QUALITY OF EDUCATION AND TRAINING

1.1 Medical Services reported four students injured on unpaid placements. Two of these students had WSIB forms completed. All of the students injured were in programs that are charged the Communicable Disease Screening fee and the associated form that Medical Services requires has been helpful when background medical information is required to assist the student. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.2 The Stoney Creek nurse gave 34 orientations to new classes. Students with ongoing medical problems are encouraged to speak with the nurse. With the student’s permission, any safety issues that could arise in a shop are communicated to the instructors. The nurse is also investigating what insurance apprenticeship students have while they are at the college. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.3 Counsellors noted that during December and January, many prospective applicants came to explore program options and the application process for September and February intakes. The majority were mature applicants with questions covering a wide range of topics including; career/educational planning, advanced standing, adjustments and implications of status for recent arrivals to Canada, plans for upgrading and personal concerns which could impact directly on their decision to return to college. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.4 The following sessions were delivered by counsellors in January: Student Success Seminar; Talkshop at Fennell and IAHS campuses; Applying to University Session; Time Management Seminar at IAHS; Practical Nursing and Bachelor of Science Nursing Orientations at IAHS; Personal Support Worker Seminar and Tour at IAHS; Meditation Seminar at IAHS; ECE Orientation; CSAIT Orientation; GAS program and applying to college and university programs. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.5 The peer tutor program is up and running for Winter 2002 with 61 tutors hired for one-to-one tutoring, lab monitoring and writing resource centres. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
1.6 Counsellor Jaynn Miller has been seconded for the winter semester to prepare a college-wide Student Success Proposal for possible implementation in September. Jaynn is currently being backfilled by a sessional counsellor. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.7 Disability Services staff noted that case management in January focussed on assisting students who failed their fall semester and were in need of assessment or assistance regarding future choices. Much time was also spent co-ordinating educational/peer assistance and tutoring for students. This involves recruiting; interviewing the tutors/assistants, determining costs, and helping students apply for funding and monitoring student use of these services. These services are quite beneficial to students and most students who did access these services in the fall term did well academically. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.8 Disability Services staff have negotiated a new Disability Services Financial Aid Bursary through the Help Fund which will allow students with disabilities who do not qualify for OSAP to access bursary funds for specialized equipment, tutoring, assessments, etc. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.9 The College and the Human Resources Division welcomed the new Director of Human Resources, Joanne Echlin on January 2, 2002. Due to the efforts of the Physical Resources, Planning and Property Services Staff, plans to relocate Human Resources Staff from room F106 to F102 has been greatly advanced. The target date for the relocation to be completed is the end of February 2002. This physical move of the Human Resources Division Staff is one of the steps that will be undertaken over the next few months, and will result in a more accessible and efficient Human Resources Division. As soon as the physical move is complete, and workload restructuring activities are in place, the Director of Human Resources will advise employees who to contact should he or she have a particular inquiry or require assistance with a specific matter. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.10 Key activities currently underway in Human Resources include: Distribution of 40 plus Early Retirement packages to employees; two Support Staff grievances were settled and there is currently one Academic Staff grievance at arbitration. Participation in the computer selection process and recommendation on the successful vendor was completed. Offering of various professional development
MOHAWK COLLEGE REPORT - FEBRUARY 2002

Based on the Three Corporate Goals Listed in the Mohawk College Charter of Purpose
Adopted by the Mohawk College Board of Governors  August 1997

