



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

Date: December 9, 2015
Location: Community Room, Gordon Willey Building, A144

Members Present: Pierre Tremblay, chair
Dan Borowec, vice-chair
Doug Allingham
Nneka Bowen
Ivan DeJong
Kevin Griffin
Kristi Honey
Renate Ilse
Rick Johnson
Don Lovisa, president
Paul Macklin
Debbie McKee Demczyk
Charlie Qaqish
Heather Quantrill
Steve Stewart
Jim Wilson

Members Absent: Darren Fisher

Staff Present: Scott Blakey, chief administrative officer
Jennifer Clark, board secretary
Tony Doyle, chief of staff
Barbara MacCheyne, interim chief financial officer
Meri Kim Oliver, vice-president, Student Affairs
Elaine Popp, vice-president, Academic

1. CALL TO ORDER

The meeting was called to order at 5:58 p.m.

2. INTRODUCTION OF GUESTS

The following guests were in attendance: Jesse Cullen, president; Mike Guerard, vice-president, College Affairs; and, Siraj Syed, vice-president, University Affairs, all of the Student Association; Alan Dunn, associate vice-president, Facilities and Ancillary Services; Carol Beam, executive director and Cossette Kazarian, SharePoint officer, Communications and Marketing; David Chambers, and Linda Marco, associate vice-president, Development and Alumni and, Janse Tolmie, associate vice-president, Information Technology Services and chief information officer.

3. ADDITIONS/DELETIONS TO THE AGENDA

Item 15.1, Premier's Mission to India was added under Other Business.

4. CONFLICT OF INTEREST DECLARATIONS

Governor McKee Demczyk declared a conflict of interest regarding the SMA Report-Back, as she is responsible for preparing this report.

5. PRESENTATIONS

5.1 Student Association: Purpose, Responsibilities and Contributions

The president of the Student Association provided an overview of the historical context for student associations and unions in North America and abroad, the mandate of the Student Association and Durham College and the University of Ontario Institute of Technology (SA @ DC & UOIT), the services it offers students, and the memorandum of understanding executed last year between the SA and DC and its impact on SA autonomy.

5.2 The Experience Campaign - One Year Later (Our Business, Our Community)

Governor Johnson arrived at 6:20 p.m.

Experience Campaign has expanded to include employees and alumni in addition to students; selected to provide maximum category and demographic diversity. Purpose has remained the same – increase brand awareness, enhance the college's reputation, expand the target market geographically, increase number of applicants to the college. Primary goal is engagement of prospective and current students, parents, teachers, employers and potential employees, donors, and members of the community. Geographic focus is Peterborough and Kawartha Lakes, Northumberland, Durham and the eastern GTA. Engagement supported through a highly interactive website; combined with advertising, social media and other communications. Results show

significant increases in Facebook engagements, Twitter followers, YouTube video views; total numbers of engagements goal significantly surpassed. Challenge is in confidently attributing changes in number of applicants to the Experience Campaign. Will be working with Student Affairs to see if there is any link between geographic areas with increased applications and geographic target areas of the Experience Campaign. At least four other colleges have created similar campaigns.

5.3 The New Board Portal

The development site for the new Board Portal was demonstrated; it runs on SharePoint 2013. The newer version of SharePoint supports the more dynamic college documents created by Communications and Marketing and offers greater functionality that will streamline access to documents and meeting information and offers enhanced search functions. The new design provides more intuitive navigation. The new site will be launched in January; more detailed training will be provided at that time.

Governors were invited to contact the board secretary for assistance with navigating and annotating agenda packages, as this is related to the version of Adobe that is being used, and is not a Board Portal issue.

6. CONSENT AGENDA

The consent agenda included the following items:

7. Minutes of the previous meeting

THAT the minutes of the October 14, 2015 meeting of the Board of Governors, public session, be approved as amended.

8.1 Listening to the Student Voice at PAC meetings

11.1 President's report focused on Durham College

11.2.1 COP Meeting Summary of October 20, 2015 was pulled, as the wrong report was included in the package.

ACTION: Post correct report to Board Portal

12.1 Nominating Committee Report 1 of December 7, 2015

13.1 Program Advisory Committee minutes

Moved By Governor DeJong

Seconded By Governor Allingham

THAT the Board of Governors approves the balance of the consent agenda.

CARRIED.

Governor Ilse was present via telephone, and voted; the motion was passed unanimously.

7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of October 14, 2015

Approved as amended, under the Consent Agenda.

