisa Anderson was elected Vice-Chair of the Board of Governors.

At this stage, a resolution to amend the agenda was moved by William Witteman and seconded by Don Shewan to add an item to elect a member to the Executive to replace Lisa Anderson who is now Vice-Chair position given she was already a member of the Executive.

A two-thirds vote is required to add an item to the agenda.

The Chair called for the vote and the motion was unanimously carried.

k) The Chair opened the floor for nominations for the position of member of the Executive.

Proposed External	Moved by:	Accepted:
Kevin Deveau	Don Shewan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Being no further nominations, K. Deveau was declared a member of the Executive by acclamation.

9. ADJOURNMENT

Motion to adjourn the meeting by D. Shewan at 8.52 p.m.

J. Burns
Chair

R. Abouzia
Director of Corporate Affairs and
Communications,
Secretary General