QUALITY OF EDUCATION AND TRAINING

1.1 The Packaging Management & Technology Program was well represented at the Pack Expo International Show which was held in Chicago from November 5th to 9th, 2000. This bi-annual show is the largest show held in North America and attracts over 100,000 visitors to the 1.3 million square feet of exposition space. The Packaging Machinery Manufacturers Institute sponsored 13 students to attend, with an additional 4 students receiving total air transportation and accommodation expenses and who worked part time while at the show. In addition a Packaging Educators Forum was held which highlighted the North American institutions offering packaging programs. Total sponsorship from PMMI was over $10,000 U.S. The contacts and presence made by Mohawk profiles us as amongst the 10 - 12 institutions (primarily Universities in the US), who are delivering these specialized Packaging Programs in North America.

[Submitted by Shelagh Gill, Vice President, Academic.]

1.2 The Brantford Campus was pleased to offer the Board of Governors a tour of the Graphic Arts area when their meeting was held in Brantford on December 13th, 2000. Highlighted during the tour was the new 45 station Macintosh lab which was installed in Fall 2000. This lab features the imac DV G3, 400mghz workstation interfaced with instructor station and digital overhead audiovisual presentation unit. Each station includes the Graphics software PhotoShop 5.0, Illustrator 9, Quarkspress 4.1, Internet Explorer 4.5, and Suitcase 3.0. The lab uses instruction software Network Assistant that allows the instructor to control the classroom and individual workstations. The new lab is also connected to the Internet and interfaced with other labs via high speed fiber optic cabling.

[Submitted by Shelagh Gill, Vice President, Academic.]

1.3 The Law & Security/Police Foundations Program had a very successful 1st Semester intake in January with more than a full complement of students. The larger than anticipated enrollment (45 students), required the campus to alter schedules and change room allocations in order to accommodate the increased numbers. With larger numbers as well in the first year classes that were promoted
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1.4 On January 11th to 13th, 2001 Roberta Burke, Coordinator of Prior Learning Assessment attended the Board meeting of the CAPLA (Canadian Association of Prior Learning Assessment) in Toronto. Kenny and Associates facilitated a strategic planning session to position CAPLA to take a leadership position in the area of PLAR in the absence of the CLFDB (Canadian Labour Force Development Board). [Submitted by Shelagh Gill, Vice President, Academic.]

1.5 Mohawk College Advertising, MCA is a student operated advertising agency in the college that serves as a practicum for third year Advertising Students. MCA has traditionally served non-profit organizations such as this year's clients: The Girl Guides, Hamilton Housing Authority, The Durand Neighbourhood Association and The Catholic Diocese. This year, however, MCA increased its services to include small businesses like Guelph Sports Complex and Jackson's Farm Market. MCA is also helping Reunion Coordinator, Andrea Ravensdale (3rd Year Student) and Catharine Ozols, Coordinator of Advertising, to arrange the first Advertising Reunion for all graduates of the Program set for February, 2001. [Submitted by Shelagh Gill, Vice President, Academic.]

1.6 In a new initiative, several 3rd Year Advertising students have been volunteering part time at Toronto Advertising Agencies during the fall to meet the agencies’ need for entry level employees. Their volunteer hours contribute toward their field placement hours and provide a foot in the door for early full time employment. Companies involved include: Echo Advertising, Media Buying Services, The Media Edge and The Bay. [Submitted by Shelagh Gill, Vice President, Academic.]

1.7 On Saturday, November 18th, 2000 at Gallery on the Bay, Linda Frank, a Sociology Professor in Humanities and Social Sciences received the Hamilton and Region Arts Council Literary Award for Short Work. She received the award from the Hamilton and District Arts Council "Book and Article Awards." Her award was for a single poem entitled 'You've Been On My Mind,' published in Room of One's Own, Vol. 22 No 1," spring 1999. [Submitted by Shelagh Gill, Vice President, Academic.]

1.8 Mohawk College was proud to be represented by Broadcast Journalism Co-ordinator Sue Prestedge and The Mohawk College Singers in December’s benefit performance
supporting the Christmas Tree of Hope and St. Matthew’s House. Sue joined local media personalities Connie Smith (ONtv), Rob Howard (The Hamilton Spectator), Avril Benoit (CBC Radio) and Bob Hooper (900 CHML) in a dramatic reading of Charles Dickens’ “A Christmas Carol”. Together with music provided by The Mohawk College Singers, the performance raised over $1,600 for needy families in the Hamilton-Wentworth community. [Submitted by Shelagh Gill, Vice President, Academic.]

