

## BOARD OF GOVERNORS - REGULAR MEETING

*Regular Meeting Minutes*

*June 29, 2022*

*Surrey Campus, Cedar Boardroom 2110*

**Present: Board**

Ivy Chen / Chair  
Rhiannon Bennett / Vice Chair  
Michael Chang  
Alan Davis / President & Vice  
Chancellor  
Bob Davis  
Amos Kambere  
Muhammad Afzal Malik  
Michael McAdam  
Takashi Sato  
Waheed Taiwo  
Jack Wong

**University G7 members**

Steve Cardwell / VP, Students  
Laurie Clancy / VP, Human Resources  
Chervahun Emilien / Chief Financial Officer  
Diane Purvey / Pro Tem Provost & VP, Academic  
Peter Smailes / VP, Administration

**Presenters and Administrative Resources**

Jennifer Duprey / General Counsel  
Jennifer Jordan / Director, Student Rights and  
Responsibilities  
Ranminder Kaur / Confidential Assistant to the  
Board of Governors  
Lori McElroy / AVP, Planning & Accountability  
Keri van Gerven / University Secretary & Executive  
Assistant to the President & Vice Chancellor

**Regrets:** Kim (Kwuntlunaat) Baird /  
Chancellor  
Kelly Fredrick  
Mohammed Mahabub  
Purru Sandhu

Randall Heidt / VP, External Affairs

**Guests:** Armaan Dhillon, Kwantlen Student Association

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

The Chair called the meeting to order at 4:02pm.  
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 #35-21/22**  
**MOVED, SECONDED AND CARRIED THAT the Board of  
Governors approve the regular meeting agenda for June 29,  
2022.**

**3. Oath of Office**

The Chair administered the Oath of Office to Michael Chang.

**4. Conflict of Interest**

No other conflict of Interest was declared.

**5. Approval of Consent Agenda**

**Motion #36-21/22**

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

**5.1. Minutes of the May 25, 2022 Regular Board of Governors Meeting.**

**6. Annual Report to the Board on the Sexual Violence & Misconduct Policy (SR14)**

Ms. Jordan presented the annual report on the sexual violence and misconduct policy (SR14) and noted that the report has been drafted by the Director, Student Rights and Responsibilities in consultation with KPU's Sexual Violence & Misconduct Advisory Group to inform the President and Board of Governors of policy-related implementation activities that have taken place over the past year.

Ms. Jordan commented that each year, the president of a post-secondary institution must report to the governing body on the implementation of the post-secondary institution's sexual misconduct policy.

Ms. Jordan mentioned that the major activities undertaken from May 2021 to May 2022 fall into the following three categories: Strengthening process and practice, policy alignment and review, and education and awareness training.

Ms. Jordan commented that institutions had the autonomy to develop policy and procedures that reflected their own institutional realities and noted that the Post-Secondary institutions were not resourced with additional funding to support the implementation and ongoing support of this policy.

Ms. Jordan noted that at KPU, the scope of the policy is the whole of the University Community: employees and students. Ms. Jordan commented that the Student Rights and Responsibilities Office has a broader mandate than just implementing and administering Policy SR14 and providing support to the university community on sexual violence and misconduct. The Student Rights and Responsibilities Office's mandate also includes administering the Student Non-Academic Misconduct policy (ST7) and handling reports of students displaying behaviours of concern.

Ms. Jordan mentioned that the Student Rights and Responsibilities Office provides support and education to students impacted by sexual violence and misconduct, promotes education and awareness of Policy SR14 within the University Community, conducts investigations, and applies restorative practices to assist with informal or alternative resolution.

Ms. Jordan commented that the Student Rights and Responsibilities Office works with Human Resources if issues arise involving both employee and student. Ms. Jordan noted that issues involving employees only are dealt solely by Human Resources.

Ms. Jordan noted that the Student Rights and Responsibilities Office works in collaboration with other units within KPU to promote and provide education in various programming.

Ms. Jordan commented that KPU participated in the Sexual Violence & Misconduct survey in early 2022 which was coordinated via the Office of Planning and Accountability.

Ms. Jordan noted that KPU maintains both internal and external connections and commented that she chairs the KPU Sexual Violence & Misconduct Advisory Group. Members noted that Ms. Jordan is also a member of the Provincial Sexual Violence Advisory Group which is coordinated by the Ministry of Advanced Education and Skills Training.

