



KPU Board of Governors - Regular Meeting

Date: March 29, 2023

Time: 4:00 pm – 4:50 pm

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

Phone Dial-in

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

Conference ID: 932 141 762#

Board of Governors – Regular Meeting Agenda

Date: March 29, 2023

Time: 4:00– 4:50 pm

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

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

Conference ID: 932 141 762#

Attending: Ivy Chen (Chair), Rhiannon Bennett (Vice Chair), Kwuntiltunaat (Kim) 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

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

Regrets: Keri van Gerven

Presenters & Administrative Resources: Laurie Clancy, Chervahun Emilien, Randall Heidt, Stephanie Howes, Ranminder Kaur, Diane Purvey, Peter Smailes

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 March 29, 2023.				
3. Conflict of Interest	Ivy Chen		4:02-4:03	
4. Consent Agenda	Ivy Chen	M	4:03-4:04	7
4.1. Minutes of the February 1, 2023 Regular Board of Governors Meeting				
4.2. KSA Annual Fee Change Letter – 2023/24 Academic Year		I		17

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

4.1. Minutes of the February 1, 2023 Regular Board of Governors Meeting.

AND

THAT the Board of Governors receive the following item for information:

4.2. KSA Annual Fee Change Letter: 2023-2024 Academic Year.

5.	Governance Committee Report				
5.1.	Committee Chair Report	Ivy Chen	I	4:04-4:05	
5.2.	VISION 2023 Progress Report: Mid-year update	Lori McElroy	D	4:05-4:15	21
5.3.	Board Planning Seminar April 21, 2023	Alan Davis	D	4:15-4:20	23
6.	Human Resources Committee Report				
6.1.	Committee Chair Report	Rhiannon Bennett	I	4:20-4:21	
6.2.	50-30 Challenge Survey Results	Laurie Clancy	I	4:21-4:25	
7.	Audit Committee Report				
7.1.	Committee Chair Report	Mohammed Mahabub	I	4:25-4:26	
8.	Finance Committee Report				
8.1.	Committee Chair Report	Mohammed Mahabub	I	4:26-4:27	
8.2.	FY 2022-23 financial status update	Chervahun Emilien	I	4:27-4:37	25
9.	President's Report	Alan Davis	I	4:37-4:40	
9.1.	Report to the Board				
10.	Provost's Report	Diane Purvey	I	4:40-4:43	
10.1.	Report to the Board				
11.	Senate Report – meeting held on February 27, 2023 and March 20, 2023	Alan Davis	I	4:43-4:44	29
12.	Next Meeting Agenda Contribution	Ivy Chen	D	4:44-4:45	
13.	For the Good of the Order	All	D	4:45-4:46	
14.	Feedback on the Meeting	All	D	4:46-4:47	
15.	Closing Remarks	Ivy Chen		4:47-4:48	

16. **Appendix:**

16.1. [Report to the Board of Governors](#)

Alan Davis

I

4:48-4:49

17. Next Meeting: Regular Board Meeting
Wednesday, May 24, 2023

Ivy Chen

4:49-4:50

Via MS Teams

4:00 – 7:00 pm

18. Adjournment

Ivy Chen

4:50

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #4

Meeting Date: March 29, 2023

Presenter(s): Ivy Chen

Agenda Item	Consent Agenda
Action Requested	Motion
Recommended Resolution	<p>THAT the Board of Governors approve the following item on the Consent Agenda:</p> <p>4.1. Minutes of the February 1, 2023 Regular Board of Governors Meeting.</p> <p>AND</p> <p>THAT the Board of Governors receive the following item for information:</p> <p>4.2. KSA Annual Fee Change Letter: 2023-2024 Academic Year.</p>
Attachments	<ol style="list-style-type: none"> 1. Minutes of the February 1, 2023 Regular Board of Governors Meeting. 2. KSA Annual Fee Change Letter: 2023-2024 Academic Year.
Submitted by	Ranminder Kaur, Confidential Assistant to the Board of Governors
Date submitted	March 20, 2023

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

February 1, 2023

Via Microsoft Teams

Present: Board

Ivy Chen / Chair
Rhiannon Bennett / Vice Chair
Michael Chang
Alan Davis / President & Vice
Chancellor
Bob Davis
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

Jennifer Duprey / General Counsel
Heather Harrison / Pro Tem Dean, Melville School
of Business
Ranminder Kaur / Confidential Assistant to the
Board of Governors
Dr. Lori McElroy / AVP, Planning and
Accountability
Keri van Gerven / University Secretary & Executive
Assistant to the President & Vice Chancellor

Regrets: Kim (Kwuntlunaat) Baird /
Chancellor
Mohammed Mahabub

**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.

2. Approval of Agenda

Motion #13-22/23

**MOVED, SECONDED AND CARRIED THAT the Board of
Governors approve the regular meeting agenda for February 1,
2023.**

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

Motion #14-22/23

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

4.1. Minutes of the November 30, 2022 Regular Board of Governors Meeting.

4.2. The establishment of a new department called Entrepreneurial Leadership (ENTR) in the Melville School of Business effective May 1, 2023, as recommended by the Board Governance Committee.

