



**Durham College of Applied Arts and Technology
Public Meeting of the Board of Governors
MINUTES**

Date: Wednesday, October 14, 2020

Location: Via Video Conference (GoToMeeting)

Members Present: Michele James, Chair of the Board
Lisa Allen
Suzanne Beale
Elizabeth Cowie
Kelly Doyle
Kevin Griffin (joined the meeting at 6:02 p.m.)
Kristi Honey
Gail Johnson Morris
Robert Lanc
Don Lovisa
Bart Lucyk
Kenneth Michalko (joined the meeting at 6:06 p.m.)
Gary Rose
Jim Wilson

Members Absent: None.

Staff Present: Scott Blakey, Chief Administrative Officer
Linda Flynn, AVP, Office of Development and Alumni Affairs
Peter Garrett, Mgr., Strategic Reporting and Government Relations
Janse Tolmie, AVP, IT Services
Tara Koski, Dean, Students
Barbara MacCheyne, Chief Financial Officer
Elaine Popp, Vice-President, Academic
Melissa Pringle, Corporate and Board Secretary



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1. Call to Order

With quorum present, the meeting was called to order at 6:01 p.m.

The Chair reminded the Board of the virtual meeting protocols.

2. Introduction of Guests

Governor Griffin joined the meeting.

The Chief Administrative Officer introduced the following guests:

- Marianne Marando, AVP, Academic (Enrolment & International Education)
- Jean Choi, Dean, Teaching, Learning and Program Quality, Centre for Academic and Faculty Enrichment
- Ralph Hofman, Associate Dean, School of Justice & Emergency Services
- Tanya Wakelin, Manager, E-Learning, Centre for Academic and Faculty Enrichment
- Amanda Cannon, faculty

3. Addition/Deletions to the Agenda

None.

4. Conflict of Interest Declarations

None.

5. Presentations

- 5.1. Amanda Cannon (faculty) and Tanya Wakelin (CAFE) to talk about the transition to remote delivery and to share some of the tech tools and supports that are available to faculty

Governor Michalko joined the meeting.

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Amanda Cannon provided an overview of how she successfully transitioned her Fire Services Communications course to an online format. Also, Tanya Wakelin provided an overview of the remote delivery tools and supports available to faculty and highlighted some usage statistics.

The Board questioned Tanya Wakelin.

6. Chair's Report

The Board Chair:

- 6.1. Reminded the Board of the importance of maintaining the confidentiality of Board materials and discussions as well as the importance of declaring a conflict of interest when necessary.
- 6.2. Reminded the Board to dispose of in-camera materials securely, preferably by shredding.
- 6.3. Reminded the Board to RSVP for the virtual Hail and Farewell event on November 18.
- 6.4. Asked for volunteers to form the 2021 Retreat Planning Committee. Governors Doyle, Cowie, Johnson Morris, and Lanc volunteered.

7. Co-Populous Governors' Report

Governor Wilson provided the co-populous governors' report, noting the following:

- At the last board meeting, a new program proposal (BA in Science) was considered. The program aims to enrich skills in math, software design, and programming. The program is expected to launch in fall 2021 and will include a co-op option.
- A reverse career fair will be held the week of October 13, where students from different faculties will participate in virtual sessions hosted by employers.
- Ontario Tech held a virtual open house with approximately 1000 people attending.
- Langis Roy was appointed as the interim deputy provost.

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- Ontario Tech will be the project lead on “Project Arrow”, a project to build a zero-emissions car in Canada.

8. Consent Agenda

Moved by Governor Wilson

Seconded by Governor Rose

“That all items listed under the heading of consent agenda be adopted as recommended, except Item 8.4, “Report of the Governance Review Committee – September 16, 2020”. CARRIED

- 8.1. Approval of the Public Minutes of the Board of Governors Meeting of June 3, 2020

That the public minutes of the Board of Governors meeting of June 3, 2020, be approved as read.

- 8.2. Approval of the Public Minutes of the Board of Governors Meeting of September 23, 2020

That the public minutes of the Board of Governors meeting of September 23, 2020, be approved as read.

