



**CEGEP Champlain – St. Lawrence
Regular meeting of the Governing Board
held on May 20, 2020 at 5:00 P.M.
Via videoconference**

MINUTES of the regular meeting of the CEGEP Champlain – St. Lawrence Governing Board held via videoconference at 5:00 p.m. on May 20, 2020.

Members present

S. Balkiss Benaskeur	Student Representative
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
J. Gouin	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, Chair
J-L. Trahan	Parent Representative
H. Walling	Government Appointee, Enterprise sector

Regrets

S. Galarneau	Student Representative
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Quorum attained with 14 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 S. Galarneau, student representative.

Quorum was confirmed.

2. Modification and adoption of agenda

It was moved to adopt the agenda as modified: add a standing item for updates on the Commission of Studies in 5, add Advisory Committee in 10.5, Training in 10.6 and Rules of the Governing Board in 10.7. It was also requested that information item on the deployment of distance teaching and the lockdown of the College be moved to item 6.

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. Update on the Commission of Studies
6. Information: Update on the deployment of distance teaching and the lockdown of the College
7. Information: St. Lawrence organizational chart
8. Recommendation on the 2020-2021 Administrative Services Operating Budget
9. Adoption of the 2020-2021 Operating Budget
10. ~~Varia~~
 - 10.1 Update on hiring of managers
 - 10.2 Updates on the IPESA revision, the Quality Assurance Audit, and the development plan of the local strategic plan and the student success plan
 - 10.3 Preparation of the fall 2020 semester
 - 10.4 The MEES' decision on the R Score for the fall 2020 semester
 - 10.5 Advisory Committee
 - 10.6 Training for the members of the Governing Board
 - 10.7 Rules of the Governing Board
11. Adjournment

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

3. Adoption of the minutes from last meetings and business arising

Minutes from the online voting on November 21, 2019 were approved without any modifications.

MOVED BY: J.L. Trahan
SECONDED BY: H. Walling
MOTION CARRIED

4. Questions from the public

Mrs. Diane Denault inquired about the budget and if it considered the COVID situation. Mrs. Marie-Pascale Beaumont, Coordinator of Administrative Services, confirmed that it does.

5. Commission of Studies

The Commission of Studies did not meet since its last meeting on March 11th. The dossiers such as the IPESA review, the QAA were postponed to next fall. The evaluation report on the 2015-2020 Strat Plan will be discussed at the next meeting on May 27th.

It was mentioned that although the COVID situation is not under the purview of the Commission of Studies, a close collaboration and consultation between Ped Counsellors, Coordinators, IT, the Faculty Union executives and managers contributed to the success of our online launch, the parties worked as a community.

Some members do not agree with the fact the IPESA revision was postponed.

6. Update on the deployment of distance teaching and the lockdown of the College

Mr. Berryman informed the Governing Board of all the steps that were taken and updates that were provided during the crisis to allow for the completion of the semester. It is mentioned that the complete assessment will be done once the final marks will be handed in. It is also mentioned that a survey will be sent to students and teachers on what went well and what needs to be improved.

A member suggested that we create a policy on student behavior while following online classes. This policy could be discussed at the Commission of Studies.

A member enquired about how we reached out to vulnerable students. Mr. Berryman confirmed that many emails were sent to students providing them with a tool box, numbers and contacts as well as the Plan Major info for anonymous consultations. He also confirmed that the staff was monitoring and keeping a close eye on students.

Mr. Berryman mentioned that the College was currently looking at different options to hold a virtual graduation.

7. Organisational chart

Mr. Berryman mentioned that to fulfil the new academic responsibilities as well as the need to enhance student experience, certain services will be changed. He explained that further to a long-term analysis, the position of Dean of Students would not be replaced. He also announced the new positions; a professional for recruitment, logistics of events, communication, etc. and a manager for the development and implementation of the local strategic plan and student success plan, IPESA review and implementation, the *plan d'action numérique*, revision of two programs, etc. A new position in IT is also confirmed.

Members requested to see an org chart which will be sent to them with the minutes of the meeting. Comments voiced dissatisfaction with the decisions made.

The Chair informed the members of the Governing Board that it is not their role to discuss employee ratios. This is rather a labour relation issue. Some members did not agree with this.

8. Recommendation on the 2020-2021 Administrative Services Operation Budget

Mr. Yves Rainville presented the global budget.

It was moved to recommend the 2020-2021 Administrative Services Operation Budget.

RESOLUTION NO.: LAW-2019-013

Recommendation of the 2020-2021 Administrative Services Operating Budget

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 2020-2021 has not been presented; and

WHEREAS the Ministry has announced that colleges should build their 2020-2021 budget using the same figures as 2019-2020 with a cost of living indexation; and

WHEREAS Administrative Services have prepared a balanced budget for the financial year 2020-2021 for a total of \$3,096,554; and

WHEREAS the budget indicates a reduction of the expenses compared to the previous year; and

WHEREAS the budget respects the regulations and the budgetary policy as set forth by the *Ministère de l'Éducation et de l'Enseignement supérieur*;

BE IT THEREFORE RESOLVED that the Champlain – St. Lawrence Governing Board recommends to the Board of Governors the adoption of the 2020-2021 Operating Budget of Administrative Services as tabled.

