

BOARD OF GOVERNORS' MEETING

(385th Meeting)

STAFF LOUNGE, ROOM C110, FENNEL CAMPUS, MOHAWK COLLEGE

Wednesday, November 8, 2006

NOVEMBER 8, 2006
OPEN PORTION MINUTES

<u>NOVEMBER 8, 2006</u> <u>OPEN PORTION MINUTES</u>	
1.	<p>CALL TO ORDER</p> <p>The Mohawk College Board of Governors' Open Portion meeting was called to order at 6:23 p.m. The Chair thanked the Governors for attending the October Board Advance. It was an important event with a good exchange of ideas of major significance to the future of Mohawk College. He stated that more information would be coming to Governors arising from the Advance.</p>
2.	<p>INTRODUCTION OF NEW GUESTS</p> <p>Ronald Holgerson introduced Renzo Castellani, Thomas Pratt, Don Schmitt and Branka Gazibara.</p>
3.	<p>ADDITIONS/DELETIONS TO THE AGENDA</p> <p>Two items were added to the agenda.</p>
4.	<p>CONFLICT OF INTEREST DECLARATIONS</p> <p>The Chair asked that any Governor wishing to declare a conflict of interest with respect to any item on the meeting agenda do so at this time. No conflicts were declared.</p>
5.	<p>APPROVAL OF THE PREVIOUS MINUTES</p>
5.1	<p>Minutes of the 384th Open Portion Board Meeting (October 11, 2006)</p>

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It was moved by Allan Greve and seconded by Bryan Adamczyk that the Board of Governors approve the minutes of the 384th Open Portion Board meeting of October 11, 2006. Carried. **(MOTION 385.O.5.1)**

Board Action Items/Follow-Up:

Future agenda item:

- Amendments to Board By-Law No. 1 (Tabled at Sept. 13/06 Board meeting, referred to Governance Committee and then the Policy Committee)

6. BOARD COMMITTEE REPORTS

6.1 Audit Committee, November 1, 2006

It was noted that the minutes of the Audit Committee meeting of November 1, 2006 were provided to the Board for information. These minutes are draft (unapproved) until approved by the Audit Committee at their next meeting.

6.2 Finance Committee, November 1, 2006

It was noted that the minutes of the Finance Committee meeting of November 1, 2006 were provided to the Board for information. These minutes are draft (unapproved) until approved by the Finance Committee at their next meeting.

Carolyn Johnson reported that the Finance Committee discussed the financial reports at the meeting and thanked Board members for their input. She indicated that Dale Schenk presented a framework for monthly financial reporting once the new finance model is in place.

It was noted that, in the future, the Finance Committee and Audit Committee meetings will be held on separate dates due to the length of the meetings.

7. STRATEGIC/DECISION ITEMS

7.1 Board Statutory Liability Report (for fiscal quarter end date Sept.30/06)

It was moved by Pat MacDonald and seconded by Sharon Lax that the Board of Governors accept the Board Statutory Liability Report as of fiscal quarter end date September 30, 2006. Carried. **(MOTION 385.O.7.1)**

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7.2

Audit Committee Terms of Reference

It was moved by Cindy Swanson and seconded by Carolyn Johnson that the Board of Governors approve the amended Audit Committee terms of reference. Carried. (MOTION 385.O.7.2)

7.3

STARRT Update

(Note: This item followed item 8.1 at the Board meeting.)

It was moved by Carolyn Johnson and seconded by Cindy Swanson that the Board of Governors approve the extra expenditure of up to \$1.1 million in the STARRT Phase 1 project, to allow the construction of a roughed in second floor of about 6,000 sq. ft. This amount will be funded by either a forthcoming capital grant from the Province of Ontario, or from operating funds of the Stoney Creek Campus over the next 5 years. Carried. (MOTION 385.O.7.3)

Prior to voting on the motion, there was considerable discussion regarding the scope and costs associated with Phase 1. Dale Schenk reported that some estimates were greater than projected when the proposal was developed two years ago.

