

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

February 2, 2022

Via Microsoft Teams

Present: Board

Michael McAdam / Chair
Ivy Chen / Vice Chair
Alan Davis / President & Vice
Chancellor
Bob Davis
Kelly Fredrick
Amos Kambere
Mohammed Mahabub
Muhammad Afzal Malik
Takashi Sato
Waheed Taiwo
Jack Wong

University G7 members

Steve Cardwell / VP, Students
Laurie Clancy / VP, Human Resources
Chervahun Emilien / Chief Financial Officer
Randall Heidt / VP, External Affairs
Reza Khakbaznejad / Pro Tem VP, Administration
Diane Purvey / Pro Tem Provost & VP, Academic

Presenters and Administrative Resources

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

Regrets: Kim (Kwuntlunaat) Baird /
Chancellor
Rhiannon Bennett
Rahul Malhotra
Purru Sandhu

**1. Call to Order and
Introductory Remarks**

The Chair called the meeting to order at 4:03pm.
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. Approval of Agenda

Motion #16-21/22

**MOVED, SECONDED AND CARRIED THAT the Board of
Governors approve the regular meeting agenda for February 2,
2022.**

Members noted minor typo error in the numbering of agenda
items. Agenda item 6 should read agenda item 5 and other
agenda items should continue following previous agenda item.

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

Motion #17-21/22

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

4.1. Minutes of the December 1, 2021 Regular Board of Governors Meeting.

5. Audit Committee Report

5.1. Committee Chair Report

Committee Chair, Mr. Mahabub, advised that the Audit Committee met on January 25, 2022 and received an update on engagement activities and an update on the purchase card audit.

6. Finance Committee Report

6.1. Committee Chair Report

Committee Chair, Mr. Mahabub, advised that the Finance Committee met on January 25, 2022 and commented that agenda items discussed at the meeting are on the agenda.

6.2. Recurring Procurements Greater than \$200,000 – two additional procurement opportunities

Ms. Emilien noted that the pre-approval of these two additional recurring contracts will enable Procurement Services to commence work on the required due diligence and necessary procurement strategies to ensure projects continue moving ahead with minimal disruption.

Motion #18-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve, subject to budgetary approval, the two additional procurement opportunities greater than \$200,000 as recommended by the Board Finance Committee.

6.3. KPU IT Cloud Project – Phase 1

Mr. Khakbaznejad presented the report and commented that KPU's IT Cloud Project will be completed in two phases independent of one another. Phase one of this project will focus on the migration of KPU's Banner system while phase two will focus on all other non-Banner infrastructure services.

Mr. Khakbaznejad commented that a number of key and critical KPU systems such as Finance, Payroll, HR, and Student Information System (SIS) run on the Banner system. Members noted that moving KPU's Banner system to the Cloud will also provide KPU with Business Continuity Disaster Recovery. Mr. Khakbaznejad commented that KPU will still backup its data on

KPU's storage systems to retain the data ownership to mitigate any risk of data ownership.

Mr. Khakbaznejad noted that the costs related to the completion of Phase one and related reoccurring operating costs over a five-year period will be approximately \$4.3 million.

Motion #19-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve, Phase 1 of KPU's data infrastructure to a cloud hosted model as recommended by the Board Finance Committee.

6.4. FY 2023 Draft Budget

Ms. Emilien presented a high level overview of the first iteration of FY 2022/23 draft budget.

Ms. Emilien commented that since the presentation at the Finance Committee there has been some changes which have been incorporated within the presentation which shows an approximately 5 million dollars in additional expense budget available. Ms. Emilien noted that KPU had approximately 14.4 million in additional expense budget available to be allocated to support KPU's operations and strategic priorities.

Ms. Emilien commented that KPU was looking to distribute the 14.4 million as below:

- 10.6 million to salaries and benefits:
 - 6.4 million to faculties;
 - 2.1 million to BCGEU positions;
 - 1.7 million to administrative positions;
 - 400,000 to students and other salaries
- 3.8 million will be attributed to non-salary expenses (primarily to support IT Banner to the Cloud and other key technology projects that supports KPU's activities).

