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## MOHAWK COLLEGE REPORT - FEBRUARY 2003

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Based on the *Strategic Directions*  
Adopted by the Mohawk College Board of Governors – April 10, 2002

### ACADEMIC EXCELLENCE

- 1.1 The weather has caused delays to a number of activities on the X-Centre project, however, the General Contractor and his staff worked with almost full crews during the recent cold weather and they continue to be as productive as weather permits. The following work has been completed since the last report.

The entire second floor slab has been poured, including the South stair walls, first floor North and South stair walls, and all building columns. The remaining North wall of the Rotunda was poured on January 28<sup>th</sup>. The second floor scaffolding has been removed, permitting other trades access to the space including electrical, mechanical and the wall stud partition sub-contractor. The ground floor slab pour has been delayed due to frost penetration. The concrete pours are expected to commence the week of February 3<sup>rd</sup>.

The electrical sub-contractor is proceeding with the installation of electrical panels and some transformer work. Corridor supports for electrical conduit have been installed in the ground floor main corridors, thus permitting additional electrical branch lines and other conduit to be installed. The mechanical sub-contractor is proceeding with washroom mechanical and plumbing rough-ins. Heat ventilation, air conditioning systems and a number of large air handling units were scheduled for arrival on February 5<sup>th</sup>. Work is progressing to the extent that both weather and other construction activities permit.

Considerable detailed planning for telephone and data drops has taken place with inputs from the Mohawk College Information Technology Division, Telecommunications Services, other staff and users. The Consultant is assisting the coordination of these activities and this work was ready for tender the week of February 3<sup>rd</sup>.

Planning and pre-tender activities for furniture have been ongoing with excellent support and input from the various user groups. These activities will result in furniture requirements being tendered in February. [Submitted by Dick Raha, Vice President, Finance & Administration.]

- 1.2 Six Business Administration Diploma Program graduates and two Accounting Diploma Program graduates received their Certified General Accountant (CGA)

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- designation at the Annual CGA graduation ceremonies held November 9<sup>th</sup>, at the Harbour Castle Hotel in Toronto. Jane Guzar, Chair Business Management Programs attended the event. These Mohawk College graduates from the Hamilton area join the over 30,000 certified general accountants in Canada as new CGAs. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.3 Gary Sawchuk, Coordinator of the Insurance Program, attended by special invitation the *Insurance Brokers Association of Canada Annual Convention Educational Lunch* at the Hamilton Convention Center on November 14<sup>th</sup>, 2002. Mohawk College's Insurance Program was formally recognized for its contribution to insurance education. Gary shared the staffing of a booth with the Insurance Brokers of Hamilton in the lobby of the trade show to promote the Insurance Program. [Submitted by Shelagh Gill, Vice President, Academic.]
  - 1.4 Gary Sawchuk accompanied thirty-five Insurance Program students by special invitation to attend the *Golden Horseshoe Insurance Sales Congress* on November 22<sup>nd</sup>, 2002. Mohawk College, the Insurance Program students and staff were formally acknowledged at this event. [Submitted by Shelagh Gill, Vice President, Academic.]
  - 1.5 The Insurance Program staff and students hosted and participated in the annual *Meet the Grads Night* on November 17<sup>th</sup>, 2002. Twelve Insurance Program graduates shared their career experiences, reviewed opportunities in the respective fields, and provided advice to approximately 55 Insurance Program students. [Submitted by Shelagh Gill, Vice President, Academic.]
  - 1.6 Coordinated by Insurance Program professor Julie Ryan, the Insurance Woman's Association staffed a career information display table on campus November 8<sup>th</sup>, 2002 to encourage female students to consider careers in the insurance industry. [Submitted by Shelagh Gill, Vice President, Academic.]
  - 1.7 Rick Anderson met with Krista Yetman of Algoma University, along with Doug Baker, Alice Szrajber and Betty Chou, to discuss articulation opportunities between Mohawk College and Algoma. [Submitted by Shelagh Gill, Vice President, Academic.]
  - 1.8 Mohawk has joined the OLRN: Ontario Learning Resources for Nursing consortium effective April 2003. Through this project, college and university libraries have joined together to participate in a comprehensive virtual nursing

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- library designed to meet the needs of students and faculty in the new, collaborative baccalaureate nursing programs across the province. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.9 The Library Resource Centres (LRC) subscribes to many course-related, commercial sources of information to help with research. These databases are delivered over the Internet and are available from any computer on any Mohawk College campus. Most are also available from home. To better promote these databases the LRC has updated the Database webpage on The BRAIN <http://www.mohawkc.on.ca/dept/library/brain/intrntdata.htm>, complete with new tutorials on how to use each database effectively [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.10 The Centre for Innovations Working Group sponsored a series of “show-and-tell” educational technology presentations for fellow faculty members during Common Hour through the late fall. The presentations were well attended. A Winter Term Series starts up again with an exciting roster of presentations highlighting innovative approaches to teaching and learning. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.11 On November 23rd, 2002, Sue Vattay, Professor, Recreation and Leisure Services participated with a number of Hamilton Tourism organizations in stakeholder consultation on developing a new tourism strategy for Ontario. The session was held in Niagara Falls and included stakeholders from Niagara, Hamilton, Haldimand and Norfolk. The session was hosted by the Ontario Minister of Culture and Recreation, Frank Klees and his senior government staff. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.12 An *"Information Day for Secondary School Counsellors on Health Programs"* was organized by Pat Duxbury, Nursing Professor at the IAHS on November 15, 2002. There were over 30 participants who were given updates on Health Science program changes, tours of the building, career choices within Health Sciences and information on student financial assistance. This was the second year for this successful event that provided positive feedback by the participants. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.13 Marilyn Bieksta, Chair, Health Sciences and Human Services is the Western Region representative on the Provincial Heads of Nursing Executive Committee. Marilyn is also the Ontario Representative on the Canadian Association of Practical Nursing Educators (CAPNE) Board of Directors which is an affinity



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group under the Association of Canadian Community Colleges (ACCC).  
[Submitted by Shelagh Gill, Vice President, Academic.]

- 1.14 Dr. Allen Backman, a visiting professor from the University of Saskatchewan and Ann Higgins, Senior Research Associate, McMaster University, met with Rosemary Knechtel, Dean Health Sciences and Human Services, Marilyn Bieksa, Chair Health Sciences and Human Services and Andrea Deakin, Practical Nursing Coordinator, as well as professors Louise Packer and Cathy Smith on December 12, 2002. Dr. Backman shared his research "Measuring Equity in the Work of Nurses". He was very interested in Mohawk College's Practical Nursing program, the scope of practice of RPN's in Ontario and the current workplace issues in the health care sector. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.15 Lynn Miles, Coordinator BScN Level 2, was one of eight Canadian reviewers of the new edition of Saxton, Mosby's Canadian Comprehensive Review of Nursing 2ed. Lynn was acknowledged at the beginning of the book for this significant contribution to nursing education. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.16 Janice Gyorffy, Professor, Medical Imaging, recently had an article published in the American Association of Medical Physics Journal – November, 2002 edition. Janice co-authored the article entitled "*Ultrasound measurements of overlying soft tissue thickness at four skeletal sites suitable for in vivo x-ray fluorescence*" with colleagues from Ryerson University and McMaster University. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.17 Mohawk College's Faculty of Engineering Technology was successful in obtaining approval for two additional applied degree submissions. Effective Fall 2003, three applied technology degrees will be offered: Technology Management, Process Automation and Internet Systems. Enrollment will be limited to 40 students per program. Province-wide, a total of 34 programs were approved in two rounds of competitions. Marketing and course development activities are underway. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.18 Competition is the name of the game in co-op. Students not only compete against their classmates for job opportunities, but also with related programs here at the College and with related programs at other Colleges and Universities. Mohawk students are generally very successful due to the significant lab component in their programs giving them desirable hands-on experience prior to