8. ACTIONS ARISING FROM PREVIOUS MINUTES

8.1 Program Advisory Committees: Listening to the Student Voice

Received under the Consent Agenda.

9. CHAIR`S REPORT

Successful start to 2015-2016 academic year; active and engaged board and committees; smooth transition in a number of key positions on DCLT. Top ten highlights are successful orientation of new members, fall convocation, Higher Education Summit including presence of DC's Premier's Awards nominees and announcement of one as an Award recipient, participation in Colleges Day at Queen's Park, Alumni Night with the Oshawa Generals, dinner with chair and vice-chair counterparts from UOIT, Governors' Appreciation reception, DC Foundation dinner honouring retiring and current trustees, acceptance of DC presentation proposal for upcoming CIGan conference, and, successful recruitment of an external governor to fill current vacancy.

Other members in attendance at HES and Colleges Day at Queen's Park provided their insights. It was noted that the Premier will be in attendance at the provincial government's Skills and Talent Summit to be held at DC on January 20, 2016. A letter of thanks to Governor Ilse was read as her retirement comes into effect with the appointment of the new external governor. Congratulations was extended to Governor Borowec on his appointment to the UOIT Board of Governors; with this appointment he becomes a co-populous governor.

10. CO-POPULOUS GOVERNORS' REPORT

At the last UOIT Board meeting, the president's annual goals and objectives were discussed; enrollment at UOIT is lower than anticipated; the impact on grant and tuition revenue is offset by reduced expenses. A reduction in expenses will be incorporated into the 5-year budget forecast. The importance of the UOIT-DC relationship and student retention were topics of significant discussion. New governors Abdullah AlZahrani, Dan Borowec (co-populous), Dr. Jeremy Bradbury, Jonathan Hackett, Mary Simpson, Mary Steele, Laurie Swami and Dr. Shirley Van Nuland were introduced. Opportunities for revenue generation through the Automotive Centre of Excellence were

identified as were other alternative sources of revenue. Significant fundraising goals have been identified; need to consider co-ordination given size of community. Very effective presentation was delivered on UOIT Alumni Association. An update was provided on the university's risk management and compliance program.

11. PRESIDENT'S REPORT

11.1 Durham College (All Pillars)

Received under the Consent Agenda.

11.2 Colleges Ontario - Committee of Presidents

11.2.1 COP Meeting of October 20, 2015

Removed from Consent Agenda; correct report to be posted on Board Portal, for information.

11.2.2 COP Meeting of November 15, 2016 - D. Lovisa and E. Popp

COP is reconsidering the move to accreditation instead of the current Program Quality Assurance Process Audit (PQAPA); decision has now been deferred for one year for further study. Colleges in progress toward it now will continue through the PQAPA assessment and won't need to do it again if and when accreditation is announced. Building on recommendations from the previous PQAPA and following the new guidelines, preparation for accreditation is already underway at DC. DC will continue on this path to be ready for 2017 as will a number of other colleges.

12. COMMITTEE REPORTS

12.1 NOMINATING COMMITTEE Report 1 of December 7, 2015

Received under the Consent Agenda.

13. CONTINUING BUSINESS

13.1 Program Advisory Committee Minutes (Our Students)

Received under the Consent Agenda.

13.2 Receive Enrolment Update (Our Business)

The college's post-secondary enrolment (PSE) declined somewhat between September and November; this attrition is typical; caused by students not getting into their program of choice, adverse health and/or financial circumstances. DC is one of nine colleges system-wide that did not see an overall decline in enrolment.

Questions arose regarding enrolment trends for other groups of DC students, such as Continuing Education and students enrolled in on-line courses, not included in the PSE data, and their impact on the budget. These categories of students are counted differently; all bring in some grant revenue. A summary of these figures was requested.

ACTION: Provide summary of non-PSE enrolment and grant revenue.

Challenges with forecasted enrolment decline are anticipated to affect smaller colleges the most; GTA colleges will be affected less, in part because their international student enrolment is growing. Competition for students will be stiff. Durham College retention rates are strong. DC will need to distinguish itself from the competition; answer the question, “Why would a student choose DC?”

14. NEW BUSINESS

14.1 Endorse Strategic Mandate Agreement (SMA) Report-back (Our Students, Our Business)

Governor McKee Demczyk declared a conflict on this item; she remained present, but did not vote.

