



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

Date: Wednesday, April 8, 2020

Location: Via Video Call (GoToMeeting)

Members Present: Ivan DeJong, Chair of the Board
Suzanne Beale
Elizabeth Cowie
Kevin Griffin
Kristi Honey
Michele James, Vice-Chair of the Board
Gail Johnson Morris
Robert Lanc
Don Lovisa
Bart Lucyk
Debbie McKee Demczyk
Gary Rose
Steve Stewart
Vasu Sukhija
Jim Wilson

Members Absent: Heather Quantrill
Kenneth Michalko

Staff Present: Scott Blakey, Chief Administrative Officer
Barbara MacCheyne, Chief Financial Officer
Meri Kim Oliver, Vice-President, Student Affairs
Elaine Popp, Vice-President, Academic
Melissa Pringle, Corporate and Board Secretary
Linda Flynn, Associate Vice-President, Office of Development and Alumni Affairs
Janse Tolmie, Associate Vice-President, IT Services
Peter Garrett, Manager, Strategic Reporting and Government Relations

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:00 p.m.

2. INTRODUCTION OF GUESTS

The Chief Administrative Officer introduced the following guests:

- Judeline Innocent, Executive Dean, School of Health and Community Services
- Michelle Hutt, Executive Dean, School of Science and Engineering Technology

3. ADDITIONS/DELETIONS TO THE AGENDA

None.

4. CONFLICT OF INTEREST DECLARATIONS

None.

5. PRESENTATIONS

None.

6. CHAIR'S REPORT

The Chair:

- Thanked the leadership team for their guidance during the COVID-19 pandemic
- Asked governors to complete the annual board effectiveness and standing committee preference surveys
- Advised the student governor election that was in progress before COVID-19 hit was cancelled and a new election will be held in the fall.
- Advised the administrative staff governor election that was in progress before COVID-19 hit was suspended. However, the Corporate and Board Secretary would be working with the candidates to finish the election in May
- Advised the College will be hosting a virtual open house on Saturday, April 25, 2020

7. CO-POPULOUS GOVERNORS' REPORT

Governor Wilson provided the co-populous governors' report, noting the following:

- At the last board meeting, academic council proposed the establishment of the Centre for Small Module Reactors.
- The university will be offering a diploma in teaching English as a second language, and the university will be moving forward with a job readiness initiative for graduates that will focus on talent development.

8. CONSENT AGENDA

Moved By Governor Beale

Seconded By Governor Cowie

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

8.1 Approval of Public Minutes of the Board of Governors Meeting of February 12, 2020

That the public minutes of the Board of Governors meeting of February 12, 2020, be approved as read.

8.2 President's Report - February to April 2020

That Report BOG-2020-20, highlighting the president's activities from February to April 2020, be received for information.

9. DISCUSSION ITEMS

9.1 New Program of Instruction: Pharmaceutical Science

The Vice-President, Academic and the Executive Dean, School of Science, Engineering and Technology presented a new program of instruction for approval, Pharmaceutical Science.

The Vice-President, Academic attested the program had undergone the full internal review process, it was compliant with the ministry binding policy directive and conformed with the credentials framework.

The Executive Dean, School of Science, Engineering and Technology reported the pharmaceutical science program would equip graduates with the specialized knowledge and practical skills required by the Canadian pharmaceutical industry. Graduates of the program will have a firm grounding in the theory, principles, and

practices of development, formulation, manufacture, testing, and approval process of pharmaceutical raw material and finished products, including natural health products, biopharmaceuticals, and cannabis. The program will be one-year, composed of three semesters and field placement, and the program is unique in that no other college is offering a similarly focused graduate certificate.

The Board questioned the Vice-President, Academic and the Executive Dean, School of Science, Engineering and Technology.

Moved By Governor Griffin

Seconded By Governor Lanc

It is recommended to the Durham College Board of Governors:

“That in accordance with Report Number BOG-2020-17, the proposed Ontario College Graduate Certificate program of instruction listed below be approved:

- Pharmaceutical Science.” CARRIED

9.2 New Program of Instruction: Behavioural Science Technician

The Vice-President, Academic and Executive Dean, School of Health and Community Services presented a new program of instruction for approval, Behavioural Science Technician.

The Vice-President, Academic attested the program had undergone the full internal review process, it was compliant with the ministry binding policy directive and conformed with the credentials framework.

The Executive Dean, School of Health and Community Services reported the two-year Behavioural Science Technician diploma program would prepare graduates to use the principles and techniques of applied behaviour analysis (ABA) to bring about positive change in behaviours of social relevance. Graduates would be able to apply ABA in a variety of fields, including developmental disabilities, autism, acquired brain injuries, and education. Graduates would also have the knowledge, skills, and abilities to support the modification of behaviour across the lifespan, enhance the quality of life of clients, assist with behavioural assessment, and contribute to the design and implementation of behaviour change plans.

