

**Durham College Board of Governors Work Plan September 1, 2025 to August 31, 2026**

Month	Action Item/Description	Dept/VP Responsible for Coordinating	Meeting Date	Status
September	Board Orientation	President's Office	September 8, 2025	
September	Hail and Farewell	President's Office	September 24, 2025	
September	Review Committee Terms of Reference	President's Office	First Meeting of All Committees	
September	Review 2025-2026 External Audit Plan + Annual Confirmation of Appointment of Auditor	VP, CS/CFO	A&F - September 15, 2025 BOG- October 8, 2025	
September	Receive Capital Projects Update	VP, SICS	A&F - September 15, 2025	
September	Review Feedback from 2024-2025 Board Evaluation Survey (for action)	President's Office	GOV - September 15, 2025	
September	Begin Planning for Board Retreat (February 2026)	President's Office	GOV - September 15, 2025	
September	Discuss Handling of BOG Meeting Evaluation Feedback	President's Office	GOV - September 15, 2025	
September	Review Recruitment & Reappointment Needs for 2026-2027 (including Skills Matrix)	President's Office	NOM - September 17, 2025	
September	Receive and Review Exit Interview Feedback from Outgoing Governors	President's Office	NOM - September 17, 2025	
September	Review Board Work Plan for 2025-2026	President's Office	EXC - September 17, 2025 BOG - October 8, 2025	
September	Receive Multi-Year Accessibility Plan for 2021-2025 (due by Sept 30)	VPAS	EXC - September 17, 2025 BOG - October 8, 2025	
September	Hail and Farewell Dinner	President's Office	September 24, 2025	
October	Learn More: Understanding the College's Finances and Risk Management Framework	VP, CS/CFO	October 1, 2025	
October	Governance Refresher (Presentation)	President's Office + Chair, GOV	BOG - October 8, 2025	
October	Receive 2025-2026 Domestic and International Enrolment Update (for information)	AVP, Enrolment and International Education	BOG - October 8, 2025	
October	Receive Program Advisory Committee Semi-Annual Report	VPAS	BOG - October 8, 2025	
October	Receive First Business Plan Update for 2025-2026	VP, PEER	BOG - October 8, 2025	
October	Sexual Violence Annual Report + Policy Updates	VP, PEER	BOG - October 8, 2025	
October	Approve Endowment Disbursements	VP, CS/CO + VPSA	BOG - October 8, 2025	
November	Receive Capital Projects Update	VP, SICS	A&F - November 3, 2025	
November	Receive the College's Internal Controls Document	VP, CS/CFO	A&F - November 3, 2025	
November	Receive the College's Schedule of Authority Policy	VP, CS/CFO	A&F - November 3, 2025	
November	Report of the Wealth Manager re Endowments	VP, CS/CFO	A&F - November 3, 2025	
November	Policy Review: Student, Employee, Client and Visitor Treatment	President's Office	GOV - November 3, 2025 BOG - December 10, 2025	
November	Discuss Potential Merger of Governance Review and Nominating Committees	President's Office	GOV - November 3, 2025	
November	Finalize Actions Resulting from the 2024-2025 Board Evaluation Feedback	President's Office	GOV - November 3, 2025 BOG - December 10, 2025	
November	Board Retreat Planning (continued)	President's Office	GOV - November 3, 2025	
November	Review Recruitment Materials for Vacancies Effective September 1, 2026	President's Office	NOM - November 5, 2025	
November	Discuss Upcoming Internal Governor Elections: Student & Support (Spring 2026)	President's Office	NOM - November 5, 2025	
November	Discuss Potential Merger of Governance Review and Nominating Committees	President's Office	NOM - November 5, 2025	
November	Receive List of Acting President Candidates for the 2025-2026 Board Year	President's Office	EXC - November 5, 2025	
November	Review Presidential Evaluation Process and Timelines	President's Office	EXC - November 5, 2025	
November	Submit Annual MCURES Conflict of Interest Declarations	President's Office	By November 30, 2025	
December	Annual Update on the College's Social Responsibility Initiatives (Incls. SDGs)	VP, PEER	BOG - December 10, 2025	
December	Update on Indigenization Efforts at Durham College	VPAS	BOG - December 10, 2025	
December	Harassment and Discrimination Annual Report	VP, PEER	BOG - December 10, 2025	
December	Update on Proposed Structure of DC Foundation Moving Forward	President's Office	BOG - December 10, 2025	
December	Learn More Series: How OntarioLearn and Apprenticeship Works	VPAS	BOG - December 15, 2025	
January	Update on the 2026-2027 Budget Process	VP, CS/CFO	A&F - January 12, 2026	
January	Review Corporate Risk Register Update (High Risks Only)	VP, CS/CFO	A&F - January 12, 2026 BOG - February 11, 2026	
January	Receive Information Security Update	VP, SICS	A&F - January 12, 2026 BOG - February 11, 2026	
January	Approve 2026-2027 Tuition Fees & Ancillary Fees	AVP, Enrolment and International Education	A&F - January 12, 2026 BOG - February 11, 2026	

