

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 428TH REGULAR MEETING (PUBLIC SESSION)  
OF THE BOARD OF GOVERNORS  
JANUARY 13, 2010**

Date: January 13, 2010  
Time: 6:00 p.m.

Place: Community Room  
Oshawa Campus

**IN ATTENDANCE**

GOVERNORS: Aileen Fletcher, Chair  
Bill Robinson, Vice-Chair  
Ron Chatterton  
Rhonda Christian  
Garry Cubitt  
Kevin Dougherty  
Carlee Fraser  
Emoke Kerestely  
Doug McKay  
Michael Newell  
Darrell Sewell  
Jackie Simkin  
Mary E. Simpson (7:29 pm)  
Judy Spring  
Fred Upshaw  
Franklin Wu

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen  
Donna McFarlane  
Ken Robb  
Judy Robinson  
David Chambers

**CALL TO ORDER**

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

**INTRODUCTION OF GUESTS**

Donna McFarlane, Vice-President of Communications and Marketing introduced guests Susan Todd, Associate Dean- Oshawa, School of Applied Sciences, Cosette Kazarian, Communications and Marketing; and Crystal Crimi, Metroland; Dave Smith, Continuing Education and Career Development and Peter Hupka, School of Communication, Language and General Studies.

**ADDITIONS/DELETIONS TO THE AGENDA**

None noted.

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**PRESENTATIONS**

Susan Todd, Associate Dean- Oshawa, School of Applied Sciences, Skilled Trades and Technology made a presentation regarding the programs in her school. The programs are clustered into the areas of Applied Sciences Programs; Technology Programs – Electrical; Technology Programs - Mechanical. School goals for 2010 include that all will be general education compliant, with an average of 21 hours per week, the last chemistry lab will undergo a renovation; create a plan to develop biomedical engineering labs; support project-based learning in the final year of technology projects, investigate more research opportunities/projects and enhance placement opportunities. New programs under consideration are: Food Processing Safety Techniques (approved 2010); Chemical Laboratory Technician; Horticultural Technician; Pharmaceutical Production Technician. Members of the Board asked about currently registered students. Durham has 724 active students in these programs at present. We are not currently at capacity. Members asked whom our partners are within the mapping course. We are working with the Durham District School Board and the Kawartha Pine Ridge District School Board to develop further opportunities for students to move into the program after secondary school. The Chair thanked Susan for her presentation.

**CONFLICT OF INTEREST**

None noted.

**APPROVAL OF PREVIOUS MEETINGS**

Moved by Governor Spring

Seconded by Governor Christian

**“That the minutes of the 427th regular meeting of the Durham College Board of Governors, held November 11, 2009, be approved as amended.”**

CARRIED

**ACTION ARISING FROM PREVIOUS MINUTES**

None noted.

**CHAIR’S REPORT**

None noted.

**PRESIDENT’S REPORT**

President Lovisa presented highlights of his report indicating that 170 students received scholarships this year; recognized the \$13K in money raise for the food drive this year and extended congratulations to Governor Dougherty and the team on this project; highlighted the Olympic torch run as one of Durham College athletes ran with the torch and it was a tremendous day; finally, advised that Mr. Paul Thomas has joined the Durham College Foundation, Paul is our RBC Durham representative. Board members asked about the second career intake in December 2009. President Lovisa advised as the government exceeded their target for this program the funding was exhausted and Durham College has seen the numbers of the intake decline due to this reason.

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**COMMITTEE REPORTS**

The reports for Audit and Finance Committee Report #4 of December 2, 2009 and Governance Review Committee Report #2 of November 23, 2009, were presented to the Board by the respective Chair of each standing committee.

Moved by Governor Cubitt

Seconded by Governor Chatterton

**That the Audit and Finance Committee Report #4 of December 2, 2009 and the Governance Review Committee Report #2 of November 23, 2009 be approved.**

CARRIED

**NEW BUSINESS**

**Approval of a New One-Year Certificate Program – Culinary Skills**

Judy Robinson, VP academic, presented these programs for Board consideration. Judy advised that we have completed business plans for each of the proposed programs to determine the market need. The programs align with the Ontario Colleges of Applied Arts and Technology Act.

