



GOVERNING BOARD MEETING
2580 College Street, Sherbrooke, QC J1M 2K3
Tuesday, December 19, 2023
4:00 – 6:00 p.m. (Room C-156)

MINUTES

Members Present:

Nancy Beattie	Director of Constituent College
Isabelle Goyette	Government Appointee, University Sector
Kandy Mackey	Government Appointee, School Board Sector
Eric Richard	Government Appointee, Socio Economic Group
Akesh Gill-Coleman	Parent Representative
Myriam Pruneau	Faculty Representative
Lois Dana	Professional Staff Representative
Jennifer McLeod	Support Staff Representative
Ela Pinero-Tabah	Student Representative

Regrets:

Monika Mitchell	Parent Representative
Aaron Patella	Faculty Representative
Antoine Laplante	Student Representative

Also Present:

Suzanne Meesen	Secretary General
Tina Gjertsen	Recording Secretary
Antoine Fortin-Veilleux	Associate Dean of Academic Organization and Registrar
Michael Durrant	Coordinator, Science Program
Thomas Goulet	Science Program
Terrance Brennan	Consultant, Champlain Regional College (Virtual)
Frédéric Beauchamp	Bureau d'enquêtes, Ministère de l'enseignement supérieur (Virtual)
Anne-Catherine Biron-Lajoie	Bureau d'enquêtes, Ministère de l'enseignement supérieur (Virtual)

AGENDA

1. Welcome and Announcements
 - a. Nomination of meeting chair
2. Adoption of the Agenda
3. Adoption of Minutes of Previous Meeting
 - a. November 29, 2023
4. Question Period (15 minutes)
5. Business Arising
 - a. Election of Chair (tabled from prior meeting)
 - b. Election of Vice-Chair (tabled from prior meeting)
 - c. Modification of 2023-2024 Academic Calendar due to Strike Days (Resolution)
 - d. Champlain Regional College - Bylaw and Policy Revisions (T. Brennan)
 - i. Bylaw 3 Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges
 - ii. Bylaw 4 Concerning Human Resources Management
 - iii. Policy on Code of Ethics and Professional Conduct for Governors and for Members of the Governing Boards
 - iv. Policy on Conflict of Interest and Nepotism
 - v. Bylaw 7 Concerning Student Admission to Academic Programs
6. New Business
 - a. ALC Program Revision (Resolution)
 - b. Science Program Implementation Plan (Resolution)
 - c. Revision of Student Fees for 2024-25- Bylaw 6 (Resolution)
7. Constituent College Report
8. Varia
9. Date of Next Meeting (January 23, 2023)
10. Adjournment

MINUTES

1. Welcome and Announcements

a. Nomination of meeting chair

Nancy Beattie moved that Isabelle Goyette be named as the meeting chair.

Moved: Nancy Beattie Seconded: Myriam Pruneau

Isabelle Goyette welcomed the attendees to the meeting, including guest presenters Antoine Fortin-Veilleux, Michael Durrant, Thomas Goulet, and Terrance Brennan, as well as representatives from the Ministry attending as observers.

As requested by the SECCL, Isabelle Goyette read the recently passed motion of no-confidence, as well as a letter of response from the Board of Governors.

2. Adoption of the Agenda

The agenda was adopted as presented.

Moved: Kandy Mackey Seconded: Myriam Pruneau

There was no call for a vote. Motion carried.

3. Adoption of Minutes of Previous Meeting

a. November 29, 2023

The minutes were approved as presented.

Moved: Lois Dana Seconded: Jennifer McLeod

There was no call for a vote. Motion carried.

4. Question Period (15 minutes)

There were no questions.

5. Business Arising

a. Election of Chair (tabled from prior meeting)

A motion was made to table the election of the Chair and Vice-Chair, given that there are still not enough external members appointed to the Governing Board.

Moved: Lois Dana Seconded: Jennifer McLeod

A motion was made for the Governing Board to formally request the Ministry to expedite the appointment of the external members to the Governing Board, as the current delays have hampered the proper functioning of the Governing Board.

