

Minutes
Presentation 6:00 pm
BOARD REGULAR MEETING
Wednesday 14 February 1996 / Surrey Board Room / 6:30 pm

Present

BOARD

UNIVERSITY COLLEGE

Janet Shauntz (Chair)
Wendy Wulff
Lois Peterson
T.N. Foo
Jim Gillis
Tim Glatley
Collin Phillip

Bob Lisson (Vice President Administration)
Jacquie Thachuk (Vice President Education)
Derek Francis (Vice President Educational Services)
John Bowman (Vice President
Human Resource Development)
Kelly Bentley (Board Assistant)

Ex Officio Members

Skip Triplett (Chair Education Council)
Gerry Kilcup (President)

Regrets

Harry Bains (Vice Chair)
Dana Gallagher
Richard McIlveen
Gurbir Gill

Guests

Carl Chiko	Enrolment Management Project Officer
John McLean	Public Information Officer / Program Marketing
Lornell Ridley	Development Officer
Anne MacLachlan	Internal Communications Officer
Shar Dubas	BCGEU Shop Steward / Langley
Monty Peters	BCGEU Shop Steward / Richmond
Maureen Shaw	President / Kwantlen Faculty Association
Aaron Jasper	Acting President / Kwantlen University College Student Association

Presentation

Enrolment Management Presentation

Derek Francis, Vice President Educational Support; Carl Chiko, Enrolment Management Project Officer; and John McLean, Public Information Officer / Program Marketing presented the Enrolment Management Process which is designed to allow the institution to optimize enrolment levels through the identification of internal and external factors that affect enrolment patterns and development of short and long range plans to recruit and retain students. Since the inception of the process, enrolment for 1995 increase 7.3% and for Spring 1996, the College is showing an increase of 3.5%.

Wendy Wulff proposed that the Board allocate additional resources to Enrolment Management; T.N. Foo supported the proposal.

The Chair extended the Boards appreciation and thank you for the presentation.

Call to Order

The Chair called the Meeting to order at 6:45 pm.

Election of Officers

Janet Shauntz turned the meeting over to Gerry Kilcup to chair the Election of Officers.

• **Chair**

Jim Gillis nominated Janet Shauntz for the Office of Chair; nomination accepted. No further nominations were received. Janet Shauntz was declared Chair of the Kwantlen University College Board of Governors by acclamation.

- **Vice Chair**

Tim Glatley nominated Harry Bains for the Office of Vice Chair; nomination was accepted by letter. No further nominations were received. Harry Bains was declared Vice Chair of the Kwantlen University College Board of Governors by acclamation.

Those present congratulated Janet Shauntz and Harry Bains.

Confirmation of Agenda

Moved by Collin Phillip; Seconded by Tim Glatley:

THAT the Agenda be accepted.

MOTION CARRIED

Approval of Minutes

Moved by Jim Gillis; Seconded by Tim Glatley:

THAT the Minutes of the Regular Meeting held 22 November 1995 be approved.

MOTION CARRIED

Business Arising

Reschedule of Recognition / Former Board Members

It was agreed that the next Board Regular Meeting will be held on Wednesday 27 March; the Chair will contact the former Board Members to enquire of their availability to attend a recognition reception at that time.

If College issues arise that require a Board discussion and/or decision, an emergency meeting will be called before 27 March.

Correspondence

Information Only / No action required

Committee Reports

- **Community Contacts Committee**

The 10 January and 07 February Meetings were reviewed as follows:

- ⇒ a Dinner Meeting with the Langley School Board Trustees has been scheduled for Monday 26 February at the Langley Campus Board Room commencing at 6:00 pm; suggested topics of discussion are joint projects such as Internet Access and International Education with the Langley Conference Centre.
- ⇒ the Board Retreat is scheduled for Saturday 16 March to Sunday 17 March at CFB Chilliwack. The Board agreed that a facilitator is required for both days; therefore, the Chair requested Members to submit possible facilitator names to either herself or the President before 21 February. If a facilitator cannot be obtained for both days, the President is instructed to make the final arrangements with John Cruickshank.
- ⇒ Plans are progressing to announce, in late March, the University College Expansion. The Committee will be working with the Hon. Penny Priddy's office; a "virtual ground breaking" and public forum is being discussed.
- ⇒ The next meeting of the Committee is scheduled for Wednesday 06 March starting at 6:00 pm in the Surrey Board Room; the agenda will include discussions regarding "internal outreach".

