KPU Board of Governors - Regular Meeting

Date: November 30, 2022
Time: 4:00 pm – 5:12 pm
Via MS Teams: **Click here to join the meeting**

Phone Dial-in

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

Conference ID: 668 690 109#

Board of Governors – Regular Meeting Agenda
Date: November 30, 2022
Time: 4:00– 5:12 pm
*Via Microsoft Teams: **Click here to join the meeting***
Phone Dial-in: +1 604-449-3508 (Vancouver)
Conference ID: 668 690 109#

Attending: Ivy Chen (Chair), Rhiannon Bennett (Vice Chair), Kim (Kwuntiltunaat) Baird, Michael Chang, Alan Davis, Bob Davis, Kelly Fredrick, Ishant Goyal, Amos Kambere, Mohammed Mahabub, Muhammad Afzal Malik, Takashi Sato, Harman Preet Singh, Waheed Taiwo, Jack Wong

Regrets:

Presenters & Administrative Resources: David Burns, Laurie Clancy, Chervahun Emilien, Randall Heidt, Stephanie Howes, Ranminder Kaur, Sharmen Lee, Lori McElroy, Trina Prince, Diane Purvey, Peter Smailes, Keri van Gerven

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

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

Agenda Item	Resource	Action	Time	Page
1. Call to Order & Introductory Remarks	Ivy Chen		4:00-4:01	

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.

2. Approval of Agenda	Ivy Chen	M	4:01-4:02	3

MOTION: THAT the Board of Governors approve the regular meeting agenda for November 30, 2022.

3. Conflict of Interest	Ivy Chen		4:02-4:03	
4. Consent Agenda	Ivy Chen	M	4:03-4:06	7
4.1. Minutes of the September 28, 2022 Regular Board of Governors Meeting				8
4.2. Program Proposal for the Bachelor of Traditional Chinese Medicine	Sharmen Lee	M		16

4.3. Recurring and new procurement greater than $200,000	Chervahun Emilien	M		19

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

4.1. Minutes of the September 28, 2022 Regular Board of Governors Meeting.

4.2. The Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal, effective September 1, 2024 as recommended by the Board Governance, and Finance Committees.

4.3. Subject to budgetary approval, the recurring and new procurement opportunities greater than $200,000 as recommended by the Board Finance Committee.

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5. 50-30 Challenge Presentation	Trina Prince	E	4:06-4:16	23
6. Governance Committee Report				
6.1. Committee Chair Report	Ivy Chen	I	4:16-4:17	
6.2. Draft Policy and Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments	David Burns	M	4:17-4:27	31

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MOTION: THAT the Board of Governors approve the Policy and Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments as recommended by the Board Governance Committee.

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6.3. VISION 2023 Progress Report	Lori McElroy	D	4:27-4:37	33
6.4. Target for new VISION 2023 metric	Lori McElroy	M	4:37-4:42	57

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MOTION: THAT the Board of Governors approve the target for performance measure 5, Proportion of friends (e.g. external reviewers, advisory board members, KPU Foundation) who feel that their contribution to KPU was valued be set at "equal to or greater than the previous rating" as recommended by the Board Governance Committee.

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7. Human Resources Committee Report				
7.1. Committee Chair Report	Rhiannon Bennett	I	4:42-4:43	
7.2. Appointment to the Search Advisory Committee, Vice President, Equity & Inclusive Communities	Alan Davis	M	4:43-4:46	59

> **MOTION:** THAT the Board of Governors approve the appointment of community board member, Ms. Rhiannon Bennett, to the Search Advisory Committee for Vice President, Equity & Inclusive Communities as recommended by the Board Human Resources Committee.

8. Audit Committee Report
    8.1. Committee Chair Report   Mohammed Mahabub   I   4:46-4:47

9. Finance Committee Report
    9.1. Committee Chair Report   Mohammed Mahabub   I   4:47-4:48

    9.2. FY 2024 Budget Update   Chervahun Emilien   I   4:48-4:53   61

    9.3. FY 2023 Status Update   Chervahun Emilien   I   4:53-4:58   63

10. President's Report   Alan Davis   I   4:58-5:01
    10.1. Report to the Board

11. Provost's Report   Diane Purvey   I   5:01-5:05
    11.1. Report to the Board

12. Senate Report – meeting held on September   Alan Davis   I   5:05-5:06   69
    26, October 24, and November 21, 2022

13. Next Meeting Agenda Contribution   Ivy Chen   D   5:06-5:07

14. For the Good of the Order   All   D   5:07-5:08

15. Feedback on the Meeting   All   D   5:08-5:09

16. Closing Remarks   Ivy Chen   5:09-5:10

17. Appendix:
    17.1. Report to the Board of Governors   Alan Davis   I   5:10-5:11

18. Next Meeting: Regular Board Meeting   5:11-5:12
    Wednesday, February 1, 2023
    Via MS Teams
    4:00 – 7:00 pm

19. Adjournment   Ivy Chen   5:12

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: #4
Meeting Date: November 30, 2022
Presenter(s): Ivy Chen

Agenda Item	Consent Agenda

Action Requested	Motion

Recommended Resolution	THAT the Board of Governors approve the following items on the Consent Agenda: 4.1. Minutes of the September 28, 2022 Regular Board of Governors Meeting. 4.2. The Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal, effective September 1, 2024 as recommended by the Board Governance and Finance Committees. 4.3. Subject to budgetary approval, the recurring and new procurement opportunities greater than $200,000 as recommended by the Board Finance Committee.

Attachments	1. Minutes of the September 28, 2022 Regular Board of Governors Meeting. 2. Program Proposal for the Bachelor of Traditional Chinese Medicine. 3. Recurring and new procurement greater than $200,000.
Submitted by	Ranminder Kaur, Confidential Assistant to the Board of Governors
Date submitted	November 18, 2022

> Where thought meets action

BOARD OF GOVERNORS - REGULAR MEETING
Regular Meeting Minutes
September 28, 2022
Via Microsoft Teams

Present:

Board
Ivy Chen / Chair
Rhiannon Bennett / Vice Chair
Michael Chang
Alan Davis / President & Vice Chancellor
Kelly Fredrick
Ishant Goyal
Amos Kambere
Muhammad Afzal Malik
Takashi Sato
Harman Preet Singh
Waheed Taiwo
Jack Wong

University G7 members
Laurie Clancy / VP, Human Resources
Chervahun Emilien / Chief Financial Officer
Randall Heidt / VP, External Affairs
Stephanie Howes / Interim VP, Students
Diane Purvey / Provost & VP, Academic
Peter Smailes / VP, Administration

Presenters and Administrative Resources
Dr. David Burns / AVP, Academic
Jennifer Duprey / General Counsel
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
Bob Davis
Mohammed Mahabub

Guests: Armaan Dhillion, Kwantlen Student Association

1. Call to Order and Introductory Remarks	The Chair called the meeting to order at 4:02pm. 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 welcomed new board members and new KPU management team members to the meeting.
	1.1. Welcome by KPU Elder in Residence The Chair welcomed Lekeyten, KPU Elder in Residence. Lekeyten welcomed the members of the board, and expressed his good wishes for the year ahead.
	The Chair thanked Lekeyten, KPU Elder in Residence, for his welcome to the shared traditional territories of the Kwantlen,

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Katzie, Semiahmoo, Coast Salish People and Tsawwassen First Nations. The Chair thanked Lekeyten for his inspiration, warmth and his goodness.

2.	**Approval of Agenda**	**Motion #01-22/23** **MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the regular meeting agenda for September 28, 2022.**
3.	**Conflict of Interest**	No other conflict of Interest was declared.
4.	**Approval of Consent Agenda**	**Motion #02-22/23** **MOVED, SECONDED AND CARRIED the Board of Governors approve the following item on the Consent Agenda:** **4.1. Minutes of the June 29, 2022 Regular Board of Governors Meeting.**
5.	**Governance Committee Report**	*5.1. Committee Chair Report* Committee Chair, Ms. Chen advised the Governance Committee met on September 14, 2022 and the relevant item discussed at the meeting is on the agenda. *5.2. AC13 Minimum Qualifications for Faculty Members: Draft Policy and Procedure* Dr. Burns presented the report and commented that the 'University Act' states that a policy should be developed on how institutions set minimum qualifications. Dr. Burns mentioned that the draft AC13 policy will guide KPU in the appointment of faculty with the appropriate credentials, scholarly records and experience commensurate with the academic, professional and industry standards of their disciplines. Dr. Burns commented that the policy will apply to the appointment of all faculty who teach in courses and programs under the jurisdiction of Senate, apprenticeship programs, and also faculty who provide educational support services at KPU. Dr. Burns noted that KPU will ensure that the academic and professional qualifications of faculty are diverse and inclusive, reflecting the diversity of programs that are offered, and that incorporate a broad range of qualifications, skills, experiences and perspectives that reflects KPU's values, mission and vision.

Dr. Burns mentioned that faculty qualification standards will vary in accordance with the academic and professional expectations appropriate to KPU's diverse disciplines and departments, and the specific educational program, course, research, and service responsibilities of any particular faculty appointment.

Dr. Davis commented that the report includes blog comments received and responses to those comments. It shows the diligence that everyone at KPU has been consulted during the 6-week public posting period. Dr. Davis noted that it is a multi-step process and has been scrutinized by Senate.

Motion #03-22/23
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Policy and Procedure AC13 Minimum Qualifications for Faculty Members as recommended by the Board Governance Committee.

6. Human Resources Committee Report

6.1. Committee Chair Report

Committee Chair, Ms. Bennett, advised that the Human Resources Committee met on September 15, 2022 received an update on following:
- Equity, Diversity and Inclusion update
- Employee Engagement update
- Board members onboarding update

7. Audit Committee Report

7.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Audit Committee scheduled for September 20, 2022 and there is nothing to report.

8. Finance Committee Report

8.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on September 20, 2022 and noted that all items discussed at the meeting are on the agenda.

8.2. Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022

Ms. Emilien noted that this is an annual requirement and the Statement of Financial Information (SOFI) Public Bodies Report is due for submission to the Ministry of Advanced Education, Skills and Training on September 30th each year.

Ms. Emilien commented that the audited financial statements for the year ended March 31, 2022 have been reviewed and approved by the external auditors, as an accurate representation of KPU's financial results.

Motion #04-22/23
MOVED, SECONDED AND CARRIED THAT Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022 for submission to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.

8.3. Additional Procurement greater than $200,000
8.3.1. Contract for Interpreting Services

Ms. Emilien presented the report and commented that the projected additional spend for FY 2023 and 2024, on top of the original contract costs would result in the total project being over $200,000, therefore Board approval is required to move forward.

Motion #05-22/23
MOVED, SECONDED AND CARRIED THAT Board of Governors approve, subject to budgetary approval, the increase in contract for Interpreting Services greater than $200,000 for as recommended by the Board Finance Committee.

8.3.2. New Badging platform

Ms. Emilien commented that a comprehensive report is presented for approval.

Motion #06-22/23
MOVED, SECONDED AND CARRIED THAT Board of Governors approve the procurement of a new Badging platform greater than $200,000 as recommended by the Board Finance Committee.

8.4. FY 2022/23 and Budget 2023/24 Status Update

Ms. Emilien presented the report and commented that the FY 2023-2024 budget development process is underway. Ms. Emilien noted that there are multiple touchpoints with stakeholders throughout the budget development process. Departments are preparing their operating and capital requests for the FY2023-2024 budget. These requests will be going through a more rigorous process than in prior years, before being presented to the leadership team in October. Members

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noted that the final budget is scheduled to be approved at the February 1, 2023 Board of Governors meeting.

Ms. Emilien presented current year data and commented that it is based on actuals as at end of July 2022 and KPU had a surplus of approximately $8 million. Ms. Emilien noted that the expenditures were lower than anticipated. Members noted that early review of results for the FY2022-2023 indicate a favorable position for KPU.

Ms. Emilien commented that at the end of last fiscal year, KPU received approval from the Ministry to have some deferrals brought forward, therefore some of the revenue is incorporated within the report.

Ms. Emilien noted that a future variance report presented to the Board will contain breakdown of expenditure for each portfolio.

8.5. KPU Submission on Public Post-Secondary Funding Formula Review

Dr. Davis presented the report and commented that after the Board meeting in June, a meeting was held with Don Wright, Engagement Lead for the funding review and his team at KPU to discuss ideas that KPU had about how the Ministry should be approaching the funding review. Dr. Davis commented that it is the first round of consultation with the institutions and written submission from all the institutions are posted on the funding review website.

Dr. Davis noted that the Ministry is looking at how KPU could contribute essentially to the province and our community and how KPU can best use the funds that KPU has. Dr. Davis commented that KPU suggested that the funding formula needs to be equitable and reflect the size, type and broad mandate of KPU and in KPU's view, the institution is not sufficiently well funded in terms of the share of the post-secondary funding available.

Dr. Davis noted that further discussion included inflation, administrative salary increases, the framework and scope of KPU's operations. Dr. Davis noted that the Ministry was provided with examples of how the provisional operating grant has not grown over the last few years.

Dr. Davis thanked Ms. Emilien, Dr. McElroy and Mr. Smailes for their work on the submission.

9. **Appointment to the Search Advisory Committee, Vice President, Students**	Dr. Davis presented the report and commented that the Policy and Procedures HR 25, will oversee the selection of candidates for the position of the Vice President, Students.

Dr. Davis noted that the Board Human Resources Committee members were consulted by the Board office and Mr. Kambere has agreed to serve on the Search Advisory Committee.

Motion #07-22/23
MOVED, SECONDED AND CARRIED THAT Board of Governors approve the appointment of community board member, Mr. Amos Kambere, to the Search Advisory Committee for Vice President, Students.

10. **President's Report**   *10.1.   Report to the Board*

Dr. Davis advised that the President's Report was circulated by the Board office. Dr. Davis noted the significant number of activities around KPU featured in the report.

Dr. Davis commented that KPU is fully functional after a year of disruption. Dr. Davis noted that the fall semester has started and 70% of the courses are in person on KPU campuses and 30% either on-line or blended. Dr. Davis mentioned that enrollment is up by 5% overall and commented that the new domestic student numbers are up by 13%.

Dr. Davis noted that there is a remote work policy for faculty and administrative staff and it is working efficiently.

Dr. Davis noted that Friday, September 30th is National Day for Truth and Reconciliation. Members noted that a number of events are happening on campus to commemorate all aspects of truth and reconciliation.

