

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING
(340th Meeting)

BOARD ROOM, C111B, FENNELL CAMPUS, MOHAWK COLLEGE
Wednesday, December 12, 2001

ATTENDANCE
OPEN PORTION

Board of Governors

Linda Brown, Chair
Tom Atterton, Vice Chair
Tom Behroozi
Gary Beveridge
Cal Haddad, President
Rebecca Jamieson
Bronko Jazvac
Carolyn Johnson
Rick Knowles
Jim Koyanagi
Ken Krakar
Linda Rogers
Rick Sterne
Dr. Peter Sutherland
Cindy Swanson
Kathy Verspagen

Absent

Shawn Chamberlin

Observers

Dorleen Allen, Faculty
Chris Blackwood, Chair, Mohawk College Council
Gaspere Bonomo, Faculty
Fred Deys, Faculty (President, Local 240)
Nathan Fehrman, Student (President, MSA)
Margaret Hart, Student (MCACES Board member)
Krysia Iwanek, Mohawk College Alumni Association
John Pooler, Support Staff (President, Local 241)
Beth Sanders, Student (President, SAC)

Vice-Presidents/Deans/Directors

Alan Clay, Director, Marketing & Public Relations

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

Catherine Peterson, Director, Purchasing & Financial Planning

Dick Raha, A/Vice President, Finance & Administration

Guests

Suzanne Clancy, Vice President, Local 240

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING
(340th Meeting)

BOARD ROOM, C11B, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, December 12, 2001, 6:00 p.m.

OPEN PORTION

The Open Portion Board of Governors' meeting was called to order at 6:06 p.m.

1. Minutes of the 339th Meeting – Open Portion

It was moved by Tom Behroozi and seconded by Kathy Verspagen that the minutes of the 339th meeting be approved. Carried unanimously.
(MOTION 340.0.1)

Minutes of the 339th Meeting – Closed Portion

The Closed Portion Board of Governors' minutes (339th Meeting) were distributed to the Board members and MEC only. These minutes will be approved by the Board at the next Closed Portion Board meeting.

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 potential conflict with respect to item 340.0.5.4, the last paragraph on the first page.

3. Business Arising from the Minutes

3.1 Tom Atterton thanked the Board for their best wishes following his accident and recovery.

3.2 In answer to Jim Koyanagi's question about a scholarship in Matt Daley's name, Cal Haddad stated that we are in the process of developing a memorial scholarship.

4. Chair's Remarks

4.1 New Governors

The Chair welcomed Carolyn Johnson and Dr. Peter Sutherland to the Board. The Ontario Council of Regents has approved their appointment to the Board for a three year term.

4.2 Board Log

Item 2 – Cal Haddad said that the Board will receive a report on the "X" Centre in January 2002 and a presentation and discussion of the report will take place at the February 13, 2002 Board meeting
Items 8 & 9 – These items may be affected by the new College Charter.

Item 10 – To be re

4.3 Convocation Dates – 2002

The following are the 2002 Convocation dates:

- Friday, February 8, 2002, 3 p.m. and 7:30 p.m., Fennell
- Wednesday, May 29, 2002, 7 p.m., Sanderson Centre
- Friday, May 31, 2002, 3 p.m. and 7 p.m., Fennell
- Saturday, June 1, 2002, 10 a.m. and 2:30 p.m., Fennell
- Friday, October 18, 2002, 7:30 p.m., CE Convocation, Fennell
- Saturday, October 19, 2002, 10 a.m. and 2:30 p.m., Fennell

Note: The October Convocation dates were later changed to Friday, October 4, 2002, 7:30 p.m. and Saturday, October 5, 2002, 10 a.m. and 2:30 p.m.

4.4 Employee Service Awards Ceremony

The Chair attended the Employee Service Awards Ceremony on November 29, 2001 at which 132 service awards (from 5 years to 35 years) were presented.

4.5 Staff Christmas Dinner & Dance

The Chair and other Board members attended the Staff Christmas Dinner & Dance on December 7, 2001.

4.6 Annual Retirement Dinner

The Chair advised that the Annual Retirement Dinner tentatively scheduled for January 13, 2002 would be rescheduled.

