

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 429TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
FEBRUARY 10, 2010**

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

Place: Community Room
Oshawa Campus

IN ATTENDANCE

GOVERNORS: Aileen Fletcher, Chair
Ron Chatterton
Rhonda Christian
Garry Cubitt
Kevin Dougherty
Emoke Kerestely
Michael Newell
Darrell Sewell
Mary E. Simpson
Judy Spring
Franklin Wu

REGRETS: Carlee Fraser
Doug McKay
Bill Robinson
Jackie Simkin
Fred Upshaw

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen
Ken Robb
Judy Robinson
Margaret Greenley
Tony Doyle

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 guests Cosette Kazarian, Communications and Marketing; and Crystal Crimi, Metroland, Bruce Bunker; Director, Space and Scheduling Logistics.

ADDITIONS/DELETIONS TO THE AGENDA

None noted.

CONFLICT OF INTEREST

None noted.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 429TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
FEBRUARY 10, 2010**

PRESENTATIONS

Judy Robinson, VP, Academic made a power point presentation and also presented a formal report regarding the Program Quality Assurance Process Audit (PQAPA).

Judy advised that the five (5) recommendations resulting from the PQAPA audit have been acted upon and completed. The actions taken to meet the five (5) recommendations include:

1. The development of a roster of scheduled formal program reviews.
2. The development of a reporting template for use in the program quality assurance process to ensure consistent reporting of findings and recommendations.
3. Increasing the inclusion of non-academic areas in the program review process.
4. Timelines are included on policies indicating the date of development or revision, date of effectiveness, and date of next renewal.
5. The development of a formal complaints procedure to handle general student complaints.

The final report is in draft and will go to the DCLT team for consideration in two weeks. We remain focused on quality and have developed some benchmarks. There is a PQAPA planning committee in place, which has been re-titled as "PQAPA Quality Council". A formal complaint process has been developed along with a mechanism to follow up and action these complaints. The 2008 Final PQAPA Audit Report will be forwarded to the COQAS Management Board prior to the March 31, 2010 deadline. Board members asked what the COQAS Board will do with the report. Judy advised they will receive the report and post online. If they have any questions they will contact us. At that point the audit is considered complete. This occurs on a five year cycle.

Moved by Governor Spring

Seconded by Governor Sewell

That this report outlining the actions taken in response to the recommendations of the 2008 Final PQAPA Audit Report be received as is presented to the Board of Governors be received for information.

CARRIED

Judy provided an overview on the Key Performance Indicators (KPI's). This is an annual Provincial survey of post secondary students.

The five key performance indicators measure:

- Student satisfaction
- Graduate satisfaction
- Employer satisfaction
- Graduate rate
- Graduate employment

We are two days away from completing our audit. Last year's results were relatively good, but we have not seen a lot of change in the past five years. So, have approached the survey in a different way this year. We needed students to understand that KPI's allow their voice to be heard.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 429TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
FEBRUARY 10, 2010**

Judy highlighted the campaign that was presented during 2009-2010. This was an independent plan developed and marketed specifically to Durham College students. We recruited administrators and support staff to present the survey. They were trained prior to going into the classroom, to ensure consistency in the messaging to students. Posters and banners were created, as well as buttons for students to wear, notices were posted on ICE and the President's blog and the existing plasma screens.

We have had over 500 hits to the KPI website related to the campaign. Administration of the KPI's started February 1, 2010. We advised faculty that there would be staff using twenty minutes of their teaching time to complete the surveys. We worked to ensure students understand the questions. Over one hundred and eighty classrooms were surveyed. We will get the results back during the first week of April 2010, and will create KPI report cards for each program which will be distributed to the appropriate people for review. There were risks in conducting this report. There is concern that student reports may be negatively impacted by the possible faculty strike.

Governor Spring congratulated Judy on an excellent training program, indicating reminders were sent out to staff and Judy's team was available to clarify terms of the language of the survey. Board members asked if we were to partly measure this campaign what is the target response. Judy advised the participation rate is high, because if students are in class they contribute, though there are no benchmarks yet.

APPROVAL OF PREVIOUS MEETINGS

The minutes were noted for amendment to include Peter Hupka as in attendance, clarify the Durham Region School Board and the Kawartha Pine Ridge District School Board.

Moved by Governor Dougherty

Seconded by Governor Newell

"That the minutes of the 428th regular meeting of the Durham College Board of Governors, held January 13, 2010, be approved as amended."

CARRIED

ACTION ARISING FROM PREVIOUS MINUTES

None noted.

CHAIR'S REPORT

None noted.

PRESIDENT'S REPORT

President Lovisa's report for January 2010 was presented. Board members extended congratulations to Katherine Stewart, professor, School of Justice and Emergency Services, who was named a top 20 finalist for the fifth annual TVO Best Lecturer Competition. The report was received for information.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 429TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
FEBRUARY 10, 2010**

COMMITTEE REPORTS

The Audit and Finance Committee Report #5 of February 2, 2010, and Governance Review Committee Report #3 of January 27, 2010, were presented to the Board by the respective Chair of each standing committee.

Governor Sewell highlighted the Audit and Finance report indicating that the Whitby Phase I was on time and budget. The interim budget is a new requirement this year. We made our submission prior to the January 15, 2010 deadline.

Governor Cubitt provided a highlight of the Governance Review Committee and the posting of draft minutes on the portal for early review. This will occur once staff develops the logistics on security of documents.

Moved by Governor Wu

Seconded by Governor Simpson

That the Audit and Finance Committee Report #5 of February 2, 2010 and the Governance Review Committee Report #3 of January 27, 2010 be approved.

