

**OFFICIAL MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
2024-2025
May 26, 2025, at 6:00 p.m. Room E199**

MEMBERS PRESENT:

Donald Shewan	Robert Soroka
Denise Albert	Justine Bell
Vince Amato	Henriette Dumont
Stefan Iordan	Geneviève Bourgoing
Frishta Hussainyar	Hiba Belgada
Michael Newton	Miriam Morissette

REGRETS: Richard Fontaine, Caroline Comeau

ALSO PRESENT: Nicole Haché, Anthony Singelis, Dean Howie, Paul Conway, Matt Refghi, Paul Dionne, Yves Rainville, Samantha Morley, Marie-Ève Parenteau

The Governing Board meeting is being held in person. The meeting was called to order by the chairperson at 6:26 p.m.

The following announcements were made:

Robert Soroka has been replaced by a new parent representative, Mr. Paul Dionne. Don Shewan thanked Robert for not only his representation, but for his devoted involvement and valuable work accomplished during his role as the Chair of the Governing Board. Don Shewan also thanked the two student representatives Hiba Belgada and Frishta Hussainyar for their dedicated involvement and wished them well in their future endeavours.

1) Approval of Agenda

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of April 8, 2025
3. Business arising from the minutes of April 8, 2025
4. Public question period
5. Continuing Education Residential Real Estate Brokerage AEC Program Revision
Resolution No.: LAM-2024-009
6. Revision to IPESL (Institutional Policy on the evaluation of Student Learning)
Resolution No.: LAM-2024-010

7. Information Item: Renewal of entente for sports fields with the City of Saint-Lambert
8. Information Item: PASME Plan (Student Mental Health)
9. Budgets for 2025-2026
 - a) Champlain College Saint-Lambert Provisional Operating Budget
Resolution No.: LAM-2024-011
 - b) Champlain College Saint-Lambert Provisional Capital Budget
Resolution No.: LAM-2024-012
 - c) Champlain Regional College Provisional Operating Budget
 - d) Champlain Regional College Provisional Capital Budget
10. Champlain College Saint-Lambert Foundation
Resolution No.: LAM-2024-013
11. Hydro Quebec Expropriation Update
12. Access to Surplus: Professional Services for new building project as a result of expropriation
Resolution No: LAM-2024-014
13. Varia
14. Adjournment

It was **MOVED** by Henriette Dumont and **SECONDED** by Geneviève Bourgoing that the agenda be approved.

MOTION CARRIED UNANIMOUSLY.

2) Approval of the minutes of the meeting of April 8, 2025.

It was **MOVED** by Vince Amato and **SECONDED** by Stefan Jordan to adopt the minutes of the regular meeting of the Governing Board of April 8, 2025. **There were 3 abstentions.**

MOTION CARRIED.

3) Business arising from the minutes of April 8, 2025.

There was no business arising.

4) Public Question Period.

There were no questions from the public.

**5) Continuing Education Residential Real Estate Brokerage AEC Program Revision
Resolution No.: LAM-2024-009**

Don Shewan spoke to this item and presented document CS2024-25-11, the revision to the Residential Real Estate Brokerage program AEC - EEC.1Y. The program has been revised to comply with OACIQ (Organisme

d'autoréglementation du courtage immobilier du Québec) requirements. The revised program includes 10 courses and 10 competencies, totaling 585 hours of program specific content, and 19.66 credits. The new version contains 10 courses, including courses such as: Real Estate and Business Law (75 hours); Statutory Law in Real Estate (45 hours); Mortgage Financing (60 hours) and Integration of Professional Responsibilities (60 hours).

