

**OPEN PORTION MINUTES**

**DATE OF MEETING:** Wednesday, September 11, 2013

**PLACE OF MEETING:** Mohawk College  
Fennel Campus  
Bert Hares Board Room- i131  
135 Fennell Ave  
Hamilton, ON  
1:30 p.m.

**CHAIR:** Nancy Fram

**VICE CHAIR:** Doug Harrison

**PRESIDENT:** Rob Maclsaac

**MEMBERS PRESENT:** Stephen Bauld  
Gary Crowell  
Nancy Fram  
Heather Giardine-Tuck  
Joy Grahek  
Trent Jarvis  
John Marinucci  
Linda Marshall  
Joe Parker  
Rob Parker  
Adam Pipe  
Glen Steeves  
Don Wilford  
Rob Maclsaac

**REGRETS:** Donna Cripps  
Doug Harrison  
Taunya Paquette  
Elaine Sinha



**BOARD SECRETARY:** Ali Ghiassi

**OTHERS PRESENT:** Fran Agnew, Executive Director, Office of the President  
Bob Carrington, Associate Vice President, Facilities & Property Development  
David Graham, Vice President, Corporate Services  
Antoine Haroun, Chief Information Officer  
Cheryl Jensen, Vice President, Academic  
Karen Moore, Chief Financial Officer  
Wayne Poirier, Vice President, Student Services  
Trisha Simon, Executive Assistant, Board of Governors (Recorder)

**Guests:** Ryan Chow, President MSA



\*Governor Gary Crowell led the group in a moment of silence to remember those who lost their lives on September 11, 2001.

**1. CALL TO ORDER AND REMARKS BY THE CHAIR:**

Chair Nancy Fram called the meeting to order at 1:35 p.m.

**2. ADDITONS/ DELETIONS TO AGENDA:**

No changes were made to the agenda.

**3. CONFLICT OF INTEREST DECLARATIONS:**

No declarations were made.

**4. BOARD CHAIR REMARKS:**

Chair Nancy Fram welcomed everyone to the 431st meeting of the Board of Governors.

Nancy introduced two new Governors joining the Board. She welcomed Rob Parker and Stephen Bauld. The Board then introduced themselves around the table.

The Board members were reminded to complete and sign the Code of Conduct and Governors Agreement today. This annual confirmation is required by the Ministry of Training, Colleges and Universities.

Nancy informed the Board that the session would begin with some revisions to the agenda. A Special Closed Session was held first in order to consider the appointment of Rob Parker to the Board of Governors. This then allowed Rob Parker to be included in the remainder of the meeting. Following the Special Closed portion, the Board went to the Open Session.

Nancy then turned the floor over to Rob for his remarks.

**5. PRESIDENT'S REMARKS:**

The President began with a PowerPoint presentation and speaking about the Annual President's Breakfast that was held on August 28<sup>th</sup>. He thanked the Board members who attended the event. There were about 500 staff and faculty who attended along

with many partners from the community including members of the Program Advisory Committees.

The guest speaker was Max Valiquette, an innovation and trends expert on media and modern consumers. 11 Mohawk College Awards of Excellence were distributed that morning to staff and faculty.

On September 3<sup>rd</sup>, the College welcomed all first year students with a new and enhanced Student Orientation. Rob showed a few slides of the events that occurred that day.

Mohawk how has implemented a Student Leadership Academy that was held in last August at Creif Hills Centre where close to 120 students participated in training and team building over two days. These students will now be seen throughout the college as volunteers at various special events and activities- helping students to succeed.

Rob reminded the Board of the upcoming Retreat October 9-10<sup>th</sup>, and The Colleges Ontario Higher Education Summit Nov 17-18<sup>th</sup>.

As part of the ongoing Mohawk Talks series, Rob announced the next guest speaker to be Clayton Christensen who will be here at the College November 26<sup>th</sup>. Sponsorships are still available to support the event.

## **6. PRESENTATIONS**

None

## **7. CONSENT AGENDA:**

### **7.1 Minutes of the June 5, 2013 Open Portion Board of Governors' Meeting**

It was moved by Nancy Fram, and seconded by Glen Steeves that consent agenda item 7.1 be approved.

**Carried (MOTION 431.O.7)**

## **8. DECISION ITEMS:**

### **8.1 Mohawk College Enterprise Report: A.13.09.182**

It was moved by Joe Parker, and seconded by Don Wilford that the following decision item be approved:

**THAT** the Board of Governors approve the continuation of the Mohawk College Enterprise (MCE) as a for profit entity;

**AND THAT** staff be directed, through the MCE Board of Directors, to develop a strategic plan, including a three year financial projection, for a MCE model that includes traditional corporate training as well as innovative entrepreneurial activities, initially focussed on the three academic centres of excellence.

