

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PUBLIC MEETING OF THE BOARD OF GOVERNORS

AGENDA

Date: Wednesday, June 11, 2014
 Time: 6:00 pm
 Location: Community Room, Gordon Willey Building, A144

Dinner will be provided.

Pages

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **ADDITIONS/DELETIONS TO THE AGENDA**
4. **CONFLICT OF INTEREST DECLARATIONS**
5. **PRESENTATIONS**
 - 5.1 Participation at 2014 Skills Canada Competition - S. Lavergne, J. Dunn, B. Shanks and M. Blanchard (Our Students) 3 - 3
 - 5.2 2013-2014 Audited Financial Statements - Rob Wilkes, BDO Canada 4 - 40
 - 5.3 Facilities Value Assessment and Simcoe Building Replacement - R. Aprile (Our Business) 41 - 55
6. **CONSENT AGENDA**

The following items will be addressed through the Consent Agenda unless specifically removed for separate attention, by request.

Item numbers: 7, 10, 11, 12, 13
7. ***APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING OF May 14, 2014*** 56 - 60
8. **ACTIONS ARISING FROM PREVIOUS MINUTES**
9. **CHAIR'S REPORT**
10. **PRESIDENT'S REPORT** 61 - 63
11. **COMMITTEE REPORTS**
 - 11.1 *AUDIT AND FINANCE COMMITTEE Report 1 of June 2, 2014 - M. Simpson* 64 - 64
 - 11.2 *GOVERNANCE REVIEW COMMITTEE Report 3 of May 21, 2014 - G. Cubitt* 65 - 69

- 12. CONTINUING BUSINESS**
 - 12.1 Receive Program Advisory Committee Minutes - J. Robinson (Our Students) 70 - 131
- 13. NEW BUSINESS**
 - 13.1 Approve 2013-2014 Annual Report - D. Lovisa 132 - 147
 - 13.2 Approve New Programs - J. Robinson (Our Students) 148 - 168
 - 13.3 Approve 2014-2015 Budget Submission to MTCU - N. Gurmen (Our Business) 169 - 171
 - 13.4 Receive Program Advisory Committee Compliance Report - J. Robinson 172 - 173
 - 13.5 Receive Annual President's Letter of Verification 2013-2014 - D. Lovisa 174 - 176
 - 13.6 Receive 2013-2014 DC Foundation Investment Report - D. Chambers (Our Community) 177 - 181
- 14. OTHER BUSINESS**
- 15. INQUIRIES AND COMMUNICATIONS**
- 16. UPCOMING EVENTS**
 - Convocation - GM Centre - June 19 and 20
- 17. MOVE TO IN-CAMERA SESSION**
- 18. ADJOURNMENT**

Skills Canada Competition 2014

Backgrounder

Skills Canada is a multi-level technological skills contest designed to promote skilled trades and technology careers to youth. This year over 1900 post-secondary students from across Ontario competed for gold, silver and bronze medals over three days in 60 different events.

The competition provides an opportunity for students studying in a skilled trade or technology program to be tested within exacting standards and against their peers from across the province. Students vie to win the honour of being crowned the best in their chosen discipline. Gold medal winners of the provincial competition go on to compete at the national level. In some disciplines, gold medalists at the national level go on to the World competition.

This year fifteen Durham College students participated in the competition, while 30,000 elementary and secondary students, along with teachers and parents observed. We continued our historic record of success this year, and brought home gold, silver, and bronze medals!

This year's winners are:

Gold: Sarah Lavergne – Culinary
Silver: Joe Dunn – Welding
Bronze: Brent Shanks – Network Systems
Michael Schafranek – Heat Systems

As the gold medalist for Culinary, Sarah Lavergne went on to compete at the Nationals in early June.

We support this event through sponsorship and participation and believe it enhances the student experience. The deans state:

“Students who compete in the IT & Network Systems Administration category are highly skilled and hard working. They have a distinct advantage in their search for employment when they can indicate that they have competed at Skills Canada – Ontario. Durham College students have a history of leaving the competition wearing their metals proudly”. *Judy Spring, dean, School of Business, IT and Management*

“Having the opportunity to engage in a team landscape design and build a project based on a certain list of criteria, in a tight time frame, is an experience students will benefit from. The real world will also provide them with such projects and award contracts on such terms. This type of experience helps them prepare for their futures”. *Susan Todd, dean, School of Science, Engineering and Technology.*

“Skills Canada is an essential component of our trades programs. It allows our students to compete on a provincial, national and international basis and it reinforces that we are providing the training expected by our business partners. It is a great opportunity to promote the value of a career in skilled trades and celebrate the great things happening in the colleges”. *Darrin Caron, dean, School of Skilled Trades, Apprenticeship and Renewable Technology and the Centre for Food.*

BOARD REPORT

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: June 12, 2013

FROM: Nevzat Gurmen, VP Corporate Services and CFO

SUBJECT: Durham College 2012 – 2013 Audited Financial Statements

A. Purpose

A report to recommend approval of the Durham College 2013-2014 Audited Financial Statements.

B. Background

As per Minister's Binding Policy Directive 1.0 Governance and Accountability, Audited Financial Statements, each college is required to provide the Ministry with audited financial statements after the end of every fiscal year. The key purpose envisioned here is transparency and accountability to the public and to the government.

The directive states the Board of Governors is responsible for:

- Approving the audited financial statements.
- Ensuring that the audited financial statements are submitted to the Ministry by June 15 of each year.
- Ensuring that the audited financial statements are made available to the public.

This report also aligns with Durham College By-law #1, per the Audit and Finance Committee terms of reference.

As is common practice of the College, the audited financial statements were first reviewed and received by the Audit and Finance Committee on June 2, 2014 and are recommended for approval by the Board of Governors. Therefore, Durham College presents the year end consolidated financial statements for 2013-2014 as compiled by BDO Canada, external auditor.

C. Discussion/Options

Once approved by the Board of Governors in public session the audited financial statements shall be filed with MTCU by the June 15, 2014 deadline.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

That the Board of Governors approves the 2013-2014 Audited Financial Statements.

DC Consolidated Financial Statements of

**DURHAM COLLEGE OF
APPLIED ARTS
AND TECHNOLOGY**

Year ended March 31, 2014

DRAFT - SUBJECT TO CHANGE

MANAGEMENT`S RESPONSIBILITY FOR FINANCIAL REPORTING

The consolidated financial statements of the Durham College of Applied Arts and Technology (the "College") are the responsibility of management and have been approved by the Board of Governors.

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards for government not-for-profit organizations, including the 4200 series of standards, as issued by the Public Sector Accounting Board ("PSAB for Government NPOs"). When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. Consolidated financial statements are not precise since they include certain amounts based on estimates and judgements. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The College maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the College`s assets are appropriately accounted for and adequately safeguarded.

The College`s insurance liabilities have been reviewed by management in consultation with its broker. There are no material liabilities in either fact or contingency as at the date of this report.

The Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements. The Board carries out this responsibility principally through its Audit and Finance Committee.

The Audit and Finance Committee is appointed by the Board of Governors and meets regularly with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy itself that each party is properly discharging its responsibilities, and to review the consolidated financial statements and the external auditor`s report. The Committee reports its findings to the Board for consideration when approving the consolidated financial statements. The Committee also considers, for review and approval by the Board, the engagement or re-appointment of the external auditors.

The consolidated financial statements have been audited by BDO Canada LLP, the external auditors in accordance with Canadian generally accepted auditing standards, on behalf of the Board. BDO Canada LLP has full and free access to the Audit and Finance Committee.

College President

Vice-President, Corporate Services and CFO

June 11, 2014

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Consolidated Statement of Financial Position

Year ended March 31, 2014, with comparative figures for 2013

	2014	2013
ASSETS		
Current assets:		
Investments	\$ 14,474,315	\$ 12,825,440
Accounts receivable	15,697,032	14,451,992
Current portion of long-term receivable (note 3)	711,395	719,510
Inventories	820,709	781,846
Prepaid expenses	78,235	269,239
	<u>31,781,686</u>	<u>29,048,027</u>
Long-term receivables (note 3)	13,151,861	13,795,595
Capital assets (note 4)	187,444,217	199,429,927
	<u>\$ 232,377,764</u>	<u>\$ 242,273,550</u>

LIABILITIES AND NET ASSETS

Current liabilities:		
Bank indebtedness	\$ 1,667,926	\$ 7,796,243
Accounts payable and accrued liabilities (note 5)	20,139,088	25,240,629
Accrued vacation	6,266,422	5,329,130
Deferred revenue (note 6(a))	8,228,535	6,869,006
Current portion of debt (note 7)	4,654,937	3,093,150
	<u>40,956,908</u>	<u>48,328,158</u>
Term debt due on demand (note 7)	51,282,502	53,928,324
	<u>92,239,410</u>	<u>102,256,482</u>
Deferred contributions (note 6(b))	103,706,127	106,538,075
Long-term debt (note 7)	16,218,034	14,126,689
Derivative liability (note 7)	2,840,033	3,981,739
Post-employment, retirement benefits and compensated absences (note 8)	5,028,725	5,455,789
	<u>127,792,919</u>	<u>130,102,293</u>
Net assets:		
Unrestricted		
Operating	(16,461,872)	(27,701,611)
Post-employment, retirement benefits, and compensated absences	(5,028,725)	(5,455,789)
Vacation pay	(6,266,422)	(5,329,130)
	<u>(27,757,019)</u>	<u>(38,486,530)</u>
Invested in capital assets (note 12)	24,982,214	34,398,588
Internally restricted (note 9)	635,650	1,187,301
Endowments (note 9)	13,277,437	12,749,968
	<u>11,138,281</u>	<u>9,849,328</u>
Accumulated remeasurement gains	1,207,154	65,448
	<u>12,345,435</u>	<u>9,914,776</u>
Commitments (note 14)		
Contingencies (note 15)		
Guarantees (note 16)		
	<u>\$ 232,377,764</u>	<u>\$ 242,273,550</u>

See accompanying notes to the consolidated financial statements.

On behalf of the Board:

Director

Director

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Consolidated Statement of Operations

Year ended March 31, 2014, with comparative figures for 2013

	2014	2013
Revenue:		
Grants and reimbursements	\$ 62,197,596	\$ 60,976,502
Student tuition fees	39,060,836	36,336,324
Ancillary operations	11,522,217	10,483,374
Rental Income	9,653,572	9,065,385
Other income	21,776,475	20,917,796
Amortization of deferred capital contributions (note 6(b)(i))	6,197,462	5,998,112
Total revenue	150,408,158	143,777,493
Expenditure:		
Salaries and benefits	90,274,691	84,632,556
Instructional supplies	2,849,894	2,644,714
Contracted services	6,516,261	6,786,973
Utilities, maintenance and taxes	10,122,673	9,507,120
Interest and bank charges	4,461,127	4,677,070
Scholarships and bursaries	2,291,097	2,968,951
Supplies and other expenses	19,053,869	18,292,304
Amortization of capital assets (note 12(b))	14,077,060	13,926,825
Total expenditures	149,646,672	143,436,513
Excess of revenue over expenditures	\$ 761,486	\$ 340,980

See accompanying notes to the consolidated financial statements.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Consolidated Statement of Changes in Net Assets

Year ended March 31, 2014, with comparative figures for 2013

			Internally restricted net assets				2014	2013
	Unrestricted	Invested in capital assets (note 12)	Residence (note 17)	Foundation	Total internally restricted net assets (note 9)	Endowments (note 9)	Total	Total
Balance, beginning of year	\$ (38,486,530)	\$ 34,398,588	\$ 603,248	\$ 584,053	\$ 1,187,301	\$ 12,749,968	\$ 9,849,327	\$ 7,573,341
Excess of revenue over expenditures	8,641,084	(7,879,598)	-	-	-	-	761,486	340,980
Invested in capital assets (note 12(b))	1,536,776	(1,536,776)	-	-	-	-	-	-
Endowment contributions	-	-	-	-	-	527,469	527,469	1,935,006
Transfer (note 17)	551,651	-	(551,651)	-	(551,651)	-	-	-
Net changes during the year	10,729,511	(9,416,374)	(551,651)	-	(551,651)	527,469	1,288,954	2,275,986
Balance, end of year	\$ (27,757,019)	\$ 24,982,214	\$ 51,597	\$ 584,053	\$ 635,650	\$ 13,277,437	\$ 11,138,281	\$ 9,849,327

See accompanying notes to the consolidated financial statements.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Consolidated Statement of Cash Flows

Year ended March 31, 2014, with comparative figures for 2013

	2014	2013
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenditures	\$ 761,486	\$ 340,980
Items not affecting cash:		
Amortization of capital assets	14,077,060	13,926,825
Amortization of deferred capital contributions	(6,197,462)	(5,998,112)
Endowment contributions	527,469	1,935,006
Change in non-cash working capital:		
Accounts receivable	(1,245,040)	(658,284)
Inventories	(38,863)	(103,669)
Prepaid expenses	191,004	193,113
Accounts payable and accrued liabilities	(5,101,541)	3,252,198
Accrued vacation	937,292	208,109
Post-employment, retirement benefits and compensated absences	(427,064)	(185,676)
Deferred revenue	1,359,529	84,493
	<u>4,843,868</u>	<u>12,994,982</u>
Financing activities:		
Acquisition of new long-term debt	4,075,000	-
Repayment of long-term debt	(3,067,691)	(2,932,728)
	<u>1,007,309</u>	<u>(2,932,728)</u>
Capital activities:		
Contributions received for capital purposes	3,365,514	2,247,609
Purchase of capital assets	(15,823,621)	(17,416,458)
Sale of capital assets	13,732,274	-
	<u>1,274,167</u>	<u>(15,168,849)</u>
Investing activities:		
Decrease / (Increase) in long-term loan receivable	651,848	640,203
Decrease / (Increase) in investments	(1,648,875)	(2,151,568)
	<u>(997,027)</u>	<u>(1,511,365)</u>
(Decrease) / Increase in cash	6,128,316	(6,617,960)
Bank indebtedness, beginning of year	(7,796,243)	(1,178,283)
Bank indebtedness, end of year	<u>\$ (1,667,926)</u>	<u>\$ (7,796,243)</u>
Supplemental cash flow information:		
Interest paid	\$ 3,516,787	\$ 4,178,513

See accompanying notes to the consolidated financial statements.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2014, with comparative figures for 2013

	2014		2013
Accumulated remeasurement gains at beginning of year	\$ 65,448	\$	-
Unrealized gains / (losses) attributable to:			
Derivative - interest rate swap	1,141,706		65,448
Net remeasurement gains for the year	1,141,706		65,448
Accumulated remeasurement gains at end of year	\$ 1,207,154	\$	65,448

DRAFT - SUBJECT TO CHANGE

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

Durham College of Applied Arts and Technology (the "College") was established as a corporation without share capital, as set out in the Ontario Colleges of Applied Arts and Technology Act. The Corporations Act governs the corporate affairs of the College and became effective April 1, 2003. The College is principally involved in providing post-secondary educational services. Under the Income Tax Act (Canada), the College is considered a registered charity and, accordingly, is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met.

1. SIGNIFICANT ACCOUNTING POLICIES AND DISCLOSURES

(a) *Basis of presentation*

The financial statements of the College have been prepared by management in accordance with Canadian public sector accounting standards for government not-for-profit organizations, including the 4200 series of standards, as issued by the Public Sector Accounting Board ("PSAB for Government NPOs"). These consolidated financial statements reflect the assets, liabilities, revenues and expenses of the College and its subsidiary Durham College Foundation (the "Foundation"). All significant intercompany balances and transactions have been eliminated upon consolidation.

(b) *Revenue recognition*

The College follows the deferral method of accounting for restricted contributions which include donations and government grants.

Operating grants are recorded as revenue in the period to which they relate. Grants earned but not received at the end of an accounting period are accrued. When a portion of a grant relates to a future period, it is deferred and recognized in that subsequent period.

Tuition fees and contract training revenues are recognized as income to the extent that the related courses and services are provided within the fiscal year of the College.

Ancillary revenues including parking, bookstore, residence and other sundry revenues are recognized when products are delivered or services are provided to the student or client, the sales price is fixed and determinable, and collection is reasonably assured.

Unrestricted contributions are recognized as revenue when received or receivable.

Externally restricted contributions, other than endowment contributions, are recognized as revenue in the year in which the related expenses are recognized.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES AND DISCLOSURES (continued)

Contributions restricted for the purchase of capital assets are deferred and amortized into revenue at a rate corresponding with the amortization rate for the related capital assets.

Endowment contributions are recognized as direct increases in endowment net assets.

Investment income earned on endowment funds which will be expended is recognized as revenue when the related expense occurs. Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Pledged contributions for the College and the Ontario Student Opportunity Trust Funds ("OSOTF") are recognized as received when the related pledge is confirmed, the amount can be reasonably estimated and collection is reasonably assured.

(c) *Financial Instruments*

The College classifies its financial instruments as either fair value or amortized cost. The College's accounting policy for each category is as follows:

Fair value

This category includes derivatives and equity instruments quoted in an active market. The College has designated its bond portfolio that would otherwise be classified into the amortized cost category at fair value as the College manages and reports performance of it on a fair value basis.

They are initially recognized at cost and subsequently carried at fair value. Changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. Changes in fair value on restricted assets are recognized as a liability until the criterion attached to the restrictions has been met.

Transaction costs related to financial instruments in the fair value category are expensed as incurred.

Where a decline in fair value is determined to be other than temporary, the amount of the loss is removed from accumulated remeasurement gains and losses and recognized in the statement of operations. On sale, the amount held in accumulated remeasurement gains and losses associated with that instrument is removed from net assets and recognized in the statement of operations.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES AND DISCLOSURES (continued)

Amortized cost

This category includes accounts receivable, long-term receivable, accounts payable and accrued liabilities, bank indebtedness and long-term debt. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets, except for contributions, which are recognized at fair value.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument.

Writedowns on financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net recoverable value with the writedown being recognized in the statement of operations.

(d) *Capital assets*

Purchased capital assets are recorded at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution when fair value is reasonably determinable. Otherwise, contributed assets are recorded at a nominal value. Repairs and maintenance costs are charged to expense. Betterments, which extend the estimated life of an asset, are capitalized. When a capital asset no longer contributes to the College's ability to provide services, its carrying amount is written down to its residual value.

Construction in progress is not amortized until construction is complete and the asset is put into service.

Capital assets are capitalized on acquisition and amortized on a straight-line basis over their average useful lives, which have been estimated to be as follows:

Buildings	40 years
Building improvements	10 years
Equipment and furniture	5 - 10 years
Computer equipment	3 years

Capital assets acquired during the year are amortized at half of the applicable rate.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES AND DISCLOSURES (continued)

(e) *Inventories*

Inventories are valued at the lower of cost and net realizable value. Cost is determined on a first-in, first-out basis.

(f) *Student organizations*

These financial statements do not reflect the assets, liabilities, and results of operations of the various student organizations as they are not controlled by the College.

(g) *Vacation pay*

The College recognizes vacation pay as an expense on the accrual basis.

(h) *Post-employment, retirement benefits and compensated absences*

The College provides defined retirement and post-employment benefits and compensated absences to certain employee groups. These benefits include pension, health and dental, vesting sick leave and non-vesting sick leave. The College has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of post-employment future benefits are actuarially determined using management's best estimate of health care costs, disability recovery rates and discount rates. Adjustments to these costs arising from changes in estimates and experience gains and losses are amortized to income over the estimated average remaining service life of the employee groups on a straight line basis
- (ii) The costs of the multi-employer defined benefit pension are the employer's contributions due to the plan in the period.
- (iii) The cost of vesting and non-vesting sick leave benefits are actuarially determined using management's best estimate of salary escalation, employees' use of entitlement and discount rates. Adjustments to these costs arising from changes in actuarial assumption and/or experience are recognized over the estimated average remaining service life of the employees.
- (iv) The discount used in the determination of the above-mentioned liabilities is equal to the College's internal rate of borrowing.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES AND DISCLOSURES (continued)

(i) *Foreign currency translation*

Transactions in foreign currencies are translated into Canadian dollars at rates of exchange at the time of such transactions. Monetary assets and liabilities are translated at current rates of exchange with the resulting gains and losses included in remeasurement gains and losses.

(j) *Management estimates*

The preparation of financial statements in conformity with PSAB for Government NPOs requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenue and expenditures during the year. Actual results could differ from these estimates. Areas of key estimation include determination of fair value of investments and the derivative liability, allowance for doubtful accounts, deferred revenue and actuarial estimation of post-employment benefits and compensated absences liabilities.

2. FINANCIAL INSTRUMENT CLASSIFICATION

The following table provides cost and fair value information of financial instruments by category. The maximum exposure to credit risk would be the carrying value as shown below.

	2014		
	Fair Value	Amortized Cost	Total
Accounts receivable	\$ -	\$ 15,697,032	\$ 15,697,032
Current portion of long-term receivables	-	711,395	711,395
Investments	14,474,315	-	14,474,315
Long-term receivable	-	13,151,861	13,151,861
Bank indebtedness	1,667,926	-	1,667,926
Accounts payable and accrued liabilities	-	20,139,089	20,139,088
Current portion of debt	-	4,654,937	4,654,937
Term debt due on demand	-	51,282,503	51,282,503
Long-term debt	-	16,218,034	16,218,034
Derivative liability	2,840,033	-	2,840,033
	\$ 18,982,274	\$ 121,854,850	\$ 140,837,124

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

2. FINANCIAL INSTRUMENT CLASSIFICATION (continued)

Investments consist of equity financial instruments in public companies (2014 - \$11,291,973, 2013 - \$8,507,670) and fixed income (2014 - \$3,182,342, 2013 - \$4,317,770). Investments include \$14,461,705 (2013 - \$12,784,015) of investments externally restricted for endowment purposes (see Note 9).

Maturity profile of bonds held is as follows:

	2014				
	Within 1 year	2 to 5 years	6 to 10 years	Over 10 years	Total
Carrying value	\$ 250,098	\$ 2,495,668	\$ 436,576	\$ -	\$ 3,182,342
Percentage of Total	8%	78%	14%	0%	

	2013				
	Within 1 year	2 to 5 years	6 to 10 years	Over 10 years	Total
Carrying value	\$ 206,061	\$ 1,103,110	\$ 1,391,440	\$ -	\$ 2,700,611
Percentage of Total	7%	41%	52%	0%	

The following table provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which the fair value is observable:

- Level 1 fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities using the last bid price;
- Level 2 fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and
- Level 3 fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

2. FINANCIAL INSTRUMENT CLASSIFICATION (continued)

	2014			
	Level 1	Level 2	Level 3	Total
Investments	\$ 11,291,973	\$ 3,182,342	\$ -	\$ 14,474,315
Bank indebtedness	1,667,926	-	-	1,667,926
Derivative liability	-	-	2,840,033	2,840,033
Total	\$ 12,959,899	\$ 3,182,342	\$ 2,840,033	\$ 18,982,274

	2013			
	Level 1	Level 2	Level 3	Total
Investments	\$ 8,549,095	\$ 4,276,345	\$ -	\$ 12,825,440
Bank indebtedness	7,796,245	-	-	7,796,245
Derivative liability	-	-	3,981,739	3,981,739
Total	\$ 16,345,340	\$ 4,276,345	\$ 3,981,739	\$ 24,603,424

There were no transfers between Level 1 and Level 2 for the years ended March 31, 2014 and 2013. There were also no transfers in or out of Level 3.

The College has long-term investments in a managed portfolio of equities, fixed income investments and mutual funds.

(i) *Market risk:*

Market risk arises as a result of trading fixed income securities. The value of equity securities changes with stock market conditions, which are affected by general economic and market conditions. Changes in interest rates may also affect the value of equity securities. Fluctuation in the market exposes the College to a risk of loss.

The College is exposed to this risk through its equity holdings within its investment portfolio. At March 31, 2014, a 10% movement in the stock markets with all other variables held constant would have an estimated effect on the fair values of the College's equities of \$909,271 (2013 - \$835,517).

Risk management relates to the understanding and active management of risks associated with all areas of the College's activities and the associated operating environment. Investments are primarily exposed to credit, interest rate, foreign currency, market and liquidity risks. The College has formal policies and procedures that establish target asset mix. The College's policies also require diversification of investments within categories, and set limits on exposure to individual investments.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

2. FINANCIAL INSTRUMENT CLASSIFICATION (continued)

(ii) *Credit, interest rate and maturity risk:*

Credit risk is the risk of financial loss to the College if a debtor fails to make payments of interest and principal when due. The College is exposed to this risk relating to its cash, debt holdings in its investment portfolio, long-term receivable and accounts receivable. The College holds its cash accounts with federally regulated chartered banks who are insured by the Canadian Deposit Insurance Corporation. In the event of default, the College's cash accounts are insured up to \$100,000 (2013 - \$100,000).

The investment policy of the Foundation operates within the confines of the Trustees Act which places limitations on the composition of the investment portfolio.

Accounts receivable and long-term receivable are ultimately due from students and UOIT. Credit risk is mitigated by financial approval processes before a student is enrolled and the highly diversified nature of the student population.

The College measures its exposure to credit risk based on how long the amounts have been outstanding. An impairment allowance is set up based on the College's historical experience regarding collections.

The amounts outstanding at year-end were as follows:

	2014						
	Total	Current	Past Due				
			1-30 days	31-60 days	61-90 days	91 - 120 days	
Government receivables	\$ 2,269,566	\$ 2,269,566	\$ -	\$ -	\$ -	\$ -	\$ -
Student receivables	2,334,804	-	117,552	35,836	179,806	2,001,610	
Other receivables	12,056,901	10,193,419	711,686	776,490	34,195	341,111	
Gross receivables	16,661,271	12,462,985	829,238	812,326	214,001	2,342,721	
Less: impairment allowances	(964,240)	-	-	-	-	(964,240)	
Net receivables	\$ 15,697,031	\$ 12,462,985	\$ 829,238	\$ 812,326	\$ 214,001	\$ 1,378,481	

	2013						
	Total	Current	Past Due				
			1-30 days	31-60 days	61-90 days	91 - 120 days	
Government receivables	\$ 1,373,585	\$ 1,373,585	\$ -	\$ -	\$ -	\$ -	\$ -
Student receivables	2,535,891	-	55,140	82,790	271,238	2,126,723	
Other receivables	11,474,342	9,746,168	705,098	574,958	39,730	408,389	
Gross receivables	15,383,818	11,119,753	760,237	657,748	310,968	2,535,112	
Less: impairment allowances	(931,826)	-	-	-	(832)	(930,994)	
Net receivables	\$ 14,451,992	\$ 11,119,753	\$ 760,237	\$ 657,748	\$ 310,136	\$ 1,604,118	

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

2. FINANCIAL INSTRUMENT CLASSIFICATION (continued)

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates.

The College is exposed to this risk through its interest bearing investments, bank loans and term debt.

The College mitigates interest rate risk on its term debt through a derivative financial instrument that exchanges the variable rate inherent in the term debt for a fixed rate (see Note 10). Therefore, fluctuations in market interest rates would not impact future cash flows and operations relating to the term debt.

The College's bond portfolio has interest rates ranging from 2.26% to 7.75% (2013 – 4.00% to 7.75%) with maturities ranging from January 22, 2015 to December 6, 2024 (2013 - January 20, 2014 to February 7, 2022).

At March 31, 2014, a 1% fluctuation in interest rates, with all other variables held constant, would have an estimated impact on the fair value of bonds and the interest rate swap of \$103,613 and \$290,012 respectively (2013 – \$121,032 and \$354,534). The College's term debt as described in Note 7 would not be impacted as the inherent variable rate of the debt has been fixed with the use of the aforementioned derivative interest rate swap.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

(iii) Foreign currency risk:

The value of securities denominated in a currency other than Canadian dollars will be affected by changes in the value of the Canadian dollar in relation to the value of the currency in which the security is denominated. U.S. equities are held in U.S. dollars, which have been converted to Canadian dollars as at year-end, using the exchange rate at that date. Investments held in U.S. dollars at March 31, 2014 were approximately \$3,470,420 (2013 - \$2,666,672) stated in Canadian dollars.

(iv) Liquidity risk:

Liquidity risk is the risk that the College will not be able to meet all cash outflow obligations as they come due. The College mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise. The follow table sets out the contractual maturities (representing undiscounted contractual cash-flows of financial liabilities):

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements
Year ended March 31, 2014

2. FINANCIAL INSTRUMENT CLASSIFICATION (continued)

	2014			
	Within	6 months to		
	6 months	1 year	1 - 5 years	> 5 years
Accounts payable	\$ 20,139,088	\$ -	\$ -	\$ -
Debt	2,306,880	2,348,057	17,723,277	49,777,259
	<u>\$ 22,445,968</u>	<u>\$ 2,348,057</u>	<u>\$ 17,723,277</u>	<u>\$ 49,777,259</u>
	2013			
	Within	6 months to		
	6 months	1 year	1 - 5 years	> 5 years
Accounts payable	\$ 25,240,627	\$ -	\$ -	\$ -
Term debt	1,528,435	1,564,715	14,109,965	53,945,049
	<u>\$ 26,769,062</u>	<u>\$ 1,564,715</u>	<u>\$ 14,109,965</u>	<u>\$ 53,945,049</u>

The College is also exposed to liquidity risk on its line of credit described in Note 7.

Derivative financial liabilities mature as described in Note 7.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

3. LONG-TERM RECEIVABLES

(a) Long-term loan receivable

Includes a loan receivable from the Durham College Student Association Incorporated, amounting to \$758,664 (2013 - \$889,182) which is repayable from an annual special levy on student fees over a period not to exceed 40 years. The loan bears interest at prime rate calculated monthly.

(b) Student levy receivable

Includes a receivable from future student levies as approved by the Durham College Student Association Incorporated, amounting to \$11,542,957 (2013 - \$11,934,710) for the financing of a new Athletic Fitness Health Centre ("the Centre"). It is repayable from an annual special levy on student fees and bears interest equal to the debt incurred to construct the Centre (Note 10).

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

3. LONG-TERM RECEIVABLES (continued)

(c) *Other long-term receivable*

Includes an interest-free receivable from the University of Ontario Institute of Technology, amounting to \$850,240 (2013 – \$971,703) which is repayable at a fixed amount of \$121,463 annually until September 2021.

4. CAPITAL ASSETS

	Ending Cost	Accumulated Amortization	2014 Net book value	2013 Net book value
Land	\$ 4,521,201	\$ -	\$ 4,521,201	\$ 12,928,016
Buildings	224,406,262	73,259,225	151,147,037	145,943,572
Building Improvements	46,893,445	29,070,413	17,823,032	18,493,442
Computers	2,429,393	2,429,393	-	-
Equipment and furniture	92,771,373	79,063,131	13,708,242	12,792,824
Construction-in-progress	244,705	-	244,705	9,272,073
	<u>\$ 371,266,379</u>	<u>\$ 183,822,162</u>	<u>\$ 187,444,217</u>	<u>\$ 199,429,927</u>

Amortization expense for the year is \$14,077,060 (2013 - \$13,926,825).

Construction-in-progress related to the Centre For Food was moved to buildings in 2014.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

On September 4, 2003, the College purchased the Windfields Farms property for \$7,831,815, consisting of \$1,000,000 of cash and \$6,831,815 of debt, for the purposes of expansion including the future development of the University of Ontario Institute of Technology. At the time of acquisition, the ownership of the land resided with the College.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES (continued)

Included in accounts payable and accrued liabilities was \$6,831,815 from 2007 due to the University of Ontario Institute of Technology relating to payments of \$2,277,272 each in years 2005, 2006 and 2007 for the mortgage payments, paid by the University, for the Windfields Farms land.

On April 1, 2013, Durham College received \$1,000,000 from the University as repayment of the initial payment on the purchase. Subsequent to year-end, the College and University signed an agreement such that title of the land was transferred to the University and thus the accounts payable extinguished for fiscal year 2014.

6. DEFERRED CONTRIBUTIONS

(a) *Deferred revenue*

Deferred revenue represents grants, tuition fees and other revenue related to expenses of future periods.

(b) *Deferred contributions*

(i) Capital contributions

Deferred capital contributions represent the unamortized amount of donations and grants for the purchase of capital assets. The amortization of capital contributions is recorded as revenue in the Consolidated Statement of Operations at the same rate as amortization is recorded on the related capital assets.

	2014	2013
Balance, beginning of year	\$ 106,190,089	\$ 109,758,204
Contributions	2,248,611	2,429,997
Less amounts amortized to revenue	(6,197,462)	(5,998,112)
Balance, end of year	\$ 102,241,238	\$ 106,190,089

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

6. DEFERRED CONTRIBUTIONS (continued)

(ii) Foundation

	2014	2013
Balance, beginning of year	\$ 347,986	\$ 530,374
Transfers	(100,203)	(530,373)
Amortized to revenue	1,355,637	569,736
Scholarships & bursaries	(238,753)	(221,751)
Balance, end of year	\$ 1,364,667	\$ 347,986

(iii) Expenses of future periods

Deferred contributions represent unspent restricted donations for scholarships and bursaries.