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entering the workplace. On a recent visit to an employer in Welland, our Co-op Consultant heard that our students in the Computer Systems Technician – Network Systems were doing so well that they were going to post for 5 additional positions in the winter semester. This is always good news, but especially considering the current downturn in the economy that is significantly impacting co-op job opportunities. [Submitted by Shelagh Gill, Vice President, Academic]

- 1.19 Mohawk College has recently been accredited as a Key School in Fluid Power by the Fluid Power Society. The Fluid Power Society is the International Organization for Fluid Power and Related Motion Control Professionals. It has Chapters in major cities and has Student Chapters in leading Fluid Power Educational Institutions. The Society's services include Education, Certification and Professionalism for Fluid Power and Motion Control Professionals. Mohawk College and Centennial College are the only colleges in Ontario with Key School status. Doug Daniels and Marla Robinson were instrumental in achieving this status for Mohawk. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.20 In mid – November, two student delegates, along with Louie D'Orazio, Chair, Industrial and Mechanical Engineering Technology, and Brad Bowman, key professor in the Metal Casting program, attended the Foundry Educational Foundation College Industry Conference in Chicago. This unique conference brings together students and professors from across the United States and Canada with the opportunity to interact with leaders in the metal casting industry. Mohawk College is one of only 32 colleges and universities world wide to be affiliated with this organization. A Metal Casting student, Craig Murray, received an FEF national scholarship at this event. Congratulations to all for participating in this worthwhile conference. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.21 The Modern Foundries Institute at Mohawk College continues to draw interest from the metal Casting industry in Ontario. Brad Bowman pours special heats on a regular, pilot-project basis for companies involved in applied research/technology transfer projects. C. Jensen is investigating expanded applied research projects and funding through NRC and individual companies. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.22 In November, the Computer Sciences and Information Technology (CSAIT) department hosted the OPAS visionary seminar. Seventy interested students and 10 faculty were present to hear Charles Baillie, Chairman and Chief Executive Officer of TD Bank Financial Group give a speech entitled: From

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Vision to Reality – Our Country, Your Future. This simulcast presentation was co-sponsored by Bell and was transmitted live via satellite and webcast to 22 university and college campuses in Ontario, Alberta and British Columbia.

[Submitted by Shelagh Gill, Vice President, Academic]

- 1.23 Professors Cheri Weaver and Sharon Scollard of the Computer Sciences and Information Technology department are working along with a group of students to form the Mohawk College Women in Technology (WIT) group. Meetings are taking place in the Alumni Hall and all are invited to attend. Ideas include creation of mentor program, seminars and online information services. For more information, contact either Professor Weaver or Professor Scollard. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.24 The Generic Computer Center is now fully operational in the delivery of Generic Computer Training. This course is now delivered to all first semester Computer Sciences and Information Technology students, and as a pilot to all first semester Electrotechnology engineering technology students at the Fennell Campus. This course was developed such that students are required to write an assessment test. Those who meet the requirements will receive a credit and will not be required to attend further classes. Many thanks to the hard work of Professor Glenda Davis of the Mathematics department, Professor Sharon Scollard of CSAIT and newly hired Teresa Piastun of the Generic Skills office for the success of this project. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.25 The Mechanical and Industrial Engineering department continues to see applicants from offshore (mainly from China) with Bachelor Degrees in Mechanical Engineering. These applicants want a co-operative education program that will give them relevant Canadian working experience, as well as an engineering technology diploma, leading to, potential career opportunities. Louie D’Orazio, Chair of the Mechanical and Industrial Engineering department, recently visited China to look at potential articulation agreements between Mohawk and industrial-based educational institutions. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.26 The first graduating class of the Manufacturing Techniques Program will be presented certificates at the upcoming Engineering Technology graduation on February 14, 2003. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.27 As part of their Structural Design courses, our Architectural and Civil Engineering

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- Technology students have been touring the new Fennell building currently under construction. Thanks to Professor Peter Olynyk and to George Westco for co-ordinating the on-site tours in January and allowing the students to experience a real construction site and begin to understand reinforced concrete structural systems and construction practices. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.28 The Civil Engineering Technician third semester class gained valuable surveying experience by doing field surveying in the Royal Botanical Gardens last fall under the direction of Professor Jack Gibb. The class used both our Total Station and Global Positioning survey equipment to map the various sections and gardens of the RBG. This activity provided them with some real field experience and served to assist the RBG in updating their garden databases. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.29 The third semester Transportation Engineering technology students toured through the City of Hamilton Traffic Operations Center (TOC) in December as part of their Traffic Engineering courses. The tour was arranged by Professor Rick Walshaw and past graduate Martin White, the manager of the TOC. The students had first hand experience with traffic sign manufacturing and traffic control signal components. Thanks are extended to TOC staff John Bowker and Nick Salayko for facilitating the tour. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.30 Professor Jack Gibb and Chair Chris Blackwood of the Building and Construction Sciences department attended a Ministry of Training, Colleges and Universities (MTCU) review of the Civil and Construction Engineering program standards, at Conestoga College in November. The sessions were organized by the MTCU to examine the current program vocational, generic and general education standards and provide comments to the Ministry for any need changes. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.31 Meetings were held with Macquarie University and Superguide in Hong Kong and the details of the application for the offshore delivery of the Business Administration Diploma were finalized. The application will be presented to the Hong Kong Authorities after the Chinese New Year. We anticipate that the program will commence in October 2003. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.32 A follow up meeting with the Consul General and his senior staff was held and full support was received for the “2 + 1” program and for the Joint Diploma-Degree

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Program with Macquarie University. The Consulate has provided a list of international high schools where we may recruit students for the joint program. Discussions were also held with Chinese mainland students who may want to complete the “2 + 1” program in Hong Kong and the start up of a Mohawk College Alumni operation in Hong Kong. [Submitted by Shelagh Gill, Vice President, Academic.]

- 1.33 The IAHS counsellors invited the new intake of accepted students in the Personal Support Worker program to join them for a three-hour session. This provided an opportunity to meet each other, tour, and learn success strategies that will help them when they start their program in February. This program was described in an article submitted by Jackie Donnelly and instructor, Sandra Hanna, to the Between Us, the Ontario College Counsellors newsletter. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  
- 1.34 The final draft of the Cross Canada Study on Prior Learning Assessment and Recognition – Feedback from Learners was completed by the study partners (one of which is Mohawk). The draft was sent for French translation in January. [Submitted by Carolyn Gray, Vice President, Student and Community Services]





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### LEARNER AND CLIENT FOCUS

- 2.1 As approved by MEC, procedures have been established for the enforcement of non-smoking areas in the College. These procedures address the options open to a security officer who approaches a person who is violating the Non-Smoking Policy; where to pay fines; and the process to be followed if fines are not paid by either students or staff members. Permission had been previously granted to fine offenders based on a scale of first offence (\$30), second offence (\$50) and repeat offences (\$100). [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 2.2 Renovations to create the CAN-8 Lab, complete with 30 microcomputer workstations, were completed in Room J211. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 2.3 The Upholstery, Stained Glass and Air Brushing Continuing Education Programs were relocated from the Stoney Creek Campus to the Wentworth Campus to accommodate increased daytime classroom requirements at the Stoney Creek Campus. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 2.4 Anthony D'Alessandro met with staff in the Academic Scheduling Department to finalize the Fall 2003 room capacities for the soon to be renovated Lecture Theatres C121, C123 and C125, Fennell Campus. Classroom requirements in the soon to be renovated Fennell Campus Welding Shop were also finalized. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 2.5 The IT Division responded to a total of 883 calls to the Helpdesk during December and January. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 2.6 The following installations were completed by the Technical Support Department in January:  
  
Fennell
  - UltraEdit (Evaluation Copy for Testing) – requested by the CSAIT faculty.
  - Dreamweaver & Fireworks + SuperHR were installed in J023.
  - A First Class Version 7.0 update was installed on servers at all campuses at the end of the Fall Semester.
  - WinEstimator for Building & Construction Sciences.

