

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 353rd REGULAR MEETING OF THE BOARD OF GOVERNORS**

<b>DATE:</b>	<b>June 13, 2001</b>	<b>PLACE:</b>	<b>Community Room</b>
<b>TIME:</b>	<b>5:30 p.m.</b>		<b>Oshawa Campus</b>

**IN ATTENDANCE:**

<b>GOVERNORS:</b>	<b>Terry Hing, Chair</b>
	<b>Peter Bagnall</b>
	<b>Lori Connor</b>
	<b>Garry Cubitt</b>
	<b>Louise Farr</b>
	<b>Vanessa Fusco</b>
	<b>Winnie Gordon</b>
	<b>Gail MacKenzie</b>
	<b>Bob Morine</b>
	<b>Bob Strickert</b>
	<b>Lorraine Sunstrum-Mann</b>
	<b>Vaso Vujanovic</b>
	<b>Beth Wilson</b>
	<b>Doug Wilson</b>

<b>PRESIDENT:</b>	<b>Gary Polonsky</b>
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<b>SECRETARY:</b>	<b>Cathy Pitcher</b>
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<b>TREASURER:</b>	<b>Don Hargest</b>
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<b>SENIOR STAFF:</b>	<b>Bev Balenko</b>
	<b>Bonnie Ginter-Brown</b>
	<b>Margaret Greenley</b>
	<b>Ann Mars</b>
	<b>MaryLynn West-Moynes</b>

**REGRETS:**

<b>GOVERNORS:</b>	<b>Dave Broadbent</b>
	<b>Nola McDonald</b>

<b>SENIOR STAFF:</b>	<b>Gerry Pinkney</b>
	<b>Don Sinclair</b>

**CALL TO ORDER**

The Chair called the meeting to order at 5:40 p.m.

**INTRODUCTION OF GUESTS**

At the request of the Chair, Bonnie Ginter-Brown noted that new Governors Lynne Bondsfield, Denise Jones and Mark Moorcroft were in attendance. Bonnie introduced Tara Blackburn, Career & Employment Officer; Adam Bullock, a student from the Welder Fitter Techniques Program; Tony Poirier, Professor, Electrical Skills and Apprenticeships; John Hardy, Coordinator of Welding Programs; and Sandra Roberts, Senior Manager, Enterprise Risk Services, Deloitte & Touche. Bonnie remarked that students Ralph Trauzzi and James Elliott were also expected to join us but had not arrived as yet.

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

Item 5.2 Skills Canada Competition Medal Award Winners and Item 5.3 Productivity Improvement Centre (PIC) Risk Assessment were switched in sequence. Item 15 c) Building Committee Meeting – June 25 at 5:00 p.m. and Item 15 d) Comments from Vice Chair were added.

## **CONFLICT OF INTEREST DECLARATIONS**

None was noted.

## **PRESENTATIONS**

### **United Way Award of Distinction**

Tara Blackburn, who headed up United Way campaign this year, presented the Board of Governors with the United Way Award of Distinction. This award is a top honour and was presented to Durham College for exceeding its goals in fundraising. Terry congratulated Tara for her efforts in making this such a successful campaign.

### **Productivity Improvement Centre (PIC) Risk Assessment**

Sandra Roberts advised that the risk assessment had been completed. She noted that a workshop had been conducted with PIC senior staff and 12 interviews had also been conducted, including 3 with Governors. The information gathered from these sessions was used to develop the framework to prioritize risks and action plans were formulated for key risks. The results of the risk assessment were very positive with no high risk issues identified. The following risks were identified as having “cautionary to higher” degree of exposure: voluntary or involuntary unionization of PIC employees; economic volatility; ineffective profit maximization and cash flow management; and lack of focused and effective business development and poor growth management strategies. Champions were identified and assigned to each item. Action plans were developed to address these 4 items along with timelines completion. It was noted that PIC appears to have been able to achieve a balance between controlling risk while simultaneously being able to seize opportunities.

Sandra noted that PIC is in the ideal position. She noted obviously it’s not advisable to have a “high risk” rating, nor is it desirable to have “low risk” which indicates an over-controlling position. Sandra stated the next step would include ongoing monitoring and reporting to ensure follow through on the actions plans as well as continuous monitoring of risks.

Beth Wilson asked if the Board would see a follow-up plan. Don Hargest replied that we now have the champions identified and the commitments would be carried out. Gary stated the results would be taken to the Audit & Finance Committee and then brought to the Board.

