

**OFFICIAL MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
2023-2024
May 27, 2024 at 6:00 p.m.**

MEMBERS PRESENT: Donald Shewan Ekaterina Volokhova
Jaswinder Sehota Moira Paterson
Stefan Jordan Malcolm Harper
Julianne Varin Robert Soroka
Denise Albert
Henriette Dumont Vince Amato (TEAMS)

REGRETS: Richard Fontaine, Jean-Robert Lessard, Michael Newton,
Geneviève Bourgoing

ALSO PRESENT: Mark Wallace, Paul Conway, Anthony Singelis, Nicole
Haché, Claude Leduc, Patrick Straubb, Frishta Hussainyar

The Governing Board meeting is being in person and was called to order by the Chairperson at 6:10 p.m.

1) Approval of Agenda

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of March 25, 2024
3. Business arising from the minutes of March 25, 2024
4. Public question period
5. Information Security Policy
6. Self-Evaluation of Quality Assurance Mechanisms
Resolution No.: LAM-2023-012
7. AEC Revision to Early Childhood Education
Resolution No.: LAM-2023-013
8. AEC Revision to Human Resources Support Specialist
Resolution No.: LAM-2023-014
9. Access to Surplus Saint-Lambert (HVAC Eco-Energy Project)
Resolution No.: LAM-2023-015
10. Budgets 2024-2025
 - A) Champlain Regional College Provisional Operating Budget 2024-2025
Resolution No.: LAM-2023-016

B) Champlain Regional College Provisional Capital Budget 2024-2025

11. Resolution No.: LAM-2023-017
12. Champlain College Saint-Lambert Provisional Operating Budget 2024-2025
13. Resolution No.: LAM-2023-018
14. Champlain College Saint-Lambert Provisional Capital Budget 2024-2025
15. Resolution No.: LAM-2023-019
16. Varia
17. Adjournment

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

2) Approval of minutes of the meeting of March 25, 2024.

It was **MOVED** by Malcolm Harper and **SECONDED** by Moira Paterson to adopt the minutes of the regular meeting of the Governing Board of March 25, 2024.

MOTION CARRIED UNANIMOUSLY.

3) Business arising from the minutes of March 25, 2024.

Don Shewan confirmed that comments received about Bylaw 7 were recorded and forwarded to the appropriate individual at Central and hopefully they are taken into consideration.

4) Public Question Period.

There were no questions from the public.

5) Information Security Policy

Donald Shewan invited Claude Leduc, Assistant Director of Information Technology to speak to this item. Claude gave a brief presentation of the policy and invited members to submit any comments or suggestions that could be incorporated into or clarified by the policy.

6) Self-Evaluation of Quality Assurance Mechanisms

Resolution No.: LAM-2023-012

Donald Shewan spoke to this item.

Don Shewan presented document CS2023-24-09, the Self-Evaluation of Quality Assurance Mechanisms at Champlain Regional College — Second Audit Cycle Evaluation Plan. As regulated by the CEEC, each college is obligated to have in place its own plan to review and evaluate the effectiveness of the four quality assurance components: programs of study; student learning; strategic planning; and student

success planning. Membership of the Constituent College Evaluation Team for Saint-Lambert will include: Director of Constituent College; Dean, Curriculum and Faculty Development; Director, Continuing Education; Dean, Academic Organization and Registrar; Pedagogical counsellor; and two additional members, to be named by the Commission of Studies.

The team will be responsible for data collection and analysis for all four quality assurance components; data collection and analysis for Component 3 (Quality of Strategic Planning) pertaining to the SWOT analyses and identification of development goals for the constituent college; and preparation of draft report text, including preliminary recommendations.

WHEREAS Champlain Regional College is required by the *Commission d'évaluation de l'enseignement collégial* (CEEC), as part of the province-wide second cycle of quality assurance audits, to conduct a self-evaluation of its quality assurance mechanisms in four specific areas: (1) programs of studies, (2) evaluation of student learning, (3) strategic planning, and (4) student success planning; and

WHEREAS a plan for evaluating Champlain Regional College's quality assurance mechanisms has been developed and approved by the Senior Management Committee; and

WHEREAS the Commission of Studies has reviewed and discussed the evaluation plan at its meeting of May 16, 2024, and has recommended that the Governing Board pass a resolution recommending that the Board of Governors approve the evaluation plan; and

WHEREAS the Governing Board has reviewed and discussed the evaluation plan at its meeting of May 27, 2024.

