



**Present**

**Board**

Tana Plewes / Vice Chair  
June Laitar  
Kim Richter  
Ken Hahn  
David Takahashi  
Tom Radesh  
Cindy Wilker  
Kathleen Casprowitz

*Ex-Officio:*

Skip Triplett / President  
Dana Goedbloed / Chair,  
Education Council

**University College**

David Ross / Vice President, Financial  
Resources & Market Development  
Linda Coyle / Vice President, Ventures  
Liz McKinlay / Associate Vice President,  
Human Resources  
Judith McGillivray / Vice President,  
Learning & Provost  
Derek Francis / Vice President, Learner  
Support  
Roy Daykin / Director, Finance  
Gordon Lee / Dean, School of Business  
Sandi Klassen / Executive Assistant

**Guests:**

Nancy Clegg / President, KFA  
Gerry Lengert / Dean, Applied Tech,  
Trades & Vocational  
Colin Haigh / Millwright Instructor  
Bob David / Millwright Instructor  
Lornell Ridley / Director of Development

**Regrets:**

Arvinder Bubber  
Tony Yurkovich  
Steve Lee

**Presentation**

Colin Haigh and Bob Davis conducted the Board on a tour of the Millwright Program area. They demonstrated the computerized Entry Level Millwright Training Management System to the Board. It is a program that tracks students as they progress through the self-paced, individualized modules. A tour of the shop floor followed the computer demonstration.

**Call to Order**

The Chair called the meeting to order at 6:48 pm and welcomed the guests. The Chair also thanked the millwright personnel for the enlightening tour.

**Confirmation of  
Agenda**

The agenda was confirmed by consensus.

**Presentation**

Tana Plewes, Vice Chair of the Board, presented Ken Hahn, immediate past Chair, with an inscribed block and gavel in recognition of his service as Chair of the Board from November 2001 to October 2002.

**Previous Meeting  
Evaluation**

The Vice Chair asked for comments about the meeting evaluation.

**Consent Agenda**

**Moved by Ken Hahn; seconded by Tom Radesh:  
THAT the Consent Agenda be approved with the following items  
removed from the Consent Agenda:**

**President's Activities  
Notes of Board Retreat**

**MOTION CARRIED**

**Items Approved under the Consent Agenda:**

- a. Minutes of the Board Regular Meeting dated 16 October 2002

**Items Received for Information under the Consent Agenda:**

- c. Human Resources Report
- d. Notes, Policy Governance Committee Meeting, 05 November 2002
- e. Notes, Finance Committee Meeting, 23 October 2002
- g. Kwantlen University College Foundation Financial Statements

**Business Arising /  
New Business**

**Policy 1.8, *Internal Validation of Degree Programs***

**Moved by Kathleen Casprowitz; seconded by Tom Radesh:  
THAT the Board of Governors approve changes, as presented, to Policy  
1.8, *Internal Validation and Approval of Programs*.**

**MOTION CARRIED**

**President's  
Monitoring Report**

**President's Update**

Skip Triplett mentioned his meetings in Victoria with the Ministry of Advanced Education (AVED). Mr. Triplett reported on the results of the AUCC application and how Kwantlen will pursue its own strategic plan. Mr. Triplett is concerned about the short-term impact on our graduating students who apply to graduate school in conventional universities. A meeting with Dr. Martha Piper, President of UBC is being pursued to address this concern.

*Fraser Downs Fundraiser*

The Kwantlen Foundation held its first major fundraiser on 24 October. The event netted \$23,600 towards scholarships and awards for students, establishing a \$10,000 Todd Hanna Achievement Award scholarship in memory of the late Todd Hanna, a founding Foundation Board Member. \$10,000 will establish a matching funds account with the remaining dollars undesignated as yet. All the funds raised will go to helping Kwantlen students. Ms. Coyle thanked all those Board Members who supported the event.

*Kwantlen Christmas Cards*

Board Members were given the opportunity to order Christmas cards. The proceeds will go toward the support of scholarships and awards for students.

**Board Committees      Policy Governance Committee / David Takahashi, Chair**

*Board Conduct and Conflict of Interest Bylaw*

**Moved by David Takahashi; seconded by Ken Hahn:**

**THAT the Board of Governors approve the *Board Conduct and Conflict of Interest Bylaw*, as recommended by the Policy Governance Committee of the Board.**

**MOTION CARRIED**

**Next Meeting of Policy Governance Committee**

Tuesday 09 December 2002 / 4:00 – 6:00 pm / Surrey Campus Board Room

Committee members are David Takahashi, Tom Radesh, and June Laitar.

