

Board of Governors

Minutes of the Two Hundred and Fifty-Eighth (258th) Meeting held on Wednesday, November 5, 2025, at 5:30 pm via Teams

Present:	Cary O'Brien, Chair (Socio-Economic Representative) Leslie-Anne Barber, Vice-Chair (Socio-Economic Representative) Lisa Peldjak, Director General and Academic Dean Eldon Keon, School Centre/Board Representative (joined at 6:00 pm) Evelyn Gauthier, Labour Market Representative Maria-Viviana Aguilar, Pre-University Alumnus Representative Kim Chan, Parent Representative Eunice Kouame, Technical Studies Student Association Representative Dan Daminato, Teaching Professional Representative Mark Molnar, Teaching Professional Representative Connor Spearman, Non-Teaching Professional Representative Emily Menard, Support Staff Representative
Also Present:	Valerie Gamache, Secretary General
Regrets:	Lynne Perron, Parent Representative Sammy Jamoul, Pre-University Student Association Representative Ledy Rivas Zannou, University-level Representative
Guests:	Andrea Chamberland, Director General – CPE Les Terrasses Sandra Stark, Associate Academic Dean Ousmane Niang, Coordinator of Procurement and Financial Services Michèle Charlebois, Director of Human Resources Sean Scott, Director of Student Services Karl Lamarche, Director of Building Services

B258-1.0	<p>APPROVAL OF AGENDA</p> <p>1.1 Call to Order/Opening Remarks</p> <p>The Chair confirmed quorum and called the meeting to order at 5:32 pm and read the College Land Acknowledgement. He informed members of events in November at the College and network security measures recently implemented. Members were also reminded the Board of meeting procedures and the opportunity to state any conflicts.</p> <p>1.2 Approval of Agenda</p> <p>Dan Daminato moved for the adoption of the draft agenda which was seconded by Connor Spearman. The Chair moved for the following amendments:</p> <ul style="list-style-type: none"> • Remove Item 3.4 Strategic Plan – Q1 Update; • Defer Item 5.3.1 2025-206 Q1 Financial Report, Item 5.3.2 2024-2025 Annual Report on College Financial Activities, and Item 5.3.3 2025-2030 Forecasted Allotment of Surplus Funds – Revisions to the December Board meeting; • Add Item 5.3.4 Cleaning Contract; • Under 6.0 Other, change Item 6.1 Roundtable to Absenteeism of Board of Governor. <p>In absence of other amendments, the draft agenda was adopted as amended.</p> <p>1.3 Appointment of Technical Studies Alumni Representative</p> <p>Upon invitation by the Chair, Ms. Chamberland provided some words of introduction which highlighted her connections to the College and current professional endeavours.</p> <p style="text-align: center;">RESOLUTION #B258-3.1</p> <p style="text-align: center;">APPOINTMENT OF TECHNICAL STUDIES ALUMNI REPRESENTATIVE</p> <p>WHEREAS Mr. Brian Tavares served on the Board of Governors as the Alumni – Technical Studies Program Representative from October 26, 2022 until June 30, 2025.</p> <p>AND WHEREAS calls for expressions of interest were launched on Friday, July 11 until Friday, August 29, 2025 and Wednesday, September 17 until Friday, October 24, 2025.</p> <p>AND WHEREAS following confirmation of credentials, the Secretary General held an informal consultation with the candidate on Monday, October 6, 2025.</p> <p>Moved by: Evelyn Gauthier</p> <p>Seconded by: Kim Chan</p> <p>THEREFORE, BE IT RESOLVED THAT:</p> <p>Upon the recommendation of the Secretary General, the Board of Governors appoints Ms. Andrea Chamberland as the Technical Studies Alumni</p>
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	<p>Representative for a term of three (3) years effective November 5, 2025, such term to be renewed consecutively no more than once.</p> <p>Resolution #B258-3.1 was unanimously approved.</p>
B258-2.0	<p>CONSIDERATION OF MINUTES</p> <p>2.1 Board of Governors Meeting Minutes of September 17, 2025 were approved as presented via the Consent Agenda.</p> <p>2.2 Executive Committee Meeting Minutes of October 22, 2025 were deposited for information which was acknowledged by the Board via the Consent Agenda motion.</p>
B258-3.0	<p>STANDARD BUSINESS</p> <p>3.1 ACS Graduates</p> <p style="text-align: center;">RESOLUTION #B258-3.1</p> <p style="text-align: center;">ATTESTATION OF COLLEGE STUDIES (ACS) ATTESTATION D'ÉTUDES COLLÉGIALES (AEC) GRADUATES</p> <p>WHEREAS the Academic Dean has confirmed that the student named in the appended document (Ref. Doc. #B258-3.1a) has met the attestation requirements of their program in the 2025 Summer semester.</p> <p>AND WHEREAS the Attestation of College Studies is issued to graduating students by the Ministry upon the recommendation of the Board of Governors.</p> <p>Moved by: Dan Daminato</p> <p>Seconded by: Connor Spearman</p> <p>THEREFORE, BE IT RESOLVED THAT:</p> <p>The CÉGEP Heritage College Board of Governors accepts the student named in the appended document (Ref. Doc. #B258-3.1a) as having met the attestation requirements of their program in the 2025 Summer semester as defined in the College Education Regulations.</p> <p>Resolution #B258-3.1 was approved by the Board via the Consent Agenda motion.</p> <p>3.2 DCS Graduates</p> <p style="text-align: center;">RESOLUTION #B258-3.2</p> <p style="text-align: center;">DIPLOMA OF COLLEGE STUDIES (DCS) DIPLÔME D'ÉTUDES COLLÉGIALES (DEC) GRADUATES</p> <p>WHEREAS the Academic Dean has confirmed that the students named in the appended document (Ref. Doc. #B258-3.2a) have met the diploma requirements of their programs in the 2025 Winter and Summer semesters.</p>

