



**OFFICIAL MINUTES**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**2023-2024**  
**January 8, 2024 at 6:00 p.m.**

**MEMBERS PRESENT:** Donald Shewan Ekaterina Volokhova  
Michael Newton Jaswinder Sehota  
Richard Fontaine Stefan Iordan  
Geneviève Bourgoing Julianne Varin  
Robert Soroka Denise Albert  
Henriette Dumont Malcolm Harper  
Vince Amato

**REGRETS:** Moira Paterson, Jean-Robert Lessard

**ALSO PRESENT:** Terrance Brennan, Nicole Haché, Dean Howie, Carmela Mancuso, Patrick Straubb

The Governing Board meeting is being held via Teams. The meeting was called to order at 6:03 p.m. Robert Soroka welcomed Terrance Brennan, the consultant engaged by Champlain Regional College to coordinate the revision process of the various bylaws and policies.

**1) Approval of Agenda**

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of December 18, 2023
3. Business arising from the minutes of December 18, 2023
4. Public question period
5. Bylaw 3 (Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges)  
Resolution No.: LAM-2023-004
6. Bylaw 4 (Human Resources Management)  
Resolution No.: LAM-2023-005
7. Bylaw 6 (Student Fees) Appendix 1  
Resolution No.: LAM-2023-006
8. Bylaw 7 (Student Admission to Academic Programs)  
Resolution No.: LAM-2023-007

- 9. Policy on Conflict of Interest and Nepotism  
Resolution No.: LAM-2023-008
- 10. Policy on Code of Ethics and Professional Conduct  
Resolution No.: LAM-2023-009
- 11. Varia
- 12. Adjournment

It was **MOVED** by Richard Fontaine and **SECONDED** by Geneviève Bourgoing that the agenda be approved. **MOTION CARRIED UNANIMOUSLY.**

**2) Approval of minutes of the meeting of December 18, 2023.**

It was **MOVED** by Henriette Dumont and **SECONDED** by Richard Fontaine to adopt the minutes of the regular meeting of the Governing Board of December 18, 2023. There were three abstentions. **MOTION CARRIED.**

**3) Business arising from the minutes of December 18, 2023.**

Don Shewan spoke to this item and thanked all members for their contributions stating that the revised Academic Calendar has appeared to have worked out very well and that the March reading week has not been compromised.

**4) Public Question Period.**

There were no questions from the public.

As some members felt that more time was needed to review the various bylaws and policies, Don Shewan proposed to adjourn and continue the meeting on Monday, January 15, 2024. It was **MOVED** by Richard Fontaine and **SECONDED** by Michael Newton that the meeting be adjourned at 7:42 p.m.

**JANUARY 15, 2024, CONTINUATION OF MEETING on TEAMS.**

<b>MEMBERS PRESENT:</b>	Donald Shewan	Ekaterina Volokhova
	Jaswinder Sehota	Richard Fontaine
	Stefan Iordan	Geneviève Bourgoing
	Julianne Varin	Robert Soroka
	Denise Albert	Henriette Dumont
	Malcolm Harper	Moira Paterson

**REGRETS:** Michael Newton, Vince Amato, Jean-Robert Lessard

**ALSO PRESENT:** Terrance Brennan, Anthony Singelis, Dean Howie, Matt Refghi

**5) Bylaw 3 (Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges)  
Resolution No.: LAM-2023-004**

**WHEREAS** the new governance structure of Champlain Regional College as defined under the Letters Patent issued in 2019, requires that all regional bylaws and policies be revised to ensure congruity with the new structure; and,

**WHEREAS** the Governing Board of Champlain College Saint-Lambert has received notice of proposed amendments to *Bylaw 3 Concerning Appointment, Renewal of Mandate, and Evaluation of the Director General and of the Directors of Constituent Colleges* on December 19, 2023; and,

**WHEREAS** the members of the Saint-Lambert internal community and the Governing Board of Champlain College Saint-Lambert have reviewed the amendments and, where warranted, directed commentary as well as any comments or recommendations received locally to the consultant engaged to coordinate the revision process.

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain Saint-Lambert recommends that the Board of Governors of Champlain Regional College consider whatever comments have been proffered when effecting the proposed amendments to Bylaw 3.

There was a call for the vote.

**MOVED BY: Geneviève Bourgoing**  
**SECONDED BY: Stefan Iordan**  
**IN FAVOR: 8**  
**IN OPPOSITION: 2**  
**ABSTENTION: 2**  
**MOTION CARRIED**

**6) Bylaw 4 (Human Resources Management)  
Resolution No.: LAM-2023-005**

It was moved to continue the meeting in camera.