	2014	2013
Balance, beginning of year	\$ -	\$ -
Contributions	100,222	-
Less amounts amortized to revenue	-	-
Balance, end of year	\$ 100,222	\$ -
Total deferred contributions	\$ 103,706,127	\$ 106,538,075

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

7. DEBT

	2014	2013
Variable rate secured mortgage, with an underlying swap fixing the rate at 5.14% on the Whitby Campus expansion, due in April 2016, interest and principal paid monthly.	\$ 7,229,000	\$ 7,504,000
3.123% unsecured mortgage on student residence, repayable in semi-annual instalments of \$753,625 principal and interest, due February 2024. This loan is due on demand.	6,430,304	6,822,326
5.57% unsecured mortgage on student residence, repayable in monthly instalments of \$204,649 principal and interest, due May 2029, interest rate renewal in May 2014. This loan is due on demand.	25,090,894	26,198,572
2.87% unsecured loan to finance the Student Centre, repayable in monthly instalments of \$18,587 principal and interest, due October 2018. This loan is due on demand.	956,843	1,115,025
Variable rate secured mortgage, with an underlying swap fixing the rate at 5.38% on the Athletic and Health Centre, due in November 2032, interest and principal paid monthly. This loan is due on demand.	11,934,710	12,306,914
4.89% unsecured mortgage on student residence, repayable in monthly instalments of \$74,505 principal and interest, due in May 2014. This loan is due on demand.	9,538,063	9,954,707
5.51% unsecured mortgage on student residence, repayable in monthly instalments of \$61,392 principal and interest, due July 2017.	6,900,659	7,246,620
1.81% unsecured mortgage to finance the Centre for Food, repayable in semi-annual instalments of \$700,841 principal and interest, due December 2016.	4,075,000	-
	72,155,473	71,148,163
Less current portion	4,654,937	3,093,150
Less term debt due on demand	51,282,502	53,928,324
	\$ 16,218,034	\$ 14,126,689

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

7. DEBT (continued)

Principal payments due in each of the next five years and thereafter are as follows:

2015	\$	4,654,937
2016		4,841,544
2017		5,068,193
2018		3,861,270
2019		3,952,271
Thereafter		49,777,259
	\$	<u>72,155,473</u>

Interest expense on long term debt of \$3,516,787 (2013 - \$4,183,595) is included in interest and bank charges expense.

The long-term debt has been secured by specific assets of the College.

The College entered into an interest rate swap to manage the interest rate variability arising on the 25 year mortgage for the Athletic and Health Centre. The mortgage bears interest at floating rates based on banker's acceptances. The swap effectively fixes the interest rate at 5.38% on an initial principal amount of \$14,000,000 over the 25 year life of the mortgage.

The College entered into an interest rate swap to manage the interest rate variability arising on the 10 year mortgage for 199 Wentworth Avenue. The mortgage bears interest at floating rates based on banker's acceptances. The swap effectively fixes the interest rate at 5.14% on an initial principal amount of \$9,100,000 over the 10 year life of the mortgage.

The College has a credit facility agreement with a Canadian chartered bank, which provides for a revolving operating line of credit up to \$10,000,000, bearing interest at prime plus 1.25%. At March 31, 2014, the College utilized \$3,205,729 (2013 - \$9,381,652) of the operating line of credit.

The College has a credit facility agreement with another Canadian chartered bank, which provides for a revolving operating line of credit up to \$1,000,000 with a temporary bulge up to \$6,000,000 during May 1 to August 30 and December 1 to January 15 each year. The facility bears interest at prime on the \$1,000,000 portion and prime plus 0.50% on the excess. At March 31, 2014, the College utilized nil (2013 - \$833,201) of the operating line of credit.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

7. DEBT (continued)

The College has entered into Irrevocable Standby Letters of Credit with a Canadian chartered bank. The letters of credit consist of \$177,200 bearing interest at 1.2%, \$15,000 bearing interest at 1.2% and \$43,025 bearing interest at 0.4%.

8. POST-EMPLOYMENT, RETIREMENT BENEFITS AND COMPENSATED ABSENCES LIABILITY

The following tables outline the components of the College's post-employment and retirement benefits and compensated absences liabilities and related expenses:

	2014				
	Post-employment Benefits	Retirement Benefits	Non-vesting sick leave	Vesting sick leave	Total liability
Accrued employee future benefits obligations	\$ 1,078,000	\$ 463,725	\$ 3,004,000	\$ 426,000	\$ 4,971,725
Value of plan assets	(173,000)		-	-	(173,000)
Unamortized actuarial gains/(losses)	107,000		222,000	(99,000)	230,000
Total liability	\$ 1,012,000	\$ 463,725	\$ 3,226,000	\$ 327,000	\$ 5,028,725

	2013				
	Post-employment Benefits	Retirement Benefits	Non-vesting sick leave	Vesting sick leave	Total liability
Accrued employee future benefits obligations	\$ 1,267,000	\$ 601,789	\$ 3,414,000	\$ 412,000	\$ 5,694,789
Value of plan assets	(167,000)	-	-	-	(167,000)
Unamortized actuarial gains/ (losses)	(32,000)	-	(42,000)	2,000	(72,000)
Total liability	\$ 1,068,000	\$ 601,789	\$ 3,372,000	\$ 414,000	\$ 5,455,789

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

8. POST-EMPLOYMENT, RETIREMENT BENEFITS AND COMPENSATED ABSENCES LIABILITY (continued)

	2014				
	Post-employment Benefits	Retirement Benefits	Non-vesting sick leave	Vesting sick leave	Total expense
Current year benefit cost	\$ (28,000)	\$ -	\$ 227,000	\$ 22,000	\$ 221,000
Interest on accrued benefit obligation	6,000	12,638	86,000	8,000	112,638
Amortized actuarial (gains)/losses	4,000	-	7,000	1,000	12,000
Total expense / (recovery)	\$ (18,000)	\$ 12,638	\$ 320,000	\$ 31,000	\$ 345,638

	2013				
	Post-employment Benefits	Retirement benefits	Non-vesting sick leave	Vesting sick leave	Total expense
Current year benefit cost	\$ 99,000	\$ -	\$ 190,000	\$ 22,000	\$ 311,000
Interest on accrued benefit obligation	6,000	16,784	82,000	11,000	115,784
Amortized actuarial losses	2,000	-	18,000	4,000	24,000
Total expense	\$ 107,000	\$ 16,784	\$ 290,000	\$ 37,000	\$ 450,784

Above amounts exclude pension contributions to the Colleges of Applied Arts and Technology pension plan, a multi-employer plan, described below.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

8. POST-EMPLOYMENT, RETIREMENT BENEFITS AND COMPENSATED ABSENCES LIABILITY (continued)

Retirement Benefits

CAAT Pension Plan

A majority of the College's employees are participants in the defined benefit contributory retirement pension plan of the Colleges of Applied Arts and Technology. The plan is a multi-employer plan and therefore the College's contributions are accounted for as if the plan were a defined contribution plan with the College's contributions being expensed in the period they come due. Any unfunded liability is to be paid directly by the Ministry of Training, Colleges and Universities. Contributions by the College on account of total pension costs amounted to \$8,034,558 of which \$7,771,498 would be classified as Current Service (2013 – total \$6,968,815 of which \$6,837,899 were classified as Current Service) and contributions by employees amounted to \$7,910,593 (2013 - \$6,981,264). The most recent actuarial valuation filed with pension regulators as at January 1, 2014 indicated an actuarial surplus of \$525 million.

Post-Employment Benefits

The College extends post employment life insurance, health and dental benefits to certain employee groups subsequent to their retirement. The College recognizes these benefits as they are earned during the employees' tenure of service. The related benefit liability was determined by an actuarial valuation study commissioned by the College Employer Council.

The major actuarial assumptions employed for the valuations are as follows:

a) *Discount rate*

The present value as at March 31, 2014 of the future benefits was determined using a discount rate of 2.70% (2013 – 2.10%).

b) *Drug Costs*

Drug costs were assumed to increase at a 9.0% rate for 2014 and decrease proportionately thereafter to an ultimate rate of 4.0% in 2034.

c) *Hospital and other medical*

Hospital and other medical costs were assumed to increase at 4.0% per annum in 2014 (2013 – 4.0%).

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

8. POST-EMPLOYMENT, RETIREMENT BENEFITS AND COMPENSATED ABSENCES LIABILITY (continued)

Medical premium increases were assumed to increase at 7.5% per annum in 2014 and decrease proportionately thereafter to an ultimate rate of 4.0% in 2034 for the fiscal 2014.

d) *Dental costs*

For the fiscal 2014 disclosure, dental costs and premiums were assumed to increase at 4.0% per annum (2013 – 4.0%).

e) *Retirement rates*

7.0% per annum starting at eligibility for reduced pension, increasing to 40% per annum after reaching eligibility for unreduced pension, with the remainder at age 65.

Compensated Absences

Vesting Sick Leave

The College has provided for vesting sick leave benefits during the year. Eligible employees, after 10 years of service, are entitled to receive 50% of their accumulated sick leave credit on termination or retirement to a maximum of 6 months' salary. The program to accumulate sick leave credits ceased for employees hired after March 31, 1991. The related benefit liability was determined by an actuarial valuation study commissioned by the College Employer Council.

Non-Vesting Sick Leave

The College allocates to certain employee groups a specified number of days each year for use as paid absences in the event of illness or injury. These days do not vest and are available immediately. Employees are permitted to accumulate their unused allocation each year, up to the allowable maximum provided in their employment agreements. Accumulated days may be used in future years to the extent that the employees' illness or injury exceeds the current year's allocation of days. Sick days are paid out at the salary in effect at the time of usage. The related benefit liability was determined by an actuarial valuation study commissioned by the College Employer Council.

The assumptions used in the valuation of vesting and non-vesting sick leave are the College's best estimates of expected rates of:

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements
Year ended March 31, 2014

8. POST-EMPLOYMENT, RETIREMENT BENEFITS AND COMPENSATED ABSENCES LIABILITY (continued)

For fiscal 2014 disclosure and benefits cost:

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Thereafter</u>
Wage and salary escalation - support staff	0.00%	0.00%	0.00%	1.75%
Wage and salary escalation - academic	0.00%	0.00%	1.75%	1.75%
Discount rate	2.10%	2.70%		

The probability that the employee will use more sick days than the annual accrual and the excess number of sick days used are within ranges of 0% to 24% and 0 to 44.3 days respectively for age groups ranging from 20 and under to 65 and over in bands of 5 years.

9. RESTRICTED NET ASSETS

Internally restricted

Residence reserve: These funds are expendable for major capital refurbishments. Income earned is expendable.

Fundraising - General: These funds are expendable as directed by the individual donors. Income earned is expendable.

Endowments

Endowment funds are restricted donations received by the College where the endowment principal is required to be maintained. The investment income generated from these endowments must be used in accordance with the various purposes established by donors. The College ensures, as part of its fiduciary responsibilities, that all funds received and transferred to the Foundation with a restricted purpose are expended for the purpose for which they were provided.

Endowment funds include grants provided by the Government of Ontario from the Ontario Student Opportunity Trust Fund ("OSOTF") and the Ontario Trust for Student Support ("OTSS"). Under these programs, the government matches funds raised by the College. The purpose of these programs is to assist academically qualified individuals who, for financial reasons, would not otherwise be able to attend College.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

9. RESTRICTED NET ASSETS (continued)

The balance of endowments at March 31 consists of the following:

	2014	2013
OSOTF (Note 10)	\$ 4,671,089	\$ 4,535,039
OTSS (Note 11)	5,743,725	5,576,432
Other	2,862,621	2,638,497
	<u>\$ 13,277,435</u>	<u>\$ 12,749,968</u>

These funds are donated specifically for student assistance. Income earned is expendable to provide financial assistance to students.

10. ONTARIO STUDENT OPPORTUNITY TRUST FUNDS

Net assets restricted for endowments include monies provided by the Government of Ontario from the Ontario Student Opportunity Trust Fund matching program to award student aid as a result of raising an equal amount of endowment donations.

The College has recorded the following amounts under the program:

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

10. ONTARIO STUDENT OPPORTUNITY TRUST FUNDS (continued)

(a) OSOTF I:

	2014	2013
Schedule of Changes in Endowment Fund Balance		
Endowment fund balance, beginning of year	\$ 2,269,265	\$ 2,203,170
Preservation of Capital	68,078	66,095
Endowment fund balance, end of year	<u>\$ 2,337,343</u>	<u>\$ 2,269,265</u>
Schedule of Changes in Expendable Funds Available for Awards		
Expendable balance, beginning of year	\$ 50,031	\$ -
Realized investment income	232,690	85,834
Bursaries awarded	(36,094)	(35,803)
Expendable balance, end of year	<u>246,627</u>	<u>50,031</u>
Number of bursaries awarded	<u>43</u>	<u>45</u>
Market value of endowment	<u>\$ 2,825,829</u>	<u>\$ 2,372,103</u>

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

10. ONTARIO STUDENT OPPORTUNITY TRUST FUNDS (continued)

(b) OSOTF II:

	2014	2013
Schedule of Changes in Endowment Fund Balance		
Endowment fund balance, beginning of year	\$ 2,265,773	\$ 2,199,780
Preservation of Capital	67,973	65,993
Endowment fund balance, end of year	<u>\$ 2,333,746</u>	<u>\$ 2,265,773</u>
Schedule of Changes in Expendable Funds Available for Awards		
Expendable balance, beginning of year	\$ 49,955	\$ -
Realized investment income		85,702
Bursaries awarded	(36,039)	(35,747)
Expendable balance, end of year	<u>13,916</u>	<u>49,955</u>
Number of bursaries awarded	<u>43</u>	<u>45</u>
Market value of endowment	<u>\$ 2,821,480</u>	<u>\$ 2,368,452</u>

DRAFT - SUBJECT TO CHANGE

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

11. ONTARIO TRUST FOR STUDENT SUPPORT

Net assets restricted for endowments include monies provided by the Government of Ontario from the Ontario Trust for Student Support matching program to award student aid as a result of raising an equal amount of endowment donations.

The College has recorded the following amounts in this program:

	2014	2013
Schedule of Changes in Endowment Fund Balance		
Endowment balance, beginning of year	\$ 5,576,432	\$ 5,414,012
Preservation of capital	167,293	162,420
Endowment fund balance, end of year	\$ 5,743,725	\$ 5,576,432
Schedule of Changes in Expendable Funds Available for Awards		
Expendable balance, beginning of year	\$ 126,555	\$ -
Realized Investment income	578,682	214,535
Bursaries awarded	(88,698)	(87,980)
Expendable balance, end of year	\$ 616,539	\$ 126,555
Number of Bursaries awarded	106	111
Market value of endowment	\$ 6,954,599	\$ 5,832,749

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

12. INVESTED IN CAPITAL ASSETS

(a) Investment in capital assets represents the following:

	2014	2013
Capital assets - net book value	\$ 187,444,217	\$ 199,429,927
Less amounts financed by deferred capital contribution (note 6(b))	(102,241,238)	(106,190,089)
Less amount financed by debt	(60,220,765)	(58,841,250)
Investment in capital assets	\$ 24,982,214	\$ 34,398,588

(b) Change in invested in capital assets is calculated as follows:

	2014	2013
Amortization of deferred contributions related to capital assets (note 6(b))	\$ 6,197,462	\$ 5,998,112
Amortization of capital assets	(14,077,060)	(13,926,825)
	\$ (7,879,598)	\$ (7,928,713)
Net change in investment in capital assets:		
Purchase of capital assets	\$ 15,823,621	\$ 17,416,459
Sale of capital assets	(13,732,274)	-
Amounts funded by:		
Deferred capital contributions (Note 6(b)(i))	(2,248,611)	(2,429,998)
Repayment of debt	(1,379,512)	2,579,099
	\$ (1,536,776)	\$ 17,565,560

13. SERVICE COSTS

Durham College provides certain administrative services to the University of Ontario Institute of Technology under a shared service agreement. The cost of salaries, benefits and operating expenses allocated to the University has been calculated based on an individual percentage per department.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

13. SERVICE COSTS (continued)

Effective April 1, 2007, the ancillary operations are being allocated based on metrics per operation between the College and the University of Ontario Institute of Technology. Prior to fiscal 2008, the gross revenues and expenses were recorded on the Durham College statements and an allocation of net profits was provided to the University.

During 2009, the College and University began reviewing the organization of the integrated services departments in order to best serve both institutions going forward. In the review, a need was recognized for both the College and University to have certain dedicated teams to meet each of the institutions' objectives and, as such, some of the departments were segregated.

Both institutions have continued to review the remaining services to formalize service level agreements where collaboration is required. During 2011, a master service level agreement was signed and service level agreements for three departments were finalized. During 2012, a subsequent Memorandum of Agreement in Principle was signed with the remaining service level agreements to be finalized in 2015.

14. COMMITMENTS

Premises and equipment

Future minimum lease payments, exclusive of taxes and operating costs, for premises and equipment under operating leases at March 31, 2014 are as follows:

2015	\$ 392,652
2016	384,580
2017	387,051
2018	339,506
2019	305,052
Thereafter	1,386,701
	<hr/>
	\$ 3,195,542

15. CONTINGENCIES

The College has been named as the defendant in certain legal actions, in which damages have been sought. The outcomes of these actions are not determinable as at March 31, 2014 and accordingly, no provision has been made in these financial statements for any liability which may result.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

15. CONTINGENCIES (continued)

The College is involved in various legal actions that are within the normal course of operations. In the opinion of management, any resulting liabilities are not expected to have a material adverse effect on the consolidated financial position or net operations.

16. GUARANTEES

The College's primary guarantees are as follows:

- (a) Indemnity has been provided to all directors and or officers of the College for various items including, but not limited to, all settled suits or actions due to association with the College, subject to certain restrictions. The College has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits or actions. The term of indemnification is not explicitly defined, but is limited to the period over which the indemnified party served as a governor, director or officer of the College. The maximum amount of any potential future payment cannot be reasonably estimated.
- (b) In the normal course of business, the College has entered into agreements that include indemnities in favour of third parties, such as student work placement agreements, purchase and sale agreements, confidentiality agreements, engagement letters with advisors and consultants, outsourcing agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the College to compensate counterparties for losses incurred by the counterparties as a result of breaches in representation and regulations or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined and the maximum amount of any potential reimbursement cannot be reasonably estimated.
- (c) The College received approval from the Ministry of Finance, Ontario to guarantee \$220,000,000 in Series A Debentures for the University of Ontario Institute of Technology. These debentures bear interest at 6.351%, payable semi-annually, with the principal due in 2034.

17. INTERNALLY RESTRICTED NET ASSETS - RESIDENCE

On June 11, 2014, the Board resolved to approve a transfer of \$551,651 from the Internally Restricted Net Assets to the residence for the purpose of capital improvements to the facility.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Notes to Consolidated Financial Statements

Year ended March 31, 2014

18. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's method of presentation.

DRAFT - SUBJECT TO CHANGE

Durham College, VFA Evaluation



VFA Methodology

- MTCU funded the Facility Condition Assessment of all college campuses
- VFA Canada conducted a Facilities Condition Assessment of all Durham College buildings, parking, roads and site assets.
- Durham was the first college assessed
- The assessment included evaluation of each asset's system components to determine their age, condition, remaining useful life,
- Approximate replacement value of all assets determined
- Approximate cost of near term (5 years) major repairs and renewals determined

Facilities Value Assessment

VFA Facilities Evaluation Results		
Location	Replacement Value	Requirements Cost
Oshawa Campus	\$490,328,693	\$45,898,333
Whitby Campus	\$112,536,820	\$ 4,230,332
Total	\$602,865,513	\$50,128,665

VFA – Facilities Evaluation Results

Location	Replacement Value	Requirements
Athletic Complex	\$25,231,785	\$ 23,278
Simcoe Building	\$13,572,174	\$6,252,782
J Wing	\$ 4,953,115	\$ 222,605
Total	\$18,525,290	\$6,475,387
Residence		
South Village	\$88,201,318	\$7,801,127
Simcoe Village	\$50,469,000	\$8,251,165
Total	\$138,670,318	\$16,052,292
Grounds Building	\$ 716,653	\$ 58,166
Student Centre	\$ 7,565,190	\$ 737,509
SSB	\$ 15,932,679	\$ 112,289

Location	Replacement Value	Requirements Cost
Oshawa Site Services	\$98,159,494	\$ 329,097
Campus Arena	\$32,513,303	\$ 448,623
Tennis Centre	\$2,737,717	\$ 140,016
Gordon Willey		
A wing	\$20,499,502	\$2,630,647
B wing	\$22,838,608	\$2,873,527
C wing	\$15,976,373	\$2,492,850
D wing	\$6,439,950	\$1,845,844
F wing	\$4,775,539	\$1,108,004
G wing	\$12,942,787	\$3,019,090
H wing	\$16,957,878	\$3,743,787
I wing	\$8,794,284	
Justice wing	\$6,334,061	\$ 64,337
L wing	\$11,337,749	\$ 3,737,007
SW wing	\$23,379,530	\$ 26,583
Total	\$150,276,261	\$21,541,676

Location	Replacement Value	Requirements Cost
Whitby Campus		
Living Lab 1	\$ 426,328	\$ 79,503
Living Lab 2	\$ 699,478	\$ 0
Main Building	\$ 45,448,520	\$3,842,010
South Addition	\$ 12,976,271	\$ 32,902
West Wing	\$ 10,033,054	0
Site Services	\$ 42,953,168	\$ 275,917
Total	\$112,536,820	\$4,230,232

VFA Findings

- Over all the (FCI) Facilities Condition Index for Durham College is .08
- Our two campuses are in good overall condition with one exception.
- The Simcoe Building which is our oldest building has an FCI of .43, which is poor condition
- The deferred maintenance backlog will continue to increase as our investment in maintenance is lower than the building depreciation every year.
- By replacing the Simcoe Building we will be avoiding the deferred maintenance on this building

Proposed Simcoe Building Replacement



Overall Campus View



Simcoe Building

- Simcoe Building was one of the first main structures at the college's Oshawa campus
- The Simcoe building footprint is approximately 8,000 m² and is one-storey in height
- a prime opportunity to redevelop the Simcoe Building site with a building that more efficiently uses this prime location on the campus and that meets the existing and future needs
- The 2013 space deficit for Durham College is approximately 11,559 m². The projected space deficit to 2030 is approximately 46,414 m²

A new four-storey building on the same location will:

- Be a system leader in hybrid course delivery;
- Feature non-traditional classroom spaces that foster greater teaching and learning experiences;
- Provide access to much needed study space and student services; and
- Reinforce the importance of a positive and healthy on-campus experience for student and faculty.

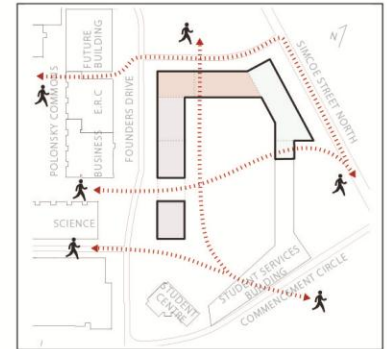
Existing Simcoe Building and Surrounding Area



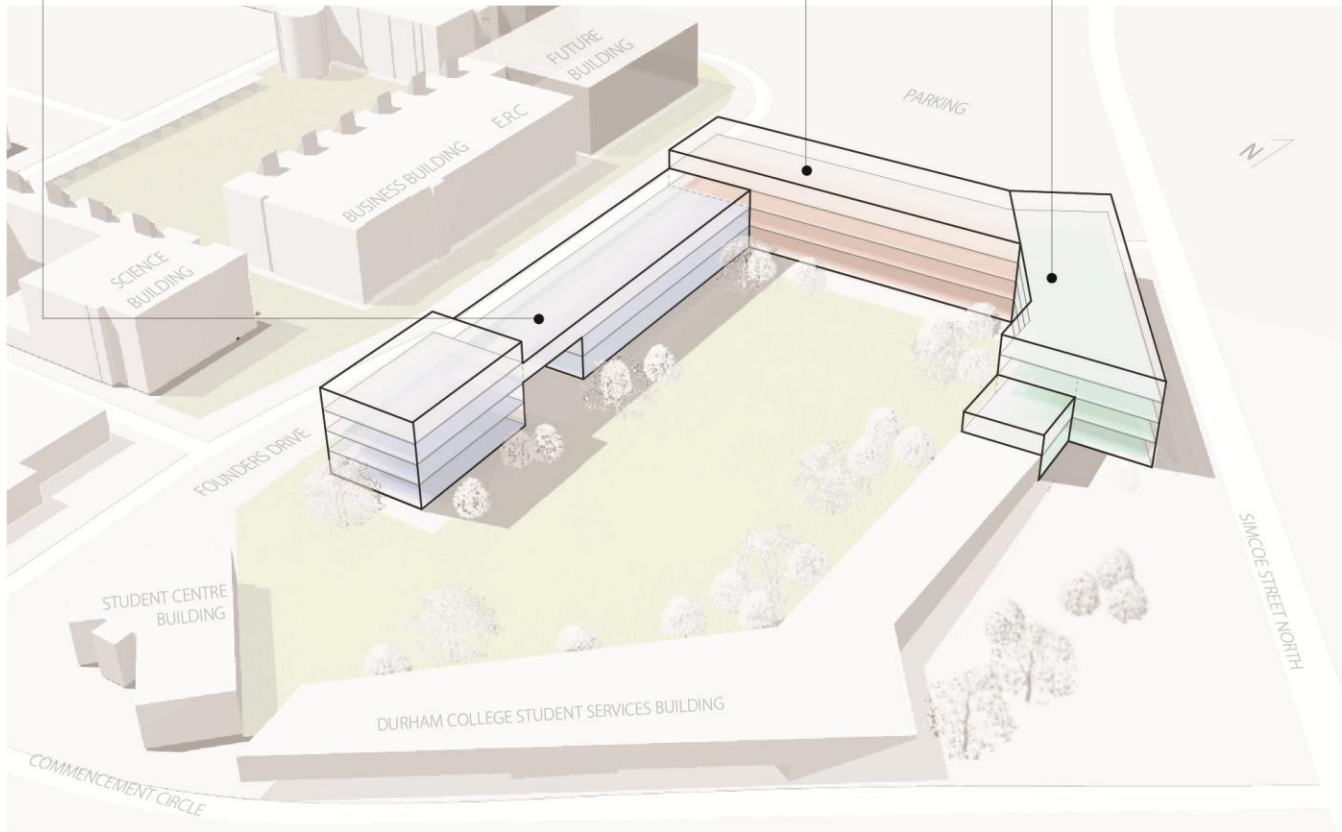
AREA A:
 FOOTPRINT:
 2 900 M2
 (31 400 SQ. FT)
 GROSS BUILDING AREA:
 9 300M2
 (100 100 SQ. FT)

AREA B:
 FOOTPRINT:
 2 600 M2
 (27 900 SQ. FT)
 GROSS BUILDING AREA:
 10 400 M2
 (111 900 SQ. FT)

AREA C:
 FOOTPRINT:
 2 400 M2
 (25 800 SQ. FT)
 GROSS BUILDING AREA:
 8 700 M2
 (93 600 SQ. FT)



KEY PLAN



TOTAL GROSS AREA ABOVE GRADE:

28 400 M2
 (305 400 SQ. FT)

TOTAL GROSS AREA BELOW GRADE FOR POSSIBLE BUILDING SERVICES, COLLEGE PROGRAM, AND PARKING:

7 600 M2
 (81 800 SQ. FT)

Estimated Cost based on Areas

AREA 'A' Total Area Above Basement: 10,605 M2	Percent of Gross Area	Resultant Area M2	Cost Factor Per M2	Estimated Cost \$
Instructional Support and Dry Laboratories	50	5,303	\$3,000.00	15,907,500
Wet / Health Science Laboratories	10	1,061	\$6,300.00	6,681,150
Learner Support	15	1,591	\$3,000.00	4,772,250
Administrative Offices	10	1,061	\$3,000.00	3,181,500
Commercial / Food Services	10	1,061	\$3,000.00	3,181,500
Applied Outreach	5	530	\$3,000.00	1,590,750
Parking Total Area (Basement) 3,008 M2	n/a	3,008	\$1,300.00	3,910,400
Area 'A' High Level Hard Costs				\$39,225,050
Area 'A' Soft Costs Estimated at 35% of Construction Cost				\$13,728,768
Opinion of Probable Cost Area 'A'				\$52,953,818

AREA 'B' Total Area Above Basement: 9,332 M2	Percent of Gross Area	Resultant Area M2	Cost Factor Per M2	Estimated Cost \$
Instructional Support and Dry Laboratories	50	4,666	\$3,000.00	13,998,000
Wet / Health Science Laboratories	10	933	\$6,300.00	5,879,160
Learner Support	15	1,400	\$3,000.00	4,199,400
Administrative Offices	10	933	\$3,000.00	2,799,600
Commercial / Food Services	10	933	\$3,000.00	2,799,600
Applied Outreach	5	467	\$3,000.00	1,399,800
Parking Total Area (Basement) 2,333 M2	n/a	2,333	\$1,300.00	3,032,900
Area 'B' High Level Hard Costs				\$34,108,460
Area 'B' Soft Costs Estimated at 35% of Construction Cost				\$11,937,961
Opinion of Probable Cost Area 'B'				\$46,046,421

AREA 'C' Total Area Above Basement: 11,274 M2	Percent of Gross Area	Resultant Area M2	Cost Factor Per M2	Estimated Cost \$
Instructional Support and Dry Laboratories	50	5,637	\$3,000.00	16,911,000
Wet / Health Science Laboratories	10	1,127	\$6,300.00	7,102,620
Learner Support	15	1,691	\$3,000.00	5,073,300
Administrative Offices	10	1,127	\$3,000.00	3,382,200
Commercial / Food Services	10	1,127	\$3,000.00	3,382,200
Applied Outreach	5	564	\$3,000.00	1,691,100
Parking Total Area (Basement) 2,088 M2	n/a	2,088	\$1,300.00	2,714,400
Area 'C' High Level Hard Costs				\$40,256,820
Area 'C' Soft Costs Estimated at 35% of Construction Cost				\$14,089,887
Opinion of Probable Cost Area 'C'				\$54,346,707

Proposed Simcoe Building Space Allocations

Functional Proportion of Building Area

- Instructional Classrooms and Laboratories 60%
- Learner Support 15%
- Administrative Offices 10%
- Commercial / Food Service 10%
- Applied Research/Outreach 5%



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS REGULAR MEETING Public Session - MINUTES

Date: May 14, 2014

Location: 2nd Floor Classroom, Centre for Food, Whitby Campus

Members Present: Ron Chatterton, chair
Dan Borowec
Thomas Coughlan
Garry Cubitt
Darren Fisher
Renate Ilse
Don Lovisa, president (ex-officio)
Paul Macklin
Zain Shafique
Mary Simpson
Judith Spring

Members Absent: Pierre Tremblay, vice-chair
Doug Allingham
Kevin Dougherty
Joanne Dykeman
Donna Raetsen-Kemp, on leave

Staff Present: Scott Blakey, vice-president, Administration
Jennifer Clark, board secretary
Tony Doyle, chief of staff
Nevzat Gurmen, vice-president, Corporate Services & CFO
Meri Kim Oliver, vice-president, Student Affairs
Judy Robinson, vice-president, Academic

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:32 p.m.

2. INTRODUCTION OF GUESTS

The following guests were in attendance:

Chetan Sehgal, Marcus Sconci and Rob Wilkes of BDO Canada; Darrin Caron, principal/dean, Whitby Campus; Ken Lomp and Gary Weaver, OPSEU; Kristin Callis, Metroland; Rashmi Gupta, Manager, Office of Research Services and Innovation; and, Doug Wilson, student governor-elect.

3. ADDITIONS/DELETIONS TO THE AGENDA

None.

4. CONFLICT OF INTEREST DECLARATIONS

None declared.

5. PRESENTATIONS

5.1. Fraud Identification and Prevention

The presentation was given by the college's external auditors to provide information to the Board, not in response to any concerns. There are few known cases of fraud in the college sector. The presentation highlighted the importance of the segregation of financial duties and the profile of employees most commonly associated with fraud.

ACTION: Board secretary to post presentation on Board Portal.

5.2. Update on Whitby Campus

A brief history of the Whitby Campus was provided, culminating in the opening of the Centre for Food and celebration of the 20th anniversary of the Whitby Campus. Significant modernization and campus development directly supporting teaching and learning programs was highlighted. Centre for Food has allowed for expansion of programming beyond apprenticeships, changing the student population, attracting more women and younger students directly from secondary school. This has required a shift in services required to support the student experience. The "field to fork" vision supports integration of programs to provide an interdisciplinary experience. Events hosted in the new building have helped the college to connect even more with the community.

6. CONSENT AGENDA

The following comprise the Consent Agenda:

- 7. Minutes of the previous meeting, for approval.
THAT the minutes of the Board of Governors meeting of April 9, 2014 public session be approved as read.
- 10.1. President's Report, Durham College, for information.
- 11. Committee Reports, Executive Committee Report 4, for information
- 12. Continuing Business, Program Advisory Committee Minutes, for information.
- 13.1. Approval of New Programs of Instruction, for approval.

**THAT the Durham College Board of Governors approves the postsecondary program of instruction for the Advertising-Digital Media Management graduate certificate program; and,
THAT the Durham College Board of Governors approves the Continuing Education program of instruction for Teaching Adult Literacy; and,
THAT the Durham College Board of Governors approves the granting of a Durham College Certificate in Technical Millwright Skills.**

Moved By Governor Coughlan

Seconded By Governor Shafique

THAT the Board of Governors approves the consent agenda as presented.

CARRIED.

7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of April 9, 2014

Approved under the Consent Agenda.

8. ACTIONS ARISING FROM PREVIOUS MINUTES

No actions arising from previous minutes were addressed.

9. CHAIR`S REPORT

No report.

10. PRESIDENT`S REPORT

10.1. Durham College

Received under the Consent Agenda.

10.2. Committee of Presidents Meeting of May 12, 2014

Call for a provincial government election has put all policy decisions on hold; this affects the Strategic Mandate Agreement, applications for capital expansion funds, and credit transfer policy; specific to DC, this also affects mortgage renewals. Capital expansion application process will proceed, but no discussion or decisions will take place. Items in progress at the time the writ dropped will be concluded, including agreement regarding international students, library services funding and program approvals.

