



**GOVERNING BOARD MEETING**  
 2580 College Street, Sherbrooke, QC J1M 2K3  
 Tuesday, May 28, 2024  
 4:00 – 7:00 p.m. (Room C-156)

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**MINUTES**

Members Present:

Philip Cooper	Director of Constituent College (interim)
Sebastien Houle (Chair)	Government Appointee, Enterprise
Isabelle Goyette (Vice-Chair)	Government Appointee, University Sector
Monika Mitchell	Parent Representative
Akesh Gill-Coleman	Parent 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:

Kandy Mackey	Government Appointee, School Board Sector
Éric Richard	Government Appointee, Socio Economic Group
Aaron Patella	Faculty Representative

Also Present:

Yves Rainville	Director General (Interim), Champlain Regional College
Suzanne Meesen	Secretary General
Ioanna Villa	Recording Secretary
Tina Gjertsen	Communications Counsellor (Interim)
William Laramée	Coordinator, IT Services
Antoine Fortin-Veilleux	Associate Dean, Academic Organization & Registrar
Jean-François Joncas	Dean, Student Services
Murray Johnston	Coordinator, Liberal Arts
Claude Leduc	Assistant Director of Information Technologies, Champlain Reg. College
Julie Coulombe-Godbout	Finance Consultant
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. Announcements
2. Adoption of the Agenda
3. Adoption of Minutes of Previous Meeting
  - a. April 23, 2024
4. Question Period (15 minutes)
5. Business Arising
  - a. Capital Budget 2024-2025
    - i. Lennoxville (Resolution)
    - ii. Sherbrooke (Information)
  - b. Operating Budget 2024-2025
    - i. Lennoxville (Resolution)
    - ii. Sherbrooke (Information)
  - c. Election of Chair and Vice-Chair
  - d. IPESA Revision Regarding New Abandon Date (Resolution)
  - e. Revised Academic Calendar 2024-2025 (Resolution)
  - f. College Operations
  - g. Workplan for Revisions to Regional College Policies
  - h. Admissions Numbers 2024-2025
6. New Business
  - a. Nursing Revision (Resolution)
  - b. Liberal Arts Revision (Resolution)
  - c. Quality Assurance Evaluation Plan (Resolution)
  - d. Appointment of the Academic Administrator to the CoS (Resolution)
  - e. IT Security Policy Consultation
  - f. Postvention Plan in the Event of Suicide
  - g. Action Plan for Student Mental Health
  - h. Truth and Reconciliation Enrichment Option
7. Constituent College Report
8. Varia –
  - a. Graduation June 12<sup>th</sup>
  - b. Champlain Lennoxville Foundation
9. Date of Next Meeting - tbd
10. Adjournment

## MINUTES

### 1. Announcements

Sebastien Houle welcomed the group to the last meeting of the academic year. He reminded the group that the meeting is being recorded for the Ministry representatives, attending via Teams.

He announced the appointment of Philip Cooper as Interim Director of Constituent College in accordance with Bylaw 3 and wished him great success.

### 2. Adoption of the Agenda

Sebastien Houle recommended the addition of two items to the agenda. Item 6d. Appointment of the Academic Administrator to the CoS (Resolution) and Item 8. Varia Champlain Lennoxville Foundation.

It was requested that the items presented by Claude and Murray: Item 6b. T&R Enrichment Option, item 6b. LA revision and item 6e. IT Security Policy Consultation be moved earlier in the meeting (before number 5. Business Arising).

Moved: Myriam Pruneau                      Seconded: Lois Dana

There was no call for a vote. Motion carried.

### 3. Adoption of Minutes of Previous Meeting

#### a. April 23, 2024

The minutes were adopted as presented.

Moved: Isabelle Goyette                      Seconded: Jennifer McLeod

There was no call for a vote. Motion carried.

### 4. Question Period (15 minutes)

No questions were asked.

### 5. Business Arising

#### a. Capital Budget 2024-2025 Lennoxville (Resolution)

Yves Rainville and Julie Coulombe-Godbout presented the Capital budget. Yves explained the context of the past months where there is a predicted decline in funding, capping of enrolment of students, and increased accountability requirements. Julie shared the objectives and key elements of the budget.

