



Regular Meeting Agenda

Board of Governors

Date: December 4, 2019

Time: 4:00 pm – 4:45 pm

Location: Langley Campus
Meeting Room 1030

Attending: Doug Beaton, Rhiannon Bennett, Sandra Case, Farhad Dastur, Alan Davis, Samantha Jack, Amos Kambere, Marc Kampschuur, Taylor Lanthier, Michael McAdam, Mohammed Mahabub, Hanne Madsen, Kim McGill, George Melville, Amandeep Singh

*M = Motion to Approve
D = Discussion
I = Information
E = Education*

Excused:

Presenters and Administrative Resources: Steve Cardwell, Laurie Clancy, Jennifer Duprey, Marlyn Graziano, Jon Harding, Ranminder Kaur, Lori McElroy, Joe Sass, Ravinder Thind, Sandy Vanderburgh, Keri van Gerven

4:00 pm Regular Board Meeting
Closed Board Meeting to follow
In camera Debriefing Session to follow

Agenda Item	Resource	Action	Time	Page
1. Call to Order & Introductory Remarks	Sandra Case		4:00	
2. Conflict of Interest	Sandra Case			
3. Approval of Agenda	Sandra Case	M	4:03-4:05	1
4. Consent Agenda	Sandra Case	M	4:05-4:06	5
4.1. Minutes of the October 2, 2019 Regular Board of Governors Meeting				6
5. Audit Committee Report				
5.1. Committee Chair Report	Michael McAdam	I	4:06-4:07	
5.2. HR 24 Protected Disclosure Policy and Procedure	Rav Thind	M	4:07-4:10	11
6. Finance Committee Report				
6.1. Committee Chair Report	Michael McAdam	I	4:10-4:11	
6.2. Budget Reallocation to address Waitlist	Joe Sass	M	4:11-4:13	41
7. Governance Committee Report				
7.1. Committee Chair Report	Hanne Madsen	I	4:13-4:14	
7.2. Appointment of Chancellor Search Advisory Committee Representatives	Alan Davis	M	4:14-4:16	43



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7.3. Off Boarding Board Member – Exit interview proposed questions	Hanne Madsen	D	4:16-4:18	45
7.4. Board Planning Session – February 28, 2020: Draft Agenda	Alan Davis	D	4:18-4:21	51
7.5. Board Representative to Senate – Schedule	Keri van Gerven	I	4:21-4:22	53
8. Human Resources Committee Report				
8.1. Committee Chair Report	Sandra Case	I	4:22-4:24	
9. President's Report				
9.1. Report to the Board	Alan Davis	I	4:24-4:26	
10. Provost's Report				
10.1. Report to the Board	Sandy Vanderburgh	I	4:26-4:29	
11. Vice President, External Affairs				
11.1. Report to the Board	Marlyn Graziano	I	4:29-4:32	
12. Vice President, Finance & Administration's Report				
12.1. Report to the Board	Jon Harding	I	4:32-4:35	
13. Senate Report – meeting held on September 23, October 28 and November 25, 2019	Alan Davis	I	4:35-4:36	55
14. Next Meeting Agenda Contribution	Sandra Case	D	4:36-4:38	
15. For the Good of the Order	All	D	4:38-4:39	
15.1 Thank you letter from a student re: Governors Endowed Scholarship	Keri van Gerven	I	4:39-4:40	61
16. Feedback on the Meeting	All	D	4:40-4:42	
17. Appendix:				
17.1. Report to the Board of Governors	Alan Davis	I	4:42-4:44	



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| 18. Next Meeting
Regular Board Meeting
Wednesday, February 5, 2020
Cloverdale Campus,
Meeting Room 1853
4:00 – 7:00 pm | Sandra Case | I | 4:44-4:45 |
| 19. Adjournment | Sandra Case | | 4:45 |



Board of Governors
Agenda Item:
Meeting Date:
Presenter(s):

Regular Meeting
#4
December 4, 2019
Sandra Case

Agenda Item: **Consent Agenda**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the following item on the Consent Agenda: 4.1 Minutes of the October 2, 2019 Regular Board of Governors Meeting
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Attachments: 1. Minutes of the October 2, 2019 Regular Board of Governors Meeting.

Submitted by: Ranminder Kaur

Date submitted: November 25, 2019



Present: Board

Sandra Case / Chair
Rhiannon Bennett
Alan Davis / President & Vice Chancellor
Samantha Jack
Amos Kambere
Taylor Lanthier
Hanne Madsen
Mohammed Mahabub
Michael McAdam
Kim McGill

University Vice Presidents

Steve Cardwell / Interim VP, Students
Marlyn Graziano / VP, External Affairs
Jon Harding / VP, Finance & Administration
Sandy Vanderburgh / Provost & VP, Academic

Presenters and University Resources

Jennifer Duprey / General Counsel
Adam Jaffer / Manager, Organizational Risk,
Organizational Risk Management
Ranminder Kaur / Confidential Assistant to the
Board of Governors
Lori McElroy / Executive Director, Institutional
Analysis & Planning
Joe Sass / Executive Director, Financial Services
Keri van Gerven / University Secretary & Executive
Assistant to the President & Vice Chancellor

Regrets: Douglas Beaton, Farhad Dastur, Marc
Kampschuur, George Melville / Chancellor
Amandeep Singh

Laurie Clancy / AVP, Human Resources

**1. Call to Order and
Introductory Remarks**

The Chair called the meeting to order at 4:02 pm. The Chair introduced Rhiannon Bennett, Samantha Jack and Taylor Lanthier who recently joined the KPU Board of Governors and welcomed guests in attendance.

The Chair thanked Lekeyten, KPU Elder in Residence, for his welcome to the shared traditional territories of the Kwantlen, Katzie, Semiahmoo, Coast Salish People and Tsawwassen First Nations.

2. Approval of Agenda

Motion #01-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for October 2, 2019.

3. Consent Agenda

Motion #02-19/20

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

**3.1 Minutes of the June 26, 2019, Regular Board of Governors Meeting
AND**

receive the following items on the Consent Agenda for information:

**3.2 HSBC Global Asset Management Investment Compliance Report &
Portfolio Review.**

3.3 RBC Dominion Security Investment Adherence Report & Portfolio Review.

4. Audit Committee Report

4.1 *Committee Chair Report*

Committee Chair, Mr. McAdam advised that the Audit Committee met on September 17, 2019 and received updates on Enterprise Risk Management, and internal audit. Mr. McAdam noted that the Committee also discussed the HR24 Protected Disclosure Policy revised draft.

5. Finance Committee Report

5.1 *Committee Chair Report*

Committee Chair, Mr. McAdam advised that the Finance Committee reviewed the HSBC Global Asset Management Investment Compliance Report and Portfolio Review and the RBC Dominion Security Investment Adherence Report and Portfolio Review were included on the Consent Agenda. The committee received an update on the status of amendments to the GV4 Signing Authority Policy, FM5 Business and travel Expense Procedures and Cash Acceptance Policy. Other items considered by the committee are included on the Agenda.

5.2 *Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2019*

Mr. Sass highlighted the Statement of Financial Information (SOFI) – Public Bodies, which is a report that is required under the *Financial Information Act*.

Motion #03-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Statement of Financial Information (SOFI) – Public Bodies Report for submission to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.

5.3 *Five Year Capital Plan*

Mr. Harding presented the Five-Year Capital Plan, which identifies KPU's priority projects for which the University is seeking provincial funding as well as internal funding.

Motion #04-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Five Year Capital Plan for the period 2020/21 to 2024/25 submitted to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.

5.4 *FM2 Investment Policy and MOU*

Mr. Sass presented KPU's Investment Policy and advised that the policy and procedure has been updated to allow for a broader range of investment opportunities. The proposed policy intends to combine both FM2,

Management and Investment of Operating Funds / Investment Policy Statement and Strategies, and FM3, Investment of Endowment Funds, to provide enhanced investment opportunities for the strategic investment of KPU's funds.

Mr. Sass advised that the updated Investment Policy is in line with that of the KPU Foundation Board, with the intention of having the Foundation Investment Committee advise and guide KPU's investments through a Joint KPU/Foundation Investment Advisory Committee. This will allow KPU to leverage the expertise of the Foundation Board Investment Committee. Additionally, a Memorandum of Understanding concerning the Joint Investment Advisory Committee has been developed between KPU and the Foundation Board.

Mr. Sass noted that the policy and related procedures completed its 6-week public posting period on KPU's Policy Blog with no comments received from the University Community.

Motion #05-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Investment Policy and related Procedures as recommendation by the Board Finance Committee.

**6. Governance
Committee Report**

6.1 *Committee Chair Report*

Committee Chair, Ms. Madsen, advised that the Governance Committee met on September 11, 2019 and had a preliminary discussion about VISION 2023 Key Performance Indicators (KPIs) and the Board composition and succession plan. The committee received noted Code of Conduct declarations executed by new board members.

**7. Human Resources
Committee Report**

7.1 *Committee Chair Report*

Committee Chair, Ms. Case, advised that the Human Resources Committee met on September 12, 2019 and received an update on the employee engagement program.

8. President's Report

8.1 *Report to the Board*

Dr. Davis advised that the President's Report was included in the Report to the Board of Governors and noted the significant number of activities around KPU featured in the report.

Dr. Davis advised that enrollment for the Fall term was down as KPU intentionally cancelled the intake for certain courses. It was noted that International enrollment was also down significantly. This was also by design as intake was suspended for a couple of semesters. Members noted that the interim VP, Students has been working to secure MoUs with other countries to diversify our international student population.

Dr. Davis noted that he presented on the topic of 'Creativity' in the opening session of the Arts Speaker Series. He also reported that the joint Board/Senate Governance Retreat was well attended. Members were engaged and enjoyed the keynote address by Peter McKinnon.

8.2 The Alliance for Sustainability Leadership in Education (EAUC) letter

Dr. Davis advised that a key goal of Vision 2023 is to address matters of environmental sustainability and this is achieved through the Environmental Sustainability committee, through diverse programming, and through student and employee engagement, including the KSA.

Dr. Davis noted that a KPU Faculty member brought forward the opportunity for KPU itself to add its voice via the Alliance for Sustainability Leadership in Education (EAUC) by signing the letter by EAUC. In doing so, KPU will join universities from around the world in calling for action, and also to committing to strive towards becoming a carbon neutral organization in the future.

Following discussion, members were in agreement that KPU should sign the letter as it fits with KPU's strategic plan for sustainability and signing the letter will simply reinforce that goal.

9. Provost's Report

9.1 Report to the Board

Dr. Vanderburgh advised that the Provost and VP, Academic Report was included in the Report to the Board of Governors.

Dr. Vanderburgh advised that offering high quality programming continues to be a key priority for KPU and in December the program quality review processes will undergo a review by the Ministry's Quality Assurance Process Audit.

