

Board of Governors

Minutes of the Two Hundred and Fifty-Ninth (259th) Meeting held on Wednesday, December 10, 2025, at 5:30 pm

Present:	Cary O'Brien, Chair (Socio-Economic Representative) Leslie-Anne Barber, Vice-Chair (Socio-Economic Representative) Lisa Peldjak, Director General Eldon Keon, School Centre/Board Representative Andrea Chamberland, Technical Studies Alumni Representative Lynne Perron, Parent Representative Kim Chan, Parent Representative Sammy Jamoul, Pre-University Student Association Representative Eunice Kouame, Technical Studies Student Association Representative Dan Daminato, Teaching Professional Representative
Also Present:	Valerie Gamache, Secretary General
Regrets:	Evelyn Gauthier, Labour Market Representative Maria-Viviana Aguilar, Pre-University Alumnus Representative Connor Spearman, Non-Teaching Professional Representative Mark Molnar, Teaching Professional Representative Emily Menard, Support Staff Representative
Guests:	Sandra Stark, Associate Academic Dean Caitlin Campisi, Associate Academic Dean Patrick Sullivan, Director of Procurement and Financial Services Willy Tenadjang, Director of Information Systems and Technology Michèle Charlebois, Director of Human Resources Sean Scott, Director of Student Services

B259-1.0	APPROVAL OF AGENDA 1.1 Call to Order/Opening Remarks The Chair confirmed quorum and called the meeting to order at 5:34 pm and read the Land Acknowledgement Statement. The Chair advised of regrets sent by members and welcomed Andrea Chamberland who provided words of introduction. The Chair reminded members of meeting procedures and the opportunity to state any real, perceived or potential conflicts. 1.2 Approval of Agenda Sammy Jamoul moved for the adoption of the draft agenda which was seconded by Eldon Keon. The Chair moved for the removal of Item 3.2 DCS Graduates as no list was submitted, the deferral of Item 5.5 Policies since the draft policy is still under Senior Management deliberation, and the addition of Item 5.2.4 Authorizations for Line of Credit; in absence of other changes, the draft agenda was adopted as amended.
B259-2.0	CONSIDERATION OF MINUTES 2.1 Board of Governors Meeting Minutes of November 5, 2025 were approved as presented via the Consent Agenda. 2.2 Executive Committee Meeting Minutes of November 26, 2025 were deposited for information which were acknowledged by the Board via the Consent Agenda motion.
B259-3.0	STANDARD BUSINESS 3.1 ACS Graduates RESOLUTION #B259-3.1 ATTESTATION OF COLLEGE STUDIES (ACS) ATTESTATION D'ÉTUDES COLLÉGIALES (AEC) GRADUATES WHEREAS the Academic Dean has confirmed that the student named in the appended document (Ref. Doc. #B259-3.1a) has met the attestation requirements of their program in the 2025 Summer semester. AND WHEREAS the Attestation of College Studies (ACS) is issued to graduating students by the College upon the recommendation of the Board of Governors. Moved by: Sammy Jamoul Seconded by: Eldon Keon THEREFORE, BE IT RESOLVED THAT: The CÉGEP Heritage College Board of Governors accepts that the student named in the appended document (Ref. Doc. #B259-3.1a) as having met the attestation

requirements of their program in the 2025 Summer semester as defined in the *College Education Regulations*.

Resolution #B259-3.1 was approved by the Board via the Consent Agenda motion.

3.2 DCS Graduates

None.

3.3 2024-2027 Three-Year Board Work Plan

This item was acknowledged via the Consent Agenda motion.

3.4 Director General Report

The Director General provided the following verbal update to her written report:

- Recently, the Government has been tabling many bills (projets de loi) which will impact future students and staff and the general population. Of particular interest are Bill 9 regarding secularism and Bill 1 regarding the Quebec Constitution. The Chair requested that links of these bills be sent to Board members.
- Last week, the Director General's Committee was held which included training. Panelists with expertise in government machinery provided excellent insight to participants.

3.5 Academic Dean Report

As a verbal update to the Academic Dean written report, Caitlin Campisi, Associate Academic Dean, advised the Board that yesterday was the last day of classes and all operations related to the exam period were well underhand.

