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

Date: Wednesday, April 14, 2021

Location: MS Teams

Members Present: Michele James, Chair of the Board
                  Lisa Allen
                  Suzanne Beale
                  Elizabeth Cowie (joined the meeting at 6:08 p.m.)
                  Kelly Doyle
                  Kevin Griffin
                  Kristi Honey, Vice-Chair of the Board
                  Gail Johnson Morris
                  Christine Kozminski
                  Robert Lanc
                  Don Lovisa, President
                  Bart Lucyk
                  Kenneth Michalko (joined the meeting at 6:01 p.m.)
                  Ian Murray (joined the meeting at 6:01 p.m.)
                  Gary Rose
                  Jim Wilson

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

1. **CALL TO ORDER**

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

Governor Michalko and Governor Murray joined the meeting.

2. **INTRODUCTION OF GUESTS**

   The Chief Administrative Officer introduced the following guests:

   - Carly Warren, student, Supply Chain and Operations Management
   - Manik Jandial, student, Supply Chain and Operations Management
   - Shania Hornby, student, Personal Support Worker
   - Paula Clarke, student, Personal Support Worker
   - Andrew Hanna, student, Personal Support Worker
   - Brent Clemens, Academic Supervisor & Faculty Member
   - Jennifer Souch, Faculty Member
   - Kimberlee Neault, Project Lead and Faculty Member
   - Amanda Brown, Manager, Experiential Learning
   - Kunal Nagpal, incoming Student Governor
   - Nathan Wilson, incoming Academic Staff Governor
   - Jennifer Powell, incoming Support Staff governor
   - Michelle Hutt, Dean, School of Science, Engineering & Technology
   - Greg Murphy, Dean, School of Media, Art & Design
   - Sally Hillis, Manager, Alumni Development

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

   None.

4. **CONFLICT OF INTEREST DECLARATIONS**

   None.

5. **PRESENTATIONS**

   5.1 **Student Presentation: Mitacs-Funded Research Internship & TeachingCity Collaboration**

   Supply Chain and Operations Management students Carly Warren and Manik Jandial shared their experience participating in the mitacs-funded research internship and described how they were able to help Creation Technologies realize $1.3M of inventory savings while gaining valuable work experience.

Governor Cowie joined the meeting.

> In a video message, Personal Support Worker students Shania Hornby, Paula Clarke, and Andrew Hanna shared their experiences participating in a TeachingCity project with the City of Oshawa that allowed them to connect with seniors in partnership with the Oshawa Senior Citizens Centres to provide a pen pal, senior hour, and reading buddy program.
>
> The Board questioned the Manager, Experiential Learning.
>
> ### 5.2 Update on the Durham College Alumni Association
>
> The Associate Vice-President, Office of Development and Alumni Affairs and the Manager, Alumni Development presented an update on the work of the Durham College Alumni Association Board and an overview of the alumni events, activities, and benefits available.
>
> The Board questioned the Associate Vice-President, Office of Development and Alumni Affairs, and the Manager, Alumni Development.

6.   CHAIR'S REPORT

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

- The Chair encouraged Governors to mail back their string of beads for the Board's wampum.

- The Chair commented on the College Employer Council (CEC) Board of Directors meeting held on April 13, 2021, noting the Chief Executive Officer provided updates on the CAAT pension plan, benefits, executive compensation, pandemic planning, the CEC's strategic planning process, and collective bargaining. Further, President Lovisa advised the outgoing Chair of the CEC Board has agreed to send a strongly worded letter to the government regarding the issue of executive compensation.

- The Chair commented on a meeting with the Office of the Auditor General of Ontario held on April 9, 2021, and reported that the provincial auditor is planning to conduct a value for money audit of public colleges is speaking to key stakeholders as part of the planning process. Further, the Chair reported the meeting with the Office of the Auditor General of Ontario was cordial and provided the College an opportunity to highlight its successes, challenges, and unique issues.

