

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF 394<sup>th</sup> REGULAR MEETING OF THE BOARD OF GOVERNORS**

**DATE:** September 14, 2005                      **PLACE:** Community Room  
**TIME:** 6:00 p.m.                                      **Oshawa Campus**

**IN ATTENDANCE:**

GOVERNORS: Lorraine Sunstrum-Mann, Chair  
Erin Boniface  
Aileen Fletcher  
Karen Hodgins  
Joanne Horruzey  
Patrick McNeil  
Mark Moorcroft  
Charlie Peel  
Phillip (Rocky) Simmons  
Gerry Warman  
Beth Wilson (by phone)

PRESIDENT: Gary Polonsky

SECRETARY: Cathy Pitcher

RECORDING  
SECRETARY: Andra Robertson

PARTICIPANTS: Peter Bagnall  
Joanna Campbell  
Garry Cubitt  
Peter Dixon  
Pierre Hinse  
Manon Lemonde  
Jim O'Donnell  
Terry Wu

SENIOR STAFF: Ralph Aprile  
Bev Balenko  
Terry Caputo  
David Chambers  
Margaret Greenley  
Richard Levin  
Craig Loverock  
Richard Marceau  
Ann Mars  
Donna McFarlane  
Judy Moretton  
Gerry Pinkney  
Kasi Rao  
Ken Robb  
John Woodward

**REGRETS:**

GOVERNORS: Joanne Burghardt  
Deborah Kinkaid  
Denise Jones  
Inez Pinder

PARTICIPANTS: Dave Broadbent  
Lyn McLeod

## **CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

The Chair welcomed and introduced the new Governors. The new Durham College Governors: Erin Boniface, Aileen Fletcher and Charlie Peel and the new UOIT Governors: Peter Dixon and Jim O'Donnell.

The Chair also introduced David Chambers, the new VP, Advancement and Andra Robertson, the Administrative Assistant to the Boards of Governors.

## **REGRETS**

The Chair noted regrets from Governors Joanne Burghardt, Debbie Kinkaid, and Inez Pinder, and participants Dave Broadbent and Lyn McLeod. She noted that Patrick McNeil would arrive late, and that Denise Jones would join the meeting late via telephone. Beth Wilson would participate via telephone.

## **INTRODUCTION OF GUESTS**

The Chair introduced the guests this evening: Susan Barclay-Pereira, who was formerly the Dean, Campus Library and has recently accepted a position in program development; Judy Robinson, Dean of the Schools of Health and Human Studies, DC; Judy Spring, Dean, School of Integrated Studies, DC; and Marj Rempel, Dean, Schools of Applied Sciences and Technology, DC.

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

The Chair noted that item 13.4, Letter to the ADM Janet Mason regarding the MOA, would be discussed under item 9.4 of the In-Committee meeting. The Chair noted the addition of item 13.6, Hurricane Katrina.

## **CONFLICT OF INTEREST DECLARATIONS**

None was noted.

## **APPROVAL OF PREVIOUS MINUTES**

The minutes of the 393<sup>rd</sup> Regular Board Meeting of June 8, 2005 were accepted as presented.

## **ACTION ARISING FROM PREVIOUS MINUTES**

Margaret Greenley is reviewing Accessibility Plan and will report in November for approval.

The Foundation Board members will meet the DC Board Chair to discuss options with a view to making recommendations to the DC and UOIT Boards of Governors in November.

## **DECISION ITEMS**

### **Convocation Location**

Donna McFarlane reported that because of the large number of graduating students, the location of spring Convocation has, in the past, taken place at the Oshawa Civic Centre. Last June, the UOIT Convocation was outside here on campus. Donna suggested that having the College Convocation on campus, particularly outdoors would allow students to come back and showcase their institution. This would also make it easier for faculty and staff wishing to attend.

Jim O'Donnell asked if there was a plan in case of rain. Donna replied yes. JoAnne Horruzey was concerned about the heat. Donna noted that this year they had umbrellas and water to counteract the heat.

