

Durham College Board of Governors Work Plan September 1, 2024 to August 31, 2025

Month	Action Item/Description	Authority	Legislative Req'd	Board/College Policy	Board Resol./Req	Board Practice	Dept/VP Responsible for Coordinating	Status	Meeting Date
September	Board Orientation	BOG		x		x	President's Office		September 10, 2024
September	Hail and Farewell	BOG				x	President's Office		September 10, 2024
September	Learn More Series: Understanding the College's Directors and Officers Liability Insurance, Risk Management, and College Finances	BOG				x	President's Office/VP, Corporate Services/CFO		September 25, 2024
September	Review Committee Terms of Reference	A&F				x	President's Office		A&F - September 16, 2024
September	Review 2024-2025 External Audit Plan + Annual Confirmation of Appointment of Auditor	A&F	x				VP, Corporate Services/CFO		A&F-September 16, 2024 BOG - October 9, 2024
September	Receive Capital Projects Update	A&F				x	VP, SICS		A&F - September 16, 2024
September	Review Committee Terms of Reference	GOV				x	President's Office		GOV - September 16, 2024
September	Review Proposed Changes to By-law No. 3 (College Advisory Council) and Changes to Board Policy: Committee Terms of Reference	GOV				x	President's Office		GOV - September 16, 2024 BOG - October 9, 2024
September	Review Feedback from 2023-2024 Board Evaluation Survey (for action)	GOV				x	President's Office		GOV - September 16, 2024
September	Begin Planning for Board Retreat (February 2025)	GOV		x			President's Office		GOV - September 16, 2024
September	Review Committee Terms of Reference	EXEC				x	President's Office		EXEC - September 18, 2024
September	Discuss Rescinding of Retirement Gratuity	EXEC					President's Office		EXEC - September 18, 2024
September	Review President's Performance Goals for 2024-2025	EXEC	x	x			President's Office		EXEC - September 18, 2024
September	Review Board Goals for 2024-2025	EXEC		x			President's Office, BOG Chair, BOG Vice-Chair		EXEC-September 18, 2024 BOG - October 9, 2024
September	Review Board Work Plan for 2024-2025	EXEC				x	President's Office		EXEC-September 18, 2024 BOG - October 9, 2024
September	Approve Conference Attendance for the 2024-2025 BOG Year	EXEC		x			President's Office		EXEC-September 18, 2024 BOG - October 9, 2024
September	Receive Multi-Year Accessibility Plan for 2021-2025 (due by Sept 30)	EXEC	x				VPA's Office + Dean, Students		EXEC-September 18, 2024 BOG - October 9, 2024
September	Receive List of Acting President Candidates for the 2024-2025 Board Year	EXEC		x			President's Office		EXEC - September 18, 2024
September	Discuss Management Attendance at BOG Committee Meetings	EXEC					President's Office		EXEC - September 18, 2024
September	Review Committee Terms of Reference	NOM				x	President's Office		NOM-September 18, 2024
September	Review Recruitment & Reappointment Needs for 2025-2026 (including Skills Matrix)	NOM	x	x			President's Office		NOM-September 18, 2024
September	Receive and Review Exit Interview Feedback from Outgoing Governors	NOM				x	President's Office		NOM - September 19, 2024
October	Governance Refresher (Presentation)	BOG				x	President's Office + Chair, GOV		BOG - October 9, 2024
October	Receive 2024-2025 Domestic and International Enrolment Update (for information)	BOG				x	President's Office + Office of the Registrar		BOG - October 9, 2024
October	Receive Program Advisory Committee Semi-Annual Report	BOG		x			VPA's Office		BOG - October 9, 2024
October	Receive First Business Plan Update for 2024-2025	BOG	x	x			Office of People, Equity, and External Relations		BOG - October 9, 2024
