



GOVERNING BOARD MEETING
2580 College Street, Sherbrooke, QC J1M 2K3
Tuesday, September 12, 2023
4:00 – 6:00 p.m. (Room C-156)

MINUTES

Members Present:

Nancy Beattie	Director of Constituent College
Kandy Mackey	Government Appointee, School Board Sector
Monika Mitchell (Vice-Chair)	Parent Representative
Antoine Laplante	Student Representative
Aaron Patella	Faculty Representative
Myriam Pruneau	Faculty Representative
Jennifer McLeod	Support Staff Representative
Lois Dana	Professional Staff Representative

Regrets:

François Paradis	Government Appointee, Socio-Economic Sector, (Board of Governors)
Akesh Gill-Coleman	Parent Representative

Also Present:

Jean-François Joncas	Interim Dean, Student Services
Philip Cooper	Associate Dean, Academic Affairs (Technical Programs and Con.Ed)
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. May 23, 2023
- 4) Question Period (15 minutes)
- 5) Business Arising
 - a. Response to CEEC regarding QAA Recommendation & Communication with CEEC
 - b. Translation of the new IPMAP
 - c. Law 14: update
 - d. MNP Consultation update
- 6) New Business
 - a. Appointment of Academic Administrators to the Commission of Studies (Resolution)
 - b. Mental Health Policy (Resolution)
 - c. Modification to the Mandate and Composition of the Student Success Committee (Resolution)
 - d. Development plan for phase II of Law 14 (Information)
 - e. Summary of Governance Resolutions 2022-2023 (Information)
 - f. Status of Governing Board Membership
 - g. Election of Chair
 - h. Election of Vice-Chair
- 7) Constituent College Report
- 8) Varia
- 9) Date of Next Meeting (October 17, 2023)
- 10) Adjournment

MINUTES

1) Welcome and Announcements

Monica Mitchell welcomed everyone to the meeting as well as guests Jean-François Joncas and Philip Cooper, and also conveyed regrets from François Paradis as well as Akesh Gill-Coleman.

2) Adoption of the Agenda

The agenda was adopted as presented.

Moved: Aaron Patella Seconded: Myriam Pruneau

There was no call for a vote. Motion carried.

3) Adoption of Minutes of Previous Meeting

a. May 23, 2023

Clarification was requested regarding item 5) f. Law 14: Phase II Update, specifically around the 5 French courses to be taken by certificate-holders. Nancy Beattie agreed this would be clarified internally throughout the College.

The minutes were adopted without modifications.

Moved: Jennifer McLeod Seconded: Aaron Patella

There was no call for a vote. Motion carried.

4) Question Period (15 minutes)

There were no questions from the public.

5) Business Arising

a. Response to CEEC regarding QAA Recommendation & Communication with CEEC

Nancy Beattie gave an update on the final evaluation mechanism which was spoken about at the last meeting in May, and which will be reported to the CEEC this fall.

The College received a letter from the CEEC, included in the package, notifying us that all communications between the CEEC and the College should take place in French. This includes meetings during their visits to the College in 2027, for which it will be our responsibility to provide a translator if needed. A response letter is being drafted by Champlain-Lennoxville teachers to protest this. Even though the meetings are not for a few years, there is still significant concern about this notice.

A discussion ensued around the possible intervention of the federal government on behalf of the rights of anglophone institutions.

b. Translation of the new IPMAP

Sue Meesen spoke to the recent translation of the IPMAP which took place over the summer, for the purpose of submission to the CEEC for evaluation. Sue explained that the translator found some minor inconsistencies in the English version of the document, and

as a result some changes have been made to the final version of the IPMAP. A list of these adjustments was included in the package of meeting documents.

c. Law 14: Update

Nancy Beattie gave an update on Phase I of Law 14 which is now underway. The Ministry has made certain exceptions for returning non-certificate holding students making minor changes to their curriculum, for example a profile change within the same program, so that they are not treated as new students and are still eligible to write the English Exit Exam.

Our Ministry-imposed enrolment cap is officially 1210, and current enrolment stands at 1238. We hope to be only over by a few by the drop deadline and to incur minimal fines. The Ministry may count our enrolment with the other Champlain constituent colleges, in which case we would not be fined at all. Additional Nursing students were admitted to meet the demand of the labour market as requested by the Ministry; we hope to use this as an argument for not being penalized. We will also request that our cap be raised along with the increase in demographics. The English colleges requested 5.1 million dollars from the Ministry for additional resources to implement Law 14.

