

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING
(333rd Meeting)

BOARD ROOM, C111B, FENNELL CAMPUS, MOHAWK COLLEGE
Wednesday, February 14, 2001

ATTENDANCE
OPEN PORTION

Board of Governors

Absent

Bob Peeling, Chair
Linda Brown, 1st Vice Chair
Jim Bethune, Vice Chair
Tom Atterton
Tom Behroozi
Shawn Chamberlin
Tracy Cruickshanks
Rebecca Jamieson
Rick Knowles
Jim Koyanagi
Catherine L. Rellinger, President
Linda Rogers
Rick Sterne

Observers

Chris Blackwood, Chair, Mohawk College Council
Gaspare Bonomo, Faculty
Suzanne Clancy, Faculty
Ray Czajkowski, Faculty
Fred Deys, Faculty (President, Local 240)
Nathan Fehrman, Student
Jennifer Harrison, Student
Margaret Hart, Student (President, MCACES)
Heather Matheson, Student
Pat Parker, Mohawk College Alumni Association
John Pooler, Support Staff (President, Local 241)

Vice-Presidents/Deans/Directors

Monique Arbour, Vice President, Finance & Administration

Louise Bockner, Dean, Business, Applied Arts and ACCESS

Alan Clay, Director, Marketing & Public Relations

Steve Evans, Director, Human Resources

Wayne Garland, Associate Dean, Academic Operations

Jane Guzar, Chair, Business Management Programs

Cal Haddad, Vice President, Student Affairs

Anne Hemsworth, Vice President, CE & Business Development

Rosemary Knechtel, Dean, Health Sciences & Human Services

Brenda McQuaid, Director, Advancement

Dick Raha, Executive Director, College Planning and Physical Resources

Jo-Anne Westerby, Director, Learning Resources

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BOARD OF GOVERNORS' MEETING
(333rd Meeting)

BOARD ROOM, C11B, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, February 14, 2001, 6:45 p.m.

OPEN PORTION

The Open Portion Board of Governors' meeting was called to order at 7:15 p.m.

1. **Minutes of the 332nd Meeting**

It was moved by Tom Behroozi and seconded by Tracy Cruickshanks that the minutes of the 332nd meeting be approved. Carried unanimously.
(MOTION 333.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. **Business Arising from the Minutes**

No report.

4. **Chair's Remarks**

4.1 **Annual Board Retirement Dinner**

The Chair commented on the Annual Board Retirement Dinner held on January 14, 2001 to honour the service of Frans Brinkman, Alan Davis, Olga Delvecchio, Fred Deys, Lily Oddie and former Board Chair Jim Bethune.

5. **Board Committees' Reports**

5.1 **Joint Occupational Health & Safety Committee Minutes**

It was moved by Catherine Rellinger and seconded by Tom Behroozi that the following Joint Occupational Health and Safety Committee minutes be accepted for information:

IAHS, November 3, 2000

Fennell Campus, November 22, 2000

Brantford Campus, January 23, 2001

Carried unanimously. **(MOTION 333.O.5.1)**

5.2 Program Review Committee, December 15, 2000

It was moved by Linda Brown and seconded by Jim Koyanagi that the December 15, 2000 Program Review Committee minutes be accepted for information. Carried unanimously. **(MOTION 333.O.5.2)**

Tom Behroozi commented that he was pleased to note that the Visually Impaired Program cluster had established a plan to meet enrollment targets.

5.3 Program Review Caucus, December 15, 2000

It was moved by Linda Brown and seconded by Linda Rogers that the December 15, 2000 Program Review Caucus minutes be accepted for information. Carried unanimously. **(MOTION 333.O.5.3)**

5.4 Advocacy Committee, January 12, 2001 & February 6, 2001

It was moved by Tom Atterton and seconded by Jim Bethune that the January 12 and February 6, 2001 Advocacy Committee minutes be accepted for information. Carried unanimously. **(MOTION 333.O.5.4)**

5.5 Mohawk College Council, January 15, 2001

It was moved by Catherine Rellinger and seconded by Tom Behroozi that the January 15, 2001 Mohawk College Council minutes be accepted for information. Carried unanimously. **(MOTION 333.O.5.5)**

6. President's Report

6.1 Written Report

The President reported on the following events/items:

- February 14, 2001 - Thank you to SEN for creating a Nursing Program scholarship and annual awards on the occasion of their 80th anniversary.
- January 10, 2001 - Information Session for Prospective Governors.
- January 11, 2001 - Transitional Reception for Terry Cooke.
- January 14, 2001 - Annual Board Retirement Dinner.
- January 17, 2001 - Official Launch of Mohawk Rotaract Club.
- January 19, 2001 - 2000 Alumni of Distinction Awards Dinner.