Dr. Vanderburgh noted that a number of important searches for KPU are in progress including the Vice President, Students, the Dean of Academic and Career Advancement and the Dean of the Wilson School of Design.

10. Vice President, External Affairs Report

10.1 Report to the Board

Ms. Graziano advised that the Vice President, External Affairs Report was included in the Report to the Board of Governors. Ms. Graziano highlighted a number of events including:

- Tour of KPU Civic Plaza with MLAs Stephanie Cadieux, Jas Johal and Ben Stewart
- Tour of KPU Langley and meeting with the Hon. Melanie Mark, Minister of Advanced Education and Skills training with President Davis
- KPU President's; Community Advisory Committee meetings with President Davis

- Long Table Dinner with Downtown Surrey Business Improvement Association sponsored by KPU.

**11. Vice President,
Finance &
Administration's
Report**

11.1 Report to the Board

Mr. Harding advised that the Vice President, Finance and Administration Report was included in the Report to the Board of Governors.

12. Senate Report: June 24, 2019

Dr. Davis advised that the Senate Report for June 24, 2019 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

The Chair noted that new members should at least attend one of the Senate meetings which is held on fourth Monday of each month at 4:00pm at KPU Surrey Campus and commented that if they wish to attend to advise Ms. van Gerven in advance of the meeting.

13. Next Meeting Agenda Contribution

Board members were asked to send contributions for the next meeting agenda to Ms. van Gerven at least two weeks in advance of the meeting.

14. For the Good of the Order

Ms. van Gerven advised that Convocation is scheduled for October 8 and October 9, 2019. Board members were asked to contact Ms. van Gerven if they are able to attend.

15. Feedback on the Meeting

There was no additional feedback on the meeting.

16. Appendix:

16.1 Report to the Board of Governors

The October 2019 Report to the Board of Governors was received and hard copies of the report were distributed to the Board.

17. Next Meeting

Wednesday, December 4, 2019 at the Langley Campus, Room 1030 at 4:00 pm.

18. Adjournment

The meeting adjourned at 4:43 pm.

Board Chair

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#5.2****December 2, 2019****Rav Thind****Agenda Item:** HR24 Protected Disclosure Policy and Procedure

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve
	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information
	<input type="checkbox"/> Education

Recommended Resolution:	THAT the Board of Governors approve the revised HR24 Protected Disclosure Policy and related Procedures as recommended by the Audit Committee.
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Board Committee Report: At its meeting held on November 19, 2019, the Board Audit Committee recommended that the Board of Governors approve the revised HR24 Protected Disclosure Policy and related Procedures.

Context & Background: The Protected Disclosure Policy and Procedure were posted on the KPU Policy Blog for a 6-week public posting period. As a result of feedback received, some amendments were made. The revised drafts have been approved by the Polytechnic University Executive (PUE). The documents are being submitted to the Audit Committee for review and recommendation of approval.

Key Messages: The Policy and Procedure were created before the establishment of Business Performance and Advisory Services (BPAS). Many of the amendments to the Policy and Procedure relate to describing BPAS' roles and responsibilities.

Other minor updates have been made to the Policy and Procedure. For example, revisions were made to reflect current titles (e.g. 'Finance and Audit Committee' changed to 'Audit Committee').

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: The President, Vice President of Finance and Administration and the University Secretary were consulted. The Polytechnic University Executive (PUE) also reviewed the Policy and Procedure.

Attachments:

1. HR24 Protected Disclosure Policy and Procedure – CLEAN VERSION
2. HR24 Protected Disclosure Policy and Procedure – Version with track changes

Submitted by: Rav Thind, Director, Business Performance and Advisory Services

Date submitted: November 25, 2019

Policy History
Policy No. HR24
Approving Jurisdiction: Board of Governors
Administrative Responsibility: President
Effective Date: November 19, 2014

Protected Disclosure Policy

A. CONTEXT AND PURPOSE

1. Kwantlen Polytechnic University seeks to promote a culture of honesty, transparency and accountability, maintaining high ethical standards in all of its activities. All members of the University community are expected to conduct the activities of the University honestly, free from any conflict of interest or commitment, and to be accountable for their actions.
2. So that the University can take prompt corrective action, members of the University community are encouraged to disclose any conduct they observe or encounter in the context of University activities that they reasonably believe to be dishonest, unethical, irregular, or appear to involve conflict of interest or commitment, abuse of public trust, or that are potentially unlawful, dangerous to any person, or injurious to KPU's interests.
3. Good-faith disclosure of such conduct is a valuable service to the University community, consistent with members' duty of loyalty to the University, and must not be cause for reprisal of any kind against the person making the disclosure. Members of the KPU community can expect that such disclosures will be treated with due confidentiality and protection of the individuals involved.
4. Members of the University community are encouraged to continue to use existing channels to disclose suspected wrongdoing or irregularity and resort to the special provisions of this policy only if such existing channels prove ineffective or are inappropriate in the circumstances. An employee who is unsure what channel is appropriate in a particular instance may seek advice from any senior University official. Whatever channel is used for disclosure, the processes for impartial investigation and reporting outlined in this policy will apply.

5. The purpose of this policy is to:
 - a. Provide disclosure mechanisms through which members of the University community can confidentially disclose any perceived wrongdoing or irregularity that they observe in the context of performing their KPU duties or activities;
 - b. Confirm KPU's obligation to protect from reprisals members of the KPU community who in good faith disclose suspected wrongdoing or irregularity;
 - c. Set out KPU's requirements for investigation and reporting of such disclosures; and
 - d. Confirm KPU's obligation to protect the rights of the persons against whom allegations of wrongdoing or irregularity are made.

B. SCOPE AND LIMITS

1. This policy applies to all current and former members of the University community. It deals with protected disclosure of wrongdoing or irregularities that occur at the University or in connection with activities conducted under the auspices of the University involving University employees, agents, contractors, or volunteers.
2. Nothing in this policy relieves those responsible for the administration and management of KPU academic, administrative or service units from the responsibility of addressing situations of improper activity in accordance with good management practices and existing policies, guidelines, and procedures. Nothing in this policy shall in any way preclude anybody from exercising at any time any internal or external recourse available.
3. This policy is in addition to, and does not replace, the rights an individual may have under law, contract, or professional code of ethics.

C. STATEMENT OF POLICY PRINCIPLES

1. **Disclosure of suspected wrongdoing or irregularity**
 - a. KPU expects that all disclosures will be made in good faith: i.e., they will be based on the discloser's best understanding of the situation and be made in the best interests of the University.
 - b. Employees, students and other persons connected to KPU are encouraged to make a good faith disclosure to the appropriate supervisor or any University official. If the alleged wrongdoing or irregularity should involve the next level supervisor, the disclosure may be made to a vice-president or to the Office of the President. Should the alleged wrongdoing or irregularity involve the President or vice presidents, the disclosure may be made to the Chair of the Audit Committee of the Board of Governors. Disclosures may also be made to the confidential external service retained by KPU to receive such disclosures.
 - c. Where a University official receives a disclosure of alleged wrongdoing or irregularity, which meets the criteria of this policy, the related information is to be provided to the Director, Business Performance and Advisory Services. The Director, Business Performance and Advisory Services will also receive details of any allegations disclosed to the Audit Committee, or disclosed through the confidential external service.

- d. Good faith disclosures of suspected wrongdoing or irregularity should be made in writing as soon as possible after the discloser becomes aware of the situation, and contain as much detail as possible to facilitate thorough investigation and remediation.
- e. Information provided anonymously will not be acted upon unless sufficient detail is provided by the discloser and the information is independently substantiated.
- f. Any supervisor, manager, or other University official who does not respond appropriately to disclosures of alleged wrongdoing or irregularity will be subject to disciplinary action as appropriate.
- g. All disclosures made under this policy will be logged as soon as they are received on a single tracking system and will be reported by the Director, Business Performance and Advisory Services to the Audit Committee of the Board of Governors during all Committee meetings.

2. Investigation of reported wrongdoing or irregularity

- a. The University will take all appropriate action in a timely manner to carefully, fully, and fairly investigate disclosures of alleged wrongdoing or irregularity, including legal action as appropriate.
- b. Investigations of disclosures of alleged wrongdoing or irregularity will be overseen and coordinated by the Director, Business Performance and Advisory Services. Investigations will be conducted with an appropriate level of confidentiality, and with respect to the requirements of any legislation or applicable collective or other agreements in effect at the time of the alleged wrongdoing.

3. Commitment to protection of those who make a good faith disclosure of wrongdoing or irregularity

- a. KPU will make all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the person making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.
- b. KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected wrongdoing or irregularity, and the University will investigate and take all appropriate steps to address all allegations of reprisal.
- c. Any person who knowingly makes an allegation of wrongdoing or irregularity which is false, frivolous, vexatious, or malicious will be subject to disciplinary action up to and including termination as appropriate.

4. Commitment to protect the person being investigated

- a. All persons involved in allegations of wrongdoing or irregularity will be treated fairly and impartially and will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the alleged wrongdoing.
- b. An innocent respondent or a respondent who commits an innocent violation shall not be subject to retaliation or discipline, and the University shall take all reasonable steps to protect the position, reputation, privacy, and confidentiality of such respondents.
- c. Where facts gathered during the investigation provide a reasonable indication that a wrongdoing or irregularity has occurred, the respondent(s) will be given an opportunity to

respond to the allegations of wrongdoing or irregularity. The respondent(s) will subsequently be advised of the general outcome of the investigation.

5. Confidentiality of information collected in relation to investigations of disclosures

- a. Information collected during the course of an investigation of a disclosure of alleged wrongdoing will be kept confidential to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.

6. Results of investigation of disclosures of alleged wrongdoing or irregularity

- a. The results of the investigation conducted under this Policy will be presented in a written report to senior University officials as appropriate, the President and the Chair of the Audit Committee of the Board of Governors.
- b. The individual making the disclosure will be advised of the general outcome of the investigation by the President, or appropriate vice-president, or associate vice-president of Human Resources. This is a confidential communication.
- c. If as a result of the investigation, there is sufficient evidence that a wrongdoing or irregularity may have occurred, any individual(s) named in the disclosure will be advised of the results of the investigation by the President, or appropriate vice-president, or associate vice-president of Human Resources.
- d. Any resulting actions will normally be determined by the President on the advice of senior University officials. Should that not be the appropriate body, then the Audit Committee of the Board of Governors will make the determination. Relevant information may be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.

