



KPU Board of Governors - Regular Meeting

Date: September 27, 2023

Time: 4:20 pm – 5:25 pm

**Room: Surrey Campus
Cedar Boardroom 2110**

Board of Governors – Regular Meeting Agenda

Date: September 27, 2023

Time: 4:20– 5:25 pm

Surrey Campus

Cedar Boardroom 2110, Surrey Campus

Attending: Rhiannon Bennett (Vice Chair), Kwuntiltunaat (Kim) Baird, Michael Chang, Paul Choi, Alan Davis, Ishant Goyal, Aryan Kalia, Amos Kambere, Muhammad Afzal Malik, Lyndsay Passmore, Rod Ross, Takashi Sato, Amanda Smith-Weston, Waheed Taiwo

Regrets: Ivy Chen (Chair)

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

Presenters & Administrative Resources: David Burns, Laurie Clancy, Lily Chong, Chervahun Emilien, Randall Heidt, Ranminder Kaur, Nadia Mallay, Lori McElroy, Zena Mitchell, Diane Purvey, Peter Smailes, Keri Spindler

4:20 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	Rhiannon Bennett		4:20	
We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.				
1.1. Welcome by KPU Elder in Residence	Elder Lekeyten		4:20-4:25	
2. Approval of Agenda	Rhiannon Bennett	M	4:25-4:26	3
MOTION: THAT the Board of Governors approve the regular meeting agenda for September 27, 2023.				
3. Conflict of Interest	Rhiannon Bennett		4:26-4:27	

4. Consent Agenda	Rhiannon Bennett	M	4:27-4:28	7
4.1. Minutes of the June 28, 2023 Regular Board of Governors Meeting				8

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

4.1. Minutes of the June 28, 2023 Regular Board of Governors Meeting.

5. Board Committee Chairs	Keri Spindler	M	4:28-4:29	21
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MOTION: THAT the Board of Governors approve an exception to the Board Governance Manual to allow Amos Kambere to chair the Governance Committee and Ivy Chen to chair the Audit and Finance Committee.

6. Governance Committee Report				
6.1. Committee Chair Report	Amos Kambere	I	4:29-4:30	
6.2. Policy and Procedure ST7 Student Conduct (Non-Academic)	David Burns	M	4:30-4:35	23

MOTION: THAT the Board of Governors approve Policy and Procedure ST7 Student Conduct (Non-Academic), effective September 28, 2023 as recommended by the Board Governance Committee.

6.3. VISION 2023 Final Assessment	Lori McElroy	I	4:35-4:40	25
6.4. Joint Senate/Board Governance Retreat	Keri Spindler	D	4:40-4:42	27
7. Human Resources Committee Report				
7.1. Committee Chair Report	Rhiannon Bennett	I	4:42-4:43	
8. Audit Committee Report				
8.1. Committee Chair Report	Michael Chang	I	4:43-4:44	
9. Finance Committee Report				
9.1. Committee Chair Report	Michael Chang	I	4:44-4:45	
9.2. Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2023	Chervahun Emilien	M	4:45-4:55	31

MOTION: THAT the Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2023 for submission to the Ministry of Post-Secondary Education and Future Skills, as recommended by the Board Finance Committee.

9.3. Financial Update	Chervahun Emilien	I	4:55-5:10	33
10. President's Report	Alan Davis	I	5:10-5:13	39
10.1. Report to the Board				
11. Provost's Report	Diane Purvey	I	5:13-5:16	
11.1. Report to the Board				
12. Senate Report – meeting held on June 26, 2023	Alan Davis	I	5:16-5:17	41
12.1. Senate Meeting dates 2023-24	Keri Spindler		5:17-5:18	43
13. Next Meeting Agenda Contribution	Rhiannon Bennett	D	5:18-5:19	
14. For the Good of the Order	All	D	5:19-5:20	
15. Feedback on the Meeting	All	D	5:20-5:21	
16. Closing Remarks	Rhiannon Bennett		5:21-5:22	
17. Appendix:				
17.1. International Student Recruitment & Student Supports	N/A	I	5:22-5:23	45
17.2. Response to questions relating to endowment and tuition	N/A	I	5:23-5:24	51
18. Next Meeting: Regular Board Meeting Wednesday, November 29, 2023 MS TEAM Meeting 4:00 – 7:00 pm	Rhiannon Bennett		5:24-5:25	
19. Adjournment	Rhiannon Bennett		5:25	

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 04

Meeting Date: *September 27, 2023*

Presenter(s): *Ivy Chen*

AGENDA TITLE: 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 June 28, 2023 Regular Board of Governors Meeting.

Attachments

1. Minutes of the June 28, 2023 Regular Board of Governors Meeting

Submitted by

Ranminder Kaur, Executive Assistant to the Board of Governors

Date submitted

September 14, 2023

BOARD OF GOVERNORS - REGULAR MEETING

Regular Meeting Minutes

June 28, 2023

Via Microsoft Teams

Present: Board

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

University G8 members

Laurie Clancy / VP, Human Resources
Jennifer Duprey / General Counsel
Chervahun Emilien / Chief Financial Officer
Nadia Mallay / VP, Equity & Inclusive Communities
Diane Purvey / Provost & VP, Academic
Peter Smailes / VP, Administration

Presenters and Administrative Resources

Brent Elliott / Interim AVP, Campus & Community
Planning
Jennifer Jordon / Director, Student Rights and
Responsibilities
Ranminder Kaur / Executive Assistant to the Board
of Governors
Dr. Lori McElroy / AVP, Planning and
Accountability
Keri Spindler / University Secretary & Executive
Assistant to the President & Vice Chancellor

Regrets:

Michael Chang
Kim (Kwuntiltunaat) Baird /
Chancellor
Kelly Fredrick
Mohammed Mahabub

Randall Heidt / VP, External Affairs
Zena Mitchell / VP, Students

**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 #26-22/23

**MOVED, SECONDED AND CARRIED THAT the Board of
Governors approve the regular meeting agenda for June 28,
2023.**

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda**Motion #27-22/23**

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

4.1. Minutes of the May 24, 2023 Regular Board of Governors Meeting.

4.2. Ellucian Advisor - Procurement over 200k, as recommended by the Board Finance Committee.

5. Annual Report to the Board on the Sexual Violence & Misconduct Policy

Ms. Jordan presented the annual report on the sexual violence and misconduct policy (SR14) and noted that the report has been drafted by the Director, Student Rights and Responsibilities in consultation with KPU's Sexual Violence & Misconduct Advisory Group to inform the President and Board of Governors of policy-related implementation activities that have taken place over the past year.

Ms. Jordan commented that the Student Rights and Responsibilities Office provides support and education to the KPU community about Policy SR14. Members noted that the Student Rights and Responsibilities Office is not a sexual assault centre nor is it exclusively a Sexualized Violence Prevention / Response Office. Ms. Jordan commented that the Student Rights and Responsibilities Office has a broader mandate than just implementing and administering Policy SR14 and providing support to the university community on sexual violence and misconduct. The Student Rights and Responsibilities Office's mandate also includes administering the Student Non-Academic Misconduct policy (ST7) and handling reports of students displaying behaviours of concern.

Ms. Jordan noted that the Student Rights and Responsibilities Office works in collaboration with other units within KPU to promote and provide workshops in various programming.

Ms. Jordan noted that the report summaries major activities undertaken in support of SR14 policy between from June 1, 2022 to May 31 2023 under the four categories as below:

- Sexual misconduct prevention – Members noted that this included promoting awareness, delivering education and training workshops. Ms. Jordan noted that KPU has a webpage specific to Sexual Violence and Misconduct which is available at www.kpu.ca/sexual-misconduct and provides education and awareness. Ms. Jordan mentioned that a short video on 'how to receive a disclosure' is available in English, Mandarin and Punjabi on the website. Members noted that KPU adapted the 'Safer Campuses for Everyone' training available for Post-Secondary Institutions. An asynchronous, online

modules went live in April 2023 and the Student Rights and Responsibilities Office was in a process of developing a roll-out plan for promoting this to students.

- Sexual misconduct response – this included providing support, conducting investigations, facilitating accommodations, applying restorative practices for informal or alternative resolution. Members noted that students who disclose information to the Student Rights and Responsibilities Office are provided with support and resolution options.
- Policy review – Members noted that the Post-Secondary Education and Future Skills (PSFS) Sexual Violence Advisory Group meet on a monthly basis and is a main connection between PSFS and Post-Secondary Institutions (PSIs), student groups and community organizations specializing in sexualized violence. Ms. Jordon commented that the PSFS Sexual Violence Advisory Group recently revised and updated its Terms of Reference, recruited new members, and participated in policy review consultations organized by the Ministry.
- Data and reporting – Ms. Jordon commented that the Ministry coordinated Working Group on Data and Reporting has drafted a Guide for PSIs called ‘Creating a Culture of Accountability: A Guide to Data & Reporting on Sexualized Violence at PSIs in BC’. Members noted that the guide is in the final review stage with a planned release to PSIs in fall 2023. The purpose of the guide will be to support staff and administrators in PSIs responsible for sexualized violence (SV) policy in preparing and disseminating their annual report.

Ms. Jordon commented that the Ministry has undergone a review of all the sexualized violence policies at PSIs across the province. Members noted that the preliminary findings were communicated to the PSFS SV Advisory Group in spring 2023 and it is anticipated that proposed amendments to the Act will be put forth to the Legislature by the fall of 2023. Ms. Jordon noted that KPU’s SR14 will need to undergo a comprehensive review after any legislation changes.

