

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS' MEETING
(362nd Meeting)
BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, June 16, 2004

ATTENDANCE - OPEN PORTION

Board of Governors

Rick Sterne, Chair
Bronko Jazvac, Vice Chair
Bryan Adamczyk
Tom Behroozi
Gaspere Bonomo
Shawn Chamberlin
Brenda Davis
Allan Greve
Trent Jarvis
Carolyn Johnson
Sharon Lax
April Nederlof
Cindy Swanson
Martin van Zon
Kathy Verspagen
MaryLynn West-Moynes, President

Absent

Gary Beveridge
Linda Brown
Brendan Ryan

Observers

Suzanne Clancy, Faculty
Greg Cormier, Chair, Mohawk College Council
Anna Gris, Faculty
Krysia Iwanek, President, Mohawk College Alumni Association
Jady Klyve, Student (President, MCACES)
Bruce Peachey, Student (Chair, Student Athletics' Committee)
John Pooler, Support Staff (President, Local 241)
Kyle Smith, Student (President, Mohawk Students' Association)

Vice-Presidents/Executive Deans/Directors

Doug Baker, Executive Dean, Brantford & Applied Arts
Alan Clay, Director, Marketing & Public Relations
Joanne Echlin, Vice President, Staff Services
Shelagh Gill, Executive Vice President, Academic
Carolyn Gray, Vice President, Student, Community & Economic Development
Michelle Harkness, Director, Student Life and Ancillary Services
Cheryl Jensen, Executive Dean, Engineering Technology
Rosemary Knechtel, Executive Dean, Health Sciences and Human Services
Debbie Logel Butler, Executive Director, Development
Linda Marshall, Manager, Alumni Affairs & Corporate Services
Karen Moore, Controller
Catherine Peterson, Director, Purchasing and Financial Planning
Dick Raha, Vice President, Finance & Administration

Guests

Suzanne Papper, BDO Dunwoody LLP

Heather Giardine, Professor, Return to Work Services

Darryl Hartwick, Professor, Communications Media

Pat MacDonald (Administrative Governor elect – as of September 1, 2004)

Lacey Williams (Student Governor elect – as of September 1, 2004)

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OPEN PORTION

1. CALL TO ORDER

The Mohawk College Open Portion Board of Governors' meeting was called to order at 6:10 p.m.

2. INTRODUCTION OF GUESTS

Those in attendance at the meeting introduced themselves.

3. ADDITIONS/DELETIONS TO THE AGENDA

No additions were made to the agenda. The Chair noted that items of information would no longer require a motion of acceptance.

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 conflict was declared.

5. PRESENTATIONS

No presentations were made.

6. APPROVAL OF PREVIOUS MINUTES

6.1 Minutes of the 361st Open Portion Board Meeting of May 12, 2004*

It was moved by Shawn Chamberlin and seconded by Sharon Lax that the minutes of the 361st Open Portion Board meeting of May 12, 2004 be approved. Carried unanimously. **(MOTION 362.O.6.1)**

7. ACTION ARISING FROM THE PREVIOUS MINUTES

7.1 Strategic Plan 2004-2007 Reinvestment (item 8.1.2)

This item will be discussed under item 8.1.2.

7.2 Organization Chart

A copy of the recent reorganization chart was attached to the May 12, 2004 Open Portion Board minutes.

8. DECISION ITEMS

8.1 Finance Committee, June 10, 2004

8.1.1 Reserve Policy

It was moved by Tom Behroozi and seconded by Allan Greve that: the Board of Governors establish a Capital and Building Reserve Fund in the amount of \$1.75 million and that senior staff provide a review of the reserve policy to the Finance Committee at the June 2005 meeting and annually thereafter. Carried unanimously. **(MOTION 362.O.8.1.1)**

8.1.2 Strategic Plan 2004-2007 Reinvestment

It was moved by Tom Behroozi and seconded by Martin van Zon that the Board of Governors grant approval to proceed with the Multi-Year Strategic Plan Investments – 2004/2005 Actions and that management will submit, in the Fall 2004, additional details on risks and measurements to be trended through this fiscal year. Carried unanimously. **(MOTION 362.O.8.1.2)**

8.2 Audit & Operational Review Committee, June 10, 2004

8.2.1 2003/2004 College Financial Statements

It was moved by Tom Behroozi and seconded by Trent Jarvis that the 2003/2004 College Financial Statements be accepted. Carried unanimously. **(MOTION 362.O.8.2.1)**

