



GOVERNING BOARD MEETING

2580 College Street, Sherbrooke, QC J1M 2K3

Tuesday, March 18, 2025

4:00 – 6:00 p.m. (Room C-156)

MINUTES

MEMBERS PRESENT:

Philip Cooper	Director of Constituent College (Interim)
Sebastien Houle (Chair)	Government Appointee, Enterprise
Isabelle Goyette (Vice-Chair)	Government Appointee, University Sector
Kandy Mackey	Government Appointee, School Board Sector
Éric Richard	Government Appointee, Socio Economic Group
Akesh Gill-Coleman	Parent Representative
Jennifer Palik	Parent Representative
Myriam Pruneau	Faculty Representative
Alain Lessard	Faculty Representative
Lois Dana	Professional Staff Representative
Jennifer McLeod	Support Staff Representative
Garnet Smith	Student Representative
Camelia van Doorn-Brodeur	Student Representative

REGRETS:

Caroline A. Morrissette	Government Appointee, Enterprise
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ALSO PRESENT:

Suzanne Meesen	Secretary General
Tina Gjertsen	Recording Secretary
Antoine Fortin-Veilleux	Dean of Academic Organization & Registrar (Presenter)
Daniela Fernandes	Pedagogical Counsellor (Observer)

AGENDA

1. Announcements
2. Adoption of the Agenda
3. Adoption of Minutes of Previous Meeting
 - a. December 17, 2024
4. Question Period (15 minutes)
5. Business Arising
 - a. Academic Calendar 2024-2025 (Information)
 - b. Governance Training Follow-up (Discussion)
 - c. DCC Selection Process Update (Information)
 - d. Vote to Recommend an Internal Governing Board Member to the DCC Selection Committee (Resolution)
6. New Business
 - a. Academic Calendar 2025-2026 (Resolution)
 - b. IPMAP Guidelines and Tools (Information)
 - c. Program Management Planning Calendar (Information)
 - d. CEEC Follow-up to Recommendation Received in May 2022 (Information)
7. Constituent College Report
 - a. College News
8. Varia
9. Date of Next Meeting (Tuesday, April 22, 2025 – C156)
10. Adjournment

MINUTES

1. Announcements

Sébastien welcomed the group to the meeting.

2. Adoption of the Agenda

The agenda was adopted with the addition of one item: *5d. Vote to Recommend an Internal Governing Board Member to the DCC Selection Committee.*

Moved: Myriam Pruneau Seconded: Alain Lessard

There was no call for a vote. Motion carried.

3. Adoption of Minutes of Previous Meeting

a. December 17, 2024

The minutes were adopted as presented.

Moved: Myriam Pruneau Seconded: Alain Lessard

There was no call for a vote. Motion carried.

4. Question Period (15 minutes)

There were no questions.

5. Business Arising

a. Academic Calendar 2024-2025 (Information)

Antoine presented this item, pointing out the make-up days on May 15th and 16th which will be used to make up for College-wide class cancellations on February 13th and 17th due to snowstorms. The exam period will end on the same day as originally planned.

Philip Cooper commended members of the Management Team (notably Sue Meesen and Sandra Banerjee) for responding to the emergency calls in the middle of the night when a water leak in the Champlain Building required immediate response. This incident also contributed to the decision to close the College on February 17th.

b. Governance Training Follow-up (Discussion)

Philip Cooper invited the group to provide feedback on what would be most useful in Governance training. He acknowledged that the training which took place in February was mainly focused on the Board of Governors.

Members suggested topics which would be helpful, including assessing the Board's role and procedures, where the boundaries are between the Governing Board and the Board of Governors, how to improve processes and decision-making, how to assess risks and risk management, and ways to use deep discussions to increase the effectiveness of the Board. Members suggested training which combines theory and practice, perhaps with a Q&A session and/or realistic scenarios to discuss.

