



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

Date: Wednesday, October 10, 2018

Location: DC Boardroom, Gordon Willey Building, A-144

Members Present: Paul Macklin, Chair of the Board
Ivan DeJong, Vice-Chair of the Board
Suzanne Beale
Elizabeth Cowie
Kevin Griffin
Kristi Honey (pending LGIC appointment) (via telephone)
Michele James
Gail Johnson Morris
Robert Lanc
Don Lovisa
Bart Lucyk
Debbie McKee Demczyk
Heather Quantrill
Gary Rose
Steve Stewart
Jim Wilson (pending LGIC appointment)

Members Absent: None.

Staff Present: Scott Blakey, Chief Administrative Officer
Paul Bishop, Executive Director/Registrar
Alan Dunn, AVP, Facilities and Ancillary Services
Linda Flynn, AVP, Office of Development and Alumni Affairs
Peter Garrett, Manager, Strategic Reporting and Government Relations
Barbara MacCheyne, Chief Financial Officer
Rebecca Milburn, AVP, Academic
Meri Kim Oliver, Vice-President, Student Affairs
Elaine Popp, Vice-President, Academic
Melissa Pringle, Corporate and Board Secretary

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:00 p.m.

New Board members Elizabeth Cowie, Gail Johnson Morris and Robert Lanc were introduced.

2. INTRODUCTION OF GUESTS

The Chief Administrative Officer introduced the following guests:

- Michael de Jocas, Education Consulting Services
- Tara Koski, Director, Co-operative Education
- Lisa Shepard, Dean, International
- Laura Barrett, Executive Assistant, Office of the President
- Charles Wilson, Durham College Students Inc.
- Brad Abel, Candidate, Student Governor Election

3. ADDITIONS/DELETIONS TO THE AGENDA

The Chair advised that Item 9.4, 'Program Suspension – Cake Decorating' would be withdrawn as it does not require Board approval.

4. CONFLICT OF INTEREST DECLARATIONS

None.

5. PRESENTATIONS

5.1 Michael de Jocas, Education Consulting Services to Present the Whitby Campus Master Plan

Michael de Jocas presented options for the Whitby Campus Master Plan and provided a decision framework to address the space allocation pressures and functional challenges currently experienced at the Whitby campus.

The Board questioned Michael de Jocas.

5.2 Tara Koski, Director, Co-operative Education to Present an Overview of Corporate Council

The Director, Co-operative Education presented an overview of Corporate Council stating the Council's objectives are to exchange information and share practices; to identify opportunities to promote Durham College's business and industry services; to foster a culture of trust among Durham College employees that supports an atmosphere of confidence when referring business and industry contacts and to provide a seamless and timely response and support to business and industry.

5.3 Alan Dunn, Associate Vice-President, Facilities and Ancillary Services to Present a Capital Projects Update

The Associate Vice-President, Facilities and Ancillary Services provided a capital projects update highlighting the geothermal project, the Simcoe Village office development project, the D-Wing project and the Stellar Drive entrance alterations at Whitby Campus.

6. CHAIR'S REPORT

The following items were discussed:

- Being the first meeting of the 2018-2019 Board year, the Chair reviewed the purpose and use of a consent agenda.
- Governors were encouraged to respond to the invitation to attend convocation on October 25, 2018.
- Volunteers were requested to form a Retreat Planning Committee; Governors Beale, Honey, James and Johnson Morris volunteered.

7. CO-POPULOUS GOVERNORS' REPORT

Governor Wilson advised he attended a joint meeting of the UOIT Board and Academic Council and he attended Board orientation. It was reported the UOIT Board is onboarding seven new Governors.

8. CONSENT AGENDA

Moved By Governor DeJong

Seconded By Governor Stewart

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

8.1 Approval of the Public Minutes of the Board of Governors Meeting – June 11, 2018

That the public minutes of the Board of Governors meeting of June 11, 2018 be approved as read.

