



Regular Meeting Agenda

Board of Governors

Date: November 23, 2016

Time: 4:00 pm – 5:12 pm

Location: Cloverdale Campus,
Room 1853

Attending: Doug Beaton, Tanya Corbet, Alan Davis, Allison Gonzalez, Marc Kampschuur, Jamie Kokoska, Michael McAdam, Hanne Madsen, Suzanne Pearce, Lisa Skakun, Praveen Vohora, Kim Rose, Eric Wirsching

Excused: Sandra Case, George Melville

Guests: Members of the KSA Executive Committee, Alex McGowan, Tanvir Singh, Rawan Ramini, Natasha Lopes

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

University Community: Salvador Ferreras, Marlyn Graziano, Jon Harding, Vivian Lee, Maggie MacKenzie, Joe Sass, Stefanie Singer, Keri van Gerven, Shelley Wrean

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

Agenda Item	Resource	Action	Time	Page
KPU Tech Campus Tour	Brian Haugen, Dean / Faculty of Trades & Technology		3:15 – 3:45	
1. Call to Order & Introductory Remarks	Lisa Skakun			
2. Approval of Agenda	Lisa Skakun	M	4:00-4:01	1
3. Kwantlen Student Association (KSA)	Alex McGowan, VP External (President)	E	4:01-4:16	4
4. Consent Agenda	Lisa Skakun	M	4:16-4:18	11
4.1. Minutes of September 21, 2016				12
4.2. Academic Schedules 2017/18 and 2018/19				19
4.3. Second Quarter AVED Forecast – Quarter ending September 30, 2016				23
4.4. Second Quarter Financial Report of Operating Fund Only – Quarter ending September 30, 2016				26
4.5. HSBC Global Asset Management Investment Compliance Report and Portfolio Review				36



Regular Meeting Agenda

Board of Governors

Date: November 23, 2016

Time: 4:00 pm – 5:12 pm

Location: Cloverdale Campus,
Room 1853

4.6. RBC Wealth Management, Dominion Securities Investment Adherence Report and Portfolio Review				54
4.7. Signing Authority Spending Limits				82
5. Audit Committee Report				
5.1. Committee Chair Report	Praveen Vohora	I	4:18-4:20	
5.2. Integration of Risk Management & Internal Audit	Praveen Vohora / Joe Sass	I	4:20-4:25	88
6. Finance Committee Report				
6.1. Committee Chair Report	Praveen Vohora	I	4:25-4:27	
6.2. Bylaw 4, Fees	Praveen Vohora / Keri van Gerven	M	4:27-4:32	92
7. President's Report				
7.1. Report to the Board	Alan Davis	I	4:32-4:37	
7.1.1. Submission to the Select Standing Committee on Finance & Government Services	Alan Davis	I	4:37-4:39	94
8. Provost's Report				
8.1. Report to the Board	Salvador Ferreras	I	4:39-4:44	
9. Vice President, Finance & Administration's Report				
9.1. Report to the Board	Jon Harding	I	4:44-4:49	
10. University Secretary's Report				
10.1. Update on the Board Budget as at November 15, 2016	Keri van Gerven	I	4:52-4:54	98
11. Reappointment of the Chancellor	Alan Davis	I	4:54-4:56	99
12. Election of Officers	Keri van Gerven	Election	4:56-5:01	102
13. Senate Report: September 26, 2016 and October 24, 2016	Alan Davis	I	5:01-5:03-	103
14. Issues and Concerns	Lisa Skakun	D	5:03-5:05	
15. Next Meeting Agenda Contribution	Lisa Skakun	D	5:05-5:07	
16. For the Good of the Order	All	D	5:07-5:10	



Regular Meeting Agenda

Board of Governors

Date: November 23, 2016

Time: 4:00 pm – 5:12 pm

Location: Cloverdale Campus,
Room 1853

17. Feedback on the Meeting	All	D	5:10-5:12	
18. Appendix:				
18.1. Report to the Board of Governors	Alan Davis	I	5:12-5:14	
19. Next Meeting Regular Board Meeting Wednesday February 1, 2017 Surrey Campus, Cedar Boardroom 2110 4:00 – 7:00 pm	Lisa Skakun	I		
20. Adjournment	Lisa Skakun		5:14	



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

Regular Meeting
#3
November 23, 2016
Alex McGowan

Agenda Item: **Kwantlen Student Association (KSA)**

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

Recommended Resolution:	N/A
--------------------------------	------------

Board Committee Report: For University Secretariat Use Only

Context & Background: The Board of Governors invited members of the KSA Executive Committee to make a presentation to the Board on the role the KSA plays in representing students at KPU and programs and services it provides to students.

