

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
BOARD OF GOVERNORS' MEETING**

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

**MOHAWK-McMASTER INSTITUTE FOR APPLIED HEALTH SCIENCES**

**Conference Room 201  
Wednesday, May 12, 2004**

**ATTENDANCE  
OPEN PORTION**

**Board of Governors**

**Bronko Jazvac, Vice Chair  
Bryan Adamczyk  
Tom Behroozi  
Gary Beveridge  
Gaspere Bonomo  
Linda Brown  
Brenda Davis  
Allan Greve  
Trent Jarvis  
Carolyn Johnson  
Sharon Lax  
Brendan Ryan  
Martin van Zon  
Kathy Verspagen  
MaryLynn West-Moynes, President**

**Absent**

**Rick Sterne  
Shawn Chamberlin  
April Nederlof  
Cindy Swanson**

**Observers**

**Greg Cormier, Chair, Mohawk College Council  
Fred Deys, Faculty (President, Local 240)  
John Guilfoyle, President, Mohawk College Administrative Staff Association  
Kryisia Iwanek, President, Mohawk College Alumni Association  
Jady Klyve, Student (President, MCACES)  
John Pooler, Support Staff (President, Local 241)  
Bruce Peachy, Student (Chair, Student Athletics' Committee)**

**Vice-Presidents/Executive Deans/Directors**

**Diane Barrafato, Chair, Health Sciences & Human Services  
Doug Baker, Executive Dean, Brantford & Applied Arts  
Marilyn Biekse, Chair, Health Sciences & Human Services  
Louise Bockner, Executive Dean, Business & International Education  
Mary Brown, Chair, B.Sc.N. Diploma Program  
Alan Clay, Director, Marketing & Public Relations  
Joanne Echlin, Vice President, Staff Services  
Corinne Ethier, Chair, Computer Science & Information Technology  
Shelagh Gill, Executive Vice President, Academic  
Heather Giardine, Professor, Return to Work Services  
Carolyn Gray, Vice President, Student, Community & Economic Development  
Mary Guise, Chair, CE Health Sciences & Human Services**

**Gary Hagan, Director, Innovation and Applied Research**  
**Jackie Jones, Campaign Director, Advancement Office**

**Cheryl Jensen, Executive Dean, Engineering Technology**  
**Rosemary Knechtel, Executive Dean, Health Sciences & Human Services**  
**Debbie Logel Butler, Executive Director, Development**  
**Linda Marshall, Manager, Alumni Affairs & Corporate Services**  
**Dick Raha, Vice President, Finance & Administration**  
**Sheila Walsh, Human Rights Officer**

**Guests**

**Anna Gris, Professor,**  
**Lacey Williams, Student Governor elect (as of September 1, 2004)**

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  
**BOARD OF GOVERNORS' 361ST MEETING**  
**MOHAWK-McMASTER INSTITUTE FOR APPLIED HEALTH SCIENCES**  
Conference Room 201  
Wednesday, May 12, 2004, 6:00 p.m.

**OPEN PORTION**

**1. CALL TO ORDER**

The Mohawk College Open Portion Board of Governors' meeting was called to order at 6:01 p.m.

**2. INTRODUCTION OF GUESTS**

Those in attendance at the meeting introduced themselves.

**3. ADDITIONS/DELETIONS TO THE AGENDA**

Some additions were made to the agenda.

**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**

**5.1 New Program Approval Process & Program Review Process**

Shelagh Gill and Gary Hagan presented the information about the new program approval process and the program review process.

**6. APPROVAL OF PREVIOUS MINUTES**

**6.1 Minutes of the 360<sup>th</sup> Open Portion Board Meeting of April 14, 2004**

It was moved by Sharon Lax and seconded by Brenda Davis that the minutes of the 360<sup>th</sup> Open Portion Board meeting of April 14, 2004 be approved. Carried unanimously. **(MOTION 361.O.6.1)**

**7. ACTION ARISING FROM THE PREVIOUS MINUTES**

There were no items of action arising from the previous minutes.

**8. DECISION ITEMS**

**8.1 Financial Planning Overview & 2004-2005 Budget**

Dick Raha and Catherine Peterson presented the information regarding Financial Planning and the 2004-2005 Budget.

