

## BOARD OF GOVERNORS - REGULAR MEETING

*Regular Meeting Minutes*

*September 28, 2022*

*Via Microsoft Teams*

**Present: Board**

Ivy Chen / Chair  
Rhiannon Bennett / Vice Chair  
Michael Chang  
Alan Davis / President & Vice  
Chancellor  
Kelly Fredrick  
Ishant Goyal  
Amos Kambere  
Muhammad Afzal Malik  
Takashi Sato  
Harman Preet Singh  
Waheed Taiwo  
Jack Wong

**University G7 members**

Laurie Clancy / VP, Human Resources  
Chervahun Emilien / Chief Financial Officer  
Randall Heidt / VP, External Affairs  
Stephanie Howes / Interim VP, Students  
Diane Purvey / Provost & VP, Academic  
Peter Smailes / VP, Administration

**Presenters and Administrative Resources**

Dr. David Burns / AVP, Academic  
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  
Bob Davis  
Mohammed Mahabub

**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.

The Chair welcomed new board members and new KPU management team members to the meeting.

**1.1. Welcome by KPU Elder in Residence**

The Chair welcomed Lekeyten, KPU Elder in Residence. Lekeyten welcomed the members of the board, and expressed his good wishes for the year ahead.

The Chair thanked Lekeyten, KPU Elder in Residence, for his welcome to the shared traditional territories of the Kwantlen,

Katzie, Semiahmoo, Coast Salish People and Tsawwassen First Nations. The Chair thanked Lekeyten for his inspiration, warmth and his goodness.

**2. Approval of Agenda**

**Motion #01-22/23**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the regular meeting agenda for September 28, 2022.**

**3. Conflict of Interest**

No other conflict of Interest was declared.

**4. Approval of Consent Agenda**

**Motion #02-22/23**

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

**4.1. Minutes of the June 29, 2022 Regular Board of Governors Meeting.**

**5. Governance Committee Report**

***5.1. Committee Chair Report***

Committee Chair, Ms. Chen advised the Governance Committee met on September 14, 2022 and the relevant item discussed at the meeting is on the agenda.

***5.2. AC13 Minimum Qualifications for Faculty Members: Draft Policy and Procedure***

Dr. Burns presented the report and commented that the 'University Act' states that a policy should be developed on how institutions set minimum qualifications.

Dr. Burns mentioned that the draft AC13 policy will guide KPU in the appointment of faculty with the appropriate credentials, scholarly records and experience commensurate with the academic, professional and industry standards of their disciplines.

Dr. Burns commented that the policy will apply to the appointment of all faculty who teach in courses and programs under the jurisdiction of Senate, apprenticeship programs, and also faculty who provide educational support services at KPU.

Dr. Burns noted that KPU will ensure that the academic and professional qualifications of faculty are diverse and inclusive, reflecting the diversity of programs that are offered, and that incorporate a broad range of qualifications, skills, experiences and perspectives that reflects KPU's values, mission and vision.

Dr. Burns mentioned that faculty qualification standards will vary in accordance with the academic and professional expectations appropriate to KPU's diverse disciplines and departments, and the specific educational program, course, research, and service responsibilities of any particular faculty appointment.

Dr. Davis commented that the report includes blog comments received and responses to those comments. It shows the diligence that everyone at KPU has been consulted during the 6-week public posting period. Dr. Davis noted that it is a multi-step process and has been scrutinized by Senate.

**Motion #03-22/23**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Policy and Procedure AC13 Minimum Qualifications for Faculty Members as recommended by the Board Governance Committee.**

**6. Human Resources Committee Report**

***6.1. Committee Chair Report***

Committee Chair, Ms. Bennett, advised that the Human Resources Committee met on September 15, 2022 received an update on following:

- Equity, Diversity and Inclusion update
- Employee Engagement update
- Board members onboarding update

**7. Audit Committee Report**

***7.1. Committee Chair Report***

Committee Vice Chair, Mr. Wong, advised that the Audit Committee scheduled for September 20, 2022 and 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 September 20, 2022 and noted that all items discussed at the meeting are on the agenda.

