

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS'
COMMITTEE OF THE WHOLE MEETING
(2nd Meeting)

MOHAWK-McMASTER INSTITUTE FOR APPLIED HEALTH SCIENCES

Room 201

Wednesday, October 9, 2002

ATTENDANCE
OPEN PORTION

Board of Governors

Tom Atterton, Chair
Gary Beveridge
Linda Brown
Cal Haddad, President
Rebecca Jamieson
Carolyn Johnson
Rick Knowles
April Nederlof
Rick Sterne
Kathy Verspagen

Absent

Tom Behroozi
Shawn Chamberlin
Trent Jarvis
Bronko Jazvac
Cindy Swanson
Dr. Peter Sutherland

Observers

Gaspere Bonomo, Faculty
Mike Bradford, Student (President, SAC)
Greg Cormier, Chair, Mohawk College Council
Fred Deys, Faculty (President, Local 240)
Nathan Fehrman, Student (President, MSA)
Jady Klyve, Student (President, MCACES)
Krysia Iwanek, Mohawk College Alumni Association
John Pooler, Support Staff (President, Local 241)

Vice-Presidents/Deans/Directors

Diane Barrafato, Chair, Medical Imaging Technology
Marilyn Biekse, Chair, Nursing
Alan Clay, Director, Marketing & Public Relations
Joanne Echlin, Director, Human Resources
Shelagh Gill, Vice President, Academic
Carolyn Gray, Vice President, Student and Community Services
Kathy Hayes, Registrar
Kate Kemp, Chair, CE Health Sciences & Human Services
Rosemary Knechtel, Dean, Health Sciences & Human Services
Linda Marshall, Corporate Services Officer & Staff Development Officer
Rachel Matthews, Director, Counselling & Disability Services

Dick Raha, Vice President, Finance & Administration

Guests

Heide Bell, Manager, Campus Administration, Health Sciences & Human Services

Suzanne Clancy, Vice President, Local 240

Anna Gris, Local 240

Helen Maddick, Assistant to the Dean, Health Sciences & Human Services

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INSTITUTE FOR APPLIED HEALTH SCIENCES (IAHS)
Wednesday, October 9, 2002

OPEN PORTION

Due to the lack of a quorum (11 Governors), a meeting of the Board of Governors' Committee of the Whole was called. The motions contained in the minutes of this Committee of the Whole meeting will be submitted to the November 13, 2002 Board of Governors' meeting for approval.

The Board of Governors' Committee of the Whole meeting was called to order at 6:43.

Dr. Peter George, President and Vice Chancellor of McMaster University, stopped by to welcome the Mohawk College Board of Governors to the Mohawk-McMaster Institute for Applied Health Sciences (IAHS).

1. Minutes of the 346th Meeting

The approval of the minutes of the 346th meeting was deferred to the November 13, 2002 Board of Governors' meeting.

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

The Chair explained that the "Code of Ethical Conduct and Governors' Agreement" (distributed at the September 2002 Board meeting) is a commitment to shared values that the Governors make to each other. There is no real requirement to sign the Governors' agreement. He stated that if any member has concerns about the agreement, the Board could discuss the concerns.

4. Chair's Remarks

4.1 Board Log

Item 3 – The meeting with the College's Advisory Committee Chairs will take place on November 26, 2002, 4:30 p.m., Staff Dining Room.

It was moved by Rick Sterne and seconded by Linda Brown that the Board Log for October 2002 be accepted for information. Carried unanimously. **(MOTION CW2.4.1)**

4.2 Advocacy Report

The Chair presented an advocacy report for the Board's information. A meeting of the Board's Advocacy Committee and the internal Advocacy Committee will be arranged.

It was moved by Gary Beveridge and seconded by Rick Knowles that the Advocacy Report be accepted for information. Carried unanimously. **(MOTION CW2.4.2)**

4.3 Environmental Scan Project Schedule

The environmental scan project schedule was distributed for information. The Chair explained that the purpose of the environmental scan is twofold. It is expected that the input gathered will assist the Board in defining the qualities and capabilities of the next President and assist in assessing the current leadership of the College in order to implement a performance management system.

