



BOARD UNIVERSITY COLLEGE	
Present	<div> <div> Janet Shauntz (Chair) Lois Peterson Jim Gillis T.N. Foo Gurbir Gill Dani Minor Navnit Shah Juliana Yung </div> <div> Derek Francis (Vice President Educational Services) Bob Lisson (Vice President Administration) Skip Triplett (Vice President Development & Communications Services) Liz McKinlay (Director Human Resources) Kelly Bentley (Board Assistant) Jack Finnbogason (President Faculty Association) Judy Deeley (Chair BCGEU) Kathryn Fleetwood (President Student Association) </div> </div> <div> <i>Ex Officio Member</i> Jim Gunson (Chair Education Council) Gerry Kilcup (President) </div>
Regrets	Harry Bains (Vice Chair) Collin Phillip Tim Glatley Richard McIlveen
Guests	Ken Hoffmann / Surrey School District Trustee Geoff Dean / Dean Program Development Sandi Klassen / Confidential Secretary to Vice President, Development & Communications
Presentation	<p><i>“An Employability Skills Matrix for Post Secondary Institutions”</i></p> <p>Skip Triplett introduced Geoff Dean, Dean for Program Development and Project Coordinator for the Development of an “Employability Skills Matrix for Post-Secondary Institutions” Pilot Project. Employability Skills are a generic set of skills that are necessary in any career area and which are essential to any person wishing to perform and progress in his or her job.</p> <p>The Education Council will be requested to consider building the matrix into the course outline approval process.</p> <p>Geoff Dean acknowledged team members Colin Haigh / Millwright Instructor, Lynda Turner / Sociology Instructor and Rochelle Pitcher / Development Services Instructor who were instrumental in carrying out the project. Geoff also expressed the Team’s gratitude and appreciation to Elizabeth Friesen for clerical support and to the Advisory Committee for their support and active participation.</p> <p>On behalf of the Board, Janet Shauntz thanked Geoff for a very comprehensive presentation.</p>
Call to Order	The Chair called the Regular Meeting to order at 6:45 pm.
Confirmation of Agenda	Jack Finnbogason, President / Faculty Association requested to address the Board at this time as he is required to attend a meeting of the Technical University Board. He spoke regarding compensation for Managers, foreign student registrations, and the budget. The

Chair thanked Jack Finnbogason and stated that the Board would take his concerns under consideration and advisement.

**Moved by Navnit Shah; Seconded by T.N. Foo:
THAT the Agenda be adopted.**

MOTION CARRIED

**Approval of
Minutes**

**Moved by Navnit Shah; Seconded by Jim Gillis:
THAT the Minutes of the Regular Meeting held 26 February 1997 be approved.**

MOTION CARRIED

Business Arising

Completed Board Self-Evaluation

A “Handbook” for Board Members is under development; Janet Shauntz and Lois Peterson expressed an interest in working with the President and the Board Assistant to complete the Handbook.

Schedule of Future Board Meetings & Campus Tours

It was agreed that all Board Meetings would be held at the Surrey Campus with the exception of the following:

- September: Richmond Campus with tour of Campus & Design Centre
- October: Langley with tour of Campus & Horticulture Centre
- November: Newton with tour of Campus

Graduation Speaker

The Board unanimously agreed that Karen Johal, graduate of Kwantlen’s Journalism and Public Relations Program would be contacted and confirmed as Graduation Speaker for the 1997 Ceremonies.

Correspondence

Information Only / No action required

The 1997/1998 Budget letter received 25 March from the Hon. Paul Ramsey was distributed to Board Members for information.

**Committee
Reports**

Community Contacts Committee

Janet Shauntz referred to the Breakfast Meeting with the MLAs held on Friday 21 March; thank you letters have been mailed to those who attended and the handout material was forwarded to those MLAs who were unable to attend.

Policy Governance Workshop

- Liz McKinlay presented a progress report relating to the implementation of the Employment Equity Plan.

