

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING

(357th Meeting)

BOARD ROOM, C111B, FENNELL CAMPUS, MOHAWK COLLEGE

Wednesday, December 10, 2003

ATTENDANCE

OPEN PORTION

Board of Governors

**Rick Sterne, Chair
Gary Beveridge
Gaspere Bonomo
Linda Brown
Shawn Chamberlin
Brenda Davis
Allan Greve
Trent Jarvis
Bronko Jazvac
Carolyn Johnson
Sharon Lax
April Nederlof
Brendan Ryan
Cindy Swanson
Martin van Zon
Kathy Verspagen
MaryLynn West-Moynes, President**

Absent

**Tom Behroozi
Bryan Adamczyk**

Observers

**Suzanne Clancy, Faculty
Greg Cormier, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)
John Guilfoyle, President, Mohawk Administrative Staff Association
Krycia Iwanek, President, Mohawk College Alumni Association
Jady Klyve, President, Mohawk College Association for CE Students
Tansy Ko, Student (President, Mohawk Students' Association)
Kyle Smith, Student (President, Student Athletics' Committee)**

Vice-Presidents/Deans/Directors

**Alan Clay, Director, Marketing & Public Relations
Joanne Echlin, Director, Human Resources
Shelagh Gill, Vice President, Academic
Wayne Garland, Associate Dean, Academic Operations
Carolyn Gray, Vice President, Student and Community Services
Cheryl Jensen, Dean, Engineering Technology
Debbie Logel Butler, Director of Community Relations & Advancement
Linda Marshall, Manager, Alumni Affairs & Corporate Services
Rachel Matthews, Director of Student Development
Randy Patch, Director, Information Technology
Dick Raha, Vice President, Finance & Administration**

Guests

**Anna Gris, Chief Steward, Local 240
Lyla Myklos, Member, Mohawk Alumni Association**

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BOARD OF GOVERNORS' MEETING
(357th Meeting)
BOARD ROOM, C111B, FENNEL CAMPUS MOHAWK COLLEGE
Wednesday, December 10, 2003, 6:15 p.m.

OPEN PORTION

The Board of Governors' Open Portion meeting was called to order at 6:27 p.m.

- 1. Minutes of the 356th Meeting (November 12, 2003)**
It was moved by Martin van Zon and seconded by Cindy Swanson that the minutes of the 356th meeting (November 12, 2003) be approved. Carried unanimously. **(MOTION 357.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. Chair's Remarks**
 - 3.1 Welcome New President**
The Chair welcome President MaryLynn West-Moynes to her first meeting as President of Mohawk College.

 - 3.2 Retirement Party for Past Governors**
The Chair thanked the Governors for attending the recent Board Annual Retirement Party for past Governors Tom Atterton, Rebecca Jamieson and Rick Knowles.

 - 3.3 New Governors**
The Chair stated that the seven new Governors have been assigned mentors. The Chair invited the new Governors to provide him with comments/questions on their needs as new Governors.

 - 3.4 Ketchum Canada Presentation**
The Chair informed the group that the Board and MEC heard a presentation on fundraising and the Mohawk College campaign by Marnie Spears, President and CEO of Ketchum Canada, from 5 to 6 p.m. prior to the Board meeting.

 - 3.5 Call for Nominations for ACAATO Executive Committee - Chair, Vice Chair (External Governors)**
The Chair referred to the December 2, 2003 memo from the Chair of the ACAATO Executive Committee asking Governors who are interested in serving as the Chair and Vice Chair of the ACAATO Executive Committee to submit their nomination.

Trent Jarvis suggested that the Board might wish to start succession planning for the position currently held by past Board Chair Tom Atterton on the ACAATO Executive Committee. Tom's term on the Committee ends in 2005.

CONSENT AGENDA

4. **Board Log**
5. **Reports/Minutes**
 - 5.1 **Mohawk College Council, November 10, 2003**
 - 5.2 **Governance Committee, October 27, 2003**
 - **Minutes, October 27, 2003**
 - **Recommendation that the term for the internal Student Governor for 2004 remain a one-year term**
 - 5.3 **Occupational Health & Safety Committee**
 - **MSA, November 14, 2003**
 - **Brantford Campus, November 18, 2003**
 - **Fennell Campus, November 19, 2003**
 - 5.4 **Presidential Performance Evaluation Ad Hoc Committee, November 19, 2003**
 - **Minutes, November 19, 2003**
 - 5.5 **Audit & Operational Review Committee, November 24, 2003**
 - **Minutes, November 24, 2003**
 - 5.6 **Finance Committee, November 24, 2003**
 - **Minutes, November 24, 2003**
 - **Accept 2003/2004 Budget Plan June 30, 2003 Review (1st Quarter) Update**
 - **Accept 2003/2004 Budget Plan September 30, 2003 Review (2nd Quarter) Update**
 - **Accept Budgeted Full-Time Positions as of September 30, 2003**
 - **Receive Cash Flow Projection for the X Centre and Update on the Shaping the Future Campaign**

In answer to Allan Greve's question, it was confirmed that the Finance Committee did not approve a budget plan but rather planning for the budget.
 - 5.7 **Program Review Committee, November 25, 2003**
 - 5.8 **Program Review Caucus, November 25, 2003**
 - 5.9 **Mohawk College Report, December 2003**
6. **Student Association Reports**

It was moved by Allan Greve and seconded by Kathy Verspagen that items 4, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 and 6 be accepted for information. Carried unanimously. **(MOTION 357.O.4-6)**

DISCUSSION/DECISION AGENDA

(For items moved from the Consent Agenda.)