Heather Harrison left the meeting

5. Outstanding Action Items

Ms. Emilien presented the report and commented that specific information requested by the Board during its meeting on September 28, 2022 is included in the package for information.

Mr. Heidt commented that a couple of positions have been identified in the Office of Advancement and Alumni team and will be presented as part of the draft budget agenda item 9.3 later on during the meeting.

Dr. Davis noted that KPU provides support to the KPU Foundation via the Office of Advancement. Members noted that the KPU Foundation invests money received through fundraising and the invested money is used to support KPU students.

6. Governance Committee Report

6.1. Committee Chair Report

Committee Chair, Ms. Chen advised the Governance Committee met on January 18, 2023 and received an update on Phase One rationale documentation for various policies currently under review.

Members noted that the other item discussed at the meeting is on the agenda.

6.2. VISION 2026 update

Dr. Davis presented the report and commented that Vision 2023 was developed and approved by the Board in 2018 and it has served as an excellent resource for planning and strategic decision-making since then. Dr. Davis commented that to bridge between the Vision 2023 final report, and the arrival of a new president in 2025, the attached draft of a Vision 2026 update is being proposed to provide the incoming president a framework.

Dr. Davis commented that a short survey has been launched and the draft Vision 2026 shared with the KPU community for feedback on what KPU is proposing and whether this is a good approach. Dr. Davis mentioned that he gave a substantive presentation to Senate at its January meeting.

Dr. Davis noted a new theme 'Justice' has been included with three set of goals as below:

- Implementation of xé?ełt to foster decolonization and reconciliation
- Advancing Antiracism Initiatives across KPU
- Advancing Equity, Diversity and Inclusion across KPU

Dr. Davis noted that he is working on the documentation and a further update will be presented at a future Board meeting.

7. Human Resources Committee Report

7.1. Committee Chair Report

Committee Chair, Ms. Bennett, advised that the Human Resources Committee met on January 12, 2023 and received an update on Phase One rationale documentation for HR policy HR20 and HR22 currently under review.

8. Audit Committee Report

8.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Audit Committee met on January 17, 2023 and received update on engagement activities.

9. Finance Committee Report

9.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on January 17, 2023 and noted that all items discussed at the meeting are on the agenda.

9.2. Senate Endorsement of the Draft 2022/23 University Budget

Dr. Davis highlighted the memo which outlined Senate's endorsement of the draft 2023/24 University Budget.

9.3. FY 2023-24 University Budget and revisions to Bylaw No. 4, Fees

Ms. Emilien commented that there was a lot of discussion throughout the preparation of the draft FY 2023/24 University budget and it was presented to the Finance Committee during various phases of the budget process. Ms. Emilien noted that the budget presented is in line with the timeline previously presented at the Board in June 2022. Members noted that in previous years, the budget was presented in March for approval however, presenting it earlier for approval will allow various

divisions to plan accordingly to support the utilization of the budget effective April 1, 2023.

Ms. Emilien presented the report and commented that the new budget scope of \$13.8 million was determined based on revenue assumptions and the budget being presented adheres to the assumptions around steady international student's tuition revenue when compared to the current fiscal year which was consistent and confirmed at spring stable enrolment.

Ms. Emilien noted that in addition to the draft budget, Bylaw No. 4, Fees is also revised on an annual basis to reflect annual increases and changes to student fees. Ms. Emilien noted that the domestic tuition has been raised by 2%; the maximum allowed by the provincial government under the Tuition Limit Policy. Ms. Emilien mentioned that although the Tuition Limit Policy does not apply to international student tuition, increases will be held at 2% for international tuition as well.

Ms. Emilien noted that the budget Principles and Priorities that were approved in the first quarter of the current fiscal year, align with KPU's Strategic Priorities which formed the framework for the overall process for developing the draft budget. Members noted that the budget Principles and Priorities included student's success and faculty predictability in combination with showing a balanced budget was the forefront of developing the draft budget.

Ms. Emilien commented that the overall budget is made out of the base budget and any new additions for FY2023/24. Members noted that the process also entailed reviewing current year budget for underutilization and budget was re-allocated across the divisions where appropriate.

