
MOHAWK COLLEGE REPORT - NOVEMBER 2001

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 Over 150 OSOTF (Ontario Student Opportunity Trust Fund) scholarships were awarded to new and returning students for the Fall 2001 semester at the annual OSOTF awards reception which was held at the Fennell Campus on Tuesday, October 30. [Submitted by the Office of the Vice President, Student Affairs.]
- 1.2 Medical Services continues to work with the medical community and other local agencies. Currently, a first-year McMaster University medical student is job shadowing Dr. Jane Bradfield, College Physician. The student, Casey Knight, is enjoying the experience of working in a student health environment and has learned to take patient histories, give injections, take blood (venepunctures) and syringe ears. [Submitted by the Office of the Vice President, Student Affairs.]
- 1.3 Dr. Jane Bradfield and Dr. Karen Phillips, College Physicians, and the Manager, Health Clinics, Margo Goffin, recently met with Public Health Department officials regarding free antibiotics which will be given to students who are diagnosed with sexually transmitted diseases. A confidential, ongoing record will be kept to monitor this new endeavour. The students will be given the medication at the Health Clinic to ensure they take it and all contacts will be followed up by Social and Public Health Services Department, Communicable Disease Control Branch. [Submitted by the Office of the Vice President, Student Affairs.]
- 1.4 Flu clinics are being held at the Brantford, Stoney Creek and Fennell Campuses with the goal to immunize as many students and staff as possible to minimize the effects of this virus at the College. As well, students must be immunized before going on clinical placements. [Submitted by the Office of the Vice President, Student Affairs.]
- 1.5 Counsellors have seen a significant number of students with issues such as low esteem, eating disorders, bereavement, financial problems, anger management, stress management, depression - both acute and chronic, suicidal ideation, addictions and substance abuse and, current and childhood physical, verbal, mental-emotional and sexual abuse. As would be expected when the presenting issues are of this nature, clients usually bring not one, but a range of problems which need to be addressed. Referrals to the community are hard to arrange and usually have long waiting lists. Disability Services Consultants continue to service an increased numbers of students with disabilities, a large number of

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- whom have complex and high cost accommodation requirements. [Submitted by the Office of the Vice President, Student Affairs.]
- 1.6 There are currently 90 tutors hired for the Fall semester and approximately 190 students registered to receive peer tutoring. As well, there are five drop-in labs staffed by peer tutors: Business, Writing Resource Centre, Chemical Engineering, Electrotechnology and Computer Science and Information Technology. [Submitted by the Office of the Vice President, Student Affairs.]
- 1.7 CONTINUING EDUCATION
One thousand and ninety certificates were awarded at the Faculty of Continuing Education Convocation on Friday, October 12th. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.8 Bonnie Pataran, Program Manager for the Fashion, Floral and Dressmaking Programs in the Faculty of Continuing Education, was a judge at the Norfolk County Fair in Simcoe in October. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.9 Donna McMillan, Chair, Creative & Applied Arts, attended Hamilton City Council on Tuesday, October 30th, to observe three Continuing Education students receive awards from the Hamilton Beautification Committee and The Garden Club of Hamilton. Ruth Rush, a student in the C.E. Floral Design Program, received a \$100 award from the Garden Club. William Fegan, a top graduate from the Horticulture – Plant I.D. Program, received a \$200 award from the corporate sponsors of the Beautification Program. As well, Anka Sabljak received a \$200 award for being a top graduate in the Landscape Design Program. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.10 Audio CDs have been developed for the distance education delivery of the Gerontology Multidiscipline Post Diploma Certificate Program. In addition, a CD ROM was produced to support the Medical Laboratory Assistant Certificate Program – Basic Laboratory Techniques. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.11 Donna McMillan attended the Ontario Learn provincial meeting, where provincial standards, the Embanet contract for delivery and a proposal to accept associate memberships were approved. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]



