



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

Date: Wednesday, December 9, 2020

Location: Via Video Conference (GoToMeeting)

Members Present: Michele James, Chair of the Board
Lisa Allen
Suzanne Beale
Elizabeth Cowie
Kelly Doyle
Kevin Griffin
Kristi Honey, Vice-Chair of the Board
Gail Johnson Morris
Christine Kozminski
Don Lovisa
Kenneth Michalko
Ian Murray
Gary Rose
Jim Wilson

Members Absent: Robert Lanc
Bart Lucyk

Staff Present: Scott Blakey, Chief Administrative Officer
Linda Flynn, AVP, Office of Development and Alumni Affairs
Peter Garrett, Mgr., Strategic Reporting and Government Relations
Janse Tolmie, AVP, IT Services
Tara Koski, Dean, Students
Barbara MacCheyne, Chief Financial Officer
Elaine Popp, Executive Vice-President, Academic
Melissa Pringle, Corporate and Board Secretary

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:02 p.m.

The Chair formally welcomed new governors Ian Murray and Christine Kozminski to their first meeting and reminded the Board about its virtual meeting protocols.

2. INTRODUCTION OF GUESTS

The Chief Administrative Officer introduced the following guests:

- Kevin Baker, Executive Dean, School of Business, IT & Management
- Thomas Bezruki, Manager, Emergency Management
- Jennifer Cosway, AVP, Human Resources
- Allison Hector-Alexander, Director, Equity, Diversity and Inclusion
- Faris Lehn, General Manager, Durham College Students Inc.
- Marianne Marando, Associate Vice-President, Academic (Enrolment and International Education)
- Jenna Peace, Executive Chairperson, Durham College Students Inc.
- Susan Smikle, Manager, Office of Risk Management

3. ADDITIONS/DELETIONS TO THE AGENDA

- None.

4. CONFLICT OF INTEREST DECLARATIONS

Governor Kozminski declared a conflict of interest concerning Item 8.4, 'Post-Election Report for the 2020-2021 Student Governor Election,' as it relates to her appointment to the Board and she did not take part in discussion or voting on the matter.

5. PRESENTATIONS

5.1 Update on Operations - Durham College Students Inc.

The Executive Chairperson, Durham College Students Inc. (DCSI) provided an update on DCSI's operations including its financial support programs for students, Riot Radio, the transition to digital events and clubs, the student health plan and outreach services.

The Board questioned the Executive Chairperson, DCSI.

5.2 Risk Management in a COVID-19 World

The Manager, Office of Risk Management provided an overview of the College's risk assessment and mitigation strategies as it relates to the College's response to COVID-19. Further, the Manager, Office of Risk Management advised the College took a collaborative approach in preparing procedures and protocols (e.g., lab closure checklist, guidelines for working on campus) in response to the pandemic and in support of the return to campus activities. In explaining how risks were assessed the Manager, Office of Risk Management advised the Durham College Operations Task Force used a hierarchy of controls to assess each risk and to implement the appropriate mitigating strategies (e.g., enhanced cleaning protocols, campus signage, installation of barriers, education).

The Committee questioned President, Lovisa, the Executive Vice-President, Academic, and the Manager, Office of Risk Management.

5.3 Overview of the Process to Become a Designated Learning Institution and Plan for International Students

The Associate Vice-President, Academic (Enrolment & International Education) and Manager, Emergency Management provided an overview of how Durham College became a Designated Learning Institution. It was reported that in July 2020, the Government of Canada released public health guidelines for post-secondary institutions which discussed the requirements for international students. Colleges were asked to submit documentation that explained how they were going to meet the requirements (e.g., overall requirements, pre-arrival requirements, 14-day quarantine requirements and post-quarantine requirements). Durham submitted its readiness plan in August 2020 and on October 29, 2020, the College was one of only four colleges in Ontario approved to accept international students. However, as of November 15, all public colleges are approved to receive international students.

