

BOARD OF GOVERNORS' MEETING

(386th Meeting)

STAFF LOUNGE, ROOM C110, FENNEL CAMPUS, MOHAWK COLLEGE

Wednesday, December 13, 2006

OPEN PORTION MINUTES

1.	<p>CALL TO ORDER The Mohawk College Board of Governors' Open Portion meeting was called to order at 4:08 p.m.</p>
2.	<p>INTRODUCTION OF NEW GUESTS There were no new guests in attendance.</p>
3.	<p>ADDITIONS/DELETIONS TO THE AGENDA Three items were added to the agenda under the President's Report.</p>
4.	<p>CONFLICT OF INTEREST DECLARATIONS The Chair asked that any Governor wishing to declare a conflict of interest with respect to any item on the meeting agenda do so at this time. No conflicts were declared.</p>
5.	<p>APPROVAL OF THE PREVIOUS MINUTES</p>
5.1	<p>Minutes of the 385th Open Portion Board Meeting (November 8, 2006) It was moved by Trent Jarvis and seconded by Sharon Lax that the Board of Governors approve the minutes of the 385th Open Portion Board meeting of November 8, 2006. Carried. (MOTION 386.O.5.1)</p>
	<p>Board Action Items/Follow-Up:</p>

OPEN PORTION MINUTES

Future agenda item:

- Amendments to Board By-Law No.1 (Tabled at Sept. 13/06 Board meeting, referred to Governance Committee and then the Policy Committee)

6. BOARD COMMITTEE REPORTS

6.1 Policy Committee, November 10, 2006

The minutes of the November 10, 2006 Policy Committee meeting were provided for information. Allan Greve noted that another meeting of the Policy Committee was held on December 12, 2006 and it is expected that the majority of the policy and By-Law recommendations will come to the January 10, 2007 Board meeting for approval.

6.2 Program Development & Renewal Committee, November 20, 2006

In Bryan Adamczyk's absence, Brenda Davis presented the report from the Committee. The minutes of the November 20, 2006 Program Development & Renewal Committee meeting were provided for information.

7. STRATEGIC/DECISION ITEMS

7.1 Program Development & Renewal Committee Terms of Reference

It was moved by Brendan Ryan and seconded by Bronko Jazvac that the Board of Governors approve the revision to the Program Development & Renewal Committee terms of reference, under the "Record Keeping" section, to agree with the changes being made to all Board Committee terms of reference which states that:

Minutes to be distributed to committee members within 5 working days and forwarded to the Board of Governors unapproved for information purposes. Minutes will be formally approved by agenda at the next Program Development & Renewal Committee meeting.

Carried. (MOTION 386.O.7.1)

7.2 Power Engineer 3rd Class One-Year Certificate Program

It was moved by Brenda Davis and seconded by Allan Greve that the Board of Governors approve the Power Engineer 3rd Class certificate

OPEN PORTION MINUTES

	program. Carried. (MOTION 386.O.7.2)
7.3	Packaging Maintenance – Process and Techniques One-Year Certificate Program It was moved by Brenda Davis and seconded by Sharon Lax that the Board of Governors approve the Packaging Maintenance – Process and Techniques One-Year certificate program. Carried. (MOTION 386.O.7.3)
7.4	Business – Financial Services Two-Year Program It was moved by Brenda Davis and seconded by Arun Jacob that the Board of Governors approve the Business – Financial Services Two-Year program. Carried. (MOTION 386.O.7.4)
7.5	Media Arts and Entertainment One-Year Certificate Program It was moved by Brenda Davis and seconded by Pat McKay that the Board of Governors approve the Media Arts and Entertainment One-Year certificate program. Carried. (MOTION 386.O.7.5)
7.6	General Arts and Science – Aboriginal (Name Change) It was moved by Brenda Davis and seconded by Trent Jarvis that the Board of Governors approve the name change of one of the General Arts and Science streams currently offered as Tekarihwake (Two Opportunities) (General Arts and Science) to General Arts and Science – Aboriginal. Carried. (MOTION 386.O.7.6)
7.7	Pre-Health (Name Change) Rick Knowles expressed concern about the splitting of the General Arts and Science (Pre-Health) stream from the General Arts and Science program. Rosemary Knechtel reported on the rationale for the name change. The GAS (Pre-Health) stream was developed to provide a bridge to the McMaster-Mohawk-Conestoga BScN Collaborative Degree program. The College has determined that “pre-health” programs in the system receive a 1.1 weighted funding unit. The GAS (Pre-Health) program is currently assigned a funding unit weight of 1.0. It is estimated that changing the name of the program to “Pre-Health” will result in an increase of \$55,000 over 2 semesters. In addition,

OPEN PORTION MINUTES

graduates of a “Pre-Health” program would receive a credential more reflective of their course of study, especially considering pathways into the BScN and other health care programs.

Rick Knowles advised the Board that he had further comments, which he will address to the Committee Chair, Bryan Adamczyk.

