

BOARD OF GOVERNORS' MEETING
(378th Meeting)
STAFF LOUNGE, C110, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, February 8, 2006

<u>OPEN PORTION</u>	
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 NEW GUESTS Five students from the Office Administration - Executive Program, attending the meeting as part of an assignment, were introduced..
3.	ADDITIONS/DELETIONS TO THE AGENDA Items were added to the agenda.
4.	CONFLICT OF INTEREST DECLARATIONS 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 conflicts were declared.
5.	APPROVAL OF THE PREVIOUS MINUTES
5.1	Minutes of the 377th Open Portion Board Meeting It was moved by Brenda Davis and seconded by Shawn Chamberlin that the Board of Governors approve the minutes of the 377 th Open Portion Board meeting of January 11, 2006. Carried. (MOTION 378.O.5.1)

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5.2	Board Action Items/Follow-Up: <ul style="list-style-type: none">• Board Goals for 2005/2006 (See item 7.1)
6.	BOARD COMMITTEE REPORTS
6.1	Audit Committee, January 27, 2006 <p>6.1.1 Approval of Allocation for Audit-Related Consulting Services It was moved by Allan Greve and seconded by Brian Mullan that the Board of Governors approve an allocation not exceeding \$20,000 to be provided to management for audit-related consulting services as required. Carried. (MOTION 378.O.6.1.1)</p> <p>6.1.2 Acceptance of the Audit Service Delivery Plan It was moved by Allan Greve and seconded by Martin van Zon that the Board of Governors accept the Audit Service Delivery Plan, as amended in the Reporting Requirements and Deadlines section. Carried. (MOTION 378.O.6.1.2)</p>
6.2	Finance Committee, January 27, 2006 The Finance Committee minutes of January 27, 2006 were provided for information.
6.3	Program Development & Renewal Committee, January 16, 2006 <p>6.3.1 Approval of Comic Design & Scripting Program Bryan Adamczyk introduced the programs discussed extensively at the meeting.</p> <p>The President explained that it is expected that the retention rate for this program will be good because it is a graduate certificate and the applicants will likely have completed some form of post-secondary education. The President also stated that this is a high-risk program area and the program will not run without the required number of commitments.</p> <p>It was moved by Bryan Adamczyk and seconded by Colin Osborne that the Board of Governors approve the Comic Design and Scripting graduate certificate program. Carried. (MOTION 378.O.6.3.1)</p> <p>In answer to Pat McKay's question about program review, the President responded that a system-wide process is being developed.</p>

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Once that process is finalized a plan will be developed for all Mohawk programs. In the meantime, Mohawk is looking at programs that have performance issues. The KPI results also provide a source of program information.

6.3.2 Approval for Enterprise Business Program Name Change to E-Business Program

It was moved by Bryan Adamczyk and seconded by Allan Greve that the Board of Governors approve the name change for the Enterprise Business program to the E-Business diploma program. Carried. **(MOTION 378.O.6.3.2)**

6.3.3 Approval of Office Administration – Insurance Program

It was moved by Bryan Adamczyk and seconded by Trent Jarvis that the Board of Governors approve the Office Administration – Insurance certificate program. Carried. **(MOTION 378.O.6.3.3)**

6.3.4 Approval of Educational Assistant Program

It was moved by Bryan Adamczyk and seconded by Colin Osborne that the Board of Governors approve the Educational Assistant diploma program. Carried. **(MOTION 378.O.6.3.4)**

7. STRATEGIC/DECISION ITEMS

7.1 Board Goals for 2005/2006

It was moved by Pat MacDonald and seconded by Brian Mullan that the Board of Governors adopt in principle the following three goals for the Board for 2005/2006 subject to further discussion on the goals, tactics and metrics at the March Board meeting:

- Develop model to manage College performance by implementing Balanced Score Card system for high-level College performance indicators.
- Raise profile of the Board of Governors.
- Improve overall Board communication/interaction rating as measured by self-assessment tool using 2004-2005 baseline data.

Carried. **(MOTION 378.O.7.1)**

The Governors were encouraged to send their comments on the Board Goals to the recording secretary prior to the March Board meeting.

8. STRATEGIC/DISCUSSION ITEMS

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No report.

9. PERFORMANCE REPORTS

9.1 Health & Safety – Accident/Injury Report

The Accident/Injury report was provided for information.

It was clarified that the figure in the “year to date” column for “lost time” refers to the number of incidents not the number of hours of lost time. The March report will show the actual amount of lost time in hours/days. This report captures information on accidents/injuries, which have happened to staff, students and visitors at Mohawk College.

