

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

November 30, 2022

Via Microsoft Teams

Present: Board

Ivy Chen / Chair
Rhiannon Bennett / Vice Chair
Michael Chang
Alan Davis / President & Vice
Chancellor
Bob Davis
Kelly Fredrick
Ishant Goyal
Amos Kambere
Mohammed Mahabub
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
Ranminder Kaur / Confidential Assistant to the
Board of Governors
Sharmen Lee / Dean, Faculty of Health
Dr. Lori McElroy / AVP, Planning and
Accountability
Trina Prince / Manager, Equity, Diversity &
Inclusion
Keri van Gerven / University Secretary & Executive
Assistant to the President & Vice Chancellor

Regrets: Kim (Kwuntlunaat) Baird /
Chancellor

Jennifer Duprey / General Counsel

**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 #08-22/23

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

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

Motion #09-22/23

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

- 4.1. Minutes of the September 28, 2022 Regular Board of Governors Meeting.**
- 4.2. The Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal, effective September 1, 2024 as recommended by the Board Governance, and Finance Committees.**
- 4.3. Subject to budgetary approval, the recurring and new procurement opportunities greater than \$200,000 as recommended by the Board Finance Committee.**

5. 50-30 Challenge

Mx. Prince presented the report and commented that KPU is a participant in the Government of Canada's 50-30 Challenge. Members noted that KPU is committed to increasing diversity in senior leadership roles and on its board.

Mx. Prince noted that the 50-30 Challenge is an initiative between the Government of Canada, Canadian businesses and diversity organizations. Mx. Prince mentioned that the goal of the program is to challenge organizations to increase the representation and inclusion of diverse groups within their workplaces, while highlighting the benefits of giving all people a seat at the table.

Mx. Prince commented that the two goals of the 50-30 challenge are:

- Gender Parity – 50% throughout the senior leadership roles and the board. Mx. Prince noted that these includes representation from all marginalized genders including but not limited to women, non -binary, trans, two-spirit and gender diverse people.
- Significant Representation – 30% or more on the board and senior management of other diverse groups including racialized person, people living with disabilities including invisible and orthoptic disabilities and members of the 2SLGBTQIA+ communities.

Mx. Prince noted that a survey will be sent to all senior management and board members and encouraged members and senior leaders to complete the survey which will include four questions. Mx. Prince commented that the data collected will allow KPU to measure and report on the current makeup of the KPU Board and Senior Management Team in relation to the goal of the 50-30 challenge. The goal is to support equitable and inclusive leadership recruitment and retention practices.

Mx. Prince mentioned that the survey is going to be anonymous and has been designed to ask only a few questions. Mx. Prince commented that if members don't feel comfortable answering

any question, they will be able to select the 'prefer not to answer' option.

Members noted that only the high level percentage data will be shared with the board and management.

Trina Prince left the meeting

6. Governance Committee Report

6.1. Committee Chair Report

Committee Chair, Ms. Chen advised the Governance Committee met on November 9, 2022 and received an update on following:

- Governance Policies status report
- Board member's terms expiring 2023
- Phase One rationale documentation for various policies currently under review.

Members noted that other items discussed at the meeting are on the agenda.

6.2. Policy and Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments

Dr. Burns presented the report and commented that GV9 is a core governance policy on the creation and/or discontinuance of a Faculty or department. Dr. Burns mentioned that a significant structural change conversation is not always easy and is often sensitive and difficult.

Dr. Burns commented that when preparing the GV9 policy and procedure, KPU wanted to clarify decision-making across the policy and clarify the term "School" that is inconsistently utilized throughout the old policy.

Dr. Burns noted that the term "School" referred to in the policy is just another word for 'Faculty'. Dr. Burns mentioned that the draft policy also clarifies that Schools and Faculties are one thing, Departments are another, and Centres and Institutes are also different. Members noted that this will also have the advantage of connecting to the work being done to create a policy on Research Centres and Research Institutes.