Judy reviewed the business case for culinary skills program. A new area we are moving into. This program was in our portfolio a number of years ago. Market and times have changed and research shows we can move forward with this type of program again. We have research data that indicates over the past five years approximately 375 students left the area to attend culinary programs at other institutions. The students in this program will develop well needed skills and be part of a field placement component as part of this program. Students will find employment through a focus on locally grown and diverse foods. We are attempting to create some uniqueness in this program through local support within the industry. The program will be delivered on the Oshawa campus for the business components of the program; and through a partnership with Maxwell Heights Secondary School use their culinary lab for the practical components of the program. There are good opportunities for pathways for graduates of this program with other institutions. We hope in the future to offer our own culinary management program.

Board members asked questions regarding the program, specifically if we consider that this program would cater to internal events for Durham College. This is our intention. Board members asked if our tuition levels are comparable to other programs. Judy confirmed this information.

Moved by Governor Upshaw

Seconded by Governor Sewell

**That the Durham College Board of Governors approve the new Culinary Skills (Ontario College certificate) program.**

CARRIED

**Approval of a New Two-Year Certificate Program – Hospitality Management**

Judy Robinson, VP Academic, presented a two year diploma program which aligns with the Act, for consideration. This program is scheduled for implementation in fall 2010 and was presented to the approval body in December 2009. This classification of tourism is acknowledged as the “tourism label” and focuses on hotel management, restaurants and tourism enterprises. The emphasis is on responsible

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business management and eco-friendly hospitality management. This program is anticipated to participate in a contribution in the third year of its operation. A business case is included with the report. The Durham region has been identified as one of the top sixteen areas in Ontario to be branded as an up and coming tourism region. Graduates of this program will be excellent representatives of the region. There is a practical placement to this program and students will also be encouraged to do an internship between the first and second year. The program will be delivered on campus and we will utilize Maxwell Heights Secondary School food laboratory for this program as well. Economy of scale also includes courses that are similar in the first and second semester. Students of this program will have opportunities for pathways from this program to UOIT Bachelor of Commerce.

Board members made comment that the financial skills portion of the program must be as strong as possible to ensure student success in the area of hospitality.

President Lovisa recognized Governor Spring and her team for their contribution to the development of these new program sectors. Governor Spring advised if the program is successful we will meet with local high schools that currently offer similar introductory programs to make them aware of this new offering at Durham College. As of today there are 55 applications for this program.

Moved by Governor Cubitt

Seconded by Governor Dougherty

**That the Durham College Board of Governors approve the new Hospitality Management-Hotel, Restaurant and Tourism (Ontario College diploma) program.**

CARRIED

**Approval of a New One Year Certificate Program – Mediation/Alternative Dispute Resolution**

Judy Robinson advised this program is designed to be offered to students who already have a college diploma or university degree. This program offering aligns with the Act. The business case indicates a move for alternative dispute mechanisms to be used outside of the judicial sector, as an alternative to long lawsuits. This program will run under the leadership of Stephanie Ball. There are a wide range of areas where graduates may find employment through this program. The enrolment target is twenty-two students in the first year. The program will include an in-house practicum offered on campus to provide a hands on learning experience. It will be offered in traditional delivery in the first year, with the second year offering a compressed program with three day cycles or weekend courses. We have had success with similar delivery methods. The program aligns with the strategic enrolment plan. We will use program marketing activities including the web and other marketing initiatives and anticipate this program will be delivered by part time faculty and will hire full time faculty as the program evolves. The target contribution is 40%.

Board members commented that this is a terrific program, as most individuals interested in this line of work end up getting informal mentorship, as there is no formal program for this type of education.

Moved by Governor Spring

Seconded by Governor Newell

**That the Durham College Board of Governors approve the new Mediation/Alternative Dispute Resolution (Ontario College graduate certificate) program.**

CARRIED

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**OTHER BUSINESS**

**Strategic Planning – Three Year Deliverable Update**

President Lovisa provided an update on the Strategic Planning – Three Year Deliverables report, highlighting the hard work and success that Durham is enjoying. This Mid-Year Update on Year 3 of the Strategic Plan is our opportunity to communicate progress to the Board and the broader college community, advising how the College is performing and working to envision the mission, vision and values.

Our priorities of the past year include:

- Strategic Enrolment Management (SEM)
- Quality Teaching and Learning
- Realignment of the Organization
- Financial Stability
- Build and Strengthen Durham College's Internal Identity and External Image

We have our goals and they fall under the three pillars, "our students, our people and our business". They are organized under strategies and priority actions. SEM focuses on new programs and increasing flexibility in our programs; rebuilding our international portfolio and increasing international students on campus; retention of our students and assisting them to succeed; successes in research and investment by HEQCO; increasing pathways with UOIT and other institutions; creating synergies including reverse pathways for all students.