***8.2. Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022***

Ms. Emilien noted that this is an annual requirement and the Statement of Financial Information (SOFI) Public Bodies Report is due for submission to the Ministry of Advanced Education, Skills and Training on September 30<sup>th</sup> each year.

Ms. Emilien commented that the audited financial statements for the year ended March 31, 2022 have been reviewed and approved by the external auditors, as an accurate representation of KPU's financial results.

**Motion #04-22/23**

**MOVED, SECONDED AND CARRIED THAT Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022 for submission to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.**

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

***8.3.1. Contract for Interpreting Services***

Ms. Emilien presented the report and commented that the projected additional spend for FY 2023 and 2024, on top of the original contract costs would result in the total project being over \$200,000, therefore Board approval is required to move forward.

**Motion #05-22/23**

**MOVED, SECONDED AND CARRIED THAT Board of Governors approve, subject to budgetary approval, the increase in contract for Interpreting Services greater than \$200,000 for as recommended by the Board Finance Committee.**

***8.3.2. New Badging platform***

Ms. Emilien commented that a comprehensive report is presented for approval.

**Motion #06-22/23**

**MOVED, SECONDED AND CARRIED THAT Board of Governors approve the procurement of a new Badging platform greater than \$200,000 as recommended by the Board Finance Committee.**

***8.4. FY 2022/23 and Budget 2023/24 Status Update***

Ms. Emilien presented the report and commented that the FY 2023-2024 budget development process is underway. Ms. Emilien noted that there are multiple touchpoints with stakeholders throughout the budget development process. Departments are preparing their operating and capital requests for the FY2023-2024 budget. These requests will be going through a more rigorous process than in prior years, before being presented to the leadership team in October. Members

noted that the final budget is scheduled to be approved at the February 1, 2023 Board of Governors meeting.

Ms. Emilien presented current year data and commented that it is based on actuals as at end of July 2022 and KPU had a surplus of approximately \$8 million. Ms. Emilien noted that the expenditures were lower than anticipated. Members noted that early review of results for the FY2022-2023 indicate a favorable position for KPU.

Ms. Emilien commented that at the end of last fiscal year, KPU received approval from the Ministry to have some deferrals brought forward, therefore some of the revenue is incorporated within the report.

Ms. Emilien noted that a future variance report presented to the Board will contain breakdown of expenditure for each portfolio.

#### ***8.5. KPU Submission on Public Post-Secondary Funding Formula Review***

Dr. Davis presented the report and commented that after the Board meeting in June, a meeting was held with Don Wright, Engagement Lead for the funding review and his team at KPU to discuss ideas that KPU had about how the Ministry should be approaching the funding review. Dr. Davis commented that it is the first round of consultation with the institutions and written submission from all the institutions are posted on the funding review website.

Dr. Davis noted that the Ministry is looking at how KPU could contribute essentially to the province and our community and how KPU can best use the funds that KPU has. Dr. Davis commented that KPU suggested that the funding formula needs to be equitable and reflect the size, type and broad mandate of KPU and in KPU's view, the institution is not sufficiently well funded in terms of the share of the post-secondary funding available.

Dr. Davis noted that further discussion included inflation, administrative salary increases, the framework and scope of KPU's operations. Dr. Davis noted that the Ministry was provided with examples of how the provisional operating grant has not grown over the last few years.

Dr. Davis thanked Ms. Emilien, Dr. McElroy and Mr. Smailes for their work on the submission.

**9. Appointment to the Search Advisory Committee, Vice President, Students**

Dr. Davis presented the report and commented that the Policy and Procedures HR 25, will oversee the selection of candidates for the position of the Vice President, Students.

Dr. Davis noted that the Board Human Resources Committee members were consulted by the Board office and Mr. Kambere has agreed to serve on the Search Advisory Committee.

