

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

March 29, 2023

Via Microsoft Teams

Present: Board

Ivy Chen / Chair
Rhiannon Bennett / Vice Chair
Kim (Kwuntiltunaat) Baird /
Chancellor
Michael Chang
Alan Davis / President & Vice
Chancellor
Bob Davis
Kelly Fredrick
Ishant Goyal
Muhammad Afzal Malik
Takashi Sato
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

Jennifer Duprey / General Counsel
Ranminder Kaur / Confidential Assistant to the
Board of Governors
Dr. Lori McElroy / AVP, Planning and
Accountability

Regrets: Amos Kambere
Mohammed Mahabub
Harman Preet Singh
Waheed Taiwo

Keri van Gerven / University Secretary & Executive
Assistant to the President & Vice Chancellor

**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 #17-22/23

**MOVED, SECONDED AND CARRIED THAT the Board of
Governors approve the regular meeting agenda for March 29,
2023.**

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

Motion #18-22/23

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

**4.1. Minutes of the February 1, 2023 Regular Board of
Governors Meeting.**

AND

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

4.2. KSA Annual Fee Change Letter: 2023-2024 Academic Year.

5. Governance Committee Report

5.1. Committee Chair Report

Committee Chair, Ms. Chen advised the Governance Committee met on March 8, 2023 and received an update on Board members term expiring on 2023. The Committee also reviewed the following:

- Governance Framework (including Governance Manual)
- Adequacy of KPU's Board Member Position Description & Code of Conduct

Members noted that the other item discussed at the meeting is on the agenda.

5.2. VISION 2023 Progress Report: Mid-year update

Dr. McElroy presented the report and commented that each year KPU measures progress towards the VISION 2023 goals in three ways:

- metrics are included in KPU's Accountability Plan and Report;
- a progress report is provided to the Board 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 is an expansion on the Fall progress report with the addition of the section with Benchmark data on ten metrics.

Dr. McElroy noted that the benchmarks are based on institutions with a program mix similar to KPU's: Capilano University, Douglas College, University of the Fraser Valley, Langara College, Thompson Rivers University, and Vancouver Island University. Members noted that however, some of the institutions do not have apprentice programs which is noted in the graphs.

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. Members noted that the Ministry required targets are also included within the report.

Dr. McElroy commented that BC Stats uses different surveys to collect outcome information from graduates depending on the

program credential, for example, bachelor's degree (BGS), associate degree, diploma or certificate (DACSO) and apprentice (APPSO) and non-apprenticeship trades programs (Trades). Dr. McElroy mentioned that there are some dissimilarities from credential to credential.

Dr. McElroy mentioned that progress has been made on most goals. However, there are a few areas where KPU is struggling, particularly around 'Metric 7: Indigenous student spaces.' Members noted that only one institution was successful in achieving this target. Dr. McElroy noted that each institution sets their own target for this metric, which were set several years ago.

Dr. McElroy noted that domestic developmental enrolments have declined considerably during the pandemic, particularly with KPU's indigenous enrolments.

5.3. Board Planning Seminar April 21, 2023

Dr. Davis presented the report and commented that this is an annual chance for the board to have a more robust conversation around strategy and general direction for the institution and included following agenda items:

- Vision 2026 and workplan for the next 24 months – Dr. Davis mentioned that the draft Vision 2026 has been through a lot of consultation and the draft Vision 2026 has been revised following feedback received from various stakeholders. Dr. Davis commented that the Board at its Planning session will receive an update on where KPU is with draft Vision 2026 and the workplan for next 24 months.
- KPU's Global Strategy – Dr. Davis noted that he has been working with the Global Taskforce to look at all dimensions of international activities such as, receiving students, sending students, partnerships and global development. Dr. Davis commented that he will share the latest update at the Planning session with the board members.

Dr. Davis mentioned that other suggested topics will be added to future board agendas as appropriate.

6. Human Resources Committee Report

6.1. Committee Chair Report

Committee Chair, Ms. Bennett, advised that the Human Resources Committee met on March 16, 2023 and ratified the

reappointment of University Librarian. Members noted that the other item discussed at the meeting is on the agenda.

6.2. 50-30 Challenge Survey Results

Ms. Clancy presented the report and commented that between October/November 2022, KPU Board members and senior management were invited to participate in a self-id survey for the purpose of assessing the current makeup of our board and senior management team in relation to the goals of the 50-30 Challenge.

