

MINUTES
BOARD REGULAR MEETING
Wednesday 25 August 1993 / Surrey Campus Board Room / 7:00 pm

Present

Board Members

College Staff

C. Humble (Chair)
 J. Shauntz (Vice Chair)
 J. Brooks
 G. Preston
 T.N. Foo
 G. Gill
 B. Kirk
 A. Dhaliwal
 L. Peterson

A. MacLaughlin (President)
 J. Thachuk (Vice President Education)
 D. Francis (Vice President Educational
 & Organizational Support)
 R. Lisson (Vice President Administration)
 R. Bruce (Acting Vice President Education)
 J. McLarty (Director Marketing
 & Public Relations)
 K. Bentley (Board Secretary)

Regrets

T. Gillespie
 W. Wulff
 H. Bains

Guests

J. Gillis (President KCFA)
 E. McKinlay (Director Human Resources)
 J. Bowman (Director Planning & Research)
 R. Elmes (Director Social Sciences & Related Studies)
 I. Ross (Instructor Criminology)
 A. Jasper (President KCSA)
 P. Wreglesworth (Aitken Wreglesworth
 & Associates Architects)
 T. Schaeferle

Call to Order

The Chair welcomed the guests and called the meeting to order at 7:20 pm.

**Confirmation of
Agenda**

Moved by J. Brooks, seconded by G. Preston :

THAT the agenda be adopted with the following change:

- that the Richmond Lecture Theatre Presentation by Aitken Wreglesworth & Associates follow Item No. 3 Approval of Minutes.

CARRIED

**Approval of
Minutes**

Moved by J. Shauntz, seconded by G. Gill :

THAT the Minutes of the Regular Meeting held 23 June 1993 be approved.

CARRIED

Presentation

Richmond Lecture Theatre

Peter Wreglesworth and Tom Schaeferle of Aitkens Wreglesworth & Associates (Architects for the Richmond Campus) presented the Lecture Theatre concept. The Theatre would be a second floor location above the Cafeteria with approximately 240 tiered seating capacity at an estimated cost of \$1.2 million. Construction time would be approximately four months beginning May 1994 with no interruptions to the existing campus operations.

J. Brooks strongly urged that the City of Richmond be contacted with regard to the City's requirements relating to parking and the demand that the additional facility would cause.

The Vice President Administration recommended that, based on the Architects presentation and with Board approval, the concept will be forwarded to the Ministry with a request for funding.

Moved by J. Brooks, seconded by G. Gill :

THAT the Board approve the Architects' Concept for the Richmond Lecture Theatre and THAT the Concept be submitted to the Ministry for funding.

CARRIED

Presentation

Criminology: Ian Ross / Instructor

The Vice President Education Academic & Applied Studies introduced Roger Elmes, Director/Social Sciences & Related Studies who, in turn, introduced Ian Ross, Criminology Instructor.

The Chair thanked Ian Ross and Roger Elmes for the presentation and invited them to stay for the remainder of the meeting.

Chair's Report

The Chair reported involvement in the following activities over the summer months:

- reviewed the Executive Meeting held in July with regard to the acquisition of property in the Cloverdale area;
- referred to the Korbin Commission Final Report;
- referred to the AECBC Joint Council Meeting regarding the formation of an Employers' Association made up of representatives from the Collegial System and how the Association would affect AECBC;
- attended the Opening Ceremonies of the New Langley Campus; commented on the success of the event and extended thanks to everyone who took part;
- referred to a meeting that the President and the Chair attended with the Chair of the Fraser Valley Committee on Post Secondary Education regarding the Committee Report dated June 1993.

President's Report

The President added the following to her written report:

- referring to the ACCT Conference scheduled for September in Toronto; the President was a member of the selection panel to review the nominees for the ACCT Awards to Board Member, to CEO and to Faculty; 80 applications were reviewed.
- the President has been invited and accepted to be a member of the Conference Board of Canada Advisory Council to plan the Annual General Meeting scheduled to be held in Vancouver in April 1994.
- referring to the Opening of the New Langley Campus and how heartwarming it was to see so many of the College Community, the Board (past and present) and employees present. Congratulations to Judith McLarty on a marvelous job.

Moved by G. Preston, seconded by J. Brooks :

THAT the President's Report dated 20 August 1993 be accepted.

