

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS' MEETING**  
**(343<sup>rd</sup> Meeting)**

**BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, April 10, 2002**

**ATTENDANCE**  
**OPEN PORTION**

**Board of Governors**

Linda Brown, Chair  
Tom Atterton, Vice Chair  
Tom Behroozi  
Gary Beveridge  
Shawn Chamberlin  
Cal Haddad, President  
Rebecca Jamieson  
Bronko Jazvac  
Carolyn Johnson  
Rick Knowles  
Ken Krakar  
Linda Rogers

**Absent**

Jim Koyanagi  
Rick Sterne  
Dr. Peter Sutherland  
Cindy Swanson  
Kathy Verspagen

**Observers**

Chris Blackwood, Chair, Mohawk College Council  
Fred Deys, Faculty (President, Local 240)  
John Guilfoyle, Administration (President, MCASA)  
Krysia Iwanek, Mohawk College Alumni Association  
Beth Sanders, Student (President, SAC)

**Vice-Presidents/Deans/Directors**

Alan Clay, Director, Marketing & Public Relations  
Joanne Echlin, Director, Human Resources  
Shelagh Gill, Vice President, Academic  
Brian Goodman, A/Vice President, Student Affairs  
Carolyn Gray, A/Vice President, CE & Business Development  
Cheryl Jensen, Dean, Engineering Technology  
Rosemary Knechtel, Dean, Health Sciences & Human Services  
Rachel Matthews, Director, Counselling and Disability Services  
Karen Moore, Controller  
Catherine Peterson, Director, Purchasing and Financial Planning  
Dick Raha, A/Vice President, Finance & Administration

**Guests**

**Suzanne Clancy, Vice President, Local 240**

**Louie D'Orazio, Chair, Mechanical & Industrial Engineering**

**Heather Kays, Professor/Academic Co-ordinator, Language Studies**

**Ishwar Singh, Chair, Chemical and Environmental Technology**

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**Wednesday, April 10, 2002**

**OPEN PORTION**

The Open Portion Board of Governors' meeting was called to order at 6:05 p.m.

**1. Minutes of the 342<sup>nd</sup> Meeting**

It was moved by Tom Behroozi and seconded by Carolyn Johnson that the minutes of the 342<sup>nd</sup> meeting be approved. Carried unanimously. **[MOTION 343.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**

No report.

**4. Chair's Remarks**

**4.1 Open Discussion on the Development of a Profile of the President**

An open discussion on the profile of the President took place and all the comments were noted for use by the Presidential Search Committee. Any further comments on the profile of the President may be sent to the Board Secretary.

Chris Blackwood will bring this matter up at the next Mohawk College Council meeting for their input.

**4.2 Board Log**

It was moved by Shawn Chamberlin and seconded by Tom Behroozi that the Board Log for April 2002, as amended, be accepted for information. Carried unanimously. **[MOTION 343.O.4.2]**

#### **4.3 Student Governor Position on MSA**

Ken Krakar stated that the student Governor position on the MSA (Mohawk Students' Association) has been approved by the MSA Executive and will be brought to their April Board meeting for approval.

It was moved by Ken Krakar and seconded by Rebecca Jamieson that the Board accepts for information the letter from Ken Krakar to the Board Chair regarding the student Governor position on the MSA. Carried unanimously. **[MOTION 343.O.4.3]**

#### **4.4 Correspondence**

The Chair circulated an Ontario SuperBuild Progress Report for the Board's information.

The Chair referred to the following items recently distributed to the Board members for their information:

- "Beyond Carver: The Complementary Model of Board Governance" by Thomas C. Abbott
- "The Crisis in Board Leadership" by Susan Rogers
- 2002 ACAATO Annual Report
- ACAATO Annual General Meeting Minutes, February 18, 2002
- Memo from Pam Derks of ACAATO re: Conference Follow-up on the New Charter dated April 2, 2002

#### **4.5 Spring Convocations**

The Chair reminded the Board of the dates for the Spring Convocations:

- Wednesday, May 29, 2002, 7 p.m., Sanderson Centre, Brantford
- Friday, May 31, 2002, 3 p.m. and 7 p.m., Fennell Campus
- Saturday, June 1, 2002, 10 a.m. and 2:30 p.m., Fennell Campus

