



## MOHAWK COLLEGE REPORT - MARCH 2002

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

### QUALITY OF EDUCATION AND TRAINING

- 1.1 As part of their Community Resources course, students in the Child and Youth Worker Program completed group assignments in which they were required to identify a gap in service in the community and implement a plan to fill that need. Some of the projects completed included fund-raising for Camp Hope in Ingersoll, development of resource materials for young mothers through Project First Step, a poster display for males in high school with information regarding sexually transmitted diseases through the Ontario Health Units, a breakfast program at Hess Street School, a Christmas gift program for the Cambridge Self-Help Food Bank and the development of a life skills book for youth who are leaving the Hatts Off program. This projects completed by these students have been well received and met the objectives of the assignment which was to meet an unmet need in the community. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.2 The Child and Youth Worker program in partnership with Dawn Patrol Child and Youth Services hosted a presentation for Child and Youth Worker students and Dawn Patrol staff on the topic of street gangs. Detectives from the Hamilton Police Street Crimes unit gave the presented information that is very relevant to the role of Child and Youth Workers and Dawn Patrol Staff. There were over 80 participants in this session. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.3 The Child and Youth Worker, Social Service Worker, Recreation and Leisure Services and Early Childhood Education program continue to integrate the World Wide Web and FirstClass Remote Educational Delivery software system into delivery of core program material. With technical support from Andrew Connery and Pat Anderchek, course material in all four program areas is being made available to students through distributed learning. Two students hired through the Mohawk College Student Works program provide student technical support. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.4 Marilyn Biekse, Chair, Health Sciences and Human Services was nominated by the Heads of Nursing to be the Ontario provincial representative on the *Association of Canadian Community Colleges (ACCC) Affinity Group of the National Coordination Committee for Licensed Practical Nursing Education*. [Submitted by Shelagh Gill, Vice President, Academic.]

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- 1.5 In partnership with Philips Medical Systems and Duke University School of Medicine, the Mohawk-McMaster Institute for Applied Health Sciences was host site for the *17<sup>th</sup> Annual International Video Teleconference* held Saturday, February 2. The event occurs on World Echo Day, a day so named because the audience is so large and the reach so vast! The program was titled "*Heart Failure: Echo's Role in an Emerging Health Crisis.*" The program was aired live to Europe, the Middle East, the Americas and Asia-Pacific. The IAHS site attracted 38 participants, which included practicing cardiologists and other physicians, sonographers, nurses, and Mohawk College ultrasound faculty. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.6 Diane Barrafato, Chair for Medical Imaging programs received an invitation to attend the *Official Opening of the Magnetic Resonance Imaging scanner (MRI) and the Picture Archiving and Communications Systems (PACS) at St. Joseph's Healthcare* held Wednesday, February 20. St. Joseph's is now one of the few filmless hospitals in Canada. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.7 *St. Joseph's Healthcare* invited Rosemary Knechtel, Dean, Health Sciences and Human Services to participate in a *Community Partners Focus Group* on February 13 with other health care and community stakeholders, McMaster University Health Sciences and media representatives from CH and News 14 and the external hospital accreditation review team. As part of the hospital accreditation process, the survey team asked Rosemary to give a presentation to the group about Mohawk and the longstanding relationship and partnership with St. Joseph's. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.8 Grant Walsh, CEO and President, *St. Peter's Health System*, invited President Cal Haddad, Vice President, Academic Shelagh Gill, and Dean Rosemary Knechtel to a luncheon meeting with senior management at St. Peter's on February 20 to discuss opportunities to strengthen the partnership and build further relationships between Mohawk and St. Peter's. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.9 Keith Nixon, Dean of International, and Mr. Chungqing Pu, Director of the Toronto International Education Exchange Centre, gave a recruitment seminar to provincial Radio and TV Universities in Guangzhou, China. There were twenty-six participants, at the January 2002 seminar, including presidents, vice presidents, recruitment directors and staff representing eight institutions. [Submitted by Shelagh Gill, Vice President, Academic.]



