



**OFFICIAL MINUTES  
REGULAR MEETING OF THE GOVERNING BOARD  
2021-2022  
January 17, 2022 at 6:00 p.m. ZOOM**

**MEMBERS PRESENT:** Donald Shewan Dawn Smith  
Jaswinder Sehota Vince Amato  
Wadi Karfali Suzy Cooper  
Geneviève Bourgoing Michael Newton  
Christine Kerr Elham Ghobadi  
Richard Fontaine Shania Dalilli

**REGRETS:** Jean-Robert Lessard Moira Paterson  
Louis Zargi Jean-Charles Dumont

**ALSO PRESENT:** Malcolm Harper, Maria Bologna, Nicole Haché, Anthony Singelis, Christian Brosseau, Dean Howie, Paul Conway, Marilla Stuart Martin, Yves Rainville, Carla Carpio, Maeva Rousseau, Folly Foligan

The Governing Board meeting is being held via ZOOM in order to comply with governmental recommendations regarding the ongoing COVID 19 pandemic.

The meeting was called to order at 6:00 p.m. It was presided by Dawn Smith, Chairperson of the Governing Board at Champlain College Saint-Lambert.

Dawn Smith expressed regrets on behalf of Louis Zargi who has been hospitalized. The entire board wishes him a speedy and healthy recovery.

**1) Approval of Agenda**

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of November 15, 2021
3. Business arising from the minutes of November 15, 2021
4. Public question period
5. Academic Calendar 2022-2023  
Resolution No.: LAM 2021-007
6. Student Fess 2022-2023

- Resolution No.: LAM-2021-008
7. Revised Operating Budget 2021-2022  
Resolution No.: LAM-2021-009
8. Capital Budget 2021-2022  
Resolution No.: LAM-2021-010
9. Mandate Renewal Committee for the Director of Saint-Lambert Constituent College
10. Varia
11. Hydro-Quebec (In-Camera)
12. Adjournment

It was **MOVED** by Michael Newton and **SECONDED** by Vince Amato that the agenda be approved. **MOTION CARRIED UNANIMOUSLY.**

**2) Approval of minutes of the meeting of November 15, 2021**

It was **MOVED** by Richard Fontaine and **SECONDED** by Michael Newton to adopt the minutes of the regular meeting of the Governing Board of November 15, 2021.

**MOTION CARRIED UNANIMOUSLY.**

**3) Business Arising from the Previous Minutes of November 15, 2021**

Don Shewan reported the following updates:

- A training for management on EDI (Equity, Diversity and Inclusion) was held on December 10th, 2021
- Resolution No.: LAM 2021-006 was presented regarding the approval of the Development Priorities for the 2022-2027 College Strategic Plan and reads as follows:

**Resolution No.: LAM-2021-006**

**Approval of Development Priorities for the 2022-2027 College Strategic Plan**

Whereas the Governing Board of the Constituent College identifies the development goals of the College to be integrated into the Regional College Strategic Plan in accordance with article 4.6 b) of Bylaw 1; and

Whereas, as prescribed by Article 16.1 of the Act, the Director General, in collaboration with the Directors of Constituent Colleges and in consultation with the Board, the Governing Boards, as well as their respective local communities, is responsible for the preparation of a Strategic Plan; and

Whereas the Board of Governors, in conformity with Appendix B of Bylaw 1 must adopt the Strategic Plan by integrating the development objectives of the Colleges; and

Whereas, in order to identify the Saint-Lambert objective a taskforce of internal community members was established to identify development goals in consultation with the internal College community, and

Whereas the Taskforce has unanimously recommended to the Governing Board development objectives for the 2022-2027 Champlain Regional College Strategic Plan

Be it therefore resolved that the Governing Board of Champlain College Saint-Lambert approves and submits to the Director General the following Development Objectives for inclusion into the 2022-2027 Champlain Regional College Strategic Plan:

**1. ACTIVITIES AND SUPPORT SERVICES**

*Provide mental health and wellness programs, as well as academic and technology support to all Faculty, Staff and Students; Organize and promote a variety of activities (extra-curricular and pedagogical) that foster engagement and involvement by all members of the College Community (Faculty, Staff and Students)*

**2. COLLEGE CULTURE**

*Foster respectful, harmonious relationships and mutual trust between all Champlain community members (Administration, Faculty, Staff and Students). Establish a culture of transparency in all facets of functioning at the College.*

**3. COMMUNICATION STRATEGIES**

*Implement effective, timely, transparent communications to members of the Champlain St-Lambert community from Administration and Faculty. Establish clear and official channels through which information is shared; emergency communications are sent out; the College and Departments are promoted; New students are contacted and supported.*

**4. EQUITY, DIVERSITY, AND INCLUSION**

*Commit to fostering and upholding EDI values. Create and maintain an environment that values diversity in all levels of employment, as well as in all policies. Provide clear resources, communication channels or actions when students, staff, or faculty experience racism, misogyny, homophobia or any other form of discrimination.*

**5. INNOVATION**

*Provide a proactive and creative environment which stimulates, encourages, and supports its members (financially, environmentally, socially, technologically, politically and otherwise) to contribute and innovate. Develop a variety of cutting-edge programs that respond to the labor shortage and the future of the global economy.*

There was no call for the vote.

