



# MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

## ACHIEVE INNOVATION IN LEARNING

- 1.1 The Mohawk College Neighbourhood Committee held its third meeting on September 2, 2003. Membership is comprised of representatives from the neighbourhood, Hamilton Police Services, City of Hamilton, Mohawk Students' Association and the College's administration. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.2 Debbie Logel Butler was appointed the Director of Community Relations & Advancement effective July, 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.3 The Mohawk College Summer Camp was a success with 58 children participating in the program. The camp ran four one-week sessions throughout the month of July for boys and girls aged 10-13. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.4 On August 27, Mohawk College Varsity Athletics hosted the annual coaches meeting and media reception. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.5 The Student Life Department is pleased to announce three new positions. Debra Pearson is the IAHS Programs and Services Support Services Officer, Wendy Mackey has been appointed the Student Life Assistant. Christine Doolittle has been appointed as the secretary of Student Life and Ancillary Services. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.6 The Student Residence hosted 80 WestJet passengers who were stranded on Thursday, August 14, 2003 due to the blackout. Forty rooms were rented to WestJet. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.7 Community Economic Development and Access has been approved by the School/College/Work Initiative for two new activities to be carried out with local School Boards in 2003/04. This approval will permit Mohawk College to offer the second annual School Board Information Forum wherein teachers, guidance counsellors, administrators and parents from secondary schools in Hamilton, Halton and Brant-Haldimand spend one-half day at Fennell Campus learning more about what Mohawk has to offer. In addition to the Forum, this year's approval will also allow CEDA to work with the Media Studies Department to develop a video about College life targeted to high school students who are "At Risk" of not graduating or

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

- not attending Post-Secondary education. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 1.8 Three contract positions for learning strategists and an assistive technologist were appointed in Disability Services. Toby Merritt and Carmine Sidhu are the new learning strategists, and Kevin Alexander continues in his role as assistive technologist. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.9 With the assistance of Andrew Connery, Roberta Burke, Co-ordinator of Prior Learning Assessment & Recognition, arranged for a Child & Youth Worker student, Audrey Morrison to provide a videotaped testimonial on her experience with PLA (Prior Learning Assessment). This video clip will be added to the FRED (FirstClass Remote Education Delivery) portfolio site, imbedded in the Powerpoint presentation for the National Forum on Recognizing Learning in October and will be added to the PLA website. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.10 The Faculty of Continuing Education, Distance Education, in cooperation with the host OntarioLearn College, plans to offer the Home Inspection Certificate Program Fall 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.11 A large display was erected in the Brantford Library community window highlighting the Continuing Education courses available in Brantford. This display was up for the month of August. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.12 A kiosk in the Brantford Lynden Park mall was set up during the month of August highlighting Continuing Education. This project was done in conjunction with Brantford MACACES. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.13 The following two articles in the Hamilton Spectator in August highlighted Faculty of Continuing Education programs: "MD's make switch to Nursing" and "Get up to Speed on Energy". [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.14 An insert dealing with Continuing Education appeared in the Toronto Star. One of the Creative and Applied Arts students was highlighted for Mohawk College. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
  - 1.15 The Faculty of Continuing Education is pleased to announce the appointment of Mary Guise to the position of Chair, CE Health Sciences, effective June 30, 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

- 1.16 The Engineering Technology Division Management Team has two new members:

Piero Cherubini has been appointed to the position of Chair, Motive Power and Stoney Creek programming. Piero brings many years of experience in the public and private sector to this position. His primary location is the Stoney Creek campus.

Corinne Ethier has been appointed to the position of Chair, Computer Science and Information Technology. Corinne has been acting Chair in this position for almost two years, and has several years of experience as a faculty member and coordinator in the department.

The position of Chair, Chemical Engineering and Environmental Technology and Mathematics remains unfilled. The position will be advertised in the September/October edition of Canadian Chemical News in addition to our traditional means of advertising, with an end of September closing date. [Submitted by Shelagh Gill, Vice President, Academic]

- 1.17 A delegation from Brantford met with the Honourable Dianne Cunningham, Minister of Training, Colleges and Universities, on July 17, 2003 to present the concept of a Brantford Centre for Community, Communications and Design. The delegation included Mayor Chris Friel, City of Brantford; Betty Anne Jackson, Grand Valley Educational Society; Leo Groarke, Dean of Laurier Brantford; and Douglas Baker, Dean, Brantford & Applied Arts. At the Minister's encouragement, a proposal is being written for fall submission as a special capital project application to the Ministry. The proposal writer contracted for this project is Linda Munro. The City has designated a building and the surrounding land for this project, valued at approximately \$3 million. A Steering Committee has been working diligently to compile a thorough and successful funding application. [Submitted by Shelagh Gill, Vice President, Academic.]

