

## BOARD OF GOVERNORS - REGULAR MEETING

**Minutes of Regular Meeting**  
**Wednesday, January 31, 2024**  
**4:00 p.m. – 5:34 p.m.**  
**MS Teams**

**Present: Board**

Ivy Chen (Chair)  
Rhiannon Bennett (Vice-Chair)  
Paul Choi  
Alan Davis / President & Vice  
Chancellor  
Ishant Goyal  
Amos Kambere  
Muhammad Afzal Malik  
Lyndsay Passmore  
Rod Ross  
Takashi Sato  
Amanda Smith-Weston  
Waheed Taiwo

**University G8 members**

Laurie Clancy, Vice-President, Human Resources  
Jennifer Duprey, General Counsel  
Chervahun Emilien, Chief Financial Officer  
Randall Heidt, Vice-President, External Affairs  
Zena Mitchell, Vice-President, Students  
Diane Purvey, Provost & Vice-President, Academic  
Asma Sayed, Interim Vice-President, Equity &  
Inclusive Communities  
Peter Smailes, Vice-President, Administration

**Presenters and Administrative Resources**

Sonia Banwait, Interim Executive Assistant to the  
Board of Governors  
Lily Chong, Interim University Secretary &  
Executive Assistant to the President & Vice  
Chancellor  
David Connop Price, Director, Communications  
and Media Relations  
Brett Favaro, Dean, Science &  
Horticulture  
Stephanie Howes, Dean, Melville School of  
Business  
Tracy Germaine, Associate Vice-President, Finance  
Lori McElroy, Associate Vice-President, Planning  
and Accountability  
Ulrich Paschen, Melville School of Business  
instructor  
Carole St. Laurent, Associate Vice President,  
International

**Regrets:**

Aryan Kalia  
Kim (Kwuntiltunaat) Baird  
(Chancellor)  
Michael Chang

**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 we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

**2. Approval of Agenda**

**Motion #08-23/24**

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

**3. Conflict of Interest**

No other conflict of Interest was declared.

**4. Approval of Consent Agenda**

**Motion #09-23/24**

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

**4.1. Minutes of the November 29, 2023 Regular Board of Governors Meeting.**

Takashi Sato, Faculty Board Member, requested that item 4.2 of the consent agenda be removed from the consent agenda and added to the regular Board agenda (as item #5) for discussion and approval from the Board to allow for an appropriate tribute to an ending program.

**5. Program Discontinuance:  
Diploma in Applied Business  
Technology**

Stephanie Howes, Dean, Melville School of Business, and Ulrich Paschen, Instructor, Melville School of Business, informed there has been no student intake in over 5 years. They noted the program served as a preparatory course for those looking to get back into the workforce and the taught skills on computer literacy and computer technology (e.g. fax machines) are now outdated and obsolete. As such, there is no demand for the program. Howes noted the discontinuation will not impact students and staff.

**MOTION #10-23/24**

**MOVED, SECONDED AND CARRIED THAT the Board approve the discontinuation of the Diploma in Applied Business Technology, effective September 1, 2024, as recommended by the Board Governance Committee.**

**6. Governance Committee  
Report**

**6.1. Committee Chair Report**

Amos Kambere, Committee Chair, informed the committee met on January 17, 2024 and noted the items discussed at the meeting are on the agenda.

**7. Human Resources Committee Report**

**7.1. Committee Chair Report**

Rhiannon Bennett, Committee Chair, Ms. Bennett, informed that the committee met on January 18, 2024 and the items discussed at the meeting are on the agenda.

**7.2. HR20 – Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions (Revision) AND HR 22 – Presidential Search Advisory, Appointment and Re-Appointment – Policy and Procedure (Revision)**

Laurie Clancy, Vice-President, Human Resources, noted both policies have been due for a revision. The key changes include the addition of policy principles, removal of outdated terms and an update to increase term lengths for talent recruitment.

**MOTION: #11-23/24**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following revised policies and procedures, as recommended by the Board Human Resources Committee:**

- **HR20 - Search Advisory, Appointment, and Re-Appointment of Senior Academic Administrator Positions; and,**
- **HR22 - Presidential Search Advisory, Appointment, and Re-Appointment.**

**8. Audit Committee Report**

**8.1. Committee Chair Report**

Ivy Chen, Committee Chair, informed that the committee met on January 16, 2024 and there was nothing to report.

**9. Finance Committee Report**

**9.1. Committee Chair Report**

Ivy Chen, Committee Chair, informed that the committee met on January 16, 2024 and the items discussed are on the agenda.

