

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 402nd REGULAR MEETING OF THE BOARD OF GOVERNORS**

DATE: September 13, 2006
TIME: 6:00 p.m.

PLACE: Community Room
Oshawa Campus

IN ATTENDANCE

GOVERNORS: Patrick McNeil, Chair
Joanne Burghardt
Rhonda Christian
Aileen Fletcher
Allan Gibbins
Pansy Goodman
Dustin Grant
Karen Hodgins
Deborah Kinkaid
Mark Moorcroft
Darrell Sewell
Phillip (Rocky) Simmons
Gerry Warman

PARTICIPANTS: Peter Bagnall
Peter Berg
Ron Bordessa
Dave Broadbent
Garry Cubitt
Peter Dixon
Allan Furlong
Manon Lemonde
Fraser McArthur
Kimberley McCartney
Lyn McLeod

PRESIDENT: Leah Myers

SECRETARY: Cathy Pitcher

RECORDING
SECRETARY: Erin Boniface

SENIOR STAFF: Ralph Aprile
Bev Balenko
Terry Caputo
David Chambers
Margaret Greenley
Richard Levin
Craig Loverock
Ruth MacKay
Richard Marceau
Ann Mars
Paul McErlean
Donna McFarlane
Gerry Pinkney
Ken Robb
John Woodward

REGRETS:

GOVERNORS: Denise Jones
Charlie Peel
Beth Wilson

PARTICIPANTS: Jim O'Donnell

CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

INTRODUCTION OF GUESTS

The Chair noted regrets from Governors Beth Wilson and Charlie Peel. He noted that Governor Denise Jones may be calling in later in the meeting and that participant Garry Cubitt would be arriving late. Patrick also noted regrets from participant Jim O'Donnell.

The Chair welcomed Ron Bordessa, President of UOIT to his first Board meeting.

The Chair reminded Governors that Cathy Pitcher will be changing positions and introduced Karen Spearing as the incoming Secretary to the Board.

Donna McFarlane introduced Jeanette Barrett, Dean, School of Continuing Education, Durham College.

ADDITIONS/DELETIONS TO THE AGENDA

The Chair noted that there will be a change in sequence for item 12, Discussion Items, as 12.2 will proceed item 12.1.

CONFLICT OF INTEREST DECLARATIONS

None were noted.

APPROVAL OF PREVIOUS MINUTES

The minutes of the 401st Regular Board Meeting of June 14, 2006 were accepted, as presented.

DECISION ITEMS

Military Arts and Science Diploma Program (Two Year Ontario College Diploma) Approval

Jeanette Barrett reported that the Military Arts and Science is a part-time program that will be delivered entirely online through the OntarioLearn consortium.

Patrick McNeil asked about the start-up costs for this program. Jeanette confirmed that there is no risk, as there was no development costs incurred. Karen Hodgins asked if this was the first program of this type to be offered through Continuing Education. Jeanette confirmed that is the second such program.

Moved by Aileen Fletcher

Seconded by Mark Moorcroft

MOTION: "That the Board of Governors of Durham College of Applied Arts and Technology approve
#4922 the Military Arts and Science Diploma Program (Two Year Ontario College Diploma), as presented."

CARRIED

Jeanette Barrett left the meeting at this time.

Financial Signing Authority

Paul McErlean advised that as a result of realigning roles, both Craig Loverock and Terry Caputo have cross-institutional responsibilities. While Craig is currently a signing officer for the University, it is recommended that the Board approve that Craig have signing authority for the College as well.

Patrick McNeil asked if this would have any impact on the controls. Paul replied that it would strengthen controls.

Moved by Joanne Burghardt

Seconded by Gerry Warman

MOTION: “That the Board of Governors of Durham College of Applied Arts and Technology appoint
#4923 Craig Loverock, Assistant Vice President of Finance, as a signing officer of the College, effective September 1, 2006.”

CARRIED

ACKNOWLEDGEMENTS AND REPORTS

Lorraine Sunstrum-Mann, previous Board Chair sent a congratulatory note to Patrick McNeil and Phillip (Rocky) Simmons on their new roles.

CONSENT CALENDAR

Cathy reported that the Consent Calendar includes regular items that come forward for Board endorsement. Patrick McNeil advised Governors by not raising discussion on the items, consent is implied.

The DC Program Advisory Committee Minutes were accepted as presented.

INTERIM FINANCIAL REPORT

DC Financial Scorecard

Terry Caputo reported that both the College’s revenues and expenses are on track with the budget and noted that enrolment is above target, totaling 6,220 FTE’s. He also confirmed that the Athletic Centre expansion is advancing as expected with monthly construction draws.

