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**Wednesday, December 7, 2016**

**3:20 p.m. – 5:30 p.m.**

**Place: 55 Bond St., DTB 524**

**GOVERNORS IN ATTENDANCE:**

Adele Imrie, Board Chair

Miles Goacher, Vice-Chair and Chair of Audit & Finance Committee

John McKinley, Vice-Chair

Nigel Allen, Chair of Investment Committee

Karyn Brearley, Chair of Governance, Nominations & Human Resources Committee

Jeremy Bradbury

Tim McTiernan, President (*ex-officio*)

Glenna Raymond

Mary Simpson

Mary Steele

Noreen Taylor, Chancellor (*ex-officio*)

Tyler Turecki

Shirley Van Nuland

Valarie Wafer, Chair of Strategy & Planning Committee

**VIA TELECONFERENCE:**

Don Duval

Bonnie Schmidt

**REGRETS:**

Doug Allingham

Dan Borowec

Andrew Elrick

Jay Lefton

Ololade Sanusi

Mike Snow

John Speers

**BOARD SECRETARY:**

Becky Dinwoodie, *Assistant University Secretary*

**UOIT STAFF:**

Craig Elliott, *Chief Financial Officer*

Cheryl Foy, *University Secretary & General Counsel*

Andrea Kelly, *Assistant to the Secretary*  
Brad MacIsaac, *Assistant Vice-President, Planning and Analysis, and Registrar*  
Cathy Pitcher, *Assistant to the President*  
Deborah Saucier, *Provost and Vice-President, Academic*

**GUESTS:**

Scott Barker, *UOIT Athletics*  
Larry Brual, *UOIT Staff*  
Mike Eklund, *UOITFA*  
Christopher Hineman, *UOIT Student & Pathways Award Recipient*  
Katherine Koehler-Grassau, *UOIT Student & member of Women's Soccer Team*  
Sara Mehraban, *UOIT Student & Pathways Award Recipient*  
Peyvand Mossavat, *UOIT Athletics, Soccer Teams Head Coach*  
Olivia Petrie, *UOIT Staff, Assistant Vice-President, Student Life*  
Michael Riseley, *UOIT Alumni Association*  
Jamie Ryan, *UOIT Student & member of Women's Soccer Team*  
Sierra Simpson, *UOIT Student & member of Women's Soccer Team*  
Georgia Wilder, *UOIT Student & member of Women's Soccer Team*

**1. Call to Order**

The Chair called the meeting to order at 3:42 p.m.

**2. Agenda**

*Upon a motion duly made, the Agenda was approved as presented.*

**3. Conflict of Interest Declaration**

There were none.

**4. Approval of Minutes of the Meeting of October 14, 2016**

*Upon a motion duly made, the Minutes were approved as presented.*

**5. Community Reports/Presentations**

A. Imrie discussed the success of the UOIT Women's Soccer Team's 2016 season. She congratulated the team's coach, Peyvand Mossavat, on being selected as U Sports Coach of the Year. She commented that coaches have a tremendous impact on team members as athletes and people. A member of the soccer team addressed the Board. The player shared that she has been on the team since it started and this season was a huge accomplishment. Coach Mossavat also discussed the importance of the support of UOIT staff and management to the team's success. He acknowledged

that 6 members of the team are OUA all-stars and 7 members are academic All-Canadians. The team's accomplishment is a collective effort and should be celebrated by the entire university community.

A. Imrie thanked the team and coaches for raising the profile of the university and expressed the Board's appreciation for their success on and off the field.

## **6. Chair's Remarks**

The Chair noted that time had been allotted on the agenda for community reports/presentations in case the Board received requests to speak on short notice. However, no requests were received from the community to address the Board. Further to the community presentations that were received at the last meeting, the Chair thanked D. Saucier and M. Bowman for their work on conducting further consultations and developing an updated and improved policy.

The Chair also provided a brief update on the progress of the SIRC Building project.

The Chair reported on the sessions she attended at the CCOU Conference. She recommended that the governors consider attending next year's CCOU conference as it provides a lot of useful information.

## **7. President's Report**

The President remarked that today's celebration of excellence by acknowledging the Women's Soccer Team is a carry-over of last night's Awards of Excellence. It was a successful event and he noted that the awards were given to people passionate about their roles. He also mentioned that there was a long list of people who received the "10 Years of Service" award and jacket.

The university also formally received the report on UOIT's role in reconciliation. The report sets out 6 principles used to guide UOIT's response to the call for reconciliation and identifies specific goals and actions that UOIT can take to fulfill those principles. The ceremony took place in the ACE auditorium and began with a commemoration of the École Polytechnique massacre. This was a reminder of the importance of building a safe, diverse and respectful community. The ceremony marked a tragedy, as well as the resilience of institutions.

## **8. Academic Council Report**

T. McTiernan delivered the Academic Council report to the Board. He highlighted that Academic Council received its first request from a delegation to speak at a Council meeting. Although there is no provision in the By-laws or Handbook regarding delegations, Academic Council was happy to hear from the student delegation regarding the sexual violence policy. Further, there was an ad hoc consultation session for Council members to provide feedback on the policy and procedures against workplace violence.