Gary Polonsky informed the Board that it was presented here, because Convocation is a Board event. He commented that it is an opportunity to ensure the campus is beautiful by the planned date.

Moved by Gerry Warman

Seconded by Karen Hodgins

**MOTION** #4855 “That the Board of Governors of Durham College of Applied Arts and Technology approve a location change for the Durham College spring convocation from the Oshawa Civic Auditorium to an outside venue on the Oshawa Campus.”

CARRIED

### **Program Approvals**

Judy Moreton reported that there are a number of programs currently under development. Two of these have received the required approval to begin accepting students in September 2006. The approval process has become more vigorous so that submissions must be of even higher quality and more marketable.

Judy Moreton informed the Board that Susan Barclay-Pereira is now responsible for all business plans for new programs.

Lorraine congratulated the guests on their well written business plans. She expressed her excitement about the Child & Youth Worker program.

Gary reminded the Board that a number of new programs are under development and that we will be seeing more new program proposals over the next few months.

Karen Hodgins asked for clarification on the acceleration program. Judy Robinson replied that the three-year program will be completed in 21 months, with the field placement compressed in May/June, which works best for the agencies.

### **Child and Youth Worker Program**

Moved by Joanne Horruzey

Seconded by Rocky Simmons

**MOTION** #4856 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Child and Youth Worker Program (Three Year Ontario College Advanced Diploma), as presented.”

CARRIED

### **Fitness and health Promotion Program**

Moved by Gerry Warman

Seconded by Karen Hodgins

**MOTION** #4857 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Fitness and Health Promotion Program (Two Year Ontario College Diploma), as presented.”

CARRIED

### **Program Name Change for Electro-Mechanical Engineering Technology**

Marj Rempel explained to the Board that the name change is based on the Program Advisory Committees advice that it will make the program more marketable.

Moved by Aileen Fletcher

Seconded by Erin Boniface

**MOTION #4858** “That the Board of Governors of Durham College of Applied Arts and Technology approve the program name change of the Electro-Mechanical Engineering Technology - Mechtronics Program to the Electro-Mechanical Engineering Technology – Industrial Automation and Robotics – Mechtronics Program.”

CARRIED

## **ACKNOWLEDGEMENTS AND REPORTS**

The Chair noted for the new Governors that this part of the agenda is an opportunity to bring forward any items of interest from the community of interest to the Board.

## **CONSENT CALENDAR**

The item on the Consent Calendar was accepted, as presented.

## **INTERIM FINANCIAL REPORT**

Terry Caputo presented the current operating budget summary for DC. He advised that to date, the actuals demonstrate a surplus of just over \$1M, but that does not take into account accounting accruals such as vacation pay. He noted a projected surplus of \$174,000.

Terry noted a positive variance under grants as we received an unexpected amount of \$4.6M from the Ministry. The Board approved an additional \$2.4M in expenditures, which leaves \$2M for cash flow needs. The College is also expecting between \$3.3M and \$3.6M from the Provincial Government, as part of the Rae Report. The operating capital has a negative variance.

Terry summarized that we are on budget target. We also have a greater number of students than we budgeted for and next month there should be more accurate numbers in respect to student revenue and attrition forecasts.

## **DISCUSSION ITEMS**

### **Mandatory Retirement**

Ken Robb noted that the mandatory retirement policy will be put in place in the next year. Ken stated that that it is not an unusual policy as there are four other Canadian provinces that currently have something similar in place. There will be some impact on DC in respect to performance management and benefits but Ken believes that few baby boomers will take advantage of this option.

Charlie Peel wondered about implementing a performance feedback system to counter performance issues. Lorraine also noted that there will be a difference in the effect on the University due to faculty members with tenure. Ken replied that on the University side there would still be a performance piece, particularly pertaining to the tenure.

Patrick McNeil joined the meeting at this time.

### **DC Strategic Plan Progress Report**

Bev Balenko presented the semi-annual progress report for the Strategic Plan. She noted that staff are working hard to meet their goals in time for the incoming President to create his or her own plan.