Ms. Emilien noted that KPU also assumed increases for the operating grant for the collective agreement bargaining and the health expansion. Ms. Emilien mentioned that the assumption for the health expansion is consistent with the FY 2023 funding letter, whereas, the assumption for the increase in the operating grant is consistent with previous years and has been communicated by the Ministry.

Members noted that a less conservative but realistic approach has been taken on revenues when developing the budget. Ms. Emilien commented that FY 2022/23 has been used as a base to determine an assumption for FY2023/24 tuition estimate.

Ms. Emilien commented that an additional \$1 million is recommended for approval for scholarships and bursaries. Members noted that additional amounts have been proposed for transfer to the KPU Foundation to further support the students.

Ms. Emilien noted that a purposeful and deliberate contingency has been set up at 2% which aligns with the rate at other institutions in the Lower Mainland.

Ms. Emilien presented a comparison of overall FY2023/24 draft budget alongside prior years' budget. Members noted that the draft budget was comparable to prior year's budget allocations.

Ms. Emilien mentioned that the draft budget proposes increases of approximately \$27 million in revenues and \$15.8 million in expenses when compared to the Fiscal 2022/23 budget.

Ms. Emilien commented that the draft capital budget proposed an increase of approximately \$19.7 million for FY2023/24 to ensure that KPU stays within its 5% threshold. Members noted that in the capital budget included a \$6.3 million that pertains to FY2022/23 projects that have been carried forward due to negatively impacted by the supply chain issues.

Dr. Purvey commented that KPU reaches out to all the students on academic probation offering support. Members noted that if a student is on an academic probation due to financial constraints, emergency bursaries are available to support them.

The Chair and the Vice Chair commended Ms. Emilien and her team for the work on the budget.

Motion #15-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft budget for Fiscal Year 2023-24; and the revisions to Bylaw No. 4, Fees, as recommended by the Board Finance Committee.

9.4. FY 2022-23 Financial Status Update

Ms. Emilien presented the report and commented that the variance and forecasting analytics was completed internally for the period ending November 2022.

Ms. Emilien noted that as of November 30, 2022, KPU is projecting approximately \$25million surplus to the end of the fiscal year. Members noted that this was due to higher revenues

and lower expenses. Ms. Emilien commented that revenues are approximately \$30 million higher in the report presented. This is mainly as a result of international and domestic student tuition collected to date and higher interest income on KPU's cash balances.

Ms. Emilien mentioned that salaries and benefits are forecasted to be \$9 million lower than originally budgeted. Members noted that this is mainly due to vacancies and slow hiring, along with other savings in faculty.

Ms. Emilien mentioned that the non-salary expenses are expected for be \$3 million lower than budgeted due to significant savings that are expected in software and subscriptions due to project delays and lower than budgeted software requirements for Entertainment Arts. Members noted that Fees and services are also projecting savings due to lower Entertainment Arts activities, and anticipated underspend in a number of portfolios.

Ms. Emilien commented that as of January 31, 2023, the surplus projection is showing an increase and has risen to approximately \$32 million. Ms. Emilien noted that KPU is monitoring the financial status closely and it is anticipated that the forecasted number will be closer to \$30 million at year-end.

9.5. 2022/23 Endowments

Ms. Emilien presented the report and commented that KPU is forecasting a significant surplus at the end of fiscal 2023. Ms. Emilien noted that ranges are being presented for approval to allow for flexibility in making a timely and accurate transfer due to the potential of the surplus being more at the year-end than currently forecasted.

Ms. Emilien mentioned that KPU has agreed with the Ministry that \$5 million will be recorded by KPU that will float into its accumulative surplus to potentially address any future operative initiatives. Ms. Emilien commented that KPU is also discussing a capital deferral ranging from \$15 – 22 million from the provincial operating grant funds for use in the future years for capital purposes.

Ms. Emilien noted that the final amount that will be transferred at the end of March will be reported back to the full Board at the immediate meeting subsequent to year-end.

Motion #16-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following allocation of surplus funds from the 2022/2023 fiscal year, as recommended by the Board Finance Committee:

- a) Increase the KPU Research Endowment in the KPU Foundation by \$ 4-7M to support research at KPU.**
- b) Contribute to the fund in the KPU Foundation that supports the reduction of financial barriers for KPU students by \$2-3M. This will be used to provide direct student awards and bursaries.**
- c) Establish a \$1M Food Endowment at KPU Foundation to help support students in immediate need of food.**

10. President's Report

10.1. Report to the Board

Dr. Davis commented that KPU campuses are busy and noted the significant number of activities happening around KPU.

Dr. Davis provided an update on stable enrollment data and noted that the headcount is up by 6%. Members noted that this excluded students on Trades program funded through ITA. Dr. Davis mentioned that the domestic numbers are also stable.

