

JOINT SENATE STANDING COMMITTEES ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

Regular Meeting
Friday, March 5, 2021
9:00 a.m. - 12:00 p.m.
MS Teams Online

AGENDA

1. Territorial Acknowledgement and Call to Order Heather Clark 9:00
2. Approval of Agenda
3. Approval of Minutes
 - 3.1. Joint Committee Minutes, November 13, 2020 Heather Clark 9:10
 - 3.2. SSCAPP Minutes, February 5, 2021
4. Chair's Report
 - 4.1. Election of SSCUB Chair..... David Burns 9:10
5. Fiscal 2021–22 Budget Presentation..... Tara Clowes 9:30
6. Vice-President, Teaching and Learning Report..... Rajiv Jhangiani 10:00
7. Items for Discussion..... Heather Clark 10:15
8. Adjournment

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

Minutes of Regular Meeting
Friday, November 13, 2020, 2020
9:00 a.m. - 12:00 p.m.
MS Teams Online

SSCAPP Voting Member Quorum 8 members		
Andhra Goundrey Heather Clark Lilach Marom Kristan Ash Michelle Molnar	Andre Iwanchuk Allyson Rozell Catherine Schwichtenberg	Alan Davis
		Non-voting
		David Burns Deepak Gupta Zena Mitchell Sandy Vanderburgh Rajiv Jhangiani Lori McElroy
Regrets	Senate Office	Guests
Pallav Sharma Randal Thiessen Tom Westgate Steve Cardwell Harjit Dhesi	Rita Zamluk	Simrat Gill
SSCUB Voting Member Quorum 8 members		
Caroline Daniels Fergal Callaghan Lyndsay Passmore Reza Khakbaznejad Seanna Takacs	Sonu Bratch Stephanie Howes Sue Fairburn Waheed Taiwo	Alan Davis
		Non-voting
		David Burns Sandy Vanderburgh Tara Clowes Jeff Ho
Regrets	Senate Office	Guests
Barnabe Assogba Tom Westgate Sharanveer Singh Diane Purvey	Rita Zamluk	Deirdre Taylor

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

1. Call to Order

The Chair, David Burns, called the meeting to order at 9:01 a.m.

2. Approval of Agenda

Catherine Schwichtenberg moved the agenda be confirmed as circulated.

The motion carried.

3. New Business

The Chair welcomed new members. Members and student observers introduced themselves.

3.1. Notice of Election of Chair

David Burns, Vice-Chair of Senate provided notice that an election for the Chair will be held at the next meeting, January 8, 2021.

3.2. Program Discontinuance:

3.2.1. Power Line Technician Citation

Brian Moukperian, Dean, Faculty of Trades and Technology was present to answer questions.

Sandy Vanderburgh, Provost and Vice-President, Academic, supported the proposal.

Alyson Rozell moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors discontinue the Citation in Power Line Technician.

The motion carried.

3.2.2. Outdoor Power Equipment Technician Citation

Brian Moukperian reported that BCIT and UFV programs meet the needs of the industry and that KPU has not offered the program for 13 years.

Alyson Rozell moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors discontinue the Citation in Outdoor Power Equipment Technician.

The motion carried.

3.2.3. Adult Basic Education Certificates of Completion

Aimee Begalka, Dean, was present to answer questions. She noted that this action follows the GV9 Task Force recommendations. She advised that these credentials, which have been suspended for several years, are the only credentials offered in Adult Basic Education.

Allyson Rozell moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors discontinue the

Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education.

The motion carried.

4. Items for Discussion

4.1. Vice-Provost, Teaching and Learning Report

Rajiv Jhangiani presented his report. He highlighted the service provided, the increase in the number of faculty now using Moodle, awards granted, and upcoming events. He reported that Joel Murray, Interim Director, Flexible Learning and Academic Integrity, has joined the team.

5. Adjournment to Joint Committee Meeting

The meeting adjourned at 9:23 a.m.

JOINT SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

6. Call to Order

The Chair called the meeting to order at 9:46 a.m.

The Joint Committee recessed to review financial documents and reconvened at 10:10

7. Approval of Agenda

The Chair reviewed the agenda.

Move: Notice of election of chair for SSCUB to be added as an item for discussion for this meeting.

Allyson Rozell moved the agenda be confirmed as amended.

The motion carried.

8. Approval of Minutes, October 2, 2020

Sue Fairburn moved the minutes be confirmed as amended.

The motion carried.

9. Fiscal 2021/22 Budget Consultation

Tara Clowes, Vice-President, Finance and Administration introduced Jeff Ho, Executive Director, Financial Services.

She presented an updated 2021-22 Budget and highlighted: the 2021–22 Budgets Tenets and Philosophy, timeline revisions, assumptions in the budget summary, activities undertaken to create the revised budget, the plan to cover the deficit, general changes to all portfolios, expenditures, portfolio changes, and new investments. Next she reviewed a Capital Budget Update. She introduced the Capital Renewal Program. Later in the year she will update her report when the exact amount of funding from the Province is known. Her presentation finished with next steps. She then answered questions from the Committee.

Sandy Vanderburgh was available to answer questions about the allocation of funding for: new positions, research and scholarship, teaching and learning, and peer-to-peer mentorship for international students,

Alan Davis, President, provided historical context and next steps for the research and scholarship budget.

Lori McElroy, Associate Vice-President, Planning and Accountability, provided background and context on strategic enrolment modeling and the numbers used for the tuition projections.

The Committee discussed the creation of new positions between budget cycles, financing for research, international revenues and expenses, managing encumbered salaries, the turnover rate for encumbrance modeling, the factors considered and the purpose of the revenues sensitivity provision, travel budgets, caution in hiring new position, the employee turnover rate,

David Burns asked the committee members to forward additional feedback to him so he can bring it to Senate.

Allyson Rozell moved that the Joint Senate Standing Committee on Academic Planning and Priorities and on University Budget forward the 2021–22 budget to Senate for endorsement.

The motion carried.

Alan Davis commended the Joint Committee on its work.

10. Items for discussion

10.1. Notice of Election of Chair

David Burns, Vice-Chair of Senate announced that an election for a chair of the Senate Standing Committee on University Budget will be held at the next meeting on January 8, 2021.

