

Minutes, April 20, 2021

Regular meeting of the Governing Board
held on April 20, 2021, at 5:00 pm
by videoconference

Minutes

MINUTES of a regular meeting of the CEGEP Champlain – St. Lawrence Governing Board held by videoconference on April 20, 2021

Sitting members present

E. Berryman,	Director of the Constituent College and Director of Studies
L. Birch,	Faculty Representative
C. Blackwell,	Parent Representative
M. Brassard,	Government Appointee, Socio-economic sector
G. Caissy,	Government Appointee, Regional labour market
T. Delisle,	Student Representative
L-E. Desgagnes,	Professional Representative
D. Galarneau,	Government Appointee, Socio-economic sector
A. Kimball,	Government Appointee, University sector
J. McCalla,	Faculty Representative
Y. Santoire,	Government Appointee, Socio-economic sector
W. Thomson,	Government Appointee, School boards sector
J-L. Trahan,	Parent Representative
H. Walling,	Government Appointee, Enterprise sector
I. Zhang,	Student Representative

Sitting members regrets

J. Ouellet,	Support Staff Representative
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Persons other than Governors in attendance

T. Mills,	Support Staff
A. Stevens,	Dean of Faculty

Quorum attained with 15 of 16 sitting members present.



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Agenda

1. Opening remarks and confirmation of the quorum
2. Adoption of the agenda
3. Adoption of the minutes of the January 20, March 3, and March 24 meetings
4. Business arising from the previous minutes
5. Question period from the public (15 minutes)
6. Resolution: 2021-2022 Academic Calendar
7. Information: COVID-19 update
 - a. Second "bloc" of the semester and outlook for next year
 - b. Input from student representatives on the Board
8. Information: Commission of Studies update
9. Information: Strategic planning and Student Success planning processes updates
10. Varia
11. Adjournment

1. Opening remarks and confirmation of the quorum

H. Walling thanked everybody for their presence. The quorum was confirmed.

2. Adoption of the agenda

H. Walling asked if there were any proposed changes to the agenda.

E. Berryman asked that the following items be added under Varia: Management team news, Admissions, and CEEC visit next week.

It was moved that the agenda be adopted with the abovementioned additions.

MOVED BY J. McCalla
SECONDED BY C. Blackwell
THE MOTION WAS CARRIED UNANIMOUSLY

3. Adoption of the minutes of the January 20, March 3, and March 24 meetings

The Governing Board members decided to review the minutes one-by-one in sequence.

The January 20, 2021, minutes were reviewed by the Governing Board.

E. Berryman noted that he added additional information to item 6 "Update on the COVID situation" and item 9 "Varia."

Regarding the third point under item 9, J. McCalla requested further information about the content of the "serious discussion." E. Berryman replied that he was not aware of the content of the discussion. J-L. Trahan recalled that the discussion in question had been about the evaluation of the Director General. He explained that, Governing Board members had not been aware of the evaluation of the Director General at the Board of Governors, although they had received a questionnaire. It was requested that this additional detail be added to the third point under item 9 in the January 20, 2021, meeting minutes.

It was moved that the January 20, 2021, minutes be approved with the abovementioned change.

MOVED BY J. McCalla
SECONDED BY J-L. Trahan
THE MOTION WAS CARRIED UNANIMOUSLY

The March 3, 2021 minutes were reviewed by the Governing Board.

J. McCalla requested some grammar corrections. She said she would send them to T. Mills by email. She also requested that the typo in the title of item 10.3, "F202," be corrected to F2021, i.e. Fall 2021.

L. Birch requested additional details under item 4, Question period from the public.

After discussion, it was requested that specific information be added under item 4:

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- Students asked questions about fees
- There had been a discussion about sports
- There had been a discussion about math requirements
- There had been a discussion about university prerequisites
- There had been a discussion about the Dean of Students position
- There had been a discussion about the role of the Governing Board Secretary

It was moved that the March 3, 2021, minutes be approved with the abovementioned changes.

MOVED BY L. Birch
SECONDED BY J. McCalla
THE MOTION WAS CARRIED UNANIMOUSLY

The March 24, 2021 minutes were reviewed by the Governing Board.

J. McCalla requested some grammar corrections. She said she would send them to T. Mills by email. She also requested that the notes which had been taken during the SWOT analysis exercise during the March 24 Governing Board meeting be included as an annex to the March 24 meeting minutes. It was clarified that the information which should be added is the 3 tables which were completed by each of the three break out groups during the Governing Board SWOT analysis.