**Carried (MOTION 431.O.8.1)**

**9. REPORTS FROM STANDING COMMITTEES:**

9.1 Governance Committee, September 11, 2013  
Consent Agenda:  
None

Decision items:

9.1.i) Policy Review: D01: General Executive Constraint, D02: Staff, Student, Client and Visitor: GC.13.09.043

It was moved by Nancy, and seconded by John Marinucci that the following decision item be approved:

**THAT** the Board of Governors approves changes to the following Board policies as attached at Appendix A:

- D01: General Executive Constraint
- D02: Treatment of College Stakeholders

**AND THAT** the Board of Governors directs staff to update the Board Governance Policy Manual to reflect the changes as attached in Appendix A.

**Carried (MOTION 431.O.9.1i)**

9.1.ii) 2013-14 Governance Committee Workplan: GC.13.09.044

It was moved by Nancy Fram, and seconded by Stephen Bauld that the following decision item be approved:

**THAT** the Board of Governors approves Report #GC.13.09.044:  
*Governance Committee Workplan 2013-14.*

**Carried (MOTION 431.O.9.1ii)**

9.1iii) 2012-13 Governance Committee Terms of Reference: GC.13.09.045

It was moved by Nancy Fram, and seconded by Adam Pipe that the following decision item be approved:

**THAT** the Governance Committee's Terms of Reference set out in Report GC.13.09.045: Terms of Reference 2013/2014, having been reviewed by the Committee be approved.

**Carried (MOTION 431.O.9.1iii)**

9.2 Audit, Finance & Infrastructure Committee, September 11, 2013  
Consent Agenda:

It was moved by Glen Steeves, and seconded by Joe Parker that the following consent agenda items be approved:

- 9.2(i) Corporate Services Dashboard- Sept. 2013: CS.13.09.154
- (ii) Infrastructure Report: CS.13.09.155

**Carried (MOTION 431.O.9.2.i-ii)**

Decision Items:

9.2.iii) 2012/13 Signing Officers: CS.13.09.156

It was moved by Gary Crowell, and seconded by Stephen Bauld that the following decision item be approved:

**THAT** the Board of Governors approves the roster of Mohawk College Signing Officers effective September 11, 2013, as provided in Report CS.13.09.156.

**Carried (MOTION 431.O.9.2.iii)**

9.2.iv) 2012/13 AFI Workplan: CS.13.09.157

It was moved by Glen Steeves, and seconded by John Marinucci that the following decision item be approved:

**THAT** the Board of Governors approve the 2013-14 Workplan for the Audit, Finance & Infrastructure (AF&I) Committee as presented in Report CS.13.09.157.

**Carried (MOTION 431.O.9.2.iv)**

9.2.v) AFI Terms of Reference: CS.13.09.158

It was moved by Glen Steeves, and seconded by Heather Giardine-Tuck that the following decision item be approved:

**THAT** the Board of Governors approve the Audit, Finance & Infrastructure Committee Terms of Reference as set out in Report CS.13.09.158.

**Carried (MOTION 431.O.9.2.v)**

9.2.vi) Internal Audit Charter CS.13.09.159

It was moved by Glen Steeves, and seconded by John Marinucci that the following decision item be approved:

**THAT** the Board of Governors approves the Internal Audit Charter attached as Appendix A to Report CS.13.09.159.

**Carried (MOTION 431.O.9.2.vi)**

9.2.vii) Internal Audit Report: Donated Funds and Artwork: CS.13.09.160

It was moved by Glen Steeves, and seconded by Heather Giardine-Tuck that the following decision item be approved:

**THAT** the Board of Governors receives for information Report CS.13.09.160 the Internal Audit Report: Donated Funds and Artwork;

**THAT** the Board of Governors receives for information the Foundation's management action plans as identified in Appendix A to Report CS.13.09.160;

**AND THAT** the Board of Governors approves the College's management action plans and directs staff to implement the plans as identified in Appendix B to Report CS.13.09.160.

**Carried (MOTION 431.O.9.2.vii)**

9.2.viii) Internal Audit Report: Hiring Process- Administrative and Support Staff: CS.13.09.161

It was moved by Glen Steeves, and seconded by Joe Parker that the following decision item be approved:

**THAT** the Board of Governors receives for information Report CS.13.09.161 the Internal Audit Report: Hiring Process- Administrative and Support; and

**AND THAT** the Board of Governors approves the College's management action plans and directs staff to implement the plans as identified in Appendix A to Report CS.13.09.161.