**MOVED BY: Michael Newton**  
**SECONDED BY: Richard Fontaine**  
**MOTION CARRIED UNANIMOUSLY**

- Governing Board approved minutes have been uploaded on Omnivox for the internal community and upcoming agendas have been emailed to all three unions and the Student Association.

#### **4) Public Question Period**

Carla Carpio, Saint-Lambert Support Staff Union President inquired about the recommendations and action plan following the report produced by Relais Experts Conseil regarding the analysis of ethical governance, communication and reports on bylaws.

Carla thanked the Governing Board for the clear and concise format of all documentation on Omnivox for the internal community, but is asking for complete transparency by making documents available to the public on the College's website as per By-law 1.

Questions were also raised regarding the \$15 student fee contribution to the CCSL Foundation. It was explained that this fee is OPTIONAL and that students could opt out it.

#### **5) Academic Calendar 2022-2023 Resolution No.: LAM 2021-007**

Don Shewan spoke to this resolution.

**WHEREAS** each College is required to produce an annual Academic Calendar which respects ministerial requirements; and

**WHEREAS** the proposed calendar respects all such requirements; and

**WHEREAS** the Commission of Studies has unanimously recommended to the Governing Board the Academic Calendar for the 2022-2023 academic year;

**BE IT THEREFORE RESOLVED** that the Governing Board approves the 2022-2023 Academic Calendar.

There was no call for the vote.

**MOVED BY: Geneviève Bourgoing**

**SECONDED BY: Richard Fontaine**

**MOTION CARRIED UNANIMOUSLY**

**6) Student Fess 2022-2023**  
**Resolution No.: LAM 2021-008**

Dean Howie and Christian Brosseau spoke to this item and indicated the request to increase the student fees by \$10/semester.

**Whereas**, in accordance with Bylaw 6, the College must review its fees for the upcoming academic year; and

**Whereas** the Administration has reviewed the current fees and identified necessary changes; and

**Whereas** the College has consulted the Champlain Student Association regarding the “fees charged to all students

**BE IT THEREFORE RESOLVED** that the Governing Board of Champlain College Saint-Lambert recommend the proposed modifications to the fee annex of Bylaw Number 6 regarding student fees, for application as of the Fall 2022 semester to the Board of Governors of Champlain Regional College for adoption.:

**Appendix 1 Board of Governors Approved Student Fees**

Description of Fees	Fee in Canadian Dollars (\$):			
	Lennoxville	St. Lambert		St. Lawrence
		<u>Current</u>	<u>Revised</u>	
<b>3.01 Application Fees</b>				
• Full-time Students by Program:				
▪ Pre-university Programs	SRAM <sup>1</sup> Rates	30		30
▪ Technical Programs	SRAM Rates	30		30
▪ Continuing Education	30	30		30
• Part-time Students All Programs	SRAM Rates	30		30
<b>3.02 Fees Charged to all Students per Semester</b>				
• Full-time Students:				
▪ Registration Fees	20	20		20
▪ Fees for Services Related to Studies	25	25		25
▪ Auxiliary Service Fees	142	130	140	165
▪ Auxiliary Service Fees – Unique services provided by Bishop’s University	43	n/a		n/a
<b>Total:</b>	<b>230</b>	<b>175</b>		210
• Part-time Students: (per course)				
▪ Registration Fees	5	5		5
▪ Fees Services Related to Studies	6	6		6
▪ Auxiliary Service Fees	36	20	30	37
▪ Auxiliary Service Fees – Unique services provided by Bishop’s University	11	n/a		n/a
<b>3.03 Other Admissions Related Fees</b>				
• English Proficiency Assesment	n/a	n/a		35
• French Proficiency Assesment	30	n/a		n/a
• Foreign Transcript Evaluation Fee	65	n/a		75
• Sports-Etudes or Arts-Etudes fees		n/a	\$50 per semester	\$50 per semester

