

Minutes, September 7, 2021

Regular meeting of the Governing Board
held on September 7, 2021, at 5:15 pm
St. Lawrence Room 242 and by Videoconference

Minutes

MINUTES of a regular meeting of the CEGEP Champlain – St. Lawrence Governing Board
held by videoconference on September 7, 2021

Sitting members present

E. Berryman,	Director of the Constituent College and Director of Studies
L. Birch,	Faculty Representative
M. Brassard,	Government Appointee, Socio-economic sector
G. Caissy,	Government Appointee, Regional labour market
Q. Johnson,	Professional Representative
D. Galarneau,	Government Appointee, Socio-economic sector
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

Sitting members regrets

W. Thomson,	Government Appointee, School boards sector
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Persons other than Governors in attendance

R. Delaney	Public
T. Mills,	Support Staff
S. Plante,	Faculty

Quorum attained with 12 of 13 sitting members present.

Regular meeting of the Governing Board
September 7, 2021, at 5:15 pm
By Videoconference

Agenda

1. Opening Remarks and confirmation of the quorum
2. Adoption of the agenda
3. Adoption of the minutes of the May 25, 2021, meeting
4. Business arising
 - 4.1. Board evaluation follow-up
 - 4.2. Update on DCC and DG evaluation- Process
 - 4.3. Update on the Regional Inquiry
 - 4.4. Update revision of the business program
 - 4.5. Bylaw 9
5. Question period from the public (15 minutes)
6. Election of the Chair for 2021-2022
7. Parent representative on the Board: Nomination of M. Jean-Luc Trahan as per article 2.6 of Bylaw 1
8. Resolution: Adoption of the 2021-2022 work plan
9. Information:
 - 9.1. IPESA revision
 - 9.2. Commission of Studies update
 - 9.3. Development goals update
 - 9.4. Student Success plan update
 - 9.5. Student success stats for Winter 2021
 - 9.6. Start of the fall 2021 semester
 - 9.7. "Devis" of the College
 - 9.8. Bill 96
 - 9.9. Revision of the operating budget
 - 9.10. IT security
 - 9.11. Renovation projects
10. Discussion on the creation of an Audit Committee and of a Governance and Ethics Committee
11. Varia
12. Next meeting, October 5, 2021
13. Adjournment

1. Opening Remarks and confirmation of the quorum

Everybody was welcomed. The meeting began at 5:15 pm.

2. Adoption of the agenda

The agenda was reviewed.

It was requested that a resolution about the Bill 96 brief (which would then be numbered LAW-2021-01) be added to the agenda before the resolution about the work plan (which would then be numbered LAW-2021-02).

It was proposed that the agenda item about the nomination of Mr. Jean-Luc Trahan to the position of Parent Representative be placed before the agenda item about the election of the Chair of the Governing Board.

The agenda items in question would then be numbered like this:

6. Parent representative on the Board: Nomination of M. Jean-Luc Trahan as per article 2.6 of Bylaw 1
7. Election of the Chair for 2021-2022
8. Resolution: Bill 96
9. Resolution: Adoption of the 2021-2022 work plan

All subsequent items would be renumbered accordingly.

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

MOVED BY J. McCalla
SECONDED BY M. Brassard
THE MOTION IS CARRIED UNANIMOUSLY

3. Adoption of the minutes of the May 25, 2021, meeting

The minutes were reviewed.

It was moved that the minutes be adopted.

MOVED BY D. Galarneau
SECONDED BY M. Brassard
THE MOTION IS CARRIED UNANIMOUSLY

4. Business arising

4.1. Board evaluation follow-up

H. Walling suggested "Board Evaluation" be added as an item to the next meeting agenda.

4.2. Update on DCC and DG evaluation- Process

H. Walling explained that the St. Lawrence Governing Board has a role to play in the evaluation of the Director of the Constituent College, E. Berryman, and the Director General, O. Coté.

H. Walling suggested that O. Coté be invited to attend a future St. Lawrence Governing Board meeting, in October or November.

4. 3. Update on the Regional Inquiry

Francois Paradis, Chair of the Board of Governors at Champlain Regional College, has mandated an external firm to review specific subjects in order to clarify ethical and professional conduct for all members involved in the College's governance and operations.

The result of the external firm's inquiry has not yet been communicated to any of the interested parties.

4. 4. Update revision of the business program

The Ministry of Education is planning changes to the Business Program. We understand that the Ministry will be holding meetings in October.

4. 5. Bylaw 9

As far as we know, Y. Rainville is still working on Bylaw 9. Some members of the St. Lawrence Governing Board sent him feedback on the bylaw in August.

