



## **KPU Board of Governors - Regular Meeting**

**Date: December 1, 2021**

**Time: 4:00 pm – 5:48 pm**

**Via Microsoft Teams: [Click here to join the meeting](#)**

### **Phone Dial-in**

**+1 604-449-3508 (Canada (Vancouver))**

**Conference ID: 272 624 06#**



## Board of Governors – Regular Meeting Agenda

December 1, 2021

4:00 pm – 5:48 pm

Via Microsoft Teams: [Click here to join the meeting](#)

Phone Dial-in: +1 604-449-3508 (Vancouver)

Conference ID: 272 624 06#

**Attending:** Michael McAdam (Chair), Ivy Chen (Vice Chair), Kim (Kwuntlunaat) Baird, Rhiannon Bennett, Sandra Case, Alan Davis, Bob Davis, Amos Kambere, Mohammed Mahabub, Rahul Malhotra, Muhammad Afzal Malik, Purru Sandhu, Takashi Sato, Waheed Taiwo, Jack Wong

**Excused:**

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

**Presenters and Administrative Resources:** Steve Cardwell, Laurie Clancy, Brent Elliott, Chervahun Emilien, Randall Heidt, Ranminder Kaur, Reza Khakbaznejad, Diane Purvey, Keri van Gerven

*4:00 pm Regular Board Meeting*

*Closed Board Meeting to follow*

*In camera Debriefing Session to follow*

<i>Agenda Item</i>	<i>Resource</i>	<i>Action</i>	<i>Time</i>	<i>Page</i>
1. Call to Order & Introductory Remarks	Michael McAdam		4:00	
We respectfully acknowledge that we live, work and study at KPU on the traditional and ancestral lands of the Coast Salish peoples, including those of the Kwantlen First Nation, who graciously bestowed their name on this university.				
1.1. Welcome by KPU Elder in Residence	Lekeyten		4:01-4:06	
2. Approval of Agenda	Michael McAdam	M	4:06-4:07	3
<b><u>MOTION:</u></b> THAT the Board of Governors approve the regular meeting agenda for December 1, 2021.				
3. Conflict of Interest	Michael McAdam		4:07-4:08	
4. Presentation on Sustainability and how KPU was tracking the footprints	Brent Elliott	E	4:08-4:23	

5. Consent Agenda	Michael McAdam	M	4:23-4:25	7
5.1. Minutes of the September 29, 2021 Regular Board of Governors Meeting				8
5.2. Program revisions to the Citation in Employment and Community Studies	Aimee Begalka	M		15

**MOTION:** THAT the Board of Governors approve the following items on the Consent Agenda:

5.1. Minutes of the September 29, 2021 Regular Board of Governors Meeting.

AND

5.2. Program revisions to the Citation in Employment and Community Studies, effective September 1, 2022 as recommended by the Board Finance Committee.

6. Audit Committee Report				
6.1. Committee Chair Report	Mohammed Mahabub	I	4:25-4:26	
7. Finance Committee Report	Mohammed Mahabub	I	4:26-4:27	
7.1. Committee Chair Report				
7.2. Program Proposal: Centre for Entertainment Arts	David Burns/Lori McElroy	D	4:27-4:37	17
7.3. Banking Resolution	Chervahun Emilien	M	4:37-4:42	21

**MOTION:** THAT the Board of Governors approve the updated Banking Resolution as recommended by the Board Finance Committee.

7.4. Recurring Procurements Greater than \$200,000	Chervahun Emilien	M	4:42-4:45	25
--	-------------------	---	-----------	----

**MOTION:** THAT the Board of Governors approve, subject to budgetary approval, the attached list of procurement opportunities greater than \$200,000 as recommended by the Board Finance Committee.

7.5. FY 2023 Budget Presentation	Chervahun Emilien	I	4:45-4:55	29
7.6. KPU IT Cloud Project	Reza Khakbaznejad	I	4:55-5:00	41

- |   |                |   |           |    |
|---|----------------|---|-----------|----|
| 8. Governance Committee Report                                  |                |   |           |    |
| 8.1. Committee Chair Report                                     | Michael McAdam | I | 5:00-5:01 |    |
| 8.2. AC1 Program Advisory Committee: Draft Policy and Procedure | David Burns    | M | 5:01-5:04 | 43 |

**MOTION:** THAT the Board of Governors approve the draft Policy and Procedure AC1 Program Advisory Committee as recommended by the Board Governance Committee.

- |  |             |   |           |    |
|--|-------------|---|-----------|----|
| 8.3. AC10 Development and Change of Senate-Approved Programs: Draft Policy and Procedure | David Burns | M | 5:04-5:07 | 47 |
|--|-------------|---|-----------|----|

**MOTION:** THAT the Board of Governors approve the draft Policy and Procedure AC10 Development and Change of Senate-Approved Programs as recommended by the Board Governance Committee.

- |   |                 |   |           |    |
|---|-----------------|---|-----------|----|
| 9. Human Resources Committee Report     |                 |   |           |    |
| 9.1. Committee Chair Report             | Sandra Case     | I | 5:07-5:08 |    |
| 10. Proposed changes in Policy Sponsors | Keri van Gerven | M | 5:08-5:10 | 51 |

**MOTION:** THAT the Board of Governors approve the proposed changes in Policy Sponsors effective December 2, 2021.

- |                                      |            |   |           |    |
|--------------------------------------|------------|---|-----------|----|
| 11. Request for Review of KPU Values | Alan Davis | M | 5:10-5:20 | 61 |
|--------------------------------------|------------|---|-----------|----|

**MOTION:** THAT the Board of Governors approve the President to review KPU's Values as recommended by the Senate.

12. President's Report				
12.1. Report to the Board	Alan Davis	I	5:20-5:22	
12.2. KPU Giving Tuesday	Alan Davis	I	5:22-5:23	63
13. Pro Tem Provost's Report				
13.1. Report to the Board	Diane Purvey	I	5:23-5:26	
14. Vice President, External Affairs				
14.1. Report to the Board	Randall Heidt	I	5:26-5:29	
15. Pro Tem Vice President, Administration's Report				
15.1. Report to the Board	Reza Khakbaznejad	I	5:29-5:32	
16. Vice President, Students				
16.1. Report to the Board	Steve Cardwell	I	5:32-5:35	
17. Vice President, Human Resources' Report				
17.1. Report to the Board	Laurie Clancy	I	5:35-5:38	
18. Chief Financial Officer's Report				
18.1. Report to the Board	Chervahun Emilien	I	5:38-5:41	
19. Senate Report – meeting held on September 27, 2021, October 25, 2021 and November 22, 2021	Alan Davis	I	5:41-5:42	65
20. Next Meeting Agenda Contribution	Michael McAdam	D	5:42-5:43	
21. For the Good of the Order	All	D	5:43-5:44	
22. Feedback on the Meeting	All	D	5:44-5:45	
23. Closing Remarks	Michael McAdam		5:45-5:46	
24. Appendix:				
24.1. <a href="#">Report to the Board of Governors</a>	Alan Davis	I	5:46-5:47	
25. Next Meeting: Regular Board Meeting Wednesday, February 2, 2022 4:00 – 7:00 pm	Michael McAdam	I	5:47-5:48	
26. Adjournment	Michael McAdam		5:48	

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #5**

**Meeting Date: December 1, 2021**

**Presenter(s): Michael McAdam**

### Agenda Item

### Consent Agenda

Action Requested	Motion
	Information
Recommended Resolution	<p>THAT the Board of Governors approve the following items on the Consent Agenda:</p> <p>5.1. Minutes of the September 29, 2021 Regular Board of Governors Meeting.</p> <p>AND</p> <p>5.2. Program revisions to the Citation in Employment and Community Studies, effective September 1, 2022 as recommended by the Board Finance Committee.</p>

### Attachments

1. Minutes of the September 29, 2021 Regular Board of Governors Meeting
2. Program revisions to the Citation in Employment and Community Studies.

### Submitted by

Ranminder Kaur, Confidential Assistant to the Board of Governors

### Date submitted

November 22, 2021



**Present: Board**

Michael McAdam / Chair  
 Ivy Chen / Vice Chair  
 Sandra Case  
 Rhiannon Bennett  
 Alan Davis / President & Vice Chancellor  
 Bob Davis  
 Amos Kambere  
 Mohammed Mahabub  
 Rahul Malhotra  
 Muhammad Afzal Malik  
 Takashi Sato  
 Waheed Taiwo  
 Jack Wong

**University Vice Presidents**

Steve Cardwell / Pro Tem VP, Finance and Administration, and VP, Students  
 Laurie Clancy / AVP, Human Resources  
 Randall Heidt / VP, External Affairs  
 Sandy Vanderburgh / Provost & VP, Academic

**Presenters and University Resources**

Jennifer Duprey / General Counsel  
 Chervahun Emilien / Executive Director, Financial Services  
 Rajiv Jhangiani / AVP, Teaching and Learning  
 Ranminder Kaur / Confidential Assistant to the Board of Governors  
 Keri van Gerven / University Secretary & Executive Assistant to the President & Vice Chancellor

**Regrets:** Kim (Kwuntiltunaat) Baird / Chancellor  
 Purru Sandhu

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

The Chair called the meeting to order at 4:00 pm.  
 The Chair acknowledged KPU's commitment to reconciliation and recognition that that we live, work and study at KPU on the traditional and ancestral lands of the Coast Salish peoples, including those of the Kwantlen First Nation, who graciously bestowed their name on this university.

The Chair thanked the outgoing Chair, Ms. Case who will be transitioning out in December, for her time and contributions to the Board and Committees.

The Chair welcomed new board members and new KPU management team members to the meeting.

***1.1. Welcome by KPU Elder in Residence***

This item was deferred as Elder in Residence, Lekeyten was unable to join the meeting. Members noted that Elder Lekeyten will be invited to the Board meeting in December.

**2. Approval of Agenda**

**Motion #01-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for September 29, 2021.**

**3. Oath of Office**

The Chair administered the Oath of Office to Rahul Malhotra.



4. **Conflict of Interest** No other conflict of Interest was declared.
5. **Consent Agenda** **Motion #02-21/22**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:**  
**5.1. Minutes of the June 23, 2021 Regular Board of Governors Meeting.**  
**AND**  
**THAT the Board of Governors receive the following item for information:**  
**5.2. KSA Annual Fee Change Letter: 2021-2022 Academic Year.**
6. **Audit Committee Report** **6.1 *Committee Chair Report***  

Members noted that the Audit Committee met on September 14, 2021 and received an update on engagement activities and an update on the expense claims audit report.

**6.2 *Appointment of the External Auditor***  

Ms. Emilien presented the report and commented that KPMG was selected through RFP to act as KPU's External Auditor for three years, commencing with the 2021/22 reporting year. KPU retains the option to extend the Service Agreement for two additional years (2024/25 - 2025/26), provided both parties agree to the renewal.

The former Chair of the Audit Committee supported that appointment of KPMG for stability given that there has been a lot of senior management change within the Financial Services in the last two years.

**Motion #03-21/22**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the appointment of KPMG as External Auditor for three years commencing with the 2021/2022 reporting year, as recommended by the Board Audit Committee.**

7. **Finance Committee Report** **7.1 *Committee Chair Report***  

Members noted that the Finance Committee met on September 14, 2021 and noted that all items discussed at the meeting are on the agenda.

**7.2 *Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2021***  

Ms. Emilien presented the report and commented that the Board Governance Manual states that the Finance Committee has a responsibility to review all public reporting by KPU to ensure that it represents a complete, accurate, and balanced picture of KPU's performance and financial situation (Sec 11.4.4 (b)).

Ms. Emilien presented the Statement of Financial Information (SOFI) -

Public Bodies Report as at March 31, 2021 for submission to the Ministry of Advanced Education, Skills and Training pursuant to the Financial Information Act.

**Motion #04-21/22**

**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.**

***7.3 GV4 Schedule of Signing Authorities***

Ms. Emilien presented the report and commented that a revised GV4 policy and procedures was approved in May 2020 and is not scheduled for another review until 2025. However, an annual review of the Schedules of Authorities should be done for accuracy and updated if required.