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- 1.12 BUSINESS & INDUSTRY DEVELOPMENT, BUSINESS DEVELOPMENT DIV.
Business & Industry Development delivered the first of two one-day sessions in “Customer Service and Communications Excellence” to Hamilton Hydro staff.
[Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.13 In collaboration with Building and Construction Sciences, Business and Industry Development is coordinating the delivery of Mohawk’s 40-hour “Cross Connector Control Specialist” training program for the Water Treatment Department of the City of Hamilton. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.14 During October, BID delivered three leadership development workshops to Dofasco employees: Presentation Skills, Creativity and Innovation and Report Writing. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education-n & Business Development.]
- 1.15 On October 1, 2001, a new, innovative curriculum was implemented. In coordination with the skills development faculty at the Brantford Campus, we combined the Tool & Die program with CNC Programming. There are a number of common subjects within these two programs that students are able to take together. For specific Tool & Die and CNC components, students will be streamed into the appropriate classes. This maximizes faculty time and allows us the opportunity to offer both programs. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.16 After much discussion with the Canadian Centre for Emergency Preparedness, BID has agreed to be the primary organization involved in the delivery of the Public Service Communications program. For the past four years, this program has been delivered as a partnership between Kwantlen University, CCEP and Mohawk College. Kwantlen will still provide curriculum and CCEP will continue to participate on the advisory committee, however, Mohawk College will be the delivery agent for this 28 week program which prepares participants as police, ambulance, fire or 911 dispatch operators. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.17 Ongoing discussions have been taking place regarding a formal Ontario Youth Apprenticeship Program Articulation Agreement between both boards of education in the Grand Erie community and Mohawk College. We anticipate starting a combined program in September 2002 in the construction and/or



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automotive trades. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]

- 1.18 Business and Industry has started to recruit for the January – March program starts by holding information sessions at Fennell and Brantford in the following programs: CNC Setter/Operator, Public Safety Communications, Residential Framing, CNC Programming, CAD/CAM and IMM. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.19 Christine Myke has partnered with Holly Cox, Laurier University, to recruit for Brantford Campus post-secondary programs as well as the combined programs offered in the Mohawk College and Laurier University Articulation Agreement. We are currently communicating with high school counsellors and plan to visit Grand Erie Board schools the week of November 19th. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.20 The Strategic Skills Investment proposal for the Packaging and Graphics Centre of Excellence was delivered to MEDT on October 30th. This project has currently received over \$1 million from business and industry. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.21 Two sessions on core competencies with CAA have been completed in the Procor Lab. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.22 The HSR “Closing the Change Off Procedure” pilot project has been completed in the Procor Lab. Meetings are taking place with HSR to discuss the next project and the presentation to the City Management Group. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.23 Two sessions were facilitated in the Procor Lab with the Computer Department faculty and management. More sessions are to follow. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.24 COMMUNITY ECONOMIC DEVELOPMENT, BUSINESS DEVELOPMENT DIV. Roberta Burke and Jim Vanderveken attended the Ontario Aerospace Council General Meeting on October 18th at the Ontario Aerospace Museum. Along with Mohawk, there were approximately 90 aerospace industry representatives who participated in the evening’s events. Mohawk is working in partnership with the OAC in a pilot initiative with respect to the application of a program review

