



## **CONFLICT OF INTEREST DECLARATIONS**

None was declared.

## **INTRODUCTION OF GUESTS**

At the request of the Chair, Bonnie Ginter-Brown introduced Judy Moretton, Dean, School of Business; Bill Marlow, Professor, School of Business; Brian Beatson, Director, Physical Resources; Ann Mars, Executive Assistant to the President; Scott Carlake, First Year Sports Administration student; and Jennifer Connor, First Year Sports Administrative student. Bonnie also noted that Journalism students Dawn De Souza and Kate Hermelin would also be joining the meeting but had not arrived as yet.

## **PRESENTATIONS**

### **Finance & Administrative Services**

Don Hargest, Vice-President, Finance & Administrative Services, provided a presentation covering his areas of responsibility which include administrative services and the bookstore, building and site operations, facilities management, financial services, financial analysis, international education, payroll and purchasing, the Productivity Improvement Centre, and special projects such as SuperBuild.

Journalism student Kate Hermelin arrived at 6:10 p.m.

## **APPROVAL OF PREVIOUS MINUTES**

There being no errors or omissions in the minutes of the Regular Board meeting of January 10, 2001, the Chair declared the minutes accepted as presented.

## **ACTION ARISING FROM PREVIOUS MINUTES**

The Chair noted that this item had been completed.

Journalism student Dawn De Souza arrived at 6:15 p.m.

## **DECISION ITEMS**

### **Internet Database Specialist (2-year Diploma) and e-Commerce (1-year Post-Diploma)**

Judy Moretton, Dean, School of Business, stated that two new programs were before the Board for approval. Detailed business plans had been sent to the Governors for their review prior to the meeting. These two programs would then be submitted to the Ministry for approval to commence in September 2001. It was noted that these programs have common elements including a block field placement, real business projects, and the blending of business, technical, generic and general education. They also have flexible cross credits, which means students can move in between programs or fast-forward. Judy noted there is a high demand for these graduates and the programs will have an intense and in-depth curriculum.

Judy advised that the Internet Database Specialist program will be a 4 semester program and graduates will receive a Business diploma plus an Oracle certificate. There is no equivalent program currently being offered outside the College. The program will include the integration of Oracle, other database programs and web applications. There will also be internship opportunities for students.

Judy noted that the e-Commerce program will be a 2 ½ semester program. There is a definite market for this program and the student base will consist of university and college grads as well as individuals looking for a career change. The program will provide job-shadowing opportunities. Students may also take advanced studies in programming and database applications.

Judy provided a sampling from The Toronto Star Careers section, which showed a real need for individuals with Oracle and an e-business background. Judy cited examples of individuals with two years experience earning a salary of \$110,000 plus. Louise Farr requested a copy of the Toronto Star ad. Judy will provide Louise with a copy. Nola McDonald stated that we seemed to be offering a job guarantee. Judy stated that we were not offering a guarantee but noted that the job market was very strong. Vanessa Fusco questioned what the e-Commerce graduates would receive upon completion of their 2 ½ semester program. Judy advised the Internet Database Specialists would receive a 2-year graduate diploma and the e-Commerce 1-year Post-Diploma graduates would receive a certificate. Bill Marlow noted that even though the Internet Database Specialist program has not been announced yet, we have 34 applications to date. Judy stated that thanks to the recent software donation from IBM, we already have the software to use for these programs at no extra cost to the College.

**Action:** Judy Moretton to send Louise a copy of the Toronto Star Careers section.

Moved by Louise Farr

Seconded by Lori Connor

MOTION #4517 “That the Board of Governors approve the Internet Database Specialist 2-year Diploma Program, as presented.”

CARRIED

Moved by Vaso Vujanovic

Seconded by Gail MacKenzie

MOTION #4518 “That the Board of Governors approve the e-Commerce 1-year Post-Diploma Program, as presented.”

CARRIED

Judy Moretton and Bill Marlow left the meeting at 6:25 p.m.

### **Revised Rewards and Recognition Policy**

Don Sinclair, Executive Director, Staff Services, noted that recognition is a top motivator for employees and that our biggest asset is our workforce. This is a formalization of the Rewards and Recognition Policy that rewards both the individual and the achievement. Don mentioned an excellent resource book, 1001 Ways to Reward Employees, which has been circulated to senior staff members. Don then invited questions regarding the policy revision.

