



GOVERNING BOARD MEETING
2580 College Street, Sherbrooke, QC J1M 2K3
Tuesday, May 23, 2023
4:00 – 6:00 p.m. (Room C-156)

MINUTES

Members Present:

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|------------------------------|---|
| Nancy Beattie | Director of Constituent College |
| François Paradis | Government Appointee, Socio-Economic Sector, (Board of Governors) |
| Miles Turnbull | Government Appointee, University Sector |
| Kandy Mackey | Government Appointee, School Board Sector |
| Monika Mitchell (Vice-Chair) | Parent Representative |
| Alexandra Patella | Student Representative |
| Aaron Patella | Faculty Representative |
| Jennifer McLeod | Support Staff Representative |

Regrets:

| | |
|------------------|---|
| Alexandra Lebel | Government Appointee, Enterprise Sector |
| Eva Lettner | Parent Representative |
| Antoine Laplante | Student Representative |
| Myriam Pruneau | Faculty Representative |

Also Present:

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|----------------|---|
| Yves Rainville | Director of Administrative Services, Champlain Regional College |
| Julie Monfette | Coordinator of Administrative Services, Champlain Reg. College |
| Daniel Poitras | Coordinator of Administrative Services, Champlain-Lennoxville |
| Suzanne Meesen | Secretary General |
| Tina Gjertsen | Recording Secretary |

AGENDA

- 1) Welcome and Announcements
- 2) Adoption of the Agenda
- 3) Adoption of Minutes of Previous Meeting
 - a. April 4, 2023
- 4) Question Period (15 minutes)
- 5) Business Arising
 - a. CEEC Recommendation Response – Adoption of a New Mechanism to Validate Final Course Evaluations (Resolution)
 - b. Adoption of the new IPMAP (Resolution)
 - c. Law 14: Revised Program Grids for Non-certificate Holding Students (Resolution)
 - d. Law 14: Policy on the French Language (Resolution)
 - e. Law 14: Penalties
 - f. Law 14: Phase II update (courses in French or of French)
 - g. Policy on Mental Health (Information)
 - h. Update on MNP Consultation
- 6) New Business
 - a. Lennoxville Capital Budget 2023-2024 (Resolution)
 - b. Lennoxville Operating Budget 2023-2024 (Resolution)
 - c. Sherbrooke Admin. Services Capital Budget 2023-2024 (Resolution)
 - d. Sherbrooke Admin. Services Operating Budget 2023-2024 (Resolution)
 - e. Election of Chair
 - f. Election of Vice-Chair
- 7) Constituent College Report
- 8) Varia
 - a. Cougar Mascot
- 9) Date of Next Meeting (tbd, September 2023)
- 10) Adjournment

AGENDA

1) Welcome and Announcements

Monika Mitchell, Vice Chairperson, welcomed everyone to the meeting and extended a special welcome to guests Yves Rainville and Julie Monfette from CRC Administrative Services, as well as Daniel Poitras, Coordinator of Administrative Services at Champlain-Lennoxville. Regrets were conveyed on behalf of Eva Lettner, Myriam Pruneau and Alexandra Lebel.

2) Adoption of the Agenda

It was agreed that items 6a-d would be discussed just after the question period to allow the guests to leave. No modification to the agenda.

Moved: Aaron Patella Seconded: Kandy Mackey

There was no call for a vote. Motion carried.

3) Adoption of Minutes of Previous Meeting

a. April 4, 2023

The minutes were adopted without modifications.

Moved: Alexandra Patella Seconded: Miles Turnbull

4) Question Period (15 minutes)

There were no questions.

5) Business Arising

a. CEEC Recommendation Response – Adoption of a New Mechanism to Validate Final Course Evaluations (Resolution)

Nancy Beattie and Sue Meesen presented on this item. It was explained that the purpose of the mechanism is to verify that final course evaluations are equitable, and that this would involve a new practice for teachers. Consultation has taken place with Coordinators, and implementation of this mechanism is slated for the coming 2023-2024 academic year. The documentation on the mechanism will be sent to the CEEC in early Fall.