The Board requested information from other colleges on their accident/injury statistics. This information will be provided once it has been collected.

9.2 Staffing Report

In answer to the reason for the discrepancy between the total budgeted positions (921) and the current full time staff as of January 2006 (872), the President stated that we are still in the process of filling these vacancies.

9.3 Finance – Cumulative Revenue & Expenditure Report

A revised version of the Cumulative Revenue & Expenditure report was provided for information.

10. PRESIDENT’S REPORT

10.1 Advocacy Update

Ronald Holgerson presented the Advocacy Update for the Board’s information.

In answer to a question about the frequency of “Mohawk on the Move” in the Brantford Expositor, it was explained that due to budget reductions “Mohawk on the Move” articles have been reduced in the Brantford Expositor and the Hamilton Spectator. Jay Robb has been hired as a Media Relations Publicist resulting in more articles about Mohawk in the Hamilton Spectator.

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Anna Gris pointed out that the Faculty are not included in the Advocacy Plan. Ronald Holgerson stated that this was an oversight and it will be corrected.

10.2 International Education Business Plan

Louise Bockner presented the International Education Business Plan for the Board's information.

The following comments were made:

- Our competitors have more of the programs that international students are interested in taking.
- Visas are very difficult to obtain.
- Chinese students wait 3 to 6 months to receive visa approval.
- Offers to students are up by 60%.
- It is difficult to convince the Ministry of the importance of changing the regulations to make it easier for international students to come to Canada.
- We will be offering our international students an option involving a work placement after graduation.
- It's important to cultivate the international students as a means of advertising the benefits of a Mohawk program.
- We have approximately 400 homestay settings for international students and we encourage them to use them.
- International Education contributes approximately 43% of budget back to College operations.
- Overhead costs are not included in the financial figures.
- Russia is not our primary target for students. They currently do not have a good college system.
- Korea and Taiwan have more lenient visa laws.
- Why is it that our offers are up by 50% but our numbers are down? Our numbers are up but other colleges are blending ESL (English second language) with their post-secondary programs, which allows them to include the ESL students as part of their post-secondary count. Mohawk's figures include part-time and ESL students but they are not counted as post-secondary by OCAS.
- A suggestions was made to look at what the schools in the UK are doing since they have a long tradition of international students.
- If not already done, consider doing a SWOT analysis of different countries.

10.3 Enrolment Report

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	<p>Catherine Drea presented the Winter enrolment as of January 27, 2006 for the Board's information. Spring/Summer enrolment plan target was not met. Fall enrolment and Winter enrolment were up. Once the final enrolment audit is available from the Ministry in early March a review of the enrolment management plan target and enrolment budget plan will be prepared for the Board.</p>
10.4	<p>Employee Survey – Student Service Priority Actions for 2006 The Employee Survey – Student Service Priority Actions for 2006 report was presented for information.</p> <p>The President explained that the Employee Survey was conducted in November 2004, the preliminary report was completed in January 2005, the final report came to the Board in April 2005 and work has been on-going since then.</p>
10.5	<p>School in a School John Schaeffer reported on the very successful “School within a School” project in Brantford.</p>
10.6	<p>Central Michigan University Catherine Drea reported that Central Michigan University (CMU) applied to the Ontario government to offer its Master of Arts in Education program at Mohawk College and they received approval in January 2006. Their Master's program is currently being offered to faculty and staff at Durham, Humber, Georgian and George Brown Colleges. The CMU program provides an excellent professional development opportunity for faculty and staff at the College and the local community. The courses range from an understanding of the educational system in Ontario, to teaching strategies, to student development, to leadership in a college, to curriculum development.</p>
10.7	<p>Council of the Federation – Competing for Tomorrow: A Postsecondary Education and Skills Summit The President received an invitation from Premier Dalton McGuinty to attend the Council of the Federation's “Competing for Tomorrow: A Postsecondary Education and Skills Summit” hosted by the Premiers of Ontario and Québec in Ottawa on February 23 and 24, 2006. Only 8 college Presidents were invited to attend the summit.</p>
10.8	<p>United Way The President reported that last year we fell short of our United Way goal but this year we surpassed our goal of \$40,000 after partnering</p>

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with the Unions to collect \$44,000 for the United Way. The President congratulated the United Way Committee Chair Emily Ecker and Carolyn Gray, who represented the Senior Lead Team on the Committee. Mohawk College along with Local 240 and Local 241 received the United Way of Burlington and Greater Hamilton's 2005 award for most improved campaign.

