

Durham College Board of Governors Work Plan September 1, 2022 to August 31, 2023

Month	Action Point Per MBPD (if applicable)	Action Item/Description	Authority/Committee	Legislative Req'd	Board/College Policy	Board Resol./Req	Board Practice	Dept.	Status	Relevant Dates
August	Event	Run Internal Governor Election (for support staff)	NOM	x				President's Office		August/September 2022
August	Event	Learn More Series: Understanding the College's Finances and Risk Management Framework	BOG				x	President's Office + CFO		29-Aug-22
September	Event	Board Orientation	BOG		x		x	President's Office		1-Sep-22
September	Event	Hail and Farewell	BOG				x	President's Office		15-Sep-22
September	Governance and Accountability	Review Committee Terms of Reference & Evaluation Feedback	GOV				x	President's Office		GOV - September 7, 2022
September	Governance and Accountability	Begin Planning for Annual Retreat	GOV		x			President's Office		GOV - September 7, 2022
September	Governance and Accountability	Schedule of Review for Board By-laws and Policies	GOV				x	President's Office		GOV - September 7, 2022 BOG - October 12, 2022
September	Governance and Accountability	Discuss Potential Review of the Board's Meeting Assessment Process	GOV				x	President's Office		GOV - September 7, 2022
September	Governance and Accountability	Review Committee Terms of Reference & Evaluation Feedback	NOM				x	President's Office		NOM-September 12, 2022
September	Governance and Accountability	Review the Board's Skills Matrix	NOM		x			President's Office		NOM-September 12, 2022
September	Protocol for Board Nominations and Appointments	Review Recruitment & Reappointment Needs for 2023-2024	NOM	x	x			President's Office		NOM-September 12, 2022
September	Protocol for Board Nominations and Appointments	Discuss Reappointment Process for LGIC Governors with 1st Term Ending August 2023 (recommendation due to MCU in December)	NOM	x	x			President's Office		NOM-September 12, 2022
September	Governance and Accountability	Review Committee Terms of Reference & Evaluation Feedback	EXEC				x	President's Office		EXEC-September 19, 2022
September	Governance and Accountability	Establish Board Goals for 2022-2023	EXEC				x	President, Chair and Vice-Chair		EXEC-September 19, 2022 BOG - October 12, 2022
September	Governance and Accountability	Board Work Plan for 2022-2023	EXEC				x	BOG Secretary		EXEC-September 19, 2022 BOG - October 12, 2022
September	Governance and Accountability	Discuss Conference Attendance for the 2022-2023 BOG Year	EXEC		x			BOG Secretary		EXEC-September 19, 2022 BOG - October 12, 2022
September	Accessibility for Ontarians with Disabilities Act	Accessibility Report (due by Sept 30, 2022)	EXEC	x				CAO + Dean, Students		EXEC-September 19, 2022 BOG - October 12, 2022
September	Governance and Accountability	Discuss Summary of Board Evaluation Feedback Received in Spring 2022	EXEC					President's Office		EXEC - September 19, 2022
September	Governance and Accountability	Receive List of Acting President Candidates for the 2022-2023 Board Year	EXEC		x			President's Office		EXEC - September 19, 2022
September	Governance and Accountability	Review Committee Terms of Reference & Evaluation Feedback	A&F				x	President's Office		A&F-September 19, 2022
September	Governance and Accountability	2022-2023 External Audit Plan	A&F	x			x	CFO		A&F-September 19, 2022 BOG - October 12, 2022
September	Governance and Accountability	Review Schedule of Authority Policy (for information only)	A&F		x		x	CFO		A&F - September 19, 2022
September	Governance and Accountability	2023-2024 Budget Process Update (verbal)	A&F				x	CFO		A&F-September 19, 2022