**Finance Committee / Kathleen Casprowitz, Chair**

*Policy 1.4, The Cost*

**Moved by Kathleen Casprowitz; seconded by David Takahashi:**

**THAT the Board of Governors approve revisions to Policy 1.4, *The Cost*, as recommended by the Finance Committee of the Board.**

**MOTION CARRIED**

*Policy 2.5, Budget / Expenditure Plan*

**Moved by Kathleen Casprowitz; seconded by Ken Hahn:**

**THAT The Board of Governors approve revisions to Policy 2.5, *Budget / Expenditure Plan*, as recommended by the Finance Committee of the Board.**

**MOTION CARRIED**

Ms. Casprowitz reported that the Finance Committee is reviewing all Board policies related to finances. The Committee is requesting a written financial report that will help them in monitoring the approved budget. The Committee is following up on several areas that they have some concerns with, asking the person accountable for that area to come and speak to the Finance Committee.

Committee members are Kathleen Casprowitz, Kim Richter, Tony Yurkovich, and Cindy Wilker.

**Post-Secondary  
Employers'  
Association**

At the recent PSEA meeting, Bill 66, the Executive Compensation Act, was discussed, along with the implications for the post secondary system in BC.

**Monitoring  
Reports**

**Education Council** / Dana Goedbloed, Chair

*Program Concept: Certificate in English Language Proficiency*

**Moved by Tom Radesh; seconded by Kim Richter:**

**THAT the Board of Governors approve the Program Concept for a Certificate in English Language Proficiency.**

**MOTION CARRIED**

*Program Concept: Applied Business Technology, Paralegal Diploma*

**Moved by Ken Hahn; seconded by Kathleen Casprowitz:**

**THAT the Board of Governors approve the Program Concept for the Applied Business Technology, Paralegal Diploma.**

**MOTION CARRIED**

Articulation between Kwantlen's School of Business and Richmond International High School

**Moved by Kathleen Casprowitz; seconded by June Laitar:**

**THAT the Articulation Agreement between Kwantlen's School of Business and the Richmond International High School be approved.**

**MOTION CARRIED**

Ms. Goedbloed informed the Board that Education Council approved a Program Letter of Intent for the Career Practitioner Training Citation (CE). Ms. Goedbloed also mentioned a number of items coming up for the Board to consider.

**Items Removed  
from the Consent  
Agenda**

The following items were removed from the Consent Agenda:

President's Activities

Notes of Board Retreat, 02 November 2002

Board Members asked clarifying questions on each of the items.

**Constituency  
Reports**

**Kwantlen Student Association** / Nothing to report

**BCGEU** / Nothing to report

**Kwantlen Faculty Association** / Nancy Clegg, President

- The KFA received more information on the BC Campus initiative
- Elections were held and Ron Correll was elected Vice President of Grievances. He begins a transition into his position on January 1, 2003
- Ms. Clegg commented on the AUCC application results with respect to recruitment of PhD qualified faculty members
- Ms. Clegg thanked Kwantlen for not using Bill 28 to meet its FTE targets

**Board Chair's  
Report**

**Board Reception**

The Board was reminded that they are hosting a reception on Tuesday 03 December 2002 from 5:00 to 7:30 pm in the Surrey Campus Conference Centre.

**Board Committee Appointments**

**Moved by Ken Hahn; seconded by Cindy Wilker:**

**THAT the Board of Governors appoint June Laitar to the Tributes Committee as per Policy E.19, *Honorary Degrees / Awards*.**

**MOTION CARRIED**

**Moved by Tom Radesh; seconded by June Laitar:**

**THAT Arvinder Bubber, Tana Plewes and Ken Hahn be appointed to the Nominating Committee of the Board for 2002/2003.**

**MOTION CARRIED**

**Moved by June Laitar; seconded by Ken Hahn:**

**THAT Tony Yurkovich represent the Board of Governors at the Kwantlen Foundation Board of Directors meetings, replacing Tom Radesh.**

**MOTION CARRIED**

**Moved by Ken Hahn; seconded by Kathleen Casprowitz:**

**THAT Tom Radesh represent the Board of Governors on the Education Council, replacing Tana Plewes.**

**MOTION CARRIED**

**Moved by Tom Radesh; seconded by June Laitar:**

**THAT Tana Plewes be appointed as Chair of the Community Contacts Committee of the Board.**

**MOTION CARRIED**

**Moved by Tom Radesh; seconded by June Laitar:**

**THAT Ken Hahn and Kathleen Casprowitz be appointed as members of the Community Contacts Committee of the Board.**

**MOTION CARRIED**

The Board Chair appointed Cindy Wilker as a member of the Finance Committee.

### **Board Two-Day Retreat**

The date of the two-day Board Retreat will be Friday and Saturday, 28 February and 01 March 2003, provided Board Members are available. It will be held at the Tsawwassen Inn / Best Western in Delta. Possible agenda items will include guest speakers Liz Watson (speaking on the role and core responsibilities of the Board), Jim Soles (sharing Ministry issues and expectations from the Board), and Robert Buchan (giving his political perspective of post secondary education). Gordon Lee will facilitate a discussion on Kwantlen's strategic plan.

**Meeting Evaluation** The Board Members filled out their evaluation forms and returned them to the Executive Assistant.

**Adjournment** The meeting adjourned 8:25 at pm.

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**CHAIR**

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**VICE PRESIDENT Financial Resources**