Terry informed the Board that Campus Services’ revenue is in line with the budget and that the expenses are below budget, partially as a result of the salaries for the seven positions that have yet to be hired as of August 31, 2006.

Terry noted that as of July 31, 2006 DCEN’s revenue is down by approximately \$1.5 million; however it is maintaining expenses. DCEN is currently facing a shortfall of approximately \$324,000 in income.

Gerry Warman asked about DCEN’s commitment to the debenture. Terry replied that DCEN’s commitment is \$1 million and it will be honoured.

DC Quarterly Financial Performance and Budget Update

Craig Loverock noted that there has been an adjustment in the DCEN funding from the original handout, which has been updated for the Board at this meeting.

Craig reported that enrolment is up from the planned 6,082 FTE’s to total 6,220, as of September 2006. He clarified that two part-time students equal one full-time equivalent and that it is analyzed this way to calculate grant money from the government.

Craig reported that Durham College is currently online for the 5% tuition increase and that the College is better

than had been predicted at an increase of 5.0% versus the 2.6% initially planned for the General Purpose Operating Grant.

Craig noted that as of September 2006 DCEN's contribution is currently pending a 90 day review.

Patrick McNeil asked if Durham is at risk of not getting any of DCEN's \$2 million contribution. Craig replied that he cannot comment. Paul suggested that we allow DCEN the opportunity to go through the financials. Peter Bagnall confirmed and agreed with Paul's suggestion.

Aileen Fletcher asked if the number of faculty has increased due to the increase in enrolment. Craig confirmed that this increase includes summer enrolment. Bev Balenko added that twenty-three new faculty have been hired over the year.

Craig reported that Durham College's opportunities include \$600,000 savings in staff appointments, an additional \$600,000 as a result of the operating grant formula, as well as \$1 million resulting from the increased enrolment to total approximately \$2.2 million.

He noted that the only risks facing Durham College at this time is the cash flow from DCEN posing a \$2 million risk. Durham College's net opportunity at this time is \$200,000.

DISCUSSION ITEMS

Multi-Year Accountability Agreement

The Chair reported that the College is driving to a timeline that does not match up with our Board meeting for approval of the Multi-Year Accountability Agreement (MYA). Patrick asked the Board to consider delegating its authority to the Executive Committee to approve the MYA and noted that the document will be circulated to the Board to allow any concerns to be brought forward.

Leah reported that the process for the new Multi-Year Accountability Agreement has been established by the provincial government after the Reaching Higher investments announcement. Each college entered into an Interim Accountability Agreement in which they must develop an action plan for spending funding over three years. Durham College is requested to sign back our commitment to this agreement.

This agreement is new for Ontario and new for the system. We currently do not have benchmark data or policy direction; there is an open door for annual review of anything we put in at this time.

Leah noted that with this Multi-Year Accountability Agreement there is also a student engagement survey, which is a new instrument to measure performance. She reported that each college is being asked to enter into these MYA agreements and that allocations will reflect each college's share of the total system's enrolment.

All colleges will take a common approach to complete the action plan, which is to be realistic in messages back to the government as to how funding will be spent, as well as to highlight missed opportunities or items that could have been completed with additional funding

Leah reported that under this agreement all colleges are provided with an operating grant, which is based on a three year enrolment average of the two years prior; therefore the College will not realize extra funding for additional enrolment until two years down the road. The framework has been modified, as those who haven't grown or remain in a flat or declining position, so no College will shrink in funding allocation

Leah advised that small, northern and rural colleges have specific challenges and that Durham College has benefited, receiving over \$500,000 this year as a 'small' college. She also noted that two sources were eliminated in the past year's budget, which includes the College Equipment Renewal Fund and the Apprenticeship Enhancement Fund. The impact of the elimination of these funds was significant as Durham received \$592,000 from these funding envelopes in 2005/06.

Leah noted that a vast majority of the operating grant was given over the summer and that another 3% will be

received next year, with another 5% in year three. She stated that the College will need to look at other sources of revenue, either internally through productivity, or other sources.

Garry Cubitt joined the meeting at this time.

Leah reported that there are three action plan components, which include access, quality and accountability.

Lyn McLeod joined the meeting at this time.

Leah highlighted Durham College's commitments to the Multi-Year Action Plan, as per the approved budget which includes hiring an ESL Academic Specialist, a First Year Experience Coordinator, 12 new faculty hires, a Curriculum Developer and an Instructional Technologies Facilitator, as well as adapting a Residence Academic Leadership Program, participating in a new Ontario College Student Engagement Survey and a New Learning Management System, which is WebCT Vista. Durham College also has an accountability commitment by participating in a new cost allocation budgeting model and to move to more data and evidence-driven resources allocations.