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- Flash MX was installed for CSAIT faculty.
- Microsoft Project 2000 Standard edition was installed for the B2B Program.
- Microsoft Visio 2000 Professional program was installed in Open Access and Room #104, which is being used for the B2B program.

### Stoney Creek

- Cosmos Works was installed for the Mechanical & Industrial Engineering faculty.
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### IAHS

- LearnLink 7.0 was installed in the IAHS General Purpose Lab.

### Brantford

- MasterCam Version 9 + Update to NetHasp were installed in Room C117.
- Technical & Scientific Calculations (a math program) was installed for Apprenticeship.
- Solidworks and the Network License Manager for the package were installed.  
[Submitted by Dick Raha, Vice President, Finance & Administration.]

- 2.7 In October, Camilla Wheeler, from BAR-eX Communications Inc. in Toronto came to Mohawk College and demonstrated the BAR-eX website to the two legal office administration classes. She introduced our students to the various features, products, and services that BAR-eX offers. In addition, she showed our students how they can register with BAR-eX for free student access while attending Mohawk. BAR-eX is a powerful website with a number of links to government and other legal sites. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.8 During the fall semester, Martha Fox, Human Rights Coordinator and Dispute Resolution Coordinator for Mohawk College, made a presentation to each of the Office Administration - Legal classes concerning conflict in the workplace. She provided the students with an overview of strategies for managing and resolving the conflict they will encounter. Concepts such as "positive confrontation" and "respectful communication" were discussed as well as other tools students might use as they continue to develop effective human relations skills in their personal and professional lives. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.9 Mario Stojanac, from Cyberbahn Inc. in Toronto came to the College in late October to demonstrate the Cyberbahn website to the two legal office administration classes. Cyberbahn is a primary service provider under contract with the Companies Branch, Ministry of Consumer and Business Services

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- (Government of Ontario) and provides its clients with direct online computer access to corporate and business information, corporate searches, and registration services. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.10 Cal Haddad, Doug Baker and Nancy Fleming attended the grand opening of the new home of Six Nations Polytechnic on January 24<sup>th</sup>. The President presented a specially commissioned piece of art work from Good Earth Pottery. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.11 Doug Baker, Dean Brantford & Applied Arts attended the Brantford City Council inaugural 2003 meeting and the mayors speech talked about celebrating the success of the Laurier campus as a key to downtown revitalization. Also met many key fundraisers in Brantford at Rotary and other meetings. Attended Enterprise Brant Trade Fair, annual general meeting on January 23<sup>rd</sup>, where 5 and 10 year Achievement Awards were handed out. Met the Chamber of Commerce education committee, Executive Director and other community agency staff concerning training needs and foreign trained personnel. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.12 The Law and Security/Police Foundations Program Advisory meeting reviewed the program growth report and future enrollment and facilities expansion on January 22, 2003. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.13 Several of all our Music students and all of our full-time faculty attended the International Association for Jazz Education (IAJE) in Toronto January 8-11. This is the largest conference of its kind in the world and the first time it was held outside the USA. Memberships in the association for all students in the Applied Music Program were purchased this year by the Steeltown Friends of Mohawk Jazz, a local fundraising organization made up of concerned citizens who want to see students get the most from their musical training and want to assist the college. This latest help is one of many generous contributions made by the Steeltown Friends so far and we all are extremely grateful for all they are doing for us. [Submitted by Shelagh Gill, Vice-President, Academic.]
- 2.14 As chair of the Heads of Language group of Ontario colleges, Jim Jones has managed the completion of the first year of a project funded by the *School College Work Initiative* (December 2002). This project was to compile and describe writing requirements in first-year college programs so that secondary-school students and staff will have a clearer idea about those requirements. The project involved a team from seven colleges. Jim Jones will be managing Phase

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- six in 2003; in this phase, the writing requirements will be promoted throughout secondary schools in the province. [Submitted by Shelagh Gill, Vice-President, Academic.]
- 2.15 The Brantford Campus is continuing to pursue the concept of a Centre of Excellence for Packaging and Graphics. The proposed School of Packaging and Graphic Design and Technology is entering a national campaign readiness assessment. A letter and Statement of Need has been prepared and sent out to a list of 25 major packaging companies across Canada. If this phase of campaign readiness is successful the College is expecting to commence a major fundraising campaign for this Centre that would be located at the Brantford Campus site. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.16 Several people from the Graphics and Packaging Departments attended the 3<sup>rd</sup> *Annual Flexo Canada Conference* held at the Travelodge Hotel in Toronto on October 26, 2002. This national conference and trade show put on by the Flexographic Technologic Association focuses on issues and education relevant to the flexographic printing industry. A short presentation was made at the conference by John Schaeffer, Chair, Applied Arts Brantford. A booth of informational materials was available and staffed by the coordinators and several students from the Graphics and Packaging programming areas. This Association and these contacts will be very instrumental in building support and assistance for the School of Packaging and Graphic Design and Technology. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.17 Our students in the Packaging Management and Technology Program are continuing to be very successful in national and international competitions. At an international competition sponsored by the Association of Independent Corrugated Converters, two 2<sup>nd</sup> Year students were successful in winning a design contest that awarded each of the two students \$2,500 US and an additional \$5,000 US was awarded to the College. This contest pitted our students against the top Colleges and Universities in Canada and the US. In a category to design a candle display container, Mathieu Bedard and Tony Walker made their final presentation at Rochester Institute of Technology via satellite communication and beat out other final entrants from RIT and Michigan State University. Congratulations to Mathieu and Tony on their winning and a special thank you for the donation to the College. Their success was celebrated at a special event at the Brantford campus on December 16 at which several prominent persons attended from the International Corrugated Packaging Foundation. [Submitted by Shelagh Gill, Vice President, Academic.]