Dr. Davis noted that KPU is working on diversifying the country of citizenship from where the students come to attend KPU and commented that students are coming from a broader array of countries to attend KPU.

11. Provost's Report

11.1. Report to the Board

Dr. Purvey provided an update on KPU Strategic Committee 'Sustainable Enrolment Planning Council (SEPC)' co-chaired by Dr. McElroy and Dr. Purvey. Dr. Purvey commented that the members of the committee include Deans and other senior leaders.

Dr. Purvey noted that the committee uses data to talk about recruitment and retention, looking at enrollment targets and managing waitlist etc. Dr. Purvey commented that the committee meets on a monthly basis. Members noted that there are several sub-committees that meets regularly and the sub-committees looks at degree completion, applicant conversion, indigenous students, mature learners to name a few. The sub-committees are fluid, and after dealing with a specific problem they can disband.

Dr. Purvey provided an update on the Pathways Sub-Committee and commented that the sub-committee is currently reviewing

the undergraduate courses that are offered to the students on the pathway program and to determine whether the students are successful in those courses.

12. Senate Reports

Dr. Davis advised that the Senate Reports were prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

13. Next Meeting Agenda Contribution

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

14. For the Good of the Order

Mr. Wong noted the Mandate letter in the package and commended the initiatives KPU has taken to ensure that the international students have a positive experience and promoting indigenous educational opportunities.

Ms. van Gerven advised that Convocation is scheduled for February 13-16, 2023. Ms. van Gerven thanked Mr. Malik and Mr. Singh for signing up to attend some of the ceremonies. Board members were encouraged to sign up for convocation if their schedule allows.

There were no additional items identified.

15. Feedback on 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. Appendix

17.1. Policy Phase One Posting:HR22 Presidential Search Advisory, Appointment and Re-appointment (Revision)

Phase one HR22 policy submission was received.

17.2. Mandate letter to Minister Robinson from Premier Eby

Mandate letter to Minister Robinson from Premier Eby was received.

Dr. Davis commented that the Minister will be visiting KPU Langley on February 2nd, 2023 for a tour and will be meeting with students from the Kwantlen Students Association and there will be an opportunity to talk about the Mandate letter.

17.3. Post-Secondary Governance Workshop

Post-Secondary Governance Workshop information was received.

18. Next Meeting

The next meeting has been scheduled for Wednesday, March 29, 2023.

19. Adjournment

The meeting adjourned at 5:14pm.

Board Chair

**January 25, 2023****Stephanie Howes**
KPU Vice-President, Students

Re: KSA Annual Fee Change Letter - 2023-2024 Academic Year

Dear Stephanie Howes,

Pursuant to Section 21(1) of the *University Act* of British Columbia, please consider this letter as formal notice of the changes to fees of the Kwantlen Student Association for the **2023-2024 academic year** for consideration at a KPU Board of Governors Meeting.

Additionally, pursuant to the November 2015 referendum tying fees to the Canadian Consumer Price Index (CPI) all KSA fees will be increasing by 6.8% for the 2023-2024 academic year.

1. Operating Fund:

- a. Beginning **1 September 2023**- For semester-based students, \$10.96 per student plus \$ 3.67 per credit to a maximum of \$58.59 per semester;
- b. For fixed-term and continuous intake students, \$3.49 per week.

2. Advocacy Service:

- a. Beginning **1 September 2023** - For semester-based students, \$0.31 per credit;
- b. For fixed-term and continuous intake students, \$0.26 per week.

3. Bursary Fund:

- a. Beginning **1 September 2023** - For semester-based students, \$1.22 per student;
- b. For fixed-term and continuous intake students, \$0.12 per week.

4. Clubs and Events Fund:

- a. Beginning **1 September 2023** - For semester-based students, \$0.77 per credit;
- b. For fixed-term and continuous intake students, \$0.68 per week.

5. Intramurals (ActiveKSA) Fund:

- a. Beginning **1 September 2023** - For semester-based students, \$0.38 per credit;
- b. For fixed-term and continuous intake students, \$0.33 per week.

6. Lobby Fund:

- a. Beginning **1 September 2023** - For semester-based students, \$0.44 per credit;
- b. For fixed-term and continuous intake students, \$0.38 per week.

7. Peer Support Program:

- a. Beginning **1 September 2023** - For semester-based students, \$0.31 per credit;
- b. For fixed-term and continuous intake students, \$0.26 per week.

**8. Social Justice Program:**

- a. Beginning **1 September 2023** - For semester-based students, \$0.23 per credit;
- b. For fixed-term and continuous intake students, \$0.20 per week.

9. Reboot Computer Service:

- a. Beginning **1 September 2023** - For semester-based students, \$0.41 per credit;
- b. For fixed-term and continuous intake students, \$0.35 per week

10. START Volunteer Program Fund:

- a. Beginning **1 September 2023** - For semester-based students, \$0.49 per credit;
- b. For fixed-term and continuous intake students, \$0.42 per week.

