

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 443<sup>RD</sup> REGULAR MEETING (PUBLIC SESSION)  
OF THE BOARD OF GOVERNORS  
NOVEMBER 9, 2011**

Date: November 9, 2011  
Time: 6:00 p.m.

Place: Room 10-11  
Whitby Campus

**IN ATTEANDANCE**

GOVERNORS: Darrell Sewell, Chair  
Ron Chatterton  
Thomas Coughlan, via video conference  
Rhonda Christian  
Garry Cubitt  
Kevin Dougherty  
Zach Eastman  
Darrell Sewell  
Jackie Simkin  
Mary Simpson  
Judy Spring  
Franklin Wu, Vice-Chair

REGRETS: Carlee Fraser  
Doug McKay  
Michael Newell  
Pierre Tremblay

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen  
Ken Robb  
Judy Robinson  
Margaret Greenley  
Tony Doyle  
David Chambers (6:10 p.m.)

**CALL TO ORDER**

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

**INTRODUCTION OF GUESTS**

Ken Robb, Vice-President of Human Resources introduced Chris Rocha, Director of Financial Aid and Awards; Amy LaRue, President, Student Association, Deborah Rautins and Simon Geller, Faculty Union; Elaine Wannamaker, Manager, Insurance and Risk, Durham College; and Kristen Calis, Oshawa This Week.

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**ADDITIONS/DELETIONS TO THE AGENDA**

None noted.

**CONFLICT OF INTEREST**

None noted.

**PRESENTATIONS**

President Lovisa introduced Amy LaRue, President, Student Association (SA), who made a presentation regarding the governance and administrative structure of the SA, member and outreach services, social clubs, events, associations and advocacy work within the association this year.

Amy LaRue left the meeting at 6:17 p.m.

Margaret Greenley introduced Chris Rocha who made a presentation on student financial aid. Chris advised the major challenge is to have funds to attend college, buy food and acquire shelter. Durham College has seen an 11% increase in students applying for financial aid this year. Seminars were provided on how the system works, including disbursement and repayment of loans and available scholarship and award opportunities. Durham College recognized 176 students last year with scholarships and awards, for a total of \$1.2 M in funding.

Durham College also offers a work study program with 109 students employed annually. This is an excellent opportunity for hands on work experience. This program is included in the budget each year.

Chris explained the online OSAP process with an overview of the distribution of funds, inquiries and appeals. Colleges are inspected and audited for compliance. Chris also advised of the recently signed provincial-college master loan agreement which will allow for one loan payment file for students throughout their post secondary school experience, with electronic disbursement of funds. This system will be implemented in September 2012.

Initiatives for 2011/12 include the development of a literacy program for money management.

The Board had questions regarding the default rate on loans. Chris indicated that there has been some default rate fluctuation, most likely due to the current economy.

Chris Rocha left the meeting at 6:38 p.m.

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**CONSENT AGENDA**

The Chair presented the consent agenda.

Items 9.1, 12.1.1 and 12.2.1 were separated from the consent agenda.

Items 6.1, 10.1.1, 10.2.1, 10.2.2, 10.3.1, 12.2.2, 12.2.3 and 13.1 were included as part of the consent agenda.

Moved by Governor Spring

Seconded by Governor Simpson

**That items 6.1, 10.1.1, 10.2.1, 10.2.2, 10.3.1, 12.2.2, 12.2.3 and 13.1 be approved as part of the consent agenda.**

CARRIED

**APPROVAL OF PREVIOUS MEETINGS**

Moved by Governor Spring

Seconded by Governor Simpson

**“That the minutes of the 442<sup>nd</sup> regular meeting of the Durham College Board of Governors, held September 14, 2011, be approved.”**

CARRIED

**ACTION ARISING FROM PREVIOUS MINUTES**

None noted.

**CHAIR’S REPORT**

Nothing noted.

**PRESIDENT’S REPORT**

President Lovisa

The Board asked about the recent on campus event attended by President Lovisa and Zach Eastman, student governor. President Lovisa advised this was an excellent day of student questions and feedback, hosted on both campuses. President Lovisa advised that notes are taken at this event and any issues are brought to the leadership team for discussion.

The report was received for information.

