

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

March 30, 2022

Via Microsoft Teams

Present: Board

Michael McAdam / Chair
Ivy Chen / Vice Chair
Rhiannon Bennett
Alan Davis / President & Vice
Chancellor
Bob Davis
Kelly Fredrick
Amos Kambere
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 (Kwuntiltunaat) Baird /
Chancellor
Mohammed Mahabub
Purru Sandhu

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

The Chair called the meeting to order at 4:00pm.
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 #20-21/22

**MOVED, SECONDED AND CARRIED THAT the Board of
Governors approve the regular meeting agenda for March 30,
2022.**

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

Motion #21-21/22

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

**4.1. Minutes of the February 2, 2022 Regular Board of
Governors Meeting.**

**4.2. The establishment of a new department called Indigenous
Studies (INDG) in the Faculty of Arts, effective April 1, 2022.**

AND

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

4.3. KSA Annual Fee Change Letter: 2022-2023 Academic Year.

4.4. 2022-23 and 2023-24 Academic Year Schedules.

5. Audit Committee Report

5.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Audit Committee met on March 8, 2022 and received an update on engagement activities.

6. Finance Committee Report

6.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on March 8, 2022 and received an update on minor changes to FM2 Investment Policy and Investment Procedures. Members noted that other agenda items discussed at the meeting are on the agenda.

6.2. Senate Endorsement of the Draft 2021/22 University Budget

Dr. Davis highlighted the memo which outlined Senate's endorsement of the draft 2022/23 University Budget.

6.3. Draft FY 2022/23 University Budget, and Revisions to Bylaw No. 4, Fees

Ms. Emilien presented Bylaw No. 4, Fees and commented that Bylaw 4 is revised on an annual basis to reflect annual increases and changes to student fees.

Ms. Emilien noted that the domestic tuition has been raised by 2%; the maximum allowed by the provincial government under the Tuition Limit Policy. Ms. Emilien mentioned that although the Tuition Limit Policy does not apply to international student tuition, increases will be held at 2% for international tuition as well.

Ms. Emilien commented that the following has been added to the Bylaw 4, Fees list:

- Adult Special Education
- Courses in Entertainment Arts

Ms. Emilien noted that coop section has been updated and a further update to the international section including an increase to the confirmation deposit.

Ms. Emilien presented the draft FY 2022/23 University budget and commented that there was a lot of discussion throughout the preparation of the budget and it was presented to the Committee during various phase of the budget process.

Ms. Emilien noted that the Budget preparation for FY 2022/23 focused on ensuring the allocation of any additional funds is consistent with the University Priorities and Budget Tenets and KPU's Strategic Priorities (Vision 2023 & Academic Plan).

Ms. Emilien commented that the overall budget is made out of the base budget and any new additions for FY2022/23. Members noted that a less conservative approach has been taken on revenues when developing the budget. Ms. Emilien presented the overall expenditure breakdown of the proposed budget.

Ms. Emilien mentioned that the draft budget proposes increases of approximately \$47 million in revenues and \$43 million in expenses when compared to the Fiscal 2021/22 budget.

Dr. Davis and several other members commended Ms. Emilien and her team for the work on the budget. Dr. Davis noted that Ms. Emilien has done a tremendous work to produce this budget and constantly refining the numbers to present an accurate and transparent information to various groups.

The Chair commented that the Finance Committee had a very robust discussion and thanked Ms. Emilien for a thorough presentation and a lot of detailed information.

Motion #22-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft budget for Fiscal Year 2022-23; and the revisions to Bylaw No. 4, Fees as recommended by the Board Finance Committee.

6.4. Surplus Variance update

Ms. Emilien presented the report and commented that a new variance reporting process was introduced in FY 2021/22 and this new process required budget holders to review their budgets and provide updated full year forecasts which would in turn allow for more timely key decision making.

Ms. Emilien noted that at the time the report was presented to the Finance Committee, the report contained January figures. Ms. Emilien noted that the year to date value of KPU's surplus is at approximately \$26 million dollars at the end of February 2022. Members noted that KPU is forecasting a surplus of \$21.1 million dollars for FY 2021/22.

Ms. Emilien commented that these number do not take into account any potential transfer to the KPU Foundation.

Ms. Emilien advised members that the Ministry has approved a total deferral of operating grant of \$12.4 million dollars and this comprises of \$4 million dollars in operational expenses and \$8.4 million dollars in capital expenses which will need to be completed within one year.

6.5. 2021/22 Endowments

Ms. Emilien presented the report and commented that KPU is forecasting a surplus of \$21.1 million dollars with a deferral of \$12.4 million dollars. Members noted that \$8.7 million dollars is anticipated to be available.

Ms. Emilien noted that KPU is recommending that \$7 million dollars to be transferred with the primary objective of supporting the students.

Motion #23-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following allocation of \$7,000,000 of surplus funds from the 2021/2022 fiscal year:

- (a) Increase the KPU financial aid endowment in the KPU Foundation by \$3,300,000 to support student financial aid and student scholarships and bursaries at KPU.**
- (b) Establish a \$3,700,000 fund in the KPU Foundation to support current and future students.**

7. Governance Committee Report

7.1. Committee Chair Report

Committee Chair, Mr. McAdam, advised that the Governance Committee scheduled for March 23, 2022 and commented that the agenda items discussed at the meeting are on the agenda.

