

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING

(334th Meeting)

BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE

Wednesday, April 11, 2001

ATTENDANCE
OPEN PORTION

Board of Governors

Bob Peeling, Chair
Linda Brown, 1st Vice Chair
Jim Bethune, Vice Chair
Tom Atterton
Tom Behroozi
Shawn Chamberlin
Tracy Cruickshanks
John Guilfoyle
Rick Knowles
Catherine L. Rellinger, President
Linda Rogers
Rick Sterne

Absent

Rebecca Jamieson
Jim Koyanagi

Observers

Dorleen Allen, Faculty
Chris Blackwood, Chair, Mohawk College Council
Gaspere Bonomo, Faculty
Suzanne Clancy, Faculty
Ray Czajkowski, Faculty
Fred Deys, Faculty (President, Local 240)
Nazam Mohamed, Student (President, MCACES)
Pat Parker, Mohawk College Alumni Association
John Pooler, Support Staff (President, Local 241)

Vice-Presidents/Deans/Directors

Monique Arbour, Vice President, Finance & Administration
Louise Bockner, Dean, Business, Applied Arts and ACCESS
Alan Clay, Director, Marketing & Public Relations
Steve Evans, Director, Human Resources
Shelagh Gill, Vice President, Academic
Brian Goodman, Registrar
Cal Haddad, Vice President, Student Affairs
Anne Hemsworth, Vice President, CE & Business Development
Brenda McQuaid, Director, Advancement
Dick Raha, Executive Director, College Planning and Physical Resources

Guests

Ken Krakar, Student Governor elect (effective Sept. 1/01)

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OPEN PORTION

The Open Portion of the Board of Governors' meeting was called to order at 8:00 p.m.

1. Minutes of the 333rd Meeting

It was moved by Jim Bethune and seconded by Tom Behroozi that the minutes of the 333rd meeting be approved. Carried unanimously.

(MOTION 334.O.1)

2. Conflict of Interest Declaration

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

3. Business Arising from the Minutes

3.1 Notice of Motion from 333rd Open Portion Board Meeting

Tom Atterton spoke to each of the items within the motion.

Item 4 of the motion: Tom Atterton stated that for a number of years the Board and the President have not been satisfied with the process of evaluation of the President and there is a need to collect and review the best practices with the President.

Item 3 of the motion: Tom Atterton stated that this Board has a long standing tradition of closed portion Board meetings and this has been of concern to him. Regulation 770 allows for closed meetings for discussion of confidential matters . He does not contemplate changing the format at this time but he suggests that decisions made in the closed meetings be made public in the open portion or attached as an appendix to the open minutes.

Item 2 of the motion: The Governance Committee is an important committee that considers important matters. He is not recommending a change in the format of the meetings at this time. There needs to be some way of allowing people to see the decisions made by this Committee without divulging information

that cannot be revealed. He stated that sometimes meetings held behind closed doors lend themselves to conspiracy theories. He suggested that this recommendation be tried and if it does not work the decision be revisited.

Item 1a) of the motion: Under the law, the Board of Governors is Mohawk College. There are members elected to the Board from internal constituencies to represent their views to the Board. They are restricted by Regulation 770 from serving as Chair or Vice Chair of the Board but beyond that they should be treated like any other member of the Board. In terms of dealing with internal governors there are certain tensions but the issue is not whether or not to have internal governors but the need to treat them with respect and in the same manner as all other governors.

Item 1b) & c) of the motion: This is a problem and if we go back to the basics we must rely on individuals to declare conflicts of interest. If they are abusing their position, we can deal with this as a Board. If we take down the barriers and people abuse them, we must have the courage to follow through and use our policy/process to deal with it. Let's measure behaviours around the guidelines set out by the Board.

Jim Bethune congratulated Tom Atterton on taking this initiative.

It was moved by Tom Atterton and seconded by Linda Brown that the following motion be approved.

Whereas it is the stated role of the Board of Governors to determine and require appropriate organizational performance and to ensure the public accountability of the corporation; and

Whereas this role requires that all governors exercise their powers and duties, individually and collectively, in a responsible and accountable manner; and

Whereas the Board has established policies and protocols to assist Governors in demanding appropriate behaviour from one another, including conflict of interest and confidentiality; and

Whereas the Board needs the active participation of all its members to fulfill its role; and

Whereas public accountability demands best practices and transparency in the conduct of Board business;

Therefore, be it resolved that the Board of Governors of Mohawk College reaffirms its intention to govern according to the Board Process policy – Role of the Board, adopted on November 1, 2000; and

Be it further resolved that the Board will:

1. Encourage full participation of all governors in the work and deliberations of the Board by:
 - a. Amending By-law 1 to remove all restrictions on internal governors except those required by law or regulation in time for presentation to the Annual General Meeting in June 2001;
 - b. Relying on Governors to self-identify all real, apparent or potential conflicts of interest in accordance with the guidelines adopted by the Board of Governors;
 - c. Encouraging governors to seek advice on any perceived conflict of interest in advance.
2. Receive the minutes of the Governance Committee in open session except any portion deemed confidential by law, regulation or by-law.
3. Report all motions duly passed in closed session in the minutes of the open session.
4. As a corollary to the work already undertaken on Board process and evaluation, immediately establish an ad hoc work group to collect and review best practices related to executive performance review and compensation systems in colleges and public corporations and make recommendations for future consideration by the Board and President.

