



## **Minutes, May 25, 2021**

Regular meeting of the Governing Board  
held on May 25, 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 May 25, 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
D. Galarneau,	Government Appointee, Socio-economic sector
Q. Johnson	Professional Representative
A. Kimball,	Government Appointee, University sector
J. McCalla,	Faculty Representative
J. Ouellet,	Support Staff 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

#### **Persons other than Governors in attendance**

M-P. Beaumont,	Coordinator of Administrative Services (Former)
P. Bleau,	St. Lawrence Academic Faculty
J. Coulombe,	Coordinator of Administrative Services (Acting)
R. Déry,	St. Lawrence Academic Faculty
L. Gauthier,	St. Lawrence Academic Faculty
A-A. Giguère,	St. Lawrence Academic Faculty
T. Mills,	Assistant to the Director of the Constituent College
Y. Rainville,	Director of Material Services and Interim Director of Financial Services

**Quorum attained with 16 of 16 sitting members present.**

Regular meeting of the Governing Board  
May 25, 2021, at 5:00 pm  
by videoconference

### Agenda

1. Opening remarks and confirmation of the quorum
2. Adoption of the minutes of the last meeting and business arising  
Business arising
  2. 1. Update on the DCC's evaluation process
  2. 2. Update on the emails sent April 26
3. Results of the Board's self-evaluation and summary of the Chair's informal conversations
4. Question period from the public (15 minutes)
5. Resolution: Adoption of the 2021-2022 Champlain – St. Lawrence Provisional Operating Budget
6. Resolution: Adoption of the 2021-2022 Champlain – St. Lawrence Capital Budget
7. Resolution: Recommendation on the 2021-2022 Administrative Services Operating Budget
8. Resolution: Recommendation on Bylaw 9 ("Respecting Procurement Contracts for Goods, Services, and Construction")
9. Information: COVID report
  9. 1. End of Winter Semester
  9. 2. Preparation for the Fall 2021 semester
  9. 3. Input from student representatives on the Board
10. Information
  10. 1. IPESA revision process
  10. 2. Definition of development goals process
  10. 3. Development of the Student Success plan
  10. 4. Revision of the Business program
  10. 5. Commission of Studies
  10. 6. Bill 96
11. Election of the Chair and Vice-Chair for 2021-2022
12. Discussion on a Governance and Ethics Committee for August 2021
13. Varia
  13. 1. IT security update
  13. 2. Renovation projects update
  13. 3. CEEC visit on Quality Assurance audit
14. Adjournment

### **1. Opening remarks and confirmation of the quorum**

Everybody was welcomed. Quorum was confirmed.

Because there are many items on the agenda and in order to ensure that everybody can participate in the vote for the Chair and Vice Chair. It was proposed that item 11 in the agenda be moved forward. It was agreed that we will see how things go and move item 11 forward if necessary.

Q. Johnson introduced himself. It was explained that he will replace L-E. Desgagnes.

### **2. Adoption of the minutes of the last meeting and business arising**

The April 20, 2021 minutes were reviewed.

L. Birch had two corrections

- One typo under item 4.
- One factual correction under item 10. c. It was clarified that the Business Manager and Accountant had not been reporting to the Assistant Director but was the Assistant Director

J. McCalla provided some grammar corrections.

It was moved that the April 20, 2021, minutes be adopted with the abovementioned changes.

MOVED BY J. McCalla  
SECONDED BY D. Galarneau  
THE MOTION WAS CARRIED UNANIMOUSLY

### **2. 1. Update on the DCC's evaluation process**

The Chair reviewed the process. The Evaluation Committee will make a recommendation to the Board of Governors.

### **2. 2. Update on the emails sent April 26**

The Chair explained that a private firm has been hired to analyze the situation and produce a report.

### **3. Results of the Board's self-evaluation and summary of the Chair's informal Conversations**

The Chair expressed the view that the Governing Board is doing well. It still has room to learn and grow. More clarification of the roles would be helpful.

