



**CEGEP Champlain – St. Lawrence
Regular meeting of the Governing Board
held on January 15, 2020 AT 5:00 P.M.
at 790 Nérée-Tremblay, Québec (QC)**

MINUTES of the regular meeting of the CEGEP Champlain – St. Lawrence Governing Board held at 790 Nérée-Tremblay, Québec (QC) G1V 4C2 at 5:00 p.m. on January 15, 2020.

Members present

A. L. Kimball	Government Appointee, University sector
E. Berryman	Director of the Constituent College and Director of Studies
G. Caissy	Government Appointee, Regional labour market
J. Gouin	Professional Representative
J. McCalla	Faculty Representative
J. Ouellet	Support Staff Representative
J-L. Trahan	Parent Representative
L. Birch	Faculty Representative
M. Brassard	Government Appointee, Socio-economic sector
S. Balkiss Benaskeur	Student Representative
S. Galarneau	Student Representative
Y. Santoire	Government Appointee, Socio-economic sector

Regrets

C. Blackwell	Parent Representative
H. Walling	Government Appointee, Enterprise sector
W. Thomson	Government Appointee, School boards sector, Chair

Quorum attained with 12 of 15 sitting members present.

1. Opening remarks and confirmation of quorum

The meeting was called to order at 5:00 p.m. Regrets were received from W. Thomson, C. Blackwell and H. Walling. JL Trahan will be chairing the meeting in the absence of the President.

Quorum was confirmed.

2. Modification and adoption of agenda

It was moved to adopt the agenda as modified: Business arising combined with the approval of the minutes and Adoption of minutes for vote completed by email. Also added at item 9 e) Access to documents and information.

AGENDA

1. Opening remarks and confirmation of quorum
2. Adoption of agenda
3. Adoption of the minutes from last meetings and business arising
4. Question period from the public (15 minutes)
5. Recommendation regarding the plan for Quality Assurance Audit
 - a) Quality Assurance Audit (document)
 - b) Resolution LAW-2019-08
6. Champlain Regional College Policy on Sustainable Development (item for discussion)
7. Information
 - a) Institutional Policy on the Evaluation of Student Achievement: CEEC preliminary report, revision process, and calendar
 - b) Presentation of the Commission of Studies 2019-2020 work plan
 - c) 2019-2020 Budget mid-year update
 - d) Update on the recruitment process for management positions
 - e) Internal rules
 - f) Library project
8. Adoption of the 2019-2020 work plan
 - a) Resolution LAW-2019-09
9. Varia
 - a) Upcoming Governing Board meetings
 - b) Ethics documents
 - c) Meeting between the Chair of the Governing Board and the Chair of the Board of Governors
 - d) Student fees 2020-2021
 - e) Access to documents and information
10. Adjournment

MOVED BY: J. Ouellet
SECONDED BY: A. Kimball
MOTION CARRIED

3. Adoption of the minutes from last meetings

Minutes from the meeting on October 23, 2019 are approved with the modifications and comments provided by J. McCalla.

It was also agreed that minutes would be done for the vote that occurred by email with respect to the Commission of Studies on November 21, 2019.

As for Business arising, it was confirmed that the revised binder from the meeting on October 23 included updated resolutions, FABRES presentation, operating budget and minutes.

MOVED BY: J. McCalla
SECONDED BY: Y. Santoire
MOTION CARRIED

4. Questions from the public

There were no questions from the public.

5. Recommendation regarding the plan for Quality Assurance Audit

- a) The process and the Quality Assurance Audit document were explained. The document is based on past actions and start plan however the new plan will be adopted in Spring 2021.
- b) It was moved to adopt the resolution as modified.

RESOLUTION NO.: LAW-2019-008

Recommendation of the Quality Assurance Audit Plan

WHEREAS every College must undertake the audit of its Quality Assurance System as prescribed by the *Commission d'évaluation de l'enseignement collegial* (CEEC).

WHEREAS the Champlain-wide Quality Assurance Audit Plan addresses the four dimensions that are part of the Quality Assurance System as is it defined by the CEEC.

WHEREAS the Quality Assurance System concerns elements that are under the responsibility of the Governing Board and are related to academics such as the Student Success Plan, and the management of programs of study.

WHEREAS the timeline proposed in the Quality Assurance Audit Plan allows the College to respect its engagement toward the CEEC.

WHEREAS the CEGEP Champlain – St. Lawrence Commission of Studies recommended the approval of the Quality Assurance Audit Plan by the Governing Board.

BE IT RESOLVED that the CEGEP Champlain – St. Lawrence Governing Board recommends the Quality Assurance Audit Plan to the Board of Governors.

