

BOARD OF GOVERNORS - REGULAR MEETING

Minutes of Regular Meeting
Wednesday, November 27, 2024
4:01 p.m. – 5:00 p.m.
MS Teams

Present: Board

Erin Barnes
Rhiannon Bennett, Vice-Chair
Ivy Chen, Chair
Alan Davis, President & Vice-Chancellor
Mehtoj Ghuman
Gabby Gill
Muhammad Afzal Malik
Kim McGill
Lyndsay Passmore
Stephanie Smith
Amanda Smith-Weston
Joe Vosburgh

University G8 members

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

Presenters and Administrative Resources

Sonia Banwait, Executive Assistant, Board of Governors
Lily Chong, University Secretary & Executive Assistant to the President & Vice Chancellor
Jennifer Duprey, General Counsel
Lori McElroy, Associate Vice-President, Planning and Accountability
David Connop Price, Director, Communications and Media Relations
Meredith Haaf, Director, Planning & Accountability

Regrets: Kim (Kwuntiltunaat) Baird, Chancellor
Amrit Chahal

**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 #08-24/25

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the regular meeting agenda for November 27, 2024.

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

MOTION #09-24/25

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

4.1. Minutes of the September 25, 2024 Regular Board of Governors Meeting.

5. Governance Committee Report

5.1. Committee Chair Report

Amanda Smith-Weston, Committee Chair, informed the committee met on November 13, 2024 and noted the items discussed at the meeting are on the agenda.

5.2. Program Discontinuances: Certificate in Mechatronics and Advanced Manufacturing Technology and; Diploma in Mechatronics and Advanced Manufacturing Technology

Diane Purvey, Provost, provided the rationale for the program discontinuances noting that due to ongoing low student enrollment numbers and the costs required to maintain the program and equipment, it is not sustainable to continue operating the programs. Purvey noted that all efforts to preserve the program were exhausted and the final course of action requires the programs to be discontinued. Purvey shared that the equipment from the program will be repurposed within the University.

The Board acknowledged the challenges and shared that it is unfortunate there has been low enrollment in a trade where skilled mechatronics are highly sought in the engineering industry.

MOTION #10-24/25

THAT the Board of Governors approve the discontinuance of the Certificate in Mechatronics and Advanced Manufacturing Technology program and the Diploma in Mechatronics and Advanced Manufacturing Technology program, effective

September 1, 2025, as recommended by the Board Governance Committee.

5.3. Draft Policy and Procedure – AC3 Program Review

Lori McElroy, Associate Vice-President, Planning & Accountability and Meredith Haaf, Director, Planning & Accountability, shared that in the development process of new metrics to track progress of goals outlined in VISION 2026, the team identified gaps in the existing Policy and Procedure AC3 Program Review regarding the timeframe of review of degree (5 years) vs non-degree (7 years) programs and the definition of compliance. The revised Policy and Procedure fills those gaps, including harmonizing all degree and non-degree programs to have the same review period of every five years. The Office of Planning and Accountability will develop a transition plan for affected programs to manage workloads.

MOTION #11-24/25

THAT the Board of Governors approve the Policy and Procedure AC3 Program Review, effective September 1, 2025, as recommended by the Board Governance Committee.

6. Human Resources Committee Report

6.1. Committee Chair Report

Rhiannon Bennett, Committee Chair, informed the committee met on November 14, 2024 and items are on the agenda.

6.2. Revisions to the Board Governance Manual

Lily Chong, University Secretary, shared clerical updates were made to the Board Governance Manual. The clerical changes include: degendering of the manual, legislative changes to the University Act, update to the glossary of acronyms, update to Appendix D: Board Approved University Policies and update to Section 9: Code of Conduct.

7. Audit Committee Report

7.1. Committee Chair Report

Ivy Chen, Committee Chair, informed that the committee met on November 19, 2024 and items are on the agenda.

7.2. Re-Appointment of External Auditor for 2024/25

Chervahun Emilien, Chief Financial Officer, noted that KPMG LLP is KPU's current external auditor and was selected for

three years, starting in the 2021/22 reporting year. Emilien noted that the contract allows KPU to extend the service agreement for up to two additional years (for 2024/25 and 2025/26), in one-year increments.