Ms. Emilien noted that the Schedules of Authorities for 2021 highlights changes in positions and titles over the last year.

Ms. Emilien commented that the schedules have been reformatted and updated to reflect new/discontinued positions/titles/offices. Members noted that the changes made are relatively minor.

**Motion #05-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the updated GV4 – Schedules of Commitment Authorities, Approval Authorities and Signing Authorities as recommended by the Board Finance Committee.**

***7.4 FY 2022/23 University Budget Planning and Financial Status Update***

Ms. Emilien presented the report and commented that an early review of Quarter 2 results for 2021-22 indicate a favorable position for KPU.

Ms. Emilien commented that the 2022-23 budget development process is in the planning stages and noted that producing the annual budget for the university is a detailed process that begins shortly into the new fiscal year. Ms. Emilien noted that meetings with the stakeholders have been scheduled to take place throughout the budget development process. Members noted that a final budget is scheduled to be approved at the March 30, 2022 Board of Governors meeting.

**8. Governance  
Committee Report**

***8.1 Committee Chair Report***

Committee Chair, Mr. McAdam, advised that the Governance Committee met on September 8, 2021 and received an update on the Code of Conduct Declarations executed by new board members and the board composition and succession plan.

***8.2 AC15 – Micro-credentials***

Dr. Jhangiani presented the report and commented that all Faculty Councils and three Senate Standing Committees (SSCC, SSC Policy, SSCAPP) were consulted for feedback when developing AC15 policy and procedure. Dr. Jhangiani mentioned that the draft AC15 Micro-credentials policy and procedure were also posted on the KPU Policy Blog for feedback from the KPU community.

Dr. Jhangiani noted that Policy AC15 will enable the development of Micro-credentials, which aligns with Vision 2023. Members noted that credit-bearing Micro-credentials will be developed and offered by academic programs and non-credit-bearing Micro-credentials will be developed and offered by Continuing & Professional Studies, in partnership with the Faculties.

Dr. Jhangiani mentioned that AC15 policy will also enable KPU to benefit from both Provincial and Federal funding opportunities to develop and provide short-term training to support skill development in the wake of the COVID-19 pandemic.

Dr. Jhangiani commented that KPU has also been involved in the development of a Provincial framework for Micro-credentials (expected to be published later this year) and we have the opportunity to be the first BC Post-Secondary institution with an approved policy and governance process for Micro-credentials.

Dr. Jhangiani noted that the KPU administration is currently meeting with the Kwantlen Faculty Association to jointly develop the workload requirements for micro-credentials.

Dr. Jhangiani commented that Senate at its meeting on June 28, 2021 approved the draft AC15 Micro-credentials Policy and Procedure for recommendation to the Board of Governors.

**Motion #06-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Policy and Procedure AC15 Micro-credentials as recommended by the Board Governance Committee.**

***8.3 VISION 2023: Progress Report for 2020/21***

Dr. McElroy commented that the performance is assessed using the scale, which incorporates both government and KPU assessment methods.

Dr. McElroy noted that targets were achieved, or substantially achieved for 16 of the 24 measures. Dr. McElroy mentioned that targets were not achieved for 4 measures, but results were within 60 to 89% of the target. Members noted that four measures were not assessed because data wasn't available for an assessment. Members noted that some measures are not updated every year, and some measures were not collected in Spring 2021 due to the disruption caused by the pandemic.

**Action:** It was noted that Mr. Brent Elliott will be invited to a future meeting of the Board to update members on sustainability and how KPU was tracking the footprints.

#### **8.4 Academic Plan 2023: Progress Report for 2020/21**

Members received and noted the report.

### **9. Human Resources Committee Report**

#### **9.1 Committee Chair Report**

Committee Vice Chair, Mr. Kambere advised that the Human Resources Committee met on September 16, 2021 and received an update on following:

- Appointment of Pro Tem appointment Dean, Faculty of Trades and Technology.
- Equity, Diversity and Inclusion update
- Employee Engagement update

### **10. President's Report**

#### **10.1 Report to the Board**

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

Dr. Davis commented that KPU opened the fall semester in grand style with the announcement of the \$8 million gift from George and Sylvia Melville, and the naming of the Melville School of Business.

Dr. Davis noted that KPU is honouring the lost Indigenous children and survivors of residential schools by participating in Lighting the Country Orange and by lighting KPU campuses orange is a display of solidarity with Indigenous communities. Dr. Davis commented that KPU must take time to listen, read, and learn in partnership with Indigenous peoples to figure out what actions are needed for true justice to be served and for true healing to begin.

### **11. Provost's Report**

#### **11.1 Report to the Board**

Dr. Vanderburgh noted that for the Fall semester, many of KPU's courses are still face to face, or offered in a blended mode, with more flexibility.

### **12. Vice President, External Affairs Report**

#### **12.1 Report to the Board**

Mr. Heidt advised that the External Affairs is currently planning for a gala to celebrate the university's first 40 years. Other activities include:

- Giving Tuesday
- Virtual Open House
- Faculty showcases

### **13. Pro Tem Vice President, Finance and Administration**

#### **13.1 Report to the Board**

Dr. Cardwell commended various teams within his portfolio. Dr. Cardwell extended his thanks to Facilities Services for making the orange lighting displays happen at KPU's Surrey and Langley campuses at a short notice.

Dr. Cardwell noted that Progress Pride flags or colours have been painted on crosswalks at the Langley and Surrey campuses, a staircase at the Richmond campus, pillars at Civic Plaza and a pathway at KPU Tech in Cloverdale. Members noted that the goal of better representing and serving all 2SLGBTQ+ people is reflected in the choice of the Progress Pride flag design.

#### **14. Vice President, Students Report**

##### **14.1 *Report to the Board***

Dr. Cardwell commended various teams within his portfolio.

Dr. Cardwell commented that the timetabling and scheduling system has been improved to indicate whether the course is offered online, blended or in classroom making it easier for the students when selecting a course.

Dr. Cardwell advised that the Indigenous Services at KPU has compiled a selected list of virtual and in-person events and commented that the 2021 Indigenous Dialogue Speaker Series began on Wednesday, September 29, 2021 in advance of, and to recognize the National Day for Truth and Reconciliation. Members noted that the first speaker in the series this year was Len Pierre, Special Advisor to the President on Indigenous Leadership, Innovation and Partnerships.

Dr. Cardwell noted that KPU has received \$49,000 from Colleges and Institutes Canada (CICan) to support the Global Learning Program at KPU.

Dr. Cardwell mentioned that KPU has also received \$50,000 from the Canadian Mental Health Association to support student who are more at risk.

#### **15. Appointment to AVP, Program Planning and Curriculum Search Advisory Committee**

Ms. van Gerven presented the report and commented that both student board members were consulted by the Board office over the summer. It was concluded that Rahul Malhotra will serve on the committee as Board representative given that second student board member, Purru Sandhu was already appointed to be on the Search Advisory Committee as Senate representative.

##### **Motion #07-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors ratify the appointment Rahul Malhotra as student Board member representative to the Associate Vice President, Program Planning and Curriculum Search Advisory Committee.**

#### **16. Senate Reports – meeting held on June 28, 2021**

Dr. Davis advised that the Senate Report for June 28, 2021 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

- |   |  |
|---|--|
| <b>17. Next Meeting Agenda Contribution</b> | 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. |
| <b>18. For the Good of the Order</b>        | There were no additional items identified.   |
| <b>19. Feedback on the Meeting</b>          | There was no feedback on the meeting.  |
| <b>20. Closing Remarks</b>                  | The Chair thanked everyone, including Board Members for attending and contributing to the discussions.                                     |
| <b>21. Next Meeting</b>                     | The next meeting has been scheduled for Wednesday, December 1, 2021.   |
| <b>22. Adjournment</b>                      | The meeting adjourned at 5:02 pm.  |

---

**Board Chair**

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #5.2**

**Meeting Date: December 1, 2021**

**Presenter(s): Aimee Begalka**

**Agenda Item**                      **Program revisions to the Citation in Employment and Community Studies**

Action Requested	Motion
Recommended Resolution	THAT the Board of Governors approve the program revisions to the Citation in Employment and Community Studies, effective September 1, 2022 as recommended by the Board Finance Committee.

**Committee Report**                      At its meeting on November 23<sup>rd</sup>, the Board Finance Committee approved the program revisions to the Citation in Employment and Community Studies, effective September 1, 2022 for recommendation to the Board of Governors.

**Context & Background**                      Following a 2011 program review, the Access Programs department submitted program revisions which were approved by Senate in 2013. However, the approved revisions were never implemented, and the department continued to offer the program it had offered prior to the program revision submission. In 2016, the course outlines of the old programs were revised and approved by Senate. The course outlines approved in 2016 do not align with the 2013 program revisions. Therefore, one version of the programs has Senate approval, and a different version of the programs, also with Senate-approved course outlines, is being delivered, as is currently reflected in the University Calendar. For clarity, the D7 document references the version of the program reflected in the current University Calendar.

**Key Messages**

1. The current revisions resolve the conflict between the 2013 Senate-approved program revisions and the 2016 Senate-approved course outlines.
2. These revisions update and refresh the program, provide students with more flexible learning options, and reflect current thinking in the field of disability studies; the revised program will offer students a variety of experiential learning opportunities, tailored to their interests and goals.
3. Approval has been granted by the Ministry of Advanced Education and Skills Training to attach tuition to the new course outlines for the revised program because it will now be a credit-bearing program and will meet KPU's graduation compliance requirements, allowing graduates to fully participate in convocation.

## BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #5.2

Meeting Date: *December 1, 2021*

Presenter(s): *Aimee Begalka*

4. At its meeting on November 22, 2021, Senate recommended that the Board of Governors approve the program revisions to the Citation in Employment and Community Studies, effective September 1, 2022.

### Resource Requirements

The revised program will not require additional resources from the university.

### Implications/Risks

The only risk that could be associated with these revisions is that the courses will now be tuition-bearing. However, paying tuition will allow students to fully participate in student life at KPU and become members of the Kwantlen Student Association. In addition, the Provincial Adult Upgrading Grant can be used to cover this program and having a tuition-bearing program is in alignment with the practices of other post-secondary institutions who offer Adult Special Education programming.

### Consultations

- Office of the Provost and VP Academic
- Zena Mitchell, Associate Vice-President, Enrolment Services and Registrar
- Leanne Waddington, Director Learning Technology and Education Development

### Attachments

1. [D7 Program Change Form](#)
2. [D5 Financial Assessment](#)
3. [D5 Memo – Rationale for Financial Support for Revised Access Program](#)
4. [Collected Curriculum Consultation Forms](#)
5. [Memo from the Vice-Chair of Senate including documents submitted as part of the program revision](#)

### Submitted by

*Aimee Begalka, Dean, Faculty of Academic and Career Preparation*

### Date submitted

*November 24, 2021*



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #7.2**

**Meeting Date: December 1, 2021**

**Presenter(s): David Burns, Lori McElroy & Adam Jaffer**

### Agenda Item

**Program Proposal: Centre for Entertainment Arts**

Action Requested	Information
Recommended Resolution	-

### Committee Report

At its meeting on November 11<sup>th</sup>, the Board Governance Committee approved the following programs, including the attached courses and variances, for implementation in May, 2022:

- Certificate in Foundation in Entertainment Arts
- Diploma in Advanced 2D Digital Animation Production
- Diploma in Advanced 3D Animation and 3D Modelling
- Diploma in Advanced Game Development
- Diploma in Advanced VFX (Virtual Production)

At its meeting on November 23<sup>rd</sup>, the Board Finance Committee discussed the report and noted that the draft financial assessment and Curriculum Agreement between KPU and CEA is currently under negotiation and that the proposal will be presented at a future meeting for approval.

