



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

**Date:** October 14, 2015  
**Location:** Community Room, Gordon Willey Building, A144

**Members Present:** Pierre Tremblay, chair  
Dan Borowec, vice-chair  
Nneka Bowen  
Ivan DeJong  
Darren Fisher  
Kevin Griffin  
Kristi Honey  
Rick Johnson  
Don Lovisa, president (ex-officio)  
Paul Macklin  
Debbie McKee Demczyk  
Charlie Qaqish  
Heather Quantrill  
Steve Stewart  
Jim Wilson

**Members Absent:** Doug Allingham  
Renate Ilse

**Staff Present:** Scott Blakey, vice-president, Administration  
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

**Staff Absent:** Janse Tolmie, associate vice-president, IT Services and chief information officer

**1. CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

**2. INTRODUCTION OF GUESTS**

Guests were Jesse Cullen, Mike Guerard, Siraj Syed, of the Student Association Executive; Gail MacKenzie, Kym Crawford, Cassandra Mann and Cassandra Shea of the LEAP Program; Samantha Sinclair of ORSIE; Judy Spring, dean, School of Business and IT Management; Kevin Dougherty, Associate Dean, School of Interdisciplinary Studies; and Carol Beam, director, Communications and Marketing

**3. ADDITIONS/DELETIONS TO THE AGENDA**

Moved by Governor Macklin

Seconded by Governor Quantrill

**THAT the Update on the 2015-2016 Business Plan included in the In-Camera session agenda be addressed in public session as item 13.4.**

CARRIED.

**4. CONFLICT OF INTEREST DECLARATIONS**

None.

**5. PRESENTATIONS**

**5.1 Learning, Earning and Parenting Program (Our Students)**

Students, faculty and administrators shared their experiences in this program that supports young mothers as they study college-level courses for which they receive both a secondary school credit and a college credit that may be used to transfer to most Ontario colleges. Enrolment in the program has grown from 21 mothers in 2012-2013 to **31 in 2014-15, 6 of whom are now enrolled at DC Durham College.**

**5.2 Student Association Petition Regarding Campus Food Services**

At their request, Jesse Cullen, president of the Student Association of Durham College and UOIT and Mike Guerard, vice-president, College Affairs, informed the Board about a petition undertaken regarding food services on campus. The SA learned of the renewed contract with the current food services provider at a UOIT Board meeting. As the SA also provides food services on campus they would have appreciated consultation. The SA obtained feedback from students on food needs, meal plan offerings, price and service provision, and requested the opportunity to be able to provide such input for consideration when the food services contract is coming due. A DC-UOIT-SA-ARAMARK Campus Food Committee has been struck as an outcome of the petition circulated during the

summer; the Committee will meet for the first time next week. Healthy eating options are the top priority of the Committee. Knowing of the existence of a proprietary student survey undertaken by Aramark, the SA will be undertaking its own survey to obtain student input.

It was noted that the Committee has broad representation from the relevant group and is similar to campus food service committee models that have been present on other post-secondary campuses for some time.

The Board expressed thanks to the student leaders for bringing this information to the Board's attention.

## 6. CONSENT AGENDA

7. Minutes of the meeting of June 8

**THAT the minutes of the June 8, 2015 meeting of the Board of Governors, public session, be approved as read.**

11. President's Report on Durham College, received for information.

12.1 Executive Committee Report 1 of September 14, 2015

**THAT the Executive Committee endorsed the Durham College AODA and ODA Plan 2015-2016 on behalf of the Board of Governors.**

**THAT the 2015-2016 Annual Board Goals be approved by the Board of Governors.**

**THAT the Board of Governors approves the revised Board Calendar 2015-2016 dated September 11, 2015, as amended.**

The timing to Endorse MYAA/SMA Report-back was moved from the October meeting of the Board of Governors to the December meeting.