Ms. Jordon mentioned that KPU’s policy SR14 underwent a cursory review in 2023 to ensure accuracy of information which resulted in some links to information being updated and the effective date of the policy was updated to May 3, 2023.

Members noted that KPU’s Conflict of Interest Policy and Procedures (HR1) was revised and underwent the policy review

process. The updated policy and procedures, with accompanying guidelines, came into effect in July 2023. Ms. Jordon noted that HR1 policy now includes consensual romantic or sexual relationship guidelines.

Ms. Jordon noted that KPU has guidelines on reporting incidences. Members noted that KPU has established guidelines on what will be publicly reported and only the number of investigations commenced arising from a formal complaint, that involves an element of policy SR14 and has a KPU connection, will be publicly reported. Additionally, as Victims/Survivors and Respondents have privacy rights under the Freedom of Information and Protection of Privacy Act (BC) to which KPU is subject, KPU will only report on investigations when the number of investigations reaches a minimum of five for the reporting period. Ms. Jordon noted that this is to prevent exposing information that could reveal the identities of Victims/Survivors and Respondents.

Ms. Jordon noted that student's perceptions of Sexual Violence at KPU is included within the report.

Jennifer Jordon left the meeting.

6. Governance Committee Report

6.1. Committee Chair Report

Committee Chair, Ms. Chen advised the Governance Committee met on June 7, 2023 and received a yearly update on the Academic Plan 2023 on the five-year Anniversary.

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

6.2. Accountability Plan & Report 2022/23

Dr. McElroy highlighted that the Accountability Plan & Report 2022/23 is an annual report that fulfills the requirement of public sector organizations to operate under the Taxpayer Accountability Principles and to meet the requirements of the Ministry's Accountability Framework.

Dr. McElroy noted that the Strategic Priorities section of the report details how KPU has addressed both Ministry priorities, as communicated in the 2022/23 Mandate Letter, as well as KPU's priorities to address our strategic goals.

Dr. McElroy commented that the Accountability Statement cannot be finalized until all the data is available, hence, the

report is in a draft format. Members noted that the draft report is complete except for the following:

- Data for the metrics 13 (program review) – members noted that the last meeting was held on June 21st, therefore awaiting data.
- The Financial Context section will be provided by Finance once approved by the Board.
- Appendix A: Report on Truth and Reconciliation Commission (TRC) and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) – Members noted that this has been mostly updated, but KPU is still collecting information to update or add to this.
- Appendix B: Performance Measure Results will be added once all data from Ministry of Post-Secondary Education and Future Skills (PSFS) has been received.

Dr. McElroy commented that the report includes KPU's strategic direction and performance measure results along with contextual information to describe KPU's role in providing services to its students and communities. After a thorough review by the Ministry, all reports are posted on the Ministry of Post-Secondary Education and Future Skills (PSFS) website. The Accountability Report is also published on the KPU website once Ministry approval is received, which will be sometime in the fall.

Dr. McElroy commented that the Accountability Report will be signed by the Board Chair, and the President for submission to PSFS once approved by the Board of Governors. Dr. McElroy noted that the report cannot be shared publicly until Ministry approval is received.

Dr. Davis commended Dr. McElroy and other staff who were worked on the Accountability report.

Motion #28-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2022/23 Accountability Plan & Report for submission to the Ministry of Post-Secondary Education and Future Skills as recommended by the Board Governance Committee.

6.3. Board Appointments: appointed and elected members

Mrs. Spindler noted the election for student representatives was re-run and completed. Members noted that Mr. Goyal was re-elected. Members noted that Aryan Kalia will also be joining the Board as of September 1, 2023.

Mrs. Spindler mentioned that it was Mr. Singh's last meeting as elected student board member.

Mrs. Spindler noted that the Board office was expecting to receive an update from the Ministry on the appointment and re-appointments sometime in July. Members noted once the appointments are confirmed by the Ministry, that the Board office will review the Committee matrix and skills matrix with the Chair of the Board over the summer and will inform the members of changes, if any.

7. Human Resources Committee Report

7.1. Committee Chair Report

Committee Chair, Ms. Bennett, advised that the Human Resources Committee met on June 8, 2023 and that there was nothing to report.

8. Audit Committee Report

8.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Audit Committee met on June 20, 2023 and item discussed at the meeting is on the agenda.

8.2. Management Discussion and Analysis

Ms. Emilien presented the draft Management Discussion and Analysis (MD&A) report and commented that the MD&A is a core element of the financial statements reporting package. Members noted that the MD&A is a resource for management to describe how the financial statements were prepared, as well as how the University performed and what it expects for the future. Ms. Emilien commented that the MD&A also allows management to explain the financial position and strategy of the University.

Ms. Emilien noted that a section on cash flow has been added to the MD&A. Ms. Emilien mentioned that the University continues to maintain surpluses each year and has a strong cash balance that allows it to meet its day to day obligations, along with positive cash flows to support ongoing strategic opportunities. Ms. Emilien commented that the net debt has decreased steadily over the past five years, indicating an overall improved financial condition.

Ms. Emilien noted that the MD&A includes financial indicators and the health of KPU and a breakdown of the ratios are noted in the report. Members noted that the last three years' trend is

also included within the report. Members noted that the MD&A also includes the deferred operating grant from the Ministry.

Ms. Emilien noted that the MD&A report also includes a risks and uncertainties section which ties with the operational and environmental inflation and KPU's reliance on international tuition revenue.

Members noted that the MD&A has been reviewed by the external auditors, KPMG, as an accurate representation of the annual financial results.

Ms. Emilien commented that the Marketing department will review the MD&A so it meets KPU's publishing standards.

Motion #29-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft Management Discussion and Analysis for the year ended March 31, 2023, as recommended by the Board Audit Committee.

9. Finance Committee Report

9.1. Committee Chair Report

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on June 20, 2023, and received an update on GV4 Signing Authority Phase One posting.

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

9.2. FY 2024-25 University Draft Budget Principles and Priorities

Ms. Emilien commented that the FY 2024-25 university budget development process is in the planning stages and noted that the budget principles and priorities are used to guide and support decision making throughout the budget process.

Ms. Emilien noted that the draft budget principles and priorities were discussed with key party stakeholders before being presented here for review and approval. Members noted that once approved, the FY 2024-25 University Budget Principles and Priorities will be shared with all stakeholders as a basis for use to developing the budget.

Ms. Emilien mentioned that the report also shows comparison alongside what the budget principles and priorities were last year, and what KPU is proposing for FY 2024-25 budget process.

Ms. Emilien noted that a minimal change request was requested from the stakeholders. Members noted that one significant change is the inclusion of the strategic priorities from Vision 2026 into the budget priorities to help ensure that the University is working towards the same goals.

Ms. Emilien commented that a balanced budget is recommended for 2024-25 fiscal year. All budget principles and priorities will need to be achieved within the balanced budget framework.

Motion #30-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the budget principles and priorities for FY 2024–25, as recommended by the Board Finance Committee.

9.3. General Security Agreement (GSA) between KPU and KPU Communities Corporation (KPUCC)

Ms. Emilien presented the report and commented that the General Security Agreement (GSA) between KPU and the KPU Communities Corporation (KPUCC) should have been presented last year when the KPU Board approved the advance of an operating loan to the Property Trust. Members noted that the GSA provides details to protect KPU by identifying the security interest that KPU will have in the assets of the KPUCC.

Ms. Emilien noted that last year, the KPU brought forward the approval of the advance to the Trust, the GSA was undergoing legal review on both sides and it was missed entirely in the process. Members noted that as a formality and to ensure that all the documentation are in order, the GSA is presented for review and approval.

Ms. Emilien commented that once approved, the GSA will be registered and filed to protect KPU's interest should any default happen with the Promissory note on the advance that KPU has provided to the Trust.

Motion #31-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the General Security Agreement (GSA) between Kwantlen Polytechnic University and KPU Communities Corporation, as recommended by the Board Finance Committee.

9.4. Renewal of License Agreement at KPU Richmond with MLENA

Mr. Elliott presented that report and commented that KPU and Maple Leaf Education North America (MLENA) have had a licence agreement since 2017 and the third agreement is presented here for review and approval.

Mr. Elliott highlighted that the previous agreements were three-year terms, however, the new agreement has a one-year term with two additional once year options available. Members noted that the reason for only proposing a one-year term is that MLENA had reservations around committing to a three-year term as their program and enrollment has fluctuated. Members noted that by having a one-year term and option for extension will give MLENA flexibility to determine their ongoing program needs.

Mr. Elliott mentioned that MLENA requested to reduce its rented floor space by relinquishing the 1,065 sq.ft. of additional space which was added in the second Licence Agreement. Members recognized the fees associated with the agreement as noted in the report.

Mr. Elliott commented on a historical procedure that comes with the agreement and mentioned that when the original agreement was created in 2017, the Ministry asked to review and approve the agreement before it was signed off by both parties. Therefore, acknowledging the past commitment, once approved by the KPU Board, this Licence Agreement will be sent to the Ministry of Post-Secondary Education and Future Skills (PSFS) for review and approval.