### Context & Background

KPU has a unique and compelling opportunity to create an entertainment arts program in conjunction with the Centre for Entertainment Arts [CEA], which is in the process of leaving Langara College and which we propose should be housed at KPU's Faculty of Arts. Versions of these programs, with the exception of 2D Animation, are already in place either at Langara or CEA's Alberta partner institution, Bow Valley College. If approved, this partnership would allow KPU to use these curricula, modified and adapted to meet KPU's policies and practices. The proposed programs would be KPU programs, leading to KPU credentials, taught by KPU faculty. They would be governed, in future, under normal KPU departmental and faculty processes.

### Key Messages

1. **Draft financial assessment and Curriculum Agreement between KPU and CEA is currently under negotiation and a special Board meeting will be arranged to approve the proposal.**
2. These curricula have been reviewed and adapted to fit within KPU curricular policy and practice. Each course is linked in the Full Program Proposals.

3. The Full Program Proposals and Concept Papers have proceeded through the Senate approval process at the same time due to a special variance to Policy AC10 from Senate. Delay in the approval of the program would potentially disrupt in-progress students.
4. These programs will be housed in the Faculty of Arts and, once faculty are hired, will be part of a new (potential) school of the Faculty.
5. At its meeting on October 25, 2021, Senate recommended that the Board of Governors approve the programs recommended above, including the attached courses and variances, for implementation in May, 2022.

**Resource  
Requirements**

This is a technology-based program which requires the retrofitting and equipping of 11 classrooms. The spaces proposed will require cosmetic and functional upgrades such as paint, window coverings, and lighting as well as other facilities and IT infrastructure. A draft financial feasibility assessment is attached with a memo for additional information (finalized financial feasibility assessment to be presented to the November 23<sup>rd</sup> Board Finance Committee).

**Implications/Risks**

The primary risks associated with this programming are Student Experience and Financial Sustainability. KPU is finalizing its financial feasibility assessment and will rely on the internal program review process to ensure program is continuously aligned to KPU standards if implemented.

**Consultations**

Regular and ongoing consultation has taken place with:

- Carole St. Laurent, Associate Vice-President, International
- Chervahun Emilien, Chief Financial Officer
- David Stewart, Executive Director Facilities
- Diane Purvey, Pro-Tem Provost & VP Academic
- Lori McElroy, Associate Vice-President, Planning and Accountability
- Reza Khakbaznejad, Interim Vice President Administration
- Zena Mitchell, Associate Vice-President, Enrolment Services & Registrar

Approvals and/or letters of support have been collected from:

- Gordon Cobb, Faculty, Music Department and Teaching and Learning Commons
- Billeh Nickerson, Co-Chair, Creative Writing Department
- Greg Chan and Robert Dearle, Chair, English Department
- Jaret Lang, AVP, Campus and Community Planning
- Joanne Saunders, Executive Director, Marketing and Communication

- Leeann Waddington, Director, Learning Technology and Educational Development, Teaching and Learning Commons
- Andhra Goundrey, Dean, School of Design
- Polytechnic University Executive, August 25, 2021
- Arts Standing Committee on Academic Planning and Priorities, September 3, 2021 (referred to Arts Faculty Council)
- Arts Standing Committee on Curriculum, September 17, 2021 (endorsed)
- Arts Faculty Council, September 24<sup>th</sup>, 2021 (endorsed)
- Senate, October 25<sup>th</sup>, 2021 (endorsed)

Consultation is ongoing with a range of other departments and service units.

#### Attachments

1. [Memo from Vice Chair, Senate](#)
2. [Full Program Proposal Certificate in Foundation in Entertainment Arts](#)
3. [Concept Paper, Certificate in Foundation in Entertainment Arts](#)
4. [Full Program Proposal, Diploma in Advanced 2D Digital Animation Production](#)
5. [Concept Paper, Diploma in Advanced 2D Digital Animation Production](#)
6. [Full Program Proposal, Diploma in Advanced 3D Animation and 3D Modelling](#)
7. [Concept Paper, Diploma in Advanced 3D Animation and 3D Modelling](#)
8. [Full Program Proposal, Diploma in Advanced Game Development](#)
9. [Concept Paper, Diploma in Advanced Game Development](#)
10. [Full Program Proposal, Diploma in Advanced VFX \(Virtual Production\)](#)
11. [Concept Diploma in Advanced VFX](#)
12. [Feasibility Assessment](#)
13. [Collected Curriculum Consultation Forms](#)
14. [Entertainment Arts Library Impact Assessment](#)
15. **Draft Financial Assessment** (currently under negotiation and not included as part of this submission, final draft to be submitted prior to Special Board meeting – date TBD).
16. [AFC Memo Regarding CEA Resolution](#)
17. **Draft Curriculum Agreement between KPU and CEA** (currently under negotiation and not included as part of this submission, final draft to be submitted prior to Special Board meeting)

**Submitted by** David Burns, Lori McElroy & Adam Jaffer

**Date submitted** November 24, 2021



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #7.3**

**Meeting Date: December 1, 2021**

**Presenter(s): Chervahun Emilien**

**Agenda Item**                      **Banking Resolution**

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve the updated Banking Resolution as recommended by the Board Finance Committee.</b>
<b>Committee Report</b>	At its meeting on November 23 <sup>rd</sup> , the Board Finance Committee approved the updated Banking Resolution for recommendation to the Board of Governors.
<b>Context &amp; Background</b>	Given the recent changes in the Senior Executive team, changes to the current banking resolution are inevitable as the Royal Bank of Canada will not honor additional signing authorities until the Board has approved an updated resolution. Current signing authorities are insufficient to carry on the daily operations of the University. This also provided the opportunity to align the banking resolution to the University's current GV4 signing authority document.
<b>Key Messages</b>	1. An update to the banking signing authorities for current Senior Executives which also aligns with the University's GV4 banking signing authority.
<b>Resource Requirements</b>	None
<b>Implications/Risks</b>	None
<b>Consultations</b>	N/A
<b>Attachments</b>	1. RBC Banking Resolution
<b>Submitted by</b>	<i>Chervahun Emilien, Chief Financial Officer</i>
<b>Date submitted</b>	<i>November 24, 2021</i>



## Resolution Regarding Banking

For use by Cities, Towns, Villages, Municipalities, Hospitals, Regional Health Authorities, School Districts, Divisions and Regional Divisions, Self-Governed First Nations, and Treaty Nations

SRF No.: 869856401

Legal Name: KWANTLEN POLYTECHNIC UNIVERSITY (the "Customer")

Address: 12666 72 AVENUE SURREY BC V3W2M8

### RESOLVED:

1. THAT ROYAL BANK OF CANADA ("Royal Bank") is appointed banker for the Customer.
2. THAT ANY ONE OF THE PRESIDENT & VICE CHANCELLOR, PRO-TEM PROVOST & VICE PRESIDENT ACADEMIC, CHIEF FINANCIAL OFFICER ALONG WITH ONE ADDITIONAL SIGNATORY

are authorized on behalf of the Customer from time to time:

- (a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- (c) to do, or to authorize any person or persons to do, any one or more of the following:
  - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
  - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
  - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
  - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.

3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.

Please do not write in this area

01~001~380~201906~02~869856401~~0102



4. That Royal Bank be furnished with:

(a) a copy of this Resolution; and

(b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

each certified by the (1) **PRESIDENT & VICE CHANCELLOR**

and (2) **CHIEF FINANCIAL OFFICER** of the Customer; and

(c) in writing, any authorization made under paragraph 2(c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

### CERTIFICATE

We hereby certify that the above is a true copy of a resolution passed at a meeting of the

**BOARD**

(Council, Board or Board of Trustees)

of the

Customer duly convened and regularly held in accordance with the law governing the Customer on

Y	Y	Y	Y	M	M	D	D

(SEAL)

(1)

Authorized Person's Signature

Authorized Person's Name: **ALAN DAVIS**

Authorized Person's Title: **PRESIDENT & VICE  
CHANCELLOR**

(2)

Authorized Person's Signature

Authorized Person's Name: **CHERVAHUN EMILIEN**

Authorized Person's Title: **CHIEF FINANCIAL  
OFFICER**

Please do not write in this area

01~001~380~201906~02~869856401~~0202







## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #7.4**

**Meeting Date: December 1, 2021**

**Presenter(s): Chervahun Emilien**

**Agenda Item**                      **Recurring Procurements Greater than \$200,000**

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve, subject to budgetary approval, the attached list of procurement opportunities greater than \$200,000 as recommended by the Board Finance Committee.</b>
<b>Committee Report</b>	At its meeting on November 23 <sup>rd</sup> , the Board Finance Committee approved, subject to budgetary approval, the attached list of procurement opportunities greater than \$200,000 for recommendation to the Board of Governors.
<b>Context &amp; Background</b>	Every fiscal year, KPU has contracts over \$200,000 that are set to expire. Per KPU Procurement Policy AD3, requisitions over \$200,000 require Board approval. For ease of administration, pre-approval is being requested for recurring procurement greater than \$200,000 that are expected to expire in the next 24 months. The pre-approval of these contracts will enable Procurement Services to commence the due diligence process and necessary procurement strategies with minimal disruption.
<b>Key Messages</b>	<ol style="list-style-type: none"> <li>1. Board pre-approval requested for Procurement Services to proceed with a number of recurring procurement opportunities greater than \$200,000 that are expected to expire in the next 24 months.</li> <li>2. In addition to this pre-approval, any actual purchases will still be subject to budgetary approval.</li> <li>3. Outcomes of the procurement communicated through regular Financial Services report updates.</li> </ol>
<b>Resource Requirements</b>	None
<b>Implications/Risks</b>	Minimal risk which is mitigated by Policy AD3 where the Chief Financial Officer is responsible for ensuring all procurement is initiated with the approval of the Board are procured according to KPU policy.
<b>Consultations</b>	Board of Governors – established process previously approved.

## **BOARD OF GOVERNORS - REGULAR MEETING**

**Agenda Item: #7.4**

**Meeting Date: *December 1, 2021***

**Presenter(s): *Chervahun Emilien***

<b>Attachments</b>	1. Projected Recurring Procurements Greater than \$200k up to March 2024 for Board Approval
<b>Submitted by</b>	<i>Chervahun Emilien, Chief Financial Officer</i>
<b>Date submitted</b>	<i>November 24, 2021</i>

