

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 432ND REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
MAY 12, 2010**

Date: May 12, 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
Carlee Fraser (6:40) pm
Emoke Kerestely
Doug McKay
Michael Newell
Bill Robinson
Darrell Sewell
Jackie Simkin
Mary E. Simpson
Judy Spring
Fred Upshaw
Franklin Wu

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen
Ken Robb
Judy Robinson
Margaret Greenley
Donna McFarlane
David Chambers
Tony Doyle

CALL TO ORDER

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

INTRODUCTION OF GUESTS

Donna McFarlane, Vice-President of External Communications and Marketing, introduced guests Debbie McKee Demczyk, Director, Office of Research Services and Innovation; June MacDonald Jenkins, Project Manager, Industry Liaison for CONII; Paul Bishop, Registrar; Cosette Kazarian, Communications and Marketing; Crystal Crimi, Educational Coordinator, Durham Metroland; Kenneth Blanc, CUPE Representative.

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ADDITIONS/DELETIONS TO THE AGENDA

None noted.

CONFLICT OF INTEREST

None noted.

PRESENTATIONS

Colleges Ontario Network for Innovation - CONII

Debbie McKee Demczyk, Director, Office of Research Services and Innovation and June MacDonald Jenkins, Project Manager, Industry Liaison for CONII presented an update to the Board. In August 2009 Durham College Board approved applied research as a college function and authorized the CONII application. CONII is a network of twenty Ontario colleges that was started in September 2009. On November 1, 2009, we received 50/50 administrative funding. We have project funding in place for April 1, 2010 to September 30, 2010, with specific deliverables to meet during this time. There is \$30K in project funding for projects as we consider best fit. There is a large emphasis on economic impact when selecting such projects. Thirty industry inquiries have been made to date, with a response of twenty-eight discovery meetings. CONII Projects are a collaboration on behalf of students, faculty and industry partners. Current projects include an extractor (pool skimming device solar powered), airco saver and circuit master (energy efficiency), solar green – two axis tracker powered by solar energy; and sonotech modutherm - an energy efficiency, air quality initiative.

The Chair thanked Debbie and June for their presentation.

Debbie and June left the meeting at 6:50 pm.

Revised Strategic Plan

Donna McFarlane, VP, External Communications and Marketing, introduced the revised strategic plan indicating that a series of town hall meetings and information sessions took place after the March 10, 2010 Board meeting in order to review the plan and discuss the implementation. Donna provided an overview of the feedback from students and external stakeholders. She then clarified any revisions to the plan as a result of this consultation. If approved, the plan will go to print on May 13, 2010.

Donna confirmed this revised strategic plan will remain intact for the next three years. Board members expressed concern with the currency of the photographs in the plan. It was decided that the text of the plan shall remain consistent over the next three years, with the task of refreshing the photographs as needed left to the discretion of staff administrative staff.

The Chair thanked Donna and staff for the significant work on the revised plan.

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Moved by Governor Newell

Seconded by Governor McKay

That the revised Durham College strategic plan be approved.

CARRIED

APPROVAL OF PREVIOUS MEETINGS

Moved by Governor Simkin

Seconded by Governor Dougherty

“That the minutes of the 431st regular meeting of the Durham College Board of Governors, held April 14, 2010, be approved as amended.”

CARRIED

ACTION ARISING FROM PREVIOUS MINUTES

None noted.

CHAIR’S REPORT

The Chair advised that Colleges Ontario indicates they have vacancies for governors interested in serving on the Governors Review Committee. It is a two year commitment and Governors may apply as long as they will serve as a governor for the full two years. The terms of reference do not limit appointment to external governors. Any interested member should contact the Board Secretary for further information.

PRESIDENT’S REPORT

President Lovisa’s report for April 2010 was presented. The President highlighted the annual graduate report which details statistics on graduate salary rates from minimum to maximum range. President Lovisa provided an overview of his recent trip to Asia, where he visited a number of institutions and signed three agreements. He advised Durham College will continue to explore such international opportunities. The international work in Asia was well organized and offers high quality institutions as partners. The report was received for information.