### **5. Board Committees' Reports**

#### **5.1 Mohawk College Council, March 11, 2002**

It was moved by Cal Haddad and seconded by Bronko Jazvac that the minutes of the March 11, 2002 Mohawk College Council meeting be accepted for information. Carried unanimously. **[MOTION 343.O.5.1]**

**5.2 Occupational Health & Safety Committee Meetings**

It was moved by Cal Haddad and seconded by Bronko Jazvac that the following Occupational Health and Safety Committee minutes be accepted for information:

- Mohawk College Residence & Conference Centre, March 13, 2002
- Brantford Campus, March 19, 2002

Carried unanimously. **[MOTION 343.O.5.2]**

**5.3 Program Review Committee, March 18, 2002**

It was moved by Tom Atterton and seconded by Ken Krakar that the minutes of the March 18, 2002 Program Review Committee be accepted for information. Carried unanimously. **[MOTION 343.O.5.3]**

Bronko Jazvac stated that the Program Review Committee will meet in May or June to discuss their role/mandate and to develop a shared view for the Committee.

**5.4 CEO Evaluation Ad Hoc Committee, March 20, 2002**

Rick Knowles reported verbally on the March 20, 2002 CEO Evaluation Ad Hoc Committee meeting. A report on the mechanism for CEO evaluation (for the past year and for the future) will be brought to the May Board meeting for discussion.

It was moved by Rick Knowles and seconded by Tom Atterton that the verbal report of the March 20, 2002 CEO Evaluation Ad Hoc Committee be accepted for information. Carried unanimously. **[MOTION 343.O.5.4]**

**5.5 Governance Committee, April 2, 2002**

It was moved by Tom Atterton and seconded by Ken Krakar that the following motions from the April 2, 2002 Governance Committee meeting be approved:

- recommendations regarding the Code of Ethical Conduct and the amendments to the Conflict of Interest Guidelines be tabled until the May 2002 Board meeting
- The Composition of the Presidential Search Committee:
  - Board Chair (current)
  - Board Vice Chair (current)
  - 4 Internal Governors (Faculty, Support Staff, Administration, Student)
  - 2 External Governors (volunteers from the Board will be sought)
  - Cal Haddad, President – Resource Member

Linda Brown to be the Chair of the Presidential Search Committee

- Board Officers for 2002-2003 (September 1, 2002 to August 31, 2003) to be Tom Atterton, Chair and Rick Sterne, Vice Chair. [As per Bylaw No. 1, the slate of the Board officers will be brought to the Board at the May and June 2002 meetings.]
- Reappointment of Rick Sterne for a three year term (September 1, 2002 to August 31, 2005).

Carried unanimously. **[MOTION 343.O.5.5]**

Linda Brown stated that an email message to all staff will be sent regarding the extension of Cal Haddad's contract to June 30, 2003 and the critical path for the presidential search.

Fred Deys requested that the Board give consideration to having constituency involvement on the Presidential Search Committee throughout the process. Fred Deys stated that in April 2001 it was indicated to him that there would be constituency involvement on the Presidential Search Committee.

#### **5.6 Audit & Operational Review Committee Meeting, April 5, 2002**

It was moved by Tom Behroozi and seconded by Rick Knowles that the minutes of the April 5, 2002 Audit & Operational Review Committee meeting be accepted for information. Carried unanimously. **[MOTION 343.O.5.6.1]**

It was moved by Tom Behroozi and seconded by Ken Krakar that the Checks and Balances documents be accepted for information. Carried unanimously. **[MOTION 343.O.5.6.2]**

It was moved by Tom Behroozi and seconded by Ken Krakar that the Ministry of Training, Colleges and Universities documentation on 2001 Ontario student loan default rates be accepted for information. Carried unanimously. **[MOTION 343.O.5.6.3]**

It was moved by Tom Behroozi and seconded by Shawn Chamberlin that the 2001/2002 Financial Services division's year-end financial summary schedules be received for information. Carried unanimously. **[MOTION 343.O.5.6.4]**

It was moved by Tom Behroozi and seconded by Linda Rogers that the 2001/2002 Audit Service Delivery Plan be received for information. Carried unanimously. **[MOTION 343.O.5.6.5]**