This is the first of the required annual Report-Backs based on the 2014-2017 Strategic Mandate Agreement (SMA) is annual. The requirements for this Report-Back were weighted towards system-wide rather than institutional metrics; this may change for future Report-Backs. SMA Report-Backs are not required to be posted on our website; the previous Multi-Year Accountability Agreements, which were replaced by the SMA Report-Back, were posted. Lack of access to other institution's Report-Backs will limit the college's ability to identify trends as has been possible in the past. A new arm of MTCU has been established to manage data; sector-wide data may be provided through this group.

ACTION: Ask MTCU if SMA Report-Back results from other colleges will be available.

Results across the six categories were summarized. Important to note in relation to what distinguishes Durham College from others is that the larger DC schools each have at least one program that attracts students from outside our catchment area. DC is particularly strong in its linkages with the community.

Moved By Governor Macklin

Seconded By Governor Bowen

THAT the Board of Governors receives the 2014-15 SMA Report Back for information as presented.

CARRIED.

Present by telephone, Governor Ilse voted; the motion was passed unanimously.

14.2 Strategic Planning Framework

The current 2013-2016 Strategic Plan was extended to 2017 to align with the 2014-2017 SMA. The new process for renewing the SMA has not been announced by MTCU; DC has taken this into consideration when planning the process for renewing its strategic plan. The year-long strategic planning process was summarized. A Strategic Planning Committee will be struck with broad representation; process will be initiated April 1, 2016; new plan will come into effect April 1, 2017. Numerous opportunities for broad community input and reporting to the Board are included in the plan. Nine priority areas have been identified by the Durham College Leadership Team (DCLT) at its recent retreat. Key determinant early on is whether or not to retain or renew the mission and vision; the strategic plan goals (also referred to as “pillars”) fall out of the mission, vision and values. Pros and cons were presented. The Board will need to confirm the mission, vision and values early in the strategic planning process.

Governors noted that a key question for the Strategic Planning Committee should be “what makes us different and how do we set ourselves apart from other colleges?” as this will help to set strategic direction. Strategic plan is the main topic for this year’s Board Retreat. Results of DCLT discussion regarding mission and vision and input from other stakeholders will assist the Retreat Planning Task Group in planning the Retreat agenda. If necessary, as determined at the Retreat, a Board Strategic Planning Committee may be established.

Moved By Governor DeJong

Seconded By Governor Griffin

That the Durham College Board of Governors approves the Strategic Planning process as presented.

CARRIED.

Present by telephone, Governor Ilse voted; the motion was passed unanimously.

14.3 Board Retreat Planning

Appreciation was expressed for all members who indicated interest in participating on the Board Retreat Planning Task Group. Governors Griffin and Honey will join the chair,

vice-chair, president and secretary on this Task Group.

Moved By Governor Borowec

Seconded By Governor Bowen

THAT the Board of Governors establishes the limited-term Retreat Planning Task Group to advise on the development of the Retreat programme.

CARRIED.

Present by telephone, Governor Ilse voted; the motion was passed unanimously.

15. OTHER BUSINESS

15.1 Premier's Mission to India

President Lovisa declared a conflict on this item; he remained present at the meeting but did not vote.

President Lovisa has very recently received confirmation of his participation in the Premier's Trade Mission to India in February. International travel by the president requires approval by the chair of the Board, which is typically sought through the Executive Committee. Timing is such that the request for approval has been brought to this Board meeting.

Moved By Governor DeJong

Seconded By Governor Johnson

THAT the Board of Governors approves the president's participation in the 2016 Premier's Trade Mission to India scheduled for January 31 to February 5, 2016.

CARRIED.

Present by telephone, Governor Ilse voted; the motion was passed unanimously.

16. INQUIRIES AND COMMUNICATIONS

Various reports referencing Durham College and a letter expressing thanks from Colleges Ontario for Durham College participation at the CCBE Board Orientation sessions and the HES were circulated.

17. UPCOMING EVENTS

Attention was drawn to upcoming events.

18. 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.

The Board recessed at 8:17 p.m., prior to commencing the in-camera session.

19. ADJOURNMENT

Moved by Governor DeJong

Seconded by Governor McKee Demczyk

THAT the December 9, 2015 meeting of the Board of Governors adjourn.

CARRIED.

The meeting returned to public session and adjourned at 9:40 p.m.

A handwritten signature in black ink, appearing to read 'P. Tremblay', written in a cursive style.

Pierre Tremblay, chair

A handwritten signature in black ink, appearing to read 'Jennifer A. Clark', written in a cursive style.

Jennifer Clark, secretary