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- 2.18 Nancy Fleming sits on the Board of Directors for the Children's Safety Village of Brant and attended its January 13, 2003 meeting. A major donation is to be announced at the January 28<sup>th</sup> meeting of the CSVB Advisory Group. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.19 Rick Anderson, Aboriginal Programs & Services Manager, coordinated OSAP information sessions to take place January 17, 24 and 31 and February 7, 14, 21 and 28 for the students of Brantford Campus. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.20 A Wireless Laptop Pilot Project was initiated January 2003 in the Fennell Campus LRC. All full-time students are eligible to apply for participation in the pilot. Participants can loan out a wireless laptop for a maximum of two hours at a time for use in the library. The project hopes to help cope with the vast number of students needing to access library resources every day as well as help the library plan for future computing solutions. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.21 IAHS Literacy Learning Centre staff will be changing locations from the Learning Resource Centre to the Learning Commons starting in January 2003. Learning Commons staff are excited about the opportunity to collaborate with reading remediation tutors and to further develop the Learning Commons concept at the IAHS. The Brantford and Stoney Creek Literacy Learning Centres are also located in the LRC. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.22 The Department of Co-operative Education, together with Student and Graduate Employment, have completed the first phase of implementation, which began in May, 2002, for their new on-line employment system – PlacePro. Students have online access to Co-op, Graduate, summer and Part-Time positions, 24/7 from anywhere in the world. This has been particularly beneficial to Co-op students on 8-month work terms who change jobs for the second 4-month period, for our students at outlying campuses and our recent graduates who are no longer on campus. The second phase, currently underway, will include an online Interview Schedule module and recruiter access to resumes and interview schedules via the Web. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.23 Two high school recruitment events were attended by the Faculty of Engineering Technology in the months of November and December. On November 20,

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- faculty and staff from many departments in the Division attended a special career exploration day at Glendale Secondary School in Hamilton. The event was well attended by both Glendale students and by the grade 7 and 8 students at surrounding elementary schools in the area. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.24 On December 4, members of the Division attended a Technology Expo at Westlane Secondary School in Niagara Falls. While the main focus of the event was post-secondary engineering technology programming, apprenticeship programs were represented by several trade organizations. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.25 C. Jensen and J. Vanderveken attended the Yves Landry Awards Dinner in Toronto on November 7, in support of the Hamilton and District School Board. The Board won an award (their second in two years) for their outstanding Ontario Youth Apprenticeship Program. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.26 The technician-apprenticeship model of program delivery is running successfully out of the Stoney Creek campus facilities. Currently, three technician apprenticeship programs are operational: The Construction Technician program, incorporating the basic in-school apprenticeship curriculum in both plumbing and carpentry; the Mechanical Engineering Technician program, incorporating the basic and intermediate in-school Industrial Millwright Mechanic apprenticeship curriculum, and the Electrical Engineering Technician program, into which is integrated the basic and intermediate electrical apprenticeship curriculum. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.27 CSTEC (Canadian Steel Training and Employment Congress) and the College are partners in a project where interested students in these Electrical and Mechanical Engineering Technician programs gain apprenticeship on the job credit during their co-operative work term. If the students are successful in this pilot project and are hired as full-time apprentices upon graduation by the participating companies, only the advanced in-school apprenticeship training and remaining on the job credits will need to be completed. The project has been successful to the point where the participating companies are looking to expand the program into additional trades. A brochure marketing these programs (as well as the Manufacturing Techniques program) to employers was developed by Mohawk College, CSTEC, and Fluid Media, a marketing firm affiliated with the Industry-Education Council. [Submitted by Shelagh Gill, Vice President, Academic]



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- 2.28 Cheryl Fowler coordinated the work of a McMaster University student, Susan Anderson, to collect demographic information about apprentices attending Mohawk College. Susan is administering the project in conjunction with Human Resources Development Canada. Susan visited three sets of classes during the week of December 9 to administer the survey, and will return to the College in early January to collect additional data. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.29 The General Motors Automotive Service Educational Program (ASEP) apprenticeship graduation dinner was held on November 21 at the Chandelier Place Banquet Center in Stoney Creek. Several representatives from GM attended the dinner, which was organized by the Motive Power faculty and staff members at the Stoney Creek campus. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.30 The Mechanical and Industrial Engineering department is continuing with high school presentations. The visits and presentations made this academic year exceed the number made in any previous year. The department is also liaising with additional schools in the London, Simcoe, Tillsonburg, Ingersoll and Port Dover areas. Schools in the Niagara Falls area have also been receptive to visits. Thanks to Professor Eric Flegg for his continued interest in secondary school recruitment. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.31 Planning is well underway for the second annual Canadian Casting Industry Education (CIEC) conference to be held at Mohawk on February 24, 2003. It is expected that this conference will see a larger participation from the Industrial Group this year as it is being held at the same time as the Joint American Foundry Society /Canadian Foundry Association (AFS/CFA) meeting. Professor Brad Bowman of the Mechanical and Industrial Engineering department is coordinating this event. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.32 The Popsicle Stick Bridge Competition continues to be a very popular college event both within and outside the college. This year's competition will be held on Wednesday, March 26 with the college/university level competition running from 12:00 noon to 3:00 p.m. and the high school level competition will run in the evening 7:00 p.m. to 9:00 p.m. We will also be having a "MAD for CAD" AutoCAD competition as part of the festivities. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.33 Business and Industry Development continues to deliver "generic skills" training for

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- the Shared Services Bureau, Government of Ontario. December's activity included the delivery of "Creative Thinking and Problem Solving" workshops in Sudbury, Timmins, Thunder Bay and Sault Ste Marie. Scheduled for January is a "Facilitation Skills for Group Problem Solving" workshop in Toronto. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.34 On January 14, Business and Industry Development, in collaboration with Building and Construction Sciences, began delivery of Part II of the "Basic Plumbing for Inspectors" course for the City of Hamilton. This 30-hour program is being delivered January to March with approximately 30 municipal inspectors at the Stoney Creek Campus. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.35 In December, Business and Industry Development completed delivery of a 16-hour "Supervisory Skills" for Eaglebrook Canada Inc. in Brantford. Feedback was positive. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.36 Based on success with our initial offering of a one-day "Communications and Customer Service Excellence" to staff in the Customer Service Centre of Hamilton Hydro, Business and Industry Development was contracted to deliver an additional 2 sessions on December 13 and 20. Response to these workshops was similarly favourable. We also delivered a 2-day workshop on Microsoft Word – Advanced. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.37 In collaboration with Building and Construction Sciences, Business and Industry Development was contracted by the Town of Newmarket for the delivery of "Backflow Prevention/Cross Connector Specialist" to 16 employees during the week of December 2-6. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.38 Business and Industry Development secured a contract to deliver training to the Canadian Automobile Club – South Central Ontario. A one-day workshop on "Facilitating Learning" was delivered in early January to a group of 18 training assistants at our Stoney Creek Campus. [Submitted by Carolyn Gray, Vice President, Student and Community Services]



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- 2.39 Business and Industry Development's offerings of courses within the Manufacturing Leadership Certificate Program – Continuing Education stream – continue to be successful. The “Continuous Improvement Processes” course via OntarioLearn began in January. Increased marketing efforts over the past year are starting to have an effect. For example, we have a student from a manufacturing facility in Calgary registered this semester. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.40 Business and Industry Development has secured contracts for delivery of the Manufacturing Leadership Certificate Program to staff of 2 companies: “Developing Effective Teams” to Toronto Stamp Ltd. in Toronto, and “Coaching and Developing People” to Jungbunzlauer Canada in Port Colborne. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.41 On January 13, 2003, 20 people started the 28 week Public Safety Communications program at the Wentworth Campus. This program is intended to provide people with the skills and expertise to work in the Emergency Services field. The program combines in-class training with guest speakers, field trips and simulations as well as a two week work experience placement. This program's tuition is \$7,295 per student. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.42 On January 20, 2003, in co-operation with the Skills Development Department at the Brantford Campus, a combined CNC Programming/Tool and Die program started. This is a 24 week program which combines practical hands-on CNC programming, set-up and operation with Tool and Die theory and design. This is the second time we have combined programs in order to better meet the needs of the student and of our employer base. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.43 Student Government elections will be held on February 17 – 20, 2003. The election for Student Representative on the Board of Governors is being held in conjunction with the MSA elections for the first time. Michelle Harness is the Chief Returning Officer for the elections. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.44 An Organizing Committee for Orientation 2003 has been struck. Representatives from all campuses are meeting to discuss plans for an expanded event. Karen Lavell and Nathan Fehrman are co-chairs. [Submitted by Carolyn Gray, Vice President, Student and Community Services]