It was moved that the March 24, 2021, minutes be approved with the abovementioned changes.

MOVED BY L. Birch
SECONDED BY M. Brassard
THE MOTION WAS CARRIED UNANIMOUSLY

There was then some discussion about who would perform the role of Secretary to the Governing Board. It was generally agreed that, during Governing Board meetings, slight corrections to the language and content of previous meeting minutes, prior to their approval, was normal and reasonable. It was requested that the minutes be shared with the Governing Board as soon as possible following meetings.

4. Business arising from the previous minutes

H. Walling reminded members that they will be invited to fill out the Director General's evaluation. She advised members that if you are unsure of how to reply or do not know how to comment, just be honest and say you do not know. She explained that it's a renewal process and that the same process will happen for E. Berryman. You will be requested to complete an evaluation for him in May.

H. Walling then explained further: Governing Board members will receive two emails. One is for the Director General evaluation and one for the Director of the Constituent College evaluation. In addition, members have received a conflict of interest document from the Champlain Regional College (CRC) Office. She asked members to please complete this document if you have not done so already.

Finally, H. Walling explained that in early March the Board had discussed a formal evaluation of the Governing Board. She expects this to be distributed in early-May. The results will be provided to members.

In reference to the discussion about item 4 of the March 3, 2021, minutes, E. Berryman explained that he has asked Alexandre to follow up with Noah regarding the math prerequisite for McGill. Regarding basketball fees, operations started again and then stopped again due to COVID-19.

L. Birch asked whether the college is considering fee refunds for athletic students. E. Berryman replied that athletic fees had already been reduced for all athletes due to the pandemic. He further clarified that all sports are subsidised.

5. Question period from the public (15 minutes)

H. Walling called for questions from the public. There were no questions.

6. Resolution: 2021-2022 Academic Calendar

Resolution LAW-2020-014 for the adoption of the 2021-2022 Academic Calendar was then considered.

H. Walling open the subject by explaining that there were two Commission of Studies meetings on the subject of the 2021-2022 Academic Calendar before a recommendation was made to the Governing Board.

E. Berryman explained there are two versions being presented to the Governing Board today: draft version 1 and draft version 3. The Commission of Studies recommended draft version 3 which has a fall 2021 start date of August 23, 2021.

There is no difference in the winter semester between these two calendars.

E. Berryman explained that there is a small mistake version 3. Along the right-hand side where the dates are listed December 13, 2021, is incorrectly listed as a Thursday whereas it should be listed as a Monday.

J. Trahan proposed a small change to the wording of the resolution. He proposed that the word "unanimously" be removed from the third whereas statement. He also requested that the phrase "which has a start date of August 23, 2021" be added to the end of the third whereas statement so that it reads: WHEREAS the Commission of Studies recommended the academic calendar that is presented to the Governing Board which has a start date of August 23, 2021.

THESE ABOVEMENTIONED CHANGES TO THE WORDING OF RESOLUTION
LAW-2020-014 WERE UNANIMOUSLY APPROVED.

It was moved that the St. Lawrence Governing Board adopt resolution LAW-2020-014.

MOVED BY J. Trahan
SECONDED BY L-E. Desgagnes
THE MOTION WAS CARRIED UNANIMOUSLY

7. Information: COVID-19 update

7. a. Second "bloc" of the semester and outlook for next year

E. Berryman explained that the semester was divided into three blocks. We are now in the third and final block. Things are going relatively smoothly, all things considered. Technology wise, things are stable. We have sent a survey to students during the month of March. The feedback we received was good. There are improvements in many areas: communications, use of technology, well being. However, some students perceive the workload is higher than indicated by the course credit weights. He noted that some teachers may be having difficulty finding the right workload balance in this extraordinary situation. Final exams will be online.

E. Berryman explained that management has started to work on preparation for the fall semester. The Ministry still has not provided guidelines for sanitary measures. The representatives of the CEGEPs have had a meeting with Ministry representatives and have emphasized the importance of stability for students. One set of rules should govern the whole semester: this was the representatives' main message to the Ministry. They also requested sanitary guidelines as soon as possible. He further pointed out that the details of the sanitary guidelines are important. It's thought that a 1-meter social distancing requirement may be implemented. While it may not seem like much, a 1-meter requirement would have a huge impact. We may have to consider co-modal teaching. Furthermore, CEGEP representatives would like to know the estimated number of 17 to 21-year-olds that will be vaccinated by next fall. The Ministry is well intentioned and pleasant to interreact with but we require more information to make decisions. In addition, representatives and the Ministry discussed the use of COVID incompletes and flexibility with regards to the Academic Calendar. It was noted that most CEGEPs are working with a standard calendar but due to the uncertainty about how the pandemic will develop in the fall are desiring flexibility.