COMMITTEE REPORTS

The Audit and Finance Committee Report #8 of May 5, 2010; Executive Committee Report #6 of April 26, 2010; and Governance Review Committee Report #3 of April 27, 2010, were presented to the Board by the respective Chair of each standing committee.

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Governor Sewell highlighted several items from the Audit and Finance report. Tuition fees will be a separate item on the Board agenda. An overview of the program costing model was provided to the committee and the annual Board of Governors budget came in under budget for the year.

The Chair highlighted several items from the Executive Committee report including the annual survey feedback tool and requested that all Board members take the time to complete the survey. The business plan will form part of the Board agenda. Governor expense reports were approved.

Governor Cubitt remarked that the Governance Review Committee has continued to meet and has completed the mandate the Board provided for policy review this year, reviewing a significant number of policies. Committee members were pleased with the format and the work of the policy review during the past few months. Governor Cubitt explained that policies are charted into a summary document with set review dates, but any forthcoming issues with a policy would be reviewed and responded to as time or legislation requires.

Moved by Governor Cubitt

Seconded by Governor Kerestely

That the Audit and Finance Committee Report #8 of May 5, 2010; Executive Committee Report #6 of April 26, 2010; and Governance Review Committee Report #3 of April 27, 2010, be approved.

CARRIED

CONTINUING BUSINESS

Recommended/Revised Durham College Board Policies

Governor Cubitt recommended the revised policies to the Board on behalf of the Governance Review Committee.

Moved by Governor Cubitt

Seconded by Governor Robinson

“That the following Board of Governors policies be approved:

- a) Board Job Description**
- b) Chair’s Role**
- c) Board Members’ Code of Conduct**
- d) Board of Governors’ Orientation**
- e) Whistle Blowing Policy**
- f) Financial Matters**
- g) Programs of Instruction**

CARRIED

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Key Performance Indicator (KPI) Results

President Lovisa and Judy Robinson, VP Academic provided an overview of Key Performance Indicator results. KPI student satisfaction is made up of satisfaction of the student's overall program; quality of learning experience in programs; services and facilities that support their learning and the quality of the services and facilities. Our knowledge and skills results are below the system average and we will work with student focus groups to determine needed improvements. Results of the facilities and resources review include the bookstore, food services and common learning centres. Our research department is working to further analyze the information received.

Judy indicated Durham College programs are providing the skills and abilities to students in their chosen career and this is backed by over 5,000 student responses, with a total 85% satisfaction rate. Sixteen of our Durham College programs are higher than the provincial average. Twenty of our programs are at the provincial average.

We have been working through our capital investment projects to refresh facilities and are approximately 55% complete. We have many computer labs open 24/7 so will explore the KPI survey component that identifies dissatisfaction there. We continue to increase physical group study areas. Through the survey, students recommend improvements to our registrar and records area; and financial services. We will achieve this through our new service delivery model when it is launched in December 2010, offering new services and address existing concerns. Students also indicated dissatisfaction with food services, including wait time service. Durham College has selected a new food service provider and will work to improve service and quality.

In conclusion, we are moving into a transition year with many forthcoming changes, exploring service areas, completing further analysis, with a number of projects in the works to address areas for improvement, while continuing to strengthen our work in the classroom.

Governors asked if there is correlation between program applications and registration in programs. Staff is working to put all of the information together for analysis. Comments made on the surveys are taken directly to the schools for review. Faculty staff completes an annual curriculum review in May and June assessing needs for the coming year. Once the tracking and review of this information is complete it will be examined by the Academic Leadership Team. Staff will bring back an example of a dashboard report to the Board meeting on June 9, 2010.

Moved by Governor Sewell

Seconded by Governor Newell

That the Durham College Board of Governors receive the Key Performance Indicator (KPI) 2009 - 2010 Update for information.

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NEW BUSINESS

2010-11 Tuition Fees Report

Nevzat Gurmen, CFO and Paul Bishop, Registrar, provided the proposed 2010-11 tuition fees. A new Minister's Binding Policy Directive was expected on this issue, but the policy has not been changed. The Ministry indicates the existing policy will continue.