Dr. Davis mentioned that on October 7th, KPU's Task Force on Anti-Racism is releasing its report and recommendations. KPU students and employees are invited to the event.

Dr. Davis noted that he was honoured to attend the funeral of Chief Ken Baird, brother of KPU's Chancellor, Kim Baird. Dr. Davis thanked the Vice Chair, Ms. Bennett for helping him understand the rituals making it an important and powerful experience. Dr. Davis commented that it was an astonishing event and was grateful for the opportunity.

11. **Pro Tem Provost's Report**   *11.1.   Report to the Board*

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Dr. Purvey advised members that this fall, KPU is offering 5,198 more seats compared to last year. Dr. Purvey noted that the waitlists are still high but no more than what it was last year. Members noted that KPU is trying to address the problem where students are enrolled at KPU but not able to register in courses.

Dr. Purvey commented that KPU has launched 15 sections of first year asynchronous courses in the second intersession (i.e. November and December) for students who were unable to register in September. Members noted that the students have been registering in the second intersession and most of the sections are almost full.

Dr. Purvey noted that KPU launched a new course outline software on September 1st and was pleased that it was a seamless transition.

Dr. Purvey mentioned that two new faculty positions, with a 75% course release started September 1st as below:
- Fiona Whittington-Walsh, lead advisor, Disability, Accessibility and Inclusion
- Larissa Petrillo, lead advisor, Work Integrated Learning

Dr. Purvey commented that hundreds of new sections have been launched over the past few years and KPU is continuing to add more sections to deal with the demand and waitlists. Dr. Purvey briefed members that KPU has changed how students could apply, particularly, the international students who were applying and were unable to get their study visa. The registration deadline has been moved further up in the calendar year which gives international students ample time to apply for study visa.

Members noted that Dr. Purvey will meet with student representatives to the Board separately to discuss students matters relating to registration and to discuss strategies to address waitlists.

12. Senate Reports

Dr. Davis advised that the Senate Report for meeting held on June 27, 2022 was prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

Dr. Davis commented that Senate also met on September 26, 2022 and the report will be presented at the next Board meeting.

13. Next Meeting Agenda Contribution

<u>Action Item</u>: Members noted that a report will be provided at a future meeting on what support KPU has provided to students in

terms of financial aid last year and what are the plans for the future.

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

14. For the Good of the Order	The Vice Chair, Ms. Bennett commended Dr. Davis for his courteousness during Chief Ken Baird's funeral. Ms. Bennett noted that Dr. Davis was there all day and took part in all of the event. Ms. Bennett commented that Dr. Davis' attendance speaks a lot about the direction that KPU is leading towards.

There were no additional items identified. |
| **15. Feedback on the Meeting** | Dr. Davis reminded members that if upon reading the Board packages, if any board member wants further information, to reach out to the Board Office so management can have information at hand for discussion at the meeting and provide a productive information at the meeting.

There was no feedback on the meeting. |
16. Closing Remarks	The Chair, Ms. Chen thanked everyone, including Board Members for attending and contributing to the discussions.
17. Next Meeting	The next meeting has been scheduled for Wednesday, November 30, 2022.
18. Adjournment	The meeting adjourned at 5:00 pm.

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Board Chair

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: *#4.2*
Meeting Date: *November 30, 2022*
Presenter(s): *Sharmen Lee*

Agenda Item	**Program Proposal for the Bachelor of Traditional Chinese Medicine**

Action Requested	**Motion**

Recommended Resolution	**THAT the Board of Governors approve the Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal, effective September 1, 2024 as recommended the Board Governance, and Finance Committees.**

Committee Report	At its meetings on November 9, and November 15, 2022, the Board Governance Committee and the Board Finance Committee approved the Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal, effective September 1, 2024 for recommendation to the Board of Governors.
Context & Background	The Senate Standing Committee on Curriculum (October 17, 2022) and the Joint Senate Standing Committee on Academic Planning and Priorities (October 21, 2022) recommended that Senate recommend that the Board of Governors approve the proposed Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal, effective September 1, 2024.
	On October 24, 2022, Senate approved and recommended that the Board of Governors approve the Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal and that Senate approve the Request for Variance to AC14, effective September 1, 2024.
	The Ministry of Advanced Education, Skills and Training has requested KPU draft a proposal for a Bachelor of Traditional Chinese Medicine (BTCM), building on the success of its existing Diploma in Traditional Chinese Medicine, Acupuncture. It is anticipated that, with Ministry support for the first three to four years, the program will reach a self-sustaining stable state and will recover its costs.
Key Messages	1. On October 24, 2022, Senate approved and recommended that the Board of Governors approve the Bachelor of Traditional Chinese Medicine Concept Paper and Full Program Proposal and that

Senate approve the Request for Variance to AC14, effective September 1, 2024.

2. For the newly proposed BTCM to lead to professional designations, the College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA) sets specific requirements which require a variance to policy AC14.

3. The Acupuncture Department has been renamed the Department of Traditional Chinese Medicine. The Department will offer ACUP and TCME course subjects.

Resource Requirements

See attached financial report.

Implications/Risks

N/A

Consultations

See collected D6 forms.

Attachments

1. Memo from Senate with recommendation
2. Concept Paper
3. Stage 1 Proposal
4. Executive Summary and Full Program Proposal
5. Financial Assessment
6. Feasibility Assessment
7. D7 Program Change Form - ACUP Diploma
8. Appendices: A-R
   - Appendix A – Strategic Plan
   - Appendix B – Academic Plan
   - Appendix C – UBC Support Letter
   - Appendix D – CTCMA Bylaws and Schedules
   - Appendix E – Entry Level Occupational Competency Profile
   - Appendix F – ATCMA Support Letter
   - Appendix G – Courses
   - Appendix H – AC 13 Minimum Qualifications
   - Appendix I – KPU TCM Faculty CV List
   - Appendix J – Library Impact Assessment
   - Appendix K – D6 Forms
   - Appendix L – Letters of Hiring Intention
   - Appendix M – WCCMS Letter of Support
   - Appendix N – TCM-PAC Minutes
   - Appendix O – City University
   - Appendix P – Halifax TCM Institute
   - Appendix Q – Letter of Support from New York TCM College

- Appendix R – Local MLA Support Letter

Submitted by   Sharmen Lee, Dean, Faculty of Health

Date submitted   November 16, 2022

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: *#4.3*
Meeting Date: *November 30, 2022*
Presenter(s): *Chervahun Emilien*

Agenda Item	Recurring and new procurement greater than $200,000

Action Requested	Motion

Recommended Resolution	**THAT the Board Finance Committee approve, subject to budgetary approval, the recurring and new procurement opportunities greater than $200,000 for recommendation to the Board of Governors.**

Committee Report	At its meeting on November 15, 2022, the Board Finance Committee recommended that the Board of Governors approve, subject to budgetary approval, the recurring and new procurement opportunities greater than $200,000.
Context & Background	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 procurements greater than $200,000 expected to expire in the next 24 months. The pre-approval will enable Procurement Services to commence work on the required due diligence and necessary procurement strategies to ensure projects continue moving ahead with minimal disruption.
Key Messages	1. Board pre-approval is 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. (see attachment for detail) 2. Board approval is requested for Procurement Services to proceed with three new procurements identified greater than $200,000. (see attachment for detail) 3. In addition to this pre-approval, any actual purchases will still be subject to budgetary approval. 4. Outcomes of the procurement are communicated through regular Chief Financial Officer Board updates.
Resource Requirements	N/A

Implications/Risks	Minimal risk which is mitigated by Policy AD3 where the Chief Financial Officer is responsible for ensuring all procurement initiated with the approval of the Board are procured according to KPU policy.
Consultations	Board of Governors – established process previously approved.
Attachments	1. Recurring procurements FY23-FY25 and new procurements greater than $200K
Submitted by	Chervahun Emilien, Chief Financial Officer
Date submitted	November 16, 2022

KPU | KWANTLEN POLYTECHNIC UNIVERSITY

List of Recurring Procurements greater than $200k for Board Approval
For the reporting period: November 30, 2022 - March 31, 2025

Existing recurring needs

Contract	Vendor	Description	Start Date	End Date	Department	Contract Commitment	Projected Cost	Procurement Approach
C22R0179	Typewell	Transcribing Services	17-Sep-2021	30-Apr-2023	Student Services	$ 331,500.00	$ 552,500.00	Open Competition
M22R002	Western Institute	Interpreting Services	10-Jun-2021	9-Jun-2024	Student Services	$ 540,000.00	$ 900,000.00	Open Competition
M23R019	Moneris	Payment Processing Services	1-Jul-2019	1-Jul-2023	Financial Services	$ 140,000.00	Estimated spend >	Open Competition
M20R026	Oracle	Applicant Tracking Software (extend existing agreement with 3 additional years)	27-Nov-2019	11-Dec-2022	Information Technology	$ 107,522.00	$ 213,295.22	Direct Award - sole source
M141150	Paladin Security	Campus Security - anticipated 10 year contract term	1-Jan-2015	31-Dec-2023	Campus Safety & Security	$ 7,300,000.00	$ 8,500,000.00	Open Competition
M20R034	Frequency Foundry	Customer Relationship Management (CRM) Software System	1-Feb-2020	21-Jan-2025	Information Technology	$ 996,190.00	$ 1,000,000.04	Direct Award - sole source
M20R025	Luxury Transport	Campus Shuttle Services	1-Nov-2019	31-Oct-2024	Ancillary Services	$ 2,377,348.36	$ 2,500,000.00	Open Competition
M22R000	Charter Telecom	BCNET Value-Added Reseller Agreement for the support of Juniper network equipment as	1-Apr-2021	31-Mar-2024	Information Technology	$ 391,741.83	$ 1,175,225.49	CISA - BCNET
Various	BCNET	BCNET Shared Services for Infrastructure Support & Maintenance	1-Apr-2021	31-Mar-2024	Information Technology	$ 475,000.00	$ 2,375,000.00	Ongoing, BCNET Shared
BCNET000	Compugen	BCNET Agreement for Software Value Added Reseller - Red Hat Licenses & Support Services	1-Apr-2021	31-Mar-2024	Information Technology	$ 100,000.00	$ 300,000.00	CISA - BCNET
BCNET000	Compugen	BCNET Agreement for Software Value Added Reseller - VMWare Software Maintenance	1-Apr-2021	31-Mar-2024	Information Technology	$ 110,000.00	$ 330,000.00	CISA - BCNET
BCNET002	Compugen	BCNET Agreement for Infrastructure Value Added Reseller (IVAR) Services - Palo Alto Firewall	1-Apr-2021	31-Mar-2024	Information Technology	$ 125,000.00	$ 375,000.00	CISA - BCNET
M151100	C&W Facility	Custodial Services	15-Aug-2015	14-Aug-2024	Facilities	$ 8,800,000.00	$ 10,000,000.00	Open Competition
M22P036	Blackbaud Inc	Raisers Edge software - Advancement and Alumni database	31-Jan-2022	30-Jan-2025	Faculty of Academic & Career	$ 111,047.01	Estimated spend >	Direct Award - sole source
M20P042	GoCo Technology	Telephony Maintenance	15-Apr-2020	31-Mar-2025	Information Technology	$ 2,694,043.00	$ 3,000,000.42	Direct Award - sole source
M181900	BC Event	Convocation Event Services	1-Jun-2019	31-May-2024	President's Office	$ 1,000,000.00	$ 1,000,000.00	Open Competition
BCNET001	Staples	BCNet Agreement for Custodial Supplies - GOODS ONLY.	5-Oct-2018	30-Apr-2023	Facilities	$ 1,006,139.34	$ 1,100,000.00	CISA - BCNET
M21R003	Comar Electrical	Electrical Repairs and Maintenance Services	1-May-2020	30-Apr-2025	Facilities	$ 885,937.00	$ 1,200,000.00	Open Competition
M21R003	Entity Mechanical	Plumbing Services	19-May-2020	31-May-2025	Facilities	$ 456,750.00	$ 510,000.00	Open Competition
L22R0208	Ricoh	Ricoh Machine/Copier MFD lease renewal	13-Feb-2019	31-Mar-2024	Information Technology	$ 1,289,928.80	$ 1,300,000.20	CISA - BCNET
M21P014	PebblePad LLC	PebblePad License Agreement for Eportfolio (learning journey) platform	5-Sep-2020	4-Sep-2024	Office of Teaching & Learning	$ 319,824.00	$ 400,000.00	Direct Award - sole source

New procurement needs

Contract	Vendor	Description	Start Date	End Date	Department	Contract Commitment	Projected Cost	Procurement Approach
New need	To be determined	Hospital beds	n/a	n/a	Faculty of Health	n/a	$ 209,000.00	Open Competition
New need	To be determined	Simulators	n/a	n/a	Faculty of Health	n/a	$ 534,500.00	Open Competition
New need	TurnItIn LLC	Academic Integrity software	n/a	n/a	Office of Teaching & Learning	n/a	$ 260,000.00	CISA - BCNET