Below is the total list of courses (10):

NUMBER	NAME	PREREQUISITES	WEIGHTING	HOURS	CREDITS
221-201-MA	Introduction to Residential Real Estate Brokerage		4-1-2	75	2.33
221-202-MA	Real Estate and Business Law		4-1-2	75	2.33
221-203-MA	Statutory Laws in Real Estate		2-1-1	45	1.33
221-204-MA	Real Estate Brokerage Act		2-1-1	45	1.33
221-205-MA	Residential Construction		2-1-2	45	1.66
221-206-MA	Residential Real Estate Appraisal		2-2-2	60	2.00
221-207-MA	Mortgage Financing		2-2-2	60	2.00
221-208-MA	Residential Real Estate Brokerage Contracts	Absolute prerequisites: <ul style="list-style-type: none"> • Introduction to Residential Real Estate Brokerage • Real Estate and Business Law • Statutory Laws in Real Estate • Real Estate Brokerage Act • Residential Construction • Residential Real Estate Appraisal • Mortgage Financing 	2-2-3	60	2.33
221-209-MA	Promises to Purchase Residential Immovables	Absolute prerequisites: <ul style="list-style-type: none"> • Introduction to Residential Real Estate Brokerage • Real Estate and Business Law • Statutory Laws in Real Estate • Real Estate Brokerage Act • Residential Construction • Residential Real Estate Appraisal • Mortgage Financing 	2-2-3	60	2.33
221-210-MA	Integration of Professional Responsibilities	Absolute prerequisites: <ul style="list-style-type: none"> • Residential Real Estate Brokerage Contracts • Promises to Purchase Residential Immovables 	1-3-2	60	2.00
				585	19.66

WHEREAS the Residential Real Estate Brokerage EEC.1Y is an AEC that is offered through a consortium of colleges, and this program was recently revised by the program author (Cégep de Maisonneuve); and

WHEREAS Champlain College Saint-Lambert's Continuing Education department has been offering the previous version of the program for over ten years and must use the revised version to continue to offer this program; and

WHEREAS the Commission of Studies has unanimously endorsed the revised program at its meeting on April 17, 2025; and

WHEREAS this AEC program continues to respond to local needs.

BE IT THEREFORE RESOLVED that the Governing Board recommends that the Board of Governors approve this program revision for Champlain Saint-Lambert.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Michael Newton
MOTION CARRIED UNANIMOUSLY

6) Revision to IPESL (Institutional Policy on the Evaluation of Student Learning)
Resolution No.: LAM-2024-010

Samantha Morley spoke to this item. As the IPESL is a living document, changes and edits can be made when necessary. The IPESL committee invited the community to provide feedback throughout the year through various forums i.e. the College website, program committee meetings, direct email, Teams and in-person consultation meetings. The proposed revisions reflect the feedback received.

Anthony Singelis noted that the IPESL committee has fulfilled their mandate to review and implement the policy based on community participation. The policy is sound, and the College will continue to examine and assess it as a living document.

WHEREAS the success of our students is a major priority for the College; and

WHEREAS the Institutional Policy on the Evaluation of Student Learning (IPESL) is the College's most important policy in this regard; and

WHEREAS, in order to continuously improve the policy, the Commission of Studies formed a subcommittee to review the IPESL;

WHEREAS the subcommittee conducted a significant number of consultations in order to develop recommendations for improvement; and

WHEREAS the Commission of Studies has unanimously recommended these changes at its meeting of May 15, 2025;

BE IT THEREFORE RESOLVED that the Champlain College Saint-Lambert Governing Board accept these recommendations, effective for the Fall 2025 semester.

There was a call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Vince Amato
IN FAVOR: 10
ABSTENTION: 2
MOTION CARRIED

7) Information Item: Renewal of the entente for sports fields with the City of Saint-Lambert

Dean Howie, Director of Student Services regretted to inform the Governing Board that the entente for the construction and joint use of the synthetic fields was voted down by the municipal council even though the college was approved access to the field in the Fall as part of the current agreement between the College, the City of Saint-Lambert and Collège Durocher. There will be a meeting on Tuesday, May 27th to sign the Fall 2025 entente which comes to an end in December 2025. The College is pursuing discussions with the City of Saint-Lambert and other possible providers.