- **History Committee**

The Board agreed that this committee is not a Board Committee; Jim Gillis will continue to Chair as a College Committee advising the Board of significant results.

- **Fund Raising Committee**

Moved by Lois Peterson; Seconded by T.N. Foo

THAT the Ends Policy No. 1.7 Fund Raising be approved with revisions as follows:

“The Board recognizes and supports the need for fund raising initiatives to diversify *“and increase”* the funding base of Kwantlen University College. Accordingly, the University College will ensure all fund raising activities:

- **are managed in accordance with The Association of Fund Raising Professionals of British Columbia’s Code of Ethics and Professional Practice;**
- **support the Mission and Values of the University College;**
- **are consistent with the University College’s Strategic Directions and Priorities;**
- **have a stated cost / benefit expectation;**
- **have clear goals and objectives and provide financial support for students or educational activities *“and facilities”*.**

MOTION CARRIED

Moved by Lois Peterson; Seconded by T.N. Foo:

THAT the Executive limitations Policy No. 2.9 Fund Raising be approved.

MOTION CARRIED

Moved by Lois Peterson; Seconded by Wendy Wulff:

THAT, under Monitoring Executive Limitations, an update on Fund Raising Activities be provided to the Board twice annually; namely September and March.

MOTION CARRIED

At this time, two Board Members were excused due to prior commitments. There being no quorum, all motions from here on will be approved-in-principle / subject to ratification by a majority of the Board Members at the next Board Meeting.

Lois Peterson & Lornell Ridley reviewed the “planned giving” initiative presentation made at the Committee Meeting by Glen Mitchell of Lodestar Strategies.

Moved by Lois Peterson; Seconded by Wendy Wulff :

**THAT the Planned Giving Campaign be implemented; and
THAT Glen Mitchell of Lodestar Strategies be retained at an estimated cost of \$30,000 for 1996/1997.**

MOTION CARRIED / Subject to Ratification

The Vice President / Administration explained that the Development Office budget will be funded from ancillary services revenue in 1996/1997.

Monitoring Reports

- ***Education Council Report***

Moved by Lois Peterson: Seconded by Tim Glatley:

THAT the new Credit Course “CAAS 100: Strategies for Student Success” be approved-in-principle.

MOTION CARRIED / Subject to Ratification

Moved by Jim Gillis; Seconded by Lois Peterson:

THAT the new Credit Course “CAAS 110: “Career Decision Making and Employability” be approved-in-principle.

MOTION CARRIED / Subject to Ratification

It was agreed to defer the Ends Policy entitled No. 1.2 “The People” to the March Meeting of the Board of Governors.

Moved by Wendy Wulff; Seconded by Lois Peterson:

THAT the Fine Arts Course FINA 145 (Monotype - The Painted Print) be approved-in-principle.

MOTION CARRIED / Subject to Ratification

- ***President’s Report***

The President reviewed

- ⇒ the current status of the University College Expansion;
- ⇒ advised the Board that the Richmond Multi-Use Facility should be completed by the end of February. It was suggested that the March Board Meeting be held in Richmond; this would depend on the availability of the former Board Members to attend a reception.
- ⇒ advised that a facilitator, Jim Dorsey, has been retained and the multi-institutional discussions will resume. CIEA indicated that any further strike action would be deferred until 31 March 1996.

Board Chair’s Report

The Board Chair reported as follows:

- the document to be used for the President’s Evaluation has been vetted with the Education Council with favourable results; therefore, the evaluation documents will be ready for distribution in March.

New Business

- ***Graduation Speaker***

Suggestions for Graduation Speaker for 1996 are as follows:

Silken Lauman	K.D. Lange
David Foster	Roy Vickers
Michael J. Fox	Rick Hanson

- It was agreed that the Ends Policy entitled No. 1.4 The Cost would be deferred to the March Meeting.

Faculty Association

The President of the Kwantlen College Faculty Association reviewed the current labour situation and advised that PSEA/CIEA discussions will be linked to the Strategic Planning process. She also indicated that the system planning document has been delayed until March 1996.

BCGEU

No Report

Student Association

The Acting President of the Kwantlen University College Student Association thanked the College (Faculty, Staff & Administration) for their endorsement of the Student Rally; advised that the Executive Elections will be held at the Student Association Annual General Meeting in March.

Next Meeting **Wednesday 27 March 1996 / 6:30 pm** / Surrey or Richmond Board Room pending availability of former Board Members to attend a recognition reception.

Adjournment The meeting adjourned at 8:30 pm.

CHAIR

VICE PRESIDENT
ADMINISTRATION