

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING
(351st Meeting)

BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, April 9, 2003

ATTENDANCE
OPEN PORTION

Board of Governors

Tom Atterton, Chair
Gary Beveridge
Shawn Chamberlin
Cal Haddad, President
Trent Jarvis
Bronko Jazvac
Carolyn Johnson
Rick Knowles
Rick Sterne
Cindy Swanson
Kathy Verspagen

Absent

Tom Behroozi
Linda Brown
Rebecca Jamieson
April Nederlof

Observers

Gaspare Bonomo, Faculty (Faculty Governor-elect)
Greg Cormier, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)
Nathan Fehrman, Student (President, MSA)
John Guilfoyle, Administration (President, MCASA)
Margaret Hart, Student (MCACES)
Krysia Iwanek, President, Mohawk College Alumni Association
Tansy Ko, Student (Vice President, MSA & President-elect, MSA)
John Pooler, Support Staff (President, Local 241)

Vice-Presidents/Deans/Directors

Alan Clay, Director, Marketing & Public Relations
Joanne Echlin, Director, Human Resources
Shelagh Gill, Vice President, Academic
Carolyn Gray, Vice President, Student and Community Services
Rosemary Knechtel, Dean, Health Sciences & Human Services
Linda Marshall, Corporate Services Officer
Rachel Matthews, Director, Student Development
Karen Moore, Controller
Catherine Peterson, Director, Purchasing & Financial Planning
Dick Raha, Vice President, Finance & Administration

Guests

Suzanne Clancy, Vice President, Local 240

Christine Cox, Hamilton Spectator

Anna Gris, Chief Steward, Local 240

Kim Van Louwe, General Manager, Student Centre

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BOARD ROOM, C111B, FENNELL CAMPUS MOHAWK COLLEGE

Wednesday, April 9, 2003

OPEN PORTION

The Board of Governors' Open Portion meeting was called to order at 6:35 p.m.

1. Minutes of the 350th Meeting

It was moved by Rick Knowles and seconded by Cindy Swanson that the minutes of the 350th meeting (March 12, 2003) be approved. Carried unanimously. **(MOTION 351.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. Kathy Verspagen declared a conflict with respect to item 351.O.9.3.1 (specifically the Co-operative Education and Internship fees contained in the 2003/04 Standard Tuition and Curriculum Requirement Fee Recommendations).

3. Chair's Remarks

3.1 The Chair expressed the Board's condolences to Tom Behroozi on the passing of his father.

3.2 Faculty Governor Election

The Chair advised the Board that Gaspare Bonomo was elected as the new Faculty Governor effective September 1, 2003 to August 31, 2006.

3.3 Global Traders Leadership Award

The Chair congratulated Rick Sterne on being awarded the Ontario Southwest Region Global Traders Leadership Award.

CONSENT AGENDA

4. Chair's Written Report

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.4)**

5. Board Log

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.5)**

6. Reports/Minutes

6.1 Occupational Health & Safety Committee

• **Brantford Campus, March 18, 2003**

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.6.1)**

6.2 Mohawk College Council, March 10, 2003

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.6.2)**

6.3 Program Review Committee, March 24, 2003

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.6.3)**

6.4 Audit & Operational Review Committee, March 28, 2003

6.4.1 Minutes, March 28, 2003

6.4.2 2002/03 Year-End Financial Summary Schedules

6.4.3 2002/03 Audit Service Delivery Plan

6.4.4 Ontario Student Loan Default Rates

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.6.4)**

6.5 Finance Committee, March 28, 2003

6.5.1 Minutes, March 28, 2003

6.5.2 2002/03 Budget Plan December 31, 2002 (3rd Quarter) Review

6.5.3 2004/05 and 2005/06 Forecast

6.5.4 Proposal for Insurance

6.5.5 Investment Committee Membership

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.6.5)**

6.6 Mohawk College Report, April, 2003

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.6.6)**

7. Student Association Reports

It was moved by Bronko Jazvac and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 7 be accepted for information. Carried unanimously. **(MOTION 351.O.7)**

DISCUSSION/DECISION AGENDA

No items were moved into the Discussion/Decision agenda.

REGULAR AGENDA

8. Business Arising from the Minutes

8.1 Review of the Board Consent Agenda

It was the consensus of the Board that the consent agenda would continue to be used until the end of this Board term (August 31, 2003) at which time the Board will again review its use.

9. Committee Reports

9.1 Governance Committee, March 26, 2003

It was moved by Rick Sterne and seconded by Trent Jarvis that the Governance Committee minutes of March 26, 2003 be accepted for information. Carried unanimously. **(MOTION 351.O.9.1)**

9.2 Committee of the Whole, March 26, 2003

It was moved by Carolyn Johnson and seconded by Shawn Chamberlin that the Committee of the Whole minutes of March 26, 2003 be approved. Carried unanimously. **(MOTION 351.O.9.2)**

9.3 Finance Committee, March 28, 2003

9.3.1 2003/04 Standard Tuition and Curriculum Requirement Fee Recommendations

It was moved and seconded that the 2003 Standard Tuition and Curriculum Requirement Fee recommendations, as follows, be approved to take effect September 1, 2003:

- Increase standard tuition fees for all post-secondary diploma, certificate and tuition short programs by 2%.
- Increase fees for all funded continuing education programs by 2%.
- Increase clinical placement fees by 2%.
- Increase Co-operative Education and Co-operative Internship fees by 9%.

Carried (Kathy Verspagen did not vote.) **(MOTION 351.O.9.3.1)**

In answer to a question from Trent Jarvis, the President stated that there are certain guidelines under which tuition fees can be increased by more than 2% for some programs and he will be reviewing our programs to determine if any meet the guidelines.

