

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS' MEETING**  
**(353<sup>rd</sup> Meeting)**

**BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, June 11, 2003**

**ATTENDANCE**  
**OPEN PORTION**

**Board of Governors**

Tom Atterton, Chair  
Linda Brown  
Shawn Chamberlin  
Cal Haddad, President  
Rebecca Jamieson  
Trent Jarvis  
Bronko Jazvac  
Carolyn Johnson  
April Nederlof  
Cindy Swanson  
Kathy Verspagen

**Absent**

Tom Behroozi  
Gary Beveridge  
Rick Sterne

**New Board of Governors (As of September 1, 2003)**

Bryan Adamczyk  
Gaspere Bonomo  
Brenda Davis  
Sharon Lax  
Martin van Zon

**Observers**

Greg Cormier, Chair, Mohawk College Council  
Fred Deys, Faculty (President, Local 240)  
John Guilfoyle, Administration (President, MCASA)  
Krysia Iwanek, President, Mohawk College Alumni Association  
Tansy Ko, Student (President, MSA)  
John Pooler, Support Staff (President, Local 241)

**Vice-Presidents/Deans/Directors**

Doug Baker, Dean, Brantford and Applied Arts  
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

**Kathy Hayes, Registrar**  
**Cheryl Jensen, Dean, Engineering Technology**  
**Jim Jones, Chair, Language Studies**  
**Rosemary Knechtel, Dean, Health Sciences & Human Services**  
**Karen Moore, Controller**  
**Catherine Peterson, Director, Purchasing & Financial Planning**  
**Dick Raha, Vice President, Finance & Administration**  
**Jim Vanderveken, Director, Community Economic Development**

**Guests**

**Anna Gris, Chief Steward, Local 240**  
**Pat Kramer, Auditor, BDO Dunwoody LLP**  
**Jackie Schach, Consultant, Delta Consulting Group**

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS' MEETING**

**(353<sup>rd</sup> Meeting)**

**BOARD ROOM, C111B, FENNEL CAMPUS MOHAWK COLLEGE**

**Wednesday, June 11, 2003, 6:30 p.m.**

**OPEN PORTION**

The Board of Governors' Open Portion meeting was called to order at 6:42 p.m.

**1. Minutes of the 352<sup>nd</sup> Meeting**

It was moved by Cindy Swanson and seconded by Bronko Jazvac that the minutes of the 352<sup>nd</sup> meeting (May 14, 2003) be approved. Carried unanimously. **(MOTION 353.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 Spring Convocations**

The Chair thanked Bronko Jazvac for Chairing the May 31 morning Convocation in his absence and on short notice.

**3.2 Solidarity Works Program**

The Chair reported that one of the tangible results of offering the Labour Studies program at the Colleges has been that Ontario has moved their Solidarity Works Program from Toronto to Hamilton and the participants will be housed in the Mohawk College Student Residence.

**CONSENT AGENDA**

**4. Chair's Written Report**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.4)**

**5. Board Log**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.5)**

**6. Reports/Minutes**

**6.1 Aboriginal Education Council Minutes (April 17, 2003, January 6, 2003, October 16, 2002, June 19, 2002, February 27, 2002, December 12, 2001, September 26, 2001)**

The Chair stated that the Aboriginal Education Council minutes will be coming to the Board on a regular basis and these are the past minutes from September 2001 to April 2003.

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.6.1)**

**6.2 Mohawk College Council Committee, May 12, 2003**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.6.2)**

**6.3 Occupational Health & Safety Committee - Brantford Campus, May 20, 2003**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.6.3)**

**6.4 Program Review Committee, May 22, 2003**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.6.4)**

**6.6 Audit & Operational Review Committee, June 6, 2003**

- **Minutes, June 6, 2003**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.6.6)**

**6.7 Mohawk College Report, June 2003**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.6.7)**

**7. Student Association Reports**

It was moved by Trent Jarvis and seconded by Shawn Chamberlin that consent agenda items 4, 5, 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 and 7 be accepted for information. Carried unanimously. **(MOTION 353.O.7)**

**DISCUSSION/DECISION AGENDA**

(For items moved from the Consent Agenda.)

