



## **CALL TO ORDER**

The Chair called the meeting to order at 6:06 p.m.

## **INTRODUCTION OF GUESTS**

Garry welcomed Jeanette Barrett, Dean, Schools of Career Development and Continuing Education and Judy Robinson, Dean, School of Health and Human Studies. He acknowledged Terry Caputo, Director of Finance, DC; Craig Loverock, Director of Finance, UOIT; Bill Fisher, DC faculty and Mike Conte, DC faculty.

## **REGRETS**

The Chair noted regrets from Governors Patrick McNeil, Mark Moorcroft, Karen Tull, Mike Shields and Gerry Warman and participants Peter Bagnall and Lyn McLeod.

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

Item 8.3 was deleted from the agenda.

## **CONFLICT OF INTEREST DECLARATIONS**

None were noted.

## **APPROVAL OF PREVIOUS MINUTES**

There being no errors or omissions in the minutes of the 382nd Regular Board meeting held on May 12, 2004, the Chair declared the minutes accepted as presented.

## **ACTION ARISING FROM PREVIOUS MINUTES**

Cathy Pitcher will plan a feedback activity between the Student Association and the Boards which will begin in the fall.

Cathy Pitcher will prepare a congratulatory letter to Erin Smith on being named the OCAA Female Athlete of the Year – done.

Paul McErlean joined the meeting at 6:08 p.m.

## **DECISION ITEMS**

### **Dental Reception and Administration Certificate Program**

Judy Robinson and Judy Moretton presented the Dental Reception and Administration Certificate Program to the Board for approval.

The Chair declared that we did not have quorum, and it was agreed to adjourn until quorum was reached. The Chair declared the meeting terminated at 6:09 p.m.

Gail MacKenzie joined the meeting via telephone at 6:40 p.m. and the Chair reconvened the meeting at 6:45 p.m.

Moved by Joanne Burghardt

Seconded by JoAnne Horruzey

MOTION #4786 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Dental Reception and Administration Certificate Program (1 Year Certificate), as presented.”

CARRIED

### **New Program Development Plan**

Judy Moretton presented the New Program Development Plan. She stated that we are planning a program mix, but are performing a deeper level of research. The E-business program is not firm and she will report later to the Board when the research is complete.

Moved by Joanne Burghardt

Seconded by Paul McErlean

MOTION #4787 “That the Board of Governors of Durham College of Applied Arts and Technology approve the New Program Development Plan, as presented.”

CARRIED

### **2004-2005 Business Plan**

Bev Balenko and Terry Caputo presented the 2004-2005 Business Plan and Bev noted that the new Charter requires a Business Plan to be produced every year.

Beth asked if we need to provide documentation to support the plan and Terry responded that at the moment this was not a requirement.

Garry stated that we are the number one corporate training provider and this is a large source of revenue for us. He then asked if we are still feeling comfortable with the enrolment figures in the Business Plan. Bev responded that first and second year enrolments are strong overall, but we don't really know where we will be after that.

Gary noted that we have projected a 3% increase in Durham College's share of the system envelope. Terry explained that what we experience now will be felt in the next two years. Sheldon explained that grants catch up over a period of five years. Gary noted that Durham College has been in the top five in growth in each of the last four years.

Karen asked for an explanation of the drop in expenditures noted on page 14 in the Human Resources section of the Business Plan. Terry explained that this was due to a reduction in contract teaching, specifically in the Paramedic Program at the Whitby campus. Karen then asked about the drop of \$700,000 overall in the teaching budget and Terry responded that part-time teaching has increased. Craig commented that if we were to compare to 2002-2003, the actuals were a lot lower than projected.

Karen then asked about an item on page 21, the purchase of land from Windfield Farms. She does not recall discussion about this being included in the bond financing. Gary responded that this item has been a part of the Bond issue for some time

Bev stated that the Annual Report will be brought to the July 6<sup>th</sup> Board meeting.

Moved by Lorraine Sunstrum-Mann

Seconded by Denise Jones

MOTION #4788 “That the Board of Governors of Durham College of Applied Arts and Technology approve the 2004-2005 Business Plan, as presented.”

CARRIED

## Report of the Nominating Committee

Gail MacKenzie reported on the Nominating Committee via telephone.

Moved by Gail MacKenzie

Seconded by Denise Jones

MOTION #4789 “That the following recommendations of appointment for the period covering September 1, 2004 to August 31, 2005 be accepted, as presented:

BOARD CHAIR  
BOARD VICE-CHAIR  
SECRETARY  
(By-Law No. 6)  
TREASURER  
(By-Law No. 9)

Lorraine Sunstrum-Mann  
Gail MacKenzie  
Cathy Pitcher  
  
Sheldon Levy

AUDIT & FINANCE COMMITTEE  
(By-Law No. 21)

Denise Jones, Chair  
Patrick McNeil  
Joanne Burghardt  
Paul McErlean  
Lorraine Sunstrum-Mann  
Beth Wilson  
Gary Polonsky  
Sheldon Levy, Treasurer\*

BUILDING COMMITTEE

Phillip (Rocky) Simmons, Chair  
JoAnne Horruzey  
Debbie Kinkaid  
Mike Shields  
Lorraine Sunstrum-Mann  
Gerry Warman  
Gary Polonsky

EXECUTIVE COMMITTEE  
(By-Law No. 20)

Lorraine Sunstrum-Mann, Chair  
Karen Hodgins  
Denise Jones  
Gail MacKenzie  
Mark Moorcroft  
Phillip (Rocky) Simmons  
Gary Polonsky

NOMINATING COMMITTEE

Mark Moorcroft, Chair  
Aaron Keating  
Inez Pinder  
Lorraine Sunstrum-Mann  
Gary Polonsky

MENTOR ASSIGNMENTS FOR 2004-2005

### New Governor

Aaron Keating (DC)  
Inez Pinder (DC)  
\*Staff appointment

### Veteran Governor

Pierre Hinse (UOIT)  
Garry Cubitt (UOIT).”

