Durham College Board of Governors Work Plan September 1, 2019 to August 31, 2020

Month	Action Point Per MBPD	Action Item/Description	Authority/ Committee	Legislative Req'd	Board/College Policy	Board Resol.	Board Practice	Dept.	Status	Notes
September	Event	Board Professional Development Afternoon	BOG					BOG Secretary		Event - Sept 12
September	Event	Hail and Farewell Dinner	BOG				x	BOG Secretary		Event - Sept 12
September	Governance and Accountability	Board Goals for 2019-2020	EXEC BOG				x	President, Chair and Vice-Chair		EXEC - Sept 9 BOG - Oct 9 (in-camera)
September	Governance and Accountability	Board Work Plan for 2019-2020	EXEC BOG				x	BOG Secretary		EXEC - Sept 9 BOG - Oct 9 (in-camera)
September	Governance and Accountability	Conference Attendance for 2019-2020 BOG Year	EXEC BOG				x	BOG Secretary		EXEC - Sept 9 BOG - Oct 9 (in-camera)
September	Accessibility for Ontarians with Disabilities Act	Accessibility Report (due by Sept 30, 2019)	EXEC BOG	x				Student Affairs		EXEC - Sept 9 (for approval)
September	Governance and Accountability	Discuss Board Retreat/Establish Board Retreat Planning Committee	BOG				x	President's Office		EXEC - Sept 9 BOG - Oct 9 (in-camera)
September	Governance and Accountability	Annual Review of Skills Matrix	GOV		x			BOG Secretary		GOV - Sept 9
September	Governance and Accountability	Board Policies Due for Renewal	GOV BOG		x			BOG Secretary		GOV - Sept 9 BOG - Oct 9 (public)
September	Governance and Accountability	Review Board By-law No. 4 (deferred from May 2018)	GOV BOG		x			BOG Secretary		GOV - Sept 9 BOG - Oct 9 (public)
September	Protocol for Board Nominations and Appointments	External Governor Interviews for 2019-2020 (for September 1, 2020 start)	NOM	x	x			BOG Secretary		NOM - Sept 16 and 17 BOG-Oct 9 (in-camera)
October	Governance and Accountability	2019-2020 Domestic and International Enrolment Update	BOG				x	Student Affairs, Academic		BOG - Oct 9 (public)
October	Framework for Programs of Instruction	Program Advisory Committee Semi-Annual Report	BOG	x	x			Academic		BOG - Oct 9 (public)
October	Governance and Accountability	First Business Plan Update for 2019-2020	BOG	x			x	President's Office		BOG - Oct 9 (public)
October	Governance and Accountability	Government Relations and Advocacy Update	BOG				x	President's Office		BOG - Oct 9 (public)
October	Governance and Accountability	DC Students Inc. 2018-2019 Audited Financial Statements and 2019-2020 Operating Budget	BOG				x	Student Affairs		BOG - Oct 9 (public)
October	Governance and Accountability	2020-2021 Budget Process Update (verbal)	A&F				x	Finance		A&F - Oct 28
October	Governance and Accountability	2019-2020 External Audit Plan	A&F		x			Finance		A&F - Oct 28 BOG - Dec 11 (in-camera)
October	Governance and Accountability	President's Mid-year Performance Update	EXEC		x			CAO, President, Chair		EXEC - Oct 28 BOG - Dec 11 (in-camera)
October	Event	Convocation Platform Party	BOG					BOG Secretary		Event - Oct 30
November	Event	Colleges Ontario New Board Member Orientation and Good Governance Seminars / Higher Education Summit	BOG				x	BOG Secretary		Event - Nov 30 to December 2
December	Governance and Accountability	Annual Key Performance Indicator Results (deferred from May 2018)	BOG	x				Academic		BOG - Dec 11 (public)
December	Sexual Violence and Harassment Action Plan Act	Sexual Violence and Harrassment Action Plan Implementation Report (Bill 132)	BOG	x				Student Affairs		BOG - Dec 11 (public)
December	Governance and Accountability	Endorse Strategic Mandate Agreement Report Back	BOG				x	Academic		BOG - Dec 11 (public)
January	Event	Strategic Planning Session/Teambuilding Event	BOG				x	BOG Secretary		Event - Jan 16

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January	Governance and Accountability	Board Policies Due for Renewal	GOV		x			BOG Secretary		GOV - Jan 27 BOG - Feb 12 (public)
January	Governance and Accountability	Update on the Progress of the 2019-2020 Budget Process	A&F				x	Finance		A&F - Jan 27
January	Governance and Accountability	Durham College Corporate Risk Register Update	A&F BOG		x			Finance		A&F - Jan 27 BOG - Feb 12 (in-camera)
January	Tuition and Ancillary Fees	2020-2021 Tuition Fees	A&F	x				Student Affairs		A&F - Jan 27 BOG - Feb 12 (in-camera)
January	Tuition and Ancillary Fees	2020-2021 Compulsory Fees	A&F	x				Student Affairs		A&F - Jan 27 BOG - Feb 12 (in-camera)
January	Governance and Accountability	2019-2020 Interim Forecast submission to MTCU	A&F	x				Finance		A&F - Jan 27 BOG - Feb 12 (in-camera)