**6.5 Finance Committee, June 6, 2003**

- **Minutes, June 6, 2003**

- **Student Residence Operating Budget versus Actual**

It was moved by Cindy Swanson and seconded by Shawn Chamberlin that the student residence "operating budget versus actual" statement for the fiscal year ended March 31, 2003 be accepted for information and the Finance Committee

minutes of June 6, 2003 be accepted with the following amendment to item 6, Fundraising Multi-Year Projections and Impact on Reserve:

“...that the Board approves an additional allocation of \$2.7 million from the Board of Governors’ reserve which will be paid back over the next five years from 2004/05 to 2008/09 from fundraising revenues.”

Carried unanimously. **(MOTION 353.O.6.5)**

## **REGULAR AGENDA**

### **8. Business Arising from the Minutes**

#### **8.1 Revisions to Board Bylaws**

The Chair stated that there are no changes needed to Board Bylaw #3, #4 and #5. Board Bylaw #2 has been reviewed and will be ready after a final review. Some housekeeping changes have been made to Board Bylaw #1 which requires Board approval at this time.

Over the summer, the Board Chair will be working on some additional revisions and new bylaws relating to:

- conditions and procedure for removing a governor (section 3.13)
- procedure for electing board members
- program advisory committees (section 9.20)
- College Council (section 11)

It is expected that these additional revisions and new bylaws will be dealt with at the Board’s August Retreat. *[Due to the cancellation of the Board August Retreat, the changes to the Board Bylaws will be discussed at the October 8, 2003 Board meeting.]*

In September, the Governance Committee will develop a protocol for Board nominations and appointments to the College Compensation and Appointments Council, as required by the new college charter.

Kathy Verspagen pointed out that item 9.4 of the revised Board Bylaw #1 should also be changed to comply with the Governance and Accountability Framework.

The Chair reminded the Board that the Governor Declaration (Code of Ethical Conduct and Governors’ Agreement) will be reviewed in September.

It was moved by Rebecca Jamieson and seconded by Shawn Chamberlin that the Advocacy Committee be removed from the list of Board Committees, item 19.2 in Board Bylaw #1. Carried unanimously. **(MOTION 353.O.8.1.1)**

It was moved by Rebecca Jamieson and seconded by Kathy Verspagen that the revisions to Board Bylaw #1 be approved. Carried unanimously. **(MOTION 353.O.8.1.2)**

## 9. Committee Reports

### 9.1 Finance Committee, June 6, 2003

#### 9.1.1 Board Policy on Reserves

It was moved by Shawn Chamberlin and seconded by Linda Brown that the following revision to the Mohawk College Reserve (net assets) Policy be approved effective for the fiscal year ending March 31, 2004:

Reserve Policy: In keeping with prudent financial management, the College's unrestricted reserves after removal of adjustments for vacation pay, future employee benefits (means post retirement and employment benefits only) and sick leave benefits accruals will be maintained at a minimum level to provide for a contingency in any given year. The level to be maintained at 2% of College revenues, as determined by the average of the last two years as reported in the College's audited financial statements. This policy supersedes the current policy approved by the Board of Governors on April 14, 1999.

Carried unanimously. **(MOTION 353.O.9.1.1)**

#### 9.1.2 Fundraising Multi-Year Projections and Impact on Reserve

It was moved by Shawn Chamberlin and seconded by Trent Jarvis that in order to complete the construction of the "X" Centre, the Board of Governors approves an additional allocation of \$2.7 million from the Board of Governors' reserve, which will be paid back over the next five years from 2004/05 to 2008/09 from fundraising revenues. Carried unanimously. **(MOTION 353.O.9.1.2)**

Carolyn Johnson said that it was unfortunate that the "Shaping the Future" campaign has not raised more money. Shawn Chamberlin stated that the campaign is taking longer but this often results in larger gifts.