Motion #10-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Policy and Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments as recommended by the Board Governance Committee.

Dr. David Burns left the meeting.

6.3. VISION 2023 Progress Report

Dr. McElroy commented that performance for VISION 2023 is assessed using a scale, which incorporates both government and KPU assessment methods. KPU's method allows for additional gradations marking progress toward achieving a target, not just whether the target has been achieved. The 24 measures include the performance measures required by the Ministry of Advanced Education, Skills and Training (AEST), as well as those for the Industry Training Authority (ITA).

Dr. McElroy noted there are targets for all but one performance measure. Members noted that for 11 of the other 12 metrics, the target was developed by the Office of Planning & Accountability and approved by the Board.

Dr. McElroy noted that all 24 measures are reported in the annual Accountability Plan and Report that is submitted to the Ministry each summer. In addition, two separate progress reports are provided to the Board:

- A Progress Report is provided in the Fall, with the data reported in the Accountability Plan and Report, as well as an assessment of progress on each goal; and
- A mid-year Progress Report which expands on the Fall Progress Report with the addition of Benchmark data.

Dr. McElroy noted that the Accountability Plan and Report was approved by the Ministry in early November and is now publicly available.

Dr. McElroy noted that the targets were achieved, or substantially achieved, for 11 of the metrics. Members noted that eight metrics were not assessed this year as no new data was available. The targets for five metrics were not achieved; three of these were within 60 to 89% of the target, while two were below this.

6.4. Target for new VISION 2023 metric

Dr. Elroy presented the report and commented that no target was developed for metric 5, Proportion of friends (e.g. external reviewers, advisory board members, KPU Foundation) who feel that their contribution to KPU was valued, since no data had been collected to inform the target.

Dr. McElroy commented that the targets are generally about achieving or exceeding a certain standard, or improvement over time. Dr. McElroy asked the committee to approve the target for performance measure 5 so that KPU can track progress in this measure.

Motion #11-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the target for performance measure 5, Proportion of friends (e.g. external reviewers, advisory board members, KPU Foundation) who feel that their contribution to KPU was valued be set at “equal to or greater than the previous rating” as recommended by the Board Governance Committee.

7. Human Resources Committee Report

7.1. Committee Chair Report

Committee Chair, Ms. Bennett, advised that the Human Resources Committee met on November 7, 2022 received an update on Compensation Framework. Ms. Bennett noted that other item discussed at the meeting is on the agenda.

7.2. Appointment to the Search Advisory Committee, Vice President, Equity & Inclusive Communities

Dr. Davis presented the report and commented the Policy and Procedures HR 25, will oversee the selection of candidates for the position of the Vice President, Equity & Inclusive Communities. Members noted that Ms. Bennett has agreed to serve on the Search Advisory Committee.

Motion #12-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the appointment of community board member, Ms. Rhiannon Bennett, to the Search Advisory Committee for Vice President, Equity & Inclusive Communities as recommended by the Board Human Resources Committee.

8. Audit Committee Report

8.1. Committee Chair Report

Committee Chair, Mr. Mahabub, advised that the Audit Committee met on November 15, 2022 and received update on:

- audit recommendations
- Procurement process audit
- Engagement Activities
- Year end 2022 financial audit report

9. Finance Committee Report

9.1. Committee Chair Report

Committee Chair, Mr. Mahabub, advised that the Finance Committee met on November 15, 2022 and noted that all items discussed at the meeting are on the agenda.

9.2. FY 2024 Budget Update

Ms. Emilien presented the report and commented that the FY 2023-2024 budget development process is underway.

Ms. Emilien noted that a number of meetings have been set with stakeholders throughout the budget development process. Members noted that based on preliminary revenue projections and assumptions, new budget room is estimated at 10 million dollars for operational purposes and 15 million dollars for capital endeavors.

Ms. Emilien noted that KPU's Executive Leadership team consolidated, prioritized and reviewed budget requests for their respective portfolios during October and November.

