

**CHAMPLAIN REGIONAL COLLEGE
REGULAR BOARD OF GOVERNORS MEETING
TO BE HELD ON SEPTEMBER 23, 2015 AT 7:00 P.M.
AT THE BEST WESTERN, 915 ST., DRUMMONDVILLE (QUÉBEC)**

MINUTES of a regular meeting of the Board of Governors of Champlain Regional College held at Drummondville at 7 p.m. on September 23, 2015.

MEMBERS PRESENT:

B.-A. Bacon	Government Appointee – University
L. Birch	Faculty – St. Lawrence Campus
A. Chrétien	Support Staff – College Administration
B. Crane	Faculty – St. Lambert Campus
A. Gascon	Parent Representative – St-Lambert Campus
S. Gilbert-Fowlis	Technology Graduate – Lennoxville Campus
P. Kaeser	Director of Studies, Interim
M. Murray (Chairperson)	Government Appointee
L. Pépin	Professional – Lennoxville
K. Robertson	Director General – College Administration
D. Sangster	Faculty – Lennoxville Campus
J. Shufelt (Vice-Chairperson)	Government Appointee

ABSENT:

J. Lightbound	Pre-University Graduate – St. Lawrence Campus
P. Simard	Government Appointee
M. Filion	Director, Human Resources/Secretary General

ALSO PRESENT:

E. Berryman	Director, St. Lawrence Campus
N. Chrétien	Manager, Human Resources
N. Beattie	Director, Lennoxville Campus, Interim
J. Mercier	Director, Finance
Y. Rainville	Director, Material Resources
D. Shewan	Director, St. Lambert Campus

Quorum Attained with 12 of 14 sitting members present.

AGENDA

2015-05-1 ANNOUNCEMENTS

2015-05-2 MODIFICATIONS AND ADOPTION OF AGENDA

2015-05-3 APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

- Regular Meeting of May 13, 2015
- Regular Meeting of June 12, 2015

2015-05-4 BUSINESS ARISING FROM PREVIOUS MINUTES

2015-05-5 PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

2015-05-6 NEW BUSINESS

1. **INFORMATION RE:** Board Membership
2. **RESOLUTION RE:** Bylaw 6 Student Fees
3. **RESOLUTION RE:** 2015-2016 Operating Budget
4. **RESOLUTION RE:** 2015-2016 Capital Budget & 10-Year Capital Plan
5. **RESOLUTION RE:** Awarding of Contract – St. Lawrence Extension Project

ITEMS OF AN ACADEMIC NATURE:

6. **RESOLUTION RE:** DECs & AECs
7. **RESOLUTION RE:** Program Revision Proposal for 412.A0 (O.S.T. / Social Media & Administrative Specialist) – St. Lambert
8. **DISCUSSION RE:** Director of Studies Review in Relation to Academic Autonomy
 - Academic Autonomy
 - Rethinking the Commission of Studies

ITEMS RELATED TO GOVERNANCE AND STATUTORY REQUIREMENTS:

9. **INFORMATION RE:** Ad-Hoc Committee Report
10. **INFORMATION RE:** AOP 2014-2015 Status Report
11. **INFORMATION RE:** Management Personnel Matter (Article 12)
12. **INFORMATION RE:** Elections

2015-05-7 OFFICERS REPORTS

- A) Directors:
 - 1) Lennoxville
 - 2) St. Lambert
 - 3) St. Lawrence
- B) Director of Studies
 - Commission of Studies of September 11th, 2015
- C) Director General
 - Executive Committee of September 9th, 2015

2015-05-8 ADJOURNMENT

2015-05-1 ANNOUNCEMENTS

M. Murray welcomed the visitors and the governors present at the Board. Regrets were received from J. Lightbound and P. Simard. Mr. Murray told the members that A. Newman had resigned and that M. Filion was on a leave of absence for an indefinite period.

