

Durham College Board of Governors Work Plan September 1, 2020 to August 31, 2021

| Month | Action Point Per MBPD | Action Item/Description | Authority/Committee | Legislative Req'd | Board/College Policy | Board Resol. | Board Practice | Dept. | Status | Relevant Dates |
|-----------|---|---|---------------------|-------------------|----------------------|--------------|----------------|---------------------------------|--------|---|
| September | Event | Board Orientation | BOG | | x | | x | President's Office | | Sept 2 (Part 1) Sept 8 (Part 2) |
| September | Governance and Accountability | Board Goals for 2020-2021 | EXEC | | x | | x | President, Chair and Vice-Chair | | EXEC - Sept 8 BOG - Oct 14 (in-camera) |
| September | Governance and Accountability | Board Work Plan for 2020-2021 | EXEC | | | | x | BOG Secretary | | EXEC - Sept 8 BOG - Oct 14 (in-camera) |
| September | Governance and Accountability | Conference Attendance for the 2020-2021 BOG Year | EXEC | | | | x | BOG Secretary | | EXEC - Sept 8 BOG - Oct 14 (in-camera) |
| September | Accessibility for Ontarians with Disabilities Act | Accessibility Report (due by Sept 30, 2020) | EXEC | x | | | | Student Affairs | | EXEC - Sept 8 BOG - Sept 23 (special meeting) |
| September | Governance and Accountability | Discuss Board Retreat/Establish Board Retreat Planning Committee | EXEC | | | | x | President's Office | | EXEC - Sept 8 BOG - Oct 14 (in-camera) |
| September | Governance and Accountability | Approve 2020-2021 Annual Operating and Capital Budget (deferred from March 2020) | A&F | x | | | | Finance | | A&F - Sept 8 BOG - Sept 23 (special meeting) |
| September | O.Reg 34/03 | External Governor Interviews for 2021-2022 (for September 1, 2021 start) | NOM | x | x | | | BOG Secretary | | NOM - Sept 15 BOG-Oct 14 (in-camera) |
| September | O. Reg 34/03 | Recommendations for LGIC Reappointment for Second Term Effective September 1, 2021 (Michalko) | NOM | x | x | | | BOG Secretary | | NOM - Sept 15 BOG-Oct 14 (in-camera) |
| September | O. Reg 34/03 | Update on Student Governor Election for 2020-2021 (election delayed due to COVID-19) | | | | | | BOG Secretary | | NOM - Sept 15 (Results announced at Dec 9 BOG Meeting) |
| September | Governance and Accountability | Annual Review of Skills Matrix | GOV | | x | | | BOG Secretary | | GOV - Sept 16 |
| September | Governance and Accountability | Board Policies Due for Renewal | GOV | | x | | | BOG Secretary | | GOV - Sept 16 BOG - Oct 14 (public) |
| September | Governance and Accountability | Review Board By-law No. 1 (deferred from May 2020) | GOV | | x | | | BOG Secretary | | GOV - Sept 16 BOG - Oct 14 (public) |
| September | Event | Board Planning Day | BOG | | | | | President's Office | | Event - Sept 26 |
| October | Governance and Accountability | 2021-2022 Budget Process Update (verbal) | A&F | | | | x | Finance | | A&F - Oct 5 |
| October | Governance and Accountability | 2020-2021 External Audit Plan | A&F | x | x | | | Finance | | A&F - Oct 5 BOG - Oct 14 (in-camera) |
| October | Governance and Accountability | Approve extension to the 2020-2023 Strategic Plan (if required) | BOG | x | | | | President's Office | | BOG - Oct 14 (public) |
| October | Governance and Accountability | 2020-2021 Domestic and International Enrolment Update | BOG | | | | x | Student Affairs, Academic | | BOG - Oct 14 (public) |
| October | Framework for Programs of Instruction | Program Advisory Committee Semi-Annual Report | BOG | x | x | | | Academic | | BOG - Oct 14 (public) |
| October | Governance and Accountability | First Business Plan Update for 2020-2021 | BOG | x | | | x | President's Office | | BOG - Oct 14 (public) |
| October | Governance and Accountability | Government Relations and Advocacy Update | BOG | | | | x | President's Office | | BOG - Oct 14 (public) |
| October | Governance and Accountability | DC Students Inc. 2019-2020 Audited Financial Statements and 2020-2021 Operating Budget | BOG | | | | x | Student Affairs | | BOG - Oct 14 (public) |