7. Compliance with the Protected Disclosure Policy

- a. The Director, Business Performance and Advisory Services is responsible for monitoring compliance with the Protected Disclosure Policy and reporting any breaches to the Chair of the Audit Committee of the Board of Governors.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

Employee Code of Conduct

BP5 Use of University Property Policy / Procedures ER9

Political Fundraising Expenses Policy

HR1 Conflict of Interest Policy / Procedures

HR21 Respectful Workplace Policy / Procedures

IM2 Freedom of Information and Protection of Privacy Policy

IM3 Information and Educational Technology Usage Policy / Procedures

IM4 Confidentiality Policy / Procedures

RS2 Integrity in Research and Scholarship Policy / Procedures

F. RELATED PROCEDURES

Refer to HR24 *Protected Disclosure Procedures*

CLEAN VERSION

Policy History
Policy No. HR24
Approving Jurisdiction: Board of Governors
Administrative Responsibility: President
Effective Date: November 19, 2014

Protected Disclosure Policy

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2. So that the University can take prompt corrective action, members of the University community are encouraged to disclose any conduct they observe or encounter in the context of University activities that they reasonably believe to be dishonest, unethical, irregular, or appear to involve conflict of interest or commitment, abuse of public trust, or that are potentially unlawful, dangerous to any person, or injurious to KPU's interests.
3. Good-faith disclosure of such conduct is a valuable service to the University community, consistent with members' duty of loyalty to the University, and must not be cause for reprisal of any kind against the person making the disclosure. Members of the KPU community can expect that such disclosures will be treated with due confidentiality and protection of the individuals involved.
4. Members of the University community are encouraged to continue to use existing channels to disclose suspected wrongdoing or irregularity and resort to the special provisions of this policy only if such existing channels prove ineffective or are inappropriate in the circumstances. An employee who is unsure what channel is appropriate in a particular instance may seek advice from any senior University official. Whatever channel is used for disclosure, the processes for impartial investigation and reporting outlined in this policy will apply.

5. The purpose of this policy is to:
 - a. Provide disclosure mechanisms through which members of the University community can confidentially disclose any perceived wrongdoing or irregularity that they observe in the context of performing their KPU duties or activities;
 - b. Confirm KPU's obligation to protect from reprisals members of the KPU community who in good faith disclose suspected wrongdoing or irregularity;
 - c. Set out KPU's requirements for investigation and reporting of such disclosures; and
 - d. Confirm KPU's obligation to protect the rights of the persons against whom allegations of wrongdoing or irregularity are made.

B. SCOPE AND LIMITS

1. This policy applies to all current and former members of the University community. It deals with protected disclosure of wrongdoing or irregularities that occur at the University or in connection with activities conducted under the auspices of the University involving University employees, agents, contractors, or volunteers.
2. Nothing in this policy relieves those responsible for the administration and management of KPU academic, administrative or service units from the responsibility of addressing situations of improper activity in accordance with good management practices and existing policies, guidelines, and procedures. Nothing in this policy shall in any way preclude anybody from exercising at any time any internal or external recourse available.
3. This policy is in addition to, and does not replace, the rights an individual may have under law, contract, or professional code of ethics.

C. STATEMENT OF POLICY PRINCIPLES

1. Disclosure of suspected wrongdoing or irregularity

- a. KPU expects that all disclosures will be made in good faith: i.e., they will be based on the discloser's best understanding of the situation and be made in the best interests of the University.
- b. Employees, students and other persons connected to KPU are encouraged to make a good faith disclosure to the appropriate supervisor or any University official. If the alleged wrongdoing or irregularity should involve the next level supervisor, the disclosure may be made to a vice-president or to the Office of the President. Should the alleged wrongdoing or irregularity involve the President or vice presidents, the disclosure may be made to the Chair of the ~~Finance and~~ Audit Committee of the Board of Governors. Disclosures may also be made to the confidential external service retained by KPU to receive such disclosures.
- c. Where a University official receives a disclosure of alleged wrongdoing or irregularity, which meets the criteria of this policy, the related information is to be provided to the Director, Business Performance and Advisory Services. The Director, Business Performance and Advisory Services will also receive details of any allegations disclosed to the Audit Committee, or disclosed through the confidential external service.

- ~~b-d.~~ d. Good faith disclosures of suspected wrongdoing or irregularity should be made in writing as soon as possible after the discloser becomes aware of the situation, and contain as much detail as possible to facilitate thorough investigation and remediation.
- ~~e-e.~~ Information provided anonymously will not be acted upon unless sufficient detail is provided by the discloser and the information is independently substantiated.
- ~~d-f.~~ Any supervisor, manager, or other University official who does not respond appropriately to disclosures of alleged wrongdoing or irregularity will be subject to disciplinary action as appropriate.
- ~~e-g.~~ All disclosures made under this policy will be logged as soon as they are received on a single tracking system and will be reported ~~quarterly~~ by the Director, Business Performance and Advisory Services ~~President~~ to the ~~Chair of the Finance and~~ Audit Committee of the Board of Governors during all Committee meetings.

2. Investigation of reported wrongdoing or irregularity

- a. The University will take all appropriate action in a timely manner to carefully, fully, and fairly investigate disclosures of alleged wrongdoing or irregularity, including legal action as appropriate.
- b. Investigations of disclosures of alleged wrongdoing or irregularity will be overseen and coordinated by the ~~Office of the President~~ Director, Business Performance and Advisory Services. Investigations will be conducted with an appropriate level of confidentiality, and with respect to the requirements of any legislation or applicable collective or other agreements in effect at the time of the alleged wrongdoing.

3. Commitment to protection of those who make a good faith disclosure of wrongdoing or irregularity

- a. KPU will make all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the person making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.
- b. KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected wrongdoing or irregularity, and the University will investigate and take all appropriate steps to address all allegations of reprisal.
- c. Any person who knowingly makes an allegation of wrongdoing or irregularity which is false, frivolous, vexatious, or malicious will be subject to disciplinary action up to and including termination as appropriate.

4. Commitment to protect the person being investigated

- a. All persons involved in allegations of wrongdoing or irregularity will be treated fairly and impartially and will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the alleged wrongdoing.
- b. An innocent respondent or a respondent who commits an innocent violation shall not be subject to retaliation or discipline, and the University shall take all reasonable steps to protect the position, reputation, privacy, and confidentiality of such respondents.
- c. Where facts gathered during the investigation provide a reasonable indication indicate that

a wrongdoing or irregularity has likely occurred. Any person named in a disclosure the respondent(s) will be given an opportunity to respond to the allegations of wrongdoing or irregularity. The respondent(s) will subsequently be advised of the general outcome of the investigation.

5. Confidentiality of information collected in relation to investigations of disclosures

- a. Information collected during the course of an investigation of a disclosure of alleged wrongdoing will be kept confidential to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.

6. Results of investigation of disclosures of alleged wrongdoing or irregularity

- a. The results of the investigation conducted under this Policy will be presented in a written report to senior University officials as appropriate, the President approved by the President and presented to the Chair of the Finance and Audit Committee of the Board of Governors.
- b. The individual making the disclosure will be advised of the general outcome results of the investigation by the ~~President~~, or appropriate vice-president, or associate vice-president of Human Resources. This is a confidential communication.
- c. If as a result of the investigation, there is sufficient evidence that a wrongdoing or irregularity may have occurred, Any individual(s) named in the disclosure will be advised of the results of the investigation by ~~the~~ President, or appropriate vice-president, or associate vice-president of Human Resources.
- e.d. Any resulting actions will normally be determined by the President on the advice of senior University officials. Should that not be the appropriate body, then the ~~Finance and~~ Audit Committee of the Board of Governors will make the determination. Relevant information may be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.

7. Compliance with the Protected Disclosure Policy

- a. The ~~President~~ Director, Business Performance and Advisory Services is responsible for monitoring compliance with the Protected Disclosure Policy and reporting any breaches to the Chair of the ~~Finance and~~ Audit Committee of the Board of Governors.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

Employee Code of Conduct

BP5 Use of University Property Policy / Procedures

ER9 Political Fundraising Expenses Policy

HR1 Conflict of Interest Policy / Procedures

HR21 Respectful Workplace Policy / Procedures

IM2 Freedom of Information and Protection of Privacy Policy

IM3 Information and Educational Technology Usage Policy / Procedures

IM4 Confidentiality Policy / Procedures

F. RELATED PROCEDURES

Refer to HR24 *Protected Disclosure Procedures*

VERSION WITH TRACK CHANGES

Policy History
Policy No. HR24
Approving Jurisdiction: Board of Governors
Administrative Responsibility: President
Effective Date: November 19, 2014

Protected Disclosure Procedure

A. DEFINITIONS

1. **Allegations:** reports or assertions made about the behaviour of an individual or individuals that have not been proven.
2. **Appropriate supervisor or vice-president:** usually the appropriate supervisor is the person in charge of the unit in which the employee works or in which the behaviour of concern occurred/is occurring. For faculty, this is usually the dean of the Faculty. The appropriate vice-president is the senior University official with overall responsibility for the area or whomever the President may designate as equivalent.
3. **Authorized activity:** any event, project, delivery of educational content, or other activity, regardless of location, which has been sanctioned by a University official.
4. **Bad faith disclosure or report:** information provided which the discloser knows, or should reasonably have known, is false, and/or is based on inadequate evidence, and/or is intended to cause harm to an individual and/or to the University.
5. **Confidentiality:** held in a state of trust; not disclosed to any person not entitled to have the information.
6. **Conflict of commitment:** a KPU employee engages in non-University activities that are sufficiently substantial or demanding of the employee's time, energy, and attention such that the discharge of the employee's responsibilities to the University is adversely affected.
7. **Conflict of interest:** any situation when a KPU employee has, or could be perceived by a reasonable person as having, a personal or private interest sufficient to cause a reasonable person to question whether the employee is, or could be, influenced in the objective exercise of his/her duties to KPU; and/or where the activities of a KPU employee have the intention or effect of advancing his/her own interests, or those of a related party in a way that may be detrimental, or potentially detrimental, to the normal operations, the integrity, or the fundamental mission of KPU; and/or deriving personal benefit from an action or decision made

in the course of the employee's execution of his/her normal job duties. Conflict of interest may apply to situations where there is actual, potential or an appearance of conflict of interest.