In order to meet the budget, it may be necessary to delay paving, seating in the theatre and current space renovations.

The President stated that the project would be met within the budget.

She further stated that if we were unsuccessful in acquiring the \$1.1 million for the roughed-in shell, it would be paid for through operating funds over three years.

The Board will receive updates on the STARRT project throughout the year.

8.

STRATEGIC/DISCUSSION ITEMS

8.1

STARRT Presentation by Architects

Thomas Pratt of Diamond and Schmitt Architects Inc. stated that work is proceeding on the 36,000 sq. ft. addition to the Stoney Creek

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Campus in order to complete the addition in time to start classes in September 2007. Since early summer 2006 a steering committee of Mohawk and Diamond and Schmitt Architects Inc. staff has been working to consolidate the design. Extensive consultations with the faculty, support and service staff have taken place. As a result, a users subcommittee was formed to design the space within labs and classrooms to best accommodate the current and future equipment. The total square footage for Phase 1 (36,000 sq. ft.) and Phase 2 (52,000 sq. ft.) is 88,000 sq. ft. The proposed designs bring the shops to the front in order to showcase the shops and equipment through glazed windows. The Skilled Trades Awareness Centre will be housed in a large, multi-purpose room with retractable seating for 250. This room can be used for teaching larger classes, events such as high school skilled trades awareness days, College orientation and conferences. Break-out rooms around the multi-purpose room will be used for corporate training as well as additional study/gathering space for students. Some renovations are planned to existing administrative offices to create a one-stop shopping area.

Bids are currently being received for the hiring of an overall construction manager.

Dale Schenk explained that Diamond and Schmitt Architects Inc., with their mechanical and structural consultants, recommended that the building on 340 Leaside Avenue (the Taylor Building) be demolished, as it was not suitable for renovation, and that the space be used for needed parking. The demolition of the building is now underway.

9. PERFORMANCE REPORTS

9.1 Health & Safety – Accident/Injury Report

The Accident/Injury Report for October 2006 was provided for information.

Joanne Echlin confirmed that the current year to date accident figures are down from this time last year and she believes that this is due to increased efforts with respect to occupational health and safety.

Joanne Echlin explained that slight variations in the figures from month to month are due to the fact that this report is submitted before the actual month end and the next report captures the incidents to the end of the month.

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9.2

Staffing Report

The Staffing Full-Time Actual Versus Budget report was provided for information.

In answer to a question, the President stated that those areas on the report that indicate unfilled staff positions may be due to internal job changes or have been left unfilled in view of the projected budget deficit for 2007-2008 and to determine if a replacement is necessary and to allow for the domino effect created by the introduction of 8 or 9 new positions in August 2006.

9.3

Finance – Cumulative Revenue & Expenditure Report

The Cumulative Revenue & Expenditure Report was provided for information.

The President stated that we are currently tracking approximately \$.05 million behind where we planned to be at this time of year. This is not uncommon at Mohawk and steps are being taken to address this now. Barring any unforeseen surprises, it is expected that we will achieve a balanced budget as of March 2007.

10.

PRESIDENT'S REPORT

10.1

President's Report

The President's Report was provided for information.

The President explained that Hamilton Police Services (item 3) approached the College and offered to make a presentation to the Senior Lead Team on preparing for a crisis situation. The Chair noted that all risk management reports are brought to the Audit Committee for discussion.

In answer to a question about the response from graduates at Convocation to the mention of the Citizenship course, the President stated that some students expressed concern about this being a mandatory course but employers see it as an asset. Rosemary Knechtel is leading faculty and student consultations on this matter.

Further to a question about the Mayor declaring Hamilton "the education city", the President asked Cheryl Jensen to provide a briefing

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note for the December Board meeting on this subject.

10.2

November 1 Audit enrolment Report

Handouts were provided to accompany Catherine Drea's presentation.