BE IT THEREFORE RESOLVED that the Champlain College Saint-Lambert Governing Board recommends to the Board of Governors that it approve the document, *Self-Evaluation of Quality Assurance Mechanisms at Champlain Regional College — Second Audit Cycle: Evaluation Plan*.

There was no call for the vote.

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

7) AEC Revision to Early Childhood Education **Resolution No.: LAM-2023-013**

The Chair invited Mark Wallace, Director of Continuing Education to speak to this item.

Mark Wallace explained that the AEC presented has been updated by the host college with input from other colleges that offer the program. In order to continue offering the program, Champlain College must approve the changes.

The document CS2023-24-08, **Early Childhood Education, Attestation of College Studies, JEE.OK – 2023 Version** was presented. The changes from the 2017 version (1305 hours, 20 courses, 17 competencies) to the 2023 version (1110 hours, 18 courses, 14 competencies) were explained. It was noted that Early Childhood Education is very popular and is the longest offered AEC at Champlain Saint-Lambert.

WHEREAS the Early Childhood Education AEC JEE.OK is a public AEC that was recently revised by the program author (Cégep de Rivière-du-Loup); and

WHEREAS Champlain College Saint-Lambert's Continuing Education department has been offering the previous version of the program for several years and must use the revised version to continue to offer this program; and

WHEREAS the Commission of Studies has unanimously endorsed the revised program at its meeting May 16, 2024; and

WHEREAS this AEC program continues to respond to local needs.

BE IT THEREFORE RESOLVED that the Governing Board recommends that the Board of Governors approve this program revision for Champlain Saint-Lambert.

There was no call for the vote.

MOVED BY: Henriette Dumont
SECONDED BY: Stefan Jordan
MOTION CARRIED UNANIMOUSLY

8) AEC Revision to Human Resources Support Specialist
Resolution No.: LAM-2023-014

The Chair invited Mark Wallace, Director of Continuing Education to speak to this item.

Mark Wallace explained that the AEC presented has been updated by the host college with input from other colleges that offer the program. In order to continue offering the program, Champlain College must approve the changes.

The document CS2023-24-10, **Human Resources Support Specialist LCA.DT** was presented. The program was increased from 810 hours to 940 hours, number of courses increased from 13 to 15; total number of credits increased from 26.66 to 30.33; competencies increased from 13 to 15; number of semesters increased from 3 to 4 (4th semester internship); course hours were redistributed to accommodate the addition of 3 new courses. The improvements to the program will better satisfy the need of the labour market.
The French competency references on pages 18 and 46 will be corrected.

WHEREAS the Human Resources Support Specialist LCA.DT is a public AEC that was recently revised by the program author (Cégep de Chicoutimi); and

WHEREAS Champlain College Saint-Lambert's Continuing Education department has been offering the previous version of the program for several years and must use the revised version to continue to offer this program; and

WHEREAS the Commission of Studies has unanimously endorsed the revised program at its meeting May 16, 2024; and

WHEREAS this AEC program continues to respond to local needs.

BE IT THEREFORE RESOLVED that the Governing Board recommends that the Board of Governors approve this program revision for Champlain Saint-Lambert.

There was no call for the vote.

MOVED BY: Henriette Dumont
SECONDED BY: Ekaterina Volokhova
MOTION CARRIED UNANIMOUSLY

9) Access to Surplus Saint-Lambert (HVAC Eco-Energy Project)
Resolution No.: LAM-2023-015

Don Shewan spoke to this item.