Bob Strickert questioned if the additional 5% in the budget would come from the college programs? Gary replied yes. Louise Farr questioned the statement “The College will dedicate a minimum annual budget of \$50,000 to support Rewards and Recognition programs”. Did we not mean maximum versus minimum annual budget? Don replied no and that this amount could increase. Louise then asked if the budget amount decreased would you spend less, particularly in a year that you may not spend the full \$50,000? A minimum would suggest that you must spend that amount. Don replied that we would spend to the \$50,000 amount. Louise thought that this was a huge leap from the amount currently spent. Don replied not really because this budget now includes events (e.g., Staff Appreciation Dinner) which were not historically included in this budget. Louise noted she had difficulty attaching a number such as 5% and perhaps we should leave the percentage open from year to year as to what we spend on the surplus budget. She noted that she would support the revised policy if we left the percentage amount open. Don noted that we currently budget for the spending of the surplus amount and that we were looking at ways on how to increase the pot and to share if there was a surplus. Louise noted she could appreciate that but the broad

populous should enjoy the surplus and that \$50,000 was a healthy amount. Vanessa Fusco questioned if only \$30,000 was spent in any given year, would the remaining \$20,000 stay in the budget or go back into the reward pot for the following year. Gary noted that it would stay in the budget. Winnie asked if students have a way to nominate staff for recognition. Don stated not currently but that there would be a committee formed to look at formal programs and that this could possibly be one idea to look at.

Gary asked if the internal Governors wanted to declare a conflict of interest before the motion was put forth to approve the revised policy. Governors Lori Connor, Vaso Vujanovic and Winnie Gordon and Gary all agreed that they had a conflict of interest.

Moved by Bob Morine

Seconded by Gail MacKenzie

MOTION #4519 "That the Board of Governors approve the revised Rewards and Recognition Policy, as presented."

CARRIED

Gary noted that there were three dissenting votes and that all points of view would be taken into consideration.

#### **ACAATO Fee Increase**

Gary noted that the Governors had all received a copy of Joan Homer's memo and the reasoning behind the proposed 5% membership fee increase.

Moved by Louise Farr

Seconded by Dave Broadbent

MOTION #4520 "That the Board of Governors approve the ACAATO membership fee increase, as presented."

CARRIED

#### **Olympic 2008 Memorandum of Understanding**

Gary again noted that the Governors have had a chance to review the Memorandum of Understanding and that we will know in approximately five months if this is germane. Bob Strickert asked how much money we were committed to if the Olympic bid is unsuccessful. Gary replied zero. Bob noted that if the bid is successful it is his understanding that we are committed to \$400,000. Gary replied no, that Durham College would commit \$200,000 and the City of Oshawa would commit \$200,000. Gary said we could accomplish this by putting away \$13,000 - \$14,000 aside for 8 years. He noted that we would derive two benefits: a world-class facility and worldwide media coverage. The new sports facility would have permanent seating for 2,000 and temporary seating for 4,000. We would also receive one week of television coverage of the event. Dave Broadbent asked if we could make use of our other facilities such as the Residence for accommodation of the athletes. Gary replied that the Committee was aware of our Residence; however, the athletes would all be housed at the Olympic Village. Perhaps though the Residence could be used for guests and we could market for that use. Dave also inquired about the student pub. Gary advised that the Olympic Committee could use the Student Centre as an admin centre. Gary noted that he had met with Mr. Bitove and others and that the rules regarding use of facilities and security procedures were very strict. For security reasons, we would turn our venue over to the Olympic Committee and our use would be restricted.

Louise Farr noted the fact that concessions would be shared, and asked how the MOU affects us legally with regard to advertising, and how is the venue defined? She thought that we were giving up quite a bit. Gary replied that the venue had been defined as the area near, leading to and the actual ball diamonds. He also noted that the building cafeteria would be allowed to operate. Louise noted though that all property was to be made available free of charge and that this included parking. Gary stated that our intent would be

to charge for parking in the area north of the venue. Gary advised that we were still working out all of the details but that there are no parking revenues during the summer months. Louise noted we also had much to gain and would any monetary gain be used to address the state of the parking lots and the fields. Gary replied no, that there is a land use master plan, which addresses these issues. Vanessa Fusco noted that she did not want this event to inconvenience students. She also questioned if students would be allowed to work at the event. She also wanted to be able to advertise Durham College to those visitors attending the games. Gary replied that yes, there would be employment opportunities available. He also noted that access would not be a problem as the north access would be open with barriers across the southern one-third of the campus. He felt this opportunity could both generate abundant jobs and be used to advertise Durham College.

Louise questioned how the security would be handled. Gary advised that the Olympic security people would be in full charge and that we would partner with them.

