

KWANTLEN COLLEGE BOARD

MINUTES - REGULAR MEETING - WEDNESDAY, JANUARY 25, 1989

Newton Campus

Present	Board Members	College Staff
	K. W. Williams (Chairman) D. Brawn G. Evans T. Gillespie A. Milne M. Montgomery R. Jacques	A. MacLaughlin (President) R. Lisson (Vice-President, Administration) G. Kilcup (Vice-President, Education) R. Lowe (Vice-President, Education) D. Francis (Dean, Educational Support) U. Haag (Dean, Human Resources & Organizational Support) S. Triplett (Director, Marketing) F. Willis (Project Manager) W. den Hertog (Vice-President, D.K.F.A.) Carl Chiko (Training Partners '88) Jacquie Jones (Training Partners '88)
Regrets	R. Bernatzki G. Preston	
Call to Order	The Chairman called the meeting to order at 7:40 p.m. and welcomed all to the first Kwantlen Board Meeting of 1989. The Chairman also welcomed Kelly Bentley, the President's Assistant, as the new Secretary to the Board; welcomed Frank Willis, Project Manager; Bill denHertog, Faculty Representative; and Carl Chiko and Jacquie Jones who will be making a presentation later.	
Confirmation of Agenda	The Chairman requested Item 9(a) be added to the Agenda: "Report by the Audit Review Committee to be given by D. Brawn." <u>Moved</u> by Mr. Milne, <u>seconded</u> by Mr. Jacques : THAT the Agenda for the meeting be approved with the above addition. <div><u>CARRIED</u></div>	
Approval of Minutes	<u>Moved</u> by Mr. Gillespie, <u>seconded</u> by Mrs. Montgomery : THAT the Minutes of the Regular and Special Meetings held November 23, 1988 be approved as circulated. <div><u>CARRIED</u></div>	

**Business Arising
from Minutes**

The Chairman advised the Board that on December 6, 1988 a letter was written to Caroline Porter, Chairman of the Delta School Board thanking them for their presentation and stating that the Administration of the College will pursue each of the areas raised.

The President stated that as a follow-up to the presentation the Superintendent of Delta School Board was contacted and asked if he would name an individual to work with the College in identifying UT Courses for Delta and promoting exchange for ABE and ESL. The individual responsible for these areas has been appointed to another position and a replacement has not as yet been selected. The President stated that the College is eager to work with Delta and integrate their identified needs with the work plans into this fall.

**Approval of
Executive
Committee
Minutes**

The Chairman requested that on a future Agenda, the revised Board Policy #5240 regarding hiring of those who report to the President, be brought to the Board.

Moved by Mr. Milne, seconded by Mrs. Montgomery :

THAT the Minutes of the Executive Committee Meeting held on November 30, 1988 be approved as circulated."

CARRIED

**Presentation:
Training
Partners '88**

U. Haag introduced the Presentation by stating that the College had received funding from the Federal Government in the amount of 90KS to investigate emerging training needs in the Kwantlen region. The first half of the program involves surveying the employer community. The second half of the project, involving Derek Francis' Division is in the area of student placement.

Carl Chiko reviewed the first half of the project. This project called "Training Partners '88" has been underway since last November. A questionnaire was distributed to the businesses in the Kwantlen jurisdiction. Some points from the feedback received from the questionnaire were as follows:

- Methods of Training Personnel used by Businesses: (1) private trainers; (2) BCIT and the results showed that Kwantlen had 20% of the market.
- Awareness of Business and Industry of the College: 75% knew where at least one campus was located.
- Nature of Training Programs and what is offered: a less than desirable response; as few as 12% were aware that we could provide them with customized training.
- Co-Op Education: less than 50% were remotely aware of what co-op education is; 50% would take a Kwantlen student if we had co-op programs.

**Presentation:
Training
Partners '88
(cont'd)**

Jacquie Jones reviewed the second half of the project; "Placement Activities for the College". This phase of the project is to develop a system of handling job orders and obtaining referrals.

- Full-Time Job Orders received to date is 40; Part-Time Job Orders received to date is 26
- Active Orders as of January 20: full-time 28; and part-time 16
- Work Experience Projects received as of January 20 - 51; companies contacted as of early January: 479
- Referrals as of January 20 from the Job Board 39 and Assisted 35 for a total of 74
- Placements as of January 20 for full-time is 11 and part-time is 7 for a total of 18
- Jacquie stated that the College actually has a placement agency operating even if the project is not completed.

