

BOARD OF GOVERNORS' MEETING
(391st Meeting)
FENNEL CAMPUS, MOHAWK COLLEGE
Wednesday, May 9, 2007, 6:00 p.m.

<u>OPEN PORTION</u>		May 9, 2007
1.	CALL TO ORDER The Mohawk College Open Portion Board of Governors' meeting was called to order at 6:03 p.m.	
2.	INTRODUCTION OF NEW GUESTS Ronald Holgerson introduced the new guests in attendance at the meeting (names are noted on the attendance list).	
3.	ADDITIONS/DELETIONS TO THE AGENDA There were no items added to or deleted from 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.	APPROVAL OF THE PREVIOUS MINUTES	
5.1	Minutes of the 390th Open Portion Board Meeting (April 11, 2007) It was moved by Brendan Ryan and seconded by Allan Greve that the Board of Governors approve the minutes of the 390 th Open Portion meeting of April 11, 2007. Carried. (CARRIED 391.O.5.1)	
5.2	Board Action Items/Follow-Up: Future agenda item:	

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- Amendments to Board By-Law No.1 (See item 7.1.)
- 2006 Employee Survey Action Plan (June 2007 Board meeting)

6. BOARD COMMITTEE REPORTS

6.1 Policy Committee, May 4, 2007

The minutes of the May 4, 2007 Policy Committee meeting were provided for information.

6.2 Strategic Planning Steering Committee, May 7, 2007

The minutes of the May 7, 2007 Strategic Planning Steering Committee were provided for information.

Ty Shattuck explained that only one response was received to the call for proposal for a consultant to conduct the strategic planning process for a number of reasons. He explained that the input gathered at the October 2006 Board Advance will be revisited by the Committee and questions and assumptions posed at the Advance will be answered as the process goes forward.

Brendan Ryan suggested that consideration be given to holding shorter, more frequent Board Advances and/or set a smaller focus for the Advance.

The President asked Governors to forward their suggestions for consultants for the strategic planning process to Ty Shattuck or to her.

7. STRATEGIC/DECISION ITEMS

7.1 Changes to Board By-Law No. 1

It was moved by Allan Greve and seconded by Sharon Lax that the changes to Board By-Law No. 1 be approved with the following further changes:

- Check the document for the correct use of quotation marks (an error occurred causing some quotation marks to be replaced by ‘A’ and ‘@’).
- Amend item 11.2, third sentence to read “The Governance Committee will make a recommendation to the Board on the Board Chair and Board Vice Chair positions.”
- Add “and the Chair” to the end of item 14.8.3 (e).

Carried. **(MOTION 391.O.7.1)**

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Brendan Ryan stated that it is his opinion that the restricting of the Governance Committee meetings to the members of that committee creates the impression that there are two classes of governors, some who are more equal than other (i.e. Governance Committee members and non Governance Committee members).

Allan Greve stated that, as per the Governance Committee terms of reference (item 15.5), the meetings are open to all Governors except under specific circumstances.

7.2 Revised Board Policy, B11 – Rules of Procedure for Meetings

It was moved by Allan Greve and seconded by Brendan Ryan that the revisions to Board Policy B11 – Rules of Procedure for Meetings be approved with the deletion of “and unbiased judgment” from item 6. Carried.

Brendan Ryan noted that item 10 (c) does not mention that there are certain circumstances under which the Governance Committee meetings are closed to the membership. [References to the Governance Committee and the fact that there may be times at which it is determined to restrict attendance to the membership are made in items 14.4 and 15.5.]

7.3 New Board Policy, C03 – College Performance Indicators

As per the May 4, 2007 Policy Committee minutes, new Board Policy C03 – College Performance Indicators requires further discussion at the Policy Committee before coming to the Board for approval. This will occur in alignment with the strategic planning process.

7.4 2006-2007 Annual Report to Government of Ontario

Ronald Holgerson reviewed the 2006-2007 Annual Report. Each June, Mohawk provides the Ontario Ministry of Training, Colleges and Universities with three documents: an Annual Report for the previous year reporting on adherence to that year’s Business Plan, a Business Plan for the upcoming fiscal year that includes a budget, and Audited Statements as part of the Consolidated Financial Information System, the system of including our financial results with those of the province. For 2006-2007, there is an obligation to report on the implementation of the Multi-Year Action Plan, integral to the Multi-Year Accountability Agreement (MYAA). The 2006-2007 Annual Report is thus based on both the 2006-2007 Business Plan reviewed by the Board last year and the MYAA signed last December 2006.