Peter Bagnall noted that he was struggling with the commitment for \$200,000. He questioned why we should invest and, although it was an honour to participate, perhaps the funding should be found elsewhere. Gary noted that the investment was approximately \$1.7M from the Olympic Committee to construct a first-class facility. Durham College would contribute \$1.1M in-kind and \$200,000 cash and \$200,000 was from the City of Oshawa. He reiterated that we would end up with a world-class facility, which we could turn into a long-term revenue generator through tournaments. He noted that the College excels at softball and this was a very popular sport in Oshawa. Peter Bagnall stated that he didn't have a problem with the Olympic commitment but he felt the citizens of Oshawa would be unhappy with the City's commitment of \$200,000.

Terry Hing then asked Gary to explain to \$1.1M in-kind commitment. Gary explained that our infrastructure was valued at a \$1.1M in-kind donation. This includes our current Athletic Complex, shower rooms, and Student Centre, which are all to be used by the Olympics. He noted these already existed and no further funding would be needed. Terry confirmed that the total \$1.5M commitment consists of \$1.1M in-kind, \$200,000 from Durham College and \$200,000 from the City of Oshawa. Dave Broadbent noted that he fully supported this and thought it was a good investment for everyone, including the City, the College and Durham Region.

Bob Morine asked if we were handling this with due diligence, should we put all our money into one sport? He noted the Governors need to agree to support the decision either way as a Board. Perhaps we need to look at a fundraiser or a partner. He then noted that he fully supported this.

Nola McDonald also agreed that she fully supported this proposal. She thought that it would put Durham College on the map, it was a great opportunity, an honour and a high profile event. Nola also stated that she was aware that the University of Toronto was determined to participate in the Olympic Games.

Vanessa noted that she fully supported this proposal and thought that the City of Oshawa would generate more than \$200,000 in revenue during the event. Louise stated that long-term the \$200,000 was just a drop in the bucket. The long-term benefits far outweigh the \$200,000 commitment and that she fully supported this.

Peter Bagnall asked what would happen if we did not put forth any cash contribution. Gary replied that Durham College had some competition to get this event and that we had the opportunity to use this for the next 8 years for publicity and marketing purposes. He advised that it was a forceful and tough group that put the MOU together and much bargaining was done to get the amount decreased to \$200,000. Gary stated that if we put up no money, the Committee may have gone elsewhere to get a venue. Peter felt that this was all public money and that the Committee would expect something in return. Gary felt that we would receive far more in return. Terry asked if we could clarify the wording in Item 14, Improvements to the Venue, which reads, "Durham College has budgeted a similar amount" which implies a budget amount of \$1.7M. Gary advised that this point is clarified in the next paragraph, which states "the contribution from Durham College will consist of \$1.1M in-kind and \$400,000 in cash, and that Durham College expects the City of Oshawa to contribute \$200,000 in cash towards the aforementioned \$400,000". Gary

replied he would try to the wording changed in Item 14 to read, "Durham College will contribute as follows...".

**Action:** Gary to try to change the wording in Item 14 in the Olympic 2008 Memorandum of Understanding.

Moved by Bob Morine

Seconded by Peter Bagnall

MOTION #4521 "That the Board of Governors approve the Olympic 2008 Memorandum of Understanding, as presented."

CARRIED

#### **ACKNOWLEDGEMENTS AND REPORTS**

None.

#### **CONSENT CALENDAR**

The items on the consent calendar were accepted as presented. Gary did note that the Monthly Staff Report would be split on the Regular and In Committee agenda. Any material with names would be placed on the In Committee agenda.

#### **INTERIM FINANCIAL REPORT**

Don Hargest presented the financial report ending January 31, 2001. Don noted trends were staying the same and that we were ahead of budget. Don noted an increase in our net change in unrestricted net assets, which was now at \$2.7M. He advised that expenses were a bit high but that this was not a concern. He stated that there was a commitment to break even at the end of the year and that a memo had been circulated to adjust expenditures. The net contribution for the total College is currently \$2.6M.

#### **COMMUNITY INFORMATION**

Louise Farr commented on the Chronicle newspaper saying it was very "fresh" and thanked all the students and staff who put the paper together. Gary noted that it had been nominated as one of the top three university and college newspapers in the Province, and that the Chronicle would soon find out if they had won gold, silver or bronze.

Moved by Dave Broadbent

Seconded by Louise Farr

MOTION #4522 "That the Board of Governors send a letter to the students and staff of the Chronicle newspaper congratulating them on their efforts and their nomination as one of the top three university and college newspapers in the Province."

CARRIED

**Action:** The Chair will send a congratulatory letter to The Chronicle.

Vanessa noted that the Crime Stoppers Jail and Bail Day had been successful. Garry Cubitt noted that some students were not happy that they did not have a teacher available for class due to this event. MaryLynn West-Moynes noted she was aware of this concern, and that there needed to be some balance. She advised that the spirit of the event was wonderful but she did have some comments on how to improve for next year. She noted that feedback would be given to the organizers.

