

# MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## **BOARD OF GOVERNORS 28<sup>TH</sup> ANNUAL GENERAL MEETING**

**STAFF LOUNGE, C110, FENNEL CAMPUS**

**WEDNESDAY, JUNE 9, 2010**

### **MINUTES**

The Mohawk College of Applied Arts and Technology Board of Governors' Annual General Meeting was called to order at 2:15 p.m.

**1. Minutes of the 27<sup>th</sup> Annual General Meeting**

It was moved by Shannon Gould and seconded by Kamau Bernard that it be resolved by the Board of Governors that the minutes of the Mohawk College Board of Governors 27th Annual General Meeting of June 10, 2009 be approved. Carried. **(MOTION 28.AGM.1)**

**2. All Acts, Proceedings, Contracts, ByLaws, Appointments, Elections and Payments**

It was moved by Kamau Bernard and seconded Shannon Gould that it be resolved by the Board of Governors that all the acts, proceedings, contracts, bylaws, appointments, elections and payments, enacted, made, done and taken by the Board of Governors and Officers of the Mohawk College of Applied Arts and Technology since the last annual meeting, as recorded in the minutes of the College, be approved and ratified. Carried. **(MOTION 28.AGM.2)**

**3. Audited Financial Statements for 2008/2009**

It was moved by Pat McKay and seconded by Kamau Bernard that it be resolved by the Board of Governors that the audited financial statements of Mohawk College for 2009/2010 be received as presented and that the Chair of the Finance & Infrastructure Committee and the Chair of the Audit Committee be authorized to sign the statements on behalf of the Board. Carried. **(MOTION 28.AGM.3)**

**4. Appointment of Auditor**

It was moved by Nancy Fram and seconded by Pat McKay that it be resolved by the Board of Governors that the appointment of the company of BDO Dunwoody LLP as auditors of the Mohawk College of Applied Arts and Technology be confirmed for the next financial year, 2010/2011, at a fee acceptable to the Audit Committee. Carried. **(MOTION 28.AGM.4)**

**5. Board Officers 2010/2011**

It was moved by Heide Bell and seconded by Carmen Fortino that it be resolved by the Board of Governors that the Board of Governors' Officers for the term September 1, 2010 to August 31, 2011 be:

Board Chair            Pat McKay  
Board Vice Chair    John Marinucci AMENDMENT

Carried. **(MOTION 28.AGM.5)**

**6. Board Policy A03 – Program Quality for Programs of Instruction**

It was moved by Kevin Davis and seconded by Don Wilford that it be resolved that, as per Board Policy A03 (Program Quality for Programs of Instruction), the Board of Governors has received a written report on the annual review of program reviews completed during the year (see memo attached). Carried. **(MOTION 28.AGM.6)**

**7. Board Policy D01 – General Executive Constraint**

It was moved by Kevin Davis and seconded by Pat McKay that it be resolved that, as per Board Policy D01 (General Executive Constraint), the Board of Governors has received a written report from the President verifying that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics (see memo attached). Carried. **(MOTION 28.AGM.7)**

**8. Board Policy D02 – Student, Staff, Client and Visitor Treatment**

It was moved by Nancy Fram and seconded by Carmen Fortino that it be resolved that, as per Board Policy D02 (Student, Staff, Client and Visitor Treatment), the Board of Governors has received a written report from the President verifying that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics (see memo attached). Carried. **(MOTION 28.AGM.8)**

**9. Board Policy D03 – Program Quality**

It was moved by Kamau Bernard and seconded by Shannon Gould that it be resolved that, as per Board Policy D03 (Program Quality), the Board of Governors has received a written report from the President that demonstrates compliance with program quality requirements (see memo attached). Carried. **(MOTION 28.AGM.9)**

**10. Board Policy D04 – Program Advisory Committee**

It was moved by Pat McKay and seconded by Shannon Gould that it be resolved that, as per Board Policy D04 (Program Advisory Committees), the Board of Governors has received a written report from the President verifying compliance with Board Policy D04 which states:

The President shall not:

1. Fail to comply with requirements outlined in Appendix 3 of By-law No. 1 and the Minister's Binding Policy Directive – Framework for Programs of Instruction.
2. Permit College Advisory Committees to have administrative or executive functions, and therefore shall not include the evaluation of College personnel in their function.
3. Fail to ensure that Program Advisory Committees are appointed in accordance with Appendix 3 of By-law No. 1, in compliance with requirements regarding composition, mandate and terms of reference.
4. Fail to ensure that Program Advisory Committees are involved in the development of new programs of instruction and the program review process.

