



**OFFICIAL MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
2022-2023
May 29, 2023 at 7:00 p.m.**

MEMBERS PRESENT: Donald Shewan Dawn Smith
Jean-Robert Lessard Malcolm Harper
Henriette Dumont Richard Fontaine
Vince Amato Jaswinder Sehota
Rafin Islam Robert Soroka
Denise Albert Moira Paterson

REGRETS: Michael Newton, Joao Amorim, Geneviève Bourgoing
Louis Zargi

ALSO PRESENT: Sam D'Amico, Robert Hofstatter, Nicole Haché, Mark
Wallace, Maria Bologna, Carmela Mancuso, Paul Conway,
Julianne Varin, Ekaterina Volokhova, Yves Rainville

The Governing Board meeting is being held in person.

The meeting was called to order at 7:05 p.m. It was presided by Dawn Smith, Chairperson of the Governing Board at Champlain College Saint-Lambert.

Certificates of recognition and tokens of appreciation were presented to members who have terminated their mandates. Don Shewan expressed a special mention of thanks to Dawn Smith, founding chairperson of the Governing Board.

1) Approval of Agenda

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of May 8, 2023
3. Business arising from the minutes of May 8, 2023
4. Public question period
5. IPESL Policy modifications

Resolution No.: LAM-2022-014

6. Continuing Education new AEC program *Network Management & Architecture* (LEA.54)
Resolution No.: LAM-2022-015
7. Budgets 2023-2024
 - a) Champlain Regional College Operating Budget 2023-2024
Resolution No.: LAM-2022-016
 - b) Champlain Regional College Provisional Capital Budget 2023-2024
Resolution No.: LAM-2022-017
 - c) Champlain College Saint-Lambert Operating Budget 2023-2024
Resolution No.: LAM-2022-018
 - d) Champlain College Saint-Lambert Provisional Capital Budget 2023-2024
Resolution No. : LAM-2022-019
8. Devis Scolaire (Information Item)
9. Varia
10. Adjournment

It was **MOVED** by Vince Amato and **SECONDED** by Henriette Dumont that the agenda be approved. **MOTION CARRIED UNANIMOUSLY.**

2) Approval of minutes of the meeting of May 8, 2023.

It was **MOVED** by Jean-Robert Lessard and **SECONDED** by Richard Fontaine to adopt the minutes of the regular meeting of the Governing Board of May 8, 2023. **MOTION CARRIED UNANIMOUSLY.**

3) Business Arising from the Previous Minutes of May 8, 2023.

There was no business arising.

4) Public Question Period.

There were no questions from the public.

**5) IPESL (Institutional Policy on the Evaluation of Student Learning) Modifications
Resolution No.: LAM-2022-014**

Don Shewan invited Anthony Singelis, Dean of Faculty and Curriculum to speak to this item. Anthony presented four modifications to the policy as well as one addition as described in the resolution below.

WHEREAS the IPESL Sub-committee has reviewed the current Institutional Policy on the Evaluation of Student Learning (IPESL) and identified the following adjustments and additions:

1. Number the sections of the policy.
2. Allow the mid-term course assessment of student progress to be based on a minimum of 20% of the student's overall grade.
3. Modify the Mid-Course Evaluation of Student Progress by removing the letter grade categories, and adding new comments for teachers to select:
 - Outstanding Performance – 90% and above
 - Competent Performance – 80% to 89%
 - Adequate Performance – 70% - 79%
 - Passing but needs work – 60% - 69%
 - Experiencing difficulty – 59% and below
4. Adjust the Definition of Cheating & Plagiarism to read:
 - Student attends class but assessments have not been submitted
 - The student does not attend class on a regular basis
 - No evaluation available (applicable only to internships and intensive courses such as those found in Physical Education and Nursing)
4. Adjust the Definition of Cheating & Plagiarism to read:
 - A student will be accused of cheating and plagiarism if they:
 - copy or include another person's work as their own
 - receive unauthorized assistance on any type of assessment
 - take credit for work they did not create
 - share work with other students who may use it as their own
5. Include the concept of Multiple Threshold Grading:

Multiple threshold grading occurs in courses that have distinct components of learning, which are measured by distinct forms of assessment or assessment groups (e.g., lab and theory components). The minimum weight of a multiple threshold assessment or assessment group in a course's overall grade is 20%.

A student must achieve a grade of 60% or higher in each threshold assessment or assessment group to pass the course. In cases where a student does not achieve the passing requirements, the overall course grade cannot exceed 55%.

Multiple threshold grading is mandatory when identified in a GCO and applied consistently between all sections of the same course. If not defined in the

GCO, multiple threshold grading cannot be included in a SCO. In courses where multiple threshold grading occurs, it is presented in the SCO and explained to students in class at the beginning of the course; and

WHEREAS the Commission of Studies has unanimously recommended the Governing Board accept these changes;

BE IT THEREFORE RESOLVED that the Saint-Lambert Governing Board accept these changes effective for the Fall 2023 semester.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Malcolm Harper
MOTION CARRIED UNANIMOUSLY

Thanks to the IPESL sub-committee were expressed by all.