8) Information Item: PASME (Student Mental Health Action Plan)

Dean Howie spoke to this item providing an update to the plan saying that the work of the 3 psychologists, 2 social workers and 1 psychotherapist and the collaboration built between the Mental Health Team and the other services and faculty at the college is strategic in permitting quick access to mental health services and assist in early intervention with many students.

9) Budgets for 2025-2026

a) Champlain College Saint-Lambert Provisional Operating Budget

Paul Conway spoke to this item.

Resolution No.: LAM-2024-011

Champlain College Saint-Lambert Provisional Operating Budget 25-26

WHEREAS each Governing Board must make a recommendation on the adoption of its College's Operating Budget; and

WHEREAS the College has prepared a balanced budget for the financial year 2025-2026 for a total of \$40,215,542; 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; and

WHEREAS although the final allocations from the Government have not been fully released.

BE IT THEREFORE RESOLVED that the Champlain Saint-Lambert Governing Board

recommends to the Board of Governors the adoption of the preliminary 2025-2026 Operating Budget of Champlain Saint-Lambert.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Justine Bell
MOTION CARRIED UNANIMOUSLY

b) Champlain College Saint-Lambert Provisional Capital Budget 2025-2026
Resolution No.: LAM-2024-012

Paul Conway spoke to this item.

WHEREAS we received from the Ministry an unofficial allocation for the capital budget; and

WHEREAS the Ministry has changed the yearly cycle to April 1 to March 31 instead of the July 1 to June 30; and

WHEREAS decisions were already taken to meet the new budgetary annual cycle; and

WHEREAS Champlain – St. 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 2025-2026 Provisional Capital Budget, including the Ministry allocations for immovable and movable assets and other revenues totals \$ 1,827,950 with planned expenses of \$ 1,777,950; and

BE IT THEREFORE RESOLVED that the Champlain – St. Lambert Governing Board adopts the 2025-2026 Provisional Capital Budget as presented.

BE IT THEREFORE FURTHER RESOLVED that the Governing Board recommends to the Board of Governors that the Champlain–St. Lambert Provisional Capital Budget be integrated into the Champlain Regional College 2025-2026 Provisional Capital Budget.

There was no call for the vote.

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

c) Champlain Regional College Provisional Operating Budget (Information item)

Yves Rainville spoke to this item and shared the status of the results and explained that the strategy is to reduce the use of specific allocations in 2024-2025 to preserve them for future years during the announced compressions.

d) CRC Provisional Capital Budget (Information item)

Yves Rainville spoke to this item and explained that the new cycle will now be from April 1 to March 31. The Capital budget is now cut in half. Therefore, the financial resources must be used for the best interest of the College instead of for each location.

10) Champlain College Saint-Lambert Foundation

Resolution No.: LAM-2024-013

Michael Newton, President of the Champlain College Saint-Lambert Foundation spoke to this item.

WHEREAS the Quebec foundations are the subject of clarifications on the notion of *related party*; and

WHEREAS the notion of *related party* generates numerous administrative obligations; and

WHEREAS the review of the current status of the Champlain College Saint-Lambert Foundation identifies it as a *related party* to Champlain Regional College (the “College”); and

WHEREAS the Champlain College Saint-Lambert Foundation (the “Foundation”) does not have the resources to support a major administrative restructuring to meet the new obligations imposed on foundations; and

WHEREAS Champlain College Saint-Lambert is now recognized as a constituent college of the College under Chapter II of the General and Vocational Colleges Act (the “Act”) and, article 59 of the Act empowers the Governing Board to raise funds in the carrying out of the mission of the College.