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- 1.10 The General Arts and Science Program is in the process of a Program Renewal, which includes a new Program of Studies (POS). The new POS will allow students to choose 10 of their first year courses, from a list of 20. These choices will allow 85% of the students who enter other Mohawk Programs to organize a POS that will best help them achieve their future academic and vocational goals. Over the next 3 years, 9 more new or upgraded courses will be added including: Introduction to Databases, Issues in Health and Healing and Comparative World Religions. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.11 Attended by over 1,600 students, and approximately 300 judges, teachers and corporate sponsors from all over Ontario, faculty member Janice Shearer participated as a judge for the marketing management competition at the *Ontario Provincials for Deca*. This is an annual business challenge for Ontario Secondary School students that was held on February 18<sup>th</sup> at the Sheraton Center in Toronto. Pat Kolodziejski, Marketing Coordinator, and Patti Verestiuk, Accounting Coordinator, staffed an information booth promoting the Business Management Programs and assisted students with their post secondary decision making. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.12 Jane Guzar, Chair, Business Management Programs and Pat Kolodziejski, Coordinator, Marketing Program attended the January 17<sup>th</sup> Annual *Meeting of the Ontario Association of Secondary School Business Education Consultants*. The event was held at the Sheraton Fox Hotel in Niagara Falls. They participated as panel members with the Registrar of McMaster University. The topic of discussion was the new business curriculum and the "double cohort" years. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.13 There was enthusiastic attendance at two "*Student Success Pizza Parlay*" luncheons hosted by the Business, Applied Arts and Access (BAAA) Management Group on January 30, 2002 at the Fennell Campus and on February 6, 2002 at the Brantford Campus. The luncheons provided opportunity for participants to express opinions and share best practices and advice on ensuring that student success is a priority across the Faculty. Over 80 faculty and staff from Business, Applied Arts and Access programs as well as various departments within the Student Affairs Division attended. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.14 On Monday, February 18, three graduates of the Office Administration-Executive program were members of a class panel organized by the Coordinator, Veronica

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- Weir. The graduates, Melanie Bakker, Debra Hand and Roslyn Sloan shared their experiences in pursuing job opportunities after graduation. In addition to describing their job responsibilities, they encouraged students to use the College services, such as the Placement Office to enhance their resumes and receive information on job interviews. Graduates attributed their success to the currency of the Office Administration – Executive Program of Studies. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.15 On January 23th, Prior Learning Assessment (PLA) Coordinator, Roberta Burke held a focus group to gain feedback on the survey tool that will be mailed to all of the learners at the seven partner colleges across Canada, who have inquired about PLAR but have not followed through over the past academic year. Collecting feedback from Non PLAR learners is one component 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.]
- 1.16 Jane Guzar, Chair, Business Management Programs, Insurance Program Co-ordinator, Julie Ryan, faculty members Pat Harmer and Lloyd Hobbs attended the *22nd Annual Insurance Institute Ontario Hamilton/Niagara Chapter Awards Dinner & Trade Show* celebrating the 2001 graduates. The celebration was held at Liuna Centre in Hamilton on February 8, 2002. Seven Insurance Program alumni members received their Chartered Insurance Professional designation. A Fellow Chartered Insurance Professional designation was also awarded to a graduate of the two year Insurance Diploma Program. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.17 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.]
- 1.18 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 coordinating the display of work by both students and staff in the Nightshift 2 exhibit. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.19 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



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learning in the library industry. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

- 1.20 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. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

- 1.21 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. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.22 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. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.23 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. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.24 Business & Industry Development is offering the fifth section of the Packaging Operator Upgrading program in January for S. C. Johnson. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.25 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



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attractive to other manufacturing facilities in the packaging industry. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

- 1.26 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. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.27 The Spectator completed a five-session organizational assessment in the Procor Lab in December. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]
- 1.28 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.]
- 1.29 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.]
- 1.30 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 Smedley, 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



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Director representing the education and training community. [Submitted by Carolyn Gray, Acting Vice President, CE & Business Development.]

### 1.31 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.]

- 1.32 As part of the Design Development Stage, an invitation has been sent to College contact groups to review the 75% drawings of the X-Centre on February 28<sup>th</sup> in Room A013, Fennell Campus. A site meeting and site visit for all pre-qualified contractors is scheduled for March 18<sup>th</sup> in Room C121, Fennell Campus. Tenders for construction will be issued the week of March 11<sup>th</sup> with a closing date of April 4<sup>th</sup>. This closing date will ensure that tender information is submitted to the Finance Committee on April 5<sup>th</sup>, and with the Committee's endorsement, to the Board of Governors for approval at the April 8<sup>th</sup> Board meeting. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

- 1.33 The HelpDesk handled 222 calls during the month of February. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

- 1.34 Dr. L. Tulving, Margo Goffin, Peggy Lawler and Brianne McNamee (student) attended a one hour seminar by Dr. Selby on "Assisting the students who are smoking". Medical Services is very active and is working with the "Leave the Pack Behind" initiative. Unfortunately, the co-ordinator Mandi Newton had to resign but a former Mohawk College student, Christine Wong, has taken over the position. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