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September	Governance and Accountability	Capital Projects Update	A&F				x	CFO		A&F-September 19, 2022
October	Governance and Accountability	Governance Refresher* (BOG Meeting to Start at 5:30 p.m.)	BOG				x	President's Office		BOG - October 12, 2022
October	Governance and Accountability	2022-2023 Domestic and International Enrolment Update (for information)	BOG				x	EVPA's Office		BOG - October 12, 2022
October	Framework for Programs of Instruction	Program Advisory Committee Semi-Annual Report (for information)	BOG	x	x			EVPA's Office		BOG - October 12, 2022
October	Governance and Accountability	First Business Plan Update for 2022-2023 (for information)	BOG	x	x		x	President's Office		BOG - October 12, 2022
October	Governance and Accountability	Government Relations Update (for information)	BOG				x	President's Office		BOG - October 12, 2022
October	Programs of Instruction	Plan for 3-Year Degrees (for information)	BOG					EVPA's Office		BOG - October 12, 2022
December	Governance and Accountability	Overview of DC Foundation & Approval of New MOU (for approval)	BOG					President's Office		BOG - October 12, 2022
October	Event	Convocation Platform Party/Fall Convocation	BOG				x	President's Office		27-Oct-22
November	Event	Learn More Series: The Importance of Land Acknowledgements with FPIC	BOG				x	CAO + Dean, Students		7-Nov-22
November	Governance and Accountability	President's Mid-year Performance Update	EXEC	x	x			CAO, President, Chair		EXEC-November 14, 2022
November	Governance and Accountability	Discuss Options for January Teambuilding Event	EXEC				x	President's Office		EXEC-November 14, 2022
November	Protocol for Board Nominations and Appointments	Review Recruitment Materials for Vacancy Effective September 1, 2023 (<i>Vacancy notice to be posted January/February 2023</i>)	NOM	x	x			President's Office		NOM-November 16, 2022
November	Protocol for Board Nominations and Appointments	Make recommendation on the reappointment of LGIC Governors with 1st Term Ending August 31, 2023	NOM	x	x			President's Office		NOM-November 16, 2022
November	Protocol for Board Nominations and Appointments	Discuss Internal Governor Elections: Student & Administrative (<i>results to be announced by the May BOG meeting</i>)	NOM	x	x			President's Office		NOM-November 16, 2022
November	Event	Higher Education Summit	BOG				x	President's Office		November 26 to 28, 2022
December	Event	Learn More Series: Signature Programs & Marketing Analytics	BOG				x	CAO		5-Dec-22
December	Sexual Violence and Harassment Action Plan Act	Sexual Violence and Harassment Action Plan Implementation Report (Bill 132) (for information)	BOG	x				CAO		BOG- December 14, 2022
December	Governance and Accountability	Annual Update on College EDI Initiatives (for information)	BOG				x	CAO		BOG- December 14, 2022
December	Governance and Accountability	DC Students Inc. 2021-2022 Audited Financial Statements and 2022-2023 Operating Budget (for information)	BOG				x	CAO + Dean, Students		BOG- December 14, 2022
January	Governance and Accountability	Social Event & Mid Year Check-In	BOG		x			President's Office		12-Jan-23

