

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 372nd REGULAR MEETING OF THE BOARD OF GOVERNORS**

DATE: May 14, 2003 **PLACE:** Community Room
TIME: 6:35 p.m. **Oshawa Campus**

IN ATTENDANCE:

GOVERNORS: **Bob Strickert, Chair**
Peter Bagnall
Carol Beam
Joanne Burghardt
Garry Cubitt
Liesje de Burger
Denise Jones
Deborah Kinkaid
Gail MacKenzie
Mark Moorcroft
Mike Shields
Lorraine Sunstrum-Mann
Doug Wilson

PARTICIPANTS: **Bill Hunter**

PRESIDENT: **Gary Polonsky**

TREASURER: **Don Hargest**

SECRETARY: **Cathy Pitcher**

SENIOR STAFF: **Ralph Aprile**
Bev Balenko
Catherine Drea
Michael Finlayson
Richard Levin
Ann Mars
Judy Moretton
Gerry Pinkney
Don Sinclair
Terry Slobodian
MaryLynn West-Moynes

REGRETS:

GOVERNORS: **Michelle Carter**
Lisa Grande
Phillip (Rocky) Simmons

SENIOR STAFF: **Margaret Greenley**
Ross Stevenson

CALL TO ORDER

The Chair called the meeting to order at 6:35 p.m.

REGRETS

The Chair noted regrets from Governors Michelle Carter, Lisa Grande and Phillip (Rocky) Simmons.

INTRODUCTION OF GUESTS

At the request of the Chair, MaryLynn West-Moynes acknowledged that Bob Coke had arrived.

ADDITIONS/DELETIONS TO THE AGENDA

None was noted.

CONFLICT OF INTEREST DECLARATIONS

None was noted.

APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions in the minutes of the Regular Board meeting of April 9, 2003, the Chair declared the minutes accepted as presented.

DECISION ITEMS

Penology and Youth Worker Program (Post Diploma)

Judy Moretton introduced Bert Dejeet, Dean of the School of Justice Studies, and his colleagues, Geoff McCombe and Barb Sillen. She noted that the School has been working with an Advisory Committee and is now seeking Board approval to offer this post-diploma program. Mark Moorcroft commented that the introduction of this program is well-timed and requested some details on the curriculum. Geoff McCombe replied that, while there's no precedent at the present time, the program will be a hybrid program in the area of adult corrections, with case management as a focus. He also noted that there would be a whole course on cultural diversity training.

Moved by Mark Moorcroft

Seconded by Mike Shields

MOTION #4710 "That the Board of Governors of Durham College of Applied Arts and Technology approve the Penology and Youth Worker Program (Post Diploma), as presented."

CARRIED

Banking Resolution (Generic) with Bank of Montreal

Don Hargest explained that a similar resolution was passed for UOIT at last month's meeting, and that this resolution would allow for interim financing to balance cash flows for various capital projects. Doug Wilson questioned why there weren't two signers required, and Don Hargest agreed that this should be the case. It was agreed that the President or VP Finance must be one of the signers, and that the second signer could be any one of the other signatories (President, VP Finance, Chair or Vice-Chair).

Action: Don Hargest will have the bank document revised to reflect that change.

Tom Ouchterlony arrived.

There was a brief discussion about whose responsibility it is to cover losses due to forged or unauthorized signatures, and Doug Wilson confirmed that the bank will insist on this indemnity clause, and that it is a standard clause.

Moved by Doug Wilson

Seconded by Peter Bagnall

MOTION #4711 “That the Board of Governors of Durham College of Applied Arts and Technology approve the banking resolution pertaining to generic banking activities with the Bank of Montreal, as amended.”

CARRIED

Election of Chair and Vice-Chair

Moved by Gail MacKenzie

Seconded by Peter Bagnall

MOTION #4712 “That the Board of Governors of Durham College of Applied Arts and Technology approve the appointment of Garry Cubitt as Chair of the Board for a one-year term beginning September 1, 2003 in accordance with the election results of May 14, 2003, and that the ballots for the election be destroyed.”

CARRIED

Moved by Gail MacKenzie

Seconded by Debbie Kinkaid

MOTION #4713 “That the Board of Governors of Durham College of Applied Arts and Technology approve the appointment of Lorraine Sunstrum-Mann as Vice-Chair of the Board for a one-year term beginning September 1, 2003 in accordance with the election results of May 14, 2003, and that the ballots for the election be destroyed.”

