

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 376th REGULAR MEETING OF THE BOARD OF GOVERNORS**

DATE: November 12, 2003 **PLACE:** Community Room
TIME: 6:20 p.m. **Oshawa Campus**

IN ATTENDANCE:

GOVERNORS: Garry Cubitt, Chair
Joanne Burghardt
JoAnne Horruzey
Denise Jones
Deborah Kinkaid
Gail MacKenzie
Paul McErlean
Patrick McNeil
Mark Moorcroft
Mike Shields (via telephone)
Lorraine Sunstrum-Mann
Gerry Warman

PARTICIPANTS: Peter Bagnall
Joanna Campbell
Christa Colyer
Manon Lemonde
Beth Wilson
Doug Wilson

PRESIDENT: Gary Polonsky

SECRETARY: Cathy Pitcher

**RECORDING
SECRETARY:** Claire Boddart

SENIOR STAFF: Bev Balenko
Michael Finlayson
Margaret Greenley
Ann Mars
Judy Moreton
Gerry Pinkney
Don Sinclair
Terry Slobodian
John Woodward

REGRETS:

GOVERNORS: Karen Hodgins
Phillip (Rocky) Simmons
Karen Tull

PARTICIPANTS: Pierre Hinse

SENIOR STAFF: Ralph Aprile
Richard Levin

CALL TO ORDER

The Chair called the meeting to order at 6:20 p.m.

REGRETS

The Chair noted regrets from Governors Karen Hodgins, Phillip (Rocky) Simmons, Karen Tull, and stated that participant Pierre Hinse will arrive later.

INTRODUCTION OF GUESTS

The Chair acknowledged Jackie Lawrence and Jessica Smith, second year Journalism students; Terry Caputo, Director of Finance, DC; and Craig Loverock, Director of Finance, UOIT.

ADDITIONS/DELETIONS TO THE AGENDA

None was noted.

CONFLICT OF INTEREST DECLARATIONS

None was noted.

APPROVAL OF THE MINUTES

There being no errors or omissions in the minutes of the Regular Board meeting of October 8, 2003, the Chair declared the minutes accepted as presented.

ACTIONS ARISING FROM PREVIOUS MINUTES

None was noted.

DECISION ITEMS

Program Name Change – Mechanical Technician – Industrial Mechanical/Control Program

John Woodward advised that this program was approved last year at this time and due to the mapping process required by the Ministry of Training, Colleges and Universities a submission for the name change was requested at this time. The revised name better reflects and describes the skill set that a Technician would perform in the Industrial Maintenance sector and therefore the following recommendation has been presented for consideration.

Moved by Patrick McNeil

Seconded by Joanne Burghardt

MOTION
#4739

“That the Board of Governors of Durham College of Applied Arts and Technology approve to change the program name of the Mechanical Technician – Industrial Mechanic/Control to Mechanical Technician – Mechanical Maintenance and Control.”

CARRIED

2003-2004 Business Plan

Terry Caputo reported that the Business Plan is to be approved by the Board of Governors and submitted by June 30 of each year. Due to the short timeline between the adoption of the Act in April and the June deadline, the deadline for the initial business plan was extended to September 30. In order to meet this deadline the Business Plan was compiled with the items already approved by the Board. The draft was sent to MTCU with the approved plan to follow. The Business Plan will be integrated with the Strategic Plan.

Moved by Gerry Warman

Seconded by Paul McErlean

MOTION #4740 "That the Board of Governors of Durham College of Applied Arts and Technology approve the 2003-2004 Business Plan, as presented."

CARRIED

**Affirm Decision Item(s) from Joint Boards of Governors' Meeting
Accessibility Plan**

Moved by Peter Bagnall

Seconded by Gail McKenzie

MOTION #4741 "That the Board of Governors of Durham College of Applied Arts and Technology approve the Accessibility Plan 2003, as presented."

CARRIED

ACKNOWLEDGEMENTS AND REPORTS

None was noted.

CONSENT CALENDER

None was noted.

INTERIM FINANCIAL REPORT

Terry Caputo reported that overall we have a surplus of \$1 Million for the seven month period ended October 31, 2003. Terry noted that Corporate Training is starting to pick up.

COMMUNITY INFORMATION – COMMENTS AND QUESTIONS

None was noted.

DISCUSSION ITEMS

2002-03 Annual Report

Kathleen Bain reported that this is a historical document now. Due to the Charter, new standards have been set and the next report will change quite a bit. She stated that 5000 copies had been distributed to corporations, libraries, etc. This version of the Annual Report is also available on the website. Currently the Annual report is from September 2002 to August 2003, but the Charter driven format now follows the fiscal year calendar.

Garry Cubitt stated that this was a great annual report that offered key information at a glance.

REPORT OF THE PRESIDENT

Whitby ISO

John Woodward advised that Whitby has been ISO registered for two (2) years. Whitby received its third audit three weeks ago and there were no major discrepancies. John was pleased to announce they had passed with flying colours.

Strategic Plan Update

Bev Balenko reported on rolling out the Strategic Plan and thanked the Board for participating in the “Open Space Technology” forum. As part of the new Charter legislation, the College is required to submit its Strategic Plan by the end of December. The Ministry has advised this can be the current plan to be followed up by the new plan. The Board agreed to review the draft Strategic Plan at its January meeting.

Beth Wilson suggested that a copy of this document be sent to the Board in advance of the January meeting.

Action: Bev to distribute the draft Strategic Plan to the Governors by the end of December.

McGuinty Government Rewards Excellence in Job Training

Bev Balenko was pleased to announce our Job Connect Program was awarded two silver medals. Durham College is one of only six CAATs to earn a silver award, and the only one to win it twice.

Garry added that this is extremely note worthy. This is a difficult field in serving both sides well. Congratulations to Jeanette Barrett and her colleagues.

Moved by Mark Moorcroft

Seconded by JoAnne Horruzey

MOTION
#4742

“That a letter is sent to the Jeanette Barrett and her team on behalf of the Board of Governors of Durham College of Applied Arts and Technology congratulating them on their success.

CARRIED

Action: The Board to send a congratulatory letter to Jeanette Barrett and her team.

INFORMATION ITEMS

The Chair noted the various items of information attached to the agenda.

TERMINATION OF MEETING

There being no further business the meeting was terminated at 6:40 p.m.

Garry Cubitt, Chair

Gary Polonsky, President