

MINUTES
BOARD REGULAR MEETING
Wednesday 24th June 1998 / Surrey Campus / 6:00 pm

	BOARD	UNIVERSITY COLLEGE
Present	Richard McIlveen (Chair) Navnit Shah (Vice Chair) Tim Glatley June Laitar Janet Shauntz T.N. Foo David Marvuglia Dani Minor Nancy Clegg Harry Bains Carolyn Granholm Gurbir Gill <i>Ex Officio Members</i> Gerry Kilcup (President)	Bob Lisson (Vice President Administration) Derek Francis (Vice President Educational Services) Skip Triplett (Vice President Education) Liz McKinlay (Executive Director Human Resources) Kelly Bentley (Board Assistant) Judy Deeley (Chair BCGEU) Jack Finnbogason (President Faculty Association)
Regrets	Juliana Yung Lois Peterson Jim Gunson (Chair Education Council)	
Visitors	Monica Wylie (Library / Richmond Campus) Pam Penney (Day Care / Richmond Campus) Zoe Johnston (Admissions / Surrey Campus) Judith McGillivray (Dean / Faculty of Community & Health Studies)	
Call to Order	The Chair called the meeting to order at 6:00 pm and welcomed the visitors.	
Confirmation of Agenda	The agenda was confirmed as presented.	
Auditor General of Canada	<p>1997/1998 Audited Financial Statements</p> <p>The Vice President Administration advised the Board that the Auditors were unable to attend and suggested that a meeting to review the 1997/1998 Audited Financial Statements be scheduled for the beginning of July. It was agreed that the meeting would be held on Tuesday 14th July 1998 commencing at 5:30 pm in the Surrey Board Room.</p> <p>1997/1998 Unaudited Enrolment Report</p> <p>The Vice President Educational Services advised the Board that the Auditors will not be conducting the Enrolment Audit until September; therefore, the 1997/1998 unaudited Enrolment data to 31st March 1998 was submitted to the Board for information only.</p>	
Approval of Minutes	<p>Moved by Navnit Shah; Seconded by Janet Shauntz:</p> <p>THAT the Minutes of the Regular Meeting held 27th May 1998 be approved.</p> <p style="text-align: right;">MOTION CARRIED</p>	

Business Arising • **ABE Tuition-Free Announcement / Press Release**

The Vice President Educational Services advised the Board that the Ministry was informed that the elimination of tuition fees for ABE would cost Kwantlen \$470,000. The initiative is to be “revenue neutral” and is effective 01st July 1998.

• **Faculty Negotiations Update**

The Executive Director Human Resources advised the Board that Provincial negotiations have recessed for the summer. The Institutions are currently waiting for an answer from the provincial table to a request for clarification on whether several issues are provincial or local; a reply is expected sometime after the 8th of July. Future bargaining dates will then be discussed.

Since the last Board Report, agreement has been reached during local negotiations on Open Meetings, February Break, Office Space, Educational Leave process, and Assignment of Other Duties.

• **Notice of Motion**

Moved by Rick McIlveen; Seconded by Tim Glatley:

THAT the Kwantlen University College Board of Governors write to the Association of Canadian Community Colleges in support of the concept that a student or students be chosen as keynote speakers at the 1999 conference scheduled to be held in Quebec City.

MOTION CARRIED

Correspondence for information only

Committee Reports **Fund Raising Committee**

- Next Meeting of the Fund Raising Committee is scheduled for Wednesday 16th September 1998 commencing at 4:30 pm in the Surrey Campus Board Room.

Board Workshop **Development of Presidential Search Process**

Moved by Navnit Shah; Seconded by June Laitar:

THAT the composition of the Presidential Search Committee be as follows:

- **Four (4) Community members of the Board of Governors appointed by the Chair of the Board of Governors**
- **Five (5) Faculty members appointed by the Faculty Association**
- **Four (4) Campus Deans**
- **One (1) Vice President**
- **Two (2) representatives of the BCGEU appointed by the BCGEU**
- **Two (2) Students appointed by the Student Association**
- **One (1) representative of the Education Council appointed by the Education Council**
- **One (1) representative of the Excluded Staff appointed by the President**

MOTION CARRIED

The Vice Chair emphasized that the Search Committee makes recommendations to the Board of Governors; the final selection is the responsibility of the Board of Governors.

Moved by Navnit Shah; Seconded by Janet Shauntz:

THAT the following Terms of Reference for the Presidential Search Committee be as follows:

While it is understood that the board of Governors elects the President, the Search Committee will:

- 1. establish a Candidate Profile for approval by the Board of Governors;**
- 2. establish timelines for the Search Process for approval by the Board of Governors;**
- 3. consider how community input to the Candidate Profile will be obtained;**
- 4. review the applications and credentials of those who match the Candidate Profile;**
- 5. determine the “long list” of candidates to be given further consideration;**
- 6. establish a shortlist of candidates;**
- 7. determine how the candidates in the shortlist will be introduced to the Kwantlen University College community (eg: public presentations, question & answer sessions, etc.);**
- 8. present a shortlist of the candidates to the Board of Governors on or before the February 1999 Regular Meeting of the Board (recommendations may include, at the discretion of the Search Committee, a ranking of the candidates and a rationale for recommendations made);**
- 9. establish a monthly report to the Board of Governors on the progress to date.**

MOTION CARRIED

Moved by Navnit Shah; Seconded by Carolyn Granholm:

THAT the Chair of the Board of Governors chairs the Presidential Search Committee.