October	Strategic Planning Engagement Session + Constituent Consultations	BOG					President's Office + Office of People, Equity and External Relations		October 17, 2024
October	Fall Convocation	BOG				x	President's Office		October 29 and 30, 2024
November	Receive Capital Projects Update	A&F				x	VP, SICS		A&F - November 4, 2024
November	Receive the College's Internal Controls Document	A&F				x	VP, Corporate Services/CFO		A&F - November 4, 2024
November	Receive the College's Schedule of Authority Policy	A&F		x			VP, Corporate Services/CFO		A&F - November 4, 2024
November	Review By-laws and Policies Due for Renewal: By-law No. 4	GOV	x	x			President's Office		GOV-November 4, 2024 BOG - December 11, 2024
November	Finalize Actions Resulting from the 2023-2024 Board Evaluation Feedback	GOV				x	President's Office		GOV-November 4, 2024
November	Board Retreat Planning (continued)	GOV		x			President's Office		GOV-November 4, 2024
November	Review Recruitment Materials for Vacancies Effective September 1, 2025	NOM	x	x			President's Office		NOM-November 6, 2024
November	Discuss Upcoming Internal Governor Elections: Student & Support (Spring 2025)	NOM	x	x			President's Office		NOM-November 6, 2024
November	Higher Education Summit	BOG				x	President's Office		November 23 to 25, 2024
November	Submit Annual MCU Conflict of Interest Declarations	BOG	x				President's Office		Due November 30, 2024
December	Annual Update on the College's Social Responsibility Initiatives	BOG				x	Office of People, Equity, and External Relations		BOG - December 11, 2024
December	Receive Sexual Violence and Harassment Action Plan Implementation Report (Bill 132)	BOG	x				Office of People, Equity, and External Relations		BOG - December 11, 2024
December	Update on Sustainable Development Goals	BOG					Office of People, Equity, and External Relations		BOG - December 11, 2024
December	Update on Indigenization Efforts at Durham College	BOG				x	VPA's Office + Dean, Students		BOG - December 11, 2024
December	Status Update - Strategic Plan Renewal	BOG				x	Office of People, Equity, and External Relations		BOG - December 11, 2024
January	Learn More Series: Corporate Training Services	BOG				x	VPA's Office		January 7, 2025
January	Update on the 2025-2026 Budget Process	A&F				x	VP, Corporate Services/CFO		A&F - January 13, 2025
January	Review Corporate Risk Register Update (High Risks Only)	A&F		x			VP, Corporate Services/CFO		A&F - January 13, 2025
January	Receive Information Security Update	A&F		x			VP, SICS		A&F - January 13, 2025
January	Approve 2025-2026 Tuition Fees & Ancillary Fees	A&F	x				Office of the Registrar		A&F - January 13, 2025 BOG - February 12, 2025
January	Receive Capital Projects Update	A&F				x	VP, SICS		A&F - January 13, 2024

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January	Review By-laws and Policies Due for Renewal: Governors' Duties and Responsibilities	GOV		x			President's Office		GOV - January 13, 2025 BOG - February 12, 2025
January	Discuss Final Details for BOG Retreat	GOV		x			President's Office		GOV - January 13, 2025
January	Review of Board Goals for 2024-2025 (status update)	EXEC				x	President's Office		EXEC - January 15, 2025 BOG - February 12, 2025
January	Confirm Questions for Annual Board Evaluation Survey (Survey open April 7 to 16)	EXEC		x			President's Office		EXEC - January 15, 2025
February	Update on 2023-2024 Domestic and International Enrolment (for information)	BOG				x	President's Office + Office of the Registrar		BOG - February 12, 2025