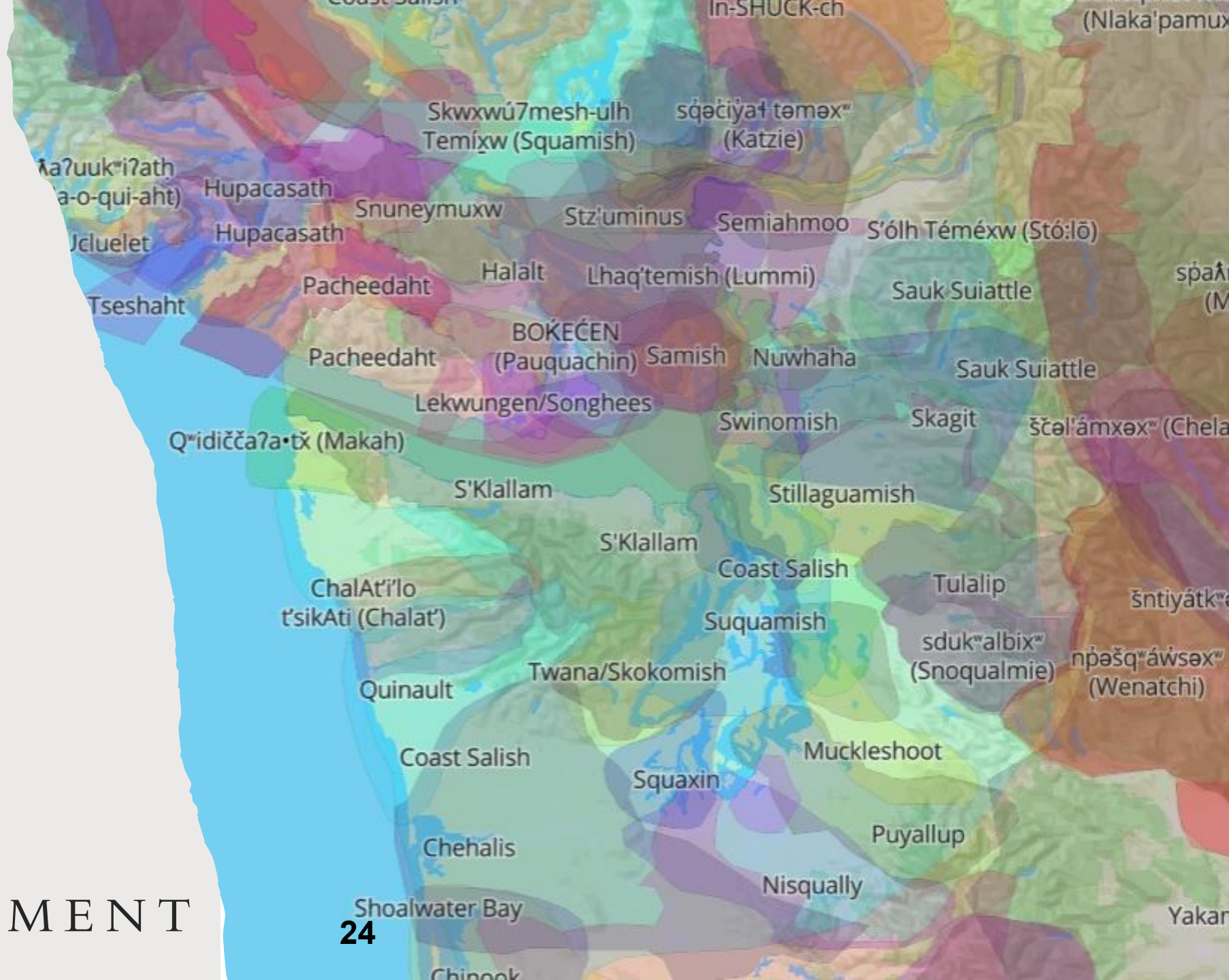# BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: *#5*
Meeting Date: *November 30, 2022*
Presenter(s): *Trina Prince*

Agenda Item	50-30 Challenge

Action Requested	Information

Recommended Resolution	-

Committee Report	At its meeting on November 7, 2022, the Board Human Resources Committee received an update on 50-30 Challenge survey and it is presented here for information.
Context & Background	KPU is a participant in the Government of Canada's 50-30 Challenge, and is committed to increasing diversity in senior leadership roles and on its board. The 50 – 30 Challenge is an initiative between the Government of Canada, Canadian businesses and diversity organizations. The goal of the program is to challenge organizations to increase the representation and inclusion of diverse groups within their workplaces, while highlighting the benefits of giving all people a seat at the table.
Key Messages	1. Inform the Board about KPU's commitment to the 50-30 Challenge. 2. Encourage the Board to fill out the survey that will be sent to them in the coming weeks. 3. Provide my contact details if they have any questions.
Implications/Risks	Board members may be concerned about privacy. I will inform them that the data being collected is confidential and that only the percentages of the make-up of Senior management and the Board will be shared. Not individual data.
Attachments	1. 50-30 Challenge Presentation
Submitted by	Trina Prince, Manager, Equity, Diversity & Inclusion
Date submitted	November 8, 2022

23

TERRITORIAL
ACKNOWLEDGMENT

ALLOW ME TO INTRODUCE MYSELF

Mx	Entie
They/Them	Events
Trans	Activist
Non-Binary	Person with Disability
Queer	ADHD/OCD
White	Cat Dad
Neurodivergent	Advocate
German	Polish

*A special thank you to all the teachers and storytellers, shoulders, and mentors who have contributed to my continued growth and learning.

KPU & THE 50-30 CHALLENGE

GOALS

50% Gender Parity

30% Significant Representation

SURVEY

OVER TO YOU

ANY QUESTIONS?

Trina.Prince@kpu.ca

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: *#6.2*
Meeting Date: *November 30, 2022*
Presenter(s): *Dr. David Burns*

Agenda Item	Draft Policy and Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments

Action Requested	Motion

Recommended Resolution	**THAT the Board of Governors approve the Policy and Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments, as recommended by the Board Governance Committee.**

Committee Report

At its meetings on November 9, 2022, the Board Governance Committee recommended that the Board of Governors approve the Policy and Procedure GV9 *Establishment and/or Discontinuance of Faculties and Departments*.

Context and Background

From December 2021 to January 2022, the GV9 Policy Working Group (**Heather Harrison, Amy Jeon, David Burns, Josephine Chan**) solicited ideas and suggestions from the University community in support of the review and revision process for the current GV9 Establishment and/or Discontinuance of Faculties and Departments / Procedure. As a result of ideas and suggestions provided by the University community through the Policy Consultation Engine, and drop-in policy consultation sessions, the Policy Writing Group has developed a set of draft Policy and Procedure.

Proposed Changes
The following outlines a summary of proposed changes in draft GV9:

- Incorporated the appropriate proponent language.
- Included clear guidance on who recommends and who approves (the proposals), regardless of whether the recommendations/votes are *for* or *against* the proposal.
- Included a new definition and a set of procedures for Teaching Centre/Institute, along with additional explanatory text (as a supporting document) that clarifies the intent behind the proposed definition.
- Clarified what constitutes "consultation", and ensured that it is a transparent process where any potential "speculations" in the process are removed.

	• Included a "Stress Test" document (as a supporting document) that will help clarify the various potential scenarios under the proposed GV9.
Key Messages	1. Draft Policy and Procedure GV9 were posted on the KPU Policy Blog for a 6-week public commenting period from May 19 to June 29, 2022. 2. All comments received during the 6-week public commenting period have been responded to by the Policy Developer. 3. The final draft Policy and Procedure GV9 was presented to the Senate Standing Committee on Policy (September 7, 2022) and to the Senate Standing Committee on Academic Planning and Priorities and Senate Standing Committee on University Budget (September 23, 2022) for recommendation to Senate. 4. Senate (October 24, 2022) recommended to the Board of Governors the approval of Policy and Procedure GV9.
Resource Requirements	N/A
Implications/Risks	N/A
Consultations	The following key parties of the University were also consulted: • Polytechnic University Executive (PUE) • Dr. Diane Purvey, Provost and Vice President Academic • Deans Council • University Secretary • Senate Standing Committee on Policy (June 1, 2022) • Senate Standing Committee on Academic Planning and Priorities and University Budget (June 3, 2022) • Faculty of Science and Horticulture Faculty Council meeting (June 21, 2022)
Attachments	1. Draft Policy GV9 Establishment and/or Discontinuance of Faculties and Departments 2. Draft Procedure GV9 Establishment and/or Discontinuance of Faculties and Departments 3. GV9 Stress Test 4. Additional explanatory text on Centres and Institutes 5. Policy Consultation Blog comments and responses 6. GV9 Timeline 7. Senate's memo
Submitted by	Josephine Chan, Special Assistant to the Provost on Policy and Academic Affairs
Date submitted	November 10, 2022

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: *#6.3*
Meeting Date: *November 30, 2022*
Presenter(s): *Alan Davis and Lori McElroy*

Agenda Item	VISION 2023 Progress Report

Action Requested	Discussion

Recommended Resolution	N/A

Committee Report

At its meeting on November 9, 2022, the Board Governance Committee received an update on Visions 2023 progress report and is presented here for discussion.

Context & Background

There are 12 goals in VISION 2023, and one metric for each of the 12 goals, plus 12 performance measures required by AEST. The AEST performance measures align with some goals in VISION 2023 and are included in our reporting on VISION 2023. All 24 measures are reported in the annual Accountability Plan and Report that is submitted to the Ministry each summer. In addition, two separate progress reports are provided to the Board: 1) a Progress Report is provided to in the Fall, with the data reported in the Accountability Plan and Report, as well as an assessment of progress on each goal; and 2) a mid-year Progress Report which expands on the Fall Progress Report with the addition of Benchmark data. The attached VISION 2023 Progress Report is the first of these.

Key Messages

1. There are targets for all but one performance measure. For AEST metrics, the targets are established by the Ministry. For 11 of the other 12 metrics, the target was developed the Office of Planning & Accountability and approved by the Board. See the next item on the agenda for recommendation for the target for metric 5.
2. The targets were achieved, or substantially achieved, for 11 of the metrics. Eight metrics were not assessed this year as no new data was available. The targets for five metrics were not achieved; three of these came within 60 to 89% of the target, while two were below this.
3. An assessment of progress on each goal, referring to the relevant metrics, is provided.

Resource Requirements

The resources for assessing and reporting on progress are provided by the Office of Planning & Accountability (OPA). Resources to improve progress are expected to be covered by KPU's operating budget outside of OPA.

Implications/Risks

The measures, and their targets, are reported publicly on both the Ministry's and KPU's websites in KPU's annual Accountability Plan and Report and reflect KPU's accountability to its students, the KPU Board, government, and the public.

Consultations

Measures were developed in consultation with other departments, where relevant, and with the Board Governance Committee, prior to being finalized with the Board on November 21 2018.

Attachments

1. VISION 2023 Progress Report, Oct 21, 2022

Submitted by

Lori McElroy, AVP, Office of Planning & Accountability

Date submitted

November 10, 2022

VISION 2023 Progress Report: November 2022

VISION » In 2023, KPU is a learning ecosystem rooted in a culture of **sustainability**, **creativity**, and **quality** that inspires our people and our communities.

MISSION » By thinking and acting together, we **transform lives** and **empower positive change**.

This report on progress towards the VISION 2023 goals is based on the data reported in the 2021/22 Accountability Plan and Report. This report expands on the report by providing a commentary on progress made on each goal.

The table of contents is provided below. Please see the '*VISION 2023 Progress: By Goal and Metric*' section for an assessment of progress to date.

Table of Contents

VISION 2023 Progress: By Goal and Metric

The following is a summary of progress made towards the VISION 2023 goals, based on the most recently collected data. Please see the Appendix for a detailed description of and results on each performance measure.

A. Experience: Students, employees and friends enjoy rich, engaging and supportive educational and working experiences.

A1. Goal: We will enhance the experience of our students

The targets for three metrics under this goal were achieved. Satisfaction has increased after a decline experienced during the pandemic:

- ✗ The percentage of current students reporting satisfaction with their educational experience at KPU increased from 2020 to 2021. This may indicate a gradual return to the pre-COVID norm (metric 1).
- ✓ The percentage of recent KPU graduates reporting satisfaction with their education achieved the target of 90%, with most showing an increase from last year (metric 2).
- ✓ Over 90% of recent KPU graduates assessed the quality of instruction at KPU positively, an increase from last year (metric 3).

A2. Goal: We will enrich the experience of our employees

Progress on this metric was not assessed this year, but will be assessed again in 2023. Here are the previous results:

- ✓ Proportion of employees who feel supported and valued increased from 72% in 2018 to 76% in 2021 (target is to increase %) (metric 4).

A3. Goal: We will delight our friends in their KPU experience

Data on this goal was collected for the first time in 2022. There is no assessment for this measure, as the 2022 survey was the first of its kind and a target has not been developed. Progress on this goal will be measured through the following metric:

- ○ 74% of program advisory board members felt their contributions to KPU are valued.

B. Sustainability: Cultural, social, environmental and institutional sustainability are advanced.

B1. Goal: We will embrace all cultures and promote a renewed, authentic approach to Indigenization

Progress on this goal is mixed. Targets have been achieved for one metric, but not for the other:

- ✓ The proportion of students who perceived that students are treated fairly regardless of their background has remained high, with more than 80% agreeing for all (metric 6). However, students who are in diversity groups tend to have lower levels of agreement. For example: in 2021, when rating whether students are treated fairly regardless of gender, gender diverse students(those having trans experience, being non-binary or Two-Spirit, or questioning their gender identity) were less likely to agree compared to cisgender students (72% compared to 88%); for ability, students with a disability were less likely to agree compared to those without a disability (79% compared 89%); for sexual orientation, LGBQ+ students were less likely to agree than were heterosexual students (80% compared to 87%); and for age, students 40 or older were less likely to agree compared to those under 40 (79% compared to 86%).

- ✗ The percentage of domestic FTEs who are Indigenous decreased slightly (3.6% in FY19/20 to 3.1% in FY20/21) (metric 7). The decline from FY20 to FY21 may be due to the pandemic. Efforts are underway to improve Indigenous recruitment.

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

The target has been achieved for this metric:
- ✓ KPU's self-ranking on the institutionalization of sustainability practices (using the STARS system) has remained at 4, the maximum score possible (metric 8). The target is to achieve the maximum score (4). Considerably more work is underway in this area that is not captured with this metric.

B3. Goal: We will integrate planning to ensure KPU operations are aligned with our resources, thus sustaining quality and institutional health

The target has been achieved for this metric:
- ✓ The average number of seats filled per class offered increased slightly from 22.4 to 22.9, meeting the target of 23 (metric 9).

C. Creativity: KPU's innovation, scholarship and research benefit KPU, its students and society.

C1. Goal: We will expand innovation in teaching, learning and curriculum

Progress on this metric was not assessed this year. It will be assessed again in late 2022. Here are the previous results:
- ✓ The proportion of educators who were satisfied with the resources available to innovate increased from 37% to 57% from 2019 to 2021 (target is to increase %) (metric 10).

C2. Goal: We will expand activity, funding, intensity and impact of research and scholarship

Progress on this metric was not assessed this year. It will be assessed again in late 2022. Here are the previous results:
- ✓ The proportion of faculty who were satisfied with support for research increased from 24% to 41% from 2019 to 2021 (target is to increase %) (metric 11).

C3. Goal: We will embolden creative problem solving across KPU's operations

Progress on this metric was not assessed this year. It will be assessed again in 2023. Here are the previous results:
- ✗ The proportion of employees who believe that KPU supports the development of new ideas that contribute to our future success remained at 63% from 2018 to 2021 (target is to increase %). Note the data for 2019 were recoded for comparability due to a change in the response scale (metric 12).