11. COMMITTEE REPORTS

11.1. EXECUTIVE COMMITTEE Report 4 of April 28, 2014

Approved under the Consent Agenda.

12. CONTINUING BUSINESS

12.1. Program Advisory Committee Minutes (Our Students)

Approved under the Consent Agenda.

13. NEW BUSINESS

13.1. Approval of New Programs of Instruction (Our Students)

Approved under the Consent Agenda.

13.2. Receive Key Performance Indicators (KPI) Report

KPI results for Graduate Employment and Graduation Rate are above the system average by 2.1% and 1.3% respectively while Employer Satisfaction is same as the system average. Student Satisfaction and Graduate Satisfaction are below the system average by 2.0%, and 1.9% respectively. Graduate Satisfaction, Graduate Employment, Graduation Rate and Student Satisfaction are above the college's results from the previous year by 2.4%, 1.8%, 1.0% and 0.5% respectively, while Employer Satisfaction is below results from the previous year by 2.8%.

Over the next few months schools drill-down to program level detail and develop strategies for improvement to be implemented in the next academic year.

Moved By Governor Cubitt

Seconded By Governor Shafique

THAT the Durham College Board of Governors receives the Key Performance Indicators Update for information.

CARRIED.

13.3. Approval of 2014-2015 Business Plan

The Business Plan aligns with the 2013-2016 Strategic Plan and the Strategic Mandate Agreement recently signed with the Ministry. Objectives for 2014-2015 have been identified to contribute to achievement under the same four broad goals as the previous year.

Moved By Governor Fisher

Seconded By Governor Simpson

THAT the Board of Governors approves the Durham College 2014-2015 Business Plan.

CARRIED.

13.4. Announcement of 2014-2015 Chair and Vice-Chair Election Results

Governor Chatterton was acclaimed as chair and Governor Tremblay was acclaimed as vice-chair, each for one-year terms commencing July 1, 2014.

14. OTHER BUSINESS

No other business.

15. INQUIRIES AND COMMUNICATIONS

16. UPCOMING EVENTS

The chair drew attention to the upcoming Board of Governors and Program Advisory Committee Chairs Roundtable scheduled for June 4 at the Centre for Food and Convocation on June 19 and 20 at the GM Centre.

17. MOVE TO IN-CAMERA SESSION

Durham College by-law No. 1. provides for the Board of Governors to address, in-camera, items of corporate business respecting human resources or litigation matters, confidential items covered under the Freedom of Information and Protection of Privacy Act and, items that the Board deems to be confidential to the College.

Moved By Governor Cubitt

Seconded By Governor Coughlan

THAT the Durham College Board of Governors move in-camera to address 11 items of business.

CARRIED.

18. ADJOURNMENT

The Board returned to public session at 9:09 p.m.

Moved by Governor Ilse

Seconded by Governor Fisher

THAT the May 14, 2014 meeting of the Board of Governors adjourn.

CARRIED.

The meeting adjourned at 9:09 p.m.

Ron Chatterton, chair



Jennifer Clark, secretary

Our Students

DC Students Win Four Provincial Medals

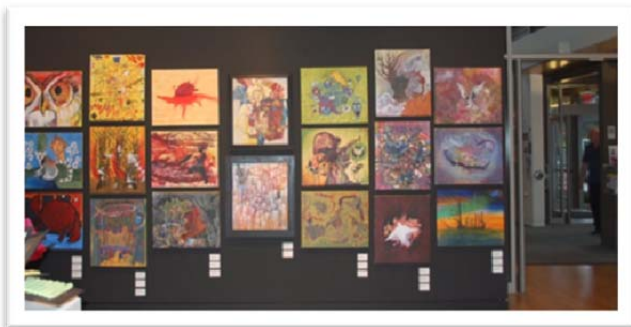
May 7, 2014



Durham College (DC) continued its remarkable streak of outstanding results at the Ontario Technological Skills Competition (OTSC), winning one gold, one silver and two bronze medals, at the event hosted by Skills Canada – Ontario. First-year Culinary Management student Sarah Lavergne won gold in the Culinary Arts category and will represent DC in the Cooking category at the 20th annual Skills Canada National Competition. Joe Dunn, a Welding – Level 2 apprentice program student, was awarded a silver medal in the Welding category. Claiming bronze medals were third-year Computer Systems Technology student Brent Shanks in the IT Network Support Administration competition and Gas Technician 2 student Mike Schafranek.

240 Student Artworks Exhibited at Station Gallery

May 15, 2014



Station Gallery (SG) hosted the 7th annual Durham College Foundations and Fine Arts Juried Exhibition. The exhibition not only sets a new record for the annual Durham College show at SG, but it is an all-time record installation of more than 240 artworks under the gallery roof.

Student Selected to Attend Sustainability Leadership Conference

May 16, 2014



Business Marketing student Adriana Reyes was selected from more than 730 candidates to attend the all-expenses-paid 2014 IMPACT! The Co-operators Youth Program for Sustainability Leadership Conference. The conference will bring together students from 68 Canadian colleges and universities to spark creativity through advanced online courses, workshops, student projects and mentoring. Canadian astronaut and keynote speaker Chris Hadfield will highlight this year's conference and share his unique perspective on the planet and the role Canada's youth will have in its future.

Our People

Durham College's Phenomenal Woman

May 11, 2104



The Congress of Black Women of Canada, Oshawa/Whitby Chapter was proud to present Allison Hector-Alexander, with the Phenomenal Woman Award on Sunday, May 11 at its sixth annual Mother's Day Brunch and Scholarship Award Ceremony. The

Phenomenal Woman Award, which was started in 2013, was borne out of the title of the famous poem with the same name written by Dr. Maya Angelou.

Faculty's Online Criminology Course Featured on Provincial Portal

May 2014



Joanne Arbour, a professor with the School of Interdisciplinary Studies & Employment Services (ISES), recently had an article written about her newly developed online criminology course published on the Ontario Online Learning Portal for Faculty and Instructors. The article outlines how Joanne has taken face-to-face learning and transitioned it into online interaction and discussion.

Our Business

Memorandum of Understanding signed for dLAB

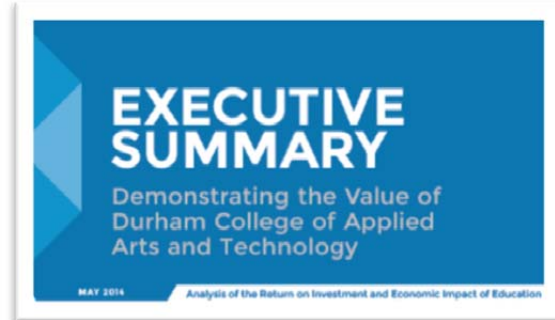
May 21, 2014



Durham College signed a MOU with the University of Ontario Institute of Technology, the 21st Company Inc., and Halloway Developments on May 21, 2014. The MOU outlines that the parties wish to co-operate for the purpose of supporting and promoting the social, educational and economic elements of the Durham Learning and Business (dLAB) initiative. It is intended that dLAB will become a regional focus for learning, business and innovation, set in a high-quality urban district.

Study demonstrates great return on investing in a Durham College education

May 2014



A new economic-impact report by Economic Modeling Specialists International (EMSI) has found that students who enroll at Durham College will receive an excellent return on their post-secondary education investment. Titled *Demonstrating the Value of Durham College of Applied Arts and Technology – Analysis of the Economic Impact and Return on Investment of Education*, the report shows DC students will get a 15.9 per cent return on their investment (ROI) in addition to enjoying long-term earnings and other benefits. It also noted that the Ontario government gets a huge ROI on its funding of colleges, with DC delivering a return of almost 4.9 per cent for every dollar the province invests in the college.

Our Community

Kids Get Messy at Science Rendezvous

May 15, 2014



More than 600 people visited the Oshawa campus to explore more than 60 scientific demonstrations and workshops at Science Rendezvous. Designed to promote science awareness, the free event has been a popular tradition since launching in 2008. It is now Ontario's largest public science festival and in 2011 it was held nationwide for the first time. Durham College faculty, staff and students welcomed visitors to multiple stations and then took them through hands-on fun activities to demonstrate the wonders of science.

DC and UOIT Host Impact on Family Violence Conference

May 14, 2014



The annual event, which was presented by the Social Services Network with the support of more than 25 community partners including the college and UOIT, was designed to connect the diverse South Asian population with the key sectors involved in violence prevention and response. This conference is part of a five-year initiative developed to understand the specific nature, systems and complex cultural and family dynamics that pose barriers and challenges to preventing and responding to the abuse that occurs in South Asian families.

Students shine at Parkwood Estate Gala

May 30, 2014



As honorary chair for this year's benefit gala, it was wonderful to see such tremendous support from the community. The evening was spectacular, offering our guests an evening that won't soon be forgotten. Our horticultural students prepared the centre pieces for each table, which proved to be popular with guests. Through the college's educational partnership with Parkwood I have gained a true appreciation for this national treasure. We look forward to additional opportunities for our students to work with Parkwood as they continue to rejuvenate and restore the gardens and grounds.

PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 1
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR
CONSIDERATION AT ITS PUBLIC SESSION MEETING
HELD JUNE 11, 2014

THE AUDIT AND FINANCE COMMITTEE, AS A RESULT OF ITS MEETING
HELD ON JUNE 2, 2014 REPORTS AS FOLLOWS:

1. 2014-2015 Budget Submission to MTCU (Our Business)

MTCU requires presentation of the 2014-2015 budget in a specific format and will also require a mid-year update. The Board has already approved the budget. **The Audit and Finance Committee recommends approval of the 2014-2015 Budget submission to the Ministry, by the Board of Governors.**

5. Updated Schedule of Authority Procedure

Amendments to the Schedule of Authority Procedure are recommended by the College's leadership team in part to address recent challenges regarding purchasing timelines. Since the current Schedule was approved, the college has experienced two clean audits after having to address a number of requirements identified in previous audits. Under the updated Schedule, goods, services, operating leases and other business contracts have been grouped together and the approval thresholds lowered; board approval thresholds have been increased in duration and value of contract; and, loan agreements of any term and value will require Board approval. **The Audit and Finance Committee recommends approval of the updated Schedule of Authority Procedure by the Board of Governors.**

All of which is respectfully submitted,

Mary Simpson, Chair
Audit and Finance Committee
June 2, 2014

PUBLIC REPORT NO. 3 OF THE GOVERNANCE REVIEW COMMITTEE TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JUNE 11, 2014

THE GOVERNANCE REVIEW COMMITTEE, AS A RESULT OF ITS MEETING
HELD ON MAY 20, 2014 REPORTS AND RECOMMENDS AS FOLLOWS:

1. Review Governors Skills-Matrix

The matrix used to identify the skills, expertise and demographics important to the advancement of the college towards its strategic goals has been broadened to include expertise in the programs that comprise the “field to fork” strategy (Culinary Skills, Culinary Management, Hospitality Skills, Hospitality Management, Event Planning, Food and Farming, Horticulture, and Pharmaceutical and Food Science Technology).

2. College Governance in Ontario

Colleges Ontario has received the final report on the governance survey; it confirms that college governance is strong system-wide; Colleges Ontario is preparing a campaign and communications plan to inform Ministry representatives when the election is over. The committee considered whether or not the Manual for Effective College Governance and the College Governance in Ontario Report for Colleges Ontario should be reviewed in detail for the purposes of enhancing Durham College governance. The committee decided that this was not necessary, given the strong governance practices already in place and the effectiveness of the Board. Performance metrics required by the Ministry are brought to the Board on a regular basis (Multi-year Accountability Agreement (MYAA), Key Performance Indicators (KPI), various financial indicators, and others). The manual is a good resource and should be used as such when necessary, especially to contrast and compare our practices. The final report is available on the Board Portal.

3. By-Laws No. 1, 2 and 3

No amendments are required to By-Laws 1 and 2 at this time; By-Law No. 1 will be extensively reviewed and revised to comply with the impending new Ontario Not-for-profit Corporations Act in late 2015. **Amendments to clarify By-Law No. 3 (appended to this report as Schedule 1) were reviewed and are recommended for approval by the Board.**

4. Annual Compliance Report

The Committee recommends approval of the President’s Annual Compliance Report for 2013-2014 by the Board of Governors.

PUBLIC REPORT NO. 3 OF THE GOVERNANCE REVIEW COMMITTEE TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JUNE 11, 2014

5. Internal Governor Election Report

The Committee received a report of the results of the administrative staff governor and student governor elections through which Debbie McKee Demczyk and Doug Wilson were elected to these roles, respectively. Voter turnout was 84% for the administrative staff election. While still low, voter turnout for the student governor election was the greatest of at least the last five elections. Since 2009, it was 21.5% greater than the previous best (2012) and 57% greater than last year.

All of which is respectfully submitted,

Garry Cubitt, chair
Governance Review Committee
May 20, 2014

PUBLIC REPORT NO. 3 OF THE GOVERNANCE REVIEW COMMITTEE TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JUNE 11, 2014

Schedule 1

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BY-LAW NO. 3
(Amended June 11, 2014)**

A by-law regarding the establishment of a College Council pursuant to the Minister's Policy Directive regarding Governance and Accountability made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (the "Act")*.

BE IT ENACTED AND IT IS HEREBY ENACTED as a By-law of Durham College of Applied Arts and Technology (hereinafter referred to as "the College") as follows:

1.0 GENERAL

In accordance with the Ministry of Training, Colleges and Universities' Minister's Binding Policy Directive regarding Governance and Accountability, the Board of Governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff of the college to provide advice to the President on matters of importance to students and staff. The Board of Governors is to ensure that the structure, composition, terms of reference and procedures for the council is established in by-law.

2.0 ROLE OF COLLEGE COUNCIL

The College Council will be advisory to the President and will provide a vehicle for staff, faculty and students to be consulted and provide input on significant college matters, including:

- strategic plan initiatives
- new operational policy; and
- other operational matters of importance to the college

In support of Durham College's vision and mission, the College Council will promote a collaborative culture; contribute positively to planning and decision-making processes; and provide a forum for stakeholder discussions and debate on strategic, policy and procedural matters.

A report from this advisory College Council shall be included in the College's annual report.

PUBLIC REPORT NO. 3 OF THE GOVERNANCE REVIEW COMMITTEE TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JUNE 11, 2014

3.0 TERMS OF REFERENCE

3.1 Council Membership

The College Council shall be composed of a minimum of 16 members, composed of constituent groups, as follows:

Chair:

- Durham College President

Representative from the Durham College Leadership Team:

- VP, Human Resources

Representatives from:

- Faculty – four representatives ~~appointed by Academic Council~~
- Support staff – four representatives
- Administrative – two representatives
- Students – four representatives

Each ~~constituent~~ **employee** group will develop its own appointment process, **while the college will work with student leaders to appoint student representatives.**

Each appointed representative from faculty, support staff and administrative staff shall serve for a maximum term of two years (with staggered term of the initial members). Students shall serve a one-year term, ~~subject to re-election for a second year.~~

3.2 Meetings

The Council will meet a minimum of three times yearly (fall, winter and spring) with additional meetings at the call of the Chair. The agenda will be determined by the Chair.

Consultation on new operational policy as well as other College Council issues may be conducted via email.

3.3 Quorum

Quorum for College Council is a majority **plus 1.**

PUBLIC REPORT NO. 3 OF THE GOVERNANCE REVIEW COMMITTEE TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JUNE 11, 2014

3.4 Reporting and Deliverables

Notice of meetings, agendas and minutes will be made available to the Durham College community via corporate electronic communications.

The advice and counsel provided by the Council will be taken under consideration in the final decision making process by the President on strategic and operational initiatives.

4.0 FORCE AND EFFECT

By-Law #3 of the Durham College of Applied Arts and Technology, enacted on the 5th day of March 2008, is hereby repealed.

This By-law shall come into force and take effect on the date it is finally passed.

Enacted by the Board of Governors and sealed with the Corporate Seal this 8th day of June, 2011.


Board Chair


Board Secretary

Amended by the Board of Governors this 11th day of June, 2014.

Ron Chatterton, chair

Jennifer Clark, secretary

BOARD REPORT

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: June 11, 2014

FROM: Don Lovisa, President

SUBJECT: Program Advisory Committee Meeting Minutes

A. Purpose

To inform the Board of Governors of the activities of the Program Advisory Committees (PAC) of Durham College.

B. Background

The Minister's Binding Policy Directive 3.0 Programs – Framework for Programs of Instruction, Section C: Advisory Committees provides for the Board of Governors to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the college is established. Committees are to be made up of a cross-section of persons external to the college who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program. The Board of Governors is to establish in by-law the structure, terms of reference, and procedures for program advisory committees.

The Durham College Board of Governors By-Law No. 2, a By-Law regarding Advisory Committees for Programs of Instruction, sets out in section 3.6, in part, that "...The Board of Governors will acknowledge receipt of the minutes [of PAC meetings] by resolution."

C. Discussion/Options

Minutes summaries of one PAC meeting in February, three in March, six in April and 13 in May, 2014 are attached for review, for a total of 23.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

That the Durham College Board of Governors receives these minutes summaries from Program Advisory Committee meetings, for information.

Construction & Hoisting Membership List

Name	Title	Organization
Committee Chair		
Jim Howard		Skycrane
Fred Ogden		Kenaidan Contracting
External Committee Members		
Name	Title	Organization
Michael Cianchetti		Deep Foundations Contractors INC
Mark Dean		Dean Construction Company
Jill Frazer/Paul Fraser	OYAP Program Facilitator	Durham District School Board
Dave Gallagher		
Steve Gibson		Kiewit Corporation
Lee Goodfellow		Mammoet
Paige Marlow	Researcher	Durham Workforce Authority
Andrew McNally		McNally Construction
Don Medeiros		Deep Foundations Contractors INC
Matt Stack		Anchor Shoring
Tom Stack		Anchor Shoring
Andrew Weltz		Birmingham Foundation Solutions

**Elected Student/Alumni
Representatives**

Name	Year/Program/Alumni
Brad Milne	Alumni
Derek Heayn	Year 1 Student

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Kevin Keays	Program Coordinator	Durham College
Jonathan Kelly	Faculty	Durham College
Darrin Caron	Dean/Principal	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Mary Collins	Associate Dean	Durham College
Brent Young	Durham College Instructor	Durham College

Attendees April 3, 2014:

*External Members

Present: Kevin Keays, Andrew McNally*, Lee Goodfellow*, Darrin Caron, Jon Kelly, Steve Gibson*, Derek Heayn, Paul Fraser, Brad Milne

Regret(s): Don Medeiros*, Mark Dean*, Tom Stack*, Michael Cianchetti*, Dave Gallagher*, Andrew Weitz*, Fred Ogden*, Jim Howard*, Matt Stack*,

Guest(s): Brent Young

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Mammoet and McNally Construction are actively seeking new hires as the industry is still quite strong as confirmed by Kiewit.

Discussion around Tower Crane curriculum delivery took place. Darrin identified the need for letters of support from various industries up and above construction companies.

Students indicated the post-secondary Construction & Hoisting Technician program provided a good foundation to obtaining an apprenticeship.

Student math skills continue to be low. Suggestion was made to conduct a pre-assessment to identify areas in need of upgrading prior to beginning the program. (Potentially alter the SALS start times to accommodate the apprentices.)

Darrin provided an update on the workout room at the Whitby Campus.

RECOMMENDED ACTIONS

Add another simulator to the AEF wish list.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

Attachments and hydraulics curriculum added to the Intro to Cranes course for fall 2014/2015.

Next Meeting Date: September 24, 2014

REPORT PREPARED BY: Mary Pearce

DATE: May 27, 2014

DRAFT REVIEWED BY : Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR:

SIGNATURE:

Construction Carpentry-Sustainable Membership List

Name	Title	Organization
Committee Chair		
Steve Snider	Owner	Steve Snider Construction

External Committee Members

Name	Title	Organization
Steve Snider	Owner	Steve Snider Construction
Mike Dipalo	Contractor Sales	RONA Millwork
Peter Brooks	Owner	HM Brooks LTD.
Andy Van Hoof	Building Inspector	Town of Whitby
John Lucyk	Owner	John Lucyk Renovations

**Elected Student/Alumni
Representatives**

Name	Year/Program/Alumni
Brandon Ballantyne	1 st year Construction Carpentry - Sustainable
Rebecca Olajos	Alumni Construction Carpentry-Sustainable

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Don Fishley	Full time Faculty/ Program Coordinator, Construction Carpentry-Sustainable program	School of Skilled Trades, Apprenticeship and Renewable Technology
Alan Doyle	Full time faculty, Construction Carpentry-Sustainable program	School of Skilled Trades, Apprenticeship and Renewable Technology
Enzo Bruni	Carpentry technologist	School of Skilled Trades, Apprenticeship and Renewable Technology

**Guests/Unelected
Faculty/Staff**

Name	Title	Organization
Greg Durkee	PT Faculty-Construction Carpentry-Sustainable	School of Skilled Trades, Apprenticeship and Renewable Technology

Attendees April 14, 2014

***External Members**

Present: Steve Snider, Peter Brooks, Mike Dipalo, Andy Van Hoof and John Lucyk, Don Fishley, Alan Doyle, Mary Collins, Brandon Ballantyne, Enzo Bruni

Regret(s): n/a

Guest(s): Greg Durkee PT Faculty Durham College Construction Carpentry-Sustainable

Recording Secretary: Julie Hauber

KEY POINTS OF DISCUSSION:

- All members commented on the slow start of the season due to the long winter and delays in being able to start digging due to cold temperatures.
- Stiff competition from Toronto suppliers and builders
- City levies are not easy to deal with along with a small inventory of available lots.
- Area around the 407 is zoned for both commercial and industrial; perhaps when it is completed construction will pick up.
- 90% of the renovation market is by referrals and business is steady
- Trend for small 1800sqft bungalows
- Student voice:
 - It's hard finding fulltime work without experience; however our program has given him enough to start an apprenticeship
 - Working with your hands is not a "dirty job", it is satisfying and creative at the same time.

RECOMMENDED ACTIONS From April 14 2014:

1. Follow up with Communications and Marketing regarding the website program video for Construction Carpentry-Sustainable --- *Don Fishley*

STATUS OF RECOMMENDATIONS (Bring Forward) :

1. Tour of the CFF building as part of Fall meeting
2. Provide stats on where graduates from this program are working --- *J.Hauber*

Next meeting date: October 20, 2014

REPORT PREPARED BY: Julie Hauber

DATE: May 27, 2014

DRAFT REVIEWED BY: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR:

SIGNATURE:

Court Support Services Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Catherine Dunn	MAG Courtroom Clerk OCJ	Durham Courthouse
External Committee Members		
Seaneen Collins	CTSS Supervisor	Durham Courthouse
Jenna Couvier	MAG Courtroom Clerk OCJ	Durham Courthouse
Colette Dwyer	Manager, Court Operations	MAG
Leona Kristensen	Provincial Offences Court Services	Durham Courthouse
Brian Garrah		MAG
Sarina Kashak	Director of Court Operation	Central East Region
Rebekah McNeill		Durham Courthouse
Lloyd Passey	Court Support	Durham Courthouse
Sue Reck	President	Durham Reporting & Med.
Allan Rowsell	Justice	Durham Region
Jaimie Lee		MAG, Ottawa
David Salmers	Justice	Durham Region
Karen Sparkes		Professional Court Reporter
Lynne Wagner	Assistant Deputy Attorney General	Court Services Division
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Noel Clement	Student Rep	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Josie Fogal	Professor	Durham College
Debbie Miller	Professor	Durham College
Lesley Wagner	Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Grace Mazzotta	Client Services Representative	Superior Court of Justice

Attendees (May 7, 2014):

*External Members

Present: S. Ball, *J. Couvier, *C. Dutton, J. Fogal, *C. Dwyer, *L. Kristensen, *R. McNeil, *D. Miller, *L. Passey, *K. Sparkes

Regret(s): N. Clement, *Collins, *S. Kashak, *J. Lee, *L. McCreery, *S. Reck, *A. Rowsell, *D. Salmers, *L. Wagner

Guest: G. Mazzotta

Recording Secretary: D. Miller

KEY POINTS OF DISCUSSION

1. Minutes of November 6, 2013 were approved by L. Passey and seconded by J. Couvier.
CARRIED
2. **Current Trends.** Managers can go back to the original competition for 14 months after and hire the person who scored second or third in the competition. The job does not need to be re-posted. There has been some improvement but there continues to be an issue with applicants in meeting the required typing speed for a position. A typing speed of 50 wpm will not be required based on the new model for transcription for court monitor positions.
3. **On-Line Development of Court Support Services:** There is a government initiative to create on-line courses for this program starting with Criminal Court Clerk and Court Monitor I. The team comprised of our subject matter expert, Multimedia specialists and E-Learning specialists are developing all the courses by the end of August and offered through Ontario Learn.
4. **Field Observation Update:** Burlington Provincial Offences, Peterborough Court, Lindsay in Court and Administration, Cobourg Administration and Belleville Courthouse were added to our list of field hosts this year.
5. **Program Mapping:** The program will be going through a formal mapping process which has commenced.
6. **Competitions:** The students participated as court registrars at the province-wide Paralegal mock trial competition held at the Durham Courthouse this semester. Students also shadowed court clerks during the Kelly Cup which is a high school competition held in conjunction with the Ontario Justice Education Network.
7. **Employment:** Most graduates do pursue a career in the courts. Other graduates are working in law offices, family responsibility offices, private court reporting agencies, provincial offences offices and court workers for Children's aid Society. Our Durham Courthouse hired 22 of our graduates and several were hired in the Toronto and Tri-County Courts. Nine students from the September 2014 intake have had interviews and/or been hired in the field.
8. **KPI Results:** Two areas that were identified for improvement was the quality of the lab/shop learning and field observation which are being addressed by the program team.
9. **Best Practices:** Many of our graduates are being hired as a result of the CTSS resume graduate books that are distributed to all the hosts and the program will continue to create them each year. There are currently 94 members on the collaborative private Facebook page utilized by graduates to share information and highlight events at the college. The peer vision leadership team approach is now recognized across the college as a best practice.
10. **Highest GPA Award:** The program will continue to award the top student in the September and January intake programs based on the highest grade point average.
11. **Revised Program of Studies:** It was proposed that a course relating to conflict in the workplace or dealing with difficult clients be included.
12. **Career Preparation Course Update:** The course encompassed guest speakers, mock interviews by various agencies, and a student graduate panel. The outline will be revised with more emphasis on professionalism. It was proposed that students should have a GPA of 2.0 in all first semester courses in order to be eligible to take this course.
13. **Court Transcription Course:** The course endorsed by MAG started this week with 36 students enrolled.
14. **Election of New Chair:** J. Couvier was elected the new Chair replacing C. Dutton who has completed her second term as Chair.

RECOMMENDED ACTIONS

1. A course on conflict in the workplace or inclusion within one of the courses will be discussed by the program team.
2. A discussion on the pre-requisite for the Career Preparation course will be held with the program team.
3. An update on the progress of the program mapping process will be added to the agenda for the next meeting by D. Miller.
4. A demonstration of the on-line Criminal Court Clerk course will be added to the agenda for the next meeting by D. Miller.

STATUS OF RECOMMENDATIONS FROM (November 6, 2013) MEETING

1. Copies of the Oath of Confidentiality and Oath of Professionalism will be forwarded to J. Couvier by D. Miller. COMPLETED
2. The mock interview questions will be forwarded to the POA Office by J. Fogal. COMPLETED
3. The faculty will emphasize the importance of having a high keyboarding speed for a court position in all their courses. COMPLETED
4. A follow-up with the supervisors at the courthouse for additional staff volunteers will be pursued by J. Couvier. ONGOING
5. K. Sparkes will forward the information on transcriptions in the private sector to D. Miller. COMPLETED
6. Observation opportunities in the corrections/probation parole sector and in crown attorney/prosecution offices will be pursued by D. Miller. COMPLETED
7. The course outlines are to be reviewed to include the administrative component by faculty to ensure our graduates will be ready for the new court clerk/administrative positions. ONGOING
8. The September Start students will be canvassed for volunteers for the Peer Vision Leadership Team who can address the January intake by D. Miller. COMPLETED

REPORT PREPARED BY: D. Miller/M. Bartosik

DATE: May 8, 2014

DRAFT REVIEWED BY DEAN: Stephanie Ball



SIGNATURE: _____

APPROVED BY CHAIR: C. Dutton



SIGNATURE: _____

Culinary Membership List

Name	Title	Organization
Committee Chair		
Ron Subden	Executive Chef	Oshawa Golf Club
External Committee Members		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Kevin Anyan	General Manager/Owner	Kings Court Catering
Bob Brown	Program Facilitator SCWI/SHSM	Durham Board of Education
Sharon Doyle	Manager	Taunton Mills LTC Facility
Penny Johansen	Owner/Manager	Chatterpaul's
Penny Kertsos	President	PennyKertsos.com
Georg Krohn	Hospitality Consultant	
Stacey Ritchie	OYAP and Pathways Coordinator	Durham Catholic District School Board
Mary Solomon	Production and Retail Manager	Ontario Shores Centre for Mental Health Sciences
Kevin Thompson	Hospitality Educator	Durham District School Board
Michael Guzzo-Foliaro	Owner/Manager	Bella Notte Ristorante
Sal Scala	Executive Chef	Pizza Nova Ristorante
Stefanie Martin	Kitchen Manager/Production Chef	Halenda's Fine Foods
Gary Cole	Culinary Arts Instructor	KPRD School Board
Tracey Running	SHSM & Tech Facilitator	Durham District School Board
Jill Frazer	OYAP/DDSB	Durham District School Board
Derek Leung	Chef/Owner	Chanterelle Bistro
Sean Ashley	Executive Chef	Deer Creek Golf Club
Amy Robertson	Food Services Manager	Northumberland Hills Hospital
Lindsay Harris	Executive Chef	Viva Pickering Retirement Community
Elected Student/Alumni Representatives		
Luke Donnelly	1, Culinary Skills/CODA	
Hope-Ashley Currell	1, Culinary Skills	
Sarah Nicholls	2, Culinary Management	
Alex Hunt	Alumni	
Elected Faculty/Staff Representatives		
Dave Hawey	Program Coordinator/Professor	Centre for Food
Peter Lee	Professor	Centre for Food
Tanya Heck	Professor	Centre for Food

Guests/Unelected Faculty/Staff

Mary Collins	Associate Dean	Durham College - Whitby
Amy Serrano	Administrative Support	Centre for Food

Attendees May 12, 2014:

*External Members

Present: *R. Subden, *S. Martin, *A. Robertson, *G. Krohn, *J. Frazer, *L. Harris, *M. Solomon, *S. Martin, *T. Running, D. Hawey, T. Heck, P. Lee

Regret(s): A. Hunt, *D. Paterson, *D. Leung, H. Currell, *K. Brown, *K. Thompson, L. Donnelly, *M. Guzzo-Foliaro, *P. Johansen, *P. Kertsos, *S. Scala, S. Nicholls, *S. Ashley, *S. Doyle, *S. Ritchie

Guest(s): M. Collins

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

1. The minutes from October 29, 2013 were accepted. The agenda was accepted without changes.
2. **College/school update and program update:** Ontario Skills last week; team of 4 students. Year one Culinary student (S. Lavergne) placed gold in cooking competition and will proceed to Nationals in June; received high marks in tasting and cleanliness. October – high school recruitment competition. Look to PAC as judges. Gingerbread competition in Durham; contact A. Serrano or D. Hawey about sponsorship interest. Greenhouse will be in the process of being built within the next six weeks. Structure of landscaping should soon be in place. Experimental plots for different ethnic produce. More growing next year but framework to be done this year. Land secured at wind reach farms for summer project – Horticulture program. Will provide CFF with tomatoes, shallots, and garlic. Microbrewery; testing for pesticides – research. Need for incubating space or any needs of research, DC has many options. Developing grad certificate in advanced baking/pastry - 75% lab based/25 theory based. There is an entrepreneurship aspect; intensive baking program. CVS has been approved and hope to start Sept. 2015.
3. **Continuing Education update:** There were no available updates.
4. **Student voice:** No student voice updates.
5. **Workshops – Content, Learning Outcomes and Expectations – Two groups of Six members:**
Complete notes from activity are on a separate word document.
Nutrition; Baking: Discuss at next meeting.
Food Labs: semester 1: knife skills; knowledge of equipment; production schedules; types and differences of soups; sauces, especially mother sauces; vegetables (cooking/prep, specific unit); bread; pies; cookies; piping skills; cakes. Semester 2: starches (rice, risotto); pasta; chicken (braising, butchering, whole bird, etc.); pork; beef; lamb (shanks); fish/shellfish (filleting, deveining shrimp, round vs. flat); vegetarian cooking.
Kitchen Management; Menu Planning; Restaurant Management Theory: HR (staffing requirements; Ministry of Labour); hiring/termination policies; leadership styles; measurement and conversions; math skills; yields; purchasing and food costs; sourcing best price by knowing different/local suppliers; quality versus price; comprehension of flow of food from delivery to plate; quality assurance; recognize substitutions. Receiving; identify quality and weights (meat, fish, etc); temperatures; quantities; understanding invoices and checking orders against invoice. Inventory knowledge important (FIFO); production planning and building orders; equipment service/maintenance; kitchen design; knowledge of various menu styles is important.
Food Service Operations; Restaurant Services Techniques: student work experience important; provide production schedules for each station; have prep list and timelines; communication is important.
Field-to-Fork: Discuss at next meeting.
6. **Comparison of suggestions to current curriculum-planning table discussions:** Discuss at next meeting.

