

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
MINUTES OF THE 371<sup>st</sup> REGULAR MEETING OF THE BOARD OF GOVERNORS**

**DATE:** April 9, 2003                      **PLACE:** Community Room  
**TIME:** 6:25 p.m.                              **Oshawa Campus**

**IN ATTENDANCE:**

**GOVERNORS:**                      **Bob Strickert, Chair**  
**Peter Bagnall**  
**Joanne Burghardt**  
**Garry Cubitt**  
**Liesje de Burger**  
**Lisa Grande**  
**Deborah Kinkaid**  
**Gail MacKenzie**  
**Phillip (Rocky) Simmons**  
**Lorraine Sunstrum-Mann**  
**Doug Wilson**

**PRESIDENT:**                      **Gary Polonsky**

**TREASURER:**                      **Don Hargest**

**SECRETARY:**                      **Cathy Pitcher**

**SENIOR STAFF:**                      **Ralph Aprile**  
**Bev Balenko**  
**Michael Finlayson**  
**Margaret Greenley**  
**Ann Mars**  
**Judy Moretton**  
**Don Sinclair**  
**Terry Slobodian**  
**MaryLynn West-Moynes**

**REGRETS:**

**GOVERNORS:**                      **Carol Beam**  
**Michelle Carter**  
**Denise Jones**  
**Mark Moorcroft**  
**Mike Shields**

**PARTICIPANTS:**                      **Bill Hunter**

**SENIOR STAFF:**                      **Catherine Drea**  
**Richard Levin**  
**Gerry Pinkney**  
**Ross Stevenson**

**CALL TO ORDER**

The Chair called the meeting to order at 6:25 p.m.

## **REGRETS**

The Chair noted regrets from Governors Carol Beam, Michelle Carter, Denise Jones and Mark Moorcroft, and participant Bill Hunter.

## **INTRODUCTION OF GUESTS**

At the request of the Chair, MaryLynn West-Moynes acknowledged Melissa McKnight, first year Business student and Craig Loverock, Director of Budgets and Financial Planning.

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

None was noted.

## **CONFLICT OF INTEREST DECLARATIONS**

None was noted.

## **PRESENTATIONS**

### **Energy Ambassadors Program**

MaryLynn West-Moynes introduced Melissa McKnight, a first year Business student, who recently was named a winner in the 2003 Energy Ambassadors competition. The Energy Ambassadors is a federal government program which rewards post-secondary students for outstanding proposals to improve energy efficiency.

Melissa reviewed her project, called Energy Angels, which is a proposal for charities and non-profit organizations to reduce energy consumption. She stated 19 individuals had won awards out of a total of approximately 90 applicants. She received a plaque and \$1000. Melissa noted she was the only Marketing student, while the rest were bio-engineering or environmental students.

The Governors congratulated Melissa on her achievement.

Melissa left the meeting at 6:30 p.m.

## **APPROVAL OF PREVIOUS MINUTES**

There being no errors or omissions in the minutes of the Regular Board meeting of March 12, 2003, the Chair declared the minutes accepted as presented.

## **ACTION ITEMS FROM PREVIOUS MINUTES**

None was noted.

## **DECISION ITEMS**

### **Campaign Prospect Clearance Policy**

Terry Slobodian noted the purpose of the subject policy was to coordinate and communicate the responsibilities of campaign staff, academic leaders and the donor in an integrated approach. He noted the policy would ensure everyone is on the "same page" as to what to say, when to say it and to whom.

Bob Strickert noted that Bill Hunter had e-mailed a few questions regarding the policy. It was noted that this policy will also be adopted for UOIT. Bill also felt that academic leadership needed clarification. Terry advised academic leadership included Michael Finlayson and the UOIT Deans, as well as MaryLynn

West-Moynes, Judy Moreton, Bev Balenko and respective Deans of the College. Terry advised that this policy applied to donations over \$5,000. He stated that reference to a “case statement” meant the case for support which is the three endowments for Research Chairs, scholarships and capital. Terry reported that the prospect clearance team will always include the President, Michael Finlayson and himself, although others would be brought in as appropriate.

Peter Bagnall questioned if the policy conforms with privacy legislation? Terry replied yes.

Moved by Doug Wilson

Seconded by Lorraine Sunstrum-Mann

MOTION #4699 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Campaign Prospect Clearance Policy, as presented.”

CARRIED

### **Purchasing Policy**

Don Hargest commented that the policy had been updated and changes were as noted. Garry Cubitt questioned why the specific addition of Northumberland County? Gary advised that Northumberland County is cited in the UOIT Act and was targeted as part of our fundraising campaign and it was felt should be included within the policy.

Peter Bagnall questioned why the statement “the College may enter into agreements that can take precedence to tendering” was added? Gary advised this clause was added because of public/private partnerships and that where we have those agreements in place, we would not tender.

Moved by Lorraine Sunstrum-Mann

Seconded by Peter Bagnall

MOTION #4700 “That the Board of Governors of Durham College of Applied Arts and Technology approve the revised Purchasing Policy, as presented.”

CARRIED

### **Retirement Policy**

Don Sinclair advised that historically the practice was that any extension of employment past the age of 65 was handled on an individual basis and would come to the Board for approval. The Board last year had asked that a retirement policy be put in place and hence the policy was now before the Board for approval.

Moved by Lorraine Sunstrum-Mann

Seconded by Peter Bagnall

MOTION #4701 “That the Board of Governors of Durham College of Applied Arts and Technology approve the Retirement Policy, as presented.”