8. **Disclosure**: any written submission of information reporting alleged misconduct, wrongdoing, or irregularity in an acceptable form outlined in the Protected Disclosure Policy to the appropriate University official; a discloser is one who makes a disclosure.
9. **Duty of loyalty to the University**: always respecting the principle of academic freedom, a KPU employee is expected to act in the best interests of the University in any work-related situation or any situation which could reflect upon the University.
10. **Ethical conduct**: activities of the University are conducted honestly, free from any conflict of interest or commitment.
11. **Good-faith disclosure or report**: information provided which is based on the discloser's best understanding of the situation, and/or is based on adequate evidence, and is made in the best interests of the University.
12. **Impartial, impartiality**: disinterested, independent behaviour that is free of favouritism and prejudice; treating all parties with the same consideration.
13. **Innocent respondent**: a person who is named in a disclosure as having committed some wrongdoing and is found, on investigation, to be innocent of the charges, or who did not know or could not reasonably be expected to know that his/her activity constituted wrongdoing (an innocent violation).
14. **Irregularity**: an activity or potential activity that disregards University regulations, policies or procedures, internal controls, standards of good professional practice, law, or any other instance of misconduct or unethical behaviour.
15. **Members of the University community**: employees, including those hired on casual service and other contracts, students, members of the Board of Governors, volunteers, independent contractors who provide services to KPU, alumni, members of the Foundation Board, suppliers, post-doctoral fellows, visiting academics, professors, and administrators *emeriti*.
16. **Records**: books, documents, maps, letters, memos, meeting agendas and minutes, papers, photos, reports, databases, and any other device on which information is recorded or stored by graphic, electronic, mechanical or other means.
17. **Related party**: a KPU employee's immediate family (e.g., spouse, partner, parent, child, or sibling), or person living in the same household, any other person with whom the KPU employee shares a financial interest, either directly or indirectly, or any entity in which the KPU employee has an ownership interest of greater than 5%.
18. **Reprisal, either direct or indirect**: any action taken by the University or a member of the University community against another member of the University community that adversely affects the status or well-being of the latter. This includes, but is not limited to, disciplinary

action, termination, adversely affecting employment conditions, a threat to do any of the above; threatening, intimidating or coercing, discriminating, or retaliating in any manner that affects academic standing, grades, enrolment status or any other rights, opportunities, or privileges of such person or otherwise disadvantages the individual or denies that individual a benefit.

19. **Reputation**: the overall quality or character as seen or judged by people in general; place in public esteem or regard.
20. **Respondent**: an individual against whom an allegation of wrongdoing, and/or irregular or unethical activity has been made.
21. **Student**: A KPU student is defined as an individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.
22. **University**: in this policy, University refers to Kwantlen Polytechnic University (KPU).
23. **University official**: includes but is not limited to a manager, supervisor, dean, director, vice-president, or President or equivalent as designated by the President.
24. **Wrongdoing**: any act of commission or omission in the context of University activities that is dishonest, unethical, irregular, or appears to involve conflict of interest or commitment, abuse of public trust, or is potentially unlawful, dangerous to any person, or injurious to KPU's interests. Wrongdoing includes, but is not limited to, any gross financial misconduct, breach of University policy, and/or violation of legal or regulatory requirement including theft, fraud or misappropriation of University assets; destruction, removal or concealment of University records or property, forgery, falsification of university documents; and/or making false claims or statements. Wrongdoing also includes obstructing a person's right to disclose wrongdoing as outlined in the Protected Disclosure Policy and any reprisals for reporting wrongdoing as outlined in the Protected Disclosure Policy.

B. PROCEDURES

See Appendix A: Response to a Protected Disclosure: Schedule of Process Steps

1. **ADVICE REGARDING DISCLOSURE OF SUSPECTED WRONGDOING OR IRREGULARITY UNDER THIS POLICY**
 - a. Any current or former member of the University community who is unsure if a situation involving the University is one that should be reported using the procedures of the Protected Disclosure Policy, or any other KPU policy, shall seek guidance from his/her supervisor, the next level supervisor, or any University official. It is the responsibility of the person consulted to seek out and provide the best advice s/he is able to the member of the University community.

2. PROCEDURES FOR DISCLOSURE UNDER THIS POLICY

- a. Any current or former member of the University community who observes or becomes aware of conduct they reasonably believe constitutes wrongdoing or irregularity is encouraged to make a disclosure in writing as soon as possible after the discloser becomes aware of the situation, providing as much detail as possible to facilitate thorough investigation. Information provided anonymously will not be acted upon unless sufficient detail is provided by the discloser and the information is independently substantiated.
- b. Recognizing that circumstances will influence how a person chooses to disclose suspected wrongdoing or irregularity, KPU provides four (4) different options:
 - i. Employees are encouraged to make their disclosure to their appropriate supervisor; students and other persons connected to KPU are encouraged to make their disclosure to any University official.
 - ii. If the alleged wrongdoing should involve a supervisor, the disclosure may be made to the next appropriate supervisory level, or to a vice-president, or to the Office of the President.
 - iii. Should the alleged wrongdoing involve the President or vice presidents, the disclosure may be made to the Chair of Audit Committee of the Board of Governors.
 - iv. Disclosures may also be made to the confidential external service retained by KPU to receive such disclosures. ([KPU Listens](#))
- c. Where a University official receives a disclosure of alleged wrongdoing or irregularity, which meets the criteria of this policy, the related information is to be provided to the Director, Business Performance and Advisory Services. The Director, Business Performance and Advisory Services will also receive details of any allegations disclosed to the Audit Committee, or disclosed through the confidential external service.
- d. Regardless of the option chosen to disclose suspected wrongdoing at, or connected to, the University, KPU will properly investigate the disclosure and provide protection to any member of the University community who makes such a disclosure.
- e. All disclosures made under this policy, regardless of the option chosen for disclosure, will be logged as soon as they are received on a single tracking system, and will be reported by the Director, Business Performance and Advisory Services to the Audit Committee of the Board of Governors during all Committee meetings.
- f. KPU expects that all disclosures will be made in good faith: i.e., they will be based on the discloser's best understanding of the situation and be made in the best interests of the University.
- g. Any supervisor or other University official who does not forward a disclosure of wrongdoing or irregularity to the Director, Business Performance and Advisory Services within five (5) working days of receiving it will be subject to disciplinary action up to and including termination as appropriate.
- h. Any person who knowingly makes a bad faith disclosure: i.e., the report is false, frivolous, vexatious, or malicious, will be subject to disciplinary action up to and including termination as appropriate.

3. PROCEDURES FOR INVESTIGATION OF DISCLOSURE UNDER THIS POLICY

- a. When the Director, Business Performance and Advisory Services receives a disclosure of wrongdoing or irregularity, the Director or designate is responsible for beginning a

preliminary review of the disclosure within 5 days of receipt of the disclosure, possibly including discussions with the person making the disclosure, and determining if there are reasonable grounds to warrant an investigation. If, upon completion of the preliminary review, the Director determines that an investigation is warranted it will be initiated as soon as possible.

- b. The Director, Business Performance and Advisory Services may decide not to proceed with an investigation under this policy or to stop an investigation at any time when:
 - i. The disclosure does not provide sufficient information to conduct a thorough investigation;
 - ii. The disclosure is more appropriately dealt with through another mechanism, policy, or procedure;
 - iii. It is determined that the disclosure was not made in good faith, and/ or, on the basis of reasonable belief, is frivolous, vexatious, and/or malicious;
 - iv. Other valid reason.
- c. Investigations of disclosures of alleged wrongdoing or irregularity will be overseen and coordinated by the Director, Business Performance and Advisory Services. .
- d. The University shall take all appropriate action to carefully, fully, and impartially investigate disclosures of alleged wrongdoing or irregularity.
- e. The Director, Business Performance and Advisory Services, or designate, will respond to the discloser within ten (10) working days of receiving the disclosure to acknowledge the disclosure and explain the investigation process and likely timeframe.
- f. In circumstances where either the discloser or the person who is alleged to have committed the wrongdoing involves both the University and any affiliated or associated entity, the President will communicate with directors of the affiliated or associated entity to determine how to proceed with any investigation if deemed necessary.
- g. Investigations will be completed as quickly as possible, preferably within three (3) calendar months of the appointment of the investigators, and will be conducted in accordance with the requirements of any legislation, or applicable collective or other agreements in effect at the time of the investigation. The investigators may use the services of appropriate professionals should this seem advisable.
- h. The investigators will have access to all relevant University premises and records. Investigators are entitled to request a confidential meeting with any member of the University community who may have knowledge of the matter. All members of the University community are expected to provide full cooperation with the investigators subject only to legal rights including those under relevant collective or other agreements in effect at the time of the investigation. No person, knowing that information, a document, record, or article is likely to be relevant to an investigation, shall
 - i. Destroy, mutilate or alter the document, record or article;
 - ii. Falsify an existing document or create a false document or record;
 - iii. Knowingly make a false or misleading statement;
 - iv. Conceal or withhold information, a document, record, or article;
 - v. Direct, counsel, or cause, in any manner, another person to do anything mentioned above (i – iv).
- i. Any person who knowingly impedes the investigation of a disclosure of wrongdoing will be

subject to disciplinary action up to and including termination as appropriate.

- J. Investigations will be conducted with an appropriate level of confidentiality: i.e., details and results will not be discussed with or disclosed to anyone who does not have a legitimate need to know.

4. PROCEDURES TO PROTECT THOSE WHO MAKE A GOOD FAITH DISCLOSURE

- a. KPU will make all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the person making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.
- b. KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected wrongdoing, and the University will investigate and take all appropriate steps to address all allegations of reprisal.
- c. Any person who experiences harassment, threats, retaliation, or discrimination as a result of making a disclosure of wrongdoing in the context of this policy should immediately inform any senior University official or the Chair of Audit Committee of the Board of Governors.
- d. The University recognizes that making disclosures of wrongdoing can be stressful and encourages employees who wish to do so to contact the Employee Assistance Program through which they can confidentially access external counseling services.

5. PROCEDURES TO PROTECT THE PERSON BEING INVESTIGATED

- a. All persons named in or affected by a disclosure will be treated fairly and consistently regardless of their position or the number of years employed by the University, and all reasonable steps will be taken to protect their identity. They will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the disclosure.
- b. Where facts gathered during the investigation provide a reasonable indication that wrongdoing or an irregularity has occurred, the respondent(s) will be given a full opportunity to respond in writing to the allegations and to meet with the investigators. The respondent(s) will subsequently be advised of the general outcome of the investigation.
- c. An innocent respondent or a respondent who commits an innocent violation shall not be subject to retaliation or discipline, and the University shall take all reasonable steps to protect the position, reputation, privacy, and confidentiality of such respondents.

6. PROCEDURES TO PROTECT THE CONFIDENTIALITY OF INFORMATION COLLECTED IN RELATION TO INVESTIGATIONS OF DISCLOSURES

- a. Information collected during the course of an investigation of a disclosure of alleged wrongdoing will be kept confidential to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.
- b. Details or results of an investigation will not be disclosed to or discussed with anyone other than those who have a legitimate need to know.

