

BOARD OF GOVERNORS' MEETING
(369th Meeting)
STAFF LOUNGE, C110, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, March 9, 2005

ATTENDANCE
OPEN PORTION

Board of Governors

Bronko Jazvac, Acting Chair
Bryan Adamczyk
Gary Beveridge
Gaspere Bonomo
Shawn Chamberlin
Brenda Davis
Allan Greve
Trent Jarvis
Carolyn Johnson
Sharon Lax
Pat MacDonald
Cindy Swanson
MaryLynn West-Moynes, President

Absent

Tom Behroozi
Brendan Ryan
Rick Sterne
Martin van Zon
Lacey Williams

Observers

Anthony Cascella, Student (President, Mohawk Students' Association)
Suzanne Clancy, Faculty
Fred Deys, Faculty (President, Local 240)
John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)
Jady Klyve, President, Mohawk College Association of Continuing Education Students
John Pooler, Support Staff (President, Local 241)
Morgan Seele, President, Mohawk College Alumni Association

Vice-Presidents/Executive Deans/Directors

Paul Armstrong, Chair, Health Sciences & Human Services
Doug Baker, Executive Dean, Brantford & Applied Arts
Don Burroughs, Executive Dean, Continuing Education
Joanne Echlin, Vice President, Staff Services
Carolyn Gray, Vice President, Community Services & Economic Development
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, Community Relations, Advancement, Awards & Alumni
Karen Moore, Director, Financial Operations
Randy Patch, Executive Director, Information Technology
Catherine Peterson, Director, Purchasing and Financial Planning
Dick Raha, Vice President, Finance and Administration
Dale Schenk, Executive Dean, Business

Kathy Verspagen, Director, Strategic Directions

Guests

Heather Giardine, Professor, Language Studies

Anna Gris, Chief Steward, Local 240

Dave Cole, Part Time Staff, Innovation and Academic Research Centre

BOARD OF GOVERNORS' 369TH MEETING
STAFF LOUNGE, C110, FENNELL CAMPUS, MOHAWK COLLEGE

Wednesday, March 9, 2005

OPEN PORTION

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 GUESTS

Those in attendance introduced themselves.

3. ADDITIONS/DELETIONS TO THE AGENDA

Item 14.5 on the agenda was moved to item 8.3.

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. PRESENTATIONS

There were no presentations made at the meeting.

6. APPROVAL OF PREVIOUS MINUTES

6.1 Minutes of the 368th Open Portion Board Meeting of February 9, 2005

It was moved by Pat MacDonald and seconded by Brenda Davis that the minutes of 368th meeting of February 9, 2005 be approved. Carried. **[MOTION 369.O.6.1]**

7. ACTION ARISING FROM THE PREVIOUS MINUTES

There were no action items arising from the previous meeting.

8. DECISION ITEMS

8.1 Audit Committee

Approval of 2005/2006 Audit Fee Allocation

It was moved by Gary Beveridge and seconded by Shawn Chamberlin that the 2005/2006 audit fee allocation of \$35,000 comprising \$20,000 for general consulting services as new issues arise and \$15,000 for the Banner Student and Human Resources system audit reviews be approved. Carried. **[MOTION 369.O.8.1]**

In response to Allan Greve's question, Gary Beveridge stated that an auditor cannot audit their own work, they cannot implement financial systems they audit and fees in addition to normal audit should be approved by the Audit Committee. The above motion was designed to cover the normal range of additional audit costs resulting from new revenue and/or auditing requirements.

8.2 Finance Committee

Approval of Statement of Investment Policy and Goals for College Funds and Endowment Funds and approval of the Statement of Investment Policy and Goals for Endowment Funds

It was moved by Gary Beveridge and seconded by Allan Greve that the Statement of Investment Policy and Goals for College Funds and Endowment Funds under the Financial Administration Act; and the Statement of Investment Policy and Goals for Endowment Funds under the Trustee Act be approved. Carried. **[MOTION 369.O.8.2.1]**

Acceptance of Adjustments to a Potential Lower Market Value on Short-Term Bond Investments

It was moved by Gary Beveridge and seconded by Shawn Chamberlin that the adjustments to a potential lower market value on short-term Bond investments required for measurement at fiscal year-end be accepted. Carried. **[MOTION 369.O.8.2.2]**

Approval of 2005/2006 Compulsory Curriculum Related Incidental Fees and Non Compulsory Incidental Fees

It was moved by Gary Beveridge and seconded by Trent Jarvis that the following fee increases for compulsory curriculum related incidental fees and non compulsory incidental fees be approved:

Compulsory Curriculum Related Incidental Fees:

- Co-op and Co-op Internship Fee – increase from \$515.00 to \$530.00 for two semesters, effective September 1, 2005.
- Clinical Placement Fee – increase from \$708.89 to \$730.00, (one time fee), effective September 1, 2005.
- Post Secondary Copyright Licensing Fee – increase from \$3.20 to \$3.28 for two semesters, effective September 1, 2005.
- Continuing Education Copyright Licensing Fee – increase from \$.0050 to \$.00513 per SCH (student contact hour), effective September 1, 2005.

Non Compulsory Incidental Fees:

- Parking Fees – increase an average of 3%.
- Residence Fee – increase from \$2,550 to \$2,600 per semester.

Carried. **[MOTION 369.O.8.2.3]**

In answer to Allan Greve's question, the President stated that the Mohawk College fees have been benchmarked to the average for the College system.

In answer to Carolyn Johnson's question, the President stated that the increase in fees allows the College to maintain services.

