

## Durham College Board of Governors Work Plan September 1, 2023 to August 31, 2024

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
September	Event	Learn More Series: Understanding the College's Finances and Risk Management Framework	BOG				x	President's Office/CFO		September 5, 2023
September	Event	Board Orientation	BOG		x		x	President's Office		September 12, 2023
September	Event	Hail and Farewell	BOG				x	President's Office		September 12, 2023
September	Governance and Accountability	Review Committee Terms of Reference	A&F				x	President's Office		A&F - September 18, 2023
September	Governance and Accountability	Review Committee Start/Stop/Continue Feedback from 2022-2023 (for action)	A&F				x	President's Office		A&F - September 18, 2023
September	Governance and Accountability	Review 2023-2024 External Audit Plan	A&F	x			x	CFO		A&F-September 18, 2023 BOG - October 11, 2023
September	Governance and Accountability	Receive 2024-2025 Budget Process Update (verbal)	A&F				x	CFO		A&F - September 18, 2023
September	Governance and Accountability	Receive Capital Projects Update	A&F				x	CFO		A&F - September 18, 2023
September	Governance and Accountability	Review Committee Terms of Reference	EXEC				x	President's Office		EXEC - September 18, 2023
September	Governance and Accountability	Review Committee Start/Stop/Continue Feedback from 2022-2023 (for action)	EXEC				x	President's Office		EXEC - September 18, 2023
September	Governance and Accountability	Establish Board Goals for 2023-2024	EXEC		x			President's Office, BOG Chair, BOG Vice-Chair		EXEC-September 18, 2023 BOG - October 11, 2023
September	Governance and Accountability	Approve Board Work Plan for 2023-2024	EXEC				x	BOG Secretary		EXEC-September 18, 2023 BOG - October 11, 2023
September	Governance and Accountability	Approve Conference Attendance for the 2023-2024 BOG Year	EXEC		x			BOG Secretary		EXEC-September 18, 2023 BOG - October 11, 2023
September	Accessibility for Ontarians with Disabilities Act	Receive Multi-Year Accessibility Plan for 2021-2025 (due by Sept 30)	EXEC	x				CAO + Dean, Students		EXEC-September 18, 2023 BOG - October 11, 2023
September	Governance and Accountability	Receive List of Acting President Candidates for the 2023-2024 Board Year	EXEC		x			President's Office		EXEC - September 18, 2023
September	Governance and Accountability	Review Event Plan for President's Outgoing Celebration and Recommendations for Recognition	EXEC					President's Office + AVP, C+M		EXEC - September 18, 2023
September	Governance and Accountability	Review Committee Terms of Reference	NOM				x	President's Office		NOM-September 20, 2023
September	Governance and Accountability	Review Committee Start/Stop/Continue Feedback from 2022-2023 (for action)	NOM				x	President's Office		NOM-September 20, 2023
September	Protocol for Board Nominations and Appointments	Review Recruitment & Reappointment Needs for 2024-2025 (including Skills Matrix)	NOM	x	x			President's Office		NOM-September 20, 2023
September	Governance and Accountability	Advance Charities Accounting Act Exemption for Jeff Dornan	NOM	x				President's Office		NOM-September 20, 2023 BOG - October 11, 2023
September	Governance and Accountability	Review Committee Terms of Reference	GOV				x	President's Office		GOV - September 20, 2023
September	Governance and Accountability	Review Committee Start/Stop/Continue Feedback from 2022-2023 (for action)	GOV		x		x	President's Office		GOV - September 20, 2023
September	Governance and Accountability	Review Feedback from 2022-2023 Board Evaluation Survey (for action)	GOV				x	President's Office		GOV - September 20, 2023

