



**GOVERNING BOARD MEETING**  
 2580 College Street, Sherbrooke, QC J1M 2K3  
 Tuesday, March 19, 2024  
 4:00 – 6:00 p.m. (Room C-156)

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**MINUTES**

Members Present:

Éric Richard	Government Appointee, Socio Economic Group
Sebastien Houle	Government Appointee, Enterprise
Akesh Gill-Coleman	Parent Representative
Aaron Patella	Faculty Representative
Myriam Pruneau	Faculty Representative
Lois Dana	Professional Staff Representative
Jennifer McLeod	Support Staff Representative
Antoine Laplante	Student Representative (Virtual)
Ela Piñero-Tabah	Student Representative

Regrets:

Nancy Beattie (on leave)	Director of Constituent College
Isabelle Goyette	Government Appointee, University Sector
Kandy Mackey	Government Appointee, School Board Sector
Monika Mitchell (Vice Chair)	Parent Representative

Also Present:

Yves Rainville	Director General (Interim), Champlain Regional College
Tina Gjertsen	Recording Secretary
Terrance Brennan	Consultant, Champlain Regional College
William Laramée	Coordinator, IT Services
Sandra Banerjee	Coordinator, Human Resources
Philip Cooper	Associate Dean, Academic Affairs
Antoine Fortin-Veilleux	Associate Dean, Academic Organization & Registrar
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
2. Nomination of meeting chair
3. Adoption of the Agenda
4. Adoption of Minutes of Previous Meeting
  - a. February 6, 2023
5. Question Period (15 minutes)
6. Business Arising
  - a. Election of Chair
  - b. Election of Vice-Chair
  - c. Law 14 Phase II Information
  - d. Scheduling Practices Working Group Report
  - e. Continuity of College Operations (tabled from Feb 6<sup>th</sup>)
7. New Business
  - a. ALC Revision Implementation Plan (Resolution)
  - b. Bylaw 7 Concerning Student Admissions to Academic Programs
  - c. Fall Reading Week Survey Results
  - d. Academic Calendar 2024-2025 (Resolution)
  - e. Mid-year financial report
8. Constituent College Report
9. Varia
10. Date of Next Meeting (April 23, 2024)
11. Adjournment

## MINUTES

## 1. Welcome and Announcements

Sue Meesen welcome everyone to the meeting and conveyed regrets from those unable to attend. She reminded the group that the guests from the Ministry were in attendance online via Teams, and that the meeting was being recorded for their purposes. She also mentioned forms to be completed by each member (Conflict of Interest; Ethics and Confidentiality Agreement).

## 2. Nomination of meeting chair

Myriam Pruneau nominated Isabelle Goyette as chair for the meeting.

Moved: Myriam Pruneau                      Seconded: Antoine Laplante

There was no call for a vote. Motion carried.

## 3. Adoption of the Agenda

Sue Meesen clarified that item 7. b. concerning the Admissions Policy does not in fact have a resolution attached to it, as it comes to the Governing Board for consultation and discussion only. Sue recommended that the item on the agenda be changed to reflect that this is not a resolution.

Moved: Myriam Pruneau                      Seconded: Antoine Laplante

There was no call for a vote. Motion carried.

## 4. Adoption of Minutes of Previous Meeting

## a. February 6, 2023

The minutes were adopted as presented.

Moved: Sébastien Houle                      Seconded: Ela Piñero-Tabah

There was no call for a vote. Motion carried.

## 5. Question Period (15 minutes)

*There were no questions.*

## 6. Business Arising

## a. Election of Chair

Sue Meesen explained the process for elections of the Chair and Vice-Chair and reminded the group that only external members are eligible to fill these positions. She opened the floor for nominations.

In accordance with Article 14 of the Act, and Article 4.3 of Bylaw 1, the Board elects a Chair annually, at the last regular meeting of the financial year. Only external governors are eligible for this position.

*Eligible Members include:*

- *Ministerial appointees (6.1)*
- *Elected Parent Representatives (6.1)*

Name Proposed	Moved by:	Seconded by:	Accepted:
Isabelle Goyette	Lois Dana	Kandy Mackey	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sébastien Houle	Isabelle Goyette	Myriam Pruneau	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Call for further nominations:**

The Secretary General called three times for further nominations:

**Closing of nominations:**

Being no further nominations, it was moved by Myriam Pruneau to close nominations.

An election was:  held.  not held.