Cindy Swanson stated that the Finance Committee asked for a status report on the fundraising to be given at each of its meetings.

Bronko Jazvac said that this will also become a part of the College's Business Plan.

### 9.2 Audit & Operational Review Committee, June 6, 2003

#### 9.2.1 2002/2003 College Financial Statements

It was moved by Shawn Chamberlin and seconded by Rebecca Jamieson that the March 31, 2003 Financial Statements be approved. Carried unanimously. **(MOTION 353.O.9.2.1)**

Pat Kramer of BDO Dunwoody LLP thanked the Financial Services staff for their assistance in preparing the documents for the Audit & Operational Review Committee meeting.

On behalf of the Board, the Chair thanked the Financial Services staff for all their efforts in preparing the documents for the Finance Committee and the Audit & Operational Review Committee meetings and for their assistance to the auditors. The Chair thanked the auditors for their work over the last year.

**10. President's Report**

**10.1 "X" Centre Status Report**

It was moved by Cal Haddad and seconded by Shawn Chamberlin that the "X" Centre Status Report be accepted for information. Carried unanimously. **(MOTION 353.O.10.1)**

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

No issues were identified.

### **10.3 Other Business**

#### **10.3.1 Enrollment**

The President reported that there are still openings in some of the technology and business programs. He explained that enrollment has not increased for a variety of reasons. Many students are staying in high school for another year to improve their marks; some students have stopped out for a year. It is expected that overall the enrollment figures will be up from last year.

In answer to a question from Cindy Swanson, the President stated that the lower enrollment in Technology does not affect the "X" Centre and most of our students will have a class scheduled in the "X" Centre.

The President will provide an enrollment update in October or November.

### **11. Long Range Strategic Planning**

#### **11.1 Strategic Plan – "Learning Above All"**

The President, the members of MEC and Jackie Schach provided an overview of the proposed Strategic Plan "Learning Above All".

It was moved by Carolyn Johnson and seconded by Shawn Chamberlin that the proposed Strategic Plan "Learning Above All" be reviewed by the Board at either the August Retreat or the September 2003 Board meeting. Carried unanimously. **(MOTION 353.O.11.1)**

Bronko Jazvac said that he hoped the College would consider establishing a skilled trades centre of excellence.

The Chair thanked Jackie Schach for her work with MEC on the proposed Strategic Plan.

### **12. Verbal Updates**

- **Committee Chairs**
- **MSA**
- **SAC**
- **MCACES**
- **Mohawk College Alumni Association**

The verbal reports were received.

#### **12.1 Review of Program Review Process**

Further to Bronko Jazvac's question regarding the review of the Program Review process, Shelagh Gill reported that the review will be ready for discussion by the Program Review Committee in October 2003.

### **13. Questions of the Day**

No questions were asked.



**14. New Business (Including Notices of Motions)**

On behalf of the members of the Board, Shawn Chamberlin thanked Tom Atterton for chairing the Board for the past year and for providing guidance to the Board during that time.

**15. Next Meeting Date**

The next meeting of the Mohawk College Board of Governors is scheduled for Wednesday, September 10, 2003 beginning at 6 p.m. in the Board Room, C111B, Fennell Campus.

**16. In Camera Session**

- **May 14, 2003 Closed Portion Minutes**
- **MSA Pub Fact Finding Report**
- **Election for Three Position on the Governance Committee**
- **Personnel Matters**

These items will be discussed by the Board in the Closed Portion of the meeting following the Annual General Meeting.

**17. Adjournment**

It was moved by Trent Jarvis and seconded by Carolyn Johnson that the Board meeting be temporarily adjourned at 8:35 p.m. for the Annual General Meeting followed by the Closed Portion Board meeting. Carried unanimously. **(MOTION 353.O.17)**