This year our focus will be on French language course offerings which are part of the new program grids (Phase II). These grids should be presented to the Governing Board in January. We will also revise our admissions policy around the prioritizing of certificate-holders. The French language policy is under review at the Ministry. Data and monitoring of student success is being undertaken by the Registrar's office.

d. MNP Consultation update

Nancy Beattie reminded the group of the consultation which took place with MNP in March 2023. There has not been any news from them since that time. We did not receive their analysis or feedback which was meant to be provided in time for the writing of our Mental Health Policy. We would like to proceed to find another entity to conduct the survey so that we can move forward.

6) New Business

a. Appointment of Academic Administrators to the Commission of Studies (Resolution)

Nancy Beattie explained the obligation of the Governing Board to recommend members to the Commission of Studies. She introduced Philip Cooper, the new Associate Dean of Academic Affairs (Technical Programs and Continuing Education) and Antoine Fortin-Veilleux, the Interim Associate Dean of Academic Organization and Registrar.

Resolution No.: LEN-2023-083

Resolution: Appointments of Designated Academic Administrators to the Commission of Studies

WHEREAS section 17 of the Colleges Act specifies that two (2) members of personnel responsible for programs of studies must be appointed to the Commission of Studies by the Governing Board; and

WHEREAS the Director of Champlain College Lennoxville has recommended that Philip Cooper (Associate Dean, Technical Programs and Continuing Education) and Antoine

Fortin-Veilleux (Associate Dean of Academic Organization & Registrar - Interim) be appointed to those positions on the Commission of Studies;

BE IT THEREFORE RESOLVED that the Governing Board of Champlain College-Lennoxville approve the appointments of Philip Cooper and Antoine Fortin-Veilleux as the two members of personnel responsible for programs of studies to the Commission of Studies.

Moved: Antoine Laplante Seconded: Lois Dana

There was no call for a vote. Motion carried.

b. Mental Health Policy (Resolution)

Jean-François Joncas, Interim Dean of Student Service, presented the Mental Health Policy, which had been mandated by the Ministry. A model had been provided by the Ministry and this was used to develop our policy. The policy outlines roles and responsibilities of all members of the College community. A committee was struck in March 2023 that included faculty, management, staff, and student representatives. A college-wide consultation took place in May 2023. The policy is not meant to be punitive but is about awareness and the promotion of positive mental health. Implementation of the policy will include a mental health action plan.

A discussion took place surrounding the wording used in the policy with respect to the responsibility of faculty to *create caring spaces*. Some members of the Board expressed concern around this terminology, expressing that the language is somewhat vague, and that making such a demand could open the institution to potential unintended consequences should a student feel uncared for. Jean-François explained that this wording was taken from the mission and values of the College and reiterated that the policy is meant to be aspirational rather than punitive.

The group also discussed whether the Governing Board should have any responsibilities aside from adopting the policy. It was suggested that KPIs might be more appropriately included in the College's Strategic Plan and the Mental Health Action Plan.

Nancy Beattie expressed that these conversations would continue as part of the development of the Action Plan so that those concerned may continue to be consulted.

Resolution No.: LEN-2022-084

Student Mental Health Policy

WHEREAS *Le Plan d'action sur la santé mentale étudiante en enseignement supérieur 2021-2026 (PASME)*, was launched by the *Ministère de l'Éducation et de l'Enseignement supérieur* requiring all post-secondary institutions in Quebec to develop an institutional policy on student mental health for implementation by September 2023; and

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* provided a mental health policy model entitled « *Modèle de politique institutionnelle*, » and a complementary framework entitled « *Cadre de référence sur la santé mentale étudiante* » to guide post-secondary institutions in Quebec in the drafting of their respective mental health policies; and

WHEREAS said Student Mental Health Policy must articulate principles and broad directions which support the well-being and the development of positive mental health on the campuses of higher education institutions; and

WHEREAS said Policy must establish the roles and responsibilities of all members of the College community and identify a continuum of services so as to be responsive to and support the needs of the student population, most notably students with particular needs, referred to by the Ministry as *Étudiants avec des besoins particuliers (EBP)*; and

WHEREAS Champlain College Lennoxville considers that the mental health and well-being of students is of paramount importance to overall student success; and

WHEREAS a College committee was struck in March 2023 with the mandate of developing the Student Mental Health Policy for Champlain College Lennoxville and comprised representatives of faculty, management, professionals, students, and support staff. The committee conducted its work diligently between March 28th and August 21st, 2023, to develop the Policy; and

WHEREAS a College-wide consultation on the draft policy was conducted from May 17th and June 2nd, 2023, and all feedback received was reviewed by the Committee and integrated into the Policy where applicable; and

WHEREAS the Commission of Studies recommended the Policy to the Governing Board at its meeting held on August 31, 2023;

BE IT THEREFORE RESOLVED that the Governing Board adopt the *Student Mental Health Policy* for immediate implementation.

