

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

Date: September 11, 2013

Location: Community Room, Gordon Willey Building, A144

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

Members Absent: Pierre Tremblay, vice-chair

Staff Present: Scott Blakey, vice-president, Administration
Tony Doyle, chief of staff
Nevzat Gurmen, vice-president corporate services and 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

Chairman Chatterton introduced the new governors, Doug Allingham, Renate Ilse, Paul Macklin, and Zain Shafique.

Scott Blakey introduced guests in attendance:

Stephanie Ball, dean, School of Justice and Emergency Services;
Maria Iannuzziello, coordinator, Police Foundations Programme in the
School of Justice and Emergency Services;
Hailey Fontyn and Melissa Blanchard, 2nd year Police Foundations
students;
Paul Brennan, vice-president, International Partnerships, Association of
Canadian Community Colleges (ACCC);
Leah Jurkovic, manager, Applied Research and Knowledge Dissemination,
International Partnerships Division of ACCC;
Fiona Richards, director, International Education at Durham College;
Kristen Calis, reporter, Oshawa This Week; and,
Debbie Rautins, president, OPSEU Local 354 and chief steward.

3. ADDITIONS/DELETIONS TO THE AGENDA

None noted.

4. CONFLICT OF INTEREST DECLARATIONS

None noted.

5. PRESENTATIONS

5.1. Policing Symposium

Stephanie Ball introduced M. Iannuzziello's School of Justice and Emergency Services partnerships and projects presentation. The nature of police work makes it challenging to find opportunities for students to gain experience in the field. M. Iannuzziello highlighted three new partnerships and projects that connect students of the Police Foundations Program (PFP) with police services and the community. These are the Ontario Justice Education Network's "law day" for grade 11 secondary school students at which PFP students volunteer; CIBC Run for the Cure and Durham Regional Police Durham Disabled Special Olympics which PFP students help organize; and, a new part of the curriculum through which PFP students volunteer to work with at-risk students at a local public school. Students Hailey Fontyn and Melissa Blanchard spoke of their participation in these initiatives and the importance of these interactions with the community to their program and potential employment.

Pathways and networks have been created with the military, and communications continues on an ongoing basis, with a strong focus on recruitment of women.

5.2. International Initiatives (Our Students)

President Lovisa provided high-level context on the College's history to date with internationalization; it is an important priority across the sector and in the College's 2013-2016 strategic plan.

P. Brennan provided an overview of the Association of Canadian Community Colleges and the advocacy and services it provides for colleges across the country, focusing on the efficiencies for colleges and effectiveness of colleges acting together. He highlighted the breadth of internationalization, described the state of internationalization in Canadian colleges, and posed strategic and operational questions for the Board and management to consider. Results indicate internationalization is of growing importance. ACCC is developing a leadership academy for directors of college internationalization programs to prepare them to deal with internationalization development in the future.

Governor Coughlan joined the meeting at this time.

In response to questions from the Board and senior team, Paul noted that ACCC is seeking funding to set up a national bursary to support domestic students going abroad and recommended developing partnerships with Canadian companies doing work abroad as a means to develop more international opportunities for domestic students. ACCC is undertaking a follow-up survey to obtain more current information; a question on technology-supported international experiences such as interaction through global classrooms will be included.

6. CONSENT AGENDA

The Chair presented the consent agenda. Succession planning referenced in item 13.1, Human Resources Report was briefly discussed. The College did not experience the high level of attrition that was anticipated over the last few years, therefore a more focused approach targeting key positions has become possible.

Moved by Governor Dougherty

Seconded by Governor Coughlan

THAT items 7.1, 11, 12.2 and 13.1 be approved under the consent agenda.

CARRIED.

7. APPROVAL OF PREVIOUS MINUTES (Our Business)

Approved under the consent agenda.

8. ACTIONS ARISING FROM PREVIOUS MINUTES

There were no actions arising from previous minutes.