3.6 Student Association Report

The Association President, Sammy Jamoul, provided the following verbal report:

- The Mont Tremblant fieldtrip went well and provided a good opportunity for students to liaise outside the classroom.
- At the end of October, a big push by Clubs focussed on fundraising was successful; there was significant student collaboration which had a spillover effect in academics.
- The November Flea Market provided an opportunity for students to sell their own goods. Due to the success, the Market was re-booked for two more days.
- Planning for the April 3 end-of-year trip to Toronto is underway.
- The Association President and other students participated in Building Services survey.
- The Board and Services were thanked for the significant student support.

	The Director General acknowledged the Association President's energy and encouragement and highlighted his involvement during Orientation Day, Heritage Day and other College events. 3.7 Subcommittee Minutes None.
B259-4.0	BUSINESS ARISING None.
B259-5.0	NEW BUSINESS 5.1 Bylaws – Notice of Motion 5.1.1 Bylaw #2 Concerning the Collection of Student Fees – Revisions Caitlin Campisi, Associate Academic Dean, provided an overview of the relatively minor revisions to the Bylaw. She informed the Board that the revision to the Preamble simply reflects current legislation and that the revisions to fees contained in the Appendices are reviewed annually. She noted that the increase in fees are nominal even though out-of-class course expenses have gone up exponentially and do not necessarily cover the entire cost. The College subsidizes some of these costs in order that all students might have the opportunity to participate. Additionally, fees needed to be added for some courses now offered in French. NOTICE OF MOTION RESOLUTION #B259-5.1.1 BYLAW #2 CONCERNING THE COLLECTION OF STUDENT FEES – REVISIONS WHEREAS a review of fees charged to students was undertaken by Academic Services, including a review of courses now offered in English and French. AND WHEREAS as a result of increases in operational expenses for teaching and laboratory resources, fee increases are proposed in the Appendices of Bylaw #2 Concerning the Collection of Student Fees, as presented in Reference Document #B259-5.1.1a. Moved by: Leslie-Anne Barber Seconded by: Sammy Jamoul THEREFORE, BE IT RESOLVED THAT, upon recommendation by the Academic Senate, the Board of Governors acknowledges the proposed amendments to Bylaw #2 Concerning the Collection of Student Fees as presented in Reference Document #B259-5.1.1a. Resolution #B259-5.1.1 was unanimously adopted.

5.1.2 Bylaw #3 Concerning Conditions of Admission – Revisions

Caitlin Campisi, Associate Academic Dean, provided an overview of the minor revisions. The changes to the definition of Springboard better aligns with the Ministry's notion of helping students acquire pre-requisites in order to move into a program. The change in 2.6 Admission Offer provides the Registrar's Office greater flexibility; the timing of the release of official marks has hindered this process for a small number of prospective students but the change will significantly and positively impact them.

NOTICE OF MOTION

RESOLUTION #B259-5.1.2

BYLAW #3 CONCERNING THE CONDITIONS FOR ADMISSION – REVISIONS

WHEREAS a review was undertaken by the Student Standing and Advancement Committee of Academic Senate to revise Bylaw #3 Concerning Conditions of Admissions to refine the definition of Springboard to a Diploma, to increase flexibility regarding the timing of meeting an admission offer, and to update the AMT program admission requirement as presented in Reference Document #B259-5.1.2a.

AND WHEREAS on November 13, 2025, Academic Senate approved the proposed revisions to Bylaw #3 Concerning Conditions of Admissions as presented in Reference Document #B259-5.1.2a.

Moved by: Eldon Keon

Seconded by: Kim Chan

THEREFORE, BE IT RESOLVED THAT upon recommendation by the Academic Senate, the Board of Governors acknowledges the proposed revisions to Bylaw #3 Concerning Conditions of Admissions as presented in Reference Document #B259-5.1.2a.

Resolution #B259-5.1.2 was unanimously adopted.

5.2 Financial Matters

5.2.1 2025-2026 Q1 Financial Report

Patrick Sullivan, Director of Procurement and Financial Services, explained the impact of the small but reasonable deficit on surplus funds.