Ms. Jordan commented that some of the mandated tasks from the Ministry were not funded and are, therefore, hard to achieve them due to resources capacity.

## **7. Audit Committee Report**

### ***7.1. Committee Chair Report***

Committee Vice Chair, Mr. Wong, advised that the Audit Committee met on June 14, 2022 and that there is nothing to report.

## **8. Finance Committee Report**

### ***8.1. Committee Chair Report***

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on June 14, 2022 and agenda items discussed at the meeting are on the agenda.

### ***8.2. Management Discussion and Analysis and Analytics supporting the approved Financial Statements for the year ended March 31, 2022***

Ms. Emilien presented the report and commented that Management Discussion and Analysis (MD&A) has been designed to supplement the audited financial statements for the year ended March 31, 2022.

Ms. Emilien noted that the report also contains the financial ratios that explains the financial health of the University. Ms. Emilien commented that the year-end analytics were conducted and were compared to last year's results and year over year comparatives are included within the report.

A member of the Board asked for clarity in the growth year over year in Administration vs. Faculty. Members noted that an analysis will be provided to the Board in the future.

### ***8.3. FY 2023-24 University Budget Principles and Priorities, and Budget Development Timeline***

Ms. Emilien presented the report and commented that the FY 2023-24 university budget development process is in the planning stages and noted that the budget principles and priorities guide the process for the budget development process.

Ms. Emilien presented the budget principles and priorities and commented that the budget principles has been updated for the 2023/24 budget year. Members noted that the principle on International tuition has been changed to highlight that KPU will be realistic in budgeting international revenue, while allowing flexibility in the projection model to reflect ever changing situational facts surrounding international student enrollment in the current environment.

Ms. Emilien noted that a change has been made to reflect the needs of KPU as well as the Mandate of the Province.

Ms. Emilien commented that a balanced budget is being put forward for the 2023-24 fiscal year. All budget principles and priorities will need to be achieved within the balanced budget framework.

Members discussed the budget principles and priorities at length and noted that the budget principle number 7 may need to be re-worded to explicitly mention the need for more administration resources requirements as a result of the work of the Anti-Racism Taskforce Group and the Indigenous Advisory Committee to reflect the growth in administration needed to implement their recommendations.

Dr. Davis noted that KPU will be meeting with the Ministry in the near future to discuss the unfunded Mandates that have accumulated over a period of time. Members noted that some of the projects are budgeted however, others needs to be included in the 2023/24 budget.

Ms. Emilien noted that the final budget will be presented for approval at the February 1, 2023 Board of Governors meeting for approval.

**Motion #37-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve FY 2023-24 University budget Principles and Priorities, and Budget Development Timeline as recommended by the Board Finance Committee.**

***8.4. Additional Procurement greater than \$200,000***

Ms. Emilien presented the report and commented that part of the project was originally approved with the 2023 Budget. Since then, KPU has been made aware that services would be discontinued for its current content management system in November 2022 and would need replacement. Ms. Emilien noted the additional \$195,000 in spend would result in the total project being over \$200,000, therefore, Board approval is required to move forward.

Members commented that the motion should be more descriptive what it relates to for clarity. Ms. Emilien noted this as an action for any future procurement opportunity.

Following discussion, a revised MOTION to include a specific descriptive of what the budget relates to was proposed to read 'THAT the Board of Governors approve, subject to budgetary approval, one additional procurement opportunity **for required IT upgrade project** greater than \$200,000 as recommended by the Board Finance Committee.'

**Motion #38-21/22 [REVISED MOTION]**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve, subject to budgetary approval, one additional procurement opportunity **for required IT upgrade project** greater than \$200,000 as recommended by the Board Finance Committee.**

**9. Governance Committee Report**

***9.1. Committee Chair Report***

Committee Vice Chair, Ms. Bennett, advised that the Governance Committee scheduled for June 15, 2022 and received a yearly update on Academic Plan 2023 on the four-year Anniversary.

***9.2. Accountability Plan & Report 2021/22***

Dr. McElroy highlighted that the Accountability Plan & Report 2021/22 is an annual report that fulfills the requirement of public sector organizations to operate under the Taxpayer Accountability Principles and to meet the requirements of the Ministry's Accountability Framework.

Dr. McElroy noted that the Strategic Priorities section of the report details how KPU has addressed both Ministry priorities, as communicated in the 2021/22 Mandate Letter, as well as KPU's priorities to address our strategic goals.