- **Moved by Lois Peterson; Seconded by Navnit Shah:
THAT Draft Ends Policy No. 1.10 Promotion & Publicity and Draft Executive Limitations Policy No. 2.10 Promotion & Publicity be approved; and THAT Executive Limitations Policy No. 2.2 Monitoring executive Limitations be revised to reflect the monitoring of Draft Policy 2.10 semi-annually.**

MOTION CARRIED

- **Moved by Navnit Shah; Seconded by Juliana Yung:
THAT the clause entitled “Standard Operating Practice” be added to Governance Process Policy No. 3.5 “Board Operations”.**

MOTION CARRIED

Fund Raising Committee

- **Moved by Lois Peterson; Seconded by Navnit Shah:**
THAT the Board approve the following priorities that the Committee will operate within over the next five years:
 - ⇒ Scholarships, Awards & Bursaries;
 - ⇒ Library Resources and Technologies;
 - ⇒ Equipment and Technologies;
 - ⇒ Student Special Projects Fund; and
 - ⇒ that the preliminary target be set at \$4.1 million.

MOTION CARRIED

- **Moved by Lois Peterson; Seconded by Navnit Shah:**
THAT the Board approve the formation of a Leadership Committee to identify potential donors and to solicit gifts which meet the current priorities.

MOTION CARRIED

- It was agreed that immediately prior to the April Board Meeting, the Fund Raising Committee will hold a “brainstorming” session with all Board Members to discuss and identify individuals who may be potential members of the Leadership Committee.

As a reminder, prior to the start of the May Regular Meeting, John McLean / Communications Manager, will present an overview of the College’s publications.

Monitoring Reports

Education Council Report

The Education Council Chair advised the Board that the Education Council has accepted the following Letters of Intent; these will be forwarded to the Ministry:

- Bachelor of Applied Geography and Geographic Information System
- Bachelor of Applied Psychology
- Bachelor of Applied Music

Moved by Jim Gillis; Seconded by Navnit Shah:

THAT the following new course outlines be approved:

- **GEOG 1180 Regional Geography of the Pacific Rim**
- **NRSG 1350 Consolidated Practice Experience 1**
- **SETA 1205 Introduction to Diversity in Learners**
- **ECED 1306 Health, Safety and Nutrition I**
- **ECED 2506 Health, Safety and Nutrition II**
- **ECED 1308 Administration I**
- **ECED 2408 Administration II**
- **EASL Test of Spoken English Preparation / Advanced Pronunciation**
- **EQUA 1150 Infection Disease Management**
- **PHYS 1100 Basic College Physics**
- **PHYS 1101 Physics for Life Sciences I**
- **PHYS 1102 Physics for Life Sciences II**

MOTION CARRIED

Moved by Navnit Shah; Seconded by T.N. Foo:

THAT, on the recommendation of the Education Council, the Board approve the following definition for the term “minimum faculty qualifications”:

“Minimum qualifications are the threshold criteria in terms of credentials and experience that are necessary for a faculty member to perform competently in a position. These criteria should be objective and reasonably related to the present requirements of the position. They should be neither arbitrary, discriminatory nor

unreasonable. The criteria may vary from one subject or discipline area to another.
MOTION CARRIED

President's Report

- Draft Plan/Proposal for the replacement of the Newton Trades Centre

The Vice President Administration advised that a Steering Committee is being established. Manfred Baur, Dean/Applied Technology, Trades & Vocational will act as Chair and identify potential members from the internal and external communities.

**Board Chair's
Report**

- ***Future Committee Meetings***

A suggestion was put forward, for consideration of the Board Members, that the Committees meet as a whole immediately prior to the regularly scheduled Board Meeting. Following discussion, it was agreed that this would be further discussed at each individual Committee Meeting.

This would involve only the Community Contacts Committee and the Fund Raising Committee; the Policy Governance can be handled during a regular meeting as the policy status is now considered in the maintenance mode.

The next Community Contacts Committee Meeting will be at the call of the Committee Chair.

- ***AECBC***

- ⇒ Nominations were requested for the AECBC Executive; Navnit Shah nominated and Jim Gillis seconded the nomination of Janet Shauntz.
- ⇒ There were no nominations for the position of representative to the Committee for Collective Bargaining Objectives and Issues.
- ⇒ At the 08 April Joint Council Meeting, a teleconference has been arranged with the Hon. Paul Ramsey to discuss Board appointments.

For Information: Kathryn Fleetwood advised that elections have been held for the executive and board of directors of the Student Association. The new President is Graig Aldrich and the new Vice President is Brent Holowaychuck.

Next Meeting Wednesday 23 April 1997 / 6:00 pm / Surrey Campus Board Room

Adjournment The meeting adjourned at 8:00 pm.

CHAIR

VICE PRESIDENT
ADMINISTRATION

<p><i>Our Mission:</i> <i>We create quality, life-long learning opportunities for people to achieve personal, social and career success.</i></p>
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