

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 350th REGULAR MEETING OF THE BOARD OF GOVERNORS**

**DATE:** March 14, 2001                      **PLACE:** Community Room  
**TIME:** 5:00 p.m.                              **Oshawa Campus**

**IN ATTENDANCE:**

**GOVERNORS:** Terry Hing, Chair  
Peter Bagnall  
Dave Broadbent  
Lori Connor  
Garry Cubitt  
Louise Farr  
Vanessa Fusco  
Winnie Gordon  
Gail MacKenzie  
Nola McDonald  
Bob Strickert (via telephone)  
Lorraine Sunstrum-Mann  
Vaso Vujanovic  
Doug Wilson

**PRESIDENT:** Gary Polonsky

**SECRETARY:** Cathy Pitcher

**TREASURER:** Don Hargest

**SENIOR STAFF:** Bev Balenko  
Bonnie Ginter-Brown  
Gerry Pinkney  
Don Sinclair  
MaryLynn West-Moynes

**REGRETS: GOVERNORS:** Bob Morine  
Beth Wilson

**CALL TO ORDER**

The Chair called the meeting to order at 5:00 p.m.

**REGRETS**

The Chair noted regrets from Governors Bob Morine and Beth Wilson.

At this point, the Chair advised the meeting was pre-empted by a special presentation. Governor Vanessa Fusco, along with students Sarah Wilcox and Rahim Jetha, presented Gary Polonsky with a Crime Stoppers shirt and thanked him for his support of the Crime Stoppers program.

Students Sarah Wilcox, Rahim Jetha, and Chronicle photographer, Kate Hermelin, left the meeting at this point.

## **ADDITIONS/DELETIONS TO THE AGENDA**

No additions/deletions were noted.

## **CONFLICT OF INTEREST DECLARATIONS**

Governor Winnie Gordon declared she would abstain from voting on the Practical Nursing Program, but would participate in any discussion.

## **INTRODUCTION OF GUESTS**

At the request of the Chair, Bonnie Ginter-Brown introduced Micki Walters, Dean, Schools of Health and Human Studies; Ambrose Samulski, Dean, Schools of Applied Science and Technology; Professor Arthur Smith, School of Technology; Professor John Mather, School of Technology; Lynda Bondsfield, Student Governor for the 2001-02 term; Jenn Kozanczyn, First Year Sports Administration student; Tina Robinson, First Year Sports Administration student; Ann Mars, Executive Assistant to the President; and Oliver Fernandez, Journalism student. Bonnie also noted that Journalism student Dawn De Souza would be joining the meeting but had not arrived as yet.

## **PRESENTATIONS**

### **Information Technology Services**

Gerry Pinkney, Executive Director, Information Technology Services, provided a presentation covering his areas of responsibility, which include academic lab services, student and staff helpdesk services, staff IT training centre, administrative systems, web services, technical support and strategic planning. Gerry noted that IT was helping us recognize our strategic goals. He stated that the IT mandate was to proactively and cooperatively plan, implement and support IT to ensure the success of College students and clients, our academic programs, and our administrative activities. He advised that IT Services' goal was to transition Durham College to be a leader in the use of information technology within Canada. Gerry demonstrated the new staff intranet service, which includes on-line computer based training programs. He also provided a demo of the student intranet, Campus Pipeline. Gerry also provided a chart, which reflects how Durham College is progressing with its use of information technology. As well, a brochure was distributed which is a student's guide to evaluating information technology on campus. This will be sent to all student applicants. Gail MacKenzie asked if she could give this brochure out to any secondary school student. Gerry replied yes. Gerry summarized by saying that Durham has a vision for IT and a plan to realize this vision.

Governor Lorraine Sunstrum-Mann arrived at 5:25 p.m.

