



**CEGEP Champlain – St. Lawrence
Regular meeting of the Governing Board
held on September 16, 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 September 16, 2020.

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
S. Galarneau	Student Representative
A. Kimball	Government Appointee, University sector
J. McCalla	Faculty Representative
J. Ouellet	Support Staff Representative
Y. Santoire	Government Appointee, Socio-economic sector
J-L. Trahan	Parent Representative
H. Walling	Government Appointee, Enterprise sector

Regrets

W. Thomson	Government Appointee, School boards sector
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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 W. Thomson, Government Appointee, School boards sector. Mr. Berryman welcomed our two new members, T. Delisle as Student Representative and L-E Desgagnés as Professional Representative.

Quorum was confirmed.

2. Modification and adoption of agenda

It was moved to adopt the agenda as modified, bringing item 10.3 after the Fall semester update in 9.

AGENDA

1. Opening remarks and confirmation of quorum
 - 1.1. Designation of an interim Chair for the meeting
2. Adoption of agenda
3. Adoption of the minutes from last meetings and business arising
 - 3.1. Board training update
4. Question period from the public (15 minutes)
5. Update on the Commission of Studies
 - 5.1. Designation of an Academic Manager to the Commission of Studies (Resolution)
6. Adoption of the 2020-2021 work plan (Resolution)
7. Budget updates
8. Fall semester update
9. Development process for the Strategic Plan (development goals) and the Student Success Plan
10. Election of the Chair and the Vice-chair
11. Varia
 - 11.1. Recent hirings
 - 11.2. Quality Assurance Audit Report
 - 11.3. MES Student Success Update (« *Chantier sur la réussite en enseignement supérieur – Portrait d'établissement* »)
12. Adjournment

MOVED BY: J. McCalla
SECONDED BY: J. Ouellet
MOTION CARRIED

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

Minutes from the May 20, 2020 meeting and the June 3, 2020 meeting were approved with corrections received.

The results of the survey sent to students was requested in business arising.

MOVED BY: J. McCalla
SECONDED BY: J. Ouellet
MOTION CARRIED

3.1. Board training

The Board training was discussed at the last Executive Committee meeting and IGOPP (*Institut sur la gouvernance des organismes public et parapublics*) - will be providing the training to all three Governing Boards as well as to the Board of Governors. Mr. Paradis, the Chair of the Board of Governors is in charge of leading this project to term.

Concern was raised from some members of the Governing Board that this training would not be provided quickly enough and suggestion was made to have Serge Brassset and Jean Beauchesne as guests to explain our structure and Bylaw 1.

Following a discussion on the subject, all agreed that the new Chair of the Governing Board would have an informal dialogue with Mr. Paradis.

4. Questions from the public

No questions were received from the public.

5. Commission of Studies

The first meeting of the Commission of Studies was held on September 9, 2020. The 2020-2021 Work Plan was adopted. Updates were provided on different topics, such as the start of the fall semester, the "*chantier sur la réussite en enseignement supérieur*", and so on.

5.1. New Academic Manager

A resolution to name the new Academic Manager was presented. Catherine Talbot will be replacing Christian Brosseau who is now in St-Lambert.

Resolution No.: LAW-2020-001

Nomination of an Academic Administrator to the Commission of Studies

WHEREAS a seat at the Commission of Studies for an Academic Administration is vacant following the departure of Mr. Christian Brosseau;

WHEREAS the policy on the Commission of Studies (article 2.1 e) specifies that the Governing Board nominates the Academic Administrators to the commission on the recommendation of the Director of the Constituent College;

WHEREAS the Coordinator of Pedagogical and Institutional Development has many dossiers that are closely linked to the mandate of the Commission of Studies;

BE IT RESOLVED that Ms. Catherine Talbot, Coordinator of Pedagogical and Institutional Development, be nominated to the Commission of Studies for a mandate of two years.

MOVED BY: L. Birch
SECONDED BY: Y. Santoire
MOTION CARRIED

6. Adoption of the 2020-2021 Work Plan

Three categories of the 2020-2021 Work Plan involve mandatory legal obligations. Suggestions were made to add different items to the Work Plan, identified below in blue.