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- 2.45 Painting and watercolour students sold over \$1,300 worth of paintings at their annual fall sale in the MCACES Lounge during November. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.46 The 3<sup>rd</sup> annual Beauty Buzz will start in the month of February. Aesthetics and Nail Technician students will be offering manicures, pedicures, waxings, make-up applications, facials and nail applications for a nominal fee. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.47 Disability Services is experiencing a significant increase (35%) in the number of students accessing our services this fiscal year compared to last year. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.48 Stoney Creek counselling hours have increased to two days per week which has provided more opportunity for immediate follow up in urgent situations. With the advent of the Disability Services Learning Strategist having regular hours at the Stoney Creek Campus, a more seamless service can be provided for those individuals who require assistance from both Counselling and Disability Services. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.49 The membership for the Mohawk College Student Success Team has been identified. The fifteen members of this cross-functional team represent the academic areas, Student Recruitment and Awards, Continuing Education, Student Development, Student Life, College Planning, Registrars office, Physical Resources, Mohawk Students Association, Marketing and Public Relations, and Community and Economic Development. As identified in the Student Success Action Plan 2002-2003, the current focus of the team is on the “new students transition to college”. This includes the areas of recruitment, registration, orientation and identification of high-risk students. Using a task group format, the team will review these areas and make recommendations for renewal and development of practices, programs and/or services to facilitate the new students’ transition to college. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.50 The following Peer Tutor Labs are available to students this semester: CSAIT Labs (Software Engineering and Networking Systems) Fennell Campus; Writing Resource Centres (WRC) Fennell, Brantford and Stoney Creek campuses (Stoney Creek is new this semester); Business Labs, Fennell; Electrotechnology Lab, Fennell. All of the above labs are staffed by tutors. [Submitted by Carolyn Gray, Vice President, Student and



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Community Services]

- 2.51 Medical Services has revised the Communicable Disease Screening Protocol form which is used for all students with placement contacts. These amendments reflect changes in the screening protocol. These new forms will be in effect for the September 2003 intake. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.52 Nurses Peggy Lawler and Sandra Baskin held a Communicable Disease Screening Protocol (CDSP) clinic for the Early Childhood Education students. The nurses went to the students, in an effort to streamline the completion of the CDSP form. TB tests were administered as well as guidance given to students on the process to complete the forms prior to placement. A second session will be held to complete the TB screening process. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.53 On January 20, PLAR Coordinator, Roberta Burke along with Rod Eastman from Dofasco Inc. and Rosemary Sparks from the Boiler Makers Trade made a presentation to the Hamilton Wentworth Training Board on “Prior Learning Assessment and Recognition (PLAR) as an effective solution to the skills shortage”. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

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### STRATEGIC ENROLLMENT MANAGEMENT

- 3.1 Elaine Dunkey, together with the Chairs responsible for apprenticeship programming at the College, is coordinating the national apprenticeship plan for the 2003-2004 academic year. [Submitted by Shelagh Gill, Vice President, Academic]
- 3.2 Applicant demand for the Law & Security/Police Foundations Program at the Brantford Campus remains very strong with the proposed intake of 80 students for the Winter intake oversubscribed. An additional section of 35 students was approved and the total of 115 students commenced classes on January 6, along with the returning students for the 2<sup>nd</sup> and 4<sup>th</sup> semesters of the regular intakes in the Fall. This brings the total number of students in this program cluster to 488. The College is now considering raising the new enrollment level in Fall 2003 from 320 students to 400. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.3 There is ongoing coordination, recruitment and planning of the Personal Support Worker for a February intake at the Brantford Campus. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.4 The first distance learning course for the Metal Casting certificate continuing education program, “An Introduction to Metal Casting”, was launched in September 2002. The course is being offered again this winter. [Submitted by Shelagh Gill, Vice President, Academic]
- 3.5 Louise Bockner and Keith Nixon visited with the First Secretary at the Canadian Embassy in Beijing. The purpose of the meeting was to file the names of the first group of students entering the “2+1” program. The students have met the financial and academic requirements and are enrolled in the first year of the two years in the various Radio and TV Universities in China. This will greatly assist in the student permit process for 2004. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.6 Louise Bockner and Keith Nixon completed the partnership arrangements and framework for an operation plan with Ohua College, Shanghai; Changzhou Light Industry College; Beijing Light Industry College; and China Youth College for Political Sciences, Beijing. Meetings were also held with Lioning Radio and TV University and Jianxi Radio and TV University [Submitted by Shelagh Gill, Vice President, Academic.]

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- 3.7 More than 150 foreign-trained doctors, nurses and domestically prepared nurses requiring updating attended the Faculty of Continuing Education Health Sciences Newstart Nursing Bridge the Gap session at IAHS on Wednesday, November 27. This far exceeded expectations. Sixty-five foreign-trained doctors remained afterwards to register for the first course in the Newstart Nursing. Between an afternoon and evening session on Tuesday, November 26, 50 foreign-trained Medical Laboratory Technologists were in attendance. The next intake of this program is July 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.8 Final Fall 2002 enrollment numbers for the Faculty of Continuing Education are 16,234, an increase of 1,484 or 9.14%. Winter registrations are currently up 1.4%. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.9 Beginning in January 2003, Counselling and Disability Services are offering new "Community Information" group sessions at Fennell, Brantford and the IAHS. Three Disability Services sessions have been held to date for prospective students with disabilities. Target groups are both high school students and adult learners, and advertising to both separate and public boards has taken place. Sessions have been well attended by service providers and educators as well as by prospective students and their families. The Counselling sessions are targeting adult applicants (both daytime and CE) to Mohawk College, mature applicants who do not meet stated admission requirements, and individuals who have received prior education at another educational institution or in a different country, and those who are unsure of their program choice. The goal of this change in service delivery is to continue to meet the needs of our community clients while allowing us to dedicate more individual time to accepted applicants and students (daytime and CE) already enrolled at the college. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.10 "Applying to University" group sessions were held in November 2002 and January 2003 to provide information for students interested in post-diploma programs and diploma-degree conversion opportunities. Attendance was 47 and 79 students, respectively. Rachel Matthews, Director, Student Development Division; and Betty Chou, Academic Operations along with Donna James assisted Counsellor Jack Leon in facilitating these sessions. The sessions provide an overview of post-diploma opportunities, highlighting those that Mohawk offers, as well as an overview of opportunities for diploma/degree conversion at Ontario universities, Canadian universities, and international institutions. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

