



GOVERNING BOARD MEETING
2580 College Street, Sherbrooke, QC J1M 2K3
Tuesday, May 27, 2025
4:00 – 6:00 p.m. (Room C-156)

MINUTES

MEMBERS PRESENT:

Philip Cooper	Director of Constituent College
Isabelle Goyette (Vice-Chair)	Government Appointee, University Sector
Caroline A. Morrissette	Government Appointee, Enterprise
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

REGRETS:

Sébastien Houle (Chair)	Government Appointee, Enterprise
Kandy Mackey	Government Appointee, School Board Sector
Éric Richard	Government Appointee, Socio Economic Group
Garnet Smith	Student Representative
Camelia van Doorn-Brodeur	Student Representative

ALSO PRESENT:

Suzanne Meesen	Secretary General
Tina Gjertsen	Recording Secretary
Francis Gauthier	Presenter, CST Program (Presenter)
Isabelle Archambault	Coordinator, Administrative Services (Presenter)
Julie Monfette	Asst. Director, Administrative Services, CRC (Presenter)
Vanessa Audet	Asst. Director, Administrative Services, CRC (Observer)
Jean-François Joncas	Associate Dean, Student Services (Observer)
Nicolas Lecomte	Associate Dean, Faculty & Academic Affairs (Observer)
Sandra Banerjee	Coordinator, Human Resources (Observer)
Caroline Fortier	Faculty Member, Computer Science Technology (Observer)
Michael Takenaka	IT Systems Analyst (Technical Support)

AGENDA

1. Announcements
2. Adoption of the Agenda
3. Adoption of Minutes of Previous Meeting
 - a. March 18, 2025
4. Question Period (15 minutes)
5. Business Arising
 - a. CST Program Evaluation Report and Action Plan (Resolution)
 - b. Initial Operating Budgets 2025-2026
 - i) Lennoxville Constituent College (Resolution)
 - ii) Sherbrooke Administrative Services (Information)
 - c. Provisional Capital Budgets 2025-2026
 - i) Lennoxville Constituent College (Resolution)
 - ii) Sherbrooke Administrative Services (Information)
 - d. Request for Access to Surplus for Residences (Resolution)
 - e. ALC Program Revision (Resolution)
 - f. Commission of Studies Policy (Resolution)
 - g. Appointment of Academic Administrators to the Commission of Studies (Resolution)
 - h. Program Evaluation Guidelines and Templates (Resolution)
 - i. Admissions Numbers 2025-2026 (Information)
6. New Business
 - a. Election of Chair & Vice-Chair 2025-2026 (Resolution)
 - b. Approved Projects for Release (Information)
 - c. Governing Board Member Mandates (Information)
 - d. Truth and Reconciliation Option (Information)
7. Constituent College Report
 - a. College News
8. Varia
9. Date of Next Meeting (Tuesday, October 7, 2025 – C156)
10. Adjournment

MINUTES

1. Announcements

Isabelle Goyette, Vice-Chair, welcomed everyone to the meeting and extended regrets from Sébastien Houle, Chair, who was unable to attend. She congratulated Philip Cooper for his appointment as Director of Constituent College, and welcomed the guests who would be presenting.

2. Adoption of the Agenda

The agenda was adopted with modifications: Items 6.b and 6.c were moved to 5.b. and 5.c. Updates on a few topics were requested; these were noted for discussion as part of item 7.a. College News.

Moved: Alain Lessard Seconded: Caroline Morissette
Motion carried.

3. Adoption of Minutes of Previous Meeting

a. March 18, 2025

The minutes were adopted with a minor correction to the list of attendees.

Moved: Alain Lessard Seconded: Lois Dana
There was no call for a vote. Motion carried.

4. Question Period (15 minutes)

There were no questions.

