



Minutes
BOARD REGULAR MEETING
Wednesday 28 August 1996 / Surrey Board Room / 6:00 pm

BOARD

UNIVERSITY COLLEGE

Present

Janet Shauntz (Chair)
Harry Bains (Vice Chair)
Wendy Wulff
Lois Peterson
Jim Gillis
Dana Gallagher
Gurbir Gill

Bob Lisson (Vice President Administration)
Jacqie Thachuk (Vice President Education)
Derek Francis (Vice President Educational Services)
John Bowman (Vice President
Human Resource Development)
Skip Triplett (Director Strategic Planning
& Communications)
Kelly Bentley (Board Assistant)
Jack Finnbogason (President Faculty Association)
Judy Deeley (Chair BCGEU)

Ex Officio Member

Gerry Kilcup (President)
Jim Gunson (Chair Education Council)

Regrets

Richard McIlveen
T.N. Foo
Tim Glatley
Collin Phillip

Liz McKinlay (Director Human Resources)
Randy Bruce (Dean Information & Educational
Technology)

Presentation

Development Office Report prepared and presented by Lornell Ridley

Fund Raising plans for the fiscal period 1996/1997 include Annual Giving, Planned Giving, and Special Project Campaigns to meet the needs of the Kwantlen Scholarship & Awards Endowment Fund, the Library Resources, and Equipment, Technologies and Facilities.

On 09 September, the University College will launch its 5th Annual Buy-A-Book Campaign. During the "Welcome to Kwantlen" week students wear the Buy-A-Book costume handing out book marks, encouraging individuals to donate to the Campaign. Volunteers on each campus will distribute letters to friends and colleagues

For the Planned Giving Campaign, Financial & Estate Planning Workshops are scheduled for September and October. A postal walk drop cards will be distributed around each campus where the workshops are offered.

Following a questions and answer period, the Board Chair thanked Kwantlen's Development Officer for a very informative presentation.

Call to Order

The Board Chair called the Regular Meeting to order at 6:15 pm and extended a welcome to Jim Gunson, newly-elected Chair of the Education Council.

Confirmation of Agenda

The agenda was confirmed with the following addition:

- Travel Program Announcement (Jim Gillis)

Approval of Minutes

**Moved by Jim Gillis; Seconded by Lois Peterson:
THAT the Minutes of the Regular Meeting held 26 June 1996 be approved.**

MOTION CARRIED

**Business Arising
Correspondence** Nothing to Report
Information Only / No action required

**Committee
Reports** *Community Contacts Committee*

- The Richmond School District Trustees have accepted Kwantlen’s invitation to a Dinner Meeting on 09 October; a letter, signed by the Board Chair suggesting topics of discussion will be forwarded to the Trustees Chair.
- Jim Gillis advised that the Grand Opening of Kwantlen Travel is scheduled to take place on Wednesday 18 September at Richmond Campus. The Board agreed that the scheduled Policy Governance Workshop and Community Contacts Meeting take place in the Richmond Campus Board Room following the Kwantlen Travel Announcement. Therefore, the sequence of events for the 18th of September will be as follows:

2:00 pm to 4:00 pm	Kwantlen Travel Open House
4:30 pm to 6:30 pm	Kwantlen Travel Grand Opening
6:00 pm to 7:30 pm	Policy Governance Workshop
7:30 pm to 9:00 pm	Community Contacts Committee

Policy Governance Workshop

- **Moved by Lois Peterson; Seconded by Wendy Wulff:**

THAT the Board approve the following Governance Policies as recommended by the members of the Policy Governance Workshop:

- ⇒ **No. 1.3 Outcome**
- ⇒ **No. 3.3 Role of Board Chair**
- ⇒ **No. 3.6 Annual Board Planning Cycle**
- ⇒ **No. 3.7 Board Recognition**
- ⇒ **New “Ends” Policy Honorary Degrees/Awards**

MOTION CARRIED

**Monitoring
Reports** **Education Council Report**

Skip Triplett introduced Jim Gunson / Math Instructor, as the newly-elected Chair of the Education Council. Janet Shauntz extended thanks on behalf of the Board of Governors to Skip Triplett and commented on how well the Education Council and the Board worked together for the first year.

Jim Gunson advised that there was no Education Council Report; the next meeting of the Council, scheduled for 09 September will be an orientation meeting along with identification of issues for discussion over the next year.

President’s Report

- *John Pearson Memorial*

On Wednesday 25 September, a ceremony will be held at the Richmond Campus to honour the life and contributions of Dr. John Pearson, Physics Instructor and Department Chair. A memorial scholarship has been established and a plaque will be located just outside the classroom where Dr. Pearson taught.

- *Continuing Education Fall Flyer*

The “best publication sent to the Community in the last eleven years”; congratulations to Lorraine Dotson, Jim Gillis, John Bowman and all those who worked to put together an impressive flyer.

- *Statement of Financial Information*

**Moved by Lois Peterson; Seconded by Dana Gallagher:
THAT the Board approve the following schedules:**

- ⇒ **Schedule of Capital Debt Outstanding;**
- ⇒ **Schedule of Guarantee or Indemnity Agreements;**
- ⇒ **Schedule of Employees Remuneration and Expenses;**
- ⇒ **Employer Portion of Unemployment Insurance & Canada Pension Plan;**
- ⇒ **Schedule of Severance Agreement; and**
- ⇒ **Schedule of Vendor Accounts Paid.**

MOTION CARRIED

- *Government Freeze on Capital*

The Vice President Administration reviewed the Government freeze on Capital advising that planning for the Surrey Phase II Expansion will be frozen upon completion of design development drawings.

- *Block Transfer between Kwantlen and Royal Roads University*

The Vice President Education was pleased to announce that Royal Roads University and Kwantlen have agreed to a partnership to facilitate the block transfer of students from Kwantlen with an Environmental Protection Technology diploma into the third year of the Bachelor Science degree at Royal Road.

- *Fall Semester Enrolment Update*

The Vice President Educational Services advised that as of 27 August Langley Open Access Course Registration is up 8%; Richmond Open Access Course Registration is up 15%; and Surrey Open Access Course Registration is up 9.5%. Overall Open Access Course Registration is up 11.5%. Late registration ends and fees are due and payable by 13 September. A full report will be available at the October Meeting.

The University College has 30 International Students registered in 113 courses (each student is carrying between 3 to 4 courses).

**Board Chair's
Report**

- *Board Appointments*

The Board Chair advised that a letter has been received from the Assistant Deputy Minister stating that all appointed Board Members remain in good standing until October. Appointments and/or re-appointments will be announced at that time.

- *Fall Board Retreat*

Moved by Jim Gillis; Seconded by Wendy Wulff:

THAT the Fall Board Retreat be cancelled to allow for a full day Workshop with Mark A. Burch, a Consultant on Environmental & Sustainable Development Education.

MOTION CARRIED

Janet Shauntz and Wendy Wulff will develop a series of issues of concern for discussion with Mr. Burch. Once Mr. Burch has confirmed his availability for Saturday 05 October, an invitation list will be compiled consisting of Education Council Members, Facilities Personnel, Curriculum Committee Personnel, University College Expansion Architects, Senior Administration and Board Members.

Review of the Governance Policies will be rescheduled for the Spring Board Retreat.

Next Meeting Wednesday 25 September 1996 / 6:00 pm / Richmond Campus Board Room

Adjournment The meeting adjourned at 7:30 pm.

CHAIR

VICE PRESIDENT
ADMINISTRATION