It was moved by Tom Behroozi and seconded by Shawn Chamberlin that approval be given for the College to retroactively

reverse the implementation of the recommendations of CICA Handbook section 3461 relating to post retirement and employment benefits. Carried unanimously. **[MOTION 343.O.5.6.6]**

**5.7 Finance Committee, April 5, 2002**

It was moved by Gary Beveridge and seconded by Ken Krakar that the minutes of the April 5, 2002 Finance Committee meeting be accepted for information. Carried unanimously. **[MOTION 343.O.5.7.1]**

It was moved by Gary Beveridge and seconded by Shawn Chamberlin that the 2001/2002 Budget Plan December 31, 2001 Review (3<sup>rd</sup> Quarter Review) be accepted for information. Carried unanimously. **[MOTION 343.O.5.7.2]**

It was moved by Gary Beveridge and seconded by Tom Behroozi that the Financial Positions of Colleges of Applied Arts and Technology as of March 31, 2001 and the Financial Indicators for Colleges of Applied Arts and Technology as of March 31, 2001 be accepted for information. Carried unanimously. **[MOTION 343.O.5.7.3]**

It was moved by Gary Beveridge and seconded by Rebecca Jamieson that the Budgeted Full-time Positions as at April 1, 2002 be accepted for information. Carried unanimously. **[MOTION 343.O.5.7.4]**

It was moved by Gary Beveridge and seconded by Linda Rogers that the status report on the bank tender process for the selection of the college corporate bank be accepted for information. Carried unanimously. **[MOTION 343.O.5.7.5]**

It was moved by Gary Beveridge and seconded by Carolyn Johnson that the following 2002/2003 tuition fee recommendations be approved:

- to increase standard tuition fees for all post-secondary diploma, certificate and tuition short programs by 2%, effective September 1, 2002
- to increase fees for all funded continuing education programs by 2%, effective September 1, 2002
- to increase international education fees by 3%, effective September 1, 2002.

Carried unanimously. **[MOTION 343.O.5.7.6]**

It was moved by Gary Beveridge and seconded by Tom Atterton that the following 2002/2003 Incidental Fee recommendations be approved, effective September 1, 2002:

Compulsory Non-Tuition Related Incidental Fees:

- Co-operative Education Fee - 2.27% increase from \$440 to \$450 per year.
- Co-operative Internship Fee - 2.27% increase from \$220 to \$225 per year.
- Clinical Placement Fee – 2% increase from \$668.00 to \$681.36 per year.
- General Service Fee – 2% increase from \$65.46 to \$66.77 for 2 semesters.
- Mohawk Students' Association (MSA) Student Activity Fee – (currently \$171.00)

The MSA is considering an additional increase in this fee of between 2% and 5%. This fee is remitted to the MSA and does not affect the College Budget Plan. A decision will be made by the MSA in April.

- Mohawk College Association of Continuing Education Students (MCACES) Student Activity Fee – no change from 2001/02. This fee is remitted to MCACES and does not affect the College Budget Plan.

[Note: Compulsory non-tuition related incidental fees are subject to the approval of both the Board of Governors and the student governments as per Ministry policy and established protocols. The student governments will consider the proposed fees at their next board meetings.]

Incidental Fees (Non-compulsory)

- Fee Deferral Administrative Fee from \$55.00 to \$60.00.
- Communicable Disease Screening Fee to be set at \$115.00 (one time) for all programs including Human Services and Office Administration – Medical Programs for which this screening is required. The fees for the Health programs remain unchanged at \$115.00
- Parking Fee – up to a maximum of 2% increase in overall parking fees.
- Late Fee – from \$40.00 to \$50.00.
- Transcript Fee – Official Transcript fee from \$7.00 to \$10.00, Unofficial Transcript fee from \$4.00 to \$5.00.
- Replacement Diplomas – from \$25.00 to \$30.00.
- Non Sufficient Fund (NSF) Charges – from \$20.00 to \$30.00.

Carried unanimously. **[MOTION 343.O.5.7.7]**

Tom Atterton commented on the Mohawk Students' Association student activity fee.



