# DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY MINUTES OF THE REGULAR MEETING OF THE BOARD OF GOVERNORS

DATE: November 12, 2008 PLACE: Community Room

TIME: 6:00 p.m.

IN ATTENDANCE

GOVERNORS: Aileen Fletcher, Chair

Gerry Warman, Vice Chair

Rhonda Christian Garry Cubitt Carlee Fraser Pansy Goodman Karen Hodgins Doug McKay Michael Newell Bill Robinson Nicole Schoep Darrell Sewell Mary Simpson Judy Spring Fred Upshaw

PRESIDENT: Don Lovisa

SECRETARY: Karen Spearing

RECORDING

SECRETARY: Erin Mitchell

SENIOR STAFF: Ralph Aprile

David Chambers Margaret Greenley Donna McFarlane Gerry Pinkney Ken Robb Judy Robinson

#### **CALL TO ORDER**

The Chair called the meeting to order at 6:01 p.m.

# INTRODUCTION OF GUESTS

Vice-President of Communications and Marketing Donna McFarlane introduced Sandy MacDonald and Matt Gennaro from the Office of International Business Development, as well as Matt Bird from the Chronicle and ... from Metroland Newspapers.

## ADDITIONS/DELETIONS TO THE AGENDA

The Chair noted an addition to the agenda – Item 12.2, being the draft of a 2008-09 Board Work Plan.

## CONFLICT OF INTEREST DECLARATIONS

Karen Hodgins declared a conflict of interest relating to Item 12.1 Program Approvals, as she was involved in the process.

## **PRESENTATIONS**

None were noted.

#### APPROVAL OF PREVIOUD MINUTES

MOTION Moved by Karen Hodgins Seconded by Judy Spring

"That the minutes of the 416<sup>th</sup> regular meeting of the Durham College Board of Governors, held September 10, 2008, be approved as presented."

**CARRIED** 

MOTION Moved by Mary Simpson Seconded by Nicole Schoep

"That the minutes of the 417<sup>th</sup> regular meeting of the Durham College Board of Governors, held October 25, 2008, be approved as presented."

**CARRIED** 

# **ACTION ARISING FROM PREVIOUS MINUTES**

None were noted.

#### **CHAIRS'S REPORT**

None were noted.

# PRESIDENT'S REPORT

President Lovisa presented his president's report for the months of September and October 2008 for information.

Carlee Fraser joined the meeting at 6:12 p.m.

#### **COMMITTEE REPORTS**

#### INTEGRATION COMMITTEE

# Rescindment of Position of Vice-President, Integrated Services

The Chair of the Integration Committee, Doug McKay, reported to the Board that revisions are currently underway to the Integration Committee terms of reference.

In addition, he presented a recommendation that the position of Vice-President of Integrated Services be removed from the Durham College organizational structure given the on-going realignment of integrated services. Discussion ensued relating to the rationale for the realignment as concerns were expressed relating to the flow of information between the two boards and two institutions with the removal of this oversight position. President Lovisa reported that the two institutions are working together with respect to service level agreements and realignment of personnel. He indicated that different metrics have been established to allocate integrated service costs and all vice-presidents are engaged in the process when respective departments are reviewed.

Michael Newell joined the meeting at this time 6:28 p.m.

MOTION Moved by Doug McKay

Seconded by Darrell Sewell

"That the Durham College Board of Governors authorize the removal of the position of Vice-President of Integrated Services from the Durham College organizational structure."

#### **CARRIED**

## NOMINATING COMMITTEE

# **Policy Approval: Recruitment of External Governors**

The Chair of the Nominating Committee, Michael Newell, presented a draft of a "Recruitment of External Governors" policy for the Board's review and approval. He reported that the Nominating Committee is attempting to increase the transparency of the recruitment process.

He further indicated that the committee will follow up with unsuccessful candidates based on their skill-set and will maintain an awareness of those who are available.

MOTION Moved by Michael Newell

Seconded by Pansy Goodman

"That the Durham College Board of Governors approve the Board Policy entitled "Recruitment of External Governors" as presented."

**CARRIED** 

# CONTINUING BUSINESS

# **College Policy Renewal**

President Lovisa presented the balance of the outstanding policies which have undergone a review and renewal process based on the Board's policy approach to governance and the delegation of administrative policy to the President's office.

He reported that all policies have undergone a thorough review process with the leadership team and various affected constituencies and that the full menu of administrative policies will be posted to the college's public website within the next few days.

President Lovisa also extended special thanks to Bonnie St. George and Cathy Pitcher who were instrumental in bringing this process to finalization.