Motion #32-22/23

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the renewal of an existing Licence Agreement between the Maple Leaf Education North America (“MLENA”) and KPU, for the term July 31st 2023 to July 31st 2024, having determined that the licenced disposal will not affect the future delivery of educational programs, as recommended by the Board Finance Committee.

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

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

Dr. Davis took an opportunity to introduce Dr. Mallay who joined KPU as Vice President, Equity & Inclusive Communities on June 12, 2023.

Dr. Davis updated members that Mr. Jaret Lang has been successfully appointed as CEO of the KPU Community Trust. Dr. Davis thanked Mr. Smailes and Mr. Gordon Harris who lead the recruitment process.

11. Provost's Report

11.1. Report to the Board

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

Dr. Purvey advised members that Bachelors in Science and Nursing entry program has been accredited by the Canadian Association of Schools of Nursing, which is a major achievement for KPU. Dr. Purvey congratulated Faculty of Health and Dean of the Faculty for this achievement.

Dr. Purvey noted that several KPU administrators are also pursuing their education. Members noted that two faculty business managers, Christine Allen from Faculty of Arts and Lana Mihell in Faculty of Science and Horticulture completed their Masters in Leadership from Royal Roads University.

Dr. Purvey commented that four Dean/Associate Dean from KPU are also studying for their Doctoral program.

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.

Dr. Davis noted that it was Dr. Jeon's last Senate meeting and she is taking a year off to do her Masters. Members noted that Dr. Catherine Schwichtenberg from Faculty of Health is the incoming Vice Chair of Senate.

Dr. Davis noted that at the May Senate Engage meeting, Dr. Favaro, Dean of Faculty of Science and Horticulture presented a topic on 'Finding Your Place in the Climate Crisis' which was very well received. Dr. Davis encouraged Board members to watch the presentation which was available at the Senate website at: <https://www.kpu.ca/senate-engagement>

13. 2023 Mandate Letter from the Ministry of Post-

2023 Mandate letter from the Ministry was received.

Secondary Education and Future Skills	Dr. Davis noted that KPU has developed a briefing note to address the bullet point in the Mandate Letter: ‘Developing and implementation protections for international students that support their fair treatment’ which will be shared with the board members at a future meeting of the Board. Members noted that KPU provides a lot of support to the international students.
14. 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.
15. For the Good of the Order	There were no additional items identified.
16. Feedback on the Meeting	There was no feedback on the meeting.
17. Closing Remarks	The Chair thanked everyone, including Board Members for attending and contributing to the discussions.
18. Election of the Chair and Vice Chair	<p>Mrs. Spindler reminded members that the Board Chair, and Vice Chair must be an Appointed Member of the Board and that the Chair, and Vice Chair may be re-elected up to a maximum of three consecutive years. Members noted that the Chair, and Vice Chair is appointed for a one-year term and elections are held each year.</p> <p>Mrs. Spindler mentioned that there will be three calls for nominations. Members noted that elections can be conducted by regular ‘show of hands’ or members want to use the ballot box if any member prefers to request that. Members opted for regular ‘show of hands.’</p> <p>Mrs. Spindler conducted an election process through acclamation. Ms. Chen as Board Chair, and Ms. Bennett as Board Vice Chair were confirmed as of September 1, 2023 for a year until August 31, 2024 in accordance with Section 24 of the Board Manual.</p>
19. Appendix	<p>19.1. Report to the Board of Governors The June 2023 Report to the Board of Governors was received.</p> <p>19.2. President’s Annual Policy Report – Status update An annual report in the form of a spreadsheet was included in the package to provide an overview of status updates for the academic year 2022/23.</p> <p>19.3. Phase One Postings</p>

Phase one policies submissions were received.

20. Next Meeting

The next meeting has been scheduled for Wednesday, September 27, 2023. Members noted that the Board Office will confirm whether the meeting will be held in-person or virtually.

21. Adjournment

The meeting adjourned at 4:59pm.

Board Chair

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 05

Meeting Date: *September 27, 2023*

Presenter(s): *Keri Spindler*

AGENDA TITLE: Board Committee Chairs

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve an exception to the Board Governance Manual to allow Amos Kambere to chair the Governance Committee and Ivy Chen to chair the Audit and Finance Committees.

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

The Board Governance Manual sets out the governance structure and principles pursuant to which the Board exercises its responsibilities and carries out its duties of stewardship and accountability. Exceptions to the designated committee chairs have been approved by the Board in the past in recognition of individual board members' specific skill sets and experience.

Key Messages

1. The Governance Committee Terms of Reference (16) state that the Board Chair is the Chair of the Governance Committee.
2. The Audit Committee Terms of Reference (13) state that the Chair of the Audit Committee must not be the Chair of the Board.
3. The Board Chair, Ivy Chen, is seeking permission to chair the Audit and Finance Committee and that Amos Kambere chair the Governance Committee in recognition of their respective backgrounds and areas of expertise.
4. **The Board of Governors is therefore asked to approve an exception to the Board Governance Manual to allow Ivy Chen to chair the Audit and Finance Committees and Amos Kambere to chair the Governance committee.**

Resource Requirements

Implications/Risks

Adherence to the requirements set out in the Board Governance Manual regarding Board Committee Chairs would not result in optimum matches between board member skills and expertise and committee mandates

Attachments

1. [Board Governance Manual](#)
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Submitted by

Keri Spindler, University Secretary

Date submitted

September 14, 2023

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 06.2

Meeting Date: September 27, 2023

Presenter(s): David Burns

AGENDA TITLE: *Policy and Procedure ST7 Student Conduct (Non-Academic)*

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

That the Board of Governors approve Policy and Procedure ST7 Student Conduct (Non-Academic), effective September 28, 2023 as recommended by the Board Governance Committee.

COMMITTEE REPORT

At its meeting on September 13th, the Board Governance Committee approved Policy and Procedure ST7 Student Conduct (Non-Academic), effective September 28, 2023, for recommendation to the Board of Governors.

Context and Background

The Policy Writing Team of ST7 Student Conduct (Non-Academic) consists of the following members:

- Zena Mitchell, Vice President Students
- Jennifer Jordan, Director, Student Rights and Responsibilities
- Dr. Joel Murray, Associate Dean, Faculty of Trades & Technology
- Catherine Schwichtenberg, Faculty Member, Faculty of Health
- Anna Robinson, Manager of Academic Integrity
- Rajmale Kaur, Student Senator 2022-2023

After an extensive policy development and consultation process that took place from October 2022 to February 2023, the draft Policies and Procedures were posted on the KPU Policy Blog for a 3-week Phase Two Posting from March 3 to March 23, 2023. During the Phase Two Posting, the writing team received no comment for [ST7](#).

On June 26, 2023, Senate recommended that the Board of Governors approve Policy and Procedure ST7.

Key Messages

1. The Board of Governors, with Senate's Advice, is the approving jurisdiction of Policy and Procedure ST7 Student Conduct (Non-Academic).
2. Draft Policy and Procedure ST7 were posted on the KPU Policy Blog from March 3 to March 23, 2023. During this period, the writing team received no feedback from the posting.
3. Draft Procedure ST7 was posted on the KPU Policy Blog from April 20 to May 10, 2023 as a result of the proposed amendments made to the appeals section. No comments were received on the Blog during this Phase Two Posting period.
4. On June 26, 2023, Senate recommended that the Board of Governors approve Policy and Procedure ST7.

Resource Requirements

Implications/Risks

Consultations

1. Phase Two Posting, March 3 - March 23, 2023
2. Phase Two Posting (Procedure only), April 20 – May 10, 2023

Attachments

- Summary of Proposed Changes to Draft ST7
- KPU Policy Blog – Phase Two Posting, March 3 – March 23, 2023
- KPU Policy Blog – Phase Two Posting (Procedure only), April 20 – May 10, 2023
- Draft ST7 Student Conduct (Non-Academic) Policy
- Draft ST7 Student Conduct (Non-Academic) Procedure

Submitted by

Tristan Li, Policy and Academic Affairs Specialist

Date submitted

July 11, 2023

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 06.3

Meeting Date: September 27, 2023

Presenter(s): Dr. Lori McElroy

AGENDA TITLE: *VISION 2023 Final Assessment*

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION

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COMMITTEE REPORT

At its meeting on September 13, 2023, the Board Governance Committee received VISION 2023 final assessment report for information.

Context and Background

VISION 2023 has run its course with the completion of the 2022/23 academic year. An assessment has been conducted on the progress made toward each of the 12 goals in VISION 2023. This assessment was based on the metrics reported in KPU's Accountability Plan & Report, and an understanding of the activities and context in which work towards each goal was carried out.

Key Messages

1. A lot of progress has been made in a number of areas, most notably on enhancing the experience of our students and our employees. However, there is always more that can be done.
2. There are two goals where results were weakest: Goal B1, embrace all cultures and promote a renewed, authentic approach to Indigenization, and Goal D3, be accountable to our partners, government and communities. Ongoing work is needed to ensure that all students, regardless of their background and identity, feel they are treated fairly at KPU and that KPU is a supportive and welcoming place. Concerted efforts are also needed to reverse the decline in domestic enrolments.

Resource Requirements

The resources for assessing and reporting on progress on VISION 2023 are provided by the Office of Planning & Accountability (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

1. The measures for assessing progress on VISION 2023 were developed in consultation with other departments, where relevant, and with the Board Governance Committee, prior to being finalized with the Board.