Quality Teaching and Learning - A full curriculum mapping of programs has been completed. We are supporting teaching and learning through new technologies, faculty training sessions, and the Program Quality Assurance Process Audit (PQAPA).

Realignment - We are working to determine the needs of both institutions, understanding what we are delivering to each and maintaining the upmost respect.

Financial stability - Many reports have been forthcoming in the last year and changes in reporting structure implemented with appropriate safeguards, systems in place, and we have achieved a balanced budget.

Building and Strengthening the Colleges Reputation - We have investigated teaching and learning spaces of the internal and external community and continue to invest in key areas. Our investment in research (CONII) is seeing tremendous success. We need to communicate with the community to let them know what is going on and Durham and continue to focus on excellence in staff, students and faculty.

President Lovisa highlighted the Innovation Centre. Staff in this centre are taking their expertise outside the College to share with others and presented at the University Teaching and Learning Conference in Windsor, Ontario in May, 2009; the Society for Teaching and Learning in Higher Education (STLHE) Conference, University of New Brunswick, June 2009; Human Services and Justice Coordinating Conference (Police Mental Health Training Simulations), Niagara Falls in October, 2009; the Ontario Association of Chiefs of Police Networking Committee in October, 2009; and the Durham Regional Police Services, Senior Administration (Police Mental Health Training Simulations) in October, 2009.

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We continue to realign our organization to achieve and sustain financial independence; and build and solidify the Durham College internal identity and external image.

Board members asked if a strategy has been developed to enhance our KPI results for 2009/2010 academic year focusing on marketing, and also addressed concerns expressed about the book store. Judy Robinson confirmed the KPI results noted students were dissatisfied with required text books in that they were not being used consistently in classroom, there was also mention of efficiencies in the book store. Staff advised the KPI survey comes out again at the beginning of February 2010. The book store continues to operate on behalf of Durham College, UOIT and Trent. Judy spoke to the marketing campaign for the KPI survey and the importance of student participation. Staff are being trained to assist students to properly interpret and complete the survey.

Board members extended congratulations on the reorganization that has taken place this year at Durham College and asked of the status of the service level agreements. Staff advised work is still in progress along with negotiations and agreements. We anticipate completion of the drafts by March 31, 2010. This will include all shared departments.

Moved by Governor Wu

Seconded by Governor Fraser

**That the Durham College Board of Governors accept this Mid-Year Update on Year 3 Progress of the Strategic Plan for information.**

CARRIED

**Program Advisory Committee Minutes**

The Program Advisory Committee Minutes for the months of November and December 2009 were presented.

Moved by Governor Cubitt

Seconded by Governor Robinson

**That the Durham College Board of Governors receive the Program Advisory Committee minutes for November and December 2009, as presented.**

CARRIED

**INQUIRIES AND COMMUNICATIONS**

Nothing noted.

**UPCOMING EVENTS**

None.

**MOVE TO IN-CAMERA SESSION**

Moved by Governor Simkin

Seconded by Governor Kerestely

**“That the Durham College Board of Governors go into an in-camera session to discuss business respecting human resources, business under Section 18.1 - litigation or possible litigation, and business under section 19 – solicitor-client privileged information per the Freedom of Information and Protection of Privacy Act (FIPPA)”.**

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The Board returned to public session at 7:19 p.m.

**ITEMS REPORTED OUT OF IN-CAMERA SESSION**

**Durham College Foundation - Annual Report**

Moved by Governor Upshaw                      Seconded by Governor Spring

**That the Durham College Foundation Annual Report be approved.**

CARRIED

**Durham College Foundation – Business Plan**

Moved by Governor Cubitt                      Seconded by Governor Newell

**That the Durham College Foundation Business Report be approved.**

CARRIED

**Goals of the Board of Governors 2009/2010**

Moved by Governor Christian                      Seconded by Governor McKay

**That the goals of the Board of Governors for 2009/2010 be approved.**

CARRIED

**ADJOURNMENT**

Moved by Governor Simpson                      Seconded by Governor Upshaw

**That this meeting of the Board of Governors of Durham College adjourn at 10:31 p.m.**

CARRIED

Aileen Fletcher,  
Chair of the Board

Leigh Doughty  
Board Secretary