	<p>AND WHEREAS the Diploma of College Studies is issued to graduating students by the Ministry upon the recommendation of the Board of Governors.</p> <p>Moved by: Dan Daminato</p> <p>Seconded by: Connor Spearman</p> <p>THEREFORE, BE IT RESOLVED THAT:</p> <p>The CÉGEP Heritage College Board of Governors accepts the students named in the appended document (Ref. Doc. #B258-3.2a) as having met the diploma requirements of their programs in the 2025 Winter and Summer semesters as defined in the College Education Regulations.</p> <p>Resolution #B258-3.2 was approved by the Board via the Consent Agenda motion.</p> <p>3.3 2024-2027 Three-Year Board Work Plan</p> <p>This item was acknowledged via the Consent Agenda motion.</p> <p>3.4 Director General Report</p> <p>The Director General provided a verbal update to her written report:</p> <ul style="list-style-type: none"> • Open House was very successful which saw greater attendance (four tours of the College were delivered); expression of thanks to Academic Services, Student Services and faculty. • No response yet regarding request for more hours; expression of thanks to Michèle Charlebois, Director of Human Resources. • Deadline for the internal staff posting for Academic Dean was October 31; moving through the process, the selection committee is currently reviewing candidates. <p>3.5 Academic Dean Report</p> <p>Sandra Stark, Associate Academic Dean, provided a verbal update to the written report:</p> <ul style="list-style-type: none"> • Course selections are currently being processed; • Guidelines on the Act respecting Access to documents held by public bodies and the Protection of personal information are being drafted for faculty. <p>3.6 Student Association Report</p> <p>None.</p>
	<p>3.7 Subcommittee Minutes</p> <p>Audit Committee Minutes of September 15, 2025 were acknowledged by the Board.</p>