7. PROCEDURES FOR REPORTING THE RESULTS OF INVESTIGATION OF DISCLOSURES

- a. Following careful deliberations by the investigators, the results and recommendations of the investigation will be presented in a written report, to senior University officials as appropriate, the President and to the Chair of the Audit Committee of the Board of Governors. This will take place within four (4) months of receipt of the disclosure by the Director, Business Performance and Advisory Services. If extraordinary circumstances make it necessary, an interim report may be provided that explains the need for additional time.
 - b. Where there is sufficient evidence that wrongdoing or an irregularity may have occurred, the Office of the President, or appropriate vice-president, or associate vice-president of Human Resources will provide to the respondent(s) written summary of the results of the investigation. The respondent(s) have fifteen (15) working days to provide a written response to the written summary. This response will be shared with the Director, Business Performance and Advisory Services, appropriate senior University officials and the President.
 - c. Any actions arising from the investigation will normally be determined by the President on the advice of senior University officials. Should circumstances be such that this is not the appropriate body, then the Audit Committee of the Board of Governors will make the determination. Relevant information may be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.
 - d. The individual making the disclosure will be advised of the general outcome of the investigation by the Office of the President, or appropriate vice-president, or associate vice-president of Human Resources after any resulting disciplinary action has been determined. This communication is confidential.
8. PROCEDURES FOR ENSURING COMPLIANCE WITH THE PROTECTED DISCLOSURE POLICY
- a. A summary report of all disclosures made under this policy, which will include the number, nature, and disposition of each one, will be reported to the Audit Committee of the Board of Governors by the Director, Business Performance and Advisory Services during Audit Committee meetings.
 - b. The Director, Business Performance and Advisory Services is responsible for monitoring compliance with this policy and reporting any breaches to the Chair of the Audit Committee of the Board of Governors.

C. RELATED POLICY

See Protected Disclosure Policy for related policies and legislation.

APPENDIX A: RESPONSE TO A PROTECTED DISCLOSURE: SCHEDULE OF PROCESS STEPS

Maximum Time Allowed	Action
5 Working Days	Where a University official receives a disclosure of alleged wrongdoing or irregularity, which meets the criteria of the policy, the related information is to be provided to the Director, Business Performance and Advisory Services.
Day 1	The Director, Business Performance and Advisory Services receives protected disclosure; logs it on tracking system
Working Day 5	The Director, Business Performance and Advisory Services, initiates a preliminary review OR refers disclosure for disposition by more appropriate mechanism.
Working Day 10	The Director, Business Performance and Advisory Services, or designate, contacts discloser to acknowledge receipt and advise of the investigative process, OR inform that the disclosure will be reviewed under a more appropriate mechanism.
Working Day 20	Based on the results of the preliminary review, the Director, Business Performance and Advisory Services initiates an investigation OR informs either the appropriate vice president, associate vice president of Human Resources or President that there are insufficient grounds to take any action.
Three calendar months after the disclosure is received.	Investigation is completed; if circumstances require, investigators have the option to request additional time
Four calendar months after the disclosure is received	<ul style="list-style-type: none"> ▪ A written report describing the results of the investigation is presented to Senior University Officials as appropriate, the President and to the Chair of the Audit Committee of the Board of Governors ▪ Where there is sufficient evidence that wrongdoing or irregularities may have occurred, a summary report is provided to the respondent by the President, or appropriate vice president, or the associate vice president of Human Resources.

Fifteen working days after receiving results of the investigation	Respondent(s) provides written response to the allegations
Within a reasonable period; without undue delay	Any actions resulting will be effected
Once action has been taken	The President or appropriate vice-president, or associate vice president of Human Resources will advise the individual making the disclosure of the general outcome of the investigation.

CLEAN VERSION

Policy History
Policy No. HR24
Approving Jurisdiction: Board of Governors
Administrative Responsibility: President
Effective Date: November 19, 2014

Protected Disclosure Procedure

A. DEFINITIONS

1. **Allegations:** reports or assertions made about the behaviour of an individual or individuals that have not been proven.
2. **Appropriate supervisor or vice-president:** usually the appropriate supervisor is the person in charge of the unit in which the employee works or in which the behaviour of concern occurred/is occurring. For faculty, this is usually the dean of the Faculty. The appropriate vice-president is the senior University official with overall responsibility for the area or whomever the President may designate as equivalent.
3. **Authorized activity:** any event, project, delivery of educational content, or other activity, regardless of location, which has been sanctioned by a University official.
4. **Bad faith disclosure or report:** information provided which the discloser knows, or should reasonably have known, is false, and/or is based on inadequate evidence, and/or is intended to cause harm to an individual and/or to the University.
5. **Confidentiality:** held in a state of trust; not disclosed to any person not entitled to have the information.
6. **Conflict of commitment:** a KPU employee engages in non-University activities that are sufficiently substantial or demanding of the employee's time, energy, and attention such that the discharge of the employee's responsibilities to the University is adversely affected.
7. **Conflict of interest:** any situation when a KPU employee has, or could be perceived by a reasonable person as having, a personal or private interest sufficient to cause a reasonable person to question whether the employee is, or could be, influenced in the objective exercise of his/her duties to KPU; and/or where the activities of a KPU employee have the intention or effect of advancing his/her own interests, or those of a related party in a way that may be detrimental, or potentially detrimental, to the normal operations, the integrity, or the fundamental mission of KPU; and/or deriving personal benefit from an action or decision made

in the course of the employee's execution of his/her normal job duties. Conflict of interest may apply to situations where there is actual, potential or an appearance of conflict of interest.

8. **Disclosure**: any written submission of information reporting alleged misconduct, wrongdoing, or irregularity in an acceptable form outlined in the Protected Disclosure Policy to the appropriate University official; a discloser is one who makes a disclosure.
9. **Duty of loyalty to the University**: always respecting the principle of academic freedom, a KPU employee is expected to act in the best interests of the University in any work-related situation or any situation which could reflect upon the University.
10. **Ethical conduct**: activities of the University are conducted honestly, free from any conflict of interest or commitment.
11. **Good-faith disclosure or report**: information provided which is based on the discloser's best understanding of the situation, and/or is based on adequate evidence, and is made in the best interests of the University.
12. **Impartial, impartiality**: disinterested, independent behaviour that is free of favouritism and prejudice; treating all parties with the same consideration.
13. **Innocent respondent**: a person who is named in a disclosure as having committed some wrongdoing and is found, on investigation, to be innocent of the charges, or who did not know or could not reasonably be expected to know that his/her activity constituted wrongdoing (an innocent violation).
14. **Irregularity**: an activity or potential activity that disregards University regulations, policies or procedures, internal controls, standards of good professional practice, law, or any other instance of misconduct or unethical behaviour.
15. **Members of the University community**: employees, including those hired on casual service and other contracts, students, members of the Board of Governors, volunteers, independent contractors who provide services to KPU, alumni, members of the Foundation Board, suppliers, post-doctoral fellows, visiting academics, professors, and administrators *emeriti*.
16. **Records**: books, documents, maps, letters, memos, meeting agendas and minutes, papers, photos, reports, databases, and any other device on which information is recorded or stored by graphic, electronic, mechanical or other means.
17. **Related party**: a KPU employee's immediate family (e.g., spouse, partner, parent, child, or sibling), or person living in the same household, any other person with whom the KPU employee shares a financial interest, either directly or indirectly, or any entity in which the KPU employee has an ownership interest of greater than 5%.
18. **Reprisal, either direct or indirect**: any action taken by the University or a member of the University community against another member of the University community that adversely affects the status or well-being of the latter. This includes, but is not limited to, disciplinary

action, termination, adversely affecting employment conditions, a threat to do any of the above; threatening, intimidating or coercing, discriminating, or retaliating in any manner that affects academic standing, grades, enrolment status or any other rights, opportunities, or privileges of such person or otherwise disadvantages the individual or denies that individual a benefit.

19. **Reputation:** the overall quality or character as seen or judged by people in general; place in public esteem or regard.
20. **Respondent:** an individual against whom an allegation of wrongdoing, and/or irregular or unethical activity has been made.
21. **Student:** A KPU student is defined as an individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.
22. **University:** in this policy, University refers to Kwantlen Polytechnic University (KPU).
23. **University official:** includes but is not limited to a manager, supervisor, dean, director, vice-president, or President or equivalent as designated by the President.
24. **Wrongdoing:** any act of commission or omission in the context of University activities that is dishonest, unethical, irregular, or appears to involve conflict of interest or commitment, abuse of public trust, or is potentially unlawful, dangerous to any person, or injurious to KPU's interests. Wrongdoing includes, but is not limited to, any gross financial misconduct, breach of University policy, and/or violation of legal or regulatory requirement including theft, fraud or misappropriation of University assets; destruction, removal or concealment of University records or property, forgery, falsification of university documents; and/or making false claims or statements. Wrongdoing also includes obstructing a person's right to disclose wrongdoing as outlined in the Protected Disclosure Policy and any reprisals for reporting wrongdoing as outlined in the Protected Disclosure Policy.

B. PROCEDURES

See Appendix A: Response to a Protected Disclosure: Schedule of Process Steps

25.1. ADVICE REGARDING DISCLOSURE OF SUSPECTED WRONGDOING OR IRREGULARITY UNDER THIS POLICY

- a. Any current or former member of the University community who is unsure if a situation involving the University is one that should be reported using the procedures of the Protected Disclosure Policy, or any other KPU policy, shall seek guidance from his/her supervisor, the next level supervisor, or any University official. It is the responsibility of the person consulted to seek out and provide the best advice s/he is able to the member of the University community.

26.2. PROCEDURES FOR DISCLOSURE UNDER THIS POLICY

- a. Any current or former member of the University community who observes or becomes aware of conduct they reasonably believe constitutes wrongdoing or irregularity is encouraged to make a disclosure in writing as soon as possible after the discloser becomes aware of the situation, providing as much detail as possible to facilitate thorough investigation. Information provided anonymously will not be acted upon unless sufficient detail is provided by the discloser and the information is independently substantiated.
- b. Recognizing that circumstances will influence how a person chooses to disclose suspected wrongdoing or irregularity, KPU provides four (4) different options:
 - i. Employees are encouraged to make their disclosure to their appropriate supervisor; students and other persons connected to KPU are encouraged to make their disclosure to any University official.
 - ii. If the alleged wrongdoing should involve a supervisor, the disclosure may be made to the next appropriate supervisory level, or to a vice-president, or to the Office of the President.
 - iii. Should the alleged wrongdoing involve the President or vice presidents, the disclosure may be made to the Chair of ~~the Finance and~~ Audit Committee of the Board of Governors.
 - iv. Disclosures may also be made to the confidential external service retained by KPU to receive such disclosures. ([KPU Listens](#))
- c. Where a University official receives a disclosure of alleged wrongdoing or irregularity, which meets the criteria of this policy, the related information is to be provided to the Director, Business Performance and Advisory Services. The Director, Business Performance and Advisory Services will also receive details of any allegations disclosed to the Audit Committee, or disclosed through the confidential external service.
- ~~e.d.~~ Regardless of the option chosen to disclose suspected wrongdoing at, or connected to, the University, KPU will properly investigate the disclosure and provide protection to any member of the University community who makes such a disclosure.
- ~~e.e.~~ All disclosures made under this policy, regardless of the option chosen for disclosure, will be logged as soon as they are received on a single tracking system, and will be reported ~~quarterly~~ by the Director, Business Performance and Advisory Services ~~President~~ to the ~~Chair of the Finance and~~ Audit Committee of the Board of Governors during all Committee meetings.
- ~~e.f.~~ KPU expects that all disclosures will be made in good faith: i.e., they will be based on the discloser's best understanding of the situation and be made in the best interests of the University.
- ~~f.g.~~ Any supervisor or other University official who does not forward a disclosure of wrongdoing or irregularity to the Director, Business Performance and Advisory Services ~~Office of the President~~ within five (5) working days of receiving it will be subject to disciplinary action up to and including termination as appropriate.
- ~~g.h.~~ Any person who knowingly makes a bad faith disclosure: i.e., the report is false, frivolous, vexatious, or malicious, will be subject to disciplinary action up to and including termination as appropriate.

