



REGULAR MEETING OF THE BOARD OF GOVERNORS

Virtual meeting - Teams

DATE: January 28, 2026 5:30 p.m.

MINUTES

VOTING MEMBERS PRESENT:

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|--------------------------|---|
| H. Adra | Pre-university Student, St. Lawrence |
| D. Albert | Faculty Representative, Saint-Lambert |
| 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 |
| K. Deveau | Technical Graduate, Lennoxville |
| N. Gagné | Professional Representative, St. Lawrence |
| G. Gagné | Government Appointee, University |
| M. Lacoste | Parent Representative, Saint-Lambert |
| S. Lefebvre | Support Staff Representative, Lennoxville |
| M. Lèvesque | Government Appointee, Socio-Economic Sector |
| 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- REGRETS:

| | |
|--------------------------|--|
| L. Anderson (Vice-Chair) | Government Appointee, Enterprise |
| D. Gagnon | Student Representative (non-voting) |
| A. Lessard | Faculty Representative, Lennoxville (non-voting) |
| A. Thériault | Government Appointee, School Board |

VACANT SEATS:

Technical Student – Saint-Lambert
Government Appointee, Regional Labour Market

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|----------------|--|
| R. Abouzia | Director, Corporate Affairs and Communications |
| I. Archambault | Director, Administrative Services |

V. Fournier
D. Lauzière

Deputy Director, Human Resources
Administrative Officer – Corporate Affairs (interim)

Quorum was met.

- 5 min 1) **ANNOUNCEMENTS & CORRESPONDENCE**
- 3 min 2) **MODIFICATIONS AND ADOPTION OF AGENDA**
2a) DECLARATION OF INTEREST
- 5 min 3) **CONSENT AGENDA**
a) Approval of minutes of the Regular Meeting of November 28, 2025
b) Executive Committee Minutes of November 11, 2025
- 4) **BUSINESS ARISING FROM PREVIOUS MEETINGS**
- x min 5) **COMMITTEE REPORTS**
- 10 min a) Governance & Ethics Committee
- 10 min b) Human Resources Committee
- 10 min c) Audit Committee
- 15 min 6) **PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES**
- 15 min 7) **BREAK FOR FIFTEEN MINUTES**
- 8) **NEW BUSINESS**
- 5 min a) RESOLUTION RE: DECs and AECs
- 5 min b) RESOLUTION RE: Bylaw 6 - Student fees revision
- 10 min c) RESOLUTION RE: Access to surplus
- d) RESOLUTION RE: Awarding of contract _ Auditors
- e) RESOLUTION RE: Awarding of contract _ Réfection des fenêtres - St. Lawrence
- 10 min f) INFORMATION RE: Board of Governors' standing committees TORS and mandates for FY2025-2026
- 10 min g) INFORMATION RE: CRC Outlook 2026 (briefing by D. Shewan)
- 30 min h) INFORMATION RE: CRC 2026 Academic Programs' Overview
- 10 min i) INFORMATION RE: CRC Compliance Framework
- 9) **ADJOURNMENT**

1. ANNOUNCEMENTS & CORRESPONDENCE

The Chair welcomed everyone and opened the meeting at 5:34 p.m. Regrets were sent by Vice-Chair Lisa Anderson, Dalia Gagné and Alain Lessard.

The Chair welcomed Nathalie Gagné, Geneviève Gagné, and Mylène Lévesque to the Board.

Given that the previous meeting was held at the end of November and followed by the holiday season, the SMC did not submit a formal written report. Jean-Philippe Caron will provide a brief verbal update and under Item 5 (Committee Reports), the Directors of the Constituent Colleges will update the Board on the start of the semester in their respective institutions.

2) MODIFICATIONS AND ADOPTION OF AGENDA

No conflicts of interest were declared.

Item 5d – Verbal report from the Directors of the Constituent Colleges was added to the agenda.

There was no call for a vote.

MOVED BY: MARTIN PLANTE

SECONDED BY: GENEVIÈVE GAGNÉ

MOTION CARRIED

3) CONSENT AGENDA (5 min)

Items:

a) Minutes of Regular Meeting – **November 28, 2025**

c) Executive Committee Minutes – **November 11, 2025**

A correction was brought to the Minutes of the November 28th Board of Governors as Chantal Michel was absent from this meeting.

There was no call for a vote.

MOVED BY: JEAN PHILIPPE

SECONDED BY: KEVIN DEVEAU

MOTION CARRIED

4) BUSINESS ARISING FROM PREVIOUS MEETINGS

5) COMMITTEE REPORTS

a) **Governance & Ethics Committee**

A meeting has not taken place since November 2025 and as such a Committee Chair has not been selected. There is no report to the Board.

b) Human Resources Committee

A meeting has not taken place since November 2025 and as such a Committee Chair has not been selected. There is no report to the Board.

c) Audit Committee

Kevin Deveau, Chair of the Committee, reported that the Committee met on January 23, 2026, and that a resolution will be presented under Item 8g.