11. Adjournment at 10:56

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Minutes of Regular Meeting

Friday, February 5, 2021

9:00 a.m. - 12:00 p.m.

MS Teams Online

SSCAPP Voting Member Quorum 8 members		
Allyson Rozell Andhra Goundrey Andre Iwanchuk Catherine Schwichtenberg Heather Clark (Chair)	Kristan Ash Lilach Marom Michelle Molnar Simrat Gill Sharmen Lee	Alan Davis
		Non-voting
		David Burns Zena Mitchell Sandy Vanderburgh Steve Cardwell Rajiv Jhangiani Lori McElroy
Regrets	Senate Office	Guests
Deepak Gupta Pallav Sharma Tom Westgate	Rita Zamluk	Aimee Begalka Rajiv Jhangiani Brent Elliott

1. Territorial Acknowledgement and Call to Order

The Chair opened with a territorial acknowledgement and called the meeting to order at 9:03 a.m.

2. Approval of Agenda

Allyson Rozell moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, January 8, 2021

Allyson Rozell moved the minutes be confirmed as circulated.

The motion carried.

4. New Business

4.1. Program Suspension: Work Exploration, Job Preparation

Aimee Begalka, Dean, Faculty of Academic and Career Preparation, provided an overview and background for the discussion. During the discussion, she noted that the decision to revise the program and its implications has been carefully considered, the intent of the revision is to make the program more flexible, and meeting community expectations of the program.

Alan Davis, President, reminded the committee that the work of Senate is to focus on students and academic quality.

The Committee discussed the impacts of suspending the program for a year.

Sharmen Lee moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors suspend the programs offered by the Access Programs Department for a period of one year: September 1, 2021 – August 31, 2022.

The motion carried.

4.2. AC 15 Micro-credential policy draft

Sandy Vanderburgh, Provost and Vice-President, Academic opened the discussion highlighting the opportunity for KPU to be a leader in micro-credential offerings in BC, the current increasing demand for short term learning, the opportunities for faculty to repackage and offer new versions of their programs, and how the policy framework incorporates requirements in the *University Act*, and of the Board of Governors and Senate.

Alan Davis, President, commented that KPU has been offering short courses for many years. The intent of the policy is to reach new audiences through micro-credentials.

Rajiv Jhangiani introduced and overviewed the documents provided. He highlighted the government subsidies that are available to develop micro-credentials, the desire within Faculties to develop micro-credentials, the advantage of increasing flexibility to offer shorter courses that will serve students that are working adults.

He answered questions regarding the short timelines for approval, the role of Faculties to ensure ongoing academic quality, the types of micro-credential that are digital badges, and the micro-credential activities in other institutions in B.C.

The Committee discussed the procedure to approve the micro-credentials within the Faculties, the short time for approval by the committee, the opportunities currently existing within Faculties, ways to ensure that the content being taught undergoes rigorous review to meet KPU academic quality, oversight of the digital badges, and defining the term, “digital badge”.

4.3. Campus Master Plan Update

Alan Davis introduced Brent Ellis, Director, Planning and Development.

Brent Elliott presented the KPU2050 Official Campus Plan. He overviewed the vision and framework for the plan, consultation processes that include Indigenous Peoples perspective and values, the principles and plans for each campus, and future steps in planning.

The Committee discussed the inclusion of indoor spaces for large events.

Catherine Schwichtenberg moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors approve the KPU2050 Official Campus Plan.

The motion carried.

5. Items for Discussion

5.1. Associate Vice-President, Teaching and Learning Report

Rajiv Jhangiani presented his report. He highlighted the upcoming Digital Pedagogy Webinar scheduled for February 23rd and the OLC Innovate 2021: Education Reimagined Virtual Conference.

6. Adjournment

The meeting adjourned at 10:15 a.m.

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Item: 4.1

Meeting Date: March 5, 2021

Presenter: David Burns

Agenda Item

Election of Committee Chair

Context & Background

David Burns, Vice-Chair of Senate, provided notice of election at the November 13, 2020 meeting.

Key Messages

1. All members of the Senate Standing Committee are eligible to be elected as committee chair.
2. If a non-senator is elected as chair, then a senator must be elected as a Vice-Chair.
3. The chairs and vice-chairs of senate standing committees are normally elected for a three-year term. For senators, their term ends in three-years or at the end of the Senator's term on Senate, whichever is shorter.
4. This election is for the term April 1, 2021 to August 31, 2024.
5. The Vice-Chair of Senate will conduct the election.

Submitted by

Rita Zamluk, Administrative Assistant, University Senate

Date submitted

January 27, 2021

JOINT SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES AND THE UNIVERSITY BUDGET

Agenda Item: 5

Meeting Date: March 5, 2021

Presenter: Tara Clowes

Agenda Item	Fiscal 2021–22 Budget Presentation
Action Requested	Motion
Recommended Resolution	THAT the Joint Committee on Academic Planning and Priorities and the University Budget recommend that Senate endorse the Final Draft Budget for Fiscal Year 2021-2022.
Senate Standing Committee Report	For Senate Office Use Only
Context & Background	<p>On November 13, 2020 the Finance Office presented a draft 2021-2022 budget to Senate Standing Committee which received committee endorsement. The Finance Office committed to bring back the final version of the budget if there were substantive changes following changes in assumptions after the spring term and 2020 – 2021 Q3 forecast data was available.</p>
Key Messages	<ol style="list-style-type: none"> 1. Budget preparation for 2021 – 2022 is focusing on developing a budget that will maintain, as far as possible, KPU’s core teaching, learning, scholarship and service activities. 2. The draft budget is for a proposed \$3.6 million deficit, which is manageable within KPU’s unrestricted accumulated surplus.
Consultations	University Executive
Attachments	<p>Fiscal 2021 – 2022 Budget Presentation Fiscal 2021-22 Draft Budget Fiscal 2021-22 Draft Budget by Academic Department Fiscal 2021-22 Draft Capital Budget</p>
Submitted by	<i>Tara Clowes, Vice President, Finance and Administration</i>
Date submitted	<i>February 19, 2021</i>

Fiscal 2021/22 Budget Presentation

Academic Council
President's University Executive
SSCUB/SSCAPP & Senate
KFA & BCGEU Unions
Board Finance Committee
Board of Governors



Where thought meets action

Update on FY 20 / 21 Forecast

- In Q3 KPU realized savings from operations during the pandemic that more than offset tuition shortfalls
- Primary variance from Q2 is
 - \$3.5M net additional revenue
 - Ministry grant incremental revenue to settle collective bargaining increments to date
 - Mis-match from retro expenditures recorded in FY 19 / 20 due to accounting accrual rules
 - \$1.5M decrease in salaries forecast
 - Combination of reduced salaries and reduced benefits forecast
 - \$7M decrease in non-salary expenses
 - General slowdown of spending across university
 - Now project a modest surplus for 20 / 21 of approximately \$9M
 - Majority will be endowed for future strategic initiatives



Budget Tenets and Philosophy

To **maintain**, as far as possible, KPU's core teaching, learning, scholarship and service activities through most of another year of COVID-19 disruption. This will require, as far as possible, sustained levels of staffing.

