



BOARD OF GOVERNORS

Minutes of the Regular Meeting

Held on Friday, April 23, 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
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
J. Lacombe	Faculty Representative, Lennoxville
M. Léger	Parent Representative, Saint-Lambert
M. Mazur	Government Appointee, School Board Sector
C. Michel	Government Appointee, Enterprise
F. Paradis	Government Appointee, Socio-Economic Sector
D. Shewan (Ex-officio)	Director Constituent College, Saint-Lambert
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:

G. Bourgoing	Government Appointee, Socio-Economic Sector
D. Galarneau	Government Appointee, Socio-Economic Sector (Quebec)
F. Hogue (non-voting)	Student Representative, St. Lambert
E. Pinel	Technical Student Representative, Saint-Lawrence
T. Marisa Rodrigues	Pre-University Student, Lennoxville
J. Shufelt	Government Appointee, Enterprise

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 16 of 21 sitting voting members present.



AGENDA

- 1. ANNOUNCEMENTS**
- 2. MODIFICATIONS AND ADOPTION OF AGENDA**
- 3. APPROVAL OF MINUTES OF MARCH 19, 2021**
- 4. BUSINESS ARISING FROM THE MINUTES OF MARCH 19, 2021**
 - a) Hors Cadres Annual Evaluations
 - b) DG Mandate Renewal
 - c) Quality Assurance Audit – CEEC Visit
 - d) Strategic Plan
 - e) Private Bill
 - f) Devis – English Colleges
- 5. OFFICERS REPORTS**
 - a) Executive & Audit Report
 - b) Director, Lennoxville Campus
 - c) Director, St. Lambert Campus
 - d) Director, St. Lawrence Campus
 - e) Director General
- 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:** Awarding of Contract – Renovation – Student services and sanitary blocks – St. Lawrence
 - d) **RESOLUTION RE:** Awarding of Contract – Internet services residences - Lennoxville
 - e) **RESOLUTION RE:** Awarding of Contract – Circulation floor renovation block F – Saint-Lambert
 - f) **NOTICE OF MOTION RE:** Bylaw 6 – Student Fees - Revision
 - g) **NOTICE OF MOTION RE:** Bylaw 9 – Respecting Procurement Contracts for Goods, Services, and Construction
- 9. ADJOURNMENT**

1. ANNOUNCEMENTS AND CORRESPONDENCE

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

Regrets were received from G. Bourgoing, D. Galarneau, F. Hogue, E. Pinel, J. Shufelt and T. M. Rodrigues.

The Director General summarized the correspondence received since the last meeting of the Board of Governors.

- 1) Correspondence received from Jean Boulet, *Ministre du Travail, de l'Emploi et de la Solidarité sociale*, dated February 26, 2021, regarding the renewal of mandate of Odette Côté as member of the *Conseil régional des partenaires du marché du travail de la Montérégie (CRPMT)*. This three-year mandate will end on February 26, 2024;
- 2) A press release received from the *Ministère de la Santé et des Services Sociaux*, dated March 26, 2021, regarding the recall of Metallifer masks that would have a potential health risk;
- 3) Correspondence received from Yves Rainville, Director, Administrative Services, dated March 29, 2021, confirming that the College does not have in inventory nor has it received masks from Metallifer that present a potential danger and does not deal with *the supplier Metallifer*;
- 4) Correspondence received from Patrick Baillargeon, *Directeur des acquisitions de fournitures de laboratoire et d'imagerie médicale du Centre d'acquisitions gouvernementales (CAG)*, dated March 30, 2021, regarding the clarification on the models of masks that can be used following the press release received earlier this week;
- 5) Correspondence received from Patrick Baillargeon, *Directeur des acquisitions de fournitures de laboratoires et d'imagerie médicale du CAG*, dated April 1, 2021 regarding a possible contamination of different models of medical masks distributed in particular in the education network. The CAG has already initiated an investigation process and samples have been sent to the *Laboratoire de santé publique du Québec* in order to carry out a microbiological analysis of the product;
- 6) Correspondence received from Patrick Baillargeon, *Directeur des acquisitions de fournitures de laboratoires et d'imagerie médicale du CAG*, dated April 1, 2021 regarding the results of the investigation process by the *Laboratoire de santé publique du Québec* stating that the investigation confirms that there were a few darker elements on the inner face of the masks but these fibers are not compatible with a parasitic structure, and would rather be textile residues. The CAG therefore wishes to reassure its customers that the medical masks provided are safe for use;
- 7) Correspondence received from Bernard Tremblay, President of the *Comité Patronal de négociation des collèges (CPNC)*, dated March 31, 2021 regarding a new proposal for an '*entente de principe*' from the Government to the different unions;
- 8) Correspondence received from Eric Fournier from the *Direction générale du Financement, MEES*, dated April 1, 2021 regarding the allocation of the regional envelope, including the 4.65 M\$ announced during the autumn 2020 economic update;
- 9) Correspondence received from Christian Lavoie, *Directeur des affaires étudiantes et interordres*, dated March 30, 2021 regarding Champlain Lennoxville's reimbursement of the sum of 17,730\$ that was allowed for the *Programme de soutien à l'intégration des communautés culturelles et à l'éducation interculturelle au collégial 2019-2020* which had not been realized.
- 10) Press release received from Maude Méthot-Faniel, *Attachée de presse du Cabinet du ministre du Travail, de l'Emploi et de la Solidarité sociale et ministre responsable de la région de la Mauricie*,