**Declaration of election:**

Sébastien Houle was declared *Chairperson* by  acclamation.  majority vote.

b. Election of Vice-Chair

In accordance with Article 14 of the Act and Article 4.3 of Bylaw 1, the Board elects a Vice-Chair annually, at the last regular meeting of the financial year. Only external governors are eligible for this position.

*Eligible Members include:*

- Ministerial appointees (6.1)
- Elected Parent Representatives (6.1)

Name Proposed	Moved by:	Seconded by:	Accepted:
Isabelle Goyette	Myriam Pruneau	Antoine Laplante	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Call for further nominations:**

The Secretary General called three times for further nominations:

**Closing of nominations:**

Being no further nominations, it was moved by Myriam Pruneau to close nominations.

An election was:  held.  not held.

**Declaration of election:**

Isabelle Goyette was declared *Vice-Chairperson* by  acclamation.  majority vote.

c. Law 14 Phase II Information

Philip Cooper presented on this topic. He referred to the document in the package which outlines the requirements of Phase 2 of Law 14, which will be implemented in Fall 2024. The documents outline the process, the reasons for selecting courses, the results of a survey to faculty members, an outline of programs and which courses will be offered in French, which were determined by working closely with each program.

A question was raised about the resources which were promised to assist with the implementation of Phase 2. Philip explained that this has not been made clear to us by the Ministry yet, but that our intention at Champlain-Lennoxville remains to support faculty and students as much as possible throughout the implementation process.

d. Scheduling Practices Working Group Report

Antoine Fortin-Veilleux presented on this topic. It was explained that during the Fall 2023 semester, this working group, made up of students, teachers, management, professionals, and support staff, had the mandate of investigating scheduling and allocation. He highlighted 2 aspects of the report: 1. co-curricular periods, which will remain the same based on generally positive feedback, and 2. course selection by students and allocation for teachers. As a result of feedback from students regarding the difficulty of getting into certain courses, changes were made to improve the scheduling and allocation processes.

e. Continuity of College Operations (tabled from Feb 6<sup>th</sup>)

Yves Rainville presented on this topic. Yves reminded members that Nancy Beattie will remain on leave until the Tribunal Administratif du Travail and the Ministerial inquiry are complete; both of which are still ongoing. In terms of the temporary Management structure, Phase I has been going well. This includes Lison Chabot overseeing the Academics areas and Yves Rainville overseeing Operations, as well as Sue Meesen taking on the temporary position as Coordinator of Institutional and Pedagogical Development. Potential candidates are being considered to replace Daniel Poitras (now working at the CRC office in Sherbrooke) in Administrative Services. The direction is looking carefully at the administrative structure to ensure all is operating efficiently and adjustments are made where necessary, for example the incorporation of Auxiliary Services into Administrative Services. They are preparing for Phase II which will include planning for the 2024-2025 academic year. The management model will likely remain the same as it is with potentially different people in some areas.

A new employee will begin at the College tomorrow to assist in the Finance area until a new Coordinator of Administrative Services is hired.

7. New Business

a. ALC Revision Implementation Plan (Resolution)

Myriam Pruneau presented the plan to implement the ALC program revision. She referred to the document in the package which includes the implementation timeline, classroom needs, the scheduling of classes, material needs, and an overview of the overlap of the old program and the new program and how the transition will unfold. A table of equivalencies is also included.

**Resolution NO.: LEN-2023-102**

**Implementation Plan - 500.A1 Arts, Literature, and Communication Program Revision**

**WHEREAS** in Fall 2023 a program revision was carried out on the ALC program to address the ongoing deficit in the E-envelope; and

**WHEREAS** the proposed revision was adopted by the Governing Board at its meeting held on December 19, 2023; and

**WHEREAS** in accordance with the IPMAP, an implementation plan for the program revision has been developed by the ALC program; and

**WHEREAS** the Commission of Studies discussed and recommended the implementation plan to the Governing Board at its meeting held on February 15, 2024;

**BE IT THEREFORE RESOLVED** that the Governing Board approve the proposed 500.A1 ALC program revision implementation plan.

Moved: Aaron Patella                      Seconded: Jennifer McLeod

There was no call for a vote. Motion carried.

b. Bylaw 7 Concerning Student Admissions to Academic Programs

Antoine Fortin-Veilleux presented on this topic. The College was mandated by Law 14 to revise our admissions policy in order to prioritize the admission of certificate-holders. The Bylaw allows each Constituent College to determine the best way to implement this. At Champlain-Lennoxville we always practiced the prioritization of certificate-holders, so this has not significantly changed our practices. Some changes do include requiring proof of health insurance for international students, and minor changes to wording such as *DCC* instead of *Campus Director*. He clarified that students, regardless of certificate-holder status, still have to meet the minimum requirements in order to be admitted.