**Carried (MOTION 431.O.9.2.viii)**

9.2.ix) Investment Policy under Trustee Act: CS.13.09.162

It was moved by Glen Steeves, and seconded by John Marinucci that the following decision item be approved:

**THAT** the Board of Governors approve the revised Statement of Investment Policy under the Trustee Act as presented in Report CS.13.09.162: *Investment Policy under Trustee Act*; and

**THAT** the Board of Governors approve the Target Asset Mix of:

- Equities- 50%
- Bonds- 40%
- Cash/ Cash Equivalents- 10%

**Carried (MOTION 431.O.9.2.ix)**



9.3 Student Services Committee, September 11, 2013  
Consent Agenda:

It was moved by Gary Crowell, and seconded by Adam Pipe that the following consent agenda items be approved:

- 9.3(i) Student Services Dashboard- September 2013: SS.13.09.116
- 9.3(ii) Mohawk College Association of Continuing Education Students Quarterly Report: SS.13.09.117
- 9.3(iii) Alumni Relations Quarterly Report: SS.13.09.118
- 9.3(iv) Enrolment Update Report: SS.13.09.123
- 9.3(v) Aboriginal Initiatives Update: SS.13.09.124

**Carried (MOTION 431.O.9.3i-v)**

9.3 Student Services Committee, September 11, 2013  
Decision Items:

9.3.vi) Student Success Plan Report: SS.13.09.119

It was moved by Gary Crowell, and seconded by Linda Marshall that the following decision item be approved:

**THAT** the Board of Governors approve Mohawk's *5 Point Student Success Plan* as outlined in Report SS.13.09.119;

**AND THAT** staff be directed to implement the recommendations highlighted in Appendix A: *Student Success Plan* and *the Mohawk Student Success Matrix* contained therein.

**Carried (MOTION 431.O.9.3.vi)**

9.3.vii) 2013-14 Student Services Committee Work Plan: SS.13.09.120

It was moved by Gary Crowell, and seconded by Heather Giardine-Tuck that the following decision item be approved:

**THAT** the Board of Governors approve the *2013/14 Student Services Committee Work Plan* as outlined in Report SS.13.09.120.

**Carried (MOTION 431.O.9.3.vii)**

9.3.viii) Student Services Terms of Reference Report: SS.13.09.122

It was moved by Gary Crowell, and seconded by Linda Marshall that the following decision item be approved:

**THAT** the Board of Governors approve the *2013/14 Student Services Committee Terms of Reference Report* as outlined in Report SS.13.09.122.

**Carried (MOTION 431.O.9.3.viii)**

9.4 Program Development & Renewal Committee, September, 2013  
Consent Agenda:

It was moved by Don Wilford and seconded by Heather Giardine-Tuck that the following consent agenda Items be approved:

- 9.4(i) PDRC Dashboard Report- Sept. 2013: A.13.09.176
- 9.4(ii) Ongoing Program Renewal: Program Update Report: A.13.09.177
- 9.4(iii) Ongoing Program Renewal: Program Review Status Report: A.13.09.178
- 9.4(iv) School Overview/ Associate Dean Presentation: Justice and Wellness Studies: A.13.09.181

**Carried (MOTION 431.O.9.4.i-iv)**

Decision Items:

9.4(v) Annual Review of Program Development Renewal Committee: A.13.09.179

It was moved by Don Wilford and seconded by Gary Crowell that the following decision Item be approved:

**THAT** the Board of Governors approve the following Board Policies, as included in the Report A.13.09.179, *Annual Policy Review*.

- B10: Committees, Attachment 5: Program Development and Renewal Committee Terms of Reference

- A03: Program Quality for Programs of Instruction
- D03: Program Quality
- D04: Program Advisory Committees

**Carried (MOTION 431.O.9.4.v)**

9.4(vi) Program Development and Renewal Committee Work Plan: A.13.09.180

It was moved by Don Wilford and seconded by Heather Giardine-Tuck that the following decision Item be approved:

**THAT** the Board of Governors approves the Program Development and Renewal Committee 2013/14, Report A.13.09.180.

**Carried (MOTION 431.O.9.4.vi)**

**10. INFORMATION ITEMS:**

10.1 Update from Mohawk Students Association: Report # MSA.13.09.005

It was moved by Rob Parker and seconded by Heather Giardine-Tuck that the following information item be approved:

**THAT** the update from the Mohawk Student Association report be received by the Board of Governors for information.

**Carried (MOTION 431.O.10.1)**

10.2 Code of Ethical Conduct & Governors Agreement: GC.13.09.048

It was moved by Adam Pipe and seconded by Stephen Bauld that the following information item be approved:

**THAT** the Board of Governors receive the report GC.13.09.048: Governors' Agreement (part of B06 Governors' Code of Conduct) and the Board Policy B07: Conflict of Interest for information.

**AND THAT** the Chair be authorized to secure the signatures of Governors on the Agreement included in Attachment A.

**Carried (MOTION 431.O.10.2)**

## **11. UPCOMING MEETINGS /EVENTS**

The next Board of Governors' Meeting will be held Wednesday, November 13, 2013 at 1:30 p.m., Room i131, Fennell Campus, Mohawk College.

## **12. ADJOURNMENT/ MOTION TO GO IN CAMERA**

It was moved by, Adam Pipe and seconded by Glen Steeves to adjourn the open portion of the 431<sup>st</sup> meeting of the Board of Governors. The meeting adjourned at 2:37 p.m.

**Carried (MOTION 431.O.12)**