**Motion #07-22/23**

**MOVED, SECONDED AND CARRIED THAT Board of Governors approve the appointment of community board member, Mr. Amos Kambere, to the Search Advisory Committee for Vice President, Students.**

**10. President's Report**

***10.1. Report to the Board***

Dr. Davis advised that the President's Report was circulated by the Board office. Dr. Davis noted the significant number of activities around KPU featured in the report.

Dr. Davis commented that KPU is fully functional after a year of disruption. Dr. Davis noted that the fall semester has started and 70% of the courses are in person on KPU campuses and 30% either on-line or blended. Dr. Davis mentioned that enrollment is up by 5% overall and commented that the new domestic student numbers are up by 13%.

Dr. Davis noted that there is a remote work policy for faculty and administrative staff and it is working efficiently.

Dr. Davis noted that Friday, September 30<sup>th</sup> is National Day for Truth and Reconciliation. Members noted that a number of events are happening on campus to commemorate all aspects of truth and reconciliation.

Dr. Davis mentioned that on October 7<sup>th</sup>, KPU's Task Force on Anti-Racism is releasing its report and recommendations. KPU students and employees are invited to the event.

Dr. Davis noted that he was honoured to attend the funeral of Chief Ken Baird, brother of KPU's Chancellor, Kim Baird. Dr. Davis thanked the Vice Chair, Ms. Bennett for helping him understand the rituals making it an important and powerful experience. Dr. Davis commented that it was an astonishing event and was grateful for the opportunity.

**11. Pro Tem Provost's Report**

***11.1. Report to the Board***

Dr. Purvey advised members that this fall, KPU is offering 5,198 more seats compared to last year. Dr. Purvey noted that the waitlists are still high but no more than what it was last year. Members noted that KPU is trying to address the problem where students are enrolled at KPU but not able to register in courses.

Dr. Purvey commented that KPU has launched 15 sections of first year asynchronous courses in the second intersession (i.e. November and December) for students who were unable to register in September. Members noted that the students have been registering in the second intersession and most of the sections are almost full.

Dr. Purvey noted that KPU launched a new course outline software on September 1<sup>st</sup> and was pleased that it was a seamless transition.

Dr. Purvey mentioned that two new faculty positions, with a 75% course release started September 1<sup>st</sup> as below:

- Fiona Whittington-Walsh, lead advisor, Disability, Accessibility and Inclusion
- Larissa Petrillo, lead advisor, Work Integrated Learning

Dr. Purvey commented that hundreds of new sections have been launched over the past few years and KPU is continuing to add more sections to deal with the demand and waitlists. Dr. Purvey briefed members that KPU has changed how students could apply, particularly, the international students who were applying and were unable to get their study visa. The registration deadline has been moved further up in the calendar year which gives international students ample time to apply for study visa.

Members noted that Dr. Purvey will meet with student representatives to the Board separately to discuss students matters relating to registration and to discuss strategies to address waitlists.

## **12. Senate Reports**

Dr. Davis advised that the Senate Report for meeting held on June 27, 2022 was prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

Dr. Davis commented that Senate also met on September 26, 2022 and the report will be presented at the next Board meeting.

## **13. Next Meeting Agenda Contribution**

**Action Item:** Members noted that a report will be provided at a future meeting on what support KPU has provided to students in

terms of financial aid last year and what are the plans for the future.

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.

**14. For the Good of the Order**

The Vice Chair, Ms. Bennett commended Dr. Davis for his courteousness during Chief Ken Baird's funeral. Ms. Bennett noted that Dr. Davis was there all day and took part in all of the event. Ms. Bennett commented that Dr. Davis' attendance speaks a lot about the direction that KPU is leading towards.

There were no additional items identified.

**15. 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.

**16. Closing Remarks**

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

**17. Next Meeting**

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

**18. Adjournment**

The meeting adjourned at 5:00 pm.

---

**Board Chair**