



**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS
PUBLIC MINUTES**

Date of Meeting: Wednesday, February 8, 2012
Location: Community Room
Gordon Willey Building, A144
Members Present: Darrell Sewell, Chair
Ron Chatterton
Rhonda Christian
Thomas Coughlan, via teleconference
Garry Cubitt
Kevin Dougherty (4:09 p.m.)
Zach Eastman
President Lovisa
Doug McKay
Mary Simpson
Judith Spring
Franklin Wu, Vice Chair
Absent: Carlee Fraser
Pierre Tremblay
Michael Newell
Secretary: Leigh Doughty
Senior Staff: Ken Robb
Judy Robinson
Margaret Greenley
David Chambers
Tony Doyle
Karen Graham
Barb MacCheyne

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m.

2. INTRODUCTION OF GUESTS

Donna McFarlane, Vice-President of External Communications and Marketing, introduced Rick Tidman, Professor, School of Science and Engineering Technology; Erin Emery and Tyler McGarrity, varsity students; Ken Babock, Director, Campus Athletic Centre; Scott Dennis; Sports Information & Marketing Coordinator; Campus Athletic Centre; Mary Blanchard, Associate Vice-President, Academic Planning; Peggy Forbes, Advisor, Aboriginal Student Centre, Vidal Chavannes, Manager, Program Development and Quality Initiatives, Office of Research Services; Barb MacCheyne, Director, Financial Operations; Beth Chappleau, Communications and Marketing, Ranzanalli Jaffar, Professor of School of Business and Information Technical Management; Kristen Callais, Metroland; Tony Poirier, School of Skilled Trades, Apprenticeship and Renewable Energy.

3. ADDITIONS/DELETIONS TO THE AGENDA

None noted.

4. CONFLICT OF INTEREST DECLARATIONS

None noted.

5. PRESENTATIONS

5.1. Biomedical Knowledge Portal Project

Judy Robinson, VP Academic introduced Rick Tidman.

Rick Tidman, professor, school of science and engineering technology made a presentation regarding the Biomedical Knowledge Portal Project.

Rick provided an overview of the unique equipment identification properties of the research project. This project will take advantage of bar code technology in the inventory, tracking and use of medical equipment. The pilot site locations include Ross Memorial, Lakeridge Health and Markham hospitals.

The global scanning feature allows the collection of information for review and advice. If we were to universally communicate we would be able to join all organizations to one system which would allow for the sorting, planning and costing of medical equipment, along with coordinating the purchase and use that occurs within the health care system. If recalls of a device were required, we would be able to cohesively track these devices through the various institutions and have them returned. It would be a synchronized system and at the LHIN level the system could be used for such things as disaster planning.

There are twenty Durham College students involved in the research project at the three hospital sites. We have been funded provincially and federally for this project.

5.2. Durham College Varsity

Erin Emery and Tyler McGarrity, varsity students made a presentation regarding their varsity experience at Durham College.

As student athletes, Erin and Tyler both advised that having the labs open late, as well as other student services available, has allowed them to complete study work late in the evenings - after varsity events.

The Chair asked Erin and Tyler what advice they could provide to the Board. Erin and Tyler indicated that more communication directed to students about student resources available at the College would be beneficial for potential and current students.

Erin Emery, Tyler McGarrity, Ken Babcock and Scott Dennis left the meeting at 4:10 p.m.

5.3. Quarterly Academic Report - Judy Robinson, VP Academic

Judy Robinson, VP Academic presented the quarterly academic report, highlighting our responsible strategic enrolment growth plan, current application rate at 4% and access to new programs.

We are accountable for all programs and they must receive ministry approval. We are meeting accountability requirements by ensuring student retention while continuing to work on pathways with UOIT and Trent University and other institutions outside the region and the province; as well as two Durham College degrees.

Durham College continues to work to enrich the student experience through such initiatives as the aboriginal student centre and our Durham Chinese cultural bridging centre.

We have a number of initiatives with faculty to ensure we measure our quality of teaching and learning including:

- Pickering Learning Centre
- Centre for Food – Whitby Phase III expansion
- Revitalization of the Uxbridge Learning Site with post-secondary and continuing education programs
- New partnership with Parkwood Estate for the horticulture program

The report was received for information.

6. CONSENT AGENDA

The Chair presented the consent agenda.

Items 13.3, 13.4 and 14.1 were separated from the consent agenda.

Moved by Governor McKay

Seconded by Governor Simpson

That items 7.1, 10.1, 11.1.1, 11.2.1, 11.3.1, 13.1 and 13.2 be included as part of the consent agenda.

CARRIED

7. APPROVAL OF PREVIOUS MINUTES

7.1. Minutes of January 11, 2012

Moved by Governor McKay

Seconded by Governor Simpson

That the minutes of the Board of Governors meeting of January 11, 2012 be approved.

