

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS' MEETING**  
**(338<sup>th</sup> Meeting)**

**BOARD ROOM, C111B, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, October 10, 2001**

**ATTENDANCE**  
**OPEN PORTION**

**Board of Governors**

Linda Brown, Chair  
Tom Atterton, Vice Chair  
Tom Behroozi  
Gary Beveridge  
Cal Haddad, President  
Rebecca Jamieson  
Bronko Jazvac  
Rick Knowles  
Jim Koyanagi  
Ken Krakar  
Linda Rogers  
Cindy Swanson  
Kathy Verspagen

**Absent**

Shawn Chamberlin  
Rick Sterne

**Observers**

Dorleen Allen, Faculty  
Chris Blackwood, Chair, Mohawk College Council  
Fred Deys, Faculty (President, Local 240)  
Nathan Fehrman, Student (President, MSA)  
John Guilfoyle, Administration (President, MCASA)  
Margaret Hart, Student (MCACES Board member)  
Krysia Iwanek, Mohawk College Alumni Association  
John Pooler, Support Staff (President, Local 241)  
Beth Sanders, Student (President, SAC)

**Vice-Presidents/Deans/Directors**

**Alan Clay, Director, Marketing & Public Relations**

**Brian Goodman, A/Vice President, Student Affairs**

**Carolyn Gray, A/Vice President, CE & Business Development**

**Rosemary Knechtel, Dean, Health Sciences & Human Services**

**Brenda McQuaid, Director, Advancement**

**Catherine Peterson, Director, Purchasing & Financial Planning**

**Dick Raha, A/Vice President, Finance & Administration**

**Joanne Westerby, Director, Learning Resources**

**Guests**

**Suzanne Clancy, Vice President, Local 240**

**Carolyn Johnson – Governor-elect**

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**BOARD OF GOVERNORS' MEETING**  
**338<sup>th</sup> Meeting)**

**BOARD ROOM, C11B, FENNEL CAMPUS, MOHAWK COLLEGE**  
**Wednesday, October 10, 2001, 6:45 p.m.**

**OPEN PORTION**

The Open Portion of the Board of Governors' meeting was called to order at 6:45 p.m.

**1. Minutes of the 337<sup>th</sup> Meeting**

It was moved by Cindy Swanson and seconded by Tom Behroози that the minutes of the 337<sup>th</sup> meeting be approved. Carried unanimously.  
**(MOTION 338.O.1)**

**2. Conflict of Interest Declaration**

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.

**3. Business Arising from the Minutes**

No report.

**4. Chair's Remarks**

**4.1 Board of Governors' Meeting Dates for 2001/2002**

It was moved by Tom Atterton and seconded by Jim Koyanagi that the Board of Governors' meeting dates for 2001/2002 be accepted for information. Carried unanimously. **(MOTION 338.O.4.1)**

**4.2 Memo from Susan Bloomfield, Chair, ACAATO  
re: Education Lottery**

It was moved by Tom Atterton and seconded by Gary Beveridge that the Board indicate to Susan Bloomfield, Chair, ACAATO, that they wish ACAATO to investigate a college system lottery to generate funds. Carried. **(MOTION 338.O.4.2)**

**4.3 Operational Vision Initiative**

The Chair outlined the Operational Vision initiative and the process which will take place.

Five consultative sessions with approximately 40 people in attendance have been arranged for:

- October 11, 2001 – PAC, Academic Chairs, Junior Managers
- October 15, 2001 – Mohawk College Council and Alternates
- October 16, 2001 – Students (Full time, Continuing Education, Alumni)
- October 22, 2001 – Brantford Employers
- October 23, 2001 – Advisory Committee Chairs

Four hundred questionnaires have been sent out to:

- 200 College staff (a proportionate number to Faculty, Support Staff and Administration)
- 100 students (Full time, Continuing Education, Alumni)
- 100 to employers

A memo to the College community has been sent out requesting input on four questions.

A new section on the Board web page has been created for the Operational Vision Initiative. The questionnaire and the College community memo have been posted on this web page allowing for direct input online.