### **Skills Canada Competition Medal Winners**

Bev Balenko congratulated Adam Bullock noting he won a silver medal in the welding competition at the Ontario competition. She also thanked John Hardy, his professor, for his effort. Bev noted that these contests were held in every Province and the national competition had been held in Edmonton. She stated that students Ralph Trauzzi and James Elliott were not here but that Ralph had won a silver medal at the national level in the industrial wiring competition.

Louise Farr asked Adam if he had competed at the secondary school level and what was his highlight from the competition. Adam replied he had not competed before, and that his highlight was viewing his work against the other competitors. Tony Poirier noted that this competition is very challenging for the students and that the Canadian competition is held over two days. John Hardy stated that the confidence gained by the students in this competition was invaluable.

The Board congratulated Adam on his accomplishment.

Adam Bullock, John Hardy and Tony Poirier left the meeting at 6:02 p.m.

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

There being no errors or omissions in the minutes of the Regular Board meeting of May 9, 2001, the Chair declared the minutes accepted as presented.

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

The Chair noted that Items 7.1 and 7.2 had been completed.

#### **DECISION ITEMS**

##### **Revised Internal Communications Policy**

Bonnie Ginter-Brown noted that the revised policy had been distributed with the Board package for the Governors' review. She stated that there were no procedures associated with this policy as it would be premature to develop procedures prior to the completion of the intranet.

Vanessa Fusco questioned if the policy had been changed since 1991. Bonnie replied no. Louise Farr thought that the language used in the policy was naïve although she understood the spirit intended. She felt that it was difficult to state "no secrets, no surprises, no politics – and always telling the truth". She questioned how we could actually use these words and attach integrity. Bonnie replied that this was part of our existing culture and rules the way members operate. She stated these words would be of no surprise to any member of the College and the spirit was to mirror the culture of the College. Gary stated that Louise is right, saying it was unlikely that "no politics" would ever be encountered. However, he advised that everyone at the College is empowered to say when this is encountered that it's "not our way of doing business". Gary suggested we change the wording to "We commit to defining integrity (in Communications and otherwise) as: No secrets, no surprises, no politics – and always telling the truth".

**Action:** The policy will be changed as noted above.

Moved by Beth Wilson

Seconded by Vanessa Fusco

MOTION #4558 "That the Board of Governors approve the revised Internal Communications Policy, as amended."

CARRIED

##### **Post Secondary/Continuous Learning New Program Plan**

MaryLynn West-Moynes noted that this was her third year in bringing new program development to the Board. She advised this was part of an enrolment strategy, which is solidly researched to anticipate enrolment. MaryLynn noted that the double cohort had also increased the pace of new program development.

Moved by Gail MacKenzie

Seconded by Lorraine Sunstrum-Mann

MOTION #4559 "That the Board of Governors approve the Post Secondary/Continuous Learning New Program Plan, as presented."

CARRIED

## Report of the Nominating Committee

Gail MacKenzie noted the report and suggested composition of the new Committees for 2001/2002 had been distributed. She advised that mentors for the new Governors were also included. The Nominating Committee had also discussed and distributed the Board's survey results and action plan. She noted that the issue of governance had been identified and would be discussed at the Board Retreat held in October. Gail stated that in light of the announcement of O.I.T. the composition of the Board, including an additional student Governor, would be discussed further.

Bob Strickert arrived at 6:16 p.m.

Moved by Gail MacKenzie

Seconded by Louise Farr

MOTION #4560 "That the following recommendations of appointment for the period covering September 1, 2001 to August 31, 2002 be accepted, as presented:

BOARD CHAIR	-	Doug Wilson
BOARD VICE-CHAIR	-	Bob Strickert
SECRETARY (By-Law No. 6)	-	Cathy Pitcher
TREASURER (By-Law No. 6)	-	Don Hargest
AUDIT & FINANCE COMMITTEE (By-Law No. 21)	-	Beth Wilson, Chair
	-	Louise Farr
	-	Denise Jones
	-	Bob Strickert
	-	Doug Wilson
	-	Gary Polonsky
	-	Don Hargest *Treasurer
BUILDING COMMITTEE	-	Bob Morine, Chair
	-	Lynda Bondsfield
	-	Dave Broadbent
	-	Winnie Gordon
	-	Gail MacKenzie
	-	Doug Wilson
	-	Gary Polonsky
EXECUTIVE COMMITTEE (By-Law No. 20)	-	Doug Wilson, Chair
	-	Bob Strickert, Vice-Chair
	-	Garry Cubitt
	-	Vaso Vujanovic
	-	Beth Wilson
	-	Gary Polonsky
HOLDCO COMMITTEE	-	Garry Cubitt, Chair
	-	Peter Bagnall
	-	Mark Moorcroft
	-	Bob Morine
	-	Lorraine Sunstrum-Mann