- 1.18 **QUARTER CENTURY AND RETIREES' CELEBRATION 2003**  
This celebration, for both new and existing Quarter Century Club members as well as new Retirees, was held on June 19 at the Hamilton Chamber of Commerce. Board of Governor Bronko Jazvac, President Cal Haddad and Human Resources Director Joanne Echlin welcomed the new members and recognition awards were presented. [Submitted by Joanne Echlin, Director of Human Resources.]

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## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

*Based on the 2004 - 2008 Strategic Priorities- June 2003*

- 1.19 **2003 CAAT HUMAN RESOURCES CONFERENCE**  
This year's annual conference, held at the Kempenfelt Centre on June 26 and 27, was entitled "Change at the Speed of Life" and was co-chaired by Joanne Echlin, Director of Human Resources. The keynote speech, "Change Management Skills and Strategies for HR Leaders," was presented by Brenda Baker from the Queen's University Industrial Relations Centre. [Submitted by Joanne Echlin, Director of Human Resources.]
- 1.20 **NEW EMPLOYEE ORIENTATION DAY**  
Forty-three new employees attended New Employee Orientation Day held on August 18. [Submitted by Joanne Echlin, Director of Human Resources.]
- 1.21 **NEW MANAGERS' FORUM**  
The first "Managing at Mohawk" new Managers' Forum, with eight participants, was held on August 19. [Submitted by Joanne Echlin, Director of Human Resources.]

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

### EXPAND PARTNERSHIPS AND LINKAGES

- 2.1 During the summer, 64 students participated in the Summer Student Works Program (35 hrs/wk), 31 students in the Summer Work Study Program (15hrs/wk), and 23 students in the Ontario Work Study Program (15hrs/wk). Positions were filled in various areas of the College, at all campuses, and provided valuable work experience to Mohawk College students. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.2 Working in cooperation with MCACES and Counselling, the Faculty of Continuing Education is pleased to support a Peer Tutoring Program to be available to the Faculty of Continuing Education students and managed through the MCACES office. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.3 The Mohawk College Job Connect Program was recently acknowledged by Parkview Vocational Secondary School for its valuable contributions to the school's experiential learning program. The college's Job Connect team has worked very closely with the Parkview staff in serving the employment preparation and job search needs of the school's students. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.4 Community Economic Development submitted a proposal to HRDC Brantford to continue providing services to the Brantford community through the operation of the Mohawk College Employment Assessment Centre. This HRDC Employment Assistance Service (EAS) funded project would commence the new contract year September 29, 2003 through September 24, 2004. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.5 Community Economic Development responded to the MTCU Call for Proposals for Pre-Apprenticeship training programs. This round, Mohawk College proposed to offer pre-apprenticeship training for Sheet Metal Worker and Refrigeration and Air Conditioning Mechanic trades. In addition to pre-apprenticeship trades skills preparation, academic and employability training, participants would participate in an eight week related work experience component and twelve weeks of basic level 1 apprenticeship training. Programs could commence early 2004 pending MTCU approval. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

- 2.6 Community Economic Development in partnership with the Ontario Women's Directorate (OWD) intends to offer the 4<sup>th</sup> Women in Skilled Trades (WIST) training program. This WIST Manufacturing Trades Cluster would focus on skills training in the machining, industrial maintenance mechanic and automation fields. This initiative would once again provide women with the skills to work in growth industries where skills shortages exist. Subject to OWD approval the WIST Manufacturing program could begin Winter or Spring 2004. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.7 Participants enrolled in the current WIST Construction program cluster are currently making final arrangements to complete the final work experience component of the 33 week training program in the electrical, plumbing and carpentry trade sectors. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.8 The 2<sup>nd</sup> intake of the Industrial Electrician Pre-Apprenticeship training program participants will finish the first 20 weeks of the trades-specific training portion of the 40 week program. An 8 week work experience begins September 2, 2003 to October 24, 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.9 Orlick Industries has recently completed training programs in Blueprint Reading, Geometrical Dimensioning and Tolerancing and ISO 9000/TS 16949. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.10 Hartmann-Dominion North America has recently completed a training program for Industrial Mechanics in Metrics in preparation for a major plant expansion in Brantford. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 2.11 The Faculty of Continuing Education, Business and Industry Development department, continues to deliver a wide range of management and employee development-training programs to corporate clients: "Effective Team Leadership": a 4-day program developed for and delivered to 35 Pay and Benefits Team Leaders with Shared Services Bureau, Government of Ontario. Training participants came from regional offices throughout the province. Computer Workshops: a series of 14 workshops on software application to Fabris Inc., Stoney Creek. "Fundamental Accounting Skills": a 20-hour, 5-session, training program designed for and delivered to a group of Accounting staff at Nova Steel Processing Centre, Stoney Creek. "Time and Priority Management": a one-day workshop delivered to 2 groups of managers at Hamilton Hydro Inc., and to 2 groups of forensic scientists at the Centre for

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

Forensic Sciences, Toronto. "Problem Solving and Communication": a one-day session delivered to 4 groups of supervisors at Slater Steel, Hamilton. "French Language Assessment": a 4-level assessment of French language skills was developed for and administered to groups of employees at Holstein Canada.

