

OPEN PORTION
BOARD OF GOVERNORS' MEETING

(388th Meeting)

STAFF LOUNGE, ROOM C110, FENNEL CAMPUS, MOHAWK COLLEGE

Wednesday, February 14, 2007

OPEN PORTION MINUTES

February 14, 2007

1. CALL TO ORDER

The Mohawk College Open Portion Board of Governors' meeting was called to order at 6:00 p.m.

The Chair thanked everyone for attending the meeting both in person and via teleconference (due to weather conditions). Given the fact that several Governors were attending the meeting via teleconference and to simplify the process, the Chair indicated that he would only be asking Governors to indicate if they were voting against a motion.

2. INTRODUCTION OF NEW GUESTS

Ronald Holgerson introduced three Office Administration students.

3. ADDITIONS/DELETIONS TO THE AGENDA

No items were added to or deleted from the agenda.

4. CONFLICT OF INTEREST DECLARATIONS

The Chair asked that any Governors 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.

OPEN PORTION MINUTES

February 14, 2007

5. APPROVAL OF THE PREVIOUS MINUTES

5.1 Minutes of the 387th Open Portion Board Meeting (January 10, 2007)

It was moved by Sharon Lax and seconded by Brendan Ryan that the Board of Governors approve the minutes of the 387th Open Portion Board meeting of January 10, 2007. Carried. (MOTION 388.O.5.1)

5.2 Board Action Items/Follow-Up:

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 Strategic Planning Steering Committee, January 19, 2007

Ty Shattuck briefly reviewed the minutes of the January 19, 2007 Strategic Planning Steering Committee meeting which included a discussion on the role of the Committee, the development of a critical path and a decision to hire a facilitator to assist in the definition and execution of a strategic planning process.

6.2 Program Development & Renewal Committee, January 24, 2007

The minutes of the Program Development & Renewal Committee meeting of January 24, 2007 were provided for information. Two programs were presented. The Condominium Management Certificate program was presented for information (certificate program proposals do not require Board approval) and the Quality Engineering Technician – Non-Destructive Evaluation (NDE) Co-op program was recommended to the Board for approval (item 7.1).

6.3 Audit Committee, January 29, 2007

The draft minutes of the Audit Committee meeting of January 29, 2007 were provided for information.

6.4 Finance Committee, January 29, 2007

The draft minutes of the Finance Committee meeting of January 29, 2007 were provided for information.

OPEN PORTION MINUTES

February 14, 2007

6.5 **Policy Committee, January 29, 2007**
The minutes of the Policy Committee meeting of January 29, 2007 were provided for information.

7. **STRATEGIC/DECISION ITEMS**

7.1 **Quality Engineering Technician – Non Destructive Evaluation (NDE) Co-op Program**
It was moved by Arun Jacob and seconded by Bryan Adamczyk that the Board of Governors approve the Quality Engineering Technician – Non Destructive Evaluation (NDE) Co-op program. Carried. **(MOTION 388.O.7.1)**

7.2 **Procurement Policy**
It was moved by Cindy Swanson and seconded by Allan Greve that the Board of Governors accept the Procurement Policy. Carried. **(MOTION 388.O.7.2)**

7.3 **2006/2007 Audit Service Delivery Plan**
It was moved by Cindy Swanson and seconded by Brian Mullan that the Board of Governors approve the 2006/2007 Audit Service Delivery Plan and an allocation not exceeding \$20,000 to be provided to management for consulting services as required. Carried. **(MOTION 388.O.7.3)**

7.4 **Finance Committee Terms of Reference**
It was moved by Brian Mullan and seconded by Sharon Lax that the Board of Governors approve the revised Finance Committee terms of reference with the deletion of the word “major” in item 8. Carried. **(MOTION 388.O.7.4)**

7.5 **2007/2008 Tuition, Ancillary and Incidental Fee Review**
A question was asked about the Compulsory Incidental Fees which are subject to approval by the Mohawk Students Association at their March 21, 2007 Board meeting. The President stated that Catherine Drea has worked closely with the MSA on the Compulsory Incidental Fees and it is anticipated that they will approve the fees at their Board meeting.

OPEN PORTION MINUTES

February 14, 2007

In answer to a question about the overall increase in student fees, Catherine Drea stated that the overall increase is approximately 9%. The approximate dollar amount of the overall increase in student fees and the fees in comparison with other colleges will be provided to Governors.