9. CHAIR`S REPORT

Noting that this is his first Board meeting as chair, Chairman Chatterton reflected on the purpose of the Board, of the chair and of governors as laid out in the Minister's Binding Policy Directives. In particular, addressing "local need", reporting back to the community through the annual report, ensuring integrity and fulfilment of the strategic and business plans; fostering team work; setting board goals and monitoring progress and performance resonate with him. He reviewed standing committee membership, acknowledging new and returning committee members, identifying chair and vice-chair and co-populous governors. He emphasized the importance of the PAC minutes, as they are an indicator of the status of the College's core business.

10. CO-POPULOUS GOVERNORS' REPORT (Our Community)

On behalf of Governor Tremblay, Governor Cubitt reported on UOIT's governance retreat, which is focused on student services, needs, life. Many staff who provide service to both DC and UOIT are involved in the Retreat. Glenna Raymond, former president and CEO of Ontario Shores Centre for Mental Health Sciences recently began her first term as chair of the UOIT Board. 10th anniversary celebrations are underway and will continue over the year. President McTiernan's remarks recognize the integral role of the College as a foundation for the launch and growth of the university and the very positive relationship between the two institutions.

11. PRESIDENT`S REPORT

Approved under the consent agenda.

12. COMMITTEE REPORTS (Our Business)

12.1. AUDIT AND FINANCE COMMITTEE

No report.

12.2. EXECUTIVE COMMITTEE Report No. 1 of August 14, 2013 (Our Business)

Received under the consent agenda.

12.3. GOVERNANCE REVIEW COMMITTEE

No report.

12.4. NOMINATING COMMITTEE

No report.

13. CONTINUING BUSINESS

13.1 Program Advisory committee Minutes (Our Students)

Approved under the consent agenda.

13.2. Centre for Food Update (Our Business)

President Lovisa reported that the building opened on time for fall classes; some components are yet to be completed and there are deficiencies to correct. The primary objectives – space to accommodate enrolment growth and expansion of programming on the Whitby Campus have been achieved. Bistro '67 opens to staff next week and to the public in October.

14. NEW BUSINESS

14.1. New Program - Media Fundamentals (Our Students)

Judy Robinson noted that after a thorough review by faculty and the Program Advisory Committee, the School of Media, Art and Design's current Pre-Media program needs to be phased out and replaced by a new Media Fundamentals program to best serve the needs of students. Once approved, the new program will be launched in September 2014, and is expected to increase enrolment.

Moved By Governor Cubitt

Seconded By Governor Dougherty

THAT the Durham College Board of Governors approves the postsecondary program of instruction for the Media Fundamentals program.

CARRIED.

14.2. Suspension of Program - Pre Media (Our Students)

J. Robinson confirmed that suspension of the Pre-Media program will be co-ordinated with the launch of the new Media Fundamentals program to avoid duplication and gaps.

Moved By Governor Cubitt

Seconded By Governor Dougherty

THAT the Durham College Board of Governors approves the suspension of the Pre-Media, One-Year Ontario College Certificate program effective upon MTCU approval of the new Media Fundamentals program, anticipated to launch in September 2014.

CARRIED.

14.3. Annual Report on Accessibility (Our Students and Our Community)

Meri Kim Oliver noted goals include broadening of focus from primarily mental health to a wellness strategy, developing a communication strategy to facilitate understanding of "inclusion" in the context of the Accessibility for Persons with Disabilities Act (AODA) and strategies to ensure compliance with the Act.

In response to questions she provided examples of methods to help faculty and staff internalize and practice inclusion and noted that the increase in diagnoses of mental health issues can be attributed in large part to improved ability to diagnose, a decrease in stigma resulting in more people coming forward for help, and the increasing complexities of life for young adults in particular.

Moved By Governor Cubitt

Seconded By Governor Spring

THAT the Durham College Board of Governors endorses the Durham College Accessibility Plan for 2013-2014.