Enrolment Plan for 2006/2007

(Postsecondary, Full Time, Domestic Students)

<u>Semester</u>	<u>Target</u>	<u>Preliminary Audit</u>	<u>Difference 2005-2006</u>
Spring/ Summer 2006	968	1,036 (+68 students)(7%)	-38.9%*
Fall 2006	9,311	9,160 (-151 students)(-1.6%)	2.4%
Winter 2007	8,775**	March 1	TBD
Total	19,054	June 30	0.3%

•** If the Winter 2007 target was exceeded by 83, we would reach our total of 19,054 and 0.3%.

•*The planned decrease in spring/summer and increase in fall/winter is largely due to change of Co-Op Model based on feedback from employers and students and the shift to the two semester teaching model.

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Five Year Enrolment Data

<u>Semester</u>	02-03	% Difference Over Previous Year	03-04	% Difference Over Previous Year	04-05	% Difference Over Previous Year	05-06	% Difference Over Previous Year	06-07	% Difference Over Previous Year
Spring/ Summer	2,356	+23.5%	2,215	-6.0%	1,825	-17.6% *	1,696	-7.1%	1,036	-38.9% *
Fall	8,740	+8.4%	8,919	+2.0%	8,771	-1.7%	8,944	+2.0%	9,160	+2.4%
Winter	7,914	+9.9%	7,846	-0.9%	7,951	+1.3%	8,362	+5.2%	TBD	TBD
Total	19,010	+10.7%	18,980	-0.2%	18,547	-2.3%	19,002	+2.5%	TBD	TBD

* The planned decrease in spring/summer and increase in fall/winter is largely due to change of Co-Op Model based on feedback from employers and students and the shift to the two semester teaching model.

International Enrolment

•At Mohawk College

–13.5% increase in Fall 2006 over Fall 2005 in new and returning International students

–Fall 2006 – 277 students (13.5%)

–Fall 2005 – 244 students (-14.4%)

–Fall 2004 – 285 students (-24.6%)

•Offshore (3+0 programs)

–Fall 2005 – 200 students

–Fall 2006 – 603 students

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Catherine noted that the figures from the November 1 audit affect the College's grant. The next audit date is March 1, 2007. She outlined the next steps, which includes:

- continuing focus on Winter enrolment
- continuing focus on student retention
- first view of Fall 2007 applications due in one week
- College-wide enrolment initiative which begins this Winter to create a 3 to 5 year Strategic Enrolment Plan

It was noted that there has been no improvement in shortening the waiting period for visas for foreign students. In answer to a question, Catherine Drea stated that the improvement in the enrolment figures was largely due to an increase in the number of offers made to applicants.

In response to a question, Mohawk does retain agents in China and India to recruit students.

In response to a question, Cheryl Jensen stated that the apprenticeship enrolment at the Stoney Creek Campus has increased by 14% over the past three years.

The Chair thanked Catherine Drea and her team as well as faculty, support staff and administration for all the work to achieve the reported enrolment.

10.3

Alumni House

The Alumni House report was provided for information.

10.4

Information Technology Update

The Information Technology Update was provided for information.

The President stated that it is worth noting that the Fall registrations were completed without any serious IT concerns. Rick Kawai, the

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new CIO, is in discussions with key stakeholders on medium and long-term opportunities and challenges.

10.5 Dofasco Announcement

The President and Jacques Chabanier, the new President and CEO of Dofasco, will announce the \$1 million Dofasco donation on Thursday, November 30, 2006 between 11 a.m. and 2 p.m. at the Stoney Creek Campus. An invitation has been extended to the Minister of Training, Colleges and Universities to attend. *[Note: The Minister was unable to attend due to a previous commitment.]*

10.6 Rugby Championship

The Mohawk Mountaineers Men's' Rugby team won the Ontario College Athletic Association 2006/2007 Gold Medal Championship on November 4, 2006. Head coach, Alex Paris, is a Mohawk staff member.

