

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

May 25, 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
Mohammed Mahabub
Muhammad Afzal Malik
Purru Sandhu
Takashi Sato
Waheed Taiwo

University G7 members

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

Presenters and Administrative Resources

Gillian Dearle / President, Kwantlen Faculty
Association
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
Jack Wong

Chervahun Emilien / Chief Financial Officer

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

The Chair called the meeting to order at 4:01pm.
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 #27-21/22
**MOVED, SECONDED AND CARRIED THAT the Board of
Governors approve the regular meeting agenda for May 25,
2022.**

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

Motion #28-21/22
**MOVED, SECONDED AND CARRIED the Board of Governors
approve the following items on the Consent Agenda:**
**4.1. Minutes of the March 30, 2022 Regular Board of
Governors Meeting.**

- 4.2. Housekeeping changes to Policy HR20: Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions Policy and Procedures.**
- 4.3. Housekeeping changes to Policy HR22: Presidential Search Advisory, Appointment and Re-appointment Procedures.**

5. Audit Committee Report

5.1. Committee Chair Report

Committee Chair, Mr. Mahabub, advised that the Audit Committee met on May 17, 2022 and received an update on Business Performance & Advisory Services (BPAS) Engagement Activities.

5.2. Draft Financial Statements for Year ended March 31, 2022

Committee Chair, Mr. Mahabub, presented the draft Financial Statements for Year ending March 31, 2022 and highlighted the Statement of Financial Position, Statement of Operations and Notes to the Financial Statements.

The Board Chair noted that the external auditors, KPMG, reported that they were pleased with the smooth transition within Financial Services during the year with staff changes. Members noted that no concerns were raised by the external auditors, KPMG.

Motion #29-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft Financial Statements for Year Ended March 31, 2022 as recommended by the Board Audit Committee.

6. Finance Committee Report

6.1. Committee Chair Report

Committee Chair, Mr. Mahabub, advised that the Finance Committee met on May 17, 2022 and agenda items discussed at the meeting are on the agenda.

6.2. Draft Board Response to Senate FY 2022-23 Budget Letter

Dr. Davis presented the Draft Board Response to Senate FY 2022-23 Budget Recommendations noting that the budget is developed in consultation with the Senate Standing Committee on University Budget (SSCUB) and the Senate Standing Committee on Academic Planning & Priorities (SSCAPP). In turn,

the committees jointly present their recommendations to Senate.

Dr. Davis mentioned that the draft letter should be revised to include the Senate Standing Committee on Academic Planning & Priorities (SSCAPP). Members noted that the draft letter is to thank Senate, SSCUB and SSCAPP for their recommendation of the FY 2022-23 budget to the Board.

Motion #30-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Draft Board Response to Senate regarding the FY 2022/23 Budget recommendations as recommended by the Board Finance Committee with minor amendments to include ‘the Senate Standing Committee on Academic Planning & Priorities (SSCAPP)’ as an addressee along with Senate and SSCUB, and to replace the word ‘product’ with ‘an institution’.

6.3. Renewal of License Agreement with the City of Delta

Mr. Lang presented the report and commented that the license is extended for 1 year instead of multi-year (typically for 24 months) following discussions with the executives. This is to give the Property Trust flexibility with that particular site so the Trust can have a conversation with the City of Delta to explore a plan for the full 24 acres of land.

Mr. Lang noted that the new License Agreement will supersede and replace the Original License Agreement, with a term of 1 year commencing on June 1, 2022 and terminating on the May 31, 2023. Mr. Lang commented that the License Agreement can be terminated by either party upon thirty days’ written notice.

Mr. Lang mentioned that the License Agreement renewal was approved by the City of Delta Council at its meeting on April 25, 2022.

Motion #31-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the renewal of the term for the existing License Agreement between the City of Delta and KPU for the City's use of Paterson Park from June 1st, 2022 to May 31st, 2023 as recommended by the Board Finance Committee.

6.4. Extension of Farm School Agreement Between KPU and Tsawwassen First Nation (TFN)

Mr. Lang presented the report and commented that in June 2021, KPU began meeting and engaging with TFN staff to discuss the extension of the License Agreement.

Mr. Lang noted that the discussions were positive with both parties acknowledging the benefits and opportunities created by the TFN Farm School. Mr. Lang commented that due to resourcing issues, TFN was unable to provide KPU with an extension prior to February 28, 2022 when the license agreement expired. Members noted that verbal and written commitments to extend the term were received from staff and the Chief Administrative Officer (TFN) prior to the expiration date of the agreement.

Mr. Lang commented that KPU received the Amending Agreement from TFN on May 4, 2022 to extend the term of the License Agreement for an additional 2 years until February 29, 2024 which included a clause that automatically extends the term for an additional 2 years (until February 28, 2026).

Motion #32-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve an extension of the Farm School Agreement between KPU and Tsawwassen First Nation (TFN) to February 28th, 2024 as recommended by the Board Finance Committee.

7. Governance Committee Report

7.1. Committee Chair Report

Committee Chair, Mr. McAdam, advised that the Governance Committee scheduled for May 11, 2022 and commented that the agenda items discussed at the meeting are on the agenda.

7.2. GV2 Protocol for the Development of University Policies: Policy and Procedure

Ms. van Gerven presented the report and commented that GV2 Protocol for the Development of University Policies: Policy and Procedure has been through several rounds of consultation internally at different Faculty Councils, President's Diversity and Equity Committee and numerous other internal groups. Members noted that the policy is coming through the governance process for approval.

Ms. van Gerven noted that the revised policy and procedure contain comprehensive large-scale changes to the structure of KPU's policy process and many minor changes are recommended.