8.2.2 2004/2005 Business Plan

It was moved by Tom Behroozi and seconded by Shawn Chamberlin that the 2004/2005 Business Plan be approved and forwarded to the Ministry of Training, Colleges and Universities by June 30, 2004. Carried unanimously. **(MOTION 362.O.8.2.2)**

8.2.3 Appointment of External Auditors for 2004/2005

It was moved by Tom Behroozi and seconded by Carolyn Johnson that the appointment of BDO Dunwoody LLP as external auditors of the Mohawk College of Applied Arts and Technology for the fiscal year 2004/2005, at a fee acceptable to the Audit & Operational Review Committee, be approved. Carried unanimously. **(MOTION 362.O.8.2.3)**

8.3 Governance Committee, June 10, 2004

8.3.1 Board Planning Session – Fall 2004

It was moved by Shawn Chamberlin and seconded by Allan Greve that a Board Advance on Governance be organized for October 2004 and that an Advance subcommittee be struck to organize the Advance and ensure that the objectives are meaningful and achieve the objectives of the Board. Carried unanimously. **(MOTION 362.O.8.3.1)** *[At the in camera portion of the meeting, it was decided that the Governance Committee would organize the agenda for the Board Advance.]*

8.3.2 Board Retirement Dinner – December 2004

It was moved by Carolyn Johnson and seconded by Bronko Jazvac that the Board Annual Retirement Dinner be planned for the December 2004 Board meeting (December 8, 2004) and that all past Board members be invited to attend. Carried unanimously. **(MOTION 362.O.8.3.2)**

The format for the Board Retirement Dinner will be a short Board meeting starting at 4 p.m. or 4:30 p.m. followed by dinner and a presentation to the recently retired Governors.

8.3.3 Board Chairs' Luncheon

It was moved by Sharon Lax and seconded by Bryan Adamczyk that the Board Chair and Board Vice chair invite all past Board Chairs to a luncheon in the fall, to meet the President. Carried unanimously. **(MOTION 362.O.8.3.3)**

8.3.4 Annual Report

It was moved by Allan Greve and seconded by Brenda Davis that the 2003/2004 Annual Report be circulated to the Board for feedback and that the Governance Committee be authorized to approve the Report in July in order to meet the July 31, 2004 Ministry of Training, Colleges and Universities' submission deadline. Carried unanimously. **(MOTION 362.O.8.3.4)**

Allan Greve made the suggestion that the Annual Report become the annual opportunity for the College to let the community know about Mohawk College.

9. CONSENT CALENDAR

9.1 Occupational Health & Safety Committee Meetings:

IAHS, January 23 & May 14, 2004

Stoney Creek, March 11, 2004

Brantford Campus, May 20, 2004

9.2 Mohawk College Council, May 10, 2004

9.3 Board Log

9.4 Mohawk College Report

The consent calendar items (9.1, 9.2, 9.3 and 9.4) were provided for information.

10. ACKNOWLEDGEMENTS AND REPORTS

10.1 Program Review Committee, April 20 & May 19, 2004

10.2 Student Reports (MSA, SAC, MCACES, Alumni)

10.3 Finance Committee Minutes, June 10, 2004

Multi-Year Budget Forecast

Timing of Grant Funding Letter to Minister

10.4 Audit & Operational Review Committee Minutes, June 10, 2004

Management Letter for the Financial Audit

The reports (10.1, 10.2, 10.3, 10.4) were provided for information.

11. INTERIM FINANCIAL/HUMAN RESOURCES' REPORTS

No report.

12. COMMUNITY INFORMATION – COMMENTS & QUESTIONS

No report.

13. DISCUSSION ITEMS

No report.

14. REPORT OF THE PRESIDENT

14.1 Fundraising Update

Debbie Logel Butler referred to the June 2004 Campaign Activity Report to the Board. \$6.5 million (50% of the goal) has been raised to date and 100% participation by the Board of Governors has been achieved.

14.2 Adult Education Review

The President stated that the results of the Adult Education Review being conducted by the Ministry of Training, Colleges and Universities will be forwarded to the Bob Rae Review of Postsecondary Education.

