



St. Lawrence

CEGEP CHAMPLAIN

MINUTES

Regular meeting of the Governing Board

held on October 8, 2024, at 5:30 pm
at CEGEP Champlain- St. Lawrence room 242 (Boardroom)

Sitting members present

J. Babineau	Student Representative
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>
N. Gagné	Professional Representative
C. Nadeau	Support Staff Representative
F. Séguin	Faculty Representative
L. Shortt	Parent Representative
M. Vigneault	Government Appointee, Socio-Economic sector

Sitting members regrets

D. Fava	Parent Representative
M.-P. Lamarche	Government Appointee, School Boards sector
S. Mellouli	Government Appointee, University sector

Sitting members absent

M. Dussault	Government Appointee, Socio-Economic sector
Vacant	Student Representative

Invitees

T. Jones	Coordinator of Administrative Services and Auxiliary Services
J. Ruel	Institutional Development Counsellor

Quorum attained with 9 of 13 sitting members present.

1. Opening remarks and confirmation of the quorum

Everybody is welcomed. Quorum is confirmed at 9 of 13 sitting members. The meeting is called to order.

M. Vigneault informs members that Ms. B. Glorieux has resigned because of a scheduling conflict and is replaced by J. Babineau, president of the Student Association, who introduced himself.

2. Adoption of the agenda

It is moved to adopt the agenda as modified.

MOVED BY C. Nadeau

SECONDED BY L. Birch

There is no call for the vote

THE MOTION CARRIED

Agenda

1. Opening remarks and confirmation of the quorum	M. Vigneault	1 min
2. Approval of the agenda	M. Vigneault	1 min
3. Approval of the previous minutes and business arising	M. Vigneault	5 min
3.1 Regular meeting, May 21, 2024		
3.2 Special meeting, September 24 2024		
4. Internal business of the Governing Board	M. Vigneault	5 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 Governing Board Work Plan	M. Vigneault	5 min
6.2 Resolution: Adoption of the revised Institutional Policy on the Evaluation of Student Achievement (IPESA)	E. Berryman	5 min
6.3 Resolution: Request for improvement on the hiring process of the Director General (By-law 3)	M. Vigneault	5 min
7. Information and consultation		
7.1 Consultation: St. Lawrence financial results 2023-2024	E. Berryman and T. Jones	15 min
7.2. Information: "Moratorium" on capital budget expenses	E. Berryman and T. Jones	5 min
7.3 Consultation: Revised Policy on Sexual and Gender-Based Violence	E. Berryman	15 min

7.4 Information: Student Success Plan Implementation Report – E. Berryman June 2024		5 min
7.5 Information: Development Goals Implementation Report – E. Berryman June 2024		10 min
7.6. Information: Governing Board 2023-2204 Activity Report	E. Berryman	5 min
7.7. Information: Commission of Studies 2023-2024 Activity Report	E. Berryman	5 min
7.8. Life Cycle of Academic Programs as of Fall 2024	E. Berryman	1 min
7.9. Information: Start of the Fall 2024 semester	E. Berryman	5 min
8. Election of the Chair and Vice-Chair for 2024-2025	E. Berryman	10 min
9. Varia		
9.1 Visit of the Minister of Higher Education, Ms. Pascale Déry	E. Berryman	1 min
10. Adjournment		

3. Approval of the previous minutes and business arising

3.1. Regular meeting, May 21, 2024

3.1.1 Minutes

It is proposed to adopt the minutes.

MOVED BY L. Shortt

SECONDED BY C. Nadeau

There is no call for the vote

THE MOTION CARRIED

The minutes are adopted unanimously.

3.1.2 Business arising

E. Berryman informs members that the IT security policy, the 2024-2025 administrative services provisional capital budget and the plan for the self-evaluation of quality assurance mechanisms were adopted.

3.2. Special meeting, September 24, 2024

3.2.1. Minutes

It is proposed to adopt the minutes as modified.

MOVED BY N. Gagné

SECONDED BY J-F Champoux

There is no call for the vote.

THE MOTION CARRIED

The minutes are adopted unanimously.

3.2.2. Business arising

The Board of Governors adopted the resolution to hire M. Caron. E. Berryman mentions that he shared with the Board the concern expressed by the Governing Board members regarding the lack of information available to make a decision. This issue was echoed by other governing boards and is being addressed at this meeting.

A member asked when the person would be formally introduced, but no information was provided about their visit to the campus. The Chair suggested kindly requesting to meet the new Director General at the next Governing Board meeting.

4. Internal business of the Governing Board

4.1. Remarks on the evaluation of the previous regular meeting

M. Vigneault thanks members for their participation in the last survey and comments the results. The Chair stresses that the practice of self-evaluation will continue in the future.

