

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 412<sup>TH</sup> REGULAR MEETING (PUBLIC SESSION) OF THE  
BOARD OF GOVERNORS**

Date: March 5, 2008  
Time: 6:00 p.m.

Place: Community Room  
Oshawa Campus

**IN ATTENDANCE**

GOVERNORS: Phillip (Rocky) Simmons, Chair  
Joanne Burghardt  
Rhonda Christian  
Aileen Fletcher  
Carlee Fraser  
Pansy Goodman  
Karen Hodgins  
Deborah Kinkaid  
Michael Newell  
Charlie Peel  
Bill Robinson  
Darrell Sewell  
Franklin Wu

PARTICIPANTS: Ron Bordessa  
Peter Berg  
Garry Cubitt  
Peter Dixon  
Rick Majury  
Michael Martin  
Greg Rohrauer  
Kimberley Young

PRESIDENT: Leah Myers

SECRETARY: Karen Spearing

RECORDING  
SECRETARY: April Winter

SENIOR STAFF: Ralph Aprile

Judy Rigby  
Richard Levin  
David Chambers  
Margaret Greenley  
Martin Hicks  
Don Lovisa  
Ruth MacKay  
Richard Marceau  
Ann Mars  
Brian Marshall  
Paul McErlean  
Donna McFarlane  
Cathy Pitcher  
Ken Robb

**REGRETS:**

GOVERNORS: Gerry Warman, Vice-Chair  
Michael Seymour

PARTICIPANTS: Lyn McLeod  
Dave Broadbent  
Allan Furlong  
Doug McKay  
Peter Bagnall

SENIOR STAFF: Gerry Pinkney

**CALL TO ORDER**

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

**INTRODUCTIONS OF GUESTS**

Donna McFarlane, Vice-President of Communications & Marketing introduced Nicole Schoep, incoming Student Representative for the Durham College Board of Governors for 2008-09; Katy Francis, Manager of Internal Communications for Durham College; Bill Muirhead, Associate Provost of Teaching and Learning for UOIT; and Olivia Petrie, Secretary to Academic Council for UOIT.

**ADDITIONS/DELETIONS TO THE AGENDA**

The Secretary noted the addition of item #11.2, Update 2007-08 Campus Accessibility Plan, to be presented as a verbal report by Governor Dave Broadbent (this item did not come forward as Dave Broadbent was not in attendance).

**CONFLICT OF INTEREST DECLARATIONS**

None was noted.

**APPROVAL OF MINUTES**

MOTION Moved by Aileen Fletcher Seconded by Joanne Burghardt  
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“That the minutes of the 411<sup>th</sup> regular meeting of the Durham College Board of Governors, held November 14, 2007, be approved as presented.”

CARRIED

**PRESIDENTS REPORT**

President Myers reported on the activities of the months of November 2007 – January 2008 received by the Boards of Governors for information. She provided highlights of activities relating to:

- Durham College Skills Symposium, held February 27, 2008
- Joint Task Force on Student Mobility and Pathways, a coalition of the Council of Ontario Universities and Colleges Ontario
- International Activities, specifically relating to the President’s participation in the Canadian Trade Mission for Businesswomen to Jamaica and the Barbados from January 20 to 25, 2008.

*Jim O’Donnell joined the meeting by teleconference at 6:08 p.m.*

## COMMITTEE REPORTS

### AUDIT AND FINANCE COMMITTEE

The Chair of the Committee, Aileen Fletcher, presented the YTD financial statements, as of December 31, 2007, received by the Board for information.

*Karen Hodgins joined meeting at 6:40 p.m.*

### EXECUTIVE COMMITTEE

#### Election of Vice-Chair 2007-08

The Chair, Rocky Simmons, provided a brief report to the Board of Governors confirming the interim appointment of Gerry Warman as Vice-Chair of the Board of Governors, effective December 10, 2007 through to and including August 31, 2008.

#### Sharing Agreement (Academic Collaboration)

Don Lovisa, Vice-President of Academic for Durham College and Dr. Richard Marceau, Provost for UOIT provided an update on academic pathways and collaboration between the two institutions, indicating the shared academic vision to provide at least one pathway for each Durham College school to a UOIT program; provide at least one pathway for each UOIT faculty to a Durham College program, and ensure manageable transitions; as well as transparent and uncomplicated processes, respective of the high standards of both institutions.

#### Revised Meeting Schedule

The Chair reported that a revised meeting schedule has been developed in keeping with the direction of the Board of Governors at its 2007 Annual Retreat, and included the Integration Committee, a proposed new joint standing committee for both Boards of Governors. He indicated that this schedule will come into effect September 1, 2008.

#### College Council By-Law

The Chair presented a proposed draft of a College Council By-Law, indicating that this by-law is in compliance with the requirements as set out in Section 1.0 (D) of the Minister's Binding Policy Directive, Governance and Accountability. He further reported that the proposed College Council will act as a sounding board and provide a mechanism for and to the President on a variety of topics that are not otherwise brought forward to the President's attention. It will create a valuable channel of communication on issues that are outside the mandate of other bodies such as Academic Council or labour relations committees.

