



**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS
PUBLIC MINUTES**

Date of Meeting: Wednesday, November 14, 2012
Location: Community Room
Gordon Willey Building, A144

Members Present: Franklin Wu, Chair
Dan Borowec
Ron Chatterton, Vice-Chair
Thomas Coughlan
Garry Cubitt
Kevin Dougherty
Joanne Dykeman
Darren Fisher
Carlee Fraser
President Lovisa
Michael Newell
Donna Raetsen-Kemp
Mary Simpson
Judith Spring
Sanjay Surendran
Pierre Tremblay

Absent: Doug McKay

Secretary: Karen Graham

Senior Staff: Scott Blakey
Nevzat Gurmen
Donna McFarlane
Judy Robinson
Tony Doyle

1. CALL TO ORDER

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

2. INTRODUCTION OF GUESTS

Karina Scali, student; Kevin Baker, dean, School of Interdisciplinary Studies & Employment Services; and Fiona Richards, director, International Education.

3. ADDITIONS/DELETIONS TO THE AGENDA

None noted.

4. CONFLICT OF INTEREST DECLARATIONS

Governors Cubitt and Simpson declared a conflict of interest for item 14.2 Durham College/Durham Regional Police Agreement renewal, as they are employees of the Regional Municipality of Durham.

5. PRESENTATIONS

Kevin Baker advised that the Community Integration through Co-operative Education (CICE) program is for students with intellectual or learning disabilities. Students take academic courses with modified curriculum for four semesters that lead to a certificate. Kevin introduced CICE student Karina Scali, recipient of the Queen Elizabeth II Diamond Jubilee Medal. Karina noted that she is honoured to be recognized for her volunteer efforts and shared her experience as a student focusing on the area of Early Childhood Education. She noted her increased confidence; experience living in residence; commuting independently via transit to her home on weekends and looking forward to obtaining gainful employment and volunteering once she finishes school.

5.1. Internationalization Strategy – 2012/13

Fiona Richards made a presentation regarding historical and projected international enrolment numbers and noted our current international enrolment at 304 students; challenges with rapid growth and reduced diversity; marketing and recruitment; local, primary and emerging markets; importance of a short turnaround for admissions processing and agent management. Fiona noted the changes in the International office since June, including redefined roles; new agent contract; tightening procedures; engaged new partners; student support such as pre-departure seminars, airport pickup, temporary housing arrangements etc.;

sessions for faculty to integrate international students into their classrooms; new withdrawal and refund policy; and recruitment in new source markets. Immediate priorities include diversifying the student population; new electronic system; increased application turnaround; educate staff; conversion campaigns and implementation of the Struthers Report.

6. ITEMS FOR DISCUSSION

6.1. Generative discussion – Economic impact of the college and its partnerships within Durham Region

The Board chair and Donna McFarlane welcomed an opportunity to continue the generative discussion from the retreat. Donna referenced the notes from the previous discussion such as the recent meeting with local politicians and discussions around partnerships, entrepreneurship, international, and further development with health care; and continuing to look at our private-public-partnership capacity. The chair noted that the leadership team needs to hear informal input from the Board. No further discussion noted.

7. CONSENT AGENDA

The Chair presented the consent agenda.

Items 12.3.1, 13.1, 14.2, 14.3 and 16.1 were separated from the consent agenda.

Items 8.1, 12.1.1, 12.1.2, 12.2.1, 12.2.2, 14.1, 14.4 and 15.1 were included as part of the consent agenda.

Moved by Governor Cubitt

Seconded by Governor Tremblay

That items 8.1, 12.1.1, 12.1.2, 12.2.1, 12.2.2, 14.1, 14.4 and 15.1 be approved as part of the consent agenda.

CARRIED

8. APPROVAL OF PREVIOUS MINUTES

8.1. Minutes of the Regular Meeting (Public Session) of September 12, 2012

Moved by Governor Cubitt

Seconded by Governor Tremblay

That the minutes of the public meeting of the Durham College Board of Governors held September 12, 2012 be approved.

CARRIED

9. ACTIONS ARISING FROM PREVIOUS MINUTES

None noted.

10. CHAIR'S REPORT

None noted.

11. PRESIDENT'S REPORT

President Lovisa referenced the 14-per cent enrolment growth for the Fall; 15-per cent increase for January and the system average of 3.3. percent. Governor Chatterton highlighted the request by Prime Minister Stephen Harper to meet with Minister Finley and the subsequent request by the Minister to facilitate a roundtable to explore solutions for a national apprenticeship strategy.

Moved by Governor Dougherty Seconded by Governor Chatterton

That the President's report for October/November 2012 be received for information.

CARRIED

12. COMMITTEE REPORTS

12.1 AUDIT AND FINANCE COMMITTEE

12.1.1 Audit and Finance Committee Report No. 2 of October 3, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That Audit and Finance Committee Report No. 2 of October 3, 2012 be approved.