5. Question period from the public (15 minutes)

R. Delaney, President of the St. Lawrence Alumni Foundation, was invited to speak. He said that a former student representative had contacted him with questions about student fees at St. Lawrence.

According to his understanding, there is an agreement in place between the St. Lawrence Student Association and the College to collect fees which are then given to the St. Lawrence Alumni Foundation.

R. Delaney asked whether there had been any discussions on this matter and whether any changes had been made to student fees.

E. Berryman explained that the student fees in question are actually student donations to a fundraising campaign. A student association general assembly took place where students decided to continue their contributions to the fundraising campaign.

R. Delaney posed a follow-up question. He said he understands that the student association chose to extend the 5-year agreement but asked whether the student association has requested changes to the language of the agreement.

E. Berryman replied that the student association is free to raise any issue with the College administration that is of concern to them. To his knowledge, the student association has not made a request to change the language of the agreement.

There were no further questions from the public.

6. Parent representative on the Board: Nomination of M. Jean-Luc Trahan as per article 2.6 of Bylaw 1

Article 2.6.2 Parent Governors of Bylaw 1 was discussed. The following resolution was then moved.

**RESOLUTION NO.: LAW-2021-01
Parent representative on the Board**

WHEREAS Mr. Jean-Luc Trahan has served on the Governing Board for the past two years and is still qualified to continue to serve on the St. Lawrence Governing Board;

BE IT THEREFORE RESOLVED that the St. Lawrence Governing Board nominates Mr. Jean-Luc Trahan to a second term as parent Governor.

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

J-L. Trahan accepted the nomination.

J-L. Trahan was congratulated on his nomination to a second term.

7. Election of the Chair for 2021-2022

T. Mills was asked to serve as secretary for the election of the 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 accepted the nomination.

The motion carried unanimously.

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.

Y. Santoire moved to nominate D. Galarneau as Governing Board Chair for 2021-2022.

M. Brassard seconded the nomination.

D. Galarneau accepted the nomination.

The motion carried unanimously.

The nominees were asked, in the order that they were nominated, to each say a few words about their candidacy.

H. Walling was invited to speak.

H. Walling said that since the last meeting she decided that she would like to continue in her role as Chair of the St. Lawrence Governing Board and build on the work that has been completed so far. She touched on the strategic plan and building a relationship with management.

D. Galarneau was invited to speak.

D. Galarneau said that he would be a good choice since he is a member of both the St. Lawrence Governing Board and the Champlain Regional Board of Governors. He has 20 years of board experience and could bring the Governing Board's voice to the regional level. He talked about good governance and thought that new ideas could have a positive impact.

There was a brief question and answer period.

There was no more questions or discussion.

T. Mills called the vote by anonymous ballot.

12 voting members were in attendance. There were 8 votes for H. Walling and 4 votes for D. Galarneau.

H. Walling was elected as Chair of the St. Lawrence Governing Board for the 2021-2022 academic year.

H. Walling was congratulated and everybody was thanked for their participation.

8. Resolution: Bill 96

A resolution about Bill 96 was moved.

RESOLUTION NO.: LAW-2021-02

Mandate for management to submit a brief to the Parliamentary Hearings

WHEREAS the Quebec Government has tabled Bill 96, *Loi sur la langue officielle et commune du Québec, le français*;

WHEREAS, if adopted, as it currently stands, the Bill will have significant consequences for English Cégeps across the province;

WHEREAS the English College Steering Committee will be presenting a brief, at the upcoming parliamentary hearings on Bill 96, on behalf of all the English Cégeps of the province;

WHEREAS it is important that decision makers be made aware of the specific reality of CEGEP Champlain – St. Lawrence;

WHEREAS an informal working group has explored the possible impacts of Bill 96 on CEGEP Champlain – St. Lawrence.

BE IT THEREFORE RESOLVED that the Governing Board of CEGEP Champlain – St. Lawrence mandates management to prepare a brief which will highlight the Constituent College's unique role within and contribution to the *Capitale-Nationale* region. This brief will be sent to the *Commission de la culture et de l'éducation* that oversees the parliamentary hearings on Bill 96. It will also be shared with other decision makers and opinion leaders.

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

9. Resolution: Adoption of the 2021-2022 work plan

It was moved that the 2021-2022 work plan be adopted.