It was noted that updates have been made to the Governing Board page on the St. Lawrence website. Any feedback about or suggestions for this page can be sent to T. Mills.

It was appreciated that the CEEC visit meeting format allowed individuals to express their positions.

It was likewise noted that transparency has increased at the College.

L. Birch congratulated the Governing Board on having completed its evaluation. She thinks that this is a positive step.

There were no further comments on the Governing Board evaluation.

#### **4. Question period from the public (15 minutes)**

The public was called for questions.

R. Déry asked whether the Governing Board is aware of the Business Program revision.

It was pointed out that this issue is on today's agenda.

R. Déry explained that, in his view, the changes being proposed are backwards looking. He didn't have a specific question but expressed concern about the proposed changes.

There were no further questions or comments.

#### **5. Resolution: Adoption of the 2021-2022 Champlain – St. Lawrence Provisional Operating Budget**

E. Berryman explained that the government has not provided us with the figures necessary for the creation of a definitive annual budget. The budget that is being presented is prudent and conservative.

M-P. Beaumont began the budget presentation of the 2021-2022 provisional operating budget. For revenue, we based our expected Ministry grant on the previous year's figure plus 1.75%. She then explained the 2021-2022 provisional operating budget expenses comparing them to last year's 2020-2021 revised operating budget.

The 2021-2022 provisional operating budget will need to be revised at the end of fall 2021.

J-L. Trahan requested that the percentages in the third column be corrected.

J. McCalla requested that the total expenses in the resolution be corrected.

It was moved that resolution "2021-2022 Champlain – St. Lawrence Provisional Operating Budget" be adopted with the abovementioned changes

MOVED BY D. Galarneau  
SECONDED BY J. Ouellet  
THE MOTION WAS CARRIED UNANIMOUSLY

#### **6. Resolution: Adoption of the 2021-2022 Champlain – St. Lawrence Capital Budget**

M-P. Beaumont presented the 2021 2022 Capital Budget. It is not provisional and therefore will not need to be adjusted later like the Operating Budget.

The projects section was explained including building expenses.

It was pointed out that the resolution is incorrectly numbered. All the resolutions for the 2020-2021 year will be reviewed to ensure they are all numbered correctly.

It was moved that resolution “2021-2022 Capital Budget” be adopted.

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

**7. Resolution: Recommendation on the 2021-2022 Administrative Services Operating Budget**

Y. Rainville presented the administrative services budget. He explained the revenues and expenses.

It was moved that the resolution “2021-2022 Administrative Services Operating Budget” be adopted.

MOVED BY Y. Santoire  
SECONDED BY D. Galarneau  
THE MOTION WAS CARRIED UNANIMOUSLY

**8. Resolution: Recommendation on Bylaw 9 (“Respecting Procurement Contracts for Goods, Services, and Construction”)**

Y. Rainville explained that Bylaw 1 states that the Board of Governors adopts bylaws after consultation with the Constituent College Governing Boards. Therefore, the Board of Governors is now consulting with the St. Lawrence Governing Board on the version of Bylaw 9 enclosed in the meeting binder.

Y. Rainville explained Bylaw 9.

Q. Johnson had a question about Section 6, regarding the analysis of tenders. He thought that consultation with teachers, experts on teaching tools, was missing and asked whether further detail could be added to this section.

Y. Rainville asked Q. Johnson to please submit his comments and suggestions in writing.

Y. Rainville explained that, according to the spirit of the bylaw, the needs are defined by the individual submitting the request. The project lead at the college determines what type of product or software is chosen. He explained further that there is more flexibility for products costing less than \$25,000. For products greater than \$100,000 the process is stricter.

A. Kimball felt that the questions raised by Q. Johnson had not received an adequate response. She expressed disappointment. She asked for more details concerning consultation in the procurement process and made a distinction between consultation and cooperation.