5.2.2 2024-2025 Annual Report on College Financial Activities (RFA)

Dan Daminato, Chair of the Audit Committee, provided an overview of the Auditor's Report, by explaining the thresholds of materiality, the College's internal controls to mitigate significant risks, the Unadjusted Misstatements, and the Other Unadjusted Misstatements.

The Chair explained that the RFA file is vast and so draft audited financial statements are produced to give the Board insight into the College's financial situation. The Committee considers the statements as a

reasonable reflection of the situation and is satisfied with the results. Regarding next steps, the management representation letter has been signed and sent to the Auditor and the Committee is now recommending the adoption of the draft audited financial statements. The last two steps are for completion by the Auditor.

The Board discussed some points itemized in the Auditor's Report, some of which for operational reasons cannot be changed and will show up year-to-year, IT control issues, and the Notes.

The Director General thanked the Procurement and Financial Services team and Senior Management for their tight collaboration with the Auditor and informed the Board that during the Audit Committee meeting, the Auditor had expressed satisfaction regarding the process and collaboration.

RESOLUTION #B259-5.2.2

2024-2025 AUDITOR'S REPORT AND DRAFT AUDITED FINANCIAL STATEMENTS

WHEREAS, in accordance with Article 27 of the General and Vocational Colleges Act (CQLR, c C-29), CÉGEP Heritage College must submit the financial statements, the financial reports and the external auditor's report to the Minister of Higher Education at the time and in the form the Minister determines.

AND WHEREAS on March 26, 2025, the Board of Governors approved the re-appointment of Raymond Chabot Grant Thornton LLP for annual auditing services for the fiscal year July 1, 2024 through June 30, 2025 upon recommendation by the Audit Committee.

AND WHEREAS on December 3, 2025, the firm of Raymond Chabot Grant Thornton LLP presented the external auditor's report and the draft audited financial statements for the fiscal year ended June 30, 2024 to the Audit Committee as presented in Reference Document #B259-5.2.2b.

Moved by: Dan Daminato

Seconded by: Eunice Kouame

THEREFORE, BE IT RESOLVED THAT upon the recommendation by the Audit Committee, the Board of Governors adopts the external auditor's report and the draft audited financial statements for the fiscal year ending June 30, 2025 prepared by the firm of Raymond Chabot Grant Thornton LLP as presented in Reference Document # B259-5.2.2b.

Resolution #B259-5.2.2 was unanimously adopted.

5.2.3 2025-2030 Forecasted Allotment of Surplus Funds – Revisions

Patrick Sullivan, Director of Procurement and Financial Services, explained that no significant changes were proposed, only moving some allotted funds to the next year.

RESOLUTION #B259-5.2.3

2025-2030 FORECASTED FIVE-YEAR ALLOTMENT OF SURPLUS FUNDS - REVISIONS

WHEREAS, on June 17, 2025, the Board of Governors adopted the 2025-2030 Forecasted Five-Year Allotment of Surplus Funds via Resolution #B256-6.2.3.

AND WHEREAS, subsequent to the results of the 2024-2025 fiscal year exercise, the Director General and the Director of Procurement and Financial Services held consultations with Senior Staff on the allotment of surplus funds as presented in Reference Document #B259-5.2.3a.

Moved by: Sammy Jamoul

Seconded by: Dan Daminato

THEREFORE, BE IT RESOLVED THAT:

1. The Board of Governors adopts the revised 2025-2030 Forecasted Five-Year Allotment of Surplus Funds as presented in Reference Document #B259-5.2.3a.
2. This Resolution adopting these surplus allotments for the fiscal years 2025-2030 supersedes and replaces the last resolution and any previous motions adopted in connection with the allotment of surplus funds as at June 30, 2025.

Resolution #B259-5.2.3 was unanimously adopted.

5.2.4 Authorizations for Line of Credit

The Director General prefaced this item by explaining the difference between College signatories (Officers of the College) and their authorities and those who can authorize certain activities. Until the appointment of a new Academic Dean, Sandra Stark is Interim Academic Dean.

