



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS REGULAR MEETING PUBLIC SESSION MINUTES

Date: Wednesday, April 12, 2017

Location: DC Boardroom, Gordon Willey Building, A-144

Members Present: Pierre Tremblay, Chair
Dan Borowec, Vice-Chair
Nneka Bowen (via conference call)
Ryan Cullen
Ivan DeJong
Kristi Honey
Michele James (joined the meeting via conference call at 6:06 p.m.)
Rick Johnson
Don Lovisa, President
Bart Lucyk
Paul Macklin
Debbie McKee Demczyk
Heather Quantrill
Steve Stewart
Jim Wilson
Melissa Pringle, Corporate and Board Secretary (non-voting)

Members Absent: Doug Allingham
Kevin Griffin

Staff Present: Helene Asselbergs, Chief of Staff
Scott Blakey, Chief Administrative Officer
Alan Dunn, Associate Vice-President, Facilities and Ancillary Services
Barbara MacCheyne, Chief Financial Officer
Linda Marco, Associate Vice-President, Office of Development and Alumni Affairs
Meri Kim Oliver, Vice-President, Student Affairs
Elaine Popp, Vice-President, Academic

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:01 p.m.

2. INTRODUCTION OF GUESTS

The Chief Administrative Officer introduced the following guests:

- Ryan Koyanagi, Student
- Gregory Barnes, Student
- In-coming student governor, Rahul Khanna
- Marianne Marando, Executive Dean, School of Business, IT and Management
- Michelle Hutt, Associate Dean, School of Business, IT and Management
- Jay Fisher, Professor, School of Business, IT and Management
- Leslie Morris, Part-Time Professor, School of Business, IT and Management
- Lindsey Jeremiah, Entrepreneurship Coordinator
- Sarah Brathwaite, Administrative Assistant, Office of the President

3. ADDITIONS/DELETIONS TO THE AGENDA

None.

4. CONFLICT OF INTEREST DECLARATIONS

None.

5. PRESENTATIONS

5.1 Students Ryan Cullen, Ryan Koyanagi, Gregory Barnes and Professor Jay Fisher to Share their Experiences at the Recent Enactus Competition

Ryan Cullen, Ryan Koyanagi and Gregory Barnes shared their experiences from the recent Enactus competition, an international non-profit organization dedicated to inspiring students to improve the world through entrepreneurial action. Enactus DC had a successful first year with 25 student members and the initiation of two projects: YO (youth opportunities) and We Grow Food at School. The We Grow Food at School Team tied for third in the league at Central Canada Regionals and the team will be attending the National Competition in Vancouver in May 2017.

Governor James joined the meeting.

5.2 Alan Dunn, Associate Vice-President, Facilities and Ancillary Services to Provide an Update on the Centre for Collaborative Education

The Associate Vice-President, Facilities and Ancillary Services provided an updated on the Centre for Collaborative Education highlighting:

- No safety incidents have occurred;
- The fireproofing, vibration isolation floor and louvers tenders have been awarded;
- The footings have been completed;
- The foundation walls are complete;
- The stair/elevator towers are 80% complete; and,
- Mechanical design is finalized and detailed costing is being completed.

The Board questioned the Associate Vice-President, Facilities and Ancillary Services.

5.3 Linda Marco, Associate Vice-President, Office of Development and Alumni Affairs to Present an Update on the Capital Campaign and Alumni Engagement Events

The Associate Vice-President, Office of Development and Alumni Affairs presented an update on the capital campaign, noting \$3,545,561 had been raised to date through government funding, industry partners, alumni, the family campaign and new pay day lottery. A case for support is available and a public launch to raise the additional \$1,500,000 will occur later this year. The Office of Development and Alumni Affairs has recently focused on enhanced alumni engagement and have coordinated an email and phone campaign to reconnect with alumni, have developed an enhanced social media presence and have started the brewing memories coffee tour, which has a goal of visiting 50 workplaces over the year.

5.4 Barbara MacCheyne, Chief Financial Officer to Present the 2017-2018 Budget

The Chief Financial Officer presented the highlights of the 2017-2018 budget noting:

- Durham College is presenting a surplus budget of \$500,000 for 2017-2018;
- The budget supports the College's business plan priorities;
- Enrolment is forecasted to reach 11,076 full-time students in fall 2017;

- The budget supports the expansion of the College with five new programs and several new hires to support enrolment growth;
- The budget funds \$15.1 million of capital expenditures; and,
- The budget allows for a \$3.7 million reduction in the long-term debt.

The Board questioned the Chief Financial Officer.

5.5 Kristi Honey to be Presented the Advanced Good Governance Certificate

Governor Honey was presented with her advanced good governance certificate.

6. CHAIR'S REPORT

The Chair noted the following items:

- Rahul Khanna, hospitality management student was the winner of the student governor election garnering 186 votes out of a possible 570 votes.
- Dan Borowec has been acclaimed as Chair and Paul Macklin as Vice-Chair in the recent election for Chair and Vice-Chair of the Board.
- That it was Ryan Cullen's last official in-person meeting as he is leaving for summer employment; Ryan was thanked for his contribution to the Board.
- The success of College Day held at Queen's Park on April 3, 2017 and how DC students participated in the innovation zone and provided catering for the reception.
- The recent funding announcement of \$1.95 million on April 7, 2017, with funds to be used to enhance the entrance at Whitby Campus.