[Submitted by Carolyn Gray, Vice President, Student and Community Services]

- 2.12 The Human Resources Student Society, with the assistance of Jill Leedham, Program Coordinator and Corrin O'Brien, Placement Consultant hosted a student information evening on May 27<sup>th</sup>. Guest speakers were from the Hamilton Chapter of the Human Resources Professional Association of Ontario, and provided students with information on careers in HR, resume writing and the accreditation process. A special thank you is extended to HR Student Society President Tamara Curtis for initiating this event. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.13 The Wellwood Resource Centre is normally housed at the Henderson General Hospital to serve the needs of cancer patients in the community. During the SARS crisis, they were forced to leave the hospital so they could continue to serve the community with walk-in traffic. Mohawk helped by providing a room for a couple of months and the following is what Norma Frankoff wrote in their summer newsletter: "We are so grateful for the tremendous support from volunteers and clients alike, but we would like to take this time to also acknowledge Mohawk College and the Sacred Heart Community Centre for stepping up to the plate when we most needed it. Mohawk College not only assigned us a room to use for most of the summer, they changed the lock and gave us our own key so we could leave equipment and materials onsite. We were treated exceedingly well by College staff including Tony d'Alessandro, Manager of Facilities Planning and Property Services and Jay Moore, Chair of Applied Arts." [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.14 International Education has sent letters to our Japanese school representatives encouraging them to make plans to come back to Mohawk College, and Canada, in the summer of 2004. Severe Acute Respiratory Syndrome (SARS) resulted in all of our Japanese groups canceling their visit to Canada in 2003. Copies of the recently published 2003 Hamilton Tourist Guide were included with the letters. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.15 On June 9, 2003, President Cal Haddad, Dean Louise Bockner and Betty Chou played host to Dr. Joe Relich of the University of Western Sydney (UWS) and Mr. Ron Kelly of KOM Consultants (Canadian representatives for UWS). Dr. Relich

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

and Mr. Kelly met with Program Co-ordinators Pat Kolodziejski (Marketing) and Mike Dwyer (General Arts and Science) and Chair of Applied Arts Jay Moore to review the status of the college system articulation negotiated through ACAATO in 1999. The University of Western Sydney agreement currently awards 2 years' academic credit towards a relevant 3-year undergraduate degree for 3-year diploma graduates and up to 18 months' credit for 2-year diploma graduates of most Mohawk programs. [Submitted by Shelagh Gill, Vice President, Academic.]

- 2.16 Dr. Emory McLendon of the Faculty of Business at the University of Southern Queensland visited Mohawk College on June 12, 2003 to discuss graduate study opportunities. He met with Betty Chou, Acting Chair of Business Management Jim Jones, Continuing Education Chair Pat McDonald (Business and Community Studies), Program Co-ordinators Pat Kolodziejski (Marketing), Catherine Ozols (Advertising and Communications Media), Jo-Anne Procter (Enterprise Business), Gary Sawchuk (Insurance) and Tom Hodson representing International Education. The University of Southern Queensland is known for its development in flexible learning and won several awards including the 2000 - 2001 Australian University of the Year and the Award of Excellence by the International Council for Open and Distance Education. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.17 Dean Douglas Baker (Brantford and Applied Arts), Chair Jay Moore (Applied Arts), Co-ordinator Mike Dwyer (General Arts and Science) and Betty Chou visited Brock University on June 23, 2003. They met with Dr. Terry Boak, Vice President Academic and Provost, along with Dean David Siegel (Social Sciences), Dr. Corrado Federici (Humanities) and Registrar Barb Anderson to discuss articulation opportunities for Mohawk graduates. [Submitted by Shelagh Gill, Vice President, Academic.]