5. Business Arising

a. CST Program Evaluation Report and Action Plan (Resolution)

Francis Gauthier presented on the program evaluation report and action plan. The action plan includes the implementation of changes including a course name change, and some changes to the number of hours for certain courses, taking into account the impact this will have on all students. The program also plans to offer more stage preparation and career guidance to students, address difficulties in recruitment of teaching personnel, and classroom improvements.

A question was raised about whether a CST program revision was already on the calendar for next year; it was clarified that this was not anticipated, but that minor revisions often follow a program evaluation. Concern was raised about the length of time expected to resolve classroom issues, and that this should be highly prioritized for the sake of student well-being. It was also suggested that a CST club be created to leverage CSA funding for certain activities.

Resolution: LEN-2024-121

Computer Science Technology (CST) Program Evaluation Report

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 the 420.B0 CST program voluntarily carried out a program evaluation in the 2024-2025 school year; and

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WHEREAS the 420.B0 CST program was evaluated in accordance with the provisions of Article 5 of the IPMAP; and

WHEREAS a final report and action plan have been developed and approved by the 420.B0 CST Program Committee, and Dean; and

WHEREAS the Commission of Studies recommended the 420.B0 CST program evaluation report at its meeting held on May 15, 2025;

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

Moved: Jennifer McLeod Seconded: Alain Lessard

There was no call for a vote. Motion carried.

b. Initial Operating Budgets 2025-2026

i) Lennoxville Constituent College (Resolution)

Isabelle Archambault presented the Lennoxville Initial Operating Budget. She pointed out the significant budget cuts affecting the Cégep network for the next academic year, representing \$400,000 for Champlain-Lennoxville. It was specified that cuts would mainly affect the staffing plan, department budgets, services, and limit to remunerated hours; there will be no cuts to current employees. A concern was raised about using the surplus for a recurring expense; it was clarified that the College is aware of this and expects not to require to the use of surplus funds for this the following year.

Isabelle gave an overview of how the budget was developed to preserve the mission of the college, maximize resources and self-funded initiatives as well as optimizing sports.

There was a question about athlete fees; Isabelle clarified that this was decided in consultation with Jean-François Joncas after an in-depth analysis of athletic costs. It was clarified that since these are self-funded activities, approval from the Governing Board is not required (as per Bylaw 4). It was requested that this type of decision be mentioned in the Board Report for the sake of transparency.

Resolution: LEN-2024-122

2025-2026 Champlain Lennoxville Initial Operating Budget

WHEREAS under Bylaw 5, Article 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 initial 2025-2026 allocations with possible future adjustments; and

WHEREAS a balanced operating budget has subsequently been prepared for a value of \$21,051,695; 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 initial 2025-2026 operating budget as presented; and

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BE IT FURTHER RESOLVED that upon its adoption; the initial operating budget shall be forwarded to the Board of Governors.

Moved: Caroline Morrissette Seconded: Alain Lessard
There was no call for a vote. Motion carried.

ii) Sherbrooke Administrative Services (Information)

Julie Monfette presented the details of the Sherbrooke Administrative Services Operating Budget. They expect a deficit of about 500,000\$, to be covered by the surplus which was the result of personnel vacancies. There will be additional costs next year due to overlap in positions for the purposes of training, however this is not expected to be a recurring cost.

c. Provisional Capital Budgets 2025-2026

i) Lennoxville Constituent College (Resolution)

Isabelle Archambault presented the Lennoxville Capital Budget. She mentioned new ministry regulations introduced late last summer, which included a change to the calendar and limits to expenses and the way in which surplus funds are used.

There was a question about the timing of capital requests, and Isabelle confirmed that requests for operational requests will be in Spring and requests for capital in the Fall moving forward.