(see memo attached) Carried. **(MOTION 28.AGM.10)**

**11. Board Policy D05 – Financial Matters**

It was moved by Nancy Fram and seconded by John Marinucci and that it be resolved that, as per Board Policy D05 (Financial Matters), the Board of Governors has received a written report from the President and the Director, Financial Services, verifying that no financial practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics has been caused or knowingly permitted (see memo attached). Carried. **(MOTION 28.AGM.11)**

**12. Board Policy D06 – Asset Protection**

It was moved by Pat McKay and seconded by Kamau Bernard that it be resolved that, as per Board Policy D06 (Asset Protection), the Board of Governors has received a written report from the President and the Director, Financial Services, verifying that no practice, activity, decision or organizational circumstance related to the protection of College assets that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics has been caused or knowingly permitted (see memo attached). Carried. **(MOTION 28.AGM.12)**

**13. Board Policy D08 – Entrepreneurial Activities & Subsidiaries**

It was moved by Shannon Gould and seconded by John Marinucci that it be resolved that, as per Board Policy D08 (Entrepreneurial Activities & Subsidiaries), the Board of Governors has received a written report from the President verifying that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance related to Entrepreneurial Activities and Subsidiaries that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics (see memo attached). Carried. **(MOTION 28.AGM.13)**

**14. Board Policy D09 – Partnerships, Sponsorships, Strategic Alliances and Philanthropic Gifts**

It was moved by Sharon Gould and seconded by Kamau Bernard that it be resolved that, as per Board Policy D09 (Partnerships, Sponsorships, Strategic Alliances and Philanthropic Gifts), the Board of Governors has received a written report from the President verifying that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance related to Partnerships, Sponsorship and Strategic Alliances and Charitable Giving that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics (see memo attached). Carried. **(MOTION 28.AGM.14)**

**15. Adjournment**

It was moved by Don Wilford and seconded by Nancy Fram that the Board of Governors adjourn the Mohawk College Board of Governors' Annual General Meeting at 2:29 p.m. Carried. **(28.AGM.15)**

# MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

**BOARD OF GOVERNORS' 28<sup>TH</sup> ANNUAL GENERAL MEETING**  
**ROOM C110, FENNELL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, June 9, 2010**

**ATTENDANCE**

**Board of Governors**

**Ty Shattuck, Chair**

**Heide Bell**

**Kamau Bernard**

**Kevin Davis**

**Carmen Fortino**

**Nancy Fram**

**Sam Maga**

**John Marinucci**

**Pat McKay**

**Elaine Sinha**

**Don Wilford**

**Rob MacIsaac, President**

**Absent**

**Janice Locke**

**Brian Mullan**

**Senior Management Team**

**Maureen Adamson, Vice President, Corporate Services**

**Fran Agnew, Director, Strategic Planning & Community Liaison**

**Cheryl Jensen, Vice President, Academic**

**Rosemary Knechtel, Vice President, Student Services**

**Maureen Monaghan, Executive Assistant to the President**

**Ted Scott, Chief Innovation Officer**

**Trisha K. Simon, Executive Assistant to the Board of Governors (Recording Secretary)**

**Guests**

**David Graham, Chief Financial Officer**

**Karen Moore**

# MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MEMORANDUM

**TO:** Ty Shattuck  
Chair, Board of Governors

**FROM:** Rob MacIsaac  
President

**DATE:** June 2010

**RE:** Compliance with Board Policies

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As part of the monitoring process as outlined in Board Policies A03, D01, D02, D03, D04, D08 and D09, I am verifying, in writing, that Mohawk College is in compliance with the policies.

### **Board Policies A03 – Program Quality and Programs of Instruction and D03 – Program Quality**

The President verifies to the Board that, in order to meet the requirements of Board Policies A03 (Program Quality and Programs of Instruction) and D03 (Program Quality) both referring to program reviews, as was reported to the Board, the College has implemented a process to align and to meet our program review process to the new College Charter for Colleges (OCAAT Act 2002).

### **Board Policy D01 – General Executive Constraint**

The President verifies to the Board of Governors that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

### **Board Policy D02 – Student, Staff, Client and Visitor Treatment**

The President verifies to the Board of Governors that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

### **Board Policy D04 – Program Advisory Committees**

The President verifies to the Board of Governors compliance with this policy.

**Board Policy D08 – Entrepreneurial Activities & Subsidiaries**

The President verifies to the Board of Governors that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance related to Entrepreneurial Activities and Subsidiaries that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

**Board Policy D09 – Partnerships, Sponsorships, Strategic Alliances and Philanthropic Gifts**

The President verifies to the Board of Governors that he has neither caused nor knowingly permitted any practice, activity, decision or organizational circumstance related to Partnerships, Sponsorship and Strategic Alliances and Charitable Giving that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

This report is respectfully submitted to the Board of Governors for their approval at the June 9, 2010 Annual General Meeting.

Rob Maclsaac  
President

# MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MEMORANDUM

**TO:** Ty Shattuck  
Chair, Board of Governors

**FROM:** Rob MacIsaac, President  
Maureen Adamson, Vice President, Corporate Services

**DATE:** June 2010

**RE:** Compliance with Board Policies

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As part of the monitoring process as outlined in Board Policies D05 and D06, we are verifying, in writing, that Mohawk College is in compliance with the policies.

### **Board Policy D05 – Financial Matters**

The President and the Director, Financial Services verify to the Board of Governors that no financial practice, activity, decision or organizational circumstance that is unlawful, imprudent or in violation of commonly accepted business and professional ethics has been caused or knowingly permitted.

### **Board Policy D06 – Asset Protection**

The President and the Director, Financial Services verify to the Board of Governors that no practice, activity, decision or organizational circumstance related to the protection of College assets that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics has been caused or knowingly permitted.

This report is respectfully submitted to the Board of Governors for their approval at the June 9, 2010 Annual General Meeting.

Rob MacIsaac  
President

Maureen Adamson  
Vice President, Corporate Services