



**GOVERNING BOARD MEETING**  
 2580 College Street, Sherbrooke, QC J1M 2K3  
 Tuesday, November 26, 2024  
 4:00 – 6:00 p.m. (Room C-156)

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**MINUTES**

Members Present:

Sebastien Houle (Chair)	Government Appointee, Enterprise
Isabelle Goyette (Vice-Chair)	Government Appointee, University Sector
Philip Cooper	Director of Constituent College (interim)
Caroline A. Morrissette	Government Appointee, Enterprise
Myriam Pruneau	Faculty Representative
Jennifer McLeod	Support Staff Representative
Alain Lessard	Faculty Representative
Garnet Smith	Student Representative
Lois Dana	Professional Staff Representative
Camelia van Doorn-Brodeur	Student Representative

Regrets:

Jennifer Palik	Parent Representative
Kandy Mackey	Government Appointee, School Board Sector
Éric Richard	Government Appointee, Socio Economic Group
Akesh Gill-Coleman	Parent Representative

Also Present:

Jean-Philippe Caron	Director General of Champlain Regional College
Suzanne Meesen	Secretary General
Ioanna Villa	Recording Secretary
Francis Gauthier	Computer Science Technology Program
Antoine Fortin-Veilleux	Dean of Academic Organization & Registrar
Isabelle Archambault	Administrative Services Coordinator
Jean-François Joncas	Dean of Student Services
Sandra Banerjee	Human Resources Coordinator
Nicolas Lecomte	Dean of Faculty and Academic Affairs
Marlène Canuel	Guidance Counsellor

## AGENDA

1. Announcements
2. Approval of the agenda
3. Approval of Previous Minutes
  - a. September 10, 2024
  - b. September 24, 2024
4. Question period (15 minutes)
5. Business Arising
  - a. CST Program Evaluation Plan (Resolution)
  - b. Final Admissions Numbers (Information)
6. New Business
  - a. Financial Results 2023-2024 (Information)
  - b. Champlain Lennoxville Foundation (Resolution)
  - c. Hiring Freeze (Information)
  - d. Strategic Actions & Student Success Priorities 2024-2025 (Information)
7. Academic News
  - a. Network News
  - b. College News
8. Varia
9. Date of Next Meeting: December 17 (C156)
10. Adjournment

## MINUTES

### 1. Announcements

Sebastien Houle welcomed the members to the meeting. He advised the members that the Ministry investigation has concluded and that the meeting was being recorded for minute taking purposes. Phil Cooper mentioned that the reservations expressed during the special meeting that took place on September 26<sup>th</sup> were brought to the attention of the Board of Governors and Executive Committee and they will review Bylaw 3 and the selection process. Sebastien introduced the new Director General of Champlain Regional College and there was a round of introductions.

### 2. Adoption of the Agenda

The agenda was adopted with modifications to add item 4. Question period, and the date of the next meeting.

Moved: Isabelle Goyette                      Seconded: Lois Dana

There was no call for a vote. Motion carried.

### 3. Adoption of Minutes of Previous Meeting

#### a. September 10, 2024

The minutes were adopted as presented.

Moved: Myriam Pruneau                      Seconded: Garnet Smith

There was no call for a vote. Motion carried.

#### b. September 24, 2024

The minutes were adopted as presented.

Moved: Caroline A. Morrissette      Seconded: Lois Dana

There was no call for a vote. Motion carried

### 4. Question Period (15 minutes)

### 5. Business Arising

#### a. CST Program Evaluation Plan (Resolution)

Francis Gauthier presented the CST Program Evaluation Plan. For context, the program has existed for 5 years and has been running for 5 years, with a decline in student retention during the pandemic. However, it is now experiencing growth and stabilization.

There are challenges related to program stages and access to university programs, which will be addressed in the evaluation.

Francis outlined 6 evaluation criteria, categorized by high and low priority.

Over the next 2 months, data will be collected from various actors. During the winter semester, the data will be analyzed, and a report summarizing the findings will be presented to the board. This will be followed by an action plan based on the analysis.

A question arose about the percentage of students who complete the program. Francis explained this will part of the evaluation.

A discussion took place on topics like the data that will be collected, the difficulties on collecting data, and the type of information that can be collected abiding to Law 25.

**Resolution No.: LEN-2024-115**

Resolution: 420.B0 Computer Science Technology (CST) Program Evaluation Plan

**WHEREAS** Champlain College Lennoxville adopted its new Institutional Policy on the Management of Academic Programs (IPMAP) in May 2023 (Resolution LEN-2022-075); and

**WHEREAS** In accordance with Article 5.6 of the IPMAP, a long-range program evaluation calendar was established by the Office of the Director; and

**WHEREAS** as per the evaluation calendar, the 420.B0 CST program will undergo an evaluation in the 2024-2025 schoolyear; and

**WHEREAS** Article 5.6 of IPMAP requires that a program evaluation plan be developed and presented to the Commission of Studies for approval; and

**WHEREAS** the Commission of Studies recommended the 420.B0 CST program evaluation plan at its meeting held on November 7, 2024;

**BE IT THEREFORE RESOLVED** that the Governing Board adopt the 420.B0 CST program evaluation plan.

Moved: Caroline A. Morrissette

Seconded: Jennifer McLeod

There was no call for a vote.