#### MOTION

Moved by Franklin Wu

Seconded by Darrell Sewell

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“That the proposed By-Law No. 3 as presented, be read a first, second and third time, passed, numbered, signed and the corporate seal attached, namely:

*A by-law regarding the establishment of a College Council pursuant to the Minister's Policy Directive regarding Governance and Accountability made under the Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act).”*

CARRIED

## **Board Policy Framework – Executive Limitations**

The Chair presented a draft of the fourth and final component of the Board Policy Framework, “Executive Limitations”, which was approved in principle by the Board of Governors on June 13<sup>th</sup>, 2007.

President Myers drew specific attention to the Board Policy on Programs of Instruction, indicating that the policy reflected not only the requirements of the Binding Policy Directive on Programs of Instruction, but also incorporated the feedback received from the Board of Governors over the past year regarding Programs of Instruction.

It was further the consensus of the Board of Governors that the Board Policy on Programs of Instruction with respect to new program development should include language relating to academic collaboration with UOIT.

**MOTION**                      Moved by Joanne Burghardt                      Seconded by Pansy Goodman  
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“That the Durham College Board of Governors approve the Board Policies as amended, to include language in the Board Policy, “Program of Instruction” pertaining to new program development that reflects collaboration with UOIT:

SECTION IV:  
Executive Limitations  
*General Executive Constraint*  
*Emergency Executive Succession*  
*Staff, Student, Client and Visitor Treatment*  
*Entrepreneurial Activities and Subsidiaries*  
*Financial Matters*  
*Programs of Instruction*  
*Program Advisory Committees”*

CARRIED

## **College Policy Renewal Process**

President Myers reported that, in conjunction with the implementation of the Board Policy framework on Executive Limitations, there is an on-going policy renewal process underway at the administrative level. She reported that the Durham College Leadership Team is undertaking a review of current board-level policy in place to determine the need to develop, update or revoke policy to ensure compliance with the Board Policies on Executive Limitations. A work plan has been implemented to ensure that all appropriate College policy is current and adopted by the institution no later than June 2008.

**MOTION**                      Moved by Joanne Burghardt                      Seconded by Karen Hodgins  
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“That the Durham College Board of Governors rescind Policy Development – Policy #101 and Program Review – Policy #206, effective March 5, 2008.”

CARRIED

## **Campus Master Plan Steering Committee**

The Chair, Frank Wu, reported that work on a new campus master plan is well underway. He indicated that a steering committee has now been established and the committee will be meeting on a monthly basis moving forward. He further reported that a comprehensive status update will come forward at the Boards’ 2008 Annual Retreat. He also stated that the committee will ensure that consultation sessions will be held for all stakeholders in the development of a new campus master plan. He indicated that a general status report will come forward to the Board of Governors on a monthly basis.

## **NEW BUSINESS**

### **Appointment of Signing Officers**

Paul McErlean, Chief Financial Officer, advised that as a result of realignment of responsibilities within the financial department of the College, it is important that signing authority be granted to Martin Hicks, Vice-President of Planning and Priorities, and Judy Rigby, Director of Financial Operations and Planning.

**MOTION** Moved by Aileen Fletcher Seconded by Carlee Fraser  
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“That the Durham College Board of Governors appoint Martin Hicks, Vice President of Planning and Priorities, as a signing officer of the College, effective March 5, 2008.;

AND FURTHER, that the Durham College Board of Governors appoint Judy Rigby, Director of Financial Operations and Planning, as a signing officer of the College, effective March 5, 2008.

AND FURTHER, that the Durham College Board of Governors rescind the appointment of Terry Caputo as a signing officer of the College effective March 5, 2008.”

CARRIED

### **Revised Compulsory Ancillary Fee Protocol**

Vice-President of Strategic Enrolment Management, Richard Levin, presented proposed revisions to the compulsory ancillary fee protocol for Durham College, citing a number of housekeeping amendments from the existing protocol signed in 2006. He further reported that the proposed revisions have been reviewed and approved by the Student Association.

**MOTION** Moved by Carlee Fraser Seconded by Michael Newell  
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“That the Durham College Board of Governors approve the Compulsory Ancillary Fee Protocol as presented.”

CARRIED

### **2008-09 Compulsory Ancillary Fees**

Vice-President Levin reported that there is a requirement in the compulsory ancillary fees protocol that ancillary fees come forward in February of each year for Board approval. He presented the proposed compulsory ancillary fees for 2008-09 for consideration and approval. He further reported that the 2008-09 tuition fees are currently under consideration in the context of budget setting and will come forward for approval at a future Board meeting.

**MOTION** Moved by Joanne Burghardt Seconded by Michael Newell  
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“That the Durham College Board of Governors approve the 2008-09 Compulsory ancillary fees as presented.”

CARRIED





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Phillip (Rocky) Simmons, Chair

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Karen Spearing, Secretary