Bryan Adamczyk asked a question about information on student debt load and Peter Dietsche said that this information is available through the Canada Millennium Scholarship Foundation web site and it will be provided to Governors.

Rick Knowles asked a question about the College's residence fee and how it compares to other colleges. This information will be provided to Governors.

It was moved by Sharon Lax and seconded by Pat McKay that the Board of Governors approve the following:

Tuition fee increases to be effective September 1, 2007 which reflect no more than an averaged 5% increase to overall funded Post Secondary programming as follows:

- ❑ Regular Post Secondary Programs with fees of \$1,920 (or less) to \$2,200 for two semesters – be increased for the first program year by \$100 for two semesters, continuing program years to be increased year over year by a maximum of 4%..
- ❑ Regular Post Secondary Programs with fees exceeding \$2,200 for two semesters – to be increased for the first program year by a maximum of 4.5%, continuing program years to be increased year over year by a maximum of 4%.
- ❑ High Demand Programs to be increased for the first program year by a maximum of 8%, continuing program years to be increased year over year by a maximum of 4%.
- ❑ One Year Post Graduate Certificate Programs to be increased up to a maximum of 8%.
- ❑ Tuition Short with regular fees of \$53.11 per week to be increased up to the maximum of 4.5% to no more than \$55.49.
- ❑ Continuing Education funded program delivery with regular fees of \$4.54 per student contact hour be increased up to the maximum of 4.5% to no more than \$4.74 per student contact hour.
- ❑ Prior Learning Assessment and Recognition fee with regular fees of \$104.29 to no more than \$108.98.

Compulsory Curriculum Related Incidental Fees to be effective September 1, 2007:

OPEN PORTION MINUTES

February 14, 2007

- ❑ Co-op and Co-op Internship Fee – restructured from \$572 per year predicated on one co-op placement per year to \$500 per co-op term placement.
- ❑ Clinical Placement Fee – increase 4.5% from \$762.85 to \$797.85.

Non Compulsory Incidental Fees to be effective September 1, 2007:

- ❑ A new Early Assessment Fee of \$35.00.
- ❑ Residence Fee – increase from \$5,300 to \$5,400 for two semesters.

*Compulsory Incidental Fees to be effective September 1, 2007 **subject to the agreement of the Mohawk Students Association at their March 21 meeting:**

- ❑ Alumni Fee – increase from \$17.00 to not more than \$20.00 per two semesters.
- ❑ General Service Fee (GSF) – increase from \$137.00 to not more than \$162.00 per two semesters.
- ❑ Student Information Technology Fee (SITE) – increase from \$110.00 to not more than \$137.00 per two semesters.
- ❑ Student Activity Fee (MSA) – increase from \$231.90 to not more than \$243.50 per two semesters.

Carried. **(MOTION 388.O.7.5)**. It was noted that the language used when advising students of the fees must be clarified to ensure that the fees can be easily understood.

[*The above Compulsory Incidental Fees are subject to approval of both the Board of Governors and the student government as per Ministry policy and established protocols. The Mohawk Students Association (MSA) has been consulted and is tabling these fees at their next board meeting.]

7.6 Policy B06 – Recruitment and Orientation of New Governors

It was moved by Brian Mullan and seconded by Carolyn Johnson that the Board of Governors approve the revisions to Policy B06 – Recruitment and Orientation of New Governors. Carried. **(MOTION 388.O.7.6)**

