



**Kwantlen**  
UNIVERSITY COLLEGE

## *MINUTES*

## ***BOARD REGULAR MEETING***

*Wednesday 26 November 1997 / Newton Campus*

**6:00 pm**

## BOARD

## UNIVERSITY COLLEGE

## Present

Janet Shauntz (Chair)  
Harry Bains (Vice Chair)  
Lois Peterson  
Tim Glatley  
Richard McIlveen  
Navnit Shah  
Nancy Clegg  
June Laitar  
David Marvuglia

Bob Lisson (Vice President Administration)  
Derek Francis (Vice President Educational Services)  
Skip Triplett (Vice President Education)  
Liz McKinlay (Executive Director Human Resources)  
Randy Bruce (Dean  
Information & Educational Technology)  
Kelly Bentley (Board Assistant)  
Judy Deeley (Chair BCGEU)  
Jack Finnbogason (President Faculty Association)  
Manfred Baur (Dean Applied Technology,  
Trades & Vocational)

### *Ex Officio Members*

Jim Gunson (Chair Education Council)  
Gerry Kilcup (President)

## Regrets

T.N. Foo  
Dani Minor  
Gurbir Gill  
Juliana Yung

## Presentation

### *Newton Campus*

Manfred Baur, Dean / Applied Technology, Trades and Vocational presented an overview of the four categories of programs offered at the Newton Campus.

- Continuous Intake Programs include Automotive Service Technician, Auto Parts & Light Warehousing, Building Construction, Millwright, Outdoor Power Technician and Welding;
- Block Entry Programs include Appliance Servicing, Automotive Upholstery/Trim and Furniture Upholstery (Kwantlen is the only institution in BC offering these two programs); and Computer Systems Technician;
- Apprenticeship Programs include Automotive Service Technician, Bricklaying, Cement Mason, Floor Covering, Industrial Engines & Equipment Parts, Industrial Warehousing, Millwright, Motor Vehicle Parts, and Outdoor Power Technician;
- Industry Partnership providing technical training to industry employees and students include partnerships with Chrysler Canada Ltd., Air Liquide, UPA/NAPA, Frigidaire and Maytag

Secondary School Apprenticeship Initiatives are offered in the Welding, Millwright and Work & Learn Programs.

Following a question and answer period, the Board Chair thanked Manfred Baur for a very informative presentation.

<b>Presentation</b>	<p><i>ACCT Dallas Conference</i></p> <p>June Laitar and Rick McIlveen presented an overview of the recent ACCT Conference in Dallas. The keynote speakers addressed the issue of technology while the workshops based goals on students surviving the future.</p>
<b>Call to Order</b>	<p>The Chair called the Regular Meeting to order at 6:45 pm, welcomed David Marvuglia, recently elected student member of the Board and administered the Oath of Office.</p>
<b>Confirmation of Agenda</b>	<p><b>Moved by Rick McIlveen; Seconded by June Laitar:</b></p> <p><b>THAT the agenda be adopted with the following addition:</b></p> <p><b>8b vii Tributes Committee (Derek Francis)</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
<b>Approval of Minutes</b>	<p><b>Moved by Navnit Shah; Seconded by Rick McIlveen:</b></p> <p><b>THAT the Minutes of the Regular Meeting held 22 October 1997 be approved as corrected.</b></p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
<b>Business Arising</b>	<p><i>Surrey Phase II / Training &amp; Employee Development</i></p> <ul style="list-style-type: none"> <li><b>Moved by Rick McIlveen; Seconded by Tim Glatley:</b></li> </ul> <p><b>THAT the following clause concerning apprentices be included in Construction Contracts for Surrey Phase II:</b></p> <p><b>“The Contractor agrees to employ the minimum number of apprentices as follows:</b></p> <ul style="list-style-type: none"> <li><b>A minimum number of one (1) apprentice for every four (4) journeymen assigned on the Site by the contractor, or</b></li> <li><b>Other greater ratios as mutually agreed to by the Contractor and the Owner.”</b></li> </ul> <p style="text-align: right;"><b>MOTION CARRIED</b></p> <p><i>Submission to the House of Commons Standing Committee on Finance</i></p> <ul style="list-style-type: none"> <li>As directed by the Board of Governors at the October Meeting, the President forwarded a submission to the Federal Government Standing Committee on Finance supporting the AECBC submission and encouraging the Committee to consider the recommendations submitted from the universities, colleges and institutes of Canada regarding the funding of post-secondary education.</li> </ul> <p><i>Board Workshop Notes</i></p> <ul style="list-style-type: none"> <li>Notes of the Board Workshop held 25<sup>th</sup> of October were included for information; issues raised were discussed under the specific Committee Report.</li> </ul>
<b>Correspondence</b>	<p>The Chair referred to the correspondence included as information only.</p>
<b>Committee Reports</b>	<p><i>Community Contacts Committee</i></p> <p>a. <b>December Social Event</b></p> <p>It was agreed that, on behalf of the Board of Governors, the Executive of the Student Association, the BCGEU, the Faculty Association, Administration and the Education</p>