**Resolution: LEN-2023-104****Resolution: 2024-2025 Provisional Capital Budget Champlain College Lennoxville**

**WHEREAS** under Bylaw 5 art. 3.2 each Governing Board shall adopt its Constituent College' budget and forward it to the Board of Governors; and

**WHEREAS** a provisional capital budget for Champlain College Lennoxville has been prepared respecting the budgetary regulations and policies as set forth by the *Ministère 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 \$3,136,907 with planned expenses of \$1,486,633; and

**WHEREAS** the total planned spending does not exceed the total budget for the 2024-2025 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 provisional 2024-2025 capital budget as presented; and

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

Moved: Lois Dana

Seconded: Myriam Pruneau

No Call for a vote. Motion carried.

ii. Sherbrooke (Information)

Yves presented on this item, mentioning that the size of the building largely determines the budget. Key expenses include the replacement of the roof, as well as some significant IT costs.

b. Operating Budget 2024-2025

i. Lennoxville (Resolution)

Juile shared highlights of the operating budget that include 78% salaries of total budget and 22% other: increase in fees, the use of annexes for Continuing Education and Summer School, collective agreements, and settlements.

**Resolution: LEN-2023-105****Resolution: 2024-2025 Champlain Lennoxville Provisional Operating Budget**

**WHEREAS** under Bylaw 5 art. 3.2 each Governing Board shall adopt its Constituent College' budget and forward it to the Board of Governors; and

**WHEREAS** the Ministry has shared the 2024-2025 financial initial allocations with possible future adjustments; and

**WHEREAS** a balanced operating budget has subsequently been prepared for a value of \$18,641,405; and

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

**BE IT THEREFORE RESOLVED** that the Champlain Lennoxville Governing Board adopt the provisional 2024-2025 operating budget as presented; and

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

Moved: Myriam Pruneau

Seconded: Jennifer McLeod

No call for vote.

Motion carried.

ii. Sherbrooke (Information)

Yves presented on this subject. He mentioned there is very little increase compared to last year's budget, so no major impact on the Lennoxville Constituent College.

c. Election of Chair and Vice-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.

a. Election of Chair

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:
Sebastien Houle	Myriam Pruneau	Lois Dana	<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:**

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	Sebastien Houle	<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 Jennifer McLeod to close nominations.

An election was:  held.  not held.

**Declaration of election:**

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

d. IPESA Revision Regarding New Abandon Date (Resolution)

Antoine Fortin-Veilleux reminded the group of previous conversations about this new abandon date for course withdrawal which will be in effect in the Fall 2024 semester. Students who withdraw by this deadline will have the course remain on their transcript as 'abandon without failure' with no grade associated. Sue reminded the group that the revised IPESA will be sent to the CEEC to inform them that we followed up in this requirement.

**Resolution: LEN-2023-106**

**Resolution —IPESA Modification Regarding New Abandon Deadline**

**WHEREAS** the Institutional Policy on the Evaluation of Student Achievement (IPESA) was last adopted by the Governing Board of Champlain College Lennoxville on February 25, 2021; and **WHEREAS** the *Ministère de l'Enseignement supérieur* has created a new course drop deadline date to abandon a course without failure which will result in the annotation of AE on the student transcript; and

**WHEREAS** this new deadline requires changes to the text of the IPESA (Articles 5.6 and 5.7.1); and

**WHEREAS** the Commission of Studies has reviewed and recommended the modified IPESA text to the Governing Board at its meeting held on May 15, 2024;

**BE IT THEREFORE RESOLVED** that the Governing Board adopt the revised text of the IPESA to be immediately integrated into the official version of the Policy; and

**BE IT FURTHER RESOLVED** that the updated IPESA shall be immediately disseminated to the College Community and submitted to the CEEC.

Moved: Monika Mitchell

Seconded: Ela Pinero-Tabah

No call for vote. Motion carried.