The Chair will provide regular updates to the Board on the environmental scan process. He stated that the input from Board members is very important. Comments on the environmental scan may be conveyed through the Board Secretary.

It was moved by Rick Sterne and seconded by Carolyn Johnson that the Environmental Scan project schedule be accepted for information. Carried unanimously. **(MOTION CW2.4.3)**

4.4 OSOTF Reception for Donors and Recipients

The Chair reminded Board members of the invitation to the OSOTF (Ontario Student Opportunities Trust Fund) Reception for donors and recipients scheduled for Tuesday, November 19, 2002, 4 p.m. in the Staff Dining Room.

4.5 Nightshift 2002

An invitation has also been extended to Board members to attend Nightshift 2002 from November 2 to 24, 2002 at the Art Gallery of Hamilton. Nightshift 2002 is an exhibition of works by Mohawk College Continuing Education students and instructors in the areas of visual arts/photography. The reception and awards ceremony will be held on November 7, 2002 at 7 p.m.

4.6 Reference Group for the Revision of the Guidelines for Governors' Manual

The Chair referred to the October 3, 2002 letter from the Chair of the Ontario Council of Regents asking governors to participate in a reference group for the revision of the Guidelines for Governors' Manual.

5. Board Committees' Reports

5.1 Occupational Health & Safety Committee

The President informed the Board members that the 2 lost time accidents (item 6.1) were due to an injury from picking up garbage and lawn cuttings and an injury from bending and reaching in a narrow spot.

In answer to a question about item 3 (Occupational Awareness for Students) and the fact that students hired by the College have not received safety and security modules from Human Resources, this will be investigated and an answer provided at the next Board meeting.

In answer to a question about item 7.2 and skateboarders on College property, it was stated that this is not a big problem at the College.

It was moved by Cal Haddad and seconded by Kathy Verspagen that the June 27, 2002 Fennell Campus Occupational Health and Safety Committee minutes be accepted for information. Carried unanimously. **(MOTION CW2.5.1)**

In answer to a question about Occupational Health and Safety Committee minutes from the Student Residence, it was stated that minutes have been received from the Student Residence Committee (September 2001, March 2002).

5.2 Mohawk College Foundation Annual General Meeting, September 9, 2002

In response to a question about the value of the art donations, the President stated that the new Director of Advancement, when hired, would review the question of how best to sell the art donations.

Gary Beveridge suggested that the College consider leasing the art donations to the Art Gallery of Hamilton as a means of earning revenue from the art.

It was moved by Cal Haddad and seconded by Rick Knowles that the September 9, 2002 Annual General Meeting minutes of the Mohawk College Foundation Board of Directors be accepted for information. Carried unanimously. **(MOTION CW2.5.2)**

5.3 Mohawk College Council, September 16, 2002

It was moved by Cal Haddad and seconded by Rick Knowles that the September 16, 2002 Mohawk College Council minutes be accepted for information with the noted change to item 4, page 3, under "Double Cohort", the word "higher" after 8.9% should be removed. Carried unanimously. **(MOTION CW2.5.3)**

5.4 Finance Committee, September 27, 2002

The President will provide the Board with a breakdown of the expenditures for the Women's Campus Safety allocation.

The President clarified that the letter to faculty about the key performance indicators was being sent so that the faculty could encourage students to complete the KPI form and explain to the students the purpose of the KPI form and its link to College funding.

The President explained that we have a surplus due to the fact that there are a number of unfilled positions at the College.

It was moved by Gary Beveridge and seconded by Rick Knowles that the September 27, 2002 Finance Committee minutes be accepted for information. Carried unanimously. **(MOTION CW2.5.4.1)**

It was moved by Gary Beveridge and seconded by Rick Knowles that the 2002/2003 Budget Plan June 30, 2002 Review (1st Quarter Review) be accepted for information. Carried unanimously. **(MOTION CW2.5.4.2)**

5.5 Audit & Operational Review Committee, September 27, 2002

Gary Beveridge stated that the College staff did an excellent job in preparing for the Audit & Operational Review Committee.