Carried unanimously. **(MOTION 334.O.3.1)**

4. Chair's Remarks

- 4.1** The Chair welcomed John Guilfoyle as the Administrative Governor on the Board of Governors. John is completing Kathy Verspagen's term on the Board until August 31, 2001.
- 4.2** The Chair congratulated Ken Krakar as the newly elected Student Governor whose term on the Board of Governors begins September 1, 2001.

- 4.3 The Chair conveyed congratulations to Tracy Cruickshanks on her acceptance into the training program of NAV as an air traffic controller.

5. Board Committees' Reports

5.1 Joint Occupational Health & Safety Committee Minutes

It was moved by Catherine Rellinger and seconded by Tom Behroozi that the following Joint Occupational Health and Safety Committee minutes be accepted for information:

- Fennell Campus, February 7, 2001
- Stoney Creek Campus, February 19, 2001
- Brantford Campus, March 20, 2001

Carried unanimously. **(MOTION 334.O.5.1)**

5.2 Mohawk College Council, February 12, 2001

Mohawk College Council, March 12, 2001

- **Revised Terms of Reference, Mohawk College Council**

It was moved by Catherine Rellinger and seconded by Linda Rogers that the minutes of the Mohawk College Council meetings of February 12, 2001 and March 12, 2001, and the revised Terms of Reference, be accepted for information. Carried unanimously. **(MOTION 334.O.5.2)**

5.3 Program Review Committee, February 22, 2001 & March 27, 2001

It was moved by Linda Brown and seconded by Tracy Cruickshanks that the minutes of the Program Review Committee meetings of February 22, 2001 and March 27, 2001 be accepted for information with the addition of Shawn Chamberlin's name on the list of attendees at the February 22, 2001 meeting. Carried unanimously. **(MOTION 334.O.5.3)**

5.4 Program Review Caucus, February 22, 2001 & March 27, 2001

It was moved by Linda Brown and seconded by Rick Sterne that the minutes of the Program Review Caucus meetings of February 22, 2001 and March 27, 2001 be accepted for information with the addition of Shawn Chamberlin's name on the list of attendees at the February 22, 2001 meeting. Carried unanimously. **(MOTION 334.O.5.4)**

5.5 Advocacy Committee, March 6, 2001

It was moved by Tom Atterton and seconded by Tracy Cruickshanks that the minutes of the Advocacy Committee meeting of March 6, 2001 be accepted for information. Carried unanimously. **(MOTION 334.O.5.5)**

5.6 Audit & Operational Review Committee, March 30, 2001

Jim Bethune complimented the staff involved in preparing the reports for the Audit & Operational Review Committee.

It was moved by Jim Bethune and seconded by Linda Brown that the notes of the Audit & Operational Review Committee meeting of March 30, 2001 be accepted for information. Carried unanimously. **(MOTION 334.O.5.6.1)**

It was moved by Jim Bethune and seconded by John Guilfoyle that the Checks & Balances documents be accepted for information. Carried unanimously. **(MOTION 334.O.5.6.2)**

It was moved by Jim Bethune and seconded by Tom Behroozi that the 2000/2001 Financial Services Divisions' year-end financial summary schedules be received for information. Carried unanimously. **(MOTION 334.O.5.6.3)**

It was moved by Jim Bethune and seconded by Shawn Chamberlin that the 2000/2001 Audit Service Delivery Plan be received for information. Carried unanimously. **(MOTION 334.O.5.6.4)**

5.7 Finance Committee, March 30, 2001 & April 6, 2001

Jim Bethune complimented the staff on an excellent effort in preparing the documents for the Finance Committee meeting.