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- 1.35 The College of Physicians and Surgeons of Ontario performed a peer assessment of the Fennell Medical Services and of Dr. Karen Phillips. This was a random assessment. The report stated that Mohawk College provided a very high quality service. It was stated that the health clinic staff were a high functioning group. Medical Services and Dr. Phillips were very pleased with the Quality Assurance Committee's review. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.36 At the IAHS campus, the nurse did two orientations to Ultrasound and Personal Support Worker students. Three students were in contact with active tuberculosis and the appropriate follow-up was provided. A flu clinic was provided for the IAHS January intake. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.37 Counsellors have noted that during the month of February, student concerns included financial, career planning/educational planning, planning for university and personal concerns including depression, marital and family relationships and bereavement. An increase of pre-admission clients from the community looking for career direction and retraining was noted. A career planning seminar was presented to Industrial Technician graduates. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.38 The Peer Tutor Program continues to be busy with 85 tutors hired representing students from Business, Technology, Applied Arts and Health Sciences programs. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.39 Counsellors at the IAHS presented two student success seminars on 'Preparing for and Writing Exams' during February to a total of 37 students. Students saw Counsellors for additional assistance for exam preparation and new January intake adjustments. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.40 A planning team led by Sher Martin, Kim Hill and Rick Anderson, organized our Aboriginal Welcoming Social 2002, which was held at Fennell Campus on February 26, 2002. Approximately 350 Aboriginal high school students from Six Nations, New Credit, London and Rama areas registered for the Social. An Iroquois Social offers an opportunity to express celebration, life and cultural community. The Welcoming Social was designed to encourage Aboriginal individuals to come to Mohawk College, see the college environment, meet old and new friends and to participate in an Iroquois social. Kanata dancers offered a demonstration of native dancing and Aboriginal Peer Tutors offered campus



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tours and information about the programs they are attending. The event was a tremendous success and was covered by CH TV on its February 26, 2002 evening news. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]

- 1.41 The Anti-Harassment Task Group co-chaired by Martha Fox, Alternative Dispute Resolution/Human Rights Co-ordinator, and Rick Anderson, Manager, Aboriginal Services, has been busy planning for an Anti-Harassment Month at Brantford Campus. During the Month of March, common hour activities and essay and poster contests have been planned and on International Anti-Racism Day (March 21), there are special 'Awareness of Our Diversity' activities from 11 am – 2 pm in the Brantford Cafeteria. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.42 Counsellor Jaynn Miller is preparing a long term College-Wide Student Success Planning Proposal for possible implementation beginning in September 2002. During February, Jaynn's focus has been on research and development. Time has been spent in consultation and discussion with faculty, administration and support staff; review of the college internal plans and reports; and research of initiatives in other colleges. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.43 The following are the February 1 application comparisons between 2002 and 2001: college system is up by an overall 11.2% in distinct applicants and Mohawk is up by 9.1%. It is significant to note that the system is up by 19.3% in distinct Secondary School applicants and Mohawk is also up by 19.2%. This may be as a result of applicants wishing to get ahead of the Fall 2003 Double Cohort predictions of increased enrolment at the Colleges and Universities. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.44 The college traditionally carries forward a significant amount of money in the Bursary for Disabled Students account, which is an OSAP based bursary. The criteria to qualify for funding to assist disabled students with accommodations is very narrow with a \$5,000 limit to each student imposed by the Ministry. In addition, this year, a very restrictive deadline for applications was also imposed. The Ministry has recognized strong concerns expressed by both the Counsellors and Financial Aid Provincial Committee and has granted an extension for the deadline of these applications. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]



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- 1.45 Winter 2002 Convocation ceremonies were held on February 8, 2002. In attendance at the two ceremonies were 32 of the 72 eligible graduates from the Faculty of Business, Applied Arts and Access; 164 of 237 in the Faculty of Engineering Technology; and, 183 of a possible 242 in the Faculty of Health Sciences and Human Services. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.46 Rick Anderson, Aboriginal Programs and Services Manager coordinated a February 27, 2002 Aboriginal Education Council meeting. The meeting was well attended and very successful. Visiting Elder Sarah Smith gave an inspirational talk to the staff and community members present at the meeting. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.47 Contact has been with a curriculum developer in order to begin modifications to Mohawk's Personal Support Worker program to accommodate a February 2003 Brantford delivery of the program. Sandra Hanna from the college will also be working on the curriculum modifications. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 1.48 A task group has been formed to revise and update the Memorandum of Understanding, which currently exists between Mohawk College and Six Nations Polytechnic following the meeting, which took place between the two institutions on February 27, 2002. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]