OPEN PORTION MINUTES

February 14, 2007

7.7	<p>Policy B10 – Committees</p> <p>It was moved by Allan Greve and seconded by Brian Mullan that the Board of Governors approve the revisions to Policy B10 – Committees with a further amendment to Attachment 1 – Governance Committee Terms of Reference, under “Meetings” to read: “Minimum four times per year. Special meetings may be requested by any member of the Committee. All Governors are welcome to attend the Governance Committee meetings save and except for those meetings at which it has been determined to restrict attendance to the membership of the Governance Committee. This determination will be made by the majority of Governors present at the Governance Committee meeting and taking into consideration those factors set out in By-Law No.1, item 6.6.” Carried. (MOTION 388.O.7.7)</p>
7.8	<p>Policy C04 – Emergency Succession for the President</p> <p>It was moved by Brenda Davis and seconded by Brian Mullan that the Board of Governors approve the new Policy C04 – Emergency Succession for the President with the following changes:</p> <ul style="list-style-type: none">• Under 3.1, second paragraph, remove “or to make any modifications considered necessary by the Committee”• Under 3.1, third paragraph, change “will” to “may”. <p>Carried. (MOTION 388.O.7.8)</p>
7.9	<p>Policy C05 – Leadership Plan for Planned Absence of the President</p> <p>It was moved by Brenda Davis and seconded by Brian Mullan that the Board of Governors approve new Policy C05 – Leadership Plan for Planned Absence of the President with the following change:</p> <ul style="list-style-type: none">• Under item 2 “Leadership Plan for a Short Term Leave of Absence”, the first sentence should read, “A leave of absence plan is developed and approved by the Board of Governors annually based on the expectation that the President will return to his/her position once the events of the approved absence are completed.” Carried. (MOTION 388.O.7.9)
7.10	<p>Election Procedures for Internal Members of the Board of Governors – Schedule ‘A’ of Appendix 1 of Board By-Law No. 1</p> <p>In answer to a concern about changing the method of communicating with employees regarding the election process, the President and the internal Governors stated that communicating with employees via MoCoMotion was an effective method.</p>

OPEN PORTION MINUTES

February 14, 2007

In answer to a question from Fred Deys, the President assured him that Schedule ‘A’ was consistent with Regulation 34/03.

In answer to a question about accommodating employees with special needs to allow them to take part in the election process, the President stated that employees with special needs are equipped to work and will be accommodated, if needed, to participate in the election process.

In answer to a question about what happens if the nomination period is extended due to lack of nominations and, after the extension period, no nominations are received, the President said that it does not contravene the Regulations if an internal Governor is not elected, provided every effort has been made to find a candidate.

In answer to a question, the President stated that the election is conducted by secret ballot.

It was noted that a seconder is not usually required for a nomination.

It was moved by Brenda Davis and seconded by Trent Jarvis that the Board of Governors approve the revised Schedule ‘A’ of Appendix 1 of Board By-Law No. 1 with a change to item 4 “Schedule”, under “Deadline for Electronic Voting Submission” change “at” to “as”. Carried. (MOTION 388.0.7.10)

[Following the meeting, Governors were advised that, as per past practice, only full-time employees are eligible to stand for election and a line to this effect would be added to Schedule ‘A’ under “Defined Constituencies”.]

7.11 Board Statutory Liability Report as of December 31, 2006

It was moved by Brian Mullan and seconded by Bronko Jazvac that the Board of Governors approve the Board Statutory Liability Report as of December 31, 2006. Carried. (MOTION 388.O.7.11)

8. STRATEGIC/DISCUSSION ITEMS

OPEN PORTION MINUTES

February 14, 2007

8.1

2006 Employee Survey Summary Report

Ted Hodge, President of Compustat Consultants, Inc. provided an overview of the 2006 Employee Survey. Copies of his presentation were provided to the Board members. His presentation covered the following topics:

- Methodology
- General Observations
- Strengths
- Areas for Improvement
- Mohawk College as a Place to Work – Drivers
- What Next?
- Strategic Plan – Vision, Mission, Values & Cornerstones

The survey was available for completion during the weeks of November 23 to December 22, 2006 and a 28% response rate was achieved. The survey was sent to 1300 full and part-time staff. In answer to a question, Ted said that the average survey response rate for colleges is 25 to 65%. The response rate for the 2004 Employee Survey was 25%.

Board members made the following comments:

- There seems to be a significant difference in how the employee groups answer the questions.
- It's important to note the strengths that have been identified through the survey.
- "We need to recognize how things are and not why things are."
- The Action Plan needs to be linked to the root causes of problems/concerns and not just the symptoms.
- "We shouldn't go too far down the path of answers being linked to data."

Peter Dietsche stated that it is difficult to get people to respond to surveys and you often only hear from those who are very pleased or very unhappy. He stated that with a 28% response rate it is difficult to know if this is representative of the total College population. He suggested that it would be better to do a true random survey for future surveys.

Rick Knowles advised the group that he had reviewed the data extensively and said that he would provide his analysis of the data to the Board, through the recording secretary.

OPEN PORTION MINUTES

February 14, 2007

In answer to a question about the timing of information gathered from students and employers, the President stated that the KPI (Key Performance Indicators) information is provided to the colleges by the end of March/early April.

As per the recommendation of the Board Chair and President, the summary report will be sent out to staff. Peter Dietsche will analyse the data further, will review best practices at other institutions and recommend survey improvements and timing of next survey. After consultation with staff to determine priorities and actions, Peter will prepare a plan to be brought to the Board at the May or June meeting.