The Board questioned the Vice-President, Academic and Executive Dean, School of Health and Community Services.

Moved By Governor James

Seconded By Governor Johnson Morris

It is recommended to the Durham College Board of Governors:

“That in accordance with Report Number BOG-2020-18, the proposed Ontario College Diploma program of instruction listed below be approved:

- Behavioural Science Technician.” CARRIED

9.3 Final Results of the 2019-2020 Business Plan

President Lovisa presented the results of the 2019-2020 business plan, noting of the 22 objectives and 73 associated action items, most have completed. A few action items were delayed due to the COVID-19 pandemic, and construction projects are stopped due to the emergency order. Highlights included developing renovation plans for the book store, approving and launching the new strategic plan, and completing the employee engagement survey. Action plans based on the results of the employee engagement survey will be prepared, and the President’s Office is working with communications and marketing to find a creative way to launch the strategic plan.

The Board questioned President Lovisa.

Moved By Governor Lanc

Seconded By Governor Lucyk

It is recommended to the Durham College Board of Governors:

“That Report BOG-2020-22, providing the final update on the 2019-2020 business plan, be received for information.” CARRIED

9.4 Government Relations Update

The Manager, Strategic Reporting and Government Relations provided an update on government relations activities that occurred since the last report. Activities reported included hosting Durham’s local MPPs at the Whitby campus, making a budget presentation to the province, and attending the student showcase at CIGan in Ottawa.

Since the COVID-19 pandemic, the College has communicated with local MPs and MPPs to discuss the financial issues faced by the College, and challenges related to international enrolment. When the province announced its action plan and fiscal update to respond to COVID-19, there was nothing for the post-secondary sector except the deferral of OSAP payments, and the College is

exempt from the emergency leave provisions. On March 31, 2020, the province announced \$25M in emergency support for higher education, and Durham College received \$400,000, which will be used for student relief. A meeting will be scheduled with the Ministry of Colleges and Universities to discuss the financial impacts to Durham College.

The Board questioned President Lovisa and the Manager, Strategic Reporting and Government Relation.

Moved By Governor Mckee Demczyk

Seconded By Governor Rose

It is recommended to the Durham College Board of Governors:

“That Report BOG-2020-23, providing an update on the College’s government relations activities, be received for information.” CARRIED

9.5 College Quality Assurance Audit Process Follow-Up Report

The Vice-President, Academic, presented the 18-month college quality assurance audit process follow-up report and overviewed the audit process that occurred in 2018. During the 2018 audit, the College passed 31 of the 32 requirements, with one requirement partially met. Also, twenty-two areas of improvement were identified internally, and the audit team identified three areas of improvement for a total of twenty-five commitments. Of the three recommendations made by the audit team, two are complete, and the third is to be finished by the fall. The follow-up report will go to the quality assurance board for review.

The Vice-President, Academic, further advised the College was notified that the signing and implementation of SMA3 was delayed until post-COVID-19.

Moved By Governor Rose

Seconded By Governor Stewart

It is recommend to the Durham College Board of Governors:

“That Report BOG-2020-19, providing an update on the college quality assurance audit process, be received for information.” CARRIED

9.6 Limited Time Committee with Ontario Tech University

The Chair advised that there would be an opportunity to reflect on the joint event with Ontario Tech University in the in-camera session. Also, the Chair advised that following discussion with the Executive Committee, it is recommended that the motion regarding the creation of a limited time Committee with Ontario Tech University be rescinded.

The Board discussed the merits of rescinding the motion.

Moved By Governor Wilson

Seconded By Governor Beale

“That the motion passed at the October 9, 2019 Board of Governors meeting concerning the establishment of a limited time committee with Ontario Tech University’s Board to identify strategies to improve the relationship and report back be rescinded.” CARRIED ON 2/3 VOTE OF MEMBERS PRESENT

10. UPCOMING EVENTS

The following events were highlighted:

- Nominations will be accepted for Chair and Vice-Chair of the Board (April 20 to 24); if required, an election will be held April 27 and April 28

11. 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 Sukhija

Seconded By Governor Cowie

“That the Board of Governors move in-camera after a 5-minute recess.” CARRIED

The meeting recessed at 7:15 p.m. and reconvened in-camera at 7:20 p.m.

During the in-camera session, the Board discussed recommendations from its Standing Committees and the president’s performance and employment contract.

12. ADJOURNMENT

With no further business, the meeting ended at 8:18 p.m.



Ivan DeJong
Board Chair



Melissa Pringle
Corporate and Board Secretary