RÉSOLUTION N° B259-5.2.4

AUTORISATION DU RÉGIME D'EMPRUNTS

ATTENDU QUE, le 23 novembre 2023, le Conseil d'administration adopté la Résolution N° 243-6.3.4 autorisant le président du Conseil d'administration, le vice-président du Conseil d'administration, le directeur général et le directeur des études, au nom et pour Cégep Heritage College (l'« Emprunteur »), à signer tous les conventions de marge de crédit auprès du ministre des Finances et tout ajout ou modification à ceux-ci.

ET ATTENDU QUE la Résolution N° 243-6.3.4 autorise le directeur des Services d'approvisionnement et financiers à confirmer toute transaction nécessaire afin d'utiliser une marge de crédit approuvée.

ET ATTENDU QUE, le 13 novembre 2025, le ministre des Finances a révisé ses procédures exigeant un certificat d'attestation de fonctions et de signatures pour autoriser l'accès au système de crédit (« Extranet Financement regroupé ») tel que présenté dans le document de référence n° B259-5.2.4a.

ET ATTENDU QUE l'Emprunteur doit présenter un certificat d'attestation de fonctions et de signatures à la suite de tout changement de personnes autorisées à signer toutes les conventions de marge de crédit et de tout ajout ou modification à ceux-ci.

Proposée par : Lynne Perron

Appuyée par : Sammy Jamoul

PAR CONSÉQUENT, IL EST RÉSOLU QUE le Conseil d'administration :

1. Adopte le certificat d'attestation de fonctions et de signatures autorisant l'accès au système de crédit (« Extranet Financement regroupé ») tel que présenté dans le document de référence n° B259-5.2.4a.
2. Autorise le directeur des Services d'approvisionnement et financiers à confirmer toute transaction financière nécessaire afin d'utiliser une marge de crédit approuvée.

Resolution #B259-5.2.4 was unanimously adopted.

5.3 Academic Matters

5.3.1 2026-2027 Academic Calendar

Caitlin Campisi, Associate Academic Dean, was pleased to present English and French versions and provided an overview of the process in developing the calendar. She informed the Board that the proposed calendar is typical except for the scheduling of two Monday replacement days in the Fall Session in consideration of the provincial elections and Thanksgiving, resulting in one less day for Fall study days. In response to a query, it was confirmed that the duration of the Fall Break has never been five days, as teachers need prep days and the shorter study days period allows for students to leave earlier for the Christmas break. In response to another query, the timing of the exam re-take is to allow the Registrar's Office enough time to ensure all the planning and operations for the Winter Session is in place for all students. It was noted that the number of students re-taking exams is minimal and teachers can offer accommodations on an individual basis.

RESOLUTION #B259-5.3.1

2026-2027 ACADEMIC CALENDAR

WHEREAS the Academic Planning Committee of the Academic Senate drafted the 2026-2027 Academic Calendar following consultations with Academic Services and senior management.

AND WHEREAS, on November 13, 2025, Academic Senate approved the proposed 2026-2027 Academic Calendar as presented in Reference Document #B259-5.3.1a.

Moved by: Eldon Keon

Seconded by: Lynne Perron

THEREFORE, BE IT RESOLVED THAT, upon recommendation by the Academic Senate, the Board of Governors adopts the 2026-2027 Academic Calendar as presented in Reference Document #B259-5.3.1a.

Resolution #B259-5.3.1 was unanimously adopted.

5.3.2 2026-2027 Program Profiles

Sandra Stark, Associate Academic Dean, informed the Board that Program Profiles come to the Board annually for adoption. Only three of the Profiles presented have small changes for which an overview was provided.

RESOLUTION #B259-5.3.2

2026-2027 PROGRAM PROFILES

WHEREAS in accordance with Division V Administration of Programs of the *College Education Regulations (CQLR, c C-29, r 4)*, the Academic Senate annually reviews all program profiles for the adoption by the Board of Governors.