Ms. Emilien noted that after the comparison of year over year budget, KPU is proposing to increase revenues by approximately 37 million which is widely driven by international tuition fees revenue which is approximately 30.9 million which is consistent to the previous year, 2022.

Ms. Emilien highlighted that the ancillary services, including food services, parking and bookstore, observed a significant drop in their revenue due to the pandemic. Therefore, projected increase for FY 2022/23 is an anticipated return of 60% of pre-pandemic revenue.

Ms. Emilien updated members on the overall changes within the FY2022/23 budget which included expenses relating to:

- Salary relating to new faculty FTE positions to address program expansion and demand;
- Other strategic academic initiatives;
- Placeholder for CEA Initiative approved by the Board;
- Other key positions to support increased activities across KPU
- Repair and maintenance
- Travel and professional Development
- Fees and services

Ms. Emilien provided an overview of the budget allocation comparison between FY 2021/22 and FY 2022/23.

Ms. Emilien commented that the capital budget is still a work in progress but KPU has identified a number of priorities based on the preliminary operational budget. Members noted that sufficient funds have been allocated to ensure appropriate upgrades to capital items across KPU in Facilities, IT and Faculties.

Ms. Emilien mentioned that the FY 2022/23 draft budget will be presented at the Finance Committee and Board in March for final approval.

One board member raised question about how KPU is supporting students who don't have appropriate devices for on-line learning. Mr. Khakbaznejad advised that IT has been working with the library to reduce the waitlist for loaner laptops. Members noted that initially there was a waitlist in the early days of Covid-19 but IT has added more hardware to support the students as they are learning on-line. Mr. Khakbaznejad noted that IT is continuing to review the waitlist and commented that in the current semester, there has not been any issue or concerns but IT is regularly reviewing this.

Actions Items:

1. Management to pull together a report with some of the data from IT, Library and Teaching and Learning and to see if more needed to be done to support on-line learning at a future meeting of the Board.
2. Management to provide an update to Board members on what projects KPU is working on to reduce emissions targets as part of KPU's Sustainability Framework at a future meeting of the Board.

7. Governance Committee Report

7.1. Committee Chair Report

Committee Chair, Mr. McAdam, advised that the Governance Committee scheduled for January 12, 2022 was cancelled as there were no significant agenda items to be considered at the meeting.

8. Human Resources Committee Report

8.1. Committee Chair Report

Committee Chair, Ms. Chen, advised that the Human Resources Committee met on January 20, 2022 and received an update on the following:

- Outstanding HR Policies
- Search for Vice President, Administration.

Ms. Chen noted that Human Resources Committee approved the appointment of the Dean of Faculty of Science and Horticulture.

9. President's Report

9.1. Report to the Board

Dr. Davis advised that students and employees officially returned back to the campus on January 24, 2022 and commented that KPU has started the implementation of the return to campus plan that was developed for Spring semester. Members noted that everyone in the class is masked and coping well within the classrooms. Dr. Davis noted that students and employees were happy to come back to the campuses however, there is more migration to happen in the coming months.

Dr. Davis mentioned that in-person exams depend on the nature of the course as in some cases it is essential for the exam to be invigilated on campus.

Dr. Davis commented that Senate has planned to meet in person at three different campuses on February 28th, 2022.

Dr. Davis noted that KPU has been allocated a certain number of rapid testing kits which will be allocated to front line staff and faculty who can then use the testing kits if needed. Dr. Davis mentioned that KPU is following the Public Health orders on these matters.

Dr. Davis commended Executive Director of Facilities Services, Mr. Stewart and his team for working diligently over the last two years to upgrade the communal areas at all the campuses.

10. Pro Tem Provost's Report

10.1. Report to the Board

Dr. Purvey advised that the new Dean of Faculty of Science and Horticulture, Dr. Brett Favaro will join KPU on March 14, 2022. Members noted that Dr. Favaro currently works as an Associate Dean at BCIT. Dr. Purvey noted that Jeff Dyck, Associate Dean will assume the position of Interim Dean to bridge the gap between Dr. Worobec's departure and Dr. Favaro's arrival.