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### PERFORMANCE RECOGNITION

- 4.1 Gene Stodolak has completed the Bay Area Leadership program, and graduated from this program on December 9, 2002 at a gala dinner event. The Bay Area Leadership program builds stronger, caring communities by developing leaders with vision and commitment who effectively serve the Burlington - Hamilton areas. Graduates from this and other such leadership programs across Canada and the United States enhance their skills and help to steer a positive course for the future of their communities. Sessions for the program began with a retreat in January 2002, and included topics such as demographics and diversity, Positioning the community and Environment and Economics. Congratulations to Gene for completing this rigorous program. [Submitted by Shelagh Gill, Vice President, Academic]
- 4.2 Congratulations to Professor Dan Havercroft of the Building and Construction Sciences department, who has successfully completed the Professional Traffic Operations Engineering (PTOE) exam administered by the Institute of Transportation Engineers (ITE). This challenging exam and certification was developed by the ITE to promote high standards among engineers in the practice of traffic engineering. Dan joins an elite group around the world that can claim to be a 'PTOE'. [Submitted by Shelagh Gill, Vice President, Academic]
- 4.3 Jill Glessing, photography instructor, will be leading a trip for photographers to Cuba in May. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.4 Sheila Clennell, pottery instructor, is part of an exhibition at the Gardiner Museum in Toronto in February. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.5 Darlene Benner, pottery instructor, has received an Ontario Arts Council grant for upcoming exhibitions and future work. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.6 Van McKenzie, jewellery instructor, has an exhibition at Harbourfront during the month of February. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

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- 4.7 Anne King has joined the Visual Arts Committee, Hamilton and Region Arts Council. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.8 Anne King will act as a juror for the student show at the Dundas Valley School of Art, April 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.9 John Staley, airbrush instructor, will have his artwork in the March issue of the Canadian Biker Magazine. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.10 The Floral area of Continuing Education was asked to create the table arrangements for the Annual United Way Dinner held at the Burlington Convention Centre on Thursday, January 30, 2003. Sixty-five table arrangements in a topiary style were created for this event. This was organized by Bonnie Pataran with assistance from the following: Joanne Webb, students Kasha Bak, Aliza Barkho, Sue Cho, Ligia Costa, Lise Feit, Jessie Herdes, Ruth Rush, Ann Schmidt, Dianne Sherwood, Heather Stephenson, Jasmine Zayona. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.11 Liz Weaver, an instructor in the Faculty of Continuing Education Volunteer Management Certificate Program, has been awarded the Queen's Jubilee Award for significant contributions to the community through her volunteer work. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.12 Student Life hosted the annual Employee Children's Christmas Party on Sunday, December 1, 2002. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.13 Ten delegates from the College and the Students' Athletics Committee attended the annual Post Secondary Intramural and Recreation Student Leadership Conference at Ryerson on January 17, 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

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### EFFECTIVE COMMUNICATION

- 5.1 Rick Anderson, Aboriginal Programs & Services Manager, participated in an Aboriginal Education Council (AEC) meeting on January 6, 2003 and coordinated and chaired a subsequent AEC strategic planning Sub-Committee meeting on January 15, 2003. [Submitted by Shelagh Gill, Vice President, Academic.]
- 5.2 Brantford Campus faculty and staff welcomed their new Dean, Doug Baker, and his wife, Judith McLean, at a reception on January 16<sup>th</sup>. Doug is planning opportunities for campus employees to meet with him and each other on a regular basis. [Submitted by Shelagh Gill, Vice President, Academic.]
- 5.3 Doug Baker, Dean Brantford & Applied Arts and Nancy Fleming met with managers from Brantford Transit on January 27<sup>th</sup> to discuss services for College students and issues of mutual concern. [Submitted by Shelagh Gill, Vice President, Academic.]
- 5.4 Mohawk College is currently planning, and will host, the 2003 OCC/CCDI (Ontario College Counsellors/College Committee on Disability Issues) Annual General Meetings in May. Participants will stay in the Mohawk Conference Centre. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 5.5 Dispute Resolution Services has noted a marked increase in both students and faculty accessing the mediation process at Level 1 of the Academic Appeal Policy. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 5.6 At the IAHS, Nurse Darlene Hay conducted two orientation sessions for the students in the Registered Practical Nursing (RPN) program. She also met with nursing instructors to share information around the infection control protocol related to the Norwalk virus. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 5.7 Medical Services Manager, Marian Page held orientation sessions for the students in the following programs: Computer Science, Business, Early Childhood Education and Child and Youth Workers. The purpose of these sessions is to inform the students of their Health Clinic, and the services offered by the clinic. [Submitted by Carolyn Gray, Vice President, Student and Community Services]





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- 5.8 Stoney Creek nurse, Joan Booth, has offered 22 orientations at the Stoney Creek Campus. Five of these were given to post-secondary programs and seventeen orientations have been given to apprenticeship classes. [Submitted by Carolyn Gray, Vice President, Student and Community Services]



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### EFFECTIVE RECRUITMENT AND HUMAN RESOURCE DEVELOPMENT

- 6.1 Chris Hutchinson joined the Physical Plant staff in December 2002 as a Stationary Engineer – Third Class. Chris is located in the Boiler Room at the Fennell Campus and reports to Ron Baskin, Director, Facility Management & Construction. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.2 Effective January 10, 2003 Tim Gill has been appointed to the position of Manager, Engineering Services & Projects. Tim will oversee all engineering responsibilities for major renovations, and new construction at the College. Tim will report to Ron Baskin, Director of Facility Management & Construction Division. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.3 Ron Baskin attended an education session week, from January 25 to 30, 2003, sponsored by the Association of Higher Education Facilities Officers.
- 6.4 In December 2002, the following appointments were made in the Accounting Services department:
- Karen Lang was awarded the full-time General Accounting Clerk position. Currently, Karen is a temporary Accounts Payable Clerk replacing Laura Lee Audit on maternity leave until June 2003. In June, Karen will commence her role as the General Accounting Clerk.
  - Debbie Milovanovski is the temporary General Accounting Clerk replacing Karen Lang until June 2003.
  - Sheila Charkot was awarded the full-time Cashier/Receptionist position.
  - Trevor Nkomo is assuming a contract position in Accounts Receivable given the temporary appointment of Lisa Arnold to the Banner project. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.5 On January 1, 2003, the Audio-Visual Department began reporting to the Information Technology (IT) division. Warren Gresko, Dieter Haase (Lead Hand), Joan Hill, Norman Jacobs and Dawn Little will report to Martin Wilson, Assistant Director, Information Technology. Joe Scozzaro will report to Marilyn Gris, Project Leader, in the IT Division. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.6 In December, Shaunna Kaminsky met with the Hamilton & Niagara Meridian Users' Group and was elected Secretary for the local chapter for the 2003 term. The

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- presentations included: Custom Wireless Applications with a focus on the PBX/cellular integration, Advanced Digital Packet Data and wireless web capabilities; and, the CTI Application “Upstream Networks” which proposes a unification platform providing integration, enhanced communications with screen-popping and co-browsing capabilities. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.7 During December and January, the HelpDesk deployed 60 new Dell microcomputers (desktops and notebooks), for approved business plans, and new microcomputer requests. A new administrative computer image had been created for these systems using Microsoft XP. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.8 After testing by the Helpdesk staff with Netscape 7.01, the IT Division has now started to deploy it as the College web browser and email client. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.9 The Helpdesk set up the conference house (Banner) with the required cabling and hubs for networking as well as relocating the computers from room A013. The conference house is attached to the College backbone via access to the Mountain Cable network. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 6.10 Nicole Bomberry and Ally Hill both commenced ten week part-time employment positions with Aboriginal Student Services the week of January 20, 2003. Nicole and Ally are sharing the Aboriginal Secretary/Clerk position until the position can be filled on a full-time contract basis. [Submitted by Shelagh Gill, Vice President, Academic.]
- 6.11 Rick Anderson, Aboriginal Programs & Services Manager, participated in an Aboriginal Secondary School Advisory meeting on January 23, 2003, which was hosted by Aboriginal Student Services at the Brantford Campus. [Submitted by Shelagh Gill, Vice President, Academic.]
- 6.12 Martha Joyce joined the Library Resource Centres team as Collection Management Librarian effective December 9, 2002. Martha completed her MLIS at Wayne State University and then moved to the University of Western Ontario to work on a Doctorate in Library Science the while teaching in their MLIS program. Previously, she worked as Reference Librarian at Walsh College, Michigan and has extensive experience in the financial field. [Submitted by Shelagh Gill, Vice President, Academic.]

