

MINUTES
BOARD REGULAR MEETING
Wednesday 25 November 1998 / Newton Campus / 6:00 pm

	BOARD	UNIVERSITY COLLEGE
Present	Richard McIlveen (Chair) Navnit Shah (Vice Chair) Janet Shauntz Lois Peterson Carolyn Granholm Gurbir Gill Tim Glatley June Laitar	Derek Francis (Vice President / Educational Services) Bob Lisson (Vice President / Administration) Skip Triplett (Vice President / Education) Liz McKinlay (Executive Director / Human Resources) Maggie Fung (Acting Dean / Information & Education Technology) Kelly Bentley (Board Assistant) Jack Finnbogason (President / Faculty Association) Eldon Sala (President / Student Association)
	<i>Ex Officio Members</i>	
	Jim Gunson (Chair / Education Council) Gerry Kilcup (President)	

Regrets	David Marvuglia T.N. Foo	Nancy Clegg Harry Bains	Juliana Yung
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Call to Order The Chair called the meeting to order at 6:00 pm and extended a welcome Ken Hoffman, Surrey School Trustee; Rhonda Porter, ESL Chair; and Moira deSilva, ELT Chair.

Confirmation of Agenda The Agenda was accepted as distributed.

Approval of Minutes **Moved by Navnit Shah; Seconded by Lois Peterson:**
THAT the Minutes of the Regular Meeting held 28th October 1998 be approved.
MOTION CARRIED

Business Arising **Student Association Health & Dental Plans**

After considerable discussion, the following motions were put forward:

- **Moved by Lois Peterson; Seconded by Janet Shauntz:**
THAT the University College Administration be authorized to proceed with the Student Association to phase in the Student Health & Dental Plan, beginning with either Health or Dental dependent upon the decision of the Student Association, effective 01 September 1999.

After further discussion, the following amendment was put forward:

Moved by Navnit Shah; Seconded by Lois Peterson & Janet Shauntz:
THAT the implementation takes place with the proviso that the carrier be responsible for the University College's cost of implementing and administrating the plan.

MOTION CARRIED

- **Moved by Carolyn Granhom; Seconded by Janet Shauntz:**
THAT prior to the implementation of the remainder of the plan, a review of the success of the first portion be brought to the November 1999 Board of Governors Meeting for discussion; and, at that time, the Board will consider recommendations for future implementation.

MOTION CARRIED

Correspondence No Correspondence

Committee Reports **Community Contacts**

Moved by Navnit Shah; Seconded by Tim Glatley:

THAT the Board meet with the following organizations:

- **January 1999 / Board & Senior Administration of ITAC**
- **February or March 1999 / Board & Senior Administration of Tech BC**
- **May or June 1999 / Board & Senior Administration of Douglas College**
- **September 1999 / Chambers of Commerce from Surrey/Cloverdale, Richmond & Langley**

MOTION CARRIED

Fund Raising / No Report

Policy Governance

The Committee agreed to develop the following policies for approval by the Board:

- a Board policy outlining a process for oral hearing; and
- a Board policy outlining a process for the development of a Presidential Search Committee.

Presidential Search Committee

It was reported that the Presidential Search is progressing on schedule; twenty-three applications have been received. The applications will be circulated to the Committee for review; the Committee will be meeting on the 14th of December to develop an interview schedule.

Post-Secondary Employers' Association

Ratification of the Faculty Collective Agreement

At this time, Jim Gunson excused himself from the meeting due to a potential conflict of interest. The Board Chair asked if there was a perception of conflict or any objection to Tim Glatley, member of the BCGEU, remaining in the meeting. The Board Members agreed that there was no conflict.

Liz McKinlay distributed the "Common Agreement / Highlights of key changes in the Provincial Agreement" and a synopsis of key changes in the local agreement.

Jack Finnbogason distributed the KCFA Bargaining Bulletin and stated that the Association is scheduled to hold a Ratification Meeting on Wednesday 09 December 1998.

After discussion, the following motion was put forward:

Moved by Lois Peterson; Seconded by Janet Shauntz:

THAT the Board of Governors ratify the Provincial and Local Faculty Agreements.

MOTION CARRIED

Appreciation and thank you was extended to both the Faculty Association Team and the Administration Team; negotiations were handled professionally.

Monitoring Reports **Education Council**

- **Curriculum Approval**

Moved by Navnit Shah; Seconded by Tim Glatley:

THAT the following Courses be approved:

ENTR 3110 Advanced Organizational Behaviour
ENTR 3129 Managerial Accounting for Entrepreneurs
ENTR 3130 Production and Operations Management
ENTR 3140 Entrepreneurial Marketing
ENTR 3150 Business Economics
ENTR 3170 Entrepreneurial Finance
INFO 3110 Professional Communications in Information Technology
INFO 3210 Distributed Systems
INFO 3220 Multimedia Systems
INFO 3230 Object-Oriented Software Development
INFO 4210 Human Factors and Computer Interface Design
INFO 4340 Integration Project
LBED 3130 Critical Thinking, Logic and Scientific Reasoning
NRSRG 3210 Health 4: Health Promotion and Community Development
NRSRG 3235 Healing/Professional Growth: Bridge Out
CMNS 1105 Introduction to Interactive Communication
HIST 2360 Origins of Modern India
PHYS 2335 Modern Laboratory Practice

MOTION CARRIED

- **Faculty Member Qualifications**

After clarification of the issues and discussion, the following motion was put forward:

Moved by Navnit Shah; Seconded by Janet Shauntz:

THAT Kwantlen University College recognizes a responsibility to develop qualified University College faculty. To this end, our minimum faculty qualification criteria will enable functionally qualified candidates to begin their teaching career at Kwantlen.

