

Present: Board

Sandra Case / Chair
Rhiannon Bennett
Ivy Chen
Farhad Dastur
Alan Davis / President & Vice Chancellor
Bob Davis
Amos Kambere
Michael McAdam
Kim McGill
David Piraquive
Jack Wong

University Vice Presidents

Steve Cardwell / VP, Students
Laurie Clancy / AVP, Human Resources
Tara Clowes / VP, Finance and
Administration
Marlyn Graziano / VP, External Affairs
Sandy Vanderburgh / Provost & VP,
Academic

Presenters and University Resources

Jennifer Duprey / General Counsel
Kelly Finlay / Chair, KPU Foundation Board
Ranminder Kaur / Confidential Assistant to
the Board of Governors
Keri van Gerven / University Secretary &
Executive Assistant to the President & Vice
Chancellor

Regrets: Kim Baird / Chancellor
Mohammed Mahabub

- 1. Call to Order and Introductory Remarks**

The Chair called the meeting to order at 4:02 pm.
The Chair acknowledged KPU's commitment to reconciliation and recognition that that we live, work and study at KPU on the traditional and ancestral lands of the Coast Salish peoples, including those of the Kwantlen First Nation, who graciously bestowed their name on this university.
- 2. Conflict of Interest**

No other conflict of Interest was declared.
- 3. Approval of Agenda**

Motion #17-20/21
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for May 26, 2021.

The Chair welcomed Ms. Finlay to the meeting.

- 4. Presentation from the Foundation Board Chair**

Ms. Finlay advised members that the Kwantlen Polytechnic University Foundation is a separate legal entity from KPU and is a registered society and a charity. The Foundation has its own constitution and bylaws and is governed by a volunteer board of directors. Members noted that the Foundation is supported by KPU and has close working relationships with the team in the Office of Advancement, Financial Services, Student Awards, President Davis and the Vice President, External Affairs.

Ms. Finlay noted that the main purpose and mission of the Foundation is to raise funds to create quality, life-long learning opportunities for the university's students to achieve personal, social and career success.

Ms. Finlay commented that the Foundation provides support to the students through donations received by the donors and that the Foundation Board currently has 433 active donors.

Ms. Finlay noted that a total of \$1,175,815 donor dollars were distributed to students in 2021 fiscal year and an average amount awarded to students receiving donor funded awards was \$1,442. Members noted that 815 students are currently receiving donor-funded support.

Ms. Finlay mentioned that the Foundation was originally incorporated as a society and a charity in 2000 and that the Directors are the sole members of the society and they serve a three-year term. Members noted that the Foundation has four committees: Executive Committee, Finance and Investment Committee, Governance Committee and Events.

Ms. Finlay commented that the work of the Foundation includes:

- Identifying donor prospects.
- Donor stewardship.
- Acting as ambassadors in the community.
- Participating in KPU's events and ceremonies.
- Overseeing the investment of donor endowments.
- Maximizing returns while keeping with our mission.
- Ensuring earnings are distributed according to donor wishes and instructions.
- Assisting faculties, institutes and the Office of Research in securing grants and other funding by ensuring the Foundation is well governed and a trusted entity.

Ms. Finlay noted that The Irving K. Barber Endowment was created in 2010 when Dr. Irving K. Barber donated \$2.5 million to provide opportunities to those for whom post-secondary education is not accessible. Members noted that each year, the KPU Foundation Board works with KPU's Provost, Faculties and Divisions to award money to projects that fulfil Dr. Barber's founding intention.

Ms. Finlay commented that the Foundation hosts fundraising events and has hosted golf tournaments in the past and raised thousands in support of KPU students. Ms. Finlay noted that the Foundation will be shifting to new plans for fundraising events in 2022.

Ms. Finlay mentioned that the Foundation's board of directors are donors too and has a 100% giving rate and as members of the KPU community, the Foundation's donations are matched by the KPU Family Campaign.

Ms. Finlay commented that the KPU Board of Governors established an endowment in 2007 to fund the Board of Governors Scholarship and that this \$2,000 scholarship is awarded to a student exemplifying KPU's commitment to Quality, Reputation and Relevance. Members noted that gifts made by Governors to this fund or any other at KPU are eligible for matching up to \$10,000 from the KPU Family Campaign.