Ms. Clancy noted that both the composition of senior management and the Board of Governors met the goals of the 50-30 Challenge in terms of diversity and gender parity.

Ms. Clancy commented that HR will be monitoring the survey outcome. Ms. Clancy mentioned that HR is working on revision to the recruitment and retention policies and the KPU has hired an external consultation to look at these policies for an equity, diversity and inclusion angle.

7. Audit Committee Report

7.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Audit Committee met on March 7, 2023 and received update on engagement activities.

8. Finance Committee Report

8.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on March 7, 2023 and noted that all items discussed at the meeting are on the agenda.

8.2. FY 2022-23 financial status update

Ms. Emilien commented that this is the last financial update before KPU embarks on the year end audit. The purpose of the report is to provide an update to the Board on spending activities undertaken by KPU. Ms. Emilien noted that the variance and forecasting analytics was completed internally for the period ending February 28, 2023.

Ms. Emilien noted that as of February 28, 2023, KPU is projecting approximately \$35 million surplus to the end of the fiscal year. Members noted that this was due to higher revenues and lower expenses. Ms. Emilien commented that revenues are approximately \$6.5 million higher and salaries and benefits are

forecasted to be \$20 million lower than originally budgeted. This is mainly as a result of international and domestic student tuition collected to date and higher interest income on KPU's cash balances. Members noted that salaries and benefits variance is mainly due to vacancies and slow hiring, along with other savings in faculty.

Ms. Emilien mentioned that the non-salary expenses are expected for be \$15 million lower than budgeted due to significant savings in software and subscriptions due to project delays and lower than budgeted software requirements for Entertainment Arts. Members noted that Repairs and Maintenance also shows significant variance as a result of timing of getting work done for environmental liabilities and accounting related asset retirement obligations.

Ms. Emilien commented that Fees and services are also projecting savings due to lower Entertainment Arts activities, and anticipated underspend in a number of portfolios.

Ms. Emilien commented that the contingency that was set last year has not been used, therefore, as a result there are savings too.

Ms. Emilien mentioned that KPU has committed to \$5 million surplus to report to the Ministry at the end of March 2023. Ms. Emilien commented that Financial Services are still processing invoices however, there is still a potential for additional significant expenses in the coming weeks as KPU works towards finalizing year end numbers.

Ms. Emilien noted that the Ministry notified KPU on March 23, 2023 that the Ministry has approved KPU's request to restrict \$23 million from the 2023 operated funded allocation for capital purposes.

Ms. Emilien commented that \$7 million has been transferred to the KPU Foundation. Ms. Emilien noted that Board previously also approved \$4 million to Research Endowment, \$2 million to bio-reduction fund and \$1 million towards food endowment. Members noted that the approval resulted in approximately \$5 million surplus.

9. President's Report

9.1. 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 he was excited to read about academic strength at KPU. Dr. Davis noted that KPU is making progress on some key initiatives at KPU and will be reported to the Board accordingly.

Dr. Davis noted that Premier, David Eby and Prime Minister, Justin Trudeau visited KPU Langley on March 1, 2023 and met students and colleagues from Faculty of Health. Members noted that KPU Chancellor, Kim Baird opened the ceremony and made an important health care announcement. Dr. Davis thanked Ms. Baird for attending and for making the announcement.

Dr. Davis commented that KPU has once again been named one of BC's Top Employers. Dr. Davis noted that KPU is paying attention towards academic integrity, particularly in the context of the digital environment and artificial intelligence.

Dr. Davis noted that the Faculty of Arts hosted four Indigenous Artists and Writers-in-Residence during the Spring 2023 semester.

10. Provost's Report

10.1. Report to the Board

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

Dr. Purvey noted that City of Richmond Parks department is the winner of KPU Community Impact Award. Members noted that they were nominated by the department of Sustainable Agriculture.

11. 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.

12. 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.

13. For the Good of the Order

There were no additional items identified.

14. Feedback on the Meeting

There was no feedback on the meeting.

15. Closing Remarks

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

16. Appendix

16.1. Report to the Board of Governors

The March 2023 Report to the Board of Governors was received.

17. Next Meeting

The next meeting has been scheduled for Wednesday, May 24, 2023.

18. Adjournment

The meeting adjourned at 5:44pm.

Board Chair