M. Vigneault proposes the development of a dashboard with indicators specific to the Governing Board and tied to its mission.

The Chair also asks members to participate in an online training session on team spirit and groupthink produced by the Collège des administrateurs de sociétés. He informs members that a short discussion on the subject will take place at the next meeting. There will be another training in the spring.

4.2. Declaration of conflicts of interest

The Chair asks if anyone wishes to declare any potential conflicts of interest related to the topics discussed in the meeting. No conflicts of interest are declared.

4.3. Update on Board membership

M. Vigneault informs members that there are three vacant seats: one student seat and two government appointee seats. M. Vigneault will communicate with the Ministry this Friday to reiterate the need for two nominees. The Student Association will soon designate another representative from outside the association.

5. Question period from the public

No questions were raised by the public.

6. New business

6.1. Resolution: Adoption of the 2024-2025 Governing Board Work Plan

E. Berryman presents the key elements of the work plan. E. Berryman reminds members that the list is not binding and can be adjusted as needed over the year.

RESOLUTION NO.: LAW-2024-12 Adoption of the 2024-2025 work plan

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

WHEREAS the Governing Board must make decisions to allow the College and the Regional College to fulfill their responsibilities; and

WHEREAS the work plan conforms with the responsibilities of the Governing Board; and

WHEREAS it is understood this work plan does not infringe upon the capacity of the Governing Board to address other issues under its purview that would be brought to its attention;

BE IT THEREFORE RESOLVED that the following elements be the objects of the 2024-2025 work plan of the St. Lawrence Governing Board.

MOVED BY J.-F. Champoux

SECONDED BY N. Gagné

There is no call for the vote.

THE MOTION CARRIES.

6.2. Resolution: Adoption of the revised Institutional Policy on the Evaluation of Student Achievement (IPESA)

E. Berryman explains the context for the revision of the IPESA, notably the imperative to include the use of artificial intelligence as a potential source of academic integrity issues, to comply with Law 14, and to accommodate the addition of a second drop date by the Ministry. The revised IPESA was submitted to coordinators for discussion, and the Commission of Studies recommended its adoption. The proposed resolution accounts for the possibility that the Ministry's terminology for drop dates may change without necessitating a full policy modification process.

In response to a member's question, E. Berryman explains that data is being collected on Law 14 to measure its impact on student performance. The Ministry is also monitoring this situation. However, the results of the *Épreuve uniforme de français* will be delayed due to a shortage of markers.

RESOLUTION NO.: LAW-2024-13

Adoption of the revised St. Lawrence Institutional Policy on the Evaluation of Student Achievement (IPESA)

WHEREAS the current version of the IPESA was adopted in the Fall of 2022, and

WHEREAS at the moment of its adoption, artificial intelligence had not impacted academic life and posed numerous integrity issues; and

WHEREAS at the moment of its adoption, Law 14 and its provisions regarding English CÉGEPs were not implemented; and

WHEREAS at the moment of its adoption, the *Ministère de l'enseignement supérieur* had not implemented a second drop date where students can abandon courses without failure until the 10th week of a semester;

BE IT THEREFORE RESOLVED that the Champlain – St. Lawrence Governing Board adopts the proposed modifications of the IPESA;

BE IT FURTHER RESOLVED that the modified IPESA is entirely in effect once adopted by the St. Lawrence Governing Board;

BE IT ALSO FURTHER RESOLVED that if the *Ministère de l'enseignement supérieur* modifies the names of the first or second drop dates, those names may be changed in the IPESA without engaging in a policy modification process.

MOVED BY F. Séguin

SECONDED BY L. Birch

There is no call for the vote.

THE MOTION CARRIES.

6.3. Resolution: Request for improvement on the hiring process of the Director General (By-law 3)

The Chair presents the resolution addressing the concerns expressed by members during the last special meeting regarding the process for appointing the Director General.

At the suggestion of a member, M. Vigneault will ask to explore hiring practices at other colleges to identify best practices as part of the revision of By-Law 3.

RESOLUTION NO.: LAW-2024-14

Request to improve the consultation process for the hiring of a Director General (By-law 3)

WHEREAS the St. Lawrence Governing Board was recently asked to recommend a candidate for the position of Director General of Champlain Regional College; and

WHEREAS many members of the Governing Board expressed their dissatisfaction with the lack of information provided to them about the candidate;

WHEREAS the members of the Governing Board wish that the nomination process be improved;

BE IT THEREFORE RESOLVED that the Governing Board asks that By-law 3 be modified to ensure that the consultation phase of the hiring process of a Director General is improved by providing sufficient information on which Governing Boards can base their opinion.