RECOMMENDED ACTIONS

1. Continuation of group workshops
2. Future meeting date-Culinary: October 6, 2014, 9 a.m. Location: TBA

STATUS OF RECOMMENDATIONS FROM October 29, 2013 MEETING

1. Job Fair – at Whitby campus last week. PAC members should be from all different areas of industry.

REPORT PREPARED BY: Amy Serrano

DATE: May 12, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

911 Emergency & Call Centre Communications Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Theresa Virgin	APCO Canada Representative	APCO Canada
External Committee Members		
Nicole Bolotenko	Director of Programming	Distress Centre Durham
Diane Douglas	Communicator	Oshawa Fire Services
Arthur Graham	Manager, Professional Standards	Toronto Emergency Medical
Irene Marceau	Operations Manager	Minacs
Brenda Jeffs	Customer Service Manager	City of Oshawa
Lee Ana Carleton	Training & Recruitment	Toronto Police Service
Sharon Noble	Chief Communications Officer	Ajax Fire & Emergency
Todd Rollauer	Inspector, Communications	Durham Regional Police
Rui Da Silva	Manager, Station Operations	CHUBB Edwards
Susan Sharp	Training Unit	Toronto Police Service
Brenda Wrethan	Training Unit, Communications	Toronto Police Service
Clyde Haggart	Performance Leader	On Star
Anna Halkidis	Manager, Dispatch Operations	CAA South Central Ontario
Lisa Nash	Training Coordinator	Durham Regional Police
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Patrick Pugliese	Alumni	Durham College
Tricia Thomas	Year 2 student	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Name		
Stephanie Ball	Dean	Durham College
Margot Murray	Faculty	Durham College
Annette Patrick	Coordinator/Faculty	Durham College
Guests/Unelected Faculty/Staff		
	Title	Organization
Name		
None		

Attendees (May 14, 2014):

*External Members

Present: S. Ball, *N. Bolotenko, *D. Douglas, *C. Haggart, *I. Marceau, M. Murray, *L. Nash, A. Patrick, *T. Thomas, *T. Virgin

Regret(s): *L.A. Carleton, *R. Da Silva, *A. Graham, *A. Halkidis, *B. Jeffs, *V. Kehoe, *N. McCracken, S. Meader, *S. Noble, P. Pugliese, *T. Rollauer, *S. Sharp, B. Wrethan

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. The minutes of October 23, 2013 were approved as amended by M. Murray and seconded by L. Nash. CARRIED.
2. **Industry Award:** One of the Minacs employees, B. Anta, won the award as the Number 1 dispatcher chosen from 54,000 call submissions by the International Academy of Emergency Dispatch. On Star won the top award for the IT version of the call of the year.
3. **Enrolment:** Currently there are 208 applications for 45 seats with 66 already confirmed for first-year with 18 already on the wait list. Those students are advised about our January Start program. The current January Start enrolment filled as well with 24 students.
4. **Field Placement:** The Field Placement Coordinator meets with each student to assess the skills that they bring and then match it with a placement host. This year some of the placement hosts included Camp Samac, Scouts Canada, Ajax Fire, DRPS, Peterborough Police, and Durham Transit. There is a new process for WSIB that requires students to sign a declaration form.
5. **Field Placement Name Change:** The course name, Field Placement, will be changed to Experiential Learning, effective next year.
6. **Job Opportunities:** Minacs has already hired 5 of our graduates. The DRPS Call Centre is continuing with a major hiring process as many applicants are unsuccessful as they require both the call taker and dispatcher skills.
7. **Distress Centre Durham:** There is ongoing discussion on embedding their training into our Crisis Intervention course. Negotiations are also underway for a potential shared lab and satellite office for the Distress Centre.
8. **Personal Reflection Report:** The report written by a second-year student, C. Bennett, reflected on his extraordinary field placement experience with Waterloo Regional Police Service. We hope to have this published in an upcoming edition of Wavelength magazine.
9. **Continuing Education:** The 911 certificate program is suspended due to lack of enrolment but CE is committed to offer courses for those who are completing the program.
10. **Student Voice:** The student's placement experience at E.A. Lovell School involved the creation and delivery of a presentation about what 911 is and its services including Fire and EMS their students in upgrading and ESL programs. Pickering school has now requested the presentation.

RECOMMENDED ACTIONS

1. The current terms of reference and by-laws will be attached to the minutes for all the members and distributed by M. Bartosik
2. A. Patrick will contact the student, C. Bennett, to get his permission to submit his article to the call centre publication, Wavelength, as well as his attaining written permission from Waterloo Regional Police to use their name in the article.
3. The link for the new declaration form will be forwarded to S. Meader, Continuing Education, and T. Virgin by A. Patrick.
4. A. Patrick will follow up with I. Marceau, Minacs about having B. Anta as a guest speaker to share his experience with our students.

STATUS OF RECOMMENDATIONS FROM (October 23, 2013) MEETING


1. A meeting with the second year students to discuss program learning outcomes, course learning outcomes and available resources will be set up by M. Murray and A. Patrick. COMPLETED
2. The Distress Centre Durham and the Office of Institutional Research will be contacted by A. Patrick regarding a potential

3. The recommendation to change the name of Field Placement to Experiential Learning will be forwarded for implementation in the 2014-2015 program of study by A. Patrick. COMPLETED
4. A satellite office and shared lab with the Distress Centre Durham will be pursued by M. Murray and V. Kehoe. ONGOING
5. A. Patrick will continue to work Distress Centre Durham to add their volunteer training to our curriculum. ONGOING
6. Career Services will be contacted regarding mock interviews for our students by A. Patrick. COMPLETED

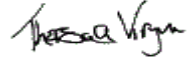
REPORT PREPARED BY: M. Bartosik

DATE: May 15, 2014

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: _____


APPROVED BY CHAIR: T. Virgin

SIGNATURE: _____


Environmental Technology Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Amanda Huxter	Manager	Convanta Durham York Renewable Energy L.P.
External Committee Members		
Kevin Bailey	Environmental Compliance	Cameco Corporation
Adam Cochrane	Chemical Technician	Ontario Power Generation
Philip Gleeson	Geochemist	SGS
Lorelei Hepburn	President	The Environmental Factor Inc.
Stewart McLellan	President	Cardinal Environmental Consulting Services Ltd.
Dan Moore	Aquatic Resource Analyst	Central Lake Ontario Conservation Authority
Rebecca Peters	Superintendent, Radiation Protection, Environment & Quality	Cameco Corporation
Sandra Thomas	District Supervisor (Acting)	Ontario Ministry of Environment
Elected Student/Alumni Representatives		
Andrew Ames	1 st year Environmental	Durham College
Ashley Audit	1 st year Environmental	Durham College
Eric Roffey	1st year Environmental	Durham College
Elected Faculty/Staff Representatives		
Joy Lavergne	Program Officer	Durham College
Joyce Myers	Program Coordinator	School of Science & Engineering Technology
Ross Stevenson	Professor	School of Science & Engineering Technology
Michelle Theophille-Kennedy	Admissions Officer	Durham College
Sue Todd	Dean	School of Science & Engineering Technology
John White	Professor	School of Science & Engineering Technology
Katherine Wilson	Professor	School of Science & Engineering Technology
Guests/Unelected Faculty/Staff		
	Title	Organization

REPORT PREPARED BY: Jenni-Lynn Head
MINUTES REVIEWED BY: Sue Todd

DATE: May 20, 2014
DATE: May 21, 2014

Attendees – May 8, 2014

*External Members

Present: J. Myers, E. Roffey, *S. Thomas, S. Todd, J. White, K. Wilson

Regret(s): A. Ames, A. Audit, *K. Bailey, *A. Cochrane, *P. Gleeson, *L. Hepburn, *A. Huxter, J. Lavergne, *D. Moore, *R. Peters, R. Stevenson,

Recording Secretary: A. Derdall, J. Head

KEY POINTS OF DISCUSSION

- 1. Welcome and Introductions:** S. Todd welcomed members and asked everyone to introduce themselves.
- 2. Additions to the Agenda:** None
- 3. Acceptance of the Agenda:** S. Todd accepted.
- 4. Approval of Minutes from November 14, 2013:** K. Wilson and E. Roffey accepted the minutes.
- 5. External Membership Information Sharing:** P. Gleeson advised in an email that the c-class system they were supposed to switch over to from LIMS was more difficult than thought. Therefore they are using both programs to manage samples and maintain workloads until the c-class program is perfected. S. Thomas added that they (Ontario Ministry of Environment) have placement openings now.
- 6. College/School Update and Program Update:** J. Myers noted there was no update and added that there will be a committee report to come in the fall.
- 7. Student Voice:** E. Roffey noted that a lot of students are complaining about the lack of equipment in their labs. There are not enough pipettes, cylinders, etc. This makes it very complicated throughout the year with materials being obscure. He suggested that more glassware could be ordered as there is a lot of breakage. More mortars and pestles also need to be ordered. It was discussed that because the labs are running back to back there is not enough cleanup time. S. Todd mentioned that they will need to strategize with the technologists with having the right amount of materials. K. Wilson added that there is no time to lock up the lockers anymore which may be adding to lack of materials.

E. Roffey also mentioned that there is a lack of soil samplers. K. Wilson said they are expensive to order for the amount of times they are being used throughout the year.

E. Roffey spoke on behalf of some Organic Chemistry students who noted they want more lecture time, as they feel there currently is not enough time. He feels it is a good idea for students to be given worksheet handouts at the beginning of the year from the Instructor so students can refer to the sheet during their lectures. S. Todd noted this is a good idea and can be brought to the teacher's attention by the students.

The final thing E. Roffey wanted to add was regarding the DC Website, referring to the program requirements. He thought it would be a good idea to have the memo grades posted on the website. It was discussed by everyone that showing you need a credit is sufficient. GIS AutoCAD is listed twice on the website in the course listing. S. Todd sent a note to the DC Web Team to have that fixed. E. Roffey mentioned that his friend was given false admission advice. S. Todd said there seems to be a breakdown in communication with the high school guidance counselors regarding the program entry requirements.

- 8. Continuing Education Update:**
The continuing education representatives was unable to attend.

- 9. Program Review Update:**
K. Wilson noted that a mini Analytical Techniques course was piloted for fast-track students this

year. GIS AutoCAD was also delivered for the first time in the fall. An analytical instrumentation lab was put together. There was a successful career night on January 15, 2014 where five different speakers came to speak. 1st, 2nd and 3rd year students all attended the career night. First year student's schedules were updated with more lab time with K. Wilson. There are still a number of recommendations to address for the Program Review, but things are currently on target.

10. Environmental Topics Course Outline Revision: The outline will be changing next year. GIS has come out of topics because it will be in the GIS AutoCAD course instead. They will be going back to a lab instead of a computer lab. There will be outdoor labs, hopefully before the leaves fall, as students wanted more outside activities. The lecture component will be changing with the addition of emergency preparedness. The labs are going to be running completely separate from the lectures. The lab will be working on field work independently. Lectures will be on different work.

K. Wilson plans to teach students on working efficiently and being responsible for themselves. There will be new activities, like water testing and jar testing, one week on General Chemistry, and one week on ground water sampling. Students will ID plants in November, after collecting leaves in the fall. The current lab with air emission calculations is being kept in the course outline. S. Thomas will send K. Wilson some information she received about general emergency preparedness plans. There will be a project management course coming next year.

11. Additional Agenda Items: No additional agenda items were added.

12. Future Meeting Date: October 30 at 5 p.m.

13. Adjournment: 6:25 p.m.

RECOMMENDED ACTIONS

1. Update the contract manual regarding lab practice when equipment is broken. **ACTION BY: M. Calhoun**
2. Send message to Gail MacKenzie in the School College Work Initiative department to communicate to high school guidance counselors and ask for update on process for College preparation. **ACTION BY: S. Todd**
3. Contact GL Roberts for a new member for the meeting. **ACTION BY: S. Todd**
4. Contact potential new members. **ACTION BY: Membership**
5. Send K. Wilson information regarding general emergency preparedness. **ACTION BY: S. Thomas**

STATUS OF RECOMMENDATIONS FROM *November 14, 2014* MEETING

1. K. Wilson looked into adding a method validation component and noted there is already a component in Analytical Chemistry.
2. S. Todd noted that switching students to a two-week field placement can be done and it is a good idea to have some options. A student started with the Town of Whitby the day after exams finished and is staying on as a paid employee for a little while longer.
3. A. Derald emailed the program review summary chart to external members and no further action was required.
4. S. Todd discussed communication course concerns with Kevin Baker. They are developing a new strategy for new communication courses. S. Todd gave an overview of the new process. The pilot will be in one program for hopeful changes in 2015. A formal presentation will come in the future.
5. S. Todd discussed moving biology to two one-hour classes with M. Calhoun and noted they are working towards this.

REPORT PREPARED BY: Jenni-Lynn Head DATE: May 20, 2014

DRAFT REVIEWED BY DEAN: Joyce Myers SIGNATURE: *Susan Todd*

APPROVED BY CHAIR: Sue Todd Approved: May 21, 2014

Fire Life Safety Systems Technician Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Kirk Harris	President	Harex Inc.
External Committee Members		
Terry Dorgan		International Brotherhood of Electrical Workers
Julie Hutchinson Marzinotto		ARC Fire Services
Cecil Mackesey	WHSC Staff Representative	Workers Health & Safety Center
Steve Penna		
Paul Schuster		PC Fire Code
Richard Sylvester	Vice President	Canadian Fire Alarm Assoc.
David Sylvester		Microm Group of Companies
David Toland	Contractor	Trinity Fire Protection Inc.
Rick Kurelo	Operations Manager	Harex Inc.
Jarod Regan	Senior Fire Alarm Technician	Harex Inc
Robert Williams		
Beth Weckman	Professor	University of Waterloo
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Vince Tripp	1 st Year Student	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Stephanie Ball	Dean	Durham College
Randy Panesar	Professor	Durham College
Marie Sforza	Professor/Coordinator	Durham College
Guests/Unelected Faculty/Staff		
None	Title	Organization

Attendees (May 29, 2014):

*External Members

Present: *E. Bombiono, R. Panesar, M. Sforza, M. Tapper, V. Tripp, *T., Wiseman

Regret(s): C. Bozzo, *S. Brown, *K. Harris, *J. Hutchinson Marzinotto, *C. Mackesey, *R. Sylvester, * P. Schuster, *S. Penna, *D. Toland,, *R. Kurelo, *J. Regan, *D. Sylvester, *B. Weckman, *R. Williams

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. Minutes of November 21, 2013 were approved by V. Tripp and seconded by R. Panesar.
CARRIED
2. **Industry Trends:** The fire alarm industry is code and insurance driven with insurance companies sending out their field representatives to watch the inspections being performed. Employees are now encouraged to get their Canadian Fire Alarm Association (CFAA) certification in order to go into the sprinkler industry. The codes are changing with the integration of all systems (alarm and fire) in buildings. A qualified fire alarm technician now requires more computer programming than electrician skills in the field. Written and practical testing is required in order to be certified by the CFAA. The new 2015 CFAA regulations will require 1500 of "apprenticeship type" hours under an existing CFAA certificate holder.
3. **Program of Studies Changes:** the curriculum is currently being reviewed and revamped to provide students with electrical, sprinkler, suppression and programming skills in order to broaden the range of fire alarm industries. Pre-Service Firefighter students are encouraged to take this program and will look at formalizing the pathway between the programs with transferable credits.
4. **Co-Op Opportunities-Spring/Summer 2014 and 2015:** The industry does provide co-op opportunities to students during the summer period. Our students would have the opportunity to continue working for the agency on a paid co-op basis which may lead to full time employment.
5. **Career Fair Day:** The industries are willing to come in to meet with students and interview them for potential co-op and job opportunities.
6. **Lab:** This year the lab was housed at the Whitby campus. Negotiations are currently underway to move the lab to the main campus for September. Several committee members have offered to supply pipe and other supplies for our lab.
7. **Field Placement:** Students are not covered by placement agency insurance beyond the 100 hours of placement. Placement hosts would prefer block placement rather than 2 days a week as it is easier to schedule for field work. The 100 placement hours experience would count towards the required 1500 hours as will the co-op or summer employment hours available to our students at various industry partner sites.
8. **Employment:** To date, approximately 50% of the graduating students have employment in the field. A few have elected to further their education.
9. **Student Voice:** The students would prefer a longer placement period and shorter time period for presentations at the end of the semester.

RECOMMENDED ACTIONS

1. The course outlines and program of studies will be electronically sent to all the committee members for review by R. Panesar.
2. Changing the timeframe from 2 days a week to block field placement will be further pursued by R. Panesar.
3. A Fire & Life Safety Systems Career Fair will be further investigated by R. Panesar.
4. Guest speakers from the industry will be invited by R. Panesar to speak at the September Start-Up Orientation Day.

STATUS OF RECOMMENDATIONS FROM *November 21, 2013* MEETING

1. C. Mackesey will provide the school with information/booklets/videos on "what certification is".
NOT COMPLETED
2. A meeting will be arranged with C. Mackesey and S. Ball to discuss certifications and courses

that may be tailored to our program by WHSC. ONGOING

3. Bridging with Waterloo will continue to be investigated by S. Ball and R. Panesar. ONGOING

REPORT PREPARED BY: M. Bartosik

DATE: May 29, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper: SIGNATURE: _____



APPROVED BY ACTING CHAIR: M. Sforza

SIGNATURE: _____ Marie Sforza _____

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
TBD		
External Committee Members		
Name	Title	Organization
Fred Archibald	Owner	Archibalds Orchards & Estate Winery
Sandy Archibald	Owner	Archibalds Orchards & Estate Winery
Cathy Bartolic	Executive Director	Ontario Farm Fresh
Phillip Collins	Landscape Architect/Organic Farmer	Fresh City Farms/Foggy River Farm
Elaine Flook	Business Development Consultant	Ontario Ministry of Agriculture, Food & Rural Affairs
Katelyn Larmer	Outreach Coordinator	Ontario Agri-Food Education Inc.
Gabrielle Marroccoli	Senior Food Scientist	E.D. Smith Foods LTD.
Rod McKay	Owner	Willowtree Farm
Nancy Rutherford	Manager	Durham Economic Development, Agriculture & Rural Affairs
Jim Sheehan		Durham Foods
Alissa Smith		Ocala Orchards Farm Winery LTD.
Ashley St. Hilaire	Director of Operations	Canadian Organic Growers
Ted Watson	Owner	Watson Farms LTD.
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	Organization
Christopher Barbieri	1 st year Food & Farming	Durham College
Rhianna Halliday	1 st year Food & Farming	Durham College
Leo Iampietro	1 st year Food & Farming	Durham College
Daniel Tomarchio	1 st year Food & Farming	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Carlton Allen	Professor	Durham College School of Science & Engineering Technology
Maureen Calhoun	Associate Dean	Durham College School of Science & Engineering Technology
David Hawey	Professor	Durham College Centre for Food Durham College
Martha Hendricks	Professor	School of Interdisciplinary Studies & Employment Services
Shane Jones	Professor	Durham College School of Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College School of Continuing Education
Greg Moran	Professor	Durham College School of Skilled Trades, Apprenticeship, & Renewable Energy
Terrence Rigby	Technologist	Durham College School of Science & Engineering Technology
Jacob Robinson	Professor	Durham College School of Science & Engineering Technology

Riaz Shah	Professor	Durham College School of Science & Engineering Technology
Corrie Stender	Program Coordinator	Durham College School of Science & Engineering Technology
Susan Todd	Dean	Durham College School of Science & Engineering Technology
Marlene Werry	Professor	Durham College School of Science & Engineering Technology
Guests	Title	Organization
Kate Bird	Chief Executive Officer	WindReach Farm
Jacqueline Johnson – Daley	Executive Assistant	YWCA Toronto
Paige Marlow	Researcher	Durham Workforce Authority

Attendees –

*External Members

Present: *K. Bird, *P. Collins, *J. Daley, S. Jones, P. Marlow, T. Rigby, R. Shah, C. Stender, R. Stevenson, S. Todd, *M. Werry

Regret(s): C. Allen, F. Archibald, S. Archibald, C. Barbieri, C. Bartolic, E. Flook, V. Gilham, R. Halliday, D. Hawey, M. Hendricks, L. Iampietro, K. Larmer, J. Lavergne, G. Marroccoli, R. McKay, M. Moran, J. Robinson, N. Rutherford, J. Sheehan, A. Smith, A. St. Hilaire, D. Tomarchio, T. Watson

KEY POINTS OF DISCUSSION

- 1. Welcome and Introductions:** S. Todd welcomed members and asked everyone to introduce themselves.
- 2. Additions to the Agenda:** Electing a chair was added. S. Todd motioned for P. Collins to step forward to Chair and M. Werry seconded the motion. The possibility of adding some Community Integration through Cooperative Education (CICE) courses was also added to the agenda.
- 3. Acceptance of the Agenda:** R. Stevenson and M. Werry accepted the minutes.
- 4. PAC Membership Overview:** Contract staff are still classified as external members.
- 5. External Membership Information Sharing/Industry Trends:** There has been some recognition that other post-secondary institutions are picking up agricultural programs. One opinion was that our program seems to be leaning more towards organics and sustainable agriculture. There are new plants becoming available for the industry, some of which are fruit and nuts. Fleming College is working on nutrient density in their program and there were suggestions that we could do something similar in our program.

Durham Workforce Authority (DWA) is currently undergoing two major projects. The first one, Career Ladders is a partnership being led by the Literacy Network of Durham Region (LiNDR) and Essential Skills Ontario (ESO). Career ladders is an effort to enable low-skilled, low-income workers to enter and ascend up a career pathway in a given industry or occupation in their own time. The central premise of the approach is that training and educational delivery should be organized as a series of incremental and stackable certificates that are aligned to progressive occupational pathways. They provide working adults with numerous entry and exit points in order to address the scheduling challenges many often face. The DWA completed Phase One of the project in March 2014 and is currently waiting for funding to move forward with Phase Two. During Phase One, after extensive research and key informant interviews, it was decided that the sector they would begin this pilot project in was food processing and agriculture. The second project is a Skill Shed. This is a survey of both the general public and the workforce to look at various labour market indicators including, but not limited to, skills, current/desired wages, current/desired commuting patterns, job search/recruitment techniques and basic demographic/company information. DWA will be launching

the survey in June 2014 with the focus on the Food Processing/Agriculture Sector. They will be looking for company owners who are willing to complete key informant interviews/surveys. There were suggestions that we could work with DWA on this by possibly adding a planting course, or a basic processing course.

The YWCA of Toronto spoke about the need for employment readiness, such as what additional skills can be focused and targeted on and included into the curriculum. Members of the meeting discussed that there seems to be a stigma with youth and a difficulty for young people to be able to discuss their skills. These are some areas to explore and build into our curriculum and into the essential employability skills.

Marketing for the program further east of Ontario would be beneficial, as there is not a lot of Agriculture studies close by.

There was a focus group on watching for the import replacement of bio fuels and bio products, but due to lack of jobs in the field of bio processes, this was stopped. Perhaps in the future the school will be active in that field and be able to offer a post diploma, one-year certificate program.

An online/hybrid course was briefly discussed regarding how to start a community garden, as there seems to be a lot of interest on the urban agriculture.

- 6. College/School Update:** S. Todd touched on the curriculum meeting with the faculty. The Program of Studies was modified with a design course added in semester 2. The oils course was removed and a harvest course was added and will be delivered in semester 3. Students at WindReach will be developing the vegetables.

There have been concerns about the program and the school has needed to adapt and listen to the students. Students who are in the program are interested and keen. There are 29 applicants interested for fall 2014. The school is continuously strategizing for more hands-on learning. Approval was given for three students to work through the summer at WindReach Farms. There is a website (www.projectcsa.com) and a Facebook group for the students who are working through the summer.

D. Lovisa has tasked the SET and CFF to integrate the education between the culinary students and the food science students which will be worked on in the near future.

The greenhouse and orchards arrival will hopefully be near the end of May. Local farmers have donated seeds to the school and research money has been received for opportunities for processing and growing. The location and space for the microbrewery and grow chippers has not been found yet, but the greenhouse should be up and running by the fall.

- 7. Student Voice:** The students who are working through the summer are doing great and are happy they have been heard, things are in place, and courses have been adapted.
- 8. Continuing Education Update:** The continuing education representative was unable to attend.
- 9. Computer Skills:** Horticulture students noted that there are no computer skills (Microsoft Office) being taught in the program. The ministry approved for the program without computer skills. This could be a barrier to employment. A Word and/or Excel component could be added to the program of studies. This could possibly be added to the design or entrepreneurship courses.
- 10. Additional Agenda Items:** Community Integration through Cooperative Education gives individuals with intellectual disabilities or significant learning challenges the opportunity to learn at their own pace in programs such as Early Childhood Education, Hospitality Management and Fitness and Health Promotion. A great opportunity to build confidence, gain independence and enjoy the college experience first-hand. The school was approached to pick a couple courses that might work for the CICE program. Some courses that were suggested were: Fruits, Soils, Veggies, Green House, Herbs and Spices, and Harvesting.

- 11. Future Meeting Date:** Thursday, November 13, 2014 at 5:00 p.m.

12. **Adjournment:** 7:00 p.m.

RECOMMENDED ACTIONS

1. Send program of study to Kate Bird and Jacqueline Daley. **ACTION BY: J. Head**
2. Pick a couple courses that could work for the CICE program, and look into getting CICE into next agenda. **ACTION BY: Membership, S. Todd**
3. Send contact info of CICE to P. Marlow. **ACTION BY: S. Todd**
4. Send P. Collins the Terms of Reference highlighting the Chair section. **ACTION BY: J. Head**
5. Revisit where the microbrewery and grow chippers will go. **ACTION BY: T. Rigby, S. Todd**
6. Send name of Microbrewery to S. Todd. **ACTION BY: M. Werry**
7. Email J. Lavergne ideas for good opportunities in the Horticulture area. **ACTION BY: J. Head**
8. Approach Sandra Thomas from the Ministry of Environment to use pesticides for research purposes for the orchard. **ACTION BY: T. Rigby**
9. Contact R. Aprile for orchard planting dates. **ACTION BY: T. Rigby**

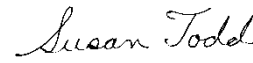
STATUS OF RECOMMENDATIONS FROM October 28, 2013

1. Send Research Office PowerPoint Presentation. Completed.
2. Set up a curriculum meeting with faculty. Yes, there was a meeting. Updates are under College/School update.

REPORT PREPARED BY: Jenni-Lynn Head DATE: May 27, 2014

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: Sue Todd

DATE: June 2, 2014

Golf Facility Operations Management Membership List

Name	Title	Organization
Committee Chair		
Scott Paterson	General Manager	The Royal Ashburn Golf Club
External Committee Members		
Alex Maggiacomo	General Manager	Whitevale Golf Club
Craig Loughry	Director of Handicap & Course Rating	Golf Association of Ontario
Blair Rennie	Superintendent	Whitevale Golf Club
Daniel Beauregard	Senior Clubhouse Manager	Oshawa Golf & Curling Club
Mary Evelyn	Managing Director	Bushwood Golf Club
Walter Cheung	GM & Chief Operating Officer	Granite Golf Club
Ryan Starr	VP - Marketing and Customer Relations	Buz Software
Geoff Tait	Co-Owner, Creative Director	Quagmire Golf
Ken Cousineau	Executive Director	Canadian Golf Superintendents Association
Scott Reid	Managing Director	Callaway Golf Canada
Tom Arnott	Head Golf Pro	Deer Creek Golf
Elected Student/Alumni Representatives		
Dale Valade	2, Golf Facilities Operations Mgmt.	
Ian Weston	1, Golf Facilities Operations Mgmt.	
Elected Faculty/Staff Representatives		
Nadine Lamarche	Professor	Centre for Food
Rob Black	Professor	Centre for Food
Guests/Unelected Faculty/Staff		
Mary Collins	Associate Dean	School of Skilled Trades, Apprenticeship and Renewable Technology
Amy Serrano	Administrative Support	Centre for Food

Attendees April 1, 2014:

*External Members

Present: *S. Paterson, *C. Loughry, D. Valade, *B. Rennie, *D. Beauregard, I. Weston, N. Lamarche, R. Black, *R. Starr, *T. Arnott, *M. Evelyn (4:20), *C. Loughry (4:30)

Regret(s): *A. Maggiacomo, *G. Tait, *K. Cousineau, *W. Cheung, R. Grieve, J. Lavergne

Guest(s): M. Collins

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

- Minutes of November 19, 2013 were approved by R. Black and R. Starr
- Agenda approved by R. Black and D. Valade.
- Industry trends indicate:** Interest in foot-golf (soccer golf) and disc-golf is growing; alternate (but small) revenue source. The disc-golf player knows little about golf. Disc-golf is not attracting junior players because it is not easy to learn; foot-golf is attracting youth from soccer programs
Focus is shifting toward tourism to attract more play from the US; but there is too much competition. Tourism sector is trying to get more golf clubs involved in programs; attempt to drive business up here, i.e. Central Counties advertised as a golf destination.
Marketing strategies: Clubs are getting creative - hosting events such as "golf stags". Hockey golf camp (selling well); youth are able to play a half day of golf and the other half at hockey camp.
Pricing structures have changed; dinner packages are being marketed differently. Connections being created with hockey teams and different associations; creating fundraising packages. Rates are being bumped up. Private club-brought in Sandals resort as part of an open house challenge: find 25 members and draw for a trip for two.
Create visibility through charity golf tournaments and local paper/radio station. Looking at membership category – members over the age of 75.
Investigate government wage subsidies; YMCA/employment services; Apprentice incentive program.
YEF program - individual does not have to be in school; minimum 4 months of training and employed for entire year. Students should understand pricing strategies (i.e. tournament pricing).
Educate students about not "giving golf away"; stay firm and committed when it comes to your product.
- College/School Update and Program Update:** No current school updates. Academic portion of CFF are going well; accepting more students for fall 2014. Grad certificate in Event Planning begins Sept 2014. First graduating class for new program this spring. Events – job fair at CFF in conjunction with Hospitality programs was good; try to grow it again next year. State of the Industry panel – students gave positive feedback. Business-type courses are necessary, curriculum should be revised to include business projects related to golf.
- Continuing Education:** No updates.
- Student Voice:** Second year – not everyone wants to be a golf professional; students are trying to figure out where they want to go; some are frustrated with sporadic schedules. Courses are great; appreciate the addition of accounting; another year of business would be needed for those who want to become golf pro – some are looking to attend Georgian for golf management (4 year Applied degree). Year 1 – program so far has been great; has experience working in golf course and is going back for summer which will allow him to put into practice what he has learned over the year.
- Additional Agenda Items: *Establishing Pathways for Graduates:***
Relationship with Davenport U – 60 credit hours toward 120 credit hour program in business or sport management; PGM had agreement with Athabasca (no current agreement). Established relationship with GMIC; 10-course certificate grant in Graduate Studies Diploma in Golf Operations graduates can use 2 credits toward the 10. PGA of Canada has approved School of Business, IT & Management - Business Fundamentals Certificate. Focus on students who will become golf professionals. Other sector that should be focused on is business. Strategic planning and long-range planning skills are necessary. The student needs to understand that there is more to the industry than golf. Social media is an issue that arises; currently social media course is a general education elective and not embedded in curriculum.

RECOMMENDED ACTIONS

- During curriculum review process:
 - investigate gearing program to be more "business".
 - investigate including pricing strategies of golf courses into an appropriate course.
- Send PAC membership course descriptions prior to the next meeting for assess and review.
- Approach SBITM to build pathway so students can finish in possibly less than a year.

4. Program faculty meeting later in the spring – Look at a date in May.
5. Next meeting: November 18/14 at 6 p.m. Location: Centre for Food, Room - TBA
6. Adjournment : 6:20 p.m.

STATUS OF RECOMMENDATIONS FROM November 19, 2013 MEETING

1. Teach students to understand and maintain expectations of program/classroom management. Faculty to work on policies and product – Ongoing. Get together with faculty in spring to review and discuss policies.
2. Investigate change in POS to include appropriate business courses – Successful – removed Dimensions of Tourism course added Accounting course to semester 2
3. Investigate having a booth at the Toronto golf and travel show/golf expo – use student volunteers – info to be sent to N. Lamarche from S. Paterson - Successful; people thought that PGM was cancelled and no golf program was being offered; about 7 students volunteered (occurred during reading week); feedback – students prefer being in the booth.

