

**BOARD OF GOVERNORS' MEETING**  
**(370<sup>th</sup> Meeting)**  
**STAFF LOUNGE, C110, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, April 13, 2005**

**ATTENDANCE**  
**OPEN PORTION**

**Board of Governors**

Rick Sterne, Chair  
Bronko Jazvac, Vice Chair  
Tom Behroozi  
Gary Beveridge  
Gaspare Bonomo  
Brenda Davis  
Allan Greve  
Trent Jarvis  
Carolyn Johnson  
Sharon Lax  
Pat MacDonald  
Brendan Ryan  
Cindy Swanson  
Martin van Zon  
MaryLynn West-Moynes, President  
Lacey Williams

**Absent**

Bryan Adamczyk  
Shawn Chamberlin

**Observers**

Anthony Cascella, Student (President, Mohawk Students' Association)  
Fred Deys, Faculty (President, Local 240)  
John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)  
Karen Logan, President, Mohawk College Association of Continuing Education Students

**Vice-Presidents/Executive Deans/Directors**

Doug Baker, Executive Dean, Brantford & Applied Arts  
Louise Bockner, Executive Dean, International Education  
Don Burroughs, Executive Dean, Continuing Education  
Catherine Drea, Vice President, Student and Learning Services  
Joanne Echlin, Vice President, Staff Services  
Carolyn Gray, Vice President, Community Services and Economic Development  
Ronald Holgerson, Executive Director, Marketing and Communications  
Cheryl Jensen, Executive Dean, Engineering Technology  
Rosemary Knechtel, Executive Dean, Health Sciences & Human Services  
Debbie Logel Butler, Executive Director, Community Relations & Advancement  
Karen Moore, Director, Financial Operations  
Randy Patch, Executive Director, Information Technology  
Catherine Peterson, Director, Purchasing and Financial Planning  
Dick Raha, Vice President, Finance and Administration  
Dale Schenk, Executive Dean, Business

**Guests**

**Anna Gris, Chief Steward, Local 240**

**Darlene Hay, Medical Services, IAHS**

**Kim van Louwe, General Manager, Mohawk Students' Association**

**BOARD OF GOVERNORS' 370TH MEETING**  
**STAFF LOUNGE, C110, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, April 13, 2005, 6:00 p.m.**

**OPEN PORTION**

**1. CALL TO ORDER**

The Mohawk College Board of Governors' Open Portion meeting was called to order at 6:00 p.m.

**2. INTRODUCTION OF GUESTS**

Those in attendance introduced themselves.

**3. ADDITIONS/DELETIONS TO THE AGENDA**

There were no additions/deletions to the agenda.

**4. CONFLICT OF INTEREST DECLARATIONS**

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

**5. PRESENTATIONS**

No presentations were made at the meeting.

**6. APPROVAL OF PREVIOUS MINUTES**

**6.1 Minutes of the 369th Open Portion Board Meeting of March 9, 2005**

It was moved by Trent Jarvis and seconded by Brenda Davis that the minutes of the 369<sup>th</sup> meeting of March 9, 2005 be approved. Carried. **[MOTION 370.O.6.1]**

Martin van Zon asked about the enrolment goal (ref. item 14.6 of the previous minutes). The President responded that in the future the enrolment report would reflect trends in enrolment. The report made at the March 2005 meeting reflected past practice of reporting enrolment on the audit date. A further report will be provided.

Martin van Zon congratulated the staff on the format of the Community Report and asked about the number of copies printed (ref. Item 14.7 of the previous minutes). The President responded that the Community Report would be used as a promotional tool with a target of government, education and fundraising partners. It is available on the web and an additional copy run has been built into the budget, if needed. The President stated that there has been criticism in the past from staff for providing reports of this type to all staff, given the cost.

**7. ACTION ARISING FROM THE PREVIOUS MINUTES**

**7.1 Student Fees Report**

A report on the 2005/2006 Compulsory Incidental Fee increases, as approved by the MSA, was provided.

Carolyn Johnson asked if the increase in the fees would affect services. The President stated that the General Service Fee increase will cover cost of living costs, the Information Technology Fee increase will permit joint investments in technology and the Building Service Fee increase will provide additional funds for infrastructure renewal.

**8. DECISION ITEMS**

There were no decision items to report.

**9. BOARD REPORTS (CONSENT CALENDAR)**

**9.1 Board Log**

**9.2 Mohawk College Report**

**9.3 Mohawk College Council, March 7, 2005**

**9.4 Student Reports (MSA, SAC, MCACES, Alumni)**

**9.5 Occupational Health & Safety Minutes:**

- **Stoney Creek Campus, January 18, 2005**
- **Brantford Campus, February 15, 2005**
- **IAHS, March 8, 2005**

The consent calendar items 9.1, 9.2, 9.3, 9.4 and 9.5 were received for information.

**10. ACKNOWLEDGEMENTS AND REPORTS**

**10.1 Policy Committee, March 15, 2005**

Allan Greve reported that the first phase (15 policies) of the Board Policy Manual has been drafted and the remaining three sections are expected to be completed for the next Policy Committee meeting.

The minutes of the March 15, 2005 Policy Committee meeting were received for information.