4.7 Operational Vision Initiative Update – Extended Governance Committee Meeting – December 12, 2001

The Chair reported on the Extended Governance Committee meeting, which took place just prior to the Board meeting. The Committee recommends that the Board hold a ½ day or 1 day Retreat in late January or late February 2002 to consider the input received on the draft operational vision. At this Retreat, the Board will also consider input from an academic focus group to be formed by Shelagh Gill. The Board meeting scheduled for January 9, 2002 will, therefore, be cancelled.

The Chair stated that the new College Charter is not expected to be approved until Spring 2002. It is expected that the delay of the Charter and the delay of the approval of the Operational Vision may affect the timing of the Presidential search.

The Chair suggested that the Governance Committee could propose a timeline for the Presidential search for the Board's consideration.

5. Board Committees' Reports

5.1 Occupational Health & Safety Committee Meetings:

It was moved by Cal Haddad and seconded by Tom Behroozi that the Occupational Health & Safety Committee minutes for the Fennell Campus, September 19, 2001, the Stoney Creek Campus, October 4, 2001 and the Brantford Campus, November 20, 2001 be accepted for information. Carried unanimously. **(MOTION 340.0.5.1)**

5.2 Extended Governance Committee, November 12, 2001 & December 12, 2001

It was moved by Tom Atterton and seconded by Rick Knowles that the Extended Governance Committee minutes of November 12, 2001 be accepted for information with the addition of Rick Sterne's name to the attendance list. Carried unanimously. **(MOTION 340.0.5.2)**

A verbal report on the Extended Governance Committee minutes of December 12, 2001 was provided under item 340.0.4.7.

5.3 Mohawk College Council, November 12, 2001

It was moved by Cal Haddad and seconded by Bronko Jazvac that the Mohawk College Council minutes of November 12, 2001 be accepted for information. Carried unanimously. **(MOTION 340.0.5.3)**

5.4 Program Review Committee, November 19, 2001

It was moved by Rick Knowles and seconded by Rick Sterne that the Program Review Committee minutes of November 19, 2001 be accepted for information. Cindy Swanson's name to be removed from the attendance list. Carried unanimously. **(MOTION 340.0.5.4)**

Cal Haddad will consider the recommendation from the Program Review Committee (first paragraph, page 2) with respect to encouraging more advisory committee meetings per year for the purpose of discussing partnerships and fundraising.

5.5 Governance Committee, November 22, 2001

It was moved by Rick Sterne and seconded by Tom Atterton that the Governance Committee minutes of November 22, 2001 be approved. Carried unanimously. **(MOTION 340.0.5.5.1)**

It was moved by Rick Sterne and seconded by Carolyn Johnson that the Governance Committee Terms of Reference, as amended, be approved. Carried unanimously. **((MOTION 340.0.5.5.2)**

In reference to item 7.2 and further to a suggestion by Fred Deys, the President will consider meeting on a regular basis with the area MPs and MPPs in order to keep them more informed about the College.

In reference to item 7.3, Rebecca Jamieson asked how this matter came to be discussed at a Governance Committee when it did not arise operationally but via a Governor. She also asked how the matter is being dealt with.

Cal Haddad stated that he will ensure that funds approved for allocation from internally restricted and unrestricted reserves are spent in the designated manner and, if this is not done or cannot be done, then the matter will come back to the Board for their information and approval.

Rebecca Jamieson questioned the need for this matter to have been discussed at a Governance Committee meeting and then at a Board meeting since it had previously been discussed with the Vice President, Finance & Administration and the President.

Rick Knowles explained that given the definition of e-commerce and the eventual use of the funds, he felt that it was far enough removed from the original purpose to warrant bringing it to the Governance Committee, with respect to standard of care and the monitoring process, as outlined in Regulation 770.

Shelagh Gill, Vice President, Academic, and Catherine Peterson, Director of Purchasing & Budget Planning, both of whom were involved in the budgeting process at the time the motion was made (October 2000), stated that they recalled the original purpose for the funds to be the payment of the lease agreement for computers.

