



Present

Board

Arvinder Bubber
Kathleen Casprowitz
Ken Hahn
Tana Plewes
Tom Radesh
Kim Richter
David Takahashi
Juliana Yung
Tony Yurkovich

Ex-Officio:
Robin Russell / Chair,
Education Council
Skip Triplett / President

University College

Linda Coyle / Vice President Ventures
Derek Francis / Vice President Learner
Support
Judith McGillivray / Vice President
Learning
Liz McKinlay / Associate Vice President,
Human Resources
Roy Daykin / Director, Finance
Peter Chevrier / Director Marketing &
Communications
Sandi Klassen / Executive Assistant

Guests:

Laura Anderson / KSA
Doug Fletcher / President, KFA
Lornell Ridley / Director of Development
Maxine Mott / Dean, Community & Health
Studies
Penney Grylls / Executive Assistant to VP,
Learner Support
Carolyn Oliver / Executive Assistant to VP,
Ventures
Judy Deeley / Manager, Customized Training
Brook Walker / KSA Director of Finance
Steve Lee / KSA Resources Coordinator

Regrets

June Laitar

Call to Order

Skip Triplett called the meeting was called to order at 6:02 pm. Mr. Triplett chaired the meeting in the absence of an elected Chair.

**Welcome /
Introductions**

Skip Triplett welcomed and introduced all the guests at the Board Meeting. Mr. Triplett also welcomed all new Board Members and they introduced themselves to the other Board Members.

Oath of Office	<p>Skip Triplett administered the Oath of Office to the following Board Members:</p> <p>Arvinder Bubber Kathleen Casprowitz Ken Hahn Tana Plewes David Takahashi Tony Yurkovich</p>
Confirmation of Agenda	<p>Agenda Item Number 15c. Faculty Association Report was moved to Item Number 8b.</p> <p>The agenda was confirmed by consensus.</p>
Election of Chair	<p>The President called for nominations for the position of Chair of the Board of Governors. Tom Radesh nominated Ken Hahn for the position of Chair, seconded by Kathleen Casprowitz. Mr. Hahn accepted the nomination. Nominations were called three times.</p> <p>In the absence of other accepted nominations, Mr. Hahn was declared Chair of the Board of Governors by acclamation.</p>
Election of Vice Chair	<p>Moved by Kim Richter; seconded by Juliana Yung:</p> <p>THAT the election of Vice Chair be deferred until the next regular meeting of the Board.</p> <p style="text-align: right;">MOTION CARRIED</p> <p>Skip Triplett passed the gavel to newly elected Chair, Ken Hahn.</p> <p>Ken Hahn thanked fellow Board Members for electing him.</p>
Approval of Minutes	<p>Moved by Juliana Yung; seconded by Tom Radesh:</p> <p>THAT the minutes of the Regular Meeting 19 September 2001 be approved.</p> <p style="text-align: right;">MOTION CARRIED</p>
Revision of Minutes	<p>Moved by Kim Richter; seconded by Juliana:</p> <p>THAT the minutes of the Regular Meeting held 22 August 2001 be revised to correct two items under the heading AECBC Report on page 4, as per a letter received from Peter Jones, President AECBC.</p> <p style="text-align: right;">MOTION CARRIED</p>
Board Education	<p>Carver Model of Policy Governance / Skip Triplett</p> <p>The Carver Model of Policy Governance has served Kwantlen well.</p>

Skip Triplett presented a condensed version of a workshop given by Tom Abbott, Association Management Consultants at the Board's Spring 2001 Retreat. Following is a summary of Mr. Triplett's comments.

- The Board represents the true owners of the University College – the general public.
- The Board prescribes the ends it would like the university college to achieve, not the means to achieve these ends – except means that are unacceptable.
- The Board's work is to develop, maintain and monitor policies which specify 1) the ends it wishes to achieve 2) limitations in the means the CEO may use to achieve those ends 3) how it will relate to the CEO and 4) the processes it will use to govern.
- The Board creates committees to help the Board do its work, not to help or advise the CEO and the CEO's leadership team do their work.
- The Board monitors the CEO's performance against only approved ends and executive limitations.
- The CEO reports to the entire Board, not the Board Chair.
- The CEO and Board Chair are peers who consult with, and advise, each other.
- The Board speaks with one voice, through its chair – or not at all.

