



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

Date: Wednesday, June 9, 2021

Location: MS Teams

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  
Robert Lanc  
Don Lovisa, President  
Bart Lucyk  
Kenneth Michalko (joined the meeting at 6:02 p.m.)  
Ian Murray  
Jerry Ouellette  
Gary Rose (joined the meeting at 6:02 p.m.)  
Jim Wilson

Members Absent: Christine Kozminski

Staff Present: Scott Blakey, Chief Administrative Officer  
Linda Flynn, AVP, Office of Development and Alumni Affairs  
Peter Garrett, Mgr., Strategic Reporting and 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.

## **2. INTRODUCTION OF GUESTS**

The Chief Administrative Officer introduced the following guests:

- Tony Doyle, Dean, School of Hospitality and Horticulture Science
- Kelly O'Brien, Manager of Operations, School of Hospitality and Horticulture Science
- Ryan Cullen, Field Coordinator, School of Hospitality and Horticulture Science
- Rashmi Gupta, Director, Institutional Research and Planning, ORSIE
- Jean Choi, Dean, Teaching, Learning & Program Quality (Centre for Teaching and Learning)
- Bev Neblett, Associate Dean, School of Health and Community Services
- Ralph Hofmann, Interim Executive Dean, School of Health and Community Services
- Joanne Spicer, Interim Associate Dean, School of Justice and Emergency Services
- Ian Ball, incoming governor
- Jennifer Powell, incoming governor
- Nathan Wilson, incoming governor

Governor Rose and Governor Michalko joined the meeting.

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

None.

## **4. CONFLICT OF INTEREST DECLARATIONS**

None.

## **5. PRESENTATIONS**

### **5.1 The Barrett Centre of Innovation in Sustainable Urban Agriculture**

The Dean, the Manager, Operations, and the Field Coordinator, School of Hospitality and Horticulture Science presented an overview of the Barrett Centre of Innovation in Sustainable Urban Agriculture.

The presenters provided an overview of the Barrett Family Foundation, the project agreement, the goals of the project and alignment to DC's current programming, and the interest from community partners.

The Board questioned the Dean, the Manager, Operations, and the Field Coordinator, School of Hospitality and Horticulture Science.

## **5.2 2021-2022 Budget**

The Chief Financial Officer presented the 2021-2022 budget and reported the College is presenting a deficit operating budget of \$4.86M but because the College will remain in an accumulated surplus position at year-end, no deficit recovery plan is required by the Ministry.

The Chief Financial Officer reported the budget is based on several assumptions, including:

- An enrolment target of 11,534 for fall 2021;
- Expanded offerings, including six new academic programs;
- Sustained cash flow;
- The continued investment in one-time strategic initiatives, although at a reduced amount;
- A reduction of the long-term debt balance by \$4.4M; and,
- The growth of revenues to \$200M, an increase over 2020-2021.

Further, the Chief Financial Officer reviewed projected enrolment targets, revenues, expenses, cash flow, and the proposed capital program.

The Board questioned the Chief Financial Officer.

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

As part of the Chair's report, the following items were discussed:

- The Chair acknowledged the discovery of the mass grave in Kamloops, BC at the former residential school for Indigenous children.
- The Chair acknowledged that June is Pride and Indigenous Awareness month.
- The Chair advised she filmed a convocation video on behalf of the Board that will be posted on the convocation microsite and apprised the Board of the upcoming grad sign pick-up events.
- The Chair acknowledged it was the last Board meeting of the year and recognized outgoing Governors Bart Lucyk, Kevin Griffin, Christine Kozminski, Robert Lanc, and Jim Wilson for their service.
  - Governor Honey also thanked Michele James for her leadership and contributions to the Board.

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

Governor Wilson provided the co-populous report and noted that Ontario Tech University:

- Has partnered with Smartcone Technologies to test a high-tech system capable of real-time multi-symptom screening for COVID-19;
- Has arranged with Air Canada to assist international students with discounted airfare; and,
- Recently received a \$2.2M donation from Tribute Communities to support student success and to fund a scholarship program.

The Board questioned Governor Wilson.

## **8. CONSENT AGENDA**

Governor Cowie requested that Item 8.2 be amended to delete the words 'and the minutes be approved as read'. The Board concurred with this amendment.

At the request of the Board, President Lovisa and the Associate Vice-President, Office of Development and Alumni Affairs spoke to the commitment by Durham College Students Inc. (DCSI) to donate \$1M to the Building for Skills Campaign. Further, the Board requested a letter be sent to DCSI to acknowledge their contribution.

Moved By Governor Beale

Seconded By Governor Johnson Morris

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

CARRIED

### **8.1 Approval of Minutes from May 12, 2021, Board Meeting**

That the public minutes of the Board of Governors meeting of May 12, 2021, be approved as read.

### **8.2 Report of the Governance Review Committee - May 26, 2021**

That all actions taken at the May 26, 2021, meeting of the Governance Review Committee be adopted as recommended and the minutes be approved as read.