## **9. Co-Populous Report**

In anticipation of his absence, D. Allingham delivered a written report and asked the Chair to deliver it on his behalf. He reported:

- the last meeting of the Durham College (DC) Board of Governors was held on October 12, 2016;
- the Board received a presentation from staff on the 50th Anniversary Celebrations for the College;
- an update was provided by the Associate V.P., Facilities and Ancillary Services on the Centre for Collaborative Education;
- the College received \$13M in funding for the new building from the Federal Government through the Post-Secondary Institutions Strategic Investment Fund;
- \$22M was also received from the Provincial Government earlier in the year;
- more than 130 Community members came together with students from DC at the Centre for Food in Whitby for the second annual Harvest Dinner in September;
- the College's proposed Sexual Violence Policy and Protocol was approved by the Board;
- an update was provided by the staff on enrollment;
- direct applications to the College were down by 1.48%, which equates to 77 fewer students;
- international student registrations went up by 16% to 607;
- total enrollment is 10,784 (September), which is an increase of 146 students over 2015;
- the President provided an update on the 2016-2017 Business Plan for the College;
- the College's Strategic Plan is undergoing a renewal with an anticipated launch date of April 2017; and
- an update on the Strategic Plan was provided to the Board.

## **Committee Reports**

### **10. Audit & Finance Committee**

#### **10.1 Second Quarter Report**

M. Goacher updated the Board with respect to the second quarter report. Overall, revenues are up and the university is on target for enrolment. There is currently a forecasted budget surplus of approximately \$5M, primarily due to savings resulting from vacant positions.

#### **10.2 SIRC Building Construction Project**

The Chair invited C. Elliott to provide an update on the SIRC building construction project. C. Elliott introduced Larry Brual, the new project manager for the SIRC construction project. L. Brual delivered a presentation on the progress of the SIRC building construction project. He confirmed that the project is currently on schedule. The construction team is working on enclosing the building as harsh weather approaches.

Approximately \$9.5M in tenders have been signed. L. Brual reviewed the financial summary of the project to date. He advised that the temporary framings are targeted for completion by the middle of January and the full building envelope should be completed by March. They are expecting the mechanical equipment to be delivered in January. L. Brual also confirmed that no contingencies have been used to this point. L. Brual responded to questions from the Board.

The Chair welcomed L. Brual to the university.

### **10.3 Budget Assumptions, Targets & Outcomes**

The Chair invited C. Elliott to deliver the budget update. C. Elliott delivered a presentation entitled “Budget Update”. He confirmed that the Day 10 enrolment numbers and advised that they anticipate the university will be on budget. In the previous 5-year forecast, there was a \$26M forecasted loss, which prompted discussions regarding budget reductions. The university implemented a 2.5% budget decrease in 2016/17. The enrolment forecasts have since changed, as well as tenured/tenure track contracts have been finalized. There have been reductions in working capital and UPF reserves in order to achieve a balanced budget.

C. Elliott reviewed a new 10-year forecast and explained that the forecast assumes enrolment as being relatively flat over the next 10 years. C. Elliott responded to questions regarding the enrolment assumption despite changing demographics. C. Elliott confirmed that despite shifting demographics, the university will still have space constraints.

C. Elliott reviewed the other significant budget assumptions, as well as the key components of the proposed budget reduction plan. D. Saucier advised that the goal is to focus on student-faculty ratios and to support faculties that are growing rapidly. Filling vacant positions depends not only on new hires, but also on attrition.

C. Elliott reviewed the main points of discussion that arose during the budget consultation process.

In response to having no new non-academic hires, the university must examine what responsibilities can be eliminated. C. Elliott and D. Saucier answered questions from the Board. D. Saucier confirmed that of the vacant teaching positions, approximately 75% of them are for tenured/tenure-track and 25% for teaching faculty positions.

## **11. Investment Committee**

### **11.1 Second Quarter Investment Review**

N. Allen provided the Board with the committee’s second quarter update. At the last meeting, PH&N presented on the possible economic consequences of Trump’s election as President.

## **12. Governance Nominations & Human Resources Committee (GNHR)**

K. Brearley reported on the highlights from the last GNHR meeting. With respect to the Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence, GNHR was pleased by the additional consultation and the refreshed version of the policy. GNHR also discussed Board recruitment efforts and approved amendments to the DCPD Statement of Investment Policies and Procedures, and the 2017 election schedule.

### **12.1 Policy**

#### **(a) Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence**

D. Saucier introduced M. Bowman to discuss the policy. M. Bowman reviewed the additional consultation sessions that were conducted since the last Board meeting. He advised that a working group was formed, which included students, as well as faculty who conduct sexual violence research. They also offered one-on-one consultations. He confirmed that the third version of the policy was recommended by GNHR for approval and is being presented to the Board for approval.

M. Bowman reviewed the concerns expressed by the community. Of particular importance was the need for training of staff. There is a perception that the university's support staff is overstretched and unable to provide proper support.