- The Chair encouraged governors who attended the Colleges Ontario session on the Role of the Chair on March 10, 2021, to share their feedback, and Governor Honey and Governor Johnson Morris shared their views on the session.

7. CO-POPULOUS GOVERNOR'S REPORT

Governor Wilson provided the co-populous governor's report and stated that at the February 25, 2021 Board meeting:

- The Board approved minor changes to the university's mission and vision;

- The Board received a capital projects update; and,

- The Board received a document titled "Fiscal Blueprint 2021-2022", which provided an overview of the financial challenges faced by the university.

At the request of the Board, President Lovisa acknowledged the passing of W. Galen Weston, a strong supporter of the College, and advised that he had sent a note of condolence to the family and the foundation. Additionally, the College posted a tribute on its website to acknowledge the contributions W. Galen Weston made to the College.

8. CONSENT AGENDA

Moved By Governor Wilson
Seconded By Governor Rose
"That all items listed under the heading of consent agenda be adopted as recommended." CARRIED

8.1 Approval of Public Minutes from the February 10, 2021 Board Meeting

That the public minutes of the Board of Governors meeting of February 10, 2021, be approved as read.

8.2 President's Report - March to April 2021

That Report BOG-2021-19, outlining the president's activities from March to April 2021, be received for information.

8.3 Post-Election Report and Results of the Internal Governor Elections

That based on Report BOG-2021-18:

1. The results of the student governor election be ratified, and Kunal Nagpal be confirmed as student governor for a 1-year term effective September 1, 2021, to August 31, 2022; and,

2. The results of the academic member election be ratified, and Nathan Wilson be confirmed as the academic governor for a 3-year term effective September 1, 2021, to August 31, 2024; and,

3. The results of the support staff member election be ratified, and Jennifer Powell be confirmed as the support staff governor for a 3-year term effective September 1, 2021, to August 31, 2024.

8.4 Government Relations & Advocacy Update

That Report BOG-2021-26 providing an update on government relations activities for winter 2021, be received for information.

9. DISCUSSION ITEMS

9.1 New Program of Instruction: Wireless Telecommunications - Internet of Things

The Executive Vice-President, Academic provided assurance that the program had gone through the full internal approval process, conforms to the credentials framework and is consistent with provincial program standards, and complies with all Ministry binding policy directives.

The Dean, School of Science, Engineering & Technology presented details of the Wireless Telecommunications – Internet of Things program and reported that the two-semester graduate program would be a strong addition to the College's program offerings because:

- There is strong demand for internet of things enabled products
- Graduates will have the potential to earn high wages
- There is high enrolment system-wide of international students
- Of pathway opportunities for electronics technician/technology graduates

Further, it was reported that the program is driven by industry needs and will focus on applied skills.

The Board questioned the Executive Vice-President, Academic and Dean, School of Science, Engineering & Technology regarding the program's net contribution and projected enrolments.

Moved By Governor Murray
Seconded By Governor Michalko
"That in accordance with Report Number BOG-2021-15, the proposed Ontario College Graduate Certificate program of instruction listed below be approved:

- Wireless Telecommunications – Internet of Things." CARRIED

9.2 New Program of Instruction: Interactive Media Design - Web Development (Diploma)

The Executive Vice-President, Academic provided assurance that the program conforms to the credentials framework and is consistent with provincial program standards, and complies with all Ministry binding policy directives. Further the Executive Vice-President, Academic explained the program did not go through the full internal approval process as the Ministry and Board already approved the delivery of a program in interactive media design and the two programs share a common first semester.

The Dean, Media, Arts and Design presented details of the Interactive Media Design – Web Development program and reported that the diploma program will focus on the website and back-end coding to design and develop web content for all methods of distribution. Further, it was stated that graduates of the program would possess the graphic and technical skills needed to deliver dynamic, cross-media content in a complex and competitive business environment as a web developer, designer, or frontend developer.

