



BOARD OF GOVERNORS

Minutes of the Regular Meeting

Held on Friday, March 19, 2021 at 6:00 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
P. Bleau	Faculty Representative, St. Lawrence
G. Bourgoing	Government Appointee, Socio-Economic Sector
M. Chabot	Pre-University Graduate, St. Lawrence
C. Charest	Government Appointee, Regional Labour Market
O. Côté (Ex-officio)	Director General
D. Denault	Support Staff Representative, St. Lawrence
D. Galarneau	Government Appointee, Socio-Economic Sector (Quebec)
J. Lacombe	Faculty Representative, Lennoxville
M. Léger	Parent Representative, Saint-Lambert
M. Mazur	Government Appointee, School Board Sector
F. Paradis	Government Appointee, Socio-Economic Sector
D. Shewan (Ex-officio)	Director Constituent College, Saint-Lambert
J. Shufelt	Government Appointee, Enterprise
K. Thornhill	Professional Representative, Saint-Lambert

NON-VOTING MEMBERS PRESENT:

F. Hogue (non-voting)	Student Representative, St. Lambert
B. Toombs	Faculty Representative, Saint-Lambert

REGRETS:

C. Michel	Government Appointee, Enterprise
E. Pinel	Technical Student Representative, Saint-Lawrence
T. Marisa Rodrigues	Pre-University Student, Lennoxville
E. Thananayagam	Technical Graduate, Saint-Lambert

VACANT SEATS:

Parent Representative, Lennoxville

ALSO PRESENT:

Y. Rainville	Director of Material Services & Interim Director of Finance
L. Larivière	Director of Human Resources / Corporate Affairs (moderator)
N. Couderc	Administrative Technician

Quorum attained with 17 of 21 sitting voting members present.



AGENDA

- 1. ANNOUNCEMENTS**
- 2. MODIFICATIONS AND ADOPTION OF AGENDA**
- 3. APPROVAL OF MINUTES OF JANUARY 29, 2021**
- 4. BUSINESS ARISING FROM THE MINUTES OF JANUARY 29, 2021**
 - a) Governance Training
 - b) Hors Cadres Annual Evaluations
 - c) DG Mandate Renewal
 - d) Strategic Plan update
 - e) AOP color codes
- 5. OFFICERS REPORTS**
 - a) Executive & Audit Report
 - b) Director, Lennoxville Campus
 - c) Director, St. Lambert Campus
 - d) Director, St. Lawrence Campus
 - e) Director General
 - f) Forum des présidences de conseil d'administration – Fédération des cégeps
- 6. PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES**
- 7. BREAK FOR FIFTEEN MINUTES**
- 8. NEW BUSINESS**
 - a) **INFORMATION RE:** COVID-19 update
 - b) **RESOLUTION RE:** DECs & AECs
 - c) **RESOLUTION RE:** Quality Assurance (QA) – Action Plan
 - d) **INFORMATION RE:** CEEC Visit
 - e) **INFORMATION RE:** Financial Statements mid-year update
 - f) **RESOLUTION RE:** Awarding of Contract – Lockers – Saint-Lambert
 - g) **RESOLUTION RE:** Awarding of Contract – Roof replacement – St. Lawrence
 - h) **INFORMATION RE:** Private Bill
 - i) **INFORMATION RE:** Vacation reduction plan
 - j) **INFORMATION RE:** Board membership – Renewal of Appointment
 - k) **INFORMATION RE:** Devis
- 9. ADJOURNMENT**

1. ANNOUNCEMENTS AND CORRESPONDENCE

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

Regrets were received from E. Pinel, T. M. Rodrigues, E. Thananayagam and C. Michel.

The Chair announced the appointment of new Board members:

- The two Government Appointees that have been nominated to replace P. Booth Morrison & A. Standish are:
 - Chantal Michel, Government Appointee – Enterprise
 - Matthew Mazur, Government Appointee – School Board Sector

The Chair reminded Board members that the poll is still open regarding an alternate evening to hold meetings of the Board of Governors in 2021-2022. For those who have already answered, the poll presently indicates that Wednesday evening is the preferred time.

