

# MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## **BOARD OF GOVERNORS' 25<sup>TH</sup> 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 25<sup>TH</sup> 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 24<sup>th</sup> 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

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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 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.

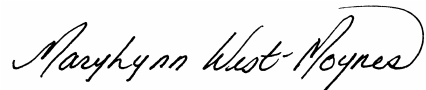
**Board Policy D08 – Entrepreneurial Activities & Subsidiaries**

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

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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.

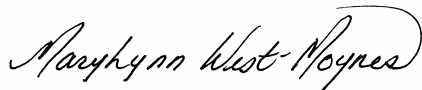
### **Board Policy D05 – Financial Matters**

The President and the 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