



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS REGULAR MEETING

Public Session - MINUTES

Date: Wednesday, February 10, 2016
Location: Community Room, Gordon Willey Building, A144

Members Present: Pierre Tremblay, chair
Doug Allingham
Nneka Bowen
Ivan DeJong
Kevin Griffin
Don Lovisa, president (ex-officio)
Paul Macklin
Debbie McKee Demczyk
Charlie Qaqish
Heather Quantrill
Steve Stewart, arrived at 6:30 p.m.
Jim Wilson

Members Absent: Dan Borowec, vice-chair
Kristi Honey
Rick Johnson
Andrée Robichaud

Staff Present: Scott Blakey, chief administrative officer
Jennifer Clark, board secretary
Tony Doyle, chief of staff
Barbara MacCheyne, chief financial officer
Elaine Popp, vice-president, Academic
Janse Tolmie, associate vice-president, Information Technology
Services and chief information officer

Staff Absent: Meri Kim Oliver, vice-president, Student Affairs

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. INTRODUCTION OF GUESTS

The following guests were in attendance: Journalism students Chris Rego, Taylor Waynes, Megan Chags; Allison Hector-Alexander, diversity consultant; Kirsti McNabney, coordinator, Student Orientation and Transitions; DC Crew students Chantelle Harrison, Angela Urch and Eric Lacina; Stephanie Ball, executive dean, Interdisciplinary Studies and Justice and Community Services; Paul Bishop, executive director, Strategic Enrolment Services; Janse Tolmie, associate vice-president, Information Technology Services and chief information officer; and, Kori Booth, member of the external community.

3. ADDITIONS/DELETIONS TO THE AGENDA

An update on the president's participation in the Premier's Trade Mission to India was added as item 11.3. Discussion regarding a recent media article on provincial funding for skilled training was added under Other Business.

4. CONFLICT OF INTEREST DECLARATIONS

No conflicts of interest were declared.

5. PRESENTATIONS

5.1 DC Crew Leadership Program

Kirsti McNabney introduced the DC Crew Leadership program and the three students who shared their experience as members of DC Crew.

Angela Urch, a student in her final year of the Office Administration program at the Whitby Campus joined DC Crew to push herself outside of her comfort zone. By helping other students succeed she gained so much more herself. Eric Lacina, a second-year Environmental Technology student, transferred to the college from UOIT and took this opportunity to become more involved in student life outside the classroom. Through DC Crew he expanded his networks, meeting students and employees he would not have met otherwise. Chantelle Harrison, in her last year of the Office Administration – Executive program returned to school as a mature student, well aware of the competitive employment market. Her experience with peer mentoring has benefitted her as much as the students she mentors and will help her stand out when looking for her next job.

In response to questions, students noted how the relationships they made through DC Crew have resulted in good work placements with potential in some cases for permanent employment. Of the over 200 students registered in the program, 60-70 regularly volunteer; the program has expanded to include more leadership training with

a goal of increasing the number of active members. DC Crew would appreciate involvement of the governors through referrals to the external community. Congratulations were extended to the students on their willingness to stretch themselves and help others; their ability to manage so many priorities was commended.

5.2 Program Health Matrix 2.0 (Our Students)

The Program Health Matrix 2.0 delivers on a 2015-2016 Business Plan goal and builds on the prior program health matrix, which was primarily focused on program growth. In addition to planned and targeted enrolment growth, version 2.0 also focuses on impact on college finances and space, and MTCU quality metrics. It measures performance, as demonstrated through student satisfaction and perseverance, graduation rate, employment and pursuit of additional education. It also measures sustainability, demonstrated by applications, enrolment, financial contribution, and space requirements. Reports will be at the program-level and form the basis of comprehensive program review; this will be particularly valuable year-over-year. Broad consultation has been undertaken to develop the tool and will be undertaken again after use of the tool to ensure it is the best it can be. A more detailed presentation will be given to the Board once the Matrix has been utilized over the summer.

ACTION: Update the Board on the use of the Program Health Matrix 2.0 in the fall.

