



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

Date: Monday, June 12, 2017

Location: Tribute Communities Centre, 99 Athol Street East, Oshawa

Members Present: Dan Borowec, Vice-Chair  
Doug Allingham (entered at 2:04 p.m.)  
Nneka Bowen (entered at 2:03 p.m.)  
Kevin Griffin  
Kristi Honey  
Rick Johnson  
Don Lovisa, President  
Bart Lucyk  
Paul Macklin  
Debbie McKee Demczyk  
Heather Quantrill  
Jim Wilson

Members Absent: Pierre Tremblay, Chair  
Ryan Cullen  
Ivan Dejong  
Michele James  
Steve Stewart

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  
Melissa Pringle, Corporate and Board Secretary  
Elaine Popp, Vice-President, Academic  
Janse Tolmie, Chief Information Officer

**1. CALL TO ORDER**

With quorum present, the meeting was called to order at 2:01 p.m.

**2. INTRODUCTION OF GUESTS**

The Chief Administrative Officer introduced the following guests:

- Dale Burt, Faculty, School of Justice & Emergency Services
- Cosette Kazarian, SharePoint Officer, Communications and Marketing
- Kim Sharpe, Program Manager, School of Continuing Education
- Michelle Cole, Manager, Program Development and Quality Assurance
- Emma Thacker, Manager, Program Review and Renewal
- Debbie Johnston, Dean, School of Continuing Education

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

None

**4. CONFLICT OF INTEREST DECLARATIONS**

None.

**5. PRESENTATIONS**

**5.1 Leave for Change Program Participants Dale Burt, Cosette Kazarian and Kim Sharpe to Share their Upcoming Experiences**

Dale Burt, Cosette Kazarian and Kim Sharpe provided an overview of the Leave for Change program, a program supported by Durham College and facilitated by Uniterra, to encourage and support volunteers to contribute their time and experience to create positive and lasting change in the world. Speakers provided an overview of their intended destination and assignment.

Governor Bowen entered the meeting.

Governor Allingham entered the meeting.

The Board questioned Dale Burt, Cosette Kazarian and Kim Sharpe.

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

The Associate Vice-President, Facilities and Ancillary Services provided an update on the construction of the Centre for Collaborative Education and the renovation of the G-wing Classrooms/FITS labs.

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

## **6. CHAIR'S REPORT**

### **6.1 Announcement of Results of Administrative Staff Governor Election**

- It was announced that Debbie McKee Demczyk was the winner of the administrative staff governor election.

The following items were discussed as part of the Chair's report:

- Scott Blakey was congratulated on obtaining his PhD; his thesis was on employee engagement.
- The Chair asked for volunteers for a Board Retreat Planning Committee: Governors' Honey, Lucyk, McKee Demczyk and Quantrill volunteered.
- Governor Bowen was recognized for her service on the Board.

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

Governor Allingham provided an update on the presidential selection process.

## **8. CONSENT AGENDA**

Moved By Governor Johnson

Seconded By Governor Macklin

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

### **8.1 Approval of the Minutes of the Board of Governors Meeting of May 10, 2017**

That the minutes of the Board of Governors meeting of May 10, 2017, be approved as read.

## **8.2 Report of the Governance Review Committee of May 15, 2017**

That all actions taken at the May 15, 2017 meeting of the Governance Review Committee be adopted as recommended, and the minutes be approved as read.

## **8.3 President's Report - May 2017**

That BOG-2017-94, providing the President's report on College activities and initiatives in May 2017, be received for information.

## **8.4 Centre for Collaborative Education**

That Report BOG-2017-103, providing an update on the Centre for Collaborative Education, be received for information.

# **9. DISCUSSION ITEMS**

## **9.1 Durham College Foundation Work Plan for 2017-2018**

The Associate Vice-President, Office of Development and Alumni Affairs presented the Durham College Foundation work plan for 2017-2018.

Moved By Governor Allingham

Seconded By Governor Wilson

“That Report BOG-2017-97, outlining the workplan for the Office of Development and Alumni Affairs and the Durham College Foundation for 2017-2018, be received for information.” CARRIED

## **9.2 2017-2021 New Program Development Five-Year Plan**

The Vice-President, Academic and the Manager, Program Development and Quality Assurance presented the five-year program development plan, noting the plan is fluid and that potential programs are analyzed on a number of factors including student need and demand, labour market trends, input from community partners and the required resources.