February	Governance and Accountability	Update on 2019-2020 Domestic and International Enrolment	BOG				x	Student Affairs, Academic		BOG - Feb 12 (public)
February	Governance and Accountability	Second Business Plan Update for 2019-2020	BOG	x			x	President's Office		BOG - Feb 12 (public)
February	Governance and Accountability	Government Relations and Advocacy Update	BOG				x	President's Office		BOG - Feb 12 (public)
February	Governance and Accountability	Approve 2020-2023 Strategic Plan	BOG	x				President's Office		BOG-Feb 12 (public)
February	Governance and Accountability	Final Report on 2017 to 2020 Strategic Plan	BOG	x				President's Office		BOG-Feb 12 (public)
February	Framework for Programs of Instruction	Program Advisory Committee Semi-Annual Report	BOG	x	x			Academic		BOG - Feb 12 (public)
February	Governance and Accountability	Establish Election Dispute and Election Appeal Committees for Internal Governor Elections	BOG		x			BOG Secretary		BOG - Feb 12 (public)
March	Event	Board Retreat	BOG				x	BOG Secretary		Event - Mar 6-8
March	Governance and Accountability	Approve 2020-2021 Annual Operating and Capital Budget	A&F	x			x	Finance		A&F - Mar 16 BOG - April 8 (in-camera)
March	Governance and Accountability	Confirm Questions for Annual Board Effectiveness Survey	EXEC		x		x	BOG Secretary		EXEC - Mar 16 (Survey open Mar 30 to Apr 3)
March	Governance and Accountability	President's Performance Appraisal and Year-End Performance Report	EXEC	x			x	CAO, President, Chair		EXEC - Mar 16 BOG - April 8 (in-camera)
March	Governance and Accountability	Confirm Standing Committee Surveys for 2020-2021	NOM				x	BOG Secretary		NOM-Mar 16 (Survey open Mar 30 to Apr 3)
March	O. Reg 34/03	Recommendations for Reappointment for Second Term Effective September 1, 2020 (Beale, Rose)	NOM					BOG Secretary		NOM - March 16
March	O. Reg 34/03	Discuss Annual Election of Chair and Vice-Chair for 2020-2021	NOM	x	x			BOG Secretary		NOM-Mar 16 (Results by BOG May 13)
March	O. Reg 34/03	Internal Governor Elections	NOM	x	x			BOG Secretary		Administrative & Student (Results by BOG May 13)
April	Business Plan Operating Procedure	Final Results of the 2019-2020 Business Plan	BOG	x			x	President's Office		BOG - April 8 (public)
April	Governance and Accountability	Government Relations and Advocacy Update	BOG				x	President's Office		BOG - April 8 (public)
April	Governance and Accountability	Annual Update on the Durham College Alumni Association	BOG				x	DC Alumni		BOG - April 8 (public)

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April	Governance and Accountability	Appoint Members to Standing Committees for 2020-2021	NOM BOG		x			BOG Secretary		NOM - Apr 20 BOG - May 13 (in-camera)
April	Governance and Accountability	Discuss Board Mentorship Matches for 2020-2021	NOM BOG				x	BOG Secretary		NOM - Apr 20 BOG - May 13 (in-camera)
April	Governance and Accountability	Semi-Annual Review of Progress Towards Board Goals for 2018-2019	EXEC BOG				x	BOG Secretary		EXC - April 20 BOG - May 13 (in-camera)
April	Governance and Accountability	Administrative Salary Adjustments for 2020-2021	EXEC BOG				x	CAO		EXC - April 20 BOG - May 13 (in-camera)
April	Governance and Accountability	Review Results of the Board Effectiveness Survey	EXEC BOG		x		x	BOG Secretary		EXC - April 20 BOG - May 13 (in-camera)
April	Event	Board and Program Advisory Committee Chair Meeting	BOG				x	BOG Secretary		Event-April 30, 2019
May	Event	CICan Conference	BOG				x	BOG Secretary		Event - May 3 to 5
May	Governance and Accountability	Annual Key Performance Indicator Results	BOG	x				Academic		BOG - May 13 (public)
May	Governance and Accountability	DC-OnTech University Academic Pathways Report for 2019-2020	BOG				x	Academic		BOG - May 13 (public)
May	Business Plan Operating Procedure	Business Plan for 2020-2021 (due June 30 of each year)	BOG	x	x			President's Office		BOG - May 13 (public)
May	O. Reg 34/03 and O. Reg. 301/10	Announce Chair and Vice-Chair Election Results	BOG	x	x			BOG Secretary		BOG - May 13 (public)
May	Governance and Accountability	Annual Review of Board By-laws	GOV BOG		x			BOG Secretary		GOV - May 25 BOG - June 3 (public)
May	Governance and Accountability	Review Board Policies up for Renewal	GOV BOG		x			BOG Secretary		GOV - May 25 BOG - June 3 (public)
May	Governance and Accountability	President's Annual Compliance Report for 2019-2020	GOV BOG		x			BOG Secretary		GOV - May 25 BOG - June 3 (public)