10.9 Academic Employees – Strike Vote

The results of the February 17, 2004 and February 7, 2006 academic employees strike vote were distributed for information.

Fred Deys, President of Local 240, was given the opportunity to speak to the Board about the academic negotiations and the strike vote.

The last faculty strike occurred in 1989.

11. BOARD CHAIR'S REPORT

11.1 Student Governor Election

The Chair reported that Arun Jacob, a 3rd Year Electrotechnology Telecommunications student, has been acclaimed as the student Governor on the Board for the term starting September 1, 2006 to August 31, 2007.

11.2 Alumni of Distinction Dinner

The Alumni of Distinction dinner was held on January 26, 2006 and the College raised \$6,000 at this event.

11.3 Artist-in-Residence & Steeltown Friends of Mohawk Music Concert

World-renowned "Jazz Master" Bob Brookmeyer was the artist-in-residence at Mohawk from February 1 to 4, 2006 and the featured artist at the Steeltown Friends of Mohawk Music concert on February 4th.

11.4 Thank You from Rick Sterne

The Chair read a thank you letter from past Board Chair Rick Sterne for the retirement dinner held in his honour on December 14, 2005.

12. INFORMATION

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

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12.1	Aboriginal Education Council Minutes, April 21/05 & November 10/05
12.2	Student Reports (MSA/SAC/MCACES/Alumni)
12.3	Email re: Receipt of Quality Improvement Funding
12.4	Mohawk College Media Clippings
13.	UPCOMING MEETINGS <ul style="list-style-type: none">• Winter Convocations - Thursday, February 9, 2006, 3 p.m. & 7:30 p.m. (Snow Date: February 10/06)• ACAATO Conference, February 19 & 20/06, Sudbury• Audit Committee & Finance Committee, March 28, 2006• Program Development & Renewal Committee, May 18, 2006
	NEXT MEETING Wednesday, March 8, 2006, 6:00 p.m. Ballroom East, Sheraton Hamilton Hotel, 116 King Street West, Hamilton
14.	ADJOURNMENT/MOTION TO GO IN CAMERA It was moved by Brian Mullan and seconded by Brendan Ryan that the Open Portion meeting adjourn at 7:48 p.m. and the in camera (Closed Portion) meeting commence in 5 minutes. Carried. (MOTION 378.O.14)

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(378th Meeting)
STAFF LOUNGE, C110, FENNELL CAMPUS, MOHAWK COLLEGE
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ATTENDANCE - OPEN PORTION

Board of Governors

Bronko Jazvac, Chair
Bryan Adamczyk
Gaspare Bonomo
Shawn Chamberlin
Brenda Davis
Allan Greve
Trent Jarvis
Carolyn Johnson
Pat MacDonald
Pat McKay
Brian Mullan
Colin Osborne
Brendan Ryan
Cindy Swanson
Martin van Zon
MaryLynn West-Moynes, President
Lacey Williams

Regrets

Gary Beveridge
Sharon Lax

Vice-Presidents/Executive Deans/Directors

Doug Baker, Executive Dean, Brantford & Applied Arts
Louise Bockner, Executive Dean, International Education
Catherine Drea, Vice President, Student and Learning Services
Joanne Echlin, Vice President, Staff Services
Carolyn Gray, Vice President, Community Services and Economic Development
Kathy Hayes, Registrar
Ronald Holgerson, Executive Director, Marketing & Communications

Cheryl Jensen, Executive Dean, Engineering Technology
Rosemary Knechtel, Executive Dean, Health Sciences & Human Services
Debbie Logel Butler, Executive Director, Development & Alumni Relations
Rachel Matthews, Director, Student Development
Karen Moore, Director, Financial Operations
Catherine Peterson, Director, Purchasing and Financial Planning
Dick Raha, Vice President, Finance and Administration
John Schaeffer, Director, Skills Development Brantford
Dale Schenk, Executive Dean, Business

Observers

Anthony D'Alessandro, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)
John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)
Karen Logan, President, Mohawk College Association for Continuing Education Students

Guests

Anna Gris, Chief Steward, Local 240
Leo Barsony, International Education
Tom Hodson, International Education
Marilyn Micucci, International Education
Veronica Weir, Executive Co-ordinator, Office Administration & Treasurer, Local 240
Jen Bain, Student, Office Administration Executive Program
Jie Chen, Student, Office Administration Executive Program
Angela Mashih, Student, Office Administration Executive Program
Kristy McGuigan, Student, Office Administration Executive Program
Julie Rivet, Student, Office Administration Executive Program