seminars such as True Colours and Financial Planning. Preparation to finalize the Phase II conference of the College Educator Development Program to be held in May 2002 in Ridgetown. Planning is also underway for a Support Staff Conference to be held in the spring of 2002 with details to follow. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.11 Enrolment for the January 2002 intake of full time programs has increased to 915 from 864 students in January 2001. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.12 Early indications from OCAS show an overall system-wide increase of distinct applicants by 14.2% for Fall 2002 intake. Mohawk is also showing a 14.2% increase in applicants to our programs. These figures are inconclusive at this time until all the applications received by the February 1 cutoff date have been processed. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.13 The Business Process Analysis for the Student Administration Module of the SCT Banner system took place over a three day period and included the review of major components such as Admissions, Student Recruitment, and course and program of studies maintenance. Unfortunately, due to the early closure of the college resulting from the snowstorm, the BPA was not completed and will resume later in the month. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.14 Deadlines for the Canada Millennium Bursary have been extended by the Foundation for those students who were affected negatively due to confirmation of enrolment forms not being received in time. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.15 Mohawk College will host the OASFAA (Ontario Association of Student Financial Aid Administrators) Conference on May 22 – 24, 2002. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.16 Mohawk will collaborate with McMaster University to host (at Mohawk) a joint OSAP Information Session in June for high school guidance counsellors. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.17 Laura D’Alessandro has taken a special assignment with the VP Student Affairs until March 31, 2002. Betty Savoie has replaced Laura as Donations and Awards Co-ordinator, Allison Batchelor and Jill Jones are replacing Betty Savoie as Student Recruitment and Awards Assistant. [Submitted by Brian Goodman, Acting Vice
1.18 Aboriginal Programs and Services Manager, Rick Anderson, commenced membership on and attended two meetings of the President’s Committee on Indigenous Issues at McMaster University. Initially it appears that this linkage will lead to some interesting partnership initiatives between Mohawk and McMaster. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.19 In partnership with Mohawk Continuing Education representatives (Kate Kemp, Marilyn McInnes and Lynn Gwilliam) and Curriculum Developers Mona Rice and Nancy Raymond, continued development of Mohawk’s newly proposed Aboriginal Diabetes Worker/Educator program. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.20 Commenced planning for a February 2003 delivery of Mohawk’s Personal Support Worker program at the Brantford Campus. Program curriculum will be supplemented with appropriate Aboriginal content. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.21 Rick Anderson and Martha Fox co-chair the Brantford Campus Anti-Racism/Anti-Discrimination Task Group. The Task Group is coordinating various Campus events, which will support Anti-Racism day in March 2002. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.22 Rick Anderson attended a provincial meeting of Aboriginal representatives from College and University Aboriginal departments from across the province. The group met to discuss recent changes in MTCU reporting requirements under the Aboriginal Education and Training Strategy. Relevant considerations arising from the meeting will be brought to the attention of College staff and Aboriginal Education Council (AEC) members at the next AEC meeting. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.23 Sher Martin coordinated and hosted University Day at Mohawk College, Brantford Campus. Universities in attendance were Brock, Ryerson Polytechnic, Wilfred Laurier and University of Toronto. Sher also participated in community promotion of Mohawk College at; Hagersville Secondary, Delta Secondary, Cayuga Secondary, H. Beal Secondary, Saunders Secondary, Aboriginal Front Line Workers Network, New Directions and CKRZ SONICS FM Radio Show. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
1.24 Kim Hill has been involved in re-activating the First Nations Student Association. The Association is planning an Aboriginal Awareness Day in February. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.25 The Aboriginal Welcoming Social is scheduled for February 26, 2002 in the Fennell Gym. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.26 An election for Student Representative on the Board of Governors will not be held as scheduled in February. No nominations were received by the application deadline therefore the vacant position will be filled through an interview process in late March. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

1.27 CONTINUING EDUCATION
Mohawk College has been approved as a provider of educational training for the Ontario of Teachers’ Professional Learning Program. Pat MacDonald, Acting Chair, C.E. Business and Community Studies, is the contact person. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

1.28 The Art Gallery of Hamilton has accepted the Faculty of Continuing Education Visual Arts application for a Community Gallery exhibition in November 2002. Anne King, Program Manager, Visual Arts & Photography, will be co-ordinating the display of work by both students and staff in the Nightshift 2 exhibit. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

1.29 Haworth Press plans to publish a serials manual, developed in the Faculty of Education’s Distance Education Library Program, for sale to those working and learning in the library industry. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

1.30 BUSINESS & INDUSTRY DEVELOPMENT, BUSINESS DEVELOPMENT DIV.
Business & Industry Development has successfully implemented the following training programs and activities:

As part of the Canadian Customs and Revenue Agency’s employee development initiative to enhance the financial knowledge and skills of its staff, CCRA has contracted with BID to deliver “Accounting – Level 2” to 33 employees. This training is being delivered to two different groups starting the week of January 21.

BID’s course offerings within the Manufacturing Leadership Certificate Program Continuing Education stream continue to be successful. The “Developing
Effective Teams” course via Ontario Learn began on January 16 with a record number of participants.

BID is offering Marks Lumber in Brantford an on-site delivery of the Manufacturing Leadership Certificate Program. We have received a commitment to one course so far: Coaching and Developing People.

BID has started a Medical Terminology 1 program in January for employees of Brant Community Care Access Centre. Eighteen employees will benefit from this on-site delivery.

Business & Industry Development is offering the fifth section of the Packaging Operator Upgrading program in January for S. C. Johnson.

Patheon of Burlington has contracted with BID to offer the Packaging Operator Upgrading Program to its employees. Pantheon has six plants in Southern Ontario involved in the development and production of pharmaceutical products, so we look forward to more of this type of training with Patheon plants. We have been working with Patheon representatives in order to develop the certificate program for Packaging Line Operators, which will be offered to the company’s packaging and pharmaceutical plant employees. This program should also be attractive to other manufacturing facilities in the packaging industry.