REPORT PREPARED BY: Amy Serrano

DATE: April 9, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

Graphic Design Membership List

Name	Title	Organization
Committee Chair		
Grant Cleland	Art Director/Designer	Zulu Alpha Kilo
External Committee Members		
Katie Brown	Graphic Designer	Freelancer
Jennifer Real	Graphic Designer/Web Developer	
Steve Dunk	Partner/Designer	Reactor art + design
Melissa Geurts	Senior Associate Art Director	Chatelaine
Tyler King	Graphic Designer	Amico Corporation
Heather Lee	Production Artist	Zulu Alpha Kilo
Andy Strote	Director of Strategic Services	Context Creative
Marcel Tualla	Creative Director	Konstruk Media
Elected Student/Alumni Representatives		
Emma Deugo	Year/Program/Alumni 2 nd Year Graphic Design	Durham College
Merissa Vuylsteke	Graphic Design Alumni	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Reid Anderson	Coordinator, Graphic Design	Durham College
Stuart Ellis	Professor, Graphic Design	Durham College
Paul Koidis	Associate Dean	Durham College
Greg Murphy	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Education Officer	Durham College
Tracey Hanson-Parry	Professor, Graphic Design	Durham College
Barb Suen	Professor, Graphic Design	Durham College

Attendees May 6, 2014:

*External Members

Present: Reid Anderson, Donna Boyd, *Grant Cleland, Emma Duego, Paul Koidis, *Heather Lee, Greg Murphy, Merissa Vuylsteke

Regret(s): Katie Brown, *Steve Dunk, Stuart Ellis, *Melissa Geurts, *Tyler King, *Jennifer Real, *Andy Strote, Barb Suen, *Marcel Tualla

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Approval of minutes of November 20, 2013 moved by R. Anderson and seconded by H. Lee. Carried.
2. Additions to Agenda: proposed program of study for 2015.
3. Approval of agenda was moved by P. Koidis and seconded by H. Lee. Carried.
4. **Industry Trends indicate:** Interactive Design is becoming more popular in the industry. Touch screen interfaces was noted as an important part of a Graphic Designers portfolio. Would like to see a summit style guest speaker brought into the College to speak to a number of MAD programs, P. Koidis and G. Cleland will collaborate on this venture. Print graphic design is still very well used in the Industry. 3D printing is starting to come into play.
5. **College Update:** Application numbers are approximately the same as last year, but the number of portfolios submitted is down, although the quality of the portfolios is higher than in years past. Program promotion is being explored to help increase numbers. The main divisional office of School of Media, Art & Design is currently being renovated and is slated to open for start-up in September. Over the next 24 – 36 months, the plan is to create key studio production spaces within the School of Media, Art & Design.
6. **Continuing Education Update:** In-class enrollment numbers have declined and on-line courses have risen. D. Boyd will connect with K. Doyle-Brownell in regards to spring and summer courses.
7. **Student Voice:** Current graduate is looking for a job and shared that all of the postings are asking for HTML and CSS as an asset. It was noted that the 14-week field placement is a key asset to the program and most of the current interns have been offered a contract to stay on.
8. **Program of Studies:** Would like to see the semesters streamlined to six 3-hour courses. The proposal on the table currently is to have various streams after semester 3 in such topics as Illustration, Packaging or Studio Management.

RECOMMENDED ACTIONS

1. There were no recommendations as there was not quorum at the meeting.
2. Next Meeting – Tuesday, October 7th, 2014, location TBA
3. Adjournment 8:15 p.m.

STATUS OF RECOMMENDATIONS FROM November 20, 2013 MEETING

1. Application design is being explored in the new POS as 4 levels of Interactive design and/or New Media. C. Cleland suggested the name "Design for Interaction". A curriculum shift away from Dreamweaver and Flash was discussed.
2. The recommendation that electricity (plugs and outlets) be improved in L115 is still on-going and will be reviewed over the summer. The students did note that the current plugs over half do not work and would be helpful if they were fixed.

REPORT PREPARED BY: A. Desaillier

DATE: May 6, 2014

DRAFT REVIEWED BY DEAN: G. Murphy

SIGNATURE: 

APPROVED BY CHAIR: G. Cleland

SIGNATURE: via email

Hospitality and Special Events Planning Membership List

Name	Title	Organization
Committee Chair		
Kelly O'Brien	Food and Beverage Director	Oshawa Golf Club
External Committee Members		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Penny Johansen	Owner/Manager	Chatterpaul's
Penny Kertsos	President	PennyKertsos.com
Faybian Palmer	Director of Food Services	Aramark Food Services
Doug McKay	Industry Member	College Board of Governors
Jacque Macmillan	Director of Sales and Marketing	Residence Inn by Marriott Whitby
Kelly Ing	Industry Relations Manager	Central Counties Tourism
George Ogston	Owner	Gervais Party and Tent Rental
Kim Tafertshofer	Marketing & Events Coordinator	Town of Whitby
Jason Weir	General Manager	Quality Suites Whitby
Lynda Hoff	Global Account Manager	Conference Direct
Dean Cantwell	Hospitality Supervisor	The Village at Taunton Mills
Elected Student/Alumni Representatives		
Megan McCrorie	Alumni	Four Seasons Hotel
Elected Faculty/Staff Representatives		
Robert Grieve	Program Coordinator (HOSM)/Professor	Centre for Food
Tricia Wiseman	Professor	Centre for Food
Rhonda Daley	Professor (SEVP)	Centre for Food
Guests/Unelected Faculty/Staff		
Mary Collins	Associate Dean	Durham College - Whitby
Joy Lavergne	Program Officer	School of Continuing Education-Whitby
Amy Serrano	Administrative Support	Centre for Food

Attendees May 14:

*External Members

Present: *K. O'Brien, R. Grieve, T. Wiseman, *D. McKay, *J. Macmillan, *J. Weir, *K. Ing, *K. Tafertshofer, *L. Hoff,

Regret(s): *C. Misevski, *D. Cantwell, *D. Andrews, *F. Palmer, *G. Cole, *G. Ogston, *J. Chan, J. Lavergne, *K. Brigden, *P. Johansen, *P. Kertsos, *M. McCrorie

Guest(s): M. Collins

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

1. The minutes from October 29, 2013 were accepted – L. Hoff/D. McKay. The agenda was accepted – M. Collins/K. Tafertshofer.
2. **Industry trends indicate:** AODA – disability compliance is growing; companies and staff will need to ensure compliance. Test can be taken online to identify whether or not a company needs compliance. Students need to be tested prior to certain volunteer positions – this is becoming more rigid/strict. Push on having group come in and train people on WHMIS. Compensation packages are changing – i.e. no tipping; providing benefits; trying to improve image of service industry. Insurance for anyone coming into an event has increased dramatically. Everyone must be on the same page in municipality; losing grass-root locals due to restrictions. WSIB – one must be an independent operator – more expensive; causing a struggle; losing historical people and events due to lack of expected pay-out. This should be taught to students regarding purchasing and insurance costs. Information is not communicated to participants regarding policies/regulations. Heritage/historical events will suffer. TICO licensing/insurance is growing – issue for meeting planners due to independence. Risk management and insurance knowledge is huge. Consumer awareness of cost association – students should know “how to tell it and sell it” so that events are successful.
Math; changing the term or language may help students better understand. As an operator of a business, one needs to know about budgets. Communication – students are not communicating face-to-face properly. Students are not creating professional documents. Front-desk employees are not necessarily in the hospitality sector. Professionalism is lacking. Conduct face-to-face simulations to help with communication skills.
3. **College/school update and program update:** Enrolment is down about 20% from last year – problem across the province. High school tours of CFF underway. Program Coordinators will visit high schools to advertise CFF programs. Curriculum review currently underway. KPI's will be out in June. Current focus on gaining enrollment.
4. **Continuing Education update:** No updates at this time. This will be brought up at Chamber to reach out to those who may want classes taught here, or are interested in a teaching position.
5. **Student voice:** No updates at this time
6. **Review Special Events Planning (SEVP) program-First year completed –** going well; more info next meeting
Update on Event Management – Post Graduate Certificate program – begins Sept 2014; currently at 10-12 enrollments; 25-30 max.
Possible change to HMG T student participation in Bistro 67 – semester three students will participate in the Bistro in fall 2014.
Consideration of changes to the program of study for HMG T – investigate offering program with food and beverage course and one without. Challenge – students who only want to focus on FOH and accommodations; one idea is to divide group – hospitality and tourism and then food and beverage sector (run restaurant but not be the cook). Difficult to teach when they are taking the same classes. Employers are asking students to stay for the “Season”. Students have four months to work but have to be back at school for Sept but are needed until October. Discussion about offering a standard year one and then two avenues for year two – students could work from May to mid-October, complete a seven-week compressed semester, and then complete standard fourth semester. Other option for part-time working students - come back in Sept for seven-week compressed, have the next seven weeks off or do field placement. Students reacted positively; gives students the ability to work an entire season. This would still be field placement (unpaid).

RECOMMENDED ACTIONS

1. Send members PAC By-laws with minutes. – A. Serrano

2. Test information regarding AODA to identify whether or not a company needs it and to what extent. – K. Ing to send to A. Serrano.
3. Invite an industry member as guest speaker or participate in in-class simulations to reinforce importance of professionalism/interview skills; math skills; communication skills.
4. Investigate adding a math course in semester 1 and report back in fall.
5. Report back on KPI results from spring 2014.
6. SEVP first year completion - Report back at next meeting.
7. Send info regarding Hospitality co-op for review and feedback.
8. Consideration of changes to the program of study for HMGT: Investigate offering program with food and beverage course and one without.
9. Future meeting date: Monday, October 6 at 9am (breakfast at 8:30). Location: TBA
10. Adjournment: 12:10 p.m.

STATUS OF RECOMMENDATIONS FROM October 29, 2013 MEETING

1. PAC recruitment – R. Grieve informed the PAC regarding this matter; asking the PAC to extend invitations to others who may be interested.
2. Alumni Association ongoing – informal group involved in LinkedIn

REPORT PREPARED BY: Amy Serrano

DATE: May 14, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

Via Email

HVAC and GAS Technician Membership List

Name	Title	Organization
Committee Chair		
Steve Storey	General Manager	Service Experts

External Committee Members

Name	Title	Organization
Joanne Boticella		Direct Energy
Paul Duncan		Frontier
Victor Ferreira		Goodman/Amana
Jack Jewell		Rodman's Heating
Steve Moore		Town of Whitby
John O'Connor		Direct Energy

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
Jeff Clarke	GAS 2 student
Ian MacInnis	HVAC student

Elected Faculty/Staff Representatives

Name	Title	Organization
Shayne Bedford	HVAC/GFIT Faculty	Durham College
David Watkins	HVAC/GFIT Program Coordinator	Durham College
Darrin Caron	Dean/Principal	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Mary Collins	Associate Dean	Durham College
Greg Moran	HVAC/GFIT Faculty	Durham College

Attendees April 29, 2014

*External Members

Present: Shayne Bedford, Joanne Boticella, Mary Collins, Paul Duncan, Paul Fraser, Jack Jewell, Ian MacInnis, Steve Moore, John O'Connor, Steve Storey, Dave Watkins.

Regret(s): Darrin Caron, Jeff Clarke, Victor Ferreira

Guest(s): Lucio Costantino, Greg Moran

Recording Secretary: Julie Hauber

KEY POINTS OF DISCUSSION:

- There was a discussion regarding an A/C license becoming part of the curriculum and how it is governed by the TSSA.
- The importance of customer service.
- Rearranging the training schedule to assist students in being better prepared for Co-Op.

RECOMMENDED ACTIONS

1. Members to send Dave Watkins a list of what is important to them regarding customer service and a checklist of what their expectations are for future new grad hires and Co-Op placement students.
2. Set up schedule for members to be guest speakers to students regarding their hiring processes and what they deem essential for their employees.
3. Faculty to review Gas Technician 2's sequence of instruction for delivery of Heat module before Co-Op begins.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

- Welding was removed from the HVAC program of study.

Next meeting date: September 11, 2014

REPORT PREPARED BY: Julie Hauber

DATE: May 27, 2014

DRAFT REVIEWED BY: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR: Steve Storey

SIGNATURE:

Journalism Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
*Kyla Morgan	Journalism Graduate	Freelance
External Committee Members		
*Tracy Adams	Director, Communications & Marketing	City of Oshawa
*Joanne Burghardt	Editor in Chief	Metroland News
*Crystal Crimi	Managing Editor	Northumberland News
*Kevin Hann	Deputy Editor	Toronto Sun
*Rob Leth	Reporter	Global News
*Robert Paxton		
*Ken Regular	Writer/Producer	CTV News
*Paul Rellinger	Sports Producer	The Independent & Northumberland News
*Dave Stell	Communications Specialist	Rouge Valley Health System
*Blake Wolfe	Editor	The Scugog Standard
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Brad Andrews	2 nd Year Journalism	Durham College
Manjula Selvarajah	3 rd Year Journalism	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Danielle Harder	Professor	Durham College
Paul Koidis	Associate Dean	Durham College
Greg Murphy	Dean	Durham College
Brian Legree	Coordinator, Journalism	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Education Officer	Durham College

Attendees April 24, 2014

*External Members

Present: *Crystal Crimi, Brian Legree,, Danielle Harder, Paul Koidis, *Kyla Morgan, *Rob Paxton, *Ken Regular

Regret(s): Tracy Adams, Brad Andrews, *Joanne Burghardt , *Kevin Hann, Rob Leth, Greg Murphy, *Paul Rellinger, * Manjula Selvarajah, * David Stell, *Blake Wolfe

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Minutes of October 10, 2013 were not approved at this meeting as there was no quorum.
2. Agenda was accepted. Carried.
3. **Industry trends** indicate: Metroland has two postings out for the Durham Region, one is a full-time position and one is a 9 month contract. C. Crimi will share the postings with B. Legree. The idea that “print Journalism” is dying is not accurate in the print world. Students need to be encouraged to keep an open mind in terms of a “contract” position; this may be the way into a company. There is a growing demand for news content over a variety of platforms.
4. **School Updates:** The School of Media, Art & Design will be undergoing an extensive renovation starting in May 2014. The L-wing will undergo minor updates including new paint and new ceilings.
5. **Program Updates:** D. Harder spoke to the Caribbean project (CEFA) that Durham College was awarded for creating a documentary video. This was a big deal as this was a national competition. We have a negotiated a 1 hour/week community project with Rogers. Partnership with the Durham region, new magazine that the Journalism program has created called The Water Buffalo, links will be sent to the membership. Field Placements are happening all over Ontario. Year one students have been on air with the Riot Radio. Open House was a huge success for the program.

RECOMMENDED ACTIONS

1. Next meeting Tuesday, October 21, 2014 – 6:00 p.m. Room L223.
2. Adjournment 7:15 p.m.

STATUS OF RECOMMENDATIONS FROM October 10, 2013 MEETING

1. The membership was supplied with an updated list of General Education courses to help narrow down approx. 15 courses that students can be recommended to take. Some feedback was received from the members, and a list was generated and A. Desaillier will circulate to all of the members to shortlist it down to the top 15. The recommendations will be mailed out to the incoming students for September 2014.
2. The recommendation that the Journalism program has its own dedicated lab space that is not shared with any other programs is still being explored. A preferred location is a ‘storefront location’ adjacent to Riot Radio to give Journalism a ‘presence’ within the school.
3. The recommendation that the College support the guest speaker series is still ongoing. The Journalism program was successful in bringing Peter Mansbridge in to speak to the program. It was not promoted as per the speaker.

REPORT PREPARED BY: Alanna Desaillier

DATE: April 24, 2014

DRAFT REVIEWED BY ASSOC. DEAN: P. Koidis

SIGNATURE: 

APPROVED BY CHAIR: Kyla Morgan

SIGNATURE: via email

Law Clerk Advanced and Fast Track Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Theresa Fergusson	Financial Services Law Clerk	Stikeman Elliott LLP
External Committee Members		
Adriana Carnevale	Lawyer	Carnevale Law Office
Lindsey Creen	Litigation Law Clerk	McMillan LLP
Susanne Currell	Corporate Law Clerk	McMillan LLP
April Gross	Property Inspector	Mun. Prop. Assess. (MPAC)
Lynn Gaudet	Assistant to Robert N. Franklin	Franklin LLP
Cynthia Kelly	HR Generalist	Aird & Berlis LLP
Anna Naud	Lawyer	Mason Bennett Johncox
Jody Parsons	Prosecutor	Town of Markham
Melinda Shiers	Law Clerk	Ernst & Young Electronic
Janet teBoekhorst		Children's Aid Society
Michelle Long	Law Clerk	Bulk Barn Foods Ltd.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Katie Bell	Year 3 – Law Clerk Advanced	Durham College
Jennifer Densham	Year 2 – Law Clerk Advanced	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Drew Dowling	Coordinator/Professor (LCAD)	Durham College
Kathleen Stewart	Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization

Attendees (May 27, 2014):

*External Members

Present: S. Ball, *K. Bell, *J. Densham, D. Dowling, *L. Gaudet, *A. Gross, *A. Naud, **M. Shiers, K. Stewart

Regret(s): *A. Carnevale, *L. Creen, *S. Currell, *T. Fergusson, *C. Kelly, *M. Long, *J. Parsons, *J. teBoekhorst

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. Minutes of Law Clerk Advanced and Office Administration-Legal Program meeting on October 15, 2013 were approved by M. Shiers and seconded by A. Gross. CARRIED
2. **Industry Trends:** The Crown's Office now provides the lawyer and client with a CD that lists the charge, summary and any criminal record information. The target market now are firms handling insurance accident benefits. The Municipal Property Assessment Corporation now requires that all its members are encouraged to take continuing education courses to attain credentials/designations in order to work for the MPAC. There are corporate law positions in non-for-profit organizations such as Children's Aid and the hospitals.
3. **Enrolment:** There are 41 confirmations for 70 seats in the first year of the program. Emails were sent to all applicants encouraging them to come to Durham and emphasizing the strengths of the program as well as being the contact for any questions they might have. The Law Clerk Advanced – Fast Track program started last year with 6 students and this year there are 15 students registered for the one-year graduate certificate program.
4. **KPI Results:** The results indicated that the program scored the same or higher than the college average in all categories. Graduate satisfaction was 93.1%. This is the only three-year program in the province.
5. **Program Review and Mapping:** The program is in the midst of the review and renewal process which included the mapping of all courses, student focus group input, external assessment and SCOT analysis of the program. The final report will be submitted to the Dean by mid-June.
6. **Legal Reflections Newsletter:** The annual newsletter will be electronically distributed to all students and alumni in June and seeking articles for next year's edition.
7. **Employment Statistics:** A number of students were hired before the students were finished their final semester. There are 49 perspective graduates of which 60% already have employment in the field.
8. **Student Voice:** Second year students who went on their first placement in a firm that handled wills & estates would have benefitted from having some knowledge in that area before going out. The students, overall felt well prepared in going out on placement with the skills and knowledge including their computer training.
9. **Toronto Meeting for Fall 2014:** Most of the members present preferred to have the meeting on campus rather than in Toronto.

RECOMMENDED ACTIONS

1. Further discussion on a Toronto PAC meeting will be held at the fall meeting with all the members.
2. The student member, K. Bell, and committee members, M. Shiers and A. Naud, will be contacted in the fall by D. Dowling for articles for the next Reflections newsletter.
3. The final program review report will be circulated and discussed by the faculty team at the fall meeting.

STATUS OF RECOMMENDATIONS FROM (October 15, 2013) MEETING

1. Any current job postings at McMillan LLP will be forwarded to D. Dowling by S. Currell. ONGOING
2. Committee members are to review the MTCU program standards document and program learning outcomes and provide feedback as to any issues or concerns or changes by a deadline of November 15, 2014. AGENDA PAGE 107 collection. COMPLETED

3. Any alumni not receiving the newsletter should forward their email address to L. Wagner who will forward it to the Alumni Office. COMPLETED
4. The current program of studies will be attached to the minutes when circulated by M. Bartosik. COMPLETED
5. The proposal to use Skype or conference call to speak to advisory members will be forwarded to the Department of Research by V. Stewart. COMPLETED
6. The curriculum covered in the Ethics & Professional Responsibility and Succeeding in the Legal Environment courses will be reviewed by V. Stewart during the program review process. COMPLETED

REPORT PREPARED BY: Mary Bartosik

DATE: May 28, 2014

DRAFT REVIEWED BY DEAN: Stephanie Ball

SIGNATURE:



APPROVED BY ACTING CHAIR: Drew Dowling

SIGNATURE:



Legal Research & Information Management Membership List

Name	Title	Organization
Committee Chair		
TBA		
External Committee Members		
Connie Crosby		Crosby Group Consulting
Marilyn Elkin	Roving Law Librarian	Law Society of Upper Canac
Amy Kaufman	Head	William R. Lederman Law Library
John Olver	Lawyer	Scott and Olver LLP
Michael David Reansbury	President	OALT/ABO
Ryan Ban		OpenText
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Jade Noble	Alumni	Durham College
Justin Harvey	Student Rep	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Dalton Burger	Professor	Durham College
Nicole Doyle	Professor/Coordinator	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization

Attendees (May 15, 2014):

*External Members

Present: D. Burger, N. Doyle, *J. Harvey, *A. Kaufman, *J. Noble, *J. Olver, *M.D. Reansbury, *R. Ban, M. Tapper

Regret(s): *M. Elkin, *C. Crosby

Recording Secretaries: N. Doyle/D. Burger

KEY POINTS OF DISCUSSION

1. The minutes of November 7 2014 were approved by R. Ban and seconded by J. Noble.
CARRIED
2. **Industry Trends:** Video teleconferencing is now available at the courthouse whereby pleas of guilty can be entered and thereby limits the transport of inmates. In future, lawyers will be able to consult via video conferencing with their clients directly from their offices. Records management standards are under review with a focus on electronic records. Funding is being cut for libraries with a need to monitor usage and justify budgets by buying online. Changes to law firms (e.g. dissolution of Heenan Blaikie) will have implications for the delivery of legal research and may provide new opportunities in this area.
3. **Review of Program:** Field trips included court observation, Ontario Legislative Library/Question Period and the Great Library. The feedback from the student debrief session included that faculty continue to communicate expectations through rubrics, etc.; more hands-on activities, quizzes and self tests.
4. **Student Applied Projects:** Several students completed projects to solve practical problems with industry partners such as St. Vincent's Kitchen and Financial Services Commission of Ontario (FSCO). Other students did individual research or individual projects. The feedback from those who worked with industry was that more students should take projects off-site as it is a valued learning experience from experts in the field.
5. **Addition of International/U.S. Research Course:** The need for international/U.S. research was identified by faculty and supported by industry. This course may be a candidate for Continuing Professional Development (CPD) accreditation through the Law Society of Upper Canada.
6. **Use of Adobe Connect for Virtual Learning:** This technology would assist students who come from a greater distance as an optional means of attending a class.
7. **Student Voice:** The student feedback was positive and included introduction of certain technologies, e.g. Concordance into some of the courses. Quicklaw//Westlaw was very useful. Most of the students are continuing on with further education. Students appreciated when faculty sought their feedback about how the course was going early on in the semester.

RECOMMENDED ACTIONS

1. A discussion will be held with the faculty team about changes to the program of study to include a U.S./international Research course for implementation in the fall 2015 by N. Doyle.
2. Next year's students will be encouraged, whenever possible, to do projects with external partners/industries by the professor, N. Doyle.
3. The use of Adobe Connect will be piloted in one of the courses in Fall semester by N. Doyle.
4. Continuing Professional Development (CPD) accreditation will be pursued for selected Winter semester courses by N. Doyle and the faculty team.

STATUS OF RECOMMENDATIONS FROM *November 7, 2013 MEETING*

1. Elkin will be contacted to confirm her interest in the position as Chair of this committee by N. Doyle.
COMPLETED
2. The Link to WIKI will be provided by N. Doyle and included in the minutes. COMPLETED
3. Privacy and security will be added to the course content when the outlines are revised next year for the Information Architecture & Records Management and Ethics in Information Services courses by the

- faculty and N. Doyle. ONGOING
4. The program will be marketed to law schools, UOIT as well as to Journalism and Library Technician program students by N. Doyle. COMPLETED
 5. Students and HR from various agencies will be contacted by N. Doyle for input/feedback on the name of the program. ONGOING

REPORT PREPARED BY: N. Doyle/D. Burger/M. Bartosik

DATE: May 16, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

SIGNATURE: _____



APPROVED BY ACTING CHAIR :N. Doyle

SIGNATURE: _____



Marketing Membership List

Name	Title	Organization
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Committee Chair

Name	Title	Organization
Rob Mattacott	Category Development Manager	Kruger Products

External Committee Members

Name	Title	Organization
Autumn Cassar	Alumni	
Doug Duplantis	Territory Manager	Stoncor Group
Richard Gauder	President	CMS Web Solutions Inc.
Dave LaPenta	Global Program Delivery Manager & Leadership Facilitator	IBM Canada Ltd.
Jim Masterson	Vice-President, Marketing	Glaxo Smith Kline
Tracey Parsons		Energizer
Sam Plati	Marketing and Analytics Consultant	
Marissa Potts	Project Manager, Operations	IMI International
Julie Rennie	Manager, Major Gifts	Ontario Shores
Ashley Richardson	Officer, Communications, Public & Media Relations	Toronto Catholic District School Board
Jonathan Tice	Senior VP, Canadian Sales	Destiny Solutions Inc.
Gary Vaughan	Manager	Gerdau Ameristeel Corporation
Bob Verwey	Sheriff	Owasco Inc.

Committee Position

Student Representatives

Name	Year, Program
Zach Gilbert	3, Marketing
Celeste Howe	2, Marketing
Christian Schortemeyer	2, Marketing
Daria True	3, Marketing

Committee Position

Staff & Faculty Representatives

Name	Title	Department
Ingrid Brand	Program Coordinator/Professor	School of Business, IT & Management
Peter Stasiuk	Professor	School of Business, IT & Management
Jeff Schissler	Professor	School of Business, IT & Management

Guests/Unelected Faculty/Staff

Name	Title	Organization
Donna Boyd	Program Officer	Continuing Education
Amy Serrano	Secretary	
Tina Grant	Professor	Ann-Marie Bennett
Judy Spring	Dean	School of Business, IT & Management
Gary Weaver	Professor	School of Business, IT & Management
Jeff Zukowski	Second Year Student	School of Business, IT & Management

Attendees March 4, 2014:

*External Members

Present: *R. Gauder, Z. Gilbert, C. Howe, *R. Mattacott, *T. Parsons, C. Schortemeyer, D. True, J. Zukowski

Regret(s): *D. LaPenta, *J. Masterson, *S. Plati, *M. Potts, *J. Rennie, *A. Richardson, *B. Verway, *D. Follert, J. Schissler

Guest(s): J. Spring, I. Brand, D. Boyd, P. Stasiuk, G. Weaver, K. Fischer, F. Castellano, T. Grant

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

1. Minutes from September 24, 2013 were approved – R. Gauder. G. Weaver feels that the minute summary did not include the full conversation made during the Sept. 24th meeting. He is requesting K. Graham's original notes from said minutes.
2. **Trends indicate:**
 - Movement into traditional advertising bridging into new realm (i.e. poster in a bus shelter of a girl; when a person enters the bus shelter her hair blows); movement to re-targeting – create profile of individual and if you exhibit certain behavior one can bid on your awareness; Banner ads – Geofencing; create profile and send you ads; basics of marketing are still important – who is the target audience
 - Grocery: Category management is changing. There is a shift in marketing budgets; the consumer wants to save money; the goal is to maximize time that the customer is in the aisle since they are buying more in bulk. Trade-marketing execution - data is essential; President's Choice - can tell what the demographic is based on basket size and items.
 - There is an inundating of data; money is being spent on data. Individuals are needed who have the skills to understand data and statistics; everyone is being tracked everywhere they go.
 - Tracy – moving from corporations to entrepreneurial roles. It is extremely competitive out there.
3. **Program update:**
 - Higher than expected January intake – additional section added in Jan 2014; enrolment strong; Project Management and Information Systems Security programs will be reviewed for quality at the end of the year. Vacancy in marketing program for faculty member – advertising this month. Will begin August 1st.
4. **Continuing Education update:**
 - There is growing demand for online delivery compared to in-class; therefore, focus is on developing online courses
5. **Student voice:**
 - First-year: second semester is better without the crossing of course projects that occurred in first semester (students were not all in MKTG program across different sections)
 - DC Connect; professors do not update the Calendar due dates feature; not included in Jump-start training for teachers;
 - Third-year: Sales course – major sales project –students are struggling. The client is unsuitable; Durham Strategic Energy Alliance (selling sponsorship packages). Student are cold-calling; questions being asked of them that they do not know how to answer; no one has made a sale and due date is this Thursday. Discussed concern with professor; it is a good concept; timing is not great since it started in January; maybe look to starting in semester one. External member recognizes that this is a tough challenge for students since this is her job
 - Wordpress – learning the extreme basics; students don't have full access to the system and how it fully functions; request is in process to run Wordpress.org for students to have domain access. Faculty: Wordpress is great but other CMS' function differently. Students may be better off to make it more generic (CMS' in general). Questions raised – who are you teaching to, and at what level? Why are marketing students learning to build websites? Once in the workforce, get know how to talk to your IT person. Small-business person needs to have some level of knowledge with content management system
6. **Additional Agenda Items:**
 - **Digital Marketing Presentation/Discussion:** Access to the tools is important; issues with CMS – varying degrees of web skills in class. Web design aspects could be a separate course. This is an excellent course but there is so much information. Funding in the course would be great – class level account. Keeping the courses up to date is important; Google Analytics has changed 3 times since beginning of January; tool are changing almost daily.
 - Legislation is going to be important going forward - targeting digital marketing; privacy policies are going to be vital; the SPAM Act is in effect July 1, 2014. Copyright laws associated with the Internet will be significant as well. Laws associated with accessibility – Ontario legislation.
 - Large corporations are laying people off. Small businesses are great for digital marketing background graduates; great environment to gain experience. Recent grad can help small business owner not currently up-to-date with technology.
 - Client project – students should use organizations like the Boards of Trade and BACD in Durham region.
 - Digital component touches many aspects of marketing; there is so much content to cover in each course. Marketing generalist – competition is so high that you it cannot be all "in-house". Technology is changing all of the time; focus on what platforms you need and why. What information can one get from Google Analytics and based on the business – difficult to do strategy and execution in the course. Students will need to learn to look up a lot of the info in industry.
 - B to C – could be a course on its own. B to B – bring it back to the general. Huge variance in jobs in large companies in particular. Strategy – ask questions; know how the pieces fit together; some companies hire full-time social media employees. Students need to have a general appreciation or they will need to be specialized. Content strategy is growing since there is a huge volume of content being presented. Look at the whole program and see where you can incorporate more of these digital aspects in other courses. ``What`` on digital is being taught in the other courses
 - Could there be an opportunity to have a digital marketing post grad certificate; Media Art & Design is in the process of

offering an interactive learning certificate.

Look at not only other schools but also at the private sector so you`re developing for the future.

- **New courses for spring 2014**

Financial analysis for marketing: Brainstorming; maybe it`s data analysis and not just financial.
Some faculty will be asked to participate in program review.

RECOMMENDED ACTIONS

1. Review Communications course
2. Review Sales course project
3. Input from members about Financial Analysis or Data Analysis
4. Next Meeting: Tuesday, September 23 at 6 p.m. Location: TBA
5. Adjournment: 8:10 p.m.


STATUS OF RECOMMENDATIONS FROM SEPTEMBER 24, 2013 MEETING

1. Investigate why Photoshop is not being used and discrepancy between course outlines. – J. Bathe – Gimp is similar to Photoshop – request that Photoshop will be used exclusively starting fall 2014; was not changed
2. Investigate the integration of a variety of tools into the market research course. – J. Spring – Result: there was a gap in the program – would it fall into digital marketing course – further investigation with review of course outlines; SPSS and Google analytics; survey monkey in addition to Excel that is already in the program; will be seeking grad feedback from third year students about program - ONGOING

REPORT PREPARED BY: A. Serrano

DATE: March 4, 2014

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: R. Mattacott

SIGNATURE: Via Email

Mediation-Alternative Dispute Resolution Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lorraine Joynt	Mediator	FSCO
External Committee Members		
Peter Spratt	VP, Consulting Services	Collins Barrow Durham Con.
Debbie Hastings	Executive Director	Durham Community Legal C
Karen Le Blanc	Family Mediation Internship	Ontario Court of Justice
Audrey Lea	Manager	Finance, Legal Services
Louise Lloyd	Family Mediator-Arbitrator	Ontario Family Mediation
Kam Lovel	Mediator	Crossroads Family Solutions
Susan Parsons	Mediator and Collaborative Lawyer	Salmers Law
Cathy Salmers	Year/Program/Alumni	
Elected Student/Alumni Representatives		
Ramona Rampadara	Student	Durham College
Deena Misale	Alumni	Durham College
Catherine Chan	Alumni	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Helen Lightstone	Professor	Durham College
Bernd Weller	Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (May 21, 2014):

*External Members

Present: *L. Joynt, *K. Lovell, R. Rampadarat, S. Parsons, *P. Spratt, M. Tapper

Regret(s): *A. Lea, *C. Chan, *D. Hastings, *L. Lloyd, H. Lightstone, *K. Le Blanc, *D. Misale, *C. Salmers, B. Weller

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. Minutes of October 16, 2013 were approved by P. Spratt and seconded by S. Parsons.
CARRIED
2. **Industry Trends:** There is an increase in employee relation activities that requires mediation resolution and is continuing to grow. Mediators' workload is divided between dispute activities and investigations. Mediations have become more challenging where there are mental health issues involved. Many of the agencies are concerned about agreements made with the current government with the upcoming elections and possible new government. A new organization, Family Dispute Resolution Institute of Ontario, is currently being formed with the focus of providing an alternate governing body for the practice of family mediation.
3. **Enrolment for Fall 2014.** There are 50 applications with 43 offers sent out. To date, 13 have confirmed their seat in the program.
4. **Mediation Observation Opportunities:** The student feedback indicated the need for participation or observation of an actual mediation(s). With the closure of the Durham Family Court Clinic, the program needs more opportunities for our students. The program is currently pursuing a collaborative relationship with a community organization and FSCO is offering their support and endorsement, if required.
5. **Campus Conflict Resolution Services (CCRS):** The service is offered to all students at Durham and UOIT, however, students would like to have more referrals in order to practice their skills. All students are encouraged to be a member and being involved with ADRIO. It provides networking and mentorship opportunities and conferences.
6. **Mini-Mapping:** The program is working through the gathering of information on all the courses as the program is comprised of part time faculty.
7. **Student Voice:** Students would have preferred more in-class rather than on-line course delivery in both semesters with direct communication and interaction with the professors. The mediation scenarios acted out by several professors in the Community Mediations course provided the skills with the opportunity to practice their skills.