It was moved by Brenda Davis and seconded by Pat McKay that the Board of Governors approve the name change of one of the General Arts and Science streams offered as General Arts and Science (Pre-Health) to Pre-Health. Carried. **(MOTION 386.O.7.7)**

7.8 **Sensory Loss Techniques – Deafblindness (Name Change)**

It was moved by Brenda Davis and seconded by Sharon Lax that the Board of Governors approve the name change of the Sensory Loss Techniques – Early Intervention program to Sensory Loss Techniques – Deafblindness. Carried. **(MOTION 386.O.7.8)**

7.9 **Revision of The Election Procedures for the Student Governor (from Board By-Law No. 1 - Attachment A, Appendix 1, Schedule ‘B’ and Board Policy B03)**

The President explained that the revisions to the Election Procedures for the Student Governor have been made to include degree program students under the “Eligibility” requirements and to reflect practices that have been taking place for some time and are now included in the procedures.

Three further changes to the procedures were suggested by the Board:

- Item 2, tighten up language in last statement “Failure to attend the All Candidates meeting may result in disqualification.”
- Item 7, change “may” in 4th sentence to “will”.
- Item 9, change the last statement to agree with the process outlined in item 3.

A revised Election Procedures for Student Governor will be electronically circulated to the Board for approval in order to meet the election schedule.

8. **STRATEGIC/DISCUSSION ITEMS**

OPEN PORTION MINUTES

No strategic/discussion items were discussed.

9. PERFORMANCE REPORTS

9.1 Health & Safety – Accident/Injury Report

The Accident/Injury Report for November 2006 was provided for information.

9.2 Staffing Report

The Staffing Full-Time Actual Versus Budget report was provided for information.

Rick Knowles asked about the difference in the number of budgeted support staff positions (354) versus the actual number of support staff (330). The President stated that the process of filling positions is a dynamic process and the difference between budgeted positions and actual filled positions is due in part to the timing of position postings and a decision to fill vacant positions only as absolutely necessary in view of the projected budget deficit for the 2007/2008 year.

In answer to a question about the filling of positions in consultation with Local 241 (the support staff union local), the President stated that positions are filled in consultation with Local 241 but she understands that they would prefer that the budgeted positions be filled.

9.3 Finance – Cumulative Revenue & Expenditure Report

The Cumulative Revenue & Expenditure Report was provided for information.

Dale Schenk stated that the gap between revenue and expenditures is mainly due to timing and the fact that the new funding model flows grant funds at different times than in the past.

10. PRESIDENT’S REPORT

10.1 President’s Report

The President’s Report was provided for information.

OPEN PORTION MINUTES

In answer to a question, it was stated that upgrades to Banner are necessary and will continue. Richard Kawai stated that the upgrades are provided at no cost but there are costs associated with the upgrade around staff time, redeployment for training and risk management for potential problems resulting from the upgrade.

Brendan Ryan stated that he attended a forum seeking input on the strategic business plan for the Brantford Campus. Other Brantford Governors, both current and past, were also in attendance at this forum. He stated that some very positive input was received at this forum and he looks forward to receiving the report.

In answer to a question, the President explained that the College has embarked on a formal Strategic Enrolment Management process to establish a multi-year set of goals from 2008/2009 to 2012/2013 that will identify Mohawk's planned enrolment growth, the configuration of the student population and the academic structure of the College. These goals will inform annual plans and strategies in enrolment management, academic development, space capacity and resources, as well as annual budget planning.

10.2

Hamilton Education City

The report on Hamilton Education City was provided for information.

The President stated that the Hamilton Education City was an initiative of former Hamilton Mayor Larry DiIanni. The President has scheduled a meeting with the new Hamilton Mayor Fred Eisenberger.

In answer to a comment that the marketing activities of the Hamilton Education City initiative are too inwardly focussed, Cheryl Jensen stated that this concern was mentioned at an Industry Education Council meeting and funds may be available in the second phase of the initiative to provide more externally focussed marketing initiatives.

10.3

2006 Premier's Awards Recipients

It was noted that Marni Flaherty, CEO of Today's Family – Caring for Your Child and a graduate of Mohawk College, has been named as the 2006 Premier's Award Recipient in the Community Services category.

OPEN PORTION MINUTES

10.4	<p>Group Insurance Benefits for Post-65 Employment The report on Group Insurance Benefits for Post-65 Employment was provided for information.</p> <p>The President stated that this will have an impact on the College's budget but the actual impact is unknown at this time as it is yet to be determined how many staff will choose to work after 65. It was noted that this was a province-wide decision and had been under review for some time since the Government of Ontario planned to change Legislation.</p>
10.5	<p>Response from Chair, Higher Education Quality Council of Ontario A letter was provided for information from the Chair of the Higher Education Quality Council of Ontario, Frank Iacobucci, in response to a letter sent by Peter Dietsche regarding a concern raised by the Board at their October 2006 meeting which suggested using the Ontario Education Number to track graduation rates among students who transfer from one college to another.</p>
10.6	<p>Auditor General of Ontario 2006 Annual Report Section on Colleges The report on the Auditor General of Ontario <i>2006 Annual Report</i> section on colleges was provided for information.</p> <p>The President stated that the College has drafted some purchasing policy changes as a result of the "Community Colleges – Acquisition of Goods and Services" Auditor General of Ontario audit of the colleges sector.</p> <p>In response to a question, it was stated that the colleges involved did not receive an individual audit for their college and the enrolment figures were taken from 2004/2005 full-time equivalents (FTE), which includes part-time students rolled up into FTE.</p> <p>The Chair stated that the audit resulted in a good report for the college system.</p>
10.7	<p>Dofasco Donation The President formally recognized the leadership of former Board Chair, Bronko Jazvac, in assisting the College to receive the \$1 million donation from Dofasco.</p>

