

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS' MEETING**  
**(342<sup>nd</sup> Meeting)**

**BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, March 13, 2002**

**ATTENDANCE - OPEN PORTION**

**Board of Governors**

Linda Brown, Chair  
Tom Atterton, Vice Chair  
Gary Beveridge  
Shawn Chamberlin  
Cal Haddad, President  
Rebecca Jamieson  
Carolyn Johnson  
Jim Koyanagi  
Ken Krakar  
Linda Rogers  
Rick Sterne  
Cindy Swanson  
Kathy Verspagen

**Absent**

Tom Behroozi  
Bronko Jazvac  
Rick Knowles  
Dr. Peter Sutherland

**Observers**

Chris Blackwood, Chair, Mohawk College Council  
Michael Bradford, Student (President, SAC)  
Fred Deys, Faculty (President, Local 240)  
John Guilfoyle, Administration (President, MCASA)  
Nazam Mohamed, Student (President, MCACES)  
Pat Parker, Mohawk College Alumni Association  
John Pooler, Support Staff (President, Local 241)  
Beth Sanders, Student (President, SAC)  
Damion Seele, Student (MSA)

**Vice-Presidents/Deans/Directors**

Alan Clay, Director, Marketing & Public Relations  
Joanne Echlin, Director, Human Resources  
Brian Goodman, A/Vice President, Student Affairs  
Carolyn Gray, A/Vice President, CE & Business Development  
Keith Nixon, Dean, International Education  
Catherine Peterson, Director, Purchasing & Financial Planning

**Guests**

**Susan Bloomfield, Chair of ACAATO (Association of Colleges of  
Applied Arts and Technology)**

**Betty Chou, Vice Chair, Mohawk College Council**

**Suzanne Clancy, Vice President, Local 240**

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**(342<sup>nd</sup> Meeting)**

**BOARD ROOM, C111B, FENNELL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, March 13, 2002**

**OPEN PORTION**

The Open Portion Board of Governors' meeting was called to order at 6:07 p.m.

**1. Minutes of the 341<sup>st</sup> Meeting**

It was moved by Tom Atterton and seconded by Carolyn Johnson that the minutes of the 341<sup>st</sup> meeting be approved. Carried unanimously.

**[MOTION 342.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**

**3.1 Revised Election Procedures for Student Governors**

It was moved by Cal Haddad and seconded by Ken Krakar that the revised Election Procedures for Student Governors be approved.

Carried unanimously. **[MOTION 342.O.3.1]**

**4. Chair's Remarks**

**4.1 Susan Bloomfield, Chair, ACAATO**

Susan Bloomfield spoke to the Board of Governors on her role as Chair of ACAATO and on her experience with the Presidential search process at Cambrian College.

**4.2 Board Log**

The Board Log for March 2002 was presented for information. The following comments/changes were made:

- Item 6 will be removed from the list.
- Item 11 – Tom Atterton offered to assist with this task.

**4.3 Governors' Update, March 2002 – Standards of Good Practice for College Boards**

Linda Brown referred to the Association of Community College Trustees: Standards of Good Practice for College Boards printed in the ACAATO Governors' Update of March 2002. She suggested

that we might consider placing this list on the back of our name cards.

**4.4 Election of Tom Atterton to ACAATO Executive Committee**

The Chair congratulated Tom Atterton on his election to the ACAATO Executive Committee for the term April 1, 2002 to March 31, 2003.

**4.5 Mohawk on the Move – Brantford Expositor**

The Chair commented on the recent “Mohawk on the Move” in the Brantford Expositor, which highlighted the Board of Governors.

**5. Board Committees' Reports**

**5.1 Labour Advisory Committee, January 10, 2002**

It was moved by Tom Atterton and seconded by Gary Beveridge that the Labour Advisory Committee minutes of January 10, 2002 be accepted for information. Carried unanimously. **[MOTION 342.O.5.1]**

The Board secretary will arrange for the Board members to receive the Labour Advisory Committee's terms of reference.

**5.2 Joint Occupational Health & Safety Committees**

It was moved by Cal Haddad and seconded by Ken Krakar that the IAHS Occupational Health & Safety Committee minutes of January 18, 2002 be accepted for information with the change to the meeting date on the top of pages 2 and 3. Carried unanimously. **[MOTION 342.O.5.2]**

Carolyn Johnson asked the difference between a minor (no work time lost) and a major accident (medical assistance and work time lost).