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- system, which supports training and development efforts in workplaces in the aerospace industry. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.25 Faculty members and program administrators hosted an evening meeting with the LBS field consultant for the purpose of discussing program priorities for the coming operational year and to visit the LBS evening program and its students. Mohawk College remains one of the primary providers of academic upgrading to adult learners in the communities we serve. The evening program offering is regularly oversubscribed and MTCU is interested in permitting Mohawk to double its evening intake. Linda Rogers and Gayle Binnington made a presentation on Mohawk's literacy to Ontario Works' staff in anticipation of the new OW mandatory literacy testing legislation. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.26 Community Economic Development staff attended a gala evening awards presentation of the Yves Landry Technological Education Endowment Fund at the Metro Toronto Convention Centre, for the College's role in this project in partnership with the Hamilton-Wentworth District School Board. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.27 Community Economic Development staff, Sharon Estok and Linda Rogers, participated in a workshops outlining several successful School/College/Work Initiatives from across the province last year. The forum, which took place at the Seneca York Campus, included a panel presentation on challenges faced by the school boards and college systems resulting from the double cohort, particularly around registration issues and secondary school reform. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 1.28 The Faculty of Engineering Technology, in partnership with members of the Canadian Foundry Association, is the proud recipient of the Yves Landry award for Outstanding Technical Industry-Education partnerships for the Modern Foundry Technologies Institute. The award was accepted at a Gala reception on October 18 by President Haddad and Dana Coulombe, representing the Canadian Foundry Association. This award was one of 11 awarded by the Yves Landry Foundation at the Gala event. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.29 Jo-Anne Westerby and Marilyn McDermott attended *Reinventing Library Space*,

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sponsored by the Association of College and Research Libraries – Western New York/Ontario Chapter on October 26, in Niagara-on-the-Lake. The day-long conference explored how academic libraries are redesigning library spaces to respond to the changing needs and expectations of users. Sessions included Wireless Instruction Labs at Canisius College, The Learning Commons at Seneca @ York, and Quotes Café at the University of Western Ontario. [Submitted by Shelagh Gill, Vice President, Academic.]

- 1.30 Lori Koziol, Ultrasound program coordinator and Professor in the Department of Medical Imaging, was presented with the 2001 S.D.M.S. Fellow Award and has been named a Fellow of the Society of Diagnostic Medical Sonography (S.D.M.S.) at their annual meeting in Las Vegas, October 2001. This is the highest honour bestowed on a member of the S.D.M.S. A Fellow is a member of the Society of Diagnostic Medical Sonography who has made outstanding contributions to the field of sonography. Lori is the second Canadian named as a Fellow of the Society of Diagnostic Medical Sonographers and becomes one of only 34 people to hold this title. She was nominated for the position as a result of her many years of service to the S.D.M.S. and the profession of sonography in general. Lori has also been appointed as Secretary to the Board of Directors of the S.D.M.S. Her previous contributions to the society include: Canadian representative on the S.D.M.S. Board of Directors, task force member on the Sonographer Benchmark Survey and the Scope and Standards of Practice for Sonographers. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.31 Mary Guise, Professor, Nursing led a faculty workshop with Professor Ruta Valaitis, McMaster, Nursing on *Using LEARNLINK as Your Portable Office and as a Support for Nursing Education* on Friday October 19 at the Mohawk-McMaster Institute for Applied Health Sciences. This workshop was one of the many initiatives organized for the Mohawk, Conestoga, and McMaster nursing faculty by the Collaborative Faculty Development Committee. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.32 Second Year students in the Recreation and Leisure Services program organized activities and volunteered at the *Mumz'necraft* festival at Gage Park from October 19 - 28. Seventy students under the direction of Professor Sue Vattay participated in this event as part of their field experience in the second year Special Events Planning course. Students in the Special Events Planning Techniques certificate program offered through Continuing Education also participated. Mohawk is one of many partners in the community who worked together to plan this event, and the contributions of the College were acknowledged by Master of Ceremonies Jason Farr,



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Mayor Bob Wade, Councillor Tom Jackson and Domenic Lunardo, Acting Director of Parks at the Opening Ceremonies on October 19. [Submitted by Shelagh Gill, Vice President, Academic.]

