

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 416TH REGULAR MEETING (PUBLIC SESSION) OF THE
BOARD OF GOVERNORS**

Date: September 10th, 2008
Time: 6:00 p.m.

Place: Community Room
Oshawa Campus

IN ATTENDANCE

GOVERNORS: Aileen Fletcher, Chair
Gerry Warman, Vice Chair
Rhonda Christian
Garry Cubitt
Pansy Goodman
Karen Hodgins
Michael Newell
Bill Robinson
Nicole Schoep
Darrell Sewell
Mary E. Simpson
Judy Spring
Fred Upshaw
Franklin Wu

PRESIDENT: Don Lovisa

ACTING
SECRETARY: Cathy Pitcher

RECORDING
SECRETARY: April Winter

SENIOR STAFF: Ralph Aprile
David Chambers
Margaret Greenley
Donna McFarlane
Gerry Pinkney
Ken Robb
Judy Robinson
Rod Rork

REGRETS:

GOVERNORS: Carlee Fraser
Doug McKay

CALL TO ORDER

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

The Chair officially welcomed the new governors Nicole Schoep, Fred Upshaw, Garry Cubitt, Mary Simpson and Judy Spring to the Board of Governors.

INTRODUCTION OF GUESTS

Vice-President of Communications and Marketing, Donna McFarlane introduced guests, Matt Bird, Journalism student and representing the Durham College Chronicle; Katy Francis, Manager, Internal Communications and Cosette Kazarian, Communications Specialist.

ADDITIONS/DELETIONS TO THE AGENDA

The Chair advised that item # 5.1 – KPMG Presentation – Business Process Analysis of Finance Functions for Durham College & UOIT would be moved to the in-camera agenda. New information was distributed for item #11.4 – 2009-10 Enrolment Projections. The Chair also noted that item #12.1 – College Policy Renewal Process was for action, not information.

PRESENTATIONS

President Lovisa thanked Gerry Pinkney, Vice-President of Information Technology, for his team's excellent work on the development of the Board of Governors' web portal. Vice-President Pinkney extended his thanks to the Board for giving the team this opportunity to advance the DC Board to be the first college Board in the province, and perhaps in the country, to adopt this technology.

Program Quality Assurance Process Audit (PQAPA)

Judy Robinson, Vice-President of Academic presented to the Board an in-depth overview of the Program Quality Assurance Process Audit (PQAPA). This study is a review of the college's current or planned quality assurance processes and each college is required to participate and reviewed every five years. This self-study identifies the degree to which policies and practices comply with five identified PQAPA quality criteria. The college's audit was conducted in April 2008. The review and final report of the PQAPA's auditors' campus visit was very positive.

Michael Newell joined the meeting at 6:23 p.m.

Darrell Sewell joined the meeting at 6:30 p.m.

APPROVAL OF PREVIOUS MEETINGS

The Chair noted that the minutes of the June meeting had been approved electronically over the summer months.

PRESIDENT'S REPORT

President Lovisa presented to the Board an over view of summer events such as Spring Convocation, Centre for Success Completion Ceremony, Durham College Skills Training Centre Expansion, and Second Career Strategy Update. He also provided an update regarding enrolment, the Committee of Presidents' and DC and UOIT collaborations.

COMMITTEE REPORTS

Retreat Planning Committee

Governor, Rhonda Christian reported to the Board that this year's Annual Retreat will be taking place on October 24- 26 at the Delta Sherwood Resort in Port Carling, Ontario. The Retreat Planning Committee has met to review a draft agenda and this will be circulated to governors once finalized.

There was some concern expressed regarding the expense of the Retreat and questioned if the Board had considered staying in the Region in recognition of the budget challenges. The Chair explained that the Board Office has also taken action in reducing its budget by 5% from the previous year.

CAMPUS MASTER PLAN STEERING COMMITTEE

The Chair, Franklin Wu reported to the Board that the Campus Master Plan Steering Committee has engaged a consultant, Sasaki Associates, to create a master plan for the campus and they are in the process of collecting data. Sasaki Associates will present its findings at the October Board Retreat.