In response to questions, it was noted that each college creates its own mechanism to evaluate program quality; MTCU needs assurance that colleges are making strategic and transparent decisions regarding programs; Program Health Matrix 2.0 will provide this assurance.

5.3 Presentation of Good Governance Certificates

Governors Kevin Griffin, Kristi Honey, Rick Johnson, Jim Wilson and President's Office staff member Sarah Brathwaite have qualified for their Good Governance certificates. Certificates were presented to those in attendance at the meeting.

6. CONSENT AGENDA

Governor Stewart arrived at this time. Item 14.3 Establishment of Election Dispute and Appeal Committees was pulled from the Consent Agenda.

The balance of the consent agenda includes the:

7. Minutes of the Meeting of December 9, 2015, for approval

THAT the minutes of the December 9, 2015 meeting of the Board of Governors, public session, be approved as read.

11.1 President's Report on Durham College, received for information

11.2 Committee of Presidents January 19, 2016 meeting summary, received for information

12.1 Governance Review Committee meeting minutes, for information and recommendations for approval by the Board.

That the Board of Governors approves By-Law No. 4 and the proposed amendments to By-Law No. 1 as amended by the Governance Review Committee on January 27, 2016.

A correction was noted in By-Law No. 4, clause 7.2, to the name of the Office of Strategic Enrolment Services. "And/or" in amendments to By-Law No. 1 is to be changed to "or".

That the Board of Governors approves the following renewed policies as presented:

Executive Limitations: Entrepreneurial Activities and Subsidiaries Policy

Executive Limitations: Financial Matters

Executive Limitations: Programs of Instruction

Governance Process: Recruitment of External Governors

13.1 PAC Minutes, received for information

13.2 Amendments to By-Law No. 4, for approval

THAT the Board of Governors approves these amendments to the proposed By-Law No. 4 as presented.

Moved by Governor DeJong

Seconded by Governor Quantrill

THAT the Board of Governors approves the balance of the consent agenda.

CARRIED.

7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of December 9, 2015

Approved under the Consent Agenda.

8. ACTIONS ARISING FROM PREVIOUS MINUTES

It was confirmed that Strategic Mandate Agreement Report-Backs of other colleges will be made available upon request.

A report on non-PSE enrolment and grant revenue will be brought to a future Audit and Finance Committee meeting.

9. CHAIR'S REPORT

A great event was hosted by the college to recognize scholarship donors and recipients; would be even better with more attendance from donors. First time donors were very impressed with what they had chosen to support. Recommends review of donor turn-out with intention to increase engagement.

The recent meeting with the Deputy Minister, Sheldon Levy was very positive; he is very knowledgeable about the college and provided good counsel. He was also very complimentary of the college's senior management team.

The board secretary's resignation to take on a new fundraising position at the college was acknowledged; appreciation was extended for her service to the Board over the past three years.

10. CO-POPULOUS GOVERNORS' REPORT

None.

11. PRESIDENT'S REPORT

11.1 Durham College (All Pillars)

Received under the Consent Agenda.

11.2 Colleges Ontario - Committee of Presidents, January 19, 2016 Meeting Summary

Received under the Consent Agenda.

11.3 Premier's Trade Mission to India

The president summarized his recent trip to India; the scale of the education sector is much larger than Canada's; their interest in the Canadian education sector is in aligning with internationally-recognized, quality brands; the value for Canadian post-secondary education (PSE) institutions is, in large part, the potential volume of business, especially with the anticipated significant growth in the Indian PSE sector. The challenge with Canada-India PSE partnerships is in finding a profitable model. The college signed an MOU with Modi Edutech under which Durham College will tailor its early childhood education curriculum to train the teachers who will deliver pre-school education, an emerging market in India. The Trade Mission provided an excellent opportunity to network with both Indian and Canadian PSE, business and government leaders.

In response to questions it was noted that India does not have the same regulatory/quality framework, there is a greater variability in quality and resources between institutions; the scale is huge and history much longer. The partnership with Modi Edutech will likely be initiated by next January; Durham College will take a

measured, careful approach with a focus on quality. Many of the other colleges on the Trade Mission have already established partnerships in India.