Key Messages: **KSA Executive Committee members Alex McGowan /VP External (President), Tanvir Singh / VP Student Services, Rawan Ramini / VP Finance & Operations and Natasha Lopes / VP Student Life will attend the Board meeting.**
[maximum of three]

Attachments: KSA Backgrounder

Submitted by: Alex McGowan

Date submitted: November 10, 2016



**KWANTLEN
STUDENT
ASSOCIATION**

**12666 72nd Avenue
Surrey, BC V3W 2M8
T: 604.599.2126
F: 604.599.2429
www.kusa.ca**

What is the KSA?

The Kwantlen Student Association (KSA) is the student society representing 19,000+ students at Kwantlen Polytechnic University with offices and operations in Langley, Cloverdale, Surrey, and Richmond. Established in 1981, the KSA is a registered not-for-profit society incorporated under the BC Societies Act, and is fully independent of the university. The KSA is governed by an annually elected student board of directors – Student Council – and operates with the help of the General Manager and 55+ unionized program, service, and support staff.

The KSA strives to enhance the student experience at KPU through the delivery of innovative programs and services, advocacy, and support. Through democratic procedures that are clear and transparent, the KSA represents and reflects the concerns and priorities of its membership to the university and beyond, and strives to uphold the rights of each of its members.

The KSA actively seeks out ways to better the student experience. We work to enhance campus life and ensure that students' academic rights are upheld. We advocate to the university, all levels of government, and other external organizations to ensure the best possible conditions for students. We deliver student services to enhance students' experience and success at KPU.

The KSA is primarily funded by mandatory student fees approved by campus-wide referendum and modest business revenues from programs and services. As such, we strive to be ethical and accountable stewards of these funds. The KSA is externally audited every year, and our financial statements, as well as monthly budget updates are publicly posted on our website for all our members to access.

As a registered not-for-profit organization the KSA is fully compliant with a number of regulatory requirements and bodies including the Canada Revenue Agency, BC Registrar of Companies, and Kwantlen Polytechnic University as per operating agreements and applicable legislation.

Student Council

Student Council is the KSA's highest decision-making body – legally they are known as the Board of Directors. Council is composed of up to 27 student representatives elected in February of each year. Student Council is responsible for developing the KSA's Strategic Plan, building and managing our annual budget, making major decisions related to contracts, services, events, and partnerships, as well as overseeing the General Manager. Student Council sets the overall vision and direction for the organization, and directs the General Manager to operationalize their decisions.



KWANTLEN STUDENT ASSOCIATION

Student Councilors serve a single year term which begins on April 1st each year. Council is made up of the following positions:

- Surrey Campus Representative (1)
- Cloverdale Campus Representative (1)
- Langley Campus Representative (1)
- Richmond Campus Representative (1)
- Aboriginal Students Representative (1)
- Queer Students Representative (1)
- Mature Students Representative (1)
- Students of Colour Representative (1)
- International Students Representative (1)
- Women's Representative (1)
- Students with Disabilities Representative (1)
- Arts Representatives (4)
- Business Representatives (4)
- Science & Horticulture Representatives (2)
- Health Representative (1)
- Design Representative (1)
- Trades & Technology Representative (1)
- Academic & Career Advancement Representative (1)
- KPU Student Senators (4)

At the first meeting of each year, four Executives are appointed from within Student Council to serve one year terms as full-time officers of the society – we call them Vice Presidents. Each Vice President is responsible for one of four portfolios: Student Life, University Affairs, External Affairs, and Finance & Operations. These four VPs comprise the Executive Committee, which meets weekly and manages the affairs of the KSA on behalf of Student Council. Council is further subdivided into Standing and Special Committees, which take on responsibility for specific parts of the organization.

KSA Programs & Services

The KSA operates a significant number of programs and services for students across all four campuses. An extensive list can be found below. The KSA prides itself on hiring students into many of the positions below, and provides over \$500,000 in wages to students each year.

- **ActiveKSA:** sports, recreation, and fitness program within the KSA promoting healthy living and lifestyles through events and awareness campaigns. Our team take students on mountain hikes, kayak trips, and outdoor adventures. ActiveKSA works with KPU Sports & Recreation to put on low-cost fitness classes on all campuses, intramural tournaments, and major campus events.
- **KSA Campaigns:** researches and implements policies and campaigns to improve the lives of KPU students, both on and off campus. Issues include academic matters, childcare, housing, transit, and financial assistance. The KSA works closely with the Alliance of BC Students and the Canadian Alliance of Student Associations on provincial and national campaigns and advocacy.