May	Governance and Accountability	Post-Election Report for Administrative and Student Electons	GOV BOG		x			BOG Secretary		GOV - May 25 BOG - June 3 (public)
May	Governance and Accountability	2020-2021 Meeting and Events Calendar	EXEC BOG				x	BOG Secretary		EXEC - May 25 BOG - June 3 (in-camera)
May	Governance and Accountability	Initiate Discussion of 2020-2021 Board Goals and Receive Final Report on 2019-2020 Goals	EXEC				x	BOG Secretary		EXEC - May 25 BOG - June 3 (in-camera)
May	Audited Financial Statements	Audited Financial Statements for 2019-2020 (due June 15 of each year)	A&F BOG	x	x			Finance		A&F - May 25 BOG - June 3 (in-camera)
May	Audited Financial Statements	2019-2020 Attestation of Section 28 Process + Attestation of Financial Matters	A&F BOG	x				Finance		A&F - May 25 BOG - June 3 (in-camera)
May	Governance and Accountability	Durham College Investment Report (if applicable)	A&F BOG		x			Finance		A&F - May 25 BOG - June 3 (in-camera)
May	Governance and Accountability	2020-2021 College Budget Submission to MTCU	A&F BOG	x				Finance		A&F - May 25 BOG - June 3 (in-camera)
June	Annual Report Operating Procedure	2019-2020 Durham College Annual Report (due July 31 of each year)	BOG	x	x			President's Office		BOG - June 3 (public)
June	Framework for Programs of Instruction	Quality Assurance and Comprehensive Program Review Summary	BOG	x	x			Academic		BOG - June 3 (public)
June	Framework for Programs of Instruction	2020-2025 New Program Development Plan	BOG				x	Academic		BOG - June 3 (public)
June	Entrepreneurial Activities	2019-2020 Durham College Foundation Annual Report	BOG				x	DC Foundation		BOG - June 3 (public)

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June	Governance and Accountability	Approve Signing Authorities for Upcoming Year	BOG				x	BOG Secretary and Finance		BOG - June 3 (public)
June	Governance and Accountability	Annual Update on College Succession Plan	BOG		x			President's Office/CAO		BOG - June 3 (in-camera)
June	Event	Convocation Platform Party	BOG				x	BOG Secretary		Event - June 15 to 17
Each Meeting	Governance and Accountability	Human Resources Report	BOG				x	CAO		In-camera
Each Meeting	Governance and Accountability	2019-2020 Budget and Cash Flow Update	A&F				x	Finance		Every A&F except May & June
As Required	Governance and Accountability	Receive President's Report and Colleges of Presidents Notes	BOG				x	President's Office		Public
As Required	Governance and Accountability	Capital Projects Update	A&F BOG				x	CAO		Public
As Required	Framework for Programs of Instruction	Approval of New/Suspended/Cancelled Programs of Instruction	BOG	x				Academic		Public
As Required	Entrepreneurial Activities	Approve all Subsidiaries Board of Directors/Membership	BOG	x				BOG Secretary, DC Foundation		DC Foundation - In-Camera
As Required	Governance and Accountability	Approve Changes to Annual Budget in Excess of 10%	A&F BOG	x				Finance		In-camera
As Required	Banking, Investments and Borrowing	Approve Issuance of Debt Securities and/or Changes to Existing Loan Facilities	A&F BOG	x				Finance		In-Camera
As Required	Banking, Investments and Borrowing	Approve Use of Reserve Funds	A&F BOG	x				Finance		In-Camera
As Required	Banking, Investments and Borrowing	Establish Internally Restricted Funds and Criteria for Use + Sign Letter of Request re S. 28 Loan Applications	A&F BOG	x				Finance		In-Camera
As Required	Entrepreneurial Activities	Approve New Entrepreneurial Activities (MOA required)	BOG	x				Finance		In-Camera
As Required	Proceeds from Sale or Encumbrance of College Property	Approve Purchase, Sale or Encumbrance of Property	A&F BOG	x				Finance		In-Camera
As Required	Governance and Accountability	Approval of Contracts >5 years in Duration and/or >$3 million	A&F BOG	x	x			Finance		A&F, BOG In-Camera
As Required	Framework for Programs of Instruction	Approval of Academic Directions Plan	BOG					Academic		Open ended plan approved in Spring 2014
As Required	Governance and Accountability	Update on Insurance Policy/Indemnification for Information	EXEC				x	Finance		
As Required		Receive names of Faculty or Staff Emeritus for Information	BOG				x	CAO		Potentially for Spring and Fall Convocation
Alternating Years		BOG & PAC Chairs meeting (2019-2020) alternating with Joint DC & OnTech University Board Event (2020-2021) *The BOG approved trying to host another joint event with OnTech University in 2019-2020	BOG				x	Academic (PAC) BOG Secretary (Joint)		