

**BOARD OF GOVERNORS' MEETING**

(387<sup>th</sup> Meeting)

**STAFF LOUNGE, ROOM C110, FENNEL CAMPUS, MOHAWK COLLEGE**

**Wednesday, January 10, 2007**

**OPEN PORTION MINUTES**

<b><u>OPEN PORTION MINUTES</u></b>	
<b>1.</b>	<b>CALL TO ORDER</b> The Mohawk College Board of Governors' Open Portion meeting was called to order at 6:03 p.m.
<b>2.</b>	<b>INTRODUCTION OF NEW GUESTS</b> There were no new guests in attendance.
<b>3.</b>	<b>ADDITIONS/DELETIONS TO THE AGENDA</b> There were no additions to or deletions from the agenda.
<b>4.</b>	<b>CONFLICT OF INTEREST DECLARATIONS</b> The Chair asked that any Governors wishing to declare a conflict of interest with respect to any item on the meeting agenda do so at this time. No conflicts were declared.
<b>5.</b>	<b>APPROVAL OF THE PREVIOUS MINUTES</b>
<b>5.1</b>	<b>Minutes of the 386<sup>th</sup> Open Portion Board Meeting (December 13, 2006)</b> It was moved by Allan Greve and seconded by Brendan Ryan that the Board of Governors approve the minutes of the 386 <sup>th</sup> Open Portion Board meeting of December 13, 2006. Carried. (MOTION 387.O.5.1)
<b>5.2</b>	<b>Minutes of Electronic Board Vote, December 20, 2006</b>

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It was moved by Pat MacDonald and seconded by Arun Jacob that the Board of Governors approve the minutes of the electronic Board vote of December 20, 2006. Carried. (**MOTION 387.O.5.2**)

- 5.3 **Board Action Items/Follow-Up:**  
**Future agenda item:**
- Amendments to Board By-Law No.1 (Tabled at Sept. 13/06 Board meeting, referred to Governance Committee and then the Policy Committee)

### **6. BOARD COMMITTEE REPORTS**

- 6.1 **Policy Committee, December 12, 2006**  
The minutes of the December 12, 2006 Policy Committee meeting were provided for information.

### **7. STRATEGIC/DECISION ITEMS**

- 7.1 **Policy B04 – The Role of Board Officers**
- 7.2 **Policy B06 – Recruitment and Orientation of New Governors**
- 7.3 **Policy B07 – Governors’ Code of Conduct**
- 7.4 **Policy B08 – Conflict of Interest**
- 7.5 **Policy B10 – Committees**
- 7.6 **Policy C01 – Delegation to the President**
- 7.7 **Policy D06 – Asset Protection**
- 7.8 **Policy D08 – Entrepreneurial Activities & Subsidiaries**
- 7.9 **Board By-Law No. 2 – Deposit of Securities for Safekeeping and Borrowing by the College**

It was determined that one motion would cover the above 9 policy and by-law revisions.

Allan Greve, Chair of the Policy Committee, thanked the members of the Committee for their work in reviewing the above policies and by-law. The Committee members are: Chair Allan Greve, Gary Beveridge, Brenda Davis, Rick Knowles, Sharon Lax, Pat MacDonald and MaryLynn

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West-Moynes. Cheryl Wrixon assisted the Committee as the writer of the policy and by-law revisions.

It was moved by Allan Greve and seconded by Sharon Lax that the following revised policies and by-law be approved with the noted changes. Policies B06 and B10 were referred back to the Policy Committee for further revisions. The “Effective”, “Reference (Motion)” and “Policy Review Date” to be completed on all Board policies.

7.1 Policy B04 – The Role of the Board Officers – Approved with a correction to the spelling of the word “counselling” in the last statement.

7.2 Policy B06 – Recruitment and Orientation of New Governors – This policy was referred back to the Policy Committee. Under “Policy Statements”, item 1, “...is responsible for advising the Governance Committee...” – It was noted that advising implies that the Governance Committee has the authority to overturn the recommendations of the Nominating Committee before they are brought to the full Board for approval. This is different than the responsibilities statements for the Nominating Committee as outlined in Policy B10. The Policy Committee was directed to review Policy B06 and Policy B10 to determine the correct interpretation of the Nominating Committee’s responsibilities as they relate to the Governance Committee and the full Board and ensure that the meaning is the same in both policies.