The Director General summarized the correspondence received since the last meeting of the Board of Governors, referring to all correspondence which is not already in the Executive Committee report:

1. Correspondence sent to Christian Dubé, *Ministre de la Santé et des Services sociaux*, dated February 24, 2021 regarding the Fédération des cégeps' denunciation to Santé Québec for the recruitment of 1700 nurses without involving college establishments in the exercise.
2. Correspondence sent to Danielle McCann, *Ministre de l'Enseignement supérieur* dated February 24, 2021 regarding the request for a quick response from the ministry regarding the increase of the *devis scolaires* and the measures of vitality and attractiveness.
3. Correspondence received from Elizabeth Rody, *Chef du Protocole du gouvernement du Québec* dated February 24, 2021 which announced the National Day of Remembrance in memory of the COVID-19 victims which will take place on March 11, 2021 including a minute of silence at 1:00pm.
4. Correspondence received from Danielle McCann, *Ministre de l'Enseignement supérieur* dated February 25, 2021 regarding a financial grant to Champlain Regional College for building audits for a maximum of \$53,530 which includes \$35,687 for 2020-2021 and \$17,843 for 2021-2022.
5. Correspondence received from Bernard Matte, *Sous-ministre de l'Enseignement supérieur* dated February 26, 2021 regarding details for the temporary scholarship programs. For Champlain, a total of 58 scholarships will be given for a total of \$69,6K.
6. Correspondence received from Alain Boisvert, *Directeur général des infrastructures* dated February 26, 2021 explaining the procedure to follow to receive the financial grant for building audits announced by the *Ministre de l'Enseignement supérieur* on February 25, 2021.
7. Correspondence received from Sylvain Périgny, *Sous-ministre adjoint à l'accessibilité aux études, aux infrastructures et aux ressources informationnelles* dated March 1, 2021 regarding the launch of data collection relating to the monitoring of government-wide risks (RPG) in terms of information security.
8. Correspondence received from Sylvain Périgny, *Sous-ministre adjoint à l'accessibilité aux études, aux infrastructures et aux ressources informationnelles* and Simon Bergeron, *Sous-ministre adjoint au développement et au soutien des réseaux* dated March 2, 2021 regarding an online training called *J'étudie à distance*, launched on February 22, 2021 to better equip college and university students in their distance learning and promote their success. This free online training is available at www.etudiants.telug.ca.

9. Correspondence received from Alain Boisvert, *Directeur général des infrastructures* dated March 4, 2021 regarding the approbation of the all Champlain's projects under the *Cadre de l'entente bilatérale intégrée (EBI)*.
10. Correspondence received from the Champlain College Saint-Lambert Support Staff Union, dated March 8, 2021 regarding the negotiations of Support Staff collective agreements. This item was presented by Carla Carpio, Support Staff Union President, during the question period.
11. Correspondence received from Sylvie Lehoux, *Secrétaire générale du Ministère de l'Enseignement supérieur*, dated March 17, 2021 regarding the nomination of the two government appointees: Chantal Michel, Enterprise sector (replacement of Alan Standish) and Matthew Mazur, School board sector (replacement of Pamela Booth-Morrison).

2. MODIFICATION AND ADOPTION OF THE AGENDA

It was moved to adopt the agenda as modified.

Addition of item 5. f) Forum des présidences de conseil d'administration – Fédération des cégeps

There was no call for the vote.

MOVED BY: M. LÉGER
SECONDED BY: G. BOURGOING
MOTION CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

a) Regular Meeting of January 29, 2021

It was moved to adopt the minutes of the Regular Meeting of the Board of Governors of January 29, 2021 as presented.

There was no call for the vote.

MOVED BY: D. GALARNEAU
SECONDED BY: M. LÉGER
MOTION CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

a) Governance training

L. Larivière spoke to this item stating that Phase 2 of the Governance training has been completed. A post mortem will be done shortly. Phase 3 of the training, regarding documentation that will be given to new Governors, will follow.

b) Hors Cadres Annual Evaluations

The Chair spoke to this item and showed the timeline of meetings for the Evaluation and Renewal Committee processes.

c) DG Mandate Renewal

The Chair spoke to this item stating that this process was already presented in the previous item 4. b) *Hors Cadres Annual Evaluations* and that he will be keeping the Board members informed on the evolution of this dossier.

d) Strategic Plan update

The Director General spoke to this item stating that all college locations were presently engaged in the SWOT process of the Strategic Plan. The SWOT survey and supporting documents will be sent to all members of the Board of Governors on March 22, allowing till March 29 to complete the survey.

e) Annual Operation Plan (AOP) Color codes

The Director general presented the updated AOP with color codes.

5. OFFICERS' REPORTS

a) Executive Committee

The Director General spoke to the Executive Committee report.

b) Director, Champlain College Lennoxville

N. Beattie spoke to her report.

c) Director, Champlain College Saint-Lambert

D. Shewan spoke to his report.

d) Director, Champlain–St. Lawrence College

E. Berryman spoke to his report.

e) Director General

O. Côté spoke to her report.

f) Forum des présidences de conseil d'administration – Fédération des cégeps

The Chair gave an overview of the meeting he attended with the Fédération des cégeps regarding the Forum des présidences de conseil d'administration des cégeps.