27.3. PROCEDURES FOR INVESTIGATION OF DISCLOSURE UNDER THIS POLICY

- a. When the ~~Office of the President~~ Director, Business Performance and Advisory Services receives a disclosure of wrongdoing or irregularity, the ~~Director-President~~ or designate is responsible for ~~conducting~~ beginning a preliminary review of the disclosure within 5 days of receipt of the disclosure, possibly including discussions with the person making the disclosure, and determining if there are reasonable grounds to warrant an investigation. If, upon completion of the preliminary review, the ~~President-Director~~ determines that an investigation is warranted it will be initiated as soon as possible, ~~and no more than five (5) working days after the disclosure is received.~~
- b. The Director, Business Performance and Advisory Services ~~President~~ may decide not to proceed with an investigation under this policy or to stop an investigation at any time when:
 - ~~i. The initial disclosure of wrongdoing is made more than six (6) months after the event is believed to have occurred;~~
 - ii. The disclosure does not provide sufficient information to conduct a thorough investigation;
 - iii. The disclosure is more appropriately dealt with through another mechanism, policy, or procedure;
 - iv. It is determined that the disclosure was not made in good faith, and/or, on the basis of reasonable belief, is frivolous, vexatious, and/or malicious;
 - v. Other valid reason.
- c. Investigations of disclosures of alleged wrongdoing or irregularity will be overseen and coordinated by the Director, Business Performance and Advisory Services. ~~Office of the President. Each investigation will be managed by at least two (2) University officials appointed by the President and/or the Chair of the Finance and Audit Committee of the Board of Governors.~~
- d. The University shall take all appropriate action to carefully, fully, and impartially investigate disclosures of alleged wrongdoing or irregularity.
- e. The Director, Business Performance and Advisory Services, or designate, ~~President~~ will respond to the discloser within ten (10) working days of receiving the disclosure to acknowledge the disclosure and explain the investigation ~~process~~ procedures and likely timeframe.
- f. In circumstances where either the discloser or the person who is alleged to have committed the wrongdoing involves both the University and any affiliated or associated entity, the President will communicate with directors of the affiliated or associated entity to determine how to proceed with any investigation if deemed necessary.
- g. Investigations will be completed as quickly as possible, preferably within three (3) calendar months of the appointment of the investigators, and will be conducted in accordance with the requirements of any legislation, or applicable collective or other agreements in effect at the time of the investigation. The investigators may use the services of appropriate professionals should this seem advisable.
- h. The investigators will have access to all relevant University premises and records. Investigators are entitled to request a confidential meeting with any member of the University community who may have knowledge of the matter. All members of the

University community are expected to provide full cooperation with the investigators subject only to legal rights including those under relevant collective or other agreements in effect at the time of the investigation. No person, knowing that information, a document, record, or article is likely to be relevant to an investigation, shall

- i. Destroy, mutilate or alter the document, record or article;
 - ii. Falsify an existing document or create a false document or record;
 - iii. Knowingly make a false or misleading statement;
 - iv. Conceal or withhold information, a document, record, or article;
 - v. Direct, counsel, or cause, in any manner, another person to do anything mentioned above (i – iv).
- i. Any person who knowingly impedes the investigation of a disclosure of wrongdoing will be subject to disciplinary action up to and including termination as appropriate.
 - J. Investigations will be conducted with an appropriate level of confidentiality: i.e., details and results will not be discussed with or disclosed to anyone who does not have a legitimate need to know.

28.4. PROCEDURES TO PROTECT THOSE WHO MAKE A GOOD FAITH DISCLOSURE

- a. KPU will make all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the person making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.
- b. KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected wrongdoing, and the University will investigate and take all appropriate steps to address all allegations of reprisal.
- c. Any person who experiences harassment, threats, retaliation, or discrimination as a result of making a disclosure of wrongdoing in the context of this policy should immediately inform any senior University official or the Chair of ~~the Finance and~~ Audit Committee of the Board of Governors.
- d. The University recognizes that making disclosures of wrongdoing can be stressful and encourages employees who wish to do so to contact the Employee Assistance Program through which they can confidentially access external counseling services.

29.5. PROCEDURES TO PROTECT THE PERSON BEING INVESTIGATED

- a. All persons named in or affected by a disclosure will be treated fairly and consistently regardless of their position or the number of years employed by the University, and all reasonable steps will be taken to protect their identity. They will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the disclosure.
- b. Where facts gathered during the investigation indicate provide a reasonable indication that wrongdoing or an irregularity has likely occurred, Any person named in or affected by a disclosure will be informed of the facts alleged and- the respondent(s) will be given a full opportunity to respond in writing to the allegations and to meet with the investigators. The respondent(s) will subsequently be advised of the general outcome of the investigation.
- c. An innocent respondent or a respondent who commits an innocent violation shall not be

subject to retaliation or discipline, and the University shall take all reasonable steps to protect the position, reputation, privacy, and confidentiality of such respondents.

30.6. PROCEDURES TO PROTECT THE CONFIDENTIALITY OF INFORMATION COLLECTED IN RELATION TO INVESTIGATIONS OF DISCLOSURES

- a. Information collected during the course of an investigation of a disclosure of alleged wrongdoing will be kept confidential to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.
- b. Details or results of an investigation will not be disclosed to or discussed with anyone other than those who have a legitimate need to know.

31.7. PROCEDURES FOR REPORTING THE RESULTS OF INVESTIGATION OF DISCLOSURES

- a. Following careful deliberations by the investigators, the results and recommendations of the investigation will be presented in a written report, ~~approved by the President,~~ to senior University officials as appropriate, the President and to the ~~Finance and~~ Chair of the -Audit Committee of the Board of Governors. This will take place within four (4) months of receipt of the disclosure by the ~~Office of the President~~ Director, Business Performance and Advisory Services. If extraordinary circumstances make it necessary, an interim report may be provided that explains the need for additional time.
- ~~a.b.~~ Where there is sufficient evidence that wrongdoing or an irregularity may have occurred, ~~The the~~ Office of the President, or appropriate vice-president, or associate vice-president of Human Resources will provide to the respondent(s) written summary notice of the results of the investigation. The respondent(s) have fifteen (15) working days to provide a written response to the written summary report. This response will ~~also be shared with~~ sent to the Director, Business Performance and Advisory Services, appropriate senior University officials and the President. Chair of the Finance and Audit Committee of the Board of Governors.
- ~~b.c.~~ Any actions arising from the investigation will normally be determined by the President on the advice of senior University officials. Should circumstances be such that this is not the appropriate body, then the ~~Finance and~~ Audit Committee of the Board of Governors will make the determination. Relevant information may be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.
- ~~c.d.~~ The individual making the disclosure will be advised of the general outcome results of the investigation by the ~~Office of the President,~~ or appropriate vice-president, or associate vice-president of Human Resources after any resulting disciplinary action has been determined. This communication is confidential.

32.8. PROCEDURES FOR ENSURING COMPLIANCE WITH THE PROTECTED DISCLOSURE POLICY

- a. A summary report of all disclosures made under this policy, which will include the number, nature, and disposition of each one, will be reported to the ~~Chair of the Finance and~~ Audit Committee of the Board of Governors by the Director, Business Performance and Advisory Services ~~President during Audit Committee meeting every three (3) months.~~
- b. The Director, Business Performance and Advisory Services ~~President~~ is responsible for monitoring compliance with this policy and reporting any breaches to the Chair of the

~~Finance and~~ Audit Committee of the Board of Governors.

B.C. RELATED POLICY

See Protected Disclosure Policy for related policies and legislation.

VERSION WITH TRACK CHANGES

APPENDIX A: RESPONSE TO A PROTECTED DISCLOSURE: SCHEDULE OF PROCESS STEPS

Maximum Time Allowed	Action
<u>5 Working Days</u>	<u>Where a University official receives a disclosure of alleged wrongdoing or irregularity, which meets the criteria of the policy, the related information is to be provided to the Director, Business Performance and Advisory Services.</u>
Day 1	The President <u>Director, Business Performance and Advisory Services</u> receives protected disclosure; logs it on tracking system
Working Day 5	The <u>Director, Business Performance and Advisory Services</u> , President initiates an <u>investigation preliminary review</u> OR refers disclosure for disposition by more appropriate mechanism. OR determines that there are insufficient grounds to take any action
Working Day 10	The <u>Director, Business Performance and Advisory Services</u> , or designate, contacts discloser to <u>acknowledge receipt and advise of the investigative process, OR inform that the disclosure will be reviewed under a more appropriate mechanism.</u> President advises discloser of the disposition of the-
<u>Working Day 20-</u>	<u>Based on the results of the preliminary review, the Director, Business Performance and Advisory Services initiates an investigation OR informs either the appropriate vice president, associate vice president of Human Resources or President that there are insufficient grounds to take any action.</u>
Three calendar months after <u>investigation is launched the disclosure is received.</u>	Investigation is completed; if circumstances require, investigators have the option to request additional time
Four calendar months after the disclosure is received in the Office of the President	<ul style="list-style-type: none"> A written report describing the results of the investigation and ensuing recommendations and approved by the President is presented to Senior University Officials as appropriate, <u>the President</u> and to the Chair of the Finance and Audit Committee of the Board of Governors <u>Where there is sufficient evidence that wrongdoing or irregularities may have occurred, a summary report is provided to the respondent by the President, or appropriate vice president, or the associate vice president of Human Resources. Report is provided to the</u>

Fifteen working days after receiving <u>results of the investigation</u> written	Respondent(s) provides written response <u>to the allegations</u> to the report and recommendations
Within a reasonable period; without undue delay	Any actions resulting will be effected
Once action has been taken	The President or appropriate vice-president, <u>or associate vice president of Human Resources</u> will advise the individual making the disclosure of the <u>general outcome</u> result of the investigation.

VERSION WITH TRACK CHANGES

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#6.2****December 2, 2019****Joe Sass****Agenda Item:** **Budget Reallocation to Address Waitlist**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve
	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information
	<input type="checkbox"/> Education

Recommended Resolution:	THAT the Board of Governors approve a budget reallocation of up to \$700,000 to alleviate waitlist issues for courses delivered at KPU as recommended by the Board Finance Committee.
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Board Committee Report: At its meeting held on November 19, 2019, the Board Finance Committee recommended that the Board of Governors approve a budget reallocation of up to \$700,000 to alleviate waitlist issues for courses delivered at KPU.