7.3 Policy B07 – Governors’ Code of Conduct - Approved with a change to item 2 under the “Policy Statements” to read “As representatives of the citizens of Ontario, Governors must avoid conflict of interest with respect to their fiduciary responsibility.”

7.4 Policy B08 – Conflict of Interest – Approved.

7.5 Policy B10 – Committees - This policy was referred back to the Policy Committee. In the “Background” section, change “procedure” to “procedures”. As noted in 7.2, the Policy Committee was directed to review Policy B06 and Policy B10 to determine the correct interpretation of the Nominating Committee’s responsibilities as they relate to the Governance Committee and the full Board and ensure that the meaning is the same in both policies.

7.6 Policy C01 – Delegation to the President – Approved.

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7.7 Policy D06 – Asset Protection – Approved.

7.8 Policy D08 – Entrepreneurial Activities & Subsidiaries – Approved.

7.9 Board By-Law No. 2 – Deposit of Securities for Safekeeping and Borrowing by the College – Approved.

Carried. (MOTION 387.O.7)

**8. STRATEGIC/DISCUSSION ITEMS**

There were no strategic/discussion items discussed at the meeting.

**9. PERFORMANCE REPORTS**

**9.1 Health & Safety – Accident/Injury Report**

The Accident/Injury Report was provided for information.

In answer to a question about the reason for more accidents during some months of the year, Joanne Echlin explained that the increases usually relate to the activity level at the College and the number of students at the College during these times.

**9.2 Staffing Report**

The Staffing Report was provided for information.

**9.3 Finance – Cumulative Revenue & Expenditure Report**

The Cumulative Revenue & Expenditure Report was provided for information.

It was noted that the trend in revenue being ahead of expenses continues in this report and it will likely change next month due to the revenues from tuition and the flow of government funding.

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### **10. PRESIDENT'S REPORT**

#### **10.1 Meeting with Mayor Eisenberger**

The President reported that she had a positive meeting with the new Mayor of Hamilton, Fred Eisenberger, who is a former Mohawk College student. The President has also scheduled a meeting with the new Mayor of Burlington and will continue to build on the relationship with Mayor Hancock of Brantford.

#### **10.2 United Way Report**

The President explained that two years ago Carolyn Gray, Vice President, Lifelong Learning & Brantford, took on the responsibility of providing senior leadership to the College's United Way Committee.

Carolyn Gray reported that the College's United Way Campaign has exceeded their goal of \$45,000 by collecting \$52,849.75 and donations are still being received. She thanked Fred Deys, who served as the United Way Loaned Executive this year, for his efforts in increasing the staff participation in the campaign.

#### **10.3 Enrolment Update**

Catherine Drea provided an update on the Winter enrolment. Mohawk College formally counts the number of registered students on March 1, 2007\*. Enrolment is tracked at the start of classes and each day forward until Day 10. This year, classes began on Thursday, January 4, 2007.

The following is an early snapshot of winter enrolment. It is anticipated that student numbers will increase well into the third week of January based on last year's experience.\*\*

## OPEN PORTION MINUTES

### **Winter Postsecondary Enrolment Data – Five Year Comparison:**

<b>Year</b>	<b>January Enrolment</b>	<b>Percentage increase over previous year</b>
<b>2006-2007 Jan 2007</b>	8,775 projected at audit date*  <b>Actual January 10 – 8,525 (up 4.7% over same date last year) (-250 from target)**</b>	5.0% projected
<b>2005-2006 Jan 2006</b>	8,354 (audit date)  Actual January 11, 2006 – 8,146	4.82% final
<b>2004-2005 Jan 2005</b>	7,970 (audit date)	1.58% final
<b>2003-2004 Jan 2004</b>	7,846 (audit date)	-0.86% final
<b>2002-2003 Jan 2003</b>	7,914 (audit date)	Not available

\*March 1<sup>st</sup> is enrolment count date. June 1<sup>st</sup> is audit date for previous academic year.

