



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

Date: Wednesday, April 12, 2023

Location: Oshawa Campus, Durham College Boardroom, A144

Members Present: Gary Rose, Chair of the Board
Lisa Allen
Ian Ball
Suzanne Beale
Melissa Bosomworth
Elizabeth Cowie
Kalyan Chakravarthy
Kelly Doyle
Gail Johnson Morris, Vice-Chair of the Board
Don Lovisa, President
Ian Murray
Jerry Ouellette
Peter Pryce
Dwight Townsend
Atif Usmani
Nathan Wilson

Members Absent: Kenneth Michalko

Staff Present: Scott Blakey, Chief Administrative Officer
Linda Flynn, AVP, Office of Development and Alumni Affairs
Peter Garrett, Mgr., Strategic Reporting and Government Relations
Barbara MacCheyne, Chief Financial Officer/VP, Administration
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 Chair called the meeting to order at 6:00 p.m.

The Chief Administrative Officer introduced the following guests in attendance:

- Celeste Coles, manager, Financial Aid and Awards
- Geenathy (Geena) Sivakumar, student
- Ralph Hofmann, executive dean, Faculty of Social and Community Services
- Barry Waite, executive dean, Faculty of Media, Art and Design

2. CONFLICT OF INTEREST DECLARATIONS

Governor Doyle declared a conflict of interest on Item 7.4, 'Post-Election Report & Ratification of Election Results: Student & Administrative Staff Governor' as it relates to the ratification of the administrative staff governor election results, and she did not discuss or vote on the matter.

3. PRESENTATIONS

3.1 Service Spotlight: Financial Aid and Awards Department

The Board received a presentation from the Manager, Financial Aid and Awards, and student Geena Sivakumar regarding the programs and services offered by the College's Financial Aid and Awards Department.

The Board questioned the presenters.

3.2 Governance Framework Refresher

The Board received a presentation from Governor Cowie about governance best practices, including using the consent agenda, the differences between various sections of the agenda, and how to bring an item forward for discussion.

4. CONSENT AGENDA

Moved by Governor Ball

Seconded by Governor Bosomworth

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

4.1 Approval of Public Board Agenda for April 12, 2023

That the public agenda for the April 12, 2023, Board of Governors meeting be approved as presented.

4.2 Approval of Public Minutes from the February 8, 2023, Board Meeting

That the public minutes of the Board of Governors meeting of February 8, 2023, be approved as presented.

4.3 Report of the Governance Review Committee - February 27, 2023

That the report of the Governance Review Committee from February 27, 2023, be received for information and all actions be approved as presented.

5. CHAIR'S REPORT

As part of the Chair's report, the Chair reported on the following:

- Prime Minister Trudeau's campus visit on April 5, 2023, and President Lovisa and Governor Usmani reflected on the event.
- That the College's information management policies will apply to the Board; therefore, passwords will expire every 120 days. The Chair advised Governors that when it's time to change their password, the College will notify them by email and provide a self-service option.
- The Chair advised the Board about a new group at the College, the President's Circle. The President's Circle was started by the Office of the President and Office of Development and Alumni Affairs to stay engaged with long-term volunteers who served on the DC Board of Governors, the DC Alumni Association Board, and the DC Foundation Board. The Chair informed Governors that once their term concludes on the Board, they would be automatically enrolled in this group and continue receiving regular communications from the College.

6. CO-POPULOUS GOVERNORS' REPORT

There was no co-populous governors' report.

The Board questioned the Chair about the status of this file and what steps the Board could take to move it forward. In response to questions, the Chair advised he would follow up with the Board Chair at Ontario Tech University (OTU) to determine the status of OTU's governance review.

7. DECISION ITEMS

7.1 New Program of Instruction - Law Clerk, Ontario College Diploma

The Board received a report from the Executive Vice-President, Academic and the Executive Dean, Faculty of Social and Community Services, presenting a new program of instruction for approval, Law Clerk, Ontario College Diploma.

Additionally, the Board received confirmation from the Executive Vice-President, Academic, that the program had been through the full internal approval process, conformed with the credentials framework, was consistent with program standards, and complied with the relevant Ministry Binding Policy Directives.

The Board questioned the Executive Vice-President, Academic and the Executive Dean, Faculty of Social and Community Services, about future trends, student eligibility for membership in the Institute of Law Clerks of Ontario, and the international seat allocation.

Moved by Governor Cowie

Seconded by Governor Beale

“That in accordance with Report BOG-2023-19, the Law Clerk Ontario College Diploma program be approved.” CARRIED

7.2 New Program of Instruction - Public Relations, Ontario College Graduate Certificate

The Board received a report from the Executive Vice-President, Academic and the Executive Dean, Faculty of Media, Art and Design, presenting a new program of instruction for approval, Public Relations, Ontario College Graduate Certificate.

