

**BOARD OF GOVERNORS' MEETING**

(383<sup>rd</sup> Meeting)

**i131, IT CENTRE, FENNEL CAMPUS**

**Wednesday, September 13, 2006**

**OPEN PORTION**

<b>1.</b>	<b>CALL TO ORDER</b> The Mohawk College Board of Governors' Open Portion meeting was called to order at 6:02 p.m.
<b>2.</b>	<b>INTRODUCTION OF NEW GUESTS</b> The Chair welcomed new Governors Paven Bratch, Arun Jacob, Rick Knowles and Ty Shattuck to their first Board meeting. Ronald Holgerson introduced Barry Hemmerling, newly appointed Associate Vice President, Strategic Enrolment Management.
<b>3.</b>	<b>ADDITIONS/DELETIONS TO THE AGENDA</b> No items were added to or deleted from the agenda.
<b>4.</b>	<b>CONFLICT OF INTEREST DECLARATIONS</b> The Chair referred to the following documents which the Governors received: <ul style="list-style-type: none"><li>• Policy B07 - Governors' Code of Conduct, which contains attachment A – Code of Ethical Conduct and Governors' Agreement.</li><li>• Policy B08 – Conflict of Interest</li><li>• Ministry of Training, Colleges &amp; Universities Binding Policy Directive – Conflict of Interest</li></ul>

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The Chair advised Governors to discuss any potential conflicts of interest with himself or the Board Vice Chair. The Chair reminded Governors to sign the Code of Ethical Conduct and Governors' Agreement and return it to the recording secretary.

Rick Knowles asked for clarification on the following items:

Policy B07 – meaning of “ownership” in statement #1 – Answer: “Ownership” could be interpreted as meaning “the College”.

Policy B07 – under “Background”, “B07” should be “B08”. This will be corrected in the Policy binder.

Policy B07, Attachment A – meaning of 2<sup>nd</sup> bullet. – Answer: If you believe that a Governor is in a conflict of interest situation, you are encouraged to assist him/her to declare the conflict.

The Chair asked that any Governor wishing to declare a conflict of interest with respect to any item on the current meeting agenda do so at this time. No conflicts were declared.

**5. APPROVAL OF THE PREVIOUS MINUTES**

**5.1 Minutes of the 382<sup>nd</sup> Open Portion Board Meeting (June 14, 2006)**

It was moved by Cindy Swanson and seconded by Pat MacDonald that the Board of Governors approve the minutes of the 382<sup>nd</sup> Open Portion Board meeting of June 14, 2006. Carried. **(MOTION 383.O.5.1)**

**Board Action Items/Follow-Up:**

**This agenda:**

- Amendments to Board By-Law No.1 (Referred to Governance Committee)
- Revised Staffing Report (Item #9.2)

**Future agenda item:**

- KPI Analysis Report (Fall 2006)

In answer to Pat McKay's question about when this report would be received by the Board, the President stated that Peter Dietsche is the lead on this matter and the report is on track for coming to the Board at either the October or November 2006 meeting. The President stated that following a process similar to the one used last year, the KPI data was distributed to the program and service areas for review and reporting back showing the year over year progress and key priorities/actions for the upcoming year.

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<b>6.</b>	<b>BOARD COMMITTEE REPORTS</b> No report.
<b>7.</b>	<b>STRATEGIC/DECISION ITEMS</b>
<b>7.1</b>	<b>Board Statutory Liability – June 30, 2006 Fiscal Quarter End Report</b> It was moved by Brian Mullan and seconded by Allan Greve that the Board of Governors accept the Board Statutory Liability Report as of fiscal quarter end date June 30, 2006. Carried. <b>(MOTION 383.O.7.1)</b>
<b>8.</b>	<b>STRATEGIC/DISCUSSION ITEMS</b>
<b>8.1</b>	<b>Board Policy Review Schedule</b> The Board policies will be reviewed, as outlined in the chart provided, by the appropriate Board Committee (Governance, Nominating, Audit, Finance, Program Development & Renewal). The review of the policies will be completed on a three-year cycle. The committees, at their first meeting, will determine the review schedule. After review by the committees, the Board policies will come to the full Board for final review and approval.
<b>8.2</b>	<b>Multi-Year Accountability Agreement (MYAA)</b> The President provided the Board with a presentation on the current status of the MYAA development process to date.  The President stated that the Multi-Year Accountability Agreement is being aligned with the Board approved Business Plan under the headings of Access, Quality and Accountability and following the five principles: <ul style="list-style-type: none"><li>• Meet Vision &amp; Mission of Mohawk College.</li><li>• Meet Ontario government requirements and successfully negotiate MYAA (more than one iteration anticipated).</li><li>• Improve access, quality and accountability.</li><li>• Balance new resources with realistic performance targets.</li><li>• Achieve improvements and “live within our means”.</li></ul>