**8.2 Audit & Operational Review Committee Meeting, April 16, 2004**

**Minutes**

It was moved by Tom Behroozi and seconded by Allan Greve that the April 16, 2004 Audit & Operational Review Committee minutes be accepted for information. Carried unanimously. **(MOTION 361.8.2.1)**

### **2003/04 Year-End Financial Services' Summary Schedules**

It was moved by Tom Behroozi and seconded by Linda Brown that the 2003/04 Financial Services divisions' year-end summary schedules be received for information. Carried unanimously. **(MOTION 361.O.8.2.2)**

### **2003/04 Audit Service Delivery Plan**

It was moved by Tom Behroozi and seconded by Linda Brown that the 2003/04 Audit Service Delivery Plan be accepted for information. Carried unanimously. **(MOTION 361.O.8.2.3)**

### **Consulting Services Rendered by BDO Dunwoody LLP**

It was moved by Tom Behroozi and seconded by Gary Beveridge that management be authorized to seek up to \$20,000 for consulting services rendered by BDO Dunwoody LLP that are outside the scope of the normal year-end audit. Carried unanimously. **(MOTION 361.O.8.2.4)**

## **8.3 Finance Committee Meeting, April 16, 2004**

### **Minutes**

It was moved by Gary Beveridge and seconded by Tom Behroozi that the minutes of the April 16, 2004 Finance Committee meeting be accepted for information. Carried unanimously. **(MOTION 361.O.8.3.1)**

### **2004/2005 Proposed Budget Plan**

It was moved by Gary Beveridge and seconded by Allan Greve that the 2004/2005 proposed Budget Plan be approved. Carried unanimously. **(MOTION 361.O.8.3.2)**

### **Budgeted Full-Time Positions for 2004/2005**

It was moved by Gary Beveridge and seconded by Linda Brown that the Budgeted Full-Time Positions as at April 1, 2004 be accepted for information. Carried unanimously. **(MOTION 361.O.8.3.3)**

Allan Greve stated that it should not be necessary for the Board to make a motion to accept a report for information and the approval of the budget make the acceptance of the budgeted full-time positions report unnecessary.

### **Financial Position of Colleges of Applied Arts & Technology**

It was moved and seconded that the report on the Financial Position of the Colleges of Applied Arts and Technology as of March 31, 2004 be accepted for information. Carried unanimously. **(MOTION 361.O.8.3.4)**

### **Preliminary Financial Position of the IT Centre and Update on the Shaping the Future Campaign**

It was moved and seconded that the report on the preliminary financial position of the IT Centre and the Update on the Shaping the Future Campaign be accepted for information. Carried unanimously. **(MOTION 361.O.8.3.5)**

**Interruption to the Reserve Policy for a Three-Year Period Starting Fiscal Year 2004-2005 and Proposed Multi-Year Strategic Plan Investments Request from College Reserves**

It was moved by Gary Beveridge and seconded by Tom Behroozi that the Board of Governors approve the interruption to the reserve policy for a three-year period starting fiscal year 2004-2005 and that the Board of Governors support the Proposed Multi-Year Initiatives Investment by approving the \$4 million request from College Reserves. **MOTION RESCINDED.**

It was moved by Gary Beveridge and seconded by Brendan Ryan that the Board of Governors approve the setting aside of \$4 million in restricted reserves and direct the senior management to come back to the Board with a detailed analysis report to be brought to the Board on an annual basis. **MOTION RESCINDED.**

It was moved by Gary Beveridge and seconded by Allan Greve that the Board of Governors approve, in principle, a three-year plan to support reinvestment for the College's Strategic Plan from Reserves. With this in mind, \$4 million be set aside in restricted reserves. Detailed plans will be provided and approved by the Board for each fiscal year. The Board of Governors approved \$1.5 million investment from these restricted reserves for the 2004-2005 fiscal year. Carried, 1 against. **(MOTION 361.O.8.3.6)**

The President will provide the Board with a project implementation plan to support the reinvestment for the Strategic Plan and the Board will receive regular status reports on the implementation plan.

**8.4 Mohawk College-McMaster University Integrated Diploma-Degree Program in Medical Radiation Sciences**

It was moved by and seconded by Linda Brown that the Mohawk College-McMaster University Integrated Diploma-Degree program in Medical Radiation Sciences be approved. Carried unanimously. **(MOTION 361.O.8.4)**

**8.5 Computer Systems Technology – Network Engineering Security Analyst Program**

It was moved by and seconded by Allan Greve that the Computer Systems Technology – Network Engineering Security Analyst program proposal be approved. Carried unanimously. **(MOTION 361.O.8.5)**

**8.6 Student Activity Fee for 2004/2005 Academic Year**

It was moved by and seconded by Tom Behroozi that the Student Activity Fee for the 2004/2005 Academic Year be increased by \$7.50 per semester/student (bringing the fee level to \$97.95 per semester/student. Carried unanimously. **(MOTION 361.O.8.6)**

