

CALL TO ORDER

The Chair called the meeting to order at 6:05 p.m.

REGRETS

The Chair noted regrets from Governors Paul McErlean, Mike Shields, Phillip (Rocky) Simmons and Karen Tull, and participant Beth Wilson.

INTRODUCTION OF GUESTS

The Chair acknowledged the following guests: Judy Spring, Dean, School of Integrated Studies; Tony Jones, Professor, Entertainment Administration; Joanne Robertson, Program Coordinator, Entertainment Administration; Blake Fitzpatrick, Dean, Schools of Design and Communication Arts; Terry Caputo, Director, Finance (DC); and Craig Loverock, Director, Finance (UOIT).

ADDITIONS/DELETIONS TO THE AGENDA

There were no changes made to the agenda.

CONFLICT OF INTEREST DECLARATIONS

Governors Karen Hodgins, Joanne Horruzey, Debbie Kinkaid, and Gary Polonsky declared a conflict of interest with respect to Item 8.4, Access to Part-Time Courses at a Reduced Rate Policy Revision.

APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions in the minutes of the Regular Board meeting of March 10, 2004, the Chair declared the minutes accepted as presented.

DECISION ITEMS

Entertainment Administration Program Modification

Judy Moreton, Judy Spring, Tony Jones and Joanne Robertson were present to support the proposed modification of this two-year program to a three-year program.

Moved by Gerry Warman

Seconded by Gail MacKenzie

MOTION #4775 “That the Board of Governors of Durham College of Applied Arts and Technology approve the modification of the Entertainment Administration Program to a 3-Year Program, as presented.”

CARRIED

Joanne Robertson, Tony Jones and Judy Spring left the meeting at 6:10 p.m.

Patrick McNeil arrived at this time.

Advertising Program Modification and Journalism Program Modification

Judy Moreton and Blake Fitzpatrick addressed these two programs together, as they fall under the same School. It is proposed to modify both programs from two-year programs to three-year programs – comparable to what is being offered at other colleges - to better prepare the students through in-class training and by extending the field placement component. In response to a question, it was noted that

increased costs are for staffing, to be offset by increased revenues. Discussions are ongoing, including with UOIT, about possible articulation to a Communications degree.

Moved by Joanne Burghardt Seconded by Karen Hodgins

MOTION That the Board of Governors of Durham College of Applied Arts and Technology approve
#4776 the modification of the Advertising Program to a 3-Year Program, as presented.”

CARRIED

Moved by Joanne Burghardt Seconded by Karen Hodgins

MOTION “That the Board of Governors of Durham College of Applied Arts and Technology approve
#4777 the modification of the Journalism Program to a 3-Year Program, as presented.”

CARRIED

Blake Fitzpatrick left the meeting at 6:17 p.m.

Access to Part-Time Courses at a Reduced Rate – Policy Revision

Judy Moreton noted that this revision is in response to the new Support Staff Collective Agreement, which requires colleges to offer its support staff access to part-time courses at a cost of \$20. There is no significant financial impact to the College, as very few colleagues take advantage of the offer. Judy agreed to a suggestion that the preamble of the policy include reference to retention.

Moved by Gail MacKenzie Seconded by Joanne Burghardt

MOTION “That the Board of Governors of Durham College of Applied Arts and Technology approve
#4778 the revised Access to Part-Time Courses at a Reduced Rate Policy, as amended.”

CARRIED

Report of the Audit and Finance Committee Meeting held April 5, 2004

Denise Jones reported that Beth Wilson, Sheldon Levy, Craig Loverock, Terry Caputo and herself have formed a Task Force to bring a recommendation to the Board re: a revised financial reporting structure.

Sheldon Levy and Terry Caputo reviewed the Durham College financial situation and presented the proposed budget for 2004/05. While the budget shows a modest deficit of \$300,000, there are planned strategies to bring this to a balanced budget before year end. Terry provided some highlights of the proposed budget. The annual cost of debt is approximately \$5.35M, although some areas of debt have a revenue source associated with them (e.g. Residences). Durham College’s cost of shared services is still being negotiated and finalized. Enrolment is a budget risk as applications are currently below budgeted targets, although enrolment is expected to increase significantly. In response to the feedback from the Audit and Finance Committee, parking fees will be discounted 10% for those who pay before a certain deadline. PIC continues to be a cash management risk, by nature of its business and its recent restructuring; it is predicted to profit about \$6.6M this year, \$5.5M of which is already committed to the Bond and dividend, leaving about \$1.1M that it may commit to the fundraising campaign.

It was noted that we are not required to report the budgeted deficit to the Government, as we anticipate a balanced budget by year end, and it is not a cumulative deficit. The contingency will be managed at the discretion of Sheldon Levy (\$250,000), and Gary Polonsky (\$300,000).

Moved by Denise Jones

Seconded by Patrick McNeil

MOTION #4779 “That the 2004-2005 Durham College Budget as prepared by Administration and indicating revenues of \$85,595,161, expenditures of \$85,522,035. and a cash-based deficit of \$372,874 following the payment of \$3.5M to UOIT, with the understanding that the budget will be balanced by the fiscal year end.”

CARRIED

Student Governor Acclamation for 2004/05 Term

Cathy Pitcher announced that Aaron Keating has been acclaimed. She described the various promotion strategies in place to attract candidates. Judy Moreton noted that it's becoming more difficult to recruit students because of their busy lives and the fact that this is not a paid position.

Moved by Joanne Burghardt

Seconded by Denise Jones

MOTION #4780 “That the Board of Governors of Durham College of Applied Arts and Technology endorse Aaron Keating's appointment to the Board of Governors as the acclaimed Student internal representative for a one-year term beginning September 1, 2004.”

CARRIED

INTERIM FINANCIAL REPORT

Terry Caputo reported on the statement for the twelve months ended March 31, 2004, noting that it is a year-end forecast. While PIC is still noted on the statement, it is expected that this will be changed when the Task Force, as referenced earlier in the meeting, makes its recommendations.

COMMUNITY INFORMATION – COMMENTS AND QUESTIONS

Athletic Banquet

Don Sinclair described the Athletic Banquet, held April 2, 2004, at which an outstanding athletic year at Durham College was celebrated.

DISCUSSION ITEMS

Key Performance Indicators (KPI's)

Bev Balenko provided an overview of the KPI results. While Durham College still ranks #1 in the GTA in certain categories, and #1 overall by the ordinal system, our overall results have declined, even though the differences between rankings are almost insignificant. KPI results will be used as a tool for continuous improvement, and Bev described a plan by which program and service Report Cards will be used by each department to monitor results and develop action plans. It was acknowledged that the ongoing state of campus construction and dynamic tensions re UOIT will likely continue to affect the results for the coming year as well.

REPORT OF THE CHAIR

Upcoming Events

The Chair noted an upcoming event: the Durham College Foundation Board of Directors' Meeting on April 20.

TERMINATION OF MEETING

The meeting was terminated at 7:07 p.m.

Garry Cubitt, Chair

Gary Polonsky, President