1.9 The Learning Resource Centres are well on their way to creating a Virtual Library to supplement and complement current library services. The LRCs recently launched The BRAIN, a new content loaded website that provides Mohawk College students, faculty and staff with access to thousands of evaluated, subject-specific, Mohawk-related Internet sites. To more fully respond to student’s information needs we now offer remote access to the LRCs catalogue, electronic access to qualified staff via email, and remote access to a wide range of full-text electronic periodicals and newspapers. Take a look at http://brain.mohawkc.on.ca.
[Submitted by Shelagh Gill, Vice President, Academic.]

1.10 Elizabeth Kostash, Career Information Specialist, represented the LRC at both the Fennell and Brantford Red Carpet Days. Elizabeth’s upbeat display emphasized the importance of researching careers and programs carefully. She was able to show many prospective students how to use the career links on The BRAIN, Mohawk’s Virtual Library, as well as our Careerexplorer database to find quality information on the careers that they were considering.
[Submitted by Shelagh Gill, Vice President, Academic.]

1.11 The LRCs have added another valuable Internet resource to the Database page on The BRAIN, Mohawk’s Virtual Library. Cancorp Financials is a comprehensive database of financial and management information on Canadian public and private companies. It will be a useful research tool for students in all programs as well as for job hunters. The LRCs now offer thirteen electronic databases to the college community, eleven of which are also available for searching from home. [Submitted by Shelagh Gill, Vice President, Academic.]

1.12 On November 29, 2000 Mohawk College students attended an information session on degree completion with Buffalo State College. Co-ordinated by the International Education Department an agreement affords students the opportunity to complete a degree after earning a diploma from Mohawk College. Representatives from
BUFFALO STATE AND FROM MOHAWK COLLEGE WERE PRESENT TO ANSWER A NUMBER OF QUESTIONS FROM STUDENTS INTERESTING IN COMPLETING A DEGREE. [Submitted by Shelagh Gill, Vice President, Academic.]

1.13 On Friday, January 12, 2001 a social trip was arranged by Alison Farmer for thirteen international students to visit Niagara Falls. In the afternoon they visited the Butterfly Conservatory and the Skylon Tower. After shopping and dinner they toured the colourful Disney Christmas exhibits and hiked to the Table Rock where the winter view of the Falls was spectacular. [Submitted by Shelagh Gill, Vice President, Academic.]

1.14 International students are enjoying the casual volleyball and basketball games offered after classes several times each week. [Submitted by Shelagh Gill, Vice President, Academic.]

1.15 In January Louise Bockner and Keith Nixon visited the Dearborn Campus of Davenport University, Michigan and an agreement in principle was reached for graduates of Mohawk College to articulate into the final year of Davenport University’s Bachelor of Business Administration program. Opportunities exist for graduates to continue on to MBA studies at Davenport. [Submitted by Shelagh Gill, Vice President, Academic.]

1.16 At Drexel University in January an agreement in principle was reached with International Program Consultants (IPC) West Chester, Pennsylvania, to develop an articulation agreement for graduates of the Chemical Engineering Technology. [Submitted by Shelagh Gill, Vice President, Academic.]

1.17 On January 16 in Saginaw, Michigan, Shelagh Gill, Cheryl Jensen and Keith Nixon attended the signing ceremony for the articulation of the Electrotechnology 3-year Diploma programs into Saginaw Valley State University’s Electrical Engineering 4-year program. Final logistics and arrangements for presentation to Mohawk students have been arranged. [Submitted by Shelagh Gill, Vice President, Academic.]

1.18 Karyn Callaghan, Professor, Early Childhood Education Program has been appointed to her second term as a member of the Board of Directors for the Umbrella Family and Child Centres. The Umbrella organization operates eight children’s centres located in school sites owned by the Hamilton-Wentworth District School Board. Karyn has and continues to be an active member of the Board of
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Directors, and is committed to working towards improving the quality of childcare in the local community. [Submitted by Shelagh Gill, Vice President, Academic.]