Dr. McElroy commented that a new section on Sustainability work at KPU has been included in the Accountability report. This includes the Institute of Sustainable Food Systems at KPU Richmond and the Institute of Sustainable Horticulture at KPU Langley which provides students with the opportunity to work side-by-side with top researchers on projects that will benefit people in Canada and around the world.

Dr. McElroy commented that the report includes KPU's strategic direction and performance measure results along with contextual information to describe KPU's role in providing services to its students and communities. After a thorough review by the Ministry, all reports are posted on the Ministry of Advanced Education and Skills Training (AEST) website. The Accountability Report is also published on KPU website once Ministry approval is received however, it is sometime in the fall.

Dr. McElroy commented that the Accountability Report will be signed by the Board Chair, and the President for submission to AEST once approved by the Board of Governors. Dr. McElroy noted that the report cannot be shared publicly until Ministry approval is received.

#### **Motion #39-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2021/22 Accountability Plan & Report for submission to the Ministry of Advanced Education and Skills Training as recommended by the Board Governance Committee.**

#### ***9.3. Board Appointments: appointed and elected members***

Ms. van Gerven noted the appointment and re-appointments as advised by the Ministry. Members also noted elected student representatives who will also be joining the Board as of September 1, 2022 for a one-year term.

## **10. Human Resources Committee Report**

### **10.1. Committee Chair Report**

Committee Chair, Ms. Chen, advised that the Human Resources Committee met on June 20, 2022 and approved the appointment of Dean position, Faculty of Arts.

## **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 took an opportunity to thank Dr. Cardwell for serving KPU over a number of years and most recently as Vice President, Students. Members noted that Dr. Cardwell will be retiring in the summer. Dr. Davis commented that KPU is in the process of identifying a candidate for a Pro Tem Vice President, Students position.

Board members thanked Dr. Cardwell for his services to KPU and wished him well for the future.

Dr. Cardwell acknowledged that his five years at KPU has been highly enjoyable and in particular working with the President and has been a pleasure to serve KPU. Dr. Cardwell noted that he will be running for School Board in Vancouver.

## **12. Pro Tem Provost's Report**

### **12.1. Report to the Board**

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

Dr. Purvey advised members that in-person convocation was a success and that it was nice to see students and their families on campus celebrating success of our students. Dr. Purvey thanked Board member, Mr. Malik for attending convocation ceremony.

Dr. Purvey noted that KPU has submitted a proposal to the Ministry to offer Early Childhood Education program at KPU in conjunction with Capilano University. KPU is hopeful that the Ministry will fund the program which is scheduled to start in January 2023.

Dr. Purvey mentioned that there will be two new faculty positions from September as below:

- Lead Advisor - Disability, Accessibility and Inclusion

- Lead Advisor – Work Integrated Learning

Dr. Purvey commented that the above roles will help with bringing together all the work that is ongoing in those areas.

### **13. Senate Reports**

Dr. Davis advised that the Senate Report for meeting held on May 30, 2022 was prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

Dr. Davis noted that Senate also met on June 27<sup>th</sup> and completed a lot of work that needed attention. Members noted that there will be no Senate meeting over July and August.

### **14. Next Meeting Agenda Contribution**

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

### **15. For the Good of the Order**

Dr. Davis noted that Dr. Purvey won the first Distinguished Leadership Award. Members noted that the nomination came from the Faculty of Arts and that the award was presented to Dr. Purvey during the Convocation ceremony.

There were no additional items identified.

### **16. Feedback on the Meeting**

Dr. Davis reminded members that if upon reading the Board packages, if any board member wants further information, to reach out to the Board Office so management can have information at hand for discussion at the meeting and provide a productive information at the meeting.

There was no feedback on the meeting.

### **17. Closing Remarks**

The Chair, Ms. Chen thanked Mr. McAdam for his 6+ years of service to KPU and commended him for his time, energy, thoughtfulness and inspiration. Ms. Chen noted that Mr. McAdam will be missed.

Mr. McAdam thanked fellow board members and KPU management.

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

### **18. Appendix**

#### ***18.1. Report to the Board of Governors***

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



**19. Next Meeting**

The next meeting has been scheduled for Wednesday, September 28, 2022. Members noted that the Board Office will confirm whether the meeting will be held in-person or virtually.

**20. Adjournment**

The meeting adjourned at 5:21 pm.

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**Board Chair**