The Hamilton Street Railway is conducting a Collaborative Management Job Evaluation Process within the Procor Lab. Three to five sessions will be held over the February-March timeframe.

The Spectator completed a five-session organizational assessment in the Procor Lab in December.

The Brantford Chamber of Commerce is partnering with BID in offering a series of four noon-hour workshops entitled: Effective Letter/Document Writing; Telephone Etiquette; Meeting Minutes Provide Effective Communication; and Information Management. Lucy Marco and Shaunna Kaminsky are the instructors. The workshops were offered to all Chamber members and each session is registering approximately 14 people. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
On January 21, BID hosted the monthly Brant Skills Development Group Meeting. It was attended by a number of local businesses and educators. Jane Stewart, MP for Brant and Minister of Human Resources Development, was a guest and participated in a discussion on the challenges and opportunities facing the skilled trades in the country and specifically, Brant County. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

1.31 COMMUNITY ECONOMIC DEVELOPMENT, BUSINESS DEVELOPMENT DIV. Formerly known as the Hamilton-Wentworth Training and Adjustment Board, the Hamilton Training Advisory Board held its annual general meeting on January 21. Among a number of highlights reported at the meeting, special recognition was accorded Sharon Estok, Training Consultant with the College’s Community Economic Development Department. Sharon has been a Director with the Training Board representing the Women’s Reference Group since the inception of the board. As a long-time Director, she has been instrumental in the development of HTAB and was a key organizer of the Hamilton Tech 2000/2001 events to promote technology careers for women. In December 2001, Sharon completed her tenure as a Director of HTAB. Congratulations to Bev Smedly, who will be assuming the women’s directorship on the Board, replacing Sharon. Also, congratulations to Carolyn Gray on her recent election to HTAB as the Director representing the education and training community. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

1.32 MARKETING & PUBLIC RELATIONS
The Marketing & Public Relations Department coordinated a Community Relations Meeting on January 15 for the proposed Information Technology Centre. The meeting was in response to a zoning issue that required residents to have an opportunity to view drawings and a model of the building, as well as meet with the design team and various College representatives. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

1.33 Dr. David Cash, Professor, Chemical and Environmental Technology made a presentation at the ChemEd 2001 conference on Pseudo Individualized Assignments by Mail Merge Operation. This work was a combined effort between Dr. Cash and his colleague Professor Phil Thomas. The Chemical and Environmental Technology faculty use individualized assignments in many of their courses. [Submitted by Shelagh Gill, Vice President, Academic.]

1.34 Environmental Science students from Sir Winston Churchill Secondary School will be
visiting our environmental technology laboratories. This year, 2 students per week will be visiting a 6th semester wastewater engineering lab. [Submitted by Shelagh Gill, Vice President, Academic.]

1.35 Brian Chapell, Professor, Chemical and Environmental Technology delivered a lecture to Mohawk ESL students on November 9, 2001. The ESL students have a series of lectures from other departments and industry in order to enhance their listening and note-taking skills. [Submitted by Shelagh Gill, Vice President, Academic.]

1.36 Ayaaz Pirani, Professor, Chemical and Environmental Technology, launched a web site for courses PH109, CH116 (General Chemistry Courses) and CH302 (Analytical Chemistry). The web site is a joint project with McGraw-Hill and allows students to access the Course Outline, Lecture Notes, Sample Tests, and related web links. Quizzes and tests can also be conducted on-line through this web site in a variety of formats, including multiple choice and short answer questions. [Submitted by Shelagh Gill, Vice President, Academic.]

1.37 Margaret Thomson, Technical Support, Chemical and Environmental Technology, attended the CMCS (Canadian Manufacturers of Chemical Specialties) Conference in Honey Harbour with two Environmental students, Melissa Brindle and Erica Held. The students represented the College and the Chemical and Environmental Technology Department during the Panel Discussion. The Panel Discussion Moderator was Wendy Mesley, Host of CBC Television's Undercurrent and Disclosure. Our students, along with University of Waterloo students, were members of a panel discussion on "Building a Dynamic Workplace". Their experiences and expectations were informative for the panel. The expectations and needs expressed by panel members on employment needs for industry were a valuable learning tool for the students. This was an excellent opportunity for our students as they were able to meet many executives from industry. They were asked by the conference organizers to forward their resumes, which will be passed on, to the conference delegates. [Submitted by Shelagh Gill, Vice President, Academic.]

