



Kwantlen College

MINUTES
BOARD REGULAR MEETING
Wednesday 22 November 1989
7:00 pm
Newton Boardroom

Present

Board Members

College Staff

K.W. Williams (Chairman)
A. Milne
D. Brawn
G. Evans
T. Gillespie
R. Jacques
G. Preston

A. MacLaughlin (President)
R. Lisson (Vice-President Administration)
G. Kilcup (Vice-President Education)
R. Lowe (Vice-President Education)
D. Francis (Vice-President Educational
& Organizational Support)
S. Triplett (Director Marketing)

Regrets

M. Montgomery
R. Bernatzki

Call to Order

The Chairman called the meeting to order at 7:10 pm.

The Chairman, on behalf of the Board and Staff of the College expressed appreciation to Frank Willis, Project Manager New Surrey Campus on an excellent job done and wished him good luck in his new position with the BC Professional Engineers Association.

The Chairman welcomed the following visitors and thanked them for coming:

Dick Koch, Project Manager New Richmond Campus
Don Lamoureux, President Kwantlen Student Association
Frank Jonasen, Internal Affairs Kwantlen Student Association
Nicki Magnola, Alumni & Development Officer
Monique Bergman, Book Store Manager

The Chairman thanked the Board and Administration for the surprise presentation of the Certificate acknowledging his ten years as a Member of the Board, earlier today at the Employee Service Recognition Awards Ceremony; it was very much appreciated.

**Confirmation of
Agenda**

Moved by A. Milne, seconded by G. Preston :

THAT the Agenda be adopted as circulated.

CARRIED

**Approval of
Minutes**

The Minutes were amended as follows:

Page 4 BCAC Report/4th paragraph should read "*The five Colleges that*

attended the ACCT Conference will each receive \$400.00 for scholarship purposes. These funds are comprised of the \$1,000.00 ACCT grant and the matching grant from the Ministry."

Moved by G. Evans, seconded by A. Milne :

THAT the Minutes of the Regular Meeting dated 19 October 1989 be approved as amended.

CARRIED

**Presentation:
KWANTLEN
BOOK STORE**

B. Lisson, Vice President Administration introduced Monique Bergman, Book Store Manager. Monique has been our first and only Book Store Manager since 1981; previous to '81, Monique worked in the Douglas Book Store. She has served on committees and taught seminars for the National Association of College Stores where she has also received personal accreditation. Monique has been active on the executive of the Western Canadian College Stores Association for five years and has served a term as President as well as chaired various panels and organized various events including trade fairs. She is currently serving a two year term as College Director for The Canadian Booksellers Association.

Highlights from the presentation are as follows:

- Kwantlen has three book stores; one on each campus operated on a cost-recovery basis and reflecting the needs of the campus it serves;
- Newton has two part-time employees, open daily until 4:00 pm and Monday evenings to 8:30 pm;
- Richmond has one full-time employee; open daily until 4:00 pm with extended hours during registration and first two weeks of classes;
- Surrey has four full-time employees and two part-time and is the main store; all ordering and shipping/receiving are handled through Surrey;
- total sales for the period April to October was \$867,919.74; an increase of 16.53%;
- Registration Week/September '89 showed a 12% increase in sales over the same period last year;
- Book Store attempts to meet student supply requirements connected with the programs offered at the College;
- the Book Store makes every effort to have a good supply of used books on hand by purchasing from students during the week of registration as well as buying from used book wholesalers;
- primary purpose of the Book Store is to provide an outlet for the sale of books and supply requirements for all College Programs and the sale of other items of interest to the College Community.

**Chairman's
Report**

The Chairman attended the Awards Night and presented Kwantlen's Entrance Scholarship at D.W. Poppy in Langley on 09 November. Dan Peterson, Langley MLA was in attendance and assured the Chairman of his support for what we are doing in the College. K. Williams also spoke with the Chairman of the Langley School Board who requested a tour of the New Surrey Campus.