Highlights of the College's plan include:

- Approval of quarantine plans before a student departs their home country
- Arrangements for airport pick-up and a quarantine location, if required, for both the student and their family
- Daily monitoring and support for necessities during quarantine
- Arrangements for transportation for COVID-19 testing at Day 12 to 14 of quarantine
- Verification of a negative COVID-19 test prior to entering campus

6. CHAIR'S REPORT

The Chair highlighted the following:

- Durham College was recently named GTA's top employer for the 10th year
- The *Building for Skills Campaign*, noting that Linda Flynn recently sent an email to each Governor about the Building for Skills campaign, and how donations made between now and December 31 will be matched by the Durham College Alumni Association up to a maximum of \$50,000
- As part of the Board's advocacy effort, Governor Allen and Governor Beale are meeting with Lorne Coe on December 11, 2020
- That due to the current environment, a decision was made to cancel the Board's teambuilding event (scheduled for January) and the PAC Chair and BOG Roundtable event (scheduled for February)
- There is still no update on the Board's outstanding LGIC appointment
- A professional development session is being offered on January 7, 2021, regarding the College's integrated risk management framework

Further, the Chair spoke to the following events:

- Her attendance at the Oshawa Chamber of Commerce event with Deputy Premier Christine Elliott on November 12, 2020, at which Durham College was the host
- The virtual Good Governance and Board orientation sessions hosted by Colleges Ontario on November 6, 2020, and attended by Governors Allen, Doyle and Kozminski
- The Hail and Farewell event hosted on November 18, 2020

7. CO-POPULOUS GOVERNORS' REPORT

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

- At the December 2, 2020, Ontario Tech University Board meeting, President Murphy provided a report from the equity taskforce, which had five recommendations for advancing equity, diversity, and inclusion initiatives
- Ontario Tech University is projecting a net surplus of \$2.6M based on approved spending plans and expected enrolment
- Ontario Tech University made the list of the top 40 of Canada's best research institutions and was named one of Canada's top four research universities in the category of small universities

8. CONSENT AGENDA

The Chair reminded the Board about how the consent agenda works. A request was made to pull Item 8.5, 'Durham College Information Governance Assessment' from the consent agenda for discussion.

Moved By Governor Allen

Seconded By Governor Wilson

"That all items listed under the heading of consent agenda be adopted as recommended, except 8.5." CARRIED

8.1 Approval of the Public Minutes of the Board of Governors Meeting of October 14, 2020

That the public minutes of the Board of Governors meeting of October 14, 2020, be approved as read.

8.2 DC Student's Inc. 2019-2020 Audited Financial Statements and 2020-2021 Operating Budget

That based on Report BOG-2020-87, DC Student Inc.'s 2019-2020 audited financial statements and 2020-2021 operating budget be received for information.

8.3 President's Report - October to December 2020

That Report BOG-2020-76, highlighting activities at the College from October to December 2020, be received for information.

8.4 Post-Election Report for the 2020-2021 Student Governor Election

1. That Report BOG-2020-77 providing the post-election report for the 2020-2021 student staff governor election, be received for information; and,
2. That the results of the student governor election be ratified, and Christine Kozminski be confirmed as student governor for a term effective October 30, 2020, to August 31, 2021.

Items Pulled from the Consent Agenda for Discussion

8.5 Durham College Information Governance Assessment

The Board questioned the Chief Administrative Officer concerning the College's plan to improve and score higher in the maturity models in future assessments. In response to questions, the Chief Administrative Officer advised the Office of Records Management is continuously trying to improve the College's information management program.

Moved by Governor Wilson

Seconded by Governor Allen

"That based on Report BOG-2020-78, Durham College's Information Governance Assessment, be received for information." CARRIED

9. DISCUSSION ITEMS

9.1 Sexual Violence and Harassment Action Plan Statistics Report

The Director, Equity, Diversity and Inclusion presented the sexual violence and harassment action plan statistics report, noting that for the period of October 2019 to November 2020, the College received four (4) reports of sexual violence and the Sexual Violence Educator and Support Coordinator received sixteen (16) disclosures of sexual violence from campus members.