The following amendments were suggested:

- Page 4, second to last paragraph, should be 15.6 percent.

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- Page 4, second paragraph, 3rd sentence, a suggestion was made to put the figures in this sentence into a graph.
- Page 4, a suggestion was made to place a header on the first graph.
- Page 5 – the six SEM Plan goals are too broad, not measurable. These should be called overarching/guiding principles. In answer to a question on the SEM Plan goals, Catherine Drea stated that the goals roll into a five year enrolment plan with input from each of the schools and reviewed by the Senior Leadership Team and the Program Development & Renewal Committee of the Board.
- Page 7, delete “1st Generation and” in second paragraph.
- Page 15, bottom chart, should read “3rd to 4th year”.
- Page 15, under 2006-07, add “student contact with student success advisors”.
- Page 19, under item 2, Mary Allan is with the School of Nursing.

It was moved by Brian Mullan and seconded by Sharon Lax that the 2006-2007 Annual Report be approved with the amendments discussed. A letter from the Board Chair, on behalf of the Board, will be included with the Annual Report. Carried. **(MOTION 391.O.7.4)**

It was noted that the Annual Report would not be finalized for a few days to allow Governors to make further suggestions for additions and deletions to the report.

Brendan Ryan suggested that the finalized Annual Report should be used as a reference document by Governors.

8. STRATEGIC/DISCUSSION ITEMS

There were no strategic/discussion items to discuss.

9. PERFORMANCE REPORTS

9.1 Health & Safety – Accident/Injury Report

The President stated that the final accident figures for year end, March 31, 2007 showed a significant change from the March 2007 Accident/Injury Report provided to the Board at the April 2007 meeting. As a result, she has asked Joanne Echlin to audit the figures to determine the cause and report back to the Board on this matter.

The Accident/Injury Report for April 2007 was provided for information.

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9.2	Staffing Report The Staffing Report for April 2007 was provided for information.
9.3	Finance – Cumulative Revenue & Expenditure Report The cumulative revenue & expenditure report as at March 31, 2007 was provided for information.
9.4	KPI Analysis and Improvement Planning Peter Dietsche reviewed the KPI Analysis and Improvement Planning report. He explained that this document provides additional information regarding the KPI (Key Performance Indicators) results for 2006-2007 reporting year. A process for improving KPIs for the 2007-2008 reporting year is also outlined. Two types of information are provided in the report. The first consists of additional analysis of current KPI results with a focus on four questions: <ol style="list-style-type: none">1. How has Mohawk College performance on all KPIs relative to other Ontario colleges?2. How has Mohawk College performed relative to the system average?3. Where are Mohawk’s strengths and weaknesses relative to our academic programming?4. What are the key determinants of student satisfaction? The second type of information describes plans to improve Mohawk College Key Performance Indicator results for the 2007-2008 reporting year. These plans focus on two main areas: <ol style="list-style-type: none">1. An increase in the utilization of KPI results to promote evidence-based decision making regarding Mohawk College policy and procedures.2. The development of program and service-specific improvement plans for implementation during the 2007-2008 academic year.

Table 1: System Wide KPI Results

<u># of KPIs increased</u>	<u>College</u>	<u># of KPIs increased</u>	<u>College</u>
5	Lambton	3	Conestoga
5	Mohawk	3	Georgian
4	Algonquin	3	Humber
4	Canadore	3	Loyalist
4	Confederation	3	Niagara
4	George Brown	3	Sault
4	La Cité	3	Sheridan
4	Seneca	3	Fleming
4	St. Lawrence	2	St. Clair
3	Boréal	2	Durham
3	Cambrian	2	Fanshawe
3	Centennial	4	Province

Table 2 displays the observed values for each indicator in 2002-2003 and 2006-2007. In addition, the table shows the magnitude of change in each indicator over this time for Mohawk and the province. In 7 of 10 cases, Mohawk has performed better.