The Chairman advised that he has written a letter of appreciation and thanks to the Hon. Stan Hagen. A letter has also been sent to Bruce Strachan

President's Report

congratulating him on his appointment as Minister of Advanced Education and Job Training and also that the College would like to work closely with him as we have in the past.

On behalf of the College, the President presented a Kwantlen Sweat Shirt to George Preston who received the first annual award "Business Person of the Year" by the Langley Chamber of Commerce.

Since the last Board Meeting, the President has attended two meetings of the Fraser Valley Group consisting of Kwantlen, Simon Fraser University, Fraser Valley College and Douglas. Recommendations for the final report are being made as well as listing the principles upon which these recommendations are based. Kwantlen has submitted its part of the Educational Plan that it considers essential to meet the needs of the Valley. The President stated that she is very pleased with the events that are taking place which certainly reinforce the needs that the College had identified in the Five Year Plan for both FTE's and facilities.

Following the Board Retreat, the Senior Administration were happy and satisfied that we understand the direction for the College for the next year and that we are operating with the overall direction of the College Five Year Approved Plan.

The President has been visiting the senior secondary schools starting with Langley. The schools are appreciative of the efforts that the College is making and with the liaison activities that we have organized. Many schools have mentioned their appreciation of the College's increased scholarship program for the schools. The schools have submitted a number of suggestions for programs for their Grade 12 graduates that they believe the College should offer to their students.

The President advised that she is continuing her speaking engagements and is starting to address parents groups. The schools were happy to provide access to their schools' parents program. She will also be speaking to groups of teachers from individual Senior Secondary Schools.

The College Profile Meeting took place on November 15; this meeting is the first step for obtaining our operating funding for the next year. Our approach was a global presentation that illustrated our needs for growth over and above the normal yearly growth and fund allocation. Our presentation was well received and considered excellent.

The Province has received a report from the Horticulture Advisory Committee recommending the creation of a Horticulture Centre. The College has indicated, to both the Ministry and our politicians, our interest in these programs. We are meeting with the Advisory Committee and the Ministry representatives on November 28, 1989. Our objective is to confirm what our role will be and try to assess what it is that the Advisory Committee sees as their future role.

The College, at the request of the Ministry, has put together, with Simon Fraser University, a joint proposal for Teacher Training. B. Lowe has looked after this project. We have obtained the support of three School Boards;

Richmond, Langley and Surrey.

An invitation to visit our New Surrey Campus has been forwarded to the Langley School Board. Judy Higginbotham of the Surrey Municipal Council recently visited the New Surrey Campus.

The President informed the Board that she has recently attended two seminars. One in Victoria entitled "Effective Presentation Skills; the other in Toronto entitled "Futures in Education". The Keynote Speaker in Toronto was David Suzuki whose presentation centered around the future of the environment.

The President advised the Board that Lyle Johnson, previously a Member of the Board, was in intensive care at Surrey Memorial Hospital. When possible, flowers will be sent from the Board.

Moved by G. Evans, seconded by D. Brawn :

THAT the President's Report be accepted.

CARRIED

BCAC Report

G. Evans reported regarding the Special General Meeting to be held on 09 December 1989; the main topic on the Agenda will be the joint proposal "Proposed BCAC and COP Organization". The proposed structure is two organizations with one executive to govern both organizations.

The following resolutions were approved by the Board at the November 22, 1989 Meeting:

Moved by G. Evans, seconded by G. Preston :

THAT Kwantlen College supports the creation of a new organization created out of the B.C. Association of Colleges and the Council of Principals in accordance with the Report of the Special Joint Committee of the BCAC and COP dated 1989.

CARRIED

Moved by G. Evans, seconded by A. Milne :

THAT Kwantlen College intends to join the new organization as a full member.

CARRIED

Report of Education Committee

In the absence of M. Montgomery, T. Gillespie was requested to give the Report of the Education Committee as follows:

EAW Assessment Report

Moved by T. Gillespie, seconded by G. Evans :

THAT the Board accept the recommendations following the EAW

Program Assessment (and listed below) and THAT Administration proceed immediately to the development of the Promotional Plan.