RECOMMENDED ACTIONS

1. The members are asked to forward any suggestions or ideas for student observations of mediation activities to be forwarded to S. Parsons.
2. The results of the mini-mapping process will be brought forward at the next meeting by S. Parsons.

STATUS OF RECOMMENDATIONS FROM (October 16, 2013) MEETING

1. A list of courses in collaborative training that our students could take will be forwarded to S. Parsons by C. Salmers. COMPLETED
2. Collaborative assignments/assessments will be explored by the faculty. ONGOING

REPORT PREPARED BY: M. Bartosik

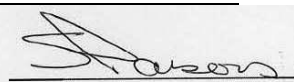
DATE: May 22, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper SIGNATURE:



APPROVED BY ACTING CHAIR: S. Parsons

SIGNATURE:



Motive Power Technician Service & Management Membership List

Name	Title	Organization
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Committee Chair

Steve Good	Service Manager	Nurse Chevrolet Cadillac
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External Committee Members

Name	Title	Organization
Paul Fraser	Technology Coordinator	Durham Catholic District School Board
Jill Frazer		Durham District School Board
Gord Garner	Owner	Garner's AutoPro
Ming Kong	Service Manager	Volkswagen
Paige Marlow	Researcher	Durham Workforce Authority
Stuart Peak	Service Manager - Auto	Owasco
Mark Verwey	Service Manager – RV	Owasco
Keith Weidmark	Owner	LRP Automotive
Tom Zekveld		Tomlin Auto

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
Jake Burrows	Year 1 student
Patrick Gould	Year 1 student
Ryan Mundy	Alumni
Corum Rolls	Year 2 student
Christine Weidmark	Level 2 Apprentice

Elected Faculty/Staff Representatives

Name	Title	Organization
John Cholmondeley	Motive Power Professor	Durham College
Robert Grant	Motive Power Professor	Durham College
Ralph Ruffo	Motive Power Professor – Program Coordinator	Durham College
Darrin Caron	Dean/Principal	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Mary Collins	Associate Dean	Durham College
Diana McCullough	Year 1 Student	Durham College
Thomas		VW

Attendees March 25, 2014 :

*External Members

Present: Jake Burrows, Darrin Caron, John Cholmondeley, Gord Garner*, Steve Good*, Patrick Gould, Robert Grant, Ming Kong*, Corum Rolls, Ralph Ruffo, Bob Verwey

Regret(s): Paul Fraser*, Jill Frazer*, Paige Marlow*, Keith Weidmark*, Ryan Mundy, Christine Weidmark, Tom Zekveld*

Guest(s): Bob Verwey, Thomas, Diana McCullough, Mary Collins,

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Steve Good mentioned he has started posting his job ads on Kijiji. Although not many have been successful, he is getting a much better response than through the traditional job ad methods. Facebook was also suggested as a mode to target the younger job seekers.

Good discussion around the responsibilities of the employer and the technician in the motive power field took place. It was suggested that students should be encouraged to participate in job shadowing opportunities where available.

The relevancy of the general education courses being offered at the Whitby campus was discussed. Darrin described briefly the general education concept yet students would like to have the option of topics which are more applicable to their studies.

A one year certificate program in recreational vehicle repair was identified as having a market in this area since Owasco sends their technicians to London and Kingston for individual courses. The only other program is in British Colombia.

Ralph advised the group that a program review was underway. The employer focus group is complete and the student focus group is scheduled for April 8, 2014. Results will be communicated at the next PAC.

Bob Verwey introduced the Trillium Automobile Dealers Association (TADA) brochure highlighting the educational and career advantages of membership.

RECOMMENDED ACTIONS

No recommendations at this time.

STATUS OF RECOMMENDATIONS FROM June 13, 2013 MEETING

Program of study was changed to reflect Electronic Manual Systems to semester 2 and Parts & Supply to year 2.

Next meeting date: October 22, 2014

REPORT PREPARED BY: Mary Pearce

DATE: April 7, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Wendy Smith	Consultant/Professor	Wendy Smith Executive Search/Durham College
External Committee Members		
Elaine Flook	Business Development Consultant	Ontario Ministry of Agriculture & Food
Crista Grant	Director, QA & Food Safety	Hela Spice
Elaine Hatch	Manager, Regulatory Compliance & Nutrition	Kraft Canada Inc.
Paul Hoogenboom	President	Hela Spice
Dave Jagdeo	VP of Operations	Griffith Laboratories
Diana Kirkaldy	Quality Assurance Manager	Belmont Meats Ltd.
Norbert Koehl	VP of Operations	Stonemill Bake House
Robert Kowal	President	Kriscor and Associates
Jamie McKee	Production Manager	Purdue Pharma
Reza Mecklai	President	Sultan of Samosas
Angela Miller	Food Technologist	Nestle Canada
Lisa Nicholas-Ash	Sales Associate	Quadra Chemicals
Wendy O'Flaherty	Quality Assurance Manager	Estee Lauder Cosmetics
Estelle Parnell-Clunies	Technical Director	Sensient Flavors Canada Inc.
Simone Porter	QC Manager	Maple Leaf Foods
Nancy Rutherford	Manager, Agriculture & Rural Affairs	Regional Municipality of Durham
Tamas Szederkenyi	Sr. Director, QC Labs	Teva Canada
Margaret VanDeGevel	Sensory Manager	Griffith Laboratories
Brenda Watson	Consultant	Watson & Associates
Celia Williamson		Patheon Whitby Inc.
Elected Student/Alumni Representatives		
Shaunna Frawley	3 rd year student	Durham College
Mayelyn Molina	3 rd year student	Durham College
Stephanie Sopik	3 rd year student	Durham College
Kelly Ware	3 rd year student	Durham College



Advisory Committee Membership List Cont'd

Elected Faculty/Staff Representatives	Title	Organization
Maureen Calhoun	Associate Dean	School of Science & Engineering Technology
Kevin Kelly	Professor	School of Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College
Iraj Mehrnia	Professor	School of Science & Engineering Technology
Joyce Myers	Program Coordinator	School of Science & Engineering Technology
Jacob Robinson	Professor	School of Science & Engineering Technology
Sue Todd	Dean	School of Science & Engineering Technology
Guests/Unelected Faculty/Staff	Title	Organization
Paige Marlow	Researcher	Durham Workforce Authority

REPORT PREPARED BY: Amy Derdall

DATE: March 31, 2014

MINUTES REVIEWED BY: Joyce Myers

DATE: March 31, 2014

Attendees –

*External Members

Present: *C. Grant, K. Kelly, *P. Marlow, I. Mehrnia, J. Myers, *W. O’Flaherty, J. Robinson, S. Todd, B. *Watson

Regret(s): M. Calhoun, *E. Flook, S. Frawley, *E. Hatch, *P. Hoogenboom *D. Jagdeo, *D. Kirkaldy, *W. Knecht, *N. Koehl, *R. Kowal, J. Lavergne, *J. McKee, *R. Mecklai, *A. Miller, M. Molina, *L. Nicholas-Ash, *E. Parnell-Clunies, *S. Porter, *N. Rutherford, W. Smith, S. Sopik, *T. Szederkenyi, *M. Van De Gevel, K. Ware, *C. Williamson

Recording Secretary: A. Derald

KEY POINTS OF DISCUSSION

- 1. Welcome and Introductions:** W. Smith was unable to attend the meeting. S. Todd chaired the meeting and welcomed members.
- 2. Additions to the Agenda:** No additions to the agenda.
- 3. Acceptance of the Agenda:** The agenda was accepted.
- 4. Approval of the Previous Minutes:** B. Watson approved. S. Todd seconded.
- 5. External Membership Information Sharing/Industry Trends:** Customers and smaller companies are demanding more testing on food products. Gluten free products continue to be a big trend in the food industry. B. Watson provided a handout with industry updates which included:
 - \$390 million proposed government investment over 5 years to strengthen Canada’s food safety system
 - Change in Canadian dollar has a strong impact on the food industry
 - Mandatory GMO labeling discussions continuing in the United States despite Washington recently voting against it
 - DHA as a possible prevention of Alzheimer’s
 - Growing importance of probiotics and digestive health
 - First 1000 days: how nutrition impacts a child’s development from pregnancy to two years of age
 - Health Canada monitoring the chemical acrylamide in foods
 - Glyphosate (Round Up) currently being portrayed in the media as a possible link to autism in children

S. Todd would like W. Smith to discuss the First 1000 days concept in the Food & Pharmaceutical Science course. A challenge in the cosmetic industry is speed to market; companies that are able to get their product out first get the sales which shorten timelines for testing. Smaller companies are often able to move quicker. Health Canada is looking to deregulate category 4 cosmetic claims by fall 2014. Some businesses are seeing an increase in Good Manufacturing Practice (GMP) audits from the FDA.

P. Marlow, researcher from the Durham Workforce Authority (DWA) described their current initiative of developing a training program in the food processing and agriculture industry. The DWA is looking for employer feedback in order to facilitate this upgrading of the workforce.
- 6. Student Voice:** Student representatives were unavailable.
- 7. College/School Update:** The new Food & Farming Technician program has some similar content to Pharmaceutical & Food Science Technology but produces two distinct graduates. A large number of students are still looking for field placement this year and the number is expected to increase to 68 next year. Field placement is currently scheduled on Monday’s in the fall or

winter semester. Students also have the option of completing their 80 hour placement over reading week in February or after exams. Some committee members would prefer to have a student consecutively instead of one day a week to give them time to train and analyze results. S. Todd to discuss surveying field placement employers with the student advisor and W. Smith for more desirable placement options.

The following changes were made to the program of studies to reduce the amount of hours:

- Food Safety QA/QC course removed (semester 5)
- Diagnostic Microbiology course will be the new elective (semester 5)
- Pharmaceutical QA/QC course removed (semester 6)
- Food Commodities course removed (semester 6)

I. Mehrnia to discuss having students attend 3 day courses available at Hela Spice with C. Grant. Committee members advised students should be encouraged to develop healthy/local products in the Product Development course.

C. Grant reviewed the QA/QC course outline and advised it would be a valuable course for students looking to work in that field.

8. **Continuing Education Update:** Continuing Education representative was unavailable.
9. **Software Used in Industry:** The following software is being used in the industry: Filemaker, SAP, and Genesis.
10. **Program Learning Outcomes:** The program is working towards mapping the vocational learning outcomes. S. Todd reviewed the outcomes with members and adjusted the outcomes based on their feedback.
11. **Updated on Courses Running in CFF:** The Product Development course is being run through the Centre for Food (CFF) at the Whitby campus. S. Todd advised the next meeting will take place at the CFF and will include a tour of the facilities.
12. **Update on Agri-Food Venture in Cobourg:** The Agri-Food Centre pilot plant will be opening in July and will connect growers and producers with the economic development committee. They will be looking to partner with small to medium sized companies.
13. **Future Meeting Date:** Thursday, October 16th
14. **Adjournment:** 7:00 PM

RECOMMENDED ACTIONS

1. Advisory committee members in the pharmaceutical field are asked to recommend a replacement if they are unable to attend a meeting. **ACTION BY: Program Advisory Committee**
2. Contact potential advisory committee members in the pharmaceutical field at multiple levels. **ACTION BY: K. Kelly**
3. Advertise for potential advisory committee members in the pharmaceutical field on the program Facebook page. **ACTION BY: J. Myers**
4. Discuss the First 1000 days concept in the Food & Pharmaceutical Science course. **ACTION BY: W. Smith**
5. Discuss surveying field placement employers with the student advisor and W. Smith for more desirable placement options. **ACTION BY: S. Todd**
6. Look into students attend 3 day courses available at Hela Spice. **ACTION BY: I. Mehrnia**

STATUS OF RECOMMENDATIONS FROM *November 7, 2013* MEETING

1. Organize career night for January 16th. **ACTION BY: J. Myers – Complete**
2. Email program learning outcomes to committee members for comments. **ACTION BY: A. Derdall - Complete**

REPORT PREPARED BY: Amy Derdall

DATE: March 31, 2014

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE: *Susan Todd*

APPROVED BY CHAIR: Joyce Myers

APPROVED: March 31, 2014

Power Engineering Technician Membership List

Name	Title	Organization
Committee Chair		
Todd Brillinger	Chief Operating Engineer	Eastern Power Limited
External Committee Members		
Name	Title	Organization
Lori Cater	HR Specialist	Cameco
Greg Cornett		OPG
Paul Fraser		Durham Catholic District SB
Jill Frazer		Durham District School Board
Travis Ferguson		Transalta
Kirk Gowdy		OPG
Paige Marlow	Researcher	Durham Workforce Authority
Dave Servos		OPG
Leon Simeon		OPG
John Souther		SNC Lavalin
Julian Watts		OPG

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
Nadia David	Year 2
Enzo Vizza	Year 1

Elected Faculty/Staff Representatives

Name	Title	Organization
David Beals	Power Engineering Program Coordinator	Durham College
Mike Gambier	Power Engineering Faculty	Durham College
Darrin Caron	Dean/Principal	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Mary Collins	Associate Dean	Durham College
Ralph Trauzzi	Faculty	Durham College

Attendees February 24, 2014:

*External Members

Present: Todd Brillinger*, Kirk Gowdy*, Mary Collins, Dave Beals, Enzo Vizza, Paul Fraser*, Darrin Caron, Julian Watts*, Ralph Trauzzi

Regret(s): Jill Frazer*, Dave Servos*, Lori Cater*, Leon Simeon*, John Souther*, Travis Ferguson*, Paige Marlow, Greg Cornett*, Mike Gambier, Nadia David

Guest(s):

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Program Prioritization Process – David Beals presented on the tool to analyze the program prioritization process.

Eastern Power Sarnia plant construction has slowed due to weather. Once complete, they will be looking for 12 – 15 operators.

OPG hired 10 students and will be hiring 80 operators between the Pickering and Darlington sites over the next year. They recommend that as part of interview preparation, students are well versed in understanding what the business of the company is.

Approved program binder is required before TSSA will inspect boiler installation. It must include course outlines with written labs.

RECOMMENDED ACTIONS

Motion to install the boiler and move forward with creating the program binder was moved by Todd Brillinger and seconded by Kirk Gowdy. All present were in favour.

STATUS OF RECOMMENDATIONS FROM October 2013 MEETING

Dave B and Mary C to visit Georgian in March to see their boiler setup. Advise all applicable Durham College offices that we do not have boiler installed nor a projected accreditation date.

Next meeting date: September 22, 2014 tentative

REPORT PREPARED BY: Mary Pearce

DATE: March 17, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR: Todd Brillinger

SIGNATURE:

Victimology Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
TBA		
External Committee Members		
Mary Beamer	Faculty	Durham Alternative Second
Kathie Rideout	Manager, Programs	Family Services, Durham
Debbie Falconer	Victim Services Worker	Durham V/WAP
Jeff Gauthier		
Jade Harper	Executive Director	Victim Services of Durham
Allison Hector-Alexander	Diversity Officer	DC/VOIT
Dawn Hopps	Supervisor	Partner Assault Response
Sheylene Jackson		Toronto Police Service
Wendy Leaver		
Shelley Tarnowski	Provincial Coordinator-Abuse Issues	OPP
Susan Pidlubny	Head of Special Programs	Durham Alternative Second
Dr. Hannah Scott	Director/ Professor	VOIT, Faculty of Soc. Sc.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Almerinda Colella	Graduate	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Vicki Heenan	Professor	Durham College
Tracey Marshall	Professor	Durham College
Joanne Paterson	Coordinator/Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (May 15, 2014):

*External Members

Present: S. Ball, J. Paterson, *K. Rideout, *H. Scott, *S. Tarnowski

Regret(s): *M. Beamer, *A. Colella, *D. Falconer, *J. Gauthier, *J. Harper, V. Heenan, A. Hector-Alexander, *D. Hopps, *S. Jackson, *W. Leaver, T. Marshall, *S. Pidlubny,

Recording Secretary: T. Kennington

KEY POINTS OF DISCUSSION

1. The minutes of November 27, 2013 were approved by K. Rideout and seconded by S. Ball.
CARRIED
2. **Industry Trends:** There is a website created by the province.
www.helpingtraffickedpersons.com, which offers courses for additional certifications.
3. **Enhanced Admission Screening:** The process enhanced the coordinator's understanding of why students applied to the program such as educational or therapeutic and determine their writing skills.
4. **Admission Requirement Changes: Did it make a difference:** It was a small class, the feedback from the faculty was very positive and all students were successful.
5. **Field Placement:** The placement hosts noted a higher calibre of students who were better prepared and successful.
6. **Continuing Education:** Continuing Education will be offering this program on-line through Algonquin College. This will be beneficial to any student who fails a course required for graduation.

RECOMMENDED ACTIONS

1. J. Paterson will be reviewing the course outlines for the on-line program offered through Algonquin College to ensure equivalency with our courses.
2. Additional certifications through the provincial website may be beneficial to our students and will be investigated by J. Paterson.

STATUS OF RECOMMENDATIONS FROM *November 27, 2013* MEETING

1. J. Paterson will contact B. Porter, Coordinator, VPCC to extend an invitation to participate on the advisory committee. ONGOING
2. The screening process will be reviewed by the faculty team and J. Paterson at the end of the academic year as to its success in the suitability of the students to this type of program.
COMPLETED
3. The details of the National Victims Awareness event will be forwarded to K. Rideout by J. Paterson. CANCELLED
4. Information on the auto worker union event on male sexual victimization scheduled for December 6 will be forwarded by K. Rideout to J. Paterson. CANCELLED

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: May 16, 2014

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: _____



APPROVED BY ACTING CHAIR: J. Paterson

SIGNATURE: _____

Joanne Paterson

Program Name Membership List

Name Title Organization

Committee Chair
Donna Barnard President/Owner Canadian Elite Welding Products

External Committee Members

Name	Title	Organization
Barry Budd	Training Tech - Mechanical	OPG
Joe Cacioppo	Managing Director	Lincoln Electric
Conrad Cousineau	Operations Manager	Hampton Regal
Philip David	Owner	NuLook Metal
Paul Fraser	Technology Program Coordinator	Durham Catholic School Board
Jill Frazer	OYAP Program Facilitator	Durham District School Board
Kathy Landry	Payroll Administrator	Nordock Inc.
Paige Marlow	Researcher	Durham Work Force Authority
John Michel	President/Owner	Raglan
Chris Reilly	Manufacturing Manager	Kock Heat Transfer Canada
Tom Stack	Owner	Anchor Shoring
Brian Werner	Owner	Flash Powder Coating

Elected Student/Alumni Representatives

Name	Title	Organization
Sean Rose	Year 1 Student	

Elected Faculty/Staff Representatives

Name	Title	Organization
Gregg Peel	Welding Faculty	Durham College
Wes Hanzuk	Welding Faculty	Durham College
Darrin Caron	Dean/Principal	Durham College
Joshua Dykes	Welding Faculty	Durham College

Guests/Unelected Faculty/Staff

Michelle Cole	Manager, Program Development and Quality Initiatives	Durham College
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Attendees:

*External Members

Present: Donna Barnard*, Paul Fraser*, Jill Frazer*, Wes Hanzuk, Kathy Landry*, John Michel*, Gregg Peel, Chris Reilly*, Tom Stack*, Brian Werner*

Regret(s): Barry Budd*, Darrin Caron, Conrad Cousineau*, Philip David, Paige Marlow*

Guest(s): Michelle Cole, Mark Scott for K. Landry

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Gregg Peel described the course material for each course being considered for the Welding Engineer Technician (2 year program).

Discussion around providing students with the opportunity to receive fall arrest, WHMIS, forklift training took place. Although the certificates are not always transferrable, they indicate that potential employees will require minimal training to re-certify.

The increased enrolment was discussed as well as the need to increase to shop space.

The group were asked to contact Mary Collins with their resume if they were interested in teaching part time.

Michelle Cole described the funding process.

Starting rates for entry level positions were discussed as students have the impression they will earning high salaries after graduation.

Sean Rose (student) felt the level of training was good. The professionalism of the faculty was appreciated.

NuLook Metal and Flash Powder Coating offered tours to show the students a working shop environment.

RECOMMENDED ACTIONS

A panel of employers was recommended to talk to students about the industry needs.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

Not applicable.

NEXT MEETING DATE: September 17, 2014

REPORT PREPARED BY: Mary Pearce

DATE: March 30, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR: Donna Barnard

SIGNATURE: _____

Youth Corrections & Interventions Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Craig Knight	DDSB Special Education Teacher	Grove School
External Committee Members		
Jarek Baginski		Durham Family Court Clinic
Jill Dallaire	Youth Justice Services	Boys & Girls Club
Daniel Doyle		
Sheri Johnson	Clinical Facilitator	Enterphase Child & Family
Sharon Kilstoff		Durham CAS
Dianna Eastwood	Assistant Executive Director	John Howard Society
Mary Jarrell	Assistant Crown Attorney	Ministry of Attorney Gen.
Geoff Leatherdale	Program Coordinator	Ajax Kennedy House
Det. Cst. Janice McLeod	Community Corrections Liaison	Durham Regional Police
Angela Moncada		Kennedy House Youth Serv.
Vicki Mowat	Senior Director	Kinark Child & Family Serv.
Marlene Pike	Principal	Grove School
Jennifer Phillips	Day Treatment Manager	Enterphase Child & Family
Tammy Tully		Joanne's House
Barb Yarrow		Durham Regional Police
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Melanie O'Neill	Alumni	UOIT
Tara Perry	Alumni	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Jennifer Laffier	Professor	Durham College
Tracey Marshall	Coordinator/Professor	Durham College
Shameen Sandhu	Professor	Durham College
Guests/Unelected Faculty/Staff		
Victoria Orlandi	Youth Justice Services	Boys and Girls Club of Durham

Attendees (May 13, 2014):

*External Members

Present: *C. Knight, *M. Pike, *J. Dallaire, M. Tapper, T. Marshall, *B. Yarrow

Regret(s): *J. Baginski, *D. Doyle, *M. Jarrell, *S. Johnson, *S. Kilstoff, *D. Eastwood,, *G. Leatherdale, *J. McLeod, *A. Moncada, *V. Mowat, *J. Phillips, *M. O'Neill, *T. Parry, J. Laffier, S. Sandhu, *T. Tully

Guest: V. Orlandi

Recording Secretary: T. Kennington

KEY POINTS OF DISCUSSION

1. Minutes of November 13, 2013 were approved by T. Marshall and seconded by J. Dallaire
CARRIED
2. **Industry Trends:** The Durham Child and Youth Planning Network received a trillium foundation and a coordinator has been hired for a term of three years. The foundation will address areas such as mental health, recreation, Durham Region, etc. Joanne's House has a new Executive Director and are undergoing a large expansion. On May 29, 2014 The Student Voice Symposium will be taking place at Trillium Trails and will address mental illness and mental health on a positive level
3. **Name Change – Youth Justice and Interventions:** Based on the recommendations from industry, the program name will change as it better reflects the program and its curriculum.
4. **YCI Youth At Risk Conference:** The event was a success again this year and the feedback regarding the venue, guest speakers and food was positive. The students worked very hard to plan the event and some monies from the event will be donated to Freshstart which is an organization for at risk youth.
5. **Enrolment:** To date, 16 students have confirmed their acceptance into the program. The application and writing exemplar process has provided a committed cohort of students.
6. **Program Review Process and Results:** The program was selected for a program review. To date, the audit team had met with the students; KPI's were completed and a focus group met to obtain feedback from other community service providers. The overall results were positive.
7. **Guest Speaker Recruitment:** C. Knight, M. Pike and J. Dallaire volunteered as guest speakers for our program.

RECOMMENDED ACTIONS

1. An email requesting a Safe School Officer and/or a threat assessment specialist be invited to be a committee member was sent out by T. Marshall and will be followed up.

STATUS OF RECOMMENDATIONS FROM (May 13, 2014) MEETING:

1. Committee members are asked to forward any information articles, readings, training in the community or events our students can assist to T. Marshall. **ONGOING**
2. S. Ball will follow up on the posting of pictures and information on the program website with T. Greenall. **ONGOING**
3. Advisory members are asked to forward names of potential placement opportunities to T. Marshall. **ONGOING**
4. Details regarding the YCI Youth At-Risk Conference will be forwarded to all the committee members by T. Marshall. **ONGOING**

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: May 15, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

SIGNATURE: _____



APPROVED BY CHAIR: C. Knight

SIGNATURE: _____



BOARD REPORT

Public:
In-Camera:

Action Required:
Information/Discussion
Decision

DATE: June 11, 2014

FROM: Don Lovisa, President

SUBJECT: Durham College 2013-2014 Annual Report

A. Purpose

To present the Durham College 2013-2014 Annual Report to the Board of Governors for review and approval.

B. Background

As per the Minister's Binding Policy Directive on Governance and Accountability and Section 8 of O. Reg. 34/03 under the OCAAT Act, all colleges are required to prepare an annual report, make it available to the public, and submit the report to the minister. The report is to be prepared in accordance with the Annual Report Operating Procedure established in the Binding Policy Directive.

C. Discussion/Options

For 47 years, Durham College has been a critical part of its communities. From being a leader in the delivery of the best in training and education, to community building, to support for students, and attracting outstanding faculty and staff, the college has firmly established its reputation across its campuses and deep within the community. In short, whether it be a prospective student, a community partner or any level of government, Durham College is there. The college and the impact of its graduates is the focus of this year's Durham College Annual Report.

The annual report captures the leadership of its graduates through four inspiring stories, while also sharing other highlights, successes and achievements from the past year. The report serves as a celebratory document that looks back on the last fiscal year and shares the college's accomplishments. It is distributed to key partners across the province, along with being made available to faculty and staff.

The report was reviewed by all members of the Durham College Leadership Team and must be submitted to the Ministry of Training, Colleges and Universities and other required agencies by July 31. Additionally, the audited financial statement will be included in the report, as is required under the

Minister's Binding Policy Directive on Governance and Accountability, once approved by the Board of Governors.

For the first time, this year's annual report will be posted in an interactive online format, allowing for videos and other features to be inserted for a more dynamic report.

D. Financial/Human Resource Implications

The cost to produce and distribute the annual report is accounted for through the annual Durham College budget.

E. Implications for UOIT (if applicable)

There are references in the annual report to successful partnerships with UOIT.

F. Recommendation(s)

That the Board of Governors approve the Durham College 2013-2014 Annual Report.

Durham College
2013-2014 annual report
We're there

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Mission, vision, values and goals
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Taking a bite out of the Big Apple
"If you put your mind to it, you can accomplish anything."
Learning to lead by following
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International
Pathways
In 2013-2014 we were there
By the numbers
Appendices

Infographic: 5 consecutive balanced budgets

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Mission

The student experience comes first at Durham College.

Vision

Durham College is the premier college in Canada for career-focused students who are motivated to succeed in a challenging, supportive and inclusive learning environment. Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the skills to succeed in their careers and make a difference in the world.

Values

Our values drive our organizational culture and behaviour in delivering our vision and mission.

We value

Integrity and transparency – we behave and communicate sincerely and honestly;
Respect – we treat everyone with dignity and offer superior service;
Equal access and diversity – we embrace diversity, ensure accessibility and champion all learners;

Innovation – we are leaders in innovative and creative learning experiences and solutions;
Personal and team accountability – we do what we say we will do; and
Sustainability – we make decisions that ensure the integration of economic, environmental and social factors.

Goals

Our students – to provide students with quality learning experiences and support in finding fulfilment in education, employment, productive citizenship and lifelong learning;

Our people – to support and empower each employee to make the best possible contribution towards student success;

Our business – to make business decisions that support teaching and learning while reflecting best practices that result in the college achieving its mission and mandate; and

Our community – to ensure that the college contributes to the economic and social prosperity of the communities we serve.

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We're there

Durham College's (DC) story began in 1967 with 16 portable classrooms, employing a staff of 14, and serving 205 students. Now, 47 years later, we have grown to more than 11,000 full-time post-secondary and apprenticeship students, more than 1,500 full- and part-time staff; more than 63,000 alumni; and an economic impact of \$1.4 billion in Durham Region.

When you think the best in training and education, success and community building. . . We're there.
When you think state-of-the-art student services and experienced staff and faculty. . . We're there.

Our graduates are leaders in fields such as nursing; sports administration; and renewable energy. They are entrepreneurs and business owners who are successful in health care; the arts; and emergency response sectors.

Their successes showcase DC's focus on the student experience, taking us there.

Infographic: College system leader in enrolment growth over the past five years – more than 30,000 learners annually.

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Message from the president

I am tremendously proud of DC's success over the past year. We have sparked innovation and excitement in our student body, faculty and staff members, while maintaining a high standard of quality and commitment to the student experience. As we move forward we will continue to instil these values in our students and staff and in doing so allow DC to flourish.

From our own backyard in Durham Region, to countries with which we have educational pathways, to the homelands of our international students, Durham College is expanding on multiple levels. We truly are living in a global community and as an institution we must embrace this impressive expansion.

This growth will serve as a catalyst for research and innovation for our faculty and staff members to develop and provide an even higher quality learning experience for our students. We will sharpen the tools and skills we use to teach and prepare students in practical ways to find success after graduation, success that will focus on their ability to shine in a globalized workplace.

In this report, several DC alumni are featured, showcasing their success and how they conquered their competitive fields and illustrated the level of achievement possible – because they are DC graduates. These graduates are wonderful examples of what we, as members of the college, strive toward – to impact the success and lives of our students so that they, in turn, make an impact within their own communities by creating jobs, volunteering, through corporate goodwill or the establishment of scholarships for current DC students.

We know where we need to be and as you look through this annual report, I know you will find... we are there!

Infographic: More than 80 per cent student retention rate

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Ian Ball

Graduate, 2002 Business Administration – Marketing
McEwen Mining

“The overall environment at DC allows you to improve yourself, grow and mature. It was a time when I gained a tremendous amount of confidence in my own ability.”

A golden example

Ian Ball, a graduate of DC’s Business Administration – Marketing program, captures the impact DC graduates are having in the globalized marketplace. After graduating from his post-secondary studies, Ball broke into one of the toughest industries – mining.

“It was a life-changing three years, from academic probation in first year to a near perfect grade point average by graduation,” said Ball of his time at DC. “The overall environment allows you to improve yourself, grow and mature. It was a time when I gained a tremendous amount of confidence in my own ability.”

After graduating from DC, Ball was in university studies when he met successful businessman Robert McEwen. After a chance run-in and some persistent follow-up, he was able to secure a position with

McEwen's operation at the time, Goldcorp. It was there that Ball was provided the opportunity to find his place within the mining industry.

When McEwen left Goldcorp in 2005 and launched U.S. Gold Corporation, acquired Minera Andes and renamed McEwen Mining (in 2012), Ball naturally followed and worked his way up the ladder on the all-important exploration front. McEwen inspired Ball and drove him to succeed in much the same way his fellow DC students inspired him to achieve success scholastically. "In my first year at DC, a fellow student and friend, Keith Binns, seemed to know the answers to every question," said Ball. "He inspired me to get to that level and by the end of my second year I started to beat him on a few tests and proved to myself that I could do this, I could be successful."

During his ascent in the mining industry, Ball used unconventional methods to promote the industry by offering stock options and \$1,000 bonuses to local prospectors, which eventually led to his discovery of the silver mine El Gallo 2 in Mexico. As well, Ball led McEwen Mining in its development of gold-silver mine El Gallo 1 and achieved the build under budget and on schedule, a feat rarely achieved in mining construction. Since then, Ball has continued to pursue new innovations including the use of electric haul trucks versus diesel and new processing technologies to produce gold as McEwen Mining strives to advance the industry.

Ball has been able to give back, both through his company's growth and his own personal growth. He is patron to a scholarship at Durham College and has been since graduating from university. The scholarship is awarded annually to the most improved student from year one to year two of the Business Administration – Marketing program. He chose to establish this scholarship based on the personal changes he underwent through his time at DC.

Under Ball's leadership, McEwen Mining provides infrastructure in the mining areas of Mexico and Argentina. This includes paved roads, clean water, large equipment training, laptop and Wi-Fi education and scholarships in the mining sector, which assist in changing community mindsets about the mining industry and provide individuals with new and unique skills.

Infographic: 6-star PQAPA ranking – recognized for academic quality and support for faculty excellence.

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Amanda de Souza
Graduate, 2008 Advertising
Senior graphic designer, W Magazine

"The skills I learned during my years at DC are still reflected in my every day work."

Taking a bite out of the Big Apple

After graduating from DC in 2007, Amanda de Souza pursued her artistic passion in New York City (NYC) and has since become the senior designer for W Magazine, a Conde Nast publication.

Her years at DC allowed her to grow and focus her talents. From the team mentality instilled in her to the faculty support, de Souza credits DC with much of her workforce preparation.

“My classes were hands-on in that there are skills learned in my years at DC that, to this day, reflect in my everyday work,” said de Souza. “They prepared me for what was ahead in the fast-paced world of advertising in NYC.”

Her decision to move to NYC required a level of strength and determination that few possess. With the encouragement of DC faculty members who saw the talent she possessed, de Souza made the international leap with confidence.

“Dawn Salter was my professor and was always helpful and encouraging,” said de Souza. “She was an inspiration to me and as a woman it was important to me to have that kind of role model.”

de Souza recently showed and sold her work at a store called PIQ that is located in Grand Central Terminal. The PIQ store is bold and bright with a very contemporary look and features unique and unexpected items, including limited editions, and rare art pieces.

De Souza has not limited her creative talent to her workplace. She also supports her community through art by volunteering for an organization called Sing for Hope in New York City.