D. Quality: Continuous improvement builds confidence and reputation.

D1. Goal: Through continuous improvement of all KPU programs and services, we will ensure that our graduates are well prepared for work and for life.

Progress continues to be made towards this goal. KPU graduates are doing well, as indicated by the three metrics pertaining to KPU graduates. Although the target for the number of program reviews completed was not achieved, this was due to delays caused by the need to shift to online learning.

- ✘ Seven program reviews were completed, compared to the target of an average of nine over the past three years; some reviews were delayed by a few months in the early part of the pandemic as faculty had to focus on pivoting to online teaching. Since reviews take about 18 months when there is no delay, the delay earlier in the pandemic takes a couple of years to move through (metric 13).
- ✓ The unemployment rate of recent KPU graduates improved from the prior year, as did overall unemployment. KPU's results remained well below the target (12%), reflecting the high employability of KPU graduates even with the economic challenges resulting from the pandemic (metric 14).
- ✓ Over 85% of recent KPU graduates agreed their education helped them develop skills (metric 15).
- ✓ The majority of recent KPU graduates reported their program-developed knowledge and skills are useful on the job; the target of 90% was achieved for apprentices, and Bachelor's degree graduates, substantially achieved for diploma, associate degree, and certificate graduates, and not assessed for trades graduates; note there is a high amount of variation for this metric (metric 16).

D2. Goal: We will hold each other responsible for our promises and our expectations

Progress on this metric was not assessed this year. It will be assessed again in 2023. Here are the previous results:
- ✓ The proportion of employees who perceive co-workers at KPU work together to achieve goals increased slightly from 79% to 81% in 2021 (target is to increase %). Note the data for 2019 were recoded for comparability due to a change in the response scale (metric 17).

D3. Goal: Be accountable to our partners, governments and communities

Progress towards this goal has been disrupted due to the pandemic. This goal is assessed through two types of metrics: a survey of the community, and achievement on Ministry metrics related to the number of domestic students served (seats filled and the number of credentials awarded). Only the health FTE target has been met. Domestic developmental enrolments have declined considerably during the pandemic, contributing to the overall decline in our domestic FTEs. Because of the pandemic, the ITA did not set seat utilization targets for Trades Foundation and Apprentice programs.
- ✘ Based on the Community Perception Survey, a slightly greater percentage of people would consider KPU for their post-secondary education (25% in 2018, 30% in 2022), but a much smaller percentage would consider KPU for their children (57% in 2018, 25% in 2021) (metric 18).
- ✓ The Ministry has a complex method for measuring the number of graduates (metric 19). Only domestic students are included, and a moving three-year average is compared against a target that is based on the average credentials awarded in the past three years, weighted by year-over-year change in domestic FTEs. The number of credentials awarded by KPU to domestic students is declining, as is the number of domestic FTEs. Note, the growing number of credentials to international students are not included. Since the Ministry's target was lowered, this measure was substantially achieved.
- ✘ Domestic FTEs continue to decline. In FY21/22, there were 7,013 domestic FTEs (76% of target); this total includes health FTEs and developmental FTEs, which have been declining (metric 20).
- ✓ Health FTEs remain above target at 803 FTEs (103% of target) (metric 21).
- ✘ Developmental FTEs declined substantially to 168 (48% of target; down from 401 in FY19/20); this is likely due to the pandemic as we have seen a decline in the students accepting offers to upgrade their English at KPU during the pandemic. Note, international students are excluded (metric 22).
- o ITA-funded Foundation and Apprentice programs are measured against seat-utilization, not FTEs, but a utilization target was not set by the ITA due to the pandemic (metrics 23-24).

Appendix: Performance Measures, Targets, and Results

The following pages present KPU's performance measures for assessing progress toward the goals in KPU's strategic plan, *VISION 2023*. The 24 measures include the performance measures required by the Ministry of Advanced Education and Skills Training (AEST), as well as those for the Industry Training Authority (ITA). The glossary provides definitions of terms and sources used for the performance measures, and the survey interpretation guide provides additional details.

Each measure has a performance target against which actual performance is assessed. For the AEST measures, the targets were set by AEST and assessed using the method outlined in the *Accountability Framework Standards Manual and Guidelines*. Targets for the KPU measures were developed in consultation with the KPU Board of Governors.

Assessment of Performance Measures

Performance is assessed using the scale below, which shows how KPU's assessment method is aligned with AEST's. The difference is that KPU's method allows for additional gradations marking progress toward achieving a target, not just whether the target has been achieved.

	Assessment	Criteria
🟩	Achieved	100% or more of target
🟢	Substantially achieved	90% to 99% of target
🟨	Not achieved	Between 60% and 89% of target
🟥	Not achieved	Less than 60% of target
⬜	Not assessed	No target, too few respondents, or margin of error too high

The table below provides a summary of the assessment on the 12 government (10 AEST, 2 ITA) and 12 KPU performance measures. In cases where multiple assessments are made for a single performance measure, the lowest of the assessments is assigned to the measure and is reported in the table.

		Gov't	KPU	Total
🟩	Achieved	5	4	9
🟢	Substantially achieved	2	0	2
🟨	Not achieved	2	1	3
🟥	Not achieved	1	1	2
⬜	Not assessed	2	6	8
		12	12	24

⟫ Enhanced Student Experience

1. Proportion of students reporting satisfaction with their educational experience at KPU
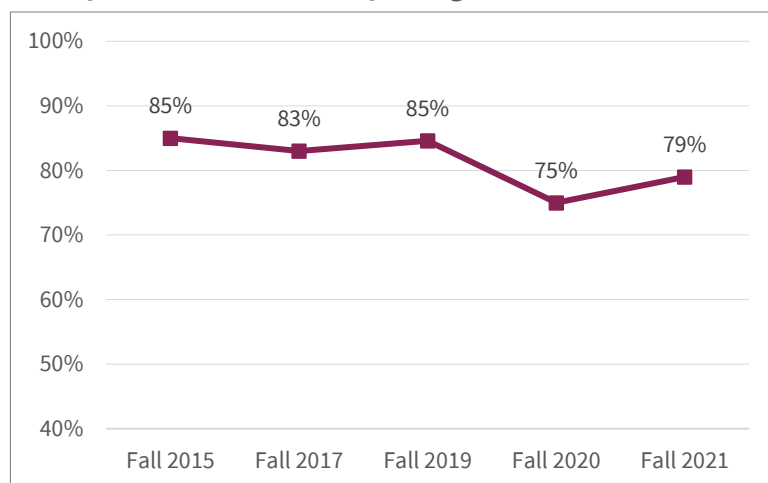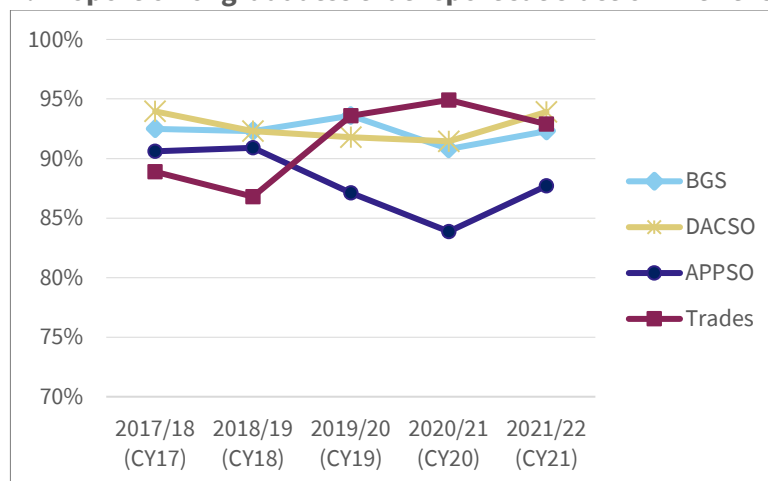

Assessment:

Achieved

Target: > previous rating

Notes: KPU measure (Student Satisfaction Survey [SSS]). This survey was originally conducted every two years. Starting in 2019, the survey is conducted annually.

### 2. Proportion of graduates that report satisfaction with their education (AEST)

Assessment:

Achieved

Target: ≥ 90%

Notes: AEST measure (BC Student Outcomes Surveys [BCSOS]). The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). APPSO meets the target when taking margin of error into account.

3. Proportion of graduates that assess their quality of instruction positively (AEST)
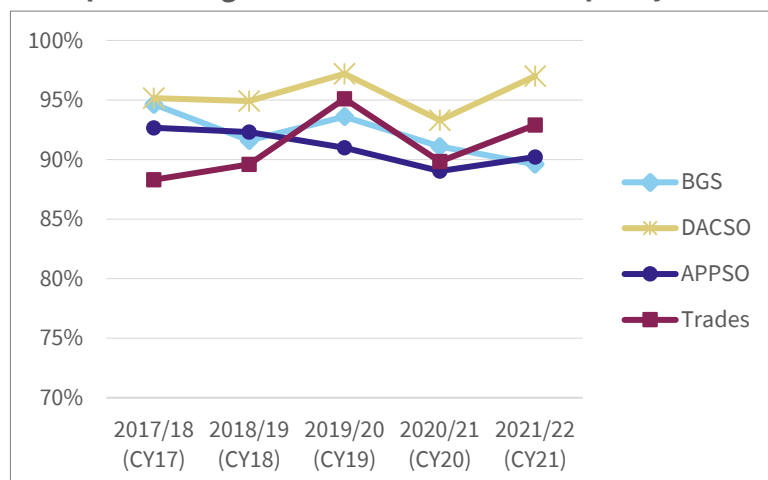
Assessment:

Achieved

Target: ≥ 90%

Notes: AEST measure (BCSOS). The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). BGS meets the target when taking margin of error into account.

⟫⟫ Enriched Employee Experience

4. Proportion of employees who feel supported and valued
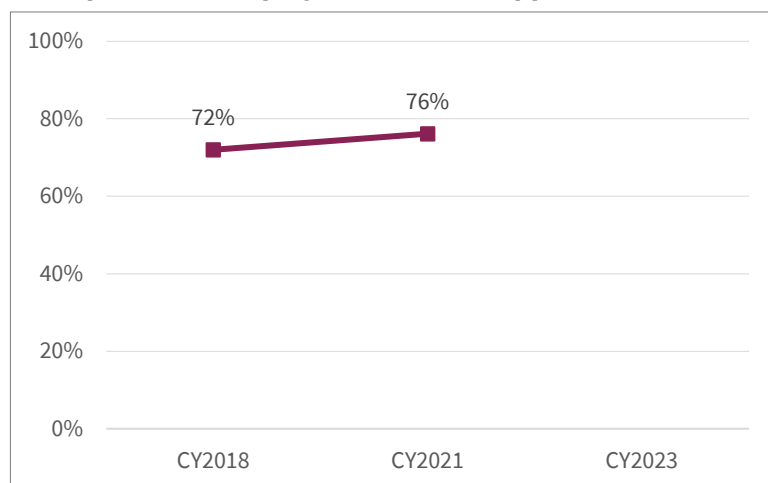
Assessment:
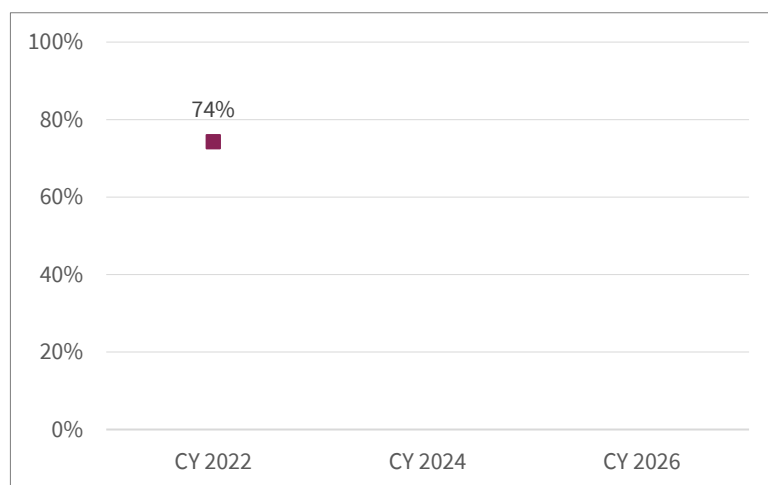
Not assessed

Target: > previous rating

Notes: KPU measure (Employee Insights Survey [EIS]).

Composite measure of three questions: "My co-workers treat each other with dignity and respect," "At work my opinion counts," and "My manager provides the support I need to succeed."

Note the scale changed from a 6-point scale in 2018 (strongly agree, agree, slightly agree, slightly disagree, disagree and strongly disagree) to the standard 5-point scale in 2021 (strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree and strongly disagree). The percentages reported include all respondents who agreed to any extent. In 2018, 51% of respondents agreed or strongly agreed.

⟫⟫ Delighted KPU Friends

5. Proportion of friends (e.g., external reviewers, advisory board members, KPU Foundation) who feel that their contributions to KPU are valued
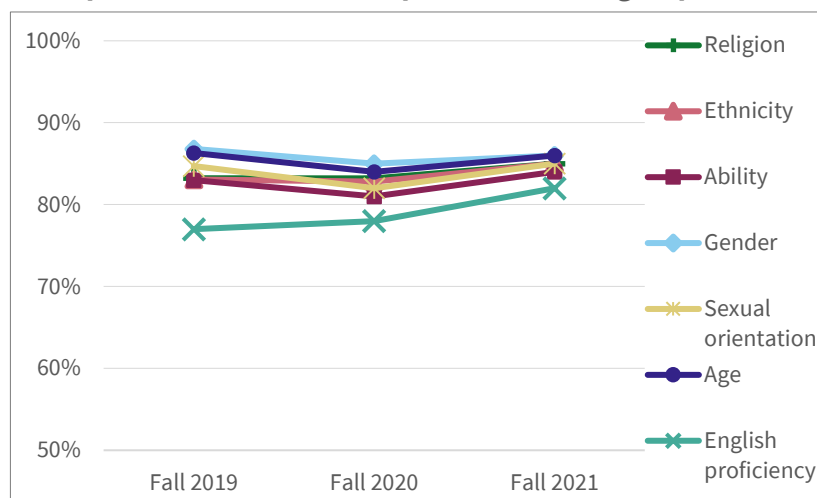

Assessment:

Not assessed

Target: To be developed

Notes: KPU measure. This is a new measure first implemented in spring 2022 through an annual KPU-based survey of members of Program Advisory Committees. A target will be developed in consultation with the Board in fall 2022.