- 1.33 The Mohawk College Nursing Implementation Committee membership includes: Kathy Hayes, Julie Pagliari, and Terry Mote from the Registrar's Office; Alan Clay and Marianne Wilson from Marketing and Public Relations; Rachel Matthews of Counselling & Disability Services; Dianna Creamer from Finance and Marilyn Bieksa and Pat Duxbury from Nursing. Rosemary Knechtel, Dean, Health Sciences and Human Services chairs the committee. Mohawk's issues are discussed and then forwarded to the McMaster/Mohawk/Conestoga Collaborative Nursing Steering Committee for further discussion and decision. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.34 Teachers from the Luohu Education Bureau, China have praised Lyn Wright, in the ESL Department. Lyn worked extensively preparing and delivering the teacher training component of the program. The teachers enjoyed the program and had many positive comments about Lyn. The teachers are now with the Hamilton-Wentworth District School Board for the mentoring portion of the program. They will return for one week of evaluation and planning at the College in mid-December before returning to China. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.35 On October 4th, Jill Albrecht, the Recognition Coordinator from Hunter Institute, Technical and Further Education (TAFE) New South Wales (NSW) – the largest vocational education and training provider in Australia, visited with Roberta Burke, in the Prior Learning and Assessment Office. Jill Albrecht was undertaking a study tour relevant to her work. Skill recognition is now an integral part of educational delivery within the Australian vocational education and training sector. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.36 Programs in Apprenticeship at the Brantford Campus have a total of 243 apprentices registered for part-time evenings and/or day school for the Fall intake of 2001. These apprentices represent four industrial trade areas (Industrial Maintenance Mechanic, Tool & Die, General Machinist, and Fitter/Structural Steel) with Basic, Intermediate, and Advanced levels of training offered in each. The Facility Systems Mechanic Basic Program was offered in tandem with the Facility Systems Mechanic Advanced Program to accommodate the 16 apprentices. Four day school programs are offered in order to provide employers with this option to release the trainee during daytime hours.
[Submitted by Shelagh Gill, Vice President, Academic.]

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- 1.37 Business and industry in the Brantford area continue to support the *Packaging and Graphics Centre of Excellence Project* that is a part of the visioning project for the Brantford Campus. The project is ambitious with a potential for three phases of implementation over 5 years and the input for the second round of approval for the Strategic Skills Investment Fund of the Ministry of Economic Development and Trade (MEDT) is still to be submitted. Industry donations were highlighted at a ceremony on October 2nd, when representatives from the International Corrugated Packaging Foundation were in attendance to acknowledge the donation of a Kongsberg corrugated sample-cutting table and associated Artios Cad software with a value of \$150,000. The further donation of the Artios Cad software and licensing for the CAD/CAM Lab at the Brantford Campus has been valued at over \$450,000 US. These donations are adding significantly to the other donations received in support of the Project and are helping to leverage the monies that could potentially be available from MEDT for the Project. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.38 Mohawk College and Wilfrid Laurier University (WLU), Brantford have announced an articulation agreement to be formally signed on November 13th. Under the terms of the agreement, the two institutions will undertake 10 joint programs beginning in the Fall 2002. This initiative recognizes that there have been many students who have already been combining a university and a college education. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.39 Nancy Fleming attended the Brant Human Resources Network on Thursday, October 18th, as part of the "Educational Update" panel that included representatives from Wilfrid Laurier University - Brantford Campus and the Grand Erie District School Board. Her presentation included information about Brantford Campus programming and enrolment, community use of campus space, student life initiatives, employee participation in the Brant community and the Brantford Campus visioning activities. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.40 Bell Canada was present at the Computer Science and Information Technology (CSAIT) first year student orientation this fall. After orientation, they presented each student with a travel mug and an informational letter about employment at their company. Several of the Bell employees that made the presentations were CSAIT grads that are currently working full time at Bell. Bell continues to be involved with the department, providing recent graduates as speakers in first year classes. CSAIT values the involvement of Bell with the new intake of students. [Submitted by Shelagh Gill, Vice President, Academic.]