**Constituency
Report**

Kwantlen Faculty Association / Doug Fletcher, President
Mr. Fletcher welcomed the new Board Members on behalf of the KFA. Mr. Fletcher urged the Board to ratify the collective agreement. The KFA is eager to work with the Board to make Kwantlen the premiere institution it should be.

**Business
Arising and/or
New Business**

Date for Regular Board Meeting

Decision on this date was deferred until the next Regular Board Meeting, which will be held on Wednesday, 28 November 2001 at the Surrey Campus Board Room.

Langley School District Survey / Kim Richter

The Langley School District conducted a survey of 800 graduates from the Year 2000, one year after they graduated. They found that 54% continued with some type of post secondary education, leaving 46% who did not. The concern is that we need to reach this 46% of students and show them options for their future training. In order to be effective in this, Kwantlen needs to reach these students when they are in Grades 9 & 10. The school district is eager to forge better relationships with Kwantlen in order to reach these students.

Ms. Richter suggested appointing school board members to college boards.

A past Board had discussions about this very subject. At that time, Janet Shauntz, a school trustee and Board Member, expressed concern about this. Skip Triplett will contact Ms. Shauntz and discuss the matter with her, possibly asking her to come and discuss the issue with the Board.

At the heart of the issue is Kwantlen's relationship with the four school districts it serves.

**Moved by Juliana Yung; seconded by Kim Richter:
THAT Kwantlen's relationship to the four school districts it serves be referred to Administration. Administration will develop a report showing what Kwantlen's present relationship with the school districts is and possibilities for the future.**

MOTION CARRIED

**Amendment to
Policy 1.11**

Policy 1.11 Comprehensiveness / Skip Triplett

**Moved by Tony Yurkovich; seconded by Tana Plewes:
THAT the following statement be added to Paragraph 2 under
Admissions in Policy 1.11, Comprehensiveness:**

**"Additional non-academic criteria may be developed for designated
oversubscribed selective entry programs."**

MOTION CARRIED

Date for Thank You Dinner for Former Board Members

A Thank You Dinner to honour former Board Members will be held Thursday, 29 November 2001, place to be determined.

Date for Board Reception

The Board Reception will be held Tuesday, 04 December 2001, 5:00-7:30 pm in the Surrey Campus Conference Centre, Side B.

Date for Board Two-day Spring Retreat

At the next Regular Board Meeting, options for locations within easy driving distance will be discussed.

Elders Feast

Board Members will let Sandi Klassen know if they are able to attend the Elders Feast on Wednesday, 14 November 2001, 5:00 pm, Surrey Campus Conference Centre.

Correspondence

The correspondence was received for information.

President's Monitoring Report

Strategic Structure / Skip Triplett

Skip Triplett presented a strategic structure of senior administration that is effective this evening. It includes two areas: Core Services and Resource Services.

Core Services includes the Vice President for Learning & Provost (Judith McGillivray). A Dean of Research and Industry Liaison, reporting to Ms. McGillivray, is being considered. Such a position would free up Ms. McGillivray to concentrate on learning and take on the extra responsibilities of provost.

Core Services also includes the Vice President for Learner Support (Derek Francis). There are no material changes to this portfolio.

Resource Services includes the Vice President of Financial Resources and Market Development (David Ross, Acting). Responsibilities of this portfolio include Financial Services, Communications and Market Development.

Resource Services also includes the Chief Operating Officer (COO) of the Kwantlen Foundation and the Vice President of Ventures (Linda Coyle). This portfolio includes the Kwantlen Foundation, Continuing Education, Customized Training and Employee Development.

The portfolio of the Associate Vice President of Human Resources (Liz McKinlay) remains the same.

The Dean of the School of Business, Gordon Lee, has agreed to work with Skip Triplett on a strategic process for Kwantlen University College. Mr. Lee will use a very consultative process.

Meta Evaluation Update

Skip Triplett presented an update on the Meta Evaluation process for the Board's information. An External Audit Team will visit Kwantlen November 20-23. The Board will approve the final report.

2001 / 2002 Revenue / Expenditure Plan / Linda Coyle
Kwantlen's fiscal year is April 1 to March 31.

A status report on the Expenditure Plan was presented to the Board for their information.

President's Update / Skip Triplett

The President's External Activities Report was received for information.

Committee Overview

Community Contacts Committee

This committee ensures that the Board stays in contact formally with the community.

Policy Governance Committee

This committee regularly and routinely looks at Board policies.

