

BOARD OF GOVERNORS' MEETING
(371st Meeting)
STAFF LOUNGE, C110, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, May 11, 2005

ATTENDANCE - OPEN PORTION

Board of Governors

Rick Sterne, Chair
Bronko Jazvac, Vice Chair
Bryan Adamczyk
Gary Beveridge
Gaspere Bonomo
Shawn Chamberlin
Brenda Davis
Allan Greve
Trent Jarvis
Carolyn Johnson
Sharon Lax
Pat MacDonald
Brendan Ryan
Martin van Zon
MaryLynn West-Moynes, President
Lacey Williams

Absent

Tom Behroozi
Cindy Swanson

Observers

Greg Cormier, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)
John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)
Karen Logan, President, Mohawk College Association of Continuing Education Students
John Pooler, Support Staff (President, Local 241)
Matt Schnarr, Student (President, Students' Athletics Committee)

Vice-Presidents/Executive Deans/Directors

Louise Bockner, Executive Dean, International Education
Don Burroughs, Executive Dean, Continuing Education
Catherine Drea, Vice President, Student and Learning Services
Joanne Echlin, Vice President, Staff Services
Carolyn Gray, Vice President, Community Services and Economic Development
Gary Hagan, Director, Innovation & Applied Research
Ronald Holgerson, Executive Director, Marketing and Communications
Cheryl Jensen, Executive Dean, Engineering Technology
Rosemary Knechtel, Executive Dean, Health Sciences & Human Services
Debbie Logel Butler, Executive Director, Community Relations & Advancement
Catherine Peterson, Director, Purchasing and Financial Planning
Dick Raha, Vice President, Finance and Administration
Dale Schenk, Executive Dean, Business
Gene Stodolak, Director, Co-op & Graduate Employment

Guests

Heather Giardine, Professor, Language Studies

Anna Gris, Chief Steward, Local 240

Rick Knowles, Professor, Mathematics Department

BOARD OF GOVERNORS' 371st MEETING
STAFF LOUNGE, C110, FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, May 11, 2005

OPEN PORTION

1. CALL TO ORDER

The Mohawk College Open Portion Board of Governors' meeting was called to order at 7:00 p.m.

The Chair advised the Board that the President was attending the Government of Ontario Budget speech in the Legislature and would join the meeting as soon as possible.

The Chair commented on the recent loss of staff member Shelagh Gill who had been a senior executive and served the College for 27 years. A memorial service was held in Bracebridge on April 28, 2005 and a truly beautiful reflection service was held on May 3, 2005 at the College. A memorial bursary has been set up in Shelagh's memory. The Chair stated that the College had done an outstanding job of remembering Shelagh.

2. INTRODUCTION OF GUESTS

Those in attendance introduced themselves.

3. ADDITIONS/DELETIONS TO THE AGENDA

Items 14.5 and 14.6 were added 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 conflicts were declared.

5. PRESENTATIONS

5.1 Learning Excellence Project – Program Mapping

Gary Hagan and Catherine Drea made a presentation on the Learning Excellence Program Mapping project.

The following questions were answered:

- It is expected that the Learning Excellence Program Mapping project will be completed by April 2006.
- A core group of people at the College has finished their training and will train others.
- 9 other colleges in Ontario are using the WIS software. This has resulted in some changes in the software made to suit Mohawk's needs.
- Mohawk is the first college to develop a coding system for the Ministry program standards. This coding system will benefit everyone in the system and the Ministry is considering using our system.
- A graduate profile will be established for every program. This will provide a curriculum link for employers.
- Program mapping will provide a rationale for establishing minimum program of studies hours.

6. APPROVAL OF PREVIOUS MINUTES

6.1 Minutes of the 370th Open Portion Board Meeting (April 13, 2005)

It was moved by Gary Beveridge and seconded by Brenda Davis that the minutes of the 370th Open Portion meeting of April 13, 2005 be approved. Carried **(MOTION 371.O.6.1)**

7. ACTION ARISING FROM THE PREVIOUS MINUTES

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

Note: The President joined the Board in time for the end of the Discussion Item on Balanced Score Cards, which was discussed before the following items.

8. DECISION ITEMS

8.1 2005-2006 Proposed Budget Plan

Dick Raha and Catherine Peterson made a presentation on the 2005-2006 Proposed Budget Plan.

It was moved by Gary Beveridge and seconded by Bronko Jazvac that the 2005-2006 Proposed Budget Plan be accepted for information and that a provision not exceeding \$505,000 from Internally Restricted Reserves for 2005-2006 Employment Stability be approved. Carried. **(MOTION 371.O.8.1)**

In answer to a question, the President stated that the funding that was announced today as part of the provincial budget will allow items that were suspended/delayed to be reintroduced in order to build student satisfaction and quality. The Senior Lead Team reviewed the Strategic Plan with the goal of prioritizing where reinvestment can occur prior to the tabling of the Government of Ontario Budget today. An implementation plan will be brought to the Board as soon as the Ministry of Training, Colleges and Universities tables details on the budget and the accountability framework.