Attachments

1. [VISION 2023 Final Assessment – September 2023](#)
-

Submitted by

Dr. Lori McElroy, AVP, Planning & Accountability

Date submitted

August 30, 2023

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 06.4

Meeting Date: September 27, 2023

Presenter(s): Keri Spindler

AGENDA TITLE: Joint Senate/Board Governance Retreat

ACTION REQUESTED: Discussion

RECOMMENDED RESOLUTION

COMMITTEE REPORT

At its meeting on September 13, 2023 the Board Governance Committee received and discussed draft agenda for Joint Senate/Board Governance Retreat. It is presented here for further discussion at Board level.

Context and Background

Typically, the Board and Senate hold a joint Governance Retreat to discuss issues of importance to both governing bodies.

Key Messages

1. The 2023 Joint Governance Retreat is tentatively scheduled for Friday, December 8th at KPU Surrey.
2. The draft agenda is attached and includes a suggested keynote topic that would be of relevance to both the Board and Senate and require cooperation going forward.
3. A list of suggested workshops is also included in the draft. Typically, 3 are selected. Additional topics may be suggested by Board Members and Senators.

Resource Requirements

Support from the Board and Senate staff to plan and organize the event.

Consultations

1. Board and Senate Office
 2. President and Vice Chancellor
-
-

Attachments

1. Draft Joint Governance Retreat Agenda
-

Submitted by

Keri Spindler, University Secretary and Executive Assistant to the President

Date submitted

September 14, 2023

Joint Governance Retreat 2023 Draft Agenda

Time & Date	December 8, 2023 KPU Surrey Spruce Atrium	
Main Theme		
8:00 a.m.	Breakfast and Networking	
9:00 a.m.	Welcome and Introductions – Alan Davis	
9:10 a.m.	Keynote	
Plenary session Conference Centre	<p>The role of the Board and Senate in determining KPU's student capacity and how that relates to program and course approvals.</p> <p><i>University Act 27 (2)(r)</i> "with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined;"</p> <p>Speakers: Lori McElroy/Zena Mitchell/Chervahun Emilien/Provost Office Rep</p> <p>Response:</p> <p>Facilitator:</p>	
10:00 a.m.	Break	
10:15 a.m. Conference Centre	Audience Q&A	
	Workshop Ideas: <ul style="list-style-type: none"> • Governance and Risk • Role of the Chair • Conflict of Interest • Robert's Rules of Order 	
11:00 a.m.	Workshops Round 1	
Workshop #1-1		
Workshop #1-2		

Workshop #1-3		
12:00	Lunch	
1:00 p.m.	Workshops Round 2	
Workshop #2-1		
Workshop #2-2		
Workshop #2-3		
2:00 p.m.	Closing Discussion	
Open discussion at the end (45 mins)	Issues of importance to the University Facilitator: Alan Davis	Explore issues likely to be raised over the course of the upcoming year's governance and/or what do people need to know more about? Presenters will be ready to engage in discussion

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 09.2

Meeting Date: September 27, 2023

Presenter(s): Chervahun Emilien

AGENDA TITLE: Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2023

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2023 for submission to the Ministry of Post-Secondary Education and Future Skills, as recommended by the Board Finance Committee.

COMMITTEE REPORT

At its meeting on September 19, 2023 the Board Finance Committee recommended that the Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2023 for submission to the Ministry of Post-Secondary Education and Future Skills.

Context and Background

KPU's Board Governance Manual states that the Finance Committee has a responsibility to review all public reporting by KPU to ensure that it represents a complete, accurate, and balanced picture of KPU's performance and financial situation (Section 14).

The Financial Information Act, administered by the Ministry of Finance, requires the University to submit a report each year that contains prescribed schedules of information including the audited financial statements and other unaudited financial information.

Key Messages

1. The included audited financial statements have been previously presented by the external auditors and management and approved by the Board.
2. Unaudited financial information has been prepared collaboratively by the finance and payroll teams and were reviewed by senior finance personnel.

3. The University is required to make the report accessible during business hours and to provide copies as requested for a prescribed fee of \$5.00.

Resource Requirements

n/a

Implications/Risks

n/a

Consultations

1. KPMG LLP

Attachments

1. [Statement of Financial Information \(SOFI\) as at March 31, 2023](#)
-

Submitted by

Chervahun Emilien, Chief Financial Officer

Date submitted

September 8, 2023

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 9.3

Meeting Date: September 27, 2023

Presenter(s): Chervahun Emilien

AGENDA TITLE: Financial Update

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION

None

COMMITTEE REPORT

At its meeting on September 19, 2023, the Board Finance Committee received financial update.

Context and Background

The Board of Governors approved a balanced budget for the 2023-2024 fiscal year. Monthly variance review and reporting takes place from June to the end of the fiscal year to inform on income and expenses and to determine other strategic approaches that could be incorporated that were not initially thought of.

The 2024-2025 budget development process is well underway. There are multiple touchpoints with stakeholders throughout the budget development process. The final budget is scheduled to be approved at the January 2024 Board of Governors meeting.

Key Messages

1. The variance report is undergoing an overhaul to provide better information for the first half of the year when forecasting is not informative. The new format will show the budget YTD as compared to the actuals YTD. This will also be compared to the prior year actuals YTD and provide insight into significant variances over both time spans.
2. The current results show that when compared to the budget as of the end of August:
 - There is lower than expected international and domestic tuition revenues largely due to timing.

- There is higher than expected interest and investment income due to higher interest rates on cash balances
 - There is lower than expected faculty salaries largely due to timing.
 - There is lower than expected staff and administrative salaries due to timing and delays in hiring both new and replacement positions.
 - There are lower than expected fees and services expenses largely due to timing along with savings to date
3. In August 2023, KPU executed a sale of a portion of its Cloverdale land. This resulted in proceeds of \$117.6M. Of this amount, the Ministry of Advanced Education and Skills Training communicated in August 2022, that it will restrict approximately \$80M for priorities that support the post-secondary education and skills training needs of the University's service region. The plan for how the funds will be spent is currently being worked on and has to be approved by the Ministry by the end of the fiscal year.

Resource Requirements

n/a

Implications/Risks

n/a

Consultations

1. None

Attachments

1. Variance report by account as at August 31, 2023
2. Variance report by division as at August 31, 2023
3. Variance report by portfolio as at August 31, 2023

Submitted by

Chervahun Emilien, Chief Financial Officer

Date submitted

September 15, 2023

Kwantlen Polytechnic University
Fiscal 2023-24
As at the end of August 31, 2023

Account Group	Account Type	Fiscal 2023-24 Annual Adjusted Budget	Fiscal 2023-24 YTD Adjusted Budget	Fiscal 2023-24 YTD Actuals	Fiscal 2022-23 YTD Actuals	Variance on YTD Actuals to Budget *	Variance on CY vs PY YTD Actuals **
Revenue	Operating Grant	88,833,900	37,014,125	36,423,089	33,049,004	(591,036)	3,374,085
	Grants	261,000	108,750	-	420,786	(108,750)	(420,786)
	Amort of Deferred Contributions	6,572,000	2,738,333	3,363,885	2,660,290	625,552	703,595
	Tuition Fees - Domestic	34,905,200	14,543,833	10,625,118	9,792,714	(3,918,715)	832,404
	Tuition Fees - International	121,207,100	50,502,958	46,503,758	43,245,226	(3,999,200)	3,258,532
	Mandatory Student Fees	10,428,900	4,345,375	3,878,348	3,548,991	(467,027)	329,356
	Application Fees -Domestic	649,200	270,500	523,526	268,832	253,026	254,694
	Application Fees -International	1,906,100	794,208	544,689	538,809	(249,519)	5,880
	Tuition - Non-Credit	1,005,000	418,750	528,480	426,046	109,730	102,434
	Contract Services	209,800	87,417	-	54,295	(87,417)	(54,295)
	Shop Income	509,800	212,417	132,885	225,393	(79,532)	(92,508)
	Interest & Investment Income and FX	3,560,000	1,483,333	3,542,312	1,387,596	2,058,979	2,154,716
	Bookstore Revenue	2,180,200	908,417	604,282	615,589	(304,135)	(11,307)
	Parking Revenue	681,000	283,750	234,060	136,185	(49,690)	97,876
	Food Services and Vending	157,700	65,708	20,445	34,249	(45,263)	(13,804)
	Other Commissions	30,000	12,500	684	711	(11,816)	(27)
	Deferred Capital Contribution	11,648,600	4,853,583	4,444,506	4,173,952	(409,078)	270,554
	Other income	1,790,700	746,125	711,742	708,806	(34,383)	2,936
Revenue Total		286,536,200	119,390,083	112,081,809	101,287,473	(7,308,275)	10,794,336
Salaries	Salaries - Faculty	85,778,700	32,991,808	29,918,769	28,732,679	3,073,039	1,186,090
	Salaries - Staff	35,886,900	13,802,654	12,400,121	11,440,328	1,402,533	959,793
	Salaries - Administration	30,232,100	11,627,731	10,053,914	8,035,382	1,573,817	2,018,532
	Salaries - Other	4,634,100	1,782,346	1,985,374	1,836,296	(203,028)	149,079
	Benefits	38,200,500	14,813,654	13,285,366	12,176,595	1,528,288	1,108,771
Salaries and Benefits Total		194,732,300	75,018,192	67,643,545	62,221,280	7,374,648	5,422,265
Benefits as a % of Salaries		24.4%	24.6%	24.4%	24.3%		
Non-salary Expenditures	Supplies	5,053,200	2,105,500	1,649,880	1,842,946	455,620	(193,065)
	Repairs and Maintenance	4,784,900	1,993,708	949,431	1,039,978	1,044,277	(90,546)
	Contracts	1,991,900	829,958	581,526	647,686	248,433	(66,160)
	Software and Subscriptions	10,867,600	4,528,167	3,295,367	2,509,831	1,232,800	785,536
	Leases/Rentals	704,800	293,667	246,645	179,671	47,022	66,973
	Travel and PD	4,022,500	1,676,042	2,104,976	1,567,282	(428,934)	537,694
	Student Awards	3,689,700	1,537,375	1,264,454	976,310	272,921	288,143
	Utilities	2,498,500	1,041,042	839,951	751,217	201,091	88,734
	Communications	1,418,000	674,167	436,643	441,572	237,523	(4,929)
	Fees and Services	26,027,900	10,844,958	7,058,461	6,613,504	3,786,497	444,957
	Transfers to Third Parties	2,000,000	833,333	-	-	833,333	0
	Cost-of-Sales	1,562,700	651,125	510,059	504,941	141,066	5,118
	Budget Contingency	5,158,800	2,149,500	-	-	2,149,500	0
	Transfers In	14,500	6,042	-	-	6,042	0
	Transfers Out	(14,500)	(6,042)	-	-	(6,042)	0
Non-salary Expenditures Total		69,780,500	29,158,542	18,937,392	17,074,938	10,221,149	1,862,455
	Amortization of Capital Assets	21,508,400	8,961,833	7,864,409	7,901,512	1,097,425	(37,104)
	Other Reconciling Items					0	
Net income (loss)		515,000	6,251,516	17,636,463	14,089,743	11,384,947	3,546,720
	Net Impact of KPUC Trust	(515,000)	(214,583)	(314,000)		(99,417)	(314,000)
	Proceeds of Land Sale	-	-	117,600,000	-	117,600,000	117,600,000
Consolidated Net Income (Loss)		-	6,036,933	134,922,463	14,089,743	128,885,530	120,832,720

