



## **CALL TO ORDER**

The Chair called the meeting to order at 6:01 p.m. She welcomed new UOIT Governors Dave Broadbent and Allan Furlong. She acknowledged Paul McErlean, former Governor, now the VP Finance & Strategy.

## **INTRODUCTION OF GUESTS**

Donna McFarlane introduced Kelly Dodson, Director of International Recruitment; students Jin Shon, Shan Shan Cao, Divya Kakuzhyil, and Robert Curvo; Susan Barclay-Pereira, Director of Program Development, DC; Stephanie Ball, Dean, School of Justice, DC; Robin Pereira, Dean, Schools of Design & Communication Arts, DC; and Greg Rohrauer, Professor, Faculty of Engineering & Applied Science, UOIT. Donna advised that Greg Naterer, Professor, Faculty of Engineering & Applied Science would join us later in the meeting.

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

The Chair noted the addition of item 13.4, Branding Update to the agenda.

She also noted regrets from Governors Denise Jones, Charlie Peel, and Beth Wilson; participants Peter Dixon, Jim O'Donnell and Terry Wu and Senior Staff member Craig Loverock. She also noted that Mark Moorcroft would be joining us by phone and Lyn McLeod would be arriving late.

## **CONFLICT OF INTEREST DECLARATIONS**

None was noted.

## **PRESENTATIONS**

Lorraine introduced the topic of international students by informing the Board that she received an email from a potential student in Switzerland who had heard about Durham College and liked the Toronto area. Gary emailed the student and Richard Levin will be following up to ensure that the student receives all the information and help necessary.

### **International Students**

Richard Levin introduced Kelly Dodson, Director of International Recruitment.

Kelly Dodson presented on the current statistics regarding international students on campus. She noted that this September we received over 800 international applications to UOIT; currently 5% of the student population is made up of international students and these students come from about 37 countries around the world. Kelly introduced four students who were invited to speak to the Board about their experience.

Jin Shon informed the Board that he is currently in 3<sup>rd</sup> year accounting at UOIT, but attended DC previously. He will be the first international student to graduate from both institutions.

Roberto Curvo came to Canada, specifically this area, to learn English. He is now a second year College student in the marketing program.

Shan Shan Cao is a second year commerce student from China. She saw UOIT and enjoyed the technology and quiet environment as being ideal for studying. She also felt that studying at UOIT would offer a competitive edge when entering the workforce.

Divya Kakuzhyil is a first year Nuclear Engineering student at UOIT from Kuwait and was the recipient of the Global Leadership Award. As UOIT is the only university that offers the program, her decision was easy. She felt that the transition had been relatively smooth with good people helping, as well as the library, lab and teaching aids making her learning experience positive.

Dave Broadbent asked Kelly whether there were organized tours for international students? Kelly replied that she has partnerships with specific schools, but also works closely with guidance counselors to make such arrangements.

Karen Hodgins asked whether there was anything the University and College could have done to make the transition easier. Jin suggested that more promotion and discussion of the location would be helpful.

Pierre Hinse asked the students what their greatest difficulty was with their transition. Divya responded that she was extremely homesick when she first arrived as she had to travel alone, but once classes began, she settled in. Jin suggested that the language barrier makes the transition difficult. He also noted that these language barriers are still in place upon graduation and it would be helpful for international students to gain work experience while they attend school.

Kelly Dodson, Jin Shon, Shan Shan Cao, Divya Kakuzhyil, and Robert Curvo left the meeting at this time.

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

The minutes of the 394<sup>th</sup> Regular Board Meeting of September 14, 2005 were accepted, as presented.

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

The Foundation Board will discuss recommendations at its December regarding the structure and number of Foundations, and move these to the Boards of Governors.

Cathy Pitcher will continue to communicate future student life events to Governors.

#### **DECISION ITEMS**

##### **Program Approvals**

Judy Moreton introduced Susan Barclay-Pereira, Robin Pereira and Stephanie Ball to discuss the two new programs for approval.

Susan informed the Board that the programs are scheduled to begin accepting students in September 2006. She expanded on the approval process: once preliminary research is completed and the proposed program(s) is deemed to have sufficient academic and financial viability, an application is submitted to Colleges' Credentials Validation Service for approval. This body scrutinizes the business plans for academic rigor and that it meets ministry requirements. There is also a directive by Ministry to include courses that deliver vocational skills and 3-5 courses that provide students with broader knowledge. They have received approval at the first level, and are now bringing the Business Plans to the Board for its approval. Next is an application to MTCU for final approval and funding.

