



## **INTRODUCTION OF GUESTS**

At the request of the Chair, MaryLynn West-Moynes introduced guests Eric George, first year Business Admin student and incoming DCSA VP of Finance; Sandy MacDonald, Director, Schools of Skilled Trades and Apprenticeships; Don Murdock, Coordinator, Pre-Service Firefighter Education and Training Program; Jim Noseworthy, Faculty, HVAC, Power Engineering and Gas Techniques Coordinator; Chris Gillis, a consultant with PIC; Ambrose Samulski, Dean, Schools of Applied Sciences and Technology; Pravin Patel, Coordinator, Schools of Applied Sciences and Technology; Terry Caputo, Director, Financial Planning; Don Schmitt, Partner, Diamond & Schmitt; and Carolyn Moore, freelance writer. MaryLynn noted that Richard Leblanc, a doctoral student would be joining the meeting late.

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

Item 5.3, Diamond Schmitt Presentation, Item 13.1, Key Performance Indicators, and Item 14.5, Retiree Tribute to the Board were added to the agenda. Item 11, Interim Financial Report, was deleted due to the presentation of the budget.

## **CONFLICT OF INTEREST DECLARATIONS**

None was noted.

## **PRESENTATIONS**

### **Local Hero at Durham College**

Gary Polonsky noted that Durham College had a resident local hero in Eric George. He advised that Eric recently had helped a neighbour and his children to safety from their house which was on fire. Gary referenced a newspaper article from the Ajax Pickering News Examiner which featured a story on the incident. Doug Wilson presented Eric with a letter from the Board commending him on his act of courage.

Denise Jones arrived at 6:12 p.m.

### **ISO 9001:2000 Recommendation for Registration for Schools of Skilled Trades and Apprenticeships and Student Services – Whitby Campus**

Bev Balenko congratulated the team of Sandy MacDonald, Don Murdock, Jim Noseworthy and Chris Gillis and thanked them for making this happen. She noted that Sandy had developed the procedures and processes while Jim and Don were trained auditors and helped immensely through the process. Bev stated that this will only help us to serve students better. Bev then presented a plaque to Gary. Doug congratulated the team noting it was very rewarding and very much in keeping with our vision.

Sandy MacDonald, Don Murdock, Jim Noseworthy and Chris Gillis left the meeting at this point.

### **Diamond Schmitt Presentation**

Gary introduced Don Schmitt of Diamond Schmitt, one of Canada's finest architectural firms. Gary advised more than 40 architectural firms bid for our project, which had been narrowed down to 8, then 3, with the final selection of Diamond Schmitt.

Don Schmitt thanked Gary and stated it was an exciting project. He noted the key objectives in designing the project was to keep the focus on learning and enquiry versus teaching; to ensure plenty of places of encounter; and allow flexibility for room alternatives to respond to changing academic needs. He advised that the academic village had a fundamental vision built to human scale, always with the focus on putting the students first.

Don noted one key characteristic of the plan is the implementation of landscape quadrangles as focal points of student and academic life. He advised there would be a series of academic buildings to suit the various academic programs. One of the key signature buildings will be library. Don reviewed the use of water which will not only manage the storm water but also be used as a feature to connect the land spaces. Colonnades will also be used, kept open in the summer and enclosed for the winter. Don stated all the academic spaces would be linked together with lots of informal meeting spaces. He advised the buildings would be low rise, perhaps 3 or 3 ½ storeys high, and a combination of red brick and masonry would be incorporated. The initial plan showed three separate buildings each with a separate entrance but linked by the colonnade.

The plan also includes several cafes along various walkways. Don noted the ability to reconfigure classrooms according to requirements. He stated all building would have natural light access. He commented that the library would have a signature room which stressed warmth and comfort.

Don stated the design process would happen during the Spring and Summer with numerous consultations with constituents. Bids for constructions would take place early in 2003 followed by an 18-month construction period. Don expected completion by July 2004 and open for students in September 2004.