CARRIED

Signing Authority for Durham College

Moved by Debbie Kinkaid

Seconded by Carol Beam

MOTION #4714 “That the Board of Governors of Durham College approve that Terry Caputo, Director of Financial Services, become a signing officer for Durham College upon the retirement of Don Hargest, Vice President, Finance and Administration, effective June 4, 2003.”

CARRIED

CONSENT CALENDAR

Planning and Policy Committee Minutes

Lorraine Sunstrum-Mann commented on the insightful discussion about consensus at the recent P&P meeting. Gary Polonsky noted that Durham College has always respected everyone’s views and has used consensus as a decision-making tool as part of an effective and democratic team.

INTERIM FINANCIAL REPORT

Don Hargest noted that an interim financial report is not made the first month after the start of the fiscal year. He did speak to his support of moving \$3.5 million from surplus to operating, as per the Board’s request at last month’s meeting, and as had been emailed to Governors earlier.

DISCUSSION ITEMS

Performance Indicator: OSAP Default Rate

MaryLynn West-Moynes spoke about the report included with the agenda, noting that two years ago, Durham College had the fourth worst OSAP default rate in the system, but that through significant efforts, we're now in the middle of the system. In response to a question, she replied that this has no financial impact on the College. Gary Polonsky noted that a balance is required between being too tough on the students (re paying back their loans) and our value of Educational Justice for All, and he is therefore comfortable with the status of our default rate.

Performance Indicator: Continuous Learning Spring Enrolment

Catherine Drea noted that enrolment has increased over the past two weeks (since the SARS scare) and is now at about the same level as at this time last year.

Confirmed Acceptances for Durham College

Richard Levin announced that, as of May 13, 2003, Durham College's confirmed acceptances are up 18.1% over the 2002/03 enrolment, rating us the highest in the college system, which is at 3.4%. Garry Cubitt asked what Richard thought might be the actual growth in the college system. Richard replied that the double cohort does not seem to have had a significant affect. MaryLynn congratulated Richard and his team, as our conversion techniques seem to be working very well. She reminded the Board that our enrolment growth target for this coming year is 10%; it probably won't be known until June whether we reach our target. The President also noted that UOIT does not seem to have taken away from DC's enrolment, although market research will be done in the Fall to confirm whether this is so. The significant growth will cause some space challenges in the Fall, and he alerted the Board that portables and weekend or evening timetabling may be a consideration before too long.

Donald Wallace joined the meeting.

REPORT OF THE PRESIDENT

ACAATO Briefing Note re Comparison of Provincial Budget Commitments with the College Sector's "Ask" and Advocacy Plan Update

MaryLynn West-Moynes reported that, at today's General Assembly meeting, the Minister congratulated the College system on its advocacy efforts. As the new funding won't go to the per student base, the colleges will continue to strategize. Bob Strickert wondered whether there might be a clawback should enrolments go down in the future, and also noted that guidelines would be forthcoming as to how the money can be spent. While Bob personally thanked Minister Cunningham today, he suggested that the President also send a letter of thanks to the local MPP's and Minister Cunningham. Gary Polonsky noted that while some colleges have been publicly advocating, Durham College has been doing its advocacy behind the scenes, particularly with Minister Ecker.

Action: Cathy will draft a letter to Minister Cunningham and local MPP's re Quality and Growth funding.

ISO Audit

Bev Balenko reported that the Schools and Student Services in the Skills Training Centre have passed another external ISO audit.

Brazil Project

MaryLynn West-Moynes pointed out the Annual Report of this project, noting that the timeline has been extended. It is hoped that the project will be complete in about 20 months, but if another extension is required, we'll do that.

REPORT OF THE CHAIR

Memo to Bob Strickert from Dianne Cunningham re Labour Market Development Agreement dated March 21, 2003

Bob Strickert suggested that Board members read the memo that was included with the agenda and then consider speaking with his/her Federal MP, asking why there's no agreement with Ontario. Gary Polonsky agreed that this is an atrocity and also encouraged each Board member to advocate with his/her MP, and report back at the June Board meeting.

Annual Report

The newly-published Annual Report was made available at the meeting.

ADJOURNMENT

Meeting was adjourned at 7:17 p.m.

Bob Strickert, Chair

Gary Polonsky, President