##### **Court and Tribunal Agent/Paralegal (1 Year Ontario College Graduate Certificate) Program**

Moved by Karen Hodgins

Seconded by Deb Kinkaid

**MOTION:** "That the Board of Governors of Durham College of Applied Arts and Technology approve the Court and Tribunal Agent/Paralegal Program (1 Year Ontario College Graduate Certificate), as presented."  
**#4866**

**CARRIED**

Karen Hodgins asked if the original 2 year diploma is a preparation course for the new one year graduate certificate. Stephanie Ball replied that they are both stand alone programs and equally qualify graduates for future licensing. She noted that entry to the two-year program can be from anywhere including high school, whereas entry into the certificate program requires some related justice background.

### **Game Development (3 Year Ontario College Advanced Diploma) Program**

Moved by Gerry Warman

Seconded by Phillip Simmons

**MOTION:** #4867 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Game Development Program (Three Year Ontario College Advanced Diploma), as presented.”

CARRIED

Susan Barclay-Pereira, Robin Pereira and Stephanie Ball left the meeting at this time.

### **Governance and Accountability Capacity Template Questions**

Lorraine reviewed the answers to the questions with the Board, and noted that this is a follow-up to the 2005 Board of Governors Retreat.

Karen Hodgins noted that space has been a large priority for the Board, but does not appear on the list under Areas of Focus. Gary suggested that it could fall under priority one, elaborating the point to include operational and capital funding.

Moved by Aileen Fletcher

Seconded by Joanne Burghardt

**MOTION:** #4868 “That the Board of Governors of Durham College of Applied Arts and Technology endorse the response to the Governance and Accountability Capacity template questions, as amended.”

CARRIED

### **Signing Authority**

Terry Caputo informed the Board that signing authority needs to be approved for RBC and BMO. He noted that the only difference from prior year is the change in title to Assistant VP, Finance.

Moved by Karen Hodgins

Seconded by Deborah Kinkaid

**MOTION:** #4869 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Incorporated Company Certificate and Agreement for the Bank of Montreal, and the Banking and Security Resolution for the Royal Bank, as presented.”

CARRIED

### **Campus Accessibility Plan**

Margaret Greenley informed the Board that in an effort to put the responsibility for accessibility in the hands of everyone on campus, a group with representatives from every area of both institutions met to formulate the plan. She noted that there have been a number of training sessions on campus, as well as off-campus.

One aspect of the plan is a transition program being offered in the summer for students with disabilities to come to the campus to receive training, an assessment and follow-up while in session. In research in the region, it was apparent that students did not have current assessments which are essential to attending a post-secondary institution. The on-campus assessment is performed by qualified individuals and offers a convenient, high quality, and credible means to work with students.

She noted they are also looking at new facilities, such as the athletic centre expansion, to ensure accessibility. There is an accessibility architect who will review all the drawings to ensure the needs of students are met.

There have been many success stories on campus, and currently there are 600 students with disabilities enrolled. This number is expected to grow because of these success stories.

Dave Broadbent expressed his concern about the extent of the plan, and the small budget of \$100,000 to put it in place. Margaret agreed that the funds will need to be augmented by other funds and audits are being done continually to establish priority on certain projects. She also noted that the government has made accessibility a priority but despite requests, are not providing funding.

Gary Polonsky noted the intent to increase this budget each year so as to take fewer years to complete the task.

Karen Hodgins applauded the working group on a well-written document. She asked for clarification on student representation and representation for people with these disabilities. Margaret informed the Board that there are currently five students with disabilities sitting on the group.

Joanne Burghardt asked what it means to bobby-proof a website? Donna replied that this ensures a website is totally accessible, using adaptive technology to read, view, and/or hear the content of the website. Margaret also noted that blind students have Braille laptops. She emphasized the importance of such adaptive technology.

Lyn McLeod joined the meeting at this time, 7:22 p.m.

Aileen asked who performs the assessment, and what was the cost to students for the assessment? Margaret replied that there are assessors who work with a psychologist to ensure accuracy. The cost for the assessment is \$1600 - \$1800 and the student pays \$1400. Students who are unable to afford this will receive a bursary to cover the cost because an assessment is a requirement not an option for post-secondary education.