MOTION #12-24/25

THAT the Board of Governors approve the reappointment of KPMG LLP as External Auditor for the 2024/25 reporting year, as recommended by the Board Audit Committee.

**7.3. Management Discussion and Analysis and Analytics
Supporting the Approved Financial Statements from the
Year Ended March 31, 2024**

Chervahun Emilien presented the Management Discussion and Analysis (MD&A) report and shared that the MD&A is a resource for management to describe how the financial statements were prepared, as well as how the University performed and what it expects for the future.

Emilien provided a high-level overview of the report circulated in the agenda package, noting KPU's financial position, cash flows, gains and losses and overall financial picture. Emilien noted that the land sale is the anomaly in the report, inflating the revenues, thus putting KPU in good financial health.

MOTION #13-24/25

THAT the Board of Governors approve the draft Management Discussion and Analysis for the Year Ended March 31, 2024, as recommended by the Board Audit Committee.

8. Finance Committee Report

8.1. Committee Chair Report

Ivy Chen, Committee Chair, informed that the committee met on November 19, 2024 and items are on the agenda.

8.2. FY2026 Budget Process Update

Chervahun Emilien provided a high-level update on the budget process for FY2026 sharing the general approach and assumptions, impact of student enrolment, and strategic budget management. As the decrease in international student enrollment has led to revenue decline, Emilien shared that the Finance office is working with Lori the Office of Planning & Accountability to anticipate enrollment numbers for 2026 to better navigate this change and prepare mitigation strategies,

such as early retirement incentives, right-sizing faculties, soft-hiring freezes and reducing discretionary expenses.

Emilien shared the timeline for the final budget, noting that it will be presented to the Board at its March 26, 2025 meeting.

8.3. Recurring Procurement Over \$200,000

Chervahun Emilien shared that KPU has several contracts over \$200,000 that are set to expire and will require Board approval. For ease of administration, pre-approval is being requested for recurring contracts that are greater than \$200,000 and expected to expire over the next two fiscal years. Emilien noted that all agreements will still be subject to budgetary approval. A list of contracts requiring renewal was circulated in the agenda package.

MOTION #14-24/25

THAT the Board of Governors approve and recommend, subject to budgetary approval, the attached list of contracts to be renewed through procurement that are greater than \$200,000, as recommended by the Board Finance Committee.

9. President's Report

9.1. Report to the Board

The President's report was circulated in the agenda package. In addition, President Davis noted that KPU hosted David Coletto, CEO of Abacus, on November 25, 2024 who spoke on public perceptions in the permacrisis era.

President Davis noted that the University focus has mainly been on enrollments and the budget as of late, while strategic issues such as student housing have been in a hiatus. The President noted that now that Provincial elections have concluded, strategic initiatives are to pick up again and anticipating a busy new year.

10. Provost's Report

10.1. Report to the Board

The Provost, Diane Purvey, provided her report and acknowledged the Brewing and Design faculties for their continued success.

Purvey shared that while the University is continuing its mitigation efforts regarding the decreased international enrollment, it is also looking at growth initiatives including

enhancing relationships with school districts by offering summer programs, hosting programs for teachers and building partnerships with private colleges to create transfer opportunities for students.

The Provost noted that the International department is doing great work in student recruitment efforts with focus in various areas such as Latin America, Africa, Europe and Vietnam.

11. Senate Reports

Senate report from October 21, 2024 and November 18, 2024 were 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 other feedback on the meeting.

15. Closing Remarks

The Chair thanked everyone, including Board Members for attending and contributing to the discussions. The Chair also thanked the guests who attended the meeting.

16. Appendix

16.1. Report to the Board of Governors

16.2. Phase One Posting:

- **SR12 Emergency Planning**
- **AR7 Graduation with Distinction**

Information on policies currently in phase one posting were circulated in the agenda package.

17. Next Meeting

The next meeting has been scheduled for Wednesday, January 29, 2025 in Cedar 2110, Surrey Campus.

18. Adjournment

The meeting adjourned at 5:00pm.

Board Chair