- January 22, 2001 - Hamilton Distinguished Citizen of the Year and Youth Volunteer of the Year Awards Dinner.
- January 29, 2001 - Volunteer Centre of Hamilton and District Leadership Think Tank Breakfast.
- February 2, 2001 - Vision Quest Planning Session.
- February 10, 2001 - Winter Convocations.
- Congratulations to Shelagh Gill, Rosemary Knechtel, Marilyn Biekse and all Nursing staff for their efforts in achieving the Collaborative Nursing Degree Programme with McMaster University and Conestoga College.
- The enrollment target was 7039 with a projection of 7125 and the actual figure as at November 1, 2000 was 7368 which is a 5.2% increase over Fall 1999; among the largest growth in the system.

It was moved by Catherine Rellinger and seconded by Tracy Cruickshanks that the President's Report for February 2001 be accepted for information. Carried unanimously. **(MOTION 333.O.6.1)**

In answer to Jim Koyanagi's question, the President stated that the time frame for the start of construction for the "X" Centre was tentatively October 2001. She further stated that a Vision Quest session was held on February 2, 2001 with representatives from the area high schools and field experts and options are being explored as a result of that meeting. The government has granted \$8.5 million for the project, \$1 million will come from surplus and the College, through the Director of Advancement's office, will raise the remainder.

6.2 Urban and Regional Planning Technician - Geographic Information Systems (GIS) Post Secondary Diploma Program

It was moved by Catherine Rellinger and seconded by Jim Bethune that the Urban and Regional Planning Technician – Geographic Information Systems (GIS) Post Secondary Diploma Programme be approved. Carried unanimously. **(MOTION 333.O.6.2)**

6.3 Professional Selling, Post-Diploma Certificate Program Proposal

It was moved by Catherine Rellinger and seconded by Shawn Chamberlin that the Professional Selling, Post-Diploma Certificate Programme be approved. Carried unanimously. **(MOTION 333.O.6.3)**

6.4 **Human Resources Management, Post-Diploma Certificate Program Proposal**

It was moved by Catherine Rellinger and seconded by Rebecca Jamieson that the Human Resources Management, Post-Diploma Certificate Programme be approved. Carried unanimously. **(MOTION 333.O.6.4)**

6.5 **International Business, Post-Diploma Certificate Program Proposal**

It was moved by Catherine Rellinger and seconded by Rick Sterne that the International Business, Post-Diploma Certificate Programme be approved. Carried unanimously. **(MOTION 333.O.6.6)**

6.6 **Writing for Publication Certificate Program Proposal**

It was moved by Catherine Rellinger and seconded by Tracy Cruickshanks that the Writing for Publication Certificate Programme be approved. Carried unanimously. **(MOTION 333.O.6.6)**

6.7 **Counselling Techniques II Certificate Program Proposal**

It was moved by Catherine Rellinger and seconded by Rebecca Jamieson that the Counselling Techniques II Certificate Programme be approved. Carried unanimously. **(MOTION 333.O.6.7)**

6.8 **OSOTF Status Report**

It was moved by Catherine Rellinger and seconded by Tom Atterton that the OSOTF Status Report be accepted for information. Carried unanimously. **(MOTION 333.O.6.8)**

Rick Sterne asked why all of the funds available were not paid out.

The President said that she had asked the same question and, as a result, she received a report from Monique Arbour, Vice President, Finance and Administration and Terry Mote, Assistant Registrar, Student Recruitment and Awards. The report stated that:

- there is a timing skew on availability of interest and timing of awards.
- the College sends an application for the OSOTF award with the offer of admission in March. Approximately 10,000 are sent out. For the past year, we have only received back between 500-600 applications.
- the advertising of awards can be improved. Also we do not receive many applications from our second and third year students. We will seek assistance from the academic

departments to identify those students who would qualify from an academic perspective.

Monique Arbour stated that we are not in contravention of any legal requirement by not distributing all the funds.

In answer to Tom Behroozi's question, the President stated that it is the intention of the College to disburse all or most of the funds in the future.

Monique Arbour answered Rick Sterne's question about the investment of the interest on the OSOTF funds

6.9 **Health, Safety and Environmental Issues Report**

The President verbally reported that a fire alarm in C Wing (Library Resource Centre) was vandalized, possibly by a student(s) and the alarm caused a 45 minute disruption to the exams that were in progress. A non-specific bomb threat was phoned into the main switchboard at 9:30 a.m. on January 2, 2001. The bomb threat procedures were followed, the police were called and the Children's Centre was evacuated. It was discovered that the call was made from a Bell pay phone in J Wing. A search was made and no devices were discovered. The police left the College at 10:30 a.m. The Safety Policy was updated and will be circulated and posted.