Resolution No.: LEN-2022-074

Mechanism to Verify Final Course Evaluations

WHEREAS Champlain College Lennoxville received the following directive from the Commission d'évaluation de l'enseignement collégial (CEEC) in Fall 2022 following the Quality Assurance Audit Report:

"...la Commission recommande au collège constituant Lennoxville de se doter d'un mécanisme de vérification des évaluations finales de cours et de s'assurer de son efficacité afin de veiller à l'équité de l'évaluation des apprentissages de ses étudiants.(p.16)"; and

WHEREAS Champlain College is required to respond to the recommendation within one (1) year; and

WHEREAS the College has now developed a mechanism to verify final course evaluations to be implemented in Fall 2023; and

WHEREAS a consultation was carried out with program coordinators from April 5 to April 14, 2023; and

WHEREAS relevant feedback received during consultations was integrated into the new mechanism; and

WHEREAS the Commission of Studies recommended the mechanism to the Governing Board at its meeting held on May 11, 2023;

BE IT THEREFORE RESOLVED that the Governing Board adopt the mechanism to be implemented in Fall 2023; and

BE IT THEREFORE RESOLVED that following the adoption and implementation of the mechanism, the College shall formally respond to the CEEC to present how the recommendation is being addressed.

Moved: Alexandra Patella Seconded: Kandy Mackey

There was no call for a vote. Motion carried.

b. Adoption of the new IPMAP (Resolution)

Nancy Beattie and Sue Meesen presented on this item which is the last of the three pillars of quality assurance. Sue highlighted that all Cégeps are mandated by the CEEC to have a policy on the evaluation of academic programs, and that once adopted it will be sent to them for validation. In addition to the evaluation of programs, the IPMAP also provides a framework for how the College manages new program development, program monitoring, and program revisions.

Resolution No.: LEN-2022-075

Institutional Policy on the Management of Academic Programs (IPMAP)

WHEREAS an initial version of an *Institutional Policy on the Management of Academic Programs* (IPMAP) was adopted by Champlain Regional College on March 20, 2015; and

WHEREAS under the new letters patent of Champlain Regional College, each constituent college must develop its own policy to replace the version which had previously been implemented across all three constituent colleges; and

WHEREAS Champlain College Lennoxville has developed a new policy on the management of academic programs, considering the recommendations received by the Commission d'évaluation de l'enseignement collégial (CEEC) following the most recent quality assurance audit; and

WHEREAS the Champlain Lennoxville community was consulted on the new IPMAP during the period of; February 24, 2023 to March 17, 2023 and an additional focussed consultation was carried out with program coordinators from April 5, 2023 to April 14, 2023; and

WHEREAS relevant feedback received during consultations was integrated into the new IPMAP; and

WHEREAS the Commission of Studies recommended the new IPMAP to the Governing Board at its meeting held on May 11, 2023;

BE IT THEREFORE RESOLVED that the Governing Board adopt the new IPMAP to be implemented in the Fall 2023 semester; and

BE IT THEREFORE RESOLVED that upon its adoption, the College shall send the IPMAP to the CEEC for validation.

Moved: Miles Turnbull Seconded: Alexandra Patella

There was no call for a vote. Motion carried.

c. Law 14: Revised Program Grids for Non-Certificate Holding Students (Resolution)

Nancy Beattie presented on this item. It was explained that the program grids had to be modified due to the French Exit Exam, including the addition of a *mise à niveau* course to be taken prior to the French courses in preparation for the French Exit Exam. The revised program grid for Liberal Arts is still pending since there is still clarity missing from the Ministry in terms of how this should be handled for a program which does not have complementary courses.