11. Student Publication Fee (The Runner):

- a. Beginning **1 September 2023** - For semester-based students, \$0.83 per credit;
- b. For fixed-term and continuous intake students, \$0.76 per week.

12. SUB Capital Fee:

- a. Beginning **1 September 2023** - For semester-based students, \$3.53 per credit;
- b. For fixed-term and continuous intake students, \$3.17 per week.

13. MultiPass & Upass BC Fees:

- a. Beginning **1 May 2023 – April 30, 2024** \$45.10 per month U-Pass BC Fee for all eligible students; Beginning **1 May 2024 – April 30, 2025** \$46.00 per month U-Pass BC fee for all eligible students.
- b. \$10.00 per month MultiPass Fee for all eligible students.
- c. These fees were previously combined on the KPU calendar, however, they are separate fees.

14. Canadian Federation of Students Fees:

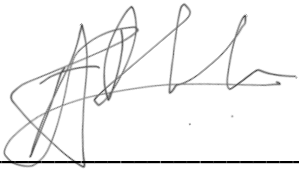
- a. Beginning **1 September 2023** - For all KSA members \$5.29 per student per semester;

15. All other fees (Student Benefits Extended Health \$87.55 and Dental \$113.30 fees) remain at current collection rates.

In accordance with existing practices, when remitting fees to the KSA we would ask that KPU please continue to provide detailed breakdowns of each individual fee and provide us with separate cheques for each fee category for auditing and accounting purposes.

Thank you for your continued cooperation and support of KPU students.

Respectfully submitted,



Armaan Dhillon, KSA, President / University Affairs



Parveen Sehra, KSA, Interim Executive Director

Cc Ivy Chen, KPU Board of Governors Chair
Keri Van Gerven, KPU University Secretary
Nick Bransford, KPU Divisional Business Manager, Student Services
Joshua Mitchell, Associate VP, Student Affairs
Maryam.Garrecht@kpu.ca
Lesli Sangha, KSA, VP Finance and Operations
Rolando Navarro, KSA Financial Controller

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #5.2

Meeting Date: March 29, 2023

Presenter(s): Alan Davis and Lori McElroy

Agenda Item **VISION 2023 Progress Report: Mid-year update**

Action Requested	Discussion
Recommended Resolution	N/A

Committee Report At its meeting held on March 8, 2023 the Board Governance Committee received Visions 2023 Mid-year progress report.

Context & Background Each year we assess progress towards the VISION 2023 goals in three times a year: 1) metrics are included in KPU's Accountability Plan and Report; 2) a Progress Report is provided to the Board in the Fall, with the data reported in the Accountability Plan and Report, as well as an assessment of progress on each goal; and 3) a mid-year Progress Report which is an expansion on the Fall Progress Report with the addition of the section with Benchmark data on ten metrics. The benchmarks are based on institutions with a program mix similar to KPU's: Capilano University, Douglas College, University of the Fraser Valley, Langara College, Thompson Rivers University, and Vancouver Island University.

Key Messages

1. The Benchmark Data for the ten metrics begins on page 19. For each metric, two graphs are provided, one for the most recent data, and one for the prior year, showing KPU's results, and that for each benchmark institution. Two tables are also provided for each metric. Ministry targets are also included.
2. An assessment of KPU performance relative to the benchmark institutions is provided.
3. The survey data is based on surveys of graduates conducted on behalf of BC Stats. There are usually three sources, depending on the program credential: bachelor's degree (BGS), associate degree, diploma or certificate (DACSO) and apprentice (APPSO) and non-apprenticeship trades programs (Trades). There is no APPSO data for Capilano, Douglas and Langara, as they do not have apprenticeship programs. Note, a glossary of terms is provided on the final page. For survey data, the 95% confidence intervals are also reported (see page 19 for an explanation of the meaning of the confidence intervals).

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, Mid-Year Update
Submitted by	Lori McElroy, AVP, Office of Planning & Accountability
Date submitted	March 9, 2023

