



Kwantlen University College

MINUTES

Board Regular Meeting

Tuesday 26 June 2001 / Surrey Conference Centre

Present

Board

Jacqueline Rice /Chair
Rick McIlveen
Tom Radesh
Suzanne Cleaver
Navnit Shah
Carolyn Granholm
Mark Stephens
Kim Richter

Ex Officio Members
Robin Russell / Chair /
Education Council
Skip Triplett /President

University College

Linda Coyle /Vice President, Ventures &
Finance
David Ross /Associate Vice President,
Advancement & External Affairs
Derek Francis /Vice President, Educational
Services
Judith McGillivray / Vice President, Education
Liz McKinlay / Associate Vice President,
Human Resources
Roy Daykin /Director Finance
Sandi Klassen /Executive Assistant

Presenters:

Hemendra Shah / Audit Manager, Office of the
Auditor General of BC
Greg Alstad / Manager, Accounting Services
Karen Hearn / Acting Director of Facilities
Margo Richardsen, Facilities Assistant

Guests:

Paul Browning / Kwantlen Student Association
Doug Fletcher / President, Kwantlen Faculty
Association

Maureen Berry / Chair, BCGEU
Dave Hayer / MLA Surrey-Tynehead
Barb Krausher / Constituency Assistant to Dave
Hayer
Abhijit Sen / Instructor, Computer Information
Systems Program
Tricia Townsend / Confidential Assistant to the
President
Penney Grylls / Executive Assistant to the Vice
President, Educational Services
Over 30 Observers from the BCGEU, KFA,
KSA and Administration

Regrets

Conni Kilfoil
June Laitar
Bill Piket
Kathy Wutke
Juliana Yung

Special Presentation

The Chair presented Rick McIlveen and Dave Hayer with University College
prints. Rick McIlveen served on the Board for six years and Dave Hayer served
for two years. The Chair thanked each for their contribution and dedication to the
University College and the Board of Governors.

Presentation**Kwantlen's Facilities Department: Services, Challenges and Future Vision**
(Karen Hearn)

Facilities maintain and operate quality facilities and related services that provide a safe environment to teach, learn and work in. Kwantlen's facilities cover 86 acres of land, 848,078 sq. ft. within 24 buildings on four campuses, with a diversity of space types. Facilities has a broad range of responsibilities including safety and security, occupational health and safety programs, emergency communications, and an emergency response plan. Challenges faced by Facilities are rising utility costs and budget constraints. Much has been accomplished in the past 11 years. Kwantlen built three new campuses, added a conference centre at Richmond and expanded the Surrey campus. All projects were completed on budget and on time, an accomplishment unprecedented in BC's post secondary system. Looking into the future, Kwantlen needs to determine the future educational needs and design spaces to suit. Facilities wishes to enhance the occupational health and safety program, expand the environmental program, further develop the emergency response plan and improve security on campus.

Call to Order

The Chair called the meeting to order at 6:50 pm.

The Chair welcomed the guests and observers to the Board Meeting.

Confirmation of Agenda

Moved by Rick McIlveen, seconded by Suzanne Cleaver:
THAT the agenda be accepted.

MOTION CARRIED

Presentation**2001/2002 Audited Financial Statements**

Roy Daykin, Director Finance and Hemendra Shah, Audit Manager (Office of the Auditor General of British Columbia) distributed the Auditor's Report; commented on the Financial Statements and the audit advising that "the financial statements present fairly, in all material respects, the financial position of Kwantlen University College as at 31 March 2001 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles".

After a question and answer period, the following motion was put forward:

Moved by Navnit Shah; Seconded by Rick McIlveen:
THAT the Audited Financial Statements for the year ending 31 March 2001 be approved.

MOTION CARRIED

Derek Francis, Vice President Educational Services and Hemendra Shah, Audit Manager (Office of the Auditor General of British Columbia) reviewed the Audited Enrolment Report advising that "in accordance with Ministry directives, the University College has used the Audited Enrolment Report Manual to calculate the FTEs".

After a question and answer period, the following motion was put forward:

Moved by Navnit Shah; Seconded by Tom Radesh:
THAT the Audited Enrollment Report for the year ending 31 March 2001 be approved.

MOTION CARRIED

On behalf of the Auditor General's office, Hemendra Shah extended thanks to the management and staff of the University College for their cooperation and assistance during the audit.

Approval of Minutes **Moved by Navnit Shah; Seconded by Tom Radesh:**
THAT the minutes of the Regular Meeting 23 May 2001 be approved.
MOTION CARRIED

Moved by Rick McIlveen; Seconded by Suzanne Cleaver:
THAT the minutes of the Special Meeting 11 June 2001 be approved.
MOTION CARRIED

Business Arising and/or New Business **Library Funding** (Mark Stephens)
Mark Stephens presented a broad overview of library funding at Kwantlen University College for the Board's information.