Resolution No.: LEN-2023-092

Motion to Request the Appointment of Members to the Governing Board

WHEREAS four of the seven Ministry-appointed seats on the Champlain-Lennoxville Governing Board have remained vacant since April 26, 2023; and

WHEREAS the delay by the Ministry to appoint external members to the Governing Board has had a negative impact on the functioning of the Governing Board; and

WHEREAS the lack of external members on the Governing Board has made it difficult to name a Chair and Vice-Chair; and

WHEREAS consequently, the Governing Board has been unable to appoint its Chair to the selection committee for the hiring of a new Director General;

BE IT THEREFORE RESOLVED that the Governing Board of Champlain-Lennoxville formally requests that the Ministry move forward in an expedient manner to appoint the remaining external members for which there are vacant seats.

Moved: Kandy Mackey Seconded: Myriam Pruneau

There was no call for a vote. Motion carried.

- b. Election of Vice-Chair (tabled from prior meeting)

(See above)

- c. Modification of 2023-2024 Academic Calendar due to Strike Days (Resolution)

Antoine Fortin-Veilleux presented the modified Academic Calendar which was adjusted due to the recent strike. Since some academic activities were maintained during certain strike days, the most significant adjustment was to extend the exam schedule by adding several dates in December.

Resolution No.: LEN-2023-093

Revised Academic Calendar 2023-2024

WHEREAS the 2023-2024 Academic Calendar was initially adopted by the Governing Board at its meeting held on April 4, 2023; and

WHEREAS the *Common Front* has announced additional strike days to take place from December 8-14, 2023 inclusively; and

WHEREAS an adjustment must be made to the 2023-2024 Academic Calendar to accommodate the additional strike days; and

WHEREAS the 2023-2024 Academic Calendar is in conformity with the requirements set out in the *Réglement sur le régime des études collégiales* (RREC); and

WHEREAS the revised Calendar was recommended by the Commission of Studies to the Governing Board at its meeting held on December 7, 2023;

BE IT THEREFORE RESOLVED THAT the Governing Board adopt the adjusted version of the attached Academic Calendar for the 2023-2024 school year.

Moved: Nancy Beattie Seconded: Eric Richard

There was no call for a vote. Motion carried.

- d. Champlain Regional College - Bylaw and Policy Revisions (T. Brennan)

Terrance Brennan explained the reason for the necessary adjustments to the relevant College Bylaws and Policies, and noted that consultations are taking place with the appropriate stakeholders across the College for each one being revised. He explained the consultation process and the committees of the regional Board who will be reviewing the feedback being received, with adoption in the New Year.

- i. Bylaw 3 Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges

Nancy Beattie recused herself from the meeting. A discussion and several questions arose about the process involved in revising the Bylaws and Policies. Concerns were raised that there was not enough time to review all of the documents on time in order to give feedback at the Governing Board meeting. Several members expressed their expectation that a more detailed presentation would be made about the revisions made to each Bylaw and Policy. Technical difficulties arose preventing Mr. Brennan (Teams) from hearing most of the discussions taking place in the room. The resolution for Bylaw 3 was presented.

Resolution: Bylaw 3 Concerning Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges

Option 1: Recommending the Amendments, as presented, to the Governance and Ethics Committee and to the Human Resources Committee

WHEREAS the new governance structure of Champlain Regional College as defined under the Letters Patent issued in 2019, requires that all regional bylaws and policies be revised to ensure congruity with the new structure; and,

WHEREAS the Governing Board of Champlain College-Lennoxville has received notice of proposed amendments to *Bylaw 3 Concerning Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges* on November 30, 2023; and,

WHEREAS the Governing Board of Champlain College-Lennoxville has reviewed the amendments and has nothing further to add;

BE IT THEREFORE RESOLVED that the Governing Board of Champlain College-Lennoxville recommends the proposed amendments to the Governance and Ethics Committee and to the Human Resources Committee of the Board of Governors of Champlain Regional College.

Moved: Myriam Pruneau

Seconded: Kandy Mackey

There was a call for the vote: In favor: 3 Against: 1 Abstentions: 2
Motion defeated.