The Chairman thanked Carl and Jacquie for their presentation.

**Chairman's
Report**

The Chairman asked A. Milne and R. Lowe to comment on their visit to Victoria to attend the Ministry Dinner to honor retiring Board Members. R. Lowe stated that it was an excellent evening, there was an opportunity to talk to a wide range of people from all over the Province. A. Milne said that he was very pleased to see all the retiring Kwantlen Board Members present and he felt that this should become an annual affair.

The Chairman asked G. Evans to comment on the Christmas Socials. G. Evans felt that it was well organized, super decorations and fantastic food. The Chairman stated that he would like to see more Board Members attend these functions as it shows support and encouragement from the Board and the Member will also get a better feel for what is happening in and around the College.

The Chairman asked the President to comment on the presentation of the Marshall McLuhan Teachers Awards. The President, A. MacLaughlin, advised that a teacher from D.W. Poppy, Langley was recognized. K. Williams, G. Evans, A. MacLaughlin plus other Kwantlen staff were present. There were 10 teachers from the Province who received awards.

The Chairman asked M. Montgomery and G. Evans to comment on the meeting with the Richmond MLA's in December and January. G. Evans stated that Mr. Nick Loenen is extremely interested in the work of Kwantlen. M. Montgomery stated that the Premier was appreciative of the fact that we apprised him of the happenings at the College.

KWANTLEN COLLEGE BOARD

Minutes: Regular Meeting

January 25, 1989

Page 4 of 10

**Chairman's
Report (cont'd)**

The Chairman advised the Board that the meeting with the Ministry scheduled for January 5 to advise the Minister of what was being presented to the MLA's was delayed and we are in the process of talking with his office to re-schedule the appointment.

**President's
Report**

The President advised that her report will cover the period from November 24, 1988 to present.

A day was spent at the Professional Development & Curriculum Centre in Victoria to try to identify the activities that the Centre is involved in. It seems that the Centre did not yet produce any plan of its own but is using a list of activities that were previously started by the Ministry.

The Centre through the COP is requesting a budget of one million for professional development activities. The funds, if obtained, are to be divided as follows: 10% towards the operating overhead of the Centre; 40% to the Centre to develop and offer activities; and 50% to the Colleges to defray cost of attending the Centre's activities. The operation and funding of the Centre is a contentious issue with the COP.

The President attended a meeting of the Surrey School Board where D. Brawn made a presentation on behalf of the College. It was well received; questions were asked about ABE and ESL and cooperation between the schools and the College.

The President, along with three Board Members, attended a luncheon with representatives of the Delta Municipality and School Board where they made a proposal for a Campus in Delta.

The President met with each of the Board members appointed this Spring to discuss how the College could help them in their role. She believes that her assessment is correct in saying that the members are getting to know everyone and are happy to be with Kwantlen.

COP met in November, the Deputy Minister attended the meeting for the first time and shared in a very candid way his impression of the Ministry and his proposed organizational plan for the future. He plans to appoint Director(s) for grouping of college; eg. Lower Mainland, Small Colleges, Medium Sizes and another for Universities and Institutes and one for Physical Facilities.

Along with M. Montgomery, G. Evans, and the Chairman of the Board, the President attended two separate meetings with our Richmond MLA's to apprise them of the College's Five Year Plan. A. Milne, T. Gillespie, G. Preston and the President met with Carol Grant; Mr. Preston, through another commitment, also shared the information with Elwood Veitch.

**President's
Report (cont'd)**

The President attended a BCAC session on Strategic Planning at which S. Triplett was one of the presenters -- the session was excellent and S. Triplett's contribution was excellent. It is wonderful to have the opportunity to be so proud of our contribution.

The senior administrators of the College had lunch with the New Executive of the Student Association.

K. Battersby and A. MacLaughlin met with Bernadette Law to talk about the Zhuhai proposal.

The three Vice Presidents, the Director of Organizational Support and the President attended the Provincial Profile Meeting in December.

A meeting took place with the President and Academic Vice President of Simon Fraser University. Our objectives were: to share our Five Year Plan; to seek their support; and to identify areas of cooperation. The President believes that this was the first time that such an activity took place. She also met with the President of UBC. The day after our meeting, the Dr. Strangway's office requested ten additional copies of Plan. A. MacLaughlin also met with two of the four Presidents of the other Lower Mainland Colleges.