1.38 On November 7, 2001, Computer Sciences and Information Technology arranged the first-ever simulcast of the OPAS Visionary Seminar to be conducted in a college environment. We joined 17 universities and one other college to watch the presentation of Mike Lazaridis - President and Co-CEO of Research in Motion (RIM) speak about wireless technology. This event was made possible by the generosity of Bell Canada and the efforts of Corrine Ethier, Veronica DeSchryver, and Anton North of the CSAIT Department. [Submitted by Shelagh Gill, Vice President, Academic.]
1.39 Two Engineering Technology students were chosen to speak at the 7th Annual IEC-Partners in Education breakfast on Tuesday, October 16, 2001. Dave Lutz, a Mechanical Engineering Technician student, and Laura Hawarth, an Instrumentation Engineering Technician student spoke about their positive co-operative internship experiences in the Technician-Apprenticeship programs. The event was attended by educators and industry partners. [Submitted by Shelagh Gill, Vice President, Academic.]


1.41 On December 3, 2001, a proposal to offer an Applied Degree in Process Automation was submitted to the Postsecondary Education Quality Assessment Board (PEQAB) by the Engineering Technology Division. Ishwar Singh, Hans Bastel, Shelagh Gill, Dan Crocco and Cheryl Jensen formed the academic team for the submission. A response is expected from the PEQAB by the end of March. The Division is discussing possible submissions for the next round in May 2002. [Submitted by Shelagh Gill, Vice President, Academic.]

1.42 As a follow-up to a suggestion from Human Resources Development Canada (HRDC) at the Recognizing Learning Conference, Roberta Burke attended an Ontario PLA Network (OPLAN) meeting on December 14th, 2001 to discuss the feasibility of submitting a proposal to HRDC for an Ontario Prior Learning Assessment and Recognition (PLAR) Center. The OPLAN members also discussed a request from the Ministry of Education to develop a portfolio course for Adult Learners. [Submitted by Shelagh Gill, Vice President, Academic.]

1.43 On January 16th, Roberta Burke held a focus group to gain feedback on the survey tool that will be mailed to all of the students from the 7 partnership colleges across Canada who have participated in PLAR over the past three years. This is done as part of the Cross Canada Prior Learning Assessment and Recognition research project funded by Human Resources Development Canada (HRDC). [Submitted by Shelagh Gill, Vice President, Academic.]

1.44 Jobs Fest is a yearly, citywide, one-day job fair. This past year it was held on Thursday, November 1, 2001 at the Hamilton Convention Centre. Jobs Fest is funded by Human Resource Development Canada (HRDC) and was originally launched by Youth Employment Network (YEN). Return to Work Services and Job Connect staff participate at the event free of charge. Roberta McGregor of Return to Work Services presented on
Resume Writing and Aukje Byker also of Return to Work Services did a presentation on Interview Skills. The Jobs Fest event provides excellent visibility for Return to Work Services and Job Connect as well as an opportunity to show community support. [Submitted by Shelagh Gill, Vice President, Academic.]

1.45 Margaret Thurston, Co-ordinator of the Office Administration Legal Diploma Program in the Business Studies Department submitted a testimonial concerning the value of the textbook, Ontario Annual Practice. It was recently published in the November 2001 issue of Working with the Law - News from Emond Montgomery. Margaret has adapted this publication as a required text in the Litigation Procedures course. [Submitted by Shelagh Gill, Vice President, Academic.]

1.46 On November 7th the two Legal Office Administration classes were introduced to specialized legal software, Cyberbahn Inc. by Tim Gillett, a representative from the Toronto-based company. This software provides an on-line link with the Ministry of Consumer and Business Relations to enable electronic registration of numerous small business and corporate filings as well as searches of government databases. [Submitted by Shelagh Gill, Vice President, Academic.]

1.47 On November 22nd three guest speakers accepted an invitation to address the Legal Office Administration classes. Michael Lamont, a Hamilton solicitor, spoke to the students in 2SL2 about working for a civil litigator, as well as discussing the current legislation on accident benefits in Ontario. His legal assistant, Lori Kolar accompanied him. The students enjoyed the easy rapport between lawyer and assistant. Lori is a graduate of Mohawk College’s legal program. Hamilton litigator, Moi Vienneau, addressed the 2SL1 class. Moi spoke to the students from her perspective about what it would be like to work for a sole practitioner, and then discussed the transition from college to the workplace. [Submitted by Shelagh Gill, Vice President, Academic.]

1.48 The Early Childhood Education (ECE) program is actively using the First Class Remote Education Delivery software system (FRED) in the semester one Child Development and Behaviour course. Students have access to program information on-line and participate in class discussions and group work through posting boards and on-line chats. On December 15, 2001, a newly created web page went live which further supports distributed learning in the ECE program. [Submitted by Shelagh Gill, Vice President, Academic.]