H. Walling suggested Y. Rainville and A. Kimball discuss this after the meeting.

W. Thomson sought to understand Q. Johnson's question.

Q. Johnson explained that, according to his understanding, teachers and staff have input prior to the purchasing department issuing calls for tenders. He asked how the college then decides which product is chosen. He wanted to know more about how teachers and staff have input in the purchasing process.

W. Thomson explained that, in his experience, issues such as security and logistics can have a large impact on the purchasing process. He explained that, for example, practical considerations, such as security, are often integral to decision making when purchasing software. His recommendation is that we move towards a uniform service and allow for exceptions for certain departments.

Y. Rainville explained that if the College does not recommend Bylaw 9 he would not like to bring it to the Board of Governors. He proposed a time frame for the submission of feedback and the discussion of changes. He explained further that the decision or the needs in determining software is determined by the users – not Administrative Services.

L. Birch expressed reservations about recommending Bylaw 9 at this time. She thought it should be made clear in the bylaw who makes the purchasing decision. Also, she asked that section 5.5 be clarified. In addition, regarding conflicts of interests, section 4.4, she thought that Governing Board members should be included in this section. She cannot support Bylaw 9 without additional changes.

Y. Rainville explained his perspective. He appreciated the comments. He is inclined to postpone the recommendation and allow for a process of further consultation.

H. Walling noted the numerous comments and welcomed the prolongation of the consultation process.

J. McCalla moved that the resolution "2021-2022 Resolution on Bylaw 9" be laid on the table.

A. Kimball seconded the motion.

The motion carried unanimously.

*It was unanimously decided to move directly to agenda item 11. Election of the Chair and Vice-Chair for 2021-2022. In these minutes, agenda item 11 is changed to item 9 and all subsequent items are renumbered accordingly.*

### **9. Election of the Chair and Vice-Chair for 2021-2022**

H. Walling thanked the members of the Governing Board—and J-L. Trahan in particular—for their collaboration during her time as Governing Board Chair.

It was clarified that T. Mills would be secretary of the election for Chair and Vice-Chair.

T. Mills asked if anybody would like to nominate a member to the position of Governing Board Chair for the 2021-2022 academic year.

J. McCalla moved to nominate H. Walling as Governing Board Chair for 2021-2022.

A. Kimball seconded the motion.

H. Walling did not accept the nomination. She explained that she already served as Chair for a year and would like to give the opportunity to somebody else.

T. Mills asked again if anybody would like to nominate a member to the position of Governing Board Chair for the 2021-2022 academic year.

A. Kimball moved to nominate H. Walling as Interim Governing Board Chair until September 2021.

J. Ouellet seconded the motion.

H. Walling accepted the interim nomination.

The motion carried unanimously.

T. Mills asked if anybody would like to nominate a member to the position of Governing Board Vice-Chair for the 2021-2022 academic year.

W. Thomson moved to nominate A. Kimball as Governing Board Vice-Chair for 2021-2022.

J-L. Trahan seconded the motion.

A. Kimball accepted the nomination.

The motion carried unanimously.

L. Birch expressed her gratitude to J-L. Trahan and hoped that he would continue to serve on the Governing Board in the fall.

It was noted that C. Blackwell will be stepping down. She confirmed this is the case. She explained that she has finished two years and will not be continuing.

## **10. Information: COVID report**

### **10. a. End of Winter Semester**

E. Berryman explained that it is currently the exam period. The semester is unfolding well. The English Exit Exam went surprisingly well.

### **10. b. Preparation for the Fall 2021 semester**

There are three basic scenarios that we are considering.

1. Full return
2. Partial return
3. Full online

### **10. c. Input from student representatives on the Board**

I. Zhang reported that students are excited about returning to the school in the fall. She also reported that students had their student association election for 2<sup>nd</sup> year

students. She thought that her position on the Governing Board would be filled by a first-year student in September or October.