Louise Farr noted that we had come a long way and asked if Gerry and MaryLynn West-Moynes could chart and measure the return on investment in IT. She felt we needed a measuring stick to look at our e-learning programs and from an IT standpoint determine what is optional and what is required. Gerry asked if this was on an individual program basis or college-wide. Louise replied on a college-wide basis. She also asked if it was a requirement for all faculty to incorporate e-learning in their programs. Gerry replied that the extent varied with the program, as appropriate.

Student Dawn De Souza arrived at 5:29 p.m.

MaryLynn West-Moynes advised that an IT plan would be brought back to the Board, which will answer these questions. Gary noted that every Durham College student will have considerable IT contact in his or her program and that our graduates leave Durham as highly IT-literate.

Gail questioned, as our labs are “evergreened”, what do we do with the old technology? Gerry replied that old technology had been sold or given away. Gail requested that we keep the secondary schools in mind when doing this.

Dave Broadbent thanked Gerry for his excellent presentation.

#### **APPROVAL OF PREVIOUS MINUTES**

There being no errors or omissions in the minutes of the Regular Board meeting of February 14, 2001, the Chair declared the minutes accepted as presented.

#### **ACTION ARISING FROM PREVIOUS MINUTES**

The Chair noted that all items had been completed.

The Chair also noted that a thank you note from Beth Wilson was being circulated, and that she and Matthew are doing fine.

#### **DECISION ITEMS**

##### **Programmer/Analyst (1-year Post-Diploma)**

MaryLynn West-Moynes noted that the Governors had been provided with the business plan and that she would entertain any questions. Louise noted that all the business cases were well put together.

Moved by Vanessa Fusco

Seconded by Peter Bagnall

MOTION #4523 “That the Board of Governors approve the Programmer/Analyst (1-year Post-Diploma) Program, as presented.”

CARRIED

##### **Practical Nursing (Program Modification to 2-year Diploma)**

Gail MacKenzie questioned whether the Registered Practical Nursing and Practical Nursing programs will be a provincial standard. MaryLynn West-Moynes replied yes, but whether they will be a 2-year program is in question at the provincial level. Gail then asked if a 1-year program is available, what benefit is it to the student to take a 2-year program? Will we lose enrolment? MaryLynn stated it would be a challenge for any college to meet the standards in a 1-year program. Micki Walters noted that currently our 1-year program is held over 3 semesters. MaryLynn stated that it is a very challenging program and we need to provide enough time for our students to be successful. Winnie Gordon noted that students needed to meet both the competencies and pass the exam.

Moved by Lorraine Sunstrum-Mann

Seconded by Gail MacKenzie

MOTION #4524 “That the Board of Governors approve the Practical Nursing (Modification to 2-year Diploma) Program, as presented.”

CARRIED

### **Mechanical Engineering Technician – Non-Destructive Evaluation (2-year Diploma)**

Gary Polonsky noted that this program is an option to our Mechanical Engineering Technician Program. He stated we have had a large employer guarantee to hire 20 graduates for the next 7 years with a starting salary of approximately \$100,000. MaryLynn noted we would have to market this program, as it will be behind from an enrollment standpoint. Vanessa Fusco asked if students would have to complete this program before they can be hired. Gary replied yes.

Moved by Louise Farr

Seconded by Dave Broadbent

MOTION #4525 “That the Board of Governors approve the Mechanical Engineering Technician – Non-Destructive Evaluation (2-year Diploma) Program, as presented.”

CARRIED

### **Revised Recruitment and Promotion Policy**

Don Sinclair, Executive Director, Staff Services, noted that this policy did not have significant changes and advised he would respond to any questions. Louise questioned why the policy states that human resources costs represent 75% of the college budget? Why would we state a percentage? Louise felt we should just state that it represents a clear majority. Gary agreed this would be done.

**Action:** Don Sinclair to amend the policy to read, “Human resources costs represent a clear majority of the college budget”.

Moved by Garry Cubitt

Seconded by Lori Connor

MOTION #4526 “That the Board of Governors approve the revised Rewards and Recognition Policy, as amended.”

CARRIED

### **OSAP Default Strategies**

Bonnie Ginter-Brown, Executive Director, Student & Communication Services, advised that these strategies were not draconian in nature but should be effective.

