



GOVERNING BOARD MEETING

2580 College Street, Sherbrooke, QC J1M 2K3

Tuesday, October 7, 2025

4:00 – 6:00 p.m. (Room C-156)

MINUTES

MEMBERS PRESENT:

Philip Cooper	Director of Constituent College
Sébastien Houle (Chair)	Government Appointee, Enterprise
Caroline A. Morrissette (Vice-Chair)	Government Appointee, Enterprise
Isabelle Goyette	Government Appointee, University Sector
Éric Richard	Government Appointee, Socio Economic Group
Jennifer Palik	Parent Representative
Myriam Pruneau	Faculty Representative
Alain Lessard	Faculty Representative
Sophie Côté	Student Representative
Lois Dana	Professional Staff Representative
Judith Brady	Support Staff Representative

REGRETS:

Kandy Mackey	Government Appointee, School Board Sector
Martin Wiedenhoff	Parent Representative
Shamim Hussaini	Student Representative

ALSO PRESENT:

Suzanne Meesen	Secretary General
Tina Gjertsen	Recording Secretary
Caroline Fortier	Computer Science Technology Program (Presenter)
Antoine Fortin-Veilleux	Dean of Academic Organization and Registrar (Presenter)
William Laramée	Coordinator, IT Services and Material Services (Presenter)
Carolyn Zhao	Coordinator, Administrative Services (Presenter)

AGENDA

1. Announcements – New members
2. Adoption of the Agenda
3. Adoption of Minutes of Previous Meetings
 - a. May 22, 2025
 - b. May 27, 2025
4. Question Period (15 minutes)
5. Business Arising
 - a. Truth and Reconciliation Option (Information) *tabled from last meeting*
 - b. CST Program Revision Plan (Information)
 - c. Champlain Lennoxville Foundation update
 - d. Enrollment Numbers 2025-2026 (Information)
6. New Business
 - a. Request for Access to Surplus – Winder Street Residence Security & Hydro (Resolution)
 - b. Request for Access to Surplus – Professional Fees Sherbrooke (Resolution)
 - c. Summer Online Courses Report
 - d. Student Success Initiatives 2025-2026
 - e. Success Rates – Épreuve uniforme de français (EUF)
7. Constituent College Report
 - a. College News
8. Varia
 - a. Employee Experience Survey
 - b. Training Required by Policies
 - c. Governing Board Training
 - d. Strategic Plan Update
 - e. Bylaw 3 Update
9. Date of Next Meeting (Tuesday, November 11, 2025 – C156)
10. Adjournment

MINUTES

1. Announcements – New members

Caroline Morrissette, Vice-Chair, welcomed the group and introduced herself, mentioning that she would be chairing this meeting in the absence of the Chair.

A round of introductions took place.

Philip Cooper reminded everyone to sign and send in their Declaration of Interest and Confidentiality & Ethics forms and explained why they are necessary. He also explained the roles and responsibilities of Governing Board member, including reading the package, contributing to discussions, and remembering that members represent themselves and not necessarily all people in the groups they represent, as only Governing Board members have access to meeting documents.

Philip also explained the voting process, including a reminder that abstentions don't count as votes, but rather indicate going along with majority. Those who abstain can request that their name and reason they are abstaining be recorded in the minutes. Philip mentioned that reasons for abstaining may include a conflict of interest, failure to read the package or adequately prepare, or lack of understanding on the subject. If members abstain for political reasons, they must explain their reasons to give clarity to the board. It was also mentioned that requests can be made to table an item in case the board is not ready to vote, and that secret votes can also be requested.

2. Adoption of the Agenda

The agenda was adopted as presented with additions to item 8) Varia: a. Employee Experience Survey, b. Training Required by Policies, c. Governing Board Training, d. Strategic Plan Update and e. Bylaw 3 Update.

Moved: Alain Lessard Seconded: Isabelle Goyette

There was no call for a vote. Motion carried.

3. Adoption of Minutes of Previous Meetings

There was a question about the minimal number of details in the meeting minutes. Sue Meesen explained that Robert's Rules of Order requires less detail than we provide, that minutes at Champlain-Lennoxville formerly included much more detail, and that we are currently looking for a balance between the two.

a. May 22, 2025

The minutes were adopted as presented.

Moved: Alain Lessard Seconded: Éric Richard

There was no call for a vote. Motion carried.

b. May 27, 2025

The minutes were adopted as presented.

Moved: Alain Lessard Seconded: Isabelle Goyette

There was no call for a vote. Motion carried.

4. Question Period (15 minutes)

There was a question about the process of selection of textbooks for courses, noting that a requested French dictionary is very expensive. A Faculty member explained that teachers select their own books, usually considering prices. Philip said he would inquire about this with the department. A Faculty member suggested the CSA survey the student body about any concerns about books. A student representative mentioned they have heard other students share the same concern.