**THAT the Board of Governors approves the Annual Board Work Plan 2015-2016 dated September 11, 2015, as amended.**

**THAT the Board of Governors approves the proposed slate of attendees for the 2015 CCBE Board Orientation sessions and CO Higher Education Summit and the 2016 CIGan Annual Conference.**

12.2 Governance Review Committee Report 1 of September 28, 2015

**THAT the Board of Governors approves the amendments and revisions to Board Policies on Board Members' Code of Conduct; Staff, Student, Client and Visitor Treatment; and, General Executive Constraint, as presented.**

13.1 Program Advisory Committee minutes

13.2 Final Verification Report on Program Advisory Committee Meetings

**THAT the Board of Governors receives this final update to the 2014-2015 Program Advisory Committee Compliance Report for information.**

14.1 Annual Board Goals for 2015-2016

14.2 Annual Board Work Plan for 2015-2016 pulled from the Consent Agenda for amendment.

14.3 Annual Report on Accessibility

Included for information only, as the report was approved by the Executive Committee on behalf of the Board of Governors on September 14, 2015.

14.4 Designation of "Head" Under FIPPA

**THAT the Board of Governors delegates all powers and duties of the "head" under the Freedom of Information and Protection of Privacy Act to the chief administrative officer.**

Moved By Governor DeJong

Seconded By Governor Fisher

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

CARRIED.

**7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of June 8, 2015**

Approved under the Consent Agenda.

**8. ACTIONS ARISING FROM PREVIOUS MINUTES**

None.

**9. CHAIR`S REPORT**

The chair commended college staff on the great success of the Harvest Dinner.

Moved by Governor Quantrill

Seconded by Governor Honey

**THAT the chair, on behalf of the Board of Governors, congratulates Durham College staff who contributed to very successful inaugural Harvest Dinner.**

CARRIED.

Governor Ilse's resignation was announced. Her resignation will take effect upon the appointment of her successor; recruitment is underway. Her active participation at Board and committee meetings was acknowledged and good wishes for success in her new employment in Ottawa were expressed. Governor Quantrill was recognized for her new roles as chair of the Governance Review Committee and Board Effectiveness Task Group.

## **10. CO-POPULOUS GOVERNORS' REPORT**

Tim McTiernan has been reappointed to a second term as president of UOIT. UOIT has approved the Campus Master Plan.

## **11. PRESIDENT'S REPORT**

### **11.1 Durham College**

Received under the Consent Agenda.

## **12. COMMITTEE REPORTS**

### **12.1 EXECUTIVE COMMITTEE Report 1 of September 14, 2015**

Approved under the Consent Agenda.

### **12.2 GOVERNANCE REVIEW COMMITTEE Report 1 of September 28, 2015**

Approved under the Consent Agenda.

## **13. CONTINUING BUSINESS**

### **13.1 Program Advisory Committee Minutes (Our Students)**

Approved under the Consent Agenda.

### **13.2 Receive Final Report on Program Advisory Committee Verification for 2014-2015**

Received under the Consent Agenda.

### **13.3 GTA Comparison of MYAA Results**

This comparison was provided in response to a Board query regarding Durham College MYAA results and those of GTA colleges. The college's performance in the five year period of the comparison is comparable to the other five GTA colleges in most respects. Differences are Durham College's continuous and high rate of enrolment growth; strong retention rate; increase in employment rate compared to overall decline experienced by others; and, approach to experiential

learning. It was noted that plans are in development for a co-op style of experiential learning. Growth was intentional and strategic and supported by adjustment of existing and creation of new programs, increased pathways from university to college programs and regional demographic growth.

#### **13.4 Business Plan Update**

This item was moved from the in-camera agenda to the public session agenda. A new system is being used to track progress of business plan objectives, in response to the Board's request for a more user-friendly monitoring tool. Six objectives are completed, 31 are on track, two are on hold. One due to a hold-up caused by a third party will progress once program accreditation is received and one due to staffing vacancy which has now been filled.

Moved by Governor McKee Demczyk

Moved by Governor Bowen

**That the Board of Governors receives the mid-year Business Plan Update for information.**

CARRIED.

#### **14. NEW BUSINESS**

##### **14.1 Approve Annual Board Goals for 2015-2016**

Approved under the Consent Agenda.

##### **14.2 Approve Annual Board Work Plan 2015-2016**

Approved with amendment under the Consent Agenda.

##### **14.3 Annual Report on Accessibility (Our Students, Our People)**

Received under the Consent Agenda.

##### **14.4 Approve Designation of "Head" Under FIPPA**

Approved under Consent Agenda.

