



**Durham College of Applied Arts and Technology  
Board of Governors Regular Meeting  
Public Session Minutes**

**Date: Wednesday, October 8, 2025**

**Time: 5:15 p.m.**

**Location: Virtual Meeting, MS Teams**

**Members Present:**

Lisa Allen, Board Chair  
Megan Bent  
Melissa Bosomworth  
Jim Brown  
Alison Burgess  
Jeff Dorman  
John Ecker  
Rhonda Jessup  
Ian Murray  
Jerry Ouellette  
Elaine Popp, President  
Peter Pryce, Board Vice Chair  
Kwende Thomas  
Nathan Wilson

**Regrets:**

Brandon Bird  
Kelly Doyle  
Dwight Townsend

**Staff Present:**

Jean Choi, VP, Academic and Students  
Rick Hutchinson, VP, Strategic Infrastructure and Campus Safety  
Barbara MacCheyne, VP, Corporate Services and Chief Financial Officer  
Thom MacDonald, AVP, Enrolment and International Education  
Melissa Pringle, Manager, Board Governance and Privacy

## **1. Call to Order**

The Chair declared the meeting properly constituted and with quorum present, the meeting was called to order at 5:15 p.m.

The Chair acknowledged the following guests would be in attendance at the meeting: Katherine Carre, Partner, Borden Ladner Gervais, Debby Allbon, Director, Enterprise Systems (formerly the Director, Strategic Reporting in the Office of the President); Christy McMillan, Director, Human Resources, Dr. Sadie Goddard-Durant, Director, Office of Equity, Diversity and Inclusion, and Ariel Sully, Associate Vice President, Advancement and Alumni Relations.

## **2. Land Acknowledgement**

Governor Ecker offered the land acknowledgement and recognized staff for the National Day of Truth and Reconciliation event held on campus on September 30, 2025.

## **3. Conflict of Interest Declarations**

The Chair asked if there are any conflicts of interest to declare. None noted.

## **4. Presentations**

### **4.1 Review of Governance Best Practices and Fiduciary Duties**

K. Carre, Borden Ladner Gervais presented an overview of governance best practices and the Board's fiduciary duties.

The Board questioned K. Carre regarding the use of the consent agenda, how dissent would be captured in the minutes, and whether it was appropriate to talk to former Governors to get a historical perspective on Board decisions. In response to questions, K. Carre clarified that a Governor's duty respecting confidentiality does not end when their term on the Board concludes.

### **4.2 Video: A Lesson in Resilience**

The Board watched the video: A Lesson in Resilience featured at the recent Academic Kick Off event.

4.3 Reintroduction of Board Norms and Expectations for the 2025-2026 Board Year

The Chair provided overarching remarks about the 2025-2026 Board year, emphasizing expectations related to governance, collaboration, and the exchange of constructive feedback. The Chair revisited the Board's norms, which were co-created during the February 2026 retreat, and referenced resources developed to keep the norms top of mind.

**5. Consent Agenda**

Moved by Governor Thomas

Seconded by Governor Wilson

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

5.1 Approval of the Public Session Agenda – October 8, 2025

That the public agenda for the October 8, 2025 meeting of the Board of Governors be approved as presented.

5.2 Approval of Public Minutes from the Board of Governors Meeting of June 11, 2025

That the public minutes from the June 11, 2025 meeting of the Board of Governors be approved as presented.

5.3 Report of the Governance Review Committee – September 15, 2025

That the September 15, 2025 report of the Governance Review Committee be received for information and all actions be confirmed.

5.4 Contract Addendum between Durham College and the Province of Newfoundland for Administration of Online Exams

That the addendum for a two-year extension to the contract with the Minister for Digital Government and Service and the Minister for Intergovernmental Affairs, Newfoundland for the administration of online Life License Qualification Program exams be approved and executed.