5d) Verbal reports: Directors of the constituent colleges (DCC) and by the Director General

Each DCC provided a short overview of the start of the semester in their respective college followed by a welcome to the new year by the Director General and context for the upcoming agenda items 8f and 8g.

6) PUBLIC QUESTION PERIOD

Purpose: Allow members of the public to ask questions.

There were no questions from the audience

7) BREAK

No break was taken.

8a) RESOLUTION – DECs and AECs

P. 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: 47

Number of AECs at Champlain College Lennoxville: --

There was no call for the vote.

MOVED BY: P. COOPER

SECONDED BY: C. MICHEL

MOTION CARRIED

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: 171 *

Number of AECs at Champlain College Saint-Lambert: 36 **

* 1 of these are from RAC

** 10 of these are from RAC

There was no call for the vote.

MOVED BY: P. COOPER

SECONDED BY: K. DEVEAU

MOTION CARRIED

E. 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 DEC’s at Champlain-St. Lawrence College: 67

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

A vote was requested given a Board member’s family member was part of the graduating cohort.

MOVED BY: E. BERRYMAN

SECONDED BY: M. VIGNEAULT

ONE ABSTENTION

MOTION CARRIED

8b) BYLAW 6 - STUDENT FEES REVISION

Isabelle Archambault spoke to this item.

Resolution No.:

Bylaw Number 6 regarding Student Fees - Revision

WHEREAS the Regulation respecting the tuition fees that a general and vocational college must charge has been updated as of October 24, 2025; and

WHEREAS the College’s Bylaw on Student Fees states that student fees may be reviewed on an annual basis in accordance with the Regulation; 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 2026 were proposed and approved at the December 2026 regular Governing Board meeting of Champlain Lennoxville, Champlain St. Lawrence and In January 2026 of Champlain St-Lambert;

Champlain College Lennoxville

- Auxilliary Service Fees for full-time students From \$155 to **\$159**
- Auxilliary Service Fees – for full time students provided by Bishop’s University From \$ 50 to **\$ 51**

- Coop Programs – Alternating Work-Study Programs From \$ 80 to \$ 82

Champlain College St. Lawrence

- Auxilliary Service Fees for full-time students From \$180 to \$185
- Auxilliary Service Fees for part-time students From \$ 40 to \$ 41

Champlain College St-Lambert

- Auxilliary Service Fees for full-time students From \$145 to \$149
- Auxilliary Service Fees for part-time students From \$ 32 to \$ 33

BE IT THEREFORE RESOLVED that the Board of Governors approves the proposed modifications to student fees at Champlain College Lennoxville, Champlain College St. Lawrence and Champlain St-Lambert for application as of the fall semester 2026.

There was no call for the vote.

MOVED BY: W. WITTEMAN

SECONDED BY: K. DEVEAU

MOTION CARRIED

8c) ACCESS TO SURPLUS

Isabelle Archambault spoke to this item.

Resolution No.:

Access to Surplus Funds – Professional fees and various capital expenses cycle 2025-2026
Champlain – St. Lawrence

WHEREAS the management of the Capital fund is subject to strict rules governing its use by the *Ministère de l’Enseignement Supérieur* (MES) since 2024-25, and these rules do not allow for the optimal use of the available funds, particularly for professional fees during the project planning or feasibility analysis period.; and

WHEREAS the Project and Capital funding is granted by the MES on the basis of the ten-year investment plan presented and revised annually by Champlain Regional College; and

WHEREAS Professional fees (architects, engineers, etc.) represent significant expenses that are necessary for proper planning, and these expenses can only be capitalized in the fiscal year in which the project will be realized; and

WHEREAS other various and urgent capitalizable expenses not included in the annual investment plan may arise during the year; and

WHEREAS to carry out its mission, Champlain Regional College must remain agile and be able to respond to specific needs necessary for the fulfillment of its mission.; and

WHEREAS the Champlain – St. Lawrence Governing Board, at its regular meeting of October 7, has unanimously recommended to the CRC Board of Governors that it authorize access to the St. Lawrence portion of the College’s accumulated surplus in the amount of **\$110,000**, to cover the professional fees to prepare projects during the 2025-2026 financial cycle; and

WHEREAS the Champlain – St. Lawrence Governing Board, at its regular meeting of October 7, has unanimously recommended to the CRC Board of Governors that it authorize access to the St. Lawrence portion of the College’s accumulated surplus in the amount of **\$100,000**, to cover unforeseen capital expenses during the 2025-2026 financial cycle.

BE IT THEREFORE RESOLVED that the Board of Governors authorize an access from Champlain St. Lawrence’s portion of the College’s accumulated surplus in the amount of **\$210,000** to cover professional fees and various capital expenses that will need to be incurred by the College during cycle 2025-2026.