A question was raised about whether this prioritization of certificate-holders applies to every round of admission. Antoine stated that it is applied in every round of admission. He added that we will also be prioritizing Indigenous students, and making exceptions for WUSC refugee students with the caveat that they must have the capacity to learn French.

c. Fall Reading Week Survey Results

Philip Cooper presented on this topic. He mentioned that since the Academic Calendar is typically somewhat contentious with respect to the Fall reading week, the College conducted a survey on this subject. After evaluating the results of the survey, there was no evidence of added stress, and students were strongly in support of the Fall Reading Week (92%). A survey to faculty and professionals was conducted recently, and in light of the positive response from students, a high number of faculty agreed that it was beneficial for students. 100% believed that the Fall Reading Week improved student wellbeing and motivation. The decision was therefore made to keep the Fall Reading Week in the calendar for 2024-2025.

A question was raised about whether there is a plan to hold activities during that week to encourage students to stay on campus rather than travel, in light of concerns related to sustainability and carbon offsets. Philip replied that there are not plans of this nature for next year, but that the College will think about this, particularly activities for students in Residence who don't travel. The College will look at statistics regarding the number of students in Residence who stay on campus. A question was also raised about whether the College will be open, and it was confirmed that the Reading Week is meant to be a week off for students and that Faculty are meant to be available if needed.

d. Academic Calendar 2024-2025 (Resolution)

Antoine Fortin-Veilleux presented on this topic. He confirmed that the Academic Calendar meets the Ministerial requirements of 82 days per semester which includes the language exam, as well as 15 teaching days for each day of the week. He mentioned that we decided

to include September 30<sup>th</sup>, the National Day for Truth and Reconciliation, on the official Ministerial version of the calendar even if it is not a day off from classes, to help raise awareness.

The local version of the calendar is the same as the Ministerial version, but also includes local events at our College.

**Resolution No.: LEN-2023-103**

**Academic Calendar 2024-2025**

**WHEREAS** Ministerial regulations require all Colleges to develop an annual academic calendar respecting the legal requirements which must be deposited with the Ministry of Higher Education subsequent to its adoption; and

**WHEREAS** in accordance with the Policy on the Commission of Studies, the annual academic calendar must be consulted on by the Commission of Studies prior to its adoption by the Governing Board; and

**WHEREAS** consultation with relevant College bodies was carried out in the development of the 2024-2025 calendar; and

**WHEREAS** the Commission of Studies discussed and recommended the attached academic calendar to the Governing Board at a special meeting held on February 29, 2024; and

**WHEREAS** the Champlain College Lennoxville calendar for the coming academic year is in conformity with the requirements set out in the *Réglement sur le régime des études collégiales* (RREC);

**BE IT THEREFORE RESOLVED** that the Governing Board approve the attached academic calendar for the 2024-2025 school year.

Moved: Antoine Laplante

Seconded: Myriam Pruneau

There was no call for a vote. Motion carried.

e. Mid-year financial report

Yves Rainville presented on this topic. He mentioned that overall, the budget is on track at this mid-way point of the financial year. A question was raised regarding a plan for the surplus, and Yves answered that there is a plan for renovation and furniture for Residences, allocation for teachers, and a contribution to the field at Bishop's. A discussion took place regarding the rent increases at Residences and whether this could compensate for renovation expenses, as well as whether Residences could be used in the summer months to increase revenues. The Residence buildings are restricted to student use only, and additional resources would be required to maintain the buildings if they are in use, however this could be investigated.

8. Constituent College Report

Sue Meesen highlighted the decision of the College to cancel classes on April 8<sup>th</sup> for the total solar eclipse and mentioned that glasses would be distributed to employees and students to view the eclipse together on campus.

A request was made to include the certificate and non-certificate holders breakdown in the admissions data in the next report.

9. Varia

n/a

10. Date of Next Meeting (April 23, 2024)

11. Adjournment

Kandy Mackey moved to adjourn the meeting at 5:36 pm.

The minutes were adopted with a modification at the Governing Board meeting on April 23, 2024.

Moved: Lois Dana      Seconded: Aaron Patella

Tina Gjertsen, Recording Secretary