To **provide predictability** for faculties but with flexibility and fluidity due the potential level of revenue volatility in these unprecedented times.

To present for approval a **deficit** budget that is reasonable relative to KPU's historical expenditure levels, revenue projections and within Ministry of Advanced Education and Skills Training approved threshold.

New: To allow for investments targeted at key strategic and mandated priorities, especially with respect to post-pandemic shifts.

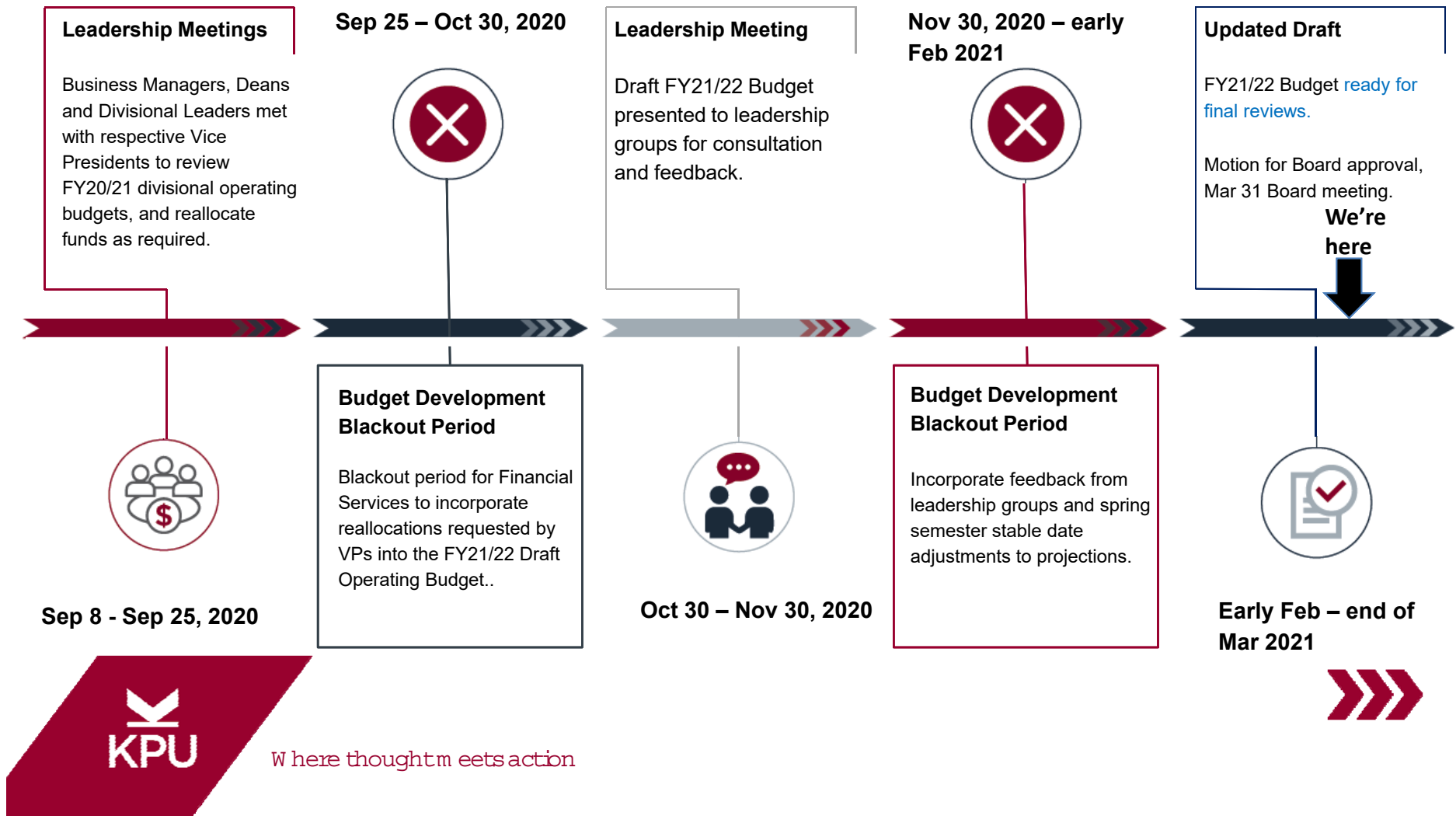


Budget Development

- Roll-forward approach to FY21/22 operating expenses:
 - Commence with FY20/21 base budget
 - Inflationary salary and non-salary increases added (no increases to executive salaries per provincial mandate)
 - Targeted reduction of pandemic related non-salary expenses
- Core activities maintained within existing budget
 - New operational initiatives funded via reallocation of VP portfolio budget
- New investments targeted on key strategic areas
- Tuition revenue projected to be above FY19/20 levels & below FY20/21 budget
- Draft operating budget compared to FY19/20 actuals and FY20/21 forecast for reasonableness based on historic trends



Budget Development Timeline



Budget Consultation Feedback

- Continued investment in key strategic areas to respond to effects of pandemics on post-secondary institutions.
- Understanding of how the salary encumbrance was determined and implications.
- Sufficient contingency to be able to respond to potentially unforeseen challenges and opportunities as the pandemic progresses and abates.
- Maintain some contingency budget in the event of unrealized assumptions.
- Clarity on how mid-year 20 / 21 faculty budget changes will roll into 21 / 22 budget.
- Budget format should have the right level of detail to allow governance committees to have the appropriate amount of oversight, but at a sufficiently high level so as not to get bogged down in the details.