Resolution: LEN-2024-123

2025-2026 Champlain-Lennoxville Provisional Capital Budget

WHEREAS we received an unofficial allocation for the capital budget from the Ministry; and

WHEREAS the Ministry has changed the yearly cycle to April 1-March 31 instead of July 1-June 30; and

WHEREAS decisions were already made to meet the new budgetary annual cycle; and

WHEREAS Champlain-Lennoxville has prepared the Annual Capital Budget respecting the regulations and budgetary policies as set forth by the *Ministère de l'Enseignement supérieur*; and

WHEREAS the total 2025-2026 Provisional Capital Budget, including the Ministry allocations for immovable and movable assets and other revenues totals \$1,178,525.00 with planned expenses of \$1,153,525.00;

BE IT THEREFORE RESOLVED that the Champlain–Lennoxville Governing Board adopts the 2025-2026 Provisional Capital Budget as presented.

BE IT FURTHER RESOLVED that the Governing Board recommends to the Board of Governors that the Champlain–Lennoxville Provisional Capital budget be integrated into the Champlain Regional College 2025-2026 Provisional Capital Budget.

Moved: Alain Lessard Seconded: Lois Dana
There was no call for a vote. Motion carried.

ii) Sherbrooke Administrative Services (Information)

Julie Monfette presented the Sherbrooke Capital Budget.

d. Request for Access to Surplus for Residences (Resolution)

Isabelle Archambault presented on this subject. Philip Cooper pointed out the need for improvements to the residences for the sake of the quality of life of our students. Isabelle explained that Phase 1, to take place this summer, includes removing carpeting, replacing countertops, and painting. A 3-year plan is in place for the project as a whole.

Myriam expressed appreciation for Isabelle's contributions and the hope that someone as efficient will be found to replace her.

Resolution: LEN-2024-124

Access to Surplus Funds for Winder Street Residence

WHEREAS the Residence complex is an auto-financed service offered to students; and

WHEREAS limited funding is received for infrastructure maintenance of Residence and no funding is received from the Ministry for furnishings in Residence under the funding parameters (MAOB) for auto-financed services; and

WHEREAS the residential buildings require significant renovation. An analysis and renovation plan have been carried out in order to execute the work in phases; and

WHEREAS Phase 2 of the renovations, scheduled for summer 2026, is estimated at \$600,000.00, including a 10% contingency; and

WHEREAS a public call for tender will be held in September 2025 to select the contractor who will carry out the construction work; and

WHEREAS as the cost for the complete renovations assessed in the analysis significantly exceeds the amounts currently available in the College's capital fund; and

WHEREAS the College aspires to continue to improve the living conditions for students living in Residence beyond the recently awarded contract,

BE IT THEREFORE RESOLVED that the Governing Board recommend that the Board of Governors approve an access to surplus of the Lennoxville portion of the College's accumulated surplus in the amount of \$600,000.00 to be dedicated to continuing the above-mentioned renovations of the Winder Street Residence.

Moved: Lois Dana Seconded: Akesh Gill-Coleman

There was no call for a vote. Motion carried.

e. ALC Program Revision (Resolution)

Myriam Pruneau presented on this topic, mentioning the program had been recently revised. During the implementation of the revision, some necessary adjustments were discovered, including the correction of certain course codes, the incorporation of *Introduction to Abenaki Language and Culture* into the framework, the reincorporation of *Spanish 1*, and the adjustment of certain course descriptions.

Resolution: LEN-2024-125

Arts, Literature, and Communication (ALC) Program Revision

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WHEREAS in Fall 2022 the College initiated a revision to the 500.A1 ALC program to address issues related to the ongoing E-envelope deficit; and

WHEREAS the program was revised during the 2023-2024 school year for implementation in Fall 2024; and

WHEREAS the ALC program has since determined that minor modifications to the program framework were required including the correction of erroneous course codes as well as updated course descriptions for three program courses; and

WHEREAS the necessary modifications were made during the Winter 2025 semester in collaboration with the Coordinator of ALC and the Dean of Academic Affairs in accordance with the Institutional Policy on the Management of Academic Programs (IPMAP); and

WHEREAS the updated program framework was recommended by the Commission of Studies at its meeting held on May 15, 2025;

BE IT THEREFORE RESOLVED that the Governing Board adopt the proposed 500.A1 ALC modification for implementation in Fall 2025.