1.49 Paul Fralick, Professor, Early Childhood Education program has been successful in establishing new and different field placement opportunities for students in the ECE program. Partnerships with the Family Resource Network group and the Co-operative Preschool council have created new learning experiences for students and have provided
greater access for student observations, which are critical to successful completion of the ECE program. [Submitted by Shelagh Gill, Vice President, Academic.]

1.50 The Ancaster Rotary Club, with support from club President John Petz and Dr. Frank Stechey, have agreed to provide a $5,000.00 donation to the Mohawk College Child and Youth Worker program. The Club has not put any limitations on use of these funds and fully supports the program developing criteria for use of these funds. Dr. Stechey, the founder of the Prevent Abuse and Neglect through Dental Awareness (PANDA) program would also like to assist the Child and Youth Worker students develop an awareness of the PANDA program and how it may impact on their roles upon graduation. [Submitted by Shelagh Gill, Vice President, Academic.]

1.51 Second semester Recreation and Leisure Services program students completed their Camp Wanakita Outdoor Camping course early in January. Students spend four days at Camp Wanakita, experiencing outdoor winter camping and developing programming skills that will be applicable to professional role upon graduation. [Submitted by Shelagh Gill, Vice President, Academic.]

1.52 The Nursing Program has officially been approved as a member of CAUSN (Canadian Association of University Schools of Nursing) effective November 19, 2001 in recognition of the McMaster/Mohawk/Conestoga Collaborative Nursing Degree Program offered at Mohawk commencing September, 2001. [Submitted by Shelagh Gill, Vice President, Academic.]

1.53 Rodney Briggs, President of the Canadian Education Centre Network and Joanne Uyede, Vice-President of CECN visited Mohawk College in January 2002. As a result of discussions, CECN will assist the College in working with Citizenship and Immigration officials in Ottawa, Beijing and Hong Kong to facilitate the student authorization process for Chinese students interested in coming to Mohawk College to study. This will help with our recruitment efforts with the Radio and TV University project. We expect the major influx of students from this program in September 2004. [Submitted by Shelagh Gill, Vice President, Academic.]

1.54 Preliminary discussions with Lakehead University around a "Joint Admission" degree completion opportunity for graduates of Mohawk College are currently underway. The Dean of Business, Dr. B. Dadgostar, signed a letter of understanding with Mohawk College. The letter of understanding will offer graduates of our three year Business Administration Program, with a "B" average, advanced standing into the final two semesters of a Bachelor Administration Degree. Students with a B+ average are eligible to transfer to the Honours program and then are eligible for a Masters program. This represents an excellent opportunity for students looking to continue their studies after
graduating from Mohawk College and will support our degree completion opportunities for international students.  [Submitted by Shelagh Gill, Vice President, Academic.]

1.55 Tuesday, November 13, 2001 Cheryl Jensen and Dan Wilson attended the third graduation of the Textile Management Internship Program (TMIP). The graduation ceremonies were part of the Textile Human Resources Council (THRC) annual general meeting held in Mississauga at the Delta Meadowvale Conference Centre. The TMIP is a one year certificate program arising from a partnership between the THRC, Mohawk College, McMaster University and N.C. State University. The textile technology portion of the program has been taught at Mohawk by members of the Faculty of Engineering Technology, followed by a four month co-op term in the textile industry facilitated by Mohawk’s Co-op Department. The final term consists of business and management studies at McMaster. [Submitted by Shelagh Gill, Vice President, Academic.]

1.56 The review of the 50% contract documentation for the X-Centre was completed and comments submitted to the architects. An application was made to the City of Hamilton for a Minor Variance to allow the building height above 13 metres and it was approved by Council on January 23, 2002. An Open House information session for the community was held on January 15th in advance of the Committee of Adjustment meeting to allay any concerns our neighbours may have with the X-Centre project. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.57 A new cooling coil was installed in the Theatre fan to solve water leaking from the ceiling in "C" Wing. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.58 The exterior louvers on the main supply air fan in "C" Wing were replaced causing the main circulation fan for “C” Wing to be turned off for several hours from January 10th to 14th. The unusually warm weather allowed the work to proceed with little impact on the building occupants. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.59 Renovations were completed in the Brantford West Building to create a new lecture theatre. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.60 Work is underway to create an additional 20-25 parking spaces at the Stoney Creek Campus to assist with the increased demand for parking. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
1.61 Plans are being developed to renovate the former ECE Lab School space at the Fennell Campus to create classrooms and ECE faculty office space. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.62 Computer lab software installations completed during the reporting period included S-Frame (used by Building & Construction Sciences) and EdgeCam V5.75 (Skills Development, Brantford Campus). Contact 4 Software (an HRDC software package) was installed at the Brantford Employment Assessment Centre. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.63 A Computer Renewal Plan has been drafted, outlining plans for refreshment, replacement and additions to desktop computers across the College over the next two years. Part of the plan calls for the termination of our existing Technology Service Agreements with Comdisco Canada, and the return and replacement of outdated AST computers acquired under those agreements. This process has begun, and more equipment is scheduled for return and replacement before the end of the budget year. Two hundred and seventy PCs allocated to faculty and staff will be replaced in this period. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

