



# KWANTLEN University College

## *Minutes*

### **BOARD REGULAR MEETING**

**Wednesday 01 February 1995 / Surrey Board Room / 7:00 pm**

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#### **Present**

##### **BOARD**

Beryl Kirk (Chair)  
Janet Shauntz (Vice Chair)  
Gurbir Gill  
Lois Peterson  
Wendy Wulff  
Harry Bains  
T.N. Foo

##### **COLLEGE**

Gerry Kilcup (President)  
Bob Lisson (Vice President Administration)  
Jacqie Thachuk (Vice President Education)  
Derek Francis (Vice President  
Educational Services)  
John Bowman (Vice President  
Human Resource Development)  
Kelly Bentley (Board Secretary)

#### **Regrets**

Amrit Dhaliwal

#### **Guests**

John Patterson / Registrar  
Anne MacLachlan / Internal Communications & Public Relations Officer  
Maureen Shaw / President KCFA

#### **Call to Order & Confirmation of Agenda**

The Chair called the Meeting to order at 7:07 pm; and welcomed guests.

**Moved by Lois Peterson; Seconded by Gurbir Gill:**  
**THAT the Agenda be adopted with the following additions:**  
✧ **Items Arising from Minutes**  
✧ **Board Retreat Follow-Up**

**MOTION CARRIED**

#### **Approval of Minutes**

**Moved by Harry Bains; Seconded by T.N. Foo:**  
**THAT the Minutes of the Board Regular Meeting held 23 November 1994 be approved for distribution.**

**MOTION CARRIED**

**Moved by Janet Shauntz; Seconded by Wendy Wulff:**  
**THAT the Minutes of the Board Special Meeting held 25 January 1995 be approved.**

**MOTION CARRIED**

#### **Presentation**

##### ***Board & Education Council Elections***

John Patterson, College Registrar, reviewed the progress to date for the Board and Educational Council Elections. Election day is 20 February; results of the Election will be announced Wednesday 22 February.

Following a question and answer period, the Board Chair thanked and congratulated the Registrar for the work done in preparation for the elections. The President and the President of the Kwantlen College Faculty Association also paid tribute to the Registrar.

#### ***Our Mission:***

***We create quality, life-long learning opportunities for people to achieve personal, social and career success.***

**Discussion  
/ Action**

***Distribution of Board Regular Agenda & Minutes***

**Moved by Janet Shauntz; Seconded by Lois Peterson:**

**THAT the Board Regular Agenda and Minutes be distributed to the Ministry, Regional School District Trustee Representatives and the Region MLAs.**

**MOTION CARRIED**

***Orientation Process for New Board Members***

It was agreed that an informal evening to meet the new Board Members be scheduled for Wednesday 15 March commencing at 5:30 pm with dinner. All members will discuss the format for the formal orientation sessions as well as various topics such as the role and function of the Board and the function of the College Administration.

***Governance Policies***

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

**THAT the Board Policies Type "Executive Limitations" entitled "C. Asset Protection" and "G. Communication and Counsel to the Board" be approved.**

**MOTION CARRIED**

It was noted that the development of a "Monitoring Executive Limitations" method is required for Policy G. "Communication and Counsel to the Board".

**Report of Board  
Sub-Committees  
on "ENDS"  
Policies**

Sub-Committee Chairs for Fund Raising, Multiculturalism and Environmental Sustainability will report at next Governance Policy Ad-Hoc Meeting; date to be determined.

**Status Reports**

***Safer Campus Initiative***

The Vice President Administration reviewed the proposal to improve Campus Safety and advised that interviews will be conducted the following week for the selection of a Co-Ordinator to assume the responsibility for the project.

***Surrey Phase II***

The Vice President Administration advised that the College will be meeting with Ministry Officials to discuss the educational plan for Surrey expansion that will allow the College to access the planning funds and proceed with a consultation and program development process.

***Freedom of Information & Protection of Privacy Act (FOIPOP)***

**Moved by Janet Shauntz; Seconded by Lois Peterson:**

**THAT pursuant to Section 76.1 of the Freedom of Information and Protection of Privacy Act:**

1. The President and Chief Executive Officer of Kwantlen College is designated the head of the College for the purposes of the Act. The head is responsible for ensuring that the College complies with the Act.
2. The head authorizes the Freedom of Information Coordinator to perform the duties and functions under the Act.
3. The College adopts the fee structure as outlined in Regulation 7 of the Act as follows:

#### **Fee Schedule / Requests for Information**

<b>First 3 Hours of Search</b>	<b>No. Charge</b>
<b>After 3 Hours</b>	
• <b>Manual Records</b>	<b>\$7.50 per quarter hour to a maximum of \$30 per hour or part thereof (rated in quarter-hour increments)</b>
• <b>Records produced from machine-readable format</b>	<b>\$16.50 per minute for use of main-frame system</b>
<b>Photocopies</b>	<b>\$.25 per page (could be higher depending on size and type of document; eg. photocopying of large maps could be charged at cost)</b>
<b>MOTION CARRIED</b>	

#### ***Strategic Planning Process***

The Vice President Human Resource Development advised that the attached "Process" was endorsed by the former Strategic Planning Process Committee. This report is provided for information. Further discussion and work involving the College Board in developing, reviewing and approving strategic priority goals/themes and annual college objectives will be placed on the agendas for future meetings. At present, the College is at Steps 2 and 3 of the planning process. *The Board's role is to determine the "Ends" policies that need to be factored into the Strategic Planning Process.*

*Amended per Meeting of 95.03.01 \_\_\_\_\_*

#### ***Degree Approval Process***

The Chair put forward John Stewart as a possible nominee for the Provincial Degree Program Review Committee (DPRC). Lois Peterson and Harry Bains suggested that Beryl Kirk act as a Committee of One to investigate Mr. Stewart and determine the viability of his nomination.

#### ***Advisory Committee Recognition Event***

**Moved by Wendy Wulff; Seconded by Lois Peterson:**  
**THAT a breakfast to recognize the contributions made by the members of the College's Advisory Committees will be scheduled towards the end of February/early March.**

**MOTION CARRIED**

### ***AECBC Joint Council Meeting***

The President reviewed the Status Report to the Board advising that there was nothing further to be added.

#### **Monitoring Reports**

##### ***Financial Condition***

The Vice President Administration advised the Board that the next report will be the Audited Financial Statements.

##### ***(Interim) Open Registration Enrolment / Spring Semester***

The Vice President Educational Services advised the Board that a complete report will be available for the next Board Meeting.

Recruitment activities for the Enrolment Management Committee are being coordinated by Carl Chiko.

#### **Report of Board AECBC Representative**

Beryl Kirk reviewed the Code of Conduct and Conflict of Interest Guidelines for the Board. These will be included in the Orientation Package for New Board Members and further discussed at the next Ad Hoc Meeting (date to be determined).

Beryl Kirk advised the Board that Bill 22 was proclaimed on 15 January 1995.

The AECBC Leadership Development Committee has scheduled "New Board Member Orientation" Sessions for 24 & 25 February 1995.

#### **Report of Board Chair**

##### ***Notice of Elections***

As per Policy A.6, elections for the positions of Chair and Vice Chair of the Board will be held on Wednesday 01 March 1995.

The Chair advised that the first meeting that new Board Members will attend will be 29 March 1995.

#### **Meeting Evaluation**

The Board Chair requested the Board Members to complete and submit the Meeting Evaluation to the Board Secretary.

#### **Adjournment**

There being no further business, the Meeting adjourned at 9:30 pm

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CHAIR

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VICE PRESIDENT  
ADMINISTRATION