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**COMMITTEE REPORTS**

Moved by Governor Spring

Seconded by Governor Simpson

**That Audit and Finance Committee Report #2 of November 1, 2011 be approved.**

**CARRIED**

Moved by Governor Spring

Seconded by Governor Simpson

**That the Executive Committee Report #1 of September 26, 2011 be approved.**

**CARRIED**

Moved by Governor Spring

Seconded by Governor Simpson

**That the Executive Committee Report #2 of October 30, 2011 be approved.**

**CARRIED**

Moved by Governor Spring

Seconded by Governor Simpson

**That the Governance Review Committee Report #1 of September 20, 2011 be approved.**

**CARRIED**

**CONTINUING BUSINESS**

Nothing noted.

**NEW BUSINESS**

**New Program Approval – Durham College Certificate in College Teaching**

Judy Robinson presented the Durham College Certificate in College Teaching. The Board had questions regarding any duplication this new program may have with the existing continuing education program. Judy Robinson advised that this is a new, locally designed program for new faculty hires and part time faculty. The program offered in continuing education is very worthwhile, but focuses on a broader curriculum with a portion devoted specifically to corporate training. This program supports the Durham College strategic plan, academic plan and business plan. These courses are offered during the day, both in an online format and through release from the classroom to take the program. This is noted in the probationary period of the employment offer and must be completed within the first two years of employment.

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The Board asked if this should be a prerequisite for all faculty. Judy Robinson advised that we try to recruit faculty with a degree and educational background, but do not always find; therefore, this program will take industry experts and provide educational expertise. We are uncertain if our teaching certificate is the only one within the system. We will look for equivalency with other institutions. There is the potential to offer this certificate program publicly. We have internal staff interested in teaching and this would be ideal to offer as part of the leadership program.

Moved by Governor Simkin

Seconded by Governor Dougherty

**That the Durham College Board of Governors approves the postsecondary  
“Durham College Certificate in College Teaching” program of instruction.**

**CARRIED**

**Board Policy Updates**

Moved by Governor Spring

Seconded by Governor Cubitt

**That the following Board of Governors policies be approved:**

- a) Committee Principles**
- b) Principles of Governance**
- c) President’s Job Description**

**CARRIED**

**Process for Key Performance Indicators 2011-12**

Judy Robinson, VP Academic, reported on the process for the Key Performance Indicators for 2011-12, providing an update from the results of the last KPI in May 2011. Since that time each service and program area has worked on the deliverables of their action plan. Last week the “opinion matters” survey closed, which drills down into more details of the survey from last year, to determine why students are dissatisfied in certain areas. The provincial KPI survey will be launched from February 6 – 13, 2012, for all post secondary programs except apprenticeship and upgrade programs. We will have five specific questions to ask that pertain to our college. It takes approximately twenty five minutes to complete the survey and staff will assist in supporting us in this task.

The Board asked about the timeline to receive the KPI response from the Ministry. Judy advised the province wide analysis and results are usually released by the end of March or early April. The Board asked about our response rate. Judy advised we receive 99% involvement from students in class for the survey. Last year 5,400 students completed the survey.

President Lovisa highlighted the efforts this year to analyze the data and identify and plan for improvements to our institution, develop strategies and complete implementation. We have completed many renovations to classroom and study space during the past few years. We offer a

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state of the art delivery model for student services, including registration and financial aid. IT requirements are the next project.

**OTHER BUSINESS**

**Program Advisory Committee Minutes**

Moved by Governor Spring

Seconded by Governor Simpson

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

CARRIED

**UPCOMING EVENTS**

The Chair advised that convocation will be held at the Campus Wellness and Recreation Centre, Thursday, November 17, 2011. The Colleges Ontario New Governor Orientation will be held on November 26, 2011. The Annual Appreciation Event will be held on Wednesday, December 14, 2011.

**MOVE TO IN-CAMERA SESSION**

Moved by Governor Wu

Seconded by Governor Chatterton

**That the Durham College Board of Governors go into an in-camera session to discuss two items of corporate business respecting human resources.**

CARRIED

The public session recessed at 7:17 p.m.

The Board returned to public session at 7:48 p.m.

**ADJOURNMENT**

Moved by Governor Simkin

Seconded by Governor Chatterton

**That this meeting of the Board of Governors of Durham College adjourn at 7:48 p.m.**

CARRIED

Darrell Sewell  
Chair of the Board

Leigh Doughty  
Board Secretary