Ms. van Gerven noted that the policy was presented at Senate on April 25, 2022 and was approved for recommendation to the Board of Governors.

Motion #33-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve Policy and Procedure GV2 Protocol for the Development of University Policies effective September 1, 2022 as recommended by the Board Governance Committee.

7.3. Board Governance Manual amendment to Section 9: Individual Board Member Position Description and Code of Conduct

Ms. van Gerven presented the report and commented that there was a gap in the Board Governance Manual relating to document retention and storage. Ms. van Gerven noted that the two additional paragraphs have been added to section 9 of the Board Governance Manual relating to storage and retention of files and are presented here for approval.

Ms. van Gerven mentioned that the additions note that all records related to work carried out as a board member needs to be in the possession of KPU.

Ms. van Gerven noted that board and committee packages are sent as a link to the SharePoint site and when a board member's term is ceased, access to the SharePoint site is terminated therefore, the links become inactive. However, if board members have any other folder with KPU correspondence, they must delete those folders or send those records to the board office once their term ends with KPU.

Motion #34-21/22

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the proposed amendments to the Board Governance Manual Section 9: Individual Board Member Position Description and Code of Conduct 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 May 12, 2022 and approved five-month extension to the Associate Dean, Faculty of Arts position. Members noted that the Committee also ratified Associate Vice President, Academic position.

9. President's Report

9.1. Report to the Board

Dr. Davis advised members that the summer semester is ongoing and the stable enrollment date has passed. Dr. Davis noted that the office of Planning and Accountability has provided management with a dashboard and analysis of enrollment patterns. Members noted that it is the busiest summer for KPU with 10,300 students on campus which represents a 7% increase from last year (FTE is 11% higher than last year).

Dr. Davis commented that the waitlist for on-line course are higher. Dr. Davis commended the Deans and their team for all the hard work that is necessary to get organized around meeting the student demand.

Dr. Davis commended Dr. Cardwell and his team for continuing to host KPU the Indigenous Dialogue Series.

Dr. Davis highlighted a number of events and activities including KPU Day, KPU Retiree association AGM, meeting with Local School Superintendents at KPU Civic Plaza and a Polytechnic Canada meeting.

Dr. Davis noted that the talent review process for all administration is conducted between March – May depending on when an individual has joined KPU. Each year managers meet with individuals to discuss achievements for the year and set goals for following year. Dr. Davis commented that he has completed all his direct reports talent review meetings.

Dr. Davis noted that a virtual meeting was arranged by the Ministry to talk about to post-secondary institutions on topic 'Future Ready: Skills for the Jobs of Tomorrow'. Two main area of their focus was health and digital and technical jobs. Dr. Davis commented that the Minister stayed for the duration of the meeting listening to management from post-secondary institutions.

Dr. Davis noted that he along with his colleagues attended College and Institute Canada meeting (CICan) and KPU gave a presentation on 'how KPU coped during the pandemic and what KPU is doing post-pandemic'.

10. Pro Tem Provost's Report

10.1. Report to the Board

Dr. Purvey advised members about KPU's partnership with the Centre for Entertainment Arts (CEA) that was approved by the Board, which allows KPU to offer a number of Digital Arts programs. Dr. Purvey noted that KPU launched this on May 9, 2022 and there are currently 235 full-time students based at KPU Richmond. Members noted that Faculty of Arts hired 32 faculty and 19 staff to support these programs.

Dr. Purvey commented that the Provost office is working with individuals new to leadership positions such as the new Deans or Associate Deans. Members noted that an internal mentor has been assigned to them and the Provost office is also working with HR to provide them with external coaches. Members noted that the new Deans and Associate Deans have also been given an opportunity to take on a variety of workshops and courses.

Dr. Purvey noted that professional development opportunities will also be provided to 16 Chairs from different Faculties over the coming months to help with the succession planning at KPU.

Dr. Purvey commented that one of the Dean has finished their Masters and 4 Deans are currently in Doctoral program.

11. Senate Reports

Dr. Davis advised that the Senate Reports for meeting held on April 25, 2022 was prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

Dr. Davis noted that Dr. Jeon was re-elected as Senate Vice-Chair.

Dr. Davis commented that after every other meeting of Senate, KPU is hosting Senate Engage sessions starting at 6:00pm. Members noted that there is a keynote speaker at these sessions.

12. Letters from Minister of Advanced Education, Skills and Training (AEST)

Letters from the Ministry were received.

13. 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.

14. For the Good of the Order

Ms. van Gerven advised that Convocation is scheduled for June 21-24, 2022. Board members were asked to sign up for convocation is May 27, 2022.

There were no additional items identified.

- | | |
|---|---|
| 15. Feedback on the Meeting | There was no feedback on the meeting. |
| 16. Closing Remarks | The Chair thanked everyone, including Board Members for attending and contributing to the discussions. |
| 17. Election of the Chair and Vice Chair | <p>Ms. van Gerven reminded members that the Board Chair, and Vice Chair must be an Appointed Member of the Board and that the Chair, and Vice Chair may be re-elected up to a maximum of three consecutive years.</p> <p>Ms. van Gerven conducted an election process through acclamation. Ms. Chen as Board Chair, and Ms. Bennett as Board Vice Chair were confirmed as of June 1, 2022 for a year until July 31, 2022 in accordance with Section 24 of the Board Manual.</p> |
| 18. Next Meeting | The next meeting has been scheduled for Wednesday, June 29, 2022. Members noted that the meeting will be held in-person at KPU Surrey, Cedar Boardroom 2110. |
| 19. Adjournment | The meeting adjourned at 4:45 pm. |

Board Chair