OPEN PORTION MINUTES

Bronko Jazvac thanked the fundraising team and Cheryl Jensen and her staff for their involvement in soliciting the donation.

10.8 ACAATO Distinguished Service Award

The President announced that Rosemary Knechtel, Vice President, Academic, has been named as the recipient of the 2006 ACAATO Distinguished Service Award which will be presented at the 2007 ACAATO Conference in February.

10.9 Staff Satisfaction Survey

In answer to a question, the President stated that Compustat is conducting an independent staff satisfaction survey and the deadline for receipt of input is December 22, 2006. The survey is unchanged from the version used in 2004. A phone line has been set up to answer any questions or concerns. Compustat has been instructed to prepare a report for the Board.

A further discussion on this item will take place in the Closed Portion.

11. BOARD CHAIR'S REPORT

11.1 Gerald Marshall Fund Reception, November 15, 2006

Allan Greve represented the Board Chair at the November 15, 2006 Gerald Marshall Fund Reception and congratulated staff for an excellent event. The Marshall family made a \$1.2 million donation to the College and the reception provided an opportunity for the family to challenge the community to match their donation. The Marshall family will be assisting the College in their fundraising efforts.

11.2 Mohawk Presents, November 29, 2006

The Chair reported on the November 29, 2006 Mohawk Presents event at which staff service awards were presented along with the President's Awards of Excellence. The Chair sent a thank you message (via MoCoMotion) to all staff regarding the service awards. The United Way auction was held at the Mohawk Presents reception in the north cafeteria. The Chair thanked those Governors who attended these events.

12. INFORMATION

Items 12.1, 12.2, 12.3, 12.4 and 12.5 were provided for information.

OPEN PORTION MINUTES

12.1	Student Reports (MSA/SAC/MCACES/Alumni)
12.2	Mohawk College Council, June 12, September 25, 2006
12.3	Perspective Hamilton 07
12.4	ACAATO 2007 Directory
12.5	Media Reports
13.	UPCOMING MEETINGS <ul style="list-style-type: none">• 2007 ACAATO Conference, February 18 & 19, 2007, Toronto
	NEXT MEETING Wednesday, January 10, 2007 6:00 p.m., Open Portion Board Meeting, Room C110, Fennell Campus, Mohawk College 5:00 p.m., Buffet Dinner, Room C066, Fennell Campus, Mohawk College
14.	ADJOURNMENT/MOTION TO GO IN CAMERA It was moved by Sharon Lax and seconded by Brenda Davis that the Board of Governors' Open Portion meeting adjourn at 5:16 p.m. and the in camera portion of the meeting will convene after a short break. Carried. (MOTION 386.O.14)

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING

(386th Meeting)

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Wednesday, December 13, 2006

ATTENDANCE - OPEN PORTION

Board of Governors

Gary Beveridge, Chair
Allan Greve, Vice Chair
Paven Bratch
Brenda Davis
Arun Jacob
Trent Jarvis
Bronko Jazvac
Carolyn Johnson
Rick Knowles
Sharon Lax
Pat McKay
Brian Mullan
Colin Osborne
Brendan Ryan
MaryLynn West-Moynes, President

Absent

Bryan Adamczyk
Pat MacDonald
Ty Shattuck
Cindy Swanson

Vice-Presidents/Executive Deans/Directors

Lynn Chalmers, Executive Assistant to the Board of Governors (Recording Secretary)
Peter Dietsche, Vice President, Research & Institutional Quality
Catherine Drea, Vice President, Students, Access and Success
Joanne Echlin, Vice President, HR - Staff Services
Carolyn Gray, Vice President, Lifelong Learning & Brantford
Ronald Holgerson, Vice President, Marketing, Communications, Alumni & Development
Cheryl Jensen, Vice President, Technology, Apprenticeship & Corporate Training
Rick Kawai, Chief Information Officer
Rosemary Knechtel, Vice President, Academic

Debbie Logel Butler, Executive Director, Development & Alumni Relations
Maureen Monaghan, Executive Assistant to the President
Dale Schenk, Vice President, Finance and Administration
Kathy Verspagen, Director, Strategic Projects

Observers

Anthony D'Alessandro, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)
Heather Gardine, Faculty (Co-ordinator, Applied Communications)
Anna Gris, Faculty (Chief Steward, Local 240/Professor, Language Studies)
John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)
Karen Logan, President, Mohawk College Association for Continuing Education Students

Guests

Renzo Castellani
Suzanne Clancy