Richard Leblanc arrived at 6:40 p.m.

Gail MacKenzie stated that in the original master plan a multi-level concourse had been shown in the main green space. Gary advised we were still hoping to incorporate this.

Louise Farr commented that we needed to ensure the campus plan was easily accessible for those in wheelchairs or for individuals with a disability, both from a travel distance perspective and facilities use (e.g. tables or working spaces at a proper height to accommodate wheelchairs). Don replied that it was critical that access was provided and facilitated by the plan. He noted stairs and elevators would be gathered at the same locations. As well, the ergonomics of furniture would ensure full accessibility.

Louise asked if the buildings could accommodate another floor or future expansion. Don stated there were several ways one could expand but the plan was to keep the scale of buildings low. He stated that inherent in the plan were opportunities for expansion. Gary stated that the Board would recall the need for densification as a result of his tour of universities this past summer, rather than assuming future generations will always have enough land.

Bob Strickert questioned if the brick colour, roof colour, etc., had been decided upon yet. Gary replied no.

Doug Wilson noted this plan was very exciting and the dream becoming concrete.

Eric George, Carolyn Moore and Don Schmitt left the meeting at this point.

Gary introduced Richard Leblanc, who had recently joined the meeting. Richard is a doctoral student currently writing his thesis on governance and was here to observe the Board. Richard has also written a governance paper for the last Board Retreat and the UOIT curriculum for the Business degree program.

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

There being no errors or omissions in the minutes of the Regular Board meeting of March 13, 2002, the Chair declared the minutes accepted as presented.

## **DECISION ITEMS**

### **Biomedical Technology Program (3-Year Diploma)**

Moved by Winnie Gordon

Seconded by Garry Cubitt

MOTION #4625 “That the Board of Governors approve the Biomedical Technology Program (3-Year Diploma), as presented.”

CARRIED

MaryLynn West-Moynes noted it was important to create programs that created a name for Durham College as being innovative and responsive to market needs and felt this program did that. Ambrose Samulski stated that this program was in response to industry demand, and combined the three programs of electronics, chemistry (biological) and the School of Health and Human Studies. MaryLynn remarked that Pravin Patel had worked extensively with our contacts to meet the needs of the marketplace and the current and long-term employment prospects were very good. She noted the enrolment numbers were a testament to the interest and need for this program.

Lorraine Sunstrum-Mann applauded the team for the way of developing the program which linked nursing and technology. She stated the graduates would be in demand. Bob Morine agreed, stating there would be a lot of investment in biotechnology, particularly at the university level. MaryLynn noted the Deans were excited re the bridging opportunities to a university program. Louise Farr cited a recent example of a donation of \$1M from OPG to nuclear medicine and stated quantum leaps were being made in that technology. She stressed the importance of building partnerships in the community. Pravin stated Durham would be the only college in the Province to offer this 3-year program.

Ambrose Samulski and Pravin Patel left the meeting at this time.

### **Revised Performance Review Policy**

Moved by Peter Bagnall

Seconded by Carol Beam

MOTION #4626 “That the Board of Governors approve the revised Performance Review Policy, as presented.”

CARRIED

Don Sinclair noted this policy had last been reviewed in 1993 and the policy had now been updated to reflect current practice. Lorraine Sunstrum-Mann stated that a member of a regional health facility had a professional requirement to be involved in a self-performance review and asked if we would have something comparable in place. Don replied we would be happy to work with the health profession to build a tool to accomplish this.

**Action:** Lorraine will recommend that her contact call Don Sinclair.

### **Approval of the Durham College 2002/2003 Budget**

Moved by Lorraine Sunstrum-Mann

Seconded by Lynne Bondsfield

MOTION #4627 “That the Board of Governors approve the Durham College 2002/2003 Budget as prepared by administration and indicating revenues of \$107,721,496, expenditures of \$106,112,335, and a surplus of \$1,609,161, and a copy of the foregoing budget be attached to and form part of these minutes.”