Motion carried

b. Final Admissions Numbers (Information)

Antoine Fortin-Veilleux presented on this item. He explained that his office has been monitoring closely the number of people registered in the college. Since the college is under Law 14, the goal is to maximize enrollment without incurring in penalties.

He presented the final numbers for the fall semester and a breakdown by program and part time students vs full time students. There are a total of 1230 full time students for fall 2024, however, there will not be a penalty.

He gave an overview of the numbers of each program and the percentage of certificate holder students per program. There is a big percentage in SET, Visual Arts and Liberal Arts and a low percentage in Science, AMT, and ALC.

He also presented a table with the new parameter of the second drop deadline (AE). The registrar's office received 133 AE.

A question was raised regarding the difference in the number of students who withdrew between the first and second drop deadlines. Antoine clarified that they are investigating the numbers.

## 6. New Business

### a. Financial Results 2023-2024 (Information)

Isabelle Archambault presented the operating results of 2023 -2024. The financial results for the Champlain Regional College were approved by the Board of Governors on October 26th and she presented an overview of Champlain-Lennoxville.

She presented the results from last year's budget, the status of the accumulated surplus and the limitation of capital expense for Champlain Lennoxville.

A faculty representative wanted to highlight all the efforts that were made to reverse the deficit that the college incurred and its impact on pedagogy and programs.

A discussion took place around topics like sending the financial information in the package of documents and about sending a budget with a send a summary of important points.

### b. Champlain Lennoxville Foundation (Resolution)

Phil Cooper gave a follow up on the previous discussion about bring the Foundation under the Governing Board. He explained the benefits of this such as better align the Foundation with the College's mission as well as the financial incentives.

He addressed the concerns raised by the members about any potential liabilities.

He proposed to form a subcommittee to review all requests and recommend projects for funding. If the subcommittee is approved, the members will be able to decide how it will operate.

#### **Resolution No.: LEN-2024-116**

#### **Resolution: Champlain College Lennoxville Foundation**

**WHEREAS** the Quebec foundations are the subject of clarifications on the notion of related party; and

**WHEREAS** the notion of related party generates numerous administrative obligations; and

**WHEREAS** the review of the current status of the Champlain Lennoxville Foundation identifies it as a related party to Champlain Regional College (the "College") ; and

**WHEREAS** Foundation Champlain-Lennoxville Inc. (the "Foundation") does not have the resources to support a major administrative restructuring to meet the new obligations imposed on foundations; and

**WHEREAS** Champlain College Lennoxville is now recognized as a constituent college of the College under Chapter II of the General and Vocational Colleges Act (the "Act") and, article 59 of the Act empowers the Governing Board to raise funds in the carrying out of the mission of the College; and

**WHEREAS** under the same article 59 it is required by the regional college to keep books and accounts for the operations of the funds in order to report to the Governing Board; and

**WHEREAS** the College is in the process of obtaining charitable accreditation in order to issue tax receipts for charitable donations: and

**WHEREAS** the Foundation can transfer its funds to the College with prior agreement as to their use and segregation;

**WHEREAS** the effort of a major administrative restructuring in order to meet the new obligations outweighs the advantages of joining the Foundation to the College administration; and

**WHEREAS** the funds will be transferred to the College on the condition that they will be used according to the conditions they were donated;

**BE IT THEREFORE RESOLVED** that the Board of the Foundation under conditions of respect for the dedicated funds and their use by the constituent Champlain College Lennoxville, agrees to transfer the sums in its assets to the latter in order to continue its fundraising mission upon receipt of confirmation of recognition as a charitable organization from the College; and

**BE IT THEREFORE RESOLVED** the Foundation mandate the Chair of the Board to negotiate the transfer of funds to the College under the Foundation conditions.

Moved: Caroline A. Morrissette

Seconded: Alain Lessard

There was no call for a vote.

Motion carried

c. Hiring Freeze (Information)

Phil presented this topic. On October 25, the government imposed a recruitment freeze on public sector employees. He explained the measures taken by the College.

d. Strategic Actions & Student Success Priorities 2024-2025 (Information)  
*(Tabled until next meeting)*

7. Academic News

a. Network News

Phil informed the members that there was a revision of the nursing program, and the new program is expected to be implemented in 2027-2028.

b. College News

On October 23, Deputy minister Mme Paule De Blois visited the college and there was a discussion about the state of the college, the impact of Law 14, the cap and student enrolment.

8. Varia

Isabelle Archambault gave an update on Continuing Education.

Phil mentioned the possibility of changing the time of the meetings. A survey will be sent out to the members.

Jean-Philippe Caron took the opportunity to commend Antoine for his excellent work.

9. Date of Next Meeting (Tuesday, December 17 – C156)

10. Adjournment

Myriam Pruneau moved to adjourn the meeting at 5:57

The minutes were adopted as presented at the Governing Board meeting on December 17, 2024.

Moved: Caroline A. Morrissette

Seconded: Alain Lessard

Ioanna Villa, Recording Secretary