* Positive values represent budget surplus (greater revenues or lower expenses compared to budget); Negative values represent budget deficits (lower revenues or greater expenses compared to budget)

** Positive values represent increased activity over prior year (greater revenues or expenses compared to PY); Negative values represent lower activity over prior year (lower revenues or expenses compared to PY)

Approved By: Chervahun Emilien, CFO

Kwantlen Polytechnic University
Fiscal 2023-24
As at the end of August 31, 2023

	Fiscal 2023-24 Annual Adjusted Budget	Fiscal 2023-24 YTD Adjusted Budget	Fiscal 2023-24 YTD Actuals	Fiscal 2022-23 YTD Actuals	Variance on YTD Actuals to Budget *	Variance on CY vs PY YTD Actuals **
Revenue	286,536,200	119,390,083	112,081,809	101,287,473	(7,308,275)	10,794,336
Operating Expenses						
Academic Portfolio						
Office of the VP, Academic	8,110,500	3,260,064	1,811,490	1,682,384	1,448,575	129,106
Faculty of Design	5,130,600	1,980,647	1,765,093	1,698,410	215,555	66,683
Library Resources	6,325,000	2,468,798	2,584,019	2,412,537	(115,221)	171,482
Faculty of Arts	36,469,200	14,038,474	13,359,089	12,417,968	679,385	941,121
Faculty of Business	32,116,600	12,373,994	11,940,145	11,736,185	433,848	203,961
Faculty of Health	11,889,100	4,582,010	3,635,868	3,561,164	946,142	74,704
Faculty of Academic & Career Prep	7,439,400	2,865,170	2,612,695	2,283,795	252,475	328,901
Faculty of Science and Horticulture	17,707,100	6,842,769	6,236,230	6,287,903	606,539	(51,673)
Faculty of Trades & Technology	7,353,900	2,861,131	2,701,827	2,832,806	159,304	(130,979)
Research, Innovation and Grad Studies	2,181,100	846,144	783,393	549,484	62,751	233,909
Office of Teaching & Learning	3,174,700	1,251,038	1,129,060	1,057,822	121,979	71,238
VP Academic Ministry Approved Projects	-	-	139,689	49,012	(139,689)	90,677
Student Services Portfolio						
Vice-President, Student Services	479,200	188,061	154,312	157,401	33,749	(3,089)
Office of the Registrar	6,030,500	2,330,859	1,750,606	1,774,428	580,253	(23,822)
Student Affairs	10,247,400	4,043,167	3,230,027	2,618,158	813,139	611,869
International Education	7,311,400	2,850,042	2,601,831	2,112,259	248,210	489,573
VP Students Ministry Approved Projects	-	-	22,114	13,500	(22,114)	8,614
President Portfolio						
Office of the President	2,940,300	1,180,564	1,141,844	1,040,463	38,720	101,382
Governance & Policy	535,400	209,170	185,914	142,812	23,255	43,102
Office of Planning and Accountability	1,480,700	570,747	545,549	471,793	25,198	73,756
Office of the General Counsel	1,205,200	469,878	371,854	305,217	98,024	66,637
Presidents Ministry Approved Projects	-	-	49,788	10,165	(49,788)	39,623
Human Resources Portfolio						
Office of the VP, HR	591,500	227,676	214,085	131,995	13,591	82,090
Human Resources	7,760,600	3,048,731	2,585,442	1,915,687	463,289	669,754
Campus Security and Risk	4,332,100	1,764,734	1,389,200	1,128,883	375,534	260,317
VP HR Ministry Approved Projects	-	-	3,145	1,792	(3,145)	1,353
VPFA Portfolio						
Office of the VP, Finance & Admin	-	-	-	6,776	0	(6,776)
Administration Portfolio						
Office of the VP, Administration	380,000	146,590	140,304	133,908	6,286	6,396
Campus and Community Planning	1,190,800	471,756	336,766	327,098	134,991	9,668
Facilities, Ancillary and Space	18,562,400	7,530,628	5,764,515	5,420,570	1,766,113	343,945
Information Technology	17,922,700	7,250,176	5,837,195	5,164,463	1,412,982	672,731
Marketing & Communications Services	3,367,700	1,338,821	884,875	776,932	453,945	107,943
VP Admn Ministry Approved Projects	-	-	85,170	76,851	(85,170)	8,318
CFO Portfolio						
Office of the CFO	1,006,800	395,061	164,200	126,886	230,861	37,314
BPAS	1,502,800	584,128	110,437	152,478	473,691	(42,041)
Financial Services	4,290,700	1,672,282	1,079,633	1,162,399	592,650	(82,766)
External Affairs Portfolio						
External Affairs	1,142,400	456,000	440,822	273,304	15,178	167,518
Advancement	1,101,300	426,013	313,876	273,888	112,136	39,988
Alumni Relations	581,600	228,458	112,371	119,256	116,087	(6,884)
Equity & Inclusive Communities Portfolio						
Indigenous Leadership	681,100	262,612	164,449	62,877	98,164	101,572
VP, Equity & Inclusive Community	509,400	201,372	50,834	-	150,538	50,834
Anti-Racism	371,000	145,625	103,839	-	41,786	103,839
Equity, Diversity & Inclusivity	438,000	173,519	69,947	-	103,572	69,947
Special Purpose Fund Expenses	4,480,700	1,778,205	2,410,233	1,831,288	(632,028)	578,944
Revenue Generating Expenses	3,072,300	1,189,115	1,083,172	1,139,212	105,943	(56,040)
Non-divisional	23,099,600	9,672,503	4,432,663	3,708,135	5,239,840	724,528
Amortization of Capital Assets	21,508,400	8,961,833	7,864,409	7,901,512	1,097,425	(37,104)
Other reconciling items	-	-	51,326	145,873	(51,326)	(94,547)
Total	515,000	6,251,516	17,636,463	14,089,743	11,384,947	3,546,720
Net Impact of KPUC Trust	(515,000)	(214,583)	(314,000)	-	(99,417)	(314,000)
Proceeds of Land Sale	-	-	117,600,000	-	117,600,000	117,600,000
Consolidated Net Income (Loss)	-	6,036,933	134,922,463	14,089,743	128,885,531	120,832,720

* Positive values represent budget surplus (greater revenues or lower expenses compared to budget); Negative values represent budget deficits (lower revenues or greater expenses compared to budget)

** Positive values represent increased activity over prior year (greater revenues or expenses compared to PY); Negative values represent lower activity over prior year (lower revenues or expenses compared to PY)