Table 2: Five Year Trend-Mohawk vs Province

Indicator	Score	Reporting Year 02-03	Reporting Year 06-07	Change	Comparison with Provincial Results
Graduation Rate	Mohawk	50.0	57.4	+7.6	06-07 below province
	Province	56.8	63.4	+6.6	Greater improvement
Graduate Employment	Mohawk	91.7	92.5	+0.8	06-07 above province
	Province	87.4	90.1	+2.7	Less improvement
Graduate Satisfaction	Mohawk	81.2	82.5	+1.3	06-07 above province
	Province	79.8	82.0	+2.2	Less improvement
Employer Satisfaction	Mohawk	91.8	92.8	+1.0	06-07 above province
	Province	92.0	92.6	+0.6	Greater improvement
Student Satisfaction	Mohawk	68.0	78.4	+10.4	06-07 above province
	Province	75.1	77.4	+2.3	Greater improvement

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Tables 3 and 4 show the highest and lowest ten programs on the student satisfaction KPIs. The reader will note that very high/very low results can be due to small numbers of students in certain programs.

Table 3: Top Ten Programs

Cluster	Program	% Knowledge and Skills	% Quality Learning	% Quality Facilities	% Quality Quality	% Student Satisfaction
ECE	EDUCATIONAL ASSISTANT 727 (FENNELL)	100.0	100.0	88.9	94.4	95.8
PG	AUTISM & BEHAVIOURAL SCIENCE 164 (FENNELL)	100.0	100.0	87.5	87.5	93.8
MT	CARDIOVASCULAR TECHNOLOGY 728 (IAHS)	94.6	94.6	91.9	91.9	93.2
MT	DIAGNOSTIC CARDIAC SONOGRAPHY 717 (IAHS)	100.0	100.0	78.9	89.5	92.1
ST	MECH ENG TECHN - FLUID POWER AUTO 416 (S. CREEK)	100.0	100.0	72.7	90.9	90.9
OT HE	PHARMACY TECHNICIAN 407 (IAHS)	100.0	89.6	87.5	85.4	90.6
OT B	OFFICE ADMINISTRATION - MEDICAL 329 (FENNELL)	98.1	90.3	85.4	82.5	89.1
ST	INDUSTRIAL WOODWORKING TECHNIQUES 107 (S. CREEK)	95.0	100.0	85.0	75.0	88.8
ECE	EARLY CHILDHOOD EDUCATION 213 (FENNELL)	96.0	91.3	84.7	82.0	88.5
OT A	BROADCASTING - TV & COMM MEDIA 651 (FENNELL)	97.8	94.0	80.9	80.3	88.3

Table 4: Bottom Ten Programs

ET COMPUTER ENG TECHN (INTRNSHP) 435 (FENNELL) 50.0 33.3 50.0 16.7 37.5

Multiple Regression Analysis of Student Satisfaction

<u>CAPSTONE QUESTION</u>	<u>PREDICTOR ITEMS</u>	<u>COEFFICIENT*</u>	<u>VARIANCE</u>
q44. Overall quality of facilities/resources	q43. comfort/clean/access of facility	0.44	73%
	q30. math writing remedial services	0.16	
	q35. recreation/athletics	0.15	
	q38. cafeteria/food services	0.11	
	q42. employment/placement services	0.11	
q45. Overall quality of services in college	q43. comfort/clean/access of facility	0.28	70%
	q30. math/writing/remedial services	0.13	
	q38. cafeteria/food services	0.12	
	q42. employment/placement services	0.11	
	q27. library/resource centre	0.11	
q26. Overall quality of learning experience in this program	q20. quality classroom learning	0.17	60%
	q15. teacher knowledge of subject	0.14	
	q23. field/clinical/coop experience	0.12	
	q17. teacher presentation of subject	0.11	
	q16. teacher current in their field	0.11	
q14. Overall, program useful in future career	q03. program provide skills for career	0.33	56%
	q04. program include relevant topics	0.21	
	q05. teacher help understand career	0.14	
	q10. develop problem solving ability	0.1	
	q11. develop computer skill	0.09	
NON-CAPSTONE ITEM			
q47. Your overall college experience	q46. college concern for my success	0.33	64%
	q26. quality of program learning experience	0.21	
	q45. overall quality of college services	0.14	
	q14. overall program useful to future career	0.12	
	q44. overall quality of facilities/resources	0.09	

* _ coefficients with the highest values identify items that are the best predictors of each KPI

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Peter Dietsche stated that strategies to improve Mohawk College KPI scores include the broad distribution of yearly KPI results for the total College, each campus, all programs and all services via the KPI Reporting System. This is followed up by staff training in the use and interpretation of the KPI data with the intent that all stakeholder groups develop an improvement plan. The plan is submitted to the Vice President, Research who summarizes these improvement strategies and identifies any resources required. The improvement plans will be brought to the Board in October 2007.

The President informed the Board that Peter has agreed to work for the College for one day per month for the next year.