CARRIED

## **CONSENT CALENDAR**

The item on the Consent Calendar was accepted as presented.

## **INTERIM FINANCIAL REPORT**

Terry Caputo reported on the projected adjusted budget. He stated that the Residence would fall under ancillary costs. When the school year is completed we are just incurring expenses, but when the students return we will have revenue. He noted that our corporate training no longer includes the PIC Group. Terry commented that the figures will change once the school year commences.

## **DISCUSSION ITEMS**

### **Performance Indicator – Confirmed Acceptances**

Richard stated that last month we had expected to be down in numbers by approximately 9%, but the decline now appears to be 8%. He added that the situation is very fluid and it is difficult to estimate numbers and we may be better off than we anticipate. He noted in 2003 we had an artificial bubble of an 18% increase in July.

Richard noted that we need to take some steps to ensure our future enrolment, particularly a branding of the College for recognition. At the moment Durham College is only known by its location. We also need to provide a mix of those programs most desired by our clients, perform more data analysis and develop a more defined recruitment strategy. Richard noted that all non-successful applicants for UOIT have or will receive correspondence offering them a seat in a College program.

### **Performance Indicator – Continuing Education Enrolment**

Judy Moreton introduced Jeanette Barrett, Dean of the Schools of Career Development and Continuing Education. Jeanette reported that as of May 13, 2004 enrolment numbers for Continuing Education were approximately 4,000 students. This is a decline of 2.6% compared to this date in 2003. Jeanette stated that the planning cycle was impacted by process changes made to move Continuing Education closer in line with Postsecondary and thus affected the enrolment numbers. Distance education and online subject offerings account for 66% of the total enrolment. Jeanette expects to see an increase in enrolment numbers over the next couple of semesters after putting a number of new initiatives in place. Also, each Program Officer now has an assistant. She noted that Continuing Education is hoping to have a good response to one new initiative being offered to high school students this year called "Summer Shorts".

Lorraine commented that "Summer Shorts" is creating a lot of interest.

Gary asked Jeanette if she could please brief the Board on the Conference Centre. Jeanette stated that the Conference Centre has taken off without any marketing. Conferences are booked back-to-back over the summer, which is great considering that there is not a marketing package in place yet.

Lorraine asked where the Conference Centre is located and Jeanette explained that for sleeping accommodations they are using the South Village and for conference rooms they are using unused space throughout the College.

Judy Robinson and Jeanette Barrett left the meeting at 6:48 p.m.

## **REPORT OF THE PRESIDENT**

### **Celebrating the Success of our Staff and Students**

Bev Balenko presented a newsletter that celebrates the accomplishments and successes of both Durham College students and staff over the last year.

## **2004 Ontario Technological Skills Competition Awards**

On behalf of John Woodward, Bev Balenko spoke about the 2004 Technological Skills Competition. Dave Fletcher from the Skills Training Centre won a gold medal in Electrical Wiring and Joseph McPherson won a silver medal in Industrial Mechanical Millwright.

**Action:** Cathy Pitcher will send letters of congratulation to Dave Fletcher and Joseph McPherson on behalf of the Board.

## **Whitby Skills Training Centre Virtual Tour CD**

A virtual tour on CD of the Whitby Skills Training Centre was distributed. The CD was developed by Skills Canada after choosing the Skills Training Centre as its showcase.

## **REPORT OF THE CHAIR**

### **Upcoming Events**

The Chair noted the Durham College Foundation Annual General Meeting and Board of Directors' Meeting on June 15 at 5:00 p.m. in the Community Room.

### **Overview of ACCC Conference**

A few members of the Board attended the ACCC Conference in Saskatoon at the end of May. Garry Cubitt stated that the conference was good, with many break-out sessions to attend. Key-note speakers were excellent. It was evident that there is a need for colleges to continue with strong marketing plans. Colleges seem to go unrecognized in Canada as to their quality. To sum up, it was a valuable experience overall.

Manon commented that she was recognized as belonging to a unique institution, Durham College and the University of Ontario Institute of Technology. She stated most exhibitors knew what Durham College represented. Manon was able to attend a pre-conference session pertaining to international student recruitment.

JoAnne Horruzey thanked the Board for allowing her the opportunity to attend the conference. JoAnne noted that through this conference she has gained knowledge and respect for student success, women in trades and aboriginal education.

Karen Hodgins also thanked the Board for the opportunity to attend the conference. She commented that she has a new level of respect for the college system and that we need to continue to "tell our story". Karen attended sessions facilitated by student leaders and faculty, expressing the challenges that both groups face. Karen also stated that she gained a new awareness of the many stories of students and the barriers that they must overcome in order to further their education and attend school each day.

Mike Conte and Bill Fisher left the meeting at 7:09 p.m.

## **TERMINATION OF MEETING**

There being no further business, the Chair declared the meeting terminated at 7:10 p.m.

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Garry Cubitt, Chair

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Gary Polonsky, President