



Present

Board

Arvinder Bubber / Chair
Tana Plewes / Vice Chair
Steve Lee
David Takahashi
Ken Hahn
Tom Radesh
Susan Robinson
Rob Edger
Kathleen Casprowitz
George Melville

Ex-Officio:

Dana Goedbloed / Chair,
Education Council
Skip Triplett / President

University College Vice Presidents

David Ross / Vice President, Financial
Resources & Market Development
Judith McGillivray / Vice President,
Learning & Provost

University College Community Members

Gordon Lee / Associate Vice President,
Strategic Services
Liz McKinlay / Associate Vice President,
Human Resources
Roy Daykin / Director, Finance
Sandi Klassen / Executive Administrator
Lenore Gilchrist / Executive Director,
Kwantlen Foundation
Laura Anderson / Director of External
Affairs, Kwantlen Student Assn.
Nancy Clegg / President, Kwantlen Faculty Assn.
Maureen Berry / Chair, BCGEU
Arlene Whiffin / Public Information Officer
Karen Hearn / Director, Facilities

Regrets

Tung Chan
Kim Richter

Presentation

Dana Goedbloed, Chair of Education Council, presented the role of Education Council in degree and program development. The process is thorough and rigorous, with various departments, divisions and Education Council committees approving the courses and programs. Education Council has two standing committees: 1) Degree & Program Assessment Committee and 2) Program Review Committee. There are three sub-committees: 1) Liberal Education 2) Policy Review and 3) Curriculum.

Call to Order

The Chair called the meeting to order at 6:32 pm and welcomed the guests.

Moved by Steve Lee; seconded by Tom Radesh:

THAT Sue Stratton be allowed to participate in the Board meeting via teleconference in order to provide advice on Policy Governance questions that arise.

MOTION CARRIED

Commitment to Participate

The Chair introduced the concept of “Commitment to Participate”. He asked Board Members if they wished to answer the following question at the beginning of each meeting:

“In compliance with Governance Process policies 1.1.3 and 1.3.5, do you certify that you have fully read the Board materials sent prior to the meeting and are fully prepared to participate in Board deliberations in a responsible and informed way?”

A show of hands would indicate compliance or non-compliance.

The Board discussed what the discipline would be if a Board Member was not in compliance. They decided that a record would be kept of non-compliance. If a pattern develops, the Board Chair will discuss the situation with the non-compliant Board Member.

Moved by Kathleen Casprowitz; seconded by Susan Robinson:

THAT the Board of Governors adopt the procedure, “Commitment to Participate”, as well as the procedure for non-compliance;

AND

THAT Policy 1.4, *Agenda Planning and Board Meeting Conduct*, be revised to reflect the “Commitment to Participate”, being brought to the February 2004 Board Meeting for approval.

MOTION CARRIED

Confirmation of Agenda

Moved by Kathleen Casprowitz; seconded by Tana Plewes:

THAT the agenda be confirmed, removing Item 5(b)(ii) Part 2.

MOTION CARRIED

Oath of Office

At the Board Retreat held November 27-29, 2003, the Board Chair administered the Oath of Office to Rob Edger, newly elected student Board Member and welcomed him to the Board.

Election of Officers*Election of Chair*

The Chair passed the gavel to the President, who called for nominations for the position of Chair of the Board of Governors. Ken Hahn nominated Arvinder Bubber for the position of Chair. Mr. Bubber accepted the nomination. Nominations were called three times.

In the absence of other nominations, Mr. Bubber was declared Chair of the Board of Governors by acclamation.

Election of Vice Chair

The President called for nominations for the position of Vice Chair of the Board of Governors. Tana Plewes nominated Kathleen Casprowitz. Ms. Casprowitz accepted the nomination. Nominations were called three times.

In the absence of other nominations, Ms. Casprowitz was declared Vice Chair of the Board of Governors.

The President offered congratulations to Mr. Bubber & Ms. Casprowitz on behalf of the Board.

Consent Agenda

**Moved by Ken Hahn; seconded by David Takahashi:
THAT the Consent Agenda be approved.**

MOTION CARRIED

Items approved under the Consent Agenda:

- a. Regular Meeting Minutes dated 19 November 2003
- b. Education Council Motion dated 05 January 2004

Items received for information under the Consent Agenda:

- a. Education Plan deferral

**Community /
Ownership
Linkage****Appointment of Board Liaison to Foundation Board**

The Chair appointed the following Board Member as Board Liaison to the Foundation Board of Directors:

Ken Hahn

**Moved by Kathleen Casprowitz; seconded by Steve Lee:
THAT the Board of Governors ratify the appointment of Ken Hahn to
the Foundation Board of Directors**

MOTION CARRIED

Appointment of Board Liaison to Education Council

The Chair appointed Susan Robinson as Board Liaison to the Education Council.

Moved by Ken Hahn; seconded by Tom Radesh:

THAT the Board of Governors ratify the appointment of Susan Robinson as Board liaison to the Education Council.