BOARD OF GOVERNORS - CLOSED MEETING

Agenda Item: #5.3

Meeting Date: March 29, 2023

Presenter(s): Alan Davis

Agenda Item Board Planning Seminar April 21, 2023: Draft Agenda

Action Requested	Discussion
Recommended Resolution	-

Committee Report	At its meeting on March 8, 2023, the Board Governance Committee discussed the draft agenda for Board Planning Seminar.
Context & Background	The Board of Governors holds an annual planning seminar to discuss governance topics and the challenges and opportunities facing KPU.
Key Messages	<ol style="list-style-type: none"> 1. The 2023 in-person Board Planning Seminar is scheduled for Friday, April 21, 2023. It will be held at KPU Civic Plaza. 2. A proposed draft agenda is attached for discussion. 3. Topics will include: <ul style="list-style-type: none"> • KPU's journey with Vision 2026 and workplan for the next 24 months • KPU's Global Strategy 4. Other suggested topics included: <ul style="list-style-type: none"> • Inviting BC Human Rights Commissioner to share outcome of the report of the Inquiry into hate in the Covid-19 pandemic (this will be revisited once the VP, Equity and Inclusive Communities is hired) • Update - Equity, Diversity and Inclusion Taskforce • Update - Anti-Racism Taskforce • Update around Sustainability. <p>Members noted that the Board office will add the above suggested topics to future board agendas as appropriate.</p>

Attachments Board Planning Seminar – Draft Agenda

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

Date submitted March 16, 2023

Board Planning Seminar Agenda Board of Governors April 21, 2023

The 2023 Planning Seminar discussion topics are based on:

- KPU's Global Strategy
- KPU's Vision 2026

9:00 – 9:25 am	Networking and coffee	Breakfast
9:25 – 9:30am	Welcome and Introductions	Ivy Chen, Chair of the Board of Governors
9:30 – 10:00am	KPU's Global Strategy update	Alan Davis, Carole St. Laurent
10:00 – 10:30am	Q&A	
10:30-10:45am	Stretch Break	Tea/Coffee
10:45 – 12:00 noon	KPU's journey with Vision 2026 and workplan for the next 24 months	Alan Davis, Lori McElroy and Teresa Smith
12:00 – 1:00 pm	Break/Networking	Lunch
1:00 – 1:30pm	In Camera with President	Board Members Only
1:30 – 2:15pm	In Camera Excluding President	Board Members Only
2:15 pm	Adjournment	

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #8.2

Meeting Date: March 29, 2023

Presenter(s): Chervahun Emilien

Agenda Item FY 2022-23 Financial Status Update as at February 28, 2023

Action Requested	Information
Recommended Resolution	None

Committee Report At its meeting held on March 7, 2023 the Board Finance Committee received surplus variance report for information. Updated Financial Status report is presented here for information.

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 Board for approval.

Monthly reports are presented to the Board to inform on spend and income activities undertaken and planned by the University. Variance and forecasting analytics have been completed internally for the period ending February 28, 2023, the final report for the year.

Key Messages

1. The financials at February as well as the forecasted amounts to end of the year reflect a surplus of \$35M.
2. In the third quarter forecast to the Ministry prepared in December 2022, for strategic reasons, KPU submitted an estimated year end surplus of \$5M. This would be the maximum surplus that KPU is bound to report to the Ministry for the fiscal year ended March 31, 2023.
3. In February the Board of Governors approved amounts to be transferred to the Foundation for specific purposes (\$7-\$11M).
4. In anticipation that we would have a significantly higher surplus than normal, KPU submitted a request to the Ministry to defer \$23M of its operating grant to be restricted for capital purposes.

Resource Requirements	N/A
Implications/Risks	None
Consultations	N/A
Attachments	1. Variance report by account as at February 28, 2023
Submitted by	Chervahun Emilien, Chief Financial Officer
Date submitted	March 22, 2023