**List of Recurring Procurements greater than \$200k for Board Approval**

For the reporting period: March 31, 2022 - March 31, 2024

Contract	Vendor	Description	Start Date	End Date	Department	Contract Commitment	Projected Cost over: 5 year term for Services OR 3 year term for Goods	Procurement Approach
C22P0231	Oracle	Data base site license for Banner annual support/maintenance fee	27-Oct-2021	26-Oct-2022	Information Technology	\$ 53,593.60	\$ 267,968.00	CISA - BCNET
C21P0174	Zoom	Video Conferencing	8-Oct-2021	7-Oct-2022	Information Technology	\$ 60,664.80	\$ 303,324.00	Direct Award - sole source entrenched vendor
C22P0036	Blindside	Big Blue Button	25-Apr-2021	24-Apr-2022	Information Technology	\$ 100,214.40	\$ 501,072.00	Direct Award - sole source entrenched vendor
A0084132	Compugen	BCNET Agreement for Software Value Added Reseller - Ivanti DesktopNow License renewal	1-Apr-2021	31-Mar-2022	Information Technology	\$ 51,299.09	\$ 256,495.45	CISA - BCNET
A0083895	BCNET	Ellucian - Banner Systems/Software Annual renewal (including Elevate)	1-Apr-2021	31-Mar-2022	Information Technology	\$ 446,359.37	\$ 2,231,796.85	Ongoing, BCNET Shared Services
C20P0502	rSmart Group	OneCampus Subscription	4-Feb-2020	3-Feb-2024	Information Technology	\$ 256,378.50	\$ 256,378.50	Direct Award - sole source entrenched vendor
A0083621	Compugen	BCNET Agreement for Software Value Added Reseller - Adobe License renewal	28-Feb-2021	27-Feb-2023	Information Technology	\$ 196,689.12	\$ 491,722.80	CISA - BCNET
M22R0057	Sirsi Dynix	Annual renewal of Library Software	1-Apr-2021	31-Mar-2022	Information Technology	\$ 61,534.85	\$ 307,674.25	Direct Award - sole source entrenched vendor
A0084177	Millennium	FAST annual renewal/maintenance	1-Apr-2021	31-Mar-2022	Information Technology	\$ 95,916.80	\$ 479,584.00	Direct Award - sole source entrenched vendor
C22P0029	Software2Americas	AppsAnywhere Delivery of academic software to any device. Anywhere and anytime.	22-Apr-2021	21-Apr-2022	Information Technology	\$ 129,224.00	\$ 646,120.00	Direct Award - sole source entrenched vendor
Multiple contracts	4th Utility	Data Cabling for projects and day-to-day	Various	31-Mar-2022	Information Technology	\$ 462,273.50	\$ 462,273.50	Open Competition
C22P0020	Frequency Foundry	Telax Contact Center License for Cloud Hosted Call Centre application used by Service Desk, Admissions and other KPU Departments	1-Apr-2021	31-Mar-2022	Information Technology	\$ 70,560.00	\$ 352,800.00	Direct Award - sole source entrenched vendor
Multiple contracts	Cineplex	Advertising in theatre	Various dates	Various dates	Marketing	\$ 117,000.00	\$ 585,000.00	Direct Award - sole source
Multiple contracts	Corus Sales	Advertising on Television – Global BC	Various dates	Various dates	Marketing	\$ 55,200.00	\$ 276,000.00	Direct Award - sole source
Multiple contracts	CTV BC	Advertising on Television - CTV	Various dates	Various dates	Marketing	\$ 68,600.00	\$ 343,000.00	Direct Award - sole source
Multiple contracts	Lamar Companies	Advertising on skytrain platforms	Various dates	Various dates	Marketing	\$ 236,057.60	\$ 1,180,288.00	Direct Award - sole source
Multiple contracts	Pattison Outdoor	Advertising at bus stops	Various dates	Various dates	Marketing	\$ 121,150.60	\$ 605,753.00	Direct Award - sole source
Multiple contracts	Multiple vendors	Furniture Supply & Installation for CSA Approved Product Categories: Seating (Package 1), Tables (Package 2), Desks & Workstations (Package 3) and Storage (Package 4).	Various dates	14-Jan-2024	Facilities - Capital	\$ 999,751.81	\$ 2,999,255.43	Provincial CSA or CISA-BCNET or Open Competition
C1203901	Imperial Parking	Campus Parking Management Services	1-Jul-2012	30-Jun-2022	Ancillary Services	\$ 1,399,481.00	\$ 1,399,481.00	Open Competition (10 year contract term)
BCNET0002	Compugen Inc	BCNet Agreement for Software Value Added Reseller (UMBRELLA AGREEMENT)	25-Jan-2018	24-Nov-2022	Information Technology	\$ 2,063,843.02	\$ 2,063,843.02	CISA - BCNET
BCNET0024	Direct Travel	BCNet Agreement for Travel Management Program	1-Dec-2015	30-Nov-2021	Procurement Services	As, if and when required	Estimated spend > \$ 200K	CISA - BCNET
None	Multiple vendors	Inter-campus deliveries / Courier Services - currently paid through Direct Pay	Various dates	Various dates	Ancillary Services	\$ 94,000.00	\$ 470,000.00	Continue current internal delivery or Open competition or Provincial CSA
None	Multiple vendors	Printshop printing paper (not available through Staples) - currently paid through Direct Pay	Various dates	Various dates	Ancillary Services	\$ 80,000.00	\$ 240,000.00	Provincial CSA or CISA-BCNET or Open Competition



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #7.5**

**Meeting Date: December 1, 2021**

**Presenter(s): Chervahun Emilien**

**Agenda Item**                      **FY 2023 Budget Update**

Action Requested	Information
Recommended Resolution	None
Committee Report	At its meeting on November 23 <sup>rd</sup> , the Board Finance Committee received an update on FY 2023 budget.
Context & Background	<p>The 2022-23 Budget process is done in multiple stages and as a result, Financial Services will be presenting an overview of where we are in the process.</p> <p>Given the change in variance reporting, a 2<sup>nd</sup> Quarter summary is provided that reflects the University's anticipated bottom line at September 30, 2021.</p>
Key Messages	<ol style="list-style-type: none"> <li>1. Fiscal Year 2022-23 General Budget Approach</li> <li>2. Fiscal Year 2022-23 Revenue Estimate</li> <li>3. 2021-22 2<sup>nd</sup> Quarter Update Summary</li> </ol>
Resource Requirements	None
Implications/Risks	N/A
Consultations	University Executive and Senior Administration Joint Senate Standing Committees on Academic Planning and Priorities and on University Budget.
Attachments	<ol style="list-style-type: none"> <li>1. Fiscal Year 2022-23 Budget Overview</li> <li>2. 2021-22 2<sup>nd</sup> Quarter Update</li> </ol>
Submitted by	<i>Chervahun Emilien, Chief Financial Officer</i>
Date submitted	<i>November 24, 2021</i>

# Fiscal Year 2022-23 Budget Overview

President's University Executive

President's Council

SSCUB/SSCAPP

Finance Committee

Board of Governors

Management Groups

Union Groups

# FY 2022-23 Budget Principles and Priorities

- Student success and experience
- Faculty support and continuity
- Balanced budget

[FY 2022-23 Budget Principles and Priorities](#)



# General Approach and Changes

- Roll-forward budget approach with a return to FY2020-21 base budget and removal of one time only items from FY2021-22
  - Removal of FY2021-22 budget encumbrance for employees
  - Travel budgets have been reinstated
  - Meals and refreshments, parking and mileage budget have been reinstated
  - Event budget reductions have been reinstated
- Consideration for inflationary pressures in salary and operating expenses





# General Approach –Revenues

- Operating Grant: \$81M
- Investment Income: \$1.5M
- Ancillary Revenue: \$3M
- Deferred Capital Contributions: \$9.2M
- Other Income: \$11.5
- Other Tuition, Application and Other Fees: \$11.2M
- OPA's tuition estimate based on enrolment modelling....



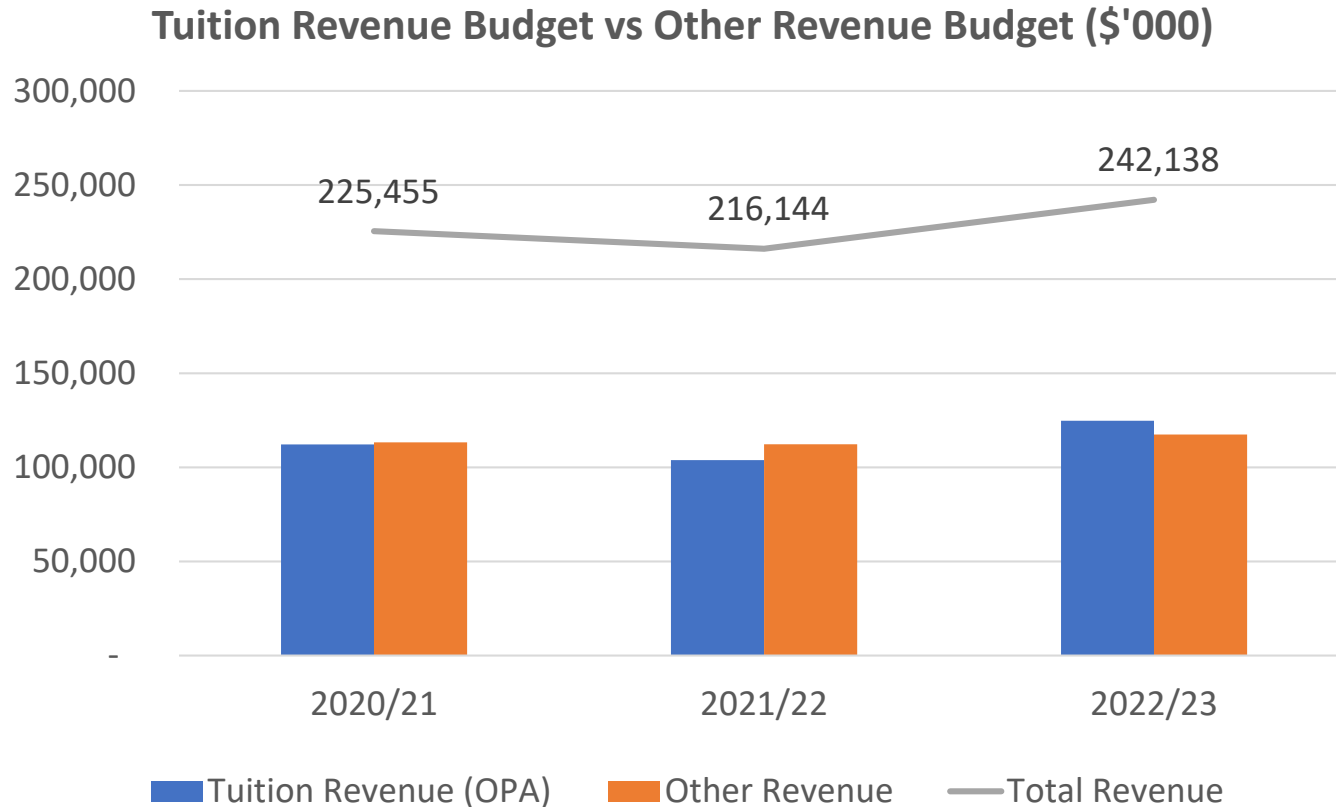
# General Approach – Tuition Fee Revenue

*Table 6: Tuition Revenue Projections by Season*

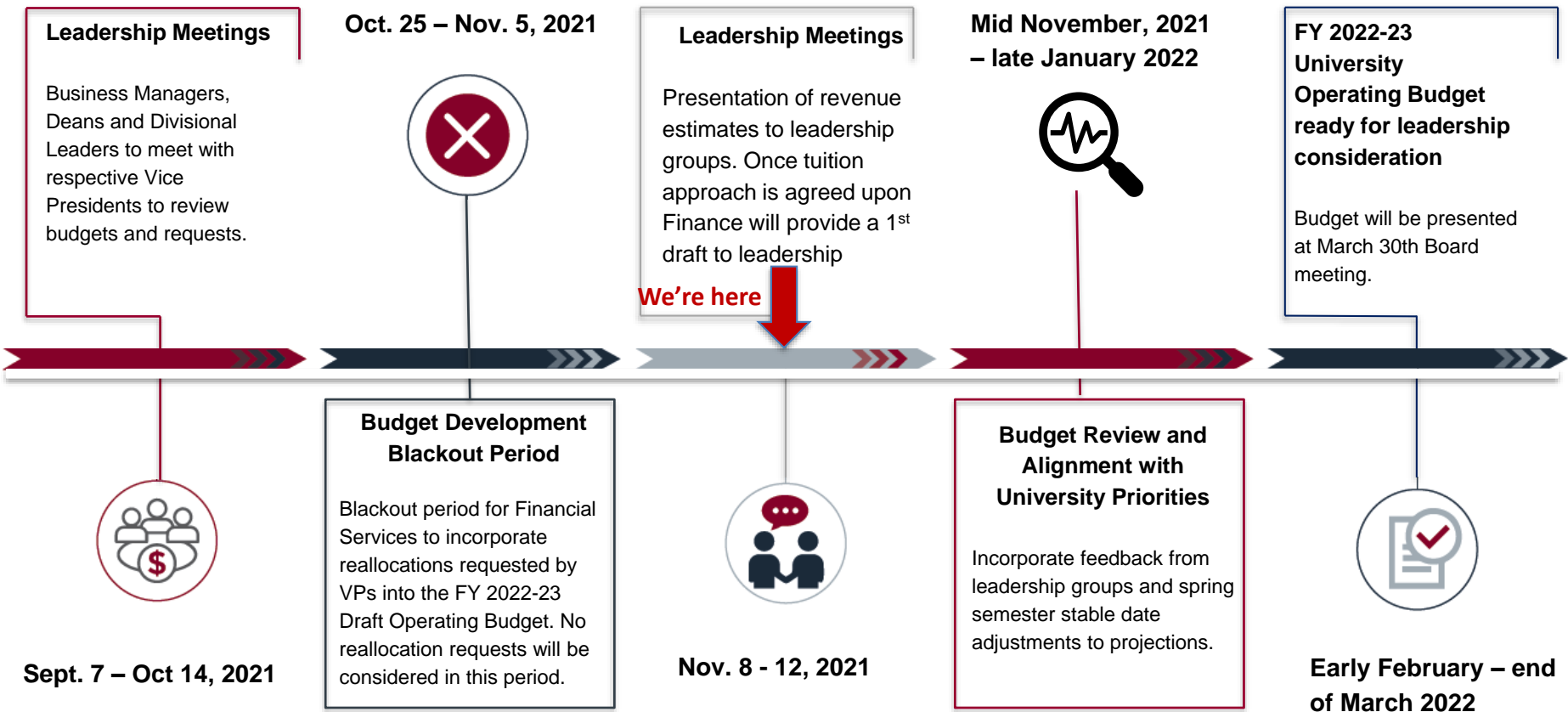
Season	Domestic Tuition	International Tuition	Total Tuition
Summer	6,024,488	25,732,110	31,756,598
Fall	12,676,940	33,793,995	46,470,935
Spring	12,212,570	34,293,104	46,505,674
Total	30,913,998	93,819,209	124,733,207