CARRIED

Beth Wilson commented that the Audit and Finance Committee had reviewed the budget in detail with the Finance team and detailed minutes of that meeting had been circulated. Beth commended the administration for a job well done. She stated that the Committee was quite satisfied at the end of the meeting that objectives had been achieved as well as the appropriate structure and targets put in place for the coming year.

Vaso Vujanovic reviewed the highlights from the College budget and noted additional information had been included this year based on feedback from the Committee. He stated the operating grant from MTCU was based on a projected increase of 2%. A tuition fee increase of 2% was also incorporated and would help improve the quality of our student programs. Vaso stated on the expenditure side an addition of 34 new positions had been added to support projected growth. He stated that ancillary revenue increased as our student enrolment increased.

Vaso commented that the Residence is a break-even operation and that Corporate Training was doing very well. He noted a total College surplus of approximately \$1.6M. Vaso concluded by stating this was a very healthy budget.

Garry Cubitt questioned that average percentage increase of tuition fees among the colleges. Gary stated there was a mandated cap of 2%. Garry then stated that since the College is doing exceptionally well, would we consider a tuition increase of less than 2%? Don commented that everything goes back to the students and that the surplus was generated by our entrepreneurial activities. Don did not want to rely on this and noted our goal was to make the College self-reliant. He stated revenue and expenditures were matched with the operating units. Bob Strickert agreed, stating the need to review the College operations closely and that the surplus of the College operations had been decreasing slightly over the last 3 years. He commented that the ancillary operations and Corporate Training had generated this surplus. Bob also advised that this discussion had also taken place at the Audit and Finance Committee meeting and it was an item they would continue to monitor. Louise agreed, noting the reporting format was a Ministry requirement and that the Committee had asked the staff to continue to show this information in the format used in the monthly report. Don stated staff would continue to match revenue and expenditures and also look at depreciation in the operating units and match that up as well.

### **Approval of the UOIT Budget**

Moved by Gail MacKenzie

Seconded by Peter Bagnall

MOTION #4628 “That the Board of Governors approve the University of Ontario Institute of Technology Operating Budget for the four years ending March 31, 2005 as prepared by administration, at \$61,721,258, with the revenue to come as follows:

Grant	\$13,479,979
Tuition	\$15,419,533
Interest	\$ 4,877,061
Transitional	\$27,944,685
Total	\$61,721,258

and a copy of the foregoing budget be attached to and form part of these minutes.”

**CARRIED**

Don remarked that this was the inaugural budget for UOIT and asked Terry Caputo to present it. Terry noted this budget would be presented on a four-year basis and that the PWC business case had been the starting point. He noted changes due to new information received during the past year.

Terry advised that we had been in discussions with MTCU to determine the level of transitional funds UOIT will require to start up and the transitional period was determined to end March 31, 2005. He noted that tuitions fees are based on U of T’s tuition for equivalent programs and the increase capped at 2% as per MTCU’s limitation. The operating grant is based on using full-time equivalent funding for each program

with a 15% discount subtracted for efficiencies due to our integrated vision. The UOIT portion of the Trent operating grant will be 24%.

Terry reported that staffing for academics is based on a ratio of 25 students to 1 academic staff member. Expenditures include professional development, human resources professional fees and contract services fees for program development. He noted the net result was the accumulation of funding we would need for start up of the university.

Beth then thanked administration for its effort in putting together both the DC and UOIT budgets. Doug also thanked the team for a job well done.

## **CONSENT CALENDAR**

The items on the consent calendar were accepted as presented.

## **COMMUNITY INFORMATION – COMMENTS AND QUESTIONS**

Doug Wilson stated the opening of the new Justice Wing on April 5 was a great success.

Doug also reported that Bob Strickert had retired from Ontario Power Generation. The Board congratulated Bob on his retirement.