Ms. Emilien commented that a draft budget will be presented to key parties in December for consultation. Members noted that a draft budget will be presented to the Finance Committee in January, and to the full board in February for approval.

Ms. Emilien noted that a review of the budget Principles and Priorities is also been conducted to evaluate the need to any revision or updates. Ms. Emilien mentioned that this review is necessary to that aligns with the proposed budget that will be brought forward.

9.3. FY 2023 Status Update

Ms. Emilien presented the report and commented that monthly reports are presented to the Board Finance committee to inform on spend activities undertaken by KPU.

Ms. Emilien noted that the mid-year review of results for the FY 2022-2023 continue to indicate a favorable position for KPU.

Ms. Emilien commented that the report is presented in three formats as listed to provide information from different angles:

- Variance by portfolio
- Variance by department
- Variance by account

Ms. Emilien noted that as of September 30, 2022, revenues are showing \$8 million higher as a result of international vs. domestic students and higher interest income on cash balances as interest rates has risen. Members noted that salaries and benefits are forecasted to be \$7 million lower largely due to the vacancies and slower hiring in both administrative and GEU salary groups, along with savings in faculty. Ms. Emilien commented that a significant amount of savings in faculty is due to slower progress than expected for Entertainment Arts and Strategic Initiatives activities.

Ms. Emilien mentioned that the non-salary expenses are expected for be \$6 million lower than the adjusted budget due to significant savings that are expected in software and subscriptions due to project release and lower than budgeted software requirements for Entertainment Arts. Members noted that Fees and services are also projecting savings due to lower Entertainment Arts activities, a reduced estimate for the KPU Tech land sale Cash-In-Lieu payment and anticipated underspend in a number of portfolios.

Ms. Emilien updated members with figures as of October 31, 2022 and commented that it has identified further \$1.9 million surplus since September. KPU is anticipating a \$23.2 million surplus to the end of the fiscal year. Members noted that the change is due to increased operating grant from the Ministry and KPU has been advised to anticipate a 4% increase in the operating grant to cover excluded administrative salary wage increases, increase in domestic tuition revenue and invested income continues to raise.

Ms. Emilien commented that she has been in touch with the Ministry to discuss proactive and strategic options to utilize the anticipated surplus for the FY 2023.

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 on November 28, 2022, KPU's Chancellor, Kwuntiltunaat (Kim) Baird and a number of other executives attended a reception of the First Nations Leaders from across British Columbia cabinet.

Vice President, External Affairs, Mr. Heidt updated members on 'Giving Tuesday'. Members noted that they can support the

cause by raising awareness and fundraising. Mr. Heidt noted that KPU's goal this year is to support 175 indigenous students providing each with thousand dollars.

11. Provost's Report

11.1. Report to the Board

Dr. Purvey advised members that the Provost's report was circulated by the Board office.

Dr. Purvey noted that on December 1, 2022 KPU will be hosting the 7th session of 'Pulling Together' series which focuses on decolonization and indigenization specifically for the leaders. Members noted that KPU has identified 50 leaders from within the university who have been through these sessions together.

Dr. Purvey commented that the event will be held on the Tsawwassen First Nation land and KPU leaders will be Chancellors, Kim Baird's guest. The event is to celebrate all that the leaders have learnt and Kim Baird will also be presenting at the event.

Dr. Purvey noted that KPU is the first post-secondary institution to have these sessions. Members noted that several post-secondary institutions have reached out to KPU as they want to organize something similar within their institutions.

Dr. Purvey mentioned that enrolment is looking strong for the spring term. Members noted that domestic enrolments are up by 26%.

12. Senate Reports

Dr. Davis advised that the Senate Reports were prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

13. 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.

14. For the Good of the Order

There were no additional items identified.

15. Feedback on 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. Appendix

17.1. Report to the Board of Governors

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

18. Next Meeting

The next meeting has been scheduled for Wednesday, February 1, 2023.

19. Adjournment

The meeting adjourned at 4:40 pm.

Board Chair