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- 6.13 On November 22, 2002 Jo-Anne Westerby, Marilyn McDermott and Jenn Horwath toured the Weldon Library at the University of Western Ontario with staff from Sun Microsystems of Canada Inc. and Mohawk's Information Technology Department to investigate thin client applications in the library system. [Submitted by Shelagh Gill, Vice President, Academic.]
- 6.14 LRC staff take the opportunity during the quieter week after exams (December 16-20) to keep their own research skills on the cutting edge and up-to-date through a variety of in-house mini "train-the trainer" workshops. This year staff attended workshops on the LRCs new e-book collection, enhanced database use, e-Stats, etc. [Submitted by Shelagh Gill, Vice President, Academic.]
- 6.15 The IAHS Learning Commons staff hosted a Christmas tea party for all McMaster University library staff on December 20th. The gesture was intended as an opportunity for our colleagues on campus to meet the staff and tour the facility and share some Christmas cheer. It was a great success and we hope to continue it as an annual event. [Submitted by Shelagh Gill, Vice President, Academic.]
- 6.16 Fennell counsellor, Rita MacDonald facilitated an informal half-day workshop with a focus on understanding and appreciating temperament preferences (using the Myers Briggs Type Indicator - MBTI) and applications to team building and effective communication for several new college employees in the Library Resource Centres. This was a requested follow-up to several days of workshops on these topics that Rita MacDonald and Martha Fox had facilitated for all the then-current LRC staff several years ago. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 6.17 RECRUITMENT:  
External Recruitment:  
During the month of November 2002, fourteen (14) jobs were posted for full and part-time positions at the College.

During November, the following new employees were hired:

*Two (2) New Full-time Support Staff:*

- Andrezej Jaswiec, Skilled Trades Worker, Stoney Creek
- Nancy Sutton, Technician A, IMME, Stoney Creek

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### *Two (2) New Full-time Administrative Staff:*

- Karen Lavell, Manager Student Life, Fennell Campus
- Cindy McLeod, Office Assistant, President's Office, Fennell Campus

### *One (1) New Full-Time Faculty:*

- Nancy Lewis, Information Officer, SUC, Continuing Education, Fennell  
(Submitted by Joanne Echlin, Director of Human Resources)

### 6.18 Internal Recruitment:

During the month of November 2002 two (2) full-time employees have been promoted or transferred to the following positions at the College:

- Donna McMillan, Chair of C.E. Creative Arts, has moved to the position of Dean of Continuing Education.
- Elizabeth Maracle, HRIS Officer, is replacing Rob McInnis, Assistant Registrar, Student Information Systems, Registrar's Division.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.19 Dean of Brantford:

Douglas Baker, from British Columbia, will commence his appointment to the position of Dean, Brantford and Applied Arts, in January 2003.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.20 PROFESSIONAL DEVELOPMENT:

#### Financial Planning Seminars:

During the month of November, two Financial Planning seminars took place at the College. The first was "Estate Planning" held on November 6<sup>th</sup> with 7 participants. The second was "Retire Ready" on November 13<sup>th</sup>, also with 7 participants.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.21 Computer Coach Program:

During the month of November our Computer Coaches were very busy. Thirty (30) employees participated in one-on-one computer training sessions. Twelve (12) workshops were held with a total of 33 staff members attending.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.22 Service Awards 2002:

This year the 2002 Employee Service Awards ceremony was held at the annual Mohawk Presents on November 21 in the McIntyre Theatre. A total of 96 full-time



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staff received their pins for the following milestones in service:

5 Years	= 6 employees
10 Years	= 4 employees
15 Years	= 45 employees
20 Years	= 14 employees
25 Years	= 13 employees (gold watches were presented in June 2002)
30 Years	= 11 employees
35 Years	= 3 employees

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.23 Banner Training Sessions:

Sue Gordon and Sandra Harris, Human Resources Officers, attended a 3-day training session on the new Banner system in order to receive an overview of the Human Resources section. The Human Resources Information System Officer will be the lead contact for the Division during the conversion; however this position is currently vacant. In the meantime, various members of the Division are sharing this role.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.24 Part-Time Employment Contracts:

Human Resources Division processed approximately 58 part-time appointment contracts during the month of November 2002. Of the 58 contracts submitted, 56 were for new part-time staff.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.25 Staffing Action Forms:

Human Resources Division processed approximately sixty-five (65) Staffing Action Forms during the month of November to initiate staffing changes and additional payments.

(Submitted by Joanne Echlin, Director of Human Resources)

### 6.26 Student Safety Handbook:

On November 15<sup>th</sup>, Human Resources Division obtained and mailed copies of a handbook entitled "The First Step" to all departments at the College. The London Occupational Safety and Health Information Service have published this handbook specifically for student employees. Human Resources has recommended that whenever a Student employee is hired to work at the College, he/she be asked to review "The First Step" handbook in addition to other required reading, such as the



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“Safety and Security Handout - Module 1” and the “Part-time WHMIS Module – Module 2”. (Submitted by Joanne Echlin, Director of Human Resources)

6.27 Collective Bargaining Information Sessions:

During the month of November, Human Resources held various information sessions for all Academic and Non-Academic Managers, regarding upcoming contract negotiations. These sessions were well attended by both groups of Managers. Information packages were handed out to all those attending. (Submitted by Joanne Echlin, Director of Human Resources)

6.28 CAAT Pension New Member Handbook:

Human Resources distributed a new 2002 CAAT Pension Plan Member Handbook to all members of the pension Plan.

6.29 Reorganization of Finance and Administration Division:

During November, the Director of Human Resources sent written confirmation to all twenty-five (25) employees affected by organizational changes within the Finance and Administration Division, as follows:

- & Stationary Engineers and Electricians in Physical Plant, currently reporting to Ron Baskin, Director of Physical Plant, will now report to the new position of Manager, Mechanical and Electrical, effective March 1, 2003.
- & Audio Visual Services, currently reporting to the Director of Security and Parking, will now report to the Information Technology Division, effective January 1, 2003.
- & Switchboard and Reception Services, currently reporting to Gary Sachs, Manager, Building Maintenance and Occupational Health and Safety, will now report to John Guilfoyle, Director of Security and Parking, effective March 1, 2003.
- & Tradespersons in Physical Resources, who currently report to Kent Turvey in Physical Plant, will be divided to report to John Guilfoyle, Director of Security and Parking, and Gary Sachs, in his new role of Manager, Building Maintenance and Occupational Health and Safety, effective March 1, 2003. (Submitted by Joanne Echlin, Director of Human Resources)

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### FINANCIAL VIABILITY AND ACCOUNTABILITY