RESOLUTION NO.: LAW-2021-03
Adoption of the 2021-2022 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 THEREFORE RESOLVED that the following elements be the main objectives of the 2021-2022 work plan of the CEGEP Champlain - St. Lawrence Governing Board:

1. Finance

- 1.1 Review and adoption of the revised 2021-2022 operating budget: Fall
- 1.2 Review and adoption of the 2020-2021 financial statements: Fall
- 1.3 Review and adoption of the 2022-2023 operating and capital budgets: Winter
- 1.4 Recommendation on Bylaw 9: Fall

2. Academics

- 2.1 Review and adoption of the Institutional Policy on the Evaluation Student Achievement: Fall
- 2.2 Review and adoption of the 2022-2027 Student Success Plan: Winter
- 2.3 Review and adoption of the 2022-2023 Academic Calendar: Winter

3. College-wide

- 3.1 Review and adoption of the 2022-2027 development goals to be included in the Regional College Strategic plan: Winter

MOVED BY J. Ouellet
SECONDED BY J. McCalla

There was discussion.

L Birch proposed a friendly amendment. She asked that an item be inserted to the list under "Academics" after 2.1 and that all subsequent items be renumbered.

- 2.2. Updated Timeline of the Student Success Plan and the Development Goals

It was moved that the friendly amendment be adopted.

J. Ouellet accepted the friendly amendment.

There was no more discussion.

THE QUESTION WAS CALLED
THE MOTION CARRIED UNANIMOUSLY

10. Information:

10. 1. IPESA revision

The IPESA was brought for recommendation to the Commission of Studies on the 9th of June. The Commission did not recommend it. Consequently, the special meeting of the Governing Board on the same day was cancelled.

Management has engaged in extensive consultation about the IPESA. Regardless, there are some issues that have yet to be resolved. The Commission will continue to work on the IPESA.

10. 2. Commission of Studies update

The next meeting is at the end of September.

10. 3. Development goals update

A SWOT analysis has been presented. Some changes have been made. The next step is to identify key issues that will be brought forward for a College wide consultation. This is an important step in the identification of the development goals. E. Berryman confirmed that the Governing Board will be kept abreast of developments.

10. 4. Student Success plan update

We are still in the diagnosis phase of the student success plan. We are analyzing specific sub groups of the student body.

10. 5. Student success stats for Winter 2021

Our student success rate was slightly lower than previous years: 89.9%. Failure rates have not increased but COVID incompletes have increased. This was the first winter semester with the COVID incompletes so it's hard to compare with previous years.

The number of students that succeeded in all their courses: we are at the same level as in the winter of 2019.

Percentage of students that completed all their courses:

Winter 2021: 96%

Winter 2020: 92%

Winter 2019: 99%

All in all, student performance has been stable despite the extraordinary situation.

10. 6. Start of the fall 2021 semester

It has started on a good note. We have 1074 students on campus, compared to 1061 in fall 2020.

The objective was to have a lower number of students. However, the percentage of students who have accepted is higher than normal. Also, many students that postponed their studies have come back. We expect the number of enrolled students to drop as of September 22 (the drop deadline).

Otherwise, we are off to a good start. Student engagement is good. We have started a campaign to sensitize students to proper mask wearing. Student vaccination rates are high.

10. 7. "Devis" of the College

Our official "devis" is 700 students. In the context of Bill 96, our new "devis" would be the number we had admitted in Fall of 2019: 980 students.

10. 8. Bill 96

A brief will be officially presented at the parliamentary hearings on Bill 96.

The main issues that will be discussed in the brief

- Priority of admission for graduates of English high schools`
- The "devis" that will be determined for the next 10 years
- The financial penalty linked to the new capacity limits
- The imposition of the French exit exam on all students who do not have legal access to English education according to Bill 101

A third meeting of the English College Steering Committee will take place next Friday.

10. 9. Revision of the operating budget

Julie Coulombe was invited to say a few words. She recommended the budget revision process be postponed.

10. 10. IT security

This was an item at a previous meeting that had not been covered.

All the security requirements required for the end of the winter semester have been met. We received another list of new security guide-lines for this fall.

10. 11. Renovation projects

E. Berryman summarized the projects

- The sanitary block (bathrooms) will be ready tomorrow
- The roof should be completed by Sept. 19
- The student services sector should be done by mid-September

We are late for the three projects because of the lack of workers and challenges in the supply chain.

L. Birch commended the College. She thinks the new student services center looks great.

11. Discussion on the creation of an Audit Committee and of a Governance and Ethics Committee

H. Walling thought it would be interesting to have an Audit Committee and a Governance and Ethics Committees. However, it's not entirely clear if the Governing Board has the ability to create these committees.

H. Walling proposed this item be addressed at a future meeting.

12. Varia

12.1 Meeting by Zoom

It was discussed that we explore options to allow both Zoom and in person presence.

13. Next meeting, October 5, 2021

The next meeting is scheduled for October 5.

14. Adjournment

It was moved that the meeting be adjourned.

MOVED BY E. Berryman
SECONDED BY J. McCalla
THE MOTION CARRIED UNANIMOUSLY

The meeting adjourned at about 7:00 pm