



BOARD OF GOVERNORS' 29TH ANNUAL GENERAL MEETING
ROOM C110, FENNEL CAMPUS, MOHAWK COLLEGE
Friday, June 10, 2011

ATTENDANCE

Board of Governors

Pat McKay Chair
Graham Browne
Kevin Davis
Carmen Fortino
Sam Maga
John Marinucci
Pat McKay
Elaine Sinha
Don Wilford
Rob MacIsaac, President

Regrets

Nancy Fram
Carmen Fortino
Brian Mullan

Senior Management Team

Fran Agnew, Executive Director, Office of the President
Bob Carrington, Senior Vice President, Corporate Services
Ali Ghiassi, Board Secretary
David Graham, Vice President, Finance
Cheryl Jensen, Vice President, Academic
Wayne Joudrie, President, Mohawk Foundation
Wayne Poirier, 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

Karen Moore, Comptroller



BOARD OF GOVERNORS 29TH ANNUAL GENERAL MEETING

STAFF LOUNGE, C110, FENNEL CAMPUS
FRIDAY, JUNE 10, 2011

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 28th Annual General Meeting

It was moved by Graham Browne and seconded by Shannon Gould 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 29.AGM.1)**

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

It was moved by Elaine Sinha and seconded Glen Steeves 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 29.AGM.2)**

3. Audited Financial Statements for 2010/2011

It was moved by Shannon Gould and seconded by Janice Locke that it be resolved by the Board of Governors that the audited financial statements of Mohawk College for 2010/2011 be received as presented and that the Chair of the Board of Governors & the President be authorized to sign the statements on behalf of the Board. Carried. **(MOTION 29.AGM.3)**

4. Appointment of Auditor

It was moved by Shannon Gould and seconded by Elaine Sinha 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, 2011/2012, at a fee

acceptable to the Audit, Finance & Infrastructure Committee. Carried.
(MOTION 29.AGM.4)

5. Board Officers 2010/2011

It was moved by Graham Browne and seconded by Don Wilford that it be resolved by the Board of Governors that the Board of Governors' Officers for the term September 1, 2011 to August 31, 2012 be:

Board Chair Ty Shattuck
Board Vice Chair John Marinucci

Carried. **(MOTION 29.AGM.5)**

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

It was moved by Don Wilford and seconded by Elaine Sinha 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 29.AGM.6)

7. Board Policy D01 – General Executive Constraint

It was moved by Shannon Gould and seconded by Doug Harrison 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 29.AGM.7)**

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

It was moved by Graham Browne and seconded by Elaine Sinha 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 29.AGM.8)**

9. Board Policy D03 – Program Quality

It was moved by Ray Paddock and seconded by Glen Steeves 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 29.AGM.9)

10. Board Policy D04 – Program Advisory Committee

It was moved by Elaine Sinha and seconded by Don Wilford 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 29.AGM.10)**

11. Board Policy D05 – Financial Matters

It was moved by Ray Paddock and seconded by Elaine Sinha 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 Chief Financial Officer, 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 29.AGM.11)**

12. Board Policy D06 – Asset Protection

It was moved by Shannon Gould and seconded by Don Wilford 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 Senior Vice President, Corporate 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 29.AGM.12)**

- 13. Board Policy D08 – Entrepreneurial Activities & Subsidiaries**
It was moved by Elaine Sinha and seconded by Ray Paddock 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 29.AGM.13)**
- 14. Board Policy D09 – Partnerships, Sponsorships, Strategic Alliances and Philanthropic Gifts**
It was moved by Don Wilford and seconded by Elaine Sinha 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 29.AGM.14)**
- 15. Adjournment**
It was moved by Don Wilford and seconded by Elaine Sinha that the Board of Governors adjourn the Mohawk College Board of Governors' Annual General Meeting at 3:21 p.m. Carried. **(29.AGM.15)**



MEMORANDUM

TO: Pat McKay
Chair, Board of Governors

FROM: Rob MacIsaac
President

DATE: June 2011

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 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 10, 2011 Annual General Meeting.

Rob Maclsaac
President



M E M O R A N D U M

TO: Pat McKay
Chair, Board of Governors

FROM: Rob MacIsaac, President
Bob Carrington, Senior Vice President, Corporate Services
David Graham, Vice President, Finance, & CFO

DATE: June 2011

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 Chief Financial Officer 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 Senior Vice President, Corporate 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 10, 2011 Annual General Meeting.

Rob MacIsaac
President

Bob Carrington
Senior Vice President,
Corporate Services

David Graham
Vice President, Finance
& CFO