Ms. Finlay left the meeting.

5. Consent Agenda

Motion #18-20/21

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:

5.1. Minutes of the March 31, 2021 Regular Board of Governors Meeting.

AND

THAT the Board of Governors receive the following item for information:

5.2. That the Board of Governors approved via an e-vote on May 5, 2021 an allocation of \$4,170,000 to an internally restricted reserve representing KPU's 2020 / 2021 draft audited financial statements surplus from operations. The internally restricted reserve will be to support:

- (a) \$3,592,000 economic downturn contingency**
- (b) \$578,000 future capital investment for innovation in classroom design and technology projects.**

6. Audit Committee Report

6.1 *Committee Chair Report*

Members noted that the Audit Committee met on May 18, 2021 and received an update on the timeline of appointment of the external auditor, and an update on Business Performance & Advisory Services (BPAS) Engagement Activities.

6.2 *Draft Financial Statements for Year Ending March 31, 2021*

Ms. Clowes presented the draft Financial Statements for Year ending March 31, 2021 and highlighted the Statement of Financial Position, Statement of Operations and Notes to the Financial Statements.

Ms. Clowes advised members that two new notes were added to this year's Financial Statements: (a) Note 12 relating to KPU unrestricted surplus; and (b) Note 19 relating to enhancing KPU's disclosure with the Foundation.

Motion #19-20/21

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft Financial Statements for the Year Ended March 31, 2021 as recommended by the Board Audit Committee.

7. Finance Committee Report

7.1 *Committee Chair Report*

Members noted that the Finance Committee met on May 18, 2021 and received an update on the IT Disaster Recovery Plan (DRP).

7.2 *Draft Board Response to Senate 2021-22 Budget Recommendations*

Ms. Clowes presented the Draft Board Response to Senate 2021-22 Budget Recommendations and commented that the 2021/22 budget

development process was unique given the ongoing impacts of the COVID 19 pandemic and the institution presenting a deficit budget.

Ms. Clowes noted that the Senate Standing Committee on University Budget (SSCUB) and Senate reviewed and endorsed the budget on two separate occasions. It was also noted that the budget reflects a focus on strategic priorities.

Motion #20-20/21

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Draft Board Response to Senate regarding the 2021/22 Budget Recommendations as recommended by the Board Finance Committee.

**8. Bylaw No. 4
Amendment**

Ms. Clowes presented the report and commented that the proposal is to amend Bylaw No. 4 to set the international tuition rate for ENGQ and ELST courses to \$378.85 rather than the existing rate of \$684.61, effective for Fall 2021. International students would still be charged the full international tuition rate of \$684.61, for the undergraduate courses both while on the Pathway and once they become full undergraduate students.

Ms. Clowes noted that the demand from International students for English upgrading courses at KPU has been declining as there are other options that international students can pursue to upgrade their English which have lower tuition costs. Members noted that English upgrading is an important access route for recruiting International students from countries where English is not the language of instruction and this will help diversify the International student body.

Ms. Clowes commented that as Bylaw No. 2 requires a two week notice period for any changes to By-laws, this proposal for an amendment to Bylaw No. 4 is presented to the Board as a two-week notice.

Ms. Clowes noted that a note will be sent to Board members requesting an e-vote for an approval on the proposed amendment after the appropriate notice period which will be on June 9, 2021.

**9. Governance
Committee Report**

9.1 *Committee Chair Report*

Committee Chair, Mr. Amos, advised that the Governance Committee scheduled for May 12, 2021 was cancelled as there were no significant agenda items to be considered at the meeting.

**10. Human Resources
Committee Report**

10.1 *Committee Chair Report*

Committee Chair, Ms. Case advised that the Human Resources Committee met on May 20, 2021 and received an update on the HR Policies workplan review and implementation.

11. President's Report

11.1 *Report to the Board*

Dr. Davis advised that the President's Report was included in the Report to the Board of Governors and noted the significant number of activities around KPU featured in the report.