The Board questioned the Vice-President, Academic and the Manager, Program Development.

Moved By Governor Honey

Seconded By Governor Bowen

“That Report BOG-2017-90 providing the 2017-2021 new program development five-year plan, be received for information.” CARRIED

### **9.3 Quality Assurance and Comprehensive Program Review**

The Vice-President, Academic and Manager, Program Review and Renewal, provided an overview of the quality assurance and comprehensive program review (CPR) process and advised that all academic programs go through a CPR every five to seven years. In addition, all academic programs must meet the requirements of the Minister's Binding Policy Directive Framework for Programs of Instruction.

The Board questioned the Vice-President, Academic and Manager, Program Review and Renewal.

Moved By Governor Griffin

Seconded By Governor Allingham

"That Report BOG-2017-89, reporting on programs that completed a comprehensive program review this academic year and programs that are currently in process of completing a comprehensive program review in the upcoming academic year, be received for information." CARRIED

### **9.4 Approval of New Continuing Education Program of Instruction - eLearning Developer**

The Vice-President, Academic and the Dean, School of Continuing Education introduced a new continuing education program of instruction – eLearning Developer for approval. The program is a collaboration with three other colleges: La Cite, Seneca and St. Lawrence. The program will be delivered fully online and will be available to all 24 Ontario colleges through OntarioLearn.

Moved By Governor Honey

Seconded By Governor Wilson

That in accordance with Report BOG-2017-91, the proposed Durham College Certificate program of instruction listed below be approved:

- eLearning Developer." CARRIED

## **9.5 Update on 2017-2018 Audit Process**

The Vice-President, Academic provided an update on the audit process, noting the College is scheduled for an audit in 2017-2018. The audit will look at four programs; two programs selected at random and two programs selected by the College based on a variety of factors. Documentation will be provided to an audit committee and there will be a two-day site visit scheduled in May 2018. The results will be published on the Ontario College Quality Assurance Service website.

The Board questioned the Vice-President, Academic.

## **9.6 Update on Degree Programs**

The Vice-President, Academic advised the College's first degree program in Healthcare Technology Management. Further degree programs are currently under development, including a Bachelor of Behaviourial Science.

## **9.7 Strategic Mandate Agreement**

The Chief of Staff presented the strategic mandate agreement, noting the agreement will serve as a policy roadmap for the next three years.

Moved By Governor Johnson

Seconded By Governor Bowen

"That based on Report BOG-2017-95, the 2017-2020 Strategic Mandate Agreement be approved." CARRIED

## **9.8 2016-2017 Durham College Annual Report**

The President presented the 2016-2017 annual report, highlighting key accomplishments from the past year.

Moved By Governor Wilson

Seconded By Governor Quantrill

"That based on Report BOG-2017-96, the 2016-2017 Durham College annual report, be approved." CARRIED

## **10. OTHER BUSINESS**

The Teaching Cities cooperation agreement, highlighting an initiative between Durham College, the City of Oshawa, the University of Ontario Institute of Technology, the Canadian Urban Institute and the University of Toronto was shared with the Board.

## 11. UPCOMING EVENTS

The following events were highlighted:

- North American Indigenous Games Community BBQ - July 15, 2017, 6:00 p.m.
- 50th Anniversary Homecoming Weekend - September 8 to 10, 2017
- Board Orientation/Hail & Farewell Event - September 14, 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 Johnson

Seconded By Governor Lucyk

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

The Board recessed at 3:43 p.m. and reconvened in-camera at 3:57 p.m.

The Board rose from the in-camera session at 4:58 p.m.

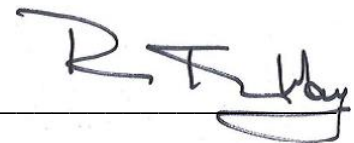
## 13. ADJOURNMENT

Moved By Governor Johnson

Seconded By Governor McKee Demczyk

“That the June 12, 2017 meeting of the Board of Governors be adjourned.” CARRIED

The meeting adjourned at 4:58 p.m.



Pierre Tremblay

Board Chair



Melissa Pringle

Corporate and Board Secretary