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:

- **Fennell Campus, April 6, 2005**
- **Brantford Campus, April 13, 2005**

Consent items 9.1, 9.2, 9.3 and 9.4 were presented for information.

10. ACKNOWLEDGEMENTS AND REPORTS

10.1 Policy Committee, April 25, 2005

The Policy Committee minutes of April 25, 2005 were provided for information.

10.2 Finance Committee, May 2, 2005

The Finance Committee minutes of May 2, 2005 were provided for information.

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

11.1 Accident/Injury Report

The Accident/Injury Report was presented for information.

11.2 Cumulative Revenue & Expenditure Report

The Cumulative Revenue & Expenditure Report was presented for information.

12. COMMUNITY INFORMATION – COMMENTS & QUESTIONS

12.1 Members Comments

No comments were made.

13. DISCUSSION ITEMS

13.1 Balanced Scorecard

Ronald Holgerson and Catherine Drea made a presentation on the Balanced Scorecard approach as a framework to measure performance.

In answer to the question of whether introducing the Balanced Scorecard will be too much for staff to handle along with other changes that are being implemented, the President stated that, given the work that is currently being undertaken to complete the Operational Plans, the Balanced Scorecard approach will result in less work for staff. It is also recommended that the Balanced Scorecard approach be introduced over a minimum two year period recognizing the changes underway at Mohawk.

It was moved by Allan Greve and seconded by Sharon Lax that the Board directs staff to bring a detailed project implementation plan to a Board meeting in the Fall 2005.

Carried. **(MOTION 371.O.13.1)**

Governors were advised that a presentation on Balanced Scorecards will be made by Red River and Nova Scotia Community Colleges at the 2005 ACCC Conference.

Members are encouraged to attend. Ronald Holgerson is contacting presenters to gather additional information and seek their input.

14. REPORT OF THE PRESIDENT

14.1 President's Council on Quality Performance

The report on the establishment of a President's Council on Quality Performance was provided for information.

14.2 Update on Provincial Budget

Information was provided on the provincial budget. The President will provide more information at the June Board meeting.

14.3 Honourary Diploma – Bob Rae

Governors were invited to attend a breakfast to celebrate the awarding of a Mohawk College Honourary Diploma in Applied Music to the Honourable Bob Rae. The breakfast will be held at 7:30 a.m. on Thursday, June 2, 2005 in the North Cafeteria. The Honourary Diploma will be presented at the 9:30 a.m. Convocation on June 2.

14.4 Summary of Applicant Trends & First Semester Fall Enrolments

Catherine Drea presented the Summary of Applicant Trends and First Semester Enrolments. She stated that applications for the system are down by approximately 6% and Mohawk College is down by less than 1% especially in our oversubscribed programs.

In answer to a question, 45% of our students come to us directly from secondary school and 55% come with other experience (which means that they have been out of secondary school for at least one year). The President stated that it is too early to know if the drop in applicants from secondary school is due to secondary school curriculum changes or a demographic shift especially since students are staying longer than 4 years in secondary school.

The President asked Governors to convey any suggestions for changes to the format of this report to the recording secretary.

14.5 BRAIN Award

The Library @ Mohawk's online newsletter "The BRAIN_blog" has won the 2005 CTCL Innovation Achievement Award. This award is presented annually in recognition of college libraries which, through innovation in ongoing programs/services or in a special event/project, have contributed to college librarianship and library development. The BRAIN_blog is the online newsletter of the Library @ Mohawk that keeps College staff and faculty up-to-date with the latest online research tools in the Library and on the web.

14.6 1st Annual Mohawk College Golf Classic

An invitation was extended to Governors to attend the 1st Annual Mohawk College Golf Classic on Saturday, June 11, 2005.

15. REPORT OF THE CHAIR

The Chair had no items to report.

16. INFORMATION ITEMS/UPCOMING MEETINGS

16.1 Letter to Minister re: Higher Education Council

16.2 Letter to Minister re: Apprenticeship

**16.3 Ontario Medal for Young Volunteer
Ontario Volunteer Service Award
Outstanding Achievement Award for Volunteerism**

16.4 Spring Convocations:

Wednesday, June 1, 2005 at 3 p.m. and 7:30 p.m, Sanderson Centre, Brantford

Thursday, June 2, 2005 at 9:30 a.m., 2:30 p.m. and 7:30 p.m., McIntyre Theatre

Friday, June 3, 2005 at 9:30 a.m. and 2 p.m., McIntyre Theatre

16.5 2005 Annual ACCC Conference, June 5 to 7, 2005, Moncton, NB

16.6 Joint Finance/Audit Committee Meeting, June 10, 2005

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

16.7 Next Board Meeting

The next Open Portion meeting of the Mohawk College Board of Governors will be held on Wednesday, June 15, 2005 beginning at 6:00 p.m. in the Staff Lounge, C110, Fennell Campus, Mohawk College.

ANNUAL GENERAL MEETING

The Mohawk College Board of Governors' Annual General Meeting will be held on Wednesday, June 15, 2005 immediately following the Open Portion Board meeting in the Staff Lounge, C110, Fennell Campus, Mohawk College.

17. ADJOURNMENT

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