Kwantlen Polytechnic University
Fiscal 2022-23
As at February 28, 2023

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	74,685,233	74,119,250	80,754,024	(720,776)
	Grants	1,551,300	1,551,300	1,422,025	668,523	947,707	(603,593)
	Amort of Deferred Contributions	6,172,000	10,035,100	9,198,842	7,739,251	9,564,884	(470,216)
	Tuition Fees-Domestic	35,829,100	35,970,400	32,972,867	30,164,143	33,459,174	(2,511,226)
	Tuition Fees-International	109,662,400	109,662,400	100,523,867	107,601,577	118,441,402	8,779,002
	Student Fees	9,177,800	9,187,700	8,422,058	9,171,031	10,160,471	972,771
	Applic and Other Fees-Domestic	799,000	799,000	732,417	840,228	897,172	98,172
	Applic and Other Fees-International	1,114,000	1,114,000	1,021,167	1,492,330	1,587,990	473,990
	Tuition - Non-Credit	675,000	675,000	618,750	903,980	966,335	291,335
	Contract Services	134,800	134,800	123,567	160,735	160,735	25,935
	Shop Income	527,600	527,600	483,633	472,646	521,191	(6,409)
	Interest and Investment Income	1,500,000	1,500,000	1,375,000	5,166,076	5,898,470	4,398,470
	Bookstores Income	2,180,200	2,180,200	1,998,517	2,204,360	2,310,290	130,090
	Parking Income	681,000	681,000	624,250	852,591	971,992	290,992
	Ancillary Commission Income	187,700	187,700	172,058	151,101	165,203	(22,497)
	Amortization of Capital Contributions	9,232,800	11,033,100	10,113,675	9,372,774	11,093,974	60,874
	Other income	2,284,400	2,284,400	2,094,033	1,970,832	2,131,467	(152,933)
Revenue Total		262,732,700	268,998,500	246,581,959	253,051,429	280,032,481	11,033,981
Salaries	Salaries-Faculty	81,893,400	82,571,200	75,690,267	67,369,093	79,830,213	2,740,987
	Salaries-GEU Staff	34,423,600	34,820,400	31,918,700	27,094,317	31,642,917	3,177,483
	Salaries-Admin	25,078,800	25,388,500	23,272,792	19,768,997	22,468,997	2,919,503
	Salaries-Other	3,745,800	4,789,600	4,390,467	4,687,297	5,409,047	(619,447)
	Benefits	33,832,700	34,317,700	31,457,892	27,393,179	32,332,186	1,985,514
Salaries and Benefits Total		178,974,300	181,887,400	166,730,118	146,312,883	171,683,360	10,204,040
Benefits as a % of Salaries		23.3%	23.3%	23.3%	23.0%	23.2%	24.2%
Non-salary Expenditures							
	Supplies	5,154,200	5,154,600	4,725,050	4,147,246	4,569,124	585,476
	Repairs and Maintenance	5,317,900	5,467,500	5,011,875	2,597,229	3,534,957	1,932,543
	Contracts	1,991,900	1,991,900	1,825,908	1,806,209	1,978,981	12,919
	Software and Subscriptions	9,031,200	9,119,300	8,359,358	5,370,004	6,830,642	2,288,658
	Leases/Rentals	617,600	721,200	661,100	441,412	502,629	218,571
	Travel and PD	3,818,900	3,814,800	3,496,900	2,731,720	3,109,707	705,093
	Student Awards	3,345,500	3,345,500	3,066,708	3,517,680	4,556,191	(1,210,691)
	Utilities	2,462,000	2,462,200	2,257,017	1,929,256	2,152,693	309,507
	Communications	1,501,100	1,481,100	1,357,675	990,840	1,077,678	403,422
	Fees and Services	25,498,200	28,523,100	26,146,175	19,880,055	23,006,853	5,516,247
	KPU Foundation Disbursements	-	-	-	-	-	-
	Transfers to Endowment	-	-	-	-	-	-
	Cost-of-Sales	1,562,700	1,562,700	1,432,475	1,812,307	1,861,544	(298,844)
	Contingency	2,110,000	2,110,000	1,934,167	-	-	2,110,000
Non-salary Expenditures Total		62,411,200	65,753,900	60,274,408	45,223,957	53,180,999	12,572,901
	Amortization of Capital Assets	21,347,200	21,357,200	19,577,433	17,765,999	20,210,755	1,146,445
Net income (loss)		-	-	-	43,748,591	34,957,366	34,957,366

Approved By: Chervahun Emilien, CFO

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Item: #11

Meeting Date: March 29, 2023

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 February 27, 2023.
2. Notes from the Senate meeting held on March 20, 2023.

Submitted by

Ranminder Kaur, Confidential Assistant to the Board of Governors

Date submitted

March 20, 2023

Notes from the Senate meeting of February 27, 2023

The Chair, Alan Davis, opened the February Senate meeting with expressing our gratitude to the Indigenous peoples on whose lands we live and work at KPU.

Alan Davis provided a written President's report and shared updates regarding his recent trip to Singapore to attend the first Canadian in Asia conference. At the conference, he met KPU alumni and former employees who were great KPU ambassadors.

Diane Purvey provided a written Provost's report. David Burns, Associate Vice President, Academic, presented the KPU360 on Powering Academic Changes through Prior Learning Assessment/Recognition of Prior Learning (PLAR/RPL). Currently, there are four leading efforts to achieve this change which include: credit recognition for Trades programs, admission for indigenous students, recognition for competency credentials, and RPL pathway revisions to remove barriers.