14.3 Post-Secondary Review

The President stated that the Bob Rae Review of Postsecondary Education will address key access, governance and sustainability issues. The timetable for the Review is:

- End of September 2004 for release of descriptive paper (snapshot).
- October/November/Early December 2004 for consultations with each sector/dialogue with experts.
- Late January 2005 to present paper to government.

14.4 Ongoing Advocacy & Federal Election

The report on Ongoing Advocacy and Federal Election was distributed for information.

In response to a question from a Governor, the President stated that a plan is in place to connect with candidates for the Federal election and, following the election, continue with the relationship building.

14.5 Report on Foundry Accreditation

Cheryl Jensen reported that Mohawk's Modern Foundry Technologies Institute and programs have received a 5 year accreditation from the Foundry Educational Foundation. Mohawk College and the University of Windsor are the only accredited facilities in Canada. She credited Brad Bowman, key Professor for the Institute and metal casting programs, with the successful accreditation.

14.6 Conversion Strategy Update

A report on the College's conversion strategy was distributed for information.

14.7 Visit to Stoney Creek Campus by Ministers Volpe & Valeri

The President reported that Joseph Volpe, Minister of Human Resources & Skills Development and Tony Valeri, Government House Leader and MP for Stoney Creek, visited the Stoney Creek Campus for a presentation on the proposed Stoney Creek Skilled Trades Training & Awareness Complex. The proposal for the Complex will come to the September 2004 Board meeting for discussion and approval.

14.8 Presentation to the Bank of Canada Board of Directors

Earlier today, the President participated, along with the Presidents of McMaster University and Wilfrid Laurier University, in a panel discussion on the impact of education and educational trends on economic

developments in South-Western Ontario and Canada. The panel discussion was organized by and for the Bank of Canada Board of Directors.

15. REPORT OF THE CHAIR

15.1 Retiring Board Members

The Chair thanked Linda Brown, Kathy Verspagen and April Nederlof for their service to the Board as they complete their term (as of August 31, 2004) and invited them to attend the Board Dinner on December 8, 2004. At that time, their service on the Board will be recognized.

Pat MacDonald is the newly elected Administrative Governor on the Board and Lacey Williams is the newly elected Student Governor on the Board. Their terms begin on September 1, 2004.

15.2 ACAATO General Assembly, May 19, 2004

Bronko Jazvac attended the May 19, 2004 ACAATO General Assembly for Rick Sterne.

15.3 ACCC Conference, Saskatoon

The Chair stated that the annual ACCC Conference in Saskatoon was well attended by Governors and an excellent conference.

On behalf of the Board, Trent Jarvis thanked Suzanne Clancy for withdrawing her name from the election for the ACCC Board of Directors' regional representative, which resulted in Anthony Cascella being elected as the Student representative on the ACCC Board.

15.4 Spring Convocations

The Chair thanked those Governors who attended the 7 Spring Convocations and the effort taken by the staff involved in the preparation and planning of the Convocations.

15.5 Board of Governors Staff Appreciation Barbeques

The Chair commented on the success of the Board of Governors' Staff Appreciation Barbeques and read two letters of appreciation from staff.

15.6 Retiree & Quarter Century Recognition, June 9, 2004

Bronko Jazvac attended the June 9, 2004 Retirees & Quarter Century Recognition event on June 9, 2004 for staff with 25 years of service and recently retired staff.

16. INFORMATION ITEMS/UPCOMING MEETINGS

16.1 A Feast of Graduations

16.2 ACCC Conference Report

16.3 Minutes of the ACAATO Executive Committee, April 27, 2004

16.4 Town and Gown Symposium, May 19, 2004

16.5 Mohawk College Bursaries & Scholarship

16.6 Burlington's Sound of Music Festival

Items 16.1, 16.2, 16.3, 16.4, 16.5 and 16.6 were distributed to the Board for information.

16.7 Examiner Awards

Suzanne Clancy reported that for the first time the Examiner/Grapevine newsletter (a special Local 240 and Local 241 joint issue) received two awards from CALM (Canadian Association for Labour Media) for Best Illustration and Excellency in Writing.

16.8 Next Board Meeting – Wednesday, September 8, 2004, 6 p.m.

The next Mohawk College Board of Governors Open Portion meeting will be held on Wednesday, September 8, 2004 starting at 6:00 p.m. in the Board Room, C111B, Fennell Campus, Mohawk College.

17. ADJOURNMENT

The Mohawk College Board of Governors' Open Portion meeting adjourned at 7.42 p.m.