Moved by Peter Bagnall

Seconded by Nola McDonald

MOTION #4527 “That the Board of Governors approve the OSAP Default Strategies, as presented.”

CARRIED

### **ACKNOWLEDGEMENTS AND REPORTS**

None were noted.

### **CONSENT CALENDAR**

#### **Monthly Accident Report**

Bob Strickert noted that there were 6 lost time accidents this past month, which seemed rather high. Bob asked if we could get PIC to provide an update against the lost time. Gary replied that there would be a full

report at the next Board meeting. Dave Broadbent questioned if the PIC information had always been reported. Don Sinclair replied yes. Don also noted that four of these injuries were due to icy conditions. Dave asked if the accidents had happened on our site or at a customer site. Don replied only one had occurred on our site. Dave noted that we had little control over a customer's site. Gary advised we had discussed these issues with the landlord. Dave questioned whether the onus was with Durham College or the customer. Don replied all were with the Workers Safety and Insurance Board (WSIB). Doug Wilson emphasized that we had lots of influence with the landlord. Dave was concerned that these accidents would affect our WSIB rates. Doug noted that as a tenant these issues needed to be set out in the agreement to be dealt with the landlord.

**Action:** Don Hargest to provide an update from PIC regarding the lost time accidents.

The items on the consent calendar were accepted as presented.

## **INTERIM FINANCIAL REPORT**

Don Hargest presented the financial report ending February 28, 2001. Don noted there was not much change except "other" revenues increased. Don advised that the net contribution forecast was \$3.3 to the end of March, which was up a little bit. Other than that, it was business as usual.

## **DISCUSSION ITEMS**

### **Performance Indicator: Student Applications**

Bonnie Ginter-Brown noted that these figures were very preliminary as it was still in the very early stages for student applications.

### **Strategic Plan Progress Report**

Gary noted that we were on target. Doug Wilson noted that the reduction in the drop out rate of 416% at the end of the first semester in post-secondary Trades Programs was excellent.

## **REPORT OF THE PRESIDENT**

### **SuperBuild Update**

Gary advised that we would have a wonderful building, which would be on time and on budget. He stated that at the Building Committee Meeting next month everything would be at the pre-tender stage. Gary noted that the new Whitby building was getting rave reviews. He advised that the Board Meeting in April would be held at Whitby Campus. Doug Wilson asked if, in light of decreasing interest rates, we have factored in the deficit in the financing from the Province? Don Hargest replied we were taking a bit of a hit but that we were speeding up construction, which would help.

### **Memo from The Senate at York University re Collaborative Nursing Program**

Gary noted kudos to our Nursing Program.

### **Investing in Students Task Force Recommendations**

Gary advised that these have not been released yet, but we should have them soon.

## **REPORT OF THE CHAIR**

### **Upcoming Events:**

The Chair noted a number of Committee meetings are scheduled: Holdco Committee on March 20; the Audit & Finance Committee will meet on March 27; a Joint Board and Advisory Committee Members Meeting will be held on Wednesday, April 11; Building Committee Meeting on April 16; and a Nominating Committee Meeting on April 18. Terry also advised there would be a group photo of the Board at the April meeting which will be held at the Whitby Campus. He also noted the ACCC Conference was taking place on May 27 – 29. Terry then introduced Lynda Bondsfield, the new Student Governor effective September 2001.

## **INFORMATION ITEMS**

The Chair noted a number of attachments for information. Louise noted that the letter to MTCU re Guidelines to Calculate the College Graduation Rate 2000-01 was an admin matter and she was surprised to see it in the Governors package. She questioned if other colleges were in the same position. Bonnie Ginter-Brown advised that other colleges had also asked for an extension of this deadline and that MTCU had no problem with an extension. Gary advised this was for the Governors information only as they networked with other colleges.

## **ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 6:14 p.m.

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Terry Hing, Chair

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Gary Polonsky, President