MOVED BY C. Nadeau

SECONDED BY N. Gagné

There is no call for the vote.

THE MOTION CARRIES.

7. Information and consultation

7.1. Consultation: St. Lawrence financial results 2023-2024

E. Berryman explains that the college is in a healthy financial situation. T. Jones highlights the key elements of the report and answers questions from members.

7.2. Information: "Moratorium" on capital budget expenses

T. Jones reminds members of the Ministry's July 30th decision to limit investments across the college network, regardless of prior approvals. However, he explains that this decision has a minimal impact on St. Lawrence and that the college can proceed with its planned investments, including the renovation of the infirmary, replacement of windows, and minor investments in IT.

E. Berryman answers a member's question regarding the college's intention to expand student space in the library and explains that the college has reapplied to the Ministry after its initial bid was turned down. The Ministry has indicated that improving buildings remains a priority, but there are concerns about the inconsistency in funding between various projects, highlighting that St. Lawrence lacks space and remains unfunded.

7.3. Consultation: Revised Policy on Sexual and Gender-Based Violence

E. Berryman explains that the revision was required by law. The revision took into account the experiences of applying the policy on sister campuses, and students and staff were consulted. Members are invited to share suggestions and comments, but there are none.

7.4. Information: Student Success Plan Implementation Report – June 2024

E. Berryman explains that 2023-2024 marks the second full year of implementing the Student Success Plan (SSP). In summary, things are going well, with some of the targets for 2027 already achieved. While the SSP may not be solely responsible for this trend, the figures are encouraging.

7.5. Information: Development Goals Implementation Report – June 2024

E. Berryman reminds members that the measures were adopted by the Board of Governors in January 2024. This is a short period to assess the success of the implementation. A lot of effort went into developing indicators, and many actions were taken. However, it is not easy to qualify the improvement or lack thereof. In many cases, the college didn't have baseline data (e.g., the number of students involved). At the next meeting, the 2024-25 action plan will be presented.

7.6. Information: Governing Board 2023-2204 Activity Report

E. Berryman goes over the key elements of the activity report. He stresses that everything was accomplished, and that attendance was high. M. Vigneault thanks members for their contributions.

7.7. Information: Commission of Studies 2023-2024 Activity Report

E. Berryman explains that the Commission of studies fulfilled its responsibilities, noting that attendance was very good, and the report is very positive.

7.8. Life Cycle of Academic Programs as of Fall 2024

With the adoption of the IPMEAP, we now have a clear life cycle for academic programs, encompassing implementation, revision, and in-depth evaluation. This life cycle was presented to the Commission of Studies.

7.9. Information: Start of the Fall 2024 semester

E. Berryman explains that there was an issue of over-enrollment at the start of the semester, but that the college made the cut by one student by the September 19 deadline with 962 students. This situation was discussed with the Ministère de l'enseignement supérieur, which indicated that the Ministère de la Langue française oversees the implementation of this rule that applies to English CÉGEPs. The introduction of a second drop date may also influence student behavior. While the college hasn't observed a change this semester, it is too early to tell.

Additionally, there has been some unforeseen turnover among teachers, including sick leaves, but this is not considered a critical situation.

8. Election of the Chair and Vice Chair for 2024-2025

M. Vigneault turns the floor to E. Berryman, who explains the election process.

8.1 Election of the Chair:

C. Nadeau nominates M. Vigneault, who accepts the nomination. However, M. Vigneault informs members that he has recently changed jobs and has moved to a private firm, MNP. He assures members that there is no conflict of interest and that he will step aside if any arises. He hopes to have a successor identified by next year or the following year.

There is no other nomination.

M. Vigneault is acclaimed.

8.2 Election of the Vice Chair:

M. Vigneault nominates L. Shortt as Vice Chair. She accepts.

There is no other nomination.

L. Shortt is acclaimed.

9. Varia

9.1. Visit of the Minister of Higher Education, Ms. Pascale Déry

E. Berryman informs the Governing Board that Pascale Déry visited the campus on September 26. During this discussion, they talked about student success, the college's situation in previous years, and the implications of Law 14. E. Berryman provided concrete examples of how the college is navigating the requirements of Law 14 in the admission process. He emphasized the need for more student space and highlighted the necessity of refreshing and expanding the library. Ms. Déry approached the conversation openly and seemed to demonstrate a better understanding of the situation.

10. Adjournment

It is moved to adjourn the meeting.

MOVED BY J-F. Champoux

SECONDED BY L. Shortt

The meeting is adjourned at 6:50 pm.

DRAFT