»» Multiculturalism and Indigenization

6. Proportion of students that perceive that all groups are treated fairly at KPU

Legend:
- Religion
- Ethnicity
- Ability
- Gender
- Sexual orientation
- Age
- English proficiency
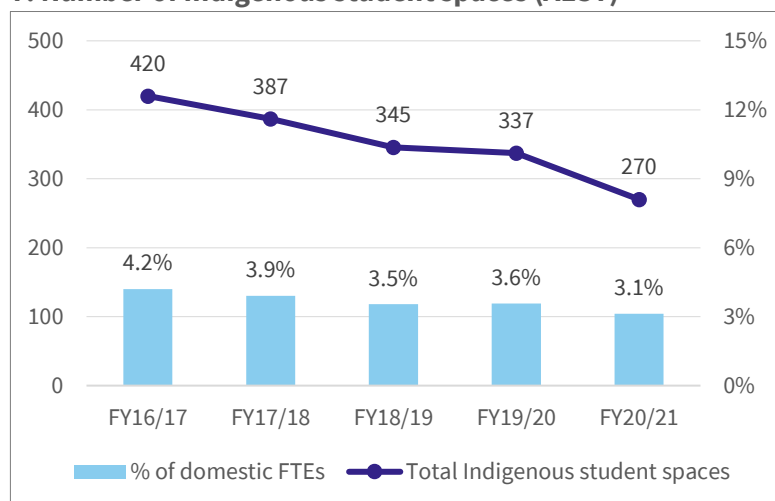
Assessment: [green box]

Achieved

Target: > previous rating

Notes: KPU measure (SSS).

In several instances, those within the group in question were less likely to indicate positive perceptions than others.

For example: in 2021, when rating whether students are treated fairly regardless of gender, students who reported having trans experience, being non-binary or Two-Spirit, or questioning their gender identity ($n = 160$)[1] had an agreement rate of 72% compared to 88% of cisgender students ($n = 4,069$); for ability, students with a disability ($n = 1,488$) had a 79% agreement rate compared to 89% of those who did not identify this way ($n = 2,657$); for sexual orientation, LGBQ+ students ($n = 553$) had a 80% agreement rate compared to 87% of heterosexual students ($n = 3,397$); and for age, 79% of students 40 or older ($n = 211$) agreed compared to 86% of those under 40 ($n = 5,315$).

7. Number of Indigenous student spaces (AEST)

Data labels: 420, 387, 345, 337, 270 (Total Indigenous student spaces)
4.2%, 3.9%, 3.5%, 3.6%, 3.1% (% of domestic FTEs)
Years: FY16/17, FY17/18, FY18/19, FY19/20, FY20/21

Legend: % of domestic FTEs — Total Indigenous student spaces

Assessment: [yellow box]

Not achieved

Target: Indigenous FTEs as % of total domestic FTEs > previous year

Notes: AEST measure (Central Data Warehouse). The years presented in the chart represent the year on which the data is based (e.g., "FY18"). The decline in Indigenous FTEs is associated with contract training.

Between 2015 and 2018, KPU had contracts exclusively targeting Indigenous students. Subsequent contracts have targeted a smaller number of Indigenous students, which is the primary reason for the decline in FTEs prior to the pandemic. The decline from FY20 to FY21 may be due to the pandemic. Efforts are underway to improve Indigenous recruitment.

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[1] n denotes the number of respondents in the specified category.

⟫ Environmental Sustainability

8. STARS ranking of institutionalization of sustainability
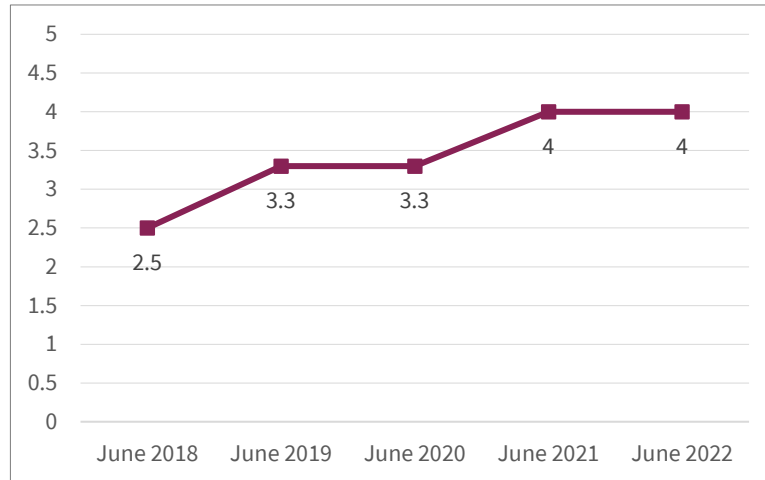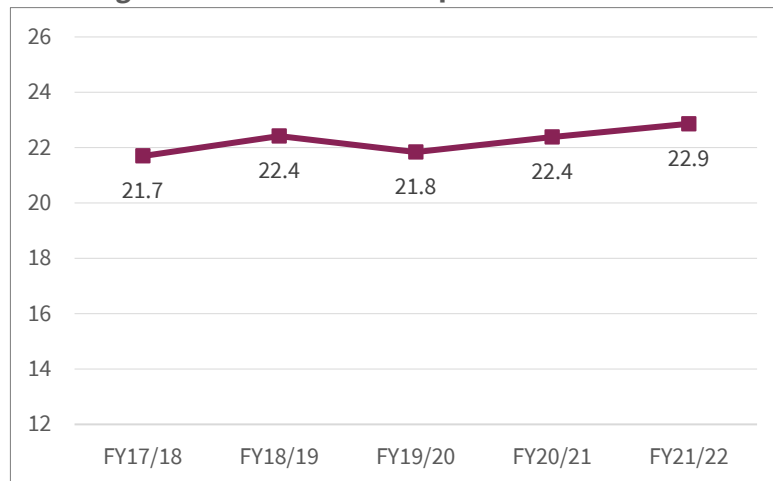

Assessment:

Achieved

Target: 4 (maximum score)

Notes: KPU measure. KPU Sustainability Committee self-assessment using the Sustainability Tracking, Assessment & Rating System (STARS) framework for colleges and universities to measure KPU's sustainability performance.

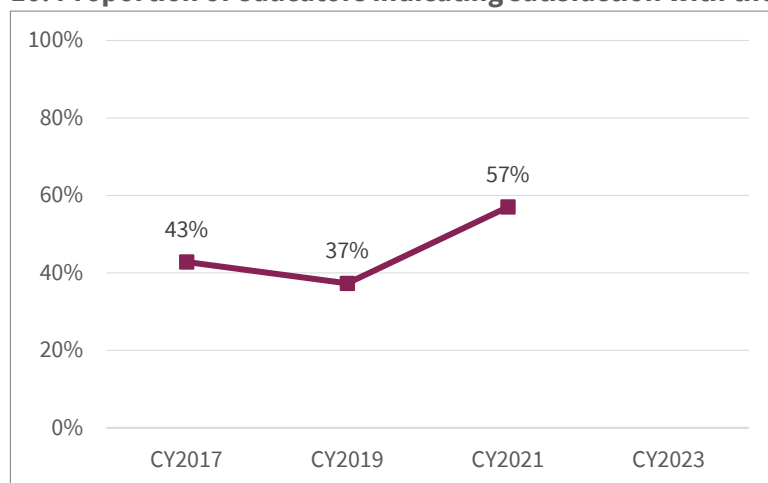## ⟫ Integrated Planning

9. Average number of seats filled per class

Assessment:

Achieved

Target: 23

Note: KPU measure.

❯❯ Teaching, Learning and Curricular Innovation

10. Proportion of educators indicating satisfaction with the resources available to innovate

Assessment:

Not assessed

Target: > previous rating

Notes: KPU measure (Teaching, Research, & Library Supports Survey [TRLSS]). The response rate for the 2021 survey was 37%, up from 26% in 2019 and 27% in 2017.

❯❯ Research Activity and Intensity

**11. Proportion of faculty reporting satisfaction with support for research**
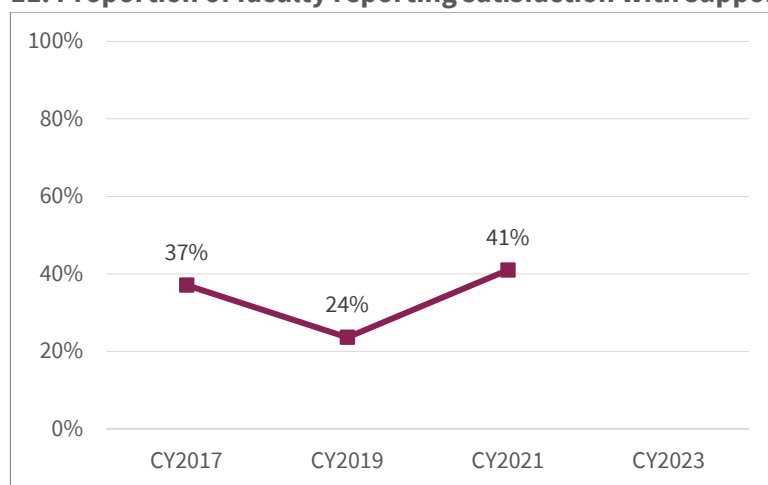
Assessment:

Not assessed

Target: > previous rating

Notes: KPU measure (TRLSS). This survey also includes the responses of non-faculty staff members in instructional or research roles. The response rate for the 2021 survey was 37%, up from 26% in 2019 and 27% in 2017.

›› Support for Creative Problem-Solving

12. Proportion of employees who agree with the statement: "This organization supports the development of new ideas that contribute to our future success."
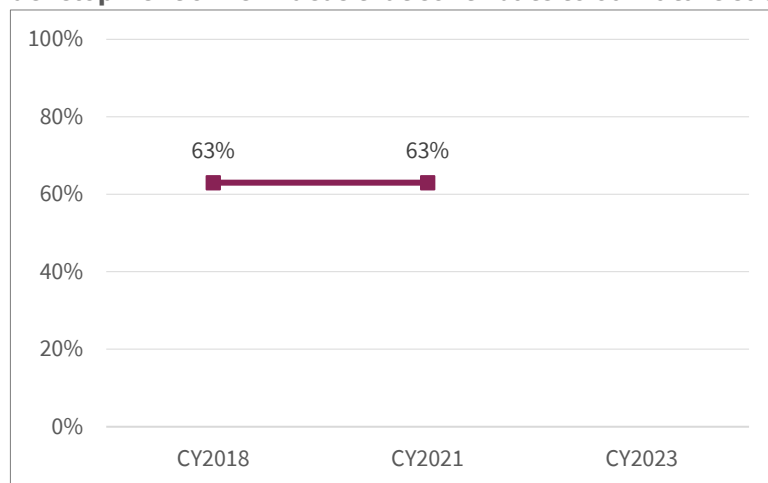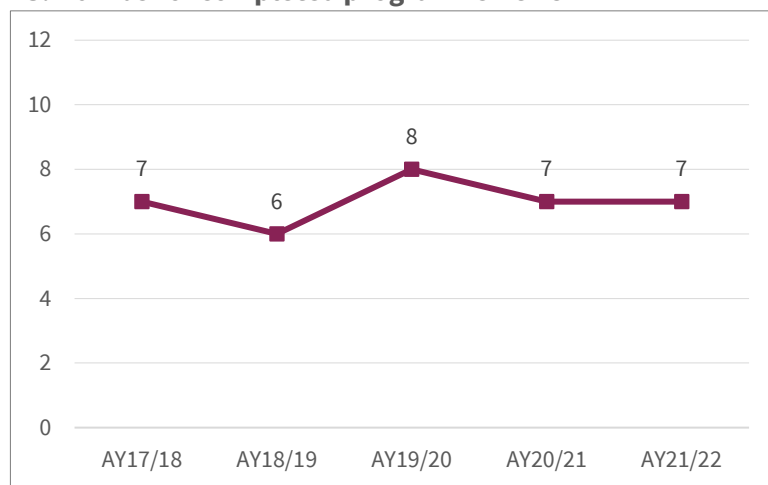

Assessment:

Not assessed

Target: > previous rating

Notes: KPU measure (EIS). The 2020 survey was delayed due to the circumstances arising from COVID-19. Note the scale changed: in 2018, a 6-point scale was used (strongly agree, agree, slightly agree, slightly disagree, disagree and strongly disagree).

In 2021, the standard 5-point scale was used (strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree and strongly disagree). The percentages reported include all respondents who agreed to any extent. In 2018, 28% of respondents agreed or strongly agreed.

›› Program and Service Improvement
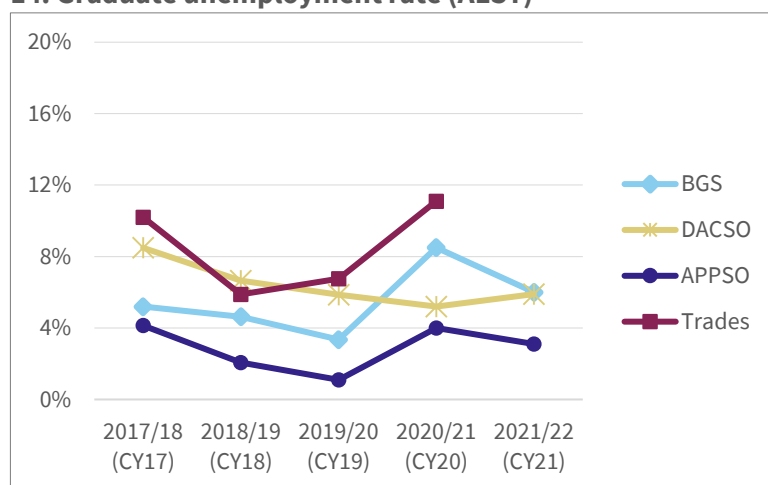
13. Number of completed program reviews

Assessment:

Not achieved

Target: Average of the past three years ≥ 9

Note: KPU measure (Senate Standing Committee on Program Review).