No items were moved from the Consent Agenda to the Discussion/Decision Agenda.

REGULAR AGENDA

7. Business Arising from the Minutes

7.1 New & Revised Board Bylaws

It was moved by Bronko Jazvac and seconded by Trent Jarvis that Governors provide their comments on the new and revised Board Bylaws for the Governance Committee's consideration. Carried unanimously.
(MOTION 357.O.7.1)

After review by the Governance Committee, it is expected that the new and revised Board Bylaws will be come back to the Board at the March or April meeting.

7.2 Media Action Plan

At the President's request, the Board agreed to extend the deadline for submission of the Media Action Plan to the June 2004 meeting (at the latest) to allow time for the President to review corporate priorities, identify future directions and co-ordinate the Media Action Plan with the newly developed Strategic Plan in order to appropriately market, promote and highlight Mohawk College in the community.

8. Committee Reports

8.1 Presidential Performance Evaluation Ad Hoc Committee

A report from the Presidential Performance Evaluation Ad Hoc Committee was distributed outlining the progress of the Committee to date.

9. President's Report

9.1 IT Centre Status Report

The President reported that the IT Centre would be operational as of January 1, 2004.

9.2 Health, Safety and Environmental Issues Report

There were no health, safety or environmental issues to report.

9.3 Program Proposals:

• Pre-Technology Program Proposal

It was moved by Trent Jarvis and seconded by Brenda Davis that the Pre-Technology program proposal be approved. Carried unanimously.
(MOTION 357.O.9.3)

Brendan Ryan stated that this program serves to highlight problems that exist in the high school curriculum, which should be made known to that level of education rather than perpetuating the problem by offering a preparatory program at a post secondary level institution.

9.4 Banner Project: Progress Report and Risk Assessment

The Banner Project: Progress Report and Risk Assessment was presented for information. The project is progressing as planned.

9.5 Fundraising Update

Debbie Logel Butler reported that close to \$4 million has been raised (27% of the goal), \$6 million in “asks” have been made and \$6 million in pending calls.

9.6 Other Business

The President reported on the following items:

- The Support Staff ratification vote will take place on December 18, 2003.
- The Academic Staff bargaining will take place on December 18, 2003, a strike vote is set for February 17, 2004 and the strike date is set for March 3, 2004.
- The enrollment figure for the college system is an increase of 4.1.4% and Mohawk College’s increase is 4.8% (8th in the system).
- Linda Marshall graduated from the Bay Area Leadership program. Governor Sharon Lax is a past graduate.
- The President’s installation will be held on March 1, 2004 at 3 p.m. in the McIntyre Theatre.
- A copy of the President’s orientation plan was provided.

10. Long Range Strategic Planning – Strategic Plan Update

A Strategic Plan update was provided for information.

The President stated that, after discussions with MEC and the Governance Committee, she will send out a letter in early January to all College staff inviting input on a variety of questions/issues. Using the input received, the President proposed holding a Board of Governors’ “Strategic Advance” involving MEC and a representative group of stakeholders in late March or early April. The Board agreed to hold a “Strategic Advance”.

The Board secretary will survey the Board for an appropriate date for the Board “Strategic Advance”.

11. Verbal Updates

• Committee Chairs

Program Review Committee

Shelagh Gill has been looking at external best practices with respect to program review as well as aligning the process with the new College Charter. The Program Review Committee will discuss this matter at their January 15, 2004 meeting after which it will be discussed at a Board meeting.

Governance Committee

Rick Sterne stated that the Board would hold a farewell dinner for past President Cal Haddad in January. He also stated that the administration is looking at introducing the “emeritus” role at the College.

- Mohawk College Council
- MSA
- SAC
- MCACES
- Mohawk College Alumni Association

The verbal updates were received for information.

12. Questions of the Day

There were no questions of the day.

13. New Business (Including Notices of Motions)

There were no items of new business to report.

14. Next Meeting Date – February 11, 2004

The next meeting of the Mohawk College Board of Governors is scheduled for Wednesday, February 11, 2004 beginning at 6 p.m. in the Board Room, C111B, Fennell Campus.

15. In Camera Session

- **October 8, 2003 Closed Portion Minutes**
- **Personnel Matters**
- **Legal Inquiry**

The above items will be discussed in the in camera portion of the meeting.

16. Adjournment

The Board meeting was temporarily adjourned at 7:58 p.m. for discussion of the in camera items.