The Senate Standing Committee (SSC) highlights include:

- SSC on Curriculum – Senate approved a) the consent agenda from Faculty of Arts, Faculty of Science and Horticulture, Melville School of Business, b) Certificate in Graduate Nurse, Internationally Educated Re-Entry, c) Certificate in Legal Administrative Studies, d) Bachelor of Arts, Major in Human Behaviour and Applied Psychology, e) Bachelor of Arts (Honours), Major in Human Behaviour and Applied Psychology, f) Minor in English program revisions, and g) the recognition of undergraduate credit for successful completion of Trades & Technology Programming. The approved recognition is in line with the policy [AC6 Recognition of Prior Learning \(RPL\)](#) and [Strategy 7.1 of the Academic Plan 2023](#) to support smooth transition from the skilled trades to undergraduate study. Appropriate undergraduate credits for the Trades Foundation and Apprenticeship programs will be proposed in future and will come to Senate for approval.
- Senate Governance and Nominating Committee – Senate approved a) the nominations to Senate Standing Committees, b) the search advisory committee, two Associate Deans, Melville School of Business, and c) Senate bylaws revisions. The approved revisions include information regarding Senators on authorized leave, post-term appointment, quorum count for President and Chancellor, recording practice, committee chair and vice-chair elections, empowerment of Senate Executive Committee when Senate is not in session, Senate Vice-Chair election procedure, ballot voting at online meetings and other minor revisions to clarify the existing bylaws. The approved bylaws can be found on the [Senate website](#).
- SSC on Program Review – Senate received the approved Quality Assurance Plans from Fall 2022 Semester: Biology, English, Education Assistant, and Sustainable Agriculture programs.
- SSC on Library, SSC on Policy, SSC on Research and Graduate Studies and SSC on Teaching and Learning submitted written updates.

Zena Mitchell, Registrar, presented a list of February 27 graduates. She also informed Senate of three graduates who were approved by the University Registrar and Chair of Senate to graduate in time for the February convocation. Declaration of Senate Vacancy was provided to inform Senate that Wilson School of Design faculty senator seat will be vacant and a replacement will be sought during the Spring 2023 Senate election.

The Month of February felt shorter than usual, since the first February convocation ceremonies were held on February 13 to 16, with presentation on over 1500 graduates and recognition of distinguished faculties and employees. Honorary degrees were presented to Kathy Kinloch and James T Byrnes. Congratulations to all!

Amy H. Jeon, Vice-Chair, Senate

Notable Quotes from the meetings VC attended this month:

“In history, past is future!”

“Happens dance”

“This is the beginning of the end of education”

“We need a bigger cube”

“Need to come up with more Russell Peters jokes on two medals”

Notes from the Senate meeting of March 20, 2023

The Chair, Alan Davis, opened the March Senate meeting with expressing our gratitude to the Indigenous peoples on whose lands we live and work at KPU.

Alan Davis provided a written President's report and shared updates on hosting Prime Minister Justin Trudeau and Premier David Eby for a visit to KPU Langley on March 1st. They met with our Faculty of Health students and made an important announcement on the federal-provincial health care agreement.

Diane Purvey provided a written Provost's report.

The Senate Standing Committee (SSC) highlights include:

- SSC on Curriculum – Senate approved a) the consent agenda from Faculty of Arts, Faculty of Health, Faculty of Science and Horticulture, Melville School of Business, b) Bachelor of Design in Graphic Design for Marketing, c) Bachelor of Science, Major in Biology, d) Bachelor of Science (Honours), Major in Biology, e) Bachelor of Arts, Major in Psychology, f) Bachelor of Arts (Honours), Major in Psychology, g) Bachelor of Science in Applied Psychology, h) Bachelor of Science (Honours) in Applied Psychology, and i) Minor in Psychology program revisions. During February and March meetings, all seven Psychology programs have been revised in response to their program reviews and restructured the programs by identifying curricular gaps and re-aligning the program learning outcomes with course offerings. Well done, Psychology department!
- Senate Governance and Nominating Committee – Senate approved the search advisory committee, Associate Dean, Faculty of Science and Horticulture.
- SSC on Academic Planning and Priorities – Senate approved a motion to recognize the recommendations for admission made by the Indigenous Admissions Committee, under the provisions of Policy AR2 *Admission*, for self-declared Indigenous applicants, inclusive of English language proficiency.
- SSC on Appeals – The Chair of SSC on Appeals, Diane Purvey, informed Senate that the committee will have a meeting to discuss an appeal that meets the standard for calling a meeting.
- SSC on Policy, SSC on Program review, and SSC on Research and Graduate Studies submitted written updates.

Zena Mitchell, Registrar, presented a list of March 20 graduates. She also provided a notice election of Senate Vice-Chair for 2023/24 academic year.

The meeting was adjourned with the Chair announcing the Senate Engage session to start at 6 pm, presented by Anna Robinson (Rucker), Interim Divisional Business Manager, Academic Integrity.

Amy H. Jeon, Vice-Chair, Senate

Notable Quotes from the meetings VC attended this month:

“How many raw comments I made at Senate meetings...”

“I made spitting sound effect.”

“Non-linear, organic conversations...the best part!”

“The paper rebellion!”

“I could lip-sync along!”

“I am a AC14 dove.”