- Vaso Vujanovic
- Doug Wilson
- Gary Polonsky

#### NOMINATING COMMITTEE

- Gail MacKenzie, Chair
- Carol Beam
- Dave Broadbent
- Louise Farr
- Winnie Gordon
- Lorraine Sunstrum-Mann
- Doug Wilson
- Gary Polonsky

\*Staff Appointment

#### MENTOR ASSIGNMENTS FOR 2001-2002

##### New Governor

Carol Beam (Support Staff)  
Lynda Bondsfield (Student Governor)  
Denise Jones  
Mark Moorcroft

##### Veteran Governor

Winnie Gordon  
Louise Farr  
Beth Wilson  
Gail MacKenzie

CARRIED

#### **Report of the Audit & Finance Committee**

Beth Wilson reported that the Audit & Finance Committee had met with Deloitte & Touche to review the 2000/2001 financial statements. She noted that the statements were consolidated and included the Durham College Foundation's financial statements. She stated that the College was found to be a "super clean operation" and compliant with all accounting principles. She noted that the balance sheet presented a healthy fiscal picture with assets of \$13.1M invested. Beth advised that the auditors were satisfied with the PIC operations. She stated that the Committee had made some minor editorial changes to the statements but had made no other significant changes. Beth noted a "housekeeping" item in which assets needed to be transferred to the Durham College Foundation. She advised that the Committee had discussed the performance of Deloitte & Touche and recommended that the Committee meet with them prior to next year's audit to review the audit plan.

Moved by Lori Connor

Seconded by Bob Strickert

MOTION #4561 "That all restricted net assets of Durham College, except for restricted SuperBuild fund and Residence reserve fund, as well as deferred contributions relating to the Creating Futures fund, as at close of operations on July 31, 2000 be transferred to the Foundation effective August 1, 2000."

CARRIED

Moved by Garry Cubitt

Seconded by Bob Strickert

MOTION #4562 "That the 2000/2001 Financial Statements as prepared by management, audited by Deloitte & Touche LLP, reviewed and amended by the Audit & Finance Committee, be approved."

CARRIED

Moved by Peter Bagnall

Seconded by Louise Farr

**MOTION #4563** “That Deloitte & Touche LLP be approved as the External Auditors for the College for the fiscal year ending March 31, 2002 with the understanding that the Audit and Finance Committee meet with Deloitte & Touche LLP and review the 2001/2002 audit plan as well as to clarify the Committee’s expectations with regard to the final report.”

**CARRIED**

### **Productivity Improvement Centre (PIC) Building Proposal**

After initial discussion, it was agreed to move this item to the In Committee Board agenda.

### **ACKNOWLEDGEMENTS AND REPORTS**

The Chair noted that a thank you card had been received from Peter Bagnall and was being circulated.

Bonnie Ginter-Brown thanked the Board for its best wishes for her retirement and made special thanks to Garry Cubitt for the kind words at her retirement celebration.

Gary noted that everyone had received a limited edition golf shirt as a Founder of O.I.T.

### **CONSENT CALENDAR**

The items on the consent calendar were accepted as presented.

### **INTERIM FINANCIAL REPORT**

Don reviewed the financial report and noted no variances, stating that we were right on target. He noted that we were still at the beginning of the budget period and predicted being on target until August. He noted that in September the business becomes a bit more uncertain.

### **COMMUNITY INFORMATION**

Louise Farr reported that the Cancer Society’s “Relay for Life” had been a great success and had raised \$142,000. She noted that Don Sinclair had been the captain of the Durham College team and Gary had participated as well. Louise advised she was the Honourary Chair for the ALS walk to “D’FEET ALS” which will be held on September 29. She noted OPG was a major corporate sponsor. Louise advised that Don Hargest would be a team captain and encouraged everyone to get involved.