CARRIED.

14.4. 2013-2014 Enrolment Report - M.K. Oliver and N. Gurmen (Our Students)

President Lovisa noted that this is the first time that this type of report has come forward and that we will be providing enrolment updates to the Board on a regular basis.

M.K. Oliver described the source and timing of receipt of applications; identified three schools with significant differences in applicant numbers over the previous year; noted a 32% increase in applications compared to five years ago. Conversion rates of applicants to enrolments is dropping as students are applying to more programs at more colleges than in the past; attention will be given to recruitment strategies. Currently enrolment is up significantly over the same time last year. BScN students are tracked separately from other post secondary students they are in a collaborative program with UOIT and funding is different. Nevzat Gurmen noted that the forecast is for 340 international students; this is more than last year but under budget. This is likely a result of the foreign service workers strike. We are experiencing a greater diversity in countries of origin.

Moved By Governor Dykeman

Seconded By Governor Raetsen-Kemp

THAT the Durham College Board of Governors receives the enrolment report for information.

CARRIED.

14.5. 2013-2014 Board Goals

Chairman Chatterton presented four Board of Governors' Goals recommended by the Executive Committee for 2013-2014, noting their focus on the strategic plan goals, measureable targets and plans for a mid-year review.

1. Board of Governors discharges all responsibilities required in the Board Work Plan. Monitor Board performance semi-annually via a responsibility matrix.
Target: 100% of Board responsibilities to be completed on time.

2. Effective Board of Governors meetings should have the majority of the agenda aligned to the 2013-2016 Strategic Plan, and linked to the 2013-2014 Business Plan. Target: 60% of Agenda items tied to Strategic Plan. 100% of the Strategic Plan Goals will be covered in the 2013-2014 agenda.
3. Members of the Board of Governors strategically contribute to partnership and advocacy contacts and development. Target: One governor to discuss a partnership or advocacy contact at each meeting.
4. Opportunities for improvement. Each Board of Governors meeting will have a critique, assessment or opportunity for improvement segment. Target: 100% of Board of Governors meetings will have an opportunity for improvement agenda item.

Moved By Governor Allingham

Seconded By Governor Spring

THAT the Board of Governors approves the annual Board of Governors Goals for 2013-2014.

CARRIED.

14.6. 2013-2014 Board Work Plan

President Lovisa noted that the annual work plan was initiated when the Board adopted the policy governance model in 2007. It lays out actions required of the Board to fulfil legislative requirements including Ministers Binding Policy Directives and DC Board policy requirements. This year for the first time, actions have been linked to the relevant goals in the 2013-2015 strategic plan and the annual business plan. One amendment is necessary – to accommodate the need for tuition approval in February 2014.

Moved By Governor Dougherty

Seconded By Governor Fisher

THAT the annual Board Work Plan be approved as amended.

CARRIED.

15. OTHER BUSINESS

None noted.

16. INQUIRIES AND COMMUNICATIONS

None noted.

17. UPCOMING EVENTS

The Chair drew attention to the upcoming joint DC and UOIT Boards event, the opening of the Centre for Food, the Board Retreat and Fall Convocation, all of which are important events for governors to attend.

18. MOVE TO IN-CAMERA SESSION

The Chair noted that 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. There are 11 items to address in-camera.

Moved by Governor Dougherty

Seconded by Governor Coughlan

THAT the Durham College Board of Governors recess the public session of the meeting at and move in-camera after a 10 minute break.

CARRIED.

The public session recessed at 8:05 p.m.

The Board returned to public session at 9:50 p.m.

19. ADJOURNMENT

Moved by Governor Spring

Seconded by Governor Raetsen-Kemp

THAT this meeting of the Board of Governors of Durham College adjourn.

CARRIED.

The meeting adjourned at 9:50 p.m.



Ron Chatterton
Chair



Jennifer Clark
Secretary