



BOARD OF GOVERNORS

Minutes of the Regular Meeting

held on Friday, April 17, 2020 at 6 p.m. by videoconference

VOTING MEMBERS PRESENT:

N. Beattie (Ex-officio)	Director Constituent College, Lennoxville
E. Berryman (Ex-officio)	Director Constituent College, St. Lawrence
C. Beaulieu	Government Appointee, University Sector
G. Bourgoing	Government Appointee, Socio-Economic Sector
O. Côté (Ex-officio)	Director General
D. Denault	Support Staff Representative, St. Lawrence
G. Gerdes	Pre-University Student Representative, St. Lawrence
J. Lacombe	Faculty Representative, Lennoxville
M. Léger	Parent Representative, Saint-Lambert
M. Murphy	Technical Student Representative, Saint-Lambert
D. Perreault	Faculty Representative, St. Lawrence
D. Shewan (Ex-officio)	Director Constituent College, Saint-Lambert
J. Shufelt	Government Appointee, Enterprise
E. Thananayagam	Technical Graduate, Saint-Lambert
K. Thornhill	Professional Representative, Saint-Lambert

NON-VOTING MEMBERS PRESENT:

B. Toombs	Faculty Representative, Saint-Lambert
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REGRETS:

H. Bélanger	Government Appointee, Regional Labour Market
P. Booth Morrison	Government Appointee, School Board Sector
F. Paradis	Government Appointee, Socio-Economic Sector
K. Saint-Jean (non voting member)	Student Representative, Lennoxville
A. Standish	Government Appointee, Enterprise

VACANT SEATS:

Government Appointee, Socio-Economic Sector (Québec)
Parent Representative, Lennoxville
Pre-university Graduate, St. Lawrence

ALSO PRESENT:

Y. Rainville	Director, Material Services & Interim Director Financial Services
N. Couderc	Administrative Technician

GUEST:

T. Brennan	Moderator DRH/SG Consultant
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Quorum attained with 15 of 19 sitting voting members present.



Agenda

ELECTION OF A CHAIR FOR THE APRIL 17TH BOARD MEETING

1. ANNOUNCEMENTS
2. ADOPTION OF AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a) Regular Meeting of March 13, 2020
4. BUSINESS ARISING FROM PREVIOUS MINUTES
 - a) Election of a Vice-Chair
5. REPORTS
 - a) Constituent College Director, Lennoxville
 - b) Constituent College Director, St. Lambert
 - c) Constituent College Director, St. Lawrence
 - d) Director General
6. PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES
7. NEW BUSINESS
 - a) INFORMATION RE: Letters Patent
 - b) INFORMATION RE: Private Bill
 - c) RESOLUTION RE: DECs & AECs
 - d) NOTICE OF MOTION RE: Management Personnel Policy
 - e) NOTICE OF MOTION RE: Bylaw Number 1 – General administration of Champlain Regional College
 - f) INFORMATION RE: Evaluation of the 2015-2020 Strategic Plan (update)
 - g) INFORMATION RE: Quality Assurance Audit (QAA) (update)
 - h) INFORMATION RE : Board representation
8. ADJOURNMENT

ELECTION OF A CHAIR FOR THE APRIL 17TH BOARD MEETING

The Chair being absent, and the Vice-Chair having resigned in March it was moved to name M. Léger Chair of the Board of Governor for the meeting of April 17, 2020.

There was no call for the vote.

MOVED BY: N. BEATTIE

SECONDED BY: J. SHUFELT

MOTION CARRIED

1. ANNOUNCEMENTS AND CORRESPONDENCE

The moderator called the meeting to order at 6:00 p.m.

Regrets were received from, H. Bélanger, P. Booth Morrison, François Paradis, Kerwins Saint-Jean and A. Standish

The Director General thanked everyone for all their support and work since the beginning of the COVID situation.

2. MODIFICATION AND ADOPTION OF THE AGENDA

It was moved to adopt the agenda as presented.

There was no call for the vote.

MOVED BY: C. BEAULIEU

SECONDED BY: D. SHEWAN

MOTION CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

a) Regular Meeting of March 13, 2020

It was moved to adopt the minutes of the Regular Meeting of the Board of Governors of March 13, 2020 as amended.

There was no call for the vote.

MOVED BY: D. PERREAULT

SECONDED BY: G. BOURGOING

MOTION CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

a) Election of a Vice-Chair

The Director General mentioned that due to the COVID-19 situation, the Chair had not be able to contact external members to verify their interest in holding the position of Vice-Chair. After another attempt by the Chair to further solicit interest, there being no nominations, the Secretary General closed the floor for nominations. The Chair will follow up with board members to fill this position.

b) Bylaw Number 6

D. Shewan explained that because of the consultation process that was required this was interrupted due to the COVID-19 situation. This item will be brought back to the June 12, 2020 Board of Governors meeting.