5.6 Joint Finance Committee and Audit & Operational Review Committee Meeting, November 30, 2001

It was moved by Carolyn Johnson and seconded by Kathy Verspagen that the Joint Finance Committee and Audit & Operational Review Committee minutes of November 30, 2001 be accepted for information. Carried unanimously. **(MOTION 340.0.5.6.1)**

It was moved by Tom Behroozi and seconded by Carolyn Johnson that the appointment of Gary Beveridge, as Chair of the Finance Committee, and Tom Behroozi, as Chair of the Audit & Operational Review Committee, be ratified. Carried unanimously. **(MOTION 3340.5.6.2)**

5.7 Finance Committee, November 30, 2001

It was moved by Tom Behroozi and seconded by Kathy Verspagen that the Finance Committee minutes of November 30, 2001 be approved. Carried unanimously. **(MOTION 340.0.5.7.1)**

It was moved by Tom Behroozi and seconded by Jim Koyanagi that the 2001/2002 September 30, 2001 (2nd Quarter) Budget Review be accepted. Carried unanimously. **(MOTION 340.0.5.7.2)**

It was moved by Tom Behroozi and seconded by Ken Krakar that the Budgeted Full-Time Positions as of September 30, 2001 be accepted for information. Carried unanimously. **(MOTION 340.0.5.7.3)**

It was moved by Tom Behroozi and seconded by Rick Knowles that the Multi-Year Financial Forecast (2001-2005) be received for information. Carried unanimously. **(MOTION 340.0.5.7.4)** The Multi-Year Financial Forecast (2001-2005) information was only distributed to the Board members.

It was moved by Tom Behroozi and seconded by Cindy Swanson that the information be accepted that Brinson Canada Company is the College's investment manager, effective August 15, 2001. Carried unanimously. **(MOTION 340.0.5.7.5)**

Tom Behroozi commented on the excellent reports prepared by the administration in preparation for the Finance Committee meeting.

5.8 Audit & Operational Review Committee, November 30, 2001

It was moved by Tom Behroozi and seconded by Linda Rogers that the Audit & Operational Review Committee minutes of November 30, 2001 be approved. Carried unanimously. **(MOTION 340.0.5.8)**

5.9 CEO Evaluation Ad Hoc Committee, December 6, 2001

It was moved by Rick Sterne and seconded by Tom Atterton that the CEO Evaluation Ad Hoc Committee minutes of December 6, 2001 be accepted for information. Carried unanimously. **(MOTION 340.0.5.9)**

6. President's Report

6.1 Mohawk College Report *(sent by email)*

The Mohawk College Report for December 2001 was received for information.

6.2 Applied Degree Submission

It was moved by Cal Haddad and seconded by Kathy Verspagen that the submission of an application for Ministerial consent to offer a Bachelor of Applied Technology (Process Automation) under the Pilot Project initiative be approved. Carried unanimously. **(MOTION 340.0.6.2)**

Cal Haddad thanked Cheryl Jensen and Ishwar Singh for their earlier presentation on the applied degree application.

6.3 Pharmacy Assistant Advisory Committee Name Change

It was moved by Cal Haddad and Ken Krakar that the Board approve the name change of the Pharmacy Assistant Advisory Committee to the Pharmacy Technician Advisory Committee. Carried unanimously. **(MOTION 340.6.3)**

6.4 "X" Centre Status Report

Cal Haddad reported that the "X" Centre project is a couple of weeks behind schedule but the goal is still to have the building ready by 2003.

6.5 Health, Safety and Environmental Issues Report

Cal Haddad informed the Board that three complaints have been received about the number of smokers and litter from the smokers surrounding the entrances to the College. He advised that John Guilfoyle, Director, College Services, is reviewing this concern and a report will be provided to the Board.

Dr. Sutherland offered to pass along information on one possible solution to this problem that McMaster University has recently implemented.

6.6 Other Business

No report.

7. Student Association Reports

It was moved by Tom Atterton and seconded by Jim Koyanagi 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 340.0.7)**

8. New Business Including Notices of Motions

No report.

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

The next meeting of the Board of Governors is scheduled for Wednesday, February 13, 2002 at 6:00 p.m. in the Board Room, C111B, Fennell Campus.

10. Adjournment

It was moved by Gary Beveridge and seconded by Cindy Swanson that the Open Portion of the Board of Governors' meeting adjourn at 7:45 p.m. Carried unanimously. **(MOTION 340.0.10)**