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### FINANCIAL VIABILITY

- 2.1 During a January 2002 visit to Guangdong Province, China, Keith Nixon, Dean of International, and Mr. Chunging Pu, Director of the Toronto International Education Exchange Centre, were successful in getting eight agreements signed with city Radio and TV Universities. Students graduating from the Radio and TV Universities' 2 year Business Administration Diploma program will be eligible to enter Mohawk College's Business Administration Diploma program at an advanced level in September 2004. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.2 Tom Hodson, from the International Department, has been seconded by ACCC to work for five weeks on their multi year bilateral project in India. Tom has developed a planning tool for educational institutions to use in developing partnerships with business and industry in various States. Initially, he will provide training to the Canadian team and, along with other Canadian consultants, will be working with industrial development officers in various jurisdictions to implement the model. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.3 During the month of February 2002, Mohawk College had 35 students in College Entrance English and 34 students in the Intensive English program. The majority of the students are from China and Korea. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.4 During a visit to the Louhu Education Bureau, Shenzhen, China, it was confirmed that another group of teachers will be attending Mohawk College in the Fall of 2002 to participate in our ESL Teacher Training Program. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.5 On Wednesday, February 6th The Court Brant Foresters, a Brantford community organization promoting volunteer work in the Brantford area, presented Dean Louise Bockner with the first of two \$5,000 endowment cheques towards a new award for Brantford Campus students. The first \$500 tuition award is to be given at the Spring 2003 awards ceremony, to a Brantford/Brant County student who demonstrates a contribution to the community through volunteer work. [Submitted by Shelagh Gill, Vice President, Academic.]

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- 2.6 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.]
- 2.7. 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.]
- 2.8 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.]
- 2.9 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.]
- 2.10 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.]
- 2.11 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.]
- 2.12 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



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- 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.]
- 2.13 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.]
- 2.14 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.]
- 2.15 The Residence Committee approved a 2002/03 balanced budget for the Student Residence. Student rates will increase from \$4,600 to \$5,000 for the time period September 1, 2002 to April 30, 2003. The upcoming spring/summer rate (May to August) will remain at \$425 per month. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.16 Payroll Services issued 2,100 T4s and T4As to employees on February 15<sup>th</sup>, as well as 2,600 T4As for student scholarships and bursaries by February 20<sup>th</sup>. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.17 The financial services areas have completed their year-end planning. Communication has started with the college community on deadline dates concerning the upcoming 2001/02 fiscal year-end. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.18 Mohawk College and Fanshawe College recently collaborated on a co-operative tender call for Appraisal Services. This venture is a result of regularly scheduled meetings of College Purchasing Managers in the Western Region. The purchasing co-op, chaired by John Avery, Manager of Purchasing Services, reviews purchasing methods, commodities and procedures in an effort to generate cost savings and operational efficiencies for all of the college members. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]



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- 2.19 The Campus Stores at the Fennell, Stoney Creek and Brantford campuses were closed for inventory during Study Week, February 25<sup>th</sup> to March 1<sup>st</sup>. The Fennell Campus store was opened from 5:30 p.m. to 7:30 p.m. from February 25<sup>th</sup> to 28<sup>th</sup> to service the text and courseware needs of Continuing Education students, and special arrangements were made to accommodate Continuing Education students at the Brantford and Stoney Creek Campuses. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.20 Dick Raha, Acting Vice President, Finance & Administration, communicated in writing with the Mohawk Executive Committee (MEC) on February 13<sup>th</sup> with the tentatively approved 2002/03 Major Project lists as of that date. A number of items were marked as “advance purchases” from the current 2001-02 budget. A number of items are planned to be funded from the Board of Governors’ Reserves and Facility Renewal Program (FRP) funds respectively. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.21 Anthony D’Alessandro, Manager, Planning & Facilities, prepared and submitted the reconciliation of Mohawk’s 2000-2001 lease costs in conjunction with Joanne Wolfarth, Revenue Officer. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.22 Working with the Revenue Officer, Cameron Houston, Manager, Enrolment Planning, provided the enrolment data required for the calculation of the Ministry’s 2002-03 Municipal Tax Grant. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.23 Anthony D’Alessandro, Acting Chair of the Capital Planning Committee, has requested the members of the Capital Planning Committee to submit Equipment and RAM projects for 2002-03. CPC members are responsible for submitting requests from his/her constituent areas in order of priority to the Acting Chair by March 15<sup>th</sup>. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.24 Dick Raha attended two Pre-Budget Consultations hosted by the Minister of Finance, Jim Flaherty. Dick and President Haddad attended a session in Hamilton on February 7<sup>th</sup> which included representatives from the “MUSH” (municipalities, universities, schools and hospitals) sector and private industries e.g. Dofasco, Stelco and others in the Hamilton area. The second session, held on February 28<sup>th</sup> in Toronto, was focused at the post-secondary education sector. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