9.3.2 2003/04 Incidental Fee Recommendations

It was moved and seconded that the 2003/2004 Incidental Fee recommendations, as follows, be approved to take effect September 1, 2003:

- Parking fee increase of \$1.00 on daily rates and 2% increase in weekly, monthly, semester and annual parking fees (excluding evening parking rates).

- New \$60.00 incidental fee for special payment arrangements.

Carried unanimously. **(MOTION 351.O.9.3.2)**

9.3.3 2003/04 Proposed Budget Plan

It was moved by Gary Beveridge and seconded by Cindy Swanson that the 2003/2004 proposed Budget Plan be approved. Carried unanimously. **(MOTION 351.O.9.3.3)**

The President thanked the members of MEC and their staff for the preparation of the budget plan.

In answer to Rick Knowles question, the President stated that administration would be looking at the College's program mix and the possibility of increasing the business programs.

9.3.4 Compulsory Non-Tuition Related Incidental Fee Recommendations

Nathan Fehrman stated that the College is asking for an unprecedented increase in student fees this year and the MSA was not given enough time to bring the increase to the April MSA Board meeting. Nathan asked why the fee increase was not introduced over a number of years.

The President stated that Mohawk College is below the system average for the amount of fees charged and, with the proposed increase, the fees are still below the average. The revenue from the increased fees will be used to improve services for the students.

The President will work with the MSA to extend the deadline for approval of the fees in order to allow for an MSA Board meeting to be scheduled.

It was moved by Carolyn Johnson and seconded by Rick Knowles that the MSA student activity fee increase be approved contingent upon the MSA's approval of the General Service fee increase. Motion defeated.

It was moved by Gary Beveridge and seconded by Rick Knowles that the Compulsory Non-Tuition Related Incidental Fee recommendations, as follows, be approved to take effect September 1, 2003 (subject to approval by the Mohawk Student Association, MSA, where indicated):

- Increase General Service Fee to a maximum of \$126.77 for two semesters (subject to the approval of the MSA).
- Increase the Mohawk College Association of Continuing Education Students Student Activity Fee by 4% to \$0.26 per course hour (to a maximum of 45 hours).
- Increase the MSA Student Activity Fee up to a maximum of 5% (subject to the approval of the MSA).

- Post Secondary Capital Campaign Fee \$50 for two semesters (subject to the approval of the MSA). The Board encouraged the MSA to consider increasing this fee to \$100 for two semesters.
 - Continuing Education Capital Campaign Fee of \$.08 per scheduled contact hour.
 - Alumni Fee of \$25 for two semesters.
 - Convocation Fee of \$35 for two semesters.
- Carried unanimously. **(MOTION 351.O.9.3.4)**

10. President's Report

10.1 "X" Centre Status Report

It was moved by Cal Haddad and seconded by Carolyn Johnson that the "X" Centre Status Report be accepted for information. Carried unanimously. **(MOTION 351.O.10.1)**

10.2 Update on Fact-Finding re: MSA Wednesday Night Pubs

The President reported that the investigation of the MSA Wednesday night pubs is well underway and the report is expected in the next two to three weeks. The MSA is also conducting an investigation of the pubs.

10.3 Health, Safety and Environmental Issues Report

• **Occupational Health & Safety Performance Report, April 2003**

It was moved by Cal Haddad and seconded by Rick Sterne that the Occupational Health & Safety Performance Report of April 2003 be accepted for information. Carried unanimously. **(MOTION 351.O.10.3)**

10.4 Other Business

10.4.1 Key Performance Indicators (KPI) Report

The President stated that the KPI results were released today and some of Mohawk's results have dropped.

10.4.2 Severe Acute Respiratory Syndrome (SARS)

Shelagh Gill, Rosemary Knechtel and Rachel Matthews provided the Board with a report on how the College is responding to the SARS outbreak.

10.4.3 Program Costing Model

Further to the February 20, 2003 Program Review Committee meeting and the suggestion that the College review the Program Costing model and its relevance and applicability to various programs areas, the President suggested that the current model be retained and, if the Board wishes, a session to discuss the model can be arranged for a future Board meeting.

10.4.4 Fundraising Report

The President stated that Jackie Jones of Ketchum Canada has been assigned to take over as Campaign Director of the Mohawk College fundraising campaign from Ken Baker, who has been reassigned.

11. Long Range Strategic Planning

It was moved by Cal Haddad and seconded by Shawn Chamberlin that the strategic plan progress report be accepted for information. Carried unanimously.
(MOTION 351.O.11)

12. Verbal Updates

- **Committee Chairs**
- **MSA**
- **SAC**
- **MCACES**
- **Mohawk College Alumni Association**

Nathan Fehrman stated that, further to the President's report on the investigation of the MSA pubs, the MSA would be pleased to make a presentation on this matter to either the Governance Committee or the full Board.

The verbal reports were accepted for information.

13. Questions of the Day

13.1 Stakeholder Input to Presidential Search Process

Anna Gris asked the Board to give serious consideration to including stakeholder input in the Presidential Search process. The Chair responded that her comments were noted and the Board would consider this matter.

14. New Business (Including Notices of Motions)

No report.

15. Next Meeting Date

The next meeting of the Mohawk College Board of Governors' Open Portion is scheduled for Wednesday, May 14, 2003 beginning at 6:00 p.m. in the Board Room, C111B, Fennell Campus, Mohawk College.

16. Adjournment

It was moved by Rick Sterne and seconded by Trent Jarvis that the Board of Governors' Open Portion meeting adjourn at 8:45 p.m. Carried unanimously.
(MOTION 351.O.16)