**WHEREAS** the new governance structure of Champlain Regional College as defined under the Letters Patent issued in 2019, requires that all regional bylaws and policies be revised to ensure congruity with the new structure; and,

**WHEREAS** the Governing Board of Champlain College Saint-Lambert has received notice of proposed amendments to *Bylaw 4 Concerning Human Resources Management* on December 19, 2023; and,

**WHEREAS** the members of the Saint-Lambert internal community and the Governing Board of Champlain College Saint-Lambert have reviewed the amendments and, where warranted, directed commentary as well as any comments or recommendations received locally to the consultant engaged to coordinate the revision process.

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain Saint-Lambert recommends that the Board of Governors of Champlain Regional College strongly consider whatever comments have been proffered when effecting the proposed amendments to Bylaw 4.

There was a call for the vote.

<b>MOVED BY:</b>	<b>Geneviève Bourgoing</b>
<b>SECONDED BY:</b>	<b>Donald Shewan</b>
<b>IN FAVOR:</b>	<b>8</b>
<b>IN OPPOSITION:</b>	<b>1</b>
<b>ABSTENTION:</b>	<b>0</b>
<b>MOTION CARRIED</b>	

The chairperson declared the in-camera completed and employee members were invited back into the meeting.

**7) Bylaw 6 (Student Fees) Appendix 1**  
**Resolution No.: LAM-2023-006**

Robert Soroka deferred the floor to Dean Howie, Dean of Student Services who spoke to this item.

**WHEREAS**, in accordance with Bylaw 6, the College must review its fees for the upcoming academic year; and

**WHEREAS** the Administration has reviewed the current fees and identified necessary changes; and

**WHEREAS** the College has consulted the Champlain Student Association regarding the “fees charged to all students”;

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain College Saint-Lambert recommend the proposed modifications to the fee annex of Bylaw Number 6 regarding student fees, for application as of the Fall 2024 semester to the Board of Governors of Champlain Regional College for adoption.

## Appendix 1 Board of Governors Approved Student Fees

Description of Fees	Fee in Canadian Dollars (\$):		
	Lennoxville	St. Lambert	St.Lawrence
<b>3.01 Application Fees</b>			
• Full-time Students by Program:			
▪ Pre-university Programs	SRAM <sup>1</sup> . Rates	30	30
▪ Technical Programs	SRAM Rates	30	30
▪ Continuing Education	30	30	30
• Part-time Students All Programs	SRAM Rates	30	30
<b>3.02 Fees Charged to all Students per Semester</b>			
• Full-time Students:			
▪ Registration Fees	20	20	20
▪ Fees for Services Related to Studies	25	25	25
▪ Auxiliary Service Fees	<del>149</del> 152	<del>140</del> 145	<del>170</del> 175
▪ Auxiliary Service Fees – Unique services provided by Bishop's University	45-48	n/a	n/a
<b>Total:</b>	<b><del>239</del> 245</b>	<b><del>485</del> 190</b>	<b><del>215</del> 220</b>
• Part-time Students: (per course)			
▪ Registration Fees	5	5	5
▪ Fees Services Related to Studies	6	6	6
▪ Auxiliary Service Fees	<del>38</del> 39	<del>30</del> 32	<del>38</del> 39
▪ Auxiliary Service Fees – Unique services provided by Bishop's University	42-13	n/a	n/a
<b>3.03 Other Admissions Related Fees</b>			
• English Proficiency Assessment	n/a	n/a	35
• French Proficiency Assessment	30	n/a	n/a
• Foreign Transcript Evaluation Fee	65	n/a	75
• Sports-Etudes and Arts-Etudes (per semester)	n/a	50	50
• Equivalence Request ( <i>Per Course, Per Program</i> )	25 (max 100)	25 (max 100)	25 (max 100)
• Coop Programs – Alternating Work-Study Programs	<del>75</del> 78	n/a	n/a
<b>3.04 Late and Course Change Fees</b>			
• Late Application Fee	10	25	25
• Late Registration or Late Course Confirmation	50	50	50
• Late Timetable Pickup ( <i>First year students only</i> )	50	n/a	n/a
• Late Payment Fee	n/a	25	25
• Not Sufficient Funds (NSF) Cheque Fee	50	50	50
• Course Changes Outside of Schedule	25	20	25
<b>3.05 Recognition of Acquired Competency (RAC) Fees:</b>			
• RAC File Analysis	45	45	45
• RAC Evaluation of Competency ( <i>Per Competency, per Program</i> )	40 (max 500)	40 (max 500)	40 (max 500)
• Missed Appointment for RAC Services	30	30	30
<b>3.06 Other Program or Course Related Fees:</b>			
• Optional Program: International Baccalaureate	n/a	n/a	n/a
• Course for a student not registered in a program, or Courses Outside Student's Program ( <i>Per Course Hour</i> )	6	6	6