Dr. Purvey commented that since taking on the role of the Pro Tem Provost in October 2021, she has attended Faculty Councils to discuss the needs of faculties and the support required from the Provost's office. Dr. Purvey mentioned that a monthly coffee with the Provost is also scheduled for any faculty, staff or employee to attend and speak to the Provost of any ideas, concerns or observations.

Dr. Purvey provided an update on stable enrollment data and noted that the stable enrollment date was January 25, 2022. Members noted that in terms of enrollment year over year, there was a decline in domestic enrollment but an increase in international enrollment. Dr. Purvey noted that domestic headcounts are down 6% (FTE 9%) however, new domestic enrollments were only down by 2% compared to last year January 2021.

Dr. Purvey commented that international headcounts are up 40% and noted that some of the international students have also deferred their application for one term. Members noted that the fill rates were 80% which is slightly less compared to last year which was 83% and this is due to a blended approach of teaching. Dr. Purvey noted that fill rate is much higher for fully on-line courses which are at 92% whereas partially on-line courses stand at 75%. Dr. Purvey commented that students have shown more interest in on-line courses. KPU is working on finding a right blend between on-line and face to face teaching.

Dr. Purvey noted that KPU has a significantly higher waitlist for on-line courses and the unmet demand stands at 78%.

Mr. Malik joined the meeting.

11. Vice President, External Affairs

11.1. Report to the Board

Mr. Heidt highlighted that around 2,500 prospective students took part in the virtual showcase events. Members noted that several virtual videos are also available online for prospective students to view throughout the year.

Mr. Heidt noted that the Alumni Association received fifteen applications for six positions to fill on the Alumni Board.

Mr. Heidt congratulated the Advancement team for securing a 300,000 dollars grant from RBC Future Launch which will help fund students in businesses or work integrated learning opportunities. Members noted that more details about this initiative is available on KPU Social Media channels or the KPU website.

Mr. Heidt noted that an additional \$35,000 was raised for Giving Tuesday since last reported in December. Members noted that \$147,000 in total was raised, an increase of 82% compared to last year when KPU raised \$81,000 in total.

Mr. Heidt commented that the Marketing and Communication team has been working hard to raise brand awareness in the community. Members noted that KPU posters are now displayed on the transit shelters and billboards. Members noted that KPU advertisements are also played in the break in between programs on Global and CTV.

12. Pro Tem Vice President, Administration's Report

12.1. Report to the Board

Mr. Khakbaznejad advised that IT and Facilities have been busy working to get the campuses and technologies ready for welcoming KPU students and staff back to the campuses.

Mr. Khakbaznejad noted that the Administration team has been monitoring staff absenteeism due to Covid-19 and a backup plan is in place to minimize the impact to the services.

Mr. Khakbaznejad commented that the work on the mobile workforce initiative continues and the supply chain issues that KPU ran into last year has been resolved. Members noted that almost all of the Faculty and staff now have their own dedicated laptops and equipment.

Mr. Khakbaznejad mentioned that the Cyber security threat levels are at the highest at the moment and noted that Russia and Ukraine tensions are the contributing factor. Mr. Khakbaznejad commented that PSIs continue to be a target for cyber criminals. Members noted that KPU is working on additional measures including additional training and communication.

Mr. Khakbaznejad noted that Facilities are working on a three-year major maintenance and repair plan. Mr. Khakbaznejad

commented that KPU is also working with an Engineering firm to identify KPU's carbon reduction strategy for each of the campuses.

Mr. Khakbaznejad commented that the Campus and Community Planning team is working on a number of key documentation to support the implementation of the Property Trust including a communication strategy and terms of reference between KPU and the Property Trust. Members noted that KPU is also preparing a draft Governance Manual which will include corporate policies and procedures for the Property Trust.

Mr. Khakbaznejad noted that KPU is monitoring the consultation process between the Province and the First Nations community for the land sale at KPU Tech for the new hospital.

