



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

Date: Wednesday, April 9, 2025

Location: Oshawa Campus, Durham College Boardroom, A144

Members Present:

Lisa Allen, Board Chair
Brandon Bird
Melissa Bosomworth
Jim Brown (attended the meeting virtually)
Alison Burgess
Kalyan Chakravarthy
Jeff Dorman
Kelly Doyle (entered the meeting at 6:56 p.m.)
John Ecker
Ian Murray
Elaine Popp, President
Peter Pryce, Board Vice Chair
Kwende Thomas
Dwight Townsend
Nathan Wilson

Members Absent:

Riya Parikh
Jerry Ouellette

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
Bonnie St. George, VP, People, Equity and External Relations

1. Call to Order

The Chair declared the meeting was properly constituted and with quorum present, the meeting was called to order at 6:00 p.m.

The Chair welcomed guests in attendance: Tony Doyle, Associate Vice President, Academic and Faculty of Liberal Studies, Cristina Italia, Executive Dean, Faculty of Business and Information Technology and Carol Beam, Associate Vice President, Communications and Marketing.

2. Land Acknowledgement

Governor Pryce offered the land acknowledgement.

3. Conflict of Interest Declarations

The Chair asked if there were any conflicts of interest to declare.

Governor Bosomworth declared a conflict of interest on Item 8.5, Post-Election Report: Student Governor and Support Staff Governor as it relates to her re-election for a second term and she did not take part in discussion or voting on the matter.

4. Presentations

There were no presentations.

5. Consent Agenda

Moved by Governor Wilson

Seconded by Governor Pryce

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

5.1 Approval of Public Session Agenda – April 9, 2025

That the public agenda for the April 9, 2025, Board of Governors meeting be approved as presented.

5.2 Approval of Public Minutes from the Board of Governors Meeting of February 12, 2025

That the public minutes from the February 12, 2025 Board of Governors meeting be approved as presented.

5.3 Approval of Public Minutes from the Board of Governors Meeting of March 26, 2025

That the public minutes from the March 26, 2025 Board of Governors meeting be approved as presented.

5.4 Report of the Governance Review Committee – March 10, 2025

That the March 10, 2025 report of the Governance Review Committee be received for information and the following resolutions be adopted:

1. That based on GOV-2025-08, the proposed updates to By-law No. 2 be approved as presented;
2. That based on GOV-2025-09, the proposed updates to Board Policy: Whistleblowing be approved as amended;
3. That based on GOV-2025-10, the proposed updates to Board Policy: Committee Terms of Reference be approved as presented;
4. That based on GOV-2025-11, the proposed updates to Board Policy: Roles and Duties of Officers be approved as presented.

6. Report of the Board Chair

The Chair reported on the following items:

- That Governor Bird recently completed his advanced good governance certificate through the College Centre of Board Excellence.
- The Board was encouraged to complete the 2024-2025 Board Effectiveness and Committee Preference survey before the deadline.
- On efforts to connect with Laura Elliott, Chair, Ontario Tech University Board of Governors.

7. Co-Populous Governors' Report

There was no co-populous governors report.

8. Decision Items

8.1 2025-2030 Strategic Plan

The Board received a report from President Popp, the Associate Vice President, Academic and Faculty of Liberal Studies, and the Associate Vice President, Communications and Marketing presenting the 2025-2030 strategic plan for approval. As part of the presentation, the Board received an overview of the project's governance structure, project timeline, and the engagement efforts that went into developing the plan. Furthermore, the Board received details about the proposed purpose statement, values, goals, and objectives. Also, the Board received details about the next steps including the preparation of a new business plan and launch of the new strategic plan at the all-employee event on May 21, 2025.

The Board questioned the presenters regarding planned communications for external audiences such as the government and any potential risks regarding the implementation of the plan.

Moved by Governor Ecker

Seconded by Governor Thomas

"That based on Report BOG-2025-40, the 2025-2030 Strategic Plan be approved." CARRIED

8.2 Public Report of the Audit and Finance Committee - March 10, 2025

The Board received a report from the Vice President, Corporate Services and Chief Financial Officer presenting a balanced 2025-2026 operating budget and capital budget for approval.

Highlights of the budget include:

- A projected enrolment of 12,435 students in fall 2025;
- Anticipated revenues of \$237M;
- The launch of four new programs;
- A \$145K one-time investment in strategic initiatives;
- A \$1.3M decrease in long-term debt; and,
- A \$8.1M capital investment.

Additionally, the Vice President, Corporate Services and Chief Financial Officer reported on the announcement of top-up funding for fiscal 2025-2026 and STEM funding. Early budget projections for fiscal 2026-2027 were also shared along with details regarding projected enrolments, the College's short-term investments, cash flow, and potential risks to the budget.

Governor Doyle entered the meeting at 6:56 p.m.

As Chair of the Audit and Finance Committee, Governor Murray offered support for the budget and commended staff for the scrutiny, due diligence, and creative solutions used to get to a balanced budget.

The Board questioned the Vice President, Corporate Services and Chief Financial Officer regarding the College's deferred maintenance backlog, the investment in information technology, the details behind the reported increase in corporate revenues for fiscal 2025-2026, and anticipated funding to implement recommendations from the Efficiency and Accountability Report.

Moved by Governor Chakravarthy
Seconded by Governor Murray
"That based on Report FIN-2025-10:

1. The 2025-2026 balanced operating budget and the 2025-2026 capital budget of \$8,144,000, be approved;
2. That this report be released publicly with the operating budget to be reviewed and approved by the Durham College Board of Governors during its public session on April 9, 2025; and,
3. That the approved 2025-2026 Operating and Capital Budget be submitted to the Ministry of Colleges, Universities, Research Excellence and Security by the deadline." CARRIED

The Board took a 5-minute recess.