The language in the policy was revised to make it more user-friendly. M. Bowman provided an overview of the changes made to the policy and procedures. He explained that the document is survivor-oriented in construction and also allows for collaboration with Trent and DC.

He set out the next steps in the implementation of the policy, which starts with reconvening the Healthy Sexuality Committee (HSC) by January 2017. The goal is to have 80% of faculty and staff trained by Spring 2017. The priority of HSC will be to discuss what meaningful consultation looks like.

There was a discussion regarding how the DC and UOIT policies compare. M. Bowman advised that the processes are very similar between the institutions. Further, UOIT has an explicit commitment that it will work collaboratively with DC. There was also a question as to how UOIT's policy compares to that of other institutions in general. D. Saucer responded that in terms of mechanics, there is not much variety between policies. Ours is unique in terms of the language used and in how it is cognizant that clubs involve students from DC and UOIT. For example, our policy allows a DC student to make a report to our institution. It recognizes that there are things that might happen off campus that we would want to know about.

M. Bowman and D. Saucier responded to additional questions from Board members.

The Chair expressed the Board's appreciation that the revised policy took the students' concerns into consideration and that enhanced consultation was conducted. She thanked M. Bowman, D. Saucier and C. Foy for all of their work in developing the policy instruments.

*Upon a motion duly made by T. McTiernan and seconded by T. Turecki, and pursuant to the recommendations of the Governance, Nominations and Human Resources Committee and Academic Council, the Board of Governors approved the Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence, as presented. In accordance with the relevant legislation, the Board of Governors authorized the Provost and Vice-President, Academic, to update, as required, the following information in the sexual violence policy:*

- 1. The supports and services that are available at the university or in the community.*
- 2. The identity of the officials, offices and departments at the university referred to in clauses 2 (1) (a) and (c) and in paragraphs 1 and 6 of subsection 2 (2).*

Approval was unanimous.

### **(b) Policy Against Violence, Harassment & Discrimination in the Workplace and Procedures to Prevent & Address Violence, Harassment & Discrimination in the Workplace**

C. Foy reviewed the proposed policy and procedures with the Board. She highlighted the main concerns expressed regarding the policy documents, which included:

- whether contract workers are protected by the policy;
- whether visitors/volunteers are protected by the policy;
- broad definition of persons in authority and expansive scope of responsibilities; and
- clarification regarding the investigation procedure when there is a potential conflict of interest at a senior level.

C. Foy advised that they worked with outside counsel on the policy instruments and is confident that the Policy Against Violence, Harassment & Discrimination in the Workplace and Procedures to Prevent & Address Violence, Harassment & Discrimination in the Workplace meet the university's compliance obligations.

*Upon a motion duly made by T. Turecki and seconded by J. McKinley, and pursuant to the recommendation of the Governance, Nominations and Human Resources Committee, the Board of Governors approved the Policy Against Violence, Harassment and Discrimination in the Workplace & Procedures to Prevent and Address Violence, Harassment and Discrimination in the Workplace (Procedures), as presented. In the future, amendments to the Procedures will be presented to GNHR for approval in accordance with the Policy Framework.*

## **13. Strategy & Planning Committee**

### **13.1 Governors' Pathways Award Recipients**

V. Wafer reminded the Board of her presentation at the last meeting regarding the Board of Governors' Pathways Awards. She introduced Sara Mehraban and Christopher Hineman, recipients of the award. V. Wafer provided a brief background for each student.

S. Mehraban discussed her experience as an award recipient. She shared that receiving the award eased her stress by reducing her part-time work load. It also motivated her to continue to pursue her goals. She expressed her appreciation to the Board for the award.

C. Hineman talked about his goal of becoming a CPA. He discussed his participation on a competitive team for the accounting association, as well as being part of the CPA mentorship program. Receiving the award has allowed him to increase his participation in extra-curricular activities and to focus on his schooling.

V. Wafer emphasized that the awards make a huge difference in the lives of students. She reminded the governors that the goal is to raise \$20,000 annually, which amounts to \$1000 per pathway. She clarified the timing of when donations are applied. The Chair would like to see 100% participation from the governors – any amount would be appreciated. All donations received would be for the 2017/18 academic year. The award is the Board’s legacy. It was clarified that the donation must be identified as “pathways” at the time it is made.

#### **14. Consent Agenda:**

*Upon a motion duly made by K. Brearley and seconded by N. Allen, the Board approved the following items on the Consent Agenda:*

- 14.1 DCPD Statement of Investment Policies and Procedures
- 14.2 Policy on Naming of Physical University Assets
- 14.3 Minutes of the Audit & Finance Committee Meeting of October 5, 2016
- 14.4 Minutes of the Governance, Nominations & Human Resource Committee Meeting of September 29, 2016
- 14.5 Minutes of the Investment Committee Meeting of August 10, 2016
- 14.6 Minutes of the Strategy & Planning Committee Meeting of September 22, 2016

#### **15. Other Business**

None.

#### **16. Termination of Public Session**

*Upon a motion duly made by T. McTiernan and seconded by M. Goacher, the public session of the meeting terminated at 5:35 p.m.*