Kwantlen UNIVERSITY COLLEGE

MINUTES
Regular Board Meeting
Wednesday 25 May 2005
Surrey Campus Board Room

Present	**Board** Arvinder Bubber / Chair Kim Richter Rebecca Darnell Robert Evans Tom Radesh David Takahashi George Melville Steve Lee *Ex-Officio* Dana Goedbloed / Chair, Education Council Skip Triplett / President	**University College Vice Presidents** Judith McGillivray / Vice President, Learning & Provost David Ross / Vice President, Financial Resources & Market Development Derek Francis / Vice President, Learner Support Gordon Lee / Vice President, Strategic Services **University College Community Members** Roy Daykin / Associate Vice President, Finance Liz McKinlay / Associate Vice President, Human Resources Zena Dyck / Public Information Officer Bob Davis / Millwright Instructor Sharon Conboy / Manager, Payroll Services & Project Reporting Vivian Lee / Manager, Financial Reporting & Systems Denise McCoy / Manager, Accounting Services Jody Gordon / Registrar Sandi Klassen / Executive Administrator
Regrets	Kathleen Casprowitz / Vice Chair Ken Hahn Mary Kemmis Tung Chan	

Call to Order

The Chair called the meeting to order at 6:02 pm and welcomed the guests.

Commitment to Participate

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

Confirmation of Agenda

Moved by Tom Radesh; seconded by Rebecca Darnell:
THAT the agenda is approved.

MOTION CARRIED

Assurance of Successful President Performance

Receipt of Monitoring Reports – Compliance Vote

Moved by Tom Radesh; seconded by George Melville:
THAT the President is in compliance with Policy 3.1, *Treatment of Students / Customers.*

MOTION CARRIED

Moved by Rebecca Darnell; seconded by George Melville:
THAT the President is in compliance with Policy 3.2, *Treatment of Employees.*

MOTION CARRIED

Moved by Kim Richter; seconded by Tom Radesh:
THAT a Board education session on systemic discrimination and Kwantlen's efforts to ensure it does not occur be scheduled at the next Board retreat.

MOTION CARRIED

Moved by George Melville; seconded by Rebecca Darnell:
THAT the President is in compliance with Policy 3.5, *Financial Condition & Activities.*

MOTION CARRIED

Upcoming Monitoring Reports
The Board will monitor the President's interpretation of Policy 3.9, *Programs & Services* in May.

The President will submit a monitoring report on Policy 3.3, *Compensation & Benefits* and Policy 3.6, *Asset Protection,* in the month of June.

New Operational Concerns / Nothing to Report

President's Audit Remarks

Skip Triplett, David Ross and Roy Daykin commented on the Audited Enrolment Statement and the Audited Financial Statement for the year ended March 2005.

Audit Committee Recommendations

George Melville reported that the Audit Committee reviewed the Audited Financial and Enrolment Statements for the year ended March 31, 2005 and recommended that the Board of Governors approve both. Mr. Melville reported that the auditor spoke highly of the financial personnel and systems that Kwantlen has in place.

Consent Agenda

Moved by Tom Radesh; seconded by Robert Evans:
THAT the Consent Agenda be approved.

MOTION CARRIED

Items approved under the Consent Agenda:

a. **Regular Meeting Minutes dated 16 March 2005.**
b. **Regular Meeting Minutes dated 09 May 2005.**
c. **Audited Enrolment Statement Year Ended 31 March 2005**
d. **Audited Financial Statements Year Ended 31 March 2005**

Items received for information under the Consent Agenda:

a. **KSA Audited Financial Statements Year Ended 2004**
b. **Supplemental Audit Information**

Education Council	**Moved by Robert Evans; seconded by Tom Radesh:** **THAT the Board of Governors approves the Academic Schedule Policy.** **MOTION CARRIED** **Correspondence** A letter from the Board of Governors to Education Council requesting advice on the development of educational policy about program prioritization and programs considered for cancellation was included for information. Dana Goedbloed informed the Board that the Program Prioritization Policy under development will be discussed at Education Council's June retreat.
Policy Development	**Review Policy 1.3, *Board Members' Code of Conduct*** The purpose of reviewing the policy is to give the Board a common understanding of the wording. Review of this policy was deferred to the Board retreat.
Community Ownership / Linkage	**Report / Work Group #1** / Nothing to report. **Report / Work Group #2 /** Nothing to report. **Report / Strategic Leadership Development Committee** Recommendations arising from the Committee's meeting were included for information. **Convocation Attendance** A list of Board Convocation attendees was included for information.

Board Self-Assessment	**Receipt of Monitoring Report – Compliance Vote** **Moved by Tom Radesh; seconded by Rebecca Darnell:** **THAT the Board is in compliance with Policy 1.3, *Board Members' Code of Conduct*** **MOTION CARRIED** The Board monitored the following policies at the meeting: a. Policy 1.2, *Board Job Description* b. Policy 1.4, *Agenda Planning*
Next Meeting Agenda Contribution	Nothing to report.
For the Good of the Order	Dana Goedbloed commended the Millwright Department on completing the first full program proposal under the Pathways to Trades Framework.
Meeting Evaluation	Board Members completed the meeting evaluation and submitted it to the Executive Administrator.
Adjournment	The meeting adjourned at 6:40 pm.

Board Chair	**Vice President, Financial Resources**