6. PUBLIC QUESTION PERIOD

Questions were answered during the public question period.

Subject discussed:

Negotiations: Carla Carpio, Support Staff Union President at Champlain College Saint-Lambert, presented this item stating that the *Comité patronal de négociation des collèges (CPNC)* had very little availability during the negotiations and did not seem prepared, thus would appreciate if the Director General and members of the Board of Governors could help in trying to accelerate the process. C. Carpio also added that there was a possibility of a strike on March 30, 2021.

Both the Chair of the Board of Governors and Director General were sensitive to the issues being brought forward and mentioned that they would continue to support our employees by bringing these concerns to the Fédération des cégeps.

7. BREAK - FIFTEEN MINUTES

8. NEW BUSINESS

a) COVID-19 update [INFORMATION]

The Director General spoke to this item stating that the Ministry has allowed the gradual return of students and faculty on college premises. Due to the spring break and the emerging cases of the new variant, Champlain is monitoring this situation very carefully. Furthermore, the three constituent college directors are working closely with their teams to adjust to this new reality:

- N. Beattie mentioned that 49% of students surveyed at the Lennoxville Constituent College preferred to continue their learning online and that all students had access to shared spaces if they need them;
- E. Berryman mentioned that the majority of students surveyed at the St. Lawrence Constituent College were opposed to the return on campus. Though students were given the choice to return on campus, it is not mandatory;
- D. Shewan mentioned that students still have online courses, except for the Nursing and Tourism students. He also mentioned that this situation would remain until the situation changed and that students are presently able to come to the College for small group meetings. Students who need psychological support continue to get the help they require.

b) DECs & AECs [RESOLUTION]

D. Shewan spoke to the resolution.

Resolution CRC-2020-045: 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;

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 Director of Human Resources / Corporate Affairs' Office.

Number of DECs at Champlain College Saint-Lambert: 13*

* 4 of them are from RAC Services

Number of AECs at Champlain College Saint-Lambert: 32*

* all of them are from RAC services

There was no call for the vote.

MOVED BY: D. SHEWAN
SECONDED BY: C. BEAULIEU
MOTION CARRIED

E. Berryman spoke to the resolution.

Resolution CRC-2020-046: 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;

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 Director of Human Resources / Corporate Affairs' Office.

Number of DEC's at Champlain-St. Lawrence College: 15

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

There was no call for the vote.

MOVED BY: E. BERRYMAN
SECONDED BY: D. GALARNEAU
MOTION CARRIED

There are presently no DEC's and AEC's for Lennoxville.

c) Quality Assurance (QA) – Action Plan [RESOLUTION]

The Director General spoke to the resolution.

Resolution CRC-2020-047: Quality Assurance Action Plan for Champlain Regional College

WHEREAS Champlain Regional College is required by the *Commission d'évaluation de l'enseignement collégial* (CEEC) to draw up an action plan to address any recommendations made in its report on the self-evaluation of its quality assurance system; and

WHEREAS three of the four main components of the quality assurance system now fall primarily within the purview of the constituent colleges (programs of study, evaluation of student achievement, and student success planning); and

WHEREAS the recommendations set out in the self-evaluation report were extracted into four sets based on the College context with primary purview (one for each constituent college and one for the regional college as a whole); and

WHEREAS the constituent colleges have been given responsibility for developing action plans to respond to their respective sets of recommendations; and

WHEREAS an action plan was prepared by the Senior Management Committee to address those recommendations involving Champlain Regional College as a whole; and

WHEREAS the draft action plan is being presented to the Commissions of Studies and Governing Boards of the three constituent colleges for consultation and recommendation; and

WHEREAS the draft action plan has been reviewed and discussed by the Governing Boards of the three constituent colleges, and each has recommended that it be approved by the Board of Governors; and

WHEREAS the Executive Committee, having reviewed and discussed the proposed action plan at its meeting of February 24, 2021, has recommended to the Board of Governors that it approve the action plan; and

WHEREAS the Board of Governors has reviewed and discussed the proposed action plan at its meeting of March 19, 2021;

BE IT THEREFORE RESOLVED that the Board of Governors approves the document *Quality Assurance Action Plan — Champlain Regional College*.

There was a call for the vote.