CONTINUING BUSINESS

\$10M Provincial Investment

President Lovisa noted that this report was a follow-up report from the Board meeting of September 2007. He briefed the Board of the history of events and provided an overview of what was previously approved by the Board with respect to the allocation of the \$10M. He noted that the Board had approved the expenditure of \$7.1M, with the understanding that the Presidents of DC and UOIT would work collaboratively on a recommendation regarding the use of the balance of the remaining funds (\$2.9M).

The DC and UOIT Presidents are recommending that:

1. the fit-up of the three additional floors of the ACE building be organized by UOIT. The existing general principles for space use on campus will apply here as they do to all spaces on the campus;
2. \$900K be retained by UOIT for fit-up costs to the academic expansion of ACE;
3. \$2M be transferred to DC for its own capital projects, for student-related needs; and
4. the UOIT Board approve the disbursement of funds accordingly.

MOTION
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Moved by: Judy Spring

Seconded by: Michael Newell

“That the Durham College Board of Governors endorse the recommendation from the President regarding the disbursement of the balance of funds (\$2.9M) remaining from the \$10M capital grant received by UOIT from the provincial government in the Fall 2007 to undertake a proposed academic expansion for the benefit of Durham College and University of Ontario Institute of Technology students attending the Oshawa Campus”.

CARRIED

2008-09 Revised Budget

President Lovisa introduced the interim Chief Financial Officer, Rod Rork.

Vice-President Rork presented the revised 2008-09 budget. He noted that in order to realign the budget to address the projected deficit, all budget holders had been requested to reduce their budget by 5%. These budget adjustments have been completed. President Lovisa acknowledged his leadership team and staff in their effort to cut their budgets by 5%.

MOTION
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Moved by: Franklin Wu

Seconded by: Darrell Sewell

“That the Durham College Board of Governors approve the proposed adjustments in the amount of \$5,120,744 to balance the 2008-09 budget.”

CARRIED

Opposed: Rhonda Christian; Garry Cubitt

2009-10 Budget Process

Vice-President Rork presented the critical path that has been developed for the 2009/10 budget. The first four items with the target date of September 10 have been accomplished. A 2009-10 plan will be reviewed with the Ministry in November. The Board of Governors acknowledged the importance of this critical path and endorsed the 2009-10 budget process, as discussed.

2009-10 Enrolment Projections

Mr. Rork presented the 2009/10 enrolment projections. It was calculated based on 2008/09 enrolment and is projected that there will be an increase of 3.8% above the previous year.

NEW BUSINESS

College Policy Renewal Process

President Lovisa provided an update and current status of the College's policy renewal process. He noted that due to the many recent challenges the institution has faced, the policy renewal process is delayed and requested an extension to the November Board meeting to complete this activity.

MOTION Moved by: Fred Upshaw Seconded by: Pansy Goodman
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“That the Durham College Board of Governors endorse the revised timeline for the College policy renewal process to the November Board meeting and that the remaining policies to be rescinded under the previous Board policy framework be brought forward at that time.”

CARRIED

Appointment of Board Secretary

It was noted that the appointment of the Board Secretary is an annual housekeeping item.

MOTION Moved by: Franklin Wu Seconded by: Michael Newell
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“That the Durham College Board of Governors appoint Karen Spearing as the Board Secretary for the Durham College Board of Governors for the year 2008-09.”

CARRIED

INQUIRIES AND COMMUNICATIONS

Program Advisory Committee Minutes

MOTION Moved by: Judy Spring Seconded by: Rhonda Christian
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“That the Durham College Board of Governors receive the Program Advisory Committee minutes as presented for information.”

CARRIED

UPCOMING EVENTS

The Chair reported on upcoming events including: Annual Legacy Gala, Tosca Banquet Hall, Oshawa on Friday, September 12, 2008; Durham College Fall Convocation – Thursday, October 16, Campus Recreation Centre; Annual Boards' Retreat, Port Carling, Ontario, October 24-26, 2008; Durham College In-Course Scholarship Ceremony – November 13, 2008, 5:00 p.m., Campus Recreation Centre.

MOVE TO IN-CAMERA SESSION AT 7:50 P.M.

ADJOURNMENT

The meeting was terminated at 11:31 p.m.