Updated Draft Operating Budget



General Changes Across all Portfolios

- Initial & Revised Draft Operating Budgets
 - Incorporate incremental wage impacts for KFA/GEU & Admin
 - Encumbered 80% of historical salaries variance (OTO)
 - Travel budget reductions of 75% across all portfolios (OTO)
- Final Draft Operating Budget
 - Meals & refreshments, parking & mileage budget reductions of 75% (OTO)
 - Events budget reductions of 30%, except for strategic institutional wide events and essential operations (OTO)
 - Reduced estimated benefit rate to align with historical actuals
 - No changes to existing benefits plan

* OTO denotes budget adjustments that will sunset at the end of 21 / 22.



Where thought meets action



Academic Portfolio Changes

- Initial Draft Operating Budget
 - Reallocation from Faculty of ACP to Faculty of Arts - \$2.3M
 - Reallocation from Faculty of Design to Faculty of Arts - \$80k
 - Reallocation from Faculty of ACP to Faculty Science & Hort. - \$176k
- Revised Draft Operating Budget
 - Investment in Teaching & Learning software (\$248k)
 - Funding under-budgeted areas to actual historical expenditures
 - E.g. Traditional Chinese Medicine (\$350k) & Farm School (\$220k)
- Final Draft Operating Budget
 - Sun-setting previously suspended intakes - \$443k
 - Reduction of unutilized NR1 contingency budgets - \$710k
 - Reduction of redundant faculty salaries budgets not anticipated to be utilized based on estimated delivery
 - Faculty of Arts - \$1.7M
 - Faculty of Business - \$348k
 - Faculty of ACP - \$318k



Other Portfolio Changes

- Revised Draft Operating Budget
 - Students
 - Investment in peer mentors for new international students (\$162k)
 - Administration
 - Records Management FTE
 - Inflationary pressures in IT (software licenses) (\$602k)
 - Ancillary business adjustments in line with projected revenues (\$805k) (OTO)
 - Defer Banner to Cloud upgrade (\$1M)
 - Projected facilities savings due to decreased activity on campus (\$265k) (OTO)
 - Continuing KPU-wide initiatives: Taskforce on anti-racism (\$50K) OTO



Other Portfolio Changes (Cont.)

- Final Draft Operating Budget
 - Funded by KPU Foundation Endowment Revenue
 - 1.0 FTE for Indigenous Leadership
 - 1.0 FTE for Manager, Equity Diversity & Inclusion
 - Increase to course releases for Director, Diversity secondment
 - Funded via Admin portfolio reallocation
 - Addition of 1.0 FTE for AVP, Curriculum and Academic Policy
 - Mobile workforce transformation - \$379k
 - 2.0 FTE to support implementation & ongoing support (1.0 FTE OTO)
 - Related operating costs of which \$150k is OTO
 - Office of Registrar service review recommendations implementation - \$88k
 - Strategic initiatives pandemic impact and opportunities - \$1M (OTO)
 - 1.0 FTE for Manager, Capital Projects to support large capital bids - \$134k
 - Funded by repairs and maintenance budget reduction (\$400k)



