



**Durham College of Applied Arts and Technology
Public Meeting of the Board of Governors**

MINUTES

Date: Wednesday, September 23, 2020

Location: Via Video Conference (GoToMeeting Platform)

Members Present: Michele James, Chair of the Board
Lisa Allen
Suzanne Beale
Elizabeth Cowie (joined the meeting at 6:03 p.m.)
Kelly Doyle
Kevin Griffin
Kristi Honey
Gail Johnson Morris
Robert Lanc
Don Lovisa
Bart Lucyk
Gary Rose

Members Absent: Kenneth Michalko
Jim Wilson

Staff Present: Scott Blakey, Chief Administrative Officer
Linda Flynn, AVP, Office of Development and Alumni Affairs
Tara Koski, Dean, Students
Barbara MacCheyne, Chief Financial Officer
Elaine Popp, Vice-President, Academic
Melissa Pringle, Corporate and Board Secretary

1. Call to Order

With quorum present, the meeting was called to order at 6:00 p.m.

The Board was reminded of the virtual meeting protocols.



**Durham College of Applied Arts and Technology
Public Meeting of the Board of Governors**

MINUTES

2. Introduction of Guests

None.

3. Conflict of Interest Declarations

None.

4. Presentations

- 4.1. Barbara MacCheyne, Chief Financial Officer, presented the 2020-2021 annual operating and capital expenditure budgets and cash flow projections.

The Chief Financial Officer presented the annual operating and capital expenditure budgets and cash flow projections, reporting an in-year deficit of \$4.985M for 2020-2021. Further, the Chief Financial Officer reviewed the challenges in preparing the budget, the financial impacts of COVID-19, projected enrolment, and budget assumptions.

Governor Cowie joined the meeting.

In summary, the Chief Financial Officer reported that:

- Durham College is presenting a deficit budget for 2020-2021;
- Enrolment is forecasted to reach 11,108 full-time students in Fall 2020; and,
- The budget supports:
 - Expansion of the College with five new programs with new hires to support enrolment;
 - \$0.63M for one-time strategic initiatives;
 - \$3.9M for a reduction in long-term debt; and,
 - \$12.6M of capital investment to support campus infrastructure and academic programs.



**Durham College of Applied Arts and Technology
Public Meeting of the Board of Governors**

MINUTES

5. Discussion Items

5.1. Public Report of the Audit and Finance Committee – September 8, 2020

As Chair of the Audit and Finance Committee, Governor Johnson Morris remarked that the Committee was amazed that the College had managed itself out of a deficit position many years ago and had been able to set aside funds to support tough fiscal times such as this. Further, Governor Johnson Morris stated it was clear that the College was applying financial discipline and rigour to prepare the budget.

President Lovisa advised that in the context of human resource savings, approximately 240-250 full and part-time jobs had been affected and another 150-200 student jobs.

The Board questioned the Chief Financial Officer.

Moved by Governor Johnson Morris

Seconded by Governor Lanc

- “1. That based on Report FIN-2020-20, the 2020-2021 operating and capital budget, with an in-year deficit of \$21,533,606, offset by operating reserves of \$16,548,606 for an in-year net deficit of \$4,985,000 be approved; and,
2. That the Board of Governors authorizes the College to access up to \$16,548,606 in reserves as a revenue source for fiscal year 2020-2021 to reduce the overall operating deficit;
3. That the pre-budget request for \$3.35M to advance capital projects in 2021-2022 be approved; and,
4. That Report FIN-2020-20 be released publicly with the operating and capital budgets to be reviewed and approved by the Board during its public session on September 23, 2020.” CARRIED



**Durham College of Applied Arts and Technology
Public Meeting of the Board of Governors**

MINUTES

5.2. Public Report of the Executive Committee – September 8, 2020

The Dean, Students, presented the highlights of the 2019-2020 accessibility report and noted the focus of the Committee's work for 2019-2020 was to update training resources, to conduct an audit of the physical space, and to review DC cares and other College mechanisms for submitting feedback.

Moved by Governor Beale
Seconded by Governor Rose

- "1. That based on Report EXC-2020-35, the 2019-2020 accessibility plan and progress report be received for information; and,
2. The 2019-2020 accessibility plan and progress report be posted on the College's website." CARRIED

6. Adjournment

With no further business, the meeting ended at 6:32 p.m.



Michele James
Board Chair



Melissa Pringle
Corporate and Board Secretary