There is a series of activities in process:

- The Annual School Counsellors Conference will be held at Kwantlen in March. Derek Francis is responsible for the task.

- B. Lisson is working with a representative group of employees on a plan and a process for renovations at Newton and another group is developing a plan for a better Management Information System; Planning and Student Services are closely involved as well as Computing Services.

- B. Lowe and G. Kilcup are busy developing the educational plan for September 1989.

- B. Lowe now has a full complement of permanent academic administrators working with him; the position of Director Academic Studies has been filled, Roger Elmes was selected. The position of Director Business & Criminology has also been filled -- this time by an outside candidate -- Paul Sneed.

- D. Francis, his educational advisers and counsellors have all been involved in acquiring knowledge about Special Needs Students, since this function was integrated to the counsellor's and advisor's role and functions.

- U. Haag is planning the Summer Staff Development Program S. Triplett has just finished the first draft of a First Marketing Plan for Kwantlen.

**President's
Report (cont'd)**

- Princess Margaret -- the school beside which our new campus will be located -- has excellent athletic facilities. Kwantlen Senior Administrators met with about 25 people from the school to share various joint projects/activities that we could undertake. It was a very constructive exchange and we will put the activities identified in order of priorities and start working on them.

- Today at noon, A. MacLaughlin spoke to the Langley Rotary Club. T. Gillespie indicated that the response was very positive.

- One of our Administrative employees -- Monique Bergman, the Manager of the Bookstore -- has been invited to serve as a Director of the Canadian Book Sellers Association for two years representing Western Universities and Colleges.

- The College is in the process of selecting a Director of Continuing Education.

- B. Perkins and D. Reed, Kwantlen's faculty, will be making a presentation at the National Science Association meeting to be held in April in Seattle.

- G. Kilcup has become a Director of the Delta Chamber of Commerce.

- The College has organized a "Customer Service" Program for our staff emphasizing that students are our customers. This will take place in March, April and May.

- The President advised that she will be in touch with various Board Members to organize meetings with remaining MLA's.

Moved by Mr. Milne, seconded by Ms. Evans :

THAT the President's Report be received.

CARRIED

B.C.A.C. Report

The Chairman ~~stated that he would like to keep the Board up-to-date on the BCAC activities at each Board Meeting.~~ He then presented highlights of the BCAC Council Meeting held on December 3:

- A joint committee of the BCAC executive and COP is working on a plan to build a stronger relationship between these two groups.

- The BCAC office has purchased a FAX machine and communications will flow easier through the Colleges.

- Barbara Clague's position as Interim Executive Director has been extended to the end of June 1989.

KWANTLEN COLLEGE BOARD

Minutes: Regular Meeting

January 25, 1989

Page 7 of 10

**B.C.A.C Report
(cont'd)**

•In the area of advertising, it is almost certain that the college system will receive the Broadcasters Award. This is almost \$1M worth of professional preparation and broadcasting costs.

•The Annual General Meeting of the Colleges is June 15 - 18 "Building Partnerships and Show Cases". The Chairman encourages Kwantlen to have a strong representation and be involved in the business.

•There are one or two of the Colleges that are not members of the B.C.A.C. at the present time; their desire is to have 100% membership.

During the week of February 12 - 15, COP and B.C.A.C. will be taking a Road Show to all of the Colleges. They are requesting a short time at each of the Board Meetings to outline plans. They have been in contact with our President and have suggested February 22 to visit Kwantlen.

**Report of Audit
Review
Committee**

D. Brawn advised the Board that the Audit Committee met at 5:15 pm this afternoon. Representatives from Thorne, Ernst & Whinney were present and the audit review process was reviewed and clarified. The next meeting was set for mid June for reviewing FTE Audit and financial statements.

Moved by Mr. Brawn, seconded by Mr. Milne :

THAT the Audit Review Committee Report be accepted.

CARRIED

**Report of
Facilities
Committee**

The Project Manager, F. Willis, summarized his Progress Report and advised that 14 contractors have picked up the construction tender and only two have indicated they will not bid. The closing date for tenders is 3:00 pm/February 2. Recommendations will be presented to the February Facilities Committee & Board Meeting.

Moved by Mr. Milne, seconded by Ms. Montgomery :

THAT the Report of the Facilities Committee be accepted.

