

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 435<sup>TH</sup> REGULAR MEETING (PUBLIC SESSION)  
OF THE BOARD OF GOVERNORS  
NOVEMBER 10, 2010**

Date: November 10, 2010  
Time: 6:00 p.m.

Place: Community Room  
Oshawa Campus

**IN ATTENDANCE**

GOVERNORS: Bill Robinson, Chair  
Ron Chatterton  
Rhonda Christian  
Jill Cook  
Garry Cubitt  
Kevin Dougherty  
Carlee Fraser  
Doug McKay  
Michael Newell  
Darrell Sewell  
Mary E. Simpson  
Jackie Simkin  
Judy Spring  
Franklin Wu

REGRETS: Aileen Fletcher  
Fred Upshaw

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen  
Ken Robb  
Margaret Greenley  
Donna McFarlane  
Judy Robinson  
Tony Doyle  
Karen Graham

**CALL TO ORDER**

The meeting was called to order at 6:08 p.m.

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**INTRODUCTION OF GUESTS**

Donna McFarlane, Vice-President of External Communications and Marketing, introduced Vidal Chavannes, Manager Program Development and Quality Initiatives, Office of Research Services and Innovation; Greg Murphy, Dean, School of Media, Art and Design; Norm Fenton, Dean, School of Skilled Trades, Apprenticeship and Renewable Technology; Susan Sproul, Dean, School of Health and Community Services; and Ross Stevenson, Professor, School of Science and Engineering Technology; Elaine Wannamaker, Manager, Insurance and Risk Management; and Gary Pitcher, Director, Campus Safety; Debbie Rautins, Faculty Union Representative; Brenda McGowan, Faculty Union Representative, Cosette Kazarian, Communications and Marketing; Melissa Mancini, Durham Metroland.

**ADDITIONS/DELETIONS TO THE AGENDA**

None noted.

**CONFLICT OF INTEREST**

None noted.

**PRESENTATIONS**

Judy Spring, Dean, School of Business, IT and Management, made a presentation regarding her school. Judy provided an overview of the organization of the school. The business programs are built on flexibility with a common first semester. At the end of the first semester students select their major. Students can leave at end of first year with a Business Fundamentals certificate, or continue in a two year diploma in Accounting, Entrepreneurship and Small Business; Human Resources; Marketing or Operations Management. Students also have the option of a one year Human Resources Management graduate certificate. In the management portfolio the business programs include sport management, culinary skills and hospitality management. We anticipate when Whitby Phase III is complete, these programs will move to that campus.

Judy highlighted pathways with UOIT in business, IT and hospitality management. Other business program pathways include Athabasca, Trent, Davenport University (Michigan), Ryerson, Lakehead, and Griffith University in Australia. There are also some local pathways that are advantageous to high school students, with some dual credits.

Board members had questions regarding the delivery of the high school course. Judy advised this pilot project is going well in the high school system and is our first opportunity to liaise with the local schools in this way. It is a matter of scheduling and ensuring we have the right faculty member to fit the course. It is a provincial initiative to go into the high schools and is very popular with the students.

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The school offers compressed intake in September, January and May. There are currently seventeen international students enrolled in our business programs.

The Chair thanked Judy for her presentation.

Governor Cubitt left the meeting at 6:22 p.m.

**APPROVAL OF PREVIOUS MEETINGS**

Moved by Governor Simkin

Seconded by Governor McKay

**“That the minutes of the 434<sup>th</sup> public meeting of the Durham College Board of Governors, held September 8, 2010, be approved.”**

**CARRIED**

**ACTION ARISING FROM PREVIOUS MINUTES**

None noted.

**CHAIR’S REPORT**

Nothing noted.

**PRESIDENT’S REPORT**

President Lovisa presented his report for September and October 2010, highlighting the recent trophy won at the National Women’s Golf Championship and an article in Sports Illustrated magazine about our varsity accomplishments. President Lovisa recently participated in an “out on the street event” with Jill Cook, Student Governor and Anthony Boland, President of the Student Association, answering questions and connecting with students. There was very positive feedback at the event. Lastly, the President advised of the appointment of Sue Todd, Dean of the School of Science and Engineering Technology, to the Walkerton Clean Water Centre Board.

The report was received for information.