• Outreach Program, Summer School, or Continuing Education ( <i>Per Course Hour</i> )	6	6	6
• File analysis and preparation for the transfer to another institution	<del>0</del> -250	250	0

1. SRAM is a centralized application service that serves a number of colleges and is administered separately from the college

Although not included in the grid, the College is proposing that once admitted, applicants confirm their acceptance by paying their upcoming semester fee. Included in this semester fee, a \$50 non-refundable fee will be part of the applicant’s semester fee which serves the purpose of reserving the student place in the program. This fee will count towards the student’s semester fee.

There was a call for the vote.

**MOVED BY:** Henriette Dumont  
**SECONDED BY:** Jaswinder Sehota  
**IN FAVOR:** 12  
**IN OPPOSITION:** 0  
**ABSTENTION:** 0  
**MOTION CARRIED**

**8) Bylaw 7 (Student Admission to Academic Programs)**  
**Resolution No.: LAM-2023-007**

It was **MOVED** by Geneviève Bourgoing and **SECONDED** by Moira Paterson to open the discussion.

Don Shewan proposed tabling this item to the next meeting as there will be a need for consultation with both the Federation des Cegeps lawyers and with the Commission of Studies. The consensus was to table this item until the next meeting.

On proposal made by Geneviève Bourgoing, it was **MOVED** by Henriette Dumont and **SECONDED** by Donald Shewan to extend the meeting to 8:00 p.m.

**9) Policy on Conflict of Interest and Nepotism**  
**Resolution No.: LAM-2023-008**

**WHEREAS** the new governance structure of Champlain Regional College as defined under the Letters Patent issued in 2019, requires that all regional bylaws and policies be revised to ensure congruity with the new structure; and,

**WHEREAS** the Governing Board of Champlain College Saint-Lambert has received notice of proposed amendments to the Policy on Conflict of Interest and Nepotism on December 19, 2023; and,

**WHEREAS** the Governing Board of Champlain College Saint-Lambert has reviewed the amendments and has nothing further to add;

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain Saint-Lambert recommends the proposed amendments to the Policy on Conflict of Interest and Nepotism to the Board of Governors of Champlain Regional College.

There was a call for the vote.

**MOVED BY: Geneviève Bourgoing**  
**SECONDED BY: Donald Shewan**  
**IN FAVOR: 9**  
**IN OPPOSITION: 1**  
**ABSTENTION: 2**  
**MOTION CARRIED**

**10) Policy on Code of Ethics and Professional Conduct**  
**Resolution No.: LAM-2023-009**

**WHEREAS** the new governance structure of Champlain Regional College as defined under the Letters Patent issued in 2019, requires that all regional bylaws and policies be revised to ensure congruity with the new structure; and,

**WHEREAS** the Governing Board of Champlain College Saint-Lambert has received notice of proposed amendments to the Policy on Code of Ethics and Professional Conduct on December 19, 2023; and,

**WHEREAS** the Governing Board of Champlain College Saint-Lambert has reviewed the amendments and has nothing further to add;

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain Saint-Lambert recommends the proposed amendments to the Policy on Code of Ethics and Professional Conduct to the Board of Governors of Champlain Regional College.

There was a call for the vote.

**MOVED BY: Geneviève Bourgoing**  
**SECONDED BY: Donald Shewan**  
**IN FAVOR: 10**  
**IN OPPOSITION: 0**  
**ABSTENTION: 2**  
**MOTION CARRIED**

## 11)Varia

Don Shewan thanked Terrance Brennan for his collaboration given the complexity of the work that he was hired to coordinate as well as Matt Refghi, the IT Technician who managed the TEAMS meeting while our primary IT person Patrick Straubb is away.

Don Shewan also informed members that the Strategic Plan of Champlain Regional College is moving forward and is also hoping to reanimate the Student Success Plan committee at Champlain Saint-Lambert.

Denise Albert thanked and congratulated the Registrar's Office for their hard work in making the revised Academic Calendar a success without comprising the start date of the Winter semester.

Robert Soroka thanked all members for their dedication and commitment to the bylaws and policies revisions process.

Terrance Brennan encouraged all members to complete the doodle poll for the Governance Training Date, most likely to be held on February 17<sup>th</sup>.

## 12)Adjournment

It was **MOVED** by Denise Albert and **SECONDED** by Geneviève Bourgoing that the meeting be adjourned at 7:56 p.m.

Robert Soroka  
Chairperson

Patrizia Polifroni  
Recording Secretary