1.64 Technical Support Services is currently testing the Windows XP operating system for compatibility with our existing academic software image. Ten computers in Fennell Open Access will be configured with Windows XP for testing and problem resolution. Windows 98 will not be available or supported after the summer of 2002. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
The IT Help Desk handled 314 support calls during December and the first two weeks of January. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
FINANCIAL VIABILITY

2.1 Aboriginal Education and Training Strategy developed and submitted as a proposal to MTCU. Total funds requested from MTCU amounted to $175,500. Funding would be used to support delivery of an assortment of Aboriginal programming at the college during 2002/2003 academic year. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

2.2 CONTINUING EDUCATION
Pat MacDonald, Acting Chair of C.E. Business & Community Studies, has been appointed to the Mayor’s Community Trustee Panel on Developing the Hamilton Future Fund. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.3 Fall 2001 enrolment for the Faculty of Continuing Education was 14,749, showing an increase of 2.58% over Fall 2000. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.4 The Dundas Valley School of Art donated a light table to the Faculty of Continuing Education’s Photography program. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.5 Four hundred and seventy-seven individuals attended the information sessions on January 10 for the Registered Practical Nursing to Diploma Nursing Program, to be offered through Continuing Education Health Sciences in a consolidated format. Seventy-five individuals will be admitted to the program beginning in April. Kate Kemp, Chair, C.E. Health Sciences is the contact person. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.6 COMMUNITY ECONOMIC DEVELOPMENT, BUSINESS DEVELOPMENT DIV.
Community Economic Development, in cooperation with the Mechanical and Industrial Engineering Department, has submitted a proposal to the Ministry of Training, Colleges and Universities (Apprenticeship Innovation Fund) to develop learning outcomes and curriculum for the Residential Comfort Air System Mechanic Apprenticeship Program. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
2.7 A new twelve-month contract was approved for three classes of LINC training (Language Instruction for Newcomers to Canada). A total of seventy-five seats will be available on a continuous intake basis, January 2 to December 31, 2002. LINC is a federally funded language training initiative that provides training in Listening/Speaking, Reading and Writing to newcomers to Canada. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.8 Community Economic Development has received approval from the Ministry of Citizenship to partner with the Ontario Women's Directorate (OWD) for a second Women in Skilled Trades Pre-Apprenticeship Training Program. This program will focus on the General Machining trades providing women with the technical expertise and core competencies of the apprenticeship curriculum, gender sensitive issues, employment adjustments while advocating employment in non-traditional trades occupations. The program is scheduled to run March 18, 2002 through to January 2003. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.9 Mohawk College has submitted to MTCU the annual business plan for the Literacy and Basic Skills Program for the operational year 2002/03. Ministry decisions with respect to allocations and activity levels will be communicated to the College by the end of March. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.10 Continuing Education & Business Development, Vice President’s Office Following an RFP process, Ketchum Canada Inc. has been selected as the College’s Fundraising Counsel in order to assist with future fundraising activities, centred around the X-Centre. On February 4, Mr. Ken Baker will be located at the Fennell Campus as the on-site Campaign Director, reporting to Carolyn Gray. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

2.11 Ford Motor Company, Oakville, donated a computer--an HP9000 D210, HP-UX based system. Sheldon Doyle, Professor, Computer Sciences and Information Technology (CSAIT) accepted this donation on behalf of the College. Michael Isnor from Ford was referred by Karen Crandall of the Business Systems Department. CSAIT appreciates Fords generous donation and will use the HP9000 in their Unix curriculum. [Submitted by Shelagh Gill, Vice President, Academic.]
MOHAWK COLLEGE REPORT - FEBRUARY 2002

Based on the Three Corporate Goals Listed in the Mohawk College Charter of Purpose
Adopted by the Mohawk College Board of Governors  August 1997

2.12 Mohawk College has 227 international students registered in post-secondary programs in January 2002. There are 216 full-time students and 11 part-time students. Mohawk College had 35 students in College Entrance English and 24 students in the Intensive English program. The majority of the students are from China and Korea. We also have students visiting from Vietnam, Syria, Venezuela, Brazil, Mexico, Japan, Saudi Arabia, India, Kuwait, Hong Kong, Switzerland and Malaysia. [Submitted by Shelagh Gill, Vice President, Academic.]