“Last year I was a featured artist for one of their public art installation projects where 88 pianos were painted and placed throughout the city,” said de Souza. “The pianos then took up residency in schools, hospitals and community centres where Sing for Hope members continue to return for classes and workshops for fine and performing arts.”

She also provides inspiration and help for her program by serving on the DC Advertising Program Advisory Committee (PAC) and returning to the college as a guest speaker.

Infographic: One of Greater Toronto’s Top Employers for the fourth year in a row

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Russ Montague
Graduate, 2004 Advertising – Administration
President and co-founder, Nerd Block and ShirtPunch

“If you put your mind to it, you can accomplish anything.” – Marty McFly, Back to the Future

Russ Montague has successfully discovered a way to convert his love of pop culture and his plethora of work experience with iconic companies such as MuchMusic, MTV Canada and Universal Studios into multiple entrepreneurial endeavours, making him a geek-culture staple.

In 2011, Montague founded the 24-hour flash retail website ShirtPunch, which offers customers in 96 different countries the opportunity to purchase a newly designed T-shirt at the low price of \$10. Each shirt is available for 24 hours only, increasing the exclusive nature of the design. This first dip into being an entrepreneur was sparked by Montague’s desire to become his own boss and its foundation cemented during his time at DC.

“Going to Durham was eye-opening for me because I discovered what I really wanted to do right from day one,” said Montague. “It really shaped my foundation. I am a nerd at heart and if I didn’t own these companies I would subscribe to them and purchase from them.”

The success of ShirtPunch’s unique business model has enabled the company to receive endorsements from several celebrities including icons like director Kevin Smith and Marvel creator Stan Lee; opened doors to substantial licensing opportunities with large brands such as Star Wars, Star Trek, and most recently, the new NBC television show Hannibal; and allowed Montague to develop his second entrepreneurial endeavour, a subscription-based company called Nerd Block, which offers subscribers in 21 countries a box of five to six toys and collectibles and an exclusive T-shirt every month.

“It’s interesting because there’s a switch that happens,” said Montague. “At the beginning you’re knocking on everyone’s door and then all of a sudden they’re knocking on your door. It’s really weird when something like that happens – weird in a great way.”

His triumphs have allowed Montague to share his success with the community.

“Landing in the Durham Region is not a coincidence,” said Montague. “I know how hard it is to find a job in this area. When I built ShirtPunch and Nerd Block I had the opportunity to start anywhere, but there was no way I could leave this area. I knew I would get to employ a significant amount of people and I wanted to do it here. “

Infographic: 5 – number of Ontario Technological Skills and Skills Canada National Competition medals earned by students, including three gold.

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Michele Roberts

Graduate, 2006 Biomedical Engineering Technology
Project manager, Phillips Healthcare

“There were only 14 people in the program and to this day, we are a close-knit group. Most of us still keep in touch.”

Learning to lead by following

Michele Roberts, a graduate of the Biomedical Engineering Technician program at DC, has established herself as an exceptional leader in the health-care industry. She works for Philips Healthcare Canada, a company focused on meaningful innovation and that serves professional and consumer markets through three overlapping sectors: health care, lighting and consumer lifestyle.

Beginning as a field service engineer with Philips, Roberts recently moved to a project manager role and has been recognized with several awards for her contributions. This includes a Silver Pinnacle Award in 2011 and a Gold Pinnacle Award in 2013, both of which recognize the highest level of achievement within Global Sales and Service in North America at Philips, accounting for the top three per cent of each department.

Roberts attributes her success to her start at DC, specifically to several key faculty members: Pravin Patel, Sandra Kudla and Richard Tidman. She credits them with transforming the program into one of the most respected in the province.

“It wouldn’t be the program it is without them,” said Roberts. “The DC biomedical program is very well known and very well-respected throughout the health-care community because of the foundation they established. My team at Philips is currently made up of 60 per cent DC graduates.”

Along with the strong faculty, Roberts also pointed to the strong sense of community at DC as a favourite memory of her time at the college. “As a class we all ended up becoming very close,” said Roberts. “We were the first students in the program so there were only 14 of us and to this day, we are a close-knit group. Most of us still keep in touch.”

Roberts gives back to the DC community that helped lead her to success by serving on the DC PAC for the Biomedical Engineering Technician program. This commitment allows her to assist with maintaining the high standards of the program set by her professors. She meets twice a year with a dozen other professionals to discuss how to better the program so graduates have the skills they need to succeed in the highly competitive health-care field. The committee also seeks donations, which can include new equipment for training or finding speakers or mentors for students.

Infographic: Ranked 25th on the list of Canada’s Top 50 research colleges – industry-led applied research collaborations that drive local innovation, entrepreneurship and experiential learning

**Research 2013-2014
Infographic**

	Projects	Students	Faculty/staff	Total Funding approved for fiscal year	Administration Funding	Project Funding	Industry Cash and In-kind
2009-10	0	0	0	37,500	37,500	0	0
2010-11	12	49	13	543,176	141,034	60,921	334,592
2011-12	32	80	25	1,995,323	108,981	1,273,419	603,574
2012-13	32	100	37 faculty/2 staff	2,588,297	163,000	1,427,164	998,132
2013-14	32	48	24 faculty/7 staff	1,431,501	80,271	1,203,149	148,082

International

DC is proud to be partnering with the Government Technical Institute (GTI), Guyana on a three-year Employment for Education project funded by the Department of Foreign Affairs, Trade and Development and facilitated by the Association of Canadian Community Colleges.

The project includes working with the College of the North Atlantic and the Fisheries and Marine Institute of Memorial University in St. John's N.L. to build the capacity of GTI and enable it to offer an automotive electronics program that addresses the requirements of modern automobiles in Guyana. The project will pay special attention to issues of gender equality and environmental sustainability.

This year there were two inception missions to Guyana by members of the project team and Darrin Caron, principal of the Whitby campus and dean of the School of Skilled Trades, Apprenticeship & Renewable Technology and CFF, to aid in the development of the project implementation plan. Over the course of the three years, there will be a mobilization of faculty and knowledge in both directions to fulfil the planned activities and outcomes of the project.

Durham College currently has 384 international students from around the world.

India	271
China	43
Nigeria	9
Pakistan	6
United Kingdom	4
Brazil	3
Jamaica	3

South Korea	3
Trinidad and Tobago	3
Dominica	2
Ghana	2
Guyana	2
Hong Kong	2
Kenya	2
Russia	2
Sri Lanka	2
USA	2
Afghanistan	1
Barbados	1
Bosnia and Herzegovina	1
Colombia	1
Egypt	1
Finland	1
Iraq	1
Lebanon	1
Madagascar	1
Mexico	1
Palestine	1
Peru	1
Philippines	1
Poland	1
Portugal	1
Saint Lucia	1
South Africa	1
St Kitts and Nevis	1
Ukraine	1
Vietnam	1

Academic pathways to universities in Canada and around the world

In addition to providing pathways into DC, the college also offers more than 450 academic pathways to universities in Ontario, Canada and around the world, including Ireland and Australia. This enables qualified graduates to enter numerous undergraduate degree programs with advanced standing and complete their degree requirements in anywhere from two additional semesters to two additional years of study, depending on program and pathway agreement. See the [complete list](#).

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People and programs

Students

Post-secondary:	11,502
Domestic	9,181
Second Career	127

International	384
Collaborative Nursing	553
Apprenticeship	1,257

Staff

Full-time employees:	765
Faculty	316
Support staff	351
Administrative staff	98
Part-time employees:	753
Faculty	600
Support staff	147
Administrative staff	6
Continuing Education instructor	347

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Board of Governors

Ron Chatterton, chair of the Board
 Pierre Tremblay, vice-chair of the Board
 Douglas I. Allingham
 Dan Borowec
 Thomas Coughlan
 Garry Cubitt, LGIC Appointment
 Kevin Dougherty, elected academic member
 Joanne Dykeman
 Darren Fisher, elected support staff member
 Renate Ilse
 Paul Macklin
 Donna Raetsen-Kemp, LGIC Appointment
 Zain Shafique
 Mary E. Simpson, LGIC Appointment
 Judith Spring, elected administrative staff member
 Don Lovisa, president, ex-officio
 Jennifer Clark, board secretary

Senior Leadership Team

Don Lovisa, President
 Judy Robinson, vice-president, Academic

Meri Kim Oliver, vice-president, Student Affairs
 Nevzat Gurmen, vice-president, Corporate Services and Chief Financial Officer
 Scott Blakey, vice-president, Administration

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Programs offered

Full-time	135
Apprenticeship	12
Continuing education	84

Note: All data shown is for the 2013-2014 fiscal year

By the numbers

- \$152,000 in financial needs-based bursaries to assist 150 students
- 184 students earned \$138,000 in scholarships for academic excellence
- 192 Durham Region secondary school students completed the Centre for Success program
- 6,138 guests attended fall and spring open houses
- Total enrolment for full-time post-secondary and apprenticeship students reached more than 11,000 including 384 international students
- 1,257 – number of apprenticeship students
- 63,000 graduates and counting since Day 1 in 1967
- \$1,431,501 total research funding approved for fiscal year
- 70 – percentage of learners from Durham Region
- 92.2 – percentage of employers satisfied with hiring a Durham grad
- 85.5 graduate employment rate
- 7,037 followers on Twitter
- 8,627 likes on Facebook
- 214,414 video views on YouTube

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Appendices

Appendix A

The provincial government’s Minister Binding Policy Directive for Annual Reports requires that college annual reports include a summary of the results of the previous year’s Business Plan. As such, the following chart captures some of the highlights that allowed the college to realize success in all four of the high-level goals in its 2013-2014 Business Plan.

Business plan goal	Achieved	Highlights
Responsible, strategic growth	Yes	<ul style="list-style-type: none"> • Finished construction on Centre for Food, classes began. • Significant work accomplished on new Campus Master Plan with UOIT. • Increased academic day from 8 a.m. to 6 p.m. to 8 a.m. to 9 p.m. • Implemented three-year student services plan in Whitby. • Created Healthy Campus Task Force.
Dynamic partnerships	Yes	<ul style="list-style-type: none"> • Submitted and received approval on a number of research proposal applications, with other proposals pending. • Implemented e-portfolio project across select health programs. • Joined with four other post-secondary institutions in project to assess student experiences in transitioning from college to university pathways. • Established memorandum of understanding for Durham Learning and Business Innovation Park. • Realized significant increases in the number of former Durham College students attending UOIT and the number of former UOIT students attending Durham College. • Developed marketing plan with UOIT to foster greater gains in students moving between the two schools.
Student-focused teaching and learning	Yes	<ul style="list-style-type: none"> • Improved scores in four of the five core benchmark areas on the provincial key performance indicators survey. • Provided training sessions to more than 600 participants for maximizing the use of the college's learning management system. • Completed the successful move of nine programs from the Oshawa campus to the Whitby campus. • Trained 42 faculty in the principles of effective hybrid and online course delivery. • Begin working toward establishing uniform communications course curriculum across all programs. • Implemented Ontario Adult Literacy and Basic Skills Curriculum Framework. • Reviewed 15 OntarioLearn courses and developed ratings, comments and recommendations for change. • Met all six criteria from third-party Program Quality Assurance Process Audit. • Joined virtual reference library service with 10 other colleges.

Core institutional priorities	Yes	<ul style="list-style-type: none"> Expanded part-time hiring project to all academic schools. Completed three campus lockdown exercises. Completed employee engagement survey. Developed student mobile application. Fully launched I Heart DC committee. Created stewardship program to further engage donors and alumni. Achieved \$5 million fundraising goal. Achieved balanced financial results. Developed new fund to provide financial support to international students in need. Implemented Student Affairs office restructuring plan.
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Appendix B:

Key Performance Indicators (KPI) report

Ontario colleges are mandated by the provincial government to collect and report KPI data to measure how well they are meeting the needs of students, graduates and employers. The KPI initiative is designed to ensure colleges are accountable, effective and responsive to these stakeholders.

The chart below shares Durham College’s results in the five KPI benchmark areas, along with the college’s and system’s changes versus 2013-2014.

Each year Durham College reviews the KPI results and introduces new measures intended to address areas of concern identified by students through the survey and improve student satisfaction as the college lives its mission that the student experience comes first. Every department then develops and implements KPI improvement plans to work toward enhancing the student experience. As a result, over the past year the college matched or improved its scores in four of five categories.

Benchmark category	DC	DC Increase/ Decrease	System increase/ decrease
Student Satisfaction	74.3	0.5	-0.8
Graduate Satisfaction	78.2	2.4	0.1
Graduate Employment	85.5	1.8	-0.2
Employer Satisfaction	92.2	-2.8	-1.2
Graduation Rate	66.7	1.0	0.6

Surveys were administered during the 2013-2014 fiscal year and results released to the colleges at the end of March, followed by a public release in mid-April.

Appendix C:
Summary of advertising and marketing complaints received.
None received.

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Appendix D

Report on College Council

Once again in 2013-2014, College Council members helped inform and shape college decisions. Council met four times over the year, providing feedback on the college's 2013-2016 Strategic Plan, new operational policies, the provincial government's Strategic Mandate Agreement process, the employee town hall, government post-secondary policy and college construction projects, along with comments about general issues impacting the campuses.

Durham College is very fortunate to have an active, engaged College Council made up of a cross-section of students, support and administrative staff, faculty and senior leaders. Supporting the college's mission and vision, College Council promotes a collaborative culture, contributes positively to planning and decision-making processes and serves as an effective means for students and staff to provide advice to the college president, who chairs the council, on matters of importance to members.

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Audited Financial Statements

BOARD REPORT

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: June 11, 2014

FROM: Judy Robinson, Vice President, Academic
(prepared by Michelle Cole)

SUBJECT: Approval of a New Postsecondary Program of Instruction

A. Purpose

To obtain approval from the Board of Governors for the following postsecondary program of instruction for the September 2015 intake:

1. *Advanced Baking and Pastry Arts*
 - Duration: 2 semesters
 - Credential: Ontario College Graduate Certificate
 - School: Centre for Food

B. Background

A key deliverable of the Durham College Business Plan is a dynamic Strategic Enrolment Management plan that includes the development of new programs to ensure we continue meeting the needs in emerging and fast-growing areas of the economy. The graduate certificate program proposed for consideration, Advanced Baking and Pastry Arts falls within the college's Strategic Mandate Agreement and demonstrates a niche market that supports the college's efforts to expand programming within the Centre for Food. This new program offers culinary graduates with enhanced opportunities for employment in areas of prosperity within the local, provincial, national and international markets.

Furthermore, with enthusiastic endorsement from our Institutional Research team, students, faculty, Program Advisory Committees, industry experts, local employers and community partners, this program will contribute to enrolment growth and to the establishment of new and long-lasting community and industry relationships.

As per Minister's Binding Policy Directive 3.0 Programs, Framework for Programs of Instruction, a board of governors is responsible for approving programs of instruction a college will offer.

It is the role of the Durham College Board of Governors to ensure that programs of instruction are developed and implemented consistent with provincial

standards where they exist; ensuring that all new and modified postsecondary programs of instruction lead to one of the following credentials – Durham College Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate or Bachelor Degree.

The Board will request validation that the programs of instruction conform to the Credentials Framework and are consistent with accepted college system principles, and that such credentials are awarded to students on successful completion of their respective programs of instruction, and are consistent with the Credentials Framework.

We confirm that Durham College is in compliance with all Minister's Binding Policy Directives noted above, for programs of instruction.

C. Discussion/Options

Advanced Baking and Pastry Arts, Ontario College Graduate Certificate program

With the successful launch of Durham College's Centre for Food, this program is a natural fit and obvious progression for its Field to Fork vision. This proposed graduate certificate will appeal to new students and graduates of the Culinary Management program, providing them with an extraordinary learning experience in first class facilities. This program aims to further enhance students' baking skills making graduates more attractive to industry employers and preparing them to become Red Seal bakers.

Durham's partnerships with local growers and industry employers are further supported by a common thread of sustainable business practices and use of local ingredients that runs through all courses in this program.

A proposal for the Advanced Baking and Pastry Arts program was developed and submitted to the Credential Validation Services (CVS). On **April 30, 2014**, the proposal received validation and the program was assigned the Approved Program Sequence (APS) number **DURH 01235**.

The full submission for this program is attached to this Board Report.

Upon receiving approval from the Board for these programs, funding approval will be sought from the Ministry of Training, Colleges and Universities to offer these programs as of September 2015.

D. Financial/Human Resource Implications

The Advanced Baking and Pastry Arts program will require start-up funds for curriculum development of approximately \$3,000 and approximately \$6,000 in additional culinary lab equipment; the attached program summary provides an itemized list and associated costs.

No new full-time faculty will be hired to deliver the program. The full five-year budget projections and cost details are provided in the attached summary.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors approves the postsecondary program of instruction for the Advanced Baking and Pastry Arts graduate certificate program.

Ontario College Graduate Certificate: Advanced Baking and Pastry Arts

Proposed program title: Advanced Baking and Pastry Arts					
Proposed credential:	Graduate Certificate				
Funding Unit:	1.30				
Weight:	0.90				
MTCU Code:	73106				
Name of dean submitting the request:	Darrin Caron, Centre for Food				
Proposed date of implementation:	September 2015				
Date of review by PPRC committee:	March 19, 2014				
Year 1 enrolment:	24 students				
Number of Semesters	2 semesters				
Number of new faculty required:	0 – new FT				
Space requirements:	N/A				
Capital costs:	\$6,000				
Budget Projections:					
Proposed Tuition	\$2,609				
Net Contribution - % of Gross Revenue	-65%	13.9%	41.7%	40.6%	39.6%
TARGET Net Contribution	n/a	Breakeven	40.0%	40.0%	40.0%

1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	Labour Market Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Initiatives and Dean
√	Budget reviewed by Manager, Planning and Reporting; Manager, Program Development and Quality Initiatives; Dean;
√	Budget approved by Vice President, Corporate Services and Chief Financial Officer
√	Reviewed by Program Proposal Review Committee, March 19, 2014
√	Approved by Vice President - Academic
√	Approved by Credentials Validation Service
√	Reviewed by President
	Approved by Board of Governors

2.0 PROGRAM OVERVIEW:

Description:

The Advanced Baking and Pastry Arts one-year graduate certificate program will give students an expanded range of new skills that will allow them to succeed in a broader range of employment opportunities in the culinary industry.

In-school training will be provided through demonstrations, lectures and hands-on practice in classrooms, computer labs, culinary and pastry facilities. Students will develop both critical and practical skills related to advanced pastry and baking in retail, restaurant and banquet settings. This program will focus on 75% in-class practical components and 25% theoretical studies including; Baking Concepts and Ingredients, Entrepreneurship, and Bakeshop Management Theory.

The program will develop students' deeper understanding of baking concepts, preparing the student to adapt to the ever-evolving culinary industry. An emphasis will be placed on Durham College's Field to Fork concept, using locally grown and produced ingredients.

Career Outcomes:

This program allows students to increase their skill base through advanced baking and pastry knowledge and be more employable by increasing their skills in pastry and baking related areas of a culinary operation. Graduates can find employment in bakeries, pastry shops, restaurants, hotels, clubs, resorts, catering companies and spas.

Tables below display the 5 most common occupations secured by graduates of Baking and Pastry Arts Management, and Baking – Pre Employment programs in Ontario. This information is based on graduate

responses to a question asking what type of occupation they currently have, and is a combination of the top responses over the last 5 years.

Top 5 Occupations for Baking – Pre Employment Certificate Graduates (43106)	
%	Occupation
34%	Bakers
12%	Cooks
9%	Retail Salespersons
8%	Chefs
7%	Food Counter Attendants, Kitchen Helpers and Related Support Occupations
Top 5 Occupations for Baking and Pastry Arts Management Diploma Graduates (53104)	
%	Occupation
43%	Bakers
17%	Cooks
15%	Chefs
6%	Food Counter Attendants, Kitchen Helpers and Related Support Occupations
5%	Retail Salespersons

Vocational Program Learning Outcomes:

The graduate has reliably demonstrated the ability to:

1. Design, plan and construct a wide range of sweet and savoury products using a variety of techniques and industry best practices.
2. Adapt and apply best practices in cake decoration in the design, planning, and preparation of a wide range of specialty cakes.
3. Use best practices in yeast dough development in the design, planning and construction advanced yeast dough products.
4. Use best practices in confection design and methodology in the design, planning, and construction of a wide range of specialty chocolate and confections.
5. Apply baking and pastry theory to analyze, correct and control cost and formula outcome for a variety of foodservice operations.
6. Modify recipes to suit nutritional, dietary and social trends.
7. Design baking and pastry products and/or services for an identified target market.
8. Develop business and marketing plans for a baking and pastry product or service.
9. Design and present desserts/confectionaries for buffets, retail and banquet settings, in accordance with client, industry and service requirements and specifications.
10. Perform all work in accordance with workplace, safety and food handling legislation, regulations and standards.
11. Develop and document a plan for ongoing personal growth in the areas of self-management, professional development, and industry awareness.

Admission Requirements:

- Ontario College Diploma in Culinary Management, or related two or three year diploma; and/or
- Successful completion of Cook apprentice Level 1 & 2; and/or
- Red Seal Cook/Chef, or international equivalent;

3.0 PROGRAM OF STUDY

Semester	Instructional Setting	Course Hours/week	Course title and brief course description
1	Classroom	3	<p><u>Baking Concepts and Ingredients</u> This course provides students with essential understanding of foundational food technology specific to baking and pastry. It offers instruction on ingredient function, industry applications, terminology, methodologies, techniques and principals required to support their practical skills. The theoretical knowledge from this course will be applied in all practical courses of this program. Baking Theory will help students to understand the selection process of bakeshop ingredients and the effect of various techniques on final product. This knowledge serves to solve or prevent problems in the pastry kitchen. Students will also explore the science of nutrition as it relates to baking and pastry, preparing them to cater to customers with dietary requirements.</p>
1	Classroom	3	<p><u>Bakeshop Management Theory</u> This course covers a range of subjects including pastry shop and staff management, leadership, planning and costing a dessert menu, labour costing, marketing for special events and production forecasting. Students will learn the advantages and challenges of bulk purchasing and storing of dry goods, best practices for product rotation and how to green your bakery</p>
1	Culinary Lab	7	<p><u>Fermentation</u> This course focuses on understanding and applying the concept of fermentation to the making of products using yeast. Apply fermentation and ingredient function theory to create rich and lean dough, artisan bread, seasonal favourites and international specialties. Learn to manage gluten and control fermentation to produce sourdough and pre-ferments. Students will focus on proper dough development techniques, shaping and</p>

			scoring. The student will further explore the lamination process, exploring laminated dough, enriched dough, and the unique characteristics of each method.
1	Culinary Lab	3	<p><u>Pastry and Preserves</u></p> <p>Explore the variety of advanced pastry techniques while practicing pate a choux, pate sucrée, pate sable and pie doughs to design and create a variety of pies, flans and tarts. Also discover an assortment of classic and modern French pastries. Additionally, students will learn to prepare a variety of preserves using local fruit.</p>
1	Culinary Lab	5	<p><u>Cakes & Cake Decorating</u></p> <p>This course focuses on understanding creaming, foaming, and blending techniques for a variety of cakes with an emphasis on preparing simple sponge to complex filled cakes, tortes, mousse cakes and meringues. A variety of fillings, icings, glazes and decorative techniques will be introduced as students produce cakes for retail sale.</p>
2	Classroom	3	<p><u>Entrepreneurship</u></p> <p>This course will cover a wide variety of introductory topics for those interested in starting or seeking employment in small business. The course will focus on the entrepreneurial spirit, the benefits and drawbacks of being your own boss. Start-up skills will be explored as well as defining markets, targeting customers, and the three ways to enter small business by buying an existing business, franchising opportunities, and “from-scratch” operations. The ability to maintain and sustain operations of a small business will be covered with particular attention to cash management, debt and financing. Finally the skills of the small business entrepreneur will be featured by a detailed construction of the main components of a business plan and the necessary “Jack of all trades” management style it takes to succeed.</p>

2	Culinary Lab	6	<p><u>Chocolate, Confection, Decoration</u></p> <p>This course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Practice the skill of controlling crystallization of both fat and sugar and understand the mechanics of emulsions. Students will practice different techniques of tempering chocolate to produce moulded and hand formed chocolates and centres, as well as chocolate decorations. Students will also discover the science of sugar and heat. Techniques include crystalline and non-crystalline confections, jellies, caramels, aerated sugar confections, and sugar as decoration.</p>
2	Culinary Lab	5	<p><u>Individual Desserts</u></p> <p>Explore the steps for planning and conducting production for plated desserts, banquets, VIP events, large functions and retail pastry settings. In this course, students learn how to design and produce pastry and desserts for a variety of outlets. Combine skills already acquired to create individual desserts appropriate for any event or venue.</p>
2	Culinary Lab	3	<p><u>Savoury Baking</u></p> <p>Building on previously taught culinary practices, this course teaches students to prepare a variety of value-added savoury baked goods for retail sale. Baking and pastry concepts from other courses in this program are reinforced throughout the Savoury Baking course.</p>
2	Classroom Culinary Lab	6 (total) 3 (h/w)	<p><u>Capstone Project</u></p> <p>Students will design, plan and execute a final capstone project, which includes menu planning, costing, ordering, marketing, producing, decorating and packaging a variety of items to be sold at a special event.</p>
Total Hours		580 total	

4.0 STRATEGIC ALIGNMENT

Strategic Fit

Durham College has committed to the development of hospitality and culinary programs in the Centre for Food. As part of the growth strategy, we have determined that an advanced level post-graduate program focused on baking and pastry arts is not only needed in industry but is being requested by students graduating out of our two-year Culinary Management program. This program will enhance the baking skills of the participants and ultimately can lead to a Red Seal as a baker.

Furthermore, the Field to Fork concept is supported by a common thread of sustainable business practices and use of local ingredients runs through all courses in this program.

Fit with Existing Programs

Programs that could feed into the proposed program	Other complementary programs within School	Advanced programs which graduates of this program may consider
<ul style="list-style-type: none"> • Culinary Management • Apprentice Cook-Level 2 	<ul style="list-style-type: none"> • Culinary Management 	N/A

5.0 LABOUR DEMAND AND GRADUATE EMPLOYMENT:

- A large part of Canada’s food retailing and food processing is the baking industry which consists of companies that produce, manufacture and sell products such as bread, cakes, and pastries.
- The Baking Association of Canada estimates that today’s baking industry is worth an estimated \$5 billion.
- The baking industry has changed as consumers are more health conscious and more aware of the nutritional value of baked goods; consumers are looking for products that have been reformulated with higher fibre and lower amounts of fats and sugar. Also, gluten free, whole grain, rice and spelt, artisan breads and products with locally sourced ingredients are more in demand.
- Employment opportunities for bakers spread across a wide array of sectors on Canada’s food industry including bakeries (wholesale, retail, in-store and speciality establishments), supermarkets, catering companies, and restaurants.
- Over the past 5 years, approximately %75 of graduate of the 2-year baking program reported finding employment as bakers, cooks or chefs.
- On February 26, Durham College conducted an external focus group session with local industry experts and employers. The participants noted the following:
 - Graduates who have both culinary and baking skills are absolutely desirable and very employable;
 - Program should incorporate a focus on growing specializations and trends in the market (e.g. health conscious, diabetes, gluten free);
 - Graduates will likely learn in an entrepreneurial setting as there are a number of small business/bakeries in this field;
 - When asked if they would hire a graduate of the proposed new program, the participants unanimously agreed they would hire a graduate of this program; and
 - The participants agreed that other areas where graduates are employed are in hotels, long-term care facilities, retirement residences, daycare centres, and summer camps.

Summary of 2011-12 Baking Program Graduates			
Outcome	Baking and Pastry Arts Management Diploma (53104)	Baking – Pre Employment Certificate (43106)	All Programs
Total Graduates	133	170	82,402
Total Graduates in Survey	65-70%	70-75%	65-70%
Graduate Satisfaction	80-85%	80-85%	75-80%
Labour Force Participation	85-90%	65-70%	75-80%
Employment Rate	85-90%	80-85%	80-85%
Employed Part-Time			
Employed Full-Time	65-70%	60-65%	60-65%
Average Annual Income	25-29,999	20-24,999	30-34,999
Related Employment	55-60%	35-40%	45-50%
Average Annual Income – Related Employment	25-29,999	20-24,999	30-34,999
Unemployment Rate	10-15%	15-20%	15-20%

6.0 STUDENT INTEREST:

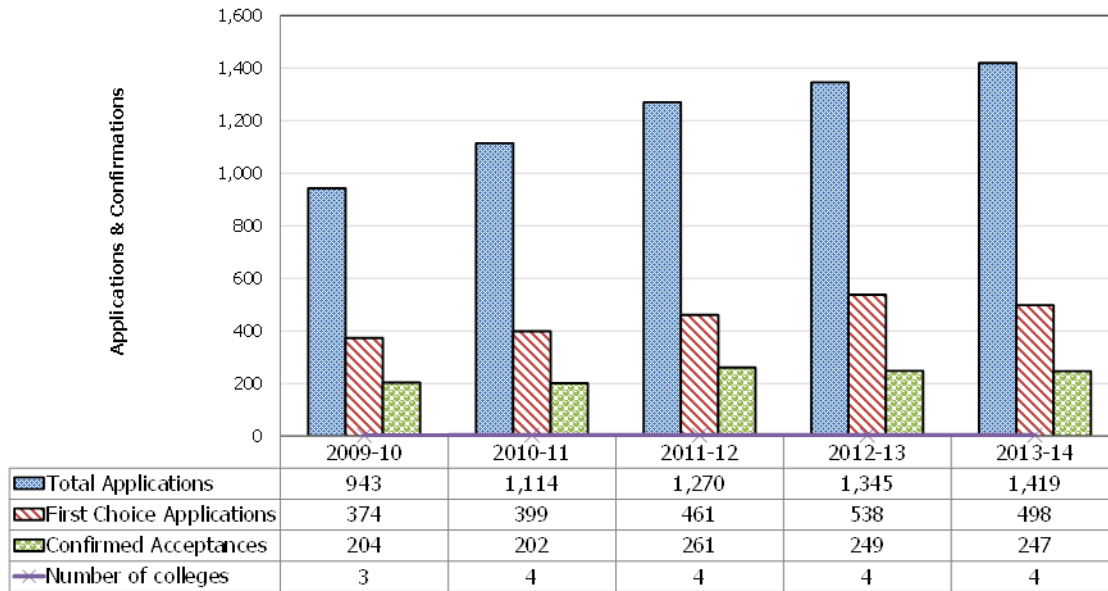
Figure 1 (below) displays system wide applications, first choice applications and confirmed acceptances to Baking – Pre Employment programs in Ontario. Total applications to Baking – Pre Employment programs at both Algonquin and Centennial have steadily increased over the reporting period.

- The cumulative growth¹ between 2009 and 2013 for total applications was: 50%
- The average growth² between 2009 and 2013 for total applications was: 11%
- The cumulative growth between 2009 and 2013 for first choice applications was: 33%
- The average growth between 2009 and 2013 for first choice applications was: 8%
- The cumulative growth between 2009 and 2013 for confirmations was: 21%
- The average growth between 2009 and 2013 for confirmations was: 6%

¹ Cumulative Growth refers to the percent change when comparing 2013-14 to 2009-10

² Average Growth refers to the average change each year.

Figure 1: Baking - Pre Employment (43106) - System Applications and Confirmations



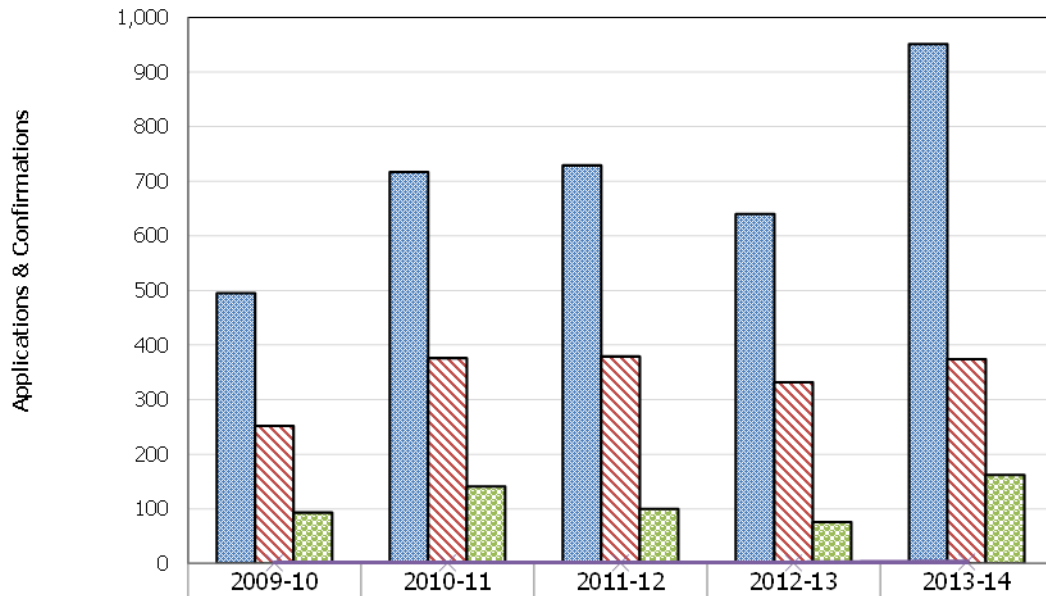
The figure below displays system wide applications, first choice applications and confirmed acceptances to Baking and Pastry Arts Management diploma programs in Ontario.