Approval of 2005/2006 Compulsory Incidental Fee Increases

It was moved by Gary Beveridge and seconded by Bryan Adamczyk that approval be given for the President to negotiate student fees with the MSA (Mohawk Students' Association) not to exceed the maximum of the compulsory incidental fee increases or new fees (as listed below):

Compulsory Incidental Fees:

- Post Secondary General Service Fee – increase from \$126.76 to \$151.00 for 2 semesters, effective September 1, 2005.
- Continuing Education Academic Service Fee – increase from \$.52 to \$.53 per SCH (student contact hour) to a max of 45 hours.
- Post Secondary Information Technology Fee – increase from \$100.00 to \$125.00 for 2 semesters, effective September 1, 2005.
- Continuing Education Information Technology fee – increase from \$1.00 per SCH to \$1.25 per SCH (student contact hour) to a max of 20 hours.
- Student Centre Building Service Fee - \$20.00 for 2 semesters (new fee).

Carried. **[MOTION 369.O.8.2.4]**

The President will report back to the Board at the April meeting on the negotiations and resulting fees. The President will review the process and timelines to determine student fees.

Approval to Proceed with the Binding of Insurance Coverage

It was moved by Gary Beveridge and seconded by Allan Greve that the College be approved to proceed with the binding of insurance coverage for the policy term April 1, 2005 to April 1, 2006. Carried. **[MOTION 369.O.8.2.5]**

8.3 The Ontario College Graduate Certificate in Autism and Behavioural Science

It was moved by Trent Jarvis and seconded by Brenda Davis that the Ontario College Graduate Certificate in Autism and Behavioural Science be approved to commence fall 2005. Carried. **[MOTION 369.O.8.3]**

9. BOARD REPORTS (CONSENT CALENDAR)

9.1 Board Log

9.2 Mohawk College Report

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

9.4 Occupational Health & Safety Minutes:

- **Mohawk-McMaster Institute for Applied Health Sciences, December 6, 2004**
- **Brantford Campus, December 14, 2004**

The consent calendar items 9.1, 9.2, 9.3 and 9.4 were received for information.

10. ACKNOWLEDGEMENTS AND REPORTS

10.1 Audit Committee, February 28, 2005

10.2 Finance Committee, February 28, 2005

Items 10.1 and 10.2 were received for information.

11. INTERIM FINANCIAL/STAFFING/OCCUPATIONAL HEALTH & SAFETY REPORTS

11.1 Accident/Injury Report

The accident/injury report was received for information.

11.2 Staffing Update

The staffing update was received for information.

It was suggested that budgeted positions be added to the staffing update.

11.3 Cumulative Revenue & Expenditure Report

The cumulative revenue and expenditure report was received for information.

12. COMMUNITY INFORMATION – COMMENTS & QUESTIONS

12.1 Members Comments

Industrial/Process Automation SSI Celebration – March 4, 2005

The President commented on the success of the March 4, 2005 Industrial/Process Automation Training and Applied Research Centre Strategic Skills Investment Initiative project launch.

The President congratulated Allan Greve on receiving recognition for 15 years of service with the Hamilton Rotary Club.

13. DISCUSSION ITEMS

There were no discussion items to report.

14. REPORT OF THE PRESIDENT

14.1 Operational Plan Update

The Operational Plan update was received for information.

14.2 Key Performance Indicator Data – 2003

The Key Performance Indicator Data –2003 report was received for information.

14.3 Advocacy Campaign Action Summary

The Advocacy Campaign Action Summary was received for information.

14.4 Fundraising Report

The fundraising report was received for information.

14.5 The Ontario College Graduate Certificate in Autism and Behavioural Science

Discussed under item 8.3.

14.6 Enrolment Update

Dick Raha reported that, as of the March 1, 2005 audit enrolment date, we are at the same level as compared to March (Winter semester) 2004. *[Note: Enrolment as of March 1, 2005 is 9,481 as compared to 9,315 on March 1, 2004.]*

14.7 Apprenticeship Enhancement Fund

Cheryl Jensen reported that Mohawk College has received \$324,589 (base funds) and \$542,166 (competitive funds) for a total of \$866,755 from the Apprenticeship Enhancement Fund.

14.8 Community Report

The 2004 Community Report was distributed for information. Only 700 copies have been printed and it will be available on the web as of March 11, 2005.

15. REPORT OF THE CHAIR

15.1 ACAATO Conference, February 20-21, 2005, Toronto

Bronko Jazvac stated that the ACAATO Conference was well attended by Governors. Three Premiers were in attendance at the Conference: Past Premiers Bob Rae and William Davis and current Premier Dalton McGuinty. The Premier's Award was posthumously awarded to Mohawk College nominee Dominic Agostino.

16. INFORMATION ITEMS/UPCOMING MEETINGS

Items 16.1, 16.2, 16.3, 16.4, 16.5, 16.6 and 16.7 were presented for information.

16.1 AER Review of Blind & Visually Impaired-Rehabilitation Teaching Program

16.2 Federal Budget Speech

16.3 Letter from Premier Dalton McGuinty

16.4 ACAATO Annual General Meeting, February 21, 2005

16.5 ACAATO General Assembly Meeting, February 20, 2005

16.6 Students' Athletics Committee Athletic Banquet, April 2, 2005

16.7 2005 Annual ACCC Conference, June 5 to 7, 2005, Moncton, NB

16.8 Next Board Meeting

Wednesday, April 13, 2005, 6:00 p.m.

Staff Lounge, C110, Fennell Campus, Mohawk College.

17. ADJOURNMENT

The Mohawk College Board of Governors' Open Portion meeting adjourned at 7:03 p.m.