CARRIED

CONTINUING BUSINESS

Budget Update 2009/10 including Whitby Phase I Project

Nevzat Gurmen, CFO presented an update on the Whitby Phase I expansion. The project consists of three phases; a second storey addition to house sustainable energy programs; construction of a two storey addition; and a high bay area for expanding skills trade programs and construction of additional space to house culinary arts and hospitality programs.

The first phase of the project was funded through a provincial government grant of \$9.0 million. The construction of the new facility started in December 2008 and it was opened in September of 2009. The formal opening of the facility was made with a ceremony on December 15, 2009.

With the completion of the project 240 additional teaching seats were created, which can accommodate approximately 480 students per semester. This additional capacity is expected to generate approximately \$4.8 million revenue from operating grants, tuition and ancillary fees. There is no immediate human resources impact.

DSEA is a partner in the incubation centre and is located on the first floor. This centre is going to be very important to DC as we enter the applied research business. This is an excellent partnership for DC and the community.

Bruce Bunker presented a PPP overview of the Whitby Campus Expansion Phase I and highlighted Gerdau Ameristeel who assisted us with the steel product for the build. This project results in a 20,000 square foot second storey addition that is LEEDS gold certified, energy neutral, a living lab environment, with solar and wind power generation and geothermal heating and cooling systems.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 429TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
FEBRUARY 10, 2010**

We have six 3.5 kW vertical turbines on the roof for wind power and use this energy inside the building. There is geothermal energy out front of the building, solar water heating, natural light and solo tubes through the corridors. A dual wall chamber exists. The TPO roofing is a white roof. Finally, a real time web centre allows visitors to follow the status of the energy initiatives (an analyzer). The facility will be generating energy, which will be sold to the grid with an expected revenue of \$70K.

Board members questioned the energy revenue generated. Staff advised there are measurements that show how much energy is being put back into the building. We don't sell the electricity to the grid but we are still paid for the green energy that we create in the building.

The Chair thanked Nevzat and Bruce for managing this complex and ground breaking building and for bringing it in on budget.

The report was received for information.

NEW BUSINESS
Interim Budget Update

Nevzat Gurmen, CFO, provided an update on this new interim budget update request by the Ministry. Originally the Ministry wanted all College Board's to approve the report prior to submission, but some Boards do not meet monthly and could not make this newly proposed timeline.

The interim budget update is a safeguard to ensure there are no surprises at the end of the year. We in fact, have been providing budget updates to our Audit and Finance Committee on a monthly basis. We will provide the results as of November 30, 2009. We currently remain at an approximate \$205K surplus for this year.

Moved by Governor Cubitt

Seconded by Governor Simpson

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

Further, that this approval be provided to the MTCU.

CARRIED

Updated Board of Governors Policies

The Board received an update on the work of the Governance Review Committee over the past few months. We are bringing the policies in line with new guidelines, writing policies in a positive text wherever possible and noting applicable legislation. The policies presented for consideration are the result of a number of Committee meetings. President Lovisa highlighted the various revised policies and proposed amendments.

Governor Cubitt provided an overview of the Election of Internal Board Members policy. President Lovisa provided clarification and further information regarding the recommendation for qualification of a full time student to run for student governor to the Board.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 429TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
FEBRUARY 10, 2010**

There was a question regarding the “President Emeritus” policy and the need for “authority to withdraw”. This policy was amended to read “decline or withdraw”.

Moved by Governor Cubitt

Seconded by Governor Newell

That the following Board of Governors policies be approved:

- a) **General Executive Constraint**
- b) **President’s Job Description**
- c) **Communication and Counsel to the Board (slight rewording)**
- d) **Election of Internal Board Members**
- e) **Principles of Governance**
- f) **President Emeritus (with the recommended amendment “decline or withdraw”)**
- g) **Delegation to the President**

CARRIED

Board members requested in the future that revised policies be presented with a “black line” and final document together to highlight recommended changes.

OTHER BUSINESS

Update on Accessibility for Ontarians with Disabilities Act - AODA Requirements

Margaret Greenley, VP Student Affairs, presented an update to the Board on AODA requirements. Each year in October an update to the plan is presented to the Board for information. This report is to highlight our plan for compliance under the new customer standards regulations to the Act, which came into effect on January 1, 2010. There are a number of components to this regulation: 1) Policy and Procedure development, the status of which is “developed and improved”; 2) Feedback Process (complaints), there need to be various methods available to our customers to provide feedback to the College and we are in the process of developing a website to allow individuals to file complaints anonymously; we will complete tracking on any formal complaints; 3) Training, has been very successful within the organization with both direct and online training to our staff; 4) Reporting Format, the Ministry has provided the reporting format they prefer for us to use. We believe in providing all students and staff with quality education and services. We will continually work to improve our customer service initiatives.

Board members asked questions about compliance with the Act and the percentage of employees trained. Staff advised approximately 80% of employees have been trained under the new standards of the Act. The accessibility plans are very robust and we expect to be in good standing.

The report was received for information.

UPCOMING EVENTS

Leigh Doughty and Eموke Kerestely advised of the upcoming Student Governor Elections that will take place during March 10 – 12, 2010.

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MOVE TO IN-CAMERA SESSION

Moved by Governor Kerestely

Seconded by Governor Christian

“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)”.

CARRIED

The Board returned to public session at 9:32 p.m.

ITEMS REPORTED OUT OF IN-CAMERA SESSION

There were no items reported from the in-camera session.

ADJOURNMENT

Moved by Governor Cubitt

Seconded by Governor Spring

That this meeting of the Board of Governors of Durham College adjourn at 9:32 p.m.

CARRIED

Aileen Fletcher,
Chair of the Board

Leigh Doughty
Board Secretary