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| November | Governance and Accountability | President's Mid-year Performance Update | EXEC | x | x | | x | CAO, President, Chair | | EXEC - Nov 2 BOG - Dec 9 (in-camera) |
| November | Event | Hail and Farewell Event | BOG | | | | x | President's Office | | Event - Nov 18 |
| December | Sexual Violence and Harassment Action Plan Act | Sexual Violence and Harassment Action Plan Implementation Report (Bill 132) | BOG | x | | | | Student Affairs | | BOG - Dec 9 (public) |
| December | O. Reg 34/03 | Announce Results of 2020-2021 Student Governor | BOG | x | | | | President's Office | | BOG - Dec 9 (public) |
| December | Governance and Accountability | Post-Election Report: Student Governor for 2020-2021 | BOG | | | | x | President's Office | | BOG - Dec 9 (public) |
| January | Governance and Accountability | Update on the Progress of the 2021-2022 Budget Process | A&F | | | | x | Finance | | A&F - Jan 11 |
| January | Governance and Accountability | Corporate Risk Register Update | A&F BOG | | x | | | Finance | | A&F - Jan 11 BOG - Feb 10 (in-camera) |
| January | Tuition and Ancillary Fees | 2021-2022 Tuition Fees | A&F | x | | | | Student Affairs | | A&F - Jan 11 BOG - Feb 10 (in-camera) |
| January | Tuition and Ancillary Fees | 2021-2022 Ancillary/Compulsory Fees | A&F | x | | | | Student Affairs | | A&F - Jan 11 BOG - Feb 10 (in-camera) |
| January | Governance and Accountability | 2020-2021 Interim Forecast submission to MCU | A&F | x | | | | Finance | | A&F - Jan 11 BOG - Feb 10 (in-camera) |
| January | Governance and Accountability | Board Policies Due for Renewal | GOV | | x | | | BOG Secretary | | GOV - Jan 13 BOG - Feb 10 (public) |
| January | Event | Teambuilding Event | BOG | | | | x | President's Office | | Event - Jan 19 |
| February | Governance and Accountability | Update on 2020-2021 Domestic and International Enrolment | BOG | | | | x | Student Affairs, Academic | | BOG - Feb 10 (public) |
| February | Governance and Accountability | Second Business Plan Update for 2020-2021 | BOG | x | | | x | President's Office | | BOG - Feb 10 (public) |
| February | Governance and Accountability | Government Relations and Advocacy Update | BOG | | | | x | President's Office | | BOG - Feb 10 (public) |
| February | Framework for Programs of Instruction | Program Advisory Committee Semi-Annual Report | BOG | x | x | | | Academic | | BOG - Feb 10 (public) |
| February | Event | Board & Program Advisory Committee Chair Roundtable | BOG | | | | x | President's Office/Academic | | BOG - Feb 18 |
| March | Event | Board Retreat | BOG | | | | x | BOG Secretary | | Event - Mar 5-7 |
| March | Governance and Accountability | Approve 2021-2022 Annual Operating and Capital Budget | A&F | x | | | x | Finance | | A&F - Mar 15 BOG - April 14 (in-camera) |
| March | Governance and Accountability | Confirm Questions for Annual Board Effectiveness Survey | EXEC | | x | | x | BOG Secretary | | EXEC - Mar 15 (Survey open Apr 5 to Apr 10) |
| March | Governance and Accountability | President's Performance Appraisal and Year-End Performance Report | EXEC | x | x | | x | CAO, President, Chair | | EXEC - Mar 15 BOG - April 14 (in-camera) |
| March | Governance and Accountability | Semi-Annual Review of Progress Towards Board Goals for 2020-2021 | EXEC | | | | x | BOG Secretary | | EXEC - Mar 15 BOG - April 14 (in-camera) |
| March | Governance and Accountability | Standing Committee Surveys for 2021-2022 | NOM | | | | x | BOG Secretary | | NOM-Mar 17 (Survey open Apr 5 to Apr 10) |
| March | O. Reg 34/03 | Recommendations for Reappointment for Second Term Effective September 1, 2021 (Cowie, Lanc, Johnson Morris) | NOM | x | x | | | BOG Secretary | | NOM - March 17 |
| March | O. Reg 34/03 | Discuss Annual Election of Chair and Vice-Chair for 2021-2022 | NOM | x | x | | | BOG Secretary | | NOM-Mar 17 (Results by BOG May 12) |