Resolution No.: LEN-2022-076

Law 14 Program Grid Revisions for non-rights holders

WHEREAS in June 2022, the Quebec Government adopted a modification of the Charter of the French Language with the adoption of Law 14 which imposed specific obligations on English-language public colleges; and

WHEREAS all colleges are obligated to implement the first phase of the new Law as of September 2023; and

WHEREAS the first phase of implementation requires that all non-rights holding students admitted to the College as of the Fall 2023 semester must pass the Ministry's French Exit Exam to obtain their college diploma (DEC); and

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) has developed three new mandatory French language competencies to be taken by non-rights holding students in preparation for the French Exit Exam; and

WHEREAS all program grids must be modified so as to deliver the new French-language competencies to non-rights holding students in compliance with the Law; and

WHEREAS two new grids were developed for each program: one grid containing three new courses corresponding to the new French language competencies, and a second grid to accommodate students who require more support through an initial French-language course (*cours de renforcement*); and

WHEREAS all programs have been consulted on the modified program grids; and

WHEREAS the Lennoxville Commission of Studies recommended the modified program grids to the Governing Board at its meeting held on April 27, 2023,

BE IT THEREFORE RESOLVED that the Governing Board adopt the two program grids for each of the programs listed below and attached herein to the Governing Board for adoption.

- 180.A0 Nursing
- 200.B0 Science

- 300.A1 Social Sciences
- 351.A1 Special Education Techniques
- 410.B0 Accounting and Management Technology
- 420.B0 Computer Science Technology
- 500.A1 Arts, Literature, and Communication
- 510.A0 Visual Arts

Moved: Aaron Patella Seconded: François Paradis

There was no call for a vote. Motion carried.

d. Law 14: Policy on the French Language (Resolution)

Nancy Beattie presented on this item. It was explained that Champlain Regional College is legally obliged to revise the French language policy and that this will go to the Board of Governors for approval at the end of May.

Resolution No.: LEN-2022-077

Revision to the French-Language Policy of Champlain Regional College

WHEREAS under the 2002 modification of the Charter of the French Language, each post-secondary institution in Quebec was obligated to adopt a French Language policy, and

WHEREAS Champlain Regional College adopted the College's initial *Policy on the French Language* on June 18, 2004, and

WHEREAS in June 2022, the Quebec Government adopted a modification of the Charter of the French Language with the adoption of Law 14 which requires all public colleges to revise the institutional Policy on the French Language by June 1, 2023; and

WHEREAS all colleges are obligated to revise said Policy by June 1, 2023; and

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) issued a guide to accompany institutions in this endeavour in January 2023; and

WHEREAS Champlain's Senior Management Committee revised the existing policy to share as a draft document to stimulate reflection and exchange amongst stakeholders; and

WHEREAS a College-wide consultation was conducted between March 31 and April 17, 2023 to gather feedback from each location on the draft; and

WHEREAS the draft was subsequently modified as attached; and

WHEREAS the Commission of Studies unanimously abstained from recommending the French Policy based on a vote taken at its meeting held May 11, 2023; and

WHEREAS the Governing Board has taken this under advisement during its meeting held on May 23, 2023;

BE IT THEREFORE RESOLVED that the Governing Board recommends that the *Policy on the French Language* be adopted by the Board of Governors to meet the College's legal obligations.

Moved: Kandy Mackey Seconded: Jennifer McLeod

There was no call for a vote. Motion carried.

e. Law 14: Penalties

Nancy Beattie shared that there are now penalties for exceeding our government-imposed enrolment cap of 1210, in the amounts of \$7,048 per student for the first 50 students exceeding the cap, and \$14,096 for each student after this.

She relayed that this will be a challenge for our College and that we hope not to face large fines for exceeding the enrolment cap.

f. Law 14: Phase II update (courses in French or of French)

Nancy Beattie mentioned that Phase II of the implementation of Law 14 involves the 5 French courses which certificate holders must take (3 program-specific and 2 other). Consultations are taking place with each department currently, and further reflections and decisions will need to take place in the Fall.

g. Policy on Mental Health (Information)

Nancy Beattie spoke to this topic. It was expected that the policy would be presented here this evening, however this will be moved to the first Governing Board meeting of the Fall to allow the committee more time to assess the consultation feedback so as to ensure a robust policy.

h. Update on MNP Consultation

MNP consulted with program Coordinators and Managers earlier this semester, and also conducted a survey for support staff. No further communication or feedback has taken place since their visit in April.

