



Present

Board

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

Ex-Officio:

Dana Goedbloed / Chair,
Education Council
Skip Triplett / President

University College Vice Presidents

David Ross / Vice President, Financial
Resources & Market Development
Derek Francis / Vice President, Learner Support
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
Laura Anderson / Director of External
Affairs, Kwantlen Student Assn.
Nancy Clegg / President, Kwantlen Faculty Assn.
Various faculty, staff and students

Presentations

Music Reunion – Meijane Quong, an instructor in the School of Music, invited Board Members to attend the 10-year reunion celebration of the School of Music on Friday, June 4 from 3:00-10:00 pm at the Langley Campus Music Theatre. Ms. Quong also highlighted the successes of several music program graduates. Many graduates have been accepted at other institutions across Canada to further their studies in music.

Call to Order

The Chair called the meeting to order at 6:13 pm and welcomed the guests.

Commitment to Participate

All but one Board Member indicated they were prepared to participate fully in the Board meeting.

Confirmation of Agenda

The agenda was approved by consensus.

Assurance of Successful President Performance

Receipt of Monitoring Reports – Compliance Vote

Moved by Susan Robinson; seconded by Kathleen Casprowitz:
THAT the President is in compliance with Policy 3.1, *Treatment of Students/Customers*.

MOTION CARRIED

Kathleen Casprowitz noted that the President held a budget information session for the Board and Audit Committee. The Audit Committee's role was to look at the process and make sure it was in compliance with Board policy. A concern about how the budget met the Board's Ends Policies was raised, which the President explained would be answered in the budget letter included in the Board meeting package. The committee felt the process was followed quite well.

**Moved by Kathleen Casprowitz; seconded by Susan Robinson:
THAT the President is in compliance with Policy 3.4, *Financial Planning / Budgeting*.**

MOTION CARRIED

Upcoming Monitoring Reports

The Board will monitor the President's interpretation of Policy 3.2, *Treatment of Employees*, in the month of April.

The President will submit a monitoring report on the Policy 3.9, *Programs & Services* in the month of May.

The Auditors will submit the audited financial statements to the Board at the May meeting, which will provide external monitoring of Policy 3.5, *Financial Condition & Activities*.

**President's Budget
Remarks**

Skip Triplett asked Roy Daykin to come to the Board table to respond to questions regarding the budget. Mr. Triplett expressed his thanks to David Ross, Roy Daykin, Derek Francis, Judith McGillivray, Gordon Lee and others in developing the budget. Mr. Triplett noted that the improvement in student experience items and improvements to the library collection meet the Board Ends. Kwantlen's tuition increase is the lowest of the BC university colleges and of colleges in the lower mainland. Following the President's budget remarks, questions were received from Board Members and answered. One Board Member noted that the budget tied into every document Board Members have received in the last year.

Consent Agenda

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

MOTION CARRIED

3 Opposed: Kim Richter, Rob Edger, Steve Lee

Items approved under the Consent Agenda:

- a. Bylaw No. 4, *Fees*
- b. Operations Budget 2004/2005
- c. Furniture, Fixtures & Equipment Capital Budget 2004/2005
- d. Renovation & Facility Renewal Capital Budget 2004/2005
- e. Education Council Motions
- f. Regular Meeting Minutes dated 17 March 2004

Items received for Information:

- a. Budget Background Information
- b. Kwantlen Student Association Audited Financial Statements

New Operational Concerns

Nothing to report.

Community / Ownership Linkage

Sustainability of Kwantlen: Kwantlen's Service Plan and Linkage with Kwantlen Strategic Plan

Skip Triplett recognized the work that Gordon Lee and his colleagues put into creating the document. A special thank you was given to Kathleen Bigsby, Director of Institutional Analysis and Planning, for the synthesis of all the documents involved.

At the Board's request, Gordon Lee mentioned the key highlights of the document. Information regarding how this document meets the Board's Ends was distributed at the meeting.

Policy Development

Task Force on Review of Policy 1.5

Moved by Steve Lee; seconded by George Melville:

THAT the following Board Members be appointed to the Task Force reviewing Policy 1.5, *Board Chair's Role*:

**Steve Lee
George Melville
Rob Edger
Tung Chan**

MOTION CARRIED

Board Self-Assessment

Policy 1.2, *Board Job Description* – Compliance Vote

Moved by Kathleen Casprowitz; seconded by Tom Radesh:

THAT the Board is in compliance with Policy 1.2, *Board Job Description*.

MOTION CARRIED

The Board monitored the following policy:

Policy 1.3, *Board Members' Code of Conduct*

**Next Meeting
Agenda
Contribution**

Nothing to report.

**For the Good of the
Order**

A request was made to remove Education Council items from the Consent Agenda and make them a separate agenda item.

Action: Sandi Klassen will research the reason for putting Education Council items on the Consent Agenda and bring that information to the May Board meeting.

A Board Member reported that an audience member had made eye contact and mouthed a threat.

A Board Member noted that even though they did not have the time, they made the time to attend the Budget Information Meeting and Audit Committee Meeting by phone in order to be informed regarding the budget.

A Board Member voiced a concern that motions are not being treated properly.

A session will be arranged with legal counsel, addressing the Board's concerns regarding fulfilling their legal responsibilities according to the *College & Institutes Act* under the Policy Governance model.

Rob Edger requested that it be recorded in the minutes that he does not feel the Board is fulfilling its fiduciary responsibilities under the Policy Governance model.

Meeting Evaluation

Board Members completed the meeting evaluation and submitted it to the Executive Administrator.

Adjournment

The meeting adjourned at 8:06 pm.

Board Chair

Vice President, Financial Resources