



St. Lawrence

CEGEP CHAMPLAIN

MINUTES

Regular meeting of the Governing Board

held on May 21, 2024, at 5:00 pm
at CEGEP Champlain- St. Lawrence room 242 (Boardroom)

Sitting members present

E. Berryman	Director of the Constituent College and Director of Studies
L. Birch	Faculty Representative
J.-F. Champoux	Government Appointee, <i>Conseil régional des partenaires du marché du travail de la Capitale</i>
M. Dussault	Government Appointee, Socio-Economic sector
D. Fava	Parent Representative
B. Glorieux	Student Representative
M.-P. Lamarche	Government Appointee, School Boards sector
S. Mellouli	Government Appointee, University sector
C. Nadeau	Support Staff Representative
F. Séguin	Faculty Representative
L. Shortt	Parent Representative
M. Vigneault	Government Appointee, Socio-Economic sector

Sitting members regrets

N. Gagné	Professional Representative
----------	-----------------------------

Sitting members absent

V. Harvey	Student Representative
Vacant	Government Appointee, Socio-Economic sector
Vacant	Government Appointee, Socio-Economic sector

Invitees

T. Jones	Coordinator of Administrative Services and Auxiliary Services
C. Leduc	
C. Talbot	Coordinator of Pedagogical and Institutional Development

Quorum attained with 12 of 14 sitting members present.

1. Opening remarks and confirmation of the quorum

Everybody is welcomed. Quorum is confirmed at 12 of 14 sitting members. The meeting is called to order.

M. Vigneault welcomes Sehl Mallouli, vice-recteur adjoint aux services à l'enseignement et à la formation tout au long de la vie, at Laval University, as a new board member.

2. Adoption of the agenda

It is proposed to add a point in varia about arbitration decision. adopt

The agenda be adopted as modified.

MOVED BY J.-F. Champoux

SECONDED BY C. Nadeau

There is no call for the vote

THE MOTION CARRIED

The agenda is adopted unanimously as modified.

Agenda

1. Opening remarks and confirmation of the quorum	M. Vigneault	1 min
2. Approval of the agenda	M. Vigneault	5 min
3. Approval of the previous minutes and business arising	M. Vigneault	5 min
3.1 Regular meeting, March 26, 2024		
4. Internal business of the Governing Board	M. Vigneault	1 min
4.1 Remarks on the evaluation of the previous regular meeting	M. Vigneault	5 min
4.2 Declaration of conflict of interest	M. Vigneault	1 min
4.3 Update on Board membership	M. Vigneault	1 min
5. Question period form the public		15 min
6. New Business		
6.1 Resolution: Adoption of the 2024-2025 St. Lawrence provisional operating budget	E. Berryman and T. Jones	20 min
6.2 Resolution: Adoption of the 2024-2025 St. Lawrence provisional capital budget	E. Berryman and T. Jones	10 min
6.3 Resolution: Recommendation on the 2024-2025 Administrative services provisional operating budget	E. Berryman and T. Jones	5 min
6.4 Resolution: Recommendation on the 2024-2025 Administrative services provisional capital budget	E. Berryman and T. Jones	5 min
6.5 Resolution: Adoption of the Institutional Policy on the Management and Evaluation of Academic Programs	E. Berryman	15 min
6.3 Resolution: Recommendation on the Evaluation Plan – Self-Evaluation of Quality Assurance Mechanisms	E. Berryman	10 min

7. Varia

7.1 Adjustments to the Institutional Policy on the Evaluation of Student Achievement (IPESA) – Law 14 and Second drop date E. Berryman 5 min

7.2 French Policy update E. Berryman 5 min

7.3 2024-2025 calendar of meetings M. Vigneault 5 min

7.4 Arbitration decision M. Vigneault

8. Adjournment

3. Approval of the previous minutes and business arising

3.1. Regular meeting, March 26, 2024

It is proposed to adopt the minutes as modified.

MOVED BY M. Dussault

SECONDED BY M.-P. Lamarche

There is no call for the vote

THE MOTION CARRIED

The minutes are adopted unanimously.

3.1.1. Business arising

There is no business arising.

4. Internal business of the Governing Board

4.1. Remarks on the evaluation of the previous regular meeting

M. Vigneault thanks the board members for their unanimous participation in the evaluation of the last regular meeting and informs them of upcoming changes to the survey.

4.2. Declaration of conflicts of interest

M. Vigneault informs board members that as of now, there will be a recurring item on the agenda to allow members to declare any possible conflicts of interest for that meeting.