# FY 2022/23 Tuition Fee Revenues



# FY 2022-23 Operating Budget Timeline Update



# Next Steps

- Draft FY 2022-23 Budget Consultation
- Budget Consultation
  - President's University Executive TBA
  - President's Council November TBA
  - SSCAPP/ SSCUB January 7<sup>th</sup>
  - Senate January 24<sup>th</sup>
  - Board Finance Committee January 25<sup>th</sup>
  - Board of Governors February 2<sup>nd</sup>

THEN...

*We wait*

- For Spring Semester stable enrolment date



# Questions

- Questions?
  - Comments?
  - Thoughts?



**Enhanced Variance Reporting Summary**  
Number are in 000's

	<b>FY 2021-22 Annual Original Budget</b>	<b>FY 2021-22 Adjusted Budget</b>	<b>FY 2021-22 Forecast</b>	<b>Variance to Adjusted Budget (\$)</b>	<b>FY 2020-21 Actual</b>	<b>FY 2019-20 Actual</b>
<b>Revenue</b>	214,597	221,228	237,259	16,031	214,022	210,273
<b>Operating Expenses</b>						
<b>Academic Portfolio</b>	115,794	117,754	115,067	2,687	106,606	105,015
<b>Student Services Portfolio</b>	16,860	18,465	18,562	(97)	15,458	14,557
<b>President Portfolio</b>	3,961	4,281	3,583	698	3,350	3,239
<b>HR Portfolio</b>	8,216	8,600	8,498	103	6,677	6,280
<b>VPFA Portfolio</b>	(887)	(520)	541	(1,061)	453	402
<b>Administration Portfolio</b>	31,075	32,138	30,943	1,195	29,078	28,933
<b>CFO Portfolio</b>	5,586	6,006	5,112	894	4,386	4,783
<b>External Affairs Portfolio</b>	4,713	5,495	5,599	(104)	4,474	4,197
<b>SPF Expenses</b>	3,895	3,896	3,600	296	3,360	4,966
<b>Revenue Generating Expenses</b>	1,562	1,563	2,857	(1,294)	2,435	3,794
<b>Non-divisional</b>	6,815	5,974	6,270	(297)	14,427	10,960
<b>Amortization of Capital Assets</b>	20,599	21,332	20,687	645	19,146	18,475
<b>Total</b>	<b>(3,592)</b>	<b>(3,755)</b>	<b>15,941</b>	<b>19,697</b>	<b>4,170</b>	<b>4,672</b>

**Comments**

This information needs to be reviewed with the understanding that there is a significant difference in finance knowledge across the university for the individuals completing this report. Additional training will be provided by Finance in the months that follow. This process will become more accurate and valuable as we continue provide obtain feedback on the quality of the information provided.





## BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #7.6

Meeting Date: December 1, 2021

Presenter(s): Reza Khakbaznejad

Agenda Item      KPU IT Cloud Project

Action Requested	Information
Recommended Resolution	-

**Committee Report**      At its meeting on November 23<sup>rd</sup>, the Board Finance Committee received an update on approximately \$4.1M funding required to complete the project which will be spread over five years.

**Context & Background**      The Information Technology (IT) department has requested and received approval from the University Executive team (G7) to transition KPU's data centre infrastructure from an on premise and university hosted model to a cloud hosted model over the next five years.

This project will require an investment of approximately \$4.1M over the next five years to complete. There is an opportunity to start this project in the current fiscal if financial resources are available.

Cloud Adoption Target	20%	40%	60%	80%	80%	
<b>KPU Data Centre Transition to Cloud</b>						
Net change vs. current model	FY 23	FY 24	FY 25	FY 26	FY 27	Total:
CAPEX reduction	\$ (800,000)	\$ (537,000)	\$ (275,000)	\$ (296,000)	\$ (285,500)	\$ (2,193,500)
Amortization reduction	\$ (125,000)	\$ (292,125)	\$ (393,625)	\$ (452,500)	\$ (412,688)	\$ (1,675,938)
OPEX increase	\$ 1,426,024	\$ 1,812,119	\$ 1,108,626	\$ 1,285,197	\$ 648,019	\$ 6,279,985
Professional services (Architecture, consulting, legal)	\$ 120,000	\$ 230,000	\$ 190,000	\$ -	\$ -	\$ 540,000
Training	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 150,000
<b>Total OPEX increase</b>	<b>\$ 1,646,024</b>	<b>\$ 2,092,119</b>	<b>\$ 1,298,626</b>	<b>\$ 1,285,197</b>	<b>\$ 648,019</b>	<b>\$ 6,969,985</b>
Cash flow impact (additional outlay)	\$ 626,024	\$ 1,275,119	\$ 833,626	\$ 989,197	\$ 362,519	\$ 4,086,485
IT HR Efficiencies (FTEs)		1-2	3-4	4+	4+	

A cloud IT infrastructure model will help KPU mitigate the risks associated with the following:

- Limited Business Continuity (BC) and Disaster Recovery (DR) capabilities.
- Continued challenges with staffing key technical and security positions.
- Limited scalability and support options for the current on-premise hosted model.

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #7.6**

**Meeting Date: December 1, 2021**

**Presenter(s): Reza Khakbaznejad**

<b>Key Messages</b>	<ol style="list-style-type: none"><li>1. Multi-year financial commitment is required to implement. The \$4.1M funding required to complete the project will be spread over five years and will be included in University's budget submission to the board for approval every year starting with FY23.</li><li>2. Information Technology team would like to enter into contractual agreements and commitments in FY22 (current fiscal) in preparation of project starting in FY23. There is also an opportunity to begin working on this project in FY22 if some funding is available prior to year-end.</li><li>3. This initiative is transformational as it will help the IT department free up resources and create additional capacity to transform the department from maintaining to enabling.</li></ol>
<b>Resource Requirements</b>	Our team will utilize internal and external human resources to implement the project. All costs related to resources and consultants are included in the \$4.1M project cost.
<b>Implications/ Risks</b>	Typical risks associated with cloud services are data ownership, data residency, security and privacy. We plan to work with our legal / privacy team and also leverage external counsel to ensure that these risks are mitigated in our cloud contracts.
<b>Consultations</b>	University Executives (G7)
<b>Attachments</b>	None
<b>Submitted by</b>	<i>Reza Khakbaznejad, Interim VP Administration / CIO</i>
<b>Date submitted</b>	<i>November 24, 2021</i>

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.2**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. David Burns**

**Agenda Item**                      **Draft Policy and Procedure AC1 Program Advisory Committee**

Action Requested	Motion
Recommended Resolution	THAT the Board of Governors approve the Policy and Procedure AC1 Program Advisory Committee as recommended by the Board Governance Committee.

**Committee Report**                      At its meeting on November 10<sup>th</sup>, the Board Governance Committee approved the Policy and Procedure AC1 Program Advisory Committee for recommendation to the Board of Governors.

**Context & Background**                      In support of the policy review cycle and requirement in KPU's Policy Protocol GV2 Protocol for the Development of University Policies / Procedure, current Policy AC1 Advisory Committee (effective November 2008) has been reviewed and it was determined that a revision is required to reflect relevancy, currency and consistency on the establishment and administration of program advisory committees at KPU.

The following outlines the proposed changes in the newly renamed draft **AC1 Program Advisory Committee Policy and Procedure**. The proposed drafts include suggestions and feedback provided by department and Program Chairs across all Faculties at KPU (April 9 – April 22, 2021), as well as feedback received from the university community during the 6-week public posting period (May 14 to June 24, 2021.)

### POLICY

- Section A. Context and Purpose: newly added and expanded, which includes the functionality of PACs for programs mandated by ITA.
- Section B. Scope and Limits: expanded to clarify that the Policy applies to PACs for Senate-approved programs at KPU, and that they do not apply to non-program advisory Boards or committees.
- Bullet C.3: added an additional function for PAC (providing opportunities for collaborative research partnerships with stakeholders and community organizations).
- Bullet C.4: added "work integrated and experiential learning".

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.2**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. David Burns**

### **PROCEDURE (NEW – Separate from Policy)**

- Section 1. Roles and Responsibilities (new)
- Section 2. Membership: expanded to include length of term, election of chair, nomination, composition.
- Section 3. Meetings: expanded to include frequency, attendance requirement, conduct of meeting.
- Section 4. Conflict of Interest (new)
- Section 5. Annual Report to the Dean (new)
- Section 6. Self-Assessment Summary (new)

### **7 PAC TEMPLATES (NEW)**

A draft set of templates is created to provide guidance and support KPU's PACs in communication, conduct of meetings, and self-assessment in a consistent manner.

#### **Key Messages**

1. Draft Policy and Procedure AC1 were posted on the KPU Policy Blog for a 6-week public posting period from May 14 to June 24, 2021.
2. All comments received during the 6-week public posting period have been responded to by the Policy Developer (attached).
3. On September 27, 2021, Senate recommended that the Board of Governors approve Policy and Procedure AC1 Program Advisory Committee.

#### **Resource Requirements**

Prior to the implementation of this Policy and Procedure in September 2022, a SharePoint site will need to be set up to house the PAC templates. In addition, it is recommended that the Deans begin to establish their own Faculty's inventory of PACs, associated documentation and reports prior to the implementation of the new Policy and Procedure.

#### **Implications/Risks**

An updated set of Policy and Procedure AC1 is required to ensure that relevancy, currency and consistency are reflected on how KPU's PACs are established, maintained, evaluated across the university.

The new Policy and Procedure AC1 will ensure that KPU can effectively maintain social, economic, and professional currency and relevancy across the labour market and sector. In addition, the new Policy and Procedure will help the university establish effective and positive working relationships with community and professional members in providing support and guidance, while ensuring high quality academic programs and graduates.

## BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #8.2

Meeting Date: *December 1, 2021*

Presenter(s): *Dr. David Burns*

### Consultations

- Polytechnic University Executive
- Deans and Associate Deans
- KPU Program/Department Chairs from
  - Faculty of Academic & Career Preparation
  - Faculty of Arts
  - Faculty of Health
  - Faculty of Science and Horticulture
  - Faculty of Trades and Technology
  - Melville School of Business
  - Wilson School of Design

### Attachments

1. [Draft Policy AC1 Program Advisory Committee](#)
2. [Draft Procedure AC1 Program Advisory Committee](#)
3. [7 Draft PAC Templates](#)
  - a. PAC Introduction
  - b. PAC Invitation Letter
  - c. PAC Welcome Letter
  - d. PAC Member Nomination Form
  - e. PAC Self-Assessment
  - f. PAC Thank You Letter
  - g. PAC Annual Report
4. [AC1 Policy Blog Responses](#)
5. [Policy Timeline AC1 Program Advisory Committee](#)

### Submitted by

Dr. David Burns  
Associate Vice President Academic, Pro Tem

### Date submitted

November 11, 2021



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.3**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. David Burns**

**Agenda Item**      **Draft Policy and Procedure AC10 *Development and Change of Senate-Approved Programs***

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve the Policy and Procedure AC10 Development and Change of Senate-Approved Programs as recommended by the Board Governance Committee.</b>

**Committee Report**      At its meeting on November 10<sup>th</sup>, the Board Governance Committee approved the Policy and Procedure AC10 Development and Change of Senate-Approved Programs for recommendation to the Board of Governors.