dated April 3, 2021 regarding the new attribution of 18.8M\$ for the training of more than 2300 job seekers in the Montreal, Laval and Montérégie regions.

- 11) Correspondence received from Esther Blais, *Directrice par interim, Direction de la formation continue et de l'enseignement privé – MEES*, dated April 16 regarding the acceptance of a smaller « NEJ » (standard number for a cohort of students) for the *AEC Techniques d'éducation à l'enfance* at Saint-Lambert.
- 12) Correspondence received from Esther Blais, *Directrice des affaires Collégiales, MEES*, dated April 19, 2021 regarding the reasons behind the refusal of our request for a private bill to include a third voting faculty member on the Board of Governors. She mentioned that the number of Board members is ruled by the law and cannot have more the 4 governors total representing the 3 groups (Faculty, Support and Professionals) no matter how many constituent colleges it has.

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: D. SHEWAN

SECONDED BY: M. LÉGER

MOTION CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

a) Regular Meeting of March 19, 2021

It was moved to adopt the minutes of the Regular Meeting of the Board of Governors of March 19, 2021 as presented.

There was no call for the vote.

MOVED BY: M. CHABOT

SECONDED BY: C. CHAREST

MOTION CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

a) Hors Cadres Annual Evaluations

The Chair spoke to this item stating that timeline and supporting documents have been prepared and will be shared with the Evaluation Committees and the Hors Cadres next week. Everything is going according to plan for now.

b) DG Mandate Renewal

The Chair spoke to this item stating that the process will start early Fall 2021 for a resolution to be approved at the last Board of Governors meeting of December.

c) Quality Assurance Audit – CEEC Visit

The Director General spoke to this item stating that the CEEC visits will have run from April 13 to April 30, and will have implicated 31 different groups within 31 separate meetings.

d) Strategic Plan

The Director General spoke to this item stating that the SWOT analysis is taking longer than expected, but that it is important to take the necessary time to get all stakeholders involved and engaged in the process to ensure adhesion to the new Strategic Plan. So far all college locations, except for one, is in the process of analysing the data from the SWOT analysis. On the other hand, that location has advanced its Student Success Plan.

e) Private Bill

The Chair spoke to this item stating that the information was received on Monday April 19, 2021, after the Board package had been sent out. The subject will be brought to the June Board meeting.

f) Devis – English Colleges

The Chair spoke to this item stating that the college had not received any written information from the ministry regarding this matter.

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.

6. PUBLIC QUESTION PERIOD

Questions were answered during the public question period.

Subject discussed:

- Business program: Since the ministry is presently in the process of reviewing the Business Program, members of the public asked if the College had an action plan. As there is an official process at the ministry and Fédé level, when it comes to reviewing province wide programs, it was mentioned that the College would follow this process and work with the people concerned once the operation was launched. Though no official communication has yet been received from the ministry the Chair stated that the Board will be supportive of any problem regarding program revisions for any of the constituent colleges.
- SWOT analysis – A question was raised regarding the timeline for the SWOT analysis. The SWOT analysis from the different college locations is targeted to be finished by the end of June 2021,

except for one location. On the other hand, that location is preparing for a June 2021 adoption of its Student Success Plan. The combination of SWOT analysis from all college locations is targeted to be finished by the end of September 2021.