Vanessa Fusco advised that a walk for Safe School Network was being held Sunday, June 17 at 9:30 a.m. at Heydenshore Park. She noted that Crime Stoppers was participating.

Doug Wilson thanked Gary for the O.I.T. golf shirt. He noted he was wearing a Durham College golf shirt last week on the golf course when he was approached a student who advised he was part of the Golf Management program. He told Doug the announcement of the university was “awesome” and that the golf program was “awesome”. Doug suggested teaching additional adjectives in the program.

### **DISCUSSION ITEMS**

#### **Performance Indicators: Projected Enrolments**

Bonnie Ginter-Brown noted that based on confirmed accepts to date, enrolment is projected to be up by 8% year over year. She noted that data comparing college by college was not available as yet.

Bob Morine questioned if the decline in enrolment in the School of Technology was a concern. Bonnie replied yes, noting that the trend is province-wide. She noted the College was working on a number of conversion strategies.

Beth Wilson noted she was surprised by the e-business enrolment which is low. Bonnie noted there may be some market saturation and that this is also a technology based program. She stated that 2 years ago this program was very “hot”.

Gary stated that as we introduce DOORS and partner with students we are hoping this will have a positive effect on technology programs. As well, Gary noted that trades programs have increased by 28% and those students may have at one time gone into technology programs but now realize that money is to be made in the trades area, for less time at college. Bob Morine stated that as we launch O.I.T. we should be careful what programs we pick to ensure success. Gail MacKenzie thought O.I.T. would help as it would be granting degrees, and parents want their children to get a university degree.

Bonnie noted that all seats are not yet confirmed for the School of Health but it was guaranteed that all those seats would be taken.

Mike Gourley and Wendy Potomski, PWC, arrived at 6:40 p.m.

#### **1998/1999 OSAP Compliance Audit Results**

Margaret Greenley noted that the results had been received and the College was at .6% versus the Provincial rate of 1.53%.

Ian McArdle, Executive Director, Council of Regents, and Barb Taylor, Chair, Academic Bargaining Team, arrived at 6:42 p.m.

#### **REPORT OF THE PRESIDENT**

##### **SuperBuild Update**

Gary noted that we had received tenders which seemed to support that we do not have enough money for construction. He advised there was a meeting on June 25 to review the options and we would solve the shortfall.

##### **Internal and External Reactions to O.I.T. Announcement**

Gary advised he had received 3 types of reactions. Some have been genuinely positive in their congratulations, others have been absolutely livid in their negativity, and the third reaction is passive/aggressive. He noted nice letters from some university presidents as well as genuine expressions of interest from other colleges. He stated the response from the community had been overwhelming.

##### **ACAATO General Assembly – June 5**

He advised that the announcement of O.I.T. was obviously on some Presidents’ minds, but that Governors had been quite gracious.

#### **REPORT OF THE CHAIR**

##### **Upcoming Events:**

Terry noted that this would be his last Regular Board Meeting. He thanked Lori, Vanessa and Bonnie for their contribution. Terry thanked everyone for their support and providing him this opportunity. Terry wished everyone well.

Lori Connor noted the 6 years had passed by very quickly. She stated it had been a wonderful experience, as well as a great learning experience. She thanked all the Governors for their support.

Vanessa Fusco thanked everyone and noted it had been an excellent experience.

Bonnie Ginter-Brown thanked the Board members noting that this was “the best Board” in her experience. She also stated that O.I.T. would not have happened without this Board. She commented that she was leaving at the “end of an era” and thanked the Governors for their friendship.

Terry noted a number of upcoming activities which include Convocation on June 15; a Building Committee Meeting on June 25 at 5:00 p.m., and a Holdco Committee Meeting on June 26 at 5:00 p.m.

#### **Comments from Vice Chair**

Doug Wilson noted that this was the last regular meeting of the full Board. He stated it had been a “real treat” to work with Lori, Nola, Vanessa and Terry. He felt that Terry had been a credit to the position of Chair. He thanked everyone.

Beth Wilson thanked Vanessa noting she was a “great student representative” and all Governors had benefited from her experience. Louise agreed, noting that Vanessa was very ready for the position and her experience would benefit her in the future.

#### **INFORMATION ITEMS**

The Chair noted a number of attachments for information.

#### **ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 6:51 p.m.

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Terry Hing, Chair

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Gary Polonsky, President