Council would be invited to a social on Wednesday 17 December from 4:30 pm to 6:00 pm in the Surrey Board Room.

**b. Breakfast Meeting with MPs**

- It was agreed that a Breakfast Meeting would be held with Kwantlen's Regional MPs on the 16<sup>th</sup> of January 1998 from 7:30 am to 9:00 am in the Surrey Board Room.

**c. Breakfast Meeting with MLAs**

- It was agreed that Breakfast Meetings would be arranged with Kwantlen's Regional MLAs at the Newton Campus from 7:30 am to 9:00 am as follows:

- ⇒ Friday 06<sup>th</sup> February / Government MLAs
- ⇒ Friday 13<sup>th</sup> February / Opposition MLAs

- d. Next Meeting of the Community Contacts Committee is scheduled for Wednesday 07<sup>th</sup> January 1998 commencing at 5:30 pm the Surrey Board Room; a Policy Governance Workshop will follow immediately after the Community Contacts Committee Meeting.

***Fund Raising Committee***

- The next meeting of the Fund Raising Committee is scheduled for Wednesday 10<sup>th</sup> December commencing at 4:30 pm at Surrey Campus in Room C-209. The purpose of the meeting is to refine the draft bylaws and constitution of the Foundation for presentation to the January Board Meeting and to focus on the specific needs of the University College.

***Policy Governance***

**a. Draft Policy No. 2.2**

- **Moved by Navnit Shah; Seconded by Lois Peterson:**  
**THAT Revised Governance Policy No. 2.2 "Monitoring Executive Limitations" be approved.**

**MOTION CARRIED**

**b. Draft Policy No. 3.6**

- **Moved by Nancy Clegg; Seconded by Rick McIlveen:**  
**THAT Revised Governance Policy No. 3.6 Annual Board Planning Cycle be approved.**

**MOTION CARRIED**

**Board Retreat**

- It was agreed that the Board Retreat would be held Friday 27<sup>th</sup> of February and Saturday 28<sup>th</sup> of February 1998. Suggested locations included the Langley Campus Board Room. The Board Chair requested members to forward agenda suggestions to the President, the Board Assistant or herself. Dependent on the number of agenda items, the Retreat may be Saturday only.

**Joint Committee / Education Council & Board of Governors**

It was agreed that a Joint Committee would be formed comprised of five members of the Education Council and five members of the Board of Governors. The purpose of the Committee will be to develop an "ends" policy describing the comprehensive range of the Institution's educational activities.

The Education Council Chair will place this proposal on the next agenda of the Education Council which is scheduled to meet on Monday 01<sup>st</sup> of December requesting volunteers to sit on the Committee.

Members of the Board of Governors to the Joint Committee are Navnit Shah, T.N. Foo, Rick McIlveen, Nancy Clegg and Tim Glatley.

It was suggested that the Committee, when formed, operate with co-chairs, who will report back to the Board of Governors and the Education Council on the progress of the draft “ends” policy.

## **Monitoring Reports**

### ***Education Council Report***

- **Moved by Rick McIlveen; Seconded by Nancy Clegg:**

**THAT the following course outlines be approved, subject to minor changes:**

EQUA 1130 - Equine Structure and Function - The Foot  
HIST 1146 - American History 1877 - 1989  
HIST 1145 - American History 1607 - 1876  
HIST 2310 - Germany 1870 to 1945: From Bismarck to Hitler  
SETA 1100 - Introduction to Inclusive Education  
SETA 1105 - Working with Students  
SETA 1205 - Introduction to Diversity in Learners  
SETA 1305 - Overview of Curriculum for Inclusive Schools  
ECEA 1300 - Child Growth and Development III (for EAL)  
ECEA 1200 - Growth and Development II (for EAL)

**MOTION CARRIED**

- **Moved by Rick McIlveen; Seconded by Navnit Shah:**

**THAT HORT 1101, 1122, 1145, 1165, 1207, 1223, 2313, 2363, 2364, 2477 and 2483 (Calendar Description Only) be approved subject to satisfactory resolution of outstanding issues.**

**MOTION CARRIED**

### ***President's Report***

- **Human Resources Report**

Board members requested additional background information regarding Support Staff and Faculty grievances. Discussion will take place in an “in-camera” session of the Board of Governors immediately following this meeting.