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The deadline for submission of the MYAA is September 29, 2006. It is the government's intention that the MYAAs become public documents. Next year, the development process for the MYAAs will be built into our three-year Business Plan process.

In answer to Arun Jacob's question, the MYAA does not contain a metric of student success. The President explained that the best tool for measuring student success is data (e.g. KPIs, Pan Canada Survey, etc.).

In answer to Rick Knowles' question, the President stated that the Board Chair and the President are required to sign the MYAA. Rick Knowles stated that in view of the Board's accountability for the MYAA he would like the Board to be given several opportunities to view and comment on the MYAA before it is finalized.

The Chair stated that he and Allan Greve attended a Board Chairs and Vice Chairs Workshop in August at which the MYAAs were discussed and that the recommended strategy to develop Mohawk's MYAA was in line with the discussion at ACAATO. Minister Bentley attended the workshop and spoke about the MYAAs.

Ty Shattuck asked a question about maximum funding opportunities for Mohawk and the possibility of negotiating with the Minister or through the Association to gain additional funds.

The President stated that the government has advised us of our grants. To date there is no indication that additional funds are available. It is hoped that advocacy will change that as well as prompt the government to provide Capital Funding for 2006/2007. She also stated that the development process for the MYAAs will be a dynamic/iterative process and we should anticipate that the government might come back with requests for changes and/or more information, as they did last year with the Interim Accountability Agreements.

It was moved by Brian Mullan and seconded by Brenda Davis that the Board of Governors authorizes the President

- to complete a Multi-Year Action Plan consistent with Mohawk's approved Budget and Business Plan, and
- to negotiate a Multi-Year Accountability Agreement with the Ministry of Training, Colleges and Universities that projects conservative growth and meets access, quality and accountability objectives that are realistic, and
- to provide the Board with a copy of the Multi-Year Action Plan for their input prior to submission to the Ministry.

Carried. **(MOTION 383.O.8.2)**

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<b>9.</b>	<b>PERFORMANCE REPORTS</b>
<b>9.1</b>	<p><b>Health &amp; Safety – Accident/Injury Report</b> The Accident/Injury Report was presented for information.</p> <p>Several Governors stated that they did not find the new format of the Accident/Injury Report easy to read and suggested returning to the previous report format.</p>
<b>9.2</b>	<p><b>Staffing Report</b> The Staffing Report was presented for information.</p> <p>Several Governors stated that they did not find the new format of the Staffing Report easy to read and suggested returning to the previous report format.</p> <p>In answer to Rick Knowles’ question as to why the report was entitled “Staffing Position Trends”, the President stated that this is not a year over year trended report and the title will be changed.</p>
<b>9.3</b>	<p><b>Finance – Cumulative Revenue &amp; Expenditure Report</b> The Cumulative Revenue &amp; Expenditure Report was presented for information. The red “approved budget” line will be changed to a black line.</p> <p>In answer to Rick Knowles’ question about the difference of \$1.5 million in revenue versus expenditure from last year to this fiscal year, Dale Schenk stated that the data can only reflect cash flow for the current year and comparison to last year is not valid due to expense and revenue timing differences. He also stated that projections for the balance of the year are invalid as the information provided does not have details of what was spent or received to date.</p> <p>The Chair stated that the Finance Committee will be discussing this matter in more detail.</p>