WHEREAS the Saint-Lambert HVAC project will cost \$13,500,000; and

WHEREAS the Ministry has taken back, without prior notice, a portion of the accumulated surplus from the Champlain Regional College renovation and deferred maintenance envelopes in the initial 2023-2024 allocation; and

WHEREAS the financing plan included a portion of the regular renovation envelope in the amount of \$5,600,000; and

WHEREAS the financing plan for the HVAC project included a portion of the regular maintenance deficit envelope in the amount of \$4,200,000; and

WHEREAS the recovery of Saint-Lambert's portion over 2023-24 and 2024-25 represents more than \$2,700,000; and

WHEREAS Saint-Lambert's unallocated accumulated surplus is \$7.2M, and the college still anticipates a minimum surplus of approximately \$900,000 over expenses for the current fiscal year.

BE IT THEREFORE RESOLVED that the Governing Board recommend to the Board of Governors an access to surplus of \$2,7M for the HVAC – Eco-Energy project Saint-Lambert.

There was no call for the vote.

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

10) Budgets 2024-2025

a) Champlain Regional College Provisional Operating Budget 2024-2025
Resolution No.: LAM-2023-016

Don Shewan invited Paul Conway 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 2024-2025 has been received; and

WHEREAS the Administrative Services have prepared a balanced budget for the financial year 2024-2025 for a total of \$5,048,642 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 2024-2025 Operating Budget of Champlain Regional College Administrative Services as presented.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Jaswinder Sehota
MOTION CARRIED UNANIMOUSLY

**b) Champlain Regional College Provisional Capital Budget 2024-2025
Resolution No.: LAM-2023-017**

Don Shewan invited Paul Conway to speak to this item.

WHEREAS Champlain Regional College Administrative Services 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 2024-2025 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals \$2,901,579 with planned expenses of \$1,191,963; and

WHEREAS the total planned spending does not exceed the total budget for the 2024-2025 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 Champlain Regional College Administrative Services Provisional Capital Budget 2024-2025 as presented.

There was no call for the vote.

MOVED BY: Vince Amato
SECONDED BY: Stefan Jordan
MOTION CARRIED UNANIMOUSLY

**c) Champlain College Saint-Lambert Provisional Operating Budget 2024-2025
Resolution No.: LAM-2023-018**

Don Shewan invited Paul Conway to speak to this item.

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 2024-2025 for a total of \$37,355,524 ; 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*; and

WHEREAS although the final allocations from the Government have not been fully released.

BE IT THEREFORE RESOLVED that the Champlain – Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the preliminary 2024-2025 Operating Budget of Champlain Saint-Lambert.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Julianne Varin
MOTION CARRIED UNANIMOUSLY

d) Champlain College Saint-Lambert Provisional Capital Budget 2024-2025
Resolution No.: LAM-2023-019

Don Shewan invited Paul Conway to speak to this item.

WHEREAS Champlain College 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 2024-2025 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals \$5,794,515 with planned expenses of \$3,920,546; and

WHEREAS the total planned spending does not exceed the total budget for the 2024-2025 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 2024-2025 Capital Budget as presented.

There was no call for the vote.

MOVED BY: Ekaterina Volokhova
SECONDED BY: Donald Shewan
MOTION CARRIED UNANIMOUSLY

11)Varia

Don Shewan informed members that the College's onsite bookstore which has been operated by Follett for the past 25 years will be operated remotely beginning in the Fall of 2024. Due to the pandemic and a decrease in profits in the publishing industry, Follett can no longer continue to pay the royalties. The College is anticipating the finalization of the new contract. Don thanked Paul

Conway for his dedication and commitment to addressing the issues of the bookstore contract.

Don Shewan also updated members about Hydro Quebec and our Parking lot. He informed the members that the College is still anticipating an expropriation of a portion of our land by Hydro Quebec. The current offer by Hydro Quebec is substantially lower than the evaluation provided by the College's expert consultant. We can anticipate that this matter will be brought before a judge sometime this Fall. We will keep the Governing Board updated as the situation continues to develop.

Robert Soroka introduced and welcomed one of the new student representatives for next year, Frishta Hussainyar. Both old and new students are to be invited to the final meeting of year, that being June 10, 2024.

12)Adjournment

It was **MOVED** by Stefan Iordan and **SECONDED** by Denise Albert that the meeting be adjourned at 7:50 p.m.

Robert Soroka
Chairperson

Patrizia Polifroni
Recording Secretary