10. PRESIDENT’S REPORT

10.1 President’s Report

The President’s Report was provided for information.

The President reported on her May 4, 2007 meeting with the Publisher and the Editor-in-Chief of the Hamilton Spectator. Following this meeting, the President has been invited to attend a Spectator editorial board meeting. In answer to a question about a similar meeting with the Brantford Expositor, the President stated that Carolyn Gray and Jay Robb have already established a relationship with the Expositor and a meeting with their editorial board is also scheduled.

The President attended the Jennifer Mossop Gala Fundraiser on May 8, 2007.

11. BOARD CHAIR’S REPORT

11.1 Thank You Letters from Office Administration – Executive Program Students

The Chair advised the Board that he recently received three letters of thanks from students from the Office Administration – Executive program who attended a Board of Governors’ meeting.

11.2 Passing of Robert Kennedy

Former Board member and Board Chair, Robert Kennedy passed away on April 23, 2007. The program for his memorial service featured a picture of Mr. Kennedy receiving an award from Mohawk College.

OPEN PORTION**May 9, 2007****12. INFORMATION**

Items 12.1, 12.2, 12.3 and 12.4 were provided for information.

12.1 Student Reports (MSA/SAC/MCACES/Alumni)**12.2 Mohawk College Council, February 12, 2007****12.3 Canadian Millennium Scholarship Foundation – Scholarships & Bursaries to Mohawk****12.4 Media Reports****13. UPCOMING MEETINGS**

- Program Development & Renewal Committee, May 24, 2007, 4 p.m.
- ACCC Conference, Montreal, May 27 to 29, 2007
- Audit Committee & Finance Committee, June 8, 2007, 8 a.m.
- McMaster University Spring Nursing Convocation, June 7, 2007, 9:30 a.m.
- Board BBQ for All Staff, June 13, 2007, 12:30 p.m.
- Spring Convocations: June 20 (7:30 p.m. in Brantford), 21 (10 a.m., 3 p.m. & 7:30 p.m.), 22 (10 a.m., 3 p.m. & 7:30 p.m.), 2007

NEXT BOARD OF GOVERNORS' MEETING**Wednesday, June 13, 2007, 2:30 p.m.****Staff Lounge, C110, Fennell Campus, Mohawk College****ANNUAL GENERAL MEETING****Wednesday, June 13, 2007, Following the Open Portion Board Meeting****14. ADJOURNMENT/MOTION TO GO IN CAMERA**It was moved by Brendan Ryan and seconded by Pat McKay that the Board of Governors adjourn the Mohawk College Open Portion Board of Governors' meeting at 7:16 p.m. and the in camera portion of the meeting will reconvene after a short break. Carried. **(MOTION 391.O.14)**

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING
(391st Meeting)
FENNELL CAMPUS, MOHAWK COLLEGE
Wednesday, May 9, 2007

ATTENDANCE - OPEN PORTION

Board of Governors

Gary Beveridge, Chair
Allan Greve, Vice Chair
Paven Bratch
Brenda Davis
Arun Jacob
Trent Jarvis
Bronko Jazvac
Carolyn Johnson
Sharon Lax
Pat McKay
Brian Mullan
Brendan Ryan
Ty Shattuck
Cindy Swanson
MaryLynn West-Moynes, President

Absent

Bryan Adamczyk
Pat MacDonald
Colin Osborne

Vice-Presidents/Executive Deans/Directors

Lynn Chalmers, Executive Assistant to the Board of Governors (Recording Secretary)
Peter Dietsche, Vice President, Research & Institutional Quality
Catherine Drea, Vice President, Students, Access and Success
Joanne Echlin, Vice President, HR - Staff Services
Carolyn Gray, Vice President, Lifelong Learning & Brantford
Ronald Holgerson, Vice President, Marketing, Communications, Alumni & Development
Cheryl Jensen, Vice President, Technology, Apprenticeship & Corporate Training
Rick Kawai, Chief Information Officer
Rosemary Knechtel, Vice President, Academic
Maureen Monaghan, Executive Assistant to the President
Dale Schenk, Vice President, Finance and Administration

Observers

Anthony D'Alessandro, Chair, Mohawk College Council

Alan Griffiths, Student (Students' Athletics Committee)

John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)

Kathy Maxwell, Support Staff (President, Local 241)

Guests

Heide Bell, Incoming Administrative Governor (effective September 1, 2007)

Anna Gris

Debra Veldstra, Incoming Student Governor (effective September 1, 2007)

Veronica Weir