After some discussion, it was moved that all Bylaws and Policies on the agenda for this meeting be tabled until the next meeting of the Governing Board, in order to allow more time for members to prepare and more time for the documents in question to be presented.

Moved: Myriam Pruneau

Seconded: Lois Dana

There was no call for a vote. Motion carried.

- ii. Bylaw 4 Concerning Human Resources Management

Tabled until next meeting.

- iii. Policy on Code of Ethics and Professional Conduct for Governors and for Members of the Governing Boards

Tabled until next meeting.

- iv. Policy on Conflict of Interest and Nepotism

Tabled until next meeting.

- v. Bylaw 7 Concerning Student Admission to Academic Programs

Tabled until next meeting.

6. New Business

a. ALC Program Revision (Resolution)

Myriam Pruneau presented on the ALC program revision, which was mandated by the College in order to address the deficit the program was generating. The revision resulted in the removal of certain courses, however the integrity and quality of the program has been maintained.

Resolution No.: LEN-2023-094

500.A1 Arts, Literature, and Communication Program Revision

WHEREAS in Fall 2022, Champlain College-Lennoxville engaged the services of a consultant to carry out an analysis of academic programs to address the ongoing E-envelope deficit; and

WHEREAS the findings of the analysis determined that over the past 7 years, the ALC program had been averaging a deficit of 0.6 ETC; and

WHEREAS College Administration proposed potential solutions to address the situation; and

WHEREAS the ALC program carried out a revision to the program in order to integrate the suggested solutions while preserving the nature of the program and its pedagogical goals; and

WHEREAS the proposed revision was approved at the Program level on November 28, 2023; and

WHEREAS the Commission of Studies recommended the proposed 500.A1 ALC program revision to the Governing Board at its meeting held on December 7, 2023;

BE IT THEREFORE RESOLVED that the Governing Board approve the 500.A1 ALC program revision to be implemented in Fall 2024.

Moved: Lois Dana Seconded: Akesh Gill-Coleman

There was no call for a vote. Motion carried.

b. Science Program Implementation Plan (Resolution)

Michael Durrant and Thomas Goulet presented the implementation plan for the recently revised Science program. They thanked those who had been involved in the revision for their work to complete the plan, including Lison Chabot, Antoine Fortin-Veilleux, Sue

Meesen, and all contributors from the Science program, especially Thomas Goulet. They discussed the timeline for the implementation for the new program, the transition process to phase out the courses offered in the old program, and the financial and material resources that they feel will be needed in order to implement the program.

Some questions were asked regarding the addition of courses, the hiring process for teachers, and the possibility of conducting surveys to gauge the student experience in the new program.

Resolution No.: LEN-2023-095

Implementation Plan for the 200.B1 Science Program Revision

WHEREAS the Governing Board adopted the revised program framework for the 200.B1 Science program at its meeting held on November 29, 2023; and

WHEREAS in accordance with the IPMAP, an implementation plan has now been developed by the Science program in consultation with College Administration; and

WHEREAS the Science Program Assembly has been consulted and endorsed the implementation plan at its meeting held on October 24, 2023; and

WHEREAS the Commission of Studies recommended the 200.B1 Science program revision implementation plan at its meeting held on December 7, 2023;

BE IT THEREFORE RESOLVED that the Governing Board approve the 200.B1 Science program implementation plan.

Moved: Myriam Pruneau Seconded: Kandy Mackey

There was no call for a vote. Motion carried.

c. Revision of Student Fees for 2024-25- Bylaw 6 (Resolution)

Nancy Beattie presented on the revision of Student Fees, for adoption at the Board of Governors in January. She explained that we are required to maintain a maximum increase of 3%, and that this increase is within this range at approximately 2.5%.