Moved: Myriam Pruneau Seconded: Antoine Laplante

There was a call for a vote. In favour: 4; Against: 1; Abstentions: 2.

Motion carried.

c. Modification to the Mandate and Composition of the Student Success Committee (Resolution)

The proposed modifications to the composition of the Student Success Standing Committee were explained, including the inclusion of our newly hired Research Analyst as well as the allowance for a designated administrator to act as Chairperson when the Director is unable to attend meetings.

Resolution No.: LEN-2022-085

Revision to the Student Success Standing Committee

WHEREAS a in accordance with Article 51 of the Colleges Act (Chapter II), and Article 7 of Bylaw 1, a Student Success Plan has now been developed for Champlain College Lennoxville; and

WHEREAS the Student Success Plan was approved by the Governing Board at its meeting held on May 25, 2021; and

WHEREAS the Student Success Plan stipulates the establishment of a Standing Committee on Student Success; and

WHEREAS the composition and mandate of the Standing Committee on Student Success was initially adopted by the Governing Board on September 7, 2021; and

WHEREAS Champlain Lennoxville wishes to modify the composition of the Standing Committee to include (1) the newly created Research Analyst position and (2) a Designated Administrator to replace the Director when necessary; and

WHEREAS the Commission of Studies recommended the modification to the composition at its meeting held on August 31, 2023;

BE IT THEREFORE RESOLVED THAT the Governing Board adopts the proposed modification to the composition of the Standing Committee on Student Success.

Moved: Aaron Patella Seconded: Antoine Laplante

There was no call for a vote. Motion carried.

- d. Development plan for phase II of Law 14 (Information)

Was combined into item 5) *c. Law 14 Update* earlier in the meeting.

- e. Summary of Governance Resolutions 2022-2023 (Information)

Nancy Beattie presented the summary document for 2022-2023, which has been produced at the end of each year since the local Governing Board was formed in 2019. She expressed special thanks to Sue Meesen who compiled the document over the summer.

- f. Status of Governing Board Membership

Sue Meesen updated the group on the status of the Governing Board membership. A new parent representative was recently elected for a new 2-year mandate. Akesh Gill-Coleman is a teacher in the ETSB and has a son attending Champlain College-Lennoxville.

Resolution No.: LEN-2023-086

Motion to Table the Election of Chair and Vice-Chair

A motion was passed to table the elections of the Chair and Vice-Chair given that the Ministry has not yet provided the names of 5 vacant ministerial-nominated appointments to the Governing Board.

Moved: Aaron Patella Seconded: Myriam Pruneau

There was no call for a vote. Motion carried.

- g. Election of Chair (tabled)

- h. Election of Vice-Chair (tabled)

7) Constituent College Report

Nancy Beattie gave an overview of College news, including an update on Olivia's Clause which will allow for justified absences in the case of terrible weather conditions. The clause is currently under review and is expected to come to the Governing Board for adoption in October or November.

The Week of Truth and Reconciliation schedule is nearing finalization; the week's activities will include the Every Child Matters Walk, a symposium, and land-based learning.

The College is in the process of hiring a firm to evaluate potential risks associated with the Cougar mascot terminology as discussed at the last meeting in May.

The College has adopted a new logo to use moving forward, which incorporates the year the College was established. The logo was designed by the same firm as the 50th anniversary logo and includes design elements used in that logo.

Other priorities for this year include the renegotiation of contracts with Bishop's, the College's strategic plan, the Science program revision, completion of tools and framework for the IPMAP, improving and developing better practices for scheduling and workload allocation, IT security requirements, emergency response planning, the Mental Health action plan; the development of welcoming student-friendly well-being spaces, and the hiring of an HR Coordinator and an IT Analyst.

8) Varia

a. Invitation to attend the Walk on Saturday September 30th

Myriam Pruneau extended a special welcome to the community to attend the upcoming Every Child Matters Walk. Lois Dana expressed gratitude to the administration and union in their support and organization of the week of events.

9) Date of Next Meeting (October 17, 2023)

10) Adjournment

Myriam Pruneau moved to adjourn the meeting at 5:35 p.m.

The minutes were adopted as presented at the Governing Board meeting on November 29, 2023.

Moved: Jennifer McLeod

Seconded Lois Dana

Sue Meesen, Recording Secretary