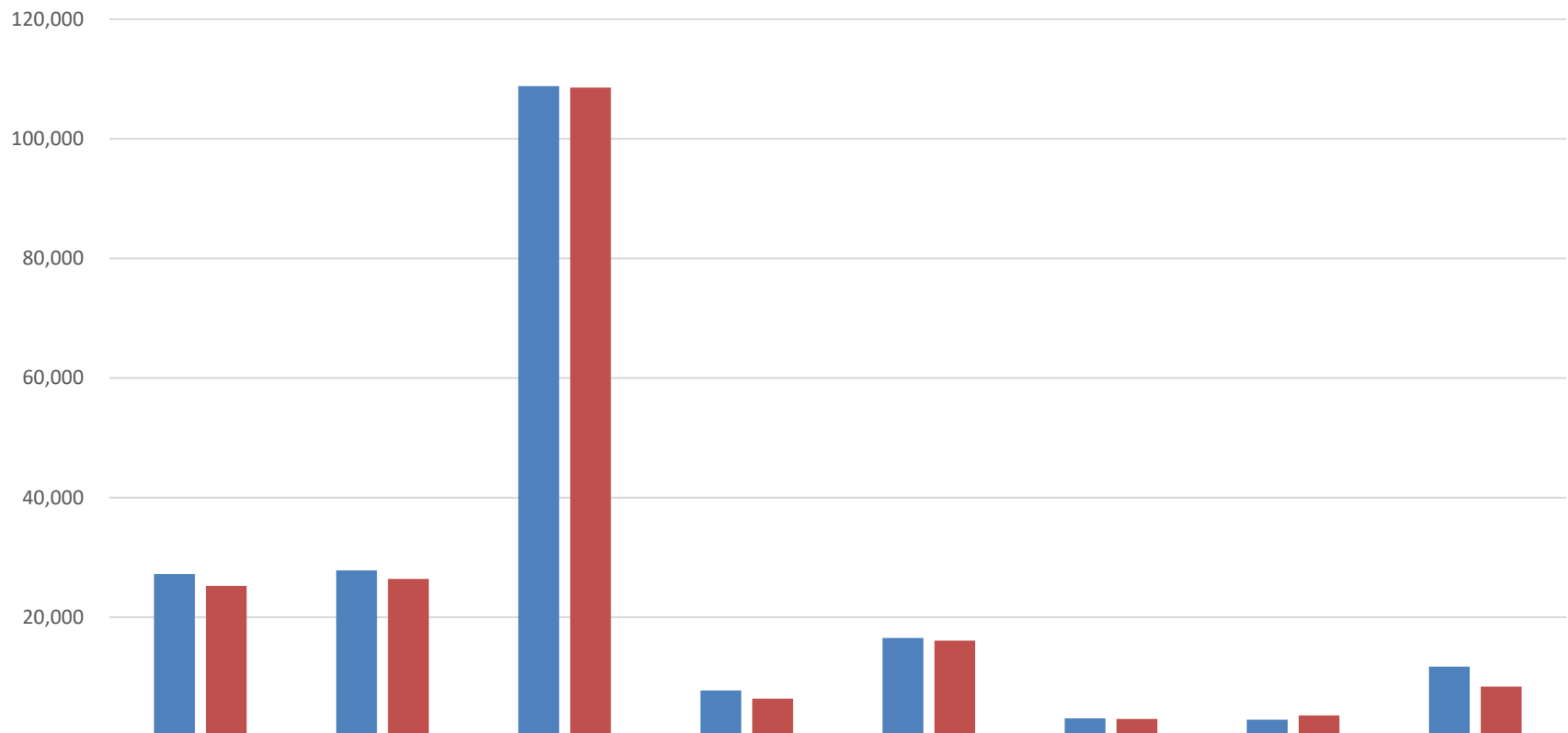
Summary of Operating Budget Changes

FY22 Initial Draft Operating Budget Deficit		(18,143)
Encumbered salary based on historical savings		5,451
Changes in revenue assumptions		1,476
Changes in expense assumptions		660
Reduction of budget contingency		1,726
Re-forecast of Ancillary activities based on current environment		806
Admin area redundant budget reductions		207
FY22 Revised Draft Operating Budget Deficit		(7,817)
Changes in revenue assumptions		(477)
Changes in expense assumptions		1,869
Sun-setting suspended intakes		443
Addition of AVP Curriculum and Policy (funded via admin redundancies)		(137)
Addition of Manager, Capital Projects (funded via reduction in repairs & maint.)		(134)
Office of Registrar service review implementation		(88)
Addition of KPU Foundation Endowment Revenue and two new FTE's		-
Reduction of redundant faculty salaries budget based on estimated delivery		2,328
Strategic initiatives budget		(1,000)
Mobile workforce		(379)
Benefits adjustment to align with historical actuals		1,800
FY22 Final Draft Operating Budget Deficit		(3,592)



Final Draft Operating Budget Allocation by Group

Budget Allocation Comparison (FY21 vs. FY22)



	Salary	Non-Salary	Salary	Non-Salary	Salary	Non-Salary	Salary	Non-Salary
	Admin		Academic		Students		Non-Divisional	
FY21 Base Budget	27,199	27,817	108,814	7,744	16,527	3,083	2,853	11,718
FY22 Final Draft Budget	25,229	26,399	108,567	6,375	16,072	2,988	3,575	8,385

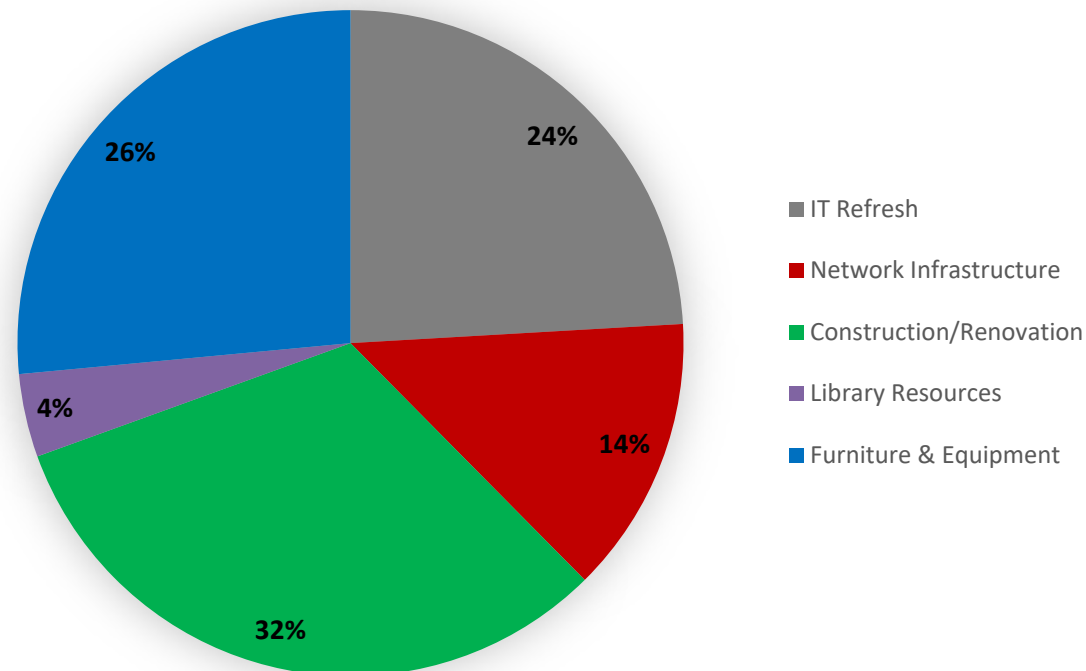
Final Draft Capital Budget

Fiscal 2021/22 Capital Budget Allocations

Asset Category	Fiscal 2021/22 Version 1	Fiscal 2021/22 Version 2	Comments
Administration	40,000	-	• Reallocated to unforeseen strategic priority projects
Academic	750,000	750,000	• To fund academic capital priorities
Campus Safety & Security	250,000	250,000	• To address priority safety projects
Facilities	3,076,328	2,896,328	• Mandatory contribution towards Ministry funded deferred capital, refresh of furniture/work stations, etc.
IT	2,500,000	3,571,000	• Refresh of laptops, desktops, monitors, and infrastructure update • \$1.07M from construction for mobile workforce transformation
Construction	2,500,000	800,000	• For Spruce Optimization
Library	384,200	384,200	• Annual refresh of Library assets
Unforeseen Priority Projects	179,472	848,472	• Unforeseen strategic priority projects
	9,680,000	9,500,000	• Reduction of \$180k re: Tim Horton's to be funded by 3rd party



Final Draft Capital Budget (Cont.)