2.13 The first group of teachers from the Louhu Education Bureau, in Shenzhen, China completed their Teacher Training Program and returned to China in December 2001. [Submitted by Shelagh Gill, Vice President, Academic.]

2.14 The 2002/03 budget is under development. The Vice Presidents and President, with resource from Catherine Peterson, Director, Purchasing & Financial Planning; Jo-Anne Echlin, Director, Human Resources; and Wayne Garland, Associate Dean, Academic Operations, met throughout January and are scheduled to meet during February to finalize the budget. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.15 In preparation for the 2002-03 Budget Plan, Anthony D'Alessandro prepared cost estimate details for equipment and furniture items associated with the tentatively approved list of Major Projects. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.16 Reports for 2001-02 SuperBuild Facilities Renewal Program (supplemental funding), and the 2001-02 Facilities Renewal Program Allocation were prepared by Ron Baskin, Director, Physical Plant. The reports, identifying the College’s eligible projects, were submitted to the Ministry on January 11th for approval. Funding provided through this program is intended to supplement the ongoing need for the maintenance, repair, renovation and modernization of our existing facilities. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.17 Lease Agreements were prepared or renewed for space leased by the College to the NDE Institute of Canada (Fennell), Union Gas (Brantford), St. Matthew’s House (Wentworth), and the Collision Industry Action Group (Stoney Creek). [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.18 On January 23rd, the College gave notice to the Mississaugas of the New Credit First Nation to terminate the lease agreement for the Hagersville Adult Learning Centre
Based on the Three Corporate Goals Listed in the Mohawk College Charter of Purpose
Adopted by the Mohawk College Board of Governors August 1997

rental facility. The College currently delivers LBS training at this facility. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.19 Cameron Houston, Manager, Enrolment Planning, developed an Enrolment Plan, at the program level, for the 2002-03 fiscal year. Cameron also developed a model that predicts grant and tuition revenue for Elaine Dunkey in the Faculty of Engineering Technology. The model was utilized in the development of their Applied Degree program proposal. The model was developed on a generic basis and therefore can be used for any program. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.20 Cameron Houston provided support to Betty Chou for analysis of student progression/retention in various programs. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.21 A commodity tax (GST & PST) session was provided to Continuing Education management and their direct support staff. In addition, an informal “question and answer” session was offered in December for all College staff. Another informal commodity tax session is planned for March. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.22 A bank tender for the College’s main account was issued in January. The bank appointment is planned to take effect in June 2002 for a five-year period. Future services will include student payments via the Internet. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.23 BDO Dunwood LLP, the College’s auditors, and Andrew Capling, Manager of Accounting Services, performed an audit on the financial transactions, processes and internal controls of Campus Living Centre Inc. who manage the Student Residence. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.24 Payroll Services support staff attended an ADP seminar for T4s and year-end reporting. T4s are anticipated to be released by mid-February. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.25 Recently completed Line Traffic Studies performed by Bell Canada (as a free service to Mohawk), provided useful information on our telecommunications utilization. The studies indicated congestion at the Stoney Creek Campus, which has since been rectified, while the Fennell Campus appeared to be slightly over-configured. This, too, has been addressed with attendant cost savings. An informal survey of long
distance rates among the colleges indicates that at $0.055 per minute, Mohawk enjoys the lowest rates of all the colleges. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.26 Dick Raha, Acting Vice President, Finance & Administration, participated in a teleconference on January 10th with representatives from 24 colleges and a representative from the Finance Unit of the Ministry of Training, Colleges & Universities to discuss funding distribution mechanisms. The teleconference was held in advance of the January 16th meeting of the MTCU-ACAATO Working Group on Funding Formula: College Environmental Plans and Funding Formula Models. There was no definitive consensus for any single funding distribution model as presented. However, there was agreement that the fundamental issue continues to be ongoing, inadequate operating grant, and that the basic desirable principles underlying the distribution model should include predictability and stability. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.27 The Systems Selection Steering Committee completed its review of administrative computing systems. The Committee’s unanimous decision was to select SCT Banner as our preferred integrated system for Student Administration, Financial Management and Human Resources Information. During the spring of this year, we will be working with SCT to conduct a thorough Business Process Analysis for all functional areas. This project will produce a fit/gap analysis, identifying any current processes or functions that do not map well into the Banner product set. A recommendation to the Board will follow the successful completion of this activity. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
QUALITY OF EMPLOYMENT