D. Shewan announced that Champlain Regional College would receive three new grants from the Canada-Quebec Agreement, including two for Student Services and one for Continuing Education, specifically for an AEC pertaining to Railway Transportation. It was moved to send congratulations from the Board of Governors to the staff working on these projects: Dean Howie, Mark Wallace, Sherry Romanado and Terry Shields.

Moved by: K. Robertson
Seconded by: P. Kaeser
Carried Unanimously

2015-05-2 MODIFICATIONS AND ADOPTION OF THE AGENDA

It was moved that item 11 "Board Membership/Elections" be moved up to item 1. The Chairperson, Mr. Murray, put the request to a vote.

Moved by: B. Crane
Seconded by: L. Birch
In Favour: 3
In Opposition: 6
Abstentions: 3
Defeated

It was moved that item 11, "Board membership/Elections", be split into two topics: "Board membership" as item 1; and "Elections" as item 12.

Moved by: B. Crane
Seconded by: L. Birch
Carried Unanimously

Adoption:

It was moved that the agenda be adopted as modified.

Moved by: K Robertson
Seconded by: A. Gascon
Carried Unanimously

**2015-05-3 APPROVAL OF THE MINUTES OF PREVIOUS MEETING(S)
- Regular Meeting May 13, 2015**

Modifications:

D. Sangster and A. Gascon were absent and Valerie McLeod was present

It was accepted without motion that the wording on page 3, item 1, be changed from “remotely” to “by telephone”.

It was moved to change the sentence regarding the Sheehy Report on page 9 to read “It was moved by D. Shewan and seconded by V. McLeod that both the Director of Studies Position Review Report and the Director of Studies Option Analysis be made public” to “The Chair accepted to render the Sheehy report public at the request of 2 Board members.”

The members debated the proposed modification regarding this item.

K. Robertson called the vote on this proposed modification.

Moved by: L. Birch
Seconded by: B. Crane
In Favour: 5
In Opposition: 4
Abstentions: 2
Carried

Adoption:

P. Kaeser called the question on the adoption of the minutes, as amended.

It was moved by P. Kaeser, seconded by B-A. Bacon that the minutes of the regular meeting of May 13, 2015 be adopted as amended.

Moved by: P. Kaeser
Seconded by: B.-A. Bacon
In Favour: 6
In Opposition: 2
Abstentions: 3
Carried

B. Crane asked that his opposition be recorded.

- Regular Meeting June 12, 2015

The attendance list was corrected as follows: A. Chrétien and V. McLeod were absent.

It was accepted without motion that item 2, page 3, be changed from, “L. Birch asked to add an item regarding the evaluation of the Director General and Director of Studies” to “L. Birch asked why there was no item regarding the evaluation of Director General and Director of Studies as per Bylaw 3.”

It was accepted without motion that item 1, page 3, be changed from, “The Chairperson made a statement indicating his concerns related to the operations of the Board of Governors” to “The Chairperson made a statement indicating his concerns related to the operations of the Board of Governors and limited discussion to 3 minutes per speaker.”

It was accepted without motion that item 9, page 12, be modified to strike “without the right to vote” from the sentence “Are you in favour of allowing employee-members to remain present during the discussions and be present for the vote, without the right to vote.”

It was accepted without motion that item 9, page 12, the Resolution No. 2905 was seconded by A. Gascon, not V. McLeod.

It was stated that the vote for this item should read 9 in favour, 6 in opposition and no abstentions.

It was moved to change the minutes to indicate that a total of 3 motions were debated and adopted during the in camera session of the June meeting, and should be reported within the minutes of the meeting.

The members debated the point.

The Chairperson put the request to a vote.

Moved by: L. Birch

Seconded by: B. Crane

In Favour: 5

In Opposition: 6 (The vote was carried by the Chairperson's vote)

Abstentions: 1

Defeated

B. Crane asked that his opposition be recorded

It was accepted without motion to modify the sentence, "However, Mr. Shufelt said he was not comfortable to continue further, without the Board providing additional direction." to "However, Mr. Shufelt said he was not comfortable to continue further, because the mandate was not clear and the committee could not come to agreement."