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January	Governance and Accountability	Update on the Progress of the 2023-2024 Budget Process	A&F				x	CFO		A&F - January 16, 2023
January	Governance and Accountability	Corporate Risk Register Update + Annual Cybersecurity Update	A&F		x			CAO + CFO		A&F - January 16, 2023
September	Governance and Accountability	Review Internal Controls Document (for information only)	A&F		x		x	CFO		A&F - January 16, 2022
January	Tuition and Ancillary Fees	2023-2024 Tuition Fees	A&F	x				EVPA's Office		A&F - January 16, 2023 BOG - February 8, 2023
January	Tuition and Ancillary Fees	2023-2024 Ancillary/Compulsory Fees	A&F	x				EVPA's Office		A&F - January 16, 2023 BOG - February 8, 2023
January	Governance and Accountability	2022-2023 Interim Forecast submission to MCU	A&F	x				CFO		A&F - January 16, 2023 BOG - February 8, 2023
January	Governance and Accountability	Capital Projects Update	A&F				x	CFO		A&F-January 16, 2023
January	Governance and Accountability	Semi-Annual Review of Progress Towards Board Goals for 2022-2023	EXEC				x	President's Office		EXEC-January 16, 2023 BOG-February 8, 2023
January	Governance and Accountability	Review of College's Succession Plan	EXEC				x	President's Office + CAO		EXEC - January 16, 2023
January	Governance and Accountability	Review Succession Planning Needs of the Board (Prior to Committee Appointments & Election of Chair and Vice-Chair of the BOG)	EXEC				x	President's Office		EXEC - January 16, 2023
January	Governance and Accountability	Receive Mid-term Effectiveness Reports from Committee Chairs	EXEC				x	President's Office		EXEC - January 16, 2023
March	Governance and Accountability	Confirm Questions for Annual Board Evaluation Survey (Survey open March 20 to March 31)	EXEC		x			President's Office		EXEC - January 16, 2023
January	Governance and Accountability	Discuss Final Details for BOG Retreat	GOV		x			President's Office		GOV - January 18, 2023
January	Governance and Accountability	Discuss Any Governance Issues Identified by the Committee or the Board	GOV		x			President's Office		GOV - January 18, 2023
February	Governance and Accountability	Strategic Mandate Agreement 3.0 - Stage 2 Report (for information)	BOG	x				EVPA's Office		BOG - February 8, 2023
February	Governance and Accountability	Update on 2022-2023 Domestic and International Enrolment (for information)	BOG				x	EVPA's Office		BOG - February 8, 2023
February	Governance and Accountability	Second Business Plan Update for 2022-2023 (for information)	BOG	x	x		x	President's Office		BOG - February 8, 2023
February	Governance and Accountability	Government Relations Update (for information)	BOG				x	President's Office		BOG - February 8, 2023
February	Framework for Programs of Instruction	Program Advisory Committee Semi-Annual Report (for information)	BOG	x	x			EVPA's Office		BOG - February 8, 2023
February	2021-2022 Business Plan	Annual Update on the Areas of Collaboration with Ontario Tech University (for information)	BOG				x	President's Office + CAO		BOG - February 8, 2023
February	Event	Learn More Series: Interconnection of DC's Strategies, Plans and Publications	BOG				x	President's Office + EVPA		21-Feb-23
February/March	Event	Run Internal Governor Elections (for student and administrative staff) (results to be announced by the May BOG meeting)	NOM	x				President's Office		February/March 2023

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March	Event	Board Retreat	BOG				x	President's Office		March 11 & 12, 2023
March	Governance and Accountability	President's Performance Appraisal and Year-End Performance Report	EXEC	x	x			CAO, President, Chair		EXEC-March 27, 2023 BOG-April 12, 2023
March	Governance and Accountability	Administrative Salary Adjustments for 2023-2024	EXEC				x	CAO		EXEC-March 27, 2023 BOG-April 12, 2023
March	Governance and Accountability	Approve 2023-2024 Annual Operating and Capital Budget	A&F	x				CFO		A&F - March 27, 2023 BOG- April 12, 2023
March	Protocol for Board Nominations and Appointments	Host External Governor Interviews (2 vacancies) - (Recommendation to be made by the June BOG Meeting)	NOM	x	x			President's Office		NOM - March 29, 2023 BOG-April 12, 2023
March	Protocol for Board Nominations and Appointments	Discuss Annual Election of Chair and Vice-Chair for 2023-2024 (results to be announced by the May BOG meeting)	NOM	x	x			President's Office		NOM - March 29, 2023
March	Protocol for Board Nominations and Appointments	Discuss Results of Student Governor & Administrative Staff Governor Elections	NOM	x	x			President's Office		NOM - March 29, 2023
April	Protocol for Board Nominations and Appointments	Post-Election Report: Student & Administrative Governor Results	BOG		x		x	President's Office		BOG - April 12, 2023
April	Business Plan Operating Procedure	Final Results of the 2022-2023 Business Plan (for information)	BOG	x	x		x	President's Office		BOG - April 12, 2023
April	Governance and Accountability	Government Relations Update (for information)	BOG				x	President's Office		BOG - April 12, 2023
April	Event	CICan Conference	BOG				x	President's Office		April 23 to 26, 2023
May	Governance and Accountability	Annual Key Performance Indicator Results (for information)	BOG	x				EVPA's Office		BOG - May 10, 2023
May	Governance and Accountability	Report from the Indigenous Advisory Circle (for information)	BOG				x	CAO + Dean, Students		BOG - May 10, 2023
May	Governance and Accountability	DC-Ontario Tech University Academic Pathways Report for 2022-2023 (for information)	BOG				x	EVPA's Office		BOG-May 10, 2023
May	Business Plan Operating Procedure	Business Plan for 2023-2024 (for approval) (due June 30 of each year)	BOG	x	x			President's Office		BOG - May 10, 2023
May	O. Reg 34/03 and O. Reg. 301/10	Announce Chair and Vice-Chair Election Results & Results of Internal Governor Election	BOG	x	x		x	President's Office		BOG - May 10, 2023
May	Governance and Accountability	Review Results of the Board Evaluation Survey	EXEC	x	x		x	President's Office		EXEC - May 29, 2023
May	Governance and Accountability	2023-2024 Meeting and Events Calendar	EXEC		x			President's Office		EXEC - May 29, 2023 BOG- June 7, 2023
May	Governance and Accountability	Final Report on the 2022-2023 Board Goals	EXEC				x	BOG Secretary		EXEC - May 29, 2023 BOG- June 7, 2023
May	Audited Financial Statements	Audited Financial Statements for 2022-2023 (due June 15 of each year)	A&F	x	x			CFO		A&F-May 29, 2023 BOG- June 7, 2023
May	Audited Financial Statements	2022-2023 Attestation of Section 28 Process + Financial Matters	A&F	x				CFO		A&F-May 29, 2023 BOG - June 7, 2023
May	Governance and Accountability	Durham College Investment Report	A&F	x	x			CFO		A&F-May 29, 2023 BOG - June 7, 2023