L. Birch thanked the College for having modified the winter 2021 Academic Calendar. She is hearing feedback that a second winter break is wonderful for students. This was a great move. The students she has been meeting have really appreciated this.

7. b. Input from student representatives on the Board

T. Delisle supported the statement by L. Birch, saying that student really appreciate the second reading break. It has reduced students' stress. He also added that the SLCSA is updating its bylaws. They will be presented at the next assembly. The election process is upcoming.

8. Information: Commission of Studies update

E. Berryman explained that the main topic at the two recent Commission of Studies meetings was the recommendation of the 2021-2022 Academic Calendar. In order to achieve this the Commission held a regular meeting and a special meeting.

9. Information: Strategic planning and Student Success planning processes updates

E. Berryman provided an update on strategic planning. We are at the second step of determining the key areas of intervention, the main orientation. This is an important stage because it will become the first pillar of the strategic plan. Regarding student success, the department and program coordinators have been given access to the student dashboards. We are expecting their feedback by early May. We look forward to receiving this feedback.

H. Walling asked whether the deadline set by the Strategic Plan Committee will be met.

E. Berryman replied that the process did begin later than initially planned. Consequently, we will not be able to use the strategic plan during the fall of 2021. However, we are still currently respecting the planned timeline – we don't absolutely need the strategic plan to be completed by September 1, 2021.

10. Varia

10. a. Management team news (E. Berryman)

M-P. Beaumont, Coordinator of Building and Administrative Services, will be leaving the College for another opportunity.

J. Coulombe will be returning to perform a temporary role in Budget and Finance. L-E. Desgagnes will have a temporary assignment in IT and Building Services. This is the plan for now. We are lucky that both J. Coulombe and L-E. Desgagnes are available to take on these roles at such short notice.

Regarding the 2021-2022 budget, M-P. Beaumont will continue to work on the budget and will present the budget in May.

10 b. Admissions (E. Berryman)

As of this morning, 396 new students have accepted their admission offers. This is quite good for this early in the process. The goal for next fall is to admit 488 students. The admission offers were sent on the Tuesday following Easter. The response rate is particularly fast this year which is perhaps due to the Provincial Government's proposed move to limit access to English language CEGEPs.

10 c. CEEC visit next week

E. Berryman explained that members of the Governing Board have been invited to a meeting next week with the CEEC. This is part of a quality assurance audit. Members will be sent a small binder in preparation for this meeting which will include the main sections of the Quality Assurance Audit Report as well as the Action Plan.

E. Berryman explained that he participated in a number of meetings with the CEEC last week. The main questions were mostly procedural. The CEEC understands that the Action Plan spanned the old version and the new version of the College.

H. Walling asked whether all Governing Board members were required to attend the CEEC visit meeting. E. Berryman replied that, at the regional-level meeting, not all of the Board of Governors members were in attendance. He added further that, while attendance is not absolutely necessary, we want to express that we care and are implicated.

L. Birch, referring back to E. Berryman's management update, explained that in 2013-2014, the Business Manager and Accountant was an Assistant Director position. The position then changed to "Coordinator" and since that change there have been three different people in that position. She suggested that, given the complexity of building management, IT, and accounting, the College should reconsider the level or rank of this position. She thought that the College seems to have difficulty maintaining an employee in the role, as it's currently conceived.

Y. Santoire explained that, in the accounting world right now, there are many jobs. If we pick somebody else, we need to make sure they are happy. He's not convinced that the movement in this position is due to the position's level or rank.

E. Berryman commented that the College does look at structural elements when posting and hiring. He acknowledged that it is a tough job market and that public institutions have trouble competing with the private sector.

There was no further comments or discussion.

11. Adjournment

It was noted that the time is 5:58 pm.

It was moved that the meeting be adjourned.

MOVED BY J. McCalla
THE MOTION WAS PASSED UNANIMOUSLY

The meeting was adjourned.

Helen Walling
Chair of the Governing Board

Edward Berryman
Director of the College