- 8.3. President’s Report – June to October 2020

That Report BOG-2020-60, highlighting the President’s activities from June to October 2020, be received for information.

- 8.5. Program Advisory Committees Semi-Annual Report (October 2020)

That Report BOG-2020-73, providing the Program Advisory Committees semi-annual report for October 2020, be received for information.

Item Pulled from Consent Agenda

- 8.4. Report of the Governance Review Committee – September 16, 2020

The Board questioned whether the concerns around voting procedures were addressed in the review of By-law No. 1 and questioned if electronic polling was considered.

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In response to questions, the Corporate and Board Secretary advised there was no referral to the Governance Review Committee to consider electronic polling, but that the voting procedures were simplified and amended to eliminate the requirement for recorded votes during a virtual meeting.

Moved by Governor Wilson

Seconded by Governor Rose

“That all actions taken at the September 16, 2020, meeting of the Governance Review Committee, be adopted as recommended, and the minutes be approved as read.” CARRIED

9. Discussion Items

9.1. Domestic and International Enrolment Update – Fall 2020

The AVP, Enrolment and International Education provided an update on enrolment for fall 2020, noting total enrolment as of day 10 of classes was 10,719 students (including new and returning international and domestic students), representing a 9.3% decline versus fall 2019.

The Board questioned President Lovisa and the AVP, Enrolment and International Education.

Moved by Governor Michalko

Seconded by Governor Lucyk

“That Report BOG-2020-68, providing an enrolment update for Fall 2020 at day 10 of classes, be received for information.” CARRIED

9.2. Approval for Permanent Program Suspension: Web Applications for Mobile Computing

The Vice-President, Academic, presented an overview of the internal program development and program suspension process.

The Dean, Teaching, Learning and Program Quality, Centre for Academic and Faculty Enrichment reported a lack of interest in the program despite various marketing attempts was the rationale for the permanent suspension of the Web Applications for Mobile Computing program.



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Governor Doyle left the meeting.

Governor Cowie left and temporarily rejoined the meeting.

Moved by Governor Lanc

Seconded by Governor Johnson Morris

“That in accordance with Report BOG-2020-71, the following program be permanently suspended, effective Winter 2021:

Web Applications for Mobile Computing, MTCU 70516/DURH01209.”
CARRIED

9.3. First Business Plan Update for 2020-2021

The Chair reminded Governors about the importance of the business plan and how it is used by the Ministry for government planning and policy-making purposes.

President Lovisa presented the first business plan update for 2020-2021 and highlighted that of the 118 actions, the majority are tracking well for completion, with fourteen items completed to date. Because of COVID-19, many actions are on hold, delayed, or at-risk, more so than in previous years. Additionally, President Lovisa shared various highlights and successes from the business plan scorecard.

Governor Doyle rejoined the meeting.

The Board questioned President Lovisa regarding the key items at risk. In response to questions, President Lovisa advised that most items at risk are deliverables that involve third-parties, such as community members or employers. Further, the Board questioned President Lovisa about the actions on hold related to the health and wellness of employees and expressed concern about the mental health of students and employees.

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Moved by Governor Honey

Seconded by Governor Griffin

“That Report BOG-2020-72, providing the first update on the 2020-2021 Business Plan, be received for information.” CARRIED

10. Upcoming Events

The Chair highlighted the following events:

- Grad Sign Pick-Up Events – October 21 (Oshawa), October 22 (Whitby)
- Hail and Farewell Virtual Celebration – Wednesday, November 18

11. 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 Doyle

Seconded By Governor Cowie

“That the Durham College Board of Governors move in-camera after a 5-minute recess.” CARRIED

The Board recessed at 7:15 p.m. and reconvened in-camera at 7:22 p.m.

The Board rose from the in-camera session at 8:00 p.m.

During the in-camera session, the Board discussed recommendations from its Standing Committees and reflected on its recent Board strategy day.

12. Adjournment

With no further business, the meeting ended at 8:00 p.m.