CARRIED

**Report of
Administration
and Human
Resource
Committee**

Moved by Mr. Gillespie, seconded by M. Montgomery :

THAT the New Banking Agreement: Certificates of Approval be signed.

CARRIED

**Report of
Administration
and Human
Resource
Committee
(cont'd)**

S. Triplett thanked R. Bernatzki and G. Evans for their assistance in the selection of the Martin Group as Consultants for Fundraising. A meeting with Jane Hennessey, Vice President of the Martin Group has taken place and a contract has been entered into. A draft report is expected from the Martin Group next week and a meeting will take place the first week in February.

Moved by Mr. Gillespie, seconded by Ms. Evans :

THAT the Report of the Administration and Human Resource Committee be accepted.

CARRIED

**Report of
Education
Committee**

S. Triplett summarized and reviewed the College Marketing Plan and stated that this Marketing Plan is the first for any College in British Columbia. The concept of the Plan is to try to get the College to have what the public wants. The formal implementation of the Plan is scheduled for May. S. Triplett asked for comments from the Board and stated that the Plan would be presented to the Board in its final form before implementation.

D. Francis stated that a written Enrolment Report would be submitted to the February Education Committee. The level of registration is up over last Spring by almost 7%; but down from last Fall. A survey is presently being done of all students who attended last semester and asked why they did not return to Kwantlen this semester.

International Education: Zhuhai Visit in April 1989

Moved by Mrs. Montgomery, seconded by Ms. Evans :

THAT the College send a representative with the Surrey delegation to visit Zhuhai in April 1989. The total cost should not exceed \$2,500.00.

CARRIED

Appointments to Advisory Committees

Moved by Mrs. Montgomery, seconded by Mr. Gillespie :

THAT the appointments to the Advisory Committees to Child Care, Adult Special Education, Long Term Care and Graduate Nurse Refresher be accepted.

CARRIED

**Report of
Education
Committee
(cont'd)**

Kwantlen Educational Advisory Council Minutes: A. MacLaughlin advised the Board that the revised policy on Curriculum Development and Review will remain at the current three year cycle and not five years as recommended. The student retention problem is being analysed.

Moved by Mrs. Montgomery, seconded by Mr. Brawn :

THAT the Minutes of the Kwantlen Educational Advisory Council be accepted.

CARRIED

**Recognition of
Board Members
Upon
Retirement**

A lengthy discussion took place regarding the awarding of the College "Print" to Board Members upon retirement. Bob Lisson gave a short history of the Print. The Chairman stated that the proposal changes the title of the Board Policy to deal with Board Members only and gives a variety of alternatives.

Moved by Mrs. Montgomery, seconded by Mr. Milne :

THAT the proposal be brought to the Board as a policy.

CARRIED

**Committee
Memberships**

The Chairman advised the Board that George Preston had been added to the Facilities Committee and to the Administration & Human Resources Committee to replace G. Evans; and the he (The Chairman) represents the College on the B.C.A.C. Council.

**Information
Items**

The Chairman stated that in the letter from Vancouver Community College it refers to Kwantlen and Richmond Campus only having a Phase I; have they been informed differently. The President advised the Chairman that the College's Five Year Plan has been forwarded to Vancouver Community College and discussed with the President.

The Chairman asked U. Haag to explain the Workers' Compensation Board Experience Rating Assessment.

Board Members

D. Brawn stated that the College was very well received at the School Board and he felt that part of the whole marketing scheme is to be known and to show interest in the Community we serve. This has not been done before and is making a difference.

M. Montgomery stated that she felt the Board Members and Administrators are assisting at high schools and getting the College message out.

T. Gillespie mentioned that he had had a call this afternoon from a Rotary Club member who had heard A. MacLaughlin speak at the meeting and was very impressed and passed on his congratulations.

KWANTLEN COLLEGE BOARD

Minutes: Regular Meeting

January 25, 1989

Page 10 of 10

Next Meeting

The next Regular Meeting of the Board will be held February 22, 1989 at 7:00 p.m. at the Newton Campus. **A group Board picture and individual Board Member pictures will be taken at this meeting.**

The President advised the Board that the new name tags were made by the Special Needs Students at Frank Hurt Senior Secondary School.

Adjournment

The meeting adjourned at 9:30 p.m.

CHAIRMAN

VICE-PRESIDENT,
ADMINISTRATION