The following people have been invited to attend the November Board of Governors' Retreat:

- Board of Governors
- MEC (4 Vice Presidents)
- Presidents, Local 240, Local 241 and MCASA
- Presidents, MSA, MCACES and Mohawk College Alumni Association

#### **4.4 ACCC (Association of Canadian Community Colleges) Symposium, September 25 & 26, 2001, Ottawa**

Tom Atterton reported on the ACCC Symposium he attended on September 25 & 26, 2001 in Ottawa. The symposium was reasonably well attended by College Presidents, Vice Presidents and Board Chairs. The Deputy Minister for HRDC, Claire Morris, Associate Deputy Minister of Industry Canada, Pierre Reid, Minister of Finance, Paul Martin and Jane Stewart, Minister of HRDC also attended the symposium. The federal government would like to establish a relationship with the colleges. In summary, Tom stated that this was a very positive meeting for the colleges.

#### **4.5 Convocations**

The Chair reminded Governors of the Fall Convocation dates:

- Friday, October 12, 2001, 7:30 p.m. Theatre – Continuing Education Convocation

- Saturday, October 13, 2001, 10 a.m. & 2:30 p.m., Theatre, - Theatre Renaming Ceremony to take place at the 2:30 p.m. Convocation.

#### **4.6 Upcoming College Events**

The Chair reminded Governors of the following upcoming College events to which they are invited:

- October 18, 2001 – CanWest Global Gift Announcement
- October 30, 2001 – OSOTF (Ontario Student Opportunity Trust Fund) Donors and Recipients Reception
- November 8, 2001 – Philips Medical Systems Canada Partnership Celebration

### **5. Board Committees' Reports**

#### **5.1 Occupational Health & Safety Committee Meetings: Brantford, September 18, 2001**

##### **Student Residence, September 20, 2001**

It was moved by Cal Haddad and seconded by Ken Krakar that the following Occupational Health & Safety Committee minutes be accepted for information:

- Brantford, September 18, 2001
- Student Residence, September 20, 2001

Carried unanimously. **(MOTION 338.O.5.1)**

##### **Student Residence Safety Committee Concerns (Ref. 337.O.5.1)**

The President explained that the concern with respect to the smoke detectors (referenced in the February 23, 2001 Student Residence Safety Committee minutes) was due to students covering the smoke detectors with paper bags in order to smoke in their rooms. The student residence is a non-smoking facility and Campus Living Centres, who manage the facility, have increased their tours of the residence to ensure that the smoke detectors are not covered and that no one is smoking. A penalty of \$100 will be imposed on anyone found covering a smoke detector.

Cal Haddad further explained that a legal opinion was obtained with respect to the need for a Student Residence safety committee and the College's liability in the case of an accident or injury of a student at the residence. The lawyer advised that a properly constituted Residence Committee, created and mandated as per the agreement between Mohawk College and Campus Living Centres will need to approve all the policies and procedures described in the agreement, review the policies and procedures from time to time and receive regular reports from Campus Living

Centres regarding safety issues and procedural changes. A Residence Committee has been in place since the opening of the Residence and it meets regularly.

The Student Residence does have a safety committee (College Residence and Conference Centre Safety Committee) and Gary Sachs, Manager of Occupational Health & Safety, is a resource member of that Committee. Michelle Harkness, Manager of Student Development & Housing, will join the Committee and her alternate on this Committee will be Rachel Matthews, Director of Counselling and Disability Services.

In answer to Rick Knowles' question, John Guilfoyle stated that fire drills are held regularly at the Student Residence.

**5.2 Mohawk College Council, September 17, 2001**

It was moved by Cal Haddad and seconded by Tom Behroozi that the Mohawk College Council minutes of September 17, 2001 be accepted for information. Carried unanimously. **(MOTION 338.O.5.2)**

**5.3 Mohawk College Foundation Annual General Meeting and Board of Directors' Meeting, September 19, 2001**

It was moved by Cal Haddad and seconded by Tom Behroozi that the Mohawk College Foundation Annual General Meeting minutes and the Board of Directors' meeting minutes of September 19, 2001 be accepted for information. Carried unanimously. **(MOTION 338.O.5.3)**

The President stated that, in the future, the Foundation Board will hold more than one meeting per year.

In answer to Rick Knowles' question, the Foundation is not currently looking for new members but new members may be needed in the New Year.