Moved: Caroline Morissette Seconded: Alain Lessard
There was no call for a vote. Motion carried.

f. Commission of Studies Policy (Resolution)

Sue Meesen presented on this subject, mentioning for context that we are required to revise the policy every 5 years as per Article 6, and that the Commission of Studies had already been consulted with regards to this revision. The proposed changes are the result of the evolution of committees and policies at the College, and as such it now includes additions to the mandate and composition of the committee, as well as adjustments to procedures for vacancies and the replacement of mandates.

It was explained that the Commission of Studies already includes two academic administrators, and it is proposed that two more be added (an additional Academic Dean and the Dean of Academic Organization and Registrar) as well as the addition of two faculty members to balance the composition.

There was a brief discussion around the significant increase in the number of members (by 4) of the Commission of Studies.

Resolution: LEN-2024-126

Revision to the Policy on the Commission of Studies

WHEREAS the Policy on the Commission of Studies was first adopted by the Governing Board on December 10, 2019; and

WHEREAS the provisions of Article 6 require that the Policy be reviewed every 5 years; and

WHEREAS a review of the Policy took place during the 2024-2025 school year in consultation with feedback received by the necessary College bodies; and

WHEREAS the proposed modifications to the Policy were recommended by the Commission of Studies at its meeting held on May 15, 2025,

BE IT THEREFORE RESOLVED that the Governing Board adopt the revised Policy for immediate implementation upon its adoption.

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Moved: Jennifer McLeod Seconded: Akesh Gill-Coleman

There was no call for a vote. Motion carried.

g. Appointment of Academic Administrators to the Commission of Studies (Resolution)

Sue Meesen explained that in light of the previous item, two academic administrators would be added to the Commission of Studies. The additions are Yotam Baum, Associate Dean of Pre-University Programs and General Education, and Antoine Fortin-Veilleux, Associate Dean of Academic Organization and Registrar.

Resolution: LEN-2024-127

Appointment of Designated Academic Administrators to the Commission of Studies

WHEREAS section 17 of the Colleges Act specifies that members of personnel responsible for programs of studies must be appointed to the Commission of Studies by the Governing Board; and

WHEREAS in accordance with the adoption of the newly revised Policy on the Commission of Studies, the composition of members to the Commission of Studies now calls for two (2) additional Academic Administrators to be appointed by the Governing Board; and

WHEREAS the Director of Champlain College Lennoxville recommends that Yotam Baum (Associate Dean, Pre-University Programs) and Antoine Fortin-Veilleux (Associate Dean of Academic Organization & Registrar) be appointed to the above-mentioned positions on the Commission of Studies;

BE IT THEREFORE RESOLVED that the Governing Board of Champlain College-Lennoxville approve the appointments of Yotam Baum and Antoine Fortin Veilleux to the Commission of Studies.

Moved: Alain Lessard Seconded: Caroline Morissette

There was no call for a vote. Motion carried.

h. Program Evaluation Guidelines and Templates (Resolution)

Sue Meesen presented on the guidelines which were developed to facilitate the implementation of program evaluation, as part of the IPMAP.

Resolution: LEN-2024-128

Institutional Policy on the Management of Academic Programs (IPMAP) Guidelines

WHEREAS the *Institutional Policy on the Management of Academic Programs* (IPMAP) was adopted by the Governing Board of Champlain College-Lennoxville on May 23, 2023, for implementation in the Fall 2023 semester; and

WHEREAS in accordance with Article 5 of the IPMAP, the IPMAP Advisory Committee has developed a set of guidelines and tools to facilitate the implementation of Article 5 (Program Evaluation) of the Policy; and

WHEREAS the Champlain-Lennoxville community was consulted on the resulting Guidelines and Templates during the Winter 2025 semester; and

WHEREAS relevant feedback received during consultations was integrated where possible; and

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WHEREAS the Commission of Studies recommended the IPMAP Guidelines and Templates at its meeting held on May 15, 2025;

BE IT THEREFORE RESOLVED that the Governing Board adopt the new IPMAP Guidelines and Templates for implementation in conjunction with the IPMAP in the Fall 2025 semester.