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

### IMPROVE SERVICES AND PROCESSES

- 3.1 The Centre for Information Technology  
The target date for the building completion of the X-Centre was August 31, 2003. It is expected that all classrooms on the second floor will be available for partial occupancy as of September 8, 2003. The building is expected to be ready for full occupancy by the end of October.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.2 The Board of Governors approved the College's 2002/03 audited financial statements on June 11, 2003. BDO Dunwoody LLP (College's external auditors) determined that there were no areas of concern over internal financial controls.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.3 The following 2002/03 fiscal year-end reports were successfully completed and audited by BDO Dunwoody LLP:
- Apprenticeship (Regular and Transitional)
  - Facilities Renewal
  - Foreign Trained Medical Lab Technologists
  - Job Connect
  - Literacy & Basic Skills
  - Pre-Apprenticeship Electrical
  - Summer Jobs Service
- Other external financial reports completed that do not require an audit include:
- Apprenticeship Enhancement Fund
  - Centre for Rapid Text
  - Collaborative Nursing
  - Native Community Care
  - Non-Apprenticeship Funding Agreement
- [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.4 The Accounting Services staff effectively managed the Fall 2003 student tuition fee payments with the success of monies promptly reconciled for next day deposit in the bank.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.5 New charitable donation receipts are being used for both the College and the



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

### Foundation.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.6 The Banner Steering Committee supported the recommendation to remain with ADP (external firm who provides payroll processing services) and build an interface with Banner Human Resources and Finance. This option is the most cost effective and lowest risk to the College.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.7 The Banner chart of accounts and associated hierarchies has been created for use in the Banner training and test environments.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.8 Effective August 12, 2003 Netco will provide ATM services to the College for a three year time period. Initially, an ATM machine will be located at the Brantford, Fennell and Stoney Creek Campuses. A different ATM machine is also located in the Student Centre, which is managed by MSA.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.9 Dianna Creamer, Andrew Capling and Lisa Arnold attended Banner Finance Data Mapping sessions regarding the transfer of data from Ross to Banner and the upload of the chart of accounts. These individuals also spent a day with finance representatives from other Banner colleges to discuss Finance issues and strategies.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.10 Sandra Valvasori attended Banner Human Resource training on validation tables/rules and the project plan.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.11 Karen Moore attended a three-day collaborative session on Change Management as it relates to the Banner integrated information system.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.12 Effective September 1, 2003, Karen Lang will replace Joanne Roberts as the Senior Accounting Clerk in Accounting Services for three days per week while Joanne is assigned to the Banner project. Joanne will provide functional expertise for accounts payable and bank reconciliation procedures.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.13 Tony DiDomenico, Manager of Purchasing Services, as a member of the

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

Mohawk and McMaster SSI Project Steering Committee, is working with that group to issue Tender/RFPs for the Mohawk-McMaster Integrated Diploma-Degree Program in Medical Radiation Sciences Project. The first meeting was held July 2, 2003.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.14 4Office Automation was the successful bidder for the provision of photocopier equipment on a cost per copy basis. The equipment provided is Panasonic and units were installed over the summer.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.15 McMaster Media Production Services was the successful bidder to operate and manage the Print Shop. McMaster was the previous service provider and retained the contract. This is a consortium arrangement with McMaster University, Hamilton Health Sciences and St. Joseph's Healthcare with any fiscal surpluses distributed back to the consortium members. The Print Shop will be expanding services to include graphic design. McMaster is also planning to give the Print Shop a new look so there may be some minor construction work during the Fall, this will not disrupt service.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.16 Joanne Borbath joined the College August 11, 2003 as the Manager, Campus Store Operations. Joanne has a B.A. from McMaster University and has taken a number of retailing courses delivered by Ryerson Polytechnical Institute. As well, she has 17 years of retail management experience. Joanne has worked as a manager for T. Eaton Company Ltd. and most recently, The Bay where she successfully grew sales and met performance targets.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.17 The computing environment for Banner and Luminis (the Mohawk College Portal) was established. Utilizing powerful compute servers from Dell and a new Oracle database server from HP, the enterprise computing architecture is designed to provide for Mohawk's immediate needs, while offering plenty of room for growth. A Storage Area Network (SAN) was implemented, which will provide expandable, secure, high-performance data storage for both college administration and academic purposes. In addition, the traditional tape-backup strategy has been replaced with an online backup and recovery system which will allow for faster, more reliable data recovery.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.18 The Banner Implementation Project made considerable advances over the

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

summer, with most of training for Student and Finance complete. We have recently brought Ray Tibando, a project management consultant and Banner expert, onto the project. With Ray's assistance, the Banner team is developing plans to deploy Web-based registration services for continuing education students by spring 2004, and for post secondary students by summer 2004. Banner Finance and Banner Human Resources are also on-track to go into production in April 2004. Banner software was upgraded to Release 6 (just released in June), and the Oracle database management system was upgraded to 9.2i. The CORE cashiering system was selected as a solution for student in-person payments, and Cognos was selected as the reporting tool of choice for end-user reports.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.19 The Luminis project kicked off, with the formation of a project team and some preliminary needs-analysis and design work completed. The Luminis project will provide the Mohawk community with a web information portal and a wealth of self-service functions.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.20 During August and early September, approximately 1,300 computers in student labs at all campuses were replaced with new Dell Pentium IV machines. These new computers feature the Windows XP operating system, as well as Microsoft Office XP, and CD R/W drives as standard equipment. The lab renewal project encountered significant challenges due to the power outage and the outbreak of a particularly virulent computer worm. New computers for faculty and staff will begin rolling out in late September.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.21 The IT Help Desk handled 1900 support calls over June, July and August.