It was accepted without motion that on item 14, page 13, to remove the sentence "There were no questions asked".

B. Crane indicated that the motion in item 18 did not pass. L. Birch indicated that only 4 members supported it.

It was moved that the minutes be approved as amended, with the provisory that changes will be done in a subsequent meeting, if an inaccuracy should be discovered in the audio recording regarding the motion results in Item 18.

Moved by: P. Kaeser

Seconded by: A. Gascon

In Favour: 6

In Opposition: 2

Abstentions: 3

Carried

2015-05-4 BUSINESS ARISING FROM PREVIOUS MINUTES

B. Crane stated his wish to have the Audit Committee be "given an accounting of what happened for the St. Lawrence situation in September 2014".

Regarding the evaluation of the Director General, Mr. Crane asked when the procedures were supposed to begin. M. Murray responded that dates would be given after the elections of members for each committee. He also stated that the evaluation process would be presented to the Board during the Board's October meeting.

2015-05-5 PUBLIC QUESTION PERIOD FOR FIFTEEN MINUTES

A public question period was held, and questions were responded to at the meeting with follow-up required.

Required Follow-up:

The Director General as Acting Secretary General to contact the Champlain Student Associations regarding the "Student Representative Rotation Schedule".

2015-05-6 NEW BUSINESS

1. INFORMATION: BOARD MEMBERSHIP

K. Robertson reviewed the list of current members on the Board of Governors and their positions in order to clarify the current Board membership and the vacancies to be filled.

2. RESOLUTION RE: Bylaw 6 Student Fees

It was explained that the proposed resolution included the following changes to student fees:

- Application Reactivation Fee: New fee for St. Lambert \$30
- Auxiliary Service Fees - Full-time: Increase from \$90 per semester to \$125 per semester
- Foreign Transcript Evaluation Fee: Increase from \$50 per evaluation to \$65 per evaluation
- Late Payment Fee: New fee for St. Lambert \$25
- Not Sufficient Funds (NSF) Cheque Fee: New fee for all Campuses of \$50

An adjustment was also made to "Late Registration" fees to include "Late Course Confirmation".

The members debated the motion.

RESOLUTION No.: 2906

APPROVAL OF BYLAW 6 - STUDENT FEES

Whereas unprecedented budget cuts will impact additional services to students such as student life, culture, and animation;

Whereas the College is making every effort to proceed with cuts within the existing budget;

Whereas in order to address the gap in the budget it is necessary to review certain student fees;

Whereas the Executive Committee recommends that the Board of Governors approve the revised list of student fees;

Be it therefore resolved that the Board of Governors of Champlain Regional College approve the revised fees listed in Bylaw 6, Students Fees, and further authorizes the exception to Article 2.02 for this particular change in fees, so that these changes will take effect as of the Winter 2016 semester.

Moved by: P. Kaeser

Seconded by: J. Shufelt

In Favour: 8

In Opposition: 3

Abstentions: 0

Carried

3. RESOLUTION RE: 2015-2016 Operating Budget

J. Mercier presented the 2015-2016 Operating Budget in the context of budget compressions being imposed by the government.

The members debated the motion.

P. Kaeser called for the vote.

Resolution No.: 2907

Adoption of 2015-2016 Operating Budget

Whereas the College has prepared a deficit budget for 2015-2016, so the government receives a message with regards to the impact of their actions; and

Whereas the small deficit would be absorbed from the College surplus; and

Whereas this compression is the seventh consecutive compression absorbed by Champlain since 2010-2011 and it is the most severe cut to date; and

Whereas the College made a sincere effort to meet the requirements of the austerity measures;

Be it Therefore Resolved that the Board of Governors adopt the 2015-2016 Operating Budget in the amount of \$50,349,900 as tabled.