MOVED BY: D. SHEWAN

SECONDED BY: N. BEATTIE

MOTION CARRIED

d) Commission d'Évaluation de l'Enseignement Collégial (CEEC) Visit [INFORMATION]

The Director General spoke this item stating that the CEEC will be visiting Champlain Regional College from April 12 to 30, 2021 to meet with different groups, including members of the Governing Boards and Board of Governors. A document will soon be sent to Board members in preparation for this visit. A preparatory meeting can also be organized with board members if needed. Members of the Board of Governors are scheduled to meet with the CEEC on Wednesday, April 14, 2021 at 5:00pm.

e) Financial Statements mid-year update [INFORMATION]

Y. Rainville spoke to this item and shared the financial mid-year report, which was also previously shared with the Constituent Colleges and members of the Executive Committee. Revenues are as planned, but expenses are lower than expected due to the pandemic. The grant received by the ministry in regards to the pandemic will offset most sanitary protection equipment expenses.

f) Awarding of Contract – Lockers – Saint-Lambert [RESOLUTION]

D. Shewan spoke to the resolution.

Resolution CRC-2020-048: Awarding of Contract – Lockers – Saint-Lambert

WHEREAS, the replacement of lockers for students at the constituent college of Saint-Lambert is part of its 2021 approved investment plan; 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 3G20182; and

WHEREAS, on February 17, 2021, the College published a call for tenders on the official government website for tenders (SÉAO) ref no 1453594; and

WHEREAS, the sealed bids of two (2) suppliers were opened on March 10, 2021 at 14:00, local time, in the presence of the Director of Administrative Services, one (1) witness, at the Sherbrooke administrative office; and

WHEREAS, under the COVID procedure the opening of the bids was filmed and posted on SEAO for public viewing; 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, PERFIX INC., provided the lowest compliant bid;

BE IT RESOLVED that the Board of Governors awards the contract for the acquisition of lockers at Champlain Saint-Lambert to PERFIX INC., in the amount of \$336,523.32 (before taxes).

There was no call for the vote.

MOVED BY: D. SHEWAN

SECONDED BY: G. BOURGOING

MOTION CARRIED

g) Awarding of Contract – Roof replacement – St. Lawrence [RESOLUTION]

E. Berryman spoke to the resolution.

Resolution CRC-2020-049: Awarding of Contract – Roof replacement – St. Lawrence

WHEREAS, the replacement of the roof at the constituent college of St-Lawrence is part of its 2021 approved investment plan; 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 4A20176; and

WHEREAS, on February 17, 2021, the College published a call for tenders on the official government website for tenders (SÉAO) ref no1456934; and

WHEREAS, the sealed bids of 6 (six) suppliers were opened on March 18, 2021 at 14:00, local time, in the presence of the Director of Administrative Services, one (1) witness, at the Sherbrooke administrative office; and

WHEREAS, under the COVID procedure the opening of the bids was filmed and posted on SEAO for public viewing; 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, TOITURES FALARDEAU INC. provided the lowest compliant bid;

BE IT RESOLVED that the Board of Governors awards the contract for the replacement of the roof at Champlain St-Lawrence to TOITURES FALARDEAU INC., in the amount of \$657,800 (before taxes).

There was no call for a vote

MOVED BY: E. BERRYMAN

SECONDED BY: M. LÉGER

MOTION CARRIED

h) Private Bill [INFORMATION]

L. Larivière spoke to this item stating that the request for a third faculty member was refused by the Ministry, because it would break the balance between internal and external Board members. Further explanations regarding this matter will be sought and reported back to the Board.

i) Vacation reduction plan [INFORMATION]

L. Larivière spoke to this item stating that the reduction trend is good even though some groups still have work to do. Actions continue to be taken to reduce vacation banks.

j) Board membership – Renewal of Appointment [INFORMATION]

L. Larivière spoke to this item stating that there are 3 student seats to be appointed for the 2021-2022 academic year. The letters were sent to the three student unions.

k) Devis [INFORMATION]

The Director General spoke to this item stating that the ministry has recently advised the cégep network that English speaking cégeps could no longer admit more students than the number of students they had in 2019. With the 25% predicted increase in student population in the cégep network from now until 2029, this is putting additional burden on French speaking cégeps, who have also been waiting nearly two years for the ministry to take a decision regarding cégep devis. Nothing in writing has yet been received from the ministry regarding this matter.

9. ADJOURNMENT

Motion to adjourn the meeting by P. Bleau at 8:55 p.m.

François Paradis
Chairperson

Line Larivière
Director of Human Resources /
Corporate Affairs