## **11. Information**

### **11. a. IPESA revision process**

E. Berryman explained that the IPESA is entering its final stages. The Commission of Studies will be reviewing the IPESA this Thursday. At that point, we will see where we are at in the process and or whether additional work and consultation is required.

### **11. b. Definition of development goals process**

L. Birch said that the last meeting was on March 30, 2021.

### **11. c. Development of the Student Success plan**

E. Berryman explained that a working committee is defining student success and that they are still working on the dashboards. We have received some feedback. We will, again, invite departments and programs to send their comments and suggestions. We are still working on improving the dashboards.

L. Birch said that her department has sent feedback. Her department would like a system that allows for micro-level analysis, i.e. the tracking of individual students and their grades, especially failures. She said the University of Rimouski has this type of functionality.

### **11. d. Revision of the Business program**

E. Berryman explained that the revision of the business program began in 2018. He understood that the intention of the Ministry is to make a more general business program.

As part of the revision process, there is an analysis of the profession. There are four workshops that will take place which will allow the Ministry to understand the job market. They are working on the foundations of the program and are in the preliminary stages of the process. They have not determined the competencies that would be included or eliminated.

In November 2021, there will be a consultation where they will submit a training project or *projet de formation*. The implementation of the new program would be fall 2024 or fall 2025. The process is slow. But the Ministry is responsive to consultation.

He further explained that at St. Lawrence, we only have one profile, i.e. Accounting. This profile is already general. Therefore, perhaps, St. Lawrence will not be very affected by these changes.

There were no questions.

H. Walling requested this item be added to a future meeting agenda.

### **11. e. Commission of Studies**

E. Berryman reported that the next Commission of Studies meeting will take place this Thursday. It will be about the IPESA.



There were no questions or comments.

### **11. f. Bill 96**

E. Berryman explained that the Bill aims to limit the number of students that can be admitted to English CEGEPs. If too many students are admitted, there are financial penalties.

Additionally, students who do not have a legal right to English education, according to Bill 101, will have to complete the *Preuve uniforme de langue française*. This change would require an adjustment to the general education curriculum, changes to scheduling, and the hiring of additional resources.

We will be seeking further information to better understand the Ministry and this Bill.

E. Berryman then expressed the view that the blanket application of the law to the province, an application that does not recognize the unique linguistic situation in Quebec City, would be unjust.

There was discussion about Bill 96 and some expressed concern.

A small working group, independent of the Governing Board, was proposed. A meeting was proposed for mid-June. This would be an informal committee.

### **12. Discussion on a Governance and Ethics Committee for August 2021**

This item was not discussed.

### **13. Varia**

#### **13. a. IT security update**

This item was not discussed.

#### **13. b. Renovation projects update**

This item was not discussed.

#### **13. c. CEEC visit on Quality Assurance audit**

E. Berryman provided an update on the CEEC visit.

The CEEC provided some feedback after their visit.

Main observations of the CEEC:

- Real engagement for student success
- The good reputation of the college is something employees are committed to
- There is a genuine concern that academics be well supervised ("bien encadré la pédagogie): commended for the creation of the position of coordinator of pedagogical and institutional development.
- Our current IPESA is fully deployed
- Annual report from department and programs
- Regular meetings with coordinators

- Programs of studies are well supervised
- Strong special needs sector
- Excellent work done by the Academic Advisor
- We do not have a Student Success Plan but nonetheless deploy numerous measures to support student success
- Dans l'ensemble pour les 2 dimensions : « la gestion est de qualité »

**14. Adjournment**

L. Birch moved to lay all agenda items not addressed on the table.

The motion was carried unanimously.

It was moved that the meeting be adjourned.

MOVED BY Q. Johnson  
SECONDED BY M. Brassard  
THE MOTION WAS CARRIED UNANIMOUSLY

The meeting was adjourned at 8:11 pm.

Edward Berryman, PhD  
Director of the Constituent College  
and Director of Studies

Helen Walling  
Interim Chair of the Governing Board