February	Receive Second Business Plan Update for 2023-2024	BOG	x	x			Office of People, Equity, and External Relations		BOG - February 12, 2025
February	Receive Program Advisory Committee Semi-Annual Report	BOG	x	x			VPA's Office		BOG - February 12, 2025
February	Efficiency Fund Report	BOG					President's Office		BOG - February 12, 2025
February	Annual Update on the Areas of Collaboration with Ontario Tech University	BOG				x	President's Office		BOG - February 12, 2025
February	Report on the Costs of Educational Material under the MCU Directive	BOG	x				Office of the Registrar		
February	Board Retreat	BOG				x	President's Office		February 22 and 23, 2025
February/March	Oversee Internal Governor Elections	NOM	x				President's Office		February/March 2025
March	Approve 2025-2026 Annual Operating and Capital Budget	A&F	x				VP, Corporate Services/CFO		A&F - March 10, 2025 BOG - April 9, 2025
March	Review Board Policy due for Renewal: Whistleblowing	GOV		x			President's Office		GOV-March 10, 2025 BOG-April 9, 2025
March	Administrative Salary Adjustments for 2024-2025	EXEC				x	Office of People, Equity, and External Relations		EXEC - March 12, 2025 BOG - April 9, 2025
March	External Governor Interviews (if necessary)	NOM	x	x			President's Office		NOM - March 12, 2025 BOG-April 9, 2025
March	Discuss Election of BOG Chair and Vice-Chair for 2025-2026	NOM	x	x			President's Office		NOM - March 12, 2025
March	Transfer of Assets from DC Foundation to College	BOG					VP, Corporate Services/CFO		March 31, 2025
April	Receive Final Results of the 2024-2025 Business Plan	BOG	x	x			Office of People, Equity, and External Relations		BOG - April 9, 2025
April	Update on DC Alumni Association	BOG				x	Office of People, Equity, and External Relations		BOG - April 9, 2025
April	Received DCSA's 2023-2024 Audited Financial Statements	BOG				x	VPA's Office + Dean, Students		BOG - April 9, 2025
April	Approve New Strategic Plan	BOG	x				Office of People, Equity, and External Relations		BOG - April 9, 2025
April	Learn More Series: External Relations	BOG				x	Office of People, Equity, and External Relations		April 17, 2025
May	Post-Election Report: Student & Support Staff Governor Results	BOG		x		x	President's Office		BOG - May 7, 2025
May	Receive DC-Ontario Tech University Academic Pathways Report for 2024-2025	BOG				x	VPA's Office		BOG - May 7, 2025
May	Approve Business Plan for 2025-2026	BOG	x	x			Office of People, Equity, and External Relations		BOG - May 7, 2025
May	Approve the 2024-2025 Durham College Annual Report (due July 31 of each year)	BOG	x				Office of People, Equity, and External Relations		BOG - May 7, 2025
May	Announce Chair and Vice-Chair Election Results & Results of Internal Governor Election	BOG	x	x		x	President's Office		BOG - May 7, 2025
May	Receive Strategic Mandate Agreement 3.0 - Year Five Evaluation (Final Report)	BOG				x	VPA's Office		BOG - May 7, 2025
May	Update on Strategic Management Agreement 4.0	BOG					VPA's Office		BOG - May 7, 2025
May	Bill S-211 Forced Labour in Supply Chains Act	BOG	x				VP, Corporate Services/CFO		BOG - May 7, 2025
May	Overview of Health and Safety and Campus Safety at DC	BOG				x	VP, SICS + VP, Corporate Services/CFO		BOG - May 7, 2025
May	DC Foundation Annual General Meeting (with President, Chair and Vice-Chair of A&F) + annual report to go to June BOG	Foundation	x				President's Office + Office of People, Equity and External Relations		Immediately before the May 12 A&F Meeting (5:00 p.m.)