## e. Revised Academic Calendar 2024-2025 (Resolution)

Antoine Fortin-Veilleux explained that the course abandon deadline will be October 28th and March 28th in the Fall and Winter semesters respectively and this needs to be reflected in the Academic Calendar. He clarified that for incompletes, there is no real deadline because it should be due to medical reasons. If there is a medical situation with a student, it may be preferable to issue an Incomplete than an Abandon.

**Resolution: LEN-2023-107****Resolution – Revised Academic Calendar 2024-2025**

**WHEREAS** the 2024-2025 Academic Calendar was initially adopted by the Governing Board at its meeting held on March 19, 2024; and

**WHEREAS** an adjustment must be made to the 2024-2025 Academic Calendar to add the new deadline date to abandon a course as specified by the *Ministère de l'Enseignement supérieur*; and

**WHEREAS** the 2024-2025 Academic Calendar is in conformity with the requirements set out in the *Règlement sur le régime des études collégiales* (RREC); and

**WHEREAS** the Commission of Studies discussed and recommended the addition of the new abandon date to the Academic Calendar at its meeting held on May 15, 2024;

**BE IT THEREFORE RESOLVED THAT** the Governing Board adopt the revised 2024-2025 Academic Calendar for implementation in Fall 2024.

Moved: Jennifer McLeod

Seconded: Lois Dana

No call for vote. Motion carried.

## f. College Operations

Yves Rainville explained that the organizational structure of the College has changed by placing Philip Cooper in the position of Interim DCC. The intention is not to have anyone filling two positions at the same time, so an interim replacement for the Associate Dean, Academic Affairs should be hired. He also mentioned that the development the new position of Coordinator, Pedagogical and Institutional Development, currently filled by Sue Meesen, has proven to be effective and will remain in place for one year. Sue's previous position as Pedagogical Counsellor will also need to be filled.

Philip Cooper will remain in this interim DCC position as long as it is necessary, and Lison Chabot will aid in passing along important academic information to Philip Cooper. As for the former DCC, there is no news that can be shared at this time due to ongoing investigations, but there will be information shared when possible.

## g. Workplan for Revisions to Regional College Policies

Yves Rainville presented on this item. He referred the members to the document and explained that the priority for next fall will be the revision of the Sexual Violence Policy, and Harassment Policy.

## h. Admissions Numbers 2024-2025

Antoine presented on this topic, referring to the document found in the package of documents. Somewhat unprecedented, there are students who were deemed inadmissible. There are currently 1381 students admitted, however with the government-prescribed cap of 1220, it is expected that a significant number of admitted students will decide not to attend, bringing down the number by September 20th when numbers need to be reported to the Ministry.

There was a significant increase in applications this year both in the Montreal region and outside of Montreal. The addition of the abandon deadline may decrease the number of students who drop courses by September 20th, knowing they have until later on to abandon the course. This may pose a challenge to staying within the cap.

A member of the GB voiced strong concern around the way the Registrar's office is forced to enforce Law 14 by way of restricting admissions to the College. It was her view that it is unethical and wrong to have to inhibit the freedom that anglophones should have to higher education, especially as adults should have the choice to pursue higher education in the language of their choice. It was emphasized that this law is affecting the mental health of students who are being deprived the opportunity to pursue their goals.

Yves informed the group that there is a committee made up of Directors of anglophone colleges which meets regularly with the Ministry and puts pressure on them to maintain the rights of anglophones – both in the interest of students and teachers seriously affected by Law 14. They are also advocating for the rights of Indigenous students who are affected by this new law.

## 6. New Business

### a. Nursing Revision (Resolution)

Philip Cooper presented on this item. Phase 2 of Law 14 comes into effect in Fall 2024, with the requirement of additional French courses for every program. For the Nursing program, stage courses are already in French, so it was a natural fit to keep them in French. Two courses were split into theory in English and stage / lab in French, and homework hours were added to a course. This will be a long-term project, with regular monitoring to ensure success rates of students despite these changes.