It was moved by Gary Beveridge and seconded by Kathy Verspagen that the September 27, 2002 Audit & Operational Review Committee minutes be accepted for information. Carried unanimously. **(MOTION CW2.5.5.1)**

It was moved by Gary Beveridge and seconded by Linda Brown that the management letter from BDO Dunwoody LLP regarding the 2001/2002 enrollment audit be accepted for information. Carried unanimously. **(MOTION CW2.5.5.2)**

It was moved by Gary Beveridge and seconded by Linda Brown that the Checks and Balances Report to the Audit & Operational Review Committee be discontinued. Carried unanimously. **(MOTION CW2.5.5.3)**

5.6 Governance Committee, October 2, 2002

It was moved by Carolyn Johnson and seconded by Rick Knowles that the October 2, 2002 Governance Committee minutes be accepted for information. Carried unanimously. **(MOTION CW2.5.6)**

The Chair encouraged the Board members to submit names of potential Governors.

The Chair advised that the President is in the process of developing the College's Strategic Plan and Business Plan, along with measurable, achievable results, based on the new Mission, Values, Vision and Strategic Directions.

Linda Brown suggested that the Board consider a session on policy governance as part of the January Board Retreat or on a separate occasion.

5.7 Program Review Committee Schedule for 2003

It was moved by Linda Brown and seconded by Carolyn Johnson that the Program Review Committee schedule for 2003 be accepted for information. Carried unanimously. **(MOTION CW2.5.7)**

6. President's Report

6.1 Mohawk College Report

It was moved by Cal Haddad and seconded by Rick Knowles that the Mohawk College Report for October 2002 be accepted for information. Carried unanimously. **(MOTION CW2.6.1)**

6.2 Fundraising Report

The President provided a verbal update on the fundraising campaign.

6.3 Mohawk College Council Terms of Reference

It was moved by Cal Haddad and seconded by Carolyn Johnson that the Mohawk College Council terms of reference be approved. Carried unanimously. **(MOTION CW2.6.3)**

6.4 "X" Centre Status Report

An "X" Centre project update was provided for information. Dick Raha stated that the project is currently two weeks behind schedule.

6.5 Health, Safety and Environmental Issues Report

No issues to report.

6.6 Other Business

6.6.1 Administrative Staff Meeting, October 3, 2002

The President stated that he held an administrative staff meeting on October 3, 2002 to update staff on a variety of issues.

6.6.2 College Differentiation

The President informed the Board that the Vice President, Academic recently held a retreat with the Deans, Chairs, and Registrar to discuss college differentiation. More meetings will be held on this topic. It is expected that a recommendation on college differentiation will come to the Board for consideration in the next few months.

6.6.3 Strategic Planning

It was moved by Rick Sterne and seconded by Carolyn Johnson that an item entitled "Long Range Strategic Planning" be added to the Board agenda. Carried unanimously. **(MOTION CW2.6.6.3)**

7. Student Association Reports

It was moved by Kathy Verspagen and seconded by Gary Beveridge that the MSA (Mohawk Students' Association) Report, the SAC (Students' Athletics Committee) Report, the MCACES (Mohawk College Association of Continuing Education Students) Report and the MCAA (Mohawk College Alumni Association) Report be accepted for information. Carried unanimously. **(MOTION CW2.7)**

8. New Business Including Notices of Motions

No report.

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

The next meeting of the Mohawk College Board of Governors is scheduled for Wednesday, November 13, 2002 beginning at 6 p.m. in Room 56 of the Stoney Creek Campus.

10. Adjournment

It was moved by Kathy Verspagen and seconded by Linda Brown that the Open Portion Board of Governors' meeting be adjourned at 8:54 p.m. Carried unanimously. **(MOTION CW2.10)**