[Submitted by Dick Raha, Vice President, Finance & Administration]

### 3.22 Classroom and Lab Renovations

In preparation for the Fall 2003 semester, Facilities Planning and the Facility Management staff, in co-operation with the Academic Scheduling Department and various academic program departments, initiated a number of facility and learning environment improvement initiatives. Several renovating projects have been completed or are in the final stage of completion, to improve the learning environment. These include:

Consolidation of the Fennell Campus Welding to the Stoney Creek Campus Welding Shop.



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

*Based on the 2004 - 2008 Strategic Priorities- June 2003*

Renovations to the Fennell Campus Welding Shop space to create one large classroom and two general-purpose microcomputer labs.

Renovations to Lecture Theatres C121, C123 and C125 at the Fennell Campus to upgrade the learning environment.

Creation of a new-tiered Lecture Hall at the Brantford Campus.

Renovations to improve the learning environment in the Stoney Creek Campus Welding Shop including a new exhaust system.

Purchase and installation of four new portable general purpose classrooms, two for the Fennell Campus and two for the Stoney Creek Campus.

Renovations to improve the office environment in Room F175, Fennell Campus.

Renovations in Rooms F137, F139 and C03B to create additional faculty workstations.

Creation of a third television studio in the Media Studies Program area. This includes the relocation of editing suites from F108 to Room F170.

Creation of office space for three Disability Services staff in Room A112, Fennell Campus.

Renovation to the Fennell Campus LRC to accommodate 32 Sun Microsystems for student use.

Relocation of two Business and Industry Development staff from G115 in the Fennell Campus Student Centre and creation of one additional general purpose classroom.

Relocation of the Jewelry Lab from the Stoney Creek Campus to the Wentworth Campus and the creation of an additional Electrical Lab at the Stoney Creek Campus.

Minor renovations to the kitchen area at the Wentworth Campus, to accommodate CE activity.

[Submitted by Dick Raha, Vice President, Finance & Administration]

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

- 3.23 Improvements to the parking lot P4 entrance involved re-locating the booth to the east side of the lot and widening the east loop of the entrance road. This will help improve traffic flow on Governor's Boulevard by allowing buses and cars to pass the clients lined up to enter the parking lot and creating parking space for those cars.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.24 The annual Enrolment Audit process was successfully completed and submitted to the Ministry on June 30<sup>th</sup>. Appreciation is extended to the members of the College Enrolment Audit Contact Group for their hard work in finalizing the College's Enrolment Audit submission.
- 3.25 The Mohawk Students' Association hosted the College Student Alliance and Ontario Undergraduate Student Alliance Financial Aid Summit in July. Mohawk College sponsored refreshments for the event. Over 60 college and university students attended. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.26 The vaccine storage refrigerators in Medical Services at the Fennell and IAHS campus both have back up power, which saved our supply of vaccines from being ruined during the recent power outage. The approximate cost of these vaccines is over \$4,000. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.27 Students and prospective students continue to seek the assistance of Counsellors in planning for diploma/degree conversion at Ontario universities, Canadian universities, and internationally. The links from college program websites to the degree completion website are a very useful tool in assisting students to access the specific information available regarding Mohawk program related choices and formal articulation agreements. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.28 As part of the on-going review and revision of Student Policies and Procedures, flow charts have been developed for the Student Conduct Policy (formerly Student Code of Conduct), Disruptive Behaviour Policy and Student Complaint Policy. These flow charts are designed to be used by administrators in managing the procedural steps in the above-mentioned policies. A chart entitled "Offending Behaviours" has also been developed that outlines examples of negative student behaviours and lists the appropriate policies to manage specific behaviours i.e. False Fire Alarms – Student Conduct Policy; Bomb Threats – Threats, Acts of Violence and Weapons Possession Policy. [Submitted by Carolyn Gray, Vice President, Student and Community Services]