CARRIED

EAW Program Assessment Recommendations:

1. THAT the Employment Alternatives for Women Program be offered in its present format one last time/January to April 1990. The January offering will be targetted to attract fee-paying students and will be strongly promoted.
2. THAT a restructured program be developed as recommended in the Assessment Report for implementation in September 1990.
3. THAT, if the restructured program is not able to attract sufficient involvement (fee-payers or sponsored student) to be offered twice a year, it be offered only once a year if there are sufficient enrolments to meet profile.
4. THAT a Promotional Plan be developed by the Educational Director and faculty, in consultation with the Marketing Division, for both the present program and the restructured program.

Advisory Committee Appointment Recommendations

Moved by T. Gillespie, seconded by A. Milne :

THAT the Board approve the appointment recommendations for the ASE Advisory Committee, as follows:

Two Year Term	Ken Fuller Manager Teachers Credit Union Paul Kerslake Special Program Coordinator Delta School Board
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One Year Term	Kathleen Rudderham Employee Relations Officer Canada Employment Centre
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CARRIED

Administration
& Human
Resource
Committee

As there was no Administration & Human Resource Committee Meeting for the Month of November, the following items were brought directly to the Board:

Monthly Financial Statements

Moved by R. Jacques, seconded by A. Milne :

THAT the Monthly Financial Statements for the period ending 30 September 1989 be filed for audit.

CARRIED

Debenture

Moved by A. Milne, seconded by T. Gillespie :

THAT the College be authorized to issue and sell to the British Columbia Educational Institutions Capital Financing Authority, a debenture in the principal amount of \$3,000,000 to meet capital expenses for College purposes.

CARRIED

Report of Facilities Committee

New Surrey Campus Project Manager's Report

The Project Manager stated that even though he has some concerns, the contractor contends that the project is on schedule; a revised construction schedule will be available 08 December. Due to the weather conditions, paving problems are a concern.

As Frank Willis is leaving Wright Engineering at the end of the month, he stated that he has enjoyed working on the Kwantlen project and wished success to the completion of the project.

New Richmond Campus Project Manager's Report

Dick Koch, Project Manager, advised the Board that he has now established an office at the existing Richmond Campus; final contracts are being negotiated with the Architects and a survey is being conducted on site. Four modelling sessions with User's Groups are being scheduled; the conceptual design is scheduled for completion early in January. The next 'milestone' will be the formulation of the Implementation Plan. The Project Manager and the President will be meeting with Jim Parker of the Ministry on Friday 24 November.

Board Members

A. Milne reported on the presentation of the Kwantlen Entrance Scholarship at Brookwood School in Langley.

R. Jacques stated that he presented the Entrance Scholarship to the recipient at Langley Secondary School. R. Jacques also circulated a letter received from Jim Karpoff, MP in answer to an enquiry made by R. Jacques regarding a Kwantlen student being informed that he did not qualify for UIC while taking a course.

G. Evans stated that after listening to David Suzuki speak on the 'Future of the Environment', she is encouraging the College to recycle. Georgiana also congratulated D. Francis and S. Triplett on a very well organized and enjoyable Employee Recognition Ceremony.

T. Gillespie spoke about the Entrance Scholarship presentation to Mountain Secondary in Langley and stated how pleased he is and also the school with the increase in the amount of the scholarship.

**Information
Items**

Seminar "Becoming an Effective Board Member" University of British Columbia Faculty of Commerce & Business Administration; G. Evans will attend this seminar on Saturday 25 November 1989.

The Chairman requested the Board Members to review the article entitled "Retaining a Peak Performance President" prior to the College President's evaluation.

Next Meeting

As there are no decision items required for the Board, the Chairman recommended that the December Meeting be cancelled. The Chairman stated that, if required, the Executive would be contacted by telephone.

The next meeting of the Board is scheduled for WEDNESDAY 24 JANUARY 1989; 7:00 pm; Newton Campus.

Adjournment

The meeting adjourned at 8:45 pm.

CHAIRMAN

VICE PRESIDENT
ADMINISTRATION