CARRIED

8. ACTIONS ARISING FROM PREVIOUS MINUTES

None noted.

9. CHAIR`S REPORT

None noted.

10. PRESIDENT`S REPORT

10.1. President's Report for February 2012

Moved by Governor McKay

Seconded by Governor Simpson

That the President's report for February 2012 be received for information.

CARRIED

11. COMMITTEE REPORTS

11.1. AUDIT AND FINANCE COMMITTEE

11.1.1 Audit and Finance Committee Report No. 4 of January 31, 2012

Moved by Governor McKay

Seconded by Governor Simpson

That the Audit and Finance Committee Report No. 4 of January 31, 2012 be approved.

CARRIED

11.2. EXECUTIVE COMMITTEE

11.2.1 Executive Committee Report No. 5 of January 25, 2012

Moved by Governor McKay

Seconded by Governor Simpson

That the Executive Committee Report No. 5 of January 25, 2012 be approved.

CARRIED

11.3. GOVERNANCE REVIEW COMMITTEE

11.3.1. Governance Review Committee Report No. 2 of January 17, 2012

Moved by Governor McKay

Seconded by Governor Simpson

That Governance Review Committee Report No. 2 of January 17, 2012 be approved.

CARRIED

12. CONTINUING BUSINESS

None noted.

13. NEW BUSINESS

13.1. Interim Budget – Barb MacCheyne, Director, Financial Operations

Moved by Governor McKay

Seconded by Governor Simpson

That the Board of Governors approve this report on the Interim Budget Projection; and further

That this interim budget be submitted to MTCU.

CARRIED

13.2. Board Policy Renewals/Revisions

Moved by Governor McKay

Seconded by Governor Simpson

That the Durham College Board of Governors approve the following policies:

- a) Assessing the President's Performance**
- b) Delegation to the President**
- c) Communication and Counsel to the Board**
- d) Emergency Executive Succession**

CARRIED

13.3. Program Renewal Process Update - Judy Robinson, VP Academic

The Board had questions regarding the use of labour statistics to ensure that programs going forward will be relevant within the current market. Judy Robinson advised that labour market focuses on a review of existing programs rather than new programs. The College uses labour market data to determine if there is a sustaining market for the program. We identify areas for improvement to the curriculum, or determine if the program is no longer relevant. Our institutional research department completes this data analysis.

Moved by Governor Spring

Seconded by Governor Chatterton

That the Board of Governors receives for information this report outlining an example of a program performance dashboard as used in the Program Review and Renewal process.

CARRIED

13.4. New Program Approval - IT Security Graduate Certificate - for implementation 2012

The Board remarked that this new program is very favorable and timely as security of information is such an important business objective.

Moved by Governor Simpson

Seconded by Governor Eastman

That the Durham College Board of Governors approves the post secondary program of instruction for Information Systems Security – Computer and Network.

CARRIED

14. OTHER BUSINESS

14.1. Program Advisory Committee Minutes

The Board requested that the program advisory committee minutes be organized with the action sheets at the front of the package as the minutes themselves are detailed and lengthy. Staff will work to develop a more streamlined process.

Moved by Governor Cubitt

Seconded by Governor Spring

That the Program Advisory Committee minutes be received.

CARRIED

15. INQUIRIES AND COMMUNICATIONS

None noted.

16. UPCOMING EVENTS

16.1. Nominations and Election for Student Governor – February 27 to March 9, 2012

16.2. Nominations and Election for Academic (Faculty) and Support Staff Governor – March 5 to March 16, 2012

16.3. Special Board Meeting Date– Wednesday, **March 7**, 2012 at 6:00 p.m., Community Room

16.4. Annual Donor Reception – March 27, 2012 at 7:00 p.m. in the Student Services Building

16.5. Open House – Oshawa Campus – March 31, 2012

16.6. Special Board Meeting at 3:00 p.m. at Wooden Sticks Golf Course, Uxbridge followed by an Open House Event at 6:00 p.m. at the Uxbridge Learning Site, Campbell Drive, Uxbridge

Staff advised they are also coordinating a joint Durham College/UOIT Pathways event for April 10, 2012, with details to follow soon.

17. MOVE TO IN-CAMERA SESSION

Moved by Governor McKay

Seconded by Governor Spring

That the Durham College Board of Governors go into an in-camera session to discuss two items of corporate business respecting Durham College By-law No. 1(11-001) Section 22.3 (a) items of corporate business respecting human resources and (c) any matter determined by the Board to be confidential to the College; and one item under the Freedom of Information and Protection of Privacy Act, Section 15 (a) and (b) relations with other governments.

The public session recessed at 4:58 p.m.

The Board returned to public session at 6:04 p.m.

18. ADJOURNMENT

Moved by Governor McKay

That this meeting of the Board of Governors of Durham College adjourn at 6:04 p.m.

CARRIED



Darrell Sewell
Board Chair



Leigh Doughty
Board Secretary