Daycare (Mark Stephens)
Mark Stephens presented the original intent of the daycare and its present status. The daycare no longer fulfills the original intent. Mr. Stephens expressed concern regarding the subsidy provided to the daycare by Kwantlen yearly. The Board suggested that it is a social issue, not a budget issue.

Correspondence Received for information

President's Monitoring Report **Human Resources Report** (Liz McKinlay)
Negotiations with the Kwantlen Faculty Association (KFA) are in recess for the summer, resuming in the fall. There is agreement on 32 issues and nine issues are outstanding.

The KFA filed a complaint with the Labour Relations Board regarding the parking increase. Kwantlen has offered to cancel the rate increases scheduled for 01 September 2001 and is waiting for a response from the union.

Ms. McKinlay presented an update on grievances and arbitrations. In future, the filing date of these items will be listed in the report.

Revised 2001/2002 Operating Capital Plan (Linda Coyle)
Linda Coyle presented the detail for the 2001/2002 Operating Capital Plan for information as requested at the 23 May 2001 Board Meeting.

2001/2002 Revenue and Expenditure Plan (Linda Coyle)
Roy Daykin, Director Finance and Greg Alstad, Manager Accounting Services presented the 2001 / 2002 Revenue & Expenditure Plan.

After discussion, the following motion was put forward:

Moved by Suzanne Cleaver; Seconded by Kim Richter:
THAT a Special Meeting of the Board be called to discuss the 2001 / 2002 Revenue & Expenditure Plan.
MOTION CARRIED

The Special Meeting of the Board will be held Friday 29 June 2001 at 5:30 pm. Finance will bring alternatives for funding the shortfall caused by the deferral of the parking rate increase as well as a breakdown of the complete budget by categories.

President's Update

Skip Triplett's activities for the month of June were presented for information. The President met the Honourable Shirley Bond, Minister of Advanced Education, at the AECBC Conference. Ms. Bond commented on Kwantlen's plans for Cloverdale.

Committee Reports

Community Contacts (Navnit Shah)

Draft Agenda for Breakfast with MLAs

Moved by Navnit Shah; Seconded by Tom Radesh:

THAT the draft agenda for the MLA Breakfast scheduled for 20 July 2001 be approved.

MOTION CARRIED

Moved by Rick McIlveen; Seconded by Carolyn Granholm:

THAT the Notes of the Community Contacts Committee Meeting held 18 June 2001 be approved.

MOTION CARRIED

Policy Governance Committee (Conni Kilfoil) / Nothing to report.

Board of Governors / Education Council Joint Meeting (Carolyn Granholm)

Date of Next Meeting

The next meeting of the Board of Governors / Education Council Joint Meeting is Tuesday, 17 July at 6:00 pm.

Post-Secondary Employers' Association

Carolyn Granholm reported that PSEA elected a new executive. They discussed excluded employee compensation, clarifying the issues. Compensation for excluded employees has been de-linked from the president's salary. It will be set independently.

Monitoring Reports

Education Council (Robin Russell / Chair)

Robin Russell presented a report from the Intake Testing and Assessment Committee. Education is considering establishing a minimum threshold for English language competency that will serve as a minimum prerequisite for all university transfer and career/professional courses offered by the University College. The minimum prerequisite should be based on achievement, placement and enrolment criteria.

Entrance Requirements for the Bachelor of Technology in Information Technology Program

Moved by Rick McIlveen; Seconded by Mark Stephens:

THAT the entrance requirements for the B. Tech in IT Program be revised from C+ or better in Math 11 to C or better in Math 12, and from C+ or better in English 12 to a B in English 12.

MOTION CARRIED

The Board thanked the Education Council for all the work they did in determining the necessary revisions.

**Constituency
Reports**

Student Association / Paul Browning

The KSA is opposed to the parking rate increase because it considers parking an ancillary fee and it decreases access for students.

BCGEU / Maureen Berry / Chair

The BCGEU cannot support parking rate increases. They feel that Kwantlen is underfunded and the increases are to replace what the Ministry should fund.

Kwantlen Faculty Association / Doug Fletcher, President

The KFA feel that Kwantlen relies on parking revenue to fund what should come out of general revenues.

AECBC Report

Navnit Shah reported on the Annual General Meeting and Conference hosted by Capilano. There were excellent speakers and workshops. A motion was passed to prepare a plan to wind down AECBC by 31 March 2002, which will be presented at a Special General Meeting in September.

Another motion was approved for a committee of governors to develop a plan to have something for the benefit of board members in education and leadership. The new structure will be totally separate from AECBC.

**Board Chair's
Report**

ACCC Call for Presentations

Presented for information. Contact Sandi Klassen if there are any suggestions for presentations.

ACCT Conference Information

The Association of Community College Trustees (ACCT) Convention 2001 will be held 10-13 October in San Diego, California. Board Members wishing to attend will contact Sandi Klassen to confirm their attendance.

Adjournment

The meeting adjourned at 9:40 pm.

CHAIR

VICE PRESIDENT
VENTURES & FINANCE