6) New Business

a. Lennoxville Capital Budget 2023-2024 (Resolution)

Nancy Beattie presented on this item. The main projects planned for next year include the Sentier de la Parole project walkway and fixtures, flood prevention measures, renovations to IT labs, back lobby and staff kitchen, work at residences, and the new website.

Resolution No.: LEN-2022-078

2023-2024 Provisional Capital Budget Champlain College Lennoxville

WHEREAS under the new governance structure of Champlain Regional College, each Constituent College must adopt its own capital budget and, upon its adoption, forward it to the Board of Governors; and

WHEREAS a capital budget for Champlain College Lennoxville has been prepared respecting the budgetary regulations and policies as set forth by the *Ministère de l'Éducation et de l'Enseignement Supérieur*; and

WHEREAS the total capital budget, including the Ministry allocations for capital and moveable assets, other revenues and the carry-over from the previous year totals \$3,264,960 with planned expenses of \$1,109,741; and

WHEREAS the total planned spending does not exceed the total budget for the 2023-2024 financial year and the balance will provision for future capital projects in subsequent years;

BE IT THEREFORE RESOLVED that the Governing Board adopt the proposed capital budget as presented; and

BE IT FURTHER RESOLVED that upon its adoption, the budget shall be forwarded to the Board of Governors of Champlain Regional College.

Moved: Aaron Patella Seconded: Miles Turnbull

There was a call for a vote. In favour: 8; Opposed: 0; Abstentions: 0.

Motion carried.

b. Lennoxville Operating Budget 2023-2024 (Resolution)

Nancy Beattie presented on this item.

Resolution No.: LEN-2022-079

2023-2024 Champlain Lennoxville Initial Operating Budget

WHEREAS the Governing Board of each Constituent College must adopt an operating budget and forward it to the Board of Governors for inclusion in the overall Champlain Regional College budget; and

WHEREAS the Ministry has shared the 2023-2024 financial allocations with colleges; and

WHEREAS the operating budget has subsequently been prepared for a value of \$17,270,902; and

WHEREAS the budget presented respects the *Régime budgétaire* and the regulations as set forth by the *Ministère de l'Éducation et de l'Enseignement supérieur*;

BE IT THEREFORE RESOLVED that the Champlain Lennoxville Governing Board adopt the 2023-2024 operating budget as presented; and

BE IT THEREFORE RESOLVED that upon its adoption, the operating budget shall be forwarded to the Board of Governors.

Moved: Miles Turnbull Seconded: Aaron Patella

There was a call for a vote. In favour: 8; Opposed: 0; Abstentions: 0.

Motion carried.

c. Sherbrooke Admin. Services Capital Budget 2023-2024 (Resolution)

Yves Rainville and Julie Monfette presented on this item and described some of the highlights of the Capital Budget. Discussion followed regarding some of the items in the budget including the budget for IT and infrastructure.

Resolution No.: LEN-2022-080

2023-2024 Sherbrooke Administrative Services Provisional Capital Budget

WHEREAS each Governing Board of Champlain Regional College must provide its opinion on the adoption of the Sherbrooke Administrative Services Capital Budget; and

WHEREAS the Ministry's initial allocation for 2023-2024 has been received by the College; and

WHEREAS the 2023-2024 Capital Budget has been prepared respecting the budgetary regulations and policies as set forth by the *Ministère de l'Éducation et de l'Enseignement Supérieur*; and

WHEREAS the total 2023-2024 Capital Provisional Budget, including the ministry allocations for capital and moveable assets, other revenues, and the carry-over from the previous year totals \$2,958,165 with planned expenses of \$560,781; and

WHEREAS the budget respects the *Régime budgétaire* and the regulations as set forth by the *Ministère de l'Éducation et de l'Enseignement Supérieur*;

BE IT THEREFORE RESOLVED that the Champlain-Lennoxville Governing Board recommend the adoption of the 2023-2024 Capital Budget for Sherbrooke Administrative Services to the Board of Governors as tabled.