Approved By: Chervahun Emilien, CFO

	Fiscal 2023-24 Annual Adjusted Budget	Fiscal 2023-24 YTD Adjusted Budget	Fiscal 2023-24 YTD Actuals	Fiscal 2022-23 YTD Actuals	Variance on YTD Actuals to Budget *	Variance on CY vs PY YTD Actuals **	Comments on Variance
Revenue	286,536,200	119,390,083	112,081,809	101,287,473	(7,308,275)	10,794,336	Majority of the variance is related to timing of tuition and mandatory fees. These revenues tend to increase through Fall and Spring semesters when stuent enrolment is at its highest.
Operating Expenses							
Academic Portfolio	137,897,200	53,370,240	48,558,909	46,520,458	4,811,331	2,038,451	Significant savings associated with the timing of ENTA related non-salary invoices, as well as small amount of faculty savings due to the use of NR1's. Provost SIF has not yet been fully allocated as many projects are engaged during Fall and Spring semesters.
Students Portfolio	24,068,500	9,412,128	7,736,777	6,662,246	1,675,351	1,074,531	Variance is primarily (~\$1M) a result of salary savings from position vacancies in Student Affairs and OReg.
President Portfolio	6,161,600	2,430,359	2,245,162	1,960,284	185,197	284,877	Remainder of variance is related to timing of student awards, and the Banner Advise project.
Human Resources Portfolio	12,684,200	5,041,141	4,188,727	3,176,566	852,414	1,012,161	Variance is a result of invoice timing as well as increased spending in Legal Fees (General Counsel)
Administration Portfolio	41,423,600	16,737,971	12,963,655	11,822,971	3,774,316	1,140,684	Variance is a result of non-salary expenditures in Facilities \$1.5M (primarily in Building Maintenance which is high through year-end, Cleaning non-contract and Gas); IT \$1.2M (primarily in Software & Subscriptions, Cellular Data and professional fees); Remainder of the difference (~\$475K) is a result of position vacancies
Finance Portfolio	6,800,300	2,651,471	1,354,269	1,448,539	1,297,202	(94,270)	Significant number of vacancies are supporting a YTD and expected budget surplus.
External Affairs Portfolio	2,825,300	1,110,471	867,069	666,447	243,402	200,622	
Equity and Inclusive Communities Portfolio	1,999,500	783,128	389,069	62,877	394,059	326,193	
FY 22 Operating Deferral	-	-	299,905	151,320	(299,905)	148,585	
Special Purpose Fund Expenses	4,480,700	1,778,205	2,410,233	1,831,288	(632,028)	578,944	Overall SPF budget was set conservatively. In addition, the FY22 year-end surplus deferral was targeted to be completed by March 31, 2023 however KPU has received exceptional approval to defer into FY24 which accounts for ~\$350K YTD.
Revenue Generating Expenses	3,072,300	1,189,115	1,083,172	1,139,212	105,943	(56,040)	
Non-divisional	23,099,600	9,672,503	4,432,663	3,708,135	5,239,840	724,528	Non-divisional expenses include central placeholder budgets for Contingency, International Agent Commissions (which are heavier through Fall and Spring), as well as the Collective Agreement increases which are held centrally until the agreements are ratified.
Amortization of Capital Assets	21,508,400	8,961,833	7,864,409	7,901,512	1,097,425	(37,104)	Significant capital projects are anticipated to be completed at year-end. Currently those items are not yet put in use and amortization has not begun. Once they are put in use the half-year rule will be applied.
Other reconciling items			51,326	145,873	(51,326)	(94,547)	Remaining items in the capital fund
Total	515,000	6,251,516	17,636,463	14,089,743	11,384,947	3,546,720	
Net Impact of KPUC Trust Income/(Loss)	(515,000)	(214,583)	(314,000)	-	(99,417)	(314,000)	
Proceeds of Land Sale	-	-	117,600,000	-	117,600,000	117,600,000	In August 2023, KPU executed a sale of a portion of its Cloverdale land.
Consolidated Net Income (Loss)	-	6,036,933	134,922,463	14,089,743	128,885,531	120,832,720	

* Positive values represent budget surplus (greater revenues or lower expenses compared to budget); Negative values represent budget deficits (lower revenues or greater expenses compared to budget)

** Positive values represent increased activity over prior year (greater revenues or expenses compared to PY); Negative values represent lower activity over prior year (lower revenues or expenses compared to PY)

Approved By: Chervahun Emilien, CFO



President's Report to the Board September 2023

Office of the President and Vice Chancellor

KPU had a busy and successful Summer semester. Aside from serving 10,324 students and in between various pockets of vacation, a lot of hiring and on-boarding was completed and many projects were advanced during the lull in regular governance meetings.

On July 10 I joined Drs Larissa Petrillo and Mitra Gorjipour on a visit to the Progressive Intercultural Community Services (PICS) office in Surrey to renew our relationship.

We met visitors from Kazakhstan on July 18 who are considering the establishment of a new university and who are looking for interest partners to provide instruction.

I returned to the Psychology department's Life-Span Cognition Lab on July 20 to undergo their tests, five years after my first visit.

On July 21 I joined a panel of presidents and the BC India-Business Network's Education and Skills conference, and on July 23 I attend the magnificent Surrey Fusion Festival to cheer on the KPU volunteers at their booth and to have some wonderful food at the Pakistan tent with our Board member Afzal Malik.

On July 24, the deliberations of the Ridge Meadows Need Assessment Steering Committee continued as it moved closer to a final report. This group met again on September 5 to finalize the submission to the Ministry of Post-Secondary Education and Future Skills.

On July 25 I joined some colleagues at a meeting with the Centre for Entertainment Arts, our partners in the ENTA program, to discuss how things have been going and to adjust for the future.

On August 1 I met with Sarah Watts-Rynard, President of Polytechnics Canada, who was in BC to meet with partner institutions.

A review of mid-year budget requests was held on August 8 and I was pleased to approve an allocation of \$4.06 million of one-time funds to 56 initiatives across the university.

The KPU Foundation Board held a wonderful social event on August 16, and on the 17th I was pleased to join colleagues in the Inclusive Leadership workshop hosted by the Office for Anti-Racism.

I met with the new president at BCIT, Dr. Jeff Zabudsky on August 23, renewing a friendship that goes way back to my years in open and online education. On August 24 we held a very productive orientation session with 5 new members of the Board of Governors: Rod Ross, Amanda Smith-Weston, Paul Choi, Lyndsay Passmore (faculty), and Aryan Kalia (student).

I have been appointed to the advisory committee to the Centre for Higher Education Research and Development at the University of Manitoba, which met for the first time on August 25.

Speaking of appointments, I have also been invited to sit on

the Council of Presidents of the Association of Governing Boards, and I continue my involvement with the Council of Adult and Experiential Learning's Advisory Council. Finally, I have been asked to join the Management Board of the Ontario College Quality Assurance Service, which I have been involved with as an auditor for several colleges and polytechnics over the years.

I was pleased to attend Garry Begg's (MLA Surrey-Guilford) BBQ picnic on August 26 where I met with several MLAs as well as our Board member Amos Kambere.

On August 29 I was pleased to join Dr. Nadia Mallay in a discussion with the leaders of the Radius social innovation initiative. For fun, I joined the KPU Alumni Association at Nat Bailey stadium for a grand alumni event on August 30.

The BC Association of Institutes and Universities met in person on September 6, and on September 7 I joined members of the KPU and local Indigenous communities to raise the reconciliation flag at KPU Surrey as we look ahead to the National Day for Truth and Reconciliation on the 30.

The KPU Foundation Board meeting was held on September 12, and the Polytechnics Canada Board had its regular meeting on September 14. Later that day I was pleased to attend the Native Education College's Gala and Honoring feast with Gayle Bedard and Rhiannon Bennett.



The Senate meet and greet and orientation was held on September 15th. On the 16th I joined several colleagues at the stōlōw pow-wow Sponsor Ceremony at the Langley Events Centre

On September 19, I attended the Family Campaign Donor Stewardship event hosted by the Office of Advancement.

Notes from the Senate meeting of June 26, 2023

The last Senate meeting of the 2022/23 academic year occurred in-person on the Surrey campus boardroom. The meeting opened with the Chair, Alan Davis, expressing our gratitude to the Indigenous peoples on whose lands we live and work at KPU and sharing the updates on the new [xé?elt KPU Pathway to Systemic Transformation](#) framework. Beginning in fall 2023, all students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qayqayt, and Kwikwetlem First Nations will have their tuitions waived at KPU.

Alan Davis provided a written President's report and presented the annual update on *Educational Excellence: A White Paper on KPU's Research and Scholarship*. Diane Purvey provided a written Provost's report.

The Senate Standing Committee (SSC) highlights include:

- SSC on Curriculum – Senate approved a) the Graduate Nurse Internationally Educated Re-Entry (GNIE) program revision; b) Course Outline Manual Revision; and c) the new ELST 1010 – Introduction to Professional Communication for Internationally Educated Nurses course outline. The GNIE program revision included admission requirement changes to provide more flexibility that will allow for a broad application pool of internationally trained nurses. The Faculty of Academic and Career Preparation presented a new course named ELST 1010 – Introduction to Professional Communication for Internationally Educated Nurses. This course was offered previously by the English Language Studies department as a pilot in response to provincial funding provision. The department was seeking an expedited approval process at this time due to immediate funding granted from the government.
- Senate Executive Committee – Senate approved the Spring 2024 academic date revision. The first day of classes for the Spring 2024 semester has been moved from Thursday, January 4 to Friday, January 5, 2024, to allow two full days for New Student Orientation. During July and August, Senate Executive Committee will enact on behalf of the Senate. The Senate Orientation, Meet & Greet (Senate OMG) will be scheduled on Friday, September 15, 2023. All those involved in Senate and Faculty governance groups will be invited to attend.
- Senate Governance and Nominating Committee – Senate approved a) the nominations for Senate Standing Committees; b) search advisory committee for Associate Dean, Faculty of Arts; c) Senate Standing Committee on Program Review mandate and membership revision; and d) Senate Standing Committee on Research and Graduate Studies mandate and membership revision. The approved Senate Standing Committee on Research and Graduate Studies revision will rename the committee to Senate Standing Committee on Research. The mandate and work associated with graduate studies will be amalgamated into the other appropriate Senate Standing Committees.
- Joint SSC on University Budget and on Academic Planning and Priorities – Senate endorsed the 2024-25 budget principles and priorities. Chervahun Emilien, Chief Financial Officer, presented the 2023-24 budget update and approved consolidated financial statements for the

year ending March 31, 2023. The budget documents can be found on the [Senate Agenda package](#).

