



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS REGULAR MEETING Public Session - MINUTES

Date: June 11, 2014
Location: Community Room, Gordon Willey Building, A144

Members Present: Ron Chatterton, chair
Pierre Tremblay, vice-chair
Doug Allingham
Dan Borowec
Thomas Coughlan
Garry Cubitt
Kevin Dougherty
Joanne Dykeman
Darren Fisher
Renate Ilse
Don Lovisa, president (ex-officio)
Paul Macklin
Donna Raetsen-Kemp, on leave
Zain Shafique
Mary Simpson
Judith Spring

Staff Present: Scott Blakey, vice-president, Administration
Jennifer Clark, board secretary
Tony Doyle, chief of staff
Nevzat Gurmen, vice-president, Corporate Services & CFO
Meri Kim Oliver, vice-president, Student Affairs
Judy Robinson, vice-president, Academic

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:00 p.m.

2. INTRODUCTION OF GUESTS

The following guests were in attendance:

Sarah Lavergne, Joe Dunn, Brent Shanks, Mary Blanchard, Rob Wilkes, Ralph Aprile, Stephen Franks, Laurie Marshal, Doug Wilson, Barb Knox.

3. ADDITIONS/DELETIONS TO THE AGENDA

Campus Master Plan Committee 2014 Terms of Reference and Special Presentations were added, under Other Business, as items 14.1 and 14.2 respectively.

4. CONFLICT OF INTEREST DECLARATIONS

None declared.

5. PRESENTATIONS

5.1. Participation at 2014 Skills Canada Competition (Our Students)

At the recent Skills Canada competition Sarah Lavergne, Culinary Skills, won gold provincially and nationally; Joe Dunn, Welding Techniques, won silver at the provincial competition; and Brent Shanks, Computer Systems Technology won bronze in IT and Networking at the provincial level. Each student spoke about their experience. A letter of congratulations and monetary award were presented to Ms Lavergne; congratulations were extended to all. Appreciation was expressed to Barb Knox for the coordination of the college's participation in Skills Canada, and to faculty for the extra effort required to coach the participants.

5.2. 2013-2014 Audited Financial Statements (Our Business)

BDO representatives confirmed that there are no outstanding items required to conclude the audit other than the standard receipt of the signed management representation letter and the subsequent events review. Clean audit, subject to the approval of the statements by the Board.

5.3. Facilities Value Assessment and Simcoe Building (Our Business)

Durham College has significant deferred maintenance primarily on the Oshawa Campus. It has chosen to invest available funds in renovation of the Willey Building. The Simcoe Building, built as a temporary structure, is in critical need of replacement. Funding for deferred maintenance was tied to signing of the Strategic Mandate Agreement; this is now on hold until cabinet meets after the provincial election. Renovation of the Willey building will continue this year, with attention given to the second floor of C wing.

Plans to replace the Simcoe Building were presented. A modular design with consideration given to the prime location with frontage on Simcoe was presented. Construction can be done in phases, supporting program and growth needs. The replacement building will provide over 300 m² of new, additional space of which 75% is for instructional classrooms, laboratories and learner support.

Durham College and UOIT will be submitting a letter of intent by month end to apply for funding for three buildings through MTC's major capacity expansion plan. The Simcoe Building is one of the three; a portion of the new building will be shared space. Board approval will be sought prior to submission of an application. Anticipate this will be in September.

6. CONSENT AGENDA

The following comprise the Consent Agenda:

- 7. Minutes of the previous meeting, for approval
THAT the minutes of the Board of Governors meeting of May 14, 2014 be approved as read.
- 10. President's Report, for information
- 11. Committee Reports, for approval and information
THAT the Board of Governors approves the updated Schedule of Authority Procedure.
THAT the Board of Governors approves the proposed amendments to By-Law No. 3.
- 12.1. Program Advisory Committee Minutes, for information
THAT the Board of Governors receives the 2013-2014 Program Advisory Committee minutes for information.
- 13. New Business, for approval and information
THAT the Board of Governors approves the Durham College 2013-2014 Annual Report.
THAT the Board of Governors approves the postsecondary program of instruction for the Advanced Baking and Pastry Arts graduate certificate program.
THAT the Board of Governors approves the continuing education program of instruction for a Durham College Certificate in Fundamentals of Addiction.
THAT the Board of Governors approves the 2014-2015 budget submission to the Ministry of Training, Colleges and Universities.
THAT the Board of Governors receives the 2013-2014 President's Report confirming compliance with Board policy.
THAT the Durham College Board of Governors receives the Durham college Foundation 2013-2014 Annual Investment Performance Report for information.

Moved By Governor Cubitt

Seconded By Governor Allingham

THAT the Board of Governors approves the consent agenda as presented.

CARRIED.

- 7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING OF May 14, 2014**
Approved under the Consent Agenda.
- 8. ACTIONS ARISING FROM PREVIOUS MINUTES**
The Fraud presentation given by BDO Canada at the May 14, 2014 meeting has been posted to the Portal, under the Current Meetings tab.
- 9. CHAIR`S REPORT**
The Chair reflected on the recent Board and PAC Chairs Roundtable and acknowledged with appreciation the service of the governors whose final terms are concluding August 31.
- 10. PRESIDENT`S REPORT**
The report was received under the Consent Agenda. The new Field to Fork concept video created by students in the School of Media, Art and Design was screened.
- 11. COMMITTEE REPORTS**
 - 11.1. AUDIT AND FINANCE COMMITTEE Report 1 of June 2, 2014**
Received and approved under the Consent Agenda.
 - 11.2. GOVERNANCE REVIEW COMMITTEE Report 3 of May 21, 2014**
Received and approved under the Consent Agenda.
- 12. CONTINUING BUSINESS**
 - 12.1. Receive Program Advisory Committee Minutes**
Received under the Consent Agenda.
- 13. NEW BUSINESS**
 - 13.1. Approve 2013-2014 Annual Report**
Approved under the Consent Agenda.
 - 13.2. Approve New Programs (Our Students)**
Approved under the Consent Agenda.
 - 13.3. Approve 2014-2015 Budget Submission to MTCU (Our Business)**
Approved under the Consent Agenda.
 - 13.4. Receive Program Advisory Committee Compliance Report**
Received under the Consent Agenda.

13.5. Receive Annual President's Letter of Verification 2013-2014

Received under the Consent Agenda.

13.6. Receive 2013-2014 DC Foundation Investment Report (Our Community)

Received under the Consent Agenda.

14. OTHER BUSINESS

14.1 Print copies of the Campus Master Plan Committee 2014 Terms of Reference were distributed.

Moved by Governor Dougherty

Seconded by Governor Shafique

THAT the Board of Governors approves the Terms of Reference for the Campus Master Plan Committee 2014.

CARRIED.

Governor Ilse, Tony Doyle and Jennifer Clark were presented with Advanced Good Governance Certificates from the College Centre for Board Excellence.

15. INQUIRIES AND COMMUNICATIONS

A thank you note from Mrs. Lowe was circulated and parking passes for those attending Convocation distributed.

16. UPCOMING EVENTS

Governors were encouraged to celebrate student success by attending spring convocation.

17. MOVE TO IN-CAMERA SESSION

Durham College by-law No. 1. provides for the Board of Governors to address, in-camera, items of corporate business respecting human resources or litigation matters, confidential items covered under the Freedom of Information and Protection of Privacy Act and, items that the Board deems to be confidential to the College.

Moved By Governor Macklin

Seconded By Governor Cubitt

THAT the Durham College Board of Governors move in-camera to address 14 items of business.

CARRIED.

The Board returned to public session at 8:55 p.m.

18. ADJOURNMENT

Moved by Governor Coughlan

Seconded by Governor Simpson

THAT the June 11, 2014 meeting of the Board of Governors adjourn.

CARRIED.

The meeting adjourned at 8:55 p.m.



Ron Chatterton, chair



Jennifer Clark, secretary