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<b>9.4</b>	<b>KPI</b> No report.
<b>10.</b>	<b>PRESIDENT'S REPORT</b>
<b>10.1</b>	<p><b>President's Report</b> The President introduced a new "President's Report" as a means of keeping the Board informed of activity/outcomes, which have transpired since the last Board meeting.</p> <p>In answer to Carolyn Johnson's question about the meaning of the last two sentences in the "International Trip to China" report, the President stated that the profit from International Education may fund capital projects (one-time, annual opportunities) in order to manage the risk associated with international business to the best of our ability.</p> <p><b>Dawson College</b> It was moved by Carolyn Johnson and seconded by Rick Knowles that the Board of Governors convey condolences to the President of Dawson College on their recent tragedy. Carried. <b>(MOTION 383.O.10.1)</b></p> <p>The Board observed a moment of silence for the victims of the Dawson College tragedy.</p>
<b>10.2</b>	<p><b>Enrolment Update</b> Catherine Drea reported that as of September 8, 2006 payments are up by 1.9% over last year at this time. We will continue to receive registrations until September 20, 2006. Registration is a dynamic process with new students registering and full-time students converting to part-time and withdrawing. The early predictions are that we are short by approximately 200 students. It is hoped that the investment in the hiring of seven Student Success Officers will help to reduce the enrolment gap.</p> <p>The Fall 2006 Continuing Education enrolment, as of September 11, 2006, is up 6.8% from the Fall 2005 term. Early indications are that the International Education enrolment is on target for 256 students.</p>

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	The Board will receive a detailed enrolment report, as of the November 1, 2006 enrolment audit date, at the November Board meeting.
<b>10.3</b>	<b>Program Mapping Report</b> Catherine Drea reported that the Program Mapping team has disbanded and the Schools will now take over the program mapping process. To date, 75 programs have been mapped. Training continues to be provided to Faculty. Program mapping is an on-going, continuous process and is part of our new Program Review Process. The College is pursuing the possibility of commercializing the program mapping process.
<b>10.4</b>	<b>Ministry Press Release, September 6, 2006</b> The Ministry press release entitled “Record-Breaking Enrolments Expected at Ontario Colleges and Universities” was provided for information. The President stated that she included it in the package to demonstrate how the event was used to lobby the government for STARRT funding.
<b>10.5</b>	<b>Hamilton Invests in STARRT</b> The President reported that the City of Hamilton approved the Hamilton Future Fund grant of \$1.5 million towards the STARRT project. The President thanked Governor Pat MacDonald for her efforts in providing staff with information about the Fund.
<b>10.6</b>	<b>Ontario College Student Engagement Survey</b> Peter Dietsche reported that, as part of Multi-Year Accountability commitments, colleges are to participate in the 2006/2007 Ontario College Student Engagement Survey. This web-based survey project is designed to help students be more successful in their studies and help Ontario colleges improve the student learning experience. All full-time and part-time day post-secondary students enrolled in Ontario colleges, regardless of year of study, will be invited to participate in the survey. Peter will lead a team to manage data collection and analysis.
<b>10.7</b>	<b>Cheryl Thompson</b> The President advised the Board that Cheryl Thompson, a support staff member at the College, recently passed away. Cheryl was instrumental on the “Crisis Response Team” during the flood in her role as a member of our Health & Safety Team. Cheryl will be missed.
<b>11.</b>	<b>BOARD CHAIR’S REPORT</b>

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<b>11.1</b>	<b>Board Orientation, September 6, 2006</b> The Board Orientation session for new Governors was held on September 6, 2006 led by Bronko Jazvac and Brenda Davis. All new Governors participated.
<b>11.2</b>	<b>New Chair, College Compensation and Appointments Council</b> Debra Cooper Burger has been appointed as the new Chair of the College Compensation and Appointments Council to replace retired Chair, John Farrell.
<b>11.3</b>	<b>Board Chairs and Vice Chairs Workshop, August 22, 2006</b> The Chair and Vice Chair attended the annual Board Chairs and Vice Chairs Workshop on August 22, 2006. The proceedings of the workshop will be distributed to the Board when received.  Allan Greve provided the following comments on the topics discussed at the Workshop: <ul style="list-style-type: none"><li>• Board evaluations – Our Board should consider incorporating some of the suggestions made.</li><li>• President’s review process – Our Board should consider streamlining/simplifying our process.</li><li>• Public relations – Board members should know the colleges’ top 5 priorities.</li></ul>
<b>11.4</b>	<b>Annual Calendar</b> Governors received the following items for information: <ul style="list-style-type: none"><li>• Activity Plan – A Year at a Glance</li><li>• Board Committees</li><li>• Board Organization Chart</li><li>• Schedule of Meetings</li><li>• Current Board Addresses</li></ul>
<b>11.5</b>	<b>2007 “<i>Show Me the Money</i>” 50/50 Lottery</b> Governors were provided with the information on the 2007 “ <i>Show Me the Money</i> ” 50/50 lottery.