**Context & Background**      **Background**  
In fall 2020 and spring 2021, Dr. David Burns (then, Vice-Chair, Senate) and Josephine Chan (Special Assistant to the Provost) conducted two sets of comprehensive pre-development consultation visits in preparation for the rewriting of Policy and Procedure AC10, now coming forward under the new title *Development and Change of Senate-Approved Programs*. Both sets of consultations included discussion of general priorities for revision and specific issues raised by Faculty Councils, committees and stakeholder groups across KPU.

### **6-Week Public Posting Period**

Draft Policy and Procedure AC10 were posted on the [KPU Policy Blog](#) for a 6-week public posting period from May 14 to June 24, 2021. During this time period, the Senate Standing Committee on Policy, Curriculum, and Academic Planning and Priorities were also consulted for feedback. Responses to the blog comments have been posted on the Blog, and are attached herewith for ease of reference along with responses to the comments from Senate Standing Committees.

In response to the comments received during the public posting period, some revisions were made to the draft Policy and Procedure (see attached).

### **Highlights of Proposed Changes:**

1. The process for the development of new programs has been shortened by allowing a number of previously linear steps to proceed

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.3**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. David Burns**

concurrently. The Concept Paper and Full Program Proposal may, for instance, under some circumstances proceed together (rather than one after the other). Senate Standing Committees, to take another example, can all deliberate concurrently and need not wait for one committee to conclude its review before the next begins.

2. The role of the Provost's office has been increased to foster integrated decision making and coordination, particularly with support systems outside of academic units.
3. The policy has been made more concise and clear so that future disagreements about its meaning are more focused.
4. Stress-testing thought experiments, or scenarios, are included to encourage consideration of the implications of the proposed policy for future crises.

### Key Messages

1. Draft Policy and Procedure AC10 were posted on the [KPU Policy Blog](#) for a 6-week public posting period from May 14 to June 24, 2021.
2. All comments received during the 6-week public posting period have been responded to by the Policy Developer (attached).
3. On September 27, 2021, Senate recommended that the Board of Governors approve Policy and Procedure AC10 *Development and Change of Senate-approved Programs*.

### Resource Requirements

The proposed policy will involve increased support being provided by the Provost's office and may, depending of the pace of program development required by the University, necessitate additional investment in that office.

### Implications/Risks

The new Policy and Procedure AC10 ensures efficiency, effectiveness and transparency in all decision-making and communication points across all stakeholders in a more effective and sustainable program development process. Without this new Policy and Procedure in place, KPU will lack nimbleness, flexibility and efficiency in its ability to develop/change programs in order to respond to labour market needs, accreditation criteria, etc.

### Consultations

- Polytechnic University Executive
- Faculty Councils
- Senate Standing Committee on Curriculum
- Senate Standing Committee on Policy
- Senate Standing Committee on Academic Planning and Priorities



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.3**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. David Burns**

### **Attachments**

1. [Draft Policy AC10 Development and Change of Senate-Approved Programs](#)
2. [Draft Procedure AC10 Development and Change of Senate-Approved Programs](#)
3. [Draft Appendix A – Requirements for Proposals for Suspension and Discontinuance](#)
4. [Stress Testing Thought Experiments](#)
5. [Draft AC10 Policy Blog Comments and Responses](#)
6. [Draft AC10 Feedback from Senate Standing Committees \(June 2021\)](#)
7. [Draft Policy AC10 Timeline](#)

### **Submitted by**

Dr. David Burns  
Associate Vice President Academic, Pro Tem

### **Date submitted**

November 11, 2021



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #10**

**Meeting Date: December 1, 2021**

**Presenter(s): Keri van Gerven**

### Agenda Item Proposed Changes to the Policy Sponsors

Action Requested	Motion
Recommended Resolution	THAT the Board of Governors approves the proposed changes in Policy Sponsors effective December 2, 2021.

### Committee Report For Secretariat Use Only

### Context & Background

At its recent meeting on September 29, 2021, the Board of Governors approved the reorganization of the senior executive team at KPU. Some departments and responsibilities have shifted to better align with the senior executives' portfolios:

- Vice President, Administration
  - Includes: Information Technology (IT), Facilities, Campus & Community Planning
- Chief Financial Officer
  - Includes: Financial Services, Procurement, and Business Performance and Advisory Services (BPAS)
- Vice President, Human Resources
  - Includes: Human Resources, Risk, Security & Safety, and Payroll

As a result of this recent reorganization at KPU and given the current role of the Vice President, Students, the Policy Sponsors for some of KPU's existing Policies will need to be reassigned to in accordance with the updated portfolios and responsibilities across the senior executive team.

Current Policy Protocol GV2 [Protocol for the Development of University Policies / Procedure](#) does not provide guidance on the process for updating Policy Sponsors at KPU. In order to ensure efficiency and support the ongoing policy review and revision work at KPU, it is proposed that the Policy Sponsors for a number of identified Policies (see attached "KPU Change of Policy Sponsors November 5, 2021" document) be amended once approved by the Polytechnic University Executive, Senate, and the Board of Governors.

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #10**

**Meeting Date: December 1, 2021**

**Presenter(s): Keri van Gerven**

<b>Key Messages</b>	<ol style="list-style-type: none"><li>1. The proposed change in policy sponsors will not alter the scope and intent of the existing policies.</li><li>2. The proposed change in policy sponsors will reflect and align with the portfolios and responsibilities across the senior executive team.</li><li>3. The new assignment of policy sponsors will become effective once the Board of Governors approves the proposed changes on December 1, 2021.</li></ol>
<b>Resource Requirements</b>	N/A
<b>Implications/Risks</b>	Overlap and confusion in the responsibilities between policy sponsors, and inefficiency in policy review and development.
<b>Consultations</b>	<ol style="list-style-type: none"><li>1. Polytechnic University Executive (October 27, 2021)</li><li>2. Special Assistant to the Provost on Policy and Academic Affairs</li><li>3. Senate (November 22, 2021)</li><li>4. Board of Governors (December 1, 2021)</li></ol>
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. KPU Proposed Change of Policy Sponsors November 5, 2021</li></ol>
<b>Submitted by</b>	<i>Keri van Gerven, University Secretary</i>
<b>Date submitted</b>	<i>November 8, 2021</i>

Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
AC	1	<a href="#">Advisory Committees</a>	Provost & VP Academic	--
AC	2	<a href="#">Guided Study</a>	Provost & VP Academic	--
AC	3	<a href="#">Program Review</a> / <a href="#">Procedure</a>	Provost & VP Academic	--
AC	4	<a href="#">Student Evaluation and Grading</a>	Provost & VP Academic	--
AC	6	<a href="#">Recognition of Prior Learning (RPL)</a> / <a href="#">Procedure</a>	Provost & VP Academic	--
AC	8	<a href="#">Principles of Academic Freedom and Responsibility</a>	Provost & VP Academic	--
AC	9	<a href="#">Essential Skills</a>	Provost & VP Academic	--
AC	10	<a href="#">Establishment, Revision, Suspension and/or Discontinuance of Programs</a> / <a href="#">Procedure</a> / <a href="#">Appendix A</a>	Provost & VP Academic	--
AC	11	General Education in Degree Programs (Breadth and Writing Requirements)	Provost & VP Academic	--
AC	12	<a href="#">Naming, Academic Units</a> / <a href="#">Procedure</a>	Provost & VP Academic	--
AC	13	<a href="#">Qualifications for Faculty Members</a> / <a href="#">Procedure</a> / <a href="#">Table - Minimum Qualifications - Faculty Positions</a>	Provost & VP Academic	--
AC	14	<a href="#">KPU Credential Framework</a> / <a href="#">Procedure</a>	Provost & VP Academic	--
AC	15	<a href="#">Micro-credentials</a> / <a href="#">Procedure</a>	Provost & VP Academic	--
AD	2	<a href="#">Complaints About Instruction, Services, Employees or University</a>	Provost & VP Academic	--
AD	3	<a href="#">Procurement</a> / <a href="#">Procedure</a>	VP Finance & Administration	Chief Financial Officer
AD	4	<a href="#">Continuing Education and Contract Services</a>	VP Finance & Administration	Provost & VP Academic
AD	5	<a href="#">Honorary Degrees and Awards</a> / <a href="#">Procedure</a>	President	--

Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
AR	2	<a href="#">Admission / Procedure</a>	Provost & VP Academic	VP Students
AR	3	<a href="#">Confidentiality of Student Records and Files</a>	Provost & VP Academic	VP Students
AR	4	<a href="#">Criminal Record Review</a>	Provost & VP Academic	--
AR	5	<a href="#">Dean's Honour Roll</a>	Provost & VP Academic	--
AR	6	<a href="#">Final Examinations and Grade Reporting for Courses</a>	Provost & VP Academic	--
AR	7	<a href="#">Graduation with Distinction</a>	Provost & VP Academic	--
AR	10	<a href="#">Priority and Scheduling of Registration / Procedure</a>	Provost & VP Academic	--
AR	14	<a href="#">Standard for Academic Dress at Convocation / Procedure</a>	Provost & VP Academic	--
AR	16	Requirements for Graduation	Provost & VP Academic	--
AR	17	<a href="#">Academic Schedule and Course Timetables / Procedure</a>	Provost & VP Academic	VP Students
AR	18	<a href="#">Final Examinations and Overloads</a>	Provost & VP Academic	--
BP	1	<a href="#">Student Events Involving the Consumption of Alcohol</a>	VP Finance & Administration	VP Administration
BP	2	<a href="#">Student Events Held on University Premises / BP2A / BP2B - Indemnity Agreement</a>	VP Finance & Administration	VP Administration
BP	4	<a href="#">Campus Planning / Procedure</a>	VP Finance & Administration	VP Administration
BP	5	<a href="#">Use of University Property / Procedure</a>	VP Finance & Administration	VP Administration
BP	6	<a href="#">Energy Conservation / Procedure</a>	VP Finance & Administration	VP Administration
BP	7	<a href="#">University Space / Procedure</a>	Provost & VP Academic	VP Administration
ER	1	<a href="#">Fundraising / Procedure</a>	Executive Director, Advancement	VP External Affairs
ER	4	<a href="#">Partnership Program</a>	Provost & VP Academic	VP Students
ER	6	<a href="#">Principles of External Alliance</a>	Provost & VP Academic	--

Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
ER	7	<a href="#">Communication with the Provincial Government</a>	President	VP External Affairs
ER	8	<a href="#">Asset Naming Opportunities / Procedure</a>	Executive Director, Advancement	VP External Affairs
ER	9	<a href="#">Political Fundraising Expenses</a>	President	--
FM	1	<a href="#">Financial: Annual Expenditure Plan</a>	VP Finance & Administration	Chief Financial Officer
FM	2	<a href="#">Investment / Procedure</a>	VP Finance & Administration	Chief Financial Officer
FM	4	<a href="#">Fees for a Co-Operative Work Term/Semester</a>	Provost & VP Academic	--
FM	5	<a href="#">Business and Travel Expense / Procedure</a>	VP Finance & Administration	Chief Financial Officer
FM	6	<a href="#">Banking / Procedure</a>	VP Finance & Administration	Chief Financial Officer
FM	8	<a href="#">Student Tuition and Fees / Procedure</a>	VP Finance & Administration	Chief Financial Officer
FM	9	<a href="#">Financial Structure of Revenue Based Activities</a>	VP Finance & Administration	Chief Financial Officer
GV	1	<a href="#">Selection and Appointment of Auditors / Procedure</a>	VP Finance & Administration	Chief Financial Officer
GV	2	<a href="#">Protocol for the Development of University Policies / Procedure</a>	President	--
GV	4	<a href="#">Signing Authority / Procedure / Schedule A - Commitment Authority Table / Schedule B - Approval Authority Table / Schedule C - Signing Authority by Unit</a>	VP Finance & Administration	Chief Financial Officer
GV	6	<a href="#">Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic Images</a>	President	--
GV	7	<a href="#">Advisory Boards (Non-Program) / Procedure</a>	Board of Governors/President	--
GV	8	<a href="#">Memorandum of Understanding/Letter of Intent / Procedure</a>	All VPs	President
GV	9	<a href="#">Establishment and/or Discontinuance of Faculties and Departments / Procedure</a>	Provost & VP Academic	--

Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
GV	10	<a href="#">Mission, Vision and Values Development and Amendment / Procedure</a>	President	--
		<a href="#">Employee Code of Conduct</a>	President	--
HR	1	<a href="#">Conflict of Interest / Procedure</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
HR	2	<a href="#">Reclassification Requests/BCGEU Staff</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
HR	3	<a href="#">Processing Staffing Requests</a>	VP Finance & Administration	VP Human Resources
HR	4	<a href="#">Bereavement/Employees and Students / Procedure</a>	VP Finance & Administration	VP Human Resources
HR	5	<a href="#">Leave Without Pay/Regular Employees</a>	VP Finance & Administration	VP Human Resources
HR	6	<a href="#">Service Recognition</a>	President	
HR	7	<a href="#">Representation by Kwantlen Polytechnic University Employees at Conferences and Related Activities</a>	VP Finance & Administration	VP Human Resources
HR	8	<a href="#">Employee Exchange/Secondment Leaves</a>	VP Finance & Administration	VP Human Resources
HR	9	<a href="#">Illness Leave</a>	VP Finance & Administration	VP Human Resources
HR	10	<a href="#">Workers' Compensation Board Coverage/Students</a>	VP Finance & Administration	VP Human Resources
HR	11	<a href="#">Search Advisory and Appointment of Administrative Positions / Procedure</a>	President	VP Human Resources
HR	12	<a href="#">Recruitment/Non-Posted Auxiliary Support Staff (less than 30 calendar days)</a>	VP Finance & Administration	VP Human Resources
HR	13	<a href="#">Support Staff Recruitment</a>	VP Finance & Administration	VP Human Resources
HR	14	<a href="#">Employment/Students</a>	VP Finance & Administration	VP Human Resources
HR	15	<a href="#">Diversity and Inclusiveness / Procedure</a>	Office of the President	President
HR	16	<a href="#">Employment Equity</a>	VP Finance & Admin /Associate VP HR	VP Human Resources



Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
HR	17	<a href="#">Provision of References / HR17a - Consent for Release of Student Information</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
HR	18	<a href="#">Job Accommodations for Employees</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
HR	20	<a href="#">Search Advisory, Appointment &amp; Re-appointment of Senior Academic Administrator Positions / Procedure</a>	President	VP Human Resources
HR	21	<a href="#">Respectful Workplace / Procedure</a>	VP Finance & Administration	VP Human Resources
HR	22	<a href="#">Presidential Search Advisory, Appointment and Re-appointment / Procedure</a>	Board of Governors	--
HR	24	<a href="#">Protected Disclosure / Procedure</a>	President	--
HR	25	<a href="#">Search Advisory and Appointment of Senior Administrative Positions / Procedure</a>	President	VP Human Resources
HR	26	<a href="#">Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff / Procedure</a>	President	VP Human Resources
IM	1	<a href="#">Copyright Compliance / Procedure</a>	Provost & VP Academic	--
IM	2	<a href="#">Freedom of Information and Protection of Privacy</a>	VP Finance & Administration	President
IM	3	<a href="#">Information and Educational Technology Usage / Procedure</a>	VP Finance & Administration	VP Administration
IM	4	<a href="#">Confidentiality / Procedure</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
IM	5	<a href="#">Identification Cards</a>	VP Finance & Administration	VP Administration
IM	6	<a href="#">Guidelines for the Kwantlen Polytechnic University Weblog</a>	Executive Director, External Affairs	VP External Affairs
IM	7	<a href="#">Management of Surveys / Procedure</a>	VP Finance & Administration	President

Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
IM	9	<a href="#">Information Security / Procedure</a>	VP Finance & Administration	VP Administration
RS	1	<a href="#">Research Involving Human Participants / Procedure</a>	Associate VP Research	Provost & VP Academic
RS	2	<a href="#">Integrity in Research and Scholarship / Procedure</a>	Associate VP Research	Provost & VP Academic
RS	3	<a href="#">Indirect Costs of Research / Procedure</a>	VP Finance & Admin /Associate VP Research	Provost & VP Academic
RS	4	<a href="#">Administration and Control of Research and Special Funds / Procedure</a>	VP Finance & Admin /Associate VP Research	Provost & VP Academic
RS	5	<a href="#">Intellectual Property / Procedure</a>	Provost & VP Academic	--
RS	6	<a href="#">Animal Use and Ethics in Teaching and Research / Procedure</a>	Provost & VP Academic	--
SR	1	<a href="#">Consumption of Alcoholic Beverages and the Non-Medical Use of Drugs on University Premises</a>	Provost & VP Academic	VP Administration
SR	3	<a href="#">Smoke Free Campuses and Properties / Procedure</a>	VP Finance & Administration	VP Administration
SR	4	<a href="#">Workplace Hazardous Material Information System (WHMIS)</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
SR	5	<a href="#">Insurance/Students / SR5a - Final Release of Claims / SR5b - Final Release of Claims (Minor)</a>	VP Finance & Administration	VP Human Resources
SR	6	<a href="#">Insurance - Employees / Procedure</a>	VP Finance & Administration	VP Human Resources
SR	7	<a href="#">Safety and Health</a>	VP Finance & Administration	VP Human Resources
SR	8	<a href="#">Emergency Response to Inappropriate, Disruptive or Threatening Behavior</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
SR	9	<a href="#">Violence in the Workplace</a>	VP Finance & Administration	VP Human Resources
SR	10	<a href="#">International Travel and Security</a>	VP Finance & Administration	VP Human Resources
SR	12	<a href="#">Emergency Planning</a>	VP Finance & Administration	VP Human Resources

Policy Category	Policy Number	Policy Name	Current Sponsor	Proposed Change of Sponsor
SR	13	<a href="#">Closed Circuit Video Equipment (CCVE) / Procedure</a>	VP Finance & Administration	VP Human Resources
SR	14	<a href="#">Sexual Violence and Misconduct / Procedure</a>	President	--
ST	2	<a href="#">Student Academic Integrity / Procedure</a>	Provost & VP Academic	--
ST	3	<a href="#">Grade Appeals / Procedure</a>	Provost & VP Academic	--
ST	4	<a href="#">Picket Lines/Practicum and Work Experience Students</a>	VP Finance & Admin /Associate VP HR	VP Human Resources
ST	5	<a href="#">Work by Students in Vocational Programs</a>	Provost & VP Academic	--
ST	6	<a href="#">Minimum Academic Standards for Programs in Which Letter Grades Are Assigned</a>	Provost & VP Academic	--
ST	7	<a href="#">Student Conduct (Non-Academic) / Procedure</a>	Provost & VP Academic	VP Students
ST	11	<a href="#">Attendance and Participation in Courses / Procedure</a>	Provost & VP Academic	--
ST	12	<a href="#">Academic Renewal</a>	Provost & VP Academic	--
ST	13	<a href="#">Course Withdrawal / Procedure</a>	Provost & VP Academic	VP Students
ST	14	<a href="#">Services for Students with Disabilities</a>	Provost & VP Academic	VP Students
ST	15	<a href="#">Student Access to Interpreting Services</a>	Provost & VP Academic	VP Students
ST	16	<a href="#">Practicum Placements (Work Experience, Community Agency Visits)</a>	Provost & VP Academic	--



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #11**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. Alan Davis**

**Agenda Item** Request for Review of KPU Values

Action Requested	Motion
Recommended Resolution	THAT the Board of Governors approve the President to review KPU's Values as recommended by Senate.
Committee Report	At its meeting on November 22 <sup>nd</sup> , Senate approved the President to review KPU's Values for recommendation to the Board of Governors.
Context & Background	Per <a href="#">GV10 Mission, Vision and Values Development and Amendment Procedure</a> , any request to review the mission, vision and/or values must be shared with the Board and the Senate. The Board and Senate determine if the request should or should not be accepted.
Key Messages	<ol style="list-style-type: none"> <li>1. Values: The statement of KPU's values guides all decision making and activities of the university, both individually and collectively.</li> <li>2. KPU Values were developed as part of a robust consultation process for Vision 2018. They were not updated for Vision 2023.</li> <li>3. The President is proposing that new KPU values will be developed with input from faculty, staff and students and brought forward to the Senate and Board for approval.</li> </ol>
Resource Requirements	N/A
Implications/Risks	N/A
Consultations	Faculty, staff and students will be consulted.
Attachments	<ol style="list-style-type: none"> <li>1. Draft summary plan for developing institutional core values</li> </ol>
Submitted by	<i>Alan Davis, President and Vice Chancellor</i>
Date submitted	<i>November 23, 2021</i>

## Draft Plan for Developing Institutional Core Values

### December 2021

- Inform faculty, staff and students that KPU is developing institutional core values

### January – February 2022

- Invite faculty, staff and students to attend a virtual core values workshop. Three workshops will be offered based on audience:
  1. Student workshop
  2. BCGEU Support Staff workshop
  3. Faculty workshop

Note: Administrative employees participated in a workshop in February 2021 where they provided input on values so no additional workshop is necessary.

### March 2022

- Develop draft version of core values based on workshop input and present to KPU executive for feedback

### April 2022

- Revise core values based on executive input
- Post draft revision #1 to KPU policy blog for feedback from students and employees

### May 2022

- Revise core values based on policy blog input
- Present to KPU executive for approval

### June 2022

- Submit core values to the Board and Senate for approval

# GIVING TUESDAY

*KPU Board of Governors Toolkit*



Thank you for helping to make the KPU Foundation's Annual Giving Tuesday Campaign a success this year as we raise funds to support 100 KPU students who have faced extra challenges and systemic barriers to their education, with \$1,000 student awards. Every opportunity to promote KPU Giving Tuesday between now and November 30, as well as every gift between now and December 2, will help us reach this goal, and will make an enormous difference in students' lives!

Here are 3 ways you can help:

## 1. Friend Raise

- Follow @KPUFoundation on Twitter and KPU Foundation on [LinkedIn](#):
- Like and share KPUF posts as much as you can from now until Thank You Thursday on Dec. 2
- If you are a KPU alumni email [sherri.magson@kpu.ca](mailto:sherri.magson@kpu.ca) with a phrase of encouragement for students, which we will add to our Alumni Encouragement visual board
- Post your own Giving Tuesday messages using the images on the right and tag @KPUFoundation and @KwantlenU and we will like and share your posts.
  - Use any of the following hashtags in your posts: #SupportWhatIsPossible #GivingTuesdayCA #KPUCommUNITY #KPUDiversity #PartofKPUMosaic #AlumniMakeItPossible
- Post the KPU Giving Tuesday image in your e-mail signature block until Dec. 1
- Use a KPU Giving Tuesday image as your MS TEAMS Background image until Dec. 1

## 2. Fund Raise

- Make your own Giving Tuesday [donation](#). A gift of any amount will help a student in need and let people in your network know how to do the same.
- Sign up for [payroll giving](#) – did you know that for just \$20 per pay, and with matching funds from the KPU Family Campaign, you can set up your own named \$1,000 annual student award fund?
- Enter our [challenges](#), and promote them to your communities – let's unlock donations together and help students.

## 3. Raise Awareness

Create a social media post to celebrate the mosaic creation (right) by KPU student artist Min Jin (Jinny) Hwang.