WHEREAS under the same article 59 it is required by the regional college to keep books and accounts for the operations of the funds in order to report to the Governing Board; and

WHEREAS the College has a regional foundation known as the CRC Foundation Inc that allows for the management of funds raised by constituent colleges, separately for each constituent college, and allow them to issue tax receipts for charitable donations: and

WHEREAS the Champlain College Saint-Lambert Foundation can transfer its current funds to the CRC Foundation Inc. with prior agreement as to their use and segregation and control by each constituent college of its respective funds;

WHEREAS the effort of a major administrative restructuring in order to meet the new obligations is out weighted by the advantages of joining the CRC Foundation; and

WHEREAS the funds will be transferred to the CRC Foundation on the condition that they will be used according to the conditions for which they were donated;

WHEREAS the Board of the Champlain College Saint-Lambert Foundation under conditions of respect for the dedicated funds and their use by the constituent Champlain College Saint-Lambert, agreed to transfer the sums in its assets to the CRC Foundation Inc; and

WHEREAS the Champlain College Saint-Lambert Foundation mandated its President to negotiate the transfer of funds to the College under the Foundation's conditions, and

BE IT RESOLVED that the local Governing Board establish a local subcommittee for the management of the funds under the control of Champlain College Saint-Lambert Foundation composed of at least 5 members: as follows: Director of the Constituent College, 3 external members and 1 student member.

BE IT FURTHER RESOLVED that the local committee report to the Governing Board at least twice per year and submit the financial report for the year at the time prescribed for foundations in Quebec.

There was a call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Vince Amato
ABSTENTION: 1
MOTION CARRIED

11)Hydro Quebec Expropriation Update

Don Shewan spoke to this item and shared that Champlain Regional College received the expropriation letter, and the proposed amount was 21M\$ but the College will contest this amount. The final amount should be between 21M\$ and 32M\$. Starting in August 2025, Hydro Quebec will be able to start their digging work. The MES authorized the College to keep the final amount, but it must be used for infrastructure project only. The amount will be used for the reduction of the space deficit. The Saint-Lambert recognized space deficit is 3,700 m2.

The timeline for the project is as follows:

- Phase 1 - preliminary project study (Feb 2025 to Dec 2025) which includes: the selection of an Architect firm, the contract, a pre-concept study, a project management plan, and the selection of an Engineering firm.
- Phase 2 - plans and specifications & call for tenders (Jan 2026 to March 2027)
- Phase 3 – realization of the project (April 2027 to Dec 2028).

**12) Access to Surplus: Professional Services for new building project as a result of expropriation
Resolution No.: LAM-2024-014**

Access to Surplus – New building project Saint-Lambert

WHEREAS, the project to build a new wing at Champlain Saint-Lambert requires the support of Architects and Engineers; and

WHEREAS, the project consists of phase 1: preliminary design study with guaranteed honoraria and phase 2: realization and monitoring not guaranteed, conditional on financing to be confirmed.; and;

WHEREAS, the results of phase 1 are required for construction approval by the MES.

WHEREAS, Phase 1 of the work will take place from June 1, 2025, to November 30, 2025.

WHEREAS, the project must be entirely self-financed by the college; and

WHEREAS, the honorarium for Phase 1 is estimated at \$300,000; and

BE IT THEREFORE RESOLVED that the Governing Board recommends that the Board of Governors approve an access to surplus of \$300,000 for the Saint-Lambert new building Phase 1 - preliminary design study.

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Michael Newton
MOTION CARRIED UNANIMOUSLY

13)Varia

Frishta presented the new CSA president, Marie-Eve Parenteau who will be one of the two new student representatives on the Governing Board. The board extended thanks and appreciation to Frishta and Hiba and warmly welcomed Marie-Eve.

Robert Soroka congratulated Don on his reappointment for a three-year mandate as Director of Constituent College Saint-Lambert Director/Director of Studies and thanked him for his humanistic approach to his leadership and accessibility. Don

acknowledged the work of his management team and his assistant for their collaboration in making this possible.

Don Shewan thanked the Governing Board and Yves Rainville for their dedication and hard work and wished everyone a restful summer.

14)Adjournment

It was **MOVED** by Denise Albert and **SECONDED** by Henriette Dumont that the meeting be adjourned at 8:50 p.m.

Robert Soroka
Chairperson

Patrizia Polifroni
Recording Secretary