

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF 403rd REGULAR MEETING OF THE BOARD OF GOVERNORS**

DATE: November 8, 2006
TIME: 6:00 p.m.

PLACE: Community Room
Oshawa Campus

IN ATTENDANCE

GOVERNORS: Patrick McNeil
Joanne Burghardt
Rhonda Christian
Aileen Fletcher
Allan Gibbins
Pansy Goodman
Dustin Grant
Karen Hodgins
Deborah Kinkaid
Denise Jones
Mark Moorcroft
Charlie Peel
Darrell Sewell
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: Karen Spearing

**RECORDING
SECRETARY:** Erin Boniface

SENIOR STAFF: Ralph Aprile
Bev Balenko
Terry Caputo
David Chambers
Margaret Greenley
Craig Loverock
Ruth MacKay
Ann Mars
Brian Marshall
Paul McErlean
Donna McFarlane
Cathy Pitcher
Ken Robb

REGRETS:

GOVERNORS: Jim O'Donnell
Philip (Rocky) Simmons
Beth Wilson

SENIOR STAFF: Richard Levin
Richard Marceau
Gerry Pinkney
John Woodward

CALL TO ORDER

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

INTRODUCTION OF GUESTS

Vice-President of Communications and Marketing Donna McFarlane introduced Judy Spring, Dean, School of Integrated Studies and Lynn Connaty, Professor, School of Integrated Studies as guests at the meeting.

ADDITIONS/DELETIONS TO THE AGENDA

None were noted.

CONFLICT OF INTEREST DECLARATIONS

None were noted.

PRESENTATIONS

None were noted.

APPROVAL OF PREVIOUS MINUTES

One change was noted to the minutes of the 402nd Regular Meeting of the Board of Governors:

- Page 4 - Under "Foundation Structure and Governance Update", change the final sentence of the first paragraph to read "...today Durham College has a formal Foundation; however, currently Advancement fundraises for UOIT and UOIT funds are not managed by the Foundation."

Moved by Joanne Burghardt

Seconded by Darrell Sewell

MOTION #4931

"That the Board of Governors of Durham College of Applied Arts and Technology approve the minutes of its 402nd Regular Board Meeting as amended."

CARRIED

DECISION ITEMS

New Program – Community Integration through Cooperative Education

Bev Balenko, Vice-President Academic, introduced Judy Spring, Dean, School of Integrated Studies, who presented the business plan for a new program, "Community Integration through Cooperative Education." She indicated that this program was conceptualized by a community group advocating on behalf of students who require modified learning. She reported that Humber College is the closest college to offer such a program. Prior to the development of the proposal, a focus group was established, comprised of community stakeholders, to examine the feasibility of such a program and it has since received the unanimous endorsement of the group.

Dean Spring spoke of the popularity of such programs, indicating that these types of programs are usually oversubscribed and an interview and screening process will be implemented for enrolment into the program. A survey of other colleges running similar programs indicates that there is not a high student drop-out rate.

When questioned regarding government funding for accessibility upgrades to buildings and equipment, Dean Spring responded that funding opportunities will be explored, although at this time the only modification required to accommodate the program is additional office space.

Moved by Karen Hodgins

Seconded by Allan Gibbons

**MOTION
#4932**

“That the Board of Governors of Durham College of Applied Arts and Technology approves the Community Integration through Co-operative Education program for delivery.”

CARRIED

Judy Spring and Lynn Connaty left the meeting at this time.

End of Mandatory Retirement

Vice President of Human Resources Ken Robb reported that on December 12, 2005, the Province of Ontario enacted Bill #211, “Ending Mandatory Retirement Statute Law Amendment Act 2005”, legislation which makes it unlawful to compel an employee to retire at the age of 65, other than under very specific circumstances. As a result, Vice President Robb recommended that, effective December 12, 2006, Durham College’s retirement policy mandating a retirement age of 65 for all employees, be rescinded. He indicated that coverage for Long Term Disability will end at age 65 and confirmed that employees working beyond age 65 will no longer be covered by WSIB; however other benefits will continue. He further noted that currently only 5 percent of employees in the college system work to age 65.