- SSC on Policy –Senate approved the revisions of a) ST2 *Student Academic Integrity* Policy and Procedure; b) ST3 *Grade Appeals* Policy and Procedure; c) ST7 *Student Conduct (Non-Academic)* Policy and Procedure for a recommendation to the Board of Governors; and d) ST13 *Course Withdrawal* Policy and Procedure. The approved ST13 revision will permanently move the last day to withdrawal to the last day of classes. Also, it was stated that the Registrar’s office will engage in a fulsome review of withdrawals and the impacts on course repeats and student academic history.
- SSC on Program Review – Senate received the 2022/23 Annual Program Review Update. The committee reviewed and approved 30 reports this academic year. Seven programs initiated their program review processes and 5 programs completed the process. For the next academic year, 13 new program reviews will start.
- SSC on Research and Graduate Studies, SSC on Teaching and Learning, and SSC on Tributes have submitted the written updates.

Nadia Henwood, interim Registrar, presented a) Spring election report for student Board of Governors; b) Declaration of Senate Vacancy; c) Notice of Fall by-election; d) Report of approved graduates; and e) a list of June 26, 2023 graduates. At the Fall by-election, there will be five Faculty Senator seats available: one Faculty of Science and Horticulture, one Faculty of Trades and Technology, one Melville School of Business, and two Wilson School of Design.

The meeting was adjourned to the Senate Closed meeting.

Lastly, the outgoing vice-chair would like to express her sincere gratitude for the vast amount of support and encouragement received during her tenure.

Amy H. Jeon, Vice-Chair, Senate

Notable Quotes from the meetings VC attended this month:

“I am perfect!”

“This is why I love governance!”

“Is my voice booming in there?”

“Raise your yellow or real hands.”

“I take that as an amicable break up”

“I am just going to keep saying...Senate OMG”

TO: KPU Board Members

FROM: The Board Office

DATE: September 2023

SUBJECT: Senate Meeting dates 2023-24

SENATE MEETING DATES

Board members are encouraged to attend at least one meeting during the governance year as a non-voting member. Meeting dates are as below for your review and consideration:

- Monday, October 23, 2023
- Monday, November 20, 2023 - in person (Surrey Cedar Board Room)
- Monday, December 18, 2023
- Monday, January 22, 2024
- Monday, February 26, 2024
- Monday, March 18, 2024 - in person (Surrey Cedar Board Room)
- Monday, April 22, 2024
- Monday, May 27, 2024
- Monday, June 24, 2024 - in person (Surrey Cedar Board Room)

Please let the board office know if you are able to attend a meeting. Once the board office receives confirmed dates, the office will coordinate with 'Volunteer Board member' and the Senate office to ensure meeting materials are distributed.

MEMORANDUM



»» Where thought meets action

TO: Kwantlen Polytechnic University (“KPU” or the “University”)’s Board of Governors

FROM: KPU Executive

DATE: September 2023

SUBJECT: Question from Ishant Goyal, Elected Student Representative of KPU’s Board of Governors

BACKGROUND

KPU’s executive team has received question from Ishant Goyal, Elected Student Representative of KPU’s Board of Governors (the “Board”).

Question #1

What steps are being taken to address the bullet point in the Mandate Letter:

"Developing and implementation protections for international students that support their fair treatment"

Response #1:

International Student Recruitment & Student Supports (attached below)



International Student Recruitment & Student Supports

KPU International

August 2023



Context

The International Student Program is an important component to KPU's globalization plan. Numerous initiatives have been put in place to attract and support international students at the various stages of their educational journey and meet the following goals:

- 1) Meet enrolment targets aligned with KPU's Sustainable Enrolment Planning
- 2) Diversify the international student population
- 3) Improve academic preparedness of international students to KPU
- 4) Enhance the international student experience at KPU

KPU places limits on the number of International students we enrol. Enrolment numbers are monitored on a continual basis in conjunction with the Office of Planning and Accountability to ensure KPU maintains a healthy and sustainable balance of international student enrolment for which we can provide corresponding supports. International enrolment caps are reviewed and adjusted as necessary each term.

KPU strives to adhere to the following standards of practice:

- Promotion of programs to prospective international students are truthful and transparent.
- All agents representing KPU are held accountable. Each completes an extensive onboarding and training program. KPU terminates contracts with any education agent who has engaged in any fraudulent, deceptive, or illegal behaviour.
- International students are provided with information on services, facilities and support systems both prior to and following their arrival at KPU. This includes details regarding mental health services, academic resources and student housing.
- Students are provided with tailored assistance to help them adapt to living and studying in BC throughout their educational journey.

This summary table outlines the important initiatives undertaken to contribute to;

- *Recruiting better prepared students*
- *Providing supports to students **prior** to their arrival at KPU*
- *Providing supports to students **during** their studies at KPU*

Recruiting Better Prepared Students

[Reputable Agents in Diverse Markets](#)

[In-country KPU Representatives in Key Markets](#)

[Pre-screen apps for students from State Boards in India](#)

[Set Targets/Quotas for International Student Applications](#)

Providing supports to students prior to their arrival at KPU
[On-going Communication with Students](#)
[Registration Webinars](#)
[Caseload Advising](#)
[Online orientation](#)
[In-country Predeparture Workshop](#)
[Preparing for the Canadian Classroom](#)
[Housing Options](#)
[iCent App](#)
[YVR Welcome Booth](#)
Providing supports to students during their studies at KPU
[International Peer Mentorship Program](#)
[KPU Welcomes You](#)
[Medical Health Insurance](#)
[Academic and Immigration Advising](#)
[New Online Resources](#)
[KPU 100](#)
[KPU Learning Centre Passport 1100](#)
[International Student Life Events](#)
[KPU Virtual Global Learning Opportunities](#)
[International Student Scholarships and Grants](#)

Recruiting Better Prepared Students
Reputable Agents in Diverse Markets

An agent performance report card was implemented to maintain a network of strong agents. Agreements for less favourable performance are discontinued or not renewed. Agreements with reputable agents in target markets are sought to diversify the student population. A mandatory online training course for agents was implemented. Agents must complete ongoing training and strictly adhere to contractual obligations for contracts to be renewed.

In-country KPU Representatives in Key Markets

KPU has contracted local representatives in key markets to promote KPU's programs, including attending marketing and recruitment events; hosting social events and media; attending agent open houses; providing support to prospective students and parents in real-time. There are representatives in each of the following countries: Brazil, China, Mexico, India, Philippines, and Vietnam. *Note: Field reps represent only KPU and not other PSIs. They are not the same as agents, and they are not commission based.*

Pre-screen apps for students from different school boards in India

Agents from India pre-screen student applications and submit applications that have a higher high school GPA than what is required for graduation. For instance, for students from the Punjab area attending the State Board, the recommended GPA is 85%, whereas the graduation requirement is only 33%. The high school GPA generally accurately represents the student's academic history, and the English 12 grade should align with the IELTS testing score.

Set Targets/Quotas for Applications

Agents across the globe are provided with targets/quotas of international student applications to increase diversification of the international student body.



Providing supports to students prior to their arrival at KPU

Ongoing Communication with Students

Our International team has language abilities and cultural backgrounds that align with those of our prospective and current students. A Transitions team was formed to regularly communicate with admitted students to help prepare them for their studies in a new country. Information on housing, registration and orientation is provided.

Registration Webinars

Registration webinars are held for new international students prior to registration opening. Students receive advice on recommended courses for their program. International students are encouraged to register in EDUC 1150 (Introduction to Higher Education for International Students) and WRTG 1100 (Writing for University) to better prepare them for their academic studies.

Caseload Advising

Caseload advising for all new international students was introduced. Students receive proactive one-on-one support from an assigned International Advisor who regularly reaches out before and during the first term.

Online Orientation

A virtual live orientation is offered to students prior to departure to provide them with an opportunity to engage with KPU International staff and learn from other students through the Question-and-Answer session of the orientation workshop.

An online Moodle orientation course is also provided to walk students through information necessary for students to be successful. Students learn practical information about starting their studies - how to get their books, what services are available to them, the u-pass, medical insurance, and KSA's Health and Dental plan.

In-Country Pre-Departure Workshop

Admitted students and their parents are invited to attend a predeparture workshop in their home country prior to coming to Canada. These workshops are offered only in India and in the Philippines due to the higher volume of students from these source countries. The workshops provide information on registration, academic integrity, classroom expectations and answers to questions students have prior to their studies.

Preparing for the Canadian Classroom

New resource: [Preparing for the Canadian Classroom](#). This resource is designed for international students to start their education journey on the right foot. The book introduces key skills that students can begin developing even before they travel to Canada.