4.3. Update on Board membership

M. Vigneault informs board members that two Government Appointee seats remain vacant on the Board in the socio-economic sector.

5. Question period from the public

There is no question from the public.

6. New business

6.1. Resolution: Adoption of the 2024-2025 St. Lawrence provisional operating budget

E. Berryman describes the context of the 2024-2025 St. Lawrence operating budget, that is still provisional as the Treasury Board has not yet approved the 2024-2025 *Régime budgétaire et financier des cégeps*, and differs to T. Jones for a description of the budget. T. Jones answers questions from board members.

Resolution NO.: LAW-2024-05: 2024-2025 Champlain – St. Lawrence Provisional Operating Budget

WHEREAS the Treasury Board still has not officially approved the *Régime budgétaire et financier des cégeps*; and

WHEREAS Champlain – St. Lawrence has prepared a balanced budget of the financial year 2024-2025 for a total of **\$14,800.801**; and

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

BE IT THEREFORE RESOLVED that the Governing Board adopts the 2024-2025 provisional operating budget as tabled;

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 2024-2025 provisional operating budget.

MOVED BY J.-F. Champoux

SECONDED BY S. Mellouli

There is no call for the vote

THE MOTION CARRIED

6.2. Resolution: Adoption of the 2024-2025 St. Lawrence provisional capital budget

E. Berryman differs to T. Jones for a description of the budget. T. Jones answers questions from board members.

Resolution NO.: LAW-2024-06: 2024-2025 Champlain St. Lawrence Provisional Capital Budget

WHEREAS the Ministry's initial Capital allocation for 2024-2025 has not been received; and

WHEREAS the 2024-2025 budget has been prepared using the same figures as 2023-2024;
and

WHEREAS Champlain – St. Lawrence has prepared the Annual Capital Budget respecting the regulations and budgetary policies as set forth by the *Ministère de l'enseignement supérieur*;
and

WHEREAS the total 2024-2025 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals **\$3,132,722** with planned expenses of **\$882,195**; and

WHEREAS the total planned spending does not exceed the total budget for the 2024-2025 financial year and the balance will provision for planned long-term projects;

BE IT THEREFORE RESOLVED that the Champlain – St. Lawrence Governing Board adopts the 2024-2025 provisional Capital Budget as tabled.

MOVED BY J.-F. Champoux

SECONDED BY C. Nadeau

There is no call for the vote

THE MOTION CARRIED

6.3. Resolution: Recommendation on the 2024-2025 Administrative services provisional operating budget

E. Berryman describes the process of recommending and adopting Champlain Regional College Administrative services' budgets and differs to T. Jones for a description of the budget. E. Berryman and T. Jones answer questions from board members.

RESOLUTION NO.: LAW-2024-07: 2024-2025 Champlain Regional College Administrative Services Provisional Operating Budget

WHEREAS each Governing Board must make a recommendation on the adoption of the Operating Budget of Administrative Services; and

WHEREAS the Treasury Board has not officially approved the 2024-2025 régime budgétaire of the college network; and

WHEREAS the Administrative Services have prepared a balanced budget for the financial year 2024-2025 for a total of \$5,048,642; and

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

BE IT THEREFORE RESOLVED that the Governing Board recommends to the Board of Governors the adoption of the Administrative Services 2024-2025 provisional Operating Budget of Administrative Services as presented.

MOVED BY M.-P. Lamarche

SECONDED BY J.-F. Champoux

There is no call for the vote

THE MOTION CARRIED

6.4. Resolution: Recommendation on the 2024-2025 Administrative services provisional capital budget

E. Berryman differs to T. Jones for a description of the budget. T. Jones answers questions from board members.

RESOLUTION NO.: LAW-2024-08: 2024-2025 Champlain Regional College Administrative Services Provisional Capital Budget

WHEREAS the Ministry's initial Capital allocation for 2024-2025 has not been received; and

WHEREAS the 2024-2025 budget has been prepared using the same figures as 2023-2024; and

WHEREAS Champlain – St. Lawrence has prepared the Annual Capital Budget respecting the regulations and budgetary policies as set forth by the *Ministère de l'Enseignement supérieur*; and

WHEREAS, the total 2024-2025 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals **\$2,901,579** with planned expenses of **\$1,191,963**; and

WHEREAS, the total planned spending does not exceed the total budget for the 2023-2024 financial year and the balance will provision for planned long-term projects;

BE IT THEREFORE RESOLVED that the Champlain – St. Lawrence Governing Board recommends to the Board of Governors the adoption of the 2024-2025 Provisional Capital Budget of Administrative services as presented.

