



Present

Board

Arvinder Bubber / Chair
Kathleen Casprowitz /
Vice Chair
Kim Richter
Tom Radesh
David Takahashi
George Melville
Robert Evans
Rebecca Darnell
Tung Chan
Ken Hahn

Ex-Officio

Skip Triplett / President
Dana Goedbloed / Chair,
Education Council

University College Vice Presidents

Judith McGillivray / Vice President,
Learning & Provost
David Ross / Vice President, Financial
Resources & Market Development
Gordon Lee / Vice President, Strategic Services

University College Community Members

Roy Daykin / Associate Vice President, Finance
Sandi Klassen / Executive Administrator
Peter Chevrier / Director, Marketing &
Communications
Ihor Pona / Kwantlen Faculty Association
Alice Macpherson / Professional Development
Support Services
Karen Hearn / Director of Facilities

Regrets

Mary Kemmis
Steve Lee

Presentation

Gordon Lee, along with Alice Macpherson and Dana Goedbloed, described the vision for the Centre for Advancement of Teaching & Learning.

Call to Order

The Chair called the meeting to order at 6:27 pm and welcomed the guests.

Commitment to Participate

Most Board Members indicated they were prepared to participate fully in the Board meeting.

Confirmation of Agenda

The agenda was confirmed as distributed.

E-mail Motion

In view of the loss of class time due to the BCGEU labour disruption, the President requested that the Board of Governors ask Education Council for advice regarding varying the length of hours for course completion based on a minimum percentage of hours per program/course and regarding extending the term. Upon receipt of the Education Council's advice, the Board was polled electronically with the following motion:

**Moved by Arvinder Bubber; seconded by Kathleen Casprowitz:
THAT the Board of Governors refers advice requested from the
Education Council under Sections 23 (1)(b), (h) and (o) of the *College
& Institute Act*, to the President for whatever action he deems
appropriate. The President will report the outcome to the Board of
Governors when the situation is resolved.**

MOTION CARRIED

Consent Agenda

**Moved by Ken Hahn; seconded by Kathleen Casprowitz:
THAT the Consent Agenda be approved.**

MOTION CARRIED

Note: A minor amendment to the minutes on page 2 will be made, as
discussed.

Items approved under the Consent Agenda:

- a. **Regular Meeting Minutes dated 26 January 2005.**

Education Council

**Moved by Rebecca Darnell; seconded by Robert Evans:
THAT the Board of Governors approves the Program Concept for a
Public Safety Communications Diploma.**

MOTION CARRIED

**Moved by Kathleen Casprowitz; seconded by Tom Radesh:
THAT the Board of Governors approves the Trades Curriculum
Framework for Programs to Diploma-Level Credentials.**

MOTION CARRIED

**Moved by Robert Evans; seconded by George Melville:
THAT the Board of Governors approves the Principles of Academic
Freedom, supports the statement developed by the Education Council
and refers the statement to the president for appropriate action.**

MOTION CARRIED

Policy Discussion

The Education Council has identified two areas requiring policy
development that are the Board's responsibility to develop after receiving
advice from Education Council. The two areas are program prioritization
and programs considered for cancellation.

**Moved by Tom Radesh; seconded by Rebecca Darnell:
THAT the Board of Governors request Education Council's advice
on the development of educational policy in the areas of program
prioritization and programs considered for cancellation.**

MOTION CARRIED

Policy Development

Review Policy 1.2, *Board Job Description*

The purpose of reviewing the policy is so the Board gains a common understanding of the wording. In reviewing the policy, many areas were discussed and several changes were agreed upon.

Moved by Ken Hahn; seconded by Rebecca Darnell:

THAT all changes to Policy 1.2, *Board Job Description*, agreed to by the Board are approved.

MOTION CARRIED

Revision to Policy 1.7, *Board Committee Structure and Outside Appointments*

Kathleen Casprowitz proposed a change to the policy, as recommended by the Strategic Leadership Development Committee.

Moved by Kathleen Casprowitz; seconded by Ken Hahn:

THAT the Board of Governors approves adding the words “with an emphasis on outward and future focus” to the third bullet for the Strategic Leadership Development Committee scope of Policy 1.7, *Board Committee Structure and Outside Appointments*.

MOTION CARRIED

Appointment of Audit Committee Members

Moved by Rebecca Darnell; seconded by Tung Chan

THAT the Board of Governors appoints the following Audit Committee Members:

George Melville / Chair

Tung Chan

Arvinder Bubber

David Takahashi

Dana Goedbloed

Kathleen Casprowitz

MOTION CARRIED

The Audit Committee will meet as follows:

President’s Budget Information Meeting / Audit Committee following:

Thursday, April 14, 2005

Time to be determined

Surrey Campus, Board Room

Audit Committee with Auditors

Monday, May 16, 2005

4:00 pm – 6:00 pm

Room to be determined

**Community
Ownership /
Linkage**

Notice of Bylaw Amendment

As per Bylaw No. 8, *Amendment to Bylaws*, notice is given to the Board of Governors that at the April 20, 2005 Regular Board Meeting, the Board will consider an amendment to Bylaw No. 4, *Fees*.