It was moved by Jim Bethune and seconded by Rick Sterne that the minutes of the Finance Committee meeting of March 30, 2001 be accepted for information. Carried unanimously. **(MOTION 334.O.5.7.1)**

It was moved by Jim Bethune and seconded by Tom Atterton that the Board confirm the decision taken at the March 30, 2001 Finance Committee meeting to proceed with binding of insurance coverage for the policy term April 1, 2001 to April 1, 2002, and that the policies be forwarded to the Board for ratification, once available. Carried unanimously. **(MOTION 334.O.5.7.2)**

It was moved by Jim Bethune and seconded by Linda Brown that the minutes of the Finance Committee meeting of April 6, 2001 be accepted for information. Carried unanimously. **(MOTION 334.O.5.7.3)**

It was moved by Jim Bethune and seconded by Linda Rogers that the 2000/2001 "3rd Quarter" (December 31, 2000) Budget Plan be

accepted for information. Carried unanimously. **(MOTION 334.O.5.7.4)**

It was moved by Jim Bethune and seconded by John Guilfoyle that the 2001-2002 tuition fee recommendations be approved. Carried unanimously. **(MOTION 334.O.5.7.5)**

It was moved by Jim Bethune and seconded by Tracy Cruickshanks that the 2001-2002 incidental fees recommendations be approved. Carried unanimously. **(MOTION 334.O.5.7.6)**

It was moved by Jim Bethune and seconded by Tom Behroozi that the 2001/2002 proposed Budget Plan be approved. Carried unanimously. **(MOTION 334.O.5.7.7)**

Jim Bethune commented on the level of preparedness of the President and the staff involved in providing the Budget Plan. He complimented the President and her staff on the balanced budget and the fact that no staff cuts have been made.

The President complimented the Vice Presidents, Catherine Peterson and Steve Evans on their efforts in preparing the Budget Plan.

A member of the public spoke about the reversal of the decision to suspend the Visually Impaired programs and the fact that this may be a token, one-year decision. She expressed concern that the professional association affiliated with the program would not approve the program, which would result in the graduates of the program not being able to work in the United States.

It was moved by Jim Bethune and seconded by Tom Atterton that the Budgeted Full-Time Positions as at April 1, 2001 be accepted for information. Carried unanimously. **(MOTION 334.O.5.7.8)**

John Pooler commented on the loss of 8 support staff positions. The President stated that this was a loss of positions, not people. The individuals concerned would continue to work at the College.

It was moved by Jim Bethune and seconded by Shawn Chamberlin that the draft Financial Positions of Colleges of Applied Arts and Technology as of March 31, 2000 be accepted for information. Carried unanimously. **(MOTION 334.O.5.7.9)**

6. President's Report

6.1 Written Report

The President reported on the following events/items:

- \$1.6 million to be shared with McMaster University and Conestoga College for the start up of the Collaborative Nursing program.
- Received information about an Administrative Staff Compensation System but no guidelines have been received.
- February 24, 2001, Brantford Chamber of Commerce Annual Presidents Event – Governor Rick Sterne received an award.
- March 8, 2001, Hamilton & District Chamber of Commerce Annual General Meeting.
- March 27, 2001, Inaugural speech to the Athena Association.
- April 4, 2001, Annual Athletics Banquet

The President's Written Report for April 2001 was distributed for information.

6.2 Programs Approved by the Governance Committee

It was moved by Bob Peeling and seconded by Jim Bethune that the following programs, approved by the Governance Committee, be accepted for information:

- **Computer Engineering Technician Post-Secondary Diploma Program**
- **Chemical Engineering Technology - Environmental (Name Change) [Formerly: Chemical Engineering Technology]**
- **Manufacturing Techniques Certificate Program**
- **Electronics Engineering Technology - Telecommunications (Name Change) [Formerly - Electronics Engineering Technology]**

Carried unanimously. **(MOTION 334.O.6.2)**

6.3 Program Name Changes

It was moved by Catherine Rellinger and seconded by Shawn Chamberlin that the Computer Science Technician - Networking and Hardware program name be changed to Computer Science Technician - Network Systems. Carried unanimously. **(MOTION 334.O.6.3.1)**

It was moved by Catherine Rellinger and seconded by Rick Sterne that the Computer Science Technician - Information Systems program name be changed to Computer Science Technician - WEB Applications. Carried unanimously. **(MOTION 334.O.6.3.2)**

6.4 Health, Safety and Environmental Issues Report

The President stated that she had no Health, Safety or Environmental issues to report.

6.5 Other Business

No report.

7. Student Association Reports

The MSA (Mohawk Students' Association) Report, the SAC (Students' Athletics Committee) Report, the MCACES (Mohawk College Association of Continuing Education Students) Report and the MCAA (Mohawk College Alumni Association) Report were presented for information.

8. New Business Including Notices of Motions

Fred Deys conveyed appreciation, on behalf of the staff, to retiring Vice President of Student Affairs, Cal Haddad.

9. Confirmation of Date, Time and Place of Next Meeting

The next regularly scheduled meeting of the Mohawk College Board of Governors is scheduled for Wednesday, June 13, 2001, 6:45 p.m. in the Board Room, C111B, Fennell Campus, Mohawk College.

The Annual General Meeting of the Mohawk College Board of Governors is scheduled for Wednesday, June 13, 2001, Board Room, C111B, Fennell Campus, following the Open Portion Board meeting.

10. Adjournment

The Open Portion of the Board of Governors' meeting adjourned at 9:00 p.m.