Context & Background: There are substantial waitlists in academic course delivery at KPU. To meet this demand and support students, KPU is looking to reallocate a sum of up to \$700,000 from faculty salary savings to the Faculty of Arts and School of Business. This will increase KPU's ability to offer additional sections to the students to help them register to more courses per semester.

Key Messages:
[maximum of three]

1. This budget transfer will allow for the offering of additional sections to our students which will reduce our waitlist on some of the academic courses offered at KPU and will enrich the experience of KPU students.
2. The impact to revenues and expenditures will be closely monitored by Financial Services.

Resource Requirements: A reallocation of up to \$700,000 from faculty salary savings to the Faculty of Arts and School of Business is required.

Implications / Risks: Not allocating additional funds to increase the academic course delivery will maintain high waitlists for certain courses, particularly in the first year, hindering the ability of students to progress through their credentials.

Consultations: N/A

Attachments: None

Submitted by: *Joe Sass, Executive Director, Financial Services*

Date submitted: *November 25, 2019*



Agenda Item: Appointment of Chancellor Search Advisory Committee Representatives

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors appoint Amos Kambere and Kim McGill to serve as the board representative on the Chancellor Search Advisory Committee as recommended by the Board Governance Committee.
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Board Committee Report: At its meeting held on November 13, the Board Governance Committee recommended that the Board of Governors appoint Amos Kambere and Kim McGill to serve as the board representative on the Chancellor Search Advisory Committee.

Context & Background: The search for the Chancellor will begin in December 2019 with the intention of Alumni Association providing a recommendation to the Board of Governors by April, 2020.

Composition of the Search Committee

- 2.1. A joint committee of the Board of Governors, the Senate and the Alumni Association will be struck to seek and consider nominations for the position of Chancellor.
- 2.2. The committee shall be comprised of the following members:
 - a) Chair of the Alumni Association, who will chair the committee
 - b) KPU President & Vice-Chancellor
 - c) Executive Director of Alumni Association
 - d) Two members of the Board of Governors
 - e) Two members of the Board of Directors of the Alumni Association
 - f) Two members of the Senate
 - g) One student representative
 - h) The Chancellor (if term is not eligible for renewal)
- 2.3. All members of the selection committee will be required to sign a code of conduct.



Board of Governors
Agenda Item:
Meeting Date:
Presenter(s):

Regular Meeting
#7.2
December 4, 2019
Dr. Alan Davis

Key Messages:

1. In accordance with the Procedures for Selection of the Chancellor, the Board of Governors appoints two board representatives to serve on the Chancellor Search Committee.
2. Once the composition of the Chancellor Search Committee is complete, the KPU Alumni Association Chair, or Designate, will schedule and convene a meeting.

Submitted by: Ranminder Kaur, Confidential Assistant to the Board of Governors

Date submitted: November 25, 2019

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#7.3****December 2, 2019****Hanne Madsen****Agenda Item:** Off Boarding Board Member – Exit interview proposed questions

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Board Committee Report: At its meeting held on November 13, the Board Governance Committee reviewed the exit interview questions for the Board members.

Context & Background: In accordance with the Board Governance Manual, the committee reviews and ensures that the process has been followed when a member of the board either resigns or their term expires.

Key Messages:

1. **Exiting Board members have played an integral role in KPU's major decisions during their tenure, are knowledgeable about the issues and opportunities KPU faces now, and in the future, and have a wealth of information which can be used to strengthen the Board.**
2. **Current Board member, Mr. Beaton and former Chair of the Board Audit and Finance Committees will complete term in December 2019. Accordingly, the university must now undertake the process to conduct the exit interview.**
3. **An Exit Interview with the Board Chair and Vice Chair will be arranged before Mr. Beaton's term expires in December.**

Attachment:

1. Exit Interview Proposed Questions
2. Checklist for Exiting Board Members

Submitted by: Ranminder Kaur, Confidential Assistant to the Board of Governors

Date submitted: November 25, 2019



Board of Governors Exit Interview

Name:	
Start Date:	
End Date:	
Board Committees served on:	

1. How were you asked to join the Board of Governors? Would you suggest a different approach?
2. Which skills or attributes do you feel that the Board was looking for in you when you were asked to join the Board? Was this made clear to you when you asked to join?
3. What was appealing to you about serving on the Board when you were asked?
4. When you were recruited, were the obligations of being a Board member clear to you? (meetings, committee commitments, other expectations).
5. Did you attend an orientation when you joined the Board? What, if anything, do you wish had been included?
6. Did your committee assignments and other roles use your skills and knowledge appropriately?
7. Does the Board, through its committees and overall board meetings, efficiently and effectively use members' time?

8. Is the Board culture welcoming to all voices during board meetings?
9. During your time on the Board, did you understand how the Boards' work fit into the work of the university leadership and other members of the community to meet the needs of the university's long term plan?
10. Do you feel that the university's current plan or vision is appropriate for the institution?
11. What were moments of the Board's strength during the time that you served? What were moments that you felt the Board could have done better or you wished that more could have been done?
12. What upcoming projects or challenges do you see for the school most clearly? What are projects or other areas that are receiving too much Board attention?
13. Would you recommend KPU to a colleague as a Board to serve on? Why?
14. Is there anything else that we should know about your time on the Board or related to your valuable service?
15. Are there any professional development or mentorship opportunities that you particularly valued or wished that you could have participated in?

Checklist for Exiting Board Members

Board Member Name			Term
Required Action	Name or File Location	Assigned to	Date Completed
Exit Interview(s)			
Arrange an Exit Interview with the Board Chair		Board Chair	
Arrange an Exit Interview with the Committee Chair		Committee Chair	
Arrange an Exit Interview with the Committee Chair (if applicable)		Committee Chair	
Access/Distribution/Website			
Cancel External Account Request	IT contacts Keri van Gerven at the end of terms of office to confirm still required.	Confidential Assistant	
Remove permissions on SharePoint		Confidential Assistant	
Arrange for the return of the annual parking pass from External Members (to be reissued to new appointees)	Ancillary Services	Confidential Assistant	
Update all electronic Board Distribution lists		University Secretary & Confidential Assistant	
Update Board of Governors website	Marketing	Confidential Assistant	
Update Board of Governors – Member Workbook and Archives	R:\University Secretariat\1. Board of Governors\Members\Archive\Former Board Members Workbook pages R:\University Secretariat\1. Board of Governors\Members\Archive\Board Members - Historical	Confidential Assistant to the University Secretary	

Required Action	Name or File Location	Assigned to	Date Completed
Electronic Device			
Return of electronic device(s) and update Board Inventory master list	R:\University Secretariat\1. Board of Governors\Members\Electronic Devices\Electronic Device Inventory	Confidential Assistant	
Documentation			
Prepare Thank You letter	R:\University Secretariat\1. Board of Governors\Members\Farewell Letters (save by name)	Confidential Assistant	
Update Board of Governors contact list	R:\University Secretariat\1. Board of Governors\Members\BOG Contact (date)	Confidential Assistant	
Update Board Committee lists	R:\University Secretariat\1. Board of Governors\Board Committee Mbrship and Research\Board Committee Membership Lists (date)	Confidential Assistant	
Update AGB membership List	Email: DPD@agb.org	Confidential Assistant	
Update Terms of Office	R:\University Secretariat\1. Board of Governors\Members\BOG Terms of Office	Confidential Assistant	
Update Competency Matrix for Governing Board	R:\University Secretariat\1. Board of Governors\Competency Profiles (date)	Confidential Assistant	
Move from Current Board Member Master file XLS to Add to Past Board Member Database and update History document in Access	R:\University Secretariat\1. Board of Governors\Members\Board Member Master File R:\University Secretariat\1. Board of Governors\Members\Former Board members	Confidential Assistant to the University Secretary	
Record Retention			
Collect all paperwork and transfer paper file to Past Board Members file collection		Confidential Assistant	



Board of Governors
Agenda Item:
Meeting Date:
Presenter(s):

Regular Meeting
#7.4
December 4, 2019
Dr. Alan Davis

Agenda Item: **Board Planning Seminar – February 28, 2020**

Action Requested:	<input type="checkbox"/> Motion to Approve
	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information
	<input type="checkbox"/> Education

Recommended Resolution:	N/A
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Board Committee Report: *For University Secretariat Use Only*

Context & Background: The Board of Governors holds an annual planning seminar to discuss governance topics and the challenges and opportunities facing KPU.

Key Messages **The 2020 Board Planning Seminar is scheduled for Friday, February 28, 2020 at KPY Civic Plaza.**

Discussion topic is based on VISION 2023: Sustainability: Cultural, social, environmental and institutional sustainability are advanced “Goal B2: We will foster environmental sustainability through our offerings, research and operations.”

A draft agenda has been prepared for discussion at the Board meeting. The seminar will start at 8:30am with breakfast and will conclude at 2:30pm.

Attachments: 1. Draft Agenda for Board Planning Seminar

Submitted by: Dr. Alan Davis

Date submitted: November 25, 2019



Planning Seminar Agenda

Board of Governors

February 28, 2020

KPU Civic Plaza

6th floor, Room TBC

Planning Seminar discussion topic is based on:

VISION 2023: Sustainability: Cultural, social, environmental and institutional sustainability are advanced

Goal B2: We will foster environmental sustainability through our offerings, research and operations

8:45 – 9:30am	Breakfast	
9:30 – 9:35am	Welcome and Introductions	Sandi Case Chair of the Board of Governors
9:35 – 11:00am	KPU International Risks and Opportunities	Carole St. Laurent, AVP, International (Interim) Lori McElroy, AVP, Planning & Accountability Joe Sass, Executive Director, Financial Services
11:00 – 12:00 noon	Maximizing KPU's Capacity	Sandy Vanderburgh, Provost & VP, Academic Lori McElroy, AVP, Planning & Accountability Joe Sass, Executive Director, Financial Services
12:00 – 1:00pm	Lunch	*Dominion Restaurant
1:00 – 1:45pm	In Camera with President	Board Members Only
1:45 – 2:30pm	In Camera Excluding President	Board Members Only
2:30pm	Adjournment	



Board of Governors
Agenda Item:
Meeting Date:
Presenter(s):

Closed Meeting
#7.5
December 4, 2019
Keri van Gerven

Agenda Item: Board Representative to Senate

Action Requested:	<input type="checkbox"/> Motion to Approve
	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information
	<input type="checkbox"/> Education

Recommended Resolution:	N/A
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Board Committee Report: At its meeting held on November 13, the Board Governance Committee noted that Dr. Dastur will continue to be the Board representative to Senate. However, other board members will join Dr. Dastur at the Senate meetings.