B258-4.0	BUSINESS ARISING None.
B258-5.0	NEW BUSINESS 5.1 Policies 5.1.1 Policy #21 Concerning Smoking <p>The Director General referred members to the overview presentation and invited questions.</p> <p style="text-align: center;">RESOLUTION #B258-5.1.1</p> <p style="text-align: center;">POLICY #21 CONCERNING SMOKING</p> <p>WHEREAS College bylaws and policies are subject to a review every five (5) years.</p> <p>AND WHEREAS the Secretary General undertook the review of Policy #21 Concerning Smoking, last revised September 27, 2017.</p> <p>AND WHEREAS on October 7, 2025, Senior Management reviewed and recommend the proposed revisions to Policy #21 Concerning Smoking.</p> <p>AND WHEREAS on October 22, 2025, the Executive Committee reviewed and recommends the proposed revisions to Policy #21 Concerning Smoking as presented in Reference Document #B258-5.2.1b.</p> <p>Moved by: Evelyn Gauthier</p> <p>Seconded by: Eunice Kouame</p> <p>THEREFORE, BE IT RESOLVED THAT upon recommendation by the Executive Committee, the Board of Governors adopts the proposed revisions to Policy #21 Concerning Smoking as presented in Reference Document #B258-5.2.1b.</p> <p>Resolution #B258-5.1.1 was unanimously approved.</p> 5.1.2 Policy #37 Concerning International Cooperation <p>The Director General referred members to the overview presentation and invited questions.</p> <p style="text-align: center;">RESOLUTION #B258-5.1.2</p> <p style="text-align: center;">POLICY #37 CONCERNING INTERNATIONAL COOPERATION</p> <p>WHEREAS College bylaws and policies are subject to a review every five (5) years.</p> <p>AND WHEREAS the Secretary General undertook the review of Policy #37 Concerning International Cooperation, last revised September 21, 2016.</p>

AND WHEREAS on October 7, 2025, Senior Management reviewed and recommends the repeal of Policy #37 Concerning International Cooperation.

AND WHEREAS on October 22, 2025, the Executive Committee reviewed and recommends the repeal of Policy #37 Concerning International Cooperation as presented in Reference Document #B258-5.2.2b.

Moved by: Emily Menard

Seconded by: Leslie-Anne Barber

THEREFORE, BE IT RESOLVED THAT, upon recommendation by the Executive Committee, the Board of Governors approves the repeal of Policy #37 Concerning International Cooperation as presented in Reference Document #B258-5.2.2b.

Resolution #B258-5.1.2 was unanimously approved.

5.2 Governance Matters

5.2.1 2024-2025 Annual Report on College Activities (RAA)

The Director General referred members to the overview presentation and invited questions.

RESOLUTION #B258-5.3.2

2024-2025 ANNUAL REPORT ON COLLEGE ACTIVITIES

WHEREAS the Ministry requires all CÉGEPs to submit an annual report of College activities on-line by December 1, 2025.

AND WHEREAS the CÉGEP Heritage College 2024-2025 Annual Report on College Activities (RAA) fulfills the Ministry's mandatory requirements as presented in Reference Document #B258-5.3.2a.

Moved by: Dan Daminato

Seconded by: Connor Spearman

THEREFORE, BE IT RESOLVED THAT, upon recommendation by the Executive Committee, the Board of Governors adopts the CÉGEP Heritage College 2024-2025 Annual Report on College Activities (RAA) as presented in Reference Document #B258-5.3.2a.

Resolution #B258-5.2.1 was unanimously approved.

5.3 Financial Matters

5.3.1 2025-2026 Q1 Financial Report

This item was deferred to December.

5.3.2 2024-2025 Annual Report on College Financial Activities (RFA)

This item was deferred to December.

5.3.3 2025-2030 Forecasted Allotment of Surplus Funds – Revisions

This item was deferred to December.

5.3.4 Cleaning Contract

Ousmane Niang, Coordinator of Procurement and Financial Services, reported that six (6) companies had made submissions, three (3) of which were inadmissible. Of the remaining three (3) admissible submissions, the proposed company was an exact match for the College's needs. Given the total amount over the three (3) years, approval by the Board is required. In response to a query, the College may exercise to renew the contract for a further two (2) years. Services by the new contractor will commence November 10, 2025.

RESOLUTION #B258-5.4.4

CLEANING CONTRACT FOR COLLEGE FACILITIES

WHEREAS the current three (3) year contract with NASCO for the cleaning services of College facilities expired September 22, 2025.

AND WHEREAS in accordance with Division I of the *Act respecting contracting by public bodies (CQLR c C-65.1)*, the College launched a public call for tenders for a cleaning services contract in August 2025.

AND WHEREAS more than one compliant proposals were received and 2S Placement Inc. was the lowest bid;

AND WHEREAS in accordance with Bylaw #9 Concerning Delegation of Authority, approval by the Board of Governors must be sought for all contracts equal to or exceeding the public tender threshold.

