



## **REGRETS**

The Chair noted regrets from Governor Gerry Warman and the Executive Team members MaryLynn West-Moynes and John Woodward.

## **INTRODUCTION OF GUESTS**

The Chair acknowledged Terry Caputo, Director of Finance, Durham College; Craig Loverock, Director of Finance, University of Ontario Institute of Technology; Al Duffy, President of the PIC Group, and Dr. Bill Hunter, Dean of Education, University of Ontario Institute of Technology.

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

None was noted.

## **CONFLICT OF INTEREST DECLARATIONS**

None was noted

## **APPROVAL OF THE MINUTES**

There being no errors or omissions in the minutes of the Regular Board meeting of June 11, 2003, the Chair declared the minutes accepted as presented.

## **ACTIONS ARISING FROM PREVIOUS MINUTES**

None was noted.

## **DECISION ITEMS**

### **Report of the Nominating Committee**

Gail MacKenzie advised that we must adhere to the By-Laws of both institutions and that the members were selected based on this.

It was noted that the Holdco Committee would likely meet once more prior to the Educational Networks Board being formed.

### **DC Governor Vacancy**

Moved by Gail MacKenzie

Seconded by Mike Shields

MOTION  
#4731

“That the Board of Governors of Durham College of Applied Arts and Technology endorses the Nominating Committee’s recommendation to nominate Mike Gourley to the College Compensation and Appointments Council (CCAC) to fill the vacancy on the Board.”

CARRIED

## Recommendations of Appointment

Moved by Gail MacKenzie

Seconded by Carol Beam

MOTION #4732 "That the following recommendations of appointment for the period covering September 1, 2003 to August 31, 2004 be accepted, as presented.

BOARD CHAIR	-	Garry Cubitt
BOARD VICE-CHAIR	-	Lorraine Sunstrum-Mann
SECRETARY (By-Law No. 6)	-	Cathy Pitcher
AUDIT & FINANCE COMMITTEE (By-Law No. 21)	-	Denise Jones, Chair
	-	Paul McErlean
	-	Joanne Burghardt
	-	Garry Cubitt
	-	Gary Polonsky
	-	(tba) *Treasurer
BUILDING COMMITTEE	-	Rocky Simmons, Chair
	-	DC Support Staff Gov.
	-	Debbie Kinkaid
	-	Patrick McNeil
	-	Karen Tull
	-	Garry Cubitt
	-	Gary Polonsky
EXECUTIVE COMMITTEE (By-Law No. 20)	-	Garry Cubitt
	-	Denise Jones
	-	Gail MacKenzie
	-	Rocky Simmons
	-	Lorraine Sunstrum-Mann
	-	Gary Polonsky
HOLDCO COMMITTEE	-	Debbie Kinkaid, Chair
	-	DC Support Staff Gov.
	-	Karen Hodgins
	-	Patrick McNeil
	-	Gerry Warman
	-	Garry Cubitt
	-	Gary Polonsky
NOMINATING COMMITTEE	-	Gail MacKenzie, Chair
	-	Joanne Burghardt
	-	Karen Hodgins
	-	Mark Moorcroft
	-	Mike Shields
	-	Gerry Warman
	-	Garry Cubitt
	-	Gary Polonsky

\* Staff Appointment

MENTOR ASSIGNMENTS FOR 2003-2004

<u>New Governor</u>	-	<u>Veteran Governor</u>
Mike Gourley	-	Mark Moorcroft
Karen Hodgins	-	Debbie Kinkaid
Paul McErlean	-	Denise Jones
Patrick McNeil	-	Joanne Burghardt
Karen Tull	-	Beth Wilson
Gerry Warman	-	Gail MacKenzie
DC Support Staff Gov. (tba)	-	Mike Shields.”

CARRIED

**ACKNOWLEDGEMENTS AND REPORTS**

None was noted.

**CONSENT CALENDER**

**Advisory Committee Minutes**

No comment was noted.

**Planning and Policy Committee Minutes**

Lorraine Sunstrum-Mann inquired as to how the decision was made on the parking rates? Gary Polonsky advised that protocol is to reach consensus. If the group is unable to reach consensus, then the senior member of the team decides. In this case, that was the President.