8.2 Report of the Governance Review Committee - September 26, 2018

That all actions taken at the Governance Review Committee of September 26, 2018 be adopted as recommended as the minutes be approved as read.

8.3 Durham College Students Inc. 2017-2018 Audited Financial Statements and 2018-2019 Operating Budget

That Report BOG-2018-57, providing the 2017-2018 Durham College Students Inc. audited financial statement and 2018-2019 operating budget, be received for information.

8.4 President's Report - July to September 2018

That Report BOG-2018-58, providing an update of the President's activities and significant college initiatives from July to September 2018, be received for information.

8.5 Program Advisory Committee Semi-Annual Report (October 2018)

That Report BOG-2018-59, providing the Program Advisory Committees semi-annual report, be received for information.

8.6 Establishment of the Election Dispute and Election Appeal Committee

That an Election Dispute Committee and Election Appeals Committee be established for the duration of the nomination, campaign, election, disputes and appeals period plus ten (10) business days as outlined in By-law No. 4 (Section 4) for the Student Governor election starting October 1, 2018.

9. DISCUSSION ITEMS

9.1 Domestic and International Enrolment Update - Fall 2018

The Executive Director/Registrar and the Dean, International presented the fall 2018 enrolment update for domestic and international students. It was reported the fall semester had been successful with total applications up 1.54%, first choice applications up 4.26%, confirmations up 2.62% and registered students up 0.54%. With respect to international students, enrolment was targeted at 15% of the total college enrolment. Figures at Day 10 reflect a total of 15.66%, representing an increase of 755 students from 64 different countries.

The Board questioned the Executive Director/Registrar and the Dean, International Education Office.

Moved By Governor Griffin

Seconded By Governor Rose

“That Report BOG-2018-60, providing an enrolment update for Fall 2018 at day 10 of classes, be received for information.” CARRIED

9.2 Cannabis on Campus Update

This item was discussed as part of 9.3, ‘Smoke-Free Campus’.

9.3 Smoke-Free Campus

President Lovisa provided an update on the plan to move forward with declaring Durham College campuses smoke-free, noting the discussion has been ongoing for a few years and with the legalization of cannabis and the provincial government’s announcement to allow the smoking of cannabis wherever smoking tobacco is permitted, it was important to make the change effective immediately. It was reported other colleges such as St. Lawrence, Algonquin and Georgian had recently made similar announcements.

The Board questioned President Lovisa.

Moved By Governor DeJong

Seconded By Governor McKee Decmzyk

“That Report BOG-2018-61, providing an update on the plan to become a smoke-free campus effective October 15, 2018 be received for information.” CARRIED

9.4 Program Suspension - Cake Decorating

This item was withdrawn from the agenda as it does not require Board approval.

9.5 Program Suspension - Insurance & Accounting and Payroll

The Vice-President, Academic presented a recommendation to suspend two programs: insurance and accounting and payroll due to low applications and enrolment.

The Board questioned the Vice-President, Academic.

Moved By Governor Quantrill

Seconded By Governor James

“That in accordance with Report BOG-2018-56, the following two programs be suspended, effective Fall 2018:

- Insurance, Ontario College Diploma, (MTCU Code 52803/APS 01233); and
- Accounting and Payroll, Ontario College Diploma, (MTCU Code 50104 /APS 01231).” CARRIED

With Governor Honey participating by telephone, the vote was unanimous.

9.6 New Program of Instruction - Carpentry and Renovation Technician

The Vice-President, Academic and Associate Vice-President, Academic presented a proposed new Carpentry and Renovation Technician Ontario College Diploma program offered by the School of Skilled Trades, Apprenticeship and Renewable Technology that aligns with Durham College’s commitment to develop programs that will produce graduates with the relevant knowledge and skills required by employers. The new program environmental scan identified current and future needs for skilled carpenters because of an aging workforce and shifts in the housing market as more homeowners opt for renovating instead of purchasing a new home. The program also aligns with several objectives in the college’s 2017-2020 strategic plan and strategic mandate agreement.