#### **Resolution: LEN-2023-108**

#### **Resolution: 180.A0 (Nursing) Program Course Modifications – Law 14**

**WHEREAS** the Nursing program underwent a revision that was adopted by the Governing Board in 2018 with a second minor revision adopted in December 2022; and

**WHEREAS** since that time the College has been mandated to conform to Law 14, thereby resulting in the need for additional modifications to the program; and

**WHEREAS** the proposed modifications will transform the practicum components of the following two courses to be delivered entirely in French (180-491-LE and 180-590-LE); and

**WHEREAS** a third course (387-1N1-LE) will also be modified to maintain conformity with the ministerial guidelines for the total number of program hours; and

**WHEREAS** the Nursing program committee endorsed the proposed modifications on May 1, 2024; and

**WHEREAS** the Commission of Studies recommended the modifications to the Governing Board at its meeting held on May 15, 2024; and

**BE IT THEREFORE RESOLVED** that the Governing Board adopt the proposed modifications to the Nursing program for implementation in Fall 2024.

Moved: Myriam Pruneau

Seconded: Isabelle Goyette

No call for vote. Motion carried

b. Liberal Arts Revision (Resolution)

Murray Johnston presented on this item. The revision was a response to requirements of Law 14, specifically Phase 2 which required the addition of courses in French. The revision included 3 key steps: 1 – a program specific course; 2 – an optional course in French which is unique to LA; and 3 – up to 2 FSL courses of French.

The revision includes program grids and an updated optional course list. Optional courses have always figured as part of the program and it was important to maintain their longevity. For this revision, LA programs at other cegeps were not largely considered, however this did factor into past revisions of our LA program. Grids need to be updated in the system over the summer, and the revised program will be ready for implementation in Fall 2024.

**Resolution: LEN-2023-109**

**Resolution: 700.B0 Liberal Arts Program Grids – Phase 2, Law 14**

**WHEREAS** the adoption of Law 14 in June 2022 by the Quebec Government imposed specific obligations on English-language public colleges; and

**WHEREAS** Phase 1 of Law 14 was implemented in September 2023 in which the new competencies for non-certificate holders were integrated into all program grids; and

**WHEREAS** the College must implement Phase 2 of the new Law by September 2024, requiring all program grids be further modified to deliver additional courses in or of French to all students; and

**WHEREAS** the Liberal Arts program committee has endorsed the modified grids to conform to Phase 2 of the new Law; and

**WHEREAS** the Lennoxville Commission of Studies reviewed and recommended the modified program grids to the Governing Board at its meeting held on May 15, 2024,

**BE IT THEREFORE RESOLVED** that the Governing Board adopt the modified 700.B0 Liberal Arts program grids for implementation in Fall 2024 in conformity with phase 2 of Law 14.

Moved: Myriam Pruneau

Seconded: Lois Dana

There was no call for a vote. Motion Carried.

c. Quality Assurance Evaluation Plan (Resolution)

Sue Meesen presented on this item. She explained that by requirement of the CEEC, the College is mandated to conduct a self-evaluation of its quality assurance mechanisms. A report and action plan must be submitted to the CEEC by November 27, 2026, and the CEEC will visit the College in 2027. At the local level there is a Constituent College Evaluation Team, and

she thanked the Sherbrooke team for having created the plan that has provided the necessary framework to carry out this evaluation.

**Resolution: LEN-2023-110**

**Resolution: Quality Assurance 2<sup>nd</sup> Cycle Evaluation Plan**

WHEREAS Champlain Regional College is required by the *Commission d'évaluation de l'enseignement collégial* (CEEC), as part of the province-wide second cycle of quality assurance audits, to conduct a self-evaluation of its quality assurance mechanisms in four specific areas: (1) programs of studies, (2) evaluation of student learning, (3) strategic planning, and (4) student success planning; and

WHEREAS a plan for evaluating Champlain Regional College's quality assurance mechanisms has been developed and approved by the Senior Management Committee; and

WHEREAS the Commission of Studies has reviewed and discussed the evaluation plan at its meeting of May 15, 2024, and has recommended that the Governing Board pass a resolution recommending that the Board of Governors approve the evaluation plan; and

WHEREAS the Governing Board has reviewed and discussed the evaluation plan at its meeting of May 28, 2024;

**BE IT THEREFORE RESOLVED** that the Governing Board recommends to the Board of Governors that it approve the document, *Self-Evaluation of Quality Assurance Mechanisms at Champlain Regional College — Second Audit Cycle: Evaluation Plan*.