Moved by Denise Jones

Seconded by Darrell Sewell

**MOTION
#4933**

“That the Board of Governors of Durham College of Applied Arts and Technology rescind Durham College Policy #518 – Retirement, and implement the post age 65 benefits program for college employees as per Council recommendations.”

CARRIED

Aileen Fletcher joined the meeting at this time.

Revisions to MYA Agreement

President Leah Myers presented draft revisions to the Durham College Multi-Year Accountability Agreement and proposed wording for a covering letter to the Minister of Training, Colleges and Universities for the Board’s consideration. She indicated that the proposed revisions were very minor – specifically, that Page 11 of the MYA Agreement be amended by adding a reference to a “Student Access Guarantee”, and that the “Missed Opportunities” section of the agreement be replaced by a statement to be included in the covering letter to the Ministry reflecting Durham College’s need for capital investment and a statement of interest in expanding the Whitby Campus as a Centre of Excellence.

Moved by: Joanne Bughardt

Seconded by: Gerry Warman

**MOTION
#4934**

“That Durham College’s Multi-Year Accountability Agreement be amended by adding a reference to the Student Access Guarantee on p. 11 of the agreement that specifies that: “Durham College will take into consideration the Ministry’s tuition/book shortfall calculation in allocating financial aid”;

AND FURTHER, that the covering letter to the Ministry of Training, Colleges and Universities include a statement reflecting Durham College’s need for capital investment and, in particular, a statement of interest in expanding the Whitby Campus as a Centre of Excellence.”

CARRIED

Campus Accessibility Plan

Vice-President of Student Services Margaret Greenley presented a proposed 2006/07 Campus Accessibility Plan for the Boards' approval. She indicated that the purpose of the plan is to establish standards for ensuring that all students, employees and faculty of Durham College and UOIT experience an optimally accessible learning and working environment.

In response to questioning, the Vice-President Greenley indicated that no one with a disability would be denied access to the campuses. She further indicated that when special events are organized, attendees are asked to identify the need for any special accommodations and these needs are addressed.

Vice-President of Finance and Strategy Paul McErlean also spoke of current discussions with the City of Oshawa for the upgrading to accessibility at the Campus Ice Centre. He also indicated that the disability accessibility funding has also allowed the two institutions to review overall campus accessibility. He further indicated that all new facilities on our campuses are designed and constructed to be fully accessible.

The Chair recommended that the issue of campus accessibility be brought back as a discussion item at the next Building Committee meeting.

Moved by Rhonda Christian

Seconded by Pansy Goodman

MOTION #4936 "That the Board of Governors of Durham College of Applied Arts and Technology approve the 2006/07 Campus Accessibility Plan."

CARRIED

President Emeritus Policy

The Chair, Patrick McNeil, presented a draft President Emeritus Policy for the Board's consideration. He indicated that such a policy is necessary to ensure ongoing recognition of the contributions of out-going presidents.

Chair McNeil further indicated that all outgoing presidents who are deemed eligible by the Board for the title of President Emeritus would assume the title immediately upon leaving office, whether or not they assume a new presidency at another academic institution.

Moved by Alan Gibbons

Seconded by Gerry Warman

MOTION #4937 "That the Board of Governors of Durham College of Applied Arts and Technology approve the policy entitled, "President Emeritus", as presented."

CARRIED

Appointment of Secretary to the Boards of Governors

The Chair, Patrick McNeil, indicated that a resolution is required to have the incoming Secretary to the Boards of Governors officially installed as the Boards' Secretary.

Moved by Karen Hodgins

Seconded by Rhonda Christian

MOTION #4938 "That the Board of Governors of Durham College of Applied Arts and Technology approve the appointment of Karen Spearing as Secretary to the Board of Governors effective October 1, 2006."