MOTION CARRIED

It was agreed that the staffing and support of the Presidential Search Committee will be provided by:

Liz McKinlay, Executive Director / Human Resources
Kelly Bentley, Executive Assistant to the President & Board of Governors.

The President will act as a resource to the Search Committee.

Financial support for the Search process will be made available as required.

It was suggested that the first meeting of the Presidential Search Committee be scheduled immediately following the meeting with the Auditors on the 14th of July.

**Post Secondary
Employers’
Association**

The provincial bargaining process is in recess for the summer.

Minutes of the PSEA Annual General Meeting held on 25th June will be distributed with the August agenda package.

A letter of congratulations and appreciation will be forwarded to Leo Perra from the Board of Governors regarding his re-election to the position of President / PSEA for a third term.

**Education
Council**

Courses

Moved by Navnit Shah; Seconded by Janet Shauntz:

THAT the following courses be approved:

Liberal Education

- LBED 3110 – Work Technology and Society
- LBED 3120 – Study of Cultures
- LBED 3140 – Science & Technology – an Historical & Philosophical Overview
- LBED 3310 – Power Relationships I
- LBED 3311 – Power Relationships II

Japanese

- JAPN 2200 – Intermediate Japanese I
- JAPN 2201 – Intermediate Japanese II

Communications

- CMNS 1105 – Introduction to Interactive Communication
- INFO 3110 – Professional Communications in Information Technology
- ENTR 3550 – Professional Business Communications

English Language Training (Part-time)

- ENLT 0110 – English Language Training I
- ENLT 0210 – English Language Training II
- ENLT 0310 – English Language Training III
- ENLT 0410 – English Language Training IV
- ENLT 0510 – English Language Training V
- ENLT 0610 – English Language Training VI

MOTION CARRIED

Grants Applications

Moved by Navnit Shah / Seconded by Janet Shauntz:

THAT the following recommended projects be funded from Kwantlen's internal curriculum development fund:

Associate Arts Degree for Design Draftsperson	\$ 8,000
Bibliographic Instruction for College Resources	\$ 8,150
Fine Arts for Humanities	\$ 8,622.34
Diversity Training Video for Faculty of Social Sciences & Music	\$ 9,143.37
and	
Collaborative Nursing Program for Community and Health Studies	\$ 28,803

If a LIP grant is not forthcoming, Education Council recommends approval of the request for Japanese for Employment Purposes for \$5,349.

If there are sufficient funds remaining, Automotive Upgrade for Applied Technology, Trades & Vocational should be approved for \$8,768.

MOTION CARRIED

Degree Proposal / Bachelor of Applied Design in Fashion

Moved by Navnit Shah; Seconded by Janet Shauntz:

THAT the Board approve the full degree proposal for a Bachelor of Applied Design in Fashion.

MOTION CARRIED

Music Programs

Moved by Janet Shauntz; Seconded by Gurbir Gill:

THAT the Certificate in Music Program require the following courses:

Rudiments of Music I and II (MUSI 1010 and 1020)
Listening to Music I and II (MUSI 1013 and 1023)
Certificate Aural Musicianship I and II (MUSI 1011 and 1021)
Major Instrument (MUSI 1105 and 1205)
Large Ensemble I and II
Elective courses from Music or University Transfer courses

For a total of at least 30 credits.

THAT the Diploma in Music – Music History Program be discontinued and the title of the Diploma in Music – Music Theory Program be changed to Diploma in Music – University Transfer.

THAT the Diploma in Music – General Studies be revised to require the following courses:

Music History – 6 credits (MUSI 1153 plus one of MUSI 1253, 2353, 2453)
Music Theory – 4 credits (MUSI 1150 and 1250)
Musicianship Skills – 4 credits (MUSI 1151, 1251, 1154, 1254)
Performance – 16 credits (Private Instruction and Large Ensemble for four semesters)
Electives – 30 credits. Students may choose from:

further courses in Music Theory, History, Aural Musicianship and Class Piano (MUSI 2351, 2451, 1253, 2453, 2350, 2450, 2354, 2454)

Additional Music courses (MUSI 1102, 1202, 2360, 2460)

Chamber Music (MUSI 1166, 1266, 2366, 2466)

University Transfer courses and those required by the B.B.A. in Entrepreneurial Leadership Degree.