5. OFFICERS' REPORTS

a) Director, Champlain College Lennoxville

N. Beattie spoke to her report and mentioned that a Special meeting of the Board of Governors may be necessary to adopt DEC's and AEC's after the regular Board of Governors meeting of June 12 if Constituent Colleges were not able to provide the numbers in time due to delays caused by the COVID-19 situation.

b) Director, Champlain College Saint-Lambert

D. Shewan spoke to his report.

c) Director, Champlain–St. Lawrence College

E. Berryman spoke to his report.

d) Director General

O. Côté spoke to her report and proposed to send two letters of thanks from the Board of Governors.

- A letter of thanks to the Health Sector, Minister of Health and Social Services, Danielle McCann and to our Chair, F. Paradis for their dedicated work during the COVID situation.

There was no call for the vote.

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

- A letter of appreciation to the Minister of Education and Higher Education Jean-François Roberge and Premier François Legault for indicating that the Higher Education sector was an essential service during the COVID-19 situation.

There was no call for the vote.

MOVED BY: D. DENAULT
SECONDED BY: G. BOURGOING
MOTION CARRIED

6. PUBLIC QUESTION PERIOD

No questions were asked during the public question period.

7. NEW BUSINESS

a) Letters Patent (INFORMATION)

The Director General spoke to this item stating that we received the signature from Jean-François Robert, Minister of Education and Higher Education which makes them official now and the announcement was published on April 11, 2020 in the Gazette officielle du Québec.

The letter sent by the Ministry included the nomination of the first Chairs of the Board of Governors and Governing Boards being:

- The Board of Governors of *Cégep régional Champlain*: Mr. François Paradis;
- The Governing Board of *Cégep Champlain à Lennoxville*: Mr. Tim Goddard;
- The Governing Board of *Cégep Champlain à Saint-Lambert*: Mrs. Dawn Smith;
- The Governing Board of *Cégep Champlain - St. Lawrence*: Mr. Warren Thomson

Finally, Minister Roberge considers it imperative that all members of the Board of Governors and of the three Governing Boards follow the training on governance of a regional college and its constituent colleges as soon as possible, and to take advantage of the provisions of annex A115 of the 2019-2020 CEGEP budget, up to a maximum of \$ 10,900 which could be awarded to our college.

b) Private Bill (INFORMATION)

The Director General proposed that a draft letter to the Ministry requesting the addition of a third faculty member be presented to the June 12 Board of Governors meeting now that the Letters patent have been signed by Jean-François Roberge, Minister of Education and Higher Education which makes them official.

c) Awarding of DEC's and AEC's [RESOLUTIONS]

D. Shewan spoke to the resolution.

Resolution CRC-2019-040: 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 Secretary General's Office on behalf of the Director of Constituent College;

BE IT THEREFORE RESOLVED that the Board of Governors of Champlain Regional College recommends 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 Secretary General's Office.

Number of DEC's at Champlain College Saint-Lambert: 0

Number of AEC's at Champlain College Saint-Lambert: 29

There was no call for the vote.

MOVED BY: D. DENAULT

SECONDED BY: J. SHUFELT

MOTION CARRIED

E. Berryman spoke to the resolution.

Resolution CRC-2019-041: 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 Secretary General's Office on behalf of the Director of Constituent College;

BE IT THEREFORE RESOLVED that the Board of Governors of Champlain Regional College recommends 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 Secretary General's Office.

Number of DECs at Champlain-St. Lawrence College: 4

Number of AECs at Champlain-St. Lawrence College: 0

There was no call for the vote.

MOVED BY: D. PERREAULT

SECONDED BY: G. BOURGOING

MOTION CARRIED

d) Management Personnel Policy [NOTICE OF MOTION]

The Director General spoke to this item stating that there's been extensive amount of work to prepare this policy and that the Policy will be presented to the Executive Committee on May 27, 2020 and to the Board of Governors meeting on June 12, 2020.

e) Bylaw Number 1 – General administration of Champlain Regional College [NOTICE OF MOTION]

The Director General spoke to this item stating that titles in Bylaw Number 1 will be adjusted to reflect the College's new reality. The title of the positions of the Director of Finance and the Director of Material Services into a new one of Director of Administrative Services and the position of Director Human Resources and Secretary General in a new Director Human Resources and Corporate affairs.

f) Evaluation of the 2015-2020 Strategic Plan (update) [INFORMATION]

The Director General spoke to this item stating that the consultation for the final report was delayed due to the COVID-19 situation but should be presented to the Executive Committee meeting on May 27, 2020 and to the Board of Governors meeting on June 12, 2020.

g) Quality Assurance Audit (QAA) (update) [INFORMATION]

The Director General spoke to this item stating that E. Berryman is the lead on this dossier. E. Berryman explained that the consultation process during the COVID-19 situation made it almost impossible. The Director General will be sending a letter to the CEEC to postpone the deadline from June to November 2020 with a visit from the CEEC in Winter 2021.

h) Board Representation [INFORMATION]

The Director General spoke to this item stating that she followed up with the Ministry regarding the vacant positions. But the due to the COVID-19 situation, everything has been slowed. Having obtained the College's official Letters patent, the Ministry will better enable to go forward with the nominations.

8. ADJOURNMENT

At 7:22 p.m., it was moved by D. Shewan that the meeting be adjourned.

Michel Léger
Chair for the April 17th Board of
Governors meeting

Odette Côté
Interim Secretary General