Sébastien echoed the group's concerns and assured them that the training would continue to ensure we are more efficient as a group. Sue suggested a survey to all members to collect ideas for training needs.

Members asked that when considering adding yet another training session to the calendar, members' time and schedule constraints should be respected, and a facilitator should be selected who is fluent in English and therefore more capable of leading discussions.

It was also suggested that a Microsoft Team or portal could be an effective way to host all pertinent policies, bylaws, minutes, and other documentation. Some expressed the wish for an onboarding booklet for new members.

c. DCC Selection Process Update (Information)

Philip Cooper gave some background about the DCC Selection Committee, mentioning that as per bylaw 3, the committee has 5 members, one of which is meant to be an internal Governor from the Constituent College. Since the Board of Governors was not able to fill this position from their internal members, the Governing Board is being asked to select an internal member to fill this position.

Philip Cooper excused himself from the room for items 5.c. and 5.d. All members were advised to also leave the room if anyone had a conflict of interest with regards to the DCC Selection Process.

Sébastien Houle explained that he had been requested by the Board of Governors to gather feedback from our Governing Board on what qualities they would like to see in the new DCC, and if they have questions they'd like the DCC candidates to be asked during the interview process. Members were advised to send their feedback concerning these points to Sue Meesen by Tuesday, March 23rd, after which the feedback would be forwarded to the DCC Selection Committee.

The members asked to see the DCC job posting, and the Chair agreed to circulate it to members.

d. Vote to Recommend an Internal GB Member to the DCC Selection Committee (Resolution)

Sébastien Houle explained the process for this vote, clarifying that the member selected by vote would be recommended to the Board of Governors, who would then need to make the final decision. He also explained that eligible members include internal members of the Governing Board (students, teachers, professional representative and support staff representative).

Resolution: LEN-2024-118

Recommendation of an Internal Governing Board Member to the Selection Committee for the Hiring of the Director of the Lennoxville Constituent College

WHEREAS Article 2.2.2 of Bylaw 3 stipulates that the selection committee for the hiring of the Director of Constituent College must include one (1) internal Governor from the Constituent College concerned, elected by the Board of Governors; and

WHEREAS there are currently no internal candidates of the Board of Governors available to fill the above-mentioned position on the selection committee; and

WHEREAS the Chair of the Board of Governors has requested that the Governing Board of Lennoxville Constituent College recommend a candidate from among its internal members to sit on the selection committee; and

WHEREAS at its meeting held on March 18, 2025, the Governing Board selected a candidate from among its internal members;

BE IT THEREFORE RESOLVED that the Governing Board of Lennoxville Constituent College recommends Myriam Pruneau as the internal member to sit on the above-mentioned selection committee.

Moved: Éric Richard

Seconded: Alain Lessard

There was no call for a vote. Motion carried.

Sue Meesen opened the floor for nominations.

Name Proposed	Moved by:	Seconded by:	Accepted:
Myriam Pruneau	Lois Dana	Jennifer Palik	<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:

Sue Meesen called for further nominations.

Closing of nominations:

Being no further nominations, it was moved by Alain Lessard to close nominations.

An election was: held. not held.

Declaration of result:

Myriam Pruneau was confirmed as the candidate to recommend to the Board of Governors by acclamation. majority vote.

It was reiterated that issues with following Bylaw 3 are still present within the Board of Governors.

6. New Business

a. Academic Calendar 2025-2026 (Resolution)

Antoine Fortin-Veilleux presented the Academic Calendar for 2025-2026, mentioning withdrawal and drop deadlines, the National Day of Truth and Reconciliation, Make-up/Study days, and Language Exit Exams.

It was clarified that graduation is tentatively planned for June 8th, within teacher availability.

Resolution: LEN-2024-119

Academic Calendar 2025-2026

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

WHEREAS in accordance with the Policy on the Commission of Studies, the annual academic calendar was consulted on by the Commission of Studies at its meeting held on February 20, 2025; and

WHEREAS consultation with relevant College bodies was carried out in the development of the 2025-2026 calendar; 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 adopt the attached academic calendar for the 2025-2026 school year to be submitted to the Ministry of Higher Education.