Bi-Cameral Governance

The Board of Governors is the legislated authority over most things except curriculum. Education Council has legislated authority over curriculum. The College & Institutes Act states that the Board must seek the advice of Education Council and Education Council must advise the Board on certain issues.

Longhouse Committee

This is a special purpose committee, chaired by June Laitar, looking into the possibility of receiving funding for a longhouse next time Kwantlen builds a campus.

Following the explanation of existing committees, Skip Triplett asked the Board to consider if these committees are valid and necessary, and if any other committees, such as a finance committee, should be struck.

Mr. Triplett also asked the Board Members to consider letting their name stand as chair of the various committees.

Post-Secondary Employers' Association

Election of Board Representative

The election of a Board representative to PSEA was deferred to the next regular meeting of the Board.

Monitoring Reports

Education Council / Robin Russell

Admission Requirement for International United States Students

Moved by Juliana Yung; seconded by Kim Richter:

THAT the Board approve an amendment to Kwantlen's admission requirement for international USA students as follows:

"International students from the USA will only be admitted to the University College if they have graduated from high school, obtained their GED, or passed a United States government approved exam that is deemed equivalent to high school"

MOTION CARRIED

Establishing Minimum Level English Competency

Moved by Kim Richter; seconded by Tom Radesh:

THAT Kwantlen University College:

- **Establish a minimum threshold for English language competency for all university transfer and career/professional courses;**
- **Require that the minimum threshold should be as broadly defined as possible by including achievement, placement and enrolment criteria:**

1. 'C' in English 12 or 'C' in Communications 12 or 213
CBTOEFL with Writing Band 4 or
2. Placement in English 0099 or ACPE 00081 or ACPE 0091, or
3. Enrolment in EASL 0075 or ACPE 0070.

MOTION CARRIED

Admission Point System in the Collaborative Nursing Program (CNP)

Moved by Tom Radesh; seconded by Juliana Yung:

THAT the Board approve the distribution of the 32 seats in the CNP as follows:

- 8 seats dedicated to applicants currently enrolled in high schools who will enter through random selection
- 8 seats drawn through random selection (which could include high school student applicants not drawn in the previous 8)
- 16 seats assigned to those students with the highest points calculated from the following criteria:
 - Geographical location 1 point
(geographical location is defined as those applicants who reside within the Kwantlen catchment region)
 - Relevant education experience 6 points
(6 points to be calculated from:
 - Biology 1160 1 point
 - Biology 1260 1 point
 - English 1100 level 1 point
 - English 1200 level 1 point
 - Elective 1 point
 - Elective 1 point
 - Persistent interest in the program 2 points
(1 point allotted for each previous unsuccessful admission attempt)
 - Aboriginal applicant 1 point
 - TOTAL 10 points**

After much discussion the following motion was made:

Moved by Kim Richter; seconded by Juliana Yung:

THAT the Admission Point System in the Collaborative Nursing Program be referred to Education Council for revision, taking into account the Board's discussion, for review at the Regular Board Meeting in January 2002.

MOTION CARRIED

New Standing Committees

Education Council established three new standing committees:

1. Degree and Program Evaluation Committee
2. Policy Review Sub-Committee
3. Appeals Review Sub-Committee

**Constituency
Reports**

Student Association / Laura Anderson

- The KSA is electing five representative positions in a by-election and five new liaison positions.
- The KSA is asking students, via a referendum, to approve establishing a new independent student newspaper (The Muffin).
- Ms. Anderson expressed the KSA's concern about the slow erosion to open access at Kwantlen University College.
- The KSA feels Kwantlen needs to lobby the school boards so they prepare students better for entry into Kwantlen University College.

BCGEU / Nothing to report.

AECBC

Special General Meeting Report

At the Special General Meeting of the AECBC on 01 October 2001, the membership voted unanimously to dissolve the AECBC.

Kwantlen's Charitable Designation

Kwantlen University College advised the AECBC that Kwantlen's share of the remaining assets of the AECBC be sent to the Kwantlen University College Foundation.

**Board Chair's
Report**

Scholarships & Awards Ceremony

Board Members will advise Sandi Klassen if they are available to present scholarships and awards to deserving students on Thursday, 22 November at 6:00 pm at the Radisson President Hotel in Richmond.

Adjournment

The meeting adjourned at 9:55 pm.

CHAIR

**VICE PRESIDENT
Ventures & Finance**