- Self-funded Amortization budget - \$11.6M (FY 21 \$10.7M)
- Externally funded Amortization budget - \$9M (FY 21 \$9M)



Next Steps

- Updated Draft FY21/22 Budget Presentations
 - Academic Council February 19th
 - President's University Executive February 25th
 - SSCAP / SSCUB March 5th
 - Board Finance Committee March 9th
 - Labour Management Relations Committee – March 10th & March 15th
 - Senate March 22nd
 - Divisions March 22nd to 29th
 - Board of Governors March 31st (motion for approval)



Questions



Fiscal 2021/22 Draft Budget February 2021											
Account Group	Account Description	Administration	Academic See Appendix	Students	Non Divisional	FY 2021 / 22 Budget	% change to prior year budget	FY 2020 / 2021 Base Budget	FY 2020 / 2021 Forecast	FY 2019 / 2020 Actuals	Comments
Revenue											
	Operating Grant	7,373,960	62,789,144	6,859,640	1,427,356	78,450,100	6%	74,041,600	78,134,576	71,217,410	Budget is based on funding letters received from the Ministry plus an estimate of next year's funding amount. Note FY20/21 includes retro of \$2.2M which related to FY20
	Grants	-	1,551,300	-	-	1,551,300	-27%	2,137,800	1,296,455	2,293,875	Decrease from FY21 budget represents decrease in expectations associated with ABE/ESL grant
	Amort of Deferred Contributions	-	-	-	5,522,000	5,522,000	-8%	5,972,700	5,446,252	8,373,875	
	Tuition Fees-Domestic	-	36,989,600	-	-	35,989,600	-5%	37,854,000	34,438,478	35,381,790	Total tuition is based on strategic enrollment modelling. At a high level Tuition is 3% higher than FY21 Forecasted Tuition
	Tuition Fees-International	-	68,388,200	-	-	69,388,200	-9%	76,620,600	68,299,088	63,119,343	
	Student Fees	-	7,217,500	-	-	7,217,500	-10%	8,013,200	7,073,444	6,944,994	
	Applic and Other Fees-Domestic	-	604,900	-	-	604,900	-41%	1,020,400	540,926	911,201	
	Applic and Other Fees-International	-	831,600	-	-	831,600	69%	491,600	582,400	1,105,828	
	Tuition - Non-Credit	-	650,300	-	-	650,300	-17%	784,500	444,428	1,354,348	
	Contract Services	-	-	-	129,500	129,500	6%	122,300	330,291	231,092	
	Shop Income	-	-	-	308,200	308,200	-31%	448,100	294,687	420,652	
	Investment Income	-	-	-	1,500,000	1,500,000	38%	1,088,600	2,363,484	2,026,201	FY21 is an anomaly due to realized gains when we moved to a new investment manager. FY20 had higher returns than we anticipate receiving in FY22
	Bookstores Income	2,489,800	-	-	-	2,489,800	-40%	4,149,600	1,756,320	3,691,909	FY22 budget assumes more activity on campus over the course of the year will result in higher bookstore income
	Parking Income	327,200	-	-	-	327,200	-78%	1,484,300	1,031	1,144,473	FY22 budget assumes that parking income is 90% of historical Jan-Mar. There is no parking charged from April-Dec
	Ancillary Commission Income	144,000	-	-	-	144,000	-64%	402,500	71,890	363,036	FY22 budget assumes that parking income is 25% of historical Sept-Dec and 90% of historical Jan-Mar
	Amortization of Capital Contributions	-	-	-	8,989,300	8,989,300	0%	9,009,000	8,810,000	8,615,936	
	Other income	-	-	-	2,050,100	2,050,100	13%	1,814,400	1,449,496	3,077,215	FY22 budget includes \$750K Revenue for late penalty fee which represents late fee revenue on unpaid accounts. Budget also includes an additional \$190K from Foundation Endowment revenue
	Revenue Sensitivity Provision	-	-	-	(1,547,000)	(1,547,000)	-61%	(3,930,800)	-	-	Revenue Sensitivity Provision
Revenue Total		10,334,960	179,022,544	6,859,640	18,379,456	214,596,600	-3%	221,524,400	211,333,246	210,273,178	
Salaries											
	Salaries-Admin	10,728,000	5,620,600	3,796,200	1,020,000	21,164,800	-1%	21,394,500	20,247,242	18,587,439	Non Divisional is vacation pay out, maternity leave and salary continuance
	Salaries-GEU Staff	9,338,500	12,352,900	7,440,200	360,200	29,491,800	-5%	31,162,800	28,133,279	26,842,000	Non Divisional is Vacation pay out, maternity leave and salary continuance, stipend increase and BCGEU chair time release
	Salaries-Faculty	165,700	68,575,200	1,401,100	1,479,500	71,621,500	0%	71,924,300	69,541,951	68,976,809	Non Divisional is Vacation pay out, maternity leave and salary continuance, time releases and ed leave
	Salaries-Other	319,100	1,887,800	454,500	52,500	2,713,900	16%	2,340,200	2,902,382	3,202,795	Majority of Non Divisional Salaries- Other is placeholder for student salary increases
	Benefits	4,678,104	20,130,851	2,980,139	662,906	28,452,000	0%	28,571,300	26,853,666	27,258,495	
Salaries and Benefits Total		25,229,404	108,567,351	16,072,139	3,575,106	153,444,000	-1%	155,393,100	147,678,519	144,867,538	
	Benefits rate					22.8%		22.5%	22.2%	23.2%	
Non Salary Expenditures											
	Supplies	1,209,300	3,024,200	215,100	18,000	4,466,600	-12%	5,072,500	3,396,177	4,314,702	
	Repairs and Maintenance	4,699,800	169,800	11,800	-	4,881,400	-12%	5,577,500	4,143,599	4,308,973	
	Software and Hardware Maintenance	5,154,000	709,500	2,200	-	5,865,700	4%	5,659,400	4,644,156	3,342,134	FY22 budget increase includes new Software for more remote learning
	Leases/Rentals	410,800	53,800	13,000	-	477,600	-47%	893,400	458,550	630,789	
	Travel and PD	513,600	752,100	263,200	1,226,500	2,755,400	-30%	3,955,700	1,466,504	3,432,275	The centralized budget represents Collective Agreement PD (both KFA and BCGEU) along with Administrative PD
	Student Awards	-	-	1,401,400	-	1,401,400	0%	1,401,400	1,401,400	1,355,919	
	Utilities	2,193,800	39,300	-	-	2,233,100	-8%	2,433,000	1,661,094	2,149,881	
	Communications	1,446,400	10,600	3,100	-	1,460,100	25%	1,170,200	1,325,565	1,032,516	FY22 includes increase for Telephony rolled out in late FY21
	Fees and Services	8,786,400	1,616,100	1,077,700	2,750,600	14,230,800	19%	11,975,400	9,970,863	13,006,680	FY22 Non Divisional budget includes \$1.2M bad debt expense, AR Collection expense. Variance between current year budget and prior year budget is predominately bad debt expense (not budgeted in FY21) and \$1.0M enhancement for strategic initiatives. Variance on current year budget to forecast is largely professional fees, events, and other smaller savings across the category
	Agent Commission Fees	-	-	-	4,388,400	4,388,400	-12%	4,973,000	5,165,077	2,797,681	
	Transfers to Endowment	-	-	-	-	-	na	-	6,200,000	3,103,000	
	Cost-of-Sales	1,985,300	-	-	-	1,985,300	-40%	3,319,800	1,405,056	2,783,989	This is approximately 80% of bookstore income. Higher bookstore income than in FY2021
Non-salary Expenditures Total		26,399,400	6,375,400	2,987,500	8,383,500	44,145,800	-5%	46,431,300	41,238,041	42,258,539	
	Amortization of Capital Assets	-			20,598,800	20,598,800		19,700,000	19,380,000	18,474,717	
		(41,293,844)	64,079,793	(12,199,999)	(14,177,950)	(3,592,000)		-	3,036,686	4,672,384	