12. COMMITTEE REPORTS

12.1 GOVERNANCE REVIEW COMMITTEE Minutes of the January 27, 2016 Meeting

Received for information, and recommendations to the Board were approved under the Consent Agenda.

13. CONTINUING BUSINESS

13.1 Program Advisory Committee Minutes (Our Students)

Received under the Consent Agenda.

13.2 Amendments to By-Law No. 4

Approved under the Consent Agenda.

13.3 Strategic Plan - Governors' Community Consultation (All Pillars)

Governors are asked to participate in strategic planning community consultations similar to consultations undertaken internally by DCLT and scheduled to be undertaken by selected faculty members. Input received will be summarized and presented by each governor at the April Board Retreat. The same questions will also be discussed at the Board and PAC Chairs Roundtable. Summaries of the DCLT, faculty and PAC Chairs consultations will also be provided at the Retreat.

ACTION: Governors to inform the board secretary of the individuals they intend to interview prior to approaching the individual, to ensure no duplication.

ACTION: Provide governors with background information to support their interviews with members of the public.

Moved by Governor Wilson

Seconded by Governor Allingham

THAT the Board of Governors approves the list of questions for use by governors in their strategic plan community consultation as presented.

CARRIED.

14. NEW BUSINESS

14.1 New Program of Instruction - Office Administration - Real Estate, for approval (Our Students)

Confirmation was provided that the proposed new program has passed the required internal review and MTCU credential process. Statistical analysis and environmental scans indicate a strong market for individuals with this expertise; program is positioned to appeal to a wide target market from direct entry from high school, returning students, mature students and second career. It is unique in the province; will be a good destination for students with other office skills. Two field placements, one in each of the third and fourth semesters are provided; experience shows that this increases the success rate in obtaining permanent employment. The new program integrates well with the office administration-legal and law clerk programs, providing lots of flexibility for students; also allows college to hire part-time faculty for the specialized courses and utilize existing expertise for the others.

In response to questions, it was noted that the increasing prevalence of industry-specific software has driven demand, and may explain the lack of similar programs elsewhere. The specialized expertise necessary to teach the curriculum is available; no challenge in finding faculty is anticipated.

Moved By Governor DeJong
Seconded By Governor Griffin

THAT the Durham College Board of Governors approves the postsecondary program of instruction for the Office Administration – Real Estate Ontario College Diploma program.

CARRIED.

14.2 2016-2017 Tuition and Ancillary Fees, for approval (Our Business)

Charts were shown illustrating the significant contribution of tuition and other fees to college revenue (roughly equal to grant revenue), the significant proportion of expenses comprising salaries and benefits (which rise according to agreements with the various bargaining units) and the importance of maximizing the tuition fee increases to the growth and core business of the college. It is important to consider the actual dollar value increase of a 3% increase in college tuitions fees, which is much lower compared to the same per cent increase to university tuition fees.

2016-2017 is the last year of the three-year cap in tuition fee increases of 3%. Unlikely to hear of MTCU's plan for future years' tuition fee increases until much closer to 2017-2018.

Paul - two reports - tuition, and ancillary fees

The college proposes a 3% increase across the board, except for three programs that will only increase by 1.5% in order to remain competitive. The college's approach to tuition fee increases is to keep tuition fees for all programs as similar as possible unless there are extraordinary circumstances.

Under the protocol required by MTCU, ancillary fees must be negotiated with the Student Association. Three meetings were held; significant background information was provided; students were more engaged than in previous years; some ancillary fee increases were rolled back to the minimum possible. One proposed new ancillary fee, for campus recreation programs must, under the protocol, be taken to the students through a referendum. This is underway now; results will be available before the end of the month and will be communicated to the Board.

ACTION: Communicate results of referendum on new campus recreation programs ancillary fee to the Board.

