



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

Date: Wednesday, January 13, 2021

Location: MS Teams

Members Present: Jim Wilson, Committee Chair  
Elizabeth Cowie, Committee Vice-Chair  
Christine Kozminski  
Ian Murray (joined the meeting at 7:04 p.m.)  
Gary Rose  
Michele James, Chair of the Board  
Don Lovisa, President

Members Absent: Kenneth Michalko

Staff Present: Melissa Pringle, Corporate and Board Secretary

## **1. CALL TO ORDER**

With quorum present, the meeting was called to order at 7:00 p.m.

## **2. INTRODUCTION OF GUESTS**

None.

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

None.

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

None.

## 5. PRESENTATIONS

None.

## 6. ACTIONS ARISING FROM PREVIOUS MINUTES/REGULAR RECURRING ITEMS

### 6.1 Meeting Assessments

The President presented an overview of the research conducted regarding meeting assessments and noted the fact the Board is engaging in meeting assessments is the best practice; however, it was up to the Board to determine the metrics and tools to use.

Governor Murray joined the meeting at 7:04 p.m.

The Committee discussed the current meeting assessment process and what was trying to be achieved with a review. It was generally agreed that the Board is high-functioning and that the only potential gap in the meeting assessment process was data to track or trend whether the Board is improving or not as the current assessment process is narrative. Given the other priorities at the College, such as the continuing COVID-19 crisis and associated economic fallout, the Committee agreed that a review of the meeting assessment process was not a priority but requested, that the issue be revisited next year.

**Action: The Corporate and Board Secretary to add a review of the meeting assessment process to the Board's work plan for 2021-2022.**

## 7. DECISION ITEMS

### 7.1 Board Policies Due for Renewal

The Corporate and Board Secretary presented an overview of proposed changes to the Board's policies due for renewal.

The Committee discussed the policies up for renewal, and the Committee had several questions and comments on the following policies: Principles of Governance, Committee Principles, Delegation to the President, President's Job Description, Assessing the President's Performance, and Emergency Executive Succession. As such, these policies were referred back to staff for further consideration.

Moved by Governor Cowie

Seconded by Governor Murray

“That the Principles of Governance, Committee Principles, Delegation to the President, President’s Job Description, Assessing the President’s Performance and Emergency Executive Succession policies, be referred back to staff for further consideration.” CARRIED

Concerning the Election of Chair and Vice-Chair of the Board policy, the Committee requested the following amendment:

- That the words ‘Although only External Governors of the Board shall stand for election as Chair or Vice-Chair’ be removed from Section 2.1.7.

Moved By Governor Murray

Seconded By Governor Rose

That the Governance Review Committee recommend to the Durham College Board of Governors:

“That the Board policy, ‘Election of Chair and Vice-Chair of the Board’ be approved as amended.” CARRIED

## **8. DISCUSSION ITEMS**

None.

## **9. MEETING CRITIQUE**

The Committee conducted a roundtable meeting assessment and remarked that the Committee discussed some very important issues respectfully and professionally and that there was engagement from all participants. The Committee also commented that the discussion was a learning opportunity, and listening to diverse perspectives is essential. Overall, the Committee noted the meeting was very collaborative, and everyone was working towards the betterment of the policies.

## **10. ADJOURNMENT**

With no further business, the meeting ended at 8:20 p.m.