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- 1.41 Last spring, the CSAIT Department advertised a Homepage Design Contest organized by the Hong Kong Students at the University of Toronto. Mohawk's 3rd year Software Engineering student, Gerry Geurts, was the overall winner of this contest. [Submitted by Shelagh Gill, Vice President, Academic]
- 1.42 CSAIT has a full class of International Education students in first semester this Fall. Many students are involved in a special program of studies which includes EAP English arranged by the Language Studies department. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.43 CSAIT is piloting the Generic Computer Training, an assessment of the computer skills of the new intake of students. As expected, initial statistics show that many students are acquiring these skills in high school. Those who need to improve their skills will be working with Glenda Davis and Sharon Scollard as well as a technician and two co-op students in the new E031 lab. This initiative also contributes to retention with the early-identification of students who may not have the computer skills expected by the program. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.44 Two students competed in the "Canadian Sheet Metal Competition" which was held on August 22 - 24 in Toronto. Mohawk students Rob Saipe from Thunder Bay finished first out of 9 competitors and Kevin Money from Brantford finished third. The Ontario Sheet Metal Competition that was held in Niagara Falls on October 17 - 19, 2001, had 3 Mohawk College students competing and Jamie Duemo from St. Catharines finished third out of 13 competitors. The other two students were Mark Masters from Hamilton and Dion Stroud from Kitchener. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.45 On October 19, 2001, the Honourable Brad Clark, Minister of Transportation for the Province of Ontario was guest speaker at the Auto Body and Collision Damage Repairer, Automotive Service Technician, and Truck & Coach Technician graduation at the Stoney Creek Campus. Mr. Clark spoke to the graduates about the importance of their trade to the economic well-being of the province. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.46 Eighteen international students graduated at the October 13th convocation ceremony. Students received their diplomas from various programs including Nursing, Networking & Hardware, Electronics Engineering, Mechanical Engineering, Business and Graphic Design. Ke Chen, a student visiting from China, received

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- an honours standing in his Business Administration program. Ke Chen is continuing his studies at Buffalo State University under an articulation agreement with Mohawk College. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.47 The Mohawk College International brochure has been updated for the Korean market. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.48 Leo Barsony, International Education Department, has completed College information mail-outs to the Canadian Education Centres and Canadian embassies in Brazil, Mexico, China, Korea, Taiwan, Vietnam and Japan. The information packages include information on Mohawk College's ESL and post-secondary programs. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.49 President Haddad hosted a reception to celebrate the CanWest Global Foundation's Gift Announcement and Naming Dedication on Thursday, October 18th. The CanWest Global Media Fund, is a gift from the CanWest Global Foundation to create an endowment fund to support the financial needs of the Media Studies Department. The fund will grow to one million dollars in five years and the interest will assist in buying equipment for the four Media Studies programs: Advertising, Broadcast Journalism, Radio and Television. The television studios have been named in honour of the CanWest gift. The mobile control room, and the truck, will bear the CH logo beside the Mohawk logo with the motto of this agreement, "*Moving together in partnership*". Students from the Music Department performed at the ceremony and the reception. Becky Banville, a third year Television student, offered thanks on behalf of the students at the ceremony. [Submitted by Shillelagh Gill, Vice President, Academic.]
- 1.50 The Business Management Programs department has a new *Microsoft Office User Specialist (MOUS) Certification Testing Centre* located in room A123 at the Fennell Campus to service the needs of the internal and external college community. The Microsoft Office User Specialist (MOUS) program is the only comprehensive certification method designed to validate desktop computer skills using Microsoft Office applications. MOUS certification proves computer literacy, measures proficiency, improves productivity and identifies opportunities for skills enhancement. This resource idea was initiated by faculty member Joanne Procter and further developed for delivery by Chair Jane Guzar and faculty member Greg Cormier in his capacity as IT Coordinator for the Business Management Programs department. [Submitted by Shillelagh Gill, Vice President, Academic.]