- **Human Rights Policy**

The Director Human Resources reported that following extensive consultation within the College Community, review of jurisprudence and discussion with legal counsel, the Human Rights Policy was issued. This policy covers discrimination and includes sexual harassment. Employee training sessions relating to human rights and violence in the workplace are under development. The Human Rights Policy (G.2) can be located through Kwantlen's Web Page.

- **Financial Report**

The Vice President Administration is confident that Kwantlen will have a balanced budget at the 31<sup>st</sup> March 1998. Due to the implementation of the BANNER Financial System, some difficulties have been experienced when extracting standard reports. A budget status report will be available for the January Meeting.

The Chair advised that the usual style of budget report would be in order.

- **Graduation Speaker**

**Moved by Navnit Shah; Seconded by Tim Glatley:**

**That Karen Johal, a graduate of Kwantlen's Journalism and Public Relations Program be invited to act as the 1998 Graduation Speaker.**

**MOTION CARRIED**

- **Task Force Report on "Critical Issues in Financing in BC's College & Institute System" Executive Summary**

The President advised Board Members that the full document is available on request.

- **"A Review of Summer Cost Recover Credit Programming" Executive Summary**

The President advised that this document will form part of the overall budget allocation. A copy of the full document is available on request.

- **Tributes Committee**

In accordance with Operational Policy E.19 "Honorary Degrees/Awards" the formation of a "Tributes Committee" is underway. The Committee will be responsible for developing and implementing appropriate procedures and for recommending nominations for honorary degrees / awards to the President. The President may nominate candidates for honorary degrees / awards for ratification by the Kwantlen University College Board of Governors.

The Committee shall be composed of the following individuals:

Derek Francis / Vice President Educational Services & Chair of Committee

Skip Triplett / Vice President Education or designate

Jim Adams / Instructor Fine Arts

Balbir Gurm / Instructor Nursing

Barbara Craig / Admissions

Wendy Parry / Program Assistant ASE

Raymond Tang / Student Member of the Education Council

John Patterson / Registrar or designate

**One Member of the Board of Governors**

Kelly Bentley, Executive Assistant to President & Board of Governors

T.N. Foo will be invited to be the Board Representative to this Committee, if unavailable, Juliana Yung will be invited to the membership.

**Constituency  
Reports**

***BCGEU***

- The Chair of the BCGEU advised that Kwantlen's BCGEU Members are in the process of holding an election for the offices of Chair and Stewards.

***Faculty Association***

- The President of the Faculty Association advised that the Faculty Association would be interested in participating with the Board of Governors to lobby for funding for the next fiscal year.
- The President of the Faculty Association requested clarity from the Board regarding the following two issues:

1. Is there an initiative underway to move some “regular year” offerings to the summer semester to make way for CE and allied offerings?
2. Is there implementation funding for the new degrees? If so, how much has been assigned to the one degree we are currently implementing (Bachelor of Applied Design)?

The Chair accepted the questions and will respond to the President of the Faculty Association.

**Board Chair’s Report**

- Election for Chair and Vice Chair of the Board will take place on the 28<sup>th</sup> January 1998
- Navnit Shah and Jim Gunson presented an overview of the Forum on Post-Secondary Education “Charting a New Course” Briefing held the 04<sup>th</sup> of November. It was agreed that, at the Board Retreat in February 1998, a discussion will take place regarding the various education initiatives outlined in the Provincial Strategic Plan.
- Following lengthy discussion concerning the formation of a Board Labour Relations Committee, it was agreed that as the Board operates under the policy model of governance, confidential issues including labour relations and human resources would be discussed by the Board as a Committee of the Whole at an “in-camera” session of the Board.

**Next Meeting**      Wednesday 28 January 1998 / 5:30 pm Dinner; 6:00 pm Meeting  
/ Surrey Campus Board Room

**Adjournment**      The meeting adjourned at 9:25 pm.

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CHAIR

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VICE PRESIDENT  
ADMINISTRATION