Moved: François Paradis Seconded: Jennifer McLeod

There was a call for a vote. In favour: 8; Opposed: 0; Abstentions: 0.

Motion carried.

d. Sherbrooke Admin. Services Operating Budget 2023-2024 (Resolution)

Yves and Julie presented on this item and described some of the highlights of the Operating Budget. Discussion followed regarding some of the items in the budget including the upcoming new positions and how they relate to ministry recommendations or requirements.

Resolution No.: LEN-2022-081

Resolution: 2023-2024 Sherbrooke Administrative Services Initial Operating Budget

WHEREAS each Governing Board of Champlain Regional College must provide its opinion on the adoption of the Sherbrooke Administrative Services Operating Budget; and

WHEREAS the Ministry's initial allocation for 2023-2024 has been received by the College; and

WHEREAS Sherbrooke Administrative Services has prepared a balanced budget for the financial year 2023-2024 totalling \$4,468,323; and

WHEREAS the budget respects the *Régime budgétaire* and the regulations as set forth by the *Ministère de l'Éducation et de l'Enseignement Supérieur*;

BE IT THEREFORE RESOLVED that the Champlain-Lennoxville Governing Board recommend the adoption of the 2023-2024 Operating Budget for Sherbrooke Administrative Services to the Board of Governors as tabled.

Moved: François Paradis Seconded: Miles Turnbull

There was a call for a vote. In favour: 8; Opposed: 0; Abstentions: 0.

Motion carried.

e. Election of Chair

Sue Meesen recommended that given the many empty seats of external Governing Board members, the Governing Board elections for the Chair and Vice-Chair should be held at the first meeting in September. At that time, it is hoped that the Ministry will have finalized its appointments to our Governing Board. All have completed a first mandate and are able to complete a second mandate if they would like. It was agreed that both elections should be tabled to the September meeting.

Moved: Aaron Patella Seconded: François Paradis

There was no call for a vote. Motion carried.

f. Election of Vice-Chair

(See item 6 e.)

7) Constituent College Report

Nancy Beattie shared about the very successful first edition of The Cougar Run which took place in early May, and that it will continue as a yearly event. She also mentioned that we now have composting bins in place in the Champlain Building, and that the new café, AM Bistro, has been very successful in its launch. The students participating in the German Exchange program are now in Germany for a couple of weeks. On the human resources front, we have a new Admissions Officer replacing Laura Beausse, a new Pedagogical Counsellor, Daniela Fernandes, and a new Associate Dean who will begin in his role on June 12th.

8) Varia

b. Cougar Mascot

Aaron Patella shared that he has heard some anecdotes regarding the Cougar mascot name being problematic due to implication of the word. He is concerned that although our campus and community is familiar with the name, it might be difficult to reach beyond our community. A discussion ensued articulating opposing views. A member reminded the group that the role of the Governing Board is to conduct risk management, and that perhaps it would be appropriate to assess this risk. It was mentioned that due diligence is important to ensure that there is proper follow-up to determine how broad these concerns might be. The Board can request that Administration instigate a follow-up. Nancy Beattie agreed that the Administration be informed about this concern.

9) Date of Next Meeting (tbd, September 2023)

10) Adjournment

Aaron Patella moved to adjourn the meeting at 5:33pm.

The minutes were adopted as presented at the Governing Board meeting on September 12, 2023.

Moved: Jennifer McLeod

Seconded: Aaron Patella

Tina Gjertsen, Recording Secretary