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September	Governance and Accountability	Discuss Plan to Review the Board's By-Laws & Policies in the 2023-2024 Renewal Schedule	GOV		x			President's Office		GOV - September 20, 2023
September	Governance and Accountability	Begin Preliminary Planning for March Retreat	GOV		x			President's Office		GOV - September 20, 2023
October	Governance and Accountability	Receive 2023-2024 Domestic and International Enrolment Update	BOG				x	EVPA's Office		BOG - October 11, 2023
October	Framework for Programs of Instruction	Receive Program Advisory Committee Semi-Annual Report	BOG	x	x			EVPA's Office		BOG - October 11, 2023
October	Business Plan Directive	Receive First Business Plan Update for 2023-2024	BOG	x	x			President's Office		BOG - October 11, 2023
October	Governance and Accountability	Receive Government Relations Update	BOG				x	President's Office		BOG - October 11, 2023
October	Strategic Plan Directive	Receive Plan for Renewal of the 2022-2025 Strategic Plan	BOG	x				President's Office		BOG - October 11, 2023
October	Governance and Accountability	Receive High-Level Update from the Presidential Selection Committee	BOG					President's Office/BOG Chair		BOG - October 11, 2023
October	Event	Fall Convocation	BOG				x	President's Office		October 25 and 26, 2023
October	Event	Generative Discussion Day & Social Event	BOG					President's Office		October 28, 2023
November	Governance and Accountability	Receive Capital Projects Update	A&F				x	CFO		A&F - November 13, 2023
November	Governance and Accountability	Review the College's Internal Controls Document	A&F				x	CFO		A&F - November 13, 2023
November	Governance and Accountability	Receive President's Mid-year Performance Update	EXEC	x	x			CAO, President, Chair		EXEC-November 13, 2023
November	Protocol for Board Nominations and Appointments	Review Recruitment Materials for Vacancies Effective September 1, 2024 <b>(Vacancy notice to be posted Spring 2024)</b>	NOM	x	x			President's Office		NOM-November 15, 2023
November	Protocol for Board Nominations and Appointments	Make Recommendation on the Reappointment of LGIC Governors with 1st Term Ending August 31, 2024	NOM	x	x			President's Office		NOM-November 15, 2023
November	Protocol for Board Nominations and Appointments	Discuss Upcoming Internal Governor Elections: Student & Faculty <b>(Spring 2024)</b>	NOM	x	x			President's Office		NOM-November 15, 2023
November	Governance and Accountability	Review By-laws and Policies Due for Renewal	GOV	x	x			President's Office		GOV-November 15, 2023
November	Governance and Accountability	Continue Review & Prioritize 2022-2023 Board Evaluation Feedback	GOV				x	President's Office		GOV-November 15, 2023
November	Governance and Accountability	Continue Planning for March Retreat	GOV		x			President's Office		GOV-November 15, 2023
November	Event	Higher Education Summit	BOG				x	President's Office		November 25 to 27, 2023
December	Sexual Violence and Harassment Action Plan Act	Receive Sexual Violence and Harassment Action Plan Implementation Report (Bill 132)	BOG	x				CAO + AVP, HR		BOG - December 13, 2023
December	Governance and Accountability	Annual Update on the College's Social Responsibility Initiatives	BOG				x	President's Office + CAO		BOG - December 13, 2023