KPU student artist Min Jin (Jinny) Hwang created this mosaic to show the #KPUCommUNITY is strong and vibrant because of its diversity and consistent striving for equity and inclusion. Every student brings a unique identity, abilities and lived experiences – they all make up #PartofKPUMosaic #SupportWhatIsPossible on this #GivingTuesdayCA







## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #19**

**Meeting Date: December 1, 2021**

**Presenter(s): Dr. Alan Davis**

**Agenda Item**                      **Senate Meeting Report**

Action Requested	Information
Recommended Resolution	-

**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 on September 27, 2021, October 25, 2021 and November 22, 2021.

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

**Date submitted**                      November 24, 2021

## September 27, 2021 Senate Update

The first Senate meeting of 2021/22 academic year opened with the Chair, Alan Davis, welcoming the Board members (Ivy Chen, Michael McAdam, Amos Kambere, Muhammad Afzal Malik), the new Student Senators (Purru Sandhu, Olivia Takaoka, Remi Jazvine Zulfikar Reshma, Xavier Ardez) and the new Faculty and Staff Senators (Lilach Marom, Fiona Whittington-Walsh, Shelley Strimbold, Amy Jeon (Senate Vice-Chair, re-elect)).

Further welcoming remarks and greetings were delivered by Elder Leyketen, who shared words of encouragement to the KPU community stating that *“we have a great, great strong circle of life together...hych’ka to all of you”* and by Chancellor Kwuntitunaat (Kim Baird).

During the Chair’s report, the President, Alan Davis, provided an overview of his submission to the government (“KPU submission to the Select Standing Committee on Finance and Government Services” is attached to the Senate agenda package), and responded to questions regarding enrollment and funding allocations. Moreover, Adam Jaffer, Special Advisor, Strategic Initiatives, provided COVID updates, described KPU’s approach to align with requirements in Step 3 of BC’s Restart Plan, and answered questions regarding KPU’s position on vaccination status. It was pleasing to hear that Fraser Health has reported very little exposure on post-secondary campuses. The last part of the Chair’s report was presented by Vice-Chair of Senate, Amy Jeon, to provide information regarding the Senate Engage Series. This month’s presentation was to be led by Rajiv Jhangiani, AVP Teaching and Learning and Lori McElory, AVP, Planning and Accountability on topic of “KPU as a Multi-Modal institution.”

During the Provost’s report, Sandy Vanderburgh reviewed the goals of the Academic Plan, presented progress on goals, and discussed the impact of COVID on accelerating the rate of growth. He pointed out that 53/64 goals are hitting the green mark or trending to green, and that the new KPU will continue to present more opportunities for online and blended learning. Also, in response to the questions regarding Indigenous participation at KPU and ways of increasing access for Indigenous students, it has been noted that prior to pandemic, KPU invited indigenous students on campus through “Open Doors, Open Minds” events and the next step from will be to discuss the terms of reference for the Indigenous Studies Department with the Indigenous Advisory Committee.

Senate Standing Committee (SSC) highlights include:

- Senate Standing Committee on Curriculum – Senate approved a) the Consent agenda course outlines, b) removal of discontinued corequisite course from GDMA 1200, c) program changes for Certificate in Welding Foundation, Citation in Welding Level A, Citation in Welding Level B. and d) the addition of animal use pedagogical merit review wording on course outline template.
- Senate Governance and Nominating Committee – Senate approved a) the nominations for the SSCs, and b) the list of responsibilities for chairs and vice-chairs of SSCs.
- Senate Standing Committee on Policy – Senate recommended two Policies and Procedures, *AC1 Program Advisory Committee* and *AC10 Development and Change of Senate-Approved Programs*, to the Board of Governors for approval.

- Written reports for SSC Academic Planning and Priorities, SSC Program Review, SSC Research and Graduate Studies, SSC Teaching and Learning were attached to the Senate agenda package.

Lastly, the University Registrar, Zena Mitchell, presented the list of graduates and reported on the result of Fall byelection. The Senate congratulated two newly elected Senators, Katherine Carpenter from Melville School of Business and Marti Alger from Faculty of Educational Support and Development.

The meeting was adjourned with an announcement of much anticipated Senate Engage Series to follow at 6:15 pm.

*Amy H. Jeon, Vice-Chair, Senate*

Notable Quotes from the meetings VC attended this month:

*"No one sent me tomatoes"*

*"I'm stuck on the snow people"*

*"I won't miss the old "are you still working this late?" messages"*

*"Who let the dogs out?" "Who, Who, Who"*

*"David, stop fooling around!"*

---

## October 25, 2021 Senate Update

The Chair, Alan Davis, opened the October Senate meeting with a territorial acknowledgement from Ottawa. He welcomed Chancellor Kim Baird to the meeting.

During the President's report, Alan indicated that the plan for the Spring 2022 semester will be to continue to offer a 70/30 mix of in-person and online instruction across the institution. Additionally, the members discussed how the Senate and Senate Standing Committee meetings should be conducted during the Spring semester. The Chair presented several options of online and in-person formats, including an option of connecting three campus boardrooms via Teams. Further discussion will occur at next Senate Governance and Nominating Committee to try to find a balance between convenience and good governance.

The new Pro-Tem Provost and VP, Academic, Diane Purvey, provided her first report. In addition to her written report, the Provost announced that the search for Associate Vice-President, Program Planning and Curriculum is now cancelled.

Senate Standing Committee (SSC) highlights include:

- Senate Standing Committee on Curriculum – Senate approved a) the Consent agenda course outlines, b) to recommend the Centre for Entertainment Arts Program Proposals to the Board of Governors for approval including: Certificate in Foundation in Entertainment Arts, Diploma in Advanced 2D Digital Animation Production, Diploma in Advanced 3D Animation and 3D Modelling, Diploma in Advanced Game Development, Diploma in Advanced VFX (Virtual Production). Amy Jeon reported that the program proposals were recommended by SSC Curriculum on October 13 and SSC Academic Planning and Priorities and University Budget on October 22. The Chair thanked everyone involved in the process, especially to David Burns and Lori McElroy for their contributions.
- Senate Governance and Nominating Committee – Senate approved a) the nominations for the SSCs, and b) the Faculty of Academic and Career Preparation bylaw revisions to establish Faculty Standing Committee on Research and Scholarship.
- Senate Standing Committee on Teaching and Learning – the committee elected a new Chair, Christina Page, Learning Strategist, Faculty of Educational Support and Development.
- Senate Standing Committee on University Budget – the committee elected a new Chair, Stephanie Howes, Dean of Melville School of Business.
- Senate Standing Committee on Library – the Chair, Marti Alger, provided a verbal report at Senate. Alan shared his appreciation for Marti's work as a Senator since her term will end this October. Then, he immediately congratulated her on successful re-election, which her new term will start in November!
- Senate Standing Committee on Program Review – the committee approved three Follow-Up Reports (Fashion Marketing, Counselling Psychology, Business Management programs), one Quality Assurance Plan (Computer Science and Information Technology program) and one Self-Study Report (Biology Program) this month.

- Written reports from SSC Academic Planning and Priorities and University Budget, SSC Program Review, SSC Research and Graduate Studies, and SSC Teaching and Learning were attached to the Senate agenda package.

Lastly, the University Registrar, Zena Mitchell, presented the list of graduates and informed members that there is a vacancy on Senate for a student representative. This position will be filled at the Spring election.

The meeting was adjourned at 4:37 pm, which was a record-breaking time for the shortest Senate meeting this academic year!

*Amy H. Jeon, Vice-Chair, Senate*

Notable Quotes from the meetings VC attended this month:

*"How did I get here?"*

*"You are looking more Dean-y"*

*"My nickname used to be a dream crusher"*

*"Order your Fungi Christmas ornaments"*

*"If Courseleaf doesn't solve all problems and my relationship with in-laws, I will be disappointed."*

*"I will put that in Post-production"*

## November 22, 2021 Senate Update

The Chair, Alan Davis, opened the last Senate meeting of 2021 with a territorial acknowledgement. He welcomed Jack Wong, a member of the Board of Governors, to the meeting. During the President's report, the Senate approved Dr. Davis to review KPU's Values for recommendation to the Board of Governors as per GV10 *Mission, Visions and Valued Development and Amendment* Policy and Procedures. After robust consultations with various stakeholders, he will draft proposed changes and will bring it to the Senate and the Board for approval. Keri van Gerven, University Secretary, presented the proposed changes in Policy Sponsors to better align with the senior executives' portfolios. These changes were approved. Diane Purvey provided a written Provost's report included in the Senate package.

Senate Standing Committee (SSC) highlights include:

- SSC on Curriculum – Senate approved a) the consent agenda from Faculty of Arts and Faculty of Science & Horticulture, b) the program revisions to Citation in Employment and Community Studies to be recommended to the Board of Governors, c) the revised quantitative course criteria, d) the new writing-intensive course criteria. The committee reported that the Senate Micro-credential Committee Mandate and Membership composition has been approved. They also elected a new SSCC Vice-Chair, Katherine Carpenter, a Senator from Melville School of Business.
- Senate Executive Committee – Senate approved a) to empower the committee to act for Senate on urgent matters of regular business during December, b) the Spring 2022 Senate meeting plan. Senate Committees will continue to meet over MS Teams, and Senate will alternate meeting on MS Teams and in-person, understanding that in-person meetings may pivot back to online if necessary to comply with health orders.
- Senate Governance and Nominating Committee – Senate approved a) the nominations for the SSCs, and b) the *AC13 Qualifications for Faculty Members: Bachelor of Psychiatric Nursing Program*. The committee elected a new SGNC Vice-Chair, Shelley Strimbold, a Support Staff Senator from the Faculty of Academic and Career Preparation.
- SSC on Academic Planning and Priorities and University Budget – Senate approved the implementation date of AC10 *Establishment, Revision, Suspension and/or Discontinuance of Programs*, which represents for the purpose of cancellation power, the beginning of any 3 intakes or 2-year limit. Chervahun Emilien, Chief Financial Officer, presented an update to 2022/23 budget, including revenue estimates. The committee elected a new SSCAPP Vice-Chair, Kristan Ash, a Faculty representative from the Melville School of Business.
- SSC on Library – The committee reported that the new space for archives has recently opened and reviewed the Library Strategic plan. The committee re-elected a Chair, Marti Alger, a Senator from the Faculty of Educational Support and Development.

- SSC on Policy - The committee reported that they were engaged in the discussion of revisions to three policies and procedures. The committee elected a new Chair, Corrie Nichols, a Senator from the Faculty of Health.
- SSC on Research and Graduate Studies – a newly elected Vice-Chair, Lilach Marom, a Senator from the Faculty of Arts, presented her first report on behalf of the committee.
- SSC on Teaching and Learning – a newly elected Vice-Chair, Olivia Takaoka, a Student Senator, presented her first report on behalf of the committee.
- SSC on Tributes – the committee reported that they evaluated candidates for the new Distinguished Leadership and Team Service Awards, as well as for the Distinguished Service Award (Faculty) and Distinguished Scholarship Awards.

The meeting was adjourned at 4:58 pm. This meeting was followed by the Senate Closed meeting and a Senate Engage presentation by Teresa Smith, Director of Organizational Development and Employee Experience and Romy Kozak, Director of Diversity and co-chair of the President's Diversity and Equity Committee, on "Employee Diversity Census and Inclusion Survey Results and Next Steps."

Lastly, the Senate office would like to express our sincere gratitude to Ms. Rita Zamluk for her dedication and hard work as a Senate administrative assistant since 2016. Retirement can be a great joy if you can figure out how to spend time without writing another standing committee minutes! Congratulations!

*Amy H. Jeon, Vice-Chair, Senate*

Notable Quotes from the meetings VC attended this month:

*"It's not Toastmasters."*

*"Quotes on the notes."*

*"It's was a fluke thing that happened."*

*"It's been fuzzy all afternoon."*

*"After Monday, it has to be Friday!"*

*"I am being a snowflake."*