The Board questioned the Vice-President, Academic and the Associate Vice-President, Academic.

Moved By Governor Rose

Seconded By Governor Lucyk

“That in accordance with Report BOG-2018-54, the proposed Ontario College Diploma program of instruction listed below be approved:

- Carpentry and Renovation Technician.” CARRIED

9.7 Quality Assurance Accreditation Process Update

The Vice-President, Academic provided an update on the quality assurance accreditation process noting the college completed its site visit on March 30 and 31, 2018 and over 100 individuals participated in the visit. A preliminary audit report was provided on July 5, 2018 and the college successfully met the 6 standards and 31 of the 32 requirements. The one requirement not met had already been self-identified by the college in the self-study and is with respect to mapping learning outcomes to vocational outcomes. The panel applauded the college for consistency in using quality assurance language, the commitment to professional development and a strong culture of collaboration. A final report will be received in November and the college will be required to prepare an 18-month follow-up report.

The Board questioned the Vice-President, Academic.

9.8 First Business Plan Update for 2018-2019

President Lovisa presented the first business plan update for 2018-2019, noting the business plan is reported on three times annually and is sent to the Ministry of Training, Colleges and Universities. It was reported most activities for the twenty-four (24) objectives are tracking well for completion with nine (9) items completed to date, four (4) items facing timeline challenges due to changes in student association leadership and scheduling of events within the new building and one (1) item is on hold awaiting a response from the Ministry regarding the strategic mandate agreement.

Moved By Governor Beale

Seconded By Governor Lanc

“That Report BOG-2018-62, providing the first update on the 2018-2019 Business Plan, be received for information.” CARRIED

9.9 Government Relations Update

The Manager, Strategic Reporting and Government Relations provided a summary of the government relations activities that occurred since June 2018 and a summary of candidates running for regional chair and mayor across Durham Region in the 2018 municipal election. The Manager, Strategic Reporting and Government Relations also reviewed the government relations strategy and business plan.

Moved By Governor McKee Demczyk
Seconded By Governor Johnson Morris
“That Report BOG-2018-63, providing an update on government relations activities, be received for information.” CARRIED

9.10 Whitby Campus Master Plan Briefing Notes

President Lovisa highlighted the Whitby Campus Master Plan briefing notes included in the Board package, noting the briefing notes are intended to build the case for the expansion of the Whitby campus and are aligned to federal and provincial priorities.

10. OTHER BUSINESS

None.

11. UPCOMING EVENTS

The following events were highlighted:

- Fall Convocation - Thursday, October 25, 2018 - 5:00 p.m. - Tribute Communities Centre
- Higher Education Summit - Saturday, November 24, 2018 to Monday, November 26, 2018
- Governor Appreciation Event - Thursday, November 29, 2018 - 6:30 p.m., Centre for Collaborative Education

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 respecting human resources or litigation matters, confidential items covered under the Freedom of Information and Protection of Privacy Act and, items that the Board deems to be confidential to the College.

Moved By Governor Cowie
Seconded By Governor Stewart
“That the Durham College Board of Governors move in-camera after a short recess.”
CARRIED

The Board recessed at 8:09 p.m. and reconvened in-camera at 8:18 p.m.

During the in-camera meeting, the Board discussed recommendations from its Standing Committees, executive compensation, the status of Durham College Students Inc., international enrolment and the Board's work plan for 2018-2019.

13. ADJOURNMENT

Moved By Governor James

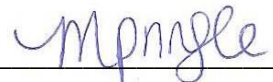
Seconded By Governor Rose

"That the October 10, 2018 meeting of the Durham College Board of Governors be adjourned." CARRIED

The meeting adjourned at 9:06 p.m.



Paul Macklin
Board Chair



Melissa Pringle
Corporate and Board Secretary