6) Continuing Education new AEC program *Network Management & Architecture* (LEA.54)

Resolution No.: LAM-2022-015

Mark Wallace, Director of Continuing Education spoke to this item.

WHEREAS the Continuing Education Department had identified a need for training in the area of Network Management and Architecture and the program offers very good employment potential to graduates; and

WHEREAS the Commission of Studies has unanimously recommended the program at its meeting of May 18, 2023;

BE IT THEREFORE RESOLVED that the Champlain College Saint-Lambert Governing Board approves this program for Champlain Saint-Lambert.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Vince Amato
MOTION CARRIED UNANIMOUSLY

7) Budgets 2023-2024

a) Champlain Regional College Operating Budget 2023-2024 Resolution No.: LAM-2022-016

Don Shewan invited Yves Rainville, interim Director General and Director of Material Resources to speak to this item.

WHEREAS each Governing Board must make a recommendation on the adoption of the Operating Budget of Administrative Services; and

WHEREAS the Ministry's initial allocation for 2023-2024 has been received; and

WHEREAS the Administrative Services have prepared a balanced budget for the financial year 2023-2024 for a total of \$4,468,323; and

WHEREAS the budget respects the regulations and the budgetary policy as set forth by the *Ministère de l'Enseignement supérieur*;

BE IT THEREFORE RESOLVED that the Champlain – Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2023-2024 Operating Budget of Champlain Regional College Administrative Services as presented.

There was no call for the vote.

MOVED BY: Jaswinder Sehota
SECONDED BY: Henriette Dumont
MOTION CARRIED UNANIMOUSLY

b) Champlain Regional College Provisional Capital Budget 2023-2024 Resolution No.: LAM-2022-017

Yves Rainville spoke to this item.

WHEREAS each Governing Board must make a recommendation on the adoption of the Capital Budget of Administrative Services; and

WHEREAS the Ministry's initial Capital allocation for 2023-2024 has not been received; and

WHEREAS the 2023-2024 budget has been prepared using the same figures as 2022-2023; and

WHEREAS the total 2023-2024 Capital Budget, including the ministry allocations for capital and moveable assets, other revenues, and the carry-over from previous year totals \$2,958,165 with planned expenses of \$560,781; and

WHEREAS the total planned spending does not exceed the total budget for the 2023-2024 financial year and the balance will provision for planned long-term projects;

WHEREAS the budget respects the regulations and the budgetary policy as set forth by the Ministère de l'Enseignement Supérieur;

BE IT THEREFORE RESOLVED that the Champlain Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2023-2024 Capital Budget of Administrative Services as presented.

There was no call for the vote.

MOVED BY: Vince Amato
SECONDED BY: Richard Fontaine
MOTION CARRIED UNANIMOUSLY

c) Champlain College Saint-Lambert Operating Budget 2023-2024
Resolution No.: LAM-2022-018

Don Shewan invited Paul Conway to speak to this item. Paul presented a balanced budget for the 2023-2024 year.

WHEREAS each Governing Board must make a recommendation on the adoption of its College's Operating Budget; and

WHEREAS the College has prepared a balanced budget for the financial year 2023-2024 for a total of \$36,414,708 and

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

BE IT THEREFORE RESOLVED that the Champlain – Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2023-2024 Operating Budget of Champlain Saint-Lambert as presented.

There was no call for the vote.

MOVED BY: Richard Fontaine
SECONDED BY: Jean-Robert Lessard
MOTION CARRIED UNANIMOUSLY

**d) Champlain College Saint-Lambert Provisional Capital Budget 2023-2024
Resolution No. : LAM-2022-019**

Paul Conway spoke to this item.

WHEREAS, Champlain Saint Lambert 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 2023-2024 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals \$10,156,062 with planned expenses of \$5,827,680; and

WHEREAS, the total planned spending does not exceed the total budget for the 2023-2024 financial year and the balance will provision for planned long-term projects;

BE IT THEREFORE RESOLVED that the Champlain Saint-Lambert Governing Board adopts the 2023-2024 Capital Budget as presented.

There was no call for the vote.

MOVED BY: Maira Paterson
SECONDED BY: Henriette Dumont
MOTION CARRIED UNANIMOUSLY

8) Devis Scolaire (Information Item)

Don Shewan informed the Board that a proposal would be made to revise the actual distribution of students by program. This distribution has an impact on the building expansion funding. He further pointed out that the cap on Day enrollment is 2,940 students. Any overages result in severe financial penalties.

9) Varia

Don Shewan informed the Board that the College met with Hydro Quebec last week and at this time, a court case is to be expected as we do not have an agreement regarding the portion of our land.

Ekaterina Volokhova, the new student representative who will be replacing Rafin Islam next year was warmly welcomed by all.

It was **MOVED** by Don Shewan and **SECONDED** by Dawn Smith to thank Sam D'Amico for his IT assistance through the years and to wish him a happy retirement after having worked at the College for 42 years.

MOTION CARRIED UNANIMOUSLY.

Don Shewan also thanked all members for their valuable contributions and wished everyone a safe and happy summer.

10) Adjournment

There being no other business, it was **MOVED** by Dawn Smith that the meeting be adjourned at 8:40 p.m.

Dawn Smith
Chairperson

Patrizia Polifroni
Recording Secretary