Resolution No.: LEN-2023-096

Bylaw 6 Proposed Student Fees 2024-2025

WHEREAS the Regulation respecting the tuition fees that a general and vocational college must charge has been updated on an annual basis in accordance with the College’s Bylaw on Student Fees; and

WHEREAS modifications to the following student fees for implementation as of the Fall 2024 semester are being requested:

Appendix 1 Board of Governors Approved Student Fees

Description of Fees	Fee in Canadian Dollars (\$):		
	Lennoxville	St. Lambert	St.Lawrence
3.01 Application Fees			
• Full-time Students by Program:			
▪ Pre-university Programs	SRAM ¹ . Rates	30	30
▪ Technical Programs	SRAM Rates	30	30
▪ Continuing Education	30	30	30
• Part-time Students All Programs	SRAM Rates	30	30

3.02 Fees Charged to all Students per Semester			
• Full-time Students:			
▪ Registration Fees	20	20	20
▪ Fees for Services Related to Studies	25	25	25
▪ Auxiliary Service Fees	149 152	140	170
▪ Auxiliary Service Fees – Unique services provided by Bishop’s University	45 48	n/a	n/a
Total:	239 245 245	185	215
• Part-time Students: (per course)			
▪ Registration Fees	5	5	5
▪ Fees Services Related to Studies	6	6	6
▪ Auxiliary Service Fees	38 39	30	38
▪ Auxiliary Service Fees – Unique services provided by Bishop’s University	12 13	n/a	n/a
3.03 Other Admissions Related Fees			
• English Proficiency Assessment	n/a	n/a	35
• French Proficiency Assessment	30	n/a	n/a
• Foreign Transcript Evaluation Fee	65	n/a	75
• Sports-Etudes and Arts-Etudes (per semester)	n/a	50	50
• Equivalence Request (<i>Per Course, Per Program</i>)	25 (max 100)	25 (max 100)	25 (max 100)
• Coop Programs – Alternating Work-Study Programs	75 78	n/a	n/a
3.04 Late and Course Change Fees			
• Late Application Fee	10	25	25
• Late Registration or Late Course Confirmation	50	50	50
• Late Timetable Pickup (<i>First year students only</i>)	50	n/a	n/a
• Late Payment Fee	n/a	25	25
• Not Sufficient Funds (NSF) Cheque Fee	50	50	50
• Course Changes Outside of Schedule	25	20	25
3.05 Recognition of Acquired Competency (RAC) Fees:			
• RAC File Analysis	45	45	45
• RAC Evaluation of Competency (<i>Per Competency, per Program</i>)	40 (max 500)	40 (max 500)	40 (max 500)
• Missed Appointment for RAC Services	30	30	30
3.06 Other Program or Course Related Fees:			
• Optional Program: International Baccalaureate	n/a	n/a	n/a
• Course for a student not registered in a program, or Courses Outside Student’s Program (<i>Per Course Hour</i>)	6	6	6
• Outreach Program, Summer School, or Continuing Education (<i>Per Course Hour</i>)	6	6	6
• File analysis and preparation for the transfer to another institution	0 250	250	0

1. SRAM is a centralized application service that serves a number of colleges and is administered separately from the college.

BE IT THEREFORE RESOLVED that the Governing Board of Champlain College Lennoxville recommend the proposed modifications to the fee annex of Bylaw Number 6 regarding student fees, for application as of the Fall 2024 semester to the Board of Governors of Champlain Regional College for adoption.

Moved: Jennifer McLeod Seconded: Eric Richard

There was no call for a vote. Motion carried.

7. Constituent College Report

Nancy Beattie gave a brief overview of the highlights of the report, including Olivia's Clause, for which she thanked the Governing Board for the adoption, strong Winter enrolment projections, the upcoming meeting of the Strategic Planning Task Force, the new Human Resources Coordinator Sandra Banerjee, and the upcoming retirement of Nancy Ticehurst after over 30 years at the College. She reminded the group that graduation will take place on Wednesday, June 12, 2024.

Kandy Mackey inquired about the enrolment of rights holders and non-rights holders, and it was agreed that the next report would include these numbers.

8. Varia

n/a

9. Date of Next Meeting (January 23, 2023)

10. Adjournment

Kandy Mackey moved to adjourn at 6:03p.m.

The minutes were approved as presented at the Governing Board meeting on February 6, 2024.

Moved: Lois Dana Seconded: Akesh Gill-Coleman

Tina Gjertsen, Recording Secretary