- The cumulative growth³ between 2009 and 2013 for total applications was: 92%
- The average growth⁴ between 2009 and 2013 for total applications was: 21%
- The cumulative growth between 2009 and 2013 for first choice applications was: 48%
- The average growth between 2009 and 2013 for first choice applications was: 13%
- The cumulative growth between 2009 and 2013 for confirmations was: 74%
- The average growth between 2009 and 2013 for confirmations was: 28%
- Between 2009-10 and 2012-13, George Brown was the only program to offer a 2-year Baking and Pastry Arts Management program and has consistently received between 500 and 730 applications each year.

³ Cumulative Growth refers to the percent change when comparing 2013-14 to 2009-10

⁴ Average Growth refers to the average change each year.

Figure 4: Baking and Pastry Arts Management (53104) - System Applications and Confirmations



Total Applications	495	717	729	640	951
First Choice Applications	252	376	379	332	374
Confirmed Acceptances	93	141	100	76	162
Number of colleges	1	1	1	1	3

7.0 ANALYSIS OF COMPETITION:

NOTE: Loyalist is the only CAAT College that currently offers an Advanced Baking Skills graduate certificate program, however the program is new (2014) and no application or enrolment data is available.

Baking – Pre Employment Programs (43106) at Ontario CAAT Colleges		
College	Program Name	Program Approval
Algonquin	Baking and Pastry Arts	09-01-2006
Centennial	Baking – Commercial Bakeries	09-01-2010
George Brown	Baking – Pre Employment	09-01-1996
Niagara	Baking and Pastry Arts	09-01-2013

*Note: Cambrian did offer this program, however it was suspended as of 2013-14.

Baking and Pastry Arts Management Programs (53106) at Ontario CAAT Colleges		
College	Program Name	Program Approval
Centennial	Baking and Pastry Arts Management	09-01-2013
George Brown	Baking and Pastry Arts Management	09-01-2007
Humber	Baking and Pastry Arts Management	09-01-2013

8.0 TARGET MARKET:

- The target markets for this graduate certificate program include graduates of Culinary Management or related college programs; individuals who have successfully completed of Cook apprentice Level 1 & 2; **and** Red Seal Cook/Chef, or international equivalent.
- The International market is also of interest; international interest in George Brown’s diploma program has increased from 5 in 2010-11 to 21 students in 2013-14.

9.0 MONITORING AND EVALUATING DURING THE FIRST YEAR OF OPERATION:

<i>Year 1</i>		
	Expected Enrolment:	24 students
	KPI Student Satisfaction Rate:	Meets or exceeds the college average
	Financial:	On budget

10.0 OPERATING REVENUE AND EXPENSES:

- The capital budget request of approximately \$6,000 includes the following items:

Item	Quantity	Approximate Cost
Sugar Equipment – sugar pumps, heat lamps for 24 students	24	\$500
Flexipans	12 @ \$75 each	\$900
Chocolate Mould	12 @ \$50 each	\$600
Stainless Steel Cake Frames	24 @ \$60 each	\$1,440
Bread Strap Pans	24 @ \$50 each	\$1,200
Speed Racks and Covers	min 3 @ \$500	\$1,500
Total		\$6,140

- Students will be required to buy a small kit at a cost of \$100-\$150/each that will include a selection of specialized smallwares not previously included in the kit purchased for Culinary Management program.
- Students will pay a student ancillary fee of \$200 for consumables they are taking home.
- Pantry sales from products created in the lab will contribute \$8,000 to \$15,000 to the program revenue.
- Please see *Appendix A* for the detailed 5-year budget projection.

Appendix A – Advanced Baking and Pastry Arts 5 Year Budget Projection

DURHAM COLLEGE		MTCU Code: 73106	weight	1.3	F.U.	0.9	# Yrs
Projected Budget		Program: Advanced Baking and Pastry Arts	Per Year	1.170	Grant / WFU	\$4,160	1
BUDGET YRS	2015-20						
			2015-16 Projection	2016-17 Projection	2017-18 Projection	2018-19 Projection	2019-20 Projection
Student Enrolment - Nov. 1							
	Year 1		24	24	24	24	24
	Year 2		0	0	0	0	0
	Total		24	24	24	24	24
REVENUE							
	Tuition Fees - per academic year (2 semesters)		\$2,609	\$2,687	\$2,768	\$2,851	\$2,936
	Set-Aside Fee Removed		\$274	\$282	\$291	\$299	\$308
	Tuition Fee realized by college		\$2,335	\$2,405	\$2,477	\$2,552	\$2,628
	Total Tuition Fees		56,041	57,723	59,454	61,238	63,075
	Other Revenue - Pantry		8,000	10,000	15,000	15,000	15,000
	Total Other Revenue		8,000	10,000	15,000	15,000	15,000
	Program Wtd Funding Unit (Wt X FU / Dur)		1.17	1.17	1.17	1.17	1.17
	Grant - MTCU Operating (assume \$4160/wfu)		\$0	\$58,406	\$116,813	\$116,813	\$116,813
TOTAL REVENUE			\$64,041	\$126,129	\$191,267	\$193,051	\$194,888
EXPENDITURES							
	Salaries - Faculty (FT)		42,500	43,775	45,088	46,441	47,834
	Salaries - Co-ordinator Allowance		0	0	0	0	0
	Salaries - PT Teaching		40,000	41,200	42,436	43,709	45,020
	Salaries - PL Teaching		0	0	0	0	0
	Salaries - Sessional Teaching		0	0	0	0	0
	Contract Teaching		0	0	0	0	0
	Total Teaching Salaries		82,500	84,975	87,524	90,150	92,854
	Salaries - Admin (\$100/st)		0	0	0	0	0
	Support Staff		0	0	0	0	0
	Total Academic Support Costs		0	0	0	0	0
	Benefits - Faculty - FT 23%		9,775	10,068	10,370	10,681	11,002
	Benefits - Faculty - PT 10.0%		4,000	4,120	4,244	4,371	4,502
	Benefits - Admin 23%		0	0	0	0	0
	Benefits - SS (FT) 27%		0	0	0	0	0
	Total Employee Benefits		13,775	14,188	14,614	15,052	15,504
	Total Labour		96,275	99,163	102,138	105,202	108,358
	Instructional Supplies		8,400	8,400	8,400	8,400	8,400
	Instructional Other Costs		0	0	0	0	0
	Field Work		0	0	0	0	0
	Membership & Dues		0	0	0	0	0
	Professional Development		500	500	500	500	500
	Travel/accommodation/meals		500	500	500	500	500
	Promotion/Public relations		0	0	0	0	0
	Maintenance- Equipment		0	0	0	0	0
	Telecommunications		0	0	0	0	0
	Software Costs		0	0	0	0	0
	Office supplies/Other Expenses		0	0	0	0	0
	Rental		0	0	0	0	0
	Total Other Expenditure		9,400	9,400	9,400	9,400	9,400
TOTAL DIRECT PROGRAM EXPENSES			105,675	108,563	111,538	114,602	117,758
TOTAL REVENUE FOR PROGRAM			64,041	126,129	191,267	193,051	194,888
Net Contribution \$			-41,634	17,566	79,729	78,448	77,129
Net Accumulated Contribution / (Deficit)			-41,634	-24,068	55,661	134,109	211,239
Net Contribution - % of Gross Revenue			-65.0%	13.9%	41.7%	40.6%	39.6%
TARGET Net Contribution			n/a	Breakeven	40.0%	40.0%	40.0%
Capital Requirement			6,000	0	0	0	0
Notes:	1.	Salaries and expenses estimated					
	2.	Grant provided by MTCU has been estimated based on current 2 year program and					
	3.	Assumes a 3% increase to salaries					

BOARD REPORT

Public:
In-Camera:

Action Required:
Information/Discussion
Decision

DATE: June 11, 2014

FROM: Judy Robinson, Vice President, Academic
(prepared by Michelle Cole)

SUBJECT: Approval of a New Continuing Education Program of Instruction

A. Purpose

To obtain approval from the Board of Governors for the following continuing education program of instruction for the fall 2014 intake:

1. *Fundamentals of Addiction*
 - *Credential: Durham College Certificate*
 - *Duration: 363 hours – Course Based – total of 12 courses*
 - *School: Continuing Education*

B. Background

The School of Continuing Education has aligned its Business Plan with Durham College's new Strategic Plan 2013-2016 where strategic goals relate to student-focused educational excellence and relationship development. One of Continuing Education's strategic goals is to introduce new programming and courses, with particular emphasis on funded activity and online development. This includes maintaining and increasing its strong market share within the OntarioLearn consortium, and exploring further delivery of online programs.

In addition, the School of Continuing Education continues to focus on introducing programs for individuals looking to upgrade their skills, expand their knowledge, change their career path, and/or enhance their employment opportunities. This report identifies one new Durham College Certificate program entitled Fundamentals of Addiction.

This online program is delivered through the OntarioLearn consortium making it accessible for individuals interested obtaining a valuable credential from Durham College.

As per Minister's Binding Policy Directive 3.0 Programs, Framework for Programs of Instruction, a board of governors is responsible for approving programs of instruction a college will offer.

It is the role of the Durham College Board of Governors to ensure that programs of instruction are developed and implemented consistent with provincial standards where they exist; ensuring that all new and modified postsecondary programs of instruction lead to one of the following credentials – Durham College Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or Ontario College Graduate Certificate.

The Board will request validation that the programs of instruction conform to the Credentials Framework and are consistent with accepted college system principles, that such credentials are awarded to students on successful completion of their respective programs of instruction, and are consistent with the Credentials Framework.

We confirm that Durham College is in compliance with all Minister's Binding Policy Directives noted above, for programs of instruction.

C. Discussion/Options

1. Durham College Certificate in Fundamentals of Addiction

The Fundamentals of Addiction certificate provides a specific focus on the knowledge, skills and techniques that are recognized as being foundational for working with and assisting individuals affected by addictive behaviours. The intended audience is for those looking to enhance their current academic knowledge and qualifications focusing on the topic of addictions as well as those interested in advancement in their career and their knowledge in current developments in the field. The program is comprised of 12 online courses delivered by OntarioLearn Consortium colleges making the delivery well-suited to individuals currently employed or starting a career in an addiction-related work environment.

Graduates of this certificate will be prepared for advancement within the field of addictions and for employment in clinics and private addiction facilities, group homes or in halfway houses.

For those interested in pursuing further education in the field of addictions and counselling, this certificate serves as a first step in meeting requirements for certifications offered by the Canadian Addictions Counsellors Certification Federation.

D. Financial/Human Resource Implications

The Fundamentals in Addiction program is hosted by Fanshawe College. There are no financial or human resource implications for delivering this program. The curriculum is fully developed and the courses are offered online by OntarioLearn consortium colleges.

E. Implications for UOIT (if applicable)

None anticipated

F. Recommendation(s)

That the Durham College Board of Governors approves the Continuing Education program of instruction for a Durham College Certificate in Fundamentals of Addiction.

Durham College: Suspended Programs

Program Title	Credential	MTCU APS	School	Rationale	Status	Date Approved to Suspend by Board of Governors
Welding Techniques	Ontario Certificate	44900 01094	START	Introduced new Welding Engineering Technician Diploma	To be suspended when Welding Engineering Technician Diploma is formally approved by the Ministry and implemented in September 2015	TBD
Pre-Media	Ontario Certificate	41904 01154	MAD	Replaced by Media Fundamentals Certificate	Suspended	September 11, 2013
Advertising and Marketing Communications Management	Advanced Diploma	62100 01159	MAD	Introduced new 2yr Advertising and Marketing Communications program and new Graduate Certificate program, Advertising-Digital Media Management Program	Suspended	September 12, 2012
Contemporary Media Production	Advanced Diploma	69403 01110	MAD	Introduced new 2yr Interactive Media Design program	Suspended	September 12, 2012
Energy Audit Technician	Ontario Certificate	45503 01180	START	Low enrolment	Suspended	January 11, 2012
Business Administration – Profession Golf Management	Advanced Diploma	60204 01119	BITM	Low enrolment	Suspended	January 11, 2012

BOARD REPORT

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: June 11, 2014

FROM: Nevzat Gurmen

SUBJECT: College Budget Submission to MTCU

A. Purpose

To obtain Board approval for the 2014-2015 Budget submission to the Ministry of Training, Colleges and Universities.

B. Background

The College is required to submit the Budget Template for the 2014-15 fiscal year to the Ministry on June 30, 2014. The budget is to be submitted on specific Ministry templates and is expected to be balanced at an accounting level. It must also include the following:

- Key assumptions, including projected enrolment and grants;
- Capital and operating requirements;
- Projected surplus/deficit.

The Budget submission is to be approved by the Board of Governors. MTCU allows colleges to obtain board approval after the submission if there is no board meeting aligning with the submission deadline.

C. Discussion/Options

Durham College prepared a balanced 2014-15 budget and obtained approval from the Board of Governors. This budget is now entered into the Ministry template and prepared for submission. A summary of the 2014-14 Budget to be submitted to the Ministry on June 30, 2014 is presented below. The full submission is also attached for reference.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

That the Board of Governors approves the 2014-15 Budget submission to the Ministry of Training, Colleges and Universities.

Statement of Operations Durham College of Applied Arts and Technology

	Actuals 2012-13	Actuals 2013-14	Budget 2014-15
4 Revenue	143,777,493	150,408,158	157,593,111
41 Grant Revenue	68,909,528	70,743,482	72,572,491
43 Tuition Fees	35,237,655	38,614,851	43,997,014
44 Other Student Fees	453,659	445,984	520,000
45 Contractual and other fee-for-services	5,939,192	6,503,393	5,799,500
46 Ancillary Revenue	19,548,758	19,617,698	19,735,164
49 Other Revenue	13,688,701	14,482,750	14,968,942
5 Expenses	143,436,513	149,646,673	157,593,111
51 Salaries & Wages	68,902,005	72,558,795	76,269,452
52 Employee Benefits	15,730,640	17,715,898	17,865,754
53 Transportation & Communication	1,908,919	1,665,658	1,823,648
54 Services	18,601,229	19,690,244	19,988,918
55 Supplies & Minor Equipment	5,788,128	5,744,462	7,100,110
56 Ancillary Services - Expenditures	12,079,345	13,010,433	15,188,501
57 Amortization Expense	13,926,825	14,077,060	14,688,764
59 Other Expenditures	6,499,422	5,184,123	4,667,964
SURPLUS/(DEFICIT)	340,980	761,485	0

Statement of Financial Position Durham College of Applied Arts and Technology

	Actuals 2012-13	Actuals 2013-14	Budget 2014-15
1 Assets	242,273,550	232,377,764	226,546,880
11 Cash and Cash Equivalents	-	-	-
12 Accounts Receivable	14,451,992	15,697,032	14,992,053
14 Other Current Assets	12,857,447	1,622,949	1,500,254
15 CIP	9,272,073	244,703	-
16 Tangible Capital Assets	364,299,206	371,021,677	380,225,833
17 Tangible Capital Asset Accumulated Amortization	(174,141,351)	(183,822,163)	(198,510,927)
18 Long Term Receivable	13,795,595	13,151,861	12,562,664
19 Investments and Other Long term Assets	1,738,588	14,461,705	15,777,003
2 Liabilities	232,358,774	220,032,331	213,293,879
21 Bank Indebtedness	7,796,243	1,667,926	1,867,132
22 Accounts Payable and Accrued Liabilities	87,591,234	82,342,951	80,150,670
23 Deferred Revenue	6,869,006	8,228,535	8,432,480
24 Restricted Contribution	347,985	1,464,889	1,809,889
25 Deferred Capital Contributions	106,190,089	102,241,238	99,067,158
26 Capital Lease	-	-	-
27 Debt	14,126,689	16,218,034	14,045,494
29 Other Long Term Liabilities	9,437,528	7,868,758	7,921,056
3 Net Assets	9,914,776	12,345,433	13,253,001
31 Unrestricted Net Assets	(36,177,931)	(27,757,020)	(29,633,188)
32 Internally Restricted Net Assets	1,187,301	635,650	635,799
33 Investment in Capital Assets	34,398,588	24,982,214	26,862,122
36 Restricted Contributions	-	-	-
37 Endowments	12,749,969	13,277,435	13,831,435
38 Accumulated Remeasurement Gain & Losses	(2,243,151)	1,207,154	1,556,833
Assets - Liabilities - Net Assets	-	-	0

BOARD REPORT

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: June 11, 2014

FROM: Don Lovisa, President

SUBJECT: Program Advisory Committee Annual Compliance Report

A. Purpose

To provide the Board of Governors with a summary of the compliance of Durham College's post-secondary programs with By-Law #2 regarding Advisory Committees for Programs of Instruction. This Compliance Report covers the period of September 2013 to June 2014.

B. Background

Under the Minister's Binding Policy Direction 3.0, Framework for Programs of Instruction, Section C. Advisory Committees, the Board of Governors ensures that an advisory committee for each program or cluster of programs of instruction is established and operates in compliance with By-Law #2 with respect to the committee structure, terms of reference and procedures for reporting the work and recommendations of the program advisory committees.

Durham College By-Law No. 2, Section 3.9 regarding Advisory Committee for Programs of Instruction, sets out in part that "... Advisory Committees will meet twice yearly."

C. Discussion/Options

Attached is the Program Advisory Committee Compliance Report outlining the meetings held by the Schools for the period September 2013 to June 2014. A tracking system was implemented in June 2011 to ensure compliance with the By-Law No. 2, regarding Advisory Committees across all Schools.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

That the Durham College Board of Governors receive the 2013 - 2014 Program Advisory Committee Compliance Report for information.

**Durham College Program Advisory Committee Compliance
Report 2013 – 2014**

SCHOOL	# of PAC Committees	Frequency of meetings	Frequency of meetings	Frequency of meetings
		Met twice	Met once	Did not meet
Business, IT & Management	11	11		
Health & Community Services	11	11		
Interdisciplinary Studies & Employment Services	4	4		
Justice & Emergency Services	12	11	1*	
Media, Art & Design	12	12		
Science & Engineering Technology	15	14	1**	
Skilled Trades, Apprenticeship & Renewable Technology	13	10	3***	

* Firefighter – Pre-Service, Education and Training: Fall meeting cancelled.

** Chemical Lab Technician: Fall meeting cancelled.

*** Electrical Technician – Instrumentation and Control & Electrical Techniques: Fall meeting cancelled.

*** Mechanical Techniques Plumbing: New program implemented January 2014. PAC formed; first meeting scheduled for July 22/14.

*** Renewable Energy Technician: Fall meeting cancelled.

BOARD REPORT

Public:
In-Camera:

Action Required:
Information/Discussion
Decision

DATE: June 11, 2014

FROM: Don Lovisa, President

SUBJECT: Annual Compliance Report 2013 – 2014

A. Purpose

A report to confirm with the Board of Governors required compliance with existing Board policy.

B. Background

Durham College Board of Governors uses a policy governance approach to governance of the College. This approach places the Board in control of the organization, but at a very broad level. Through clear and proactive delegation of expectations and authority to the President, it simultaneously fulfills the board's fiduciary role and empowers the President to flexibly and creatively perform what the Board has defined. As part of this approach a section on monitoring was added to the Board policies. Several of these monitoring sections require a statement of compliance from the President. These statements are consolidated in the report.

C. Discussion/Options

The following information confirms compliance on behalf of the President and/or designated staff.

Outcomes Policies: Mission, Vision and Values, and, Priorities for Action

I hereby confirm the Board has received the 2013-2014 Annual Report demonstrating the College's commitment and achievements related to the Vision Statement, the Mission Statement and the Strategic Goals.

Board-President Relationship Policy: Delegation to the President

This policy is monitored through Executive Limitations which constrain the President to act within acceptable boundaries of prudence, ethics and legality. Please see statement for Executive Limitations Policy: General Executive Constraint. I confirm compliance with the policy.

Executive Limitations Policy: General Executive Constraint

I hereby verify that I have neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance that is unlawful, imprudent or in violation of commonly accepted business and professional ethics.

Executive Limitations Policy: Whistle Blowing

I hereby confirm compliance with the Whistle Blowing Policy which requires that the Board receive quarterly reports on any ongoing whistle blowing investigation along with periodic updates on the number of complaints received under the policy.

Board-President Relationship Policy: Entrepreneurial Activities and Subsidiaries

I hereby verify that I have neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance related to Entrepreneurial Activities and Subsidiaries that is unlawful, imprudent, or in contravention of the policy.

Executive Limitations Policy: Financial Matters

I hereby confirm compliance with the policy - financial matters.

Additionally, this policy requires the Chief Financial Officer (CFO) to annually provide a signed statement that the College is in compliance with relevant legislative requirements in force; and in compliance with Minister's Binding Policy Directive 2.0 Finance and Administration: Proceeds from Sale or Encumbrance of College Property. *The signed statement is attached as Appendix A.*

Executive Limitations Policy: Program Advisory Committees

I hereby verify compliance with the Program Advisory Committees policy through regular reports providing minutes of program advisory committees and an annual compliance report (June 11, 2014).

Executive Limitations Policy: Staff, Student, Client and Visitor Treatment

I hereby verify that I have neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance that is unlawful, imprudent or in violation of commonly accepted business and professional ethics.

Executive Limitations Policy: Programs of Instruction

I confirm the provision of the Key Performance Indicator (KPI) report to the Board on May 14, 2014; the annual report to the Board on June 11, 2014; and further confirm that all programs of instruction are developed and implemented consistent with provincial standards.

D. Financial/Human Resource Implications

None.

E. Implications for UOIT (if applicable)

Not applicable.

F. Recommendation(s)

That the Board of Governors receives this report from the President confirming compliance with Board policy.

Appendix A

I hereby confirm Durham College is in compliance with relevant legislative requirements in force; and in compliance with Minister's Binding Policy Directive 2.0 Finance and Administration: Proceeds from Sale or Encumbrance of College Property.



Nevzat Gurmen, VP Finance and CFO
June 11, 2014

BOARD REPORT

Public:
 In-Committee:

Action Required:
 Discussion
 Decision

DATE: June 11, 2014

FROM: David Chambers, President, Durham College Foundation

SUBJECT: Durham College Foundation – Annual Investment Performance Report

A. Purpose

To update the Board regarding investment performance during 2013-2014.

B. Background

As per the Minister's Binding Policy Directive 2.0 Finance and Administration – The Board of Governors is to review and approve at least annually an investment performance report. The Durham College Foundation Investment Policy requires the Foundation to report annually on the status of its investments to the Durham College Board of Governors.

C. Discussion/Options

The total value of the equity of the Durham College Foundation increased from \$13.7 million to \$15.1 million during the 2013-14 fiscal year. This represents an increase of \$1.4 million. The following table shows the movement in the value of the equity during the 2013-14 fiscal year.

Beginning value of equity as at April 1, 2013	\$13,728,731
Add: contributions made during 2013-14 fiscal year	\$185,141
Add: interest, dividends and gains on portfolio	\$1,718,526
Less: withdrawals made	\$(489,345)
Ending value of the equity as at March 31, 2014	\$15,143,052
Net increase/(decrease) in the value of the equity	\$1,414,321

Contributions of \$185,141 include donations received for endowed and expendable scholarships and bursaries. Please note capital contributions by definition are not included in this investment report. The value of the investment portfolio increased by \$1,718,526, primarily due to favourable market conditions.

Withdrawals of \$489,345 from the portfolio were used to fund the annual scholarship and bursary awards, athletic awards and transfers of endowment earned income designated for capital.

The overall increase represents 10.3% of the beginning value. The investment portfolio at the end of the 2013-14 fiscal year was comprised of 39% Fixed Income and 61% Equity. This complies with the Foundation Investment Policy that total investments in Fixed Income remain above a minimum of 35% and that Equity remain below a maximum of 65%.

I would like to extend appreciation to the Durham College Foundation Investment Committee chaired by Gordon Sedgewick and to the Durham College Department of Finance for their input to navigate a very successful year in safe guarding the principle and growing the endowment.

D. Financial/Human Resource Implications

Not applicable.

E. Implications for UOIT (if applicable)

Not applicable.

F. Recommendation(s)

That the Durham College Board of Governors receives the Durham College Foundation 2013-2014 Annual Investment Performance Report for information.



Durham College Foundation

Durham College Foundation

	31-Mar-13	30-Apr-13	31-May-13	30-Jun-13	31-Jul-13	31-Aug-13	30-Sep-13	31-Oct-13	30-Nov-13	31-Dec-13	31-Jan-14	28-Feb-14	31-Mar-14	Total
Summary of Investment Portfolio Performance														
CIBC:														
Short-Term	41,425	41,443	41,498	41,542	41,582	41,629	41,672	41,716	41,760	41,802	41,847	41,892	37,690	
CIBC - CAD	8,862,773	8,785,763	8,825,784	8,704,630	8,830,911	8,865,391	8,985,808	9,174,110	9,025,902	9,273,050	9,283,952	9,509,651	9,612,611	
CIBC - US\$ ⁽¹⁾	2,666,672	2,688,553	2,858,029	2,848,345	2,920,120	2,900,618	2,910,230	3,068,407	3,215,202	3,082,876	3,089,940	3,229,434	3,249,360	
	11,570,870	11,515,760	11,725,311	11,594,516	11,792,613	11,807,637	11,937,709	12,284,233	12,282,865	12,397,727	12,415,740	12,780,976	12,899,662	
Raymond James:														
Endowments for Scholarships/Bursaries	563,342	543,821	546,135	540,308	547,588	543,626	543,469	554,362	560,301	562,619	563,136	561,219	565,491	
Additional Endowments for Scholarships/Bursaries	581,470	577,764	582,380	576,223	535,550	533,129	534,734	548,119	555,041	558,306	558,731	573,550	578,186	
Endowment for DC's Greatest Needs	1,013,049	1,006,593	1,014,635	1,003,907	1,070,372	1,066,016	1,069,548	1,094,203	1,058,360	1,062,597	1,063,823	1,089,905	1,099,714	
	2,157,861	2,128,179	2,143,150	2,120,438	2,153,510	2,142,770	2,147,751	2,196,683	2,173,701	2,183,523	2,185,689	2,224,674	2,243,391	
Total	13,728,731	13,643,939	13,868,461	13,714,954	13,946,123	13,950,407	14,085,460	14,480,915	14,456,566	14,581,249	14,601,429	15,005,650	15,143,052	
Increase/(Decrease)														
Short-Term		18	55	44	40	47	43	44	44	41	46	44	(4,202)	(3,735)
CIBC - CAD		(77,010)	40,021	(121,154)	126,281	34,479	120,417	188,302	(148,207)	247,147	10,902	225,699	102,961	749,838
CIBC - US\$		21,881	169,476	(9,685)	71,775	(19,502)	9,612	158,177	146,795	(132,327)	7,065	139,493	19,926	582,688
RJ - Endowments for Scholarships/Bursaries		(19,520)	2,314	(5,828)	7,280	(3,962)	(157)	10,892	5,939	2,318	517	(1,917)	4,273	2,149
RJ - Additional Endowment for Scholarships/Bursaries		(3,705)	4,616	(6,157)	(40,673)	(2,422)	1,606	13,384	6,922	3,266	424	14,820	4,635	(3,284)
RJ - Endowment for DC's Greatest Needs		(6,456)	8,041	(10,727)	66,465	(4,356)	3,532	24,655	(35,843)	4,238	1,226	26,082	9,808	86,665
Total Increase/(Decrease)		(84,792)	224,523	(153,507)	231,169	4,284	135,053	395,455	(24,349)	124,683	20,180	404,221	137,402	1,414,321
Less: Contributions Made		-	-	-	(34,884)	-	-	-	-	-	-	-	(50,257)	(85,141) ⁽²⁾
Add: Withdrawals Made		98,000	-	-	-	-	-	36,345 ⁽²⁾	255,000	-	-	-	-	389,345 ⁽³⁾
Total Equity		13,208	224,523	(153,507)	196,285	4,284	135,053	431,800	230,651	124,683	20,180	404,221	87,145	1,718,526
Cash Portfolio														
Opening balance		1,556	2,877	8,935	20,069	18,388	25,218	36,282	144,945	39,403	39,652	47,607	51,861	1,556
Withdrawal from Raymond James		50,000	-	-	-	-	-	-	50,000	-	-	-	-	100,000 ^(3a)
Withdrawal from CIBC Portfolio		82,000	-	-	-	-	-	-	205,000	-	-	-	-	287,000 ^(3a)
Disbursement to Financial Aid - 12/13		(82,000)	-	-	-	-	-	-	-	-	-	-	-	(82,000) ^(3a)
Disbursement to Financial Aid - 13/14		-	-	-	-	-	-	-	(324,753)	-	-	-	-	(324,753) ^(3a)
Capital Expansion Funds Transfer to DC		(50,000)	(54,322)	-	(66,250)	-	-	(37,052)	(160,376)	(54,375)	(61,225)	-	(2,607)	(486,207)
Investment with CIBC		-	-	-	-	-	-	-	-	-	-	-	(50,257)	(50,257) ⁽²⁾
2013-14 Activity:														
Donations received		1,228	60,409	11,111	64,608	6,838	11,092	145,747	124,537	54,522	69,202	4,236	1,894	555,421 ⁽⁴⁾
Interest income earned less bank fees		93	(28)	23	(39)	(8)	(27)	(32)	50	102	(21)	18	(9)	122
Ending balance		1,556	2,877	8,935	20,069	18,388	25,218	36,282	144,945	39,403	39,652	47,607	51,861	883 ⁽⁵⁾

Notes:

- (1) CIBC - US\$ investments are reported in Canadian dollars
- (2) \$34,884 non-cash investment transfer to the CIBC Portfolio on July 30, 2013 for the capital campaign that was sold at a gain and issued as a cheque on October 2, 2013 for the amount of \$36,345, and a cash transfer to CIBC on March 28, 2014 allocated as \$25,177 for endowments and \$25,080 for short-term
- (3a) Withdrawal of \$16,000 investment income and receipt of \$34,000 investment income from FY 13 for the Centre For Food, and receipt of \$50,000 investment income for the Centre For Food for FY 14
- (3b) Withdrawal of \$82,000 to transfer the approved funds to Durham College for the shortfall in institutional scholarships and athletic awards given in FY 13, and withdrawal of \$205,000 in order to transfer the FY 14 approved award disbursement of \$324,753 to the Financial Aid Office
- (4) Donations include endowments and expendable funds for capital, scholarships and bursaries
- (5) Ending balance consists of \$110 endowment funds and \$773 expendable funds (Capital: \$105; Scholarships/Bursaries: \$668)



Durham College Foundation

Durham College Foundation

	30-Apr-13	31-May-13	30-Jun-13	31-Jul-13	31-Aug-13	30-Sep-13	31-Oct-13	30-Nov-13	31-Dec-13	31-Jan-14	28-Feb-14	31-Mar-14	Total
Summary of Investment Portfolio Performance													
Short-term	26	47	44	40	47	43	44	44	41	46	44	40	507
Interest													
CIBC - CAD	21,327	2,730	7,945	2,606	11,824	8,502	12,966	10,886	6,698	4,786	11,812	14,440	116,522
CIBC - US\$ ⁽¹⁾	12	10	11	8	12	11	11	11	10	11	11	9	127
RJ - Endowments for Scholarships/Bursaries	856	836	555	110	370	556	400	403	422	278	280	282	5,348
RJ - Additional Endowment for Scholarships/Bursaries	718	689	451	-	344	344	339	341	200	200	200	200	4,027
RJ - Endowment for DC's Greatest Needs	1,251	1,201	786	222	379	691	188	188	355	358	360	362	6,343
Total Increase	24,163	5,466	9,748	2,946	12,928	10,103	13,905	11,829	7,685	5,634	12,664	15,294	132,367
Dividends													
CIBC - CAD	16,220	24,539	12,282	21,704	16,219	11,662	24,513	6,611	14,212	15,310	5,961	13,427	182,658
CIBC - US\$ ⁽¹⁾	3,988	3,764	3,716	3,627	3,459	3,849	4,583	3,051	4,776	4,338	5,530	4,805	49,487
RJ - Endowments for Scholarships/Bursaries	1,415	509	1,683	1,574	911	1,279	1,626	872	6,517	3,338	940	1,991	22,655
RJ - Additional Endowment for Scholarships/Bursaries	1,286	499	1,903	344	633	1,183	3,155	1,615	6,804	3,148	800	1,796	23,165
RJ - Endowment for DC's Greatest Needs	2,240	870	3,316	3,869	1,754	2,593	1,506	769	12,797	6,220	1,677	3,460	41,070
Total Increase	25,149	30,180	22,899	31,117	22,976	20,566	35,383	12,918	45,106	32,354	14,908	25,479	319,035
Total Earnings	49,339	35,693	32,690	34,103	35,952	30,712	49,333	24,791	52,832	38,033	27,617	40,813	451,909

Notes:

(1) CIBC - US\$ Earnings are reported in Canadian dollars



Durham College Foundation

Portfolio Mix at Market Value

	31-Mar-14					
	CIBC		Raymond James		Total	
		%		%		%
Short-term	12,610		-		12,610	
Cash and cash equivalents ⁽¹⁾	659,106		9,631		668,737	
Fixed Income ⁽²⁾	4,296,474		886,756		5,183,230	
Total Fixed Income	4,955,580	38%	896,388	40%	5,851,967	39%
Equity ⁽¹⁾	7,931,472	62%	1,347,003	60%	9,278,475	61%
Total	12,899,662		2,243,391		15,143,052	

Notes:

(1) Cash and cash equivalents - US\$, and Equity - US\$ are reported in Canadian dollars

(2) Fixed Income includes Bonds, Mutual Funds, and Money Market investments and are reported in Canadian dollars