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| March | O. Reg 34/03 | Internal Governor Elections: Faculty/Support/Student | NOM | x | x | | | BOG Secretary | | Results by BOG - May 12 |
| April | Business Plan Operating Procedure | Final Results of the 2020-2021 Business Plan | BOG | x | x | | x | President's Office | | BOG - April 14 (public) |
| April | Governance and Accountability | Government Relations and Advocacy Update | BOG | | | | x | President's Office | | BOG - April 14 (public) |
| April | Governance and Accountability | Annual Update on the Durham College Alumni Association | BOG | | | | x | DC Alumni | | BOG - April 14 (public) |
| April | Governance and Accountability | Administrative Salary Adjustments for 2021-2022 | BOG | | | | x | CAO | | BOG - April 14 (in-camera) |
| April | Event | CICan Conference | BOG | | | | x | BOG Secretary | | Event - April 25 to 27 |
| May | Governance and Accountability | Annual Key Performance Indicator Results | BOG | x | | | | Academic | | BOG - May 12 (public) |
| May | Governance and Accountability | DC-OnTech University Academic Pathways Report for 2020-2021 | BOG | | | | x | Academic | | BOG - May 12 (public) |
| May | Business Plan Operating Procedure | Business Plan for 2021-2022 (due June 30 of each year) | BOG | x | x | | | President's Office | | BOG - May 12 (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 12 (public) |
| May | Governance and Accountability | Post-Election Report: Faculty, Admin & Support for September 1, 2021 Start | BOG | | | | x | President's Office | | BOG - May 12 (public) |
| May | Governance and Accountability | Annual Review of Board By-laws | GOV | | x | | | BOG Secretary | | GOV - May 26 BOG - June 9 (public) |
| May | Governance and Accountability | Review Board Policies up for Renewal | GOV | | x | | | BOG Secretary | | GOV - May 26 BOG - June 9 (public) |
| May | Governance and Accountability | President's Annual Compliance Report for 2020-2021 | GOV | | x | | | BOG Secretary | | GOV - May 26 BOG - June 9 (public) |
| May | Governance and Accountability | Appoint Members to Standing Committees for 2021-2022 | NOM | | x | | | BOG Secretary | | NOM - May 26 BOG - June 9 (in-camera) |
| May | Governance and Accountability | Discuss Board Mentorship Matches for 2021-2022 | NOM | | | | x | BOG Secretary | | NOM - May 26 BOG - June 9 (in-camera) |
| May | Governance and Accountability | Review Results of the Board Effectiveness Survey | EXEC | | x | | x | BOG Secretary | | EXC - May 31 BOG - June 9 (in-camera) |
| May | Governance and Accountability | 2021-2022 Meeting and Events Calendar | EXEC | | | | x | BOG Secretary | | EXC - May 31 BOG - June 9 (in-camera) |
| May | Governance and Accountability | Receive Final Report on the 2020-2021 Board Goals | EXEC | | | | x | BOG Secretary | | EXC - May 31 BOG - June 9 (in-camera) |
| May | Audited Financial Statements | Audited Financial Statements for 2020-2021 (due June 15 of each year) | A&F | x | x | | | Finance | | A&F - May 31 BOG - June 9 (in-camera) |
| May | Audited Financial Statements | 2020-2021 Attestation of Section 28 Process + Attestation of Financial Matters | A&F | x | | | | Finance | | A&F - May 31 BOG - June 9 (in-camera) |
| May | Governance and Accountability | Durham College Investment Report (if applicable) | A&F | | x | | | Finance | | A&F - May 31 BOG - June 9 (in-camera) |
| May | Governance and Accountability | 2021-2022 College Budget Submission to MCU | A&F | x | | | | Finance | | A&F - May 31 BOG - June 9 (in-camera) |
| June | Annual Report Operating Procedure | 2020-2021 Durham College Annual Report (due July 31 of each year) | BOG | x | x | | | President's Office | | BOG - June 9 (public) |
| June | Framework for Programs of Instruction | Quality Assurance and Comprehensive Program Review Summary | BOG | | x | | x | Academic | | BOG - June 9 (public) |

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| June | Framework for Programs of Instruction | 2021-2026 New Program Development Plan | BOG | | | | x | Academic | | BOG - June 9 (public) |
| June | Entrepreneurial Activities | 2020-2021 Durham College Foundation Annual Report | BOG | | | | x | DC Foundation | | BOG - June 9 (public) |
| June | Governance and Accountability | Approve Signing Authorities for Upcoming Year | BOG | | | | x | BOG Secretary and Finance | | BOG - June 9 (public) |
| June | Governance and Accountability | Annual Update on College Succession Plan | BOG | | x | | | President's Office/CAO | | BOG - June 9 (in-camera) |
| June | Event | Convocation Platform Party | BOG | | | | x | BOG Secretary | | Event - June 14 to 16 |
| Each Meeting | Governance and Accountability | Human Resources Report | BOG | | | | x | CAO | | In-camera |
| Each Meeting | Governance and Accountability | 2020-2021 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 | | | | 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 | x | | | | Finance | | In-camera |
| As Required | Banking, Investments and Borrowing | Approve Issuance of Debt Securities and/or Changes to Existing Loan Facilities | A&F | x | | | | Finance | | In-Camera |
| As Required | Banking, Investments and Borrowing | Approve Use of Reserve Funds | A&F | 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 | 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 | x | | | | Finance | | In-Camera |
| As Required | Governance and Accountability | Approval of Contracts >5 years in Duration and/or >\$3 million | A&F | x | x | | | Finance | | 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 Chair Roundtable / Joint Event with Ontario Tech | BOG | | | | x | Academic (PAC) BOG Secretary (Joint) | | |