

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 405<sup>th</sup> REGULAR MEETING OF THE BOARD OF GOVERNORS**

**DATE:** February 14, 2007  
**TIME:** 6:00 p.m.

**PLACE:** Community Room  
Oshawa Campus

**IN ATTENDANCE**

GOVERNORS: Patrick McNeil, Chair  
Joanne Burghardt  
Rhonda Christian  
Aileen Fletcher  
Allan Gibbons  
Pansy Goodman  
Dustin Grant  
Karen Hodgins  
Deborah Kinkaid  
Charlie Peel  
Darrell Sewell  
Gerry Warman

PARTICIPANTS: Peter Bagnall  
Peter Berg  
Ron Bordessa  
Dave Broadbent  
Garry Cubitt  
Allan Furlong  
Manon Lemonde  
Fraser McArthur  
Kimberley McCartney  
Jim O'Donnell

PRESIDENT: Leah Myers

SECRETARY: Karen Spearing

RECORDING  
SECRETARY: Erin Boniface

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

**REGRETS:**

GOVERNORS:	Allan Gibbins Denise Jones Mark Moorcroft Philip (Rocky) Simmons
PARTICIPANTS:	Peter Dixon Lyn McLeod
SENIOR STAFF:	Ann Mars Brian Marshall John Woodward

**CALL TO ORDER**

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

**INTRODUCTION OF GUESTS**

Donna McFarlane introduced Rick Majury, UOIT student representative elect for the 2007-08 Boards of Governors; Kim Carr, Senior Investigator/Consultant, MKD International Inc.; John Allard, Senior Consultant, MKD, Security Awareness & Training Division; Jeanette Barrett, Dean, Career Development and Continuing Education, Durham College; Stephanie Ball, Dean, School of Justice, Durham College; and Paul Bishop, Registrar, Durham College.

**ADDITIONS/DELETIONS TO THE AGENDA**

The Chair noted that Item 12.1 would follow Item 8.8 under “Decision Items”.

**CONFLICT OF INTEREST DECLARATIONS**

Chair McNeil and Governor Burghardt noted a potential conflict regarding Item 8.4, Durham College Tuition Fees 2007-08. Governor Grant noted a conflict regarding Item 8.3, Program Approval – Advanced Law Enforcement and Investigations. Governor Kinkaid noted a conflict regarding Item 8.1, Emergency Preparedness Plan Policy Approval.

**PRESENTATIONS**

The Emergency Preparedness Plan for Durham College and UOIT was presented to the Board by Vice President of Facilities and Ancillary Services Ralph Aprile and representatives from MKD.

Vice-President Aprile reported that a mock emergency exercise will be conducted on campus in the near future in conjunction with the Durham Region Emergency Response Team. Participants will prepare for an emergency through role playing. The Durham College and UOIT Emergency Response Team will have the opportunity to participate in this event as this plan integrates with the regional and municipal plans.

It is expected that the Emergency Preparedness Plan will be ready to role out procedures in September 2007.

**APPROVAL OF PREVIOUS MINUTES**

<b>MOTION</b>	Moved by Aileen Fletcher	Seconded by Joanne Burghardt
<b>#</b>		

“That the minutes of the 404<sup>th</sup> Regular meeting of the Durham College Board of Governors be approved as presented.”

CARRIED

## **DECISION ITEMS**

### **Emergency Preparedness Plan Policy Approval**

The Emergency Preparedness Plan Policy was presented to the Board for approval.

**MOTION**  
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Moved by Pansy Goodman

Seconded by Darrell Sewell

“That the Durham College Board of Governors approve the Durham College Emergency Preparedness Plan Policy as presented.”

CARRIED

### **Program Approval – Veterinary Assistant (Ontario College Certificate Program)**

Vice President – Academic Bev Balenko called on Jeanette Barrett, Dean, Career Development and Continuing Education to present a Veterinary Assistant program proposal for approval. Dean Barrett indicated that this program, if approved, will be offered at Durham College’s Uxbridge Campus. She noted that the program is already over-subscribed.

**MOTION**

Moved by Joanne Burghardt

Seconded by Karen Hodgins

“That the Durham College Board Of Governors approve the Durham College Veterinary Assistant Program for delivery.”