CARRIED

AECBC Report

AECBC Membership

Moved by T.N. Foo, seconded by L. Peterson :

THAT the College continue its membership in the Advanced Education Council BC.

Discussion: For the information of the Board Members, the AECBC membership fee for Kwantlen is \$34,000 per year.

The President advised that AECBC is reviewing the methodology used in the calculation of its fees which would be directly related to the size of the College.

CARRIED

New Board Member Orientation

AECBC has requested that Board Members be surveyed and the AECBC offices be advised of how many New Members have not attended an AECBC New Board Member Orientation Session. Please advise Kelly Bentley if you are interested in attending a New Board Member Orientation Session.

Post Secondary Employers' Association

The Board Chair distributed a time frame outlining the next steps that AECBC will be taking to have the Employer's Association in place by the end of the year.

**Report of
Administration
& Facilities
Committee**

New Langley Campus Project Manager's Report

Moved by G. Preston, seconded by H. Bains :

THAT the New Langley Campus Project Manager's Report No. 26 dated 17 August 1993 be accepted.

CARRIED

Moved by J. Shauntz, seconded by L. Peterson :

THAT a Letter of Commendation be sent, under the Chair's signature, to Zahir Dossa, Project Manager for the New Langley Campus, thanking him for his efforts in putting the New Langley Campus together.

CARRIED

Monthly Financial Statements

Moved by G. Preston, seconded by J. Brooks :

THAT the Monthly Financial Statements for the period ending 30 June 1993 be filed for audit.

CARRIED

Debenture Issue BCED-CD-N No. 31

Moved by G. Preston, seconded by J. Shauntz :

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 \$2,963,409.09 to meet capital expenses for College purposes.

CARRIED

**Report of
Education &
Program
Committee**

The Education & Program Committee Chair advised the Board that there were no issues that required Board approval. The Committee Chair reviewed the discussion that took place at the Committee Meeting on 18 August as follows:

Program Profile 'Statement of Discretionary FTEs'

- capacity to change the proposed distribution of FTEs in program areas; consider the Program Profile with the Strategic Planning Process.

International Education

- a process is in operation for review and consideration during the Strategic Planning Process.

Report of the Fraser Valley Committee on Post-Secondary Education

- The Committee Chair advised that the Education & Program Committee Members felt the Report was a very important document and that Kwantlen should take part in the Phase II discussions in a positive manner. The Committee Chair requested that the Report be placed on the agenda for the September Meeting for full Board discussion and that Margaret Naylen,

Chair of the Fraser Valley Committee be invited to make a presentation to the Board on Phase I of the Report.

The Board Chair advised that due to the scheduled presentation of the College's Campaign Cabinet Committee, the Fraser Valley Committee presentation would have to be deferred.

Following discussion, it was suggested and agreed that the Chair of the Fraser Valley Committee on Post-Secondary Education would be invited to attend the Education & Program Committee of the Board at their meeting scheduled for 15 September. All Board Members would be invited to take part in the discussion.

Curriculum Development Process

- The Committee Chair advised that the Education & Program Committee will further discuss the present policy.

Strategic Planning Process

The Chair of the Ad Hoc Planning Committee recommends to the Board the acceptance and adoption of the proposed model followed by the acceptance and adoption of the terms of reference and the formation of the Strategic Planning Steering Committee.

The President advised the Board that the Strategic Plan will be the direction for the College over the next five years. The proposed process has extensive involvement of the internal and external communities and through this process, the College will finalize the drafting of the Plan for Board approval.

Moved by L. Peterson, seconded by J. Shauntz :

THAT the Strategic Planning Process presented by the Ad Hoc Strategic Planning Committee be adopted.

CARRIED

The Chair of the Ad Hoc Strategic Planning Committee referred to the three options for the selection of the Committee Chair person. The Committee is proposing a fourth option being 'Co-Chairs'. The Co-Chairs would be a Board Member and a member of Administration. The Committee believes that T.N. Foo would be the appropriate Board Member, and the Vice President Academic & Applied Studies the appropriate Administration representative.

Moved by B. Kirk, seconded by L. Peterson :

THAT the Strategic Planning Steering Committee Terms of Reference and Proposed Membership Structure be adopted.