**11. INTERIM FINANCIAL/STAFFING/OCCUPATIONAL HEALTH & SAFETY REPORTS**

**11.1 Accident/Injury Report**

The Accident/Injury Report was received for information.

**11.2 Cumulative Revenue & Expenditure Report**

The Cumulative Revenue and Expenditure Report was received for information.

**12. COMMUNITY INFORMATION – COMMENTS & QUESTIONS**

**12.1 Members Comments**

Trent Jarvis conveyed his compliments on the very well organized Students' Athletics Committee banquet.

**13. DISCUSSION ITEMS**

**13.1 Staff (Employee) Survey**

The 2004 Staff Survey, Executive Summary Report, as prepared by Compustat Consultants Inc., was received for information.

The President stated that the major areas of concern, as identified in the survey, are: communications, technology, staff recognition and workload.

In answer to Sharon Lax's question about how to increase the survey response in the future, the President stated that the best way to ensure a better response from staff is to demonstrate to them that their concerns have been noted and responded to. The survey results will be discussed at the Mohawk College Council meeting and benchmarking within the college system is an initiative that is being actively discussed.

The following suggestions were offered to improve the response rate:

- More attractive format
- Offer the survey on line
- Begin to make some of the suggested improvements within the next 3 months
- Target the comments that are important
- Follow up with a “how do we improve” survey

In response to Lacey Williams comment about the level of confidence in the Board of Governors (page 21 of the survey), it was suggested that this be a topic for discussion at the Fall Board Advance.

Allan Greve stated that the percentage of response to this survey would be considered very good in the health sector. He also stated that the College should feel proud to have conducted a survey of this type since many institutions do not do this for fear of the input that will be received.

The President stated that the 2004 Staff Survey would be placed on the College intranet.

### **13.2 2004 Key Performance Indicator Results**

The 2004 Key Performance Indicator Results were received for information.

The President stated that there is considerable work to be done to improve the KPI results in the future. 60 Mohawk programs are below the system average.

Carolyn Johnson asked about the effect of the KPI results on our funding. *[The three KPI's for which the College receives funding are Graduate Employment Rate, Graduate Satisfaction Rate and Employer Satisfaction Rate. Based on the latest KPI scores, it is estimated that the College's KPI funding will decline by \$45,000 to \$1,071,021 in 2005/2006 from \$1,116,021 in \$2004/05.]*

The following comments were noted:

- Provide monthly reports on the status of improving the KPI's (it was later suggested that quarterly reports were sufficient)
- Important to come up with a solution to meet the problems
- Look for fundamental change rather than incremental change
- Cause and effect must be understood
- A strategic response is needed
- Message must get down to everyone in the organization that it is everyone's responsibility to improve the KPI results
- How have other colleges improved their KPI results? (Benchmarking/collecting best practices, e.g. Niagara College)
- Focus on the programs with problems

The President stated that the Board will be given a report on the bottom 10 programs but attention must be paid to the over 60 programs identified as below the system average.

**14. REPORT OF THE PRESIDENT**

**14.1 Apprenticeship Enhancement Fund**

The President advised the Board that Mohawk received \$1.170 million from the Apprenticeship Enhancement Fund for capital enhancements, specifically technology improvements. The Ministry of Training, Colleges and Universities will not audit these funds.

*[Please note that this is in addition to the \$866,755 announced in February 2005 as part of the apprenticeship competitive capital fund envelope. As a result, the province in early April 2005 released a total of \$2.036 million.]*

**14.2 Program Update:  
Co-op Diploma Apprenticeship Program**

Cheryl Jensen reported that Mohawk has received approval from the Ministry for the proposal to offer the Industrial Mechanic Millwright – Mechanical Technician program. We are currently offering this program, and now this approval gives our diploma graduates full credit for all three levels of the in-school apprenticeship curriculum in this trade. Apprentices will complete a portion of their on-the-job competencies during their work semesters. This project allows us to enhance delivery of the post secondary/apprenticeship integrated Mechanical Engineering Technician program, one of the programs recognized with an Yves Landry award last fall.

**15. REPORT OF THE CHAIR**

In context with the discussion about KPI performance and quality overall at Mohawk, the Chair stated that changes in the College will not take place overnight. He complimented the SAC on their recent banquet, the Alumni Association on their "In Touch" magazine and Ronald Holgerson and his staff on the "Graduate Opportunities at Mohawk College" and "Manufacture Your Career" brochures.

**16. INFORMATION ITEMS/UPCOMING MEETINGS**

Items 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7 and 16.8 were received for information.

**16.1 Graduate Opportunities at Mohawk College**

**16.2 Students' Athletics Committee – 38<sup>th</sup> Annual Athletics Awards**

**16.3 Manufacture Your Career**

**16.4 2005 ACAATO Environmental Scan**

**16.5 Colleges: An Investment In Ontario's Future**

**16.6 2004 ACAATO Annual Report**

**16.7 Letter of Appreciation**

**16.8 2005 Annual ACCC Conference, June 5 to 7, 2005, Moncton, NB**

**16.9 Next Board Meeting**

**Wednesday, May 11, 2005, 6:00 p.m.**

**Staff Lounge, C110, Fennell Campus, Mohawk College.**

**17. ADJOURNMENT**

The Mohawk College Board of Governors' Open Portion meeting adjourned at 7:25 p.m.