

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' 25TH ANNUAL GENERAL MEETING

**Staff Lounge, Room C110, Fennell Campus, Mohawk College
Wednesday, June 13, 2007**

ATTENDANCE

Board of Governors

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

Absent

Colin Osborne
Brendan Ryan

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
David Graham, Director, Financial Planning & Analysis
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
Maureen Monaghan, Executive Assistant to the President
Dale Schenk, Vice President, Finance and Administration
Kathy Verspagen, Director, Strategic Projects

Observers

Anthony D'Alessandro, Chair, Mohawk College Council (Director, Facilities Planning & Property Services)

Fred Deys, Faculty (President, Local 240)

Andy Griffith, Student (President, Students' Athletics Committee)

Anna Gris, Faculty (Chief Steward, Local 240)

John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)

Jason Lee, Student (President, Mohawk Students' Association)

Guests

Heide Bell, Manager, Administrative Services & Campus Management – IAHS
(Incoming Administrative Governor effective September 1, 2007)

Heather Giardine, Faculty (Co-ordinator, Applied Communications)

Sandra Janushewski, Audit Manager, BDO Dunwoody LLP

Veronica Weir, Faculty (Treasurer, Local 240)

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COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS 25TH ANNUAL GENERAL MEETING

STAFF LOUNGE, C110, FENNEL CAMPUS

WEDNESDAY, JUNE 13, 2007

MINUTES

The Mohawk College of Applied Arts and Technology Board of Governors' 25th Annual General Meeting was called to order at 3:51 p.m.

1. Minutes of the 24th Annual General Meeting

It was moved by Cindy Swanson and seconded by Brenda Davis that the Board of Governors approve the minutes of the Mohawk College Board of Governors 24th Annual General Meeting of June 14, 2006. Carried. **(MOTION 25.AGM.1)**

2. All Acts, Proceedings, Contracts, By-Laws, Appointments, Elections and Payments

It was moved by Allan Greve and seconded by Trent Jarvis that it be resolved by the Board of Governors that all the acts, proceedings, contracts, by-laws, 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 25.AGM.2)**

3. Audited Financial Statements

It was moved by Pat McKay and seconded by Pat MacDonald that it be resolved by the Board of Governors that the audited financial statements of Mohawk College for 2006/2007 be received as presented and that the Chair of the Finance Committee and the Chair of the Audit Committee be authorized to sign the statements on behalf of the Board. Carried. **(MOTION 25.AGM.3)**

4. Appointment of Auditor

It was moved by Bronko Jazvac and seconded by Pat MacDonald that it be resolved that the Board of Governors appoint the company of BDO Dunwoody LLP as auditors of the Mohawk College of Applied Arts and Technology for the next financial year, 2007/2008, at a fee acceptable to the Audit Committee. Carried. **(MOTION 25.AGM.4)**

5. Board of Governors' Officers

It was moved by Sharon Lax and seconded Arun Jacob that it be resolved that the Board of Governors' Officers for the term September 1, 2007 to August 31, 2008 be:

Board Chair Allan Greve
Board Vice Chair Bryan Adamczyk

Carried. **(MOTION 25.AGM.5)**

6. Board Policy A03

It was moved by Bryan Adamczyk and seconded by Ty Shattuck that it be resolved that the Board of Governors, as per Board Policy A03 (Program Quality for Programs of Instruction), has received a written report on the annual review of program reviews completed during the year (memo attached). Carried. **(MOTION 25.AGM.6)**

7. Board Policy D01

It was moved by Allan Greve and seconded by Paven Bratch that it be resolved that the Board of Governors, as per Board Policy D01 (General Executive Constraint), has received a written report from the President verifying that she 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 (memo attached). Carried. **(MOTION 25.AGM.7)**

8. Board Policy D02

It was moved by Ty Shattuck and seconded by Pat McKay that it be resolved that the Board of Governors, as per Board Policy D02 (Student, Staff, Client and Visitor Treatment), has received a written report from the President verifying that she 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 (memo attached). Carried. **(MOTION 25.AGM.8)**

9. Board Policy D03

It was moved by Trent Jarvis and seconded by Brenda Davis that it be resolved that the Board of Governors, as per Board Policy D03 (Program Quality), has received a written report from the President that demonstrates compliance with program quality requirements (memo attached). Carried. **(MOTION 25.AGM.9)**

10. Board Policy D04

It was moved by Sharon Lax and seconded by Bryan Adamczyk that it be resolved that the Board of Governors, as per Board Policy D04 (Program Advisory Committees), 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. (memo attached)

Carried. **(MOTION 25.AGM.10)**

11. Board Policy D05

It was moved by Allan Greve and seconded by Paven Bratch that it be resolved that the Board of Governors, as per Board Policy D05 (Financial Matters), has received a written report from the President and the Vice President, Finance and Administration, 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 (memo attached). Carried. **(MOTION 25.AGM.11)**

12. Board Policy D06

It was moved by Pat McKay and seconded by Ty Shattuck that it be resolved that the Board of Governors, as per Board Policy D06 (Asset Protection), has received a written report from the President and the Vice President, Finance and Administration, 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 (memo attached). Carried. **(MOTION 25.AGM.12)**

13. Board Policy D08

It was moved by Pat McKay and seconded by Brenda Davis that it be resolved that the Board of Governors, as per Board Policy D08 (Entrepreneurial Activities & Subsidiaries), has received a written report from the President verifying that she 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 (memo attached). Carried. **(MOTION 25.AGM.13)**

14. Board Policy D09

It was moved by Trent Jarvis and seconded by Sharon Lax that it be resolved that the Board of Governors, as per Board Policy D09 (Partnerships, Sponsorships, Strategic Alliances and Philanthropic Gifts), has received a written report from the President verifying that she 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 (memo attached). Carried. **(MOTION 25.AGM.14)**

15. Adjournment

It was moved by Sharon Lax and seconded by Bryan Adamczyk that the Board of Governors' Annual General Meeting adjourn at 3:56 p.m. and the in camera (closed portion) meeting commence in 5 minutes. Carried. **(MOTION 25.AGM.15)**

MEMORANDUM

TO: Gary Beveridge
Chair, Board of Governors

FROM: MaryLynn West-Moynes
President

DATE: June 5, 2007

RE: Compliance with Board Policies

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 she 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 she 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.

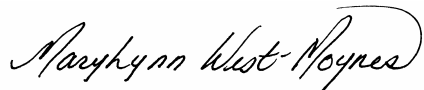
Board Policy D08 – Entrepreneurial Activities & Subsidiaries

The President verifies to the Board of Governors that she 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 she 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 13, 2007 Annual General Meeting.



MaryLynn West-Moynes
President

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MEMORANDUM

TO: Gary Beveridge
Chair, Board of Governors

FROM: MaryLynn West-Moynes, President
Dale Schenk, Vice President, Finance & Administration

DATE: June 5, 2007

RE: Compliance with Board Policies

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.

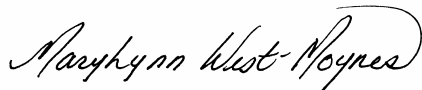
Board Policy D05 – Financial Matters

The President and the Vice President, Finance & Administration 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 Vice President, Finance & Administration 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 13, 2007 Annual General Meeting.



MaryLynn West-Moynes
President



Dale Schenk
Vice President, Finance & Administration