MOVED BY: A. KIMBALL
SECONDED BY: M. BRASSARD
MOTION CARRIED

6. Champlain Regional College Policy on Sustainable Development

The members discussed the application and action plan to promote the Policy. It was also mentioned that the Policy needed to be updated to reflect the new structure. Although it was suggested that a sub-committee be created, it was agreed that this committee would not report to the Governing Board but rather be a volunteer committee to bring ideas forward.

It was moved to prepare a resolution to implement the Policy:

RESOLUTION NO.: LAW-2019-010

Recommendation to update the Policy on Sustainable Development and create an Action Plan

WHEREAS Champlain Regional College has a Policy on Sustainable Development since 2012;

WHEREAS the policy has not been implanted at CEGEP Champlain – St. Lawrence in all its dimensions;

WHEREAS sustainable development is a collective priority that requires the engagement and mobilization of educational institutions;

BE IT RESOLVED that:

1. the Policy on Sustainable Development be fully implemented at CEGEP Champlain – St. Lawrence;
2. an action plan be developed for the next academic year;
3. a committee composed of different stakeholders be created to make recommendations on possible actions to be undertaken;
4. the policy be modified to correspond to the new structure of Champlain Regional College.

MOVED BY: L. BIRCH
SECONDED BY: Y. SANTOIRE
MOTION CARRIED

7. Information

- a) The verbal report from the CEEC was received in August 2019 however the College has now received the written report. There are no surprises; management will confirm that it reflects the reality.
- b) The resolution outlining the Action Plan for the St. Lawrence Commission of Studies was presented to the Governing Board members This allowed the members to plan the schedule of the Governing Boars.
- c) The mid-year budget is not ready yet; it will be presented at the next meeting.
- d) The position of Coordinator of Administrative Services has not yet been filled. The position of Dean of Students is still under review.

- e) The internal rules for the Governing Board will be covered at the next meeting by our Chair.
- f) Focus groups and consultations with staff, faculty and students have started with respect to the Library renovations project. The architecture firm [Lemay](#) is currently working on this project which is ongoing. Some concerns are voiced about the consultation process of our Alumni

8. Adoption of the 2019-2020 work plan

It was moved to adopt the work plan as modified. A new plan will be approved in September 2020.

RESOLUTION NO.: LAW-2019-009

Adoption of the 2019-2020 work plan

WHEREAS the St. Lawrence Governing Board has been officially created on October 29 by the Governing Board.

WHEREAS the new Letters Patent of Champlain Regional College and the new Bylaw 1, confer responsibilities on the St. Lawrence Governing Board.

WHEREAS there are work objects that come from the transformation of St. Lawrence into a constituent college and from the accountability responsibilities toward the *Commission d'évaluation de l'enseignement collegial (CEEC)*.

WHEREAS the St. Lawrence Governing Board must adopt a work plan.

BE IT RESOLVED that the following elements be the main objects of the 2019-2020 work plan of the St. Lawrence Governing Board.

1. Recommendation of the Quality Assurance Audit plan: January 2020
2. Adoption of the 2020-2021 Academic Calendar: March 2020
3. Preliminary discussion on Educational Project and Student Success: Spring 2020
4. Adoption of the revised IPESA: June 2020
5. Recommendation of the Quality Assurance Audit report: June 2020
6. Adoption of the Guidelines (or policy) on the Academic calendar: June 2020
7. Adoption of new scheduling grid: June 2020
8. 2020-2021 Budget: June 2020

MOVED BY: J. GOUIN
SECONDED BY: J. OUELLET
MOTION CARRIED

9. Varia

- a) The proposed dates for the upcoming meetings are as follows: February 26, April 1 and May 27. A survey will be sent to members to confirm their availability.
- b) Management will confirm with Jean Beauchesne as to where the ethics documents should be kept, at Champlain or at St. Lawrence.
- c) The new Chair of the Board of Governors will be meeting our Chair next week accompanied by Ms. Côté and Mr. Berryman.

- d) No request to increase of the student fees for 2020-2021 will be presented.
- e) Minutes from electronic voting or other special meetings will be done and added as items for approval. Once approved, the minutes of every meeting are available to the community via the website and Omnivox. As for minutes and other documents from the Board of Governors, management will inquire as to why they are no longer available.

10. Adjournment

The meeting President thanked the Governing Board members for their presence.

Motion to adjourn the meeting by J. Gouin and seconded by Y. Santoire at 6:40 p.m.

Jean-Luc Trahan
Chair by interim

Edward Berryman, Ph.D.
Director of the College