Moved: Jennifer McLeod Seconded: Camelia van Doorn-Brodeur

There was no call for a vote. Motion carried.

b. IPMAP Guidelines and Tools (Information)

Sue Meesen presented the IPMAP Guidelines and Tools, explaining that the IPMAP was submitted to the CEEC and the College is awaiting feedback. These guidelines and tools are meant to help program coordinators with program evaluation. The guidelines and tools will come back to the Governing Board for approval after a period of consultation at their last meeting of the year. Sebastien reminded the group to read the documentation thoroughly before the final meeting of the Governing Board.

A member commended this work and the process of implementation to date. Sue mentioned the Cegep network was consulted as well in order to adhere to best practices.

c. Program Management Planning Calendar (Information)

Sue Meesen presented the Program Management Planning Calendar, explaining that this would serve as a timeline for the next 10 years, for program and policy revisions, and that the calendar may be adjusted as needed.

It was expressed that a Quality Assurance Sharepoint would be useful so that those in the community who are not on IPMAP committees can access these documents.

A question was raised about what happens if a student has an issue with their program partway through the year. Sue clarified that students can approach their Program Coordinator at any time, that some programs also survey their students to identify issues, and that this may trigger an unplanned revision. Philip Cooper also explained the escalation process for individual student concerns, but that there are also things that can be done to flag issues that might arise which affect an entire class or program.

A question was raised about general education. Phil clarified that there is an evaluation process for these courses as well as disciplines within general education.

d. CEEC Follow-up to Recommendation Received in May 2022 (Information)

Sue Meesen explained that after the quality assurance audit which concluded in 2020, the CEEC had given us a recommendation to fix an issue related to equity in the evaluation of students at the end of a course, across sections of the same course. The College worked for a year to resolve this, and then informed the CEEC of the steps they had taken. In January 2025 our DG received the great news from the CEEC that the recommendation had been lifted as they were satisfied with our resolution of this issue. Sue added that in November 2026 we will be undergoing another quality assurance audit.

7. Constituent College Report

a. College News

Antoine Fortin-Veilleux gave an admissions update, mentioning that the first round of applications for Fall 2025 was similar to last year's first round. Applications for Visual Arts and Nursing are higher than expected, however applications for Arts, Literature and Communication (ALC) are lower than desired. He explained that *Bourses perspectives* for new Fall 2025 admits into technical programs was cut by the Ministry, and that the provincial and federal governments have placed a restriction on international students coming to cégeps. Our imposed cap for CAQ requests is 31 students across all 3 constituent colleges, however there are some exemptions including refugees and those whose parents hold a permit.

He added that we are getting dangerously close to our Law14-imposed enrolment cap as we are expecting more returning students than usual. The second round of admissions for most programs is already closed, but applications are still open for Nursing, Special Education Techniques (SET), Computer Science Technology (CST), Arts, Literature and Communication (ALC), Liberal Arts and Visual Arts.

Members requested that next board report include the number of admits who hold a Certificate of Eligibility and those who do not.

Antoine added that as per Law 14, non-certificate holders must pass the French exit exam (*EUF*), and that the first large cohort wrote this exam in December with a pass rate of 90.4% (47 out of 52 students), which is excellent news.

8. Varia

- a. Philip Cooper mentioned that there might be a need for a special meeting regarding the DCC selection after the interviews have taken place.

9. Date of Next Meeting (Tuesday, April 22, 2025 – C156)

10. Adjournment

Camelia van Doorn-Brodeur moved to adjourn the meeting at 5:28 p.m.

The minutes were adopted with a minor correction at the Governing Board meeting on May 27, 2025.

Moved: Alain Lessard

Seconded: Lois Dana

Tina Gjertsen, Recording Secretary