It was moved by Catherine Rellinger and seconded by Linda Rogers that the Health, Safety and Environment report be accepted for information. Carried unanimously. **(MOTION 333.O.6.9)**

6.10 **Other Business**

6.10.1 **Name Change from E-Business to Enterprise Business Management**

Rick Knowles expressed concern that the name of this program was recently changed to E-Business and now it is being changed again.

The President stated that we are sensitive to any change that better serves our students. Louise Bockner said that the Advisory Committee agreed to the name change and that the name change more accurately reflected the program content.

It was moved by Catherine Rellinger and seconded by Shawn Chamberlin that the name change from E-Business

to Enterprise Business Management be approved. Carried unanimously. **(MOTION 333.O.6.10.1)**

6.10.2 Collaborative Bachelor of Science Nursing Degree Programme

In answer to Rick Knowles' questions about the Nursing Degree programme proposal, the President stated that Mohawk will be admitting a final intake of Diploma students in Fall, 2001. This is the last group of students who will be given the opportunity to write their RN examinations after completing Mohawk's nursing programme. The content of the new collaborative degree programme is split 53% Mohawk College and 47% McMaster University.

In answer to Rick Knowles' question about the programme running at a deficit and the larger class size, the President stated that the Ministry of Training, Colleges and Universities is aware it will need to address this issue for all programmes that are not fully funded.

It was moved by Catherine Rellinger and seconded by Linda Brown that the Collaborative Bachelor of Science Nursing Degree Programme be approved. Carried unanimously. **(MOTION 333.O.6.10.2)**

Bob Peeling again expressed congratulations to the President and all concerned in achieving the Collaborate Bachelor of Science Nursing Degree Programme.

6.10.3 Administrative Governor Vacancy

It was moved by Catherine Rellinger and seconded by Tom Atterton that whereas an internal administrative Governor vacancy has been created by the resignation of Ms Verspagen and the approved policy of the Board of Governors in this matter requires that this position remain vacant and whereas it would be improper of the Board to act in a manner not compliant with the approved policy:

That the section of the procedures for the election of internal members of the Board of Governors (Academic, Administrative and Support Staff) regarding mid term vacancies be rescinded;

That the entire policy be revised and submitted for approval by the Board of Governors;

That, in the interim, the runner-up in the previously held election for the internal administrative Governor position, if available and willing, be appointed to serve the remainder of the term.

Carried unanimously. **(MOTION 333.O.6.10.3)**

6.10.4 **Rehiring Policy**

It was moved by Catherine Rellinger and seconded by Tom Atterton that the Rehiring Policy be rescinded. Carried unanimously. **(MOTION 333.O.6.10.4)**

Suzanne Clancy, on behalf of Local 240, thanked the Board of Governors for rescinding the Rehiring Policy.

7. **Student Association Reports**

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 were received for information.

Bob Peeling thanked Margaret Hart for her service to the Board as the MCACES Observer.

8. **New Business Including Notices of Motions**

Tom Atterton read the following notice of motion for the April 11, 2001 Board of Governors' meeting:

Whereas it is the stated role of the Board of Governors to determine and require appropriate organizational performance and to ensure the public accountability of the corporation; and

Whereas this role requires that all governors exercise their powers and duties, individually and collectively, in a responsible and accountable manner; and

Whereas the Board has established policies and protocols to assist Governors in demanding appropriate behaviour from one another, including conflict of interest and confidentiality; and

Whereas the Board needs the active participation of all its members to fulfill its role; and

Whereas public accountability demands best practices and transparency in the conduct of Board business;

Therefore, be it resolved that the Board of Governors of Mohawk College reaffirms its intention to govern according to the Board Process policy – Role of the Board, adopted on November 1, 2000; and

Be it further resolved that the Board will:

1. Encourage full participation of all governors in the work and deliberations of the Board by:
 - a. Amending By-law 1 to remove all restrictions on internal governors except those required by law or regulation in time for presentation to the Annual General Meeting in June 2001;
 - b. Relying on Governors to self-identify all real, apparent or potential conflicts of interest in accordance with the guidelines adopted by the Board of Governors;
 - c. Encouraging governors to seek advice on any perceived conflict of interest in advance.
2. Receive the minutes of the Governance Committee in open session except any portion deemed confidential by law, regulation or by-law.
3. Report all motions duly passed in closed session in the minutes of the open session.

As a corollary to the work already undertaken on Board process and evaluation, immediately establish an ad hoc work group to collect and review best practices related to executive performance review and compensation systems in colleges and public corporations and make recommendations for future consideration by the Board and President.

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

The next meeting of the Mohawk College Board of Governors will be held on **Wednesday, April 11, 2001** beginning with the Open Portion Board meeting at **6:45 p.m. in the Board Room, C111B**, Fennell Campus, Mohawk College.

10. **Adjournment**

The Open Portion of the Board of Governors' meeting adjourned at 8:20 p.m.