

**Wednesday, 25 January, 2012  
Langley Boardroom**

**Present**

**Board**

Ariana Arguello  
Kristan Ash  
Shane King  
Kassandra Linklater  
John McKendry/President  
Rob Mumford  
Suzanne Pearce  
Kim Richter  
Gord Schoberg/Chair  
Ken Tung  
Amrik Virk

**University Vice Presidents**

Anne Lavack/Provost & VP Academic  
Gordon Lee/Finance & Administration

**University Community Members**

Arzo Ansary/Kwantlen Student Assn  
Jody Gordon/AVP Student Life  
Harry Gray/AVP Human Resource Services  
Sandi Klassen/University Secretary  
Vivian Lee/Mgr Budgeting & Assurance  
Kathy Lylyk/Executive Director Finance  
Elizabeth Merritt/University Secretariat  
Terri Van Steinburg/Kwantlen Faculty Assn

**Regrets**

Arvinder Bubber/Chancellor  
Yuri Fulmer  
Scott Nicoll  
Launi Skinner

**Tour of Horticulture Centre**

Board members were given a presentation by David Davidson, Associate Dean of Horticulture, and Deborah Henderson, Director of the Institute for Sustainable Horticulture (ISH) on programming and initiatives offered by the Faculty and ISH, followed by a tour of the greenhouses and the labs.

**Call to Order**

The Chair called the meeting to order at 4:05pm and welcomed the guests.

**Approval of Agenda**

The agenda was approved by consensus.

**Consent Agenda**

**Moved by Ariana Arguello; seconded by Shane King:  
THAT the Board of Governors approve the Consent Agenda.**

**MOTION CARRIED**

Items included in the Consent Agenda:

- Minutes 23 November 2011
- Monitor Policy 1.0, *Global Governance Process*

**New Business**

**Administration Key Contacts**

The Board was provided with a list of administrative contacts for each of its sub-committees.

## New Business cont'd

### Board Commendation to Surrey RCMP

The RCMP has provided considerable support to the University in recent months.

**Moved by Kim Richter; seconded by Shane King:**

**THAT the Board of Governors of Kwantlen Polytechnic University formally recognizes and expresses its gratitude to the Surrey RCMP for its timely intervention, advice and overall assistance in helping the University to address and manage circumstances that might otherwise have jeopardized the safety and security of students, University personnel, and University physical assets on the Surrey Campus during the period of August 2011 to December 2011.**

**MOTION CARRIED**

### Governor General's Message

His Excellency the Right Honourable David Johnston gave a speech in honour of the AUCC centennial meeting on October 25, 2011. It can be viewed at the following link: <http://www.aucc.ca/about-us/our-history/100-years/video-governor-generals-message/>

## Finance & Audit Committee

### Phase 1 Design & Construction, Richmond

The Board Finance & Audit Committee discussed the request for \$2.5M for tender and construction of the first phase of the renovation at the Richmond Campus.

**MOVED by Suzanne Pearce; seconded by Rob Mumford:**

**THAT the Board of Governors approve the release of \$2.5M that is required to tender and construct Phase 1 of the Richmond refurbishment and renovation project.**

**MOTION CARRIED**

### Signing President's Expense Forms

The Board Finance & Audit Committee recommends implementation of a new signing authority process for the President's expense forms.

**MOVED by Kim Richter; seconded by Ariana Arguello:**

**THAT the Board of Governors approve the Chair of the Finance & Audit Committee as the approving signatory for the President's expense claims.**

**MOTION CARRIED**

### 3<sup>rd</sup> Quarter Financial Statements

The 3<sup>rd</sup> Quarter Financial Statements were distributed at the meeting.

### Branding Expenditures

The VP Finance distributed a document outlining the expenditures incurred over 3 fiscal years for Kwantlen's branding exercise. These expenses have been reviewed by the Board Finance & Audit Committee.

**Action**

- The President will ask the Director of Marketing and Communications for information on any feedback received from the branding exercise

**Governance Committee**

**'Faculty of Arts' Effective Date**

The Board approved the creation of a new 'Faculty of Arts' (final name to be determined) on September 21, 2011.