## **DISCUSSION ITEMS**

### **Key Performance Indicators**

Margaret Greenley advised that KPI's provided excellent feedback on what we do well and what we need to do better. Based on the current results, we will drill down and develop action plans. She noted that the rankings show room for improvement and these action plans will be implemented for next year.

Gary advised we were not pleased to step down in the rankings. With respect to GTA comparisons, however, we are still #1. He reported job placement at 89.2% (2<sup>nd</sup> to Sheridan), grad satisfaction at 80.4% (2<sup>nd</sup> to Humber), employer satisfaction at 87.2% (last), and student satisfaction at 78.6% (first). These percentages added up to a total of 335.4, which is second to Humber by 2.3%. Gary stated if we reviewed the ordinals Durham had one 1<sup>st</sup> and two 2<sup>nds</sup>, compared to Seneca with one 1<sup>st</sup>, one 2<sup>nd</sup> and one 3<sup>rd</sup>, and Humber/Sheridan tied with one 1<sup>st</sup> and one 3<sup>rd</sup> ranking. Based on this ordinal ranking, Durham is first. Since only Durham is in the top two in both rankings, he concluded DC is still #1. However, we must and will do better.

Bob Strickert asked if there was something that could be done regarding getting employers to respond. Beth Wilson commented that we did have an employer satisfaction guarantee and felt there would be greater activity on this item if there were a serious concern in the workplace. Margaret agreed, advising we had not received one call from an employer over the last year regarding this guarantee.

Gary stated if we can get this response rate up then our rating will likely improve and cited some strategies to achieve that. Louise stated this was not "bad news" as 87.2% was a good mark. Bob Morine supported Margaret and Gary's comments and noted we could borrow some ideas from the corporate sector such as IBM and GM regarding surveys but that there was a lot of survey fatigue in the community. Bob also thought the response rate could be increased.

**Action:** Margaret will contact Bob and Peter for ideas to up the employer response rate.

## **REPORT FROM THE PRESIDENT**

### **SuperBuild I Update**

Gary noted that we could see the building project progressing day by day and that all indicators point to being on time and on budget.

### **SuperBuild II Update**

Gary commented that this process had started and was very exciting.

### **Primary Care Paramedic Program**

Bev Balenko advised that the Ministry had approved one intake of the Primary Care Paramedic Program with subsequent approval subject to ministerial review. Bev commented there was solid research from the market to support the demand for this program and the expectation is it would receive subsequent approval. She noted that a request from Fleming to run this program had been turned down by the Ministry.

### **Applied Degrees**

Gary reported that the first wave of applied degrees had been approved by the Ministry.

### **Selling Iter in Russia**

Gary advised the Governors that he was travelling to Russia next week to promote Iter. He noted that this was a \$14B project and had potential of creating 30,000 jobs. He commented on the potential for the UOIT's Nuclear Engineering program.

### **Retiree Tribute to the Board**

Cathy Pitcher advised the Governors that Diane Brien, one of Durham's receptionists, was retiring from the College at the end of April and had asked that her best wishes be extended to the Governors. Diane had come to know several of the Governors over the years, felt they were gracious and dedicated volunteers, and did not want to leave without passing on her thanks and best wishes.

## **REPORT OF THE CHAIR**

### **Upcoming Events:**

Doug reviewed the upcoming events: Nominating Committee Meeting, Saturday, April 13 at 9:00 a.m.; Foundation Board of Directors Meeting on April 16 at 5:00 p.m.; ACCC Conference, May 26-28 in St. John's, Newfoundland; Convocation on Friday, June 21 at 10:00 a.m., 2:00 p.m. and 6:00 p.m. at the Oshawa Civic Auditorium; and the 35<sup>th</sup> Anniversary Celebration on September 20-22. Doug encouraged Governors to attend Convocation.

## **ADJOURNMENT**

Meeting was adjourned at 7:55 p.m.

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Doug Wilson, Chair

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Gary Polonsky, President