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December	Entrepreneurial Activities Directive	Receive Update on the Public-Private Partnership with Global University Systems	BOG					President's Office		BOG - December 13, 2023
December	Governance and Accountability	Receive Update from the Presidential Selection Committee	BOG					President's Office + BOG Chair		BOG - December 13, 2023
December	Entrepreneurial Activities Directive	Updated on the Durham College Foundation and Memorandum of Understanding	BOG	x				President's Office + AVP, ODAA		BOG - December 13, 2023
January	Governance and Accountability	Receive Update on the Progress of the 2024-2025 Budget Process	A&F				x	CFO		A&F - January 15, 2024
January	Governance and Accountability	Review Corporate Risk Register Update (High Risks Only)	A&F		x			CFO		A&F - January 15, 2024
January	Governance and Accountability	Receive Information Security Update	A&F		x			CAO + AVP, IT Services		A&F - January 15, 2024
January	Tuition and Ancillary Fees	Approve 2024-2025 Tuition Fees & Ancillary Fees	A&F	x				EVPA's Office		A&F - January 15, 2024 BOG - February 21, 2024
January	Governance and Accountability	Receive Capital Projects Update	A&F				x	CFO		A&F - January 15, 2024
January	Governance and Accountability	Review of Board Goals for 2023-2024 (status update)	EXEC				x	President's Office		EXEC-January 15, 2024 BOG-February 21, 2024
January	Governance and Accountability	Confirm Questions for Annual Board Evaluation Survey <b>(Survey open March 18 to 22)</b>	EXEC		x			President's Office		EXEC - January 15, 2024
January	Governance and Accountability	Review Effectiveness of Board Development Framework	NOM/GOV				x	President's Office		JOINT NOM/GOV - January 17, 2024
January	Governance and Accountability	Review By-laws and Policies Due for Renewal	GOV		x			President's Office		GOV - January 17, 2024
January	Governance and Accountability	Discuss Final Details for BOG Retreat	GOV		x			President's Office		GOV - January 17, 2024
January	Event	Learn More: Metrics & More -Understanding the Strategic Mandate Agreement	BOG					President's Office + EVPA		January 29, 2024
February	Governance and Accountability	Update on 2023-2024 Domestic and International Enrolment (for information)	BOG				x	EVPA's Office		BOG - February 21, 2024
February	Business Plan Directive	Receive Second Business Plan Update for 2023-2024	BOG	x	x			President's Office		BOG - February 21, 2024
February	Governance and Accountability	Receive Government Relations Update	BOG				x	President's Office		BOG - February 21, 2024
February	Framework for Programs of Instruction	Receive Program Advisory Committee Semi-Annual Report	BOG	x	x			EVPA's Office		BOG - February 21, 2024
February	Governance and Accountability	Annual Update on the Areas of Collaboration with Ontario Tech University	BOG				x	President's Office		BOG - February 21, 2024
February	Entrepreneurial Activities Directive	Receive Update on the Public-Private Partnership with Global University Systems	BOG					President's Office		BOG - February 21, 2024
February	Governance and Accountability	Received DCSA's 2022-2023 Audited Financial Statements and 2023-2024 Operating Budget	BOG				x	CAO + Dean, Students		BOG - February 21, 2024
February/March	Event	Oversee Internal Governor Elections	NOM	x				President's Office		February/March 2024
March	Event	Board Retreat	BOG				x	President's Office		March 8 to 10, 2024

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March	Governance and Accountability	Approve 2024-2025 Annual Operating and Capital Budget	A&F	x				CFO		A&F - March 19, 2024 BOG - April 10, 2024
March	Governance and Accountability	Receive President's Performance Appraisal and Year-End Performance Report	EXEC	x	x			CAO, President, Chair		A&F - March 19, 2024 BOG - April 10, 2024
March	Governance and Accountability	Administrative Salary Adjustments for 2024-2025	EXEC				x	CAO		A&F - March 19, 2024 BOG - April 10, 2024
March	Governance and Accountability	Review By-laws and Policies Due for Renewal	GOV		x			President's Office		GOV-March 25, 2024 BOG-April 10, 2024
March	Protocol for Board Nominations and Appointments	External Governor Interviews	NOM	x	x			President's Office		NOM - March 27, 2024 BOG-April 10, 2024
March	Protocol for Board Nominations and Appointments	Discuss Election of BOG Chair and Vice-Chair for 2024-2025	NOM	x	x			President's Office		NOM - March 27, 2024
April	Business Plan Operating Procedure	Receive Final Results of the 2023-2024 Business Plan	BOG	x	x			President's Office		BOG - April 10, 2024
April	Governance and Accountability	Receive Government Relations Update	BOG				x	President's Office		BOG - April 10, 2024
April	Governance and Accountability	Receive Update on DC Alumni Association (written summary)	BOG				x	President's Office + AVP, ODAA		BOG - April 10, 2024
April	Governance and Accountability	Learn More: Keeping DC Safe - Office of Campus Safety	BOG				x	CAO		April 15, 2024
April	Event	CICan Conference	BOG				x	President's Office		April 29 to May 1, 2024
May	Protocol for Board Nominations and Appointments	Post-Election Report: Student & Faculty Governor Results	BOG		x		x	President's Office		BOG - April 10, 2024
May	Governance and Accountability	Update on Indigenization Efforts at Durham College	BOG				x	CAO + Dean, Students		BOG - May 8, 2024
May	Governance and Accountability	Receive DC-Ontario Tech University Academic Pathways Report for 2023-2024	BOG				x	EVPA's Office		BOG - May 8, 2024
May	Business Plan Operating Procedure	Approve Business Plan for 2024-2025	BOG	x	x			President's Office		BOG - May 8, 2024
May	Strategic Plan Directive	Update on Renewal of the 2020-2025 Strategic Plan	BOG	x				President's Office		BOG - May 8, 2024
May	Annual Report Operating Procedure	Approve the 2023-2024 Durham College Annual Report (due July 31 of each year)	BOG	x				President's Office		BOG - May 8, 2024
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 8, 2024
May	Governance and Accountability	Receive Strategic Mandate Agreement 3.0 - Year Four Evaluation (Final Report)	BOG				x	EVPA's Office		BOG - May 8, 2024
May	Audited Financial Statements	Audited Financial Statements for 2023-2024 (due June 15 of each year)	A&F	x				CFO		A&F-May 21, 2024 BOG - June 12, 2024
May	Audited Financial Statements	2023-2024 Attestation of Section 28 Process + Financial Matters	A&F	x				CFO		A&F-May 21, 2024 BOG - June 12, 2024
May	Governance and Accountability	Durham College Investment Report	A&F	x				CFO		A&F-May 21, 2024 BOG - June 12, 2024