The existing policy permits College Board of Governors to increase fees by up to five percent each year, averaged across all students. The policy permits differentiation of fee increases by program and year of study within the permitted overall five percent increase. First year fees in high demand programs can be raised by up to eight per cent. High demand programs can include basic (first entry) programs of up to fifteen percent of overall college enrolments, and all post-basic (second entry graduate certificate) programs. First year fees in all other programs can be raised by the greatest of 4.5 percent or \$100. Upper (2nd and 3rd) year tuition fee increases are limited to four percent.

It is recommended that the College continue to strive to achieve the full five percent revenue increase permitted under the tuition policy, but at the same time ensure that at the individual program level fee increases be sensitive to competitive pricing. Specifically, the following recommendations would ensure that the college maintains a five percent overall tuition fee increase for 2010-11:

It is recommended that a tuition fee increase of eight percent be approved for most of the high demand programs. The only programs excluded from the maximum increase are the Advanced Care Paramedic and Pre-Service Firefighter Education and Training (four percent increase for reasons of competitive pricing) and the Power Engineering Technician (3.5 percent increase for reasons of competitive pricing).

Nevzat advised at present we are not in a situation to reduce program costs. Indication is that the majority of the twenty four Ontario colleges will increase to the full five percent tuition increase, as they are struggling to balance their budgets.

If approved, the tuition fee tables will be built and we will detail to the prospective students the fees for 2010/11. The other portion of fees is the ancillary fees, which were not increased this year.

Board members commented that we cannot recover tuition fees later and need to continue to collect fees year by year. We do not want to get behind other colleges in competitive marketing of programs, we are not in a financial position to hold tuition fees at the current rate and not all programs will see a full increase.

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Governor Upshaw asked about the marketing of financial aid available to students. Staff advised this information is available via the website and we direct students to these information sites and also connect them with our financial aid officers for direct conversations regarding funding. The College provides annual presentations to all secondary schools in Durham Region and offers sessions throughout the summer regarding financial aid. We also works with the Children's Aid Society for any student that is a ward of the crown who may need to access financial aid.

The Board enquired about a program tuition analysis of our college to other colleges. President Lovisa indicated the College completed a competitive analysis of our top fifteen programs, to reflect all programs would be a significant task. President Lovisa will follow up with the Ontario College Application Service (OCAS) regarding this data.

Moved by Governor Fraser

Seconded by Governor Spring

That the Board of Governors approve the 2010-11 tuition fees as presented.

CARRIED

Paul Bishop left the meeting at 7:33 p.m.

Durham College Workplace Leadership Certificate Program

Judy Robinson, VP Academic provided an overview of School of Continuing Education and Career Development and the Workplace Leadership Certificate Program. This credential is proposed to address the needs of individuals who are seeking management training. Judy highlighted the business plan and career opportunities for individuals of this program. The program would include eight courses at thirty hours each and would be marketed through our continuing education catalogue. There are no capital needs required. It would be offered part time during evening courses in a classroom delivery mode and can be offered on a course by course basis to achieve the certificate.

Moved by Governor Cubitt

Seconded by Governor Chatterton

That the Board of Governors approve the Durham College Workplace Leadership Certificate Program (School of Continuing Education and Career Development).

CARRIED

Durham College Annual Business Plan

President Lovisa presented the annual business plan and highlighted the alignment of the plan with the revised strategic plan. The plan is an ambitious document that sets out ten core areas of focus for business operations in the coming year. It will be tracked regularly and reviewed to ensure goals are achieved and remedial action taken if required. Regular updates will be provided to the board throughout the year.

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The plan identifies how the core areas align with the Strategic Plan and its four pillars. This plan and its objectives are also consistent with the goals of the college's Multi-Year Accountability Agreement (MYAA). From the broadest perspective, the Business Plan sets a path for academic and research excellence; strong, strategic and measured growth of our business, people and students; a commitment to sound business and financial practices; and community engagement and partnerships. This plan was developed and agreed to by the Durham College Leadership Team.

Board members asked about assessment to the risks and mitigation plans for the risks noted in the business plan. President Lovisa indicated the leadership team is working to mitigate specific risks, such as succession planning. Board members asked about potential targets on the KPI plan for next year. President Lovisa advised our target is to return to historic Durham College rates, within the provincial average.