1.19 Marilyn Bieksa, Chair, Health Sciences and Human Services participated in Joseph Brant Memorial Hospital's Strategic Planning: from Beyond 2001 to Vision 2005 on an external focus group. [Submitted by Shelagh Gill, Vice President, Academic.]

1.20 Diane Barrafato, Chair, Health Sciences and Human Services, was the recipient of the Mohawk College Alumni of Distinction Award for Health Sciences presented on January 19, 2001 at Fennell Campus. Diane is a 1980 graduate of the Radiography Program. [Submitted by Shelagh Gill, Vice President, Academic.]

1.21 The Mohawk-McMaster Institute for Applied Health Sciences has received several visitors over the past two months. They include college administration and faculty representatives from Fanshawe, Conestoga, Durham, Lambton, Centennial, St. Clair and Niagara Colleges. Tours have also been arranged for several Health Sciences and Human Services Advisory committees, and Professor Pat Duxbury has been touring prospective applicants every Thursday evening as part of the student recruitment initiative. [Submitted by Shelagh Gill, Vice President, Academic.]

1.22 Rosemary Knechtel, Dean, Health Sciences and Human Services is invited to participate in a focus group discussion at the St Elizabeth’s Community Health Care agency regarding the challenges and opportunities for nursing in the community. Linda Brown, President and CEO of SEN Community Health Care will host this session. Linda is also Vice Chair of the Mohawk College Board of Governors. [Submitted by Shelagh Gill, Vice President, Academic.]

1.23 Des Barnes, Professor, Medical Imaging, recently participated in the Basic Radiography Worker Program. A graduation ceremony was held at Health Sciences North in Thunder Bay, Ontario. There were 11 First Nations graduates receiving joint certificates from Mohawk College and McMaster University at the ceremony. [Submitted by Shelagh Gill, Vice President, Academic.]

1.24 The goal of the Medical Services Division is to maintain students’ health and to assist with student retention and health education. In November 2000, 3,574 clients visited the four Health Clinics as compared to 2,054 client visits in November 1999. Much of
this 35% increase can be attributed to the flu injections offered to students and staff and the fact that many students were ill during month. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.25 Fifteen students at the Institute for Applied Health Sciences tested positive for T.B. bringing the total since September, 2000 to 46. A considerable amount of time is required by Medical Services staff to follow up on the T.B. contact students and communicate appropriately with Public Health. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.26 The Student Recruitment Office has been very active with school boards this semester in communicating information on how Mohawk’s full-time programs will relate to the new Secondary School Curriculum, which will be in effect for September 2003 admissions. A reference guide “Admission Requirements under the new Ontario Secondary School Curriculum” is now available for use by secondary school administrators, counsellors, teachers and students. The information is also available on Mohawk’s web site. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.27 January is the busiest month of the academic year for the Counselling Department. Counsellors at all campuses have been very busy responding to the diverse needs of the various college community constituents: students withdrawing from their program and the resultant career/educational planning; students entering college for the first time seeking assistance to ensure academic success; returning students planning degree completion and other future alternatives; as well as dealing with personal, academic, and social issues for all students.

As well, due to the February 1 post-secondary admissions deadline, counsellors spent much of January dealing with urgent pre-admission questions and community clients who are investigating college programs or new immigrants looking for credit and equivalencies for their overseas credentials.

Simultaneously, the Continuing Education student population requires immediate assistance with the start of the winter semester. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.28 Mohawk, through the Institute for Applied Health Sciences, has established a presence in the health sciences community, with McMaster and with the local community. This has increased the demand for counselling services for the clarification of pre-
admission requirements to all programs and, in particular, information related to the changing Nursing program. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.29 For the Winter 2001 semester, Disability Services currently employs six Educational Assistant Specialists, three DS Classroom Assistants and twelve DS invigilators on a part-time basis as well as four student DS Peer Assistants and several student notetakers for full-time day students. As well, there are four students who are deaf enrolled in Continuing Education courses. Five sign language interpreters have been contracted to assist. All students who are being assisted indicate that their assistants provide an invaluable service and directly contribute to their success. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.30 Many discussions have been held with chairs, co-ordinators and faculty around student concerns and, without exception, a great deal of co-operation, flexibility and a willingness to accommodate is evident. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.31 At both the Brantford and Fennell Campuses, the number of applicants/students with mental health disorders has increased which requires a significant amount of intervention by Disability Services staff. [Submitted by Cal Haddad, Vice President, Student Affairs.]