MOTION Moved by Judy Spring

Seconded by Nicole Schoep

"That the Board of Governors rescind the previous Board policies, effective November 12, 2008, to be replaced in the Administrative, Operation and Employment:

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#104 – President Emeritus
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#201 – Post-Secondary Academic

#202 - Enrolment Management

#203 – Full-time Students Access to Part-time Programming

#204 – Access to Part-Time Courses at a Reduced Rate

#205 – Prior Learning Assessment

#301 – College Closure – Inclement Weather & Other Emergencies

#303 – Purchasing (superseded by #317)

#304 – Moveable Assets

#307 - Banking and Investment Activities

#309 – Tuition Deferment

#311 – Security

#315 – Information Technology Acceptable Use

#316 – Emergency Preparedness Plan

#317 – Purchasing

#318 – Business Expense Reimbursement

#401 – Student Rights and Responsibilities

#402 - Crisis Response - Tragic Events

#403 – Special Needs Students

#404 – Code of Conduct for Students

#405 - Alcohol

#406 – Accessibility

#407 – Recognition of Student Organzations

#502 – Protection of Human Rights

#509 - Recruitment and Promotion of Colleagues

#510 – Conflict of Interest

#511 – Ownership of Employees' Work

#512 – Professional Development

#513 - Rewards and Recognition

#514 – Performance Review

#516 – Retiree Benefits

#517 - Tuition Assistance for Dependent Children

#518 – Retirement

#601 – Internal Communications

#602 – External Communications

#603 – Campaign Prospect Clearance

#604 – Gift Acceptance"

#### **CARRIED**

# Success Matters Strategic Plan Update – Year 2 Deliverables

President Lovisa provided update on the Success Matters Strategic Plan – Year 2 Deliverables and reported that the college has maintained its emphasis on quality. The President highlighted a number of the strategies and provided an update on the progress to date. He further indicated that an Academic Plan will come forward to the Board within the next couple of months.

The President reported that the performance evaluation processes for all staffing groups have been or are in the process of being implemented. He further stated that some of the strategies initiated in year two include: Fostering Pathways and Synergies, Strengthening our Program Quality and engaging our Students.

President Lovisa extended special thanks to Michelle Cole and Debbie McKee Demczyk for all of their hard work in this regard, as well as Rod Rork for moving us forward for the future and laying a great foundation for the incoming CFO.

# **NEW BUSINESS**

#### **Program Approvals**

Vice-President – Academic, Judy Robinson, presented two new program proposals for approval: Energy Audit Techniques and Renewable Energy Technician.

MOTION Moved by Doug MacKay Seconded by Rhonda Christian

"That the Durham College Board of Governors approve the Energy Audit Techniques Program as

presented."

**CARRIED** 

MOTION Moved by Darrell Sewell Seconded by Pansy Goodman

"That the Durham College Board of Governors approve the Renewable Energy Technician

Program as presented."

#### **CARRIED**

## **Board Work Plan**

The Board Secretary presented a draft of a board work plan for the Board's review, indicating that the various sections are driven by legislative requirements and/or board resolution. She reported that normally such a plan would be approved in June of each year for the coming year but that this draft would at least provide a foundation for the board to work from.

It was further reported that the work plan is modelled after the policy governance model adopted by the Board.

The Board commended the Board Secretary for her work in this regard and recognized the benefits of such a tool.

MOTION Moved by Franklin Wu Seconded by Doug McKay

"That the Durham College Board of Governors approve the 2008-09 Board Work Plan as

presented/amended."

# **CARRIED**

# **OTHER BUSINESS**

None were noted.

# INQUIRIES AND COMMUNICATIONS

# **Program Advisory Committee Minutes**

MOTION Moved by Bill Robinson Seconded by Mary Simpson

"That the Durham College Board of Governors receive the Program Advisory Committee minutes as presented for information."

CARRIED

# **UPCOMING EVENTS**

The Chair highlighted the upcoming events including: the Durham College Scholorship Ceremony on November 13, 2008 at 5:00 p.m. at the Campus Recreation and Wellness Centre; the Board's Annual Holiday Dinner on December 10, 2008 at 6:00 p.m. at Deer Creek Golf Club in Ajax and the Colleges Ontario Annual Conference on February 22-23, 2009 at the Westin Harbour Castle Convention Centre in Toronto.

# MOVE TO IN-CAMERA SESSION (8:05 P.M.)

MOTION Moved by Doug McKay

Seconded by Mary Simpson

"That the Durham College Board of Governors continue its meeting in in-camera session."

**CARRIED** 

## TERMINATION OF MEETING

The Chair terminated the meeting at 10:53 p.m.