##### **14.5 Receive Student Association Audited Financial Statements and Budget (Our Students)**

Jesse Cullen, president of the DC and UOIT Student Association was present to field questions regarding the current year budget and 2015 audited Financial Statements.

Moved By Governor Macklin

Seconded By Governor Johnson

**THAT the Durham College Board of Governors accepts the Student Association audited financial statements for 2014-2015 and the Student Association budget for 2015-2016 as partial fulfilment of the Agreement signed by the Durham College Board and the Student Association in September 2014.**

CARRIED.

#### **14.6 Receive Initial 2015-2016 Enrolment Report (Our Business)**

Final enrolment figures will be known after the November 1 cut-off date. Preliminary figures indicate that 15 of the 24 Ontario colleges are experiencing a decline in accepted offers of admission. Durham College is anticipating modest growth. Initiatives undertaken by the College to increase number of applicants and subsequent conversion rates were described. International student enrolment is expected to increase again this year, with significant growth in both number of students and countries of origin experienced this year. Difficult to forecast as students' ability to qualify for visas in their home countries is not easy to predict. It was noted that language-of-study is often a barrier to full participation in international study agreements with foreign institutions.

**ACTION:** Determine if the college tracks international student emigration data, in response to a question about the proportion who return to their country of origin verses those who remain in Canada upon graduation.

#### **14.7 Approve Program Suspensions (Our Students)**

In response to input from relevant Program Advisory Committees and market research, new programs have been developed to better address industry needs and have been approved by the Board and MTCU. Pre-existing programs now need to be suspended.

Moved By Governor Bowen

Seconded By Governor Stewart

**That the Durham College Board of Governors agrees to suspend the Journalism-Print and Broadcast, Ontario College Advanced Diploma, the Golf Facility Operations Management, Ontario College Diploma program, and the Welding Techniques, Ontario College Certificate program effective September 2016.**

CARRIED.

#### 14.8 Approve New Program (Our Students)

The new Computer Foundations certificate results from comprehensive program reviews of the Computer Programmer and Computer Systems Technician programs and input from the Program Advisory Committees. New credential will provide more flexible academic pathways for students and provide another entry point to post-secondary education.

Moved By Governor Griffin

Seconded By Governor DeJong

**THAT the Durham College Board of Governors approves the postsecondary program of instruction for the Computer Foundations Ontario College Certificate program.**

CARRIED.

#### 14.9 Update on Sharepoint and Board Portal

The college is migrating all of its Sharepoint-supported portals to the 2013 version, including the Board Portal. This upgrade will take place during November; goal is to launch it in December. Key improvements will be in navigation, searchability and functionality with interactive documents such as the college's annual report.

**ACTION:** Governors to send concerns, issues with Board Portal to Board secretary.

**ACTION:** Board Effectiveness Task Group to identify any additional concern, issues with the Board Portal at its next meeting.

Moved By Governor Fisher

Seconded By Governor McKee Demczyk

**The Board of Governors receives the Board Portal Update report of October 9, 2015 for information.**

CARRIED.

#### 14.10 Approve New Governor Appreciation Event

Moved By Governor DeJong

Seconded By Governor Bowen

**THAT the Durham College Board of Governors approves hosting of an annual Governors Appreciation Event planned with a clearly defined external target audience and including the opportunity to thank current and former governors and deliver a call to action or messaging that advances college strategic goals.**

CARRIED.



**15. OTHER BUSINESS**

None.

**16. INQUIRIES AND COMMUNICATIONS**

None.

**17. UPCOMING EVENTS**

Attention was drawn to upcoming events.

**18. MOVE TO IN-CAMERA SESSION**

Moved By Governor Macklin

Seconded By Governor Wilson

**THAT the Durham College Board of Governors moves in-camera.**

CARRIED.

The Board recessed at 7:34 p.m.

**19. ADJOURNMENT**

Moved by Governor DeJong

Seconded by Governor Honey

**THAT the October 14, 2015 meeting of the Board of Governors adjourn.**

CARRIED.

The meeting returned to public session and adjourned at 7:40 p.m.



Pierre Tremblay, chair



Jennifer Clark, secretary