Report / Work Group #1

Ken Hahn spoke of the work the committee has done to date. They developed a framework. The committee will arrange for training in what advocacy is and then create the plan to carry out the advocacy. Staff will define advocacy issues at the same time the board is receiving advocacy training.

Report / Work Group #2

George Melville recapped the work of the committee with regard to Board values. The meeting was an exchange of ideas on various values. Mr. Melville will follow-up on the action items and set another meeting date.

Report / Strategic Leadership Development Committee

Kathleen Casprowitz noted that the committee examined ends policies of other organizations. The committee will look at the process other boards followed in the development of their ends policies with a view to helping the Board become higher functioning in terms of policy development. The committee has determined a timeline of activities.

Convocation Attendance

Board Members were asked to complete a sign-up sheet for convocation and return it to Sandi Klassen.

ACCT Membership Review

After some discussion, the Board decided to renew their membership in ACCT for one more year while researching membership in other more appropriate organizations to replace this membership.

The Chair will send a letter to ACCT with Board feedback regarding their thoughts on reconsidering ACCT membership.

ACCC Conference Attendees

“Beyond Knowledge”, the ACCC Conference being held in Moncton, New Brunswick from June 5-7, 2005, will be attended by the following Board representatives:

Dana Goedbloed
Steve Lee
Robert Evans
Rebecca Darnell

**Assurance of
Successful President
Performance**

Receipt of Monitoring Reports – Compliance Vote

**Moved by Kathleen Casprowitz; seconded by Rebecca Darnell:
THAT the President is in compliance with Policy 3.0, *Global
Executive Limitation*.**

MOTION CARRIED

**Moved by Tung Chan; seconded by Tom Radesh:
THAT the President is in compliance with Policy 3.5, *Financial
Condition and Activities*.**

MOTION CARRIED

Upcoming Monitoring Reports

The Board will monitor the President's interpretation of Policy 3.1, *Treatment of Students/Customers* in March.

The President will submit a monitoring report on Policy 3.2, *Treatment of Employees* and Policy 3.4, *Financial Planning/Budgeting* (Direct Inspection by Audit Committee) in the month of April.

New Operational Concerns

Budget Consultation Update

Roy Daykin informed the Board of the consultation process that administration followed in the development of the 2005/2006 Operating Budget for Kwantlen. They met extensively with groups and individuals, including the chairs, coordinators and supervisors of various departments, explaining how a status quo budget is developed and the next steps. Following the Board's budget approval, another round of meetings will occur to explain the balanced budget.

Emerita Designation

Skip Triplett announced that he will confer the designation of Emerita upon Lynda Turner, a retired faculty member, at Convocation 2005.

**Board Self-
Assessment**

Receipt of Monitoring Report – Compliance Vote

**Moved by Kathleen Casprowitz; seconded by Tung Chan:
THAT the Board is in compliance with Policy 1.0, *Global Governance
Process / Ownership Linkage Commitment*.**

MOTION CARRIED

**Moved by George Melville; seconded by Rebecca Darnell:
THAT the Board is compliance with Policy 1.1, *Governing Style*.**

MOTION CARRIED

**Moved by Rebecca Darnell; seconded by Kathleen Casprowitz:
THAT the Board is in compliance with Policy 1.9, *Cost of Governance*.**

MOTION CARRIED

**Moved by Tung Chan; seconded by Rebecca Darnell:
THAT the Board is in compliance with Policy 2.3, *Delegation to the President*.**

MOTION CARRIED

**Moved by Robert Evans; seconded by Kathleen Casprowitz:
THAT the Board is in compliance with Policy 2.4, *Monitoring President Performance*.**

MOTION CARRIED

Monitor Policy 1.2, *Board Job Description*

Given all the changes made to Policy 1.2, *Board Job Description* earlier in this meeting, the following motion resulted:

**Moved by Robert Evans; seconded by Rebecca Darnell:
THAT monitoring of Policy 1.2, *Board Job Description*, is deferred to the April Board Meeting, so the policy, as revised, can be monitored.**

MOTION CARRIED

Next Meeting Agenda Contribution	Nothing to report.
For the Good of the Order	Nothing to report
Meeting Evaluation	Board Members completed the meeting evaluation and submitted it to the Executive Administrator.
Adjournment	The meeting adjourned at 8:53 pm.

Board Chair

Vice President, Financial Resources