MOVED BY: L. BIRCH
SECONDED BY: C. BLACKWELL
MOTION CARRIED

9. Adoption of the 2020-2021 SLC Operating Budget

Mrs. Marie-Pascale Beaumont presented the budget for 2020-2021. Some members were hesitant to approve without an org chart. Mr. Santoire clarified that an org chart would not change the budget as salaries are a global amount separated in two categories: Faculty and Staff. Some members requested a delay to approve. Mr. Santoire also elucidated the consequences of refusing the budget.

Further to a long discussion on the subject, a call to vote was requested:

- **Table the vote until salaries are separated and an org chart is provided:** in favor: 6, against: 6, and abstaining: 1. The Chair exercised his voting right making the vote 7 "against".

A confidential vote was cast for the approval of the original resolution:

- In favor: 9, against: 4 and abstaining: 1

RESOLUTION NO.: LAW-2019-014

Adoption of the 2020-2021 Operating Budget

WHEREAS the Ministry's initial allocation for 2020-2021 has not been presented; and

WHEREAS the Ministry has announced that colleges should build their 2020-2021 budget using the same figures as 2019-2020 with a cost of living indexation; and

WHEREAS Champlain – St. Lawrence has prepared a balanced budget of the financial year 2020-2021 for a total of \$11,236,732; and

WHEREAS the present budget respects the regulations and the budgetary policy as set forth by the *Ministère de l'Éducation et de l'Enseignement supérieur*;

BE IT THEREFORE RESOLVED that the Governing Board adopts the 2020-2021 Operating Budget as tabled; and

BE IT THEREFORE FURTHER RESOLVED that the Governing Board recommends to the Board of Governors that the Champlain – St. Lawrence Operating Budget be integrated to the Champlain Regional College 2020-2021 Operating Budget.

MOTION CARRIED BY VOTE

10. Varia

The meeting being prolonged until 8 pm, items in varia are postponed to the next meeting.

However, the Chair mentioned that he would be resigning after the next meeting of the Governing Board as his new position will occupy all his time.

June 3, 2020, end of May 20th meeting

10.1. Update on hiring of manager.

Mr. Berryman explained that the two processes were completed in April, François Sévigny who is replacing Christian Brosseau as Dean of Academic Organization and Marie-Pascale Beaumont who is the new Coordinator of Administrative Services.

It was also mentioned that the fact that the Selection Committees did not include members of the Union was simply an oversight. As the position was first posted as a class 6, it was not necessary. However, the position evolved after the first posting.

10.2. Updates on the IPESA revision, the Quality Assurance Audit, and the development plan of the local strategic plan and the student success plan

The IPESA review process started late last fall and comments were received further to the consultation on the first draft. Although the process and additional consultations are postponed to next semester, the Writing Committee is still at work updating with the comments received.

The Quality Assurance Audit was also postponed. It will be presented to the CEEC in November 2020 and the CEEC visit is planned for early spring 2021.

As for the Strategic Plan and the Student Success Plan, we have started the work on the development plan for both theses plans. The timelines will be synchronised with the 2 other Colleges and Administrative Services.

10.3. Preparation of the fall 2020 semester

Mr. Berryman mentioned that a significant part of teaching will be online or alternative measures but that classes requiring specialized equipment, such as science labs, for example, would be on campus. The College wishes to provide a better experience to students while maintaining social distancing and respecting the directives from the Ministry.

The College has not yet received new guidelines from the Ministry.

10.4. The MEES decision on the R Score for winter 2020 and fall 2020

The Ministry decided not to consider the winter 2020 semester in the R score. However, the fall 2020 will return with the regular R score, online or in person.

10.5. Advisory Committee and training for Governing Board members

It was suggested that we create an Executive or Advisory Committee for the Governing Board. Training for the members of the Governing Board was also suggested for members to understand their role and responsibilities.

Mr. Berryman informed the Board that the MEES has required that all four Boards of the new Champlain Regional College receive a training. He will bring this item up at the next Senior Management Committee on Monday to synchronise with the 2 other Colleges and Administrative Services. It was agreed that he would keep the members of the Governing Board updated.

11. Adjournment

The Chair thanked the Governing Board members for their presence.

- Motion to adjourn the meeting by J. McCalla and seconded by Y. Santoire at 8:07 p.m. on May 20, 2020.
- Motion to adjourn the meeting by J. McCalla and seconded by A. Kimball at 6:00 p.m. on June 3, 2020.

Warren Thomson
Chair

Edward Berryman, Ph.D.
Director of the College