There was no call for the vote.

MOVED BY: M. VIGNEAULT

SECONDED BY: P. COOPER

MOTION CARRIED

8d) AWARDING OF CONTRACT _ AUDITORS

Isabelle Archambault spoke to this item.

RESOLUTION NO.:

AWARDING OF CONTRACT: EXTERNAL AUDITORS PROFESSIONAL SERVICES

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 for independent auditor services to select a firm; and

WHEREAS on November 12, 2025, the College published a call for tenders on the official government website for tenders (SÉAO) *Services professionnels vérificateurs externes*; and

WHEREAS the awarding of the contract is based on the lowest compliant bid; and

WHEREAS the sealed bids of two (2) suppliers were opened on December 9, 2025, at 1:00, local time, in the presence of the Deputy Director Material Resources and a witness, at the administration offices located at 1301 Portland Blvd., Sherbrooke (Québec); and

WHEREAS the tender documents are available in the College files;

BE IT THEREFORE RESOLVED that the Board of Governors of Champlain Regional College awards the contract for auditing services to *Mallette S.E.N.C.R.L.*, in the amount of \$314,700 (before taxes) for a three (3) year mandate (2025-2026, 2026-2027 and 2027-2028) and two (2) oneyear renewal options (2028-2029 and 2029-2030).

There was no call for the vote.

MOVED BY: P. COOPER
SECONDED BY: W. WITTEMAN

MOTION CARRIED

8e) Awarding of contract – Réfection des fenêtres – St. Lawrence

Isabelle Archambault spoke to this item.

Resolution No.:

Awarding of Contract: Window Renovation – Champlain College St. Lawrence

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 for window replacements; and

WHEREAS on November 19, 2025 the College published a call for tenders on the official government website for tenders (SÉAO), *Réfection des fenêtres Champlain Saint-Lawrence*; and

WHEREAS the project is included in the 2026-2027 capital budget, and

WHEREAS the sealed bids of eight (8) suppliers were opened on December 16, 2025 at 11:00, local time, in the presence of the Deputy Director Material Resources, one (1) witness at the Sherbrooke Administrative Services offices ; and

WHEREAS the tender documents and the analysis are available in the College files; and

WHEREAS the company, *Levesque Associés Construction*. provided the lowest compliant bid;

BE IT THEREFORE RESOLVED that the Board of Governors awards the contract for the *Réfection des fenêtres Champlain Saint-Lawrence* to *Lévesque Associés Construction* in the amount of \$555,914.00 before taxes.

There was no call for the vote.

MOVED BY: N. GAGNÉ
SECONDED BY: P. COOPER

MOTION CARRIED

8f) Board of Governors' standing committees TORs and mandates for FY2025-2026

The Secretary General advised that she will coordinate meetings for both the Governance and Ethics Committee and the Human Resources Committee so they may present their action plans for approval at the next BOG.

Kevin Deveau, Chair of the Audit Committee, presented the following resolution.

RESOLUTION NO.: XXX

Audit committee Terms of Reference and Action Plan

WHEREAS Each committee was presented, with a draft Terms of Reference (TOR) by the Secretary General, at the November 28, 2025 Board meeting, and asked to adopt their TOR, and identify their work plan for the next Board meeting when they will be approved, and provide the dates of their meetings, past and future for the 2025-2026 year.

WHEREAS the Audit Committee, at its meeting on January 23, 2026, selected its committee chair, reviewed and adopted the TORs and added its action plan for the upcoming year;

BE IT THEREFORE RESOLVED that the Board of Governors of Champlain Regional College approves the Audit Committee's TOR and action plan.

There was no call for the vote.

MOVED BY: KEVIN DEVEAU
SECONDED BY: GENEVIÈVE GAGNÉ

MOTION CARRIED

8g) CRC Outlook 2026

Don Shewan, Director of the Saint-Lambert constituent college provided an overview of the preliminary work he has done to identify key challenges facing the College, using a PESTLE analysis to assess political, economic, social, technological, legal, and environmental factors. This ongoing process will culminate in quarterly reports to the Board, outlining emerging issues and proposed strategies. Issues included the current political climate in Quebec, students' language proficiency and A.I. Overall, the senior management team is evaluating these issues to ensure the Board remains fully informed and able to provide guidance as the College's strategic direction is developed.

8h) CRC 2026 Academic Programs' Overview

The Directors of the Constituent Colleges each presented an overview of their student demographics, the academic program offerings, priorities, challenges and opportunities for the upcoming year.

8i) CRC Compliance Framework

The Secretary General presented the compliance framework that the College is undertaking with the support of an external consultant. A list of priority policies and directives has been established. A complete diagnostic will be completed by the end of February. A status report on progress on the revision of the policies will be provided at the June 2026 Board meeting.

9) ADJOURNMENT

Motion to adjourn the meeting by Philip Cooper at 8.15 p.m.

J. Burns
Chair

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