### **8.3 Public Report of the Audit and Finance Committee - May 31, 2021 (budget approval)**

1. That based on Report FIN-2021-21, the 2021-2022 operating budget with a deficit of \$4,860,000, and the 2021-2022 net capital budget of \$7,248,549, be approved;
2. That the Board of Governors authorizes the college to access \$4,860,000 from Internally Restricted Net Assets as a revenue source for the fiscal year 2021-2022 to reduce the overall operating deficit;
3. That the pre-budget request for \$3.5M to advance capital projects in 2022-2023 be approved;
4. That Report FIN-2021-21 be released publicly with operating and capital budgets to be reviewed and approved by the Board during its public session on June 9, 2021; and,
5. That the approved 2021-2022 operating and capital budgets of Durham College be submitted to the Ministry of Colleges and Universities by the deadline.

### **8.4 President's Report - May to June 2021**

That Report BOG-2021-43, outlining the president's activities from May to June 2021, be received for information.

### **8.5 Durham College Foundation Annual Report (2020-2021)**

That Report BOG-2021-42 presenting the Durham College Foundation Annual Report for 2020-21, be received for information.

### **8.6 Durham College Multi-Year Accessibility Plan 2021-2025**

That based on Item BOG-2021-40, the College's multi-year accessibility plan for 2021-2025 be approved.

### **8.7 Student Association Commitment to "Building for Skills" Campaign**

1. That in accordance with Report BOG-2021-41 concerning the Durham College Students Inc. (DSCI) commitment of \$1,000,000 to the Building for Skills Campaign, staff be authorized to execute a multi-year agreement with DCSI for the use of space at the Whitby (namely the current student services area) and Oshawa campuses (namely B105) and;

2. That as a condition of the multi-year agreement, Durham College agrees to work with the DCSI in their endeavour to build “the best student centre in Ontario” at the Oshawa campus. This could mean providing space in a building owned by the college or provision of land for DCSI to build their own.

### **8.8 Update on the Durham College Innovation Grant Fund Project**

That Report BOG-2021-52, providing an update on the Durham College Innovation Grant Fund (IGF) project, be received for information.

## **9. DISCUSSION ITEMS**

### **9.1 Provincial Key Performance Indicators (KPIs) - 2019-2020 Results**

The Director, Institutional Research and Planning presented the 2019-2020 key performance indicator results noting that every year Durham College is assessed based on graduate employment (83.9%), graduate satisfaction (75.7%), employer satisfaction (91.4%), and graduation rate (65.9%). Further, it was reported that because of timing, the results presented in the report do not reflect the impact of the pandemic and are specific to graduates who completed their academic programs in 2018-2019. The Director, Institutional Research and Reporting presented an analysis of the results, spoke to the margins of error, and discussed trends within the system.

The Board questioned the Director, Institutional Research and Planning.

Moved By Governor Lucyk

Seconded By Governor Griffin

“That Report BOG-2021-39 concerning the 2019-2020 key performance indicator data be received for information.” CARRIED

### **9.2 Quality Assurance: Comprehensive Program Review**

The Dean, Teaching, Learning & Program Quality presented the annual quality assurance report regarding Comprehensive Program Reviews (CPR) and reported that all Ontario college programs must conform to the Minister’s Binding Policy Directive, Framework for Programs of Instruction, which requires each college to establish mechanisms for the review of their programs to ensure ongoing quality and relevance. At Durham College, each postsecondary program undergoes a thorough review and assessment every five to seven years to monitor the quality of the program.

Specific to Durham College, 16 programs completed a CPR in December 2020 and presented an analysis of the action items for continuous improvement to Academic Council; 7 remaining programs will complete a CPR in May 2021. Approximately 20 CPR's are in progress and will complete a final report in June 2021. For the next academic year, 19 programs will undergo a CPR, with the results to be reported in June 2022.

Moved By Governor Johnson Morris

Seconded By Governor Lanc

"That Report BOG-2021-37 highlighting the College's quality assurance program be received for information." CARRIED

### **9.3 Approval of New Program of Instruction: Honours Bachelor of Community Mental Health**

The Executive Vice-President, Academic and the Associate Dean, School of Health and Community Services presented a new program of instruction for approval, Honours Bachelor of Community Mental Health (HBCMh).

The Executive Vice-President, Academic assured the Board that the proposed program had been through the full internal approval process and further explained how a degree receives approval from the Postsecondary Education Quality Assessment Board and Ministry of Colleges and Universities.

The Associate Dean, School of Health and Community Services presented details about the new program and reported that the HBCMh is an interdisciplinary program that focuses on meeting the demand for mental health support in our communities, organizations, and institutions. The program is grounded in the disciplinary fields of psychology, health science, counselling, and social science. Graduates of the program will have a strong cultural competency lens and a thorough understanding of the social determinants of health to support the mental health of diverse populations, including immigrants, refugees, Indigenous peoples, women, and LGBTQ+ clients. Further, the program will provide students an opportunity to demonstrate their knowledge, skills, and abilities in the application of theory and methodology with a mandatory 420-hour experiential work placement, serving to bridge the transition from education to real-world experience.