- 9. CONSENT CALENDAR**
- 9.1 Occupational Health & Safety Committee Minutes**
- **Fennell Campus, April 7, 2004\***
- 9.2 Board Log\***
- 9.3 Mohawk College Report**
- It was moved by Sharon Lax and seconded by Trent Jarvis that consent calendar items 9.1, 9.2 and 9.3 be accepted for information. Carried unanimously. **(MOTION 361.O.9.1-9.3)**
- 10. ACKNOWLEDGEMENTS AND REPORTS**
- 10.1 Presidential Performance Evaluation Ad Hoc Committee Meeting, April 21, 2004**
- It was moved by Allan Greve and seconded by Brenda Davis that the April 21, 2004 minutes of the Presidential Performance Evaluation Ad Hoc Committee meeting be accepted for information. Carried unanimously. **(MOTION 361.O.10.1)**
- 10.2 Student Reports (MSA, SAC, MCACES, Alumni)**
- It was moved by Brenda Davis and seconded by Martin van Zon that the MCACES, Alumni and verbal SAC reports be accepted for information. Carried unanimously. **(MOTION 361.O.10.2)**
- 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 Brantford/Laurier Campus Update**
- An update on the Brantford/Laurier Campus was provided for information.
- 14.2 Stoney Creek Campus Update**
- The President advised the Board that the Minister of Human Resources and Skills Development Canada, Joseph Volpé and the Minister of Transport and MP for Stoney Creek, Tony Valeri, will be visiting the Stoney Creek Campus on May 18, 2004.
- 14.3 VIP Saturday Day**
- VIP Saturday was held at all the College campuses on May 1, 2004.
- 14.4 Conversion Strategy Progress**
- A report on the conversion strategy for September 2004 admission was distributed for information along with a sample package of information which was sent to all applicants.

**14.5 Advocacy**

A copy of an email addressed to the Committee of Presidents regarding advocacy was distributed for information.

**14.6 Strategic Priorities – All Staff Meetings & Reorganization**

A copy of the new organization chart and the highlights of the presentation made by the President at all campuses on April 22 and 23, 2004 was distributed for information.

**14.7 Fundraising Update**

Carolyn Gray reported that the College received a \$1 million (over 5 years) donation from Dofasco which is the largest non-endowed cash donation that the College has ever received. A fundraising report was distributed for information.

Bronko Jazvac congratulated past President Haddad, President West-Moynes and the senior team on the work done to obtain the Dofasco donation.

**14.8 Mayor's Roundtable**

The President and Rick Sterne, Shawn Chamberlin and Martin van Zon attended Hamilton Mayor Dilanni's roundtable on Education and the Hamilton Economy on May 10, 2004.

**15. REPORT OF THE CHAIR**

**15.1 Annual Mayor's Gala**

The President and Bronko Jazvac attended the first Annual Mayor's Gala on May 1, 2004 in support of the Beasley Community Centre.

**15.2 Nursing Celebration**

The Chair commented on the Celebration of Nursing Education ceremony held at the Institute earlier in the day. A stained glass window was unveiled commemorating the schools of nursing (Hamilton & District School of Nursing, Hamilton Civic Hospitals School of Nursing, the Hamilton School of St. Joseph's Nursing and the Brantford General Hospital School of Nursing) which joined to form the Mohawk College Department of Nursing.

- 16. INFORMATION ITEMS/UPCOMING MEETINGS**
- 16.1 Letter from Minister of Training, Colleges & Universities to ACAATO Executive Director re: review of Private Career Colleges Act.**
- 16.2 Program Review Committee, May 19, 2004, 7:45 a.m., Conference Room 201, IAHS.**
- 16.3 ACCC Conference, Saskatoon, SK, May 30 to June 1, 2004.**
- 16.4 Spring Convocations:**
- **Wednesday, June 2, 2004 at 2:30 p.m. & 7:30 p.m., Sanderson Centre, Brantford**
  - **Thursday, June 3, 2004 at 1:00 p.m., Fennell Campus**
  - **Friday, June 4, 2004 at 3:00 p.m. and 7:30 p.m., Fennell Campus**
  - **Saturday, June 5, 2004 at 10:00 a.m. & 2:30 p.m., Fennell Campus**
- 16.5 Board of Governors' Staff Appreciation Barbeques:**
- **Wednesday, June 9, 2004, 12 noon, Fennell Campus**
  - **Thursday, June 10, 2004, 12 noon, Brantford Campus**
  - **Monday, June 14, 2004, 12 noon, Mohawk/McMaster Institute of Applied Health Sciences**
  - **Tuesday, June 15, 2004, 12 noon, Stoney Creek Campus**
- 16.6 Finance Committee and Audit & Operational Review Committee Meetings, Thursday, June 10, 2004, 7:45 a.m., Board Room, Fennell Campus.**
- 16.7 Next Board Meeting – Wednesday, June 16, 2004, 6 p.m. in the Board Room, C111B, Fennell Campus, Mohawk College.**
- The Mohawk College Annual General Meeting will follow the Open Portion Board Meeting on Wednesday, June 16, 2004.**
- 17. ADJOURNMENT**
- The Mohawk College Open Portion Board of Governors' meeting adjourned at 8:55 p.m.