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

- 3.29 At the end of the spring semester, many students received letters that they were unable to proceed in their program. Counsellors assisted students in establishing plans that they could present to their coordinators in order to be successful and to get back on track. For some, this approach did result in permission to proceed. For others, this initial crisis-based contact paved the way for engaging in more proactive counselling interventions including, as needed, career, educational and academic planning, acquiring effective learning, time and stress management strategies, and problem-solving personal/family and financial issues. Some students who need to complete their program with a reduced course load for academic or personal reasons were assisted to develop plans to proceed while meeting the minimum requirement of a 60% course load in order to qualify for OSAP. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.30 “Returning to School “ preadmission information group sessions continue to be offered weekly by the Counselling Department, with up to 30 people attending each session. Individual drop-in appointments are offered to session attendees. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.31 “Talkshop”, the Counselling Department’s orientation session for adult learners was offered on August 14. Positive feedback was received regarding the usefulness and need for the session. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.32 The Faculty of Continuing Education Faculty Handbook was revised during the summer and is also available in a web version. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.33 One hundred and ninety individuals signed up for the Continuing Education Smart Serve training program 40 of whom were from Brantford. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.34 The *quickstart* Public Safety Communicator Program held an Open House for employers. Students made presentations and provided resumes with the employers who attended. This event was successful as a number of students were hired as a result. The *quickstart* Public Safety Communicator graduation took place in August to an audience of 80 friends and relatives. Nineteen communicators graduated. [Submitted by Carolyn Gray, Vice President, Student and Community Services]



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

---

Based on the 2004 - 2008 Strategic Priorities- June 2003

- 3.35 The evaluations and employee feedback on a 60 hour Maintenance Skills Training Program designed and delivered for Ball Packaging by Business Development and Mechanical and Industrial Engineering Technology has been positive. Ball Packaging would like to offer the program on an annual basis to employees each May. This training was delivered at the Stoney Creek Campus by Continuing Education. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.36 In June, the Faculty of Continuing Education, Business Development department, delivered two sessions in the Procor Decision Support Lab. Rocco Di Giovanni facilitated the sessions. One session was for an internal Mohawk College Advisory Committee seeking input from stakeholders on new programs and courses. The other session involved a local non-profit organization in a restructuring and strategic planning exercise. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.37 The Registrar's Division implemented a new and improved student registration process effective Fall 2003. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.38 A new windows-based scheduling system has been developed in order to prepare for the implementation of the SCT Banner system. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.39 Effective August 18, 2003, a new Student Services Office has been established at the IAHS Campus. Two Student Services Officers, Moya Allen and Tanya Tate, have been hired to provide registrarial service to IAHS students in the areas of Admissions, Records and Financial Aid. It is expected that service will be expanded to include Continuing Education Registration in the future. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.40 At the end of the last OSAP year, 3,755 applications in total had been processed. As of August 15, 2003, 2,603 had been processed for the 2003/04 year. Indications are that applications processed will surpass last year. The Ministry reports that 94% of students use the web to apply. The number of students applying and not qualifying has doubled from 15% overall last year to 30% this year to date. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.41 The Ministry implemented a new computer program for processing OSAP applications, which on the whole is more efficient from a customer service point of view, i.e. real time assessments. [Submitted by Carolyn Gray, Vice President, Student and Community Services]



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

- 3.42 The new processing guidelines for Ontario Special Bursary have made more efficient service to students from both Financial Aid and Continuing Education Registration. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 3.43 International Education has formed a Student Success Focus Group and is working closely with several program and service areas in the College. They are meeting on a regular basis and are looking at the specific needs of the international student as well as exploring ideas to help the international student succeed. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.44 International Education worked with the English As A Second Language staff to revise the English requirements for international students entering Post Secondary programs. This student success strategy will help the students be successful in their program of studies. Students that do not meet the English requirements will be encouraged to take our College Entrance English Program. The change to entrance requirements is effective in the fall of 2004. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.45 On the evening of June 17, 2003, at the Stoney Creek Campus, a group of proud students, instructors, employers, parents and supporters celebrated a special graduation – the first group of 30 apprentice-technicians to complete our integrated programs. Don Pether, President and CEO of Dofasco Inc., Cal Haddad, and prominent members of industry, labour, and government attended to wish our graduates well. [Submitted by Shelagh Gill, Vice President, Academic]
- 3.46 The two-year Mechanical Engineering Technician and Electrical Engineering Technician programs at Mohawk College have been modified to include the basic and intermediate in-school apprenticeship curriculum in the related program of studies. Simultaneously, the programs are now being offered in a Co-operative education internship mode. On a pilot basis, students choosing to spend their work terms with Dofasco or Lake Erie Steel gained on-the job apprenticeship competencies during this internship period. Therefore, because of this initiative, a graduate of a four semester technician program can complete the basic and intermediate apprenticeship in-school curriculum, 16 months of on-the-job experience during which apprenticeship competencies have been gained, and could choose to enter an apprenticeship with a major steel company, where demand for these graduates is high. [Submitted by Shelagh Gill, Vice President, Academic]

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## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