Moved by: P. Kaeser

Seconded by: S. Gilbert-Fowles

In Favour: 8

In Opposition: 3

Abstention: 0

Carried

B. Crane asked for his opposition be recorded.

4. RESOLUTION RE: 2015-2016 Capital Budget & 10-Year Capital Plan

J. Mercier and Yves Rainville presented the 2015-2016 Capital Budget and the 10 year capital plan.

The members debated the motion.

Resolution No.: 2908

Adoption of Capital Budget 2015-2016

Whereas the Capital Budget for 2015-2016 must be submitted to the Ministry by September 30, 2015 in the prescribed format; and

Whereas a new 10-year Capital Infrastructure Plan has been integrated to the annual budget; and

Whereas the College has prepared a Capital budget respecting the regulations and budgetary policy as set forth by the *Ministère de l'Enseignement Supérieur, de la Recherche et de la Science*; and

Whereas the infrastructure budget represents \$1,785,800 and the MAOB budget \$1,241,900 for a total budget of \$3,027,700;

Be it Therefore Resolved that the Board of Governors adopts the 2015-2016 Capital budget as submitted.

Moved by: P. Kaeser

Seconded by: A. Chrétien

In Favour: 9

In Opposition: 0

Abstentions: 2

Carried

B. Crane asked his opposition be recorded.

5. RESOLUTION RE: Awarding of Contract – St. Lawrence Extension Project

Y. Rainville presented the item and shared some information regarding the tender call process.

The members debated the motion.

Resolution No.: 2909

Awarding of Contract – St. Lawrence Extension Project

Whereas, on April 2, 2015 the “Convention d’aide financière” allowing for the construction of the St. Lawrence Extension Project was signed by Champlain Regional College represented by Mr. Michael Murray, Chairperson of the Board of Governors and the Ministre de l’Éducation, l’Enseignement Supérieur et Recherche (MEESR), represented by Mr. Bernard Buteau, Directeur général des infrastructures de l’enseignement supérieur; and

Whereas, the total value of the accepted project is \$6.3 million of which \$5.5 million is allocated for construction; and

Whereas, in compliance with the College’s Policy Respecting Procurement Contracts for Goods, Services and Construction and the Regulation Respecting Construction Contracts of Public Bodies, tenders were sought for the construction contract; and

Whereas, on May 20, 2015, the College published a call for tenders on the official government website for tenders (SÉAO), *74297 Agrandissement et réaménagement campus Champlain St. Lawrence* ending June 15 2015 at 14h00, local time; and

Whereas, the College stipulated in the tender document that it was not required to accept the lowest priced bid, and indicated the mandatory forms to submit; and

Whereas, the sealed bids of seven (7) companies were opened on May 27, 2015 at 14:15 local time, in the presence of the Campus Director and one (1) witness at the St. Lawrence Campus; and

Whereas, a thorough analysis has been completed by the Director of Material Services, and the architects at *Régis Côté et associés*; and

Whereas, the tender documents, the analysis of submissions, and the written analysis report given by the architects *Régis Côté et associés*, are available in the College files; and

Whereas, the College has accepted the recommendation of *Régis Côté et associés* to select the company *L’Intendant inc*; and

Whereas, approval from the Board of Governors for the total project value was received on June 12, 2015 in order to move forward with the project after June 15, 2015;

Be it therefore resolved that the Board of Governors officially award the contract for the St. Lawrence Extension Project to *L’Intendant inc*, in the amount of \$4 773 000 before taxes.

Moved by: L. Pépin

Seconded by: L. Birch

Carried Unanimously

7. RESOLUTION RE: Program Revision Proposal for 412.A0 (O.S.T. / Social Media & Administrative Specialist) – St. Lambert

P. Kaeser and D. Shewan presented the Revision Proposal for the O.S.T. / Social Media & Administrative Specialist Program.

There was no debate required for the motion.