The Board questioned the Executive Vice-President, Academic and Dean, Media, Arts and Design concerning the budget for the program and projected enrolments.

Moved By Governor Lucyk
Seconded By Governor Lanc
"That in accordance with Report Number BOG-2021-16, the proposed Ontario College Diploma program of instruction listed below be approved:

- Interactive Media Design – Web Development." CARRIED

9.3 Approval for Permanent Program Suspensions

The Executive Vice-President, Academic presented several programs for permanent suspension and explained that a decision to suspend a program is made in consultation with various stakeholders. Further, the Executive Vice-President, Academic explained that there are three types of program suspensions 1) the suspension of an intake, 2) an indefinite program suspension, and lastly, 3) a permanent program suspension.

For the programs recommended for suspension, the Executive Vice-President provided a brief rationale and explained that there were no human resources implications.

The Board questioned the Executive Vice-President, Academic about the reasons why the Centre of Professional and Part-Time Learning would decline to offer a program.

Moved By Governor Johnson Morris
Seconded By Governor Honey
"That in accordance with Report BOG-2021-25, the following programs be permanently suspended effective fall 2021:

School of Hospitality and Horticultural Sciences (HHS)

- Event Management (EVMT), Ontario College Graduate Certificate, (MTCU Code 72205/APS 01226);

School of Justice and Emergency Services (JES)

- Legal Research and Information Management (LRIM), Ontario College Graduate Certificate, (MTCU Code 72616 / APS 01207);

School of Media, Art and Design (MAD)

- Animation - Digital, Ontario College Diploma (ADIG), (MTCU Code 51901/APS 01179);

- Interactive Media Management (IMEM), Ontario College Graduate Certificate, (MTCU Code 79403/APS 01);

- Investigative Journalism and Documentary Production (IJDP), Ontario College Graduate Certificate, (MTCU Code 79408 /APS 01238);

- Journalism – Web and Print (JOWP), Ontario College Diploma, (MTCU Code 52005/APS 01029); and,

School of Science and Engineering Technology (SET)

- Architectural Technician (ARHC), Ontario College Diploma, (MTCU Code 50600 / APS 01213)." CARRIED

9.4 Final Results of the 2020-2021 Business Plan

President Lovisa presented the results of the 2020-2021 Business Plan and spoke to the successes the College has achieved over the past year. Further, President Lovisa reported that approximately 75% of what the College set out to complete was accomplished despite the challenging year.

The Board questioned President Lovisa regarding how the College was helping marginalized communities.

Moved By Governor Kozminski
Seconded By Governor Griffin
"That Report BOG-2021-28, providing the final update on the 2020-2021
Business Plan, be received for information." CARRIED

10. UPCOMING EVENTS

The following events were highlighted:

- The Election of Chair & Vice-Chair of the Board
  - o Nominations accepted April 19 to 22
  - o Voting to take place April 26 to 28
- CICan Virtual Conference - April 26 to 28, 2021
- Learn More Series: Primer on Program Advisory Committees - May 4, 2021, at 6:30 p.m.

11. MOVE TO IN-CAMERA SESSION

Durham College By-law No. 1. provides for the Board of Governors to address in-camera items that the Board deems to be confidential to the College.

Moved By Governor Doyle
Seconded By Governor Cowie
"That the Durham College Board of Governors move in-camera after a 10-minute recess." CARRIED

The Board recessed at 8:14 p.m. and resumed in-camera at 8:25 p.m.

The Board rose from the in-camera session at 9:33 p.m.

During the in-camera session, the Board discussed recommendations from its Standing Committees, the Board retreat, and a recent meeting held with the Executive Committee of Ontario Tech University.

11. ADJOURNMENT

With no further business, the meeting ended at 9:33 p.m.

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Michele James
Board Chair

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Melissa Pringle
Corporate and Board Secretary