**MOVED by Kristan Ash; seconded by Amrik Virk:  
THAT the Board of Governors confirm April 1, 2012 as the date when the new Faculty of Arts (final name to be determine) becomes operational.**

**MOTION CARRIED**

**Separate Finance and Audit Committees**

The Governance Committee considered the need for separate Finance and Audit Committees. It was determined that until an internal auditor has been appointed, the current committee will remain the same and the item will be revisited in the Fall of 2012.

**Human Resources Committee**

**Qualifications for Faculty Members Policy and Procedures – Final Approval**

This policy and its procedures have completed the entire policy development cycle.

**MOVED by Shane King; seconded by Kristan Ash:  
THAT the Board of Governors approve the Qualifications for Faculty Members Policy and Procedures.**

**MOTION CARRIED**

**External Relations Committee**

**Polytechnic Study Tour**

The Board External Relations Committee recommended a Polytechnic Study Tour, the background to which was provided to the Board.

**MOVED by Ariana Arguello; seconded by Kassandra Linklater:  
THAT the Board of Governors approve the Polytechnic Study Tour as suggested by the President.**

**MOTION CARRIED**

**Action:**

- Sandi Klassen will canvas the members for their interest in being on the tour and she will coordinate with faculty members regarding their teaching schedules to arrange an appropriate time for the tour.

**Langley Landscape Plan**

Gordon Lee updated the Board on a proposal to upgrade the Langley campus landscaping.

**Assurance of Successful President Performance**

**Receipt of Monitoring Reports/Compliance Vote**

**Policy 3.9, Communication & Support to the Board**  
**Moved by Shane King; seconded by Rob Mumford:**  
**THAT the President is in compliance with Policy 3.9, Communication & Support to the Board.**

**MOTION CARRIED**

**Policy 3.6, Asset Protection**

The VP Finance provided the Board with information on Kwantlen's carbon footprint relative to other institutions. Kwantlen uses about 50% of the energy used by similar North American institutions thanks to the leadership and commitment of Karen Hearn, Executive Director of Facilities, and her staff.

**Upcoming Monitoring Reports**

The President will submit the following monitoring reports between January and April, 2012.

- 3.0, *Global Executive Constraint*
- 3.1, *Treatment of Students and Customers*
- 3.2, *Treatment of Employees*
- 3.4, *Financial Planning/Budgeting*
- 3.5, *Financial Condition & Activities*
- 3.9, *Communication & Support to the Board*

**President's Report**

The President's Report was included for information. Discussion followed about innovative design in teaching, learning technologies, advanced distributed learning and the platform support for developing online and mixed mode courses.

**Senate Report**

The main issue at Senate recently has been the creation of the new Faculty of Arts (name not finalized).

**Board/Senate Task Force on Bicameral Governance**

The Chair updated the Board on recent Task Force activity. The consultant has crafted a number of policies relating to Board and Senate responsibilities as stipulated in the University Act. The University Secretariat is looking at dates to hold the Board/Senate retreat.

**Board Retreat Follow-up**

The Board discussed the need to develop a work plan based on the recommendations of Watson Inc. The Board will strike a steering committee to pursue this.

**Action**

- Sandi will circulate proposal from Liz Watson
- Teleconference to be called for approval of proposal and to create steering committee

**Next Agenda Contribution**

The President is meeting with the 5 superintendents of the school districts in Kwantlen's catchment area. He will provide an update at the next Board meeting.

**For the Good of the Order**

- Kristan Ash circulated the Kwantlen Alumni Awards

nominations to the Board by email.

- The Board Chair has attended a number of political events recently
- Ken Tung mentioned the need for bone marrow donation in the Asian and South Asian communities. He will also work with the student board members to raise awareness of the need with the Kwantlen Student Association.

**Evaluation of the Board as a Group**

Ken Tung evaluated the meeting, noting the visit and presentation from Horticulture and ISH. The members held good discussions and the reports from the Board chair and committee chairs were thorough and informative

**Next Meeting**

The next meeting is on March 28, 2012 at the Cloverdale campus.

**Information Package**

BC Business includes a Kwantlen profile.

**Adjournment**

The meeting adjourned at 6:10pm.

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**BOARD CHAIR**