Resolution No.: 2913

Program Revision Proposal (412.A0) - Champlain St. Lambert

Whereas Champlain Saint Lambert is committed to offering quality programs;

Whereas the Policy on the Revision of Academic Programs Leading to a D.E.C. has been respected;

Whereas the Program Committee has identified and addressed industry and potential student concerns, conducted a thorough situational analysis and formulated recommendations to change and improve the local program offering;

Whereas the Academic Advisory Council has approved the Program Revision Proposal and its recommendations;

Whereas the Commission of Studies has reviewed and discussed the Program Revision Proposal at its meeting of September 11, 2015; and

Whereas the Board of Governors has reviewed and discussed the evaluation report at its meeting of September 23, 2015;

Be it Therefore Resolved that the evaluation report and action plan of the French Department at the Champlain Saint-Lambert Campus be approved by the Board of Governors of Champlain Regional College;

Be it Therefore Resolved that the Program Revision Proposal for the 412.A0 offering at the Champlain Saint-Lambert Campus be approved by the Board of Governors of Champlain Regional College.

P. Kaeser called for the vote.

Moved by: J. Shufelt

Seconded by: L. Pépin

Carried Unanimously

8. DISCUSSION RE: Director of Studies Review in Relation to Academic Autonomy

K. Robertson presented 2 documents pertaining to this item:

- *Understanding Campus Academic Autonomy*; and
- *Rethinking the Commission of Studies*.

After a period of discussion and debate, K. Robertson submitted a resolution to the members which would lead the College to ask the Ministry to grant Champlain Regional College the same status as Cégep de Lanaudière.

Resolution No.: 2914

Review of the Director of Studies Position

Be it Therefore Resolved that the Board of Governors request that the Minister of *Éducation, Enseignement supérieur et Recherche* grant Champlain Regional College the same status as Cégep Régional de Lanaudière in accordance with Chapter II of the General and Vocational Colleges Act.

Moved by: K. Robertson
Seconded by: P. Kaeser
In Favour: 4
In Opposition: 7
Abstentions: 0
Defeated

It was suggested by L. Pepin and agreed by the Governors that the Board of Governors hold a special meeting on this matter.

ITEMS RELATED TO GOVERNANCE AND STATUTORY REQUIREMENTS:

9. INFORMATION RE: Ad-Hoc Committee Report

J. Shufelt explained that the Ad-Hoc Committee had been put on hold, given a lack of clarity about its mission.

RESOLUTION No.: 2915

It was proposed to dissolve the Ad-Hoc Committee.

The motion was debated by the members.

P. Kaeser called for the vote.

Moved by: J. Shufelt
Seconded by: L. Pépin
In Favour: 8
In Opposition: 3
Abstentions: 0
Carried

RESOLUTION No.: 2916

It was moved to refer the situation regarding the Secretary General to the Director General.

Moved by: B.-A. Bacon
Seconded by: S. Gilbert-Fowlis
In Favour: 10
In Opposition: 0
Abstentions: 1
Carried

10. INFORMATION RE: AOP 2014-2015 Status Report

Given the late hour, the item on the AOP 2014-2015 Status Report was not discussed. Members were invited to read the submitted report and forward questions to the administration.

11. INFORMATION RE: Management Personnel Matter (Article 12)

Given the personal and confidential content of the subject, the Board move the meeting in-camera.

Moved by: P. Kaeser
Seconded by: B-A. Bacon
Carried Unanimously

The audience left the Board room.

The Board moved back into session.

Moved by: P. Kaeser
Seconded by: B-A. Bacon
Carried Unanimously

12. INFORMATION RE: Elections

It was moved to suspend the election process until the next Board of Governors meeting.

Moved by: K. Robertson
Seconded by: J. Shufelt
In Favour: 10
In Opposition: 1
Abstentions: 1
Carried

2015-05-7 OFFICERS REPORTS

Considering the late hour, K. Robertson suggested that the written Officers Reports be accepted as presented without additional presentation by the Directors.

His suggestion was accepted unanimously without a motion.

2015-05-8 ADJOURNMENT

It was moved by B-A. Bacon and carried that the meeting adjourn at 11:21 p.m.

Michael Murray
Chairperson

Sébastien Aubé
Administration Technician