Moved: Jennifer McLeod

Seconded: Myriam Pruneau

No call for vote. Motion carried.

d. Appointment of the Academic Administrator to the CoS (Resolution)

Philip Cooper explained the role of the Commission of Studies at the College, and that in his new role as interim DCC, a new manager needs to be appointed to the Commission of Studies. The manager recommended is Suzanne Meesen, as she is an academic manager.

There would be a reassessment of this later on in the case that an Academic Dean is in place.

**Resolution: LEN-2023-111**

**Resolution: Appointment of Designated Academic Administrator 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 Philip Cooper currently holds one of the above-mentioned positions on the Commission of Studies; and

WHEREAS Mr. Cooper was appointed to the position of Interim Director of Constituent College effective May 22, 2024; and

WHEREAS The Interim Director of Champlain College Lennoxville recommends that Suzanne Meesen (Coordinator of Pedagogical and Institutional Development) be appointed to the Commission of Studies in his replacement,

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain College Lennoxville approve the appointment Suzanne Meesen a member of personnel responsible for programs of studies to the Commission of Studies.

Moved: Lois Dana                      Seconded: Monika Mitchell

No call for a vote. Motion carried.

e. IT Security Policy Consultation

Claude Leduc presented on this item. The IT Security Policy is meant to have been revised every 3 years but there was a lag due to the pandemic. Due to some legal changes including Law 25, information security has changed. The Federation des cégeps recommended a consultation for a revised policy. There was a question about the role of the members of the Governing Board in this policy consultation. Claude clarified that it will be approved at the Board of Governors level. He also mentioned that the status of IT security is mentioned in the regular BG reports. The local College and local GB are stakeholders; the new interim DCC is also informed and can answer questions and disseminate information. GB is part of the consultation process but the approval rests at the BG level.

f. Postvention Plan in the Event of Suicide

JF Joncas presented on this item. He mentioned that in January 2024 the psycho-social team revised the post-suicide protocol based on recommendations from the Ministry. A taskforce has been established to continue to monitor the postvention plan. The committee includes the Dean of Student Services, the DCC, HR Coordinator, Deans of Academic Affairs, Dean of Academic Organization.

g. Action Plan for Student Mental Health

JF Joncas gave an overview of the Standing Committee on Student Mental Health and their development of this action plan. In the 2023-2024 academic year, 521 requests for services were received for career counselling and personal counselling. The workplan for this past academic year is also found in the package.

A highlight of the activities which are part of the action plan: during this year, 2534 meals were distributed to students in need through the La Grande Table program.

h. Truth and Reconciliation Enrichment Option

Murray Johnston presented on this item. Following previous mentions of the Truth and Reconciliation Enrichment Option, Murray announced that the option is finally close to implementation. It was modeled after International Studies option, with a curricular and extra-curricular component, which includes organizing a learning activity during the National Week of Truth and Reconciliation. Three courses are being developed – land-based learning, intro to Abenaki language and culture, and a block B Humanities course on the ethics of Truth and Reconciliation. These are being developed in collaboration with our Indigenous partners. Many have helped to develop this option, from every sector of the College.

7. Constituent College Report

Members were referred to the document in the package.

8. Varia

a. Graduation June 12<sup>TH</sup>.

JF Joncas explained that the planning of the Graduation is coming along. He mentioned the number of attendees, students and guests, is over 300 per ceremony.

b. Champlain Lennoxville Foundation

Yves Rainville explained that Chapter 2, Article 29, states the Governing Board has the option to assume the role of the Foundation Board. If the Foundation is a separate entity from the College, decisions can only be made by Foundation Board members. This is a subject for consideration as the Governing Board could create a subcommittee responsible for fundraising, and funds could be available from the Ministry if this option is chosen. More discussions on this can take place later on.

9. Date of Next Meeting – TBD

10. Adjournment

Lois Dana moved to adjourn the meeting at 7:02 pm.

The minutes were adopted with one modification at the Governing Board meeting on September 10, 2024.

Moved: Myriam Pruneau      Seconded: Isabelle Goyette

Ioanna Villa, Recording Secretary