THAT the Board approve the following Music courses:

MUSI 1000 – Ensemble Musicianship
MUSI 1010 – Rudiments of Music I
MUSI 1020 – Rudiments of Music II
MUSI 1011 – Aural Musicianship and Rhythm Training I
MUSI 1021 – Aural Musicianship and Rhythm Training II

MUSI 1013 – Listening to Music I
MUSI 1023 – Listening to Music II
MUSI 1014 – Introductory Class Piano I
MUSI 1024 – Introductory Class Piano II
MUSI 1016 – Certificate Chamber Ensemble I
MUSI 1026 – Certificate Chamber Ensemble II
MUSI 1017 – Kwantlen Strings I (Certificate)
MUSI 1018 – Kwantlen Wind Ensemble I (Certificate)
MUSI 1019 – Kwantlen Chorus I (Diploma)
MUSI 1105 – Major Instrument
MUSI 1015 – Kwantlen Guitar Ensemble
MUSI 1166 – Diploma Chamber Ensemble I
MUSI 1266 – Diploma Chamber Ensemble II
MUSI 2366 – Diploma Chamber Ensemble III
MUSI 2466 – Diploma Chamber Ensemble IV
MUSI 1167 – Kwantlen Strings I (Diploma)
MUSI 1267 – Kwantlen Strings II (Diploma)
MUSI 2367 – Kwantlen Strings III (Diploma)
MUSI 2467 – Kwantlen Strings IV (Diploma)
MUSI 1168 – Kwantlen Wind Ensemble I (Diploma)
MUSI 1268 – Kwantlen Wind Ensemble II (Diploma)
MUSI 2368 – Kwantlen Wind Ensemble III (Diploma)
MUSI 2468 – Kwantlen Wind Ensemble IV (Diploma)
MUSI 1169 – Kwantlen Chorus I (Diploma)
MUSI 1269 – Kwantlen Chorus II (Diploma)
MUSI 2369 – Kwantlen Chorus III (Diploma)
MUSI 2469 – Kwantlen Chorus IV (Diploma)

MOTION CARRIED

The Board requested the Vice President Education to confirm that English I and English II are not Music program requirements for transfer to UBC.

With reference to the inconsistencies within the Continuing Education programs, the Board requested that issues requiring Board Policy be brought to the Board with a recommendation from the Education Council.

President's Report

- **Day Care**

After considerable discussion, the following motions were put forward:

Moved by Rick McIlveen; Seconded by Nancy Clegg

THAT Administration, together with the Student Association and Day Care employee representatives, review the Day Care operations with the following objectives:

- **THAT affordable day care options be developed for students and employees;**
- **THAT the day care operations be carried out in a more cost effective manner;**
- **THAT day care facility use be maximized and, THAT a report be developed with recommendations as soon as possible for consideration by the Board of Governors.**

MOTION CARRIED

The Board may wish to develop a day care policy statement using the recommendations as a guideline.

It was agreed that the operation of the day care centres would continue “status-quo”

until the end of the 1998/1999 fiscal year.

Moved by Janet Shauntz; Seconded by Nancy Clegg:

THAT Administration explore the options for assistance from the Federal Government for day care services; and THAT a copy of the request be forwarded to the Kwantlen regional Members of Parliament.

MOTION CARRIED

- **1998/1999 Revenue & Expenditure Plan**

Moved by Janet Shauntz; Seconded by Navnit Shah:

THAT the 1998/1999 Revenue & Expenditure Plan be approved.

MOTION CARRIED

- **BCGEU Provincial Bargaining**

Moved by Navnit Shah; Seconded by Harry Bains:

THAT the Board support “main-table” bargaining for BCGEU negotiations.

MOTION CARRIED

- **Delta Property**

Moved by Navnit Shah; Seconded by June Laitar:

THAT the Board encourage Administration to continue discussions with regards to negotiating a lease of the Delta property to a golf enterprise; the lease to be five years with an option of an additional five years and to include an “escape” clause.

MOTION CARRIED

- **Human Resources Report**

The Human Resources report was accepted as presented.

Constituency Reports

Student Association / No report

BCGEU

Judy Deeley, Chair of the BCGEU, commented regarding thanked the Board of Governors for the discussion and decision regarding Day Care.

Faculty Association

Jack Finnbogason, President of the Faculty Association commented regarding:

- provincial and local bargaining;
- the unaudited enrolment report;
- that Doug Fletcher, Vice President Negotiations has been appointed to the provincial committee on funding;
- that he (Jack Finnbogason) has been appointed to the provincial accountability committee.

Board Chair’s Report

- a reminder of the upcoming ACCT Annual Conference scheduled for September in San Francisco.

Next Meeting Wednesday 26 August 1998 / 5:30 pm Dinner; 6:00 pm Meeting

/ Surrey Campus Board Room

Adjournment The meeting adjourned 9:35 pm.

CHAIR

VICE PRESIDENT
ADMINISTRATION

Our Mission:

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