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May	Governance and Accountability	2023-2023 College Budget Submission to MCU	A&F	x				CFO		A&F-May 29, 2023 BOG - June 7, 2023
May	Governance and Accountability	Capital Projects Update	A&F				x	CFO		A&F-May 29, 2023
May	Governance and Accountability	President's Annual Compliance Report for 2022-2023	GOV		x			President's Office		GOV-May 23, 2023 BOG- June 7, 2023
May	Governance and Accountability	Discuss Any Governance Issues Identified by the Committee or the Board	GOV		x			President's Office		GOV-May 23, 2023
May	Governance and Accountability	Appoint Members to Standing Committees for 2023-2024	NOM		x			President's Office		NOM - May 23, 2023 BOG - June 7, 2023
May	Governance and Accountability	Discuss Board Mentorship Matches for 2023-2024	NOM		x			President's Office		NOM - May 23, 2023 BOG - June 7, 2023
June	Annual Report Operating Procedure	2022-2023 Durham College Annual Report (for approval) (due July 31 of each year)	BOG	x	x			President's Office		BOG - June 7, 2023
June	Framework for Programs of Instruction	Quality Assurance and Comprehensive Program Review Summary (for information)	BOG		x		x	EVPA's Office		BOG - June 7, 2023
June	Framework for Programs of Instruction	2023-2028 New Program Development Plan (for information)	BOG				x	EVPA's Office		BOG - June 7, 2023
June	Governance and Accountability	Receive Committee Effectiveness Reports from Committee Chairs (for information)	BOG				x	President's Office		BOG - June 7, 2023
June	Governance and Accountability	Report on Complaints Received Under the Whistleblowing Policy (for information)	BOG		x			President's Office		BOG - June 7, 2023
June	Governance and Accountability	Overview of the Durham College Alumni Association (for information)	BOG				x	President's Office		BOG - June 7, 2023
June	Event	Convocation Platform Party/Spring Convocation	BOG				x	President's Office		Jun 12 to 14
Each Meeting	Governance and Accountability	Report of the Chief Administrative Officer	BOG				x	CAO		Three times per year (October, February, May)
Each Meeting	Governance and Accountability	2022-2023 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	Framework for Programs of Instruction	Approval of New/Suspended/Cancelled Programs of Instruction	BOG	x				EVPA's Office		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

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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	Governance and Accountability	Update on Insurance Policy/Indemnification for Information	EXEC				x	Finance		In-camera
As Required		Receive names of Faculty or Staff Emeritus for Information	BOG				x	CAO		Potentially for Spring and Fall Convocation