Discussion: T.N. Foo queried what the role of the Director of Planning and Research would be on the Committee. The Director of Planning would act as a resource to the Strategic Planning Committee.

The Director of Marketing requested to be considered for membership of the Committee as the person responsible for marketing and public relations.

The Vice President Administration suggest that the Director of Marketing, the Director of Planning and an individual from Information Systems & Computing be ex-officio to the Committee.

CARRIED

Janet Shauntz encouraged all members to attend the Strategic Planning Committee Meetings.

The Board Chair suggested that two Board Members be appointed to the Strategic Planning Committee and that the Planning Committee elect a Chair.

Moved by A. Dhaliwal, seconded by J. Shauntz :

THAT T.N. Foo and Beryl Kirk be appointed as Board representatives to the Strategic Planning Steering Committee.

CARRIED

Moved by L. Peterson, seconded by J. Shauntz :

THAT the Co-Chairs of the Strategic Planning Committee be T.N. Foo and the Vice President Academic & Applied Studies and requests endorsement by the Strategic Planning Committee Members once the Steering Committee has been formed.

CARRIED

The Strategic Planning Steering Committee reports to the College's Board of Governors.

Moved by J. Brooks, seconded by G. Preston :

THAT the Ad Hoc Strategic Planning Committee be disband.

CARRIED.

**Board
Presentations**

25 September 1993 the College's Fund Raising Campaign Cabinet Committee; the Committee represent Kwantlen in its need for scholarships, bursaries and equipment additional to acquisitions provided in the Provincial funding.

27 October 1993 the Board Meeting will be held in the Langley Campus Board Room; commencing at 5:30 pm with the Administration & Facilities Committee. The Langley Chamber of Commerce is planning to hold a networking function in the music performance auditorium from 6:00 pm to 9:00 pm.

Board Members

Janet Shauntz

- congratulations to President and Staff on the Opening of the New Langley Campus; very pleased and proud to be a Board Member.
- requested follow-up on the motion regarding mid-wifery; the Vice President Educational & Organizational Support advised that a 'letter of intent' for a new program goes to the Ministry as part of the 11 Point Proposal submission; deadline for submission

is 26 August. The Vice President will provide a copy of the submission to the Board.

- requested copies of correspondence that deals directly with the Ministry and with the Ministry relationship to the Board be forwarded to Board Members

George Preston

- took part in the Rotary Club Luncheon (4 Clubs in attendance) at the New Langley Campus; presentation by Lucille Johnstone followed by Campus tours.
- concern was expressed by a Rotary Club Member that there was no medical doctor on campus; the individual felt there should be a doctor available half a day a week.
- stated that everyone is proud of the facility at Langley.

Lois Peterson

- enquired who should be contacted to visit the Langley Campus; Judy McLarty will look after the arrangements.
- presented Entrance Scholarship at Semiahmoo Secondary in June; ceremony quite moving.
- at the AECBC Conference, spent an enjoyable day with June Callwood.

Amrit Dhaliwal

- congratulations on the Opening of the New Langley Campus; very proud to be part of the opening.

Beryl Kirk

- congratulations on the opening.
- attended a two day seminar in Spokane sponsored by the Association of Washington College Administrators on the subject of Top Quality Management.

Gurbir Gill

- congratulations on the New Langley Campus; Judy did a wonderful job, especially arranging the weather.
- a few meetings ago we had a discussion about transit locations in Surrey. The Vice President Administration advised that the transit issue involves both Surrey and Langley and referred to the Langley Project Manager's Report. The Project Manager has spoken to the City and to Transit; the City is expanding Glover Road to four lanes and Transit will be moving the bus stop to the College. There has also been discussion regarding a bus 'pull off' or bus 'loop'. Transit are prepared to change routes but want to review the volume first. The College will provide Transit with the postal codes of the student population to see where the students come from. Transit is being supplied with similar information for Surrey.

T.N. Foo

- congratulations on the New Langley Campus.
- felt the Board should look into ways to start the battle for an overpass at Langley.

J. Brooks

- congratulations on Langley Campus; a marvelous job.

Adjournment

There being no further business; the meeting adjourned at 9:25 pm.

CHAIRMAN

VICE PRESIDENT
ADMINISTRATION