CARRIED

### **Program Approval – Advanced Law Enforcement and Investigations (Ontario College Graduate Certificate Program)**

Vice President Balenko called on Stephanie Ball, Dean, School of Justice to present a proposal for an Ontario College Certificate program in Advanced Law Enforcement and Investigations for approval. Dean Ball indicated that this program is a post-diploma certificate and will provide an opportunity for UOIT graduates to get hands on experience, as well as for Durham College students to continue their law enforcement studies.

**MOTION**

Moved by Aileen Fletcher

Seconded by Rhonda Christian

“That the Durham College Board of Governors approve the Durham College Advanced Law Enforcement and Investigations Program for delivery.”

CARRIED

### **Durham College Tuition Fees 2007-08**

Vice President of Strategic Enrolment Management Richard Levin, in conjunction with Paul Bishop, Registrar for Durham College, the proposed tuition and incidental fees for Durham College for the 2007-08 academic year, as per provincial legislation. Following questioning regarding the higher tuition costs for

the Pre-Service Firefighter Education and Training and the Primary Care Paramedic programs, the Registrar committed that a follow-up report would come to the board at its March meeting.

**MOTION**                      Moved by Darrell Sewell    Seconded by Pansy Goodman

“That the Durham College Board of Governors approve the tuition and ancillary fees for Durham College for the 2007-08 academic year as presented.”

CARRIED

### **Review of Draft Purchasing Policy**

Assistant Vice President of Financial Operations Terry Caputo presented proposed Purchasing Policy, Procedures and Guidelines for approval. He provided an overview of the guidelines and processes, indicating that this policy and procedures brings Durham College into compliance with recommendations from the Ontario Auditor General.

**MOTION**                      Moved by Aileen Fletcher    Seconded by Rhonda Christian

“That the Durham College Board of Governors approve the policy, entitled “Purchasing Policy, Procedure and Guidelines”, as presented.”

CARRIED

### **Business Expense Reimbursement Policy**

Assistant Vice President of Financial Operations Terry Caputo presented a proposed Business Expense Reimbursement Policy for approval.

**MOTION**                      Moved by Aileen Fletcher    Seconded by Pansy Goodman

“That the Durham College Board of Governors approve the policy, entitled “Business Expense Reimbursement”, as presented.”

CARRIED

## **INTERIM FINANCIAL REPORT**

### **DC Financial Scorecard**

Assistant Vice-President of Planning and Strategy Craig Loverock provided a financial snapshot for Durham College for the month ending January 31, 2007.

Assistant Vice President Loverock indicated that the new Athletic Centre will be ready for occupancy in September 2007. Vice President McErlean indicated that a full report will come to the Board in March of 2007 detailing the financial status of the expansion project.

### **Quarterly Financial Statement**

Assistant Vice President Craig Loverock presented the Consolidated Financial Statements and noted that this report was for the nine months ended December 31, 2006. No significant issues to be brought forward to the Board at this time.

## **Report on DC Foundation and DC and UOIT's Role in Fundraising**

Vice President McErlean provided a report on the status of discussions regarding the Durham College Foundation and Durham College and UOIT's role in fundraising. He reported that next steps will include reviewing the recommendations set out in the report and formalizing a proposal to be brought forward to the April 2007 Board meeting.

## **REPORT OF THE PRESIDENT**

### **President's Report**

President Myers highlighted recent activities, initiatives and achievements on campus. The Board suggested that congratulatory notes be forwarded to those individuals highlighted in the report for their outstanding achievements.

## **REPORT OF THE CHAIR**

The Chair reported on upcoming events: the ACAATO 2007 Conference at the Toronto Westin Harbour Castle on February 18-19, 2007; the ACCC Conference in Montreal, Quebec on May 27-29, 2007; the NAUBCS (National Association of University Board Chairs and Secretaries) Conference on April 19-21, 2007; the UOIT Convocation at the General Motors Centre in Oshawa on June 1, 2007 (times tba) and the Durham College Convocation on June 22, 2007 (location and times tba).

## **TERMINATION OF MEETING**

The Chair terminated the meeting at 8:34 p.m.

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Patrick McNeil, Chair

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Leah Myers, President

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Karen Spearing, Secretary