The annual report and MYAA will also be presented to the Board on June 9, 2010 and provided to the Ministry by the deadline of July 31, 2010.

Moved by Governor Wu

Seconded by Governor Kerestely

That the Board of Governors approve the Durham College 2010-2011 Business Plan.

CARRIED

OTHER BUSINESS

Program Advisory Committee

Governors commented that math was once again highlighted as an issue in several of the program advisory minutes. President Lovisa advised that mathematics is a provincial issue and there may be value in providing a summary of the provincial report to the board for information. Durham College offers academic upgrading programs to allow students to review critical skills to prepare for college courses. This program is offered to students tuition free. Governor Cubitt commented on the recent "mix and mingle" water quality program advisory event, indicating it was an excellent opportunity for students and potential employers to meet and discuss common interests.

Moved by Governor Cubitt

Seconded by Governor Christian

That the Program Advisory Committee minutes be received as presented.

CARRIED

Program Advisory Committee Compliance Report

Judy Robinson provided the Board of Governors with a compliance report summarizing the meeting activities of the Durham College Program Advisory Committee for the period of September 2009 to May 2010. It is part of the Minister's Binding Policy Directive on programs of instruction to formally provide a compliance report to the Board, and also a requirement of Durham College By-law #2. Typically, program advisory committee meetings occur in October

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and May. Staff will ensure that all meeting minutes are forwarded to the Board in a consistent and efficient manner in the coming year. The agenda and minutes templates will be standardized. Administration will work with staff to review the process for these meetings, to ensure meetings occur and have quorum.

Board members asked if there is any recognition for individuals who serve on our advisory committees. Judy advised members are invited by President Lovisa via letter to serve on the committee and ongoing appreciation for their participation is provided by the College. Advisory committee membership includes external members, current students, faculty and deans, as is set in the terms of reference of Durham College By-law #2.

Moved by Governor Upshaw Seconded by Governor Sewell

That the Program Advisory Committee Compliance Report be received as presented.

CARRIED

Notice of Proposed Amendment to Durham College By-Law #3

Formal public notice of proposed amendments to the Durham College By-law #3 was provided.

2010-11 Meeting Calendars

The 2010-11 calendars were presented to the Board. This information will be noted on the portal.

UPCOMING EVENTS

Campus Professional Development Day will take place Tuesday, June 15, 2010. The Board will have a display as part of the showcase this year. A BBQ will take place at 12:00 noon.

The annual Hail and Farewell Event will take place Wednesday, June 16, 2010.

It was advised that convocation will take place on one day this year, that being Friday, June 18, 2010 from approximately 9:30 a.m. to 7:00 p.m. at GM Centre. Three ceremonies will take place. An invitation and details of the event will be provided to the Governors in the near future.

MOVE TO IN-CAMERA SESSION

Moved by Governor Simkin Seconded by Governor Robinson

That the Durham College Board of Governors go into an in-camera session to discuss business respecting human resources, contractual matters; business protected under Section 15 – Relations with Other Levels of Government; Section 17.1 Third Party Information; and Section 19 Solicitor-Client Privileged; per the Freedom of Information and Protection of Privacy Act (FIPPA).

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The public session recessed at 8:26 p.m.

The Board returned to public session at 9:22 p.m.

ITEMS OUT OF CAMERA SESSION

Governor Robinson and Governor Sewell declared a conflict of interest on this matter and did not take part in discussion or vote on the matter.

Moved by Governor Cubitt Seconded by Governor Fraser

That the Board confirm the appointment of Bill Robinson as Chair and Darrell Sewell as Vice-Chair for 2010-11.

CARRIED

Moved by Governor Upshaw Seconded by Governor Simkin

That the appointments to standing committee for 2010/11 be approved as presented.

CARRIED

ADJOURNMENT

Moved by Governor Cubitt Seconded by Governor Simkin

That this meeting of the Board of Governors of Durham College adjourn at 9:23 p.m.

CARRIED

Aileen Fletcher
Chair of the Board

Leigh Doughty
Board Secretary