In response to questions, it was noted that this is the last year of the negotiated UPass transit fee increase. Changes to this fee are to be negotiated between the Region of Durham and the Student Association and have the potential to significantly impact students; negotiations may lead to a referendum. The college is providing all the information requested by the Region, and continues to remind the Region that it is the Student Association with whom they need to negotiate. Approximately 60% of Durham College students receive financial aid; most financial aid keeps pace with increasing tuition fees.

Proposed 2016-2017 tuition fees and ancillary fees are appended as Schedules 1 and 2.

Moved by Governor Macklin

Seconded by Governor McKee Demczyk

THAT the Durham College Board of Governors approves the proposed increases to the 2016-17 tuition fees and compulsory ancillary fees as presented.

CARRIED.

14.3 Establishment of Election Dispute and Appeal Committees

The composition of the committees was reviewed, noting that staffing of the committees must reach beyond the board secretary as the person in that role serves as the chief returning officer.

Moved By Governor Allingham

Seconded By Governor Bowen

That the Board of Governors establishes the Election Dispute Committee and the Election Appeal Committee for the 2016 student governor election commencing February 10, 2016 for the duration of the nomination, campaign, election, disputes and appeals periods plus ten (10) business days.

CARRIED.

With the enactment of By-Law No. 4, the Board's governance process policy on Election of Internal Board Members is no longer in effect.

Moved by President Lovisa

Seconded by Governor Bowen

THAT the Board's Governance Process policy on Election of Internal Board Members hereby be rescinded.

CARRIED.

15. OTHER BUSINESS

The February 3, 2016 article by John Valorzi in QP Briefing entitled "Happening: Province finances new skills training projects" was posted for governors' access prior to the meeting. Durham College is receiving approximately \$700,000 of the \$36 million committed by the province in last year's budget, for the welding program. The funding received by the college this year is double that of previous years and allows enrolment in the program to double. However, funding for the next two years will be half of that received this year.

16. INQUIRIES AND COMMUNICATIONS

None.

17. UPCOMING EVENTS

A short orientation to the new Board Portal will held during the recess. Two Jamie Kennedy Thursdays events at Bistro '67, the student governor election, spring open house and the athletic awards luncheon and athletic banquet will all take place before the next meeting of the Board.

18. MOVE TO IN-CAMERA SESSION

Durham College by-law No. 1. provides for the Board of Governors to address, in-camera, items of corporate business respecting human resources or litigation matters, confidential items covered under the Freedom of Information and Protection of Privacy Act and, items that the Board deems to be confidential to the College.

Moved By Governor DeJong
Seconded By Governor Macklin

THAT the Durham College Board of Governors moves in-camera after a short recess.

CARRIED.

19. ADJOURNMENT

The Board of Governors meeting returned to public session at 8:15 p.m.

Moved By Governor DeJong
Seconded By Governor Griffin

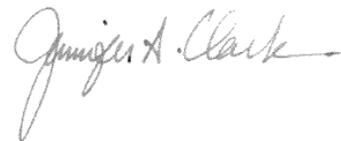
THAT the in-camera session of the Board of Governors meeting of February 10, 2016 adjourns.

CARRIED.

The meeting adjourned at 8:15 p.m.