AND WHEREAS on December 4, 2025, the following Program Profiles were reviewed and approved by the Academic Senate:

Technical Programs	Pre-University Programs
410.G0 Business Administration	700.B1 Liberal Arts (General Profile)
420.B0 Computer Science	700.B2 Liberal Arts (Math Profile)
322.A1 Early Childhood Education	200.B1 Science
243.G0 Electrical Engineering Technology	300.A1 Social Science (without Math)
570.G0 Graphic and Web Design	300.A3 Social Science (with Math)
180.A0 Nursing	510.A0 Visual Arts
351.A1 Special Education Techniques	

Moved by: Leslie-Anne Barber

Seconded by: Dan Daminato

THEREFORE, BE IT RESOLVED THAT:

In accordance with Division V Administration of Programs of the *College Education Regulations (CQLR, c C-29, r 4)* and upon recommendation by the Academic Senate, the Board of Governors adopts the proposed Program Profiles as presented in Reference Document #B259-5.3.2a.

Resolution #B259-5.3.2 was unanimously adopted.

5.4 Governance Matters

5.4.1 Records and Archives Management – Access to BAnQ’s Gestion de l’application de la Loi sur les archives (GALA)

The Director General explained the necessity of moving forward with the management of College’s records and the link to the annual priorities.

RÉSOLUTION No B259-5.4.1

GESTION DES DOCUMENTS ET ARCHIVES

ATTENDU QU’en vertu de l’article 7 de la Loi sur les archives (RLRQ, chapitre A-21.1), tout organisme public doit établir et tenir à jour un calendrier de conservation de ses documents ;

ET ATTENDU QU’en vertu du troisième alinéa de l’article 8 de cette loi, tout organisme public visé aux paragraphes 4° à 7° de l’annexe doit, conformément au règlement, soumettre à l’approbation de Bibliothèque et Archives nationales du Québec son calendrier de conservation et toute modification relative à l’addition de nouveaux documents ou relative aux documents destinés à être conservés de manière permanente ;

ET ATTENDU QUE Cégep Heritage College est un organisme public visé au paragraphe 6 de l’annexe de cette loi ;

ET ATTENDU QUE, le 15 février 2023, le conseil d’administration a autorisé le directeur général, Terry Kharyati, à signer le calendrier de conservation et toute modification relative à l’ajout de nouveaux documents ou à des documents devant être conservés de façon permanente, et à soumettre ce calendrier ou cette modification à la BAnQ pour approbation au nom du Cégep Heritage College.

ET ATTENDU QUE le directeur générale, Terry Kharyati, a annoncé son départ à la retraite à compter du 16 juillet 2025.

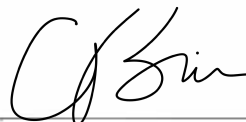
ET ATTENDU QUE, le 20 août 2025, le conseil d’administration a nommé Lisa Peldjak au poste de directrice générale.

ET ATTENDU QUE BAnQ doit être informée des changements concernant la personne responsable de signer le calendrier de conservation et de toute modification relative à l’ajout de nouveaux documents ou à des documents devant être conservés de façon permanente, ainsi que de

	l'autorisation de soumettre ces informations à BAnQ pour approbation au nom du Cégep Heritage College. Proposée par : Leslie-Anne Barber Appuyée par : Sammy Jamoul EN CONSÉQUENCE, IL EST RÉSOLU QUE le conseil d'administration autorise la nouvelle directrice générale, Lisa Peldjak, à signer le calendrier de conservation et toute modification relative à l'addition de nouveaux documents ou relative aux documents destinés à être conservés de manière permanente, et à soumettre ce calendrier ou cette modification à l'approbation de Bibliothèque et Archives nationales du Québec pour et au nom de Cégep Heritage College, tel que présenté dans le document de référence no B259-5.4.1b. Resolution #B259-5.4.1 was unanimously adopted.
B259-6.0	OTHER 6.1 Roundtable The Chair thanked participants and opened the floor for questions. In response to a query, the Director General provided an update on the status of the Academic Dean search.
B259-7.0	NEXT MEETING 8.1 The next meeting is scheduled for January 14, 2026.
B259-8.0	TERMINATION All business having been concluded the meeting was terminated at 6:54 pm.



Valerie Gauthier
Secretary General



Cary O'Brien
Chair