Context & Background: The Board of Governors appoints a Board member as its representative and non-voting member of Senate. This appointment is optional under legislation and is a bridge between the Senate and the Board, implemented as part of KPU's transition to bi-cameral governance.

Key Messages

1. In previous years, various Board members have served as a Board representative on a rotational basis. Since January 2019, Dr. Dastur has been the Board representative to Senate.
2. Members are encouraged to review the Senate meeting schedule and inform the Office of the Board of Governors a date when they will be able to attend a Senate meeting so that relevant materials can be sent to them in advance of the meeting.

Attachments: Senate Meeting Schedule

Submitted by: Ranminder Kaur, Confidential Assistant to the Board of Governors

Date submitted: November 25, 2019



BOARD OF GOVERNORS

SCHEDULE OF SENATE MEETINGS / BOARD REPRESENTATION

Surrey Campus, Cedar Boardroom 2110

4:00 pm – 7:00 pm

Senate Meeting Date	Board Representative	Senate Office Advised
Monday, September 23, 2019	Farhad Dastur	Yes
Monday, October 28, 2019	Farhad Dastur	Yes
Monday, November 25, 2019	Farhad Dastur	Yes
Monday, December 16, 2019	Farhad Dastur Amos Kambere	Yes
Monday, January 27, 2020	Farhad Dastur Rhiannon Bennett	Yes
Monday, February 24, 2020	Farhad Dastur Hanne Madsen	Yes
Monday, March 23, 2020	Farhad Dastur Sandra Case	Yes
Monday, April 27, 2020	Farhad Dastur Marc Kampchuur	Yes
Monday, May 25, 2020	Farhad Dastur Kim McGill	Yes
Monday, June 22, 2020		



Board of Governors
Agenda Item:
Meeting Date:
Presenter(s):

Regular Meeting
#13
December 4, 2019
Dr. Alan Davis

Agenda Item: **Senate Meeting Report**

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution: N/A

Board Committee Report: N/A

Key Messages: **The Vice Chair of Senate provides meeting notes for the Board of Governors detailing the items approved by Senate at each of its meeting for information.**

Attachments 1. Notes from the Senate Meeting held September 23, 2019.
2. Notes from the Senate Meeting held October 28, 2019.
3. Notes from the Senate Meeting held November 25, 2019.

Submitted by: Dr. Alan Davis, President & Vice Chancellor

Date submitted: November 26, 2019

Notes from the Senate meeting of September 23, 2019

The inaugural meeting of the 2019/20 Senate began with a welcome and call to order from Elder Lekeyten, who, among other things, encouraged the Senators to recall our shared humanity and dedication to our community. The Provost delivered his first report in office, with the President remarking that it felt like he had been working at KPU for ages. After a brief colloquy, the Provost and Vice-Chair were unable to determine whether this was a good thing.

The Chair noted the election of three new chairs to the Senate standing committees. Robert Ironside, Senator for the School of Business, has begun work as the Chair of the Senate Standing Committee on Teaching and Learning. He is, as I write, already beginning work on several student success inquiries.

After receiving permission to elect a Representative (rather than a Senator) the Senate Standing Committee on Research has elected as their chair Karen Meijer-Kline, representative of the Faculty of Educational Support and Development.

Senator Natasha Campbell, School of Design, was elected chair of Academic Planning and Priorities and will, alongside the chair of the SSC University Budget, take part in the (already in progress) Senate budget feedback process.

Changes were made, in line with new regulatory requirements, to the immunization requirements for several Faculty of Health Programs, and minor changes were made to the Human Resource Management Post-Baccalaureate Diploma entrance requirements.

More ambitious changes were also made to the Health Foundations Certificate, which is now better aligned with student transition into the Nursing programs, and to the Public Relations Diploma, which has been revised and reinvigorated as part of the recommendations arising out of its program review.

Governance nerds tuning in at home will be interested to hear that bylaw revisions were passed for the Faculty of Academic and Career Advancement, and the table of minimum qualifications for English Language Studies was updated (to increase the minimum qualification needed). Search Advisory Committees for the Dean of ACA and Associate Dean of Arts were also populated.

After a thorough process of debate and consultation, a revised policy on Attendance and Participation (ST11) was passed. The feedback provided in the various Senate committees, and on the policy blog, was very clearly acted on.

Graduates were approved for the upcoming convocation, and a newly vacant student Senate seat was noted.

Live long and prosper,
David P. Burns, Vice-Chair, University Senate

Notes from the Senate meeting of October 28, 2019

The October meeting of Senate began with brief reports from the President and Provost, the highlight of which was the presentation of drafts for the upcoming signage installation at several campuses. The new signage will welcome visitors to KPU in both English and the language of the land on which (most of us) are guests. The dialect used, and the communities consulted, will vary from campus to campus in recognition of KPU's presence on the land of several First Nations. This announcement was greeted with warmth and enthusiasm from the assembled Senators.

The Vice-Chair attempted a pun on the way in which the Brewing program's excellence continues to grow as it ages. This was not successful.

The SSC Curriculum brought forward a name change to the Appliance Service Technician program (the artist formally known as Appliance Servicing: Certificate) and added a new and more expedient entry option for students applying to the Graduate Nurse Internationally Educated Re-Entry Certificate. To address lessons learned in the early years of the Mechatronics program, a series of structural adjustments were also made to this program.

The Faculty of Science and Horticulture updated its bylaws, with the President noting in particular the work of Dr. Bomford (Chair, FSH Faculty Council) in the preparation of the needed documents. The Senate selected its two representatives for the upcoming search for a new Chancellor – Senators Iwanchuk (FESD) and Harbut (FSH).

Senator Campbell brought forward her first motion as Chair of SSC Academic Planning and Priorities, which successfully passed the 2020/2021 and 2021/2022 Academic Calendars. Among other considerations the Senate decided how best to balance the various instructional days (Mondays, in particular). Anyone looking to see the document in the Senate package should note – two options are included in the package, only one of which was approved (Option B).

After a thorough conversation at the Joint Committee on the Budget (comprised of SSC Academic Planning and Priorities and SSC University Budget), the Senate was presented with a motion, which was approved, **“THAT Senate endorse the 2020 / 21 Draft University Budget with, in addition to the priorities established in Vision 2023, an emphasis on enhancing the student experience through innovation in teaching and learning, and in research and scholarship.”**

The report of the SSC Research noted the recent success of KPU grant proposals, and thanked the AVP Research – Dr. Gupta – for the continually increasing level of support his unit has provided KPU researchers and the SSC Research itself.

The Senate closed the meeting with a discussion of an item brought forward from the Arts Faculty Council, which inquired what is being done to address the long waitlists seen in some areas at KPU (particularly the Faculty of Arts). After a brief report from the Provost and Dr. McElroy on their Sustainable Enrolment Planning Committee, it was decided that progress in this area should be discussed at each Senate meeting.

Graduates were, as always, approved, and the Provost remarked on his pleasure in taking part in his first KPU convocation.

The Senate, having no further business, adjourned.

David P. Burns, Vice-Chair, University Senate

Further observations of an entirely serious nature:

The Vice-Chair, being an odd fellow subsisting entirely on meetings, often elicits from others utterances of a most curious sort. These are two of the most interesting this month.

“David, I assume you haven’t met him because he works in the fitness centre.”

“David, do you know how cups work?”

David P. Burns, Ph.D.,
Vice Chair, University Senate

Notes from the Senate meeting of November 25, 2019

The November meeting of Senate happily involved the welcoming of three new student Senators (thereby filling all student Senate seats). The Provost and President provided their reports, as usual, with the President noting the obvious superiority of his report (it, having as it did, pictures).

Minor changes were made to the Asian Studies programs (major, minor and associate) and to the Associate of Arts in Psychology, but the larger piece of curricular business was the passage of the revised Human Resources Management Post-Baccalaureate Diploma, which will now move to the Board of Governors. This program represents a notable body of work by our colleagues in the School of Business, and by Marla McMullen of HRMT in particular, but also serves as a notable example of integrated planning and revision. The proposed program draws upon the quality assurance insight of the Program Review process, sound budgetary assumptions, student-focused and future-oriented curricular planning, and much consultation both inside and outside of KPU.

The membership and mandates of most of the Senate standing committees were revised as part of an ongoing improvement cycle, with new language around graduate studies coming forward next month (in the SSC Research).

Notice of motion was provided for revisions to the Senate bylaws, with discussion continuing over the coming weeks. Notable changes include the updating of electronic voting language and procedures.

The SSC Library and SSC Program review provided regular reports, with the Chair, SSC Program Review, singling out the Graphic Design for Marketing program for particular praise. The development of their yearbook club program with local schools provided a strong example of innovative, grassroots efforts both to serve the community and raise awareness of our programs.

The Senate, having no further business, adjourned to a closed meeting.

David P. Burns, Vice-Chair, University Senate

Further observations of an entirely serious nature:

The Vice-Chair, being an odd fellow subsisting entirely on meetings, often elicits from others utterances of a most curious sort. These are three of the most interesting this month.

"We're good, David. Don't worry, though, that will change."

"Did I tell you about the time the Dean and I were detained at the border?"

"This idea will work if everyone plays ball and cooperates. So, naturally, it will fail spectacularly."

David P. Burns, Ph.D.
Vice-Chair, Senate



Board of Governors
Agenda Item:
Meeting Date:
Presenter(s):

Regular Meeting
#15
December 4, 2019
Keri van Gerven

Agenda Item: **Thank you letter from recipient of Governors Endowed Scholarship**

Action Requested:	<input type="checkbox"/> Motion to Approve
	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information
	<input type="checkbox"/> Education

Recommended Resolution: N/A

Board Committee Report: N/A

Key Messages: **A Thank you letter received from a student, Liam Buirs who was recipient of the KPU Board of Governors Endowed Scholarship is attached for information.**

Attachments 1. Thank you letter received from Liam Buirs

Submitted by: Keri van Gerven

Date submitted: November 25, 2019

September 7th, 2019

Dear Donor,

As the recipient of the KPU Board of Governors Endowed Scholarship I would like to sincerely thank the board for the support that has been provided through choosing to grant me this scholarship. I feel very honoured and appreciative to receive it. This will be of great assistance this fall when it comes time to pay for tuition. It feels very rewarding to have the hard work of the last few semesters recognised in this manner and removes some of the pressure to work allowing me to focus more on my studies.

This is an exciting time as I just graduated from the Sustainable Crop Production Diploma in June and I'm really looking forward to this semester as it will mark the beginning of my time in the Plant Health Degree Program. I'm happy to be back on the Langley campus which has become almost a second home for me. Being that I'm just getting into the degree program it's hard to say for sure where I will end up working after the program is complete, but I could see myself working as an integrated pest management specialist at one of the greenhouses in the area. Whatever it might be, I am excited to see what the future holds. Thank you once again for your generous support.

Sincerely,

Liam Buirs