Moved by Gerry Warman

Seconded by Karen Hodgins

**MOTION:** #4870 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Campus Accessibility Plan, as presented.”

CARRIED

## **ACKNOWLEDGEMENTS AND REPORTS**

### **CONSENT CALENDAR**

#### **DC Program Advisory Committee Minutes**

The Chair noted that these Committees have worked hard and provide significant value.

**Action:** Cathy Pitcher to send letters to the Chairs of the Committees to commend them for their efforts and encourage their continued enthusiasm.

Bev Balenko noted that Gary, Judy and she had hosted a breakfast to honour them.

## **INTERIM FINANCIAL REPORT**

Terry Caputo reviewed the budget with the Board. He indicated the DC under-budgeted the operating grant, and received an additional \$1.3M. He noted that this meant a large positive variance in the grants section of the budget. He noted that overall there is a surplus of \$3.2M above the budgeted amount.

Terry also provided a six-month budget for DC and DCEN, ending September 2005. He noted that while the figures are not available, October was a record month for DCEN.

Greg Naterer joined the meeting at this time.

## **DISCUSSION ITEMS**

### **DC Full-Time Funded Enrolment**

Richard Levin stated that current enrolments are positive. Bev Balenko elaborated that this was due to an increased retention rate for 2<sup>nd</sup> and 3<sup>rd</sup> year students.

## **REPORT OF THE PRESIDENT**

### **Schools of Career Development and Continuing Education Update**

Judy Moreton reported, on behalf of Jeanette Barrett, that there is a growth in online courses, with a shift from general interest to post-secondary credit courses. She also noted that Uxbridge was awarded an Excellence in Service award. They were recognized for their service to the community without having to apply.

Gary Polonsky informed Governors that there will be a celebratory lunch in Uxbridge on January 12.

### **Academic Bargaining**

Ken Robb noted that negotiations have broken down but expects negotiations to begin again before Christmas. The earliest a strike would occur would be March.

### **Durham College Primary Care Paramedic Program Accreditation**

Bev Balenko informed the Board that the Canadian Medical Association accredited the Primary Care Paramedic program. This is the only accredited program in Ontario and means that Durham College graduates will be able to work anywhere across Canada.

**Action:** The Chair asked Cathy Pitcher to send a congratulatory letter to the team regarding the accreditation of the Primary Care Paramedic Program.

### **Branding Update**

Donna McFarlane informed the Board that the branding session for Durham College took place this week. EMG met with focus groups of faculty, staff, administration, alumni, and students. They reviewed the material gathered for weaknesses and strengths to establish several value statements. From these, they established the positioning statement that will drive the rest of the process. Following this a brand promise will be determined with four key drivers to set the tone of communication. Donna read the positioning statement to the Board and noted that the material would be dispersed to the participants again to ensure that the group was satisfied with the statement. She noted that by the end of the month the campus community should know where we are in the process.

### **Canadian Millennium Scholarships**

Margaret Greenley was pleased to share that seven Durham College students and one UOIT student received Millennium Scholarship Awards. There were over 1000 applications, and the award was based on academic excellence and community involvement.

### **Quality Improvement Fund**

Paul McErlean informed the Board that the Minister invited universities and colleges to submit applications to the Ministry for funding.

Durham College's response was circulated.

**Potential Tuition Increase Discussions**

Gary expressed to the Board his hope that the main concern remains accessibility for students in the discussions about tuition increase.

**REPORT OF THE CHAIR**

The Chair reviewed the upcoming events: Audit & Finance Committee meeting on November 24; Arena Grand Opening on December 11; Boards' Annual Holiday Dinner on December 14, and the ACAATO Conference, February 19 & 20.

**COMMUNITY INFORMATION – COMMENTS AND QUESTIONS**

None was noted.

**INFORMATION ITEMS**

**Ajax-Pickering Board of Trade 2005 Business Person of the Year**

The Chair wished to publicly congratulate Gary Polonsky on receiving the Ajax-Pickering Board of Trade 2005 Business Person of the Year award.

**TERMINATION OF MEETING**

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

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Lorraine Sunstrum-Mann, Chair

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Gary Polonsky, President