Pierre Tremblay, chair



Jennifer Clark, secretary

Schedule 1

Tuition Fees High Demand Programs	2015/16	2016/17	Increase 2016/17
911 Emergency and Call Centre Communications	\$3,150.32	\$3,244.82	\$94.50
Addictions & Mental Health	\$5,110.67	\$5,263.99	\$153.32
Advanced Care Paramedic	\$16,596.09	\$16,845.03	\$248.94
Advanced Filmmaking	\$4,230.45	\$4,357.36	\$126.91
Advanced Law Enforcement and Investigations	\$3,715.27	\$3,826.72	\$111.45
Advertising – Digital Media Management	\$4,109.70	\$4,232.99	\$123.29
Animation - Digital Arts	\$4,458.32	\$4,592.06	\$133.74
Animal Care	\$3,201.68	\$3,297.73	\$96.05
Communicative Disorders Assistant	\$5,110.67	\$5,263.99	\$153.32
Paralegal (grad cert)	\$3,691.23	\$3,801.96	\$110.73
Interactive Media Design	\$3,242.12	\$3,339.38	\$97.26
Culinary Skills	\$2,895.72	\$2,982.59	\$86.87
Dental Assisting (Levels I and II)	\$4,051.82	\$4,173.37	\$121.55
Dental Hygiene	\$9,118.80	\$9,392.36	\$273.56
Digital Photography	\$2,859.66	\$2,945.44	\$85.78
Digital Video Production	\$2,859.66	\$2,945.44	\$85.78
Electrical Technician – Instrumentation & Control	\$2,955.82	\$3,044.49	\$88.67
Game Development	\$6,935.53	\$7,143.59	\$208.06
Gas Technician 2	\$3,416.95	\$3,519.45	\$102.50
Graphic Design	\$3,242.12	\$3,339.38	\$97.26
Heating, Ventilation & Air Conditioning Techniques	\$3,416.95	\$3,519.45	\$102.50
Hospitality Management	\$2,895.72	\$2,982.59	\$86.87
Human Resource Management	\$3,613.64	\$3,722.04	\$108.40
Interactive Media Management	\$2,820.30	\$2,904.90	\$84.60
Mechanical Technician – Mechanical Maintenance & Control	\$3,002.81	\$3,092.89	\$90.08
Mediation – Alternate Dispute Resolution	\$3,440.99	\$3,544.21	\$103.22
Power Engineering Technician	\$6,294.62	\$6,389.03	\$188.83
Practical Nursing	\$4,051.82	\$4,173.37	\$121.55
Pre-Service Firefighter Education and Training	\$11,870.87	\$12,226.99	\$356.12
Primary Care Paramedic	\$7,956.36	\$8,075.70	\$238.69
Social Service Worker	\$3,242.12	\$3,339.38	\$97.26
Sport Business Management	\$3,327.35	\$3,427.17	\$99.82

Youth Justice and Interventions	\$3,327.35	\$3,427.17	\$99.82
VFX and Digital Cinema	\$8,489.05	\$8,743.72	\$254.67

Miscellaneous Tuition Fees	2015/16 (Current)	2016/17	Increase 2016/17
Challenge Exam/Portfolio Assessment (per course)	\$151.38	\$155.92	\$4.54
Portfolio Development (per hour)	\$6.70	\$6.90	\$0.20
Tuition Short (per week)	\$75.56	\$77.82	\$2.26
Part-Time Post-Secondary (per hour)	\$6.43	\$6.62	\$0.19

Schedule 2.

Mandatory Ancillary Fees	2015/16	2016/17
Athletic Complex Membership	\$34.66	\$35.39
Intercollegiate Athletics	\$35.88	\$36.60
Health Services	\$17.00	\$17.34
Student Transitions (formerly Student Handbook)	\$5.78	\$6.87
Student I.D.	\$17.32	\$17.67
Information Technology (IT) Services	179.88	\$183.48
Security (24 hour access to computer lab)	\$26.05	\$26.57
Athletic Centre Expansion	\$165.03	\$168.50
U Pass Transit	\$206.00	\$240.00
Graduation (all 1st year and direct entry students)	\$34.13	\$34.81
Access Copyright	\$4.06	\$4.14
Student Association Levies	2015/16	2016/17
Student Association	\$102.31	\$96.31
Health Plan	\$105.53	\$105.53
Dental Plan	\$88.13	\$88.13
Student Centre	\$58.51	\$58.51
Campus Radio Station	\$10.90	\$10.90
Total	\$1,057.50	\$1,130.75

Notes:

- Health and Dental insurance plan fees are estimates. Actual fees will be determined and confirmed by the insurer under the agreement with the Student Association.
- Students may opt out of the Health and Dental plans at the Student Centre with proof of comparable, supplemental medical coverage.
- International students pay a separate fee of \$560.00 for health coverage under a College contract with Sun Life in lieu of OHIP.