



BOARD OF GOVERNORS' 31st ANNUAL GENERAL MEETING
BERT HARES BOARDROOM i131, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, June 5, 2013

ATTENDANCE

Board of Governors

John Marinucci, Chair
Graham Browne
Donna Cripps
Gray Crowell
Nancy Fram
Heather Giardine-Tuck
Joy Grahek (via teleconference)
Trent Jarvis
Linda Marshall
Taunya Paquette
Joe Parker
Adam Pipe
Elaine Sinha
Glen Steeves
Don Wilford
Rob MacIsaac, President

Regrets

Doug Harrison

Senior Management Team

Fran Agnew, Executive Director, Office of the President
Bob Carrington, Associate Vice President, Facilities & Property Development
Ali Ghiassi, Board Secretary
David Graham, Vice President, corporate Services
Cheryl Jensen, Vice President, Academic
Wayne Joudrie, President, Mohawk Foundation
Wayne Poirier, Vice President, Student Services
Trisha K. Simon, Executive Assistant to the Board of Governors (Recorder)

Guests

Antoine Haroun, Chief Information Officer
Karen Moore, Chief Financial Officer



BOARD OF GOVERNORS 31st ANNUAL GENERAL MEETING

BERT HARES BOARD ROOM, i131, FENNEL CAMPUS
WEDNESDAY, JUNE 5, 2013

MINUTES

The Mohawk College of Applied Arts and Technology Board of Governors' Annual General Meeting was called to order at 4:47 p.m.

1. Minutes of the 30th Annual General Meeting

It was moved by Elaine Sinha and seconded by Heather Giardine-Tuck that it be resolved by the Board of Governors that the minutes of the Mohawk College Board of Governors 30th Annual General Meeting of June 6, 2012 be approved.

Carried (MOTION 31.AGM.1)

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

It was moved by Donna Cripps and seconded Elaine Sinha 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 31.AGM.2)

3. Audited Financial Statements for 2012/2013

It was moved by Nancy Fram and seconded by Linda Marshall that it be resolved by the Board of Governors that the audited financial statements of Mohawk College for 2012/2013 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 31.AGM.3)

4. Appointment of Auditor

It was moved by Heather Giardine-Tuck and seconded by Elaine Sinha that it be

resolved by the Board of Governors that the appointment of the company of KPMG LLP as auditors of the Mohawk College of Applied Arts and Technology be confirmed for the next financial year, 2013/2014, at a fee acceptable to the Audit, Finance & Infrastructure Committee.

Carried (MOTION 31.AGM.4)

5. Board Officers 2013/2014

It was moved by Don Wilford and seconded by Glen Steeves that it be resolved by the Board of Governors that the Board of Governors' Officers for the term September 1, 2013 to August 31, 2014 be:

Board Chair Nancy Fram
Board Vice Chair Doug Harrison

Carried (MOTION 31.AGM.5)

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

It was moved by Nancy Fram and seconded by Heather Giardine-Tuck 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 31.AGM.6)

7. Board Policy D01 – General Executive Constraint

It was moved by Elaine Sinha and seconded by Gary Crowell 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 31.AGM.7)

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

It was moved by Heather Giardine-Tuck 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 31.AGM.8)**

9. Board Policy D03 – Program Quality

It was moved by Nancy Fram and seconded by Adam Pipe 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 31.AGM.9)

10. Board Policy D04 – Program Advisory Committee

It was moved by Joe Parker and seconded by Gary Crowell 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 31.AGM.10)

11. Board Policy D05 – Financial Matters

It was moved by Trent Jarvis and seconded by Heather Giardine-Tuck 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 31.AGM.11)**

12. Board Policy D06 – Asset Protection

It was moved by Elaine Sinha and seconded by Glen Steeves 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 31.AGM.12)

13. Board Policy D08 – Entrepreneurial Activities & Subsidiaries

It was moved by Elaine Sinha and seconded by Nancy Fram 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 31.AGM.13)

14. Board Policy D09 – Partnerships, Sponsorships, Strategic Alliances and Philanthropic Gifts

It was moved by Heather Giardine-Tuck and seconded by Donna Cripps 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 31.AGM.14)

15. Adjournment

It was moved by Nancy Fram and seconded by Heather Giardine-Tuck that the Board of Governors adjourn the Mohawk College Board of Governors' Annual General Meeting at 4:57 p.m.

Carried (MOTION 31.AGM.15)



MEMORANDUM

TO: John Marinucci
Chair, Board of Governors

FROM: Rob MacIsaac
President

DATE: June 2013

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 5, 2013 Annual General Meeting.

**ORIGINAL SIGNED BY
ROB MACISAAC**

Rob MacIsaac
President



M E M O R A N D U M

**TO: John Marinucci
Chair, Board of Governors**

**FROM: Rob MacIsaac, President
David Graham, Vice President, Corporate Services**

DATE: June 2013

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 5, 2013 Annual General Meeting.

**ORIGINAL SIGNED BY
ROB MACISAAC**

Rob MacIsaac
President

**ORIGINAL SIGNED BY
DAVID GRAHAM**

David Graham
Vice President,
Corporate Services