CARRIED

12.1.2 Audit and Finance Committee Report No. 3 of October 30, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That Audit and Finance Committee Report No. 3 of October 30, 2012 be approved.

CARRIED

12.2 EXECUTIVE COMMITTEE

12.2.1 Executive Committee Report No. 1 of October 3, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Executive Committee Report No. 1 of October 3, 2012 be approved.

CARRIED

12.2.2 Executive Committee Report No. 2 of October 30, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Executive Committee Report No. 2 of October 30, 2012 be approved.

CARRIED

12.3 GOVERNANCE REVIEW COMMITTEE

12.3.1 Governance Review Committee Report No. 1 of September 19, 2012

Governor Tremblay requested an opportunity to point out the internal Board election recommendation included in the Governance Review Committee Report. No further discussion noted.

Moved by Governor Dougherty Seconded by Governor Cubitt

That the Governance Review Committee Report No. 1 of September 19, 2012 be approved.

CARRIED

13. CONTINUING BUSINESS

13.1 Program Quality Assurance Process Audit (PQAPA) Update

Judy Robinson overviewed the process and importance for us to identify areas we want to develop. Additionally, it was noted that the process will transition to an accreditation of the entire college in 2015.

Moved by Governor Fraser Seconded by Governor Newell

That the Durham College Board of Governors receives for information this update regarding PQAPA.

CARRIED

14. NEW BUSINESS

14.1 Key Performance Indicators (KPI) Timeline

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Durham College Board of Governors receives for information the Key Performance Indicators (KPI) Timeline.

CARRIED

14.2 Durham College/Durham Regional Police Services Agreement (renewal)

Governors Cubitt and Simpson declared a conflict of interest and did not vote. Governor Chatterton requested information regarding the use of space. Nevzat Gurmen advised that the current lease has been in place since 2002 and is due to expire. The college values its partnership with the Durham Regional Police Services and the space totalling 13,720 square feet is used for classrooms and a training area. The new agreement includes an increase in lease cost and more collaboration for our Police Foundations program.

Moved by Governor Chatterton Seconded by Governor Dougherty

That the Durham College Board of Governors approves the Durham College/Durham Regional Police Services Agreement (renewal).

CARRIED

14.3 New Program Approvals

Governor Simpson noted that all of the new programs are hosted by Durham and another college and questioned how that works. Judy Robinson advised that the programs are offered through the School of Continuing Education at Durham and also offered online through the OntarioLearn consortium. The curriculum was jointly created with Fleming College. Both Durham and Fleming own the curriculum and other colleges can offer by paying us a fee. OntarioLearn is an online consortium of all colleges and is delivered via the provider Embanet. OntarioLearn's annual registration is at 70,000; Durham College registrations encompass 14 per cent and we own one quarter of the curriculum.

Moved by Governor Tremblay Seconded by Governor Dougherty

That the Durham College Board of Governors approves the program of instruction for post-secondary certificates Children's Mental Health, Sustainable Local Food and Construction Estimator.

CARRIED

14.4 Approval of Board Goals for 2012-2013

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Durham College Board of Governors approves the Board Goals outlined for 2012/2013.

CARRIED

15. OTHER BUSINESS

15.1. Program Advisory Committee Report

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Durham College Board of Governors receives this Program Advisory Committee report for information.

CARRIED

16. INQUIRIES AND COMMUNICATIONS

16.1 Multi-year Accountability Agreement (MYAA)

Governor Tremblay enquired about the audit process for the data. President Lovisa advised that the numbers are self-reported but are pulled from audited report requirements. Durham is comparable to other colleges; we receive all of our hold-back funds and that this is a credibility piece for the college.

Moved by Governor Newell Seconded by Governor Spring

That the Durham College Board of Governors receives the 2011-2012 MYAA Report Back report for information.

CARRIED

17. UPCOMING EVENTS

Annual Scholarship Ceremony will be held on November 22; New Governor Orientation will be held November 24 at the Colleges Ontario conference; and the Annual Board Appreciation Event will be held on December 12.

18.&19. MOVE TO IN-CAMERA SESSION and ADJOURNMENT

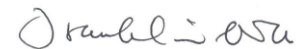
The public session recessed at 7:20 p.m.

Moved by Governor Spring

Seconded by Governor Fraser

That the Durham College Board of Governors move into an in-camera session to discuss items under Durham College By-law No.1 (11-001) Section 22.3 (a) items of corporate business respecting human resources, litigation or contractual matters; items under Durham College By-law No.1(11-001) Section 22.3 (a) items of corporate business respecting contractual matters together with matters covered under the Freedom of Information and Protection of Privacy Act - items under Section - 17. (1) (c) Third Party; Section 15 Relations with Government; and Section 21 Personal Privacy.

CARRIED



Franklin Wu
Board Chair



Karen Graham
Board Secretary