10.7 30th Music Program Anniversary

The President reported that the Music Program celebrated its 30th anniversary on October 30, 2006 in the McIntyre Theatre. The Steeltown Friends of Mohawk Jazz sponsored the event and the founding Chair of the Music Department, Patricia Rolston, was honoured. Many past graduates of the Music Program attended the event from all over the world.

The Kevin Matthews Band, composed of Mohawk Music students, performed for MPs, MPPs and College Presidents on October 30, 2006 at the College Day reception at Queen's Park.

11. BOARD CHAIR'S REPORT

11.1 Fall Convocations

The Chair thanked those Governors who attended the Fall Convocations on October 19, 20, 2006.

11.2 LIUNA Scholarship Awards Dinner

The Chair and the President attended the LIUNA Scholarship Awards Dinner on November 3, 2006 at which the LIUNA Local 837 awards scholarships to the children of their members who are attending colleges and universities. The President served as Chair of the 2006 LIUNA Scholarship Selection Committee.

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12.	INFORMATION Items 12.1, 12.2 and 12.3 were provided for information.
12.1	Student Reports (MSA/SAC/MCACES/Alumni)
12.2	“Getting to Maybe. How the World is Changed.”
12.3	Media Reports
12.4	Mugs from Local 241 Kathy Maxwell, President of Local 241, provided complimentary coffee mugs for everyone at the meeting. The mugs were in support of the unionization of Mohawk’s part-time staff.
12.5	Policy Ad Hoc Committee Meeting The first meeting of the Policy Ad Hoc Committee is scheduled for Friday, November 10, 2006 and Governors are requested to forward any comments/questions/concerns on the Board By-Laws and the Board Policies to the recording secretary for discussion at this meeting.
13.	UPCOMING MEETINGS <ul style="list-style-type: none">• Policy Ad Hoc Committee, November 10, 2006• Program Development & Renewal Committee, November 20, 2006• United Way Red Tie Event, November 29, 2006• Mohawk Presents, November 29, 2006• 2007 ACAATO Conference, February 18 & 19, 2007, Toronto
	NEXT MEETING Wednesday, December 13, 2006 4:00 p.m., Board Room, Fennell Campus, Mohawk College (PLEASE NOTE: Board members and Senior Lead members will be attending the Annual Board Retirement Dinner at 6:30 p.m. in i131, IT Centre following the Board meeting.)

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14.

ADJOURNMENT/MOTION TO GO IN CAMERA

It was moved by Brendan Ryan and seconded by Arun Jacob that the Board of Governors' Open Portion meeting adjourn at 7:48 p.m. and the in camera portion of the meeting convene after a short break. Carried. (MOTION 385.O.14)

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS' MEETING

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ATTENDANCE - OPEN PORTION

Board of Governors

Gary Beveridge, Chair

Allan Greve, Vice Chair

Bryan Adamczyk

Paven Bratch

Brenda Davis

Arun Jacob

Trent Jarvis

Bronko Jazvac

Carolyn Johnson

Rick Knowles

Sharon Lax

Pat MacDonald

Colin Osborne

Brendan Ryan

Ty Shattuck

Cindy Swanson

MaryLynn West-Moynes, President

Absent

Pat McKay

Brian Mullan

Vice-Presidents/Executive Deans/Directors

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
Fred Deys, Faculty (President, Local 240)
Heather Gardine, Faculty (Co-ordinator, Applied Communications)
Anna Gris, Faculty (Chief Steward, Local 240/Professor, Language Studies)
John Guilfoyle, Administration (President, Mohawk College Administrative Staff Association)
Karen Logan, President, Mohawk College Association for Continuing Education Students
Kathy Maxwell, Support Staff (President, Local 241)
Veronica Weir, Faculty (Treasurer, Local 240/Co-ordinator, Office Administration - Executive)

Guests

Renzo Castellani
Suzanne Clancy
Thomas Pratt, Diamond and Schmitt Architects Inc.
Don Schmitt, Diamond and Schmitt Architects Inc.
Branka Gazibara, Diamond and Schmitt, Architects Inc.