The Board questioned the Associate Dean, School of Health and Community Services.

Moved By Governor Wilson

Seconded By Governor Murray

“That in accordance with Report BOG-2021-29, the proposed Honours Bachelor Degree program of Instruction listed below be approved:

- Honours Bachelor of Community Mental Health.” CARRIED

#### **9.4 Approval of New Program of Instruction: Bachelor of Paralegal and Honours Bachelor of Paralegal**

The Executive Vice-President, Academic and the Interim Executive Dean, School of Health and Community Services presented a new program of instruction for approval, Bachelor of Paralegal (BP) and Honours Bachelor of Paralegal (HBP).

The Executive Vice-President, Academic assured the Board that the proposed program had been through the full internal approval process and further explained how the proposed 3-year degree would be unique in the system and a significant win for the college in terms of credential reform.

The Interim Executive Dean, School of Health and Community Services presented details about the new program and reported the BP will be the only 3-year degree offered in Ontario to develop future practitioners who have the requirements to apply to the Law Society of Ontario to become a licensed paralegal. The program is grounded in the entry-level competencies of a licensed paralegal in Ontario and the complex legal thinking required to practice in court and tribunal proceedings. Students in the program explore and examine constitutional law and the Charter, criminal and summary convictions, contracts and tort law, the law of Tribunals, the procedure and practice for small claims court, the theory and strategies of negotiations and mediation, insurance law, and employment law. Beyond the discipline of law, the program includes six courses to enhance students' social and political awareness and critical thinking skills. The 420-hour field placement provides students with applied practical experience; placements may be in a variety of settings including the Durham Community Legal Clinic in the Access to Justice Hub to assist lawyers and licensed paralegals with legal advice to clients in the community.

Further, it was reported that the HBP builds on the BP degree. Graduates of the HBP program will be offered credit transfer into the final year of the HBP program to access advanced study in specialized topics and to support the graduate in pursuing master-level studies.

The Board questioned the Interim Executive Dean, School of Health and Community Services.



Moved By Governor Ouellette

Seconded By Governor Allen

“That in accordance with Report BOG-2021-38, the proposed Bachelor Degree and Honours Bachelor Degree programs of Instruction listed below be approved:

- Bachelor of Paralegal
- Honours Bachelor of Paralegal.” CARRIED

#### **9.5 2021-2026 New Program Development Plan**

The Executive Vice-President, Academic presented the 2021-2026 new program development plan and reported that various internal quality assurance mechanisms are implemented to review and approve new program proposals to determine effectiveness and sustainability including:

- The development of a concept paper to determine the scope of the new program and conduct preliminary discussions regarding the purpose and strategic fit of the program;
- The development of an environmental scan by the Office of Research Services, Innovation and Entrepreneurship;
- Review and approval by the Executive Vice President, Academic (EVPA) for development;
- Development of the program elements including vocational learning outcomes, program description, a program of study, proposed budget, and the strategic fit of the program;
- Review and recommendation by the Program Proposal Review Committee (PPRC), a cross-representative college committee;
- Review of PPRC recommendation by the EVPA and approval for the continuation of development;
- Review and approval by the President; and,
- Review and approval by the Board of Governors.

The Board questioned the Executive Vice-President, Academic.

Moved By Governor Rose

Seconded By Governor Cowie

“That Report BOG-2021-36, presenting the 2021-2026 new program development plan be received for information.” CARRIED

#### **9.6 2020-2021 Durham College Annual Report**

President Lovisa presented the 2020-2021 Durham College annual report and showed a video highlighting the College’s various successes over the past year.

Moved By Governor Lanc

Seconded By Governor Lucyk

“That based on Report BOG-2020-55, the 2020-2021 Durham College annual report, be approved.” CARRIED

## 10. UPCOMING EVENTS

The following events were highlighted:

- Employee Town Hall featuring keynote Jesse Hirsh - Monday, June 14 at 9:00 a.m.
- Grad Sign Pick-Up Events - June 15, 16, 22 - both campuses (volunteers limited due to COVID-19 restrictions)
- Durham Indigenous Voices - Part 1: Reconciliation featuring Dr. Pam Palmater - Thursday, June 17 at 6:30 p.m. ([Click to Register](#))
  - Part 2 - July 8
  - Part 3 - July 29
  - Part 4 - August 19

## 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 Michalko

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

The Board recessed at 8:38 p.m. and reconvened in-camera at 8:49 p.m.

The Board rose from the in-camera session at 9:24 p.m.

During the in-camera session, the Board discussed recommendations from its Standing Committees and the result of efforts to increase collaboration with Ontario Tech University.

## 11. ADJOURNMENT

With no further business, the meeting ended at 9:25 p.m.