8.3 New Program of Instruction: Marketing Management - Artificial Intelligence and Automation

The Board received a report from the Vice President, Academic and Students and the Executive Dean, Faculty of Business and Information Technology presenting a new program of instruction for approval, Marketing Management – Artificial Intelligence and Automation.

Key aspects of the program were highlighted such as the focus on marketing principles with the integration and use of artificial intelligence and automation to advance the graduate's marketability, and the scalability of the program with little to no costs. The program sees a modest net contribution in Year 1 and progressively increases from there. A brief discussion ensued about the curriculum (e.g., use of AI Tutor, experiential learning) and the need to consult with industry experts to ensure the program's continued relevancy as the development of artificial intelligence is outpacing its adoption.

Additionally, the presenters responded to questions submitted in advance and advised that in times of financial crisis, one of the best strategies is to proceed with launching new programs to attract the domestic students needed to remain competitive.

The Board questioned the presenters regarding the reported wage projections for graduates, the level of industry consultation required to remain relevant, and the potential for an artificial intelligence certification.

Moved by Governor Pryce

Seconded by Governor Bosomworth

“That in accordance with Report BOG-2025-37, the Marketing Management – Artificial Intelligence and Automation Ontario College Graduate Certificate program be approved.” CARRIED

8.4 Major Program Change – Data Analytics for Business Decision Making

The Board received a report from the Vice President, Academic and Students and the Executive Dean presenting a major program change for approval, Data Analytics for Business Decision Making.

Highlights of the changes include a title change and minor changes to the curriculum to improve marketability across sectors and to align with the CIP code requirements to allow international students to be eligible for a postgraduate work permit. The presenters advised the current Data Analytics for Business Decision Making Program was highly attractive to international students, and the hope is that program changes will attract international students into the program again.

Moved by Governor Wilson

Seconded by Governor Burgess

“That in accordance with Report BOG-2025-24, the major program changes for Data Analytics for Business Decision Making be approved.” CARRIED

8.5 Post-Election Report: Student Governor and Support Staff Governor

Governor Bosomworth left the meeting.

The Board received a post-election report from Governor Chakravarthy, Chair of the Nominating Committee regarding the recent Student Governor and Support Staff Governor elections.

The Board questioned Governor Chakravarthy and the Manager, Board Governance and Privacy regarding potential strategies to improve the voter turnout for the Student Governor election, why so many nomination forms were

submitted but not completed, and the tactics in place to support and onboard the Student Governor.

Moved by Governor Dornan

Seconded by Governor Bird

“That based on Report BOG-2025-31:

1. That the Board of Governors ratify the results of the Student Governor Election, and Megan Bent be confirmed as the Student Governor for a one-year term effective September 1, 2025; and,
2. That the Board of Governors ratify the results of the Support Staff Governor Election, and Melissa Bosomworth be confirmed as the Support Staff Governor for a three-year term effective September 1, 2025.” CARRIED

Governor Bosomworth re-entered the meeting.

9. Discussion Items

9.1 Final Update on the 2024-2025 Business Plan

The Board received a report from the Vice President, People, Equity and External Relations presenting the final update on the 2024-2025 Business Plan.

Governor Allen temporarily left and re-entered the meeting.

Highlights of the update included details about the completion of the actions outlined in the plan. Of the 100 actions, 89 were completed, 1 was delayed, 7 are on hold, and 3 were cancelled. Additionally, details were shared about a new business plan scorecard template to be implemented for 2025-2026, which will be brought to the Board in June.

The Board questioned the Vice President, People, Equity and External Relations regarding how employees will be encouraged to feel connected to the plan. In response to questions, the Vice President, People, Equity and External Relations advised that the human resources department will be hosting a series of sessions about how to write smart goals and to introduce the new template across the College.

10. Information Items

The following items were presented for information only:

10.1 Update on the Durham College Alumni Association

10.2 President's Update – April 2025

The Board questioned the President regarding the purpose and investment required for the trip to Hanover, Germany. In response to questions, the President advised the trip was coordinated by the Region of Durham and the College paid approximately \$5K to participate in the booth, which featured our Corporate Training Services team who are trying to attract international investment.

10.3 2023-2024 Audited Financial Statements for the Durham College Student Association

10.4 Provincial Election Review and Federal Election Progress

11. Upcoming Events

The Chair highlighted the following upcoming events:

- Durham College Open House – Oshawa and Whitby Campuses – April 12, 2025 from 10:00 a.m. to 2:00 p.m.
- Board Chair and Vice Chair Elections; Nominations (April 14 to 17); Voting (April 21 and 22)
- Board Learn More Session: External Relations at Durham College – April 17, 2025, at 5:30 p.m. (MS Teams)
- Completion of the Annual President's Evaluation Survey - April 21 to 25, 2025 *Only External Governors will receive the link; all inputs will be brought to the May Executive Committee meeting and the full Board in June.*
- Young Women in Science, Technology and Trades Conference – April 24 (Oshawa) and April 25 (Whitby)
- Board Professional Development Session – Effective Communication in a Multicultural Environment – May 7, 2025 at 4:00 p.m. (before the May 7 Board meeting)
- All Employee Day at Durham College – May 21, 2025 at 9:00 a.m. (Oshawa Campus)

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 that the Board deems to be confidential to the College.

Moved by Governor Dornan

Seconded by Governor Pryce

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

The Board recessed at 8:08 p.m. and reconvened in-camera at 8:16 p.m.

During the in-camera session, the Board received reports from its Standing Committees, reviewed its financial health metrics, and received an update on federal government policy impacts.

13. Adjournment

With no further business, the meeting ended at 9:47 p.m.