1.32 CONTINUING EDUCATION
In order to support the activity at the Brantford Campus, a “Bridge the Gap” session for Newstart Nursing Program was held. This session was led by Lynn Gwilliams, the Program Manager for this Program in the Faculty of Continuing Education. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

1.33 For the Winter 2001 semester, the C.E. office at the Mohawk McMaster Institute of Applied Health Sciences will remain open until 7:00 p.m. Monday through Thursday evening in an effort to provide better support to our faculty and students. This practice will be evaluated towards the end of March to determine whether there is a need to continue. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

1.34 C.E. Aesthetic and Nail Technician students will be setting up an Aesthetics Clinic at the Fennell Campus (MCACES area), Tuesdays from 4:00 p.m. on and Fridays 9:30 a.m. on, beginning Tuesday, February 6. This is part of the students’ work experience option. This clinic will be offering such services as manicures and...
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pedicures at reduced prices. Anyone interested in making an appointment may contact Myrna Kelly, ext. 3489. An Open House will be held at MCACES the afternoon of February 6. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

1.35 At the Mohawk-McMaster Institute for Applied Health Sciences building, a number of items are being completed to supplement the original design of the building including: increase the number of teaching cubicles in the Cardio Vascular Technician (CVT) Lab; provide a hot and cold water facility with a sink unit in the CVT Lab; for security reasons, change the existing locking system to a keypad entry system; provide a sound masking system in the Counselling and Health Clinic area.

Work in the Senior Conference Room is now complete and furniture is in place. Microcomputer projection systems have been installed in a number of classrooms.

Mandatory Healing Arts Radiation Protection (HARP) testing on all X-ray units has been completed. All X-ray unit test results have been submitted to the Ministry of Health and approvals have been received. As well, documentation on all X-ray units has been submitted to the Ministry of Labour, as required. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

1.36 Installation of audio-visual equipment in the Conference Rooms of the Student Residence has been completed. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

1.37 Dick Raha, Executive Director, College Planning & Physical Resources, Randy Patch, Director, Information Technology and representatives from the academic area have met to develop a program and a space plan for the Centre for Excellence in Information Technology. A consultant has been engaged and input from the surveys and ideas from focus groups will be incorporated into the design of the building. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

1.38 Over the Christmas shutdown, SAM was monitored daily, but encountered many service failures due to the imposed load. On January 2nd, a programming fix was applied to the HP3000, after which the SAM system remained available and able to keep up with the load. SAM on the Web has been receiving about 17,000 “hits” (or information requests) per day during peak periods. On December 23rd, there were
Almost 37,000 attempts to access SAM. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

1.39 The project to install a high-speed fibre-optic data backbone in the Brantford and Stoney Creek campuses has been completed. Data cabling for the Autocad lab in Room C117 at the Brantford Campus was installed, and a new software image was developed for this lab, in preparation for the installation of new computers there in January. [Submitted by Monique Arbour, Vice President, Finance & Administration.]
2.1 Meetings with representatives from a number of oil companies have resulted in a training project from Libya. It will involve three trainees in Electrotechnology for three months, with the potential of achieving an ongoing contract of 20 trainees per year. [Submitted by Shelagh Gill, Vice President, Academic.]

2.2 Summer ESL Program recruitment has begun with five proposals being considered by schools from Korea, Japan, China, Brazil and Mexico. This effort may result in over one hundred students studying ESL this summer at Mohawk. [Submitted by Shelagh Gill, Vice President, Academic.]

2.3 In January 2001 there were 61 International ESL students studying at Mohawk College. Twenty-five of these students were in College Entrance English, and thirty-six were in the Intensive English program. [Submitted by Shelagh Gill, Vice President, Academic.]

2.4 Mohawk College International Education brochures have been translated into Chinese, Portuguese, Korean and Spanish for distribution from the Canadian Education Centres in the appropriate countries. [Submitted by Shelagh Gill, Vice President, Academic.]