CARRIED

INTERIM FINANCIAL REPORT

DC Financial Scorecard

Assistant Vice-President of Finance and Strategy Terry Caputo presented the financial scorecard for Durham College for the period ending October 31, 2006. He indicated that both the College's revenues and expenses are tracking on budget and indicated that enrolment is ahead of target, totaling 6,223 FTEs. He further indicated that the Athletic Centre expansion is continuing to progress on target with ongoing monthly construction draws.

Assistant Vice-President Caputo reported that BIDS' revenues exceed budgetary expectations and expenses are on budget. He further indicated that DCEN reports an overall shortfall in revenue of \$1.1 million dollars. He also reported that Campus Services revenue is coming in slightly above budgetary projections and expenses are below expectations as a result of savings in operational and salary expenditures.

In response to questioning, Assistant Vice-President Caputo reported that an allocation of \$100,000 for disability accessibility has been incorporated into building costs.

The Chair requested that Assistant Vice-President Caputo report back to the Board on actual expenditures from the \$100,000.00 allocated for disability accessibility and plans for any remaining funds from that allocation.

Garry Cubitt joined the meeting at this time.

DC Financial Performance/Quarterly Financial Statements

Assistant Vice-President Caputo presented the Durham College Financial Statements for the period ending September 30, 2006, indicating that the books are now closed on a quarterly basis. He reported that the financial statements reflect that Durham College's financial performance is tracking on budget.

REPORT OF THE PRESIDENTS

President's Report

President Leah Myers reported on the recent announcement of the integration of the School of Applied Science and Technology and the School of Skilled Trades and Apprenticeships. She indicated that an implementation plan is currently being developed for this integration to take effect upon Dean Woodward's retirement on April 1, 2007.

President Myers further reported that the Committee of Presidents met in September for its Annual Planning Meeting and in October for the ACAATO General Assembly.

She also indicated that Durham College is actively promoting itself on the international front and plans are underway in the near future to visit Panama and India.

Update on DC Foundation's Role in Fundraising

President Myers provided an update on the College Foundation's role in fundraising, indicating that the Foundation has proposed amendments to the current by-law to improve overall governance. These changes would require the addition of UOIT into the letters patent. She further indicated that the Foundation has not been active in fundraising and stated that it is important that there be a focus on fundraising efforts in future.

The Chair, Patrick McNeil, also indicated that the primary goal of the Foundation was to manage funds but recognized the need to move towards a mandate which includes fundraising.

In the interests of increasing the ability of both Durham College and UOIT to raise funds and provide oversight of such monies, the Chair requested that the DC and UOIT Presidents bring back a

recommendation to the January or February Board meeting regarding the best approach to fundraising, and specifically whether a joint or separate process should be developed for the institutions.

Update on DC/UOIT Legacy Gala

Vice-President of Communications and Marketing Donna McFarlane reported that the DC-UOIT Legacy Gala held on September 30, 2006, achieved a net revenue of \$233,000.00. She further indicated that any endowment sponsorships in excess of \$10,000.00 will be applied directly to scholarships/bursaries.

REPORT OF THE CHAIR

The Chair, Patrick McNeil, reported on upcoming events: the Durham College In Course Scholarship Ceremony on November 9 2006 at 4:00 p.m. in the Campus Gymnasium, the UOIT President's Installation Ceremony on November 17, 2006 at 10:30 a.m. at the Jubilee Pavilion in Oshawa, and the Annual Holiday Dinner on December 13, 2006 at 6:00 p.m. in the Business & IT Building Cafeteria.

INFORMATION ITEMS

Eco-Tec Announcement

The Chair, Patrick McNeil, reported that the Vice-Chair of the Boards of Governors, Rocky Simmons, is the recipient of the 2006 Professional Engineers Award for Entrepreneurship.

He further indicated that a congratulatory note would be forwarded to Mr. Simmons.

TERMINATION OF MEETING

The Chair terminated the meeting at 7:51 p.m.

Patrick McNeil, Chair

Leah Myers, President

Karen Spearing, Secretary