5. Business Arising

a. Truth and Reconciliation Option (Information) *tabled from last meeting*

Caroline Morissette recognized Lois Dana and Murray Johnston for their work on the Truth and Reconciliation week activities.

This item was tabled until the next meeting.

b. CST Program Revision Plan (Information)

Caroline Fortier presented on this topic, and explained the process of developing the revision plan. The plan includes changes such as shifting competencies, adjusting course titles, and modifying course hours.

Caroline clarified that this revision was not mandated by the Ministry, but that it is an internal revision to ensure that the program meets the needs of the students. The revision will be presented to the Commission of Studies and the Governing Board for approval at the end of this semester. Implementation is planned for Fall 2027.

c. Champlain Lennoxville Foundation update

Philip gave an overview of the history of the Champlain Lennoxville Foundation, mentioning that it was a separate entity from the college, tasked with fundraising, and that it faced challenges with low external interest in participation and little fundraising efforts. He reminded the group that dissolving the Foundation was presented and accepted by the Governing Board last year. Philip shared that the process of receiving charitable status for the newly created foundation has been stalled, and this has been raised with colleagues at CRC Administrative Services. The new management at CRC are investigating this, and Philip is pushing for this to be resolved quickly. He shared that the Foundation's funds are locked with the liquidator until a new Foundation is officially established, so we cannot support field trips and athletic events like we did in the past. However, we do have an operational emergency fund. He emphasized that there must be an effort to raise funds once the foundation is operational, and that we may need a motion from the Governing Board to ask the Foundation to put aside funds for certain needs.

A board member added that alumni activities would be very much needed as part of fundraising efforts.

d. Enrollment Numbers 2025-2026 (Information)

Antoine Fortin-Veilleux summarized the enrollment table found in the Board Report and pointed out an error. It was agreed that an updated Board Report would be sent to members with the correction, as well as full program names and numbers from Fall 2024 for comparison.

Antoine explained we are over our ministry-imposed cap, but that the cap is shared between the three Champlain colleges and as such we would not incur any penalties.

Highlights included a higher-than-expected number of new students (550), and a higher than usual positive response rate for new students. He mentioned that students may be applying to fewer institutions at once.

Enrolment in the Science program is also higher than usual for the first year, as well as Nursing, Special Education Techniques, and Accounting and Management Technology. Antoine added that some students who could not be admitted due to the cap were offered part-time status and can change to full-time status in Winter 2026.

Challenges included a low number of new students in Visual Arts is small, a slight decrease in new Social Science students, and a smaller Computer Science Technology incoming cohort than we would have liked.

6. New Business

a. Request for Access to Surplus – Winder Street Residence Security & Hydro (Resolution)

Caroline requested a correction to the wording in the Resolution, from *auto-financed* to *self-financed*.

Philip presented on this topic. He explained how repairs to power lines to a residence building resulted in large Hydro bill. In addition, he informed the board of two security incidents at the residences this summer involving break-in, vandalism, and theft of security equipment. Overnight security guards were added right away even if no students were staying in residences over the summer. The College is therefore asking for access to surplus funds to replace security equipment and pay the Hydro bill.

New cameras will have cloud-based footage, and AI assistance to find incidents. Residences will continue to use surplus for much needed upgrades and maintenance.

A question was raised about including a contingency plan for funds rather than waiting for the Governing Board to approve access to surplus; William Laramée clarified that the College does not have any remaining budget in the emergency fund for this unforeseen sum.

Resolution: LEN-2025-131

Access to Surplus funds for Winder Street Residence – Security & Hydro Maintenance

WHEREAS the residence complex is an auto-financed service offered to Champlain College students; and

WHEREAS security equipment at the Champlain residences requires replacement and updating at an estimated cost of \$80,000 (fire alarm \$20,000, security cameras \$60,000); and

WHEREAS the College received a quote from Hydro in the amount of approximately \$35,000 in unforeseen maintenance costs; and

WHEREAS the College aspires to continue improving the safe living conditions of its students living in the Winder Street residences;

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 \$115,000 to be dedicated to continuing the above-mentioned security measures and repairs for the Winder Street Residences.

Moved: Judith Brady Seconded: Sophie Côté
There was no call for a vote. Motion carried.

b. Request for Access to Surplus – Professional Fees Sherbrooke (Resolution)

Phil explained that the College requires funds to hire professionals such as architects and engineers to carry out Capital projects. Philip clarified that the projects are approved collectively by the Management team (administration of the College).

The board requested a short report later on detailing how the funds were spent. Carolyn Zhao agreed that the College would be able to present to the Board the total surplus, what has been spent, and what is remaining.