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Fiscal 2021/22 Draft Capital Budget			
Department		Fiscal 2021/22	Comments
Faculty of Trades & Technology	97,100		To fund training equipment for programs
Faculty of Health	104,000		Replacement of existing program specific equipment
Faculty of Science & Horticulture	78,800		To fund equipment for biology, chemistry, & sustainable agriculture programs
Faculty of Arts	128,288		To fund renovation of offices & replacement of chalk boards with whiteboards
Faculty of Business	40,000		Audio visual equipment
Research Division	60,000		To fund specialized research equipment & replacement of outdated existing equipment
Library	219,400		To fund Library specific furniture & equipment (i.e. book carts, student chairs, security gates)
VP, Academic	22,412		To fund other academic capital priorities
Academic		750,000	
Campus Safety & Security		250,000	To address priority safety projects
Routine refresh	1,615,800		Refresh of KPU furniture, work stations, and common areas
Capital maintenance	486,160		Non-Ministry funded capital maintenance
Minor Maintenance	794,368		Mandatory contribution towards Ministry funded deferred capital
Facilities		2,896,000	
Mobile equipment	1,528,550		Refresh of laptops & transition to mobile workforce
Desktop refresh	184,000		Refresh cycle for desktops
Monitors/other refresh	575,000		Refresh cycle for monitors, other computing equipment
Network infrastructure	1,283,450		Update of backend network infrastructure
IT		3,571,000	
Construction - Spruce Optimization		800,000	To address remaining optimization aspects for Spruce
Library		384,000	Annual refresh of Library assets
Unforeseen Priority Projects		849,000	Unforeseen strategic priority projects
Total FY 2021/22 Capital Budget		9,500,000	

Associate Vice President, Teaching and Learning: Report to The Senate Standing Committee on Academic Planning & Priorities and The Senate Standing Committee on University Budget

March 5, 2021 (for the period of January 16, 2020 – February 12, 2021)

TRAINING & SUPPORT

- The newly revamped [January/February Teaching & Learning Newsletter](#) featured a message from our new AVP, Teaching and Learning, announcements about the Digital Pedagogy Webinar series and the 2021 OLC Innovate Conference, upcoming workshops, and a faculty spotlight on Lucie Gagné, KPU's Distinguished Teaching Award recipient. The next edition will be published in April.
- The Teaching & Learning Commons continues our inaugural [Digital Pedagogy Webinar Series](#), featuring five internationally-renowned speakers who each bring to the table their expertise and unique perspectives on pedagogy in this digital age. This year's series critically explores topics including digital literacies, creativity, privacy perils, and inclusion. All webinars are recorded and made available online for later viewing.
 - 122 members of the KPU community (and beyond) attended our third webinar held on February 23 with Tara Robertson. Tara's webinar discussed [Activism Outside and Inside the Institution: Strategies and Tactics for Increasing Diversity, Equity and Inclusion](#).
 - Our next webinar on **Tuesday, March 23** features Dr. Amy Collier, Associate Provost for Digital Learning at Middlebury College, as she discusses [Digital Sanctuary: Caring for our Students' Data](#). Visit kpu.ca/dpws to register.
 - On May 18, 2021, Dr. Kevin Gannon, Director of the Center for Excellence in Teaching and Learning, Professor of History at Grand View University, Iowa, and author of *Radical Hope: A Teaching Manifesto* (West Virginia University Press, 2020), will speak on [Inclusive Digital Pedagogy in Exclusionary Times](#).
- The Teaching & Learning Commons has once again purchased an **unlimited KPU group package for the [OLC Innovate 2021: Education Reimagined Virtual Conference](#)**, which runs from March 15 – 19 and features notable presentations (including a **keynote address** from our very own Dr. Rajiv Jhangiani) on education innovation and fostering collaborative cross-disciplinary problem-solving strategies in a digital age. Registration includes access to all session recordings for one year following the event. This opportunity is **open to ALL** KPU employees by registering [here](#).



- A KPU **faculty survey** was launched on December 3 to gather information and feedback necessary to support teaching, research, and library supports. The survey was designed with the Office of Planning and Accountability and the Office of Research Services and includes questions specific to teaching and learning during the pandemic. The survey closed **January 24** and we expect to hear the results later this spring.
- **KPU Complete** is well on its way, with the first group of students having completed their two months in EDUC 1100. All reports indicate that the students are doing well and are benefiting from KPU Complete. Kudos to Julia Vergara for working tirelessly to provide the support that KPU Complete students require. Students who took advantage of KPU Complete were able to register into a special Spring 2021 section of EDUC 1100: Introduction to Higher Education, which was specifically designed to meet the needs of experienced learners looking to be introduced or re-introduced to post-secondary education, or to enhance their understanding of the purposes of higher education and their skills in university study. An additional section of EDUC 1100 is planned for Summer 2021.
- Our **Teaching & Learning Blog**, [Friday Morning Coffee](#), featured the following posts:
 - [Understanding Privacy Concerns for Teaching and Learning](#) by Leeann Waddington, Manager, Learning Technology & Educational Media (January 22)
 - [Pandemic Pedagogy and the Labour of Care](#) by Jennifer Hardwick, Educational Consultant (January 29)
 - [Why Develop an Intercultural Teaching Practice?](#) by Christina Page, Educational Consultant (February 5)
 - [Considerations for Selection of Technology](#) by Leeann Waddington, Manager, Learning Technology & Educational Media (February 12)