**COMMITTEE REPORTS**

The Audit and Finance Committee Report #2 of October 5, 2010; Audit and Finance Committee Report #3 of October 27, 2010; Executive Committee Report #1 of September 20, 2010; Executive Committee Report #2 of October 25, 2010 and Governance Review Committee Report #1 of September 15, 2010, were presented to the Board by the respective Chair of each standing committee.

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Governor Simpson highlighted the recent meetings of Audit and Finance, where an update on the accumulated surplus/deficit position was received. The budget process for 2010 2011 was provided to the committee and is now underway. During October the committee received the audit plan. There have been some sector changes for accounting standards that will impact the College. Staff is currently addressing budget pressures, we continue to track towards a balanced budget, enrolment is strong and our capital projects are on schedule.

Board members had questions regarding the new MTCU directive on procurement. President Lovisa advised we are currently conducting a gap analysis on our procurement practices.

The Chair highlighted several items from the Executive Committee report including four new program approvals in October 2010; an update to the executive committee terms of reference; and approval of regular expense reports.

Governor Wu highlighted items from the recent Governance Review Committee meeting including proposed amendments to Durham College By-law #1, discussion pertaining to the new recruitment regulations and discussion of the committee work plan and self assessment tools for the coming year.

Moved by Governor Spring

Seconded by Governor Fraser

**That the Audit and Finance Committee Report #2 of October 5, 2010; Audit and Finance Committee Report #3 of October 27, 2010; Executive Committee Report #1 of September 20, 2010; Executive Committee Report #2 of October 25, 2010 and Governance Review Committee Report #1 of September 15, 2010, be approved.**

CARRIED

## **CONTINUING BUSINESS**

### **Sample Program Dashboard**

Judy Robinson, VP, Academic, presented a sample of the program dashboard to the Board as a follow up to a request from June 2010. Judy advised this was an example of a three year program in a compressed format. The dashboard tracks such information as enrolment change, student satisfaction, graduate rate and graduate employment rate. The review team receives the dashboard and all background data. Judy advised the program health matrix was designed as an annual review to be completed in June of each year; however, we will decide in 2011 if this needs to be a biannual review.

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Board members asked if we benchmark our programs to other colleges. Judy advised that we do this with other colleges in the system that have the same program code. We also benchmarked against the overall KPI rate, reviewing quality and potential growth of the program. We target our benchmark to be above the provincial average. This information is provided to our research staff for analysis. We also identify if the program advisory committee is functioning well.

Board members had questions regarding how long a program can remain stagnant or decline before it is advised that the program be eliminated from the schedule. Judy indicated we review declining programs with the team and determine what steps need to be taken to address these issues. The intent of the program matrix is to give the program team very specific measurements to review. If we see trending that is not positive and all options have been explored, we would bring this to the Board to discuss the dissolution of the program.

The report was received for information.

## **NEW BUSINESS**

### **Program Approvals**

Judy Robinson, VP, Academic presented four new programs for consideration including Accessibility Coordination; Construction and Hoist Techniques; Biofuels Bioprocesses Technician and Fine Arts – Advanced. Judy advised they have been working on a cycle of twenty new programs since September. Of the twenty proposed programs, fifteen are complete, two have been eliminated and we will continue to check the market on the other three proposed programs. Three of the proposed programs are unique in the college system (Accessibility; Construction and Hoist; and Biofuels), the fourth has a unique approach to the program.

The accessibility program addresses many legislative changes to the Accessibility for Ontarians with Disabilities Act (AODA), including a training and skills gap. Durham College will be one of the first colleges in Ontario to offer this program and there is a need in the labour market for this program.

Board members had questions regarding MTCU grant funding for this program. Judy advised there will be no grant for the first year. The program will be forwarded to the Ministry for program funding consideration once the board has granted approval.

The Construction and Hoist program will be offered at Whitby campus. Students will learn the basics of safety with hands-on skills and onsite training for the crane portion of the program. Graduates will work on construction sites where cranes are used.

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Judy advised the bio-fuels/bioprocesses technician program is unique in the Ontario College system and will be offered at Whitby campus. The program will focus on the use of bio energy. This program will add to our sustainability stewardship cluster of programs and provide a unique skills set in an emerging industry. We want to see the job market at the two year point and will then determine if a three year program or graduate certificate should be added. Judy advised that pathways are always discussed when developing a program.