2.5 The International Education Department’s education consultant list has been revised and Mohawk now has recruitment representatives in China, Japan, Mexico, Korea, Oman, Libya, Jordan, Brazil, Spain, Taiwan, India and Kuwait. [Submitted by Shelagh Gill, Vice President, Academic.]

2.6 In January 2001 there were 171 international post-secondary students studying at Mohawk College. [Submitted by Shelagh Gill, Vice President, Academic.]

2.7 CONTINUING EDUCATION
Susan Bowinkelman, Program Manager in the Faculty of Continuing Education has developed a Letter of Understanding with the Cruise Ship Training Centre for the
delivery of training for those wishing to work in the Cruise Ship industry. The first 60 hour course will be delivered Spring 2001. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.8 As of January 4, 2001, Faculty of Continuing Education enrolment is up 2% over the previous Winter. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.9 BUSINESS & INDUSTRY DEVELOPMENT, BUSINESS DEVELOPMENT DIV.
In collaboration with Building and Construction Sciences, Business Development delivered Cross Connector Specialist training to 16 participants in our Stoney Creek Campus in December. The participants in this 5-day program came from a wide variety of industries throughout Southern Ontario. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.10 Through Continuing Education, the Manufacturing Leadership Certificate Program launched its Winter semester, with a full complement of students in the Evening Continuous Improvement Processes course. Our Internet Distance Education offering, Supervisory Skills for Business and Industry started the same week, with participants from Mohawk, Niagara, Conestoga and Georgian Colleges. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.11 On January 8th, Business Development started a 24 week Industrial Maintenance Mechanic program with 14 students. This program is offered in partnership with the Skills Development Division in Brantford. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.12 Training with Teranet, producers of electronic land registry software, continued into January with four training days of 20 people each and four days of training with 10 registrants each. The trainees come from law offices and land registry offices in the Hamilton area, and the training is provided by Mohawk College, Business Development, in partnership with Teranet and their Professional Services Group staff. The training has been taking place at the MOMAC Center and will continue into March, and possibly into the late Spring and Summer. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]
2.13 COMMUNITY ECONOMIC DEVELOPMENT
Community Economic Development celebrated the official opening of the Employment Assessment Center located at 38 Darling Street, Suite 110 in Brantford on December 6, 2000. The Mohawk College Employment Assessment Centre, funded by a contributions partnership agreement with Human Resources Development Canada is designed to provide residents in the Brantford Community with employment-related assistance and referrals. Bob Peeling, Chair, Mohawk College Board of Governors, President Catherine Rellinger and Peter Clarke, Director, HRDC Brantford, conducted the ribbon-cutting ceremony.
[Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.14 Community Economic Development, in conjunction with the Media Studies Department, has been approached by the Ministry of Training, Colleges and Universities, to develop a Public Awareness Video promoting “Workplace Literacy”. The project is supported by the Ontario Literacy Coalition (OLC), the Hamilton Wentworth Training Board (HWTB) and the Hamilton and District Labour Council.
[Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.15 Targetting Horizons for Adults in Transition (T.H.A.T.), a life skills and employment program for developmentally delayed adults, received funding from the HRDC Opportunity Fund and the Ontario Disabilities Support Plan for nineteen students. The program is coordinated by Community Economic Development and delivered by the Access Division. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]