- 3.47 Greg Unrau was hired as the new Chair of Communications Media, in the Faculty of Brantford and Applied Arts, effective Tuesday, August 5, 2003. Greg's career includes 12 years in television, film and multimedia production working as a Promotion Director, Writer, Producer and Director. He has won over 14 production awards for his work in TV commercials, news documentaries, corporate videos, animation, and live television programs. In 1996 Greg accepted a position in the Education and Staff Development Department of Singapore Polytechnic developing teaching materials for computer based learning environments, as well as teaching video production for multimedia applications. Most recently, he has been teaching multimedia and media production at the Abu Dhabi Women's College in the United Arab Emirates. Greg has a diploma in Film Production, a certificate in teaching higher education, and is completing his Masters in Education with the University of Sheffield in the UK. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.48 Paula Crow was hired and began work as of July 2, 2003 as Project and Administrative Support Officer, working with the Dean, Brantford & Applied Arts and the Brantford & Applied Arts Leadership Team. Some of Paula's responsibilities involve the coordination of communication on behalf of the Dean's office, as well as linking members of the Leadership Team. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.49 PROFESSIONAL DEVELOPMENT  
Professional Development Workshops  
College Educator Development Program: Phase 3 of this program was held on June 3, 4 and 5 in Ridgetown. Thirty-eight Mohawk participants attended, with all of them receiving their certificate of graduation. A total of 92 full-time faculty members attended from Mohawk, Lambton, Conestoga and Fanshawe Colleges. Twelve workshops, one plenary session, and various networking sessions were held, as well as a full day of sharing "Great Teachers" ideas and challenges. A panel of college presidents spoke to the topic of "Challenges of the Future". [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.50 Another Phase 1 of the College Education Development Program was held at Ridgetown Campus from August 11 to 15. This intensive week is a concentrated introduction to concepts considered essential for those who will be working in the classroom, and includes seminars on curriculum planning, implementation, evaluation, student culture, tools for teaching and professional issues. The program is an opportunity for new faculty successes. One hundred and forty participants attended from five colleges. The success of this week entails extensive planning and preparation on the part of the Staff Development Officer,

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## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

and the evaluations received from the participants indicate the learning and support networks that were formed during the week make this an invaluable exercise. [Submitted by Joanne Echlin, Director of Human Resources.]

- 3.51 Twelve Professional and Personal Development Workshops were held, with 107 people attending. The workshop with the largest attendance was “Working Out at Mohawk”, where employees had the opportunity to go for a walk and have lunch afterwards. The workshop was led by Heather Harrison, and hosted by the Athletics Department. Other workshops included Diversity and Cross Cultural Communication, True Colors: Teaching and Learning Styles, Prior Learning Assessment, as well as others. [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.52 The Staff Development Officer attended a day long session on Team Building and Leadership at Fanshawe College. Part of a five day program that Fanshawe is hosting for its leadership, this program looks at managing in complex environments, exploring and practicing both team and leadership competencies. [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.53 The Staff Development Officer attended an intensive three day Change Management Workshop presented as part of Banner implementation at Mohawk College. The workshop provided a foundation for understanding how to lead strategic institutional change, critical components of effective strategic leadership, effective strategies to lead people through transition, and steps to develop an action plan to improve strategic change and transition leadership within Mohawk College. The workshop was an excellent opportunity to establish teams, strategies, and identify “next steps”. [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.54 The Staff Development Officer facilitated a Strategic Planning Workshop for Dean Doug Baker and the Brantford Leadership Team. [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.55 Computer Coach Program  
During the months of June, July and August, the Computer Coach Program was very active. In June, thirty-five employees participated in one-on-one computer training sessions. Twenty-six workshops were held, with a total of 81 staff members attending. In July, nineteen employees participated in one-on-one computer training sessions. Twenty-one workshops were held (in Fennell and Brantford) with a total of 37 participants attending. During the month of August, seventeen employees participated in one-on-one computer training sessions.



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

[Submitted by Joanne Echlin, Director of Human Resources.]

### 3.56 BANNER

On June 17 to 19, the Banner Human Resources' team participated in their first training session. These sessions will provide the HR team with the training and education necessary for the initial implementation and ongoing maintenance of the Banner HR/Payroll software system. Also, the Banner HR Team, along with the assistance of a consultant from SCT, is currently in the process of identifying the rule and validation tables necessary for the implementation of the Banner HR System. Defining the rules and validation tables enable Human Resources to tailor the Human Resources System to the needs of Mohawk College. [Submitted by Joanne Echlin, Director of Human Resources.]