MOTION CARRIED

President's Report

- **Budget Status Report**

Based on a detailed analysis of revenues and expenditures at 31 October 1998 and assuming the spring enrollments are comparable to last year, we are projecting a balanced budget at 31 March 1999.

Projected revenues from student fees (excluding international fees) are close to budget. Revenues from investments, bookstore, food services, parking and other sources are projected to exceed budget by approximately \$150,000.

International student fee revenue is projected to increase by \$500,000 and total approximately \$800,000 for the year. This revenue is used to cover recruitment costs, provide additional sections (particularly ESL and ELT) and support various support service functions. Projected revenue will exceed budget by approximately \$150,000.

At 31 October 1998 operating expenditures for salary and other expenses are consistent with prior years' expenditures and are projected to be within budget.

As at 31 October 1998 \$8,000,000 was invested in various financial instruments in accordance with Executive Limitations and Kwantlen policies E.17 and E.16.

- **Policy Accord on Government Training Expenditures**

The Accord is an agreement between the Provincial Government and college, institute and agency employers (as represented by the Post Secondary Employers' Association / PSEA) and unions (College and Institute Educators' Association / CIEA and BC Government and Services Employees' Union / BCGEU) aimed at creating a new relationship between public post-secondary institutions and the Province with respect to purchase and delivery of government training and educational services. A copy of the Accord, a sheet of key facts and a questions and answers document was submitted to the Board for information.

- **Surrey Phase II Project Status Report**

The Project is approaching the 50% completion stage. In the Classroom Block, with the exception of the glazed curtainwall system, the exterior envelope is substantially complete and architectural finishing work is ready to commence on the main floor. In the Administration Block, the roofing is complete and the work on the exterior stucco and the boarding of the interior and exterior walls has commenced. In the Recreation block, the work on the structural steel and the roof decking is complete and work on the framing for the exterior walls has commenced.

Just over 28 weeks remain to achieve the contract substantial Completion Date of 17 May 1999; the project is on budget and on schedule.

The Interior Design Students have reviewed the color schemes and their suggestion regarding the colour of the washroom vanities has been implemented. The Horticulture Students are reviewing the landscape drawings and will participate in some of the landscaping issues.

The Vice President Administration advised the Board that a status report regarding the renovations to the existing buildings will be brought to the January 1999 Board Meeting.

- **Bylaw No. 4 Fees**

Moved by Navnit Shah; Seconded by Lois Peterson:

THAT amendments to Bylaw No. 4 Fees be approved as follows:

- ⇒ **Tuition fees no longer apply to Adult Basic Education Programs and Courses as of 01 July 1998;**
- ⇒ **Degree Program fees be included to reflect the motion passed by the Board of Governors in February 1998;**
- ⇒ **Calendar charges be increased to reflect actual costs;**
- ⇒ **Fees and charges for International Students not be specified in the Bylaw in order to provide flexibility to market conditions; and**

THAT the following addition be included in Item #4 "International Students":

Fees and charges for international students shall be determined and/or revised by the Vice President, Educational Services *for approval by the Kwantlen Board of Governors*; and consistent with the Ministry guidelines be set at a level that covers direct costs and overhead.

MOTION CARRIED

- **Surrey Phase II Tours**

Board Members wishing a tour of Surrey Phase II are asked to contact either the Vice President Administration or the Board Assistant.

Constituency Report

Student Association

- Eldon Sala thanked the Board with regard to its motion relating to the Proposed Student Health & Dental Plans and advised the Board that a status report regarding the implementation will be forwarded to the Board.

BCGEU / No report

Faculty Association

Jack Finnbogason, President / Faculty Association commended the bargaining teams and commented on the high degree of trust between the employer and the association negotiators.

Other comments made by the Faculty Association President included:

- the Provincial Salary Scale;
- the Provincial Accord on Government Training Expenditures; and
- the report of the Board Policy Governance Committee.

Board Chair's Report

The Board Chair reminded members of the Social Reception scheduled for Thursday 10 December starting at 4:30 pm the Surrey Board Room.

Next Meeting

Wednesday 27 January 1999 / Surrey Campus Board Room
/ 5:30 pm Dinner; 6:00 pm Meeting

Adjournment

The meeting adjourned 8:20 pm.

CHAIR

VICE PRESIDENT
ADMINISTRATION