Resolution No.: LAW-2020-002

Adoption of the 2020-2021 work plan

WHEREAS the Letters Patent of Champlain Regional College and Bylaw 1 confer responsibilities to the St. Lawrence Governing Board;

WHEREAS the preamble to Bylaw 1 affirms that the guiding principles of reciprocity, accountability and transparency guide its operations to ensure that the decision-making process is close to the students and the local communities served by each College;

WHEREAS the new college is pursuing the implantation of the new structure, which requires the adaptation of bylaws and policies carried over from the old structure;

WHEREAS the Governing Board must make decisions to ensure the normal operations of the College and of the Regional College;

BE IT RESOLVED that the following elements be the main objects of the 2020-2021 work plan of the St. Lawrence Governing Board:

1. FINANCE

- a. Review and adoption of the revised 2020-2021 operating budget: Fall
- b. Review and adoption of the 2020-2021 capital budget: Fall
- c. Review and adoption of the 2019-2020 financial statements: Fall
- d. Review and adoption of the 2021-2022 operating and capital budget: Winter
- e. Review and adoption of Student Fees for 2021-2022: Winter

2. ACADEMICS

- a. Review and adoption of the development plan of the 2021-2026 Student Success Plan: Fall
- b. Review and adoption of the Institutional Policy on the Evaluation of Student Achievement: Winter
- c. Review and adoption of the 2021-2026 Student Success Plan: Winter
- d. Review and adoption of the 2021-2022 academic calendar: Winter
- e. Encourage the Commission of Studies to produce its rules and procedures according to Bylaw 1 (item 6.1)

3. COLLEGE-WIDE

- a. Recommendation on the Quality Assurance Audit Report: Fall
- b. Review and adoption of the development plan of the 2021-2026 Strategic Plan (development goals of the College): Fall
- c. Review and adoption of the 2021-2026 Strategic Plan (development goals of the College): Winter
- d. Monitor the implementation of the new structure and provide training.

MOVED BY: H. Walling
SECONDED BY: J. McCalla
MOTION CARRIED

7. Budget updates

The College has received its official 2020-2021 budget including the figures from the Government. The Budget Revision will therefore be presented at the next meeting of the Governing Board.

It was also mentioned that the Capital Budget was not approved in June as the amounts had not been received by the Government. Government allocation have not yet been received to this day.

8. Fall semester update

Updates were provided to the members of Governing Board on the fall semester such as:

- The start of classes was postponed to allow more time for teachers to prepare and also to prepare an orientation and welcome activities for students. Attendance at these activities was over 70%. organize orientation and welcome activities.
- The Bookstore went online and it was a success.
- Labs were reorganised to respect distancing measures while having students on campus.
- Our professionals are available in person and via Zoom to meet with students.
- The College has currently 1061 students. Final drop date deadline is September 18, 2020.
- Some issues were encountered in the CEGEP network with the integration of Zoom in Lea. The provider is working on fixing these issues.
- A survey will be sent to students this week to find out how they are doing so far.

9. Development process for the Strategic Plan (development goals) and the Student Success Plan

The development process will be presented for discussion shortly. Senior management is currently discussing the development process for the Strategic plan and the Student Success Plan will be submitted to the Governing Board for review and adoption at the November meeting.

10. Election of the Chair and the Vice-Chair

H. Walling has expressed her interest in becoming Chair.

MOVED BY: J. McCalla
SECONDED BY: J. Ouellet
CARRIED

Helen Walling is designated as Chair.

JL Trahan expresses his interest for the Vice-Chair position.

MOVED BY: H. Walling
SECONDED BY: Y. Santoire
CARRIED

JL Trahan is designated Vice-Chair.

11. Varia

- 11.1. The College has recently named Catherine Talbot, Coordinator of Pedagogical and Institutional Development. The position of Pedagogical Counsellor is currently open. The College has also hired Alain Raymond as IT Technician, Principal Class and Jenny Aumais as Community and Alumni Relations, Events and Communications Advisor.
- 11.2. The draft of the QAA report will be available shortly and sent for consultation followed by approval by the different bodies. It should be presented to the Commission of Studies in October.
- 11.3. The Ministry has identified Student Success in its priorities. With this in mind the Ministry requested from each College a "*portrait d'établissement*" to assess the student success situation. The unofficial due date is October 31, 2020. This portrait will allow for us to identify our strengths and weaknesses.

12. Adjournment

The Vice-Chair thanked the Governing Board members for their presence.

Motion to adjourn the meeting by J. McCalla and seconded by L-E Desgagnés at 6:42 p.m.

Jean-Luc Trahan
Vice-Chair

Edward Berryman, Ph.D.
Director of the College