MOTION CARRIED

Appointment of Strategic Leadership Development Committee

The Chair appointed the following Board Members to the Strategic Leadership Development Committee:

Dana Goedbloed
Tom Radesh
Kathleen Casprowitz
Tana Plewes
Susan Robinson
George Melville

Moved by David Takahashi; seconded by Kathleen Casprowitz:

THAT the Board of Governors ratify the appointment of Dana Goedbloed, Tom Radesh, Kathleen Casprowitz, Tana Plewes, Susan Robinson and George Melville to the Strategic Leadership Development Committee.

MOTION CARRIED

Appointment of Audit Committee

The Chair appointed the following Board Members to the Audit Committee:

Tung Chan
Steve Lee
David Takahashi
Kim Richter
Rob Edger

Moved by Ken Hahn; seconded by Tana Plewes:

THAT the Board of Governors ratify the appointment of Tung Chan, Steve Lee, David Takahashi, Kim Richter and Rob Edger to the Audit Committee.

MOTION CARRIED

Approval of Board Budget 2004-05

Moved by Tom Radesh; seconded by Tana Plewes:

THAT the Board of Governors approve the Board Budget for 2004-05.

MOTION CARRIED

**Policy
Development**

Rescinding of Old Policies and Adoption of New Policies

**Moved by Kathleen Casprowitz; seconded by Steve Lee:
THAT the Board of Governors rescind all old policies (prior to January 21, 2004), remanding them to the President for consideration in operational policy**

AND

THAT the Board of Governors adopt the new policy manual, Policies 0.0 to 3.11, effective 21 January 2004.

Amendment to the motion:

**Moved by Rob Edger; seconded by Steve Lee:
To amend Policy 3.1, *Treatment of Customers*, changing the word “customers” to “students”.**

**Moved by Rob Edger; seconded by Steve Lee:
To amend the motion to change the wording “customers” to “students and customers”.**

MOTION DEFEATED

**Moved by George Melville; seconded by Ken Hahn:
To amend the motion to change the wording “customers” to “students/customers”.**

MOTION CARRIED

Motion as Amended

THAT the Board of Governors rescind all old policies (prior to January 21, 2004), remanding them to the President for consideration in operational policy

AND

THAT the Board of Governors adopt the new policy manual, Policies 0.0 to 3.11, effective 21 January 2004, amending Policy 3.1, *Treatment of Customers* to replace the word “customers” with “students/customers” throughout the policy.

MOTION CARRIED

Assignment of Policy Responsibilities

Since the Board operates as a policy governance board, the Board will discuss issues arising by “filtering” them through specific Board policies. To facilitate this, each Board Member was assigned several policies with which to become thoroughly familiar so that they can serve as “policy-expert” resources at a moment’s notice. Each Board Member was also assigned as a back-up person to cover policies of an absent Board Member.

Policy 4.1 *Student Ends Policy*

Kathleen Casprowitz presented the *Student Ends Policy* developed by the Student Ends Policy Task Force.

**Moved by Kathleen Casprowitz; seconded by Susan Robinson:
THAT Policy 4.1, *Student Ends Policy*, be adopted.**

**Moved by Rob Edger; seconded by David Takahashi:
To amend the motion, changing the word “that” to “who” in the first statement of Policy 4.1.**

MOTION CARRIED

Motion as Amended

THAT Policy 4.1, *Student Ends Policy*, be adopted, changing the word “that” to “who” in the first statement of Policy 4.1.

MOTION CARRIED

Policy 4.0, *Global Ends Statement*

Arvinder Bubber presented a draft *Global Ends Statement*.

**Moved by Susan Robinson; seconded by Tana Plewes:
THAT Policy 4.0, *Global Ends Statement*, be adopted.**

**Moved by Ken; seconded by Steve Lee:
To change “substantive” to “integrated”**

MOTION DEFEATED

**Moved by David Takahashi; seconded by Rob Edger:
To change the Policy 4.0 to read “Substantive educational experience integrating cultural and life experiences resulting in an improved quality of life for the individual and community, within available funding.”**

MOTION CARRIED

Motion as Amended

THAT Policy 4.0, *Global Ends Statement*, be adopted, changing it to read “Substantive educational experience integrating cultural and life experiences resulting in an improved quality of life for the individual and community, within available funding.”

MOTION CARRIED

**Assurance of
Successful
President
Performance**

Receipt of Monitoring Reports – Compliance Vote / Nothing to report

Upcoming Monitoring Reports

The President will submit a monitoring report on Policy 3.5, *Financial Condition & Activities* in February 2004.

New Operational Worries / Nothing to report

Board Self-Assessment	<p>Board Members monitored the following policies by direct inspection:</p> <p>Policy 1.0, <i>Global Governance Commitment</i> Policy 1.9, <i>Cost of Governance</i> Policy 2.3, <i>Delegation to the President</i> Policy 2.4, <i>Monitoring President Performance</i></p>
Next Meeting Agenda Contribution	Nothing to report.
For the Good of the Order	Board Members made positive comments about the meeting and fellow Board Members.
Meeting Evaluation	Board Members completed the meeting evaluation and submitted it to the Executive Administrator.
Adjournment	The meeting adjourned at 7:34 pm.

CHAIR

VICE PRESIDENT Financial Resources