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- 1.51 Representatives from China, Korea and Taiwan have visited Mohawk College during October. The visitors toured Fennell campus and collected information for sharing with prospective students in their home countries. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.52 The schematic design phase of the X-Centre Project is complete. Ron Baskin, Director of Physical Plant, prepared the SuperBuild Project Status Report for this project and the report was sent to the Ministry of Training, Colleges & Universities on October 10th. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 1.53 The College reviewed a proposed raised access floor for the X-Centre. In order to better understand all the implications of this feature, Ron Baskin and George Wesko, Construction Project Manager for the X-Centre Project, visited Carnegie Mellon University in Pittsburgh, Pennsylvania on September 25th, and members of the Steering Committee visited York University, Toronto, on October 17th. Based on the available information, the College decided not to include a raised access floor in the X-Centre. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 1.54 On October 29th, Dick Raha, Acting Vice President, Finance & Administration, convened a meeting of the Finance/Registrar's Group from the partner institutions (Mohawk, McMaster and Conestoga) to develop administrative processes associated with the Collaborative Nursing Degree Program. Some of the required procedures related to tuition fee collection and revenue distribution to the partner institutions. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 1.55 A Ross Financial Information System (FIS) user group for the Ontario Colleges has decided to continue with the current version of Ross Financials without further enhancement. The college consortium has agreed to disband on April 1, 2004. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 1.56 The Help Desk logged 298 calls for the month of October 2001. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 1.57 An outbreak of the Magistr/32 computer virus infected many users' systems and required considerable effort on the part of many staff to recover. The new Information Technology Security Policy and its related Codes of Conduct and Acceptable Use Guidelines were revised and presented to the Mohawk Executive Committee on October 24th. A business plan was approved to install virus-scanning software on our e-mail server to help block infected e-mails before they enter the



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College network. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

- 1.58 The Mohawk College home page has been updated to reflect the College's current student recruitment campaign - "Get to Work Faster". Feedback from staff, students and the general public has been extremely favourable. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 1.59 The conversion of the 2002/03 post-secondary calendar to web and PDF formats has been completed. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

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FINANCIAL VIABILITY

2.1 CONTINUING EDUCATION

A proposal was submitted on October 31st in response to an RFP from the Ministry of Training, Colleges and Universities, Access to Professions and Trades. This proposal was developed by the Faculty of Health Sciences and Human Services, C. E., with input from Jim Jones, to deliver a "Preparation for Registration for Foreign Trained Medical Laboratory Technologists" program. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]

2.2 COMMUNITY ECONOMIC DEVELOPMENT, BUSINESS DEVELOPMENT DIV.

Community Economic Development, in co-operation with Continuing Education – Business and Applied Arts and Engineering Technology, has submitted two proposals to the Ministry of Training, Colleges and Universities, to develop exemption tests for the Educational Assistant Apprenticeship Program and updating an Exemption Test Development for Lineworker (Power Construction). [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]

2.3 Mohawk College has 204 international students registered in post-secondary programs in October 2001. There are 195 full-time students and 9 part-time students. [Submitted by Shelagh Gill, Vice President, Academic.]

2.4 In October 2001, Mohawk College had 55 students in English for College Success and 48 students in the Intensive English program for a total of 103 students in ESL. [Submitted by Shelagh Gill, Vice President, Academic.]

2.5 The 2002/2003 Major Project submissions which are used for all intended new major activities in the next year, are being processed in order of priority by Anthony D'Alessandro, Manager, Planning & Facilities. The priority list will be submitted to the Mohawk Executive Committee in November for consideration in next year's budget plan. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

2.6 A report for proposed renovations to the Fennell Campus, prepared by the Manager, Planning & Facilities was forwarded to the Deputy Minister, Ministry of Training, Colleges & Universities on October 22nd. The report proposed renovations that would create seven additional classrooms at the Fennell Campus to accommodate enrolment growth in Nursing and other Health Sciences programs. The proposal also included a request for funds to recover costs associated with the creation of five



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classrooms at the Institute for Applied Health Sciences during the summer of 2001.
[Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

- 2.7 Space data for the 2000/01 Program Costing has been completed for inclusion in the 2000/2001 Program Costing Report. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]

