**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

BOARD OF GOVERNORS

PUBLIC MINUTES

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| Date of Meeting:  Location: | Wednesday, April 11, 2012  Elgin Room, Wooden Sticks Golf Club, Uxbridge |
| Members Present: | Darrell Sewell, Chair (3:33 pm)  Ron Chatterton  Thomas Coughlan (3:39 pm)  Garry Cubitt Carlee Fraser, via teleconference President Lovisa Doug McKay Mary Simpson Judith Spring Pierre Tremblay  Franklin Wu, Vice Chair | |  |
| Absent: | Rhonda Christian  Kevin Dougherty  Michael Newell  Zach Eastman | |  |

Secretary: Leigh Doughty

Senior Staff: Nevzat Gurmen

Ken Robb

Donna McFarlane

Margaret Greenley

Judy Robinson

Mary Blanchard

David Chambers

Tony Doyle

Darrin Caron

# 1. CALL TO ORDER

Franklin Wu, Vice-Chair called the meeting to order at 3:25 p.m.​

# 2. INTRODUCTION OF GUESTS

Donna McFarlane, Vice-President of External Communications and Marketing, introduced Kevin Baker, Dean, School of Interdisciplinary Studies and Employment Services and Kim Lutes-McKay, Manager, Community Employment Resource Services, School of Interdisciplinary Studies; Nelson Rogers, consultant.

# 3. ADDITIONS/DELETIONS TO THE AGENDA

None noted. ​

# 4. CONFLICT OF INTEREST DECLARATIONS

None noted. ​

# 5. PRESENTATIONS

## 5.1. Community Employment Services at the Uxbridge Learning Site

Kevin Baker, Dean, School of Interdisciplinary Studies and Employment Services and Kim Lutes-McKay, Manager, Community Employment Resource Services, School of Interdisciplinary Studies and Employment Services made a presentation regarding the community employment services available at the Uxbridge Learning Site.

Community employment services assist employers with information on human resources practices including development of policies and procedures. Our community employment services provide workshops, counselling and other support to job seekers in Port Hope, Bowmanville, Oshawa, Port Perry, Uxbridge and Brock Township. We also deliver summer job services in Port Hope, Oshawa and Uxbridge.

Any job seeker can visit our site for employment services. Small businesses are the backbone of the community and benefit from employment services. Many clients inquire about Durham College communications, but we can also complete assessments; advise about academic upgrading; and assist with second career applications. We have regular contact with local employers and discuss skills and employment trends with them.

In 2011-12 we served more than 20,000 job seekers. We have received several provincial service awards, together with local government awards; and were one of the first Durham College departments to create a customer service charter. Our centre received over $2 million in grants last year for client services. Durham College employment services assists any job seeker on behalf of the community as a third party contractor with the province. Durham College has filed application with the Ministry to continue to be one of the few remaining colleges in the province to deliver employment services in the community.

Governor Darrell Sewell assumed the Chair at 3:39 p.m.

## 5.2. Revitalization of the Uxbridge Learning Site

Mary Blanchard introduced Nelson Rogers, Consultant, Community Ingenuity, who presented recommendations regarding revitalization of the Uxbridge Learning Site. Nelson worked for Algonquin College for over twenty-six years in a variety of positions including professor, research manager, director and dean; upon retirement he created the consulting firm Community Ingenuity.

Nelson commented on the untapped potential for the Uxbridge campus and the community analysis completed as part of the report. Nelson provided an overview of the community context of the report. Uxbridge is a rural region with a population of approximately 140,000, offering tremendous opportunity for community connections. Opportunities exist for business retention and expansion, especially in innovative technology, agriculture, tourism and film.

Durham region offers high skills, high paying jobs and economic development. The College has a strong track record of offering many programs and top quality services. There is adequate space at Uxbridge campus for potential growth and solid employment prospects especially in sales and service; business, finance and administration; and trades, transport and equipment.

The most popular programs noted by those in the local regional area include police foundations; general arts and science; social service works; businesses; heating, refrigeration and air conditioning. Distance to campus is an important factor to college registration. Potential programs for success at Uxbridge include: academic upgrading; business including entrepreneurship and small business; office administration; trades fundamentals and construction hoisting technique; and personal support worker. Durham College has approvals in place for these programs. Longer term initiatives for Uxbridge may include identifying its own brand; a halo program; and a centre of expertise or rural innovation.

Next steps may include establishment of an advisory committee; definition of the required student services; opportunities for continuing education; and contract training and applied research.

## Board members asked about a focus on marketing for such programs as business - entrepreneurship program and also requested some background information regarding the original establishment of the Uxbridge campus. President Lovisa advised it is time to renew the Uxbridge campus and we look forward to community engagement. The Board asked questions about possible trades programs in rural communities. Nelson suggested this could be accomplished through mobile learning centres or partnerships with local educational institutions.

Nelson Rogers left the meeting at 4:15 p.m.

## 5.3. Durham College 2012 - 2013 Budget

Nevzat Gurmen, VP Finance/CFO presented the 2012-2013 Budget.

Nevzat offered a balanced budget, the fourth consecutive budget since 2009-10. The budget supports Durham College expansion including increased students, two new learning sites, eight new post secondary programs, fourteen new faculty, fifteen staff and expanded academic space with renovated classrooms labs and faculty offices.

The budget does not assume any increase in operating grants. Tuition fees were assumed at a 5% overall increase as we await formal instruction from the Ministry. Salaries and benefits were assumed based on current collective agreements.

The budget includes a total capital of $9.4M of which $7.2M will be sourced from operating cash flow for academic, student services, information technology, facilities, residence renovations and accessibility pool and contingency capital plans. Cash flow projections include utilization of $3.9M for Whitby Phase 3 project spending.