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May	Governance and Accountability	Receive Capital Projects Update	A&F				x	CFO		A&F - May 21, 2024
May	Governance and Accountability	Receive 2023-2024 Committee Start/Stop/Continue Feedback	A&F				x	President's Office		A&F - May 21, 2024
May	Governance and Accountability	Review of College's Succession Plan	EXEC				x	President's Office + CAO		EXEC - May 21, 2024
May	Governance and Accountability	Review Results of 2023-2024 Board Evaluation Survey	EXEC		x			President's Office		EXEC - May 21, 2024
May	Governance and Accountability	Approval of the 2024-2025 Meeting and Events Calendar	EXEC		x			President's Office		EXEC - May 21, 2024 BOG- June 12, 2024
May	Governance and Accountability	Review of Board Goals for 2023-2024 (final update)	EXEC				x	BOG Secretary		EXEC - May 21, 2024 BOG- June 12, 2024
May	Governance and Accountability	Receive 2023-2024 Committee Start/Stop/Continue Feedback	EXEC				x	President's Office		EXC - May 21, 2024
May	Governance and Accountability	Appoint Members to Standing Committees for 2024-2025	NOM		x			President's Office		NOM - May 22, 2024 BOG - June 12, 2024
May	Governance and Accountability	Discuss Orientation Buddy Matches for 2024-2025	NOM		x			President's Office		NOM - May 22, 2024 BOG - June 12, 2024
May	Governance and Accountability	Receive 2023-2024 Committee Start/Stop/Continue Feedback	NOM				x	President's Office		NOM - May 22, 2024
May	Governance and Accountability	President's Annual Compliance Report for 2023-2024	GOV		x			President's Office		GOV - May 22, 2024 BOG - June 12, 2024
May	Governance and Accountability	Receive 2023-2024 Committee Start/Stop/Continue Feedback	GOV				x	President's Office		GOV - May 22, 2024
June	Framework for Programs of Instruction	Receive Quality Assurance and Comprehensive Program Review Summary	BOG				x	EVPA's Office		BOG - June 12, 2024
June	Framework for Programs of Instruction	Receive the 2024-2028 New Program Development Plan	BOG				x	EVPA's Office		BOG - June 12, 2024
June	Entrepreneurial Activities Directive	Receive Durham College Foundation Annual Report	BOG				x	President's Office + AVP, ODAA		BOG - June 12, 2024
June	Governance and Accountability	Receive Committee Effectiveness Reports from Committee Chairs (for information)	BOG				x	President's Office		BOG - June 12, 2024
June	Event	Convocation Platform Party/Spring Convocation	BOG				x	President's Office		Jun 17 to 19, 2024
Each Meeting	Governance and Accountability	2022-2023 Budget and Cash Flow Update	A&F				x	Finance		Every A&F except May & June
Semi-Regularly	Governance and Accountability	Receive Report of the Chief Administrative Officer	BOG				x	CAO		Public (October, February, May)
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

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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	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