Mr. Khakbaznejad mentioned that KPU is waiting for feedback from the Ministry of Children and Family Development regarding the funding application submitted in November 2021 for the Childcare Facility project. The Ministry has indicated that KPU will be receiving a feedback response by the end of March 2022.

13. Vice President, Students

13.1. Report to the Board

Dr. Cardwell commended his team for providing continuing support to the students.

Dr. Cardwell noted that the Recruitment and Admissions team within the International Office has undertaken a digital marketing strategy to put KPU's branding in the emerging markets in other countries including South Korea, Philippines, Brazil, Nepal and China to diversify the student population. Members noted that after the recent campaign of promoting Post Baccalaureate programs, KPU has seen a 15% increase in the number of applications received in January compared to the same time last year. Dr. Cardwell mentioned that the International Office reached out to over 2,200 newly admitted students in the spring semester to offer personalized suggestion for course recommendations to enhance the student experience.

Dr. Cardwell commented that the summer applications are closed for the international students due to high demand from the market. Members noted that KPU is also predicting a strong enrollment for the fall 2022 based on the applications numbers.

Dr. Cardwell noted that Dr. Lynda Beveridge has been appointed as Director of Counselling Services.

Dr. Cardwell commented that the Indigenous Advisory Committee was held on February 1, 2022 attended by approximately 30 participants from the local First Nations, Metis Nations (BC), Surrey Urban Indigenous Leadership Committee (SUILC), board member, Rhiannon Bennett and other KPU staff members. Members noted that the main topic of conversation was around developing an Indigenous plan.

Dr. Cardwell mentioned that Dr. Marie Battiste will be speaking at the next Indigenous Speaker Series on February 24, 2022 and will talk about Decolonizing the Academy: Trans-systemic Transformations. Members noted that Chief Dr. Robert Joseph will speak at the Indigenous Speaker Series on April 22, 2022.

Dr. Cardwell noted that 'Open Doors Open Minds' is back on April 28, 2022 which will be an opportunity for Indigenous high school students to spend a day on KPU Langley to:

- meet current students and faculty members
- listen to engaging keynote speakers
- learn about KPU's Indigenous Services for Students
- join KPU team for a complimentary breakfast and lunch

14. Vice President, Human Resources' Report

14.1. Report to the Board

Ms. Clancy advised that for the second year in a row KPU is on the list of BC's top 100 employers for 2022. Ms. Clancy noted that the official announcement date is next week and HR is working with Marketing and Communications team for a roll out communication plan following the announcement. Members also noted that this year was the first year when KPU was on the list of finalists in Canada's top 100 employers.

Ms. Clancy noted that KPU was informed last week by Homewood Health, provider of KPU's Employee and Family Assistance Program of a privacy breach. Ms. Clancy commented that Homewood Health provides short term and long-term counselling services to many post-secondary institutions. Members noted that some KPU employees and their family members who have used the Homewood Health Employee and Family Assistance Program (EFAP) services have been affected by this incident. Ms. Clancy noted that KPU is pleased with the steps Homewood Health has taken to respond to the breach and commented that HR has communicated an announcement to all KPU employees with the details on how to determine if any staff has been impacted by the breach. Ms. Clancy noted that KPU will continue to monitor the situation and if there are any new

developments concerning this data breach incident, HR will share this information with KPU employees.

15. Chief Financial Officer's Report

15.1. Report to the Board

Ms. Emilien advised members of staffing and resources within Procurement, Financial Services and BPAS team and noted vacancies within these team.

Ms. Emilien updated members on projects underway in each area. These included:

- Emergency generator maintenance
- Parking services and looking at the design piece of Surrey Daycare building
- Completed Purchase Card orders
- Finalizing budget
- Preparing for year-end audit
- Preparing and issuing T4A and T2202

16. Senate Reports

Dr. Davis advised that the Senate Report for meeting held on January 24, 2022 was prepared by Dr. Amy Jeon, 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

Members recognized February as Black History Month.

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 and wishes everyone best wishes for the holiday season.

21. Next Meeting

The next meeting has been scheduled for Wednesday, March 30, 2022.

22. Adjournment

The meeting adjourned at 5:18 pm.

Board Chair