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QUALITY OF EMPLOYMENT

- 3.1 BUSINESS & INDUSTRY DEVELOPMENT, BUSINESS DEVELOPMENT DIV.
On October 16th, a number of Business Development staff participated in the Industry Education Council's annual breakfast at Liuna Station. Joining the B.D. staff were members of the Brant Skills Development Group and a member of the Grand Valley Education Society. Both of these groups are interested in partnering with Mohawk College. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 3.2 On October 24th, Kim Walker and Shelley Kitchen attended the annual Brantford and Regional Chamber of Commerce's Outlook presentation. Dean Braund, owner of several Wendy's Restaurants in the Brantford/Simcoe area and chairman of this year's United Way campaign, was the main speaker. [Submitted by Carolyn Gray, Acting Vice President, Continuing Education & Business Development.]
- 3.3 Dick Raha, Acting Vice President, Finance & Administration; Karen Moore, Controller; John Avery, Manager, Purchasing Services; and Dianna Creamer, Financial Analyst, attended the annual Administrative Services Co-ordinating Committee (ASCC) Conference hosted by Algonquin College, Ottawa from October 14th to 16th. Topics included a wide range of subjects such as the College Charter, the Ministry's presentation of funding formula options, SuperBuild, etc. The Purchasing Officers discussed topics such as e-procurement, asset disposal procedures, and tender specification standards. As a result of the meetings, the Purchasing Officers will also be exploring the possibility of establishing a system-wide purchasing consortium for furniture and fixtures required for SuperBuild Projects. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.4 John Avery attended the Ontario Public Buyers Association's Professional Development Symposium in Guelph from September 26th to 28th. Workshops were held on topics such as Benchmarking, Contract Issues in Public Purchasing and Legalities of Co-operative Purchasing. John was also appointed to the Board of Directors as the Director for Professional & Ethical Issues effective January 1, 2002. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.5 The 2001 Canada Savings Bond application forms were sent out with the October 12th paystubs for support staff and with the October 15th pay stubs for faculty and administrative staff. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]



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- 3.6 On October 1st and 2nd, Sandra Harris and Charlene Duggan from Payroll Services attended an annual seminar in Mississauga on CAAT Pension and Sunlife benefits. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.7 Andrew Capling, Manager, Accounting Services, attended a Charities Directorate information session offered by the Canada Customs & Revenue Agency in Hamilton on October 18th. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.8 The Accounting Services Department has made the following changes in staff responsibilities effective November 5th: Donna Drywood will assume the General Accounting Clerk position; Karen Lang will assume the Cashier/Reception position; Sheila Charkot will assume the part-time General Accounting Clerk position (Monday, Tuesday and Thursday). [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.9 Shaunna Kaminsky, Telecommunications Specialist, attended the annual Ontario College and Universities Telecommunications Information Networking Association (OCUTINA) conference at the Kempenfelt Conference Centre from October 10th to 12th. The focus this year was on convergence, especially improving client services through voice and data network convergence, the provision of voice and data services to satellite offices, and the evolution of voice-over-IP (Internet Protocol) technology. The Information Technology Division is considering a limited pilot project to assess the benefits of this technology to the College. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.10 Hardware support for the HP3000 mainframe has been extended through an agreement with Commerx Computer Systems who will provide 24 hours per day/7 days per week emergency support. The HP has been further augmented with a new disk storage array, which will provide increased capacity, faster access times and disk mirroring. Disk mirroring is a strategy to duplicate data stored on disk with a "mirror image" on a separate disk, allowing us to recover all data in the event of a hard disk failure. The HP now offers a total of 215 Gb of disk storage. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]
- 3.11 The Business Systems Department of the Information Technology Division is continuing the task of creating detailed technical documentation of our current databases. This information will be essential when we move to a new integrated system, and will also be useful to help us support our existing systems as key personnel retire. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]



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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

- 3.12 Datatel and PeopleSoft have made presentations to the System Selection Steering Committee, outlining their respective histories and strategies for higher education. SCT will be making a similar presentation in November. [Submitted by Dick Raha, Acting Vice President, Finance & Administration.]