2.16 In partnership with the Ontario Women’s Directorate, Mohawk College has been approved to offer the Women in Skills Trades Initiative (WIST) in Spring 2001. The program is intended to provide women with the opportunity to work in growth industries in the manufacturing sector where skill shortages exist. The initiative addresses women’s needs for career awareness, technical training and work experience in selected skilled trades, as well as employers’ needs to recruit and retain workers who are more skilled. Training will take place at Mohawk College’s Stoney Creek Campus. Training participants and employers offering work experience placements will be recruited from the Hamilton-Wentworth and Brant-Haldimand areas. Two program streams will be offered: General Machining and Electrical. Business Development, Engineering Technology and Access are partnering in this initiative. [Submitted by Anne Hemsworth, Vice President, C.E. & Business Development.]
2.17 Dick Raha has been working with Shelagh Gill, Vice President, Academic; Rosemary Knechtel, Dean of Health Sciences & Human Services; and Monique Arbour, Vice President, Finance & Administration in projecting enrolments and revenue, as well as costing of the Collaborative Nursing Program, degree format. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.18 Planning Department personnel have been working with Anne Hemsworth, Vice President, Continuing Education & Business Development, in developing the Children’s Safety Village of Brant proposal. This facility is proposed to be located on a 1.33 acre parcel of land at the Brantford Campus. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.19 In addition to the projected significant increase in enrolments due to the double cohort and demographic changes, it is anticipated that the peak enrolments in any semester in the Nursing Program are likely to double in the next four to five years. Therefore, the long term Enrolment Plan and the related Space Plan are being revised in the light of this significant projected increase in the Nursing Program. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.20 During the next two years while new space is being built and in response to a much faster enrolment build up than anticipated in Nursing and other programs, a plan will be required to accommodate the enrolment growth during this transition period. The Planning Department has been meeting with the Registrar and the Academic Scheduling Department to develop a plan to provide the classroom space and hours required as a result of the increase in enrolment. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.21 There was a power interruption at the Wentworth Campus on Saturday, December 9, 2000 from 8:00 a.m. to 12:00 Noon. The purpose of this interruption was to convert overhead power lines to underground service. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.22 The Administrative Systems Selection team received proposals from Datatel, SCT and PeopleSoft in late January. The team is reviewing the proposals and applying weighting criteria to the several hundred functional specifications which the proposals address. Vendor demonstrations of the proposed systems are scheduled for the third
and fourth weeks of February; we have developed “scripts” specifying the functionality we want vendors to demonstrate. This will facilitate head-to-head comparison of the competing systems. A number of representatives from each administrative area will be invited to attend the two-day vendor presentations. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.23 In December, BDO Dunwoody LLP, the College’s external auditors, performed interim audit tests on purchases, payables, cash receipts, receivables and payroll. No weaknesses were found by the auditors. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.24 In January, BDO Dunwoody LLP performed an audit on financial transactions, processes and internal controls of Campus Living Centre, Inc., the company that manages the Student Residence. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.25 Payroll Services have now successfully converted to a Windows software program for the payroll processing of all College employees. Payroll staff are also trained on the new version of the payroll report writer. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.26 Financial transaction details from the Oracle finance modules (purchasing, accounts payable, accounts receivable, general ledger) are archived on a server for the 1997/98 and 1998/99 fiscal years. Plans are underway for the archiving of Ross finance modules. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

2.27 Deloitte and Touche LLP has been contracted for a three year term to perform an annual commodity tax (GST and PST) review for potential savings to the College and to ensure that the College is in compliance with legislation. [Submitted by Monique Arbour, Vice President, Finance & Administration.]
QUALITY OF EMPLOYMENT

3.1 Library Resource Centre staff completed the second phase of a professional development project on January 3, 2001. Staff had previously attended a Myers Briggs Personality Indicator workshop, *Gifts Differing: Understanding and Appreciating Ourselves and Each Other*, conducted by Mohawk College Counselling Department staff, Rita MacDonald and Martha Fox. Martha and Rita followed up that workshop with an in-depth, practical workshop entitled *Conflict Resolution: Building a More Respectful Workplace.* [Submitted by Shelagh Gill, Vice President, Academic.]

3.2 Margo Goffin is the Secretary for the Health Services Committee for a two-year term. This committee represents all college student health services. Margo is active on this Committee and with the Ontario College Health Association. [Submitted by Cal Haddad, Vice President, Student Affairs.]