Dr. Davis noted that KPU has been advised to return to Campus in the Fall by the Ministry. Members noted that at a Townhall meeting, Dr. Henry was clear and direct that COVID numbers are going down and that vaccination numbers are increasing and most of the age groups will have received their vaccinations by the summer.

Dr. Davis mentioned that KPU executives are meeting regularly to discuss planning around the Fall return to campus with a focus on bringing the students and teaching staff back in the Fall, followed by other administrative areas at a later date.

12. Provost's Report

12.1 *Report to the Board*

Dr. Vanderburgh advised that the Provost and VP, Academic Report was included in the Report to the Board of Governors.

Dr. Vanderburgh commented that KPU continues to plan for the Fall 2021 semester and noted that Faculties have been asked to submit the Fall course timetables to the Office of the Registrar by May 28, 2021.

Dr. Vanderburgh noted that KPU is also exploring options to provide more flexible learning options for the students and remote work opportunities for employees.

Dr. Vanderburgh advised that the stakeholder meeting for the search of the Associate Dean, Faculty of Health has taken place and that the Search Advisory Committee will be in a position to appoint an Associate Dean in the coming weeks.

13. Vice President, External Affairs Report

13.1 *Report to the Board*

Ms. Graziano advised that the Vice President, External Affairs Report was included in the Report to the Board of Governors and commended various teams within her portfolio.

Ms. Graziano advised members that the major virtual events coming up included:

- Run Surrey Run between June 1 – June 15
- YMCA Women of Distinction award - June 7. Ms. Graziano noted that nursing instructor Dr. Balbir Gurm has been nominated for a YWCA Women of Distinction award in the Community Champion category. Members also noted that the Board member, Rhiannon Bennett has been nominated for a YMCA Women of Distinction award in the Reconciliation in Action category.

14. Vice President, Finance and Administration

14.1 *Report to the Board*

Ms. Clowes advised that the Vice President, Finance and Administration Report was included in the Report to the Board of Governors and commended various teams within her portfolio.

**15. Vice President,
Students Report**

15.1 *Report to the Board*

Dr. Cardwell advised that the Student Services Report was included in the Report to the Board of Governors and commended various teams within his portfolio.

Dr. Cardwell commented that the Pride Advocacy Group organized a Trans Awareness Workshop, hosted by Out in Schools in support of Trans Day of Visibility. The workshop discussed issues around trans safety, terminology, visibility and how to be an associate.

Dr. Cardwell advised that the Future Students' Office (FSO) is continuing to stay connected with KPU's prospective students remotely and with the support from student ambassadors, made 1,300 phone calls in March to applicants who had 'Incomplete Documents' or unanswered 'Offers,' assisting with the next step of the application process – primarily targeting Limited Intake programs with approaching deadlines.

Dr. Cardwell mentioned that the Career Development Centre has seen a surge of 255 new students registering on KPU's Job Board, Career Connection, as well as a large increase in 1:1 career coaching appointments. Dr. Cardwell noted that there have been 663 new Co-op job postings, including 117 new employers.

Dr. Cardwell noted that the KPU Indigenous Advisory Committee was scheduled for June 1st which will be chaired by Len Pierre, Special Advisor, Indigenous Leadership, Innovation and Partnerships.

**16. Senate Reports –
meeting held on April
19, 2021**

Dr. Davis advised that the Senate Report for April 19, 2021 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

**17. Next Meeting Agenda
Contribution**

Board members were asked to send contributions for the next meeting agenda to Ms. van Gerven at least two weeks in advance of the meeting.

**18. For the Good of the
Order**

There were no additional items identified.

**19. Feedback on the
Meeting**

There was no feedback on the meeting.

20. Closing Remarks

The Chair thanked everyone, including Board Members for attending and contributing to the discussions.

21. Appendix:

21.1 *Report to the Board of Governors*

The May 2021 Report to the Board of Governors was received.

**21.2 Letter of acknowledgement from the Ministry – KPU 2019/20
Institutional Accountability Plan and Report**

Members noted a letter of acknowledgement received from the Ministry.

22. Next Meeting

The next meeting has been scheduled for Wednesday, June 23, 2021.

23. Adjournment

The meeting adjourned at 5:10 pm.

Board Chair