\*\*Between January 10, 2006 and January 20, 2006, registered an additional 358 students.

## OPEN PORTION MINUTES

### Enrolment Chart for 2006-2007:

Semester	Target	Preliminary Audit	Difference 2005-2006
Spring/ Summer 2006	968	1,036 (+68 students) (7%)	- 38.9%*
Fall 2006	9,311	9,160 (-151 students) (-1.6%)	2.4%
Winter 2007	8,775	Mar. 1	TBD
<b>Total</b>	<b>19,054</b>	<b>June 30</b>	<b>0.3%</b>

\*The planned decrease in spring/summer and increase in fall/winter is largely due to change of Co-Op Model based on feedback from employers and students and the shift to the two semester teaching model.

The winter enrolment count will be presented to the Board of Governors at the March Board meeting.

### 11. **BOARD CHAIR'S REPORT**

The Chair mentioned that Mohawk College was mentioned on a recent edition of the "Rick Mercer Report".

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The Chair advised the Board that past Board member, Frank DeNardis, recently passed away.

### **12. INFORMATION**

Items 12.1, 12.2 and 12.3 were provided for information.

#### **12.1 Student Reports (MSA/SAC/MCACES/Alumni)**

#### **12.2 Aboriginal Education Council, Sept. 18/06**

#### **12.3 Media Reports**

### **13. UPCOMING MEETINGS**

- 2007 ACAATO Conference, February 18 & 19, 2007, Toronto

#### **NEXT MEETING**

**Wednesday, February 14, 2007**

**6:00 p.m. Open Portion**

**C110, Staff Lounge, Fennell Campus, Mohawk College**

### **14. ADJOURNMENT/MOTION TO GO IN CAMERA**

It was moved by Bryan Adamczyk and seconded by Arun Jacob that the Board of Governors' Open Portion meeting adjourn at 6:44 p.m. and the in camera portion of the meeting will convene after a short break. Carried. **(MOTION 387.O.14)**

# MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

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### **ATTENDANCE - OPEN PORTION**

#### **Board of Governors**

**Gary Beveridge, Chair**

**Allan Greve, Vice Chair**

**Bryan Adamczyk**

**Paven Bratch**

**Brenda Davis**

**Arun Jacob**

**Bronko Jazvac**

**Rick Knowles**

**Sharon Lax**

**Pat MacDonald**

**Pat McKay**

**Colin Osborne**

**Brendan Ryan**

**Ty Shattuck**

**Cindy Swanson**

**MaryLynn West-Moynes, President**

#### **Absent**

**Trent Jarvis**

**Carolyn Johnson**

**Brian Mullan**

#### **Vice-Presidents/Executive Deans/Directors**

**Lynn Chalmers, Executive Assistant to the Board of Governors (Recording Secretary)**

**Peter Dietsche, Vice President, Research & Institutional Quality**

**Catherine Drea, Vice President, Students, Access and Success**

**Joanne Echlin, Vice President, HR - Staff Services**

**Carolyn Gray, Vice President, Lifelong Learning & Brantford**

**Ronald Holgerson, Vice President, Marketing, Communications, Alumni & Development**

**Cheryl Jensen, Vice President, Technology, Apprenticeship & Corporate Training**

**Rick Kawai, Chief Information Officer**

**Rosemary Knechtel, Vice President, Academic**  
**Debbie Logel Butler, Executive Director, Development & Alumni Relations**  
**Maureen Monaghan, Executive Assistant to the President**  
**Dale Schenk, Vice President, Finance and Administration**

**Observers**

**Anthony D'Alessandro, Chair, Mohawk College Council**  
**Fred Deys, Faculty (President, Local 240)**  
**Anna Gris, Faculty (Chief Steward, Local 240/Professor, Language Studies)**  
**John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)**  
**Karen Logan, President, Mohawk College Association for Continuing Education Students**  
**Kathy Maxwell, Support Staff (President, Local 241)**  
**Matthew Schnarr, Student (President, Students' Athletics Committee)**

**Guests**

**Renzo Castellani**  
**Suzanne Clancy**