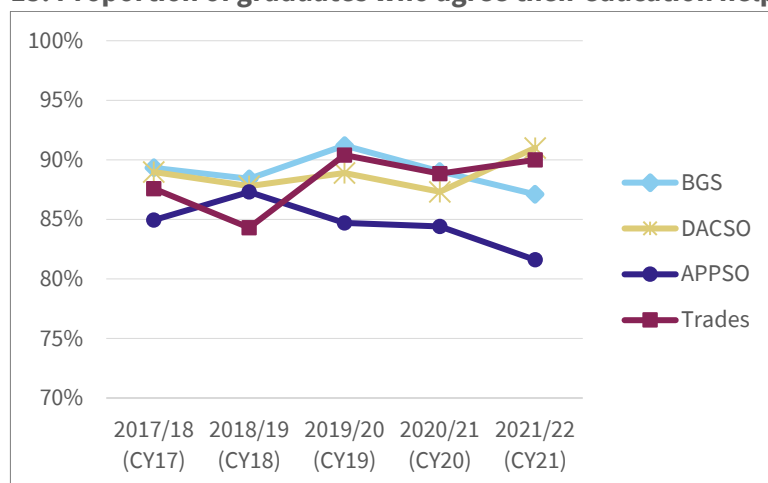## 14. Graduate unemployment rate (AEST)

Assessment: Achieved

Target: ≤ 12%

Notes: AEST measure (BCSOS). The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). Trades is not included for CY21 as the margin of error was greater than 10%.

15. Proportion of graduates who agree their education helped them develop skills (AEST)
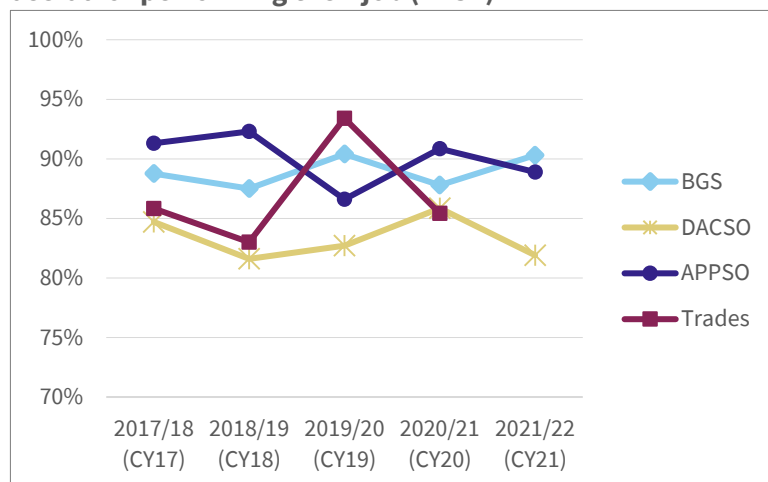

Assessment: Achieved

Target: ≥ 85%

Notes: AEST measure (BCSOS). The graph shows the average of the seven specific skills shown below. The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). APPSO meets the target when taking margin of error into account.

In the table below, the values for Trades for written communication, oral communication, and reading and comprehension skills are ommited as per AEST's guideline: the margin of error for each value was greater than 10%.

Skill	BGS	DACSO	APPSO	Trades
Written communication	87%	90%	73%	-
Oral communication	86%	90%	73%	-
Group collaboration	87%	92%	84%	96%
Critical analysis	91%	91%	85%	93%
Problem resolution	80%	90%	82%	89%
Independent learning	89%	91%	83%	89%
Reading and comprehension	89%	92%	87%	-

16. Proportion of graduates reporting their program-developed knowledge and skills are useful for performing their job (AEST)
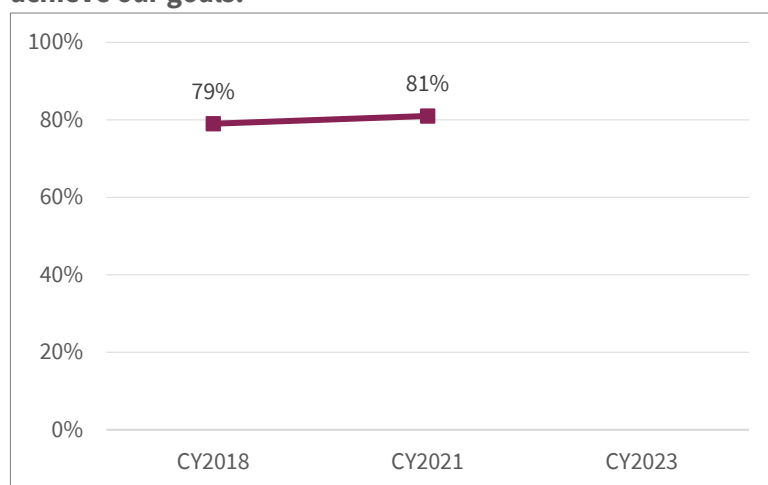

Assessment:

Achieved for BGS and APPSO
Substantially achieved for DACSO

Target: ≥ 90%

Notes: AEST measure (BCSOS). The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). APPSO meets the target when taking margin of error into account. Trades is not included for CY21 as the margin of error was greater than 10%.

⟫ Internal Accountability

17. Proportion of employees agreeing with the statement: "My co-workers work together to achieve our goals."
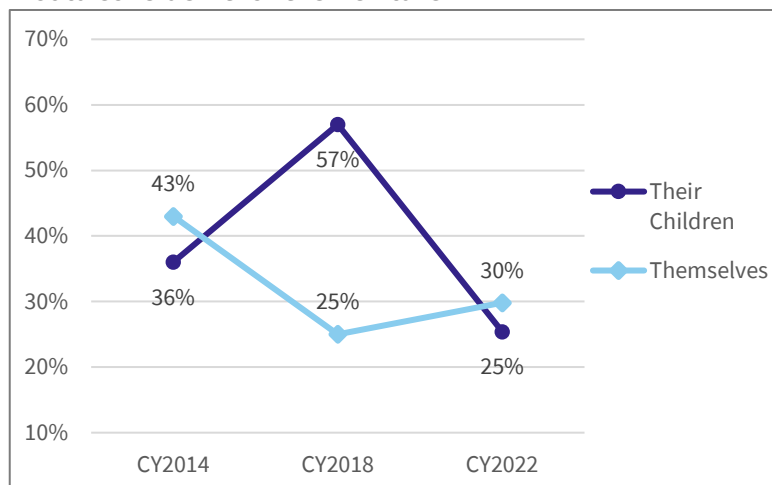

Assessment:

Not assessed

Target: > previous rating

Notes: KPU measure (EIS).

Note the scale changed: in 2018, a 6-point scale was used (strongly agree, agree, slightly agree, slightly disagree, disagree and strongly disagree). In 2021, the standard 5-point scale was used (strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree and strongly disagree). The percentages reported include all respondents who agreed to any extent. In 2018, 57% of respondents agreed or strongly agreed.

>> External Accountability

18. Proportion of community members who would consider attending KPU themselves or would consider it for their children
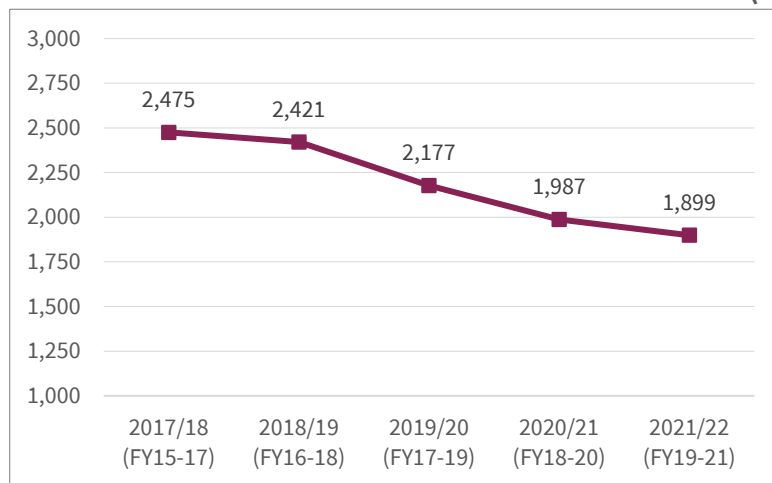

Assessment: 🟥

Achieved for themselves
Not achieved for their children

Target: > previous rating

Notes: KPU measure (Community Perception Survey). Those who answer about attending themselves have indicated an interest in pursuing post-secondary education. They may not be the same people who respond about their children.

19. Number of credentials awarded to domestic students (AEST)
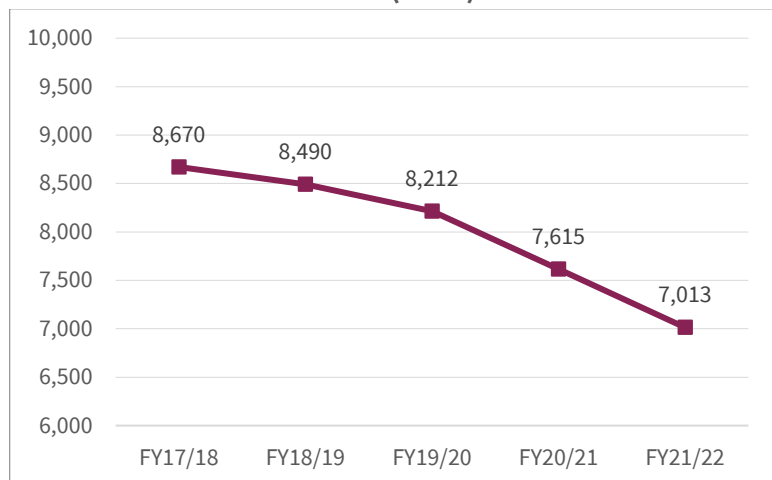

Assessment: 🟩
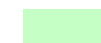
Substantially achieved

Target: 1,903

Notes: AEST measure. Each figure represents the average number of credentials awarded to domestic students in the most recent three fiscal years. Targets are based on the average number of credentials awarded to domestic students in the last three years and the year over year change in domestic FTEs.

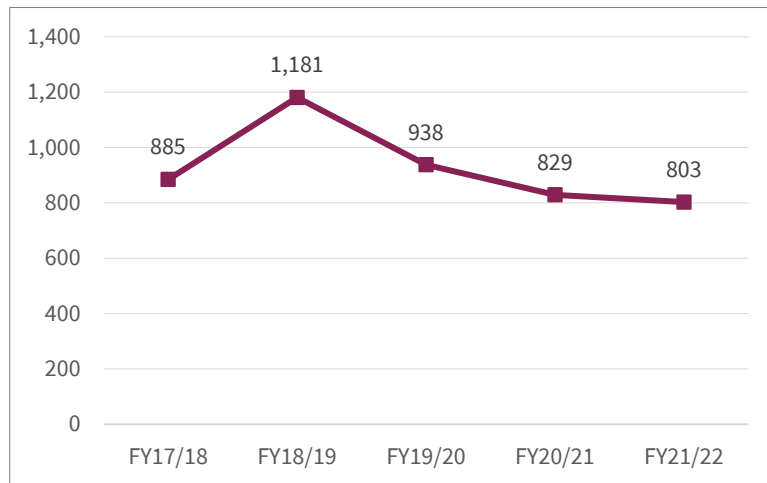**20. Number of domestic FTEs (AEST)**

Assessment: 🟨

Not achieved

Target: 9,183

Notes: AEST measure. The decline is likely due to two factors: declining number of people aged 20 to 24 in the KPU region, plus the impact of the pandemic.
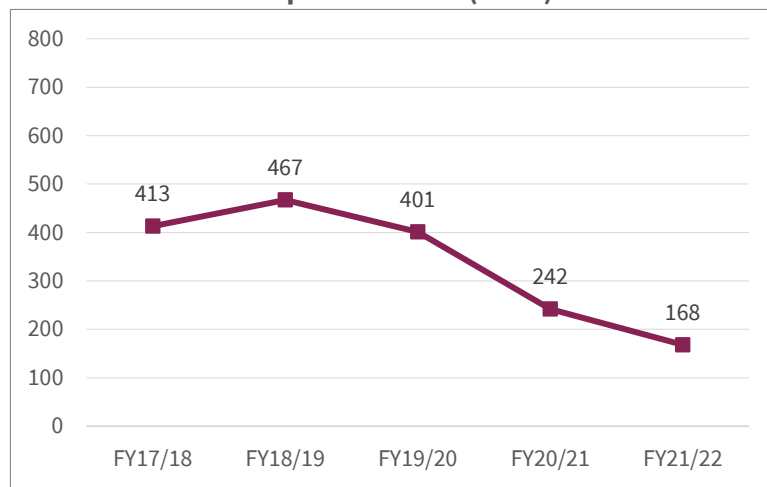
21. Number of health FTEs (AEST)

Assessment: 🟩

Achieved

Target: 782

Note: AEST measure.

22. Number of developmental FTEs (AEST)
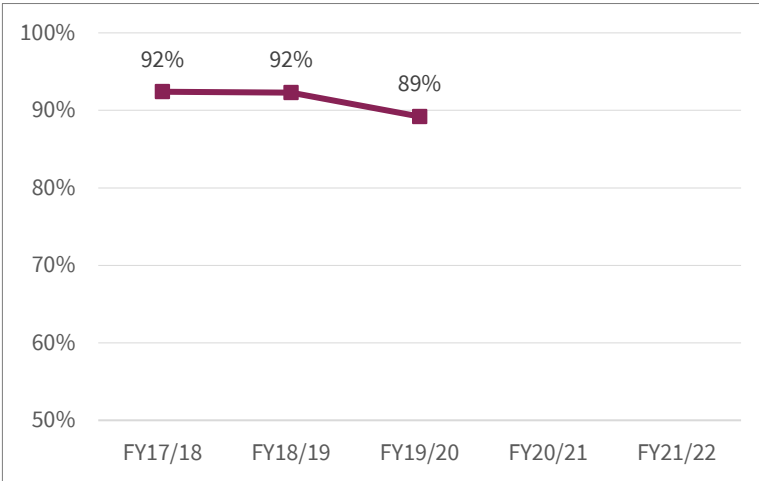

Assessment: 🟥

Not achieved

Target: 350

Notes: AEST measure. As of FY 2019/20, the Ministry adjusted the definition of developmental FTEs to exclude ASE FTEs, that is FTEs associated with programs for students with disabilities. Developmental FTEs for all years have been adjusted to exclude ASE FTEs.