Resolution: LEN-2025-132

Access to Surplus Funds – Professional fees and various capital expenses 2025-2026 cycle – Champlain-Lennoxville

WHEREAS the management of the Capital fund is subject to strict rules governing its use by the *Ministère de l'Enseignement Supérieur* (MES) since 2024-25, and these rules do not allow for the optimal use of the available funds, particularly for professional fees during the project planning or feasibility analysis period.; and

WHEREAS the Project and Capital funding is granted by the MES on the basis of the ten-year investment plan presented and revised annually by Champlain Regional College; and

WHEREAS Professional fees (architects, engineers, etc.) represent significant expenses that are necessary for proper planning, and these expenses can only be capitalized in the fiscal year in which the project will be realized; and

WHEREAS other various and urgent capitalizable expenses not included in the annual investment plan may arise during the year; and

WHEREAS that to carry out its mission, Champlain Regional College must remain agile and be able to respond to specific needs necessary for the fulfillment of its mission;

BE IT THEREFORE RESOLVED that the Governing Board recommend that the Board of Governors authorize an access from Champlain Lennoxville's portion of the College's accumulated surplus in the amount of \$100,000 to cover professional fees and various capital expenses that will need to be incurred by the College during the 2025-2026 cycle.

Moved: Alain Lessard Seconded: Sébastien Houle
There was no call for a vote. Motion carried.

c. Summer Online Courses Report

Antoine Fortin-Veilleux presented a summary of the courses offered in Summer 2025. He explained that online courses were offered in part to meet the needs of our sister college in Saint-Lambert. The College was able to use Continuing Education funds for this and was able to meet accommodation needs for residence students who must go back home in the summer.

A student survey was conducted, as well as a faculty focus group. Summer course enrolment increased by almost double: 84 Champlain-Lennoxville students enrolled, and 48 from other institutions, for a total of 132 students.

Success rates were similar to those of in-person courses during the regular year. Overall, teachers were pleasantly surprised by their experience and would do it again, as would students.

The College would like to continue this, maintaining in-person offerings in the Summer term as well. A question was raised about preparation and guidance for teachers – it was explained that our Techno-pedagogical Counsellor gave a workshop on best practices and offered many resources and was available along with IT Services for support over the summer.

d. Student Success Initiatives 2025-2026

Philip gave a summary of upcoming student success initiatives: the evaluation of the IPESA, Student Success Plan, and Academic Honesty Procedures; new Student Hub which brings together various supports in one place; the Student Experience Survey; funding of \$600,000 for two new ECQ projects on pedagogy in math and language education; Pedagogical workshops; a new EDI committee; sustainability initiatives; and other projects.

The Board commended Philip on the College's progress on these projects.

e. Success Rates – Épreuve uniforme de français (EUF)

Antoine Fortin-Veilleux brought news regarding the EUF. The 3rd EUF at Champlain-Lennoxville took place this past August. The first one in December 2024 had a success rate of 91%, the 2nd in May had a success rate of 83%, and the 3rd in August had a success rate of 43%. Antoine assured the group that this can be explained by a much smaller sample size, and the fact that many students were rewriting the exam after previous failures.

Failures were largely due to technical errors in French, and the French help center has put measures in place to focus on helping students improve their technical skills. They will also have the opportunity to review their EUF exam mistakes with the help center.

The English Exit Exam in August had a pass rate of 97%.

7. Constituent College Report

a. College News

Philip mentioned a water leak earlier in the month on the 3rd floor which resulted in damage to walls and floors, and that it is being repaired as soon as possible. He also announced the completion of the *Sentier de la parole* and invited members to go and see it. He mentioned that the German Exchange students were here last week, and that our Science student, Mateo Jarquin, was recently in Abu Dhabi representing Canada at an international science conference.

Philip informed the group of a Board of Governors meeting taking place later this month, and that they would receive an invitation shortly.

8. Varia

a. Employee Experience Survey

A faculty member requested that the College survey employees based on significant administrative changes over past few years. Philip said this was in the works and would take place in November. The survey is expected to be somewhat recurrent, perhaps every 2 years.

b. Training Required by Policies

A faculty member asked if the College keeps track of training required as per certain policies. Philip answered that it is tracked, and he is ensuring this is followed.

c. Governing Board Training

There will potentially be a Collecto training coming up soon, and the administration is working on this. They would like this to include the difference between the Governing Board and the Board of Governors.

d. Strategic Plan Update

Work on this is underway and will be presented to the CEEC in November. The plan should come to the Governing Board before the Board of Governors meeting in November.

e. Bylaw 3 Update

The Regional office is hiring a consultant to look at this.

9. Date of Next Meeting (Tuesday, November 11, 2025 – C156)

10. Adjournment

Myriam Pruneau moved to adjourn at 6:05 p.m.

The minutes were adopted as presented at the Governing Board meeting on November 11, 2025.

Moved: Judith Brady Seconded: Alain Lessard

Tina Gjertsen, Recording Secretary