



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

Date: Wednesday, June 8, 2022

Location: Oshawa Campus, Gordon Willey Building, DC Boardroom, A144

Members Present: Kristi Honey, Chair of the Board  
Lisa Allen  
Ian Ball  
Suzanne Beale  
Elizabeth Cowie  
Kelly Doyle  
Gail Johnson Morris  
Don Lovisa, President  
Kenneth Michalko  
Ian Murray  
Jerry Ouellette  
Jennifer Powell  
Gary Rose, Vice-Chair of the Board  
Nathan Wilson

Members Absent: Kunal Nagpal  
Dwight Townsend

Staff Present: Peter Garrett, Mgr., Strategic Reporting & Government Relations  
Tara Koski, Dean, Students  
Barbara MacCheyne, Chief Financial Officer/VP, Administration  
Melissa Pringle, Corporate and Board Secretary

## **1. CALL TO ORDER**

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

## **2. INTRODUCTION OF GUESTS**

The Chief Financial Officer/VP, Administration introduced the following guests:

- Victoria Prince, Borden Ladner Gervais (BLG)
- Alexey Belozorovich, Borden Ladner Gervais (BLG)

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

The Chair advised that the agenda would be reordered to bring forward Decision Item 9.1 immediately following the presentation by Victoria Prince and Alexey Belozorovich.

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

None.

## **5. PRESENTATIONS**

### **5.1 Recognition of Skills Canada National Competition & Ontario Skills Competition Winners**

The Board recognized the following students and faculty mentors for placing at the Skills Canada National Competition/Ontario Skills Competition:

- Holly White, silver medal, aesthetics (faculty mentor: Marisa Hannan)
- Abigayle Hamilton and Emma Pace, silver medal, landscape gardening (faculty mentor: Shane Jones)
- Jared Toomey, silver medal, IT Networking (faculty mentor: Nazneen Kanga)
- Christopher Santoli, bronze medal, photography (faculty mentor: Tim McGhie)
- Daniel Hinbest, gold medal at the Ontario Skills Competition, coding (faculty mentor: Mohammad Shamas)

### **5.2 Governance Review Project**

Victoria Prince and Alexey Belozorovich presented an overview of the process undertaken to review and refresh the Board's by-laws and policies.

Further, Governor Honey, Governor Rose, and President Lovisa spoke about the extensive effort of the Executive Committee to review and discuss the documents.

## **9. DECISION ITEMS**

### **9.1 Governance Review Project: Board By-laws & Policies for Approval**

The Board questioned Victoria Prince and Alexey Belozorvich concerning what benchmarks they used for determining governance best practices, what Board functions cannot be delegated to a Committee, the management of Governor performance, and if they made any recommendations that were not adopted.

Additionally, the Board identified a few minor formatting issues and asked about the renewal schedule. In response to questions, the Board Secretary advised that a by-law and policy review schedule will be drafted for review by the Governance Review Committee.

Moved By Governor Cowie

Seconded By Governor Johnson Morris

Be it resolved as a special resolution that:

(a) the following by-laws and policies in the form circulated to the Board are hereby approved and adopted as by-laws and policies of the College:

1. By-law No. 1
  - 1a. Definitions Schedule
2. By-law No. 2 – Program Advisory Committees
3. By-law No. 3 – Advisory College Council
4. By-law No. 4 – Internal Governor Elections
5. Committee Terms of Reference Policy
6. Board-President Relations Policy
7. Assessing the President's Performance Policy
8. Roles and Duties of Officers Policy
9. Whistleblowing Policy
10. Consent Agenda Policy

11. Governors' Duties and Responsibilities Policy
12. Board Members Code of Conduct Policy
13. Mission Vision Values and Strategic Goals Policy
14. Recruitment and Reappointment of External Governors Policy
15. President Emeritus Policy
16. Student, Employee, Client, Visitor Treatment Policy
17. Financial Matters Policy
18. Integrated Risk Management Framework Policy

(b) the following policies are hereby repealed and of no further force or effect:

1. Programs of Instruction Policy
2. Entrepreneurial Activities and Subsidiaries Policy
3. Program Advisory Committees Policy
4. Roles of Chair and Vice-Chair of the Board Policy
5. Election of Chair and Vice-Chair of the Board Policy
6. Strategic Goals Policy
7. Board Job Description Policy
8. Principles of Governance Policy
9. Recruitment of External Governors Policy
10. Reappointment of External Governors Policy
11. Committee Principles Policy
12. Communication and Counsel to the Board Policy
13. Delegation to the President Policy
14. Emergency Executive Succession Policy
15. General Executive Constraint Policy
16. Presidents Job Description Policy." CARRIED

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

As part of the Chair's report:

- The Board recognized Governor Doyle for receiving her advanced good governance certificate from the College Centre of Board Excellence
- The Chair reflected on the past year's successes and thanked Governors for their mentorship. Further, the Board recognized the Chair for her leadership during the 2021-2022 Board year.

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

None.

## **8. CONSENT AGENDA**

Moved By Governor Wilson

Seconded By Governor Powell

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

### **8.1 Approval of Public Minutes from the May 11, 2022, Board Meeting**

That the public minutes of the Board of Governors meeting of May 11, 2022, be approved as presented.

### **8.2 President's Report - May to June 2, 2022**

That Report BOG-2022-54, outlining the President's activities from May to June 2022, be received for information.

### **8.3 Report of the Governance Review Committee - May 31, 2022**

That the report of the Governance Review Committee meeting of May 31, 2022, be received for information.

## **9. DECISION ITEMS (continued)**

### **9.2 2021-2022 Durham College Annual Report**

The Manager, Strategic Reporting and Government Relations presented the 2021-2022 annual report for approval, highlighting that the report was written to include stories from all areas of the College, including alumni.

The Board questioned the Manager, Strategic Reporting and Government Relations.

Moved By Governor Ball

Seconded By Governor Ouellette

"That based on Report BOG-2022-61, the 2021-2022 Durham College annual report be approved." CARRIED

## **10. DISCUSSION ITEMS**

### **10.1 Quality Assurance and Comprehensive Program Review Summary**

The Dean, Teaching, Learning and Program Quality explained the College's quality assurance processes, including comprehensive program reviews that are completed every five to seven years to monitor the quality of each program. Further, the Dean, Teaching, Learning and Program Quality highlighted that during the comprehensive review process there are opportunities to share best practices amongst the academic team.

The Board questioned the Dean, Teaching, Learning and Program Quality about programs that may require more frequent review due to factors such as changing technology. In response to questions, the Dean, Teaching, Learning and Program Quality advised that in addition to the comprehensive review process all programs complete an annual review to identify merging trends and needs.

### **10.2 2022-2027 New Program Development Plan**

The Dean, Teaching, Learning and Program Quality spoke about the College's five year program development plan and how ideas for a program flow through a structured review and approval process.

The Board questioned the Dean, Teaching, Learning and Program Quality about the anticipated number of degree programs, competition with programming at Ontario Tech University, and the differences between the various credential types.

## **11. UPCOMING EVENTS**

The Chair highlighted the following upcoming events:

- Convocation - Tribute Communities Centre - June 13 to 17, 2022

**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 the Board deems to be confidential to the College.

Moved By Governor Murray

Seconded By Governor Michalko

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

CARRIED

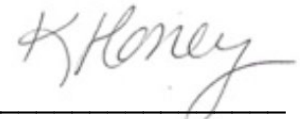
The Board recessed at 7:06 p.m. and reconvened in-camera at 7:19 p.m.

The Board rose from the in-camera session at 8:02 p.m.

During the in-camera portion of the meeting the Board discussed recommendations from its Standing Committee, succession planning, and evaluated the performance of each Standing Committee for the 2021-2022 Board year.

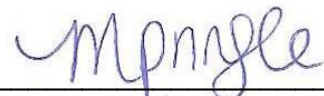
**13. ADJOURNMENT**

With no further business, the meeting ended at 8:02 p.m.



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Kristi Honey  
Board Chair



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Melissa Pringle  
Corporate and Board Secretary