The items on the Consent Calendar were accepted as presented.

**INTERIM FINANCIAL REPORT**

**Receipt of Financial Statements**

Terry Caputo reported an overall surplus for College Programs/Services of \$205,000 primarily driven by enrolment. Ancillary Operations is reporting a surplus of \$71,000 which resulted in overall College Programs and Ancillary contributing \$276,000.

Terry noted that Corporate Training continued to report a strong contribution of \$787,000 but that fixed costs have also risen due to the incorporation of the PIC Group of companies.

The numbers show that PIC is consistently bringing in revenue. In summary, the total College has earned an overall \$1,063,000 to August 31, 2003.

**COMMUNITY INFORMATION – COMMENTS AND QUESTIONS**

None was noted.

## **DISCUSSION ITEMS**

### **PIC Accident Prevention Plan**

Al Duffy presented the PIC Group Safety Report, including that the PIC rate of claims in comparison to the motor vehicle assembly rate group was far below the average. He also noted that “no lost time” accidents had been reduced and that PIC had four functioning Health and Safety Committees at various sites. He also stated that one Human Resources team member was dedicated solely to Health and Safety and WSIB issues.

Garry Cubitt thanked and congratulated Al Duffy and his team for their efforts. Gary Polonsky advised the Board is accountable for occupational health and safety, and that the Executive Team addresses this priority at every meeting.

### **Performance Indicator: Actual Enrolments (Pre-Audit)**

Richard Levin reported that we have eclipsed the 6,000 mark in enrolment. The spreadsheet showing the Number of Confirmed Acceptances by CAAT shows Durham College in the #1 position. Gary Polonsky commented that Durham College’s grant funding is well-positioned for the next 2 to 3 years.

### **Strategic Plan Progress Report**

Gary advised the report had been circulated for the Board’s review. There were no questions. Garry Cubitt congratulated all staff on the progress and accomplishments to date.

## **REPORT OF THE PRESIDENT**

### **Quality Assurance Fund**

Gary advised the government has increased the funding and reporting mechanisms. Lorraine Sunstrum-Mann inquired if the expectation is that this will continue year after year or flows into base? Gary commented that this was yet to be seen.

### **Implementation of New College Charter**

Gary advised the By-Laws were going to be rewritten by Legal Counsel to ensure they met the requirements of the new legislation.

### **Trillium Foundation Grant to North Durham Development Council’s Homeless Committee, Literacy Network of Durham and Durham College.**

Finance Minister Janet Ecker presented the Trillium Foundation’s grant to the Literacy Network of Durham Region, Durham College, and the North Durham Development Council’s Homelessness Committee on Friday, August 22, 2003. The purpose of this grant is to create an emergency housing facility available for those residing in North Durham. This would be the only outreach facility in the northern Durham Region dealing with the issues of homelessness. Gary stated this is confirmation that Durham College remains heavily committed to the Adult Basic Education and Regional Campus mandates.

## **REPORT OF THE CHAIR**

### **Election of Faculty Governor**

Garry advised that Karen Hodgins had been elected to represent the Faculty on the Board.

### **Resignation of Internal Governor**

The Chair read the resignation letter from Carol Beam. Carol has accepted a management position in Communications & Marketing and therefore can no longer represent the support staff. The Chair accepted Carol's letter with regret and extended congratulations on her new role.

**Action:** The Board to send a letter of acknowledgement to Carol.

### **ACAATO Board Chairs Workshop – August 19-20, 2003**

Garry advised that the Board Chairs' priorities for 2003-2004 included single voice advocacy, enhanced college profile and postsecondary transferability.

### **INFORMATION ITEMS**

#### **Letter from Graduating Student's Parent to Dean Judy Spring**

Joanne Burghardt congratulated the staff in their thoughtfulness leading to this very touching letter.

### **AJOURNMENT**

Meeting was adjourned at 6:58 p.m.

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Garry Cubitt, Chair

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Gary Polonsky, President