7.2. VISION 2023 Key Performance Indicators (KPIs) – Mid-year update

Dr. McElroy presented the report and commented that progress towards the VISION 2023 goals is assessed three times per year. Members noted that metrics are included in KPU's Accountability Plan and Report in June. In Fall, a progress report is provided to the Board with the data reported in the Accountability Plan and Report along with an assessment of progress on each goal. Dr. McElroy commented that the report presented at this meeting is a mid-year Progress Report which is an expansion on the Fall Progress Report with the addition of the section with Benchmark data on ten metrics.

Dr. McElroy mentioned that progress has been made on most goals. However, there are few areas where KPU is struggling, particularly around domestic enrollment due to the pandemic, and it has also affected some of the student experience measures.

Dr. McElroy noted that for each metric, two graphs are provided, one for the most recent data, and one for the prior year, showing KPU's results. Dr. McElroy commented that data for each benchmark institution is also included.

Dr. McElroy commented that the domestic applications are up for the fall 2022 intake and also seeing an increase in domestic enrollment for Spring 2023 however, it is very early to predict whether this reflects people returning back to planning for the future post-pandemic.

Dr. McElroy noted that domestic developmental enrolments have declined considerably during the pandemic, contributing to the overall decline in our domestic FTEs.

7.3. GV10 Mission, Vision and Values

Dr. Davis presented the report and commented that GV10 policy was last revised in 2016. Dr. Davis commented that the review of this policy started in fall 2021. Members noted that the draft GV10 Policy and Procedure has been through the 6-week public commenting period and has been to the Senate Standing Committee on Policy.

Motion #24-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve Policy and Procedure GV10 Mission, Vision and Values Development and Amendment as recommended by the Board Governance Committee.

7.4. GV7 Elimination

Ms. van Gerven presented the report and commented that following a fulsome review of Policy GV7 Advisory Boards (Non-Program)/Procedure, it was determined that the Policy and Procedure are no longer necessary and should be eliminated.

Ms. van Gerven noted that the Board Governance Manual provides language and guidance on non-program advisory boards for the KPU Board of Governors. Members noted that language from the *University Act* is being added to the Board Governance Manual for further clarity.

The Chair commented that this policy has not been enacted for many years.

Motion #25-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the elimination of Policy GV7 Advisory Boards (Non-Program) AND the proposed amendment to the Board Governance Manual as recommended by the Board Governance Committee.

7.5. Appointment to the Search Advisory Committee, Provost & VP, Academic

Dr. Davis presented the report and commented that the search for the Provost & Vice President, Academic will begin late March 2022 with the intention of providing a recommendation to the President and the Board of Governors by late June 2022.

Dr. Davis showed his gratitude to Mr. Mahabub for agreeing to be on the Search Advisory Committee.

Motion #26-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the appointment of Appointed board member, Mr. Mahabub to the Search Advisory Committee for Provost & VP, Academic as recommended by the Board Governance Committee.

8. Human Resources Committee Report

8.1. Committee Chair Report

Committee Chair, Ms. Chen, advised that the Human Resources Committee met on March 17, 2022 and approved one-year extension to the University Librarian position. Members noted that the Committee also received an update on the status of the outstanding HR policies.

9. President's Report

9.1. Report to the Board

Dr. Davis advised members that there is a correction to the written report in the package. Dr. Davis commented that he attended the BCNET meeting virtually on December 10th due to having COVID.

10. Pro Tem Provost's Report

10.1. Report to the Board

Dr. Purvey advised members that the Spring term is winding down. Members noted that the registration for summer term has started and is going well.

Dr. Purvey noted that the search for the AVP, Academic is in its final stage and the announcement will be made in coming weeks. Members noted that the searched for the Dean of Arts and the Dean of Trade and Technology is underway.

Dr. Purvey commented that earlier this month, KPU had its first Provost Present series which is a Speaker series. Members noted that three speakers who recently published a book on anti-racism namely 'Racism in Universities' were the speakers and over 100 people participated in the first series and had a constructive discussion.

11. Senate Reports

Dr. Davis advised that the Senate Reports for meetings held on February 28, 2022 and March 21, 2022 was prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

12. 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.

13. For the Good of the Order

Dr. Davis commented on the dropping of the mask mandate on March 17th and advised that KPU decided to keep the mask mandate until the end of the current semester. Members noted that other institutions have also decided to keep the mask mandate until the end of this semester.

Ms. van Gerven advised that the student representative on the Board, Mr. Rahul Malhotra did not maintain his eligibility to remain on the Board as he completed his studies in December 2021. Ms. van Gerven noted that Mr. Malhotra's seat has been declared vacant and will remain vacant until August 2021 when new student board members are elected.

There were no additional items identified.

14. Feedback on the Meeting

There was no feedback on the meeting.

15. 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.

16. Appendix

16.1. Report to the Board of Governors

The March 2022 Report to the Board of Governors was received.

Dr. Davis expressed his thanks to Caroline Lillico for her hard work in the development of the Report for the meeting. Dr. Davis also thanked everyone who contributed to the report.

Dr. Davis highlighted some of the activities in the report from various areas including the Melville School of Business, Campus and Community Planning and Facilities Services.

Mr. Wong also commented that he thoroughly enjoyed reading the report and was impressed with the level of activities going on at KPU.

16.2. 2020/21 Institutional Accountability Plan and Report and Letter of acknowledgement

The Chair thanked Dr. McElroy and her team for the 2020/21 Institutional Accountability Plan and Report.

Letter of acknowledgement was received.

17. Next Meeting

The next meeting has been scheduled for Wednesday, May 25, 2022.

18. Adjournment

The meeting adjourned at 4:52 pm.

Board Chair