Board members had questions regarding the assurance of operational safety in the courses we offer. Our focus group, an ad hoc committee, has members from current operating sectors and these volunteers will be involved in developing the curriculum for the program, considering all occupational health and safety needs. This ad hoc group will continue until a formal program advisory committee is struck.

Board members had questions regarding the program approval process. Our next step is to forward the programs to the Ministry for funding. Staff is preparing to market all programs. We cannot actively advertise these programs, nor are they in our college calendar, but have set up a program calendar that we can actively add to as the programs are approved. We believe the uniqueness of the programs and our marketing approach will ensure we receive adequate applications for the programs.

The final program presented was the Fine Arts Advanced, three year program. Based on expressed interest from our current students we have developed a unique approach to the fine arts program, offering collaboration with community groups and the not-for-profit sector. Graduates will be in the unique position of working with established industry contacts.

Board members had questions regarding the twenty new programs and if we will be able to afford the capital costs for these programs in our next budget. Judy advised staff review the capital costs, faculty and space needs when developing new programs. Nevzat Gurmen, CFO, advised the approval of these programs is considered as part of the current budget process.

All four programs are slated to commence in September 2011. Budgets for all programs have been reviewed by the CFO and all information regarding these programs reviewed by the President. These programs will contribute to enrolment growth, meet the labour market needs of our community and provide meaningful opportunities for students.

Judy thanked the Board for their support in the recent review of the fifteen new programs and extended thanks to staff for their creation, review and marketing of these programs.

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The Chair thanked Judy for her work to bring the programs to the Board.

Moved by Governor McKay

Seconded by Governor Dougherty

**That the Durham College Board of Governors approve the Accessibility Coordination; Construction and Hoist Techniques; Biofuels Bioprocesses Technician; and Fine Arts - Advanced programs of instruction.**

CARRIED

Vidal Chavannes, Greg Murphy, Norm Fenton, Susan Sproul and Ross Stevenson left the meeting at 7:31 p.m.

## **OTHER BUSINESS**

### **Program Advisory Committee Minutes**

There were questions from the Board regarding the noted difficulties for students to secure a placement in certain programs. President Lovisa advised this is mainly due to the economic conditions experienced over the past year. We plan to review and make suggestions for placement opportunities in a different format in order to address these issues.

Moved by Governor Simkin

Seconded by Governor Chatterton

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

CARRIED

### **Program Advisory Committee Meeting**

President Lovisa presented an opportunity for the Board to meet the current Program Advisory Committee Chairs to learn more about the activities of the committees. The date of January 26, 2011 at 5:30 pm or later was suggested. As program advisory committees fall within the oversight of the Board through Minister's Binding Policy Directive, this will be an opportunity to discuss how to support them in their advisory role. There will also be a social component to the event, which will be held on campus.

## **UPCOMING EVENTS**

It was noted that the Scholarship Ceremony will be held on November 18, 2010 in the Campus Recreation and Wellness Centre. The Colleges Ontario Orientation Session will be held November 20 and 21, 2010 and the Colleges Ontario Conference on November 21 and 22, 2010. The Annual Queen's Park Day is set for November 23, 2010. The Annual Holiday Dinner will take place on Wednesday, December 15, 2010 in the Market Place Cafeteria at Durham College. Invitations were issued yesterday by mail and the RSVP date is December 3, 2010.

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**MOVE TO IN-CAMERA SESSION**

Moved by Governor Fraser

Seconded by Governor Simpson

**That the Durham College Board of Governors go into an in-camera session to discuss corporate business items respecting human resources, litigation or contractual matters; items protected under Section 17.1 Third Party Information; and Section 19 Solicitor-Client Privileged; per the Freedom of Information and Protection of Privacy Act (FIPPA).**

CARRIED

The public session recessed at 7:41 p.m.

The Board returned to public session at 9:44 p.m.

**ITEMS OUT OF CAMERA SESSION**

The mid-year business plan update will be provided as a public report.

**ADJOURNMENT**

Moved by Governor Fraser

Seconded by Governor Newell

**That this meeting of the Board of Governors of Durham College adjourn at 9:45 p.m.**

CARRIED

Bill Robinson  
Chair of the Board

Leigh Doughty  
Board Secretary