CARRIED

### **Tuition Assistance for Dependent Children Policy**

Don Sinclair reported that the current policy provided assistance for employees’ dependents who attended College and this revised policy recommended assistance in the form of a scholarship for DC employees’ dependents attending UOIT. He advised that dependents would need to meet certain requirements in order to be eligible and that both benefits could not be combined for more than a total of four years of benefit.

Garry Cubitt asked if this policy put the College ahead of the rest of the colleges in terms of this type of benefit? Don replied it would place DC in the top quartile and we would be one of four colleges that offer

tuition assistance. Bob Strickert questioned if a policy existed for UOIT employees' dependents to attend DC? Don advised they received a benefit for children attending university and a similar benefit for attending Durham College would be reviewed. Michael Finlayson stated that once the policy was approved for the College, it would be reviewed for the University. Don reminded Governors that UOIT had a benefit in place for its employees' dependents to attend any Ontario university. Gary stated we would bring forward a policy for UOIT employees' dependents attending Durham College.

Liesje de Burger asked how College staff would receive this? Don noted it would be received favourably by staff and had been reviewed at the Planning and Policy Committee.

Moved by Lorraine Sunstrum-Mann

Seconded by Joanne Burghardt

MOTION #4702 "That the Board of Governors of Durham College of Applied Arts and Technology approve the revised Tuition Assistance for Dependent Children Policy, as presented."

CARRIED

**Action:** That DC colleagues be informed of this decision.

### **Approval of the 2003/2004 Budget**

Don Hargest advised that the Audit & Finance Committee had reviewed and was recommending the budget to the full Board. He stated that the projected total revenue for 2003/04 was \$138M and that the College was continuing to grow at a significant rate. He reported the total expenditures for 2003/04 were \$137M with a projected surplus of approximately \$360,000. He noted a conservative approach had been used with respect to Corporate Training due to the risks inherent in the current economic environment. Don also noted increases with respect to insurance costs for both the College and PIC.

Garry Cubitt questioned if Corporate Training was PIC? Don replied yes, plus Industrial Training and BIDs. Garry stated we projected a \$3M surplus, yet showed a \$3.5M revenue flow on another document pertaining to capital financing. Don replied \$3M was from Corporate Training and the \$500,000 was from DC and UOIT. Don also noted the budget is a forecast and had been prepared prior to the budget speech which had increased funding to the colleges. He noted an adjustment would be made once the amount of funding was confirmed.

Gary noted that the recommendation to be conservative with respect to revenue. Bob Strickert was concerned that the budget be approved with a surplus of \$360,000 yet the Board would potentially approve capital financing for \$3M. He felt the surplus should be stated at \$3.5. Gary suggested moving \$1.2M from unrestricted net assets. Bob agreed as long as the amount was earmarked. Lorraine Sunstrum-Mann spoke in favour of using the unrestricted net asset as this strategy has served us well over the years. Bob agreed and requested that Administration provide an update at next month's Board meeting. Joanne Burghardt requested that once this change has been made, the revised page be sent via e-mail to Governors.

**Action:** Cathy will e-mail revised budget page to Governors once completed.

Moved by Doug Wilson

Seconded by Peter Bagnall

MOTION #4703 "That the Board of Governors of Durham College of Applied Arts and Technology approve the Durham College 2003/2004 Budget as prepared by administration and indicating revenues of \$138,038,165, expenditures of \$137,677,388 and a surplus of \$360,777, and a copy of the foregoing budget be attached to and form part of these minutes. Two amendments will be made to the budget: the first is to include the expected revenue from increased Government funding; and the second will be to transfer \$3.5M to the capital financing plan. Administration is also directed to report on these adjustments to the Board at the May Board meeting."

CARRIED

Gary congratulated Don and his staff, along with the Executive Team, for a strong budget which includes 12 new programs and a number of service enhancements.

**Affirm Decision Item(s) from Joint Boards of Governors Meeting**

**Fundraising Campaign Name**

Moved by Lorraine Sunstrum-Mann

Seconded by Gail MacKenzie

MOTION #4704 “That the Board of Governors of Durham College of Applied Arts and Technology approve the name “Campaign for the new U” for the fundraising campaign.”

CARRIED

**CONSENT CALENDAR**

The items on the consent calendar were accepted as presented.

**INTERIM FINANCIAL REPORT**

Don Hargest reported previously as part of the budget discussion.

**COMMUNITY INFORMATION – COMMENTS AND QUESTIONS**

None was noted.

**DISCUSSION ITEMS**

None was noted.

**REPORT OF THE PRESIDENT**

**Student Governor Election**

Gary reported that Karen Tull, a second year Marketing student, has been elected as the Student Governor for the coming year.

**Canadian Colleges Athletic Association (CCAA) Men’s Volleyball National Championships**

Don Sinclair advised that Ken Babcock, his staff, and approximately 100 volunteers had done a tremendous job in hosting the championships. He noted we had received rave reviews from all attendees. Don commented we had also received lots of publicity surrounding the event. Governors requested a letter of appreciation be sent to Ken Babcock and his team.

**Action:** Cathy to draft a letter of appreciation to Ken Babcock from the Board Chair regarding the Men’s Volleyball National Championships.

**Pre-Apprentice Awards – Mould Makers Council**

Bev Balenko reported that a first year Machining Techniques student, Shane Story, recently won second prize at the annual competition and was awarded \$1,000 and a fully equipped tool kit. She noted that four first year students had entered the competition and were competing against second year students. The three other students also received honourable mention at the competition.

**ADJOURNMENT**

Meeting was adjourned at 7:32 p.m.

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Bob Strickert, Chair

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Gary Polonsky, President