- 7.1 Financial reports have been submitted to the Ministry branches for Apprenticeship Innovations-Lineworker (audited), Interpreter Fund (interim) and the Native Community Care-Medical Services Branch (third quarter). [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.2 A comprehensive document entitled “Donations Accepted and Related Tax Receipting Rules” has been prepared for Mohawk College and the Mohawk College Foundation in response to the upcoming “Shaping the Future” campaign, and to clarify the process of issuing donation receipts. The document is available from the Controller Division. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.3 New donation receipts have been created for the College and the Foundation. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.4 The set-up, training and implementation plan for the Raiser’s Edge donation software package has been completed for donations accepted by the College, the Alumni Association and the Foundation. Implementation is planned for February. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.5 External audit tender proposals were evaluated in January 2003. A recommendation for the appointment of the College’s external audit firm for the next five-year period starting April 1, 2003 will be made at the February Board meeting. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.6 Staff members from the Finance areas have invested time in Banner training as follows:  
Accounts Receivable – Lisa Arnold, Andrew Capling, Dianna Creamer, Karen Moore & Joanne Roberts  
Chart of Accounts – Laurie Barry, Andrew Capling, Dianna Creamer & Karen Moore  
Converter tool – Sandra Valvasori  
Microsoft project – Dianna Creamer & Sandra Valvasori  
Year-end processing – Laurie Barry, Andrew Capling, Dianna Creamer & Karen Moore  
Overall Banner project planning – Lisa Arnold, Dianna Creamer & Sandra Valvasori  
[Submitted by Dick Raha, Vice President, Finance & Administration.]





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- 7.7 Recently, the College approved a business plan to purchase the currently leased M-61C telephone system at the Fennell Campus. Through negotiations, the system was purchased at a savings of \$80,000, and save approximately \$18,000 annually in maintenance. The purchase agreement also included a minimum 12% discount on the purchase of new equipment, and this discount will be reviewed annually. As part of the purchase agreement, Mohawk will migrate the old Existing Peripheral Equipment (EPE) to a totally digital platform. This purchase will provide continued use of our existing equipment, and expandability in future telephony and network enhancements. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.8 Telecommunications recently met with a representative from Telus Mobility to discuss wireless and mobile hardware such as the MIKE PCS phone/fax/pager and Web Tool. Several units are being tested for service standards. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.9 Fire alarm testing was conducted on December 24<sup>th</sup> and January 2<sup>nd</sup> and 3<sup>rd</sup>. Two types of signals were tested: intermittent chimes which indicate an “alert” and do not require evacuation, and full or continuous tone which indicate an “emergency” and that the area in alarm must be evacuated. This exercise allowed Physical Plant staff to determine locations where extra speakers would be required. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.10 The Purchasing Department is taking a more active role in providing Peppy training to new staff, and is encouraging any staff member who would like a refresher to contact them. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.11 Requests for Proposals (RFPs) have been issued for print shop solutions and photocopier fleet cost per copy, toner and maintenance. Tenders are being prepared for international student health insurance, and the supply delivery and installation of furniture for the X-Centre. All of these RFPs and tenders contain a section called “Optional Partnership Portion” which provides the firms with an opportunity to give the College sponsorship/partnership support. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.12 Dick Raha and Anthony D’Alessandro met with staff in the Academic Scheduling Department to discuss the Fall 2003 scheduling requirements in relation to facilities at the Fennell Campus. [Submitted by Dick Raha, Vice President, Finance & Administration.]

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- 7.13 Anthony D'Alessandro met with several of the submitters of 2003/2004 Major Projects to review the submissions and to make adjustments where possible to assist with the 2003/2004 Budget Process. [Submitted by Dick Raha, Vice President, Finance & Administration.]
- 7.14 The Departments of Co-operative Education and Student Graduate Employment are very pleased to be formally joining together effective January 1, 2003. We feel this merger will be of benefit to students, employers and staff, as it will facilitate the enhancement of a more integrated line of service and opportunities for employment. [Submitted by Shelagh Gill, Vice President, Academic]
- 7.15 Randy Heirwegh, Professor of Refrigeration and Air Conditioning at the Stoney Creek campus, has secured the donation of a state of the art Fluke power quality electrical meter for his program. Fluke is one of the most respected meter suppliers in the country. Randy and Cheryl Jensen met with representatives of Fluke on December 11 to receive the donation and to discuss possible partnership opportunities. [Submitted by Shelagh Gill, Vice President, Academic]
- 7.16 Mohawk College had 251 full-time and 35 part-time international post secondary students enrolled in Winter 2003. Sixty-eight international students were also enrolled in Continuing Education courses. [Submitted by Shelagh Gill, Vice President, Academic.]
- 7.17 There are 61 international students enrolled in our College Entrance English programs for Winter 2003. There are an additional 12 students taking English As A Second Language to prepare for College Entrance English. [Submitted by Shelagh Gill, Vice President, Academic.]
- 7.18 The Brantford Campus has contracted with Ketchum Canada to perform a National Campaign Readiness Assessment for fundraising for the development of a School of Packaging and Graphic Design & Technology. Currently letters and a prospectus are being sent to 25 National packaging and graphics companies requesting interviews. Ketchum will then interview them to determine whether or not the \$10M campaign is viable. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 7.19 A new twelve month contract was approved for four classes of LINC (Language for Newcomers to Canada) 2003 training. A total of one hundred seats will be available on a continuous intake basis, January 6 to December 31, 2003. LINC is a federally funded language training initiative that provides training in Listening/Speaking,

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Reading and Writing to newcomers to Canada. Project Value: \$388,000. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

- 7.20 The Community Economic Development/Access Department, in cooperation with Ontario Works Brant and supported by MTCU started delivery of the second of three, six-week LiteracyWORKS pilot projects to assist Ontario Works participants to assess and determine their level of literacy and numeracy skills in preparation for future job opportunities. Project Value: \$80,000. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 7.21 On January 6, 2003, twelve women graduated from the Women in Skilled Trades - General Machining program. The program in partnership with the Ontario Women's Directorate included academic upgrading, employability skills training, health and safety and first aid training, and basic level 1 common core curriculum. The program concluded with a sixteen-week work experience component. Program outcomes have included some participants securing related full-time skilled employment, semi-skilled opportunities and bridging this program into post-secondary studies within the College. Project Value: \$181,545. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 7.22 Community Economic Development has received the approval from the Ontario Women's Directorate for a thirty-three week Women in Skilled Trades - Construction Cluster program offering. This new initiative will include academic upgrading in math, communications and science, employability skills training, health and safety and first aid and eight weeks trade specific training in each of the construction related electrical, carpentry and plumbing areas. The in-school portion will be followed by an eight week work experience in the construction trade area designated by the program participant. Project Value: \$159,463. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 7.23 On January 13, 2003 Mohawk College hosted a HRDC Consultation on PLAR meeting with Louise Lazar, Senior Analyst with the Learning and Literacy Directorate of HRDC in Ottawa. Louise visited Mohawk College to discuss our expertise and experience in administering Prior Learning Assessment and Recognition services in our community. In addition to Roberta Burke and Jim Vanderveken, other community partners also participated in the consultation including Dofasco, Hamilton HRDC and the Hamilton Training Advisory Board. [Submitted by Carolyn Gray, Vice President, Student and Community Services]



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- 7.24 The Brantford-Hamilton Shuttle is currently carrying over 190 passengers daily. L&L Shuttle Service is purchasing a 44-passenger bus to better service our riders during peak periods. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 7.25 The McIntyre Theatre hosted the first annual United Way Variety Show on November 29, 2002. The production featured talent from area high schools. [Submitted by Carolyn Gray, Vice President, Student and Community Services]