## **DISCUSSION ITEMS**

### **Release of the 2000 Ontario Student Default Rates and Announcement of New Default Reduction Measures**

Bonnie Ginter-Brown, Executive Director, Student & Communication Services, stated that Durham College's default rates were better than last year but below the provincial average. She did note that while we don't expect to lead in this regard, it was best to fall somewhere in the middle. Bonnie also noted that Durham is the most accessible college and therefore we would have default issues. We have analyzed the information provided and are in the process of formulating recommendations to address this issue. These recommendations will be brought to the Board next month for review. These recommendations will not be draconian in nature. Louise Farr stated that the Government did impose a penalty system for those institutions over the default threshold and this directly affects funding. Bonnie agreed but stated we had two more years before this happens. Louise asked how do we drop 9%? Bonnie said that there is no guarantee that we will, but that we are looking at initiatives, without changing our culture. Winnie Gordon asked if the default rates were distributed and broken down by School. Bonnie replied that the information was broken down by program. MaryLynn West-Moynes advised that the data is distributed to the Schools in the spring, along with the KPI information. Bonnie reiterated that we do have a task force looking into this issue and they will come forward with initiatives and recommendations. Gail MacKenzie asked if other colleges with a lower default rate share their strategies with all the colleges. Bonnie advised that the information was shared among colleges.

Gary stated that Bonnie and several colleagues were working on the whole issue and would bring forth new strategies to the next Board meeting. He noted that we are very cognizant of the 10% benchmark and intend to meet it.

Bob Morine asked if much of the default rate was the accessibility to the funds and trying to beat the system. Bonnie noted that it was hard to beat the system now, that it was now mostly "hard luck" issues.

Louise stated that the Government had linked the rates to programs and if the student enters the wrong program that was a personal choice. Vanessa noted that students have to start paying their loan back six months after they graduate and that the student can still work out a payment schedule with the bank. Louise felt that it was still wrong to penalize the colleges for student defaults.

## **REPORT OF THE PRESIDENT**

### **Apprenticeship Pass/Fail Rates**

Bev Balenko, Vice-President, Business & Skills Development, noted that we had asked for pass/fail rates from the Province and that the College was looking very good with a pass rate of 97%.

### **SuperBuild Update**

Gary advised SuperBuild was moving along and that we were getting into estimates for the Oshawa campus. He advised we would know in April if we can afford to build what we want to build. He noted that details would be made available at the May Board meeting. He also advised that the next Building Committee meeting was scheduled for April 16.

### **Personal Support Worker Graduation**

Gary advised he had attended the graduation and that one graduate was a mother of 7, while another graduate was a mother of 9.

## **Phase 1 of Web Registration**

Gerry Pinkney, Executive Director, Information Technology Services, stated that in September we had announced Campus Pipeline, a student intranet that now had 4,600 unique accounts. This was the platform for other web services. On Monday, March 5, we will announce the availability of web registration and the availability of grades and timetables being accessible on-line. The next scheduled service will be accessibility for students to add or drop subjects and the availability for students to pay via an e-commerce service. Gerry advised this is an integrated e-learning platform, which allows students to register, pick their courses, and receive their grades. Terry Hing asked if the system was secure for individual students. Gerry advised that it was very confidential, students sign on and put in their own password and the information is data-encrypted.

## **REPORT OF THE CHAIR**

### **Upcoming Events:**

The Chair highlighted a number of upcoming meetings and events, including the ACAATO Conference, February 18 and 19; a lunch to honour Durham College's Premier Award Winner, Paul Vessey, on February 20; and the visit from Minister Cunningham, February 28. The Chair asked the Board members to advise Cathy if they planned to attend the lunch on February 20. Gary noted that the agenda for Minister Cunningham's visit would be available over the next few days. A number of Committee meetings are also scheduled: Nominating Committee on March 5; Holdco Committee on March 20; the Building Committee meeting has been rescheduled to April 16 from March 26; and the Audit & Finance Committee will meet on March 27. Governors were also asked to note the tentative Board Retreat dates of October 20 & 21 on their calendar. The Retreat date was set now to avoid conflicts with venues, guest speakers, etc.

### **Annual Report**

It was noted that the Annual Report looked great.

### **April Board Meeting to be Held at the Whitby Campus**

Gary advised that the plan was to hold the April Board meeting at the Whitby Campus.

## **INFORMATION ITEMS**

The Chair noted a number of attachments for information.

## **ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 8:00 p.m.

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Terry Hing, Chair

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Gary Polonsky, President