UPCOMING WORKSHOPS

[PebblePad Rollin' Stones Tour](#) | Jan 11 – Mar 8
[Introduction to Pressbooks](#) | Feb 11, Mar 12
[Foundations of Intercultural Teaching Practice](#) | Feb 16 & 19
[Copyright Awareness for Online Teaching](#) | Feb 26
[Open Pedagogy in Practice](#) | Mar 4
[Discovering OER](#) | Mar 5
[Folio Thinking](#) | Mar 8
[Moodle Lessons - What? Why? When? and How?](#) |
 Mar 10, 17, 24
[Copyright Awareness for Online Teaching](#) | Mar 26

LEARNING TECHNOLOGIES

- The mighty Learn-Tech team resolved 389 support tickets (130% increase in volume from the same period last year), our Educational Consultants completed 46 pedagogical consultations and we had 30 workshop participants.

- **PebblePad Rollin' Stones Tour.** The Learn-Tech team continues with their comprehensive 9-week asynchronous professional development training series for faculty, with over 70 registrants to date. For more information, visit our [website](#) and review our [FreshDesk Knowledge Base](#). **PebblePad** has 288 new faculty and staff accounts with a total of 1,131 users.
- **Zoom is available to support instructional activities!** There were 24 new Zoom license requests by faculty and students. Faculty and instructional staff who would like to **use Zoom can request an account** using this [new intake form](#). Instructions for both **faculty** and **students**, with links to various resources and video tutorials, have been developed to continue supporting teaching and learning activities of learning technologies.

TEAM MEMBERS UPDATES

- It is with great regret that we inform you Tim McCann (Divisional Business Manager, CPS) recently left KPU (February 2nd) for an exciting position with the federal government. Tim has been an exceptional colleague and the Teaching & Learning Commons is deeply grateful for his hard work, professionalism, collegiality, and grace in dealing with a range of challenges over the past year. Indeed, CPS is in a far stronger position as a direct result of his efforts to help plan and begin to operationalize our new strategy. Although he leaves big shoes to fill, Tim will leave a lasting positive impact at KPU.
- Earlier this month, the Teaching & Learning Commons welcomed **DeAnn Bremner** to the position of Divisional Business Manager, Continuing and Professional Studies, on an interim basis. DeAnn will be with us for the next three months while we conduct a search for a permanent Divisional Business Manager. She joins us from the Faculty of Science and Horticulture.



OPEN EDUCATION

- It is with great pleasure that we announce the recipients of the [2021 Open Education Research Grant](#), which aims to support scholarly research on open educational practices by regular faculty at KPU:
 - Leonora King (Arts) | Natural Hazards (Creation)
 - Andrew Franck (SoB) | Writing for Public Relations, PRLN 1120 (Adaptation)
 - Arley Cruthers (SoB), Lilach Marom (Arts), Seanna Takacs (TLC) | Story Based UDL Guide (Creation)
- On February 19, the [United Nations Sustainable Development Goals Open Pedagogy Fellowship](#) showcase took place during the [2021 Arizona Regional OER Conference](#) and featured KPU's own, Constanza Rojas-Primus.
- The [Zero Textbook Cost \(ZTC\) initiative](#) crossed several milestones this past Fall, including \$5 million in student savings since the initiative was launched 3 years ago and \$1 million in student savings within a single semester. The ZTC now includes nearly 850 unique courses taught by over 400 instructors and represents over 20% of all KPU courses in a given semester.

- KPU's **2020 Open Pedagogy Fellows** completed the design of renewable assignments that involved students creating resources to support the United Nations' Sustainable Development Goals. These assignments are posted online [here](#). A call for interested participants in the 2021 Open Pedagogy Fellows initiative will go out in March for summer 2021.

UPCOMING FUNDING OPPORTUNITIES

Teaching & Learning Innovation Fund

The recipient of the latest **Teaching & Learning Innovation Fund (TLIF)** is Jessica Bayntun from the Wilson School of Design. This award will help advance the development of a special topics course, "3D Futures", within the Faculty of Design, which will provide students the opportunity to explore how we interact with clothing, how technology shapes us, and how to create a meaningful creative culture by immersing in technologies such as 3D scanning, augmented reality, virtual reality, and 3-dimensional illustration.

The **Teaching & Learning Innovation Fund (TLIF)** is designed to support pedagogical innovation at KPU. Recognizing the diverse array of programs and instructional approaches that are necessary and valued at a polytechnic university, the TLIF takes an inclusive approach by supporting a broad range of projects that advance teaching practices at KPU (**Goal 2 of Academic Plan 2023**). Regular instructors and support staff with instructional responsibilities (e.g., lab instructors, etc.) are eligible to apply to the TLIF. Applications for the TLIF are accepted on an ongoing basis, until the annual funding is exhausted. Applications may be submitted with project budgets up to \$10,000 and will be adjudicated within two weeks, in order to support the rapid implementation of teaching and learning innovation. The Teaching & Learning Commons has received two funding application requests as of **February 12**, which are currently under review by the committee.

0.6% Faculty Professional Development Fund

Faculty PD Fund applications involving research, conference presentations, teaching and learning enhancements, and tuition support are some areas considered for funding. The next application deadline is **June 1, 2021**. The ROMEO application portal for the next round will open on May 1, 2021 and close May 31, 2021.

Open Educational Resource (OER) Grants

The Open Educational Resources (OER) Grant program provides funding and staff support to KPU faculty members interested in creating, adapting, and adopting OER (or engaging in other forms of Open Pedagogy). Three levels of OER Grants are available:

- » [OER Adoption Grant](#)
- » [OER Adaptation Grant](#)
- » [OER Creation Grant](#)

The next application deadline for OER Creation and OER Adaptation grants is **May 1, 2021**. OER Adoption Grants have a rolling deadline and applications are accepted until funds are exhausted. [More information is available here.](#)