9. PERFORMANCE REPORTS

9.1 Health & Safety – Accident/Injury Report

The Accident/Injury Report was provided for information.

9.2 Staffing Report

The Staffing Report was provided for information.

9.3 Finance – Cumulative Revenue & Expenditure Report

The Cumulative Revenue & Expenditure Report was provided for information.

10. PRESIDENT’S REPORT

10.1 President’s Report

The President’s Report was provided for information.

10.2 Development Fundraising Campaign Summary Update

The Development Fundraising Campaign Summary Update was provided for information.

10.3 Mohawk 40th Anniversary Celebrations

OPEN PORTION MINUTES

February 14, 2007

	The Mohawk 40 th Anniversary Celebrations Update was provided for information.
10.4	Staff Appointment The President advised the Board that Dr. Peter Dietsche, Vice President, Research & Institutional Quality, has accepted a full-time appointment as Assistant Professor, Higher Education and the William G. Davis Chair in Community College Leadership at the Ontario Institute for Studies in Education (OISE) of the University of Toronto as of July 1, 2007. The President and the Board congratulated Peter on his appointment.
11.	BOARD CHAIR'S REPORT
11.1	Alumni of Distinction Dinner The Chair and other Governors attended the January 25, 2007 Alumni of Distinction Dinner, which celebrated the 2007 Alumni of Distinction Winners: Mindy Tweedle Laforet (Recent Graduate), Ward Dilse (Business), Mike Farrell (Creative Arts & Design), John Lafferty (Health Sciences) and Michael Desnoyers (Technology).
11.2	Interview with Doctoral Student The Chair and Rosemary Knechtel participated in a study for doctoral candidate, Michael Cooke. The study was entitled "The Changing Face of Ontario's Urban Colleges: A Comparative Case Study of Strategy Texts of City Colleges from 1995 to 2005".
11.3	STARRT Funding Presentation The Chair thanked Paven Bratch for speaking on his behalf at the January 31, 2007 funding announcement by Jennifer Mossop, MPP, Stoney Creek, at which she announced that Mohawk College would receive \$5 million for the STARRT project.
12.	INFORMATION Items 12.1, 12.2, 12.3, 12.4, 12.5 and 12.6 were provided for information.
12.1	Student Reports (MSA/SAC/MCACES/Alumni)
12.2	Aboriginal Education Council, December 5, 2006

OPEN PORTION MINUTES

February 14, 2007

12.3 Cheryl Jensen Named Chair of the Industry-Education Council of Hamilton

12.4 Trent Jarvis – Bay Area Leadership Program

12.5 Thank You Letter to Pat MacDonald

12.6 Media Reports

13. UPCOMING MEETINGS

- 2007 ACAATO Conference, February 18 & 19, 2007, Toronto

NEXT MEETING

Wednesday, March 14, 2007, 6:00 p.m.

Staff Lounge, C110, Fennell Campus, Mohawk College

14. ADJOURNMENT/MOTION TO GO IN CAMERA

It was moved by Trent Jarvis and seconded by Brian Mullan that the Mohawk College Open Portion Board of Governors' meeting adjourn at 7:53 p.m. and the in camera portion of the meeting will convene after a short break. Carried. **(MOTION 388.O.14)**

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING

(388th Meeting)

STAFF LOUNGE, ROOM C110, FENNELL CAMPUS, MOHAWK COLLEGE

Wednesday, February 14, 2007

ATTENDANCE - OPEN PORTION

Board of Governors

Gary Beveridge, Chair

Bryan Adamczyk (via teleconference)

Paven Bratch

Brenda Davis (via teleconference)

Allan Greve (via teleconference)

Arun Jacob

Trent Jarvis

Bronko Jazvac

Carolyn Johnson

Rick Knowles

Sharon Lax

Pat MacDonald (via teleconference)

Pat McKay

Brian Mullan

Brendan Ryan

Ty Shattuck (via teleconference)

Cindy Swanson

MaryLynn West-Moynes, President

Absent

Colin Osborne

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

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
Dale Schenk, Vice President, Finance and Administration

Observers

Anthony D'Alessandro, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)

Guests

Ted Hodge, President, Compustat Consultants, Inc.
Andrea Bonitatibus – Office Administration Student
Tara Bonitatibus – Office Administration Student
Debbie Volf – Office Administration Student