Moved: Alain Lessard Seconded: Jennifer McLeod
There was no call for a vote. Motion carried.

i. Admissions Numbers 2025-2026 (Information)

Philip Cooper briefly spoke on this topic, clarifying that the current enrolment number is expected to drop by September, which will be in line with our ministry-imposed cap.

6. New Business

a. Election of Chair & Vice-Chair 2025-2026 (Resolution)

Sue Meesen explained that, in accordance with Article 14 of the Act, the Board elects annually, at the last regular Board meeting of the financial year, a Chair and Vice-Chair. Only external governors are eligible for this position.

Eligible Members include:

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

Election of Chair

Name Proposed	Moved by:	Seconded by:	Accepted:
Sébastien Houle	Alain Lessard	Jennifer McLeod	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Call for further nominations:

The Secretary General called three times for further nominations:

Are there any other nominations?

Are there any other nominations?

Are there any other 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:

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

Election of Vice-Chair

Name Proposed	Moved by:	Seconded by:	Accepted:
Caroline Morissette	Alain Lessard	Jennifer McLeod	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Call for further nominations:

The Secretary General called three times for further nominations:

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Are there any other nominations?

Are there any other nominations?

Are there any other 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:

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

b. Approved Projects for Release (Information)

Philip Cooper briefly presented the list of projects approved for next year.

c. Governing Board Member Mandates (Information)

Sue Meesen presented briefly on this, pointing out the current vacancies. The College will continue to provide names of possible candidates to the government.

d. Truth and Reconciliation Option (Information)

This item was tabled until the next meeting.

7. Constituent College Report

a. College News

Philip Cooper addressed the recently-published MEES report. He explained that the recommendations will be addressed (some improvements have already been made), and that some were unknown to the College until now. He assured the members that the goal is to be transparent and improve trust in the administration and overall work climate at the College. Members expressed the need for the Governing Board to have an action plan in response to the recommendations which fall under its responsibility.

Philip also conveyed news that the CEEC is being abolished by the Minister of Higher Education, noting that administrators are generally in favour, but that teachers and students are more hesitant to accept this abolition. Colleges will now be responsible for their own quality assurance.

The Anglo Deans (Directors of anglophone cégeps) met recently at Dawson College and had a productive discussion with Éric Girard, member of the National Assembly.

Parents' night took place last week with high attendance and positive feedback. The College plans to continue this in the future.

Sentier de la parole is being completed over the next few weeks. Plaques will be installed beside the building displaying poetry in English, French, and Abenaki.

Regarding the Strategic Plan, Philip clarified that this responsibility belongs to the Board of Governors, with contributions from the Governing Board. A presentation will come to the Governing Board in the Fall regarding reframing indicators as objectives.

Regarding Bylaw 3, flaws have been noted, and Champlain Regional College is hiring a consultant to revise certain bylaws and policies, including this one.

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Regarding the Champlain-Lennoxville Foundation, its transition to a new subcommittee of the Governing Board is expected to take place over the next few months.

Phil also mentioned our student, Mateo Jarquin, who recently gave a dynamic and impressive presentation to the community on his robotic hand project. He will be going on to a national science fair in New Brunswick this week and possibly an international competition in Abu Dhabi.

Philip concluded by thanking all members for their contributions over this past academic year.

8. Varia

9. Date of Next Meeting (Tuesday, October 7, 2025 – C156)

10. Adjournment

Alain Lessard moved to adjourn the meeting at 6:33 p.m.

The minutes were adopted as presented at the Governing Board meeting on October 7, 2025.

Moved: Alain Lessard

Seconded: Isabelle Goyette

Tina Gjertsen, Recording Secretary