7. CO-POPULOUS GOVERNORS' REPORT

Governor Borowec reported that the presidential search is ongoing and appears to be on schedule. President McTiernan is going to remain in the position until the end of December.

8. CONSENT AGENDA

Moved By Governor Quantrill

Seconded By Governor Macklin

"That all items listed under the heading of consent agenda be adopted as recommended." CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

8.1 Approval of the Minutes of the Board of Governors Meeting of February 15, 2017

That the public minutes of the Board of Governors meeting of February 15, 2017, be approved as read.

8.2 Report of the Governance Review Committee Meeting of March 6, 2017

That all actions taken at the Governance Review Committee meeting held on March 6, 2017 be adopted as recommended, and the minutes be approved as read.

8.3 President's Report - April 2017

That Report BOG-2017-59, providing the President's report on College activities and initiatives in February and March 2017, be received for information.

9. DISCUSSION ITEMS

9.1 Electronic Records Management Program

The Administrative Assistant, Office of the President presented an update on the electronic records management program and the proposed project to digitize Board records.

The Board questioned the Administrative Assistant, Office of the President.

Moved By Governor DeJong

Seconded By Governor Johnson

- “1. That based on Report BOG-2017-69, the existing Board of Governors paper records located in inactive storage classified as permanent under the Durham College Common Records Schedule be scanned in accordance with the approved document imaging procedure and be disposed of accordingly; and,
2. That the practice of keeping paper records for the Board of Governors be discontinued effective immediately with all Board records to be kept in an electronic format consistent with the electronic records management program; and,
3. That effective immediately all Board records be classified and managed according to the Durham College Common Records Schedule.”

CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

9.2 Approval of New Programs of Instruction - Cosmetic Techniques and Management and Esthetician-Spa Management Diploma Programs

The Vice-President, Academic and the Associate Dean, School of Business, IT and Management presented an overview of two new programs of instruction, Cosmetic Techniques and Management and Esthetician-Spa Management Diploma Programs. Both programs are fully compliant with ministry requirements and have been through the full internal review process.

The Board questioned the Vice-President, Academic and the Associate Dean, School of Business, IT and Management.

Moved By Governor McKee Demczyk

Seconded By Governor Cullen

“That in accordance with Report BOG-2017-56, the proposed Ontario College Diploma programs of instruction listed below be approved:

- Esthetician - Spa Management
- Cosmetic Techniques and Management.” CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

9.3 2017-2018 Compulsory Ancillary Fees - Pickering Learning Site

The Vice-President, Student Affairs presented a proposal to reduce compulsory ancillary fees starting in 2017-2018 for students at the Pickering Learning Site. In 2014, the Pickering Learning Site Joint Committee agreed to reduce compulsory ancillary fees for students at the Pickering Learning Site; however, it recently came to the attention of the Executive Director, Strategic Enrolment Services that the decision to remove the fees had not been communicated and therefore the adjustment of fees had never been executed.

The Board questioned the Vice-President, Student Affairs.

Moved By Governor Stewart

Seconded By Governor Wilson

“That based on Report BOG-2017-71, effective 2017-2018 the compulsory ancillary fees for students at the Pickering Learning Site be reduced as presented in Appendix A.” CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

9.4 Final Results of 2016-2017 Business Plan

President Lovisa reported the College had a tremendous year, achieving 41 of the 49 objectives listed in the business plan, with the eight remaining objectives to continue into next fiscal. Highlights were present by pillar (our students, our people, our business and our community) and achievements included enhanced international projects, enhanced quality assurance processes, the implementation of mental health first aid for employees, increased applied research opportunities and approval of the new strategic plan.

Moved By Governor Honey

Seconded By Governor Macklin

“That Report BOG-2017-60, providing the final update on the 2016-2017 Business Plan be received for information.” CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

9.5 Draft Business Plan for 2017-2018

President Lovisa presented the draft business plan for 2017-2018, noting the plan will support the strategic plan and will focus on actions such as developing enhanced recruitment and enrolment strategies, developing the new strategic mandate agreement, ensuring fiscal sustainability and building community relationships.

The Board questioned President Lovisa.

Moved By Governor Honey

Seconded By Governor Macklin

“That Report BOG-2017-70, providing the draft business plan for 2017-2018 be received for information.” CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

10. OTHER BUSINESS

Governor DeJong congratulated the College for the impact the Centre for Food has had on the local community, and highlighted the importance of teaching young people where their food comes from. Governor DeJong congratulated Governor Cullen for his work in increasing awareness about the Centre for Food.

11. UPCOMING EVENTS

The following events were highlighted:

- CIGan Conference - April 30 to May 2, Shaw Centre, Ottawa
- Employee Town Hall & Launch of Strategic Plan - May 4, 2017

12. 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 DeJong

Seconded By Governor Stewart

“That the Durham College Board of Governors move in-camera after a short recess.”

CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

The meeting recessed at 7:52 p.m. and reconvened in-camera at 8:05 p.m.

The Board rose from the in-camera session at 9:11 p.m.

13. ADJOURNMENT


Moved by Governor Macklin

Seconded by Governor Wilson

“That the April 12, 2017 meeting of the Durham College Board of Governors be adjourned.” CARRIED

With Governor Bowen and Governor James participating by telephone, the vote was unanimous.

The meeting ended at 9:12 p.m.



Pierre Tremblay
Board Chair



Melissa Pringle
Corporate and Board Secretary