3.3 Guidelines for the use of the College e-mail system were issued by the Director of Information Technology in December. Broadcast e-mail should be used for messages which are 1) important to the business of the College, and 2) are highly relevant to the interests of most faculty and staff. The College e-mail system is to be used for College business only, and not for advertising or announcements for organizations or individuals external to the College. Randy requested that broadcast messages not use animations, graphics and sounds since these messages take up a great deal of storage space on the e-mail server and on individuals’ workstations, as well as creating an administrative burden for IT staff who must deal with exhausted mail quotas, etc. He reminded users that unsolicited e-mail may cause users to avoid using the system altogether, thus compromising the effectiveness of our e-mail system as a communication medium. Users are encouraged to use the Mohawk Newsgroups at [http://hawknet/News](http://hawknet/News) for more general announcements and promotions. [Submitted by Monique Arbour, Vice President, Finance & Administration.]
3.4 A new design for the Mohawk Corporate Information website has been completed. This site includes the President’s Welcome Message, the Board of Governors’ site, the Mohawk College Council site, and the Charter of Purpose. The content has not been changed, only the design was updated to give the pages a fresh, more professional look. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.5 Bob Hilverth, Database Analyst, Business Systems, contributed an article to the January 5th edition of Computing Canada, entitled “Information is Power”. The article discusses how the Internet is driving database applications. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.6 John Avery, Manager of Purchasing Services, attended a meeting of the Western Region Purchasing Officers on January 10th at Fanshawe College. Items discussed were purchasing procedures and spending, signing authority limits, tender documentation and specification content, postal service responsibilities and costs, small purchase payment processes and identification of opportunities for joint purchase. John is the incoming chair of this group, and the next meeting of the Western Region Purchasing Officers will be held at Mohawk in the spring. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.7 Catherine Peterson, Director of Purchasing & Financial Planning attended a two-day professional development seminar in January entitled “Purchasing Contracts from Formation to Breach”. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.8 Karen Moore and Angie Thiessen attended the “GST and Commodity Taxes in Ontario” seminar at the Royal Connaught in Hamilton on January 23rd. Topics included registration and filing requirements, recent tax developments, tax rulings process, tax audits, appeals and litigation. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.9 Dick Raha attended a seminar on Inspection and Quality Control for Building Construction in Toronto on January 17th and 18th. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.10 Six Support Staff grievances have proceeded to arbitration, however no hearing dates have been set as yet. Four additional grievances have been filed by employees, and OPSEU Local 241 has filed two Union grievances. One Support Staff grievance was withdrawn in December. Two Faculty grievances have been resolved and one more...
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has been filed regarding the use of sessional faculty. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.11 Steve Evans, Director, Human Resources, attended a meeting of the CAAT Co-ordinating Committee on January 12th at the ACAATO offices in Toronto. Steve is the Human Resources Co-ordinating Committee (HRCC) representative on this committee. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.12 The following new, full-time employees were hired during December 2000 and January 2001: Christine Boucher, Clerk General D, Academic Scheduling and Records; Erika McMullen, Technologist C, Nursing LRC, I.A.H.S.; Ali Cheaib, Professor, Computer Science; Hendrik Frontczak, Professor, Return to Work Services; Sevastian Irimie, Professor, I.M.M.E., Stoney Creek; Anne Porteous, Professor, Nursing Level 1, I.A.H.S.; Farhad Pour-Golafshan, Professor, Electrotechnology; Sharon Scollard, Professor, Computer Science; Diane Van Meeteren, Professor, Personal Support Worker, I.A.H.S.

3.13 The successful candidate for the position of Director of College Advancement, is Brenda McQuaid. Brenda commenced her employment with the College in early February. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.14 Steve Evans, Director, Human Resources, led four information sessions for Administrative staff to discuss the new policy regarding Job Fact Sheets. These sessions were scheduled for January 31st, February 2nd (two sessions) and February 8th. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.15 The four Financial Planning Seminars that were offered in the Fall semester during the lunch time were repeated over four evenings during January and early February. The topics included: Successful Strategies to Ensure a Comfortable Retirement; Secrets that Revenue Canada Doesn’t Want You to Know About; Can You Afford to Retire Now? and: Blue Print for Financial Success. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.16 The Staff Development Office has hired three new Computer Coaches for the Winter semester. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.17 Linda Marshall attended a meeting in Ingersoll on January 12th to plan a Management Enrichment Program for the Western Region administrative staff. From March 26th to
28th, eight managers from Mohawk College will attend this conference in Niagara Falls. [Submitted by Monique Arbour, Vice President, Finance & Administration.]

3.18 Two Early Retirement Incentive Programs have been offered to employees. One is for employees considering retirement prior to June 30, 2001, and the other is for those considering retirement prior to June 30, 2002.

In December, 34 applications were submitted by employees considering the first program, and offers were made by the College to all of the applicants before Christmas. Replies have now been received from all applicants, either accepting or rejecting the incentive offers.

Applications submitted under the second program are now being reviewed. [Submitted by Monique Arbour, Vice President, Finance & Administration.]