Additionally, the Board received confirmation from the Executive Vice-President, Academic, that the program had been through the full internal approval process, conformed with the credentials framework, was consistent with program standards, and complied with the relevant Ministry Binding Policy Directives.

Moved by Governor Chakravarthy

Seconded by Governor Doyle

“That in accordance with Report BOG-2023-20, the Public Relations Ontario College Graduate Certificate program be approved.” CARRIED

7.3 Public Report of the Audit & Finance Committee (2023-2024 Operating and Capital Budget)

The Board received a presentation from the Chief Financial Officer/VP, Administration, presenting a balanced 2023-2024 operating and capital budget for approval.

The 2023-2024 budget targets to:

- Realize 12,000 students in fall 2023;
- Increase revenues to \$233M;
- Add five new programs with new hires to support enrolment growth;
- Invest \$0.3M in one-time strategic initiatives;
- Reduce long-term debt by \$3.9M; and,
- Invest \$18.1M in capital projects.

The Board questioned the Chief Financial Officer/VP, Administration, regarding long-term projections for international enrolment, diversification, and community support for an increase in the international student population. Additionally, the Board questioned President Lovisa and the Chief Financial Officer/VP, Administration, about where the College ranked in terms of percentage of international enrolment, to which the Board was advised the College has the second lowest enrolment in the sector.

Governor Rose left the meeting.

Governor Johnson Morris assumed the Chair.

Governor Townsend left the meeting.

Governor Rose re-entered the meeting.

Moved by Governor Allen

Seconded by Governor Murray

“That based on Report FIN-2023-09:

1. The 2023-2024 balanced operating budget and the 2023-2024 net capital budget of \$9,287,236 be approved; and,
2. That the pre-budget request for \$3.5M to advance capital projects in 2024-2025 be approved; and,

3. That this report be released publicly and the operating and capital budgets be reviewed and approved by the Durham College Board of Governors during its public session on April 12, 2023; and,
4. That the approved 2023-2024 operating and capital budgets be submitted to the Ministry of Colleges and Universities by the deadline.” CARRIED

Governor Rose resumed the Chair.

7.4 Post-Election Report & Ratification of Election Results: Student & Administrative Staff Governor

Governor Doyle left the meeting.

The Board received a report from President Lovisa regarding the recent student governor and administrative staff governor elections.

Moved by Governor Johnson Morris

Seconded by Governor Ouellette

“That based on Report BOG-2023-22:

1. That the Board of Governors ratify the results of the student governor election, and Aakash Chib be confirmed as the student governor for a one-year term effective September 1, 2023; and,
2. That the Board of Governors ratify the results of the administrative staff governor election, and Kelly Doyle be confirmed as the administrative staff governor for a three-year term effective September 1, 2023.” CARRIED

Governor Doyle returned to the meeting.

8. DISCUSSION ITEMS

8.1 Final Results of the 2022-2023 Business Plan (Our Work & Our Community)

The Board received a report from the Manager, Strategic Reporting and Government Relations, presenting the final results of the 2022-2023 Business Plan, which emphasized that 90% of the actions in the plan were complete. Also, the Manager, Strategic Reporting and Government Relations, highlighted activities completed from the *Our Work* and *Our Community* pillars of the strategic plan.

Governor Townsend re-entered the meeting.

The Board questioned the Manager, Strategic Reporting and Government Relations and the Board Secretary about the Innovate@DC idea management platform.

9. INFORMATION ITEMS

The following items were presented for information only:

9.1 Government Relations Update - Spring 2023

9.2 President's Report - February to April 2023

9.3 Summary of Committee of Presidents Meeting - March 20 to 21, 2023

10. UPCOMING EVENTS

The Chair drew attention to the following events:

- CIGan World Congress - April 23 to 25, 2023 (Montreal, QB)
- Centre for Innovation & Research Grand Opening - April 27, 2023, from 2:00 p.m. to 5:00 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 confidential to the College.

Moved by Governor Pryce

Seconded by Governor Townsend

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

The meeting recessed at 7:51 p.m. and reconvened in-camera at 8:01 p.m.

The Board rose from the in-camera session at 9:58 p.m.

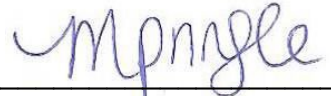
During the in-camera session, the Board received reports from its Standing Committees and discussed the updated public college-private partnership directive, its governance framework, and various employment issues.

12. ADJOURNMENT

With no further business, the meeting adjourned at 9:58 p.m.



Gary Rose
Board Chair



Melissa Pringle
Corporate and Board Secretary