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- 2.25 Shaunna Kaminsky, Telecommunications Specialist, conducted a training session on Voice Processing and Telephone Techniques on January 23<sup>rd</sup>. Continuing Education & Business Development, Brantford and the Brantford Chamber of Commerce arranged the session. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.26 A six-week telephone line study has resulted in savings for the College. Tie facility costs at the IAHS have been reduced by approximately \$100 per month. Tier B (maintenance costs) at the Fennell Campus have been reduced by approximately \$163 per month by exercising a purchase-outright option with Bell Canada for the remaining Unity telephone sets. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.27 The rollover of the AST computer systems that were part of Comdisco Technology Services Agreement (TSA) #2 is in progress. Two hundred and seventy new Dell GX240 Pentium IV systems were received and the deployment process to replace any leased AST microcomputers that were part of TSA Agreement #2 is underway. A new software image was created for the Dell systems. By the end of February, approximately 185 systems had been replaced. The replacement and return of AST systems on TSA #2 will be completed by March 27, 2002. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.28 The Business Systems Department, in conjunction with staff from the Registrar's Division and Financial Services, participated in a Business Process Analysis led by SCT. The purpose of this exercise was to document our current business practices and to determine how these practices would be supported in the SCT Banner product, recently selected as our preferred solution for an integrated administrative system. It was also an opportunity to assess how we can change our processes to become more efficient. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 2.29 The MTCU and the Learning Opportunities Task Force has recently made an announcement that a total allocation (Enhanced Services Fund) for the 2002-2003 academic year of \$5m has been allocated to support new services for students with learning disabilities in Disability Services Offices. Each college is eligible to apply for a portion of these funds and it is expected that those who apply and meet the requirements will receive funding for hiring a learning strategist and/or an assistive technologist who would work exclusively with students with specific learning disabilities. The Disability Services staff will be



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working towards making a proposal submission by the deadline of April 15, 2002.  
[Submitted by Brian Goodman, Acting Vice President, Student Affairs.]





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### 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 In accordance with legislated requirements, all staff in the Vice President, Finance & Administration division completed Workplace Hazardous Material Information System (WHMIS) questionnaires. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.4 Anthony D'Alessandro and Dick Raha attended the two-day "ACAATO Conference 2002 - Building Ontario", hosted by Fanshawe College in London, Ontario on February 17<sup>th</sup> and 18<sup>th</sup>. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.5 Jim Cummings, the HelpDesk attendant, was the successful candidate for the posting of the HelpDesk technician placement. Jim started his new duties on February 1<sup>st</sup>. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.6 The Student Affairs Division held a social for all staff members on February 21, 2002. The event was well attended with over 90 staff in attendance. Staff had the opportunity to hear about future initiatives, which will impact the College, to participate in activities, win prizes and most importantly network and socialize. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.7 Human Resources staff attended the following February meetings: Academic Staff CCA; Employment Stability; Workload Monitoring Group; Support Staff UCC; CAAT Staff Evaluation Committee. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]



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- 3.8 Sheila Walsh and Susan Gordon attended the Human Resources Professionals of Ontario Conference held on February 13, 14 and 15 in Toronto and the conference covered topics of employee recruitment and retention. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.9 Lynda Garland and Sheila Walsh attended a workshop held by Hicks Morley and the Council of Regents pertaining to Support Staff Classification Plan. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.10 February initiatives include the implementation of WHMIS Training for those staff without previous training or in need of up-dating, and preparation for SCT Banner Business Process analysis implementation. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.11 Employees who have elected to take early retirement in 2002 have been contacted and counselling services are currently available/underway to ease their transition. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.12 Pay-Direct Prescription Drug Cards for Administrative staff have been introduced and implemented. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.13 The series of Financial Planning seminars were offered and 90 employees attended. 25 employees attended Computer Coach Workshops for the month. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]
- 3.14 The final stages of the physical move of Human Resources to one central location will be finalized in early April, 2002. [Submitted by Brian Goodman, Acting Vice President, Student Affairs.]