## 6. Report of the Board Chair

The Chair reported on the following items:

- The Ministry Governance Review Consultation that took place over the summer with Presidents, Board Chairs and Vice Chairs. To date, the College has not received a report on the outcome of the consultation; however, it will be shared once received.
  - As part of this discussion, the President spoke about the consultation session she attended where best practices were shared and questions were asked about things such as role clarity, oversight mechanisms, onboarding and training, composition and evaluation of College Boards.
- On recent College events she attended including the Academic Kick Off, Durham College Alumni Association Annual General Meeting, Hail and Farewell event, apprenticeship celebrations, and Day for National Truth and Reconciliation.
  - As part of this item, Governor Wilson remarked about the Durham College Alumni Association Annual General Meeting and the opportunity to engage with alumni and former student Governors at a fun and engaging event. Further, the Chair provided an update on a session held on September 25, 2025 with Catherine Rasso providing specific training on meeting facilitation and meeting management techniques for Governors who were interested in attending.
- Governors were reminded if they haven't already done so to complete and submit the annual leadership agreement and Ministry conflict of interest declaration.
- That A. Robinson, a work study student in the Office of the President may reach out over the coming months to connect with Governors who are interested in being interviewed for a mini-profile that would be featured in the College's weekly employee newsletter.
- That as part of the report of the Governance Review Committee that was passed in the consent agenda, moving forward all feedback received from the Board meeting evaluation form would be posted to the Board portal. Governors should be aware that their names will be attributed to comments submitted and the raw feedback will be visible for all Governors to review.

## **7. Co-Populous Governors' Report**

There was no co-populous governors report.

## **8. Decision Items**

There were no decision items.

## **9. Discussion Items**

### **9.1 Sexual Violence and Harassment Action Plan Annual Report**

The Board received a report from the Director, Office of Equity, Diversity and Inclusion presenting the annual Sexual Violence and Harassment Action Plan report. As part of the report, the Director, Office of Equity, Diversity and Inclusion overviewed various prevention and education initiatives, the number/types of sexual violence complaints and disclosures for the 2024-2025 reporting year, supports available, future updates to the Sexual Violence policy, and education and prevention priorities for the 2025-2026 year.

The Board questioned the Director, Office of Equity, Diversity and Inclusion about trending related to complaints and disclosures, whether students are asked to provide feedback on the supports received to improve the program, and about the Sexual Violence First Aid Program.

### **9.2 First Update on the 2025-2026 Business Plan**

The Board received a report from the Director, Enterprise Systems providing the first update on the 2025-2026 Business Plan. As part of the report, the Director, Enterprise Systems provided the context for the plan, reviewed the reporting timelines, and spoke to the progress to date in achieving the 102 enabling actions outlined in the plan.

### **9.3 Domestic and International Day 10 Enrolment Update: Fall 2025**

The Board received a report from the Associate Vice President, Enrolment and International Education presenting the Day 10 domestic and international enrolment numbers. As part of the report, the Associate Vice President, Enrolment and International Education advised that Day 10 total enrolment was estimated at 11,454 (100.1% of budget), comprised of 6,000 new students and 5,454 returning students. Of the total enrolment reported, 9805 students were domestic and 1649 were international. The College's domestic numbers this fall were the highest ever recorded as a result of the collective efforts of the recruitment and admissions teams.

The Board questioned the Associate Vice President, Enrolment and International Education about whether the College tracked where domestic applicants were coming from and if they were applying to specific programs.

## **10. Information Items**

The following items were presented for information only:

10.1 Program Advisory Committee Semi-Annual Report (October 2025)

10.2 Campus Master Plan Consultation Framework

10.3 President's Update – October 2025

## **11. Upcoming Events**

The Chair drew attention to the following events:

- The ORSIE Impact Expo scheduled for October 24, 2025 that was cancelled
- Upcoming apprenticeship graduation ceremonies at the Whitby Campus. Governors who wish to attend must let the Office of the President know to coordinate attendance as numbers need to be managed for these ceremonies.
  - October 14, 2025 at 1:00 p.m. (Plumbing and Steamfitter apprentices)
  - November 18, 2025 at 1:00 p.m. (Electrical apprentices)
  - February 17, 2026 at 1:00 p.m. (Plumbing apprentices)
  - March 10, 2026 at 1:00 p.m. (Electrical apprentices)
  - April 14, 2026 at 1:00 p.m. (Elevating Devices/Mobile Crane apprentices)
  - April 23, 2026 at 1:00 p.m. (Automotive and Electrical apprentices)
  - May 12, 2026 at 1:00 p.m. (Industrial Millwright Mechanic apprentices)

## **12. Move to In-Camera Session**

By-law No. 1 provides for the Board to move in-camera to discuss items confidential to the College.

Moved by Governor Pryce

Seconded by Governor Bosomworth

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

The Board recessed at 7:17 p.m. and moved in-camera at 7:25 p.m.

During the in-camera session, the Board discussed recommendations from its Standing Committees, federal government policy changes, and labour relations issues.

### **13. Adjournment**

With no further business, the meeting adjourned at 9:04 p.m.