**MOTION: #12-23/24**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft consolidated budget as the 2024-25 consolidated budget, as recommended by the Board Finance Committee.**

## **9.2. FY2025 Draft University Budget**

Chervahun Emilien, Chief Financial Officer, gave a presentation on the FY2025 draft university budget and noted that all interested parties have now been consulted with and the budget has been developed with the strategic priorities and budget principles and priorities in mind.

Emilien provided information on the general approach and assumptions factored in the development of the budget, including: increases in operating grants, decline in new international enrolment, status quo domestic enrollment, investment and interest income. Emilien noted that the International team is working on ways to diversify international student recruitment to reduce KPU's reliance on a particular country and also to minimize the effect on revenue. She noted the budget does not account for the recent changes implemented by the federal government and informed anticipated changes will be brought back to the Board once there is more information available.

Emilien highlighted the overall changes in revenue and expenses, as well as proposed allocations for the academic portfolios and capital budget allocations. She noted the collective agreement ratifications for both of KPU's union groups have been factored into the proposed budget. It was highlighted that KPU has not had to use its contingency fund, despite the changing environmental trends, which has contributed to greater surplus.

President Davis noted that the budget is conservative considering the many moving parts and external factors. He noted KPU is in good financial standing, with the contingency fund being larger than it has in the past.

The committee discussed the capital budget allocated to the Entertainment Arts program and the Diane Purvey, Provost, shared that the program has partnered with Entertainment Arts to bring the necessary renovations needed to facilitate the program. The Provost noted that KPU is accepting applications and although the program may not be financially lucrative, it provides community value and options for students.

## **9.3. FY2024 Revision to Bylaw No. 4, Fees**

Chervahun Emilien noted the key changes include a raise in domestic tuition by 2%, the maximum allowed by the provincial government under the Tuition Limit Policy. A 2% increase will

also apply to international tuition, although the policy does not apply to international tuition.

Additionally, the revision includes the addition of fees for the two new graduate programs recently approved by the Board, including formatting changes to improve consistency with other universities.

**MOTION: 13-23/24**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revision to Bylaw No. 4, Fees, as presented and recommended by the Board Finance Committee.**

**10. Program Revisions: (a) Bachelor of Science, Major in Biology, Cooperative Education Option; (b) Bachelor of Science (Honors), Major in Biology, Cooperative Education Option**

Brett Favaro, Dean, Science and Horticulture, provided background on the program revisions highlighting the most significant change is the addition of a cooperative education option to both programs. Favaro highlighted the addition would provide students with a more integrated, hands-on learning experience, including lab work with genomics. Favaro also highlighted a curricular change, including removing the recommended electives options for students.

**MOTION: #14-23/24**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Bachelor of Science, Major in Biology, Cooperative Education Option, and the Bachelor of Science (Honors), Major in Biology, Cooperative Education Option programs, effective September 1, 2024 and as recommended by Senate.**

**11. President's Report**

**11.1. Report to the Board**

Alan Davis, President, shared his report and highlighted that the Spring semester is off to a great start with stable domestic enrollment despite slightly declined international enrolment. He noted that there is fierce competition in Canada with international student enrollment, therefore the university is diversifying its sources.

The President shared his experience from the New Moon Gala, noting it was a great event and anticipates to attend again in the future.

**12. Provost's Report**

**12.1. Report to the Board**

Diane Purvey presented the Provost report.

- |   |  |
|---|--|
| <b>13. Senate Reports</b>                   | Senate reports from December 2023 and January 2024 were included in the meeting package.   |
| <b>14. Next Meeting Agenda Contribution</b> | <p>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.</p> <p>A member requested for more information on domestic enrollment and the student satisfaction survey for domestic or international students. President Davis informed more information will be brought to the Board in future meetings.</p> |
| <b>15. For the Good of the Order</b>        | President Davis welcomed Tracy Germaine, new Associate Vice-President of Finance.  |
| <b>16. Feedback on the Meeting</b>          | There was no other feedback on the meeting.  |
| <b>17. Closing Remarks</b>                  | <p>The Chair thanked everyone, including Board Members for attending and contributing to the discussions. The Chair also thanked the guests who attended the meeting.</p> <p>The Chair commended the Finance team on their hard work with developing the budget in a changing, dynamic environment,</p>  |
| <b>18. Next Meeting</b>                     | The next meeting has been scheduled for Wednesday, March 27, 2024.   |
| <b>19. Adjournment</b>                      | The meeting adjourned at 5:34 pm.  |

---

**Board Chair**