Leah advised that for years two and three the results will be based on data gathering in year one and that there will be no new commitments.

Leah confirmed that the final copy will be provided to everyone by the end of next week, as the Executive Committee will be meeting.

The Chair noted that the Board has two options regarding the signing of this agreement; to either convene a special Board meeting or delegate to the Executive Committee its authority to approve the Multi-Year Accountability Agreement. Patrick noted that all Governors are invited to attend the Executive Committee meeting.

Moved by Aileen Fletcher

Seconded by Deb Kinkaid

MOTION: "That the Board of Governors of Durham College of Applied Arts and Technology delegate its authority of the approval of the Multi-Year Accountability Agreement to the Executive Committee of the Board."
#4924

CARRIED

Peter Bagnall asked if the government has already locked in what they are going to give or if they will take time to review the agreement and provide feedback. Leah replied that the month of October is set aside to review and provide feedback.

Foundation Structure and Governance Update

Paul McErlean reported that there are two options for raising money, either through a fundraising committee or by employing a Foundation. Paul noted that today Durham College has a formal Foundation and that UOIT currently does not; however Advancement currently fundraises for UOIT and the funds are managed separately by the Foundation.

The DC and UOIT Boards have agreed that a shared Foundation that would be responsible for both the advancement campaigns of DC and UOIT. Recent risk assessments have found that the current structure will require modifications in order to allow for a shared Foundation.

Paul reported that the ultimate UOIT campaign goal is to raise \$100 million. There is work ongoing with the two new Presidents around DC and UOIT advancement issues.

Paul noted that the structure modifications to the Foundation would include altering the current MOA between the Board of Governors of DC to include UOIT. The name of the Foundation will also need to be changed to include UOIT, which does not require Ministry approval. When modifying the MOA, MTCU would need to re-confirm

that our Foundation complies with the policy directive.

Paul confirmed that this item will be brought forward to the Board in the near future, as discussions will be taking place with the Foundation regarding the governance changes. These changes will be more aligned with best practices. He advised that they plan to present revised Letters Patent and the MOA at an upcoming Board meeting, at which point they will begin implementing the modified structure, upon approval of the Board. Paul confirmed that the role of both Boards will be clearly articulated.

REPORT OF THE PRESIDENT

President's Report

Leah Myer's reported that the new Durham College brand was introduced internally on May 24, 2006, followed by an official launch to the public on August 28, 2006. She also noted that current planning for the upcoming Board's Retreat will focus approximately half a day on DC strategic planning.

Leah advised that there is current activity to explore options for international partnerships.

Joanne Burghardt asked for an update regarding the use of the vacant fire hall in downtown Whitby. Leah advised that faculty in the School of Design and Communication Arts are inquiring into the potential of renovating space in the vacant Whitby Fire Hall for some of its programs. She confirmed that money has been allotted to complete a feasibility study and noted that Board approval will be requested for any proposed changes.

Enrolment Update

Richard Levin reported that Durham College's growth is at 7.6% versus the college system total of 2.3%.

REPORT OF THE CHAIR

Annual Boards' Calendar

The Chair noted that the Durham College Fall Convocation will be taking place at 5:30 p.m. on October 19, 2006, not 4:30 p.m. as noted in the document.

Upcoming Events

The Chair reviewed the upcoming events: the DC Presidential Installation on September 20, 2006; the DC/UOIT 2006 Legacy Gala on September 30, 2006; the DC Fall Convocation on October 19, 2006; the Boards' Retreat on October 28-29, 2006, which will be held in the Durham Region this year; the DC In-Course Scholarship Ceremony on November 9, 2006; the UOIT Presidential Installation on November 17, 2006, which will be held at the Jubilee Pavilion in Oshawa; and the Annual Boards' Holiday Dinner on December 13, 2006.

COMMUNITY INFORMATION – COMMENTS AND QUESTIONS

Fraser McArthur reported that the Students for Humanitarianism and Action through Respect and Education (SHARE) are hosting its first major event, the Gulu Walk. This event is being held on October 21, 2006 to raise money and awareness of the children in Uganda who travel during the night seeking refuge from the country's civil war. The Gulu Walk begins at noon at Memorial Park in Oshawa and ends at the UOIT/DC/Trent campus after a 7 km course. Fraser advised that if more information is required or if anyone would be interested in volunteering to please contact him.

TERMINATION OF MEETING

The Chair terminated the meeting at 7:59 p.m.

Patrick McNeil, Chair

Leah Myers, President