Housing Options

Online resources available to assist students find housing. [Living in Metro Vancouver](#). KPU is looking at opening a housing coordination office, as well as building student housing.

iCent App

KPU International and iCent [have developed an app](#) that is dedicated to serving incoming international students. It assists students in acclimatizing to life studying overseas, helps them navigate their new environments, and guides students through the process of coming to Canada and KPU. Features include:

- Prepare for Canada Checklist
- Submit Student Documents for admission and study permits
- Access to the student's account, such as your OSS account, KPU Email, and Booking an Advisor.
- Campus Services and Locations
- Frequently Asked Questions, such as how to register for classes, study and work permits, scholarships, medical insurance, and much more.

YVR Welcome Booth

International staff and student mentors hosted a KPU welcome booth at YVR to greet new International students as they arrived in Canada for Fall term. Students were invited to visit our booth upon landing, where we were able to greet them, and provide a welcome gift that included water, snacks and goodies, along with a welcome letter and list of resources on transit, cell phone services, banking and more – in an effort to help them feel supported upon arrival.



Providing supports to students during their studies at KPU

International Peer Mentorship Program

Each new student is matched with a peer student mentor who is trained to provide support to new students. They will have the opportunity to connect with an experienced student who will be their mentor prior to their arrival in Canada and throughout their first semester at KPU. The mentor connects the student to support staff and services available to them and will be available for questions around the Canadian classroom, living and studying in Canada, finding resources, and social supports for the incoming students. Ongoing funding for this program is to be determined.

KPU Welcomes You

On campus new student orientation that takes place the week before start of classes at each campus. This orientation is available for both domestic and international students.

Medical Health Insurance

Students are provided with temporary emergency Health Insurance through Guard.me. Students also have access to the BC Medical Services Plan (BC MSP) once in Canada, and KSA's Health and Dental plans

The [Telus Health Student Support](#) app provides all students with 24/7 access to a diverse network of wellbeing and emotional support resources. Access to a large, diverse network of professional counsellors matches a student's unique circumstances with a counsellor who understands these experiences, in the student's preferred language and culture. Counsellors can provide immediate support and referrals to address a range of concerns.

Academic and Immigration Advising

New [virtual advising and drop-in sessions](#) are offered to support all new and continuing International students to support their academic goals. All KPU International Advisors are RISIA-certified (Regulated International Student Immigration Advisors). International Advisors help with course planning, program exploration, academic standing, registration, IRCC related inquiries and more.

New Online Resources

- 1) A new webpage [Online Learning and Moodle Resources](#) to help international students navigate the wide range of supports available at KPU for their online learning.
- 2) Advising Videos Webpage: A series of [videos](#) that provide an overview on a variety of topics including:
 - Registration
 - Program Declaration
 - Student Expectations
 - Understanding Syllabus
 - Academic Standing
- 3) [Achieving Academic Success: Adapting to the Canadian Classroom](#) – Students learn about the Canadian approach to teaching and learning, such as critical thinking, the importance of class participation, group work, and academic integrity.
- 4) [Working Eligibility](#) – provides students with up-to-date information on working on and off-campus aligned with IRCC regulations.



- 5) Immigration Support Documents –Students can easily access necessary documentation online to verify their student status and requirements necessary to meet study permit regulations. Our RISIA-certified International Education Advisors can help with things such as:
 - [Enrolment Status & Scheduled Breaks](#)
 - [International Student Working Eligibility](#)
 - [Non-Academic Support](#)
- 6) [Forms and Letters](#) – Students can easily access all forms and letters pertinent to studying as an international student online. These letters are readily available to students without having them request and pick them up in person. Examples: Confirmation of Enrolment, Study Permit Extension, Post Graduate Work Permit Letter, etc.

KPU 100

New course: [KPU 100](#) is the Introduction to University course offered through the Learning Centre, which gives students the opportunity to gain familiarity with instructor expectations at university, key learning strategies, use Moodle tools and gain confidence in knowing how to use the technology generally. It also connects students with a range of student services, Learning Centre folk, tutors, and other students.

KPU Learning Centre Passport 1100

Tutor support for students struggling with ENGL 1100. This [video](#) provides information on how students can access this service.

International Student Life Events

[On and off campus events and workshops](#) are organized to help international students adapt to their new life in Canada and meet their peers.

KPU Virtual Global Learning Opportunities

International students now can access virtual global learning opportunities where they can participate in internship programs, COIL programs that helps enhance their learning experience and connections without having an impact on their study permit requirements. <https://www.kpu.ca/studyabroad/virtual-global-learning/outbound>
 International students can apply to the guard.me mobility fund to support these experiences.
<https://www.kpu.ca/studyabroad/go-on-exchange/funding-scholarships/guardme>

International Student Scholarships and Grants

International students have access to accommodation relief funds, emergency funding, entrance scholarships and merit scholarships.

- *International Regional Entrance Scholarship* - awarded to international students with citizenship from an emerging market who demonstrate exceptional academic achievement, intellectual promise, and considerable extracurricular and community involvement.
- *KPU International Merit Scholarship* - select international students receive a one-time Merit Scholarship of \$5000. The scholarship is intended to celebrate the academic achievement of deserving students in attaining their educational goals, meeting their program objectives, and succeeding to their fullest ability.
- *KPU International Accommodation Relief Grant* – students have access up to \$500 to assist with accommodation costs upon arrival in Canada.
- *KPU International Food Relief Grant* - international students can receive up to \$250 in food relief funding.

Note: Ongoing funding for these scholarships and grants is to be determined.

MEMORANDUM



»» Where thought meets action

TO: Kwantlen Polytechnic University (“KPU” or the “University”)’s Board of Governors

FROM: KPU Executive

DATE: September 2023

SUBJECT: Questions from Ishant Goyal, Elected Student Representative of KPU’s Board of Governors

BACKGROUND

KPU’s executive team has received questions from Ishant Goyal, Elected Student Representative of KPU’s Board of Governors (the “Board”). Questions and responses are provided below:

Question #1:

“In the February Regular Meeting this year a motion was approved that said establish a \$1M food endowment at KPU Foundation to help support students in immediate need of food. Could you please give me an update as to how this fund will be administered through KPU for students? Is this motion approved for the fund to be used at a later date or any sooner? It says through KPU foundation, I am interested to how and when this fund will be used for students for tackling Food Endowment?”

Response #1:

The \$1M sent to the Foundation in fiscal 2023, to help support students in immediate need of food, is a restricted endowment. A restricted endowment requires the principle donation to be invested and kept intact, with the income generated on the investment available to distribute only for the purpose identified by KPU in the deed of gift. The Foundation is then responsible for the distribution of monies and administration of the fund going forward.

Distributions made by the Foundation from this fund are intended to support targeted bursaries that will be administered through Student Awards and Financial Assistance and/or donations to the Kwantlen Student Association to support their student food bank. Funds for this endowment are available to be distributed after March 31, 2024 and each year thereafter.

Question #2:

“I would also like to request some clarification about point a and b as well being

- a) \$4M to increase the KPU Research Endowment in the KPU Foundation,*
- b) \$2M to contribute to the fund in the KPU Foundation that supports the reduction of financial barriers for KPU students*

Could you please pass along the management to share about point a and b as well please as to how will that allocated surplus be used in detail for student enhancement initiatives?”

Response #2:

In fiscal 2023, KPU donated \$4M to increase the research endowment in the Foundation. The research endowment is a restricted endowment. Please refer to the above on how a restricted endowment operates. Specifically, income distributed from this endowment is intended to fund research initiatives at KPU that will enhance the experience of KPU students through experiential learning.

In both fiscal 2022 and fiscal 2023, KPU donated to a fund within the Foundation with a goal of reducing financial barriers for KPU students. The fiscal 2023 donation of \$2M to the Foundation is to continue supports for students by providing tuition reimbursements for all students registered in Fall 2023 and funds are expected to be distributed to students until the fund is exhausted.

Question #3:

“Every semester under “student account payments and summary” in KPU OSS portal all the students are reimbursed a certain amount of fee written as “Tuition reimbursement”, what is that fee being reimbursed for and on what basis is that fee being calculated? Is it same for International and Domestic students?”

Response #3:

As mentioned in question #2, KPU made a donation to the Foundation in fiscal 2022 with a goal of reducing financial barriers for KPU students. A portion of the donation to the Foundation is being distributed to KPU students via a tuition discount. This discount is seen on all student accounts as a “Tuition Reimbursement”. The amount is the same for all students registered (both domestic and international), and a flat fee for all students was determined based on the total amount of funds that were available to be distributed to KPU students.

Question #4:

“When students prefer to pay by Credit Card, it is written they will be charged a 2.25% fee charge, what is that charge for? Is it only KPU charging it, or all the institutions charges it? Is there a fee of 2.25% or more or less on payments through debit cards for students? KPU does not take cash payments for Fee as of now, any plans to resume where students can also pay by Cash their fee?”

Response #4:

When students prefer to pay by credit card, they are charged a convenience fee. This fee is a service cost from and set by the credit card payment processor who is an independent company. KPU does not receive any part of the convenience service fee. Each institution comes up with its own fee/payment structure. After a review, it appears that a number of other post-secondary institutions (“PSI”) also charge their students under this convenience fee model. There is currently no fee charged for students using debit cards in person. There are currently alternative methods of payment available for students which are listed on [KPU’s website](#).

KPU does not intend to resume cash payments for fees. There are a number of items to consider when accepting cash payments including, but not limited to, the risk of theft, risk of fraud, employee and student safety as a result of holding significant amounts of cash, requirements to transport cash using an armored vehicle and anti-money laundering legislation.