Fred Deys suggested that the College look into providing smoking shelters at the Fennell Campus (as referred to in item 4.2). John Guilfoyle stated that this matter is being reviewed by MEC.

**5.3 Mohawk College Council, February 11, 2002**

It was moved by Cal Haddad and seconded by Kathy Verspagen that the Mohawk College Council minutes of February 11, 2002 be accepted for information. Carried unanimously. **[MOTION 342.O.5.3]**

**5.4 Program Review Committee, February 20, 2002**

It was moved by Tom Atterton and seconded by Carolyn Johnson that the Program Review Committee minutes of February 20, 2002

be accepted for information. Carried unanimously. **[MOTION 342.O.5.4]**

In response to Rebecca Jamieson's question, Cal Haddad stated that we do have a priority equipment listing to replace outdated equipment. It is hoped that partnerships, linkages and fundraising will help to update the equipment because the government will not be giving the colleges all the funds that are required to purchase equipment. A meeting is planned with the Advisory Committee Chairs to ask for their assistance with partnerships and linkages.

**5.5 Program Review Caucus, February 20, 2002**

It was moved by Tom Atterton and seconded by Linda Rogers that the Program Review Caucus minutes of February 20, 2002 be accepted for information. Carried unanimously. **[MOTION 342.O.5.5]**

Rebecca Jamieson commented that the report on Recommendations and Observations from Program Reviews 2000, 2001 is very useful. She suggested that a summary report around trends could be added to future reports.

**5.6 Governance Committee, March 6, 2002**

It was moved by Rick Sterne and seconded by Ken Krakar that the Governance Committee minutes of March 6, 2002 be approved with a change to item 3, should read, "extended by 4 months". Carried unanimously. **[MOTION 342.O.5.6]**

**6. President's Report**

**6.1 Mohawk College Report**

It was moved by Cal Haddad and seconded by Ken Krakar that the Mohawk College Report for March 2002 be accepted for information. Carried unanimously. **[MOTION 342.O.6.1]**

**6.2 Children's Safety Village of Brant (CSV) Report**

The President reported that he met with the Brantford Governors to discuss their concerns about the location of the Children's Safety Village of Brant on the Brantford Campus and they were satisfied that the location did not interfere with the future growth plans for the campus.

It was moved by Cal Haddad and seconded by Rick Sterne that the Children's Safety Village of Brant (CSV) proposal be approved. Carried unanimously. **[MOTION 342.O.6.2]**

The President accepted Chris Blackwood's offer of assistance with respect to the traffic engineering aspects of CSV.

**6.3 "X" Centre Status Report**

The President reported that it is expected that the tender closing for the "X" Centre will be the last day of April or during the first week of May, with the expected date for digging for construction being the middle of May. It is still expected that with a fourteen month construction schedule, the building will be completed by mid July 2003.

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

The President advised the Board of an accident in the Boiler Room which occurred on March 5, 2002 in which three Boiler Room staff were injured while attempting to change the mechanical seal on a re-circulation pump in the Co-Gen Room. Two of the people have returned to work and the third person will return in two to three weeks.

John Guilfoyle stated that the Physical Plant Procedures manual is being updated as a result of this incident.

In response to a question from Tom Atterton, he was advised that all staff, full and part time are required to complete health and safety training.

Tom Atterton stated that all visitors to the College must be required to wear all protective/safety equipment as required. At the recent visit of Dianne Cunningham to the Stoney Creek Campus, she was not wearing safety equipment when it was required.

The President will provide a follow-up report on this matter at the next Board meeting.

**6.5 Other Business**

**6.5.1 Binding of College Insurance Coverage**

It was moved by Cal Haddad and seconded by Rick Sterne that the President be authorized to proceed with binding of insurance coverage for the College for the policy term, April 1, 2002 to April 1, 2003. Carried unanimously. **[MOTION 342.O.6.5.1]**

**6.5.2 Apprenticeship Tuition Fee**

The President informed the Board that all of the colleges that offer Apprenticeship programs have been advised that a \$400 tuition fee for Apprenticeship students will be introduced for August 2002. The college is very concerned about this tuition fee since Apprenticeship students have not had to pay tuition before now. The Chair of the Committee

of Presidents and the Chair of ACAATO have sent a letter to the Minister expressing their concerns about this fee with the goal of delaying its implementation until all of the implications are realized.