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<b>12.</b>	<b>INFORMATION</b>
<b>12.1</b>	<b>Student Reports (MSA/SAC/MCACES/Alumni)</b> No reports.
<b>12.2</b>	<b>Letter of Appreciation from Gold Medal Winner</b>
<b>12.3</b>	<b>Mohawk College Council minutes, June 12, 2006</b>
<b>12.4</b>	<b>Government of Ontario Funding Announcements</b>
<b>12.5</b>	<b>President's "Welcome Back Breakfast" Presentation, August 30, 2006</b>
	Items 12.2, 12.3, 12.4 and 12.5 were provided for information.
<b>13.</b>	<b>UPCOMING MEETINGS</b> <ul style="list-style-type: none"><li>• Fall Convocations – McIntyre Theatre, Fennell Campus<ul style="list-style-type: none"><li>○ Thursday, October 19, 2006, 7:00 p.m.</li><li>○ Friday, October 20, 2006, 2:30 p.m.</li><li>○ Friday, October 20, 2006, 7:30 p.m.</li></ul></li></ul>
	<b>NEXT MEETING</b> <b>Wednesday, October 11, 2006</b> <b>6:00 p.m., IAHS, Mohawk College in Room 143.</b> <b>Buffet dinner served from 5 to 6 p.m. in Room 201/202.</b>
<b>14.</b>	<b>ADJOURNMENT/MOTION TO GO IN CAMERA</b> It was moved by Allan Greve and seconded by Brian Mullan that the Board of Governors' Open Portion meeting adjourn and the in camera portion of the meeting convene after a 5 minute break. Carried. <b>(MOTION 383.O.14)</b>

**BOARD OF GOVERNORS' MEETING**  
**(383rd Meeting)**  
**STAFF LOUNGE, C110, FENNEL CAMPUS**  
**Wednesday, September 13, 2006**

**ATTENDANCE - OPEN PORTION**

**Board of Governors**

**Gary Beveridge, Chair**  
**Allan Greve, Vice Chair**  
**Bryan Adamczyk**  
**Paven Bratch**  
**Brenda Davis**  
**Arun Jacob**  
**Trent Jarvis**  
**Carolyn Johnson**  
**Rick Knowles**  
**Sharon Lax**  
**Pat MacDonald**  
**Pat McKay**  
**Brian Mullan**  
**Ty Shattuck**  
**Cindy Swanson**  
**MaryLynn West-Moynes, President**

**Absent**

**Bronko Jazvac**  
**Colin Osborne**  
**Brendan Ryan**

**Vice-Presidents/Associate Deans/Directors**

**Louise Bockner, Executive Dean, International Education**  
**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**  
**Kathy Hayes, Registrar**  
**Barry Hemmerling, Associate Vice President, Strategic Enrolment Management**  
**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**  
**Karen Moore, Director, Financial Operations**  
**Dale Schenk, Vice President, Finance and Administration**

**Observers**

**Anthony D'Alessandro, Chair, Mohawk College Council**  
**Heather Giardine, Faculty (Co-ordinator, Language Studies)**  
**Anna Gris, Faculty (Chief Steward, Local 240)**  
**John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)**  
**Jason Lee, Student (President, Mohawk Students' Association)**  
**Matthew Schnarr, Student (President, Students' Athletics Committee)**  
**Veronica Weir, Faculty (Co-ordinator, Office Administration - Executive & Treasurer, Local 240)**