



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY PUBLIC MEETING OF THE GOVERNANCE REVIEW COMMITTEE MINUTES

Date: Wednesday, November 9, 2022

Location: Virtual Meeting, MS Teams

Members Present: Elizabeth Cowie, Committee Chair
Melissa Bosomworth
Gail Johnson Morris
Jerry Ouellette (left the meeting at 8:01 p.m.)
Gary Rose, Board Chair
Nathan Wilson, Committee Vice-Chair
Don Lovisa, President

Members Absent: Dwight Townsend

Staff Present: Melissa Pringle, Corporate and Board Secretary

1. CALL TO ORDER

With quorum present, the Committee Chair called the meeting to order at 7:01 p.m.

2. CONFLICT OF INTEREST DECLARATIONS

The Committee Chair asked for conflict of interest declarations. None noted.

3. APPROVAL OF THE AGENDA

Moved by Governor Wilson

Seconded by Governor Johnson Morris

"That the agenda for the November 9, 2022, meeting of the Governance Review Committee be approved as presented." CARRIED

4. APPROVAL OF PREVIOUS MINUTES

4.1 Minutes of the September 7, 2022, Governance Review Committee Meeting

The Committee questioned the reference to renewing the College's by-laws and policies every five years. The Committee Chair clarified that a renewal schedule was approved at the Board meeting on October 12, 2022.

Moved by Governor Lovisa

Seconded by Governor Ouellette

"That the minutes from the September 7, 2022, meeting of the Governance Review Committee be approved as presented." CARRIED

5. DECISION ITEMS

None.

6. DISCUSSION ITEMS

6.1 Board of Governors Retreat Agenda

The Committee discussed ideas for the Board retreat to be held off-site at the Briars in March 2023, such as a speaker to talk about the future of post-secondary education, DiSC 2.0, a panel of student-athletes, a discussion on topics such as micro-credentials, domestic enrolment trends, private career colleges, and cybersecurity. Further, the Committee discussed the options for social events offered by the Briars, such as creating a commercial, the cocktail challenge, or workplace Olympics.

Action: The President's Office to prepare a draft agenda and circulate it to the Governance Review Committee for input and feedback.

6.2 Review of Self-Assessment Questions (currently part of Board Evaluation Survey)

The Committee discussed the current Board assessment tool and how the information collected from the evaluation is used. After a discussion, the Committee agreed the current survey tool was effective and decided to focus on reviewing the feedback received to identify trends and opportunities for improvement.

President Lovisa spoke about another Committee he works with and how the members were tasked with reviewing the feedback received from an evaluation process and identifying their top three comments to help narrow the scope of work.

The Committee questioned President Lovisa, Governor Cowie and the Board Secretary.

Action: Committee Members to review the feedback received from the 2021-2022 Board evaluation survey and identify their top three comments that could be acted on to improve the Board's governance for discussion at the next Governance Review Committee meeting.

Governor Johnson Morris temporarily left and re-entered the meeting.

Governor Ouellette left the meeting.

6.3 Review of Current Meeting Assessment Framework

The Committee discussed the current process used by the Board to assess its Board meetings and concurred that the process was effective and valuable and did not require further discussion. Regarding the specific tool provided to Governors to frame the meeting critique, the Committee suggested the rating system be changed to a 1 to 5 rating scale.

Action: The Board Secretary to revise the meeting assessment tool to include a 1 to 5 rating scale.

6.4 Next Steps: Board Goals Assigned to the Governance Review Committee

Due to time, the Committee Chair stated the discussion about how to act on the Board goals assigned to the Committee would be deferred to the next meeting.

7. INFORMATION ITEMS

None.

8. MEETING CRITIQUE

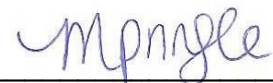
The Committee conducted a roundtable meeting assessment and concurred that the meeting met expectations, resulting in one of the longest-standing agenda items (meeting assessments) concluding. Additionally, the Committee agreed that deferring the discussion of the Board evaluation feedback to the next meeting was essential to give the agenda item the attention it is due.

9. ADJOURNMENT

With no further business, the meeting adjourned at 8:09 p.m.



Elizabeth Cowie
Committee Chair



Melissa Pringle
Board Secretary