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January	Policy Review: Consent Agenda	President's Office	GOV - January 12, 2026 BOG - February 11, 2026	
January	Discuss Final Details for BOG Retreat	President's Office	GOV - January 12, 2026 BOG - February 11, 2026	
January	Learn More Series: IT Service Desk Excellence (R. Hutchinson)	VP, SICS	January 19, 2026	
February	Update on 2025-2026 Domestic and International Enrolment (for information)	AVP, Enrolment and International Education	BOG - February 11, 2026	
February	Receive Second Business Plan Update for 2025-2026	VP, PEER	BOG - February 11, 2026	
February	Receive Program Advisory Committee Semi-Annual Report	VPAS	BOG - February 11, 2026	
February	Annual Update on the Areas of Collaboration with Ontario Tech University	VP, SICS	BOG - February 11, 2026	
February	Report on the Costs of Educational Material under the MCURES Directive	AVP, Enrolment and International Education	BOG - February 11, 2026	
February	Board Retreat	President's Office	February 28, 2026	
February/March	Oversee Internal Governor Elections	President's Office	February/March	
March	Approve 2026-2027 Annual Operating and Capital Budget	VP, CS/CFO	A&F - March 9, 2026 BOG - April 8, 2026	
March	2025-2026 Attestation of Section 28 Process + Financial Matters (due May 30)	VP, CS/CFO	A&F - March 9, 2026 BOG - April 8, 2026	
March	Administrative Salary Adjustments for 2026-2027	VP, PEER	A&F - March 9, 2026 BOG - April 8, 2026	
March	Confirm Questions for Annual Board Evaluation & Committee Preference Survey (Survey open March 30 to April 10)	President's Office	EXC - March 11, 2026	
March	Make recommendation on merging of Governance Review and Nominating Committees	President's Office	EXC - March 11, 2026 BOG - April 8, 2026	
March	External Governor Interviews	President's Office	NOM - March 16 and 18, 2026 BOG - April 8, 2026	
March	Discuss Election of BOG Chair and Vice-Chair for 2026-2027	President's Office	NOM - March 16 and 18, 2026	
April	Receive Final Results of the 2025-2026 Business Plan	VP, PEER	BOG - April 8, 2026	
April	Update on DC Alumni Association (written format)	VP, PEER	BOG - April 8, 2026	
April	Receive DCSA's 2024-2025 Audited Financial Statements	VPAS	BOG - April 8, 2026	
April	Learn More Series: TOPIC TBD	TBD	April 13, 2026	
May	Post-Election Report for Internal Governor Elections + Announcement of Chair and Vice Chair of BOG for 2026-2027	President's Office	BOG - May 13, 2026	
May	Receive DC-Ontario Tech University Academic Pathways Report for 2025-2026	VPAS	BOG - May 13, 2026	
May	Approve Business Plan for 2026-2027	VP, PEER	BOG - May 13, 2026	
May	Approve the 2025-2026 Durham College Annual Report (due July 31 of each year)	VP, PEER	BOG - May 13, 2026	
May	Receive Strategic Mandate Agreement 4.0 - Year One Evaluation	VPAS	BOG - May 13, 2026	
May	Bill S-211 Forced Labour in Supply Chains Act (written format)	VP, CS/CFO	BOG - May 13, 2026	
May	Update on Health and Safety and Campus Safety at DC (written format)	VP, SICS	BOG - May 13, 2026	
May	Receive Quality Assurance and Comprehensive Program Review Summary	VPAS	BOG - May 13, 2026	
May	President's Annual Compliance Report for 2025-2026	President's Office	GOV- May 19, 2026	
May	Appoint Members to Standing Committees for 2026-2027	President's Office	NOM - May 20, 2026 BOG - June 10, 2026	
May	Discuss Orientation Buddy Matches for 2026-2027	President's Office	NOM - May 20, 2026 BOG - June 10, 2026	
May	Review of College's Succession Plan	VP, PEER	EXC - May 20, 2026	
May	Review Results of 2025-2026 Board Evaluation Survey	President's Office	EXC - May 20, 2026	
May	Approval of the 2026-2027 Meeting and Events Calendar	President's Office	EXC - May 20, 2026 BOG - June 10, 2026	
May	Report of the Wealth Manager re Endowments	VP, CS/CFO	A&F - May 25, 2026	
May	Durham College Investment Report	VP, CS/CFO	A&F - May 25, 2026	
May	Receive Capital Projects Update	VP, SICS	A&F - May 25, 2026	

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May	Audited Financial Statements for 2025-2026 (due June 15 of each year)	VP, CS/CFO	A&F - May 25, 2026 BOG - June 10, 2025	
June	Results of Key Performance Indicators	VPAS	BOG - June 20, 2026	
June	Receive the 2026-2029 New Program Development Plan	VPAS	BOG - June 20, 2026	
June	Convocation Platform Party/Spring Convocation	President's Office	June 15 to 19, 2026	
June	President's Performance Evaluation (Period of July 1 to June 30) - NEW TIMING	President's Office	To be distributed after convocation	
Each Meeting	2025-2026 Budget and Cash Flow Update	VP, CS/CFO		
As Required	Receive President's Report and Colleges of Presidents Notes	President's Office		
As Required	Approval of New/Suspended/Cancelled Programs of Instruction	VPAS		
As Required	Approve all Subsidiaries Board of Directors/Membership	President's Office		
As Required	Approve Changes to Annual Budget in Excess of 10%	VP, CS/CFO		
As Required	Approve Issuance of Debt Securities and/or Changes to Existing Loan Facilities	VP, CS/CFO		
As Required	Approve Use of Reserve Funds	VP, CS/CFO		
As Required	Establish Internally Restricted Funds and Criteria for Use + Sign Letter of Request re S. 28 Loan Applications	VP, CS/CFO		
As Required	Approve New Entrepreneurial Activities (MOA required)	VP, CS/CFO		
As Required	Approve Purchase, Sale or Encumbrance of Property	VP, CS/CFO		
As Required	Approval of Contracts >5 years in Duration and/or >\$3 million	VP, CS/CFO		
As Required	Update on Insurance Policy/Indemnification for Information	VP, CS/CFO		
As Required	Receive names of Faculty or Staff Emeritus for Information	VP, PEER		