MOVED BY C. Nadeau

SECONDED BY B. Glorieux

There is no call for the vote

THE MOTION CARRIED

6.5. Resolution: Adoption of the Institutional Policy on the Management and Evaluation of Academic Programs

E. Berryman describes the context of the development of the first local Institutional Policy and Evaluation of Academic Programs, highlights its main aspects, and answers questions from board members.

RESOLUTION NO.: LAW-2024-09: Adoption of the Institutional Policy on the Management and Evaluation of Academic Programs

WHEREAS the last version of the Institutional policy on the management of academic programs was adopted on March 20, 2015; and

WHEREAS the policy should reflect the current institutional reality of Champlain – St. Lawrence and be based on sound principles; and

WHEREAS the draft of the proposed policy was sent to consultation among the group of program and department coordinators; and

WHEREAS the Commission of Studies recommended the adoption of the policy by the Governing Board at its May 15 meeting; and

BE IT THEREFORE RESOLVED that the Champlain – St. Lawrence Governing Board adopts the Institutional Policy on the Management and Evaluation of Academic Programs (IPMEAP); and

BE IT FURTHER RESOLVED that the IPMEAP will be immediately in effect upon its adoption by the Governing Board.

MOVED BY L. Birch

SECONDED BY J.-F. Champoux

There is no call for the vote

THE MOTION CARRIED

6.6. Resolution: Recommendation on the Evaluation Plan – Self-Evaluation of Quality Assurance Mechanisms

E. Berryman describes the context of the development of the Evaluation Plan - Self-Evaluation of Quality Assurance Mechanisms and the distribution of responsibilities between Champlain Regional College and its Constituent Colleges, as well as the impacts of law 14 on the self-evaluation process.

It is suggested that an extension be requested to the *Commission d'évaluation de l'enseignement collégial* (CEEC) and the MES to allow for translation work to be done.

Resolution NO.: LAW-2024-10: Recommendation of the Governing Board to the Board of Governors on the Quality Assurance Audit Self-Evaluation Plan

WHEREAS Champlain Regional College is required by the *Commission d'évaluation de l'enseignement collégial* (CEEC), as part of the province-wide second cycle of quality assurance audits, to conduct a self-evaluation of its quality assurance mechanisms in four specific areas: (1) programs of studies, (2) evaluation of student learning, (3) strategic planning, and (4) student success planning; and

WHEREAS a plan for evaluating Champlain Regional College's quality assurance mechanisms has been developed and approved by the Senior Management Committee; and

WHEREAS the Commission of Studies has reviewed and discussed the evaluation plan at its meeting of May 15, 2024, and has recommended that the Governing Board pass a resolution recommending that the Board of Governors approve the evaluation plan; and

WHEREAS the Governing Board has reviewed and discussed the evaluation plan at its meeting of May 21, 2024;

BE IT THEREFORE RESOLVED that the Governing Board recommends to the Board of Governors that it approve the document, *Self-Evaluation of Quality*.

MOVED BY S. Mellouli

SECONDED BY C. Nadeau

There is no call for the vote

THE MOTION CARRIED

6.7. Consultation: Information Security Policy

E. Berryman differs to C. Leduc for a presentation of the context of the development of a Champlain Regional College Information Security Policy and the main aspects of the policy. C. Leduc also answers questions from board members.

7. Varia

7.1. Adjustments to the Institutional Policy on the Evaluation of Student Achievement (IPESA) – Law 14 and Second drop date

E. Berryman informs the Governing Board that the IPESA will be updated to integrate changes brought to the evaluation of students' achievement by the implementation of law 14 and the addition by the Ministry of a second drop date.

7.2. French Policy Update

E. Berryman informs the Governing Board that the French Policy updates planned for the current year are pending the reception of the Ministry's opinion on the Policy.

7.3. 2024-2025 Calendar of meetings

M. Vigneault presents to the Governing Board members the 2024-2025 calendar of meetings and differs to E. Berryman for precisions on the context of development of the calendar.

It is requested that official invitations be sent to board members to reflect this calendar.

7.4. Arbitration decision

M. Vigneault informs the Governing Board that an arbitration decision has been rendered regarding a grievance towards Champlain Regional College.

8. Adjournment

MOVED BY M. Dussault

The meeting is adjourned at 6:55 pm.