Challenges to the budget include lack of increase in operating grants, tuition fees and introduction of new programs. Assessed risks include the need to meet domestic and international enrolment targets; reduction in enrolment in skilled trades; apprenticeship and renewal technology; derivatives interest and realignment of share services with UOIT. The budget includes authorization for the $2.6M spending required in 2013-2014 for renovations and deferred maintenance and construction of Whitby Phase 3.

Board members asked about the $9.4M capital budget and the $7.2M from college operating. The $7.2M is funded from non-cash expenses such as amortization.

Moved by Governor Spring Seconded by Governor Coughlan

**That the Durham College Board of Governors approves the 2012-13 Operating and Capital budgets.**

CARRIED

# 6. CONSENT AGENDA

The Chair presented the consent agenda.

Items 7.1 and  11.1 were separated from the consent agenda.

Items 10.0, 11.2, 14.1, 14.2 and 14.3 were included as part of the consent agenda.

Moved by Governor Cubitt Seconded by Governor McKay

**That items 10.0, 11.2, 14.1, 14.2 and 14.3** **be approved as part of the consent agenda.**

CARRIED

# 7. APPROVAL OF PREVIOUS MINUTES

## 7.1. Board of Governors Minutes of the Public Session of March 7, 2012

Moved by Governor Cubitt Seconded by Governor Simpson

**That the minutes of the regular public meeting of the Durham College Board of Governors, held on March 7, 2012 be approved as amended.**

CARRIED

# 8. ACTIONS ARISING FROM PREVIOUS MINUTES

None noted. ​

# 9. CHAIR`S REPORT

None noted. ​

# 10. PRESIDENT`S REPORT - April 2012

Moved by Governor Cubitt Seconded by Governor McKay

**The Presidents report for April 2012 was received for information.**

CARRIED

# 11. COMMITTEE REPORTS

## 11.1. AUDIT AND FINANCE COMMITTEE

### 11.1.1. Audit and Finance Committee Report 6 of April 3, 2012

Moved by Governor Spring Seconded by Governor Coughlan

### **That Audit and Finance Committee Report 6 of April 3, 2012 be approved as amended.**

CARRIED

## 11.2. EXECUTIVE COMMITTEE

### 11.2.1. Executive Committee Report 7 of March 28, 2012

Moved by Governor Cubitt Seconded by Governor McKay

### **That Executive Committee Report 7 of March 28, 2012 be approved.**

CARRIED

# 12. CONTINUING BUSINESS

None noted. ​

# 13. NEW BUSINESS

## 13.1. Approval of New Postsecondary Programs of Instruction

Board members asked about the project management program, how it will relate to the project management institute certification, and if it will enable students to write the institute examination. Staff advised this is the first time the College has offered project management as an Ontario college graduate certificate. This program will provide students with the preliminary level of project management and they can choose to write the first level examination of project management with the management institute.

Board members asked about growth of this program and if there may be a connection with UOIT. Staff advised there will be a pathway from Durham College certificate programs to this program. We understand UOIT offers project management through their corporate training programs and continuing education.

Board members asked about the electrical techniques certificate and how it relates to other skilled trades courses. We consider this offers another access program to students. Graduates will secure the basic level electrical offered in the one year program. This will also provide a year of hands on experience in an electrical environment which is attractive to employers. This program, as well as the current electrical program, will lead into an apprenticeship.

Moved by Governor Simpson Seconded by Governor Coughlan

### **That the Durham College Board of Governors approves the postsecondary programs of instruction for Project Management, Electrical Techniques and Special Events Planning.**

CARRIED

# 14. OTHER BUSINESS

## 14.1. Program Advisory Committee Minutes

Moved by Governor Cubitt Seconded by Governor McKay

### **That the Program Advisory Committee minutes be received.**

CARRIED

## 14.2. Quarterly Departmental Review Report - Finance

Moved by Governor Cubitt Seconded by Governor McKay

### **That the Quarterly Departmental Review Report for Finance be received.**

CARRIED

## 14.3. Internal Elections to the Board of Governors

Moved by Governor Cubitt Seconded by Governor McKay

**That the Durham College Board of Governors receive the election results for student representative to the Board, appointing Sanjay Surendran for a one year term commencing September 1, 2012; and further**

**That the election results for academic staff representative to the Board be received, appointing Kevin Dougherty for a three year term commencing September 1, 2012; and further**

**That the election results for support staff representative to the Board be received, appointing Darren Fisher Dougherty for a three year term commencing September 1, 2012.**

CARRIED

# 15. INQUIRIES AND COMMUNICATIONS

None noted. ​

# 16. UPCOMING EVENTS

## 16.1. Board Meeting - May 16, 2012 (change of date)

## 16.2. Hail and Farewell Event - June 20, 2012

## 16.3. Convocation - June 21 and 22, 2012

# 17. MOVE TO IN-CAMERA SESSION

The public session recessed at 4:54 p.m.

Moved by Governor Spring Seconded by Governor Simpson

**That the Durham College Board of Governors go into an in-camera session to discuss three items under Durham College By-Law No. 1 (11-001) Section 22.3 (a) items of corporate business respecting human resources.**

CARRIED

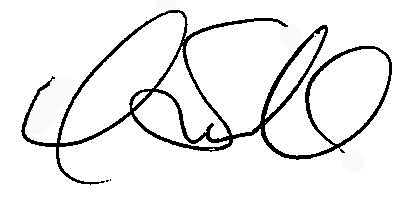
The Board returned to public session at 5:25 p.m.

# 18. ADJOURNMENT

Moved by Governor McKay

**That this meeting of the Board of Governors of Durham College adjourn at 5:25 p.m.​**

CARRIED



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| Board Chair |
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| Leigh Doughty |
| Board Secretary |
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