7. **BREAK - FIFTEEN MINUTES**

8. **NEW BUSINESS**

a) **COVID-19 update [INFORMATION]**

The Director General spoke to this item stating that nothing has yet been confirmed, but that the ministry is targeting for a Fall, in-person return to class, while respecting sanitary measures: wearing masks and keeping a 1-meter distance. As this is a very complex situation, the ministry has also requested that we remain agile and vigilant, as instructions could change at any time. Board members will be informed as soon as new information is received from the ministry.

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

N. Beattie spoke to the resolution.

Resolution CRC-2020-050: 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 DEC's at Champlain College Lennoxville: 3

Number of AEC's at Champlain College Lennoxville: none

There was no call for the vote.

MOVED BY: N. BEATTIE

SECONDED BY: M. LÉGER

MOTION CARRIED

D. Shewan spoke to the resolution.

Resolution CRC-2020-051: 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 DEC's at Champlain College Saint-Lambert: 3

Number of AEC's at Champlain College Saint-Lambert: 20*

* 11 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-2020-052: 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: 2

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

There was no call for the vote.

MOVED BY: E. BERRYMAN
SECONDED BY: D. DENAULT

MOTION CARRIED

c) Awarding of Contract - Renovation student services and sanitary block – Champlain St. Lawrence [RESOLUTION]

Y. Rainville spoke to the resolution stating that it needs to be postponed, since the opening of the call for tenders will be Tuesday, April 27, 2021 at 2:00pm. Therefore, a Special Board will need to be scheduled for Wednesday, April 28, 2021 at 6pm, since this project is linked to a financial grant and renovations must be completed during the summer period.

d) Awarding of Contract – Internet services residences – Champlain College Lennoxville [RESOLUTION]

Y. Rainville spoke to the resolution.

Resolution CRC-2020-053: Awarding of Contract – Internet services residences – Champlain College Lennoxville

WHEREAS, internet services are provided by the college to student tenants in Champlain Lennoxville residences; and

WHEREAS, the contract for internet services is ending on May 31, 2021; 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 for a five-year agreement were sought under the project number 2R20143; and

WHEREAS, on March 19, 2021, the College published a call for tenders on the official government website for tenders (SÉAO) ref no 1466743; and

WHEREAS, the sealed bid of one (1) supplier was opened on April 15, 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

WHEREAS, the company, VIDEOTRON, provided the lowest compliant bid;

BE IT RESOLVED that the Board of Governors awards a five (5) year contract starting August 1st 2021 for the internet services in Champlain Lennoxville residences to VIDEOTRON, in the amount of \$225,308 (before taxes).

There was no call for the vote.

MOVED BY: N. BEATTIE

SECONDED BY: M. MAZUR

MOTION CARRIED

e) Awarding of Contract – Awarding of Contract – Circulation floor block F – Champlain College Saint-Lambert [RESOLUTION]

Y. Rainville spoke to the resolution.

Resolution CRC-2020-054: Awarding of Contract – Circulation floor block F – Champlain College Saint-Lambert

WHEREAS, the replacement of the circulation floor block F 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 3F20087; and

WHEREAS, on March 24, 2021, the College published a call for tenders on the official government website for tenders (SÉAO) ref no 1468563; and

WHEREAS, the sealed bids of three (3) suppliers were opened on April 20, 2021 at 14:00, local time, in the presence of the Coordinator of IT 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 resulting in one rejected bid for non-compliance and two valid bids; and

WHEREAS, the company, CONSTRUCTION R.D.J. INC, provided the lowest compliant bid;

BE IT RESOLVED that the Board of Governors awards of the contract for the replacement of the circulation floor block F at Champlain Saint-Lambert to CONSTRUCTION R.D.J. INC., in the amount of \$438,400 (before taxes).

There was no call for a vote

MOVED BY: D. SHEWAN
SECONDED BY: K. THORNHILL
MOTION CARRIED

f) Bylaw 6 – Student Fees - Revision [NOTICE OF MOTION]

The Director General spoke to this item stating that Bylaw 6 – Student Fees, will be revised and brought to the June 11, 2021 meeting of the Board of Governors for approval.

g) Bylaw 9 – Respecting Procurement Contracts for Goods, Services, and Construction [NOTICE OF MOTION]

Y. Rainville spoke to this item stating that the present Policy will become a Bylaw, which is presently under consultation. The new Bylaw will be brought to the June 11, 2021 meeting of the Board of Governors for approval.

9. ADJOURNMENT

Motion to adjourn the meeting by E. Thananayagam at 8:07 p.m.

François Paradis
Chairperson

Line Larivière
Director of Human Resources /
Corporate Affairs