Further, the Director, Equity, Diversity and Inclusion highlighted the ongoing education and awareness programming occurring at the College, and highlighted the College's leadership as it relates to the data received from the Student Voices on Sexual Violence survey.

Lastly, the Director, Equity, Diversity and Inclusion highlighted a new partnership with the Durham Rape Crisis Centre, which provides Durham College survivors immediate access to a long-term counsellor. To date, eight (8) referrals have made to the counsellor.

The Board thanked the Director, Equity, Diversity and Inclusion for her work and leadership on this important issue.

Moved By Governor Beale

Seconded By Governor Rose

"That Report BOG-2020-79, presenting a statistics report as a directive of the Sexual Violence and Harassment Plan, be received for information." CARRIED

9.2 New Program of Instruction: Supply Chain Management - Global

The Executive Vice-President, Academic and the Executive Dean, School of Business, IT & Management presented a new program of instruction for approval, Supply Chain Management – Global. The Executive Vice-President, Academic confirmed that the program had been through the full internal approval process, conformed to the credentials framework, and was compliant with the Minister’s binding policy directive.

Further, the Executive Dean, School of Business, IT & Management provided specifics of the proposed Ontario College Graduate Certificate, noting graduates of the program will gain an understanding of the complexity and interconnectedness of roles, work processes, transactions with stakeholders within and between supply chains, and the impact of supply chain decisions on financial performance. Also, the Executive Dean, School of Business, IT & Management advised there are significant employment opportunities for graduates, and the program offers a optional work term for students who want to gain experience.

The Board questioned the Executive Dean, School of Business, IT & Management.

Moved By Governor Cowie

Seconded By Governor Murray

"That in accordance with Report Number BOG-2020-74, the proposed Ontario College Graduate Certificate program of instruction listed below be approved:

- Supply Chain Management – Global." CARRIED

9.3 Government Relations Update - Fall 2020

The Manager, Strategic Reporting and Government Relations provided an overview of the College’s government relations activities and specifically, the College’s ask for financial support to mitigate the impacts of COVID-19, the College’s pre-budget submission, and the recent announcement regarding capital grants for colleges and universities, of which Durham’s share is \$1.7M for deferred maintenance.

Further, the Manager, Strategic Reporting and Government Relations advised that in November the government announced funding that would be provided to municipalities for capital projects. At the time, the colleges and universities were told that they needed to be on the list of municipal priorities to receive any share of money which caused confusion with municipal partners. In response,

Regional Chair Henry recently submitted a letter to the province advocating for the college sector to access its own funding.

Moved By Governor Doyle

Seconded By Governor Michalko

"That Report BOG-2020-81, providing an update on government relations activities, be received for information." CARRIED

9.4 Minutes of the Governance Review Committee of November 10, 2020

As Chair of the Nominating Committee, Governor Wilson provided an overview of the discussions that occurred at the Governance Review Committee meeting of November 10, 2020 including the College's self-identification survey, various suggestions that were brought forward to support efforts related to diversity and inclusion, the handling of conflicts of interest, and the Board's meeting assessment process.

Moved By Governor Griffin

Seconded By Governor Cowie

"That the minutes from the Governance Review Committee meeting of November 10, 2020, be approved as read." CARRIED

10. UPCOMING EVENTS

The following event was highlighted:

- Holiday Campus Closure - December 24, 2020 to January 3, 2021

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 Honey

Seconded By Governor Rose

"That the Durham College Board of Governors move in-camera after a 10-minute recess." CARRIED

The Board recessed at 8:05 p.m. and reconvened in-camera at 8:15 p.m.

The Board rose from the in-camera session at 9:00 p.m.

During the in-camera session, the Board discussion recommendations from its Standing Committees and a report from the Chief Administrative Officer.

11. ADJOURNMENT

With no further business, the meeting ended at 9:00 p.m.