**6.5.3 Ketchum Fundraising Update**

Carolyn Gray updated the Board on the status of the work undertaken by Ketchum up to this point.

**7. Student Association Reports**

It was moved by Carolyn Johnson and seconded by Ken Krakar that 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 be accepted for information. Carried unanimously. **[MOTION 342.O.7]**

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

No report.

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

The next meeting of the Mohawk College Board of Governors is scheduled for Wednesday, April 10, 2002, 6:00 p.m. in the Board Room, C111B, Fennell Campus, Mohawk College.

It was suggested that future Board meetings be planned for the Brantford, Stoney Creek and IAHS campuses.

**10. Adjournment**

It was moved by Rebecca Jamieson and seconded by Linda Rogers that the Open Portion of the Board of Governors' meeting adjourn at 8:04 p.m. Carried unanimously. **[MOTION 342.O.10]**

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**(341<sup>st</sup> Meeting)**

**BOARD ROOM, C111B, FENNELL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, March 13, 2002**

**ATTENDANCE**  
**CLOSED PORTION**

**Board of Governors**

Linda Brown, Chair  
Tom Atterton, Vice Chair  
Gary Beveridge  
Shawn Chamberlin  
Cal Haddad, President  
Rebecca Jamieson  
Carolyn Johnson  
Jim Koyanagi  
Ken Krakar  
Linda Rogers  
Rick Sterne  
Cindy Swanson  
Kathy Verspagen

**Absent**

Tom Behroozi  
Bronko Jazvac  
Rick Knowles  
Dr. Peter Sutherland



**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS' MEETING**  
**(341<sup>st</sup> Meeting)**

**BOARD ROOM, C111B, FENNELL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, March 13, 2002**

**CLOSED PORTION**

The Closed Portion of the Board of Governors' meeting was called to order at 8:16 p.m.

1. **Minutes of the 340<sup>th</sup> Meeting (February 13, 2002)**  
It was moved by Shawn Chamberlin and seconded by Carolyn Johnson that the minutes of the 340<sup>th</sup> meeting (February 13, 2002) be approved. Carried unanimously. **[MOTION 341.C.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**
  - 3.1 **Revised Public Disclosure Document**  
It was moved by Tom Atterton and seconded by Gary Beveridge that the revised Public Disclosure document be accepted for information. Carried unanimously. Carried unanimously. **[MOTION 341.C.3.1]**
  
4. **Chair's Remarks**  
No report.
  
5. **Board Committees' Reports**
  - 5.1 **Governance Committee, March 6, 2002**  
It was moved by Tom Atterton and seconded by Ken Krakar that the Governance Committee minutes of March 6, 2002 be approved. Carried unanimously. **[MOTION 341.C.5.1.1]**  
  
Cal Haddad was excused from the meeting for discussion of his contract addendum.

It was moved by Rick Sterne and seconded by Jim Koyanagi that Cal Haddad's contract addendum, as attached to the Governance Committee minutes, be approved with the new salary written out and with the inclusion of the role/duties, as outlined in the May 2, 2001 and June 13, 2001 Board minutes. Carried unanimously.

**[MOTION 341.C.5.1.2]**

The President's evaluation will be handled through the process being developed by the CEO Evaluation Ad Hoc Committee, chaired by Rick Knowles.

The Board agreed that an environmental scan should be undertaken as soon as possible. Cal Haddad will speak to the Board at the 5 p.m. to 6 p.m. session of the April 10, 2002 Board meeting on the role/duties of a President.

## **6. President's Report**

### **6.1 Administrative Systems Software (SCT Banner) - Implementation Approval**

It was moved by Rick Sterne and seconded by Gary Beveridge that the Board authorize the President to enter into a contract with SCT for the implementation of the administrative systems software (SCT Banner) for Mohawk College for an amount not to exceed \$4 million, over two to three years, from College reserves. The approximate purchase price of the software (SCT Banner) to be \$710,000. Carried unanimously. **[MOTION 341.C.6.1]**

## **7. Adjournment**

The Closed Portion of the Board of Governors' meeting adjourned at 9:10 p.m.