• Equivalence Request ( <i>Per Course, Per Program</i> )	25 (max 100)	25 (max 100)		25 (max 100)
• Coop Programs – Alternating Work-Study Programs	75	n/a	n/a	n/a
<b>3.04 Late and Course Change Fees</b>				
• Late Application Fee	10	10	25	25
• Late Registration or Late Course Confirmation	50	50		50
• Late Timetable Pickup ( <i>First year students only</i> )	50	n/a		n/a
• Late Payment Fee	n/a	25		25
• Not Sufficient Funds (NSF) Cheque Fee	50	50		50
• Course Changes Outside of Schedule	25	n/a	20	25
<b>3.05 Recognition of Acquired Competency (RAC) Fees:</b>				
• RAC File Analysis	45	45		45
• RAC Evaluation of Competency ( <i>Per Competency, per Program</i> )	40 (max 500)	40 (max 500)		40 (max 500)
• Missed Appointment for RAC Services	30	30		30
<b>3.06 Other Program or Course Related Fees:</b>				
<del>• Optional Program: International Baccalaureate</del>	<del>n/a</del>	<del>400</del>	<del>n/a</del>	<del>n/a</del>
• Course for a student not registered in a program, or Courses Outside Student's Program ( <i>Per Course Hour</i> )	6	6		6
• Outreach Program, Summer School, or Continuing Education ( <i>Per Course Hour</i> )	6	6		6
• File analysis and preparation for the transfer to another institution	0	250		0

1. SRAM is a centralized application service that serves a number of colleges and is administered separately from the college

There was no call for the vote.

**MOVED BY: Donald Shewan**  
**SECONDED BY: Richard Fontaine**  
**MOTION CARRIED UNANIMOUSLY.**

**7) Revised Operating Budget 2021-2022**  
**Resolution No.: LAM-2021-009**

Paul Conway, Coordinator of Financial Services spoke to this item.

**WHEREAS** the College Operating Budget has been approved upon the recommendation of the Governing Board; and

**WHEREAS** the Ministry's revised allocations for 2021-2022 have been made available; and

**WHEREAS** the College has prepared a balanced budget for the financial year 2021-2022 for a total of \$34,840,613; and

**WHEREAS** the budget respects the *Régime budgétaire* and the regulations as set forth by the *Ministère de l'Éducation et de l'Enseignement supérieur*;

**BE IT THEREFORE RESOLVED** that the Champlain College Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2021-2022 revised Operating Budget of Champlain College Saint-Lambert as tabled.

There was no call for the vote.

**MOVED BY: Vince Amato**  
**SECONDED BY: Michael Newton**  
**MOTION CARRIED UNANIMOUSLY**

**8) Capital Budget 2021-2022**  
**Resolution No.: LAM-2021-010**

Paul Conway spoke to this item. It was proposed that greater details such as a financial lexicon be included moving forward in order for members to make more informed decisions.

**WHEREAS**, Champlain Saint Lambert 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 2021-2022 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals \$7,453,015 with planned expenses of \$7,453,015; and

**WHEREAS**, the total planned spending does not exceed the total budget for the 2020-2021 financial year and the balance will provision for planned long-term projects;

**BE IT THEREFORE RESOLVED** that the Champlain Saint-Lambert Governing Board adopts the 2021-2022 Capital Budget as tabled.

There was no call for the vote.

**MOVED BY: Michael Newton**  
**SECONDED BY: Richard Fontaine**  
**MOTION CARRIED UNANIMOUSLY**

**9) Mandate Renewal Committee for the Director of Saint-Lambert Constituent College**

Following a Special meeting of the Regional College Board of Governors, the Governing Board at Saint-Lambert as per Bylaw 3 article 2.2.2 was asked to name

one external and one internal member to the **Mandate Renewal Evaluation Committee for the Director of Saint-Lambert Constituent College.**

As per bylaw 1.6.2, Don Shewan invited Maria Bologna to conduct the election process.

It was indicated that Geneviève Bourgoing and Dawn Smith are not eligible for the external member position as they already have been nominated at the Regional Board of Governors level.

Dawn Smith nominated Michael Newton who declined. It was **MOVED** by Christine Kerr and **SECONDED** by Geneviève Bourgoing to nominate Richard Fontaine as the external member. Richard Fontaine accepted.

It was **MOVED** by Elham Ghobadi and **SECONDED** by Dawn Smith to nominate Christine Kerr as the internal member. Christine Kerr accepted.

#### **10) Varia**

Don Shewan introduced Marilla Stuart-Martin, the College's new Communications manager. Marilla will be informing the college community on all news items and highlighting achievements of students, faculty and staff via newsletters and through various social media platforms. Marilla was warmly welcomed by all.

#### **11) Hydro-Quebec (In Camera)**

The Governing Board moved to an in-camera session for voting members only.

#### **12) Adjournment**

There being no other business, it was **MOVED** by Don Shewan on behalf of Louis Zargi that the meeting be adjourned at 8:00 p.m.

Dawn Smith  
Chairperson

Patrizia Polifroni  
Recording Secretary