Moved by: Dan Daminato

Seconded by: Emily Menard

THEREFORE, BE IT RESOLVED THAT upon recommendation by the Director of Procurement and Financial Services, the Board of Governors approves awarding the cleaning services contract to 2S Placement Inc. in the amount of \$838,743.75 before taxes for a term of three (3) years commencing November 10, 2025, with an option to renew for an additional two (2) years, in the amount of \$241,371.25 per year.

Resolution #B258-5.4.4 was unanimously approved as amended.

5.4 Human Resources Matters

5.4.1 Lottery Licence


RESOLUTION #B258-5.4.1

RÉGIE DES ALCOOLS, DES COURSES ET DES JEUX LICENCE

WHEREAS CÉGEP Heritage College may, from time to time, hold 50 50 draws for fundraising activities.

	<p>AND WHEREAS 50-50 draws for fundraising activities are limited to persons of legal age.</p> <p>AND WHEREAS in accordance with the <i>Lottery Scheme Regulation (CQLR c L-6, r 11.1)</i> and <i>Lottery Scheme Rules (CQLR, c L-6, r 12.1)</i> of an Act respecting lotteries, publicity contests and amusement machines (CQLR c L-6), the College must purchase a licence from the Régie des alcools, des courses et des jeux in order to carry out such fundraising activities.</p> <p>Moved by: Dan Daminato</p> <p>Seconded by: Connor Spearman</p> <p>THEREFORE, BE IT RESOLVED THAT, in accordance with the <i>Lottery Scheme Regulation (CQLR, c L 6, r 11.1)</i> and <i>Lottery Scheme Rules (CQLR, c L-6, r 12.1)</i> of an Act respecting lotteries and amusement machines (CQLR, c L 6), the Board of Governors approves:</p> <ol style="list-style-type: none"> 1. The purchase of a licence from the Régie des alcools, des courses et des jeux in order that CÉGEP Heritage College may carry out fundraising activities limited to staff; and, 2. The authority of the Director of Human Resources for the licence purchase and administration of fundraising activities. <p>Resolution #B258-5.4.1 was approved by the Board under the Consent Agenda motion.</p>
B258-6.0	<p>OTHER</p> <p>6.1 Board of Governors Absenteeism</p> <p>The Chair reminded the Board of their fiduciary duties and moved for the adoption of the draft resolution.</p> <p style="text-align: center;">RESOLUTION #B258-6.1</p> <p style="text-align: center;">BOARD OF GOVERNORS ABSENTEEISM</p> <p>WHEREAS, in accordance with the Board of Governors Charter, “<i>When a Board member misses three (3) consecutive meetings without grounds deemed valid by the Executive Committee, the Chair will inform the Board and present a resolution to invite that member to resign adopted by a simple majority</i>”.</p> <p>AND WHEREAS, on April 23, 2025, Mr. Ledy Rivas Zannou was appointed by the Minister as the of the University-Level Teaching Group Representative.</p> <p>AND WHEREAS, Mr. Rivas Zannou was absent for all meetings subsequent to his appointment without valid grounds.</p> <p>AND WHEREAS, on October 22, 2025, the Executive Committee agreed to propose the removal of Mr. Rivas Zannou to the Board of Governors.</p> <p>Moved by: Leslie-Anne Barber</p> <p>Seconded by: Connor Spearman</p>

	<p>THEREFORE, BE IT RESOLVED THAT, upon recommendation of the Executive Committee and in accordance with the Board of Governors Charter, the Board of Governors:</p> <ol style="list-style-type: none"> 1. Invites Mr. Ledy Rivas Zannou, University-Level Teaching Group Representative, to resign effective immediately; 2. Directs the Secretary General to inform the Ministry of Mr. Rivas Zannou's resignation and seek a new representative. <p>Resolution #B258-5.4.1 was approved by the Board under the Consent Agenda motion.</p>
B258-8.0	<p>NEXT MEETING</p> <p>8.1 The next meeting is scheduled for December 14, 2025.</p>
B258-9.0	<p>TERMINATION</p> <p>All business having been concluded the meeting was terminated at 6:02 pm.</p>


 Valerie Gamache
 Secretary General


 Cary O'Brien
 Chair