KPU has chosen to focus its limited resources on university-bound students who need to upgrade English to meet KPU admission requirements, or need to complete high school mathematics or sciences to meet course prerequisites. The KPU Pathway to Undergraduate Studies is an access pathway that allows students who want to pursue an undergraduate education but who do not meet KPU's English proficiency requirements an opportunity to upgrade their English to become undergraduate students. Students are given a Pathway offer when they don't meet the English proficiency requirements. Students don't apply directly to the Pathway, so as domestic applicants decline during the pandemic the number who need English upgrading also decline. Starting in summer 2023, people will be able to apply directly to the Pathway rather than apply to undergraduate studies and receive an offer to the Pathway.

23. Seat utilization for ITA-funded Foundation programs (ITA)

Chart showing values: FY17/18: 92%, FY18/19: 92%, FY19/20: 89%

Assessment:

Not assessed

Target: None

Notes: ITA measure. The ITA did not set utilization targets for FY 2020/21 or 2021/22 due to the pandemic.

24. Seat utilization for ITA-funded Apprenticeship programs (ITA)

Chart showing values: FY17/18: 90%, FY18/19: 90%, FY19/20: 94%
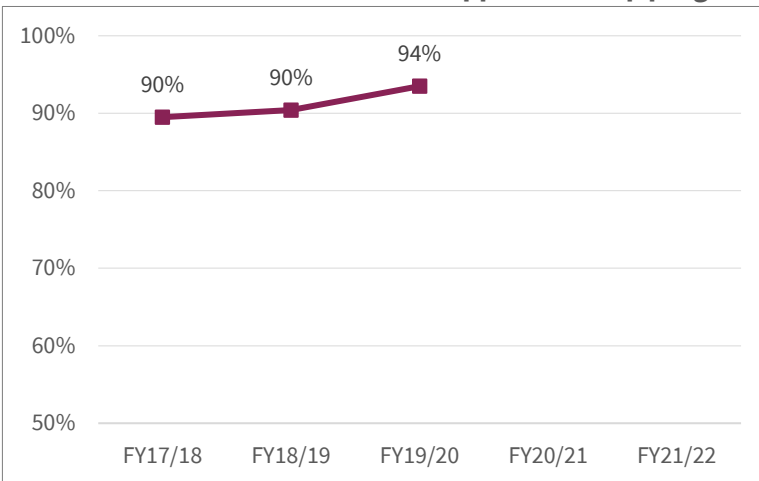
Assessment:

Not assessed

Target: None

Notes: ITA measure. The ITA did not set utilization targets for FY 2020/21 or 2021/22 due to the pandemic.

Survey Interpretation Guide

This is a guide for interpreting the survey data by providing information on the response options for each measure, and how they were reported. All response options in bold were included in that metric's result. (E.g., in metric 1, "Proportion of students reporting satisfaction with their educational experience at KPU," satisfaction includes those who answered "Very satisfied" or "Somewhat satisfied.") Response options that are struck through indicate that the respondents who answered this way were omitted from the metric's calculation. (E.g., in 2019 for metric 2, "Proportion of graduates that report satisfaction with their education," 476 graduates responded on the BGS survey, but six of these responded "Don't know" or refused to answer, so 470 was used as the denominator to calculate the percentage of graduates who were satisfied.)

Student Satisfaction Survey

Metric 1. Overall, how satisfied are you with your educational experience at KPU?
- o **Very satisfied**
- o **Somewhat satisfied**
- o Neither satisfied nor dissatisfied
- o Somewhat dissatisfied
- o Very dissatisfied

Metric 6. Students at KPU are treated fairly regardless of:

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	**Somewhat agree**	**Strongly agree**
Religion	○	○	○	○	○
Cultural/ethnic/racial background	○	○	○	○	○
Age	○	○	○	○	○
Ability (e.g., physical, cognitive, sensory, etc.)	○	○	○	○	○
English proficiency	○	○	○	○	○
Gender	○	○	○	○	○
Sexual orientation	○	○	○	○	○

BC Student Outcomes Surveys

Metric 2. BGS, APPSO, DACSO, and TRADES (TFTRV): How satisfied are you with the education you received from your [program's name] program at [institution's name]? *(Note: "Don't know" and "refused" were omitted from calculations.)*
- o **Very satisfied**
- o **Satisfied**
- o Dissatisfied
- o Very dissatisfied
- o ~~Don't know~~
- o ~~Refused~~

Metric 3. Quality of Instruction

BGS: Overall, how would you rate the quality of course instruction in your [name of program] program?
- o **Very good**
- o **Good**
- o Poor
- o Very poor
- o ~~Don't know~~
- o ~~Refused~~

APPSO, DACSO, and TRADES (TFTRV): How would you rate the quality of instruction?
- o **Very good**
- o **Good**
- o **Adequate**
- o Poor
- o Very poor
- o ~~Not applicable~~
- o ~~Don't know~~
- o ~~Refused~~

Metric 15. Skill Development

BGS: Please identify how helpful [institution] was in developing the following skills…
APPSO, DACSO, and TRADES (TFTRV): How helpful was your program in developing the following skills…?

The same list of skills was included on the BGS, APPSO, DACSO, and TRADES (TFTRV) surveys. The response options were:
- o **Very helpful**
- o **Helpful**
- o Not very helpful
- o Not at all helpful
- o ~~Not applicable~~
- o ~~Don't know~~
- o ~~Refused~~

Metric 15's overall result was calculated as follows: = [(Respondent 1's % of positive assessments) + (Respondent 2's % of positive assessments) + … + (Respondent n's % of positive assessments)] / n, where n is the total number of respondents that provided at least one eligible response.

Metric 16. Usefulness to your work

BGS: How useful are the knowledge, skills, and abilities you acquired during your baccalaureate education in your work?
APPSO, DACSO, and TRADES (TFTRV): How useful have the knowledge and skills you gained in the program been in performing your [main] job?

The BGS, APPSO, DACSO, and TRADES (TFTRV) surveys used the following response options:
- o **Very useful**
- o **Somewhat useful**
- o Not very useful
- o Not at all useful
- o ~~Don't know~~
- o ~~Refused~~

Employee Insights Survey

The EIS items listed below used the following response options:

2018:
- o **Strongly agree**
- o **Agree**
- o **Slightly agree**
- o Slightly disagree
- o Disagree
- o Strongly disagree

2021:
- o **Strongly agree**
- o **Somewhat agree**
- o Neither agree nor disagree
- o Somewhat disagree
- o Strongly disagree

Metric 4. *Note: This is a composite measure, created by taking the average percentage of respondents who agreed to any extent with the items below, while accounting for the differing number of respondents.*

a) My co-workers treat each other with dignity and respect.
b) At work my opinion counts.
c) My manager provides the support I need to succeed.

Metric 12. This organization supports the development of new ideas that contribute to our future success.

Metric 17. My co-workers work together to achieve our goals.

Teaching, Research, & Library Supports Survey

The items below used the following response options:
- o **Strongly agree**
- o **Somewhat agree**
- o Neither agree nor disagree
- o Somewhat disagree
- o Strongly disagree
- o ~~Not applicable~~ *(only listed as an option for metric 11, in 2019 and 2021)*

Metric 10. Teaching Innovation

In 2017: I am well-supported to pursue teaching excellence and innovation.
In 2019 and 2021: KPU provides sufficient resources for me to pursue innovation in teaching and curriculum.

Note: The wording of the item was changed in 2019 to focus more clearly on innovation.

Metric 11. Research Support

> In 2017: I am satisfied with the available supports and resources to pursue my own scholarship.
> In 2019 and 2021: I am satisfied with KPU's supports and resources to pursue my research.
>
> *Note: The 2017 survey did not ask a question specifically related to research.*

Community Perception Survey

Metric 18. Recommend KPU

> Would you consider attending Kwantlen to further your education? *(Note: This question was only asked to respondents thinking of attending college or university.)*
>
> Would you consider sending them to Kwantlen? *(Note: This question was only asked to respondents with children under 20 that the respondent wanted to go to college or university.)*
>
> The items above used the following response options:
> o **Yes**
> o Maybe
> o No

Glossary

AEST: BC Ministry of Advanced Education and Skills Training, elsewhere referred to simply as "the Ministry"

APPSO: Apprentice Student Outcomes survey administered by BC Stats after apprentices complete their final year of training

AY: Academic year (i.e., September 1 to August 31)

BCSOS: BC Student Outcomes Surveys (umbrella term for APPSO, BGS, DACSO, and Trades surveys)

BGS: Baccalaureate Graduate Survey administered by BC Stats about two years after graduation

CPS: Community Perception Survey of the public in the KPU region, conducted as required

CY: Calendar year (i.e., January 1 to December 31)

DACSO: Diploma, Associate Degree and Certificate Outcome survey administered by BC Stats about 9 to 20 months after program completion

EIS: Employee Insights Survey of all KPU employees, conducted every two years; in 2018, it was called the Employee Engagement Survey

FTE: Full-time equivalent: For students, FTE equates to number taking a full load of five courses per term for two terms

FY: Fiscal year (i.e., April 1 to March 31); e.g., FY 2019 is fiscal year April 1, 2018 to March 31, 2019

ITA: Industry Training Authority, which funds and oversees apprentice training

SSS: Student Satisfaction Survey of all KPU students, conducted by KPU every year; prior to 2019, the survey was conducted every other year

STARS: The Sustainability Tracking, Assessment and Rating System, a voluntary, self-reporting framework for helping colleges and universities track and measure their sustainability progress

Trades: Trades foundation and trades-related vocational (TFTRV) student grouping as part of the BC Student Outcomes Surveys

TRLSS: Teaching, Research, & Library Supports Survey of KPU faculty members, instructional staff and research staff, conducted every two years; in 2019, it was called the Teaching, Learning, Scholarship, & Research Survey

If no source is specified, the data are from KPU administrative systems

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: *#6.4*
Meeting Date: *November 30, 2022*
Presenter(s): *Lori McElroy*

Agenda Item	Target for new VISION 2023 metric

Action Requested	Motion

Recommended Resolution	**THAT the Board of Governors approve the target for performance measure 5, Proportion of friends (e.g. external reviewers, advisory board members, KPU Foundation) who feel that their contribution to KPU was valued be set at "equal to or greater than the previous rating", as recommended by the Board Governance Committee.**

Committee Report	At its meeting on November 9, 2022, the Board Governance Committee approved the target for performance measure 5, Proportion of friends (e.g. external reviewers, advisory board members, KPU Foundation) who feel that their contribution to KPU was valued be set at "equal to or greater than the previous rating" for recommendation to the Board of Governors.
Context & Background	There are 12 goals in VISION 2023, and one metric for each of the 12 goals, plus 12 performance measures required by AEST. The AEST performance measures align with some goals in VISION 2023 and are included in our reporting on VISION 2023.
Key Messages	1. There are targets for all but one performance measure. For AEST metrics, the targets are established by the Ministry. For 11 of the other 12 metrics, the target was developed the Office of Planning & Accountability and approved by the Board. 2. No target was developed for metric 5, Proportion of friends (e.g. external reviewers, advisory board members, KPU Foundation) who feel that their contribution to KPU was valued, since no data had been collected to inform the target. 3. Targets are generally about achieving or exceeding a certain standard, or improvement over time.
Resource Requirements	The resources for assessing and reporting on progress are provided by the Office of Planning & Accountability (OPA). Resources to improve progress are expected to be covered by KPU's operating budget outside of OPA.

Implications/Risks	The measures, and their targets, are reported publicly on both the Ministry's and KPU's websites in KPU's annual Accountability Plan and Report and reflect KPU's accountability to its students, the KPU Board, government, and the public.
Consultations	PUE and the Board Governance Committee
Attachments	1. VISION 2023 Progress Report, Oct 21, 2022
Submitted by	Lori McElroy, AVP, Office of Planning & Accountability
Date submitted	November 10, 2022

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: *#7.2*
Meeting Date: *November 30, 2022*
Presenter(s): *Dr. Alan Davis*

Agenda Item	Appointment to the Search Advisory Committee, Vice President, Equity & Inclusive Communities

Action Requested	Motion

Recommended Resolution	**THAT the Board of Governors approve the appointment of community board member, Ms. Rhiannon Bennett, to the Search Advisory Committee for Vice President, Equity & Inclusive Communities as recommended by the Board Human Resources Committee.**

Committee Report	At its meeting on November 7, 2022, the Board Human Resources Committee approved the appointment of community board member, Ms. Rhiannon Bennett, to the Search Advisory Committee for Vice President, Equity & Inclusive Communities for recommendation to the Board of Governors.
Context & Background	KPU will commence a search for the position of Vice President, Equity & Inclusive Communities in order to make a recommendation to the President as per Policy HR25.
Key Messages	1. Policy and Procedures HR 25, Search Advisory, Appointment of Senior Administrator Positions will oversee the selection of candidates for the position of the Vice President, Equity & Inclusive Communities. 2. Policy HR25 requires one Board Human Resources Committee, appointed by the Board to serve on the search advisory committee. 3. Ms. Bennett has agreed to serve on the committee.
Attachments	1. Policy HR 25 2. Procedures HR25
Submitted by	Ranminder Kaur on behalf of the President and Vice Chancellor, Dr. Alan Davis
Date submitted	November 8, 2022

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: *#9.2*
Meeting Date: *November 30, 2022*
Presenter(s): *Chervahun Emilien*

Agenda Item	FY 2024 Budget Update

Action Requested	Information

Recommended Resolution	-

Committee Report	At its meeting on November 15, 2022, the Board Finance Committee received an update on FY 2024 budget and is presented here for discussion.
Context & Background	The 2023-2024 budget development process is pressing on. There continues to be multiple touchpoints with stakeholders throughout the budget development process. The final budget is scheduled to be approved at the February 1, 2023 Board of Governors meeting.
Key Messages	1. Finance has prepared the roll over budget and identified how much new budget room is available based on the budgeted revenue assumptions. 2. In October 2022, the executive leadership team consolidated and prioritized all new budget requests in their respective portfolios. The executive leadership team reviewed the budget requests and priorities in early November 2022 and will provide feedback on what should be included in the draft budget. 3. The Finance department is scheduled to present a draft budget to key parties in December 2022 and is on track to submit a draft budget to the Finance Committee in early January 2023 with a presentation date scheduled for January 17, 2023. 4. A review of the budget Principles and Priorities is being undertaken during the budget process as this informs the process in its entirety.
Implications/Risks	N/A
Consultations	N/A
Submitted by	Chervahun Emilien, Chief Financial Officer
Date submitted	November 16, 2022