It was moved by Gary Beveridge and seconded by Bronko Jazvac that the 2002/2003 proposed budget plan be approved. Carried unanimously. **[MOTION 343.O.5.7.8]**

On behalf of the Board, Gary Beveridge conveyed appreciation to all those involved in preparing the documents for the April 5, 2002 Finance Committee meeting and he offered the Board's support with the financial challenges facing the College.

The President emphasized the importance of advocacy at Mohawk College and throughout the college system in order to bring attention to the inadequacy of the grants to the colleges.

Bronko Jazvac said that it might be necessary for the Board to examine the College's core values to ensure that our services are not diluted due to inadequacy of the grants.

## **6. President's Report**

### **6.1 Mohawk College Report**

It was moved by Cal Haddad and seconded by Tom Atterton that the Mohawk College Report for April 2002 be accepted for information. Carried unanimously. **[MOTION 343.O.6.1]**

### **6.2 Approval for Applied Degree Submission**

The President stated that he might have misinformed the Board at the December 2001 meeting when they approved the applied degree submission (Bachelor of Applied Technology – Process Automation). At that time, he advised the Board that they were only approving submission of the applied degree proposal to the Postsecondary Education Quality Assessment Board (PEQAB). In fact, approval to submit an applied degree submission to the PEQAB is the same as submitting for approval a program proposal to the Ministry of Training, Colleges and Universities. Therefore, the Board is being asked to approve the Bachelor of Applied Technology (Technology Management) and the Bachelor of Applied Technology (Internet Systems) program proposals.

Cheryl Jenson distributed the two applied degree program proposals and briefly explained them.

It was moved by Cal Haddad and seconded by Ken Krakar that the Bachelor of Applied Technology (Technology Management) program proposal be approved. Carried unanimously. **[MOTION 343.O.6.2.1]**

It was moved by Cal Haddad and seconded by Shawn Chamberlin that the Bachelor of Applied Technology (Internet Systems) program proposal be approved. Carried unanimously. **[MOTION 343.O.6.2.2]**

**6.3 Draft Mission, Values, Vision, Strategic Directions**

Tom Atterton expressed some concern about the statement under the Strategic Directions "Financial Viability and Accountability" section. He was concerned that this statement could be interpreted as a signal that the College was planning to reduce its advocacy efforts in lobbying the government for increased funding.

It was moved by Cal Haddad and seconded by Shawn Chamberlin that the draft Mission, Values, Vision and Strategic Directions be approved with the correction to "employers", third bullet, under "Our Vision". Carried unanimously. **[MOTION 343.O.6.3]**

**6.4 "X" Centre Status Report**

The President reported that we are currently 4 weeks behind on the "X" Centre project but we are still planning for September 2003 occupancy although contingency plans will be put in place should this not be possible.

**6.5 Health, Safety and Environmental Issues Report**

With respect to the March 5, 2002 boiler room accident, the President reported that all of the Ministry of Labour orders have been complied with and the three injured workers have returned to work.

**6.6 Other Business**

No report.

**7. Student Association Reports**

It was moved by Tom Behroozi and seconded by Linda Rogers that 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 be accepted for information. Carried unanimously. **[MOTION 343.O.7]**

**8. New Business Including Notices of Motions**

**8.1 Language Studies Advisory Committee**

Rick Knowles stated that he recently attended a Language Studies Advisory Committee meeting to discuss the possibility of involving the advisory committees in the College's partnership and fundraising efforts.

Heather Kays, Academic Co-ordinator, Language Studies, stated that the presence of a governor at the Language Studies Advisory Committee meeting gave the members a feeling of inclusion and overall had a very positive effect.

**8.2 Student Governor Elect**

Brian Goodman reported that April Nederlof, a 1<sup>st</sup> Year Radio Broadcasting student, was elected as the new Student Governor (effective September 1, 2002 to August 31, 2003).

**8.3 Bay Area Science and Engineering Fair**

Chris Blackwood stated that the Bay Area Science and Engineering Fair held at the College on April 4-6, 2002 was very successful.

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

The next meeting of the Mohawk College Board of Governors will be held on Wednesday, May 8, 2002 at 6:00 p.m. in Room A103 at the Brantford Campus.

**10. Adjournment**

The Open Portion Board of Governors' meeting adjourned at 8:13 p.m.