May	Audited Financial Statements for 2024-2025 (due June 15 of each year)	A&F	x				VP, Corporate Services/CFO		A&F-May 12, 2025 BOG - June 11, 2025
May	2024-2025 Attestation of Section 28 Process + Financial Matters	A&F	x				VP, Corporate Services/CFO		A&F-May 12, 2025 BOG - June 11, 2025
May	Durham College Investment Report	A&F	x				VP, Corporate Services/CFO		A&F-May 12, 2025 BOG - June 11, 2025
May	First Endowment Investment Update w/ Wealth Manager	A&F		x			VP, Corporate Services/CFO		A&F-May 12, 2025 BOG - June 11, 2025
May	Receive Capital Projects Update	A&F				x	VP, SICS		A&F - May 12, 2025
May	President's Annual Compliance Report for 2024-2025	GOV		x			President's Office		GOV - May 12, 2025 BOG - June 11, 2025
May	Review By-laws and Policies Due for Renewal: Mission, Vision, Values & Strategic Goals/Rescind Co-Populous Procedure	GOV		x			President's Office		GOV - May 12, 2025 BOG - June 11, 2025
May	Review of College's Succession Plan	EXEC		x			President's Office + Office of People, Equity and External Relations		EXEC - May 14, 2025
May	Review Results of 2024-2025 Board Evaluation Survey	EXEC		x			President's Office		EXEC - May 14, 2025 BOG - June 11, 2025

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May	Approval of the 2025-2026 Meeting and Events Calendar	EXEC		x			President's Office		EXEC - May 14, 2025 BOG- June 11, 2025
May	Review of Board Goals for 2024-2025 (final update)	EXEC				x	President's Office		EXEC - May 14, 2025 BOG- June 11, 2025
May	Appoint Members to Standing Committees for 2025-2026	NOM		x			President's Office		EXEC - May 14, 2025 BOG- June 11, 2025
May	Discuss Orientation Buddy Matches for 2025-2026	NOM		x			President's Office		EXEC - May 14, 2025 BOG- June 11, 2025
June	Receive Quality Assurance and Comprehensive Program Review Summary	BOG				x	VPA's Office		BOG - June 11, 2025
June	Receive the 2025-2030 New Program Development Plan	BOG				x	VPA's Office		BOG - June 11, 2025
June	Receive Durham College Foundation Annual Report	BOG				x	President's Office + Office of People, Equity and External Relations		BOG - June 11, 2025
June	Receive Committee Effectiveness Reports from Committee Chairs (for information)	BOG				x	President's Office		BOG - June 11, 2025
June	Convocation Platform Party/Spring Convocation	BOG				x	President's Office		Jun 16 to 18, 2025
Each Meeting	2024-2025 Budget and Cash Flow Update	A&F				x	VP, Corporate Services/CFO		Every A&F except May & June
As Required	Receive President's Report and Colleges of Presidents Notes	BOG				x	President's Office		Public
As Required	Approval of New/Suspended/Cancelled Programs of Instruction	BOG	x				VPA Office		Public
As Required	Approve all Subsidiaries Board of Directors/Membership	BOG	x				President's Office		Public
As Required	Approve Changes to Annual Budget in Excess of 10%	A&F	x				VP, Corporate Services/CFO		In-camera
As Required	Approve Issuance of Debt Securities and/or Changes to Existing Loan Facilities	A&F	x				VP, Corporate Services/CFO		In-camera
As Required	Approve Use of Reserve Funds	A&F	x				VP, Corporate Services/CFO		In-camera
As Required	Establish Internally Restricted Funds and Criteria for Use + Sign Letter of Request re S. 28 Loan Applications	A&F	x				VP, Corporate Services/CFO		In-camera
As Required	Approve New Entrepreneurial Activities (MOA required)	BOG	x				VP, Corporate Services/CFO		In-camera
As Required	Approve Purchase, Sale or Encumbrance of Property	A&F	x				VP, Corporate Services/CFO		In-camera
As Required	Approval of Contracts >5 years in Duration and/or >\$3 million	A&F	x	x			VP, Corporate Services/CFO		In-camera
As Required	Update on Insurance Policy/Indemnification for Information	EXEC				x	VP, Corporate Services/CFO		In-camera
As Required	Receive names of Faculty or Staff Emeritus for Information	BOG				x	Office of People, Equity, and External Relations		Potentially for Spring and Fall Convocation