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: *#9.3*
Meeting Date: *November 30, 2022*
Presenter(s): *Chervahun Emilien*

Agenda Item	FY 2023 Status Update

Action Requested	Information

Recommended Resolution	-

Committee Report	At its meeting on November 15, 2022, the Board Finance Committee received an update on FY 2023 status update and is presented here for discussion.
Context & Background	The Board of Governors approved a balanced budget for the 2022-2023 fiscal year. The Finance Committee assists the Board in fulfilling its obligations and oversight responsibilities relating to financial planning, financial reporting, investments, property and when required, to make recommendations to the full Board for approval. Monthly reports are presented to the Board to inform on spend activities undertaken by the University. Variance and forecasting analytics have been completed internally for the period ending September 2022.
Key Messages	1. Mid-year review of results for the 2022-2023 fiscal year continue to indicate a favorable position for the University. 2. Variance reporting provides the total overall balance to date and the forecasted surplus or deficit to the end of the fiscal year. The variance reporting process allows for in-depth reviews and to support more just- in- time decision making.
Resource Requirements	N/A
Implications/Risks	None
Consultations	N/A

Attachments	1. Financial update by financial statement caption as at September 30, 2022
	2. Variance reporting summary by portfolio as at September 30, 2022
	3. Variance reporting details as at September 30, 2022

Submitted by   Chervahun Emilien, Chief Financial Officer

Date submitted   November 16, 2022

Kwantlen Polytechnic University
Fiscal 2022-23
As at end of September 30, 2022

	FY 2022-23 Annual Original Budget	FY 2022-23 Adjusted Budget	YTD Actuals	Anticipated Spend / Revenue to March 31, 2023	FY 2022-23 Projected Totals	Variance to Adjusted Budget ($)	FY 2021-22 Actual	Comments on Variance of Forecast to Adjusted Budget
Revenue	262,733	268,999	126,550	150,812	277,362	8,364	230,807	Additional revenues anticipated through International enrolment, recognition of externally restricted funds/projects as well as an upswing in interest income on cash balances.
Operating Expenses								
Academic Portfolio	135,018	138,236	56,913	72,120	129,033	9,203	115,502	The majority of the forecasted budget surplus is related to salary and benefit. Significant variance from budget resulting from activity that is internally budgeted but is covered by externally restricted sources this fiscal year. The remainder of savings are related to the reduced level of activity observed in ENTA compared to budget.
Student Services Portfolio	20,767	24,199	8,234	13,590	21,824	2,375	17,715	Salary savings related to vacancies/employee churn and longer than expected recruitment process along with not being able to mobilize some of the externally restricted project work.
President Portfolio	4,767	5,232	2,280	2,095	4,375	856	3,612	Variance is primarily a result of salary savings associated with vacant positions.
HR Portfolio	9,907	11,605	3,960	7,281	11,242	363	8,222	Variance as a result of salary savings associated with staff vacancies
VPFA Portfolio	0	-	7	(7)	-	-	72	
Administration Portfolio	35,149	37,485	14,478	20,633	35,112	2,374	29,532	Variance as a result of salary savings primarily generated in IT, which has been significantly, negatively impacted by the labour market shortage. The remaining savings are observed in software & subscriptions, as well as savings in both internally and externally funded projects due to delays.
CFO Portfolio	5,332	5,460	1,757	2,272	4,030	1,431	3,627	Variance as a result of vacancies and failed and ongoing recruitment searches.
External Affairs Portfolio	5,646	6,745	1,930	4,213	6,142	603	5,095	Variance as a result of salary savings associated general staff churn
SPF Expenses	4,354	4,452	2,400	2,618	5,018	(566)	4,174	Consistent with revenue recognition we are seeing an increase in SPF activity back to pre-pandemic levels and over budget.
Revenue Generating Expenses	2,475	2,478	1,379	1,379	2,758	(280)	2,843	
Non-divisional	17,972	11,760	3,498	12,656	16,154	(4,395)	19,670	Consistent with revenue expectations. Also includes a placeholder for anticipated collective agreement increases forecasted through the central budget.
Amortization of Capital Assets	21,347	21,347	9,503	10,900	20,403	944	20,121	
Deferred Funding Projects - TBD	-	-	34	(34)	-	0	0	Related to deferral funding project coded to incorrect program codes
Total	-	-	**20,176**	**1,096**	**21,271**	**21,271**	**622**	

Approved By: Chervahun Emilien, CFO

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Kwantlen Polytechnic University
Fiscal 2022-23
As at end of September 30, 2022

	FY 2022-23 Annual Original Budget	FY 2022-23 Adjusted Budget	YTD Actuals	Anticipated Spend / Revenue to March 31, 2023	FY 2022-23 Projected Totals	Variance to Adjusted Budget ($)	FY 2021-22 Actual
Revenue Revenue	262,733	268,999	126,550	150,812	277,362	8,364	230,807
Operating Expenses							
Academic Portfolio							
110 Office of the VP, Academic	10,544	10,635	2,746	4,059	6,805	3,830	6,790
130 Faculty of Design	4,936	5,118	2,064	2,978	5,042	76	4,485
135 Library Resources	6,119	6,240	2,919	3,141	6,060	179	6,226
140 Faculty of Arts	35,599	35,763	15,115	19,830	34,945	818	28,811
150 Faculty of Business	31,896	31,987	14,114	17,331	31,445	542	27,947
160 Faculty of Health	9,425	9,889	4,242	4,130	8,372	1,517	8,298
170 Faculty of Academic & Career Prep	7,360	7,440	2,752	3,421	6,173	1,267	5,446
180 Faculty of Science and Horticulture	17,144	17,173	7,581	9,456	17,038	136	15,992
182 Faculty of Trades & Technology	7,175	7,286	3,386	3,733	7,119	167	6,816
190 Research, Innovation and Grad Studies	1,985	2,253	696	1,294	1,990	263	2,224
195 Office of Teaching & Learning	2,835	3,169	1,230	1,564	2,794	375	2,467
ACADEM VP Academic Ministry Approved Projects	-	1,284	68	1,183	1,251	33	-
Student Services Portfolio							
112 Vice-President, Student Services	781	677	213	299	512	165	441
111 Office of the Registrar	5,672	5,871	2,095	3,387	5,482	389	4,616
114 Student Affairs	8,061	9,704	3,218	5,789	9,007	697	7,033
116 Indigenous Leadership	268	407	77	258	336	72	102
124 International Education	5,985	6,875	2,617	3,792	6,409	466	5,523
STUDNT VP Students Ministry Approved Projects	-	664	14	65	78	586	-
President Portfolio							
410 Office of the President	1,968	2,110	1,146	542	1,688	423	1,421
415 Governance & Policy	523	569	172	256	428	140	386
454 Office of Planning and Accountability	1,311	1,327	566	677	1,243	83	1,109
565 Office of the General Counsel	966	986	385	415	800	186	696
PRES Presidents Ministry Approved Projects	-	240	10	206	216	24	-
Human Resources Portfolio							
305 Office of the VP, HR	335	399	161	258	418	(19)	176
310 Human Resources	5,987	6,865	2,343	4,260	6,603	262	5,292
452 Campus Security and Risk	3,584	4,241	1,457	2,702	4,159	82	2,753
HR VP HR Ministry Approved Projects	-	100	-	62	62	38	-
VPFA Portfolio							
450 Office of the VP, Finance & Admin	0	-	6.78	(6.78)	0	-	72
Administration Portfolio							
481 Office of the VP, Administration	358	361	162	206	368	(7)	199
453 Campus and Community Planning	1,213	1,453	389	956	1,345	109	1,131
460 Facilities, Ancillary and Space	17,234	17,896	7,525	10,388	17,913	(17)	16,853
470 Information Technology	16,344	16,200	6,316	7,966	14,282	1,918	11,348
ADMIN VP Admn Ministry Approved Projects	-	1,575	87	1,117	1,204	371	-
CFO Portfolio							
471 Office of the CFO	748	831	185	359	545	286	214
451 BPAS	682	782	180	145	324	457	546
530 Financial Services	3,903	3,848	1,392	1,769	3,161	687	2,868
External Affairs Portfolio							
458 External Affairs	1,184	1,038	358	452	810	228	776
456 Advancement	857	885	337	469	805	80	797
457 Alumni Relations	397	401	140	268	408	(7)	337
459 Community Engagement & Major Events	378	474	139	284	423	51	326
550 Marketing & Communications Services	2,830	3,947	956	2,740	3,696	251	2,859
SPF Expenses	4,354	4,452	2,400	2,618	5,018	(566)	4,174
Revenue Generating Expenses	2,475	2,478	1,379	1,379	2,758	(280)	2,843
Non-divisiona 610	17,972	11,760	3,498	12,656	16,154	(4,395)	19,670
Amortization of Capital Assets	21,347	21,347	9,503	10,900	20,403	944	20,121
Other - Reconciling Iten Deferred Funding Projects			34	(34)	-	-	-
Total	-	-	20,176	1,096	21,271	21,271	622

Approved By: Chervahun Emilien, CFO

Kwantlen Polytechnic University
Fiscal 2022-23
As at end of September 2022

Account Group	Account Type	2023 Annual Original Budget	2023 Annual Adjusted Budget	Fiscal 2023 YTD Budget	Fiscal 2023 YTD Actuals	Fiscal 2023 Forecast	Forecast Variance to Adjusted Budget
Revenue	Operating Grant	81,023,600	81,474,800	40,737,400	39,808,644	82,560,063	1,085,263
	Grants	1,551,300	1,551,300	775,650	450,104	1,025,208	(526,092)
	Amort of Deferred Contributions	6,172,000	10,035,100	5,017,550	3,443,685	10,349,681	314,581
	Tuition Fees-Domestic	35,829,100	35,970,400	17,985,200	13,181,328	31,635,648	(4,334,752)
	Tuition Fees-International	109,662,400	109,662,400	54,831,200	53,905,210	117,486,310	7,823,910
	Student Fees	9,177,800	9,187,700	4,593,850	4,361,083	9,967,866	780,166
	Applic and Other Fees-Domestic	799,000	799,000	399,500	393,557	802,565	3,565
	Applic and Other Fees-International	1,114,000	1,114,000	557,000	696,590	1,506,310	392,310
	Tuition - Non-Credit	675,000	675,000	337,500	516,352	1,026,352	351,352
	Contract Services	134,800	134,800	67,400	54,295	108,590	(26,210)
	Shop Income	527,600	527,600	263,800	284,165	568,330	40,730
	Interest and Investment Income	1,500,000	1,500,000	750,000	1,946,705	4,318,450	2,818,450
	Bookstores Income	2,180,200	2,180,200	1,090,100	1,272,755	2,478,448	298,248
	Parking Income	681,000	681,000	340,500	137,385	624,585	(56,415)
	Ancillary Commission Income	187,700	187,700	93,850	45,219	106,773	(80,927)
	Amortization of Capital Contribution	9,232,800	11,033,100	5,516,550	5,027,607	10,954,263	(78,837)
	Other income	2,284,400	2,284,400	1,142,200	1,025,262	1,842,242	(442,158)
	Revenue Sensitivity Provision				-	-	-
Revenue Total		**262,732,700**	**268,998,500**	**134,499,250**	**126,549,946**	**277,361,685**	**8,363,185**
					-	-	
Salaries	Salaries-Admin	25,078,800	25,345,400	12,672,700	9,685,199	22,958,343	(2,387,057)
	Salaries-GEU Staff	34,423,600	34,827,100	17,413,550	13,795,755	32,859,920	(1,967,180)
	Salaries-Faculty	81,893,400	82,359,800	41,179,900	34,814,660	79,690,910	(2,668,890)
	Salaries-Other	3,745,800	4,839,000	2,419,500	2,220,011	5,126,854	287,854
	Benefits	33,832,700	34,256,000	17,128,000	14,479,806	33,683,782	(572,218)
Salaries and Benefits Total		**178,974,300**	**181,627,300**	**90,813,650**	**74,995,431**	**174,319,809**	**(7,307,491)**
Benefits as a % of Salaries		23.3%	23.2%	23.2%	23.9%	24.0%	
Non-salary Expenditures	Supplies	5,154,200	5,088,900	2,544,450	2,027,559	5,427,870	338,970
	Repairs and Maintenance	5,317,900	5,467,500	2,733,750	1,307,557	4,127,279	(1,340,221)
	Contracts	1,991,900	1,991,900	995,950	910,629	2,119,300	127,400
	Software and Subscriptions	9,031,200	9,119,300	4,559,650	3,529,003	7,608,484	(1,510,816)
	Leases/Rentals	617,600	717,600	358,800	200,953	676,840	(40,760)
	Travel and PD	3,818,900	3,814,300	1,907,150	1,714,700	3,431,122	(383,178)
	Student Awards	3,345,500	3,345,500	1,672,750	1,644,092	4,345,500	1,000,000
	Utilities	2,462,000	2,462,200	1,231,100	909,729	2,459,614	(2,586)
	Communications	1,501,100	1,501,100	750,550	532,554	1,467,755	(33,345)
	Fees and Services	25,498,200	28,843,000	14,421,500	8,200,411	25,751,229	(3,091,771)
	KPU Foundation Disbursements		-	-	-	-	-
	Transfers to Endowment	-	-	-	-	-	-
	Cost-of-Sales	1,562,700	1,562,700	781,350	897,325	1,843,100	280,400
	Contingency	2,110,000	2,110,000	1,055,000	-	2,110,000	-
Non-salary Expenditures Total		**62,411,200**	**66,024,000**	**33,012,000**	**21,874,512**	**61,368,093**	**(4,655,907)**
	Amortization of Capital Assets	21,347,200	21,347,200	10,673,600	9,503,485	20,403,110	(944,090)
Net income (loss)		**-**	**-**	**-**	**20,176,518**	**21,270,672**	**21,270,672**

Approved By: Chervahun Emilien, CFO

BOARD OF GOVERNORS - REGULAR MEETING
Agenda Item: #12
Meeting Date: November 30, 2022
Presenter(s): Dr. Alan Davis

Agenda Item	Senate Meeting Reports

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 26, 2022.
2. Notes from the Senate meeting held on October 24, 2022.
3. Notes from the Senate meeting held on November 21, 2022.

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

Date submitted   November 22, 2022