### 3.57 RECRUITMENT

The following employees were hired in June/July/August:

Sixteen Full-Time Support Staff:

Clerk General C, Financial Aid Office, Fennell - Debbie Mancini

Clerk General C, Client Data Services Office, Job Connect, Fennell - Andrea Pearcey

Clerk General C, Admissions Assistant, Registrar's Division, successful candidate - Brenda Campbell

S.S.O.C, Project Support Officer, Community & Economic Development, successful candidate - Rose Gilles

S.S.O.C., Student Recruitment Officer, Registrar's Division, successful candidate - Trent Jarvis

Clerk General B, Cashier/Sales, Fennell Campus Bookstore, successful candidate - Vivian Misener

Clerk General B, f/t 10 month position, Clerk General B, Stoney Creek Bookstore successful candidate - Melissa Guitard

Secretary A, Student Life and Ancillary Services, successful candidate – Christine Doolittle

Student Life Assistant, successful candidate - Wendy Makey

Clerk General C, IAHS, successful candidate - Moya Allen and Tanya Tate



## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

Technologist B, Law and Security/Police Foundations, successful candidate - Alex Paris

Secretary B, Health Sciences and Human Services, successful candidate - Helen Maddick

Secretary B, Faculty of Engineering, successful candidate - Catherine Hamilton

S.S.O.A. Student Life, IAHS, successful candidate - Debra Pearson

Clerk General C, Admin. Office, Stoney Creek, successful candidate - Shawna Thompson

### Nine Full-Time Administrative Staff:

Director, Innovation & Applied Research, successful candidate - Gary Hagan

Director, Community Relations and Advancement, successful candidate - Debbie Logel Butler

Chair, Business Management, successful candidate - Arthur Domenicucci

Chair, Media Studies, successful candidate - Greg Unrau

Chair, Computer Sciences and Information Technology, successful candidate - Corinne Ethier

Chair Motive Power and Stoney Creek Campus, successful candidate - Piero Cherubini

Chair, Health Sciences and Human Services, successful candidate - Mary Guise

One-year Contract, Chair, Health Sciences and Human Services, successful candidate - Mary Brown

Manager Campus Operations, successful candidate - Joanne Borbath

### Nineteen Faculty Positions

Professor, Building and Construction, successful candidate - David Wrobel

Professors, Language Studies, successful candidates - Latham Hunter and Grant Coleman



## **MOHAWK COLLEGE REPORT - SEPTEMBER 2003**

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*Based on the 2004 - 2008 Strategic Priorities- June 2003*

Professors, Business Studies, successful candidates - Debbie Bruce, Arlene Koteff and Elaine Kruis

Professors, Police Foundations/Law & Security, successful candidates - John Belisle and Linda Whetter

Professors, Electrotechnology, successful candidates - Rakesh Sharma and Ahmed Abouarkoub

Professors, Humanities and Social Sciences, successful candidates - Karina Arias, Nair Lacruz, Carla Labella and David O'Brien

Professor, Return to Work Services, successful candidate - Judy Moynes

Professor, Social Services Worker Program, successful candidate - Susan Kalles

Professor, Recreation and Leisure, successful candidate - Joanne Brohman

Professor, Electrotechnology, successful candidate - Joe Czarnuch and Brad Gautreau

[Submitted by Joanne Echlin, Director of Human Resources.]

## MOHAWK COLLEGE REPORT - SEPTEMBER 2003

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Based on the 2004 - 2008 Strategic Priorities- June 2003

### INCREASE FINANCIAL INDEPENDENCE

- 4.1 Our first year adjusted enrolment target is 5,226. As of August 22, 2003, Admissions have processed 26,889 program choices for both 1<sup>st</sup> semester and direct entry into our programs. There are 5,030 applicants within this pool who have accepted an offer of admission and 4,845 who have paid their fees, including international. [Submitted by Carolyn Gray, Vice President, Student and Community Services]
- 4.2 The first installment of funding from the Ministry of Enterprise, Opportunity and Innovation for the Center of Excellence in Industrial and Process Automation has been received and spent, in line with the September deadline. New equipment for engineering technology laboratories at both the Stoney Creek and Fennell campuses totaling over \$700,000 will be delivered shortly, and negotiations with companies to purchase equipment with the next funding installment are underway. Thanks to the SSI steering committee and implementation team members, particularly to Dr. Ishwar Singh, Chair of Electrotechnology and Chemical Engineering /Environmental Technology, for meeting the aggressive timelines for this phase of the project. [Submitted by Shelagh Gill, Vice President, Academic]
- 4.3 The Faculty of Engineering Technology, with the assistance of Anthony D'Alessandro, Manager, Facilities Planning and Property, submitted a list of equipment to the Ministry of Training, Colleges and Universities (MTCU), Apprenticeship branch, for the base allocation of the apprenticeship enhancement fund, in July. The value of the equipment, including renovations and equipment to facilitate the consolidation of welding facilities to the Stoney Creek campus, was approximately \$330,000. We are currently preparing a list of submissions to the MTCU for the competitive portion of the apprenticeship enhancement fund, due to the Toronto office by October 6, 2003. [Submitted by Shelagh Gill, Vice President, Academic]