Beth Wilson asked what the major challenges are over the next year or more. Bev replied that space will be the number one challenge, in both Oshawa and Whitby.

Lorraine noted that Whitby seems really results driven and congratulated them for their success. She also acknowledged that DC was second in the province for online registrations.

**Action:** Cathy will send an acknowledgement letter to Jeanette Barrette for successful online registrations, as well as a note to John Woodward congratulating the Whitby Campus's successful contribution to the Strategic Plan.

### **DC Enrolment Update**

Richard Levin reported on a summary of the College enrolment, noting they are better than anticipated.

Gary notes that he is thrilled that DC has done so well, despite having created a potentially competing University.

## **REPORT OF THE PRESIDENT**

### **General Start-up**

The President reported that weeks one and two of start up were very successful. He noted that enrolments were larger than forecast, which means additional revenue; and start-up events were also successful. Gary felt it was the best start-up in his experience.

### **Student Life**

Margaret Greenley reported that the campus has been active day and night. The major focus was on student life during orientation and the remaining month of September. She indicated there that all the events were successful, whether events for College and University students as separate institutions or events that combined the two. Margaret was pleased to note that the Residence is full this year.

**Action:** Cathy to communicate future events with the Governors.

### **Mobile Learning Program**

Gerry Pinkey reported that the mobile learning program is currently providing 4500 students with laptops. This program sets us apart from other institutions in the province and in Canada. The program is currently participating in a research project with IBM to benchmark this program to other educational institutions in Canada. He noted that a common concern is that the students and the public need to be better informed on the value for their money. The program was designed to provide faculty with a common platform to deliver their courses to the student and to facilitate communications between students and faculty.

Lorraine thanked Gerry for the materials provided. Lorraine advised she had attended a recent presentation by students from the Faculty of Health Sciences and they noted the concern about pricing, but they also noted the benefits of the mobile program.

Charlie Peel asked that, in the future, students are made more aware of their requirement to turn in their laptops over the summer months.

### **Student Athletic Centre Expansion**

Gary reported that Barry Bryan Architects (BBA), a local architect, had won the contract for the Student Athletic Centre Expansion. The Centre will include three new gymnasiums, fitness centre, indoor track and Health & Wellness Centre.

### **Hurricane Katrina**

Gary advised we had offered assistance to affected educational institutions.

### **Flood in Skills Training Centre**

Ralph Aprile reported that classes at the Whitby Campus began August 22 as usual. There was a flood the previous Friday, due to backed-up storm sewers. The majority of damage was to the shop area. A clean up crew was put together immediately with DC staff, Service Master, and the contract cleaning staff. An assessment was done and as a preventative measure against mould, some renovations are taking place. As a result classes had to be rescheduled and moved from affected areas. This took cooperation from everyone involved, but he advised the teamwork was impressive and the potential problem was weathered successfully.

Lorraine noted that she sent a letter thanking everyone for their quick response to the situation. Gary also commended Ralph and his team for their efficient actions.

### **Support Staff Bargaining**

Ken Robb noted that all the Colleges bargain provincially. Support staff have reached an agreement.

### **Academic Bargaining**

Ken Robb reported that bargaining is still in progress. The issues are the same: workload and monetary issues.

## **REPORT OF THE CHAIR**

### **Upcoming Events**

The Chair reviewed the upcoming events: Audit & Finance Committee meeting, September 22; DC/UOIT 2005 Legacy Gala, September 24; Boards' Retreat, October 15 and 16; Boards' Annual Holiday Dinner December 14.

### **Ontario Economic Summit**

The Chair informed the Boards that Gary Polonsky will be speaking at the Ontario Economic Summit.

### **Board's Annual Calendar**

The Chair noted that the Annual Boards' Calendar is a good resource for new Governors and a reminder for seasoned Governors of what to expect during the upcoming year.

## **TERMINATION OF MEETING**

There being no further business, the Chair declared the meeting terminated at 7:32 p.m.

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Lorraine Sunstrum-Mann, Chair

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Gary Polonsky, President