3.1 Continuing Education
The Faculty of Continuing Education is sponsoring an Ethiopian child through World Vision as a Dress Down Friday project. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

3.2 Business & Industry Development, Business Development Division
Rocco Di Giovanni conducted another Procor session for the Mohawk CSAIT Advisory Committee members. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

3.3 Two former Chairs of the Computer Sciences and Information Technology Department were proud fathers at the Fall 2001 Faculty of Engineering Technology Convocation. Don Burroughs' son, Mark, and Gary Hagan's son, Spencer graduated from the 3 year Industrial Management Technology Co-op program. Don Burroughs was the Alumni speaker representing the 1977 graduating class in Computer Systems Technology. [Submitted by Shelagh Gill, Vice President, Academic.]

3.4 As a result of a partnership with Business Development and Canadian Steel Trade Employment Congress (CSTEC), Roberta Burke was a member of the mission that traveled to Sao Paulo, Brazil as a Prior Learning Assessment and Recognition (PLAR) Consultant in November. Roberta made several presentations including two training sessions for local municipalities and education providers. She was one of the key speakers for the launch of the portfolio, a major labour and educational reform initiative undertaken by the Ministry of Labour in Brazil. [Submitted by Shelagh Gill, Vice President, Academic.]

3.5 Keith Nixon, Dean of International Education Services was the guest of honour for the Tenth Annual End-of-the-Year International Reception sponsored by Buffalo State University's International Student Advisory Council on November 29, 2001. Buffalo State gives one award per year to an international educator in recognition of an individual's contribution to international education and the international student body. Keith was the recipient of the Award for 2001. [Submitted by Shelagh Gill, Vice President, Academic.]

3.6 On Friday, December 14th, 2001 Return to Work Services donated toys for children and gifts for teenagers to Mohawk College Student Services on behalf of Mission Services. [Submitted by Shelagh Gill, Vice President, Academic.]
On November 3rd and 4th, 2001 Kathryn Cowley and Aukje Byker of Return to Work Services attended the conference “In the Grip” hosted by the Ontario Association for the Application of Psychological Type in Toronto. Kathryn and Aukje both gained more knowledge about using MBTI (Myers Briggs Type Indicator), which will be used with Return to Work Service clients who are making career decisions. [Submitted by Shelagh Gill, Vice President, Academic.]

A delegation representing Mohawk College Council visited Humber’s North Campus on January 10, 2002 and met with members of its Academic Council and the Learning College Project Team. Mohawk College Council Chair, Chris Blackwood, Betty Chou, Debbie Bruce, Greg Cormier, Kimberley Hawkins and Jay Moore learned about Humber’s strategic initiative as a learning college, the role of its Academic Council as well as observed a Council meeting. [Submitted by Shelagh Gill, Vice President, Academic.]

John McDonald, Professor, Electrotechnology Department was inducted into the Athletics and Recreation Hall of Fame in November 2001 for his soccer coaching expertise. He was further honoured with a Mohawk College Bronze Medal at Convocation. [Submitted by Shelagh Gill, Vice President, Academic.]

Brian Chapell, Professor, Chemical and Environmental Technology, received his Ph.D. this past summer. [Submitted by Shelagh Gill, Vice President, Academic.]

On November 21, 2001, Karyn Callaghan, Professor, Early Childhood Education Program, was awarded her Master of Education degree from OISE (University of Toronto). Karyn completed this degree part time while continuing her full time professor role in the ECE program. She has been named as a board member to the Association for Early Childhood Educators of Ontario (AECEO) provincial committee. The AECEO is a professional association that develops and monitors standards for quality child care across Ontario. Karyn has been active with the AECEO locally and now plans to continue this participation at the provincial level. [Submitted by Shelagh Gill, Vice President, Academic.]

Ali Cheaib, Professor, Computer Sciences and Information Technology was named to the Community Editorial Board of The Hamilton Spectator. [Submitted by Shelagh Gill, Vice President, Academic.]

Members of the Engineering Technology Division welcomed Louie D’Orazio as the Chair of Mechanical and Industrial Engineering Technology, effective December 3,
2001. [Submitted by Shelagh Gill, Vice President, Academic.] 

3.14 Renovations to the Payroll offices to accommodate the Human Resources staff were completed. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

3.15 Gayle Warrick from the financial services area retired at the end of December after 34 years of service to the College. A retirement party given in her honor was well attended by employees across the College. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

3.16 Adryana Lenders, Systems Analyst, Business Systems, was presented with a President’s Award for Excellence during “Mohawk Presents” on December 6th. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]