**5.4 Finance Committee, October 4, 2001**

It was moved by Linda Brown and seconded by Gary Beveridge that the Finance Committee minutes of October 4, 2001 be approved. Carried unanimously. **(MOTION 338.O.5.4.1)**

It was moved by Linda Brown and seconded by Tom Atterton that the Finance Committee Terms of Reference be approved. Carried unanimously. **(MOTION 338.O.5.4.2)**

It was moved by Linda Brown and seconded by Tom Behroozi that the 2001/2002 Budget Plan June 30, 2001 Review (1<sup>st</sup> Quarter Review) be accepted for information. Carried unanimously.  
**(MOTION 338.O.5.4.3)**

**5.5 Audit & Operational Review Committee, October 4, 2001**

It was moved by Linda Brown and seconded by Ken Krakar that the Audit & Operational Review Committee minutes of October 4, 2001 be approved. Carried unanimously. **(MOTION 338.O.5.5.1)**

Rebecca Jamieson said that she was pleased to note the positive comments that continue to come from the Auditors.

It was moved by Linda Brown and seconded by Linda Rogers that the Audit & Operational Review Committee Terms of Reference be approved. Carried unanimously. **(MOTION 338.O.5.5.2)**

Dick Raha, Acting Vice President, Finance & Administration, briefly explained the situation with respect to COMDISCO.

It was moved by Linda Brown and seconded by Tom Atterton that the report on COMDISCO be accepted for information. Carried unanimously. **(MOTION 338.O.5.5.3)**

It was moved by Linda Brown and seconded by Tom Behroozi that the BDO Dunwoody LLP management letter regarding the 2000/2001 Enrolment Audit be accepted for information. Carried unanimously. **(MOTION 338.O.5.5.4)**

**6. President's Report**

**6.1 Mohawk College Report**

The Mohawk College Report (formerly titled "The President's Report") was emailed to the Board of Governors and all College staff. The Mohawk College Report is also available on the Board web page.

**6.2 "X" Centre Report**

The President gave a brief status report on the "X" Centre. A further discussion will take place in the Closed Portion.

In answer to Jim Koyanagi's question, Dick Raha responded that the position of Construction Project Manager for the "X" Centre project was not posted. Since the project is not over \$100,000, it was not a requirement that the position be posted. George Wesko was appointed to the position.

**6.3 Revenue/Cost Analysis for the Two Year Practical Nursing Program**

Fred Deys asked if the program costing model was used in the revenue/cost analysis of the 2 Year Practical Nursing Program.



The program costing model was not used and the program weight is not known. The program weight is determined when the program proposal is submitted and approved by the Ministry of Training, Colleges and Universities. No capital purchases were included in the revenue/cost analysis because none are required.

It was moved by Cal Haddad and seconded by Ken Krakar that the revenue/cost analysis for the Two Year Practical Nursing program be accepted for information. Carried unanimously. **(MOTION 338.O.6.3)**

**6.4 Paramedic Diploma Program Proposal**

It was moved by Cal Haddad and seconded by Tom Behroozi that the Paramedic Diploma program proposal be approved. Carried unanimously. **(MOTION 338.0.6.4)**

**6.5 Health, Safety and Environmental Issues Report**

The President had no health, safety and environmental issues to report to the Board.

**6.6 Other Business**

**6.6.1 Preliminary Enrolment Report, Fall 2001**

The preliminary enrolment report for Fall 2001, as of October 10, 2001, was presented for information.

Fred Deys said that he hoped the College would continue to grow until it returns to 5<sup>th</sup> position among the colleges from the current 8<sup>th</sup> position.

**7. Student Association Reports**

It was moved by Tom Atterton and seconded by Kathy Verspagen that the MSA (Mohawk Students' Association) Report, SAC (Students' Athletics Committee) Report, MCACES (Mohawk College Association of Continuing Education Students) Report and the MCAA (Mohawk College Alumni Association) Report be accepted for information. Carried unanimously. **(MOTION 338.O.7)**

**8. New Business Including Notices of Motions**

**8.1 Newspaper Article – Trends in Nursing**

Rosemary Knechtel provided copies of a newspaper article on trends in nursing, which referred to the new 2 year Practical Nursing program.

**8.2 The Examiner**

Fred Deys informed the Board that The Examiner received two Awards for Excellence for best news coverage and best editorial.

**9. Confirmation of Date, Time and Place of Next Meeting**

The next meeting of the Board of Governors is scheduled for Wednesday, November 14, 2001 beginning with the Open Portion at 6:45 p.m. in the Board Room, C111B, Fennell Campus, Mohawk College.

**10. Adjournment**

It was moved and seconded that the Open Portion of the Board of Governors' meeting be adjourned at 8:25 p.m. Carried unanimously. **(MOTION 338.O.10)**