KWANTLEN STUDENT ASSOCIATION

- **Extended Health & Dental Plan:** our health and dental benefits plans are administered by Gallivan & Associates, an independent third party provider. The plan includes annual teeth cleaning, discounted extended health benefits, prescription drug coverage, travel insurance, and much more.
- **Food Bank:** provides emergency 7-day supply of food for students in need. Provided discretely and anonymously on all campuses.
- **GrassRoots Café:** operate a student-run café and lounge on the Surrey campus providing healthy meals and drinks for students and staff. We strive to run the café as sustainably as possible, serving local and organic food where possible, and offering several vegetarian, vegan, and gluten-free options. All coffee and tea are Fair Trade certified. GrassRoots hires only students to work in the café, resulting in over \$150,000 in wages to students each year.
- **Kwantlen St. Farmers Market:** launched in 2016, the Kwantlen St. Farmers Market on the KPU Richmond campus is Richmond's only weekly farmers market. In partnership with Farm Fresh Events, a third party provider, the Farmers Market provides locally produced food and artisan goods for the Richmond community every Tuesday afternoon from April to October.
- **Intercampus Shuttle:** a partnership with KPU and operated by Luxury Transport Inc., a third party operator, the Intercampus shuttle runs Monday to Friday between Surrey, Cloverdale, and Langley, with night service to the Richmond campus after the 301 bus stops running. The KSA plans the route, manages student inquiries, and pays the majority of the cost of the service.
- **Lockers:** lockers are free for students on all campuses, and owned and managed by the KSA.
- **Member Services:** our frontline service staff on all KPU campuses, providing information, printing, copying and faxing services, selling KSA products and services, and in some cases Health & Dental Plan information.
- **MultiPass Program:** the KSA's largest program, combines the U-Pass BC with many other programs and services to help students lead healthier, more sustainable lives. Includes free Car2Go memberships, discounted Fitness World passes, the Intercampus Shuttle, secure bike lockers and repair stations, and many more transportation and fitness related activities.
- **Peer Support Program:** a partnership with KPU, our program connects highly trained student volunteers with students who need someone to talk to. The program also organizes wellness-related events, and awareness campaigns for mental health issues.
- **Reboot Computer Repair:** free desktop and laptop computer repair service offered in Richmond and Surrey. Labour is free for students and parts are replaced at wholesale costs.
- **START Volunteer Program:** volunteer and professional development program that gives students opportunities to give back to the KPU and broader community while building their skills and knowledge to assist in their career development.



KWANTLEN STUDENT ASSOCIATION

- **Student Rights Centre:** an advocacy service that supports students in conflict with the university. Our advocates assist with academic and non-academic misconduct complaints and appeals, grade appeals, and other issues related to university policies and practices.
- **SustainableKSA:** researches and implements policies and procedures to make the KSA and KPU a more sustainable community. Oversees our Campus Garden, manages the Richmond Farmers Market, and organizes events throughout the year educating students on sustainable lifestyle choices and practices.
- **U-Pass BC:** a partnership with KPU and Translink, the U-Pass BC program provides a discounted universal transit pass for all KPU students. The pass gives unlimited access to all bus routes, train lines, and Sea Buses in the Metro Vancouver region.
- **www.BCBookworm.com:** our on-line used textbook buy and sell website. Students can post used textbooks for sale for free and students looking for used textbooks can find them for a fraction of the price. Currently with more than 3000 active users from schools throughout Metro Vancouver.

Partnerships with KPU

Over the years the KSA has partnered quite closely with KPU on a number of important projects. In addition to the considerable financial contributions made on behalf of students, the KSA has worked hard to ensure that students needs are met on all campuses, both inside and outside of the classroom. Some of those partnerships include:

Capital Projects - \$2.95 million

- ❖ **1998 Cedar Building - \$1.6 million:** Contributed to the building of the Cedar Building on the Surrey Campus where the KSA offices currently reside. Includes the GrassRoots Café & Lounge and Fitness Centre. In 2009 the Fitness Centre was given back to the university to manage.
- ❖ **2008 KPU Library Expansion - \$100,000:** Contributed to the expansion of the Surrey Arbutus Library building.
- ❖ **2009 Richmond Fitness Studio - \$30,000:** Renovated a classroom space into a movement and fitness studio. Fitness and dance groups as well as KPU Sports & Recreation have used the space since it opened. First recreational facility built on the Richmond campus.
- ❖ **2013 Secure Bike Lockers - \$50,000:** Installed 10 secure bicycle lockers on each campus to promote cycling. Free for students to rent.
- ❖ **2013 Water Bottle Filling Stations - \$80,000:** Installed 7 high capacity water bottle filling stations across four campuses. One (1) in Langley, one (1) in Cloverdale, three (3) in Surrey, and two (2) in Richmond.
- ❖ **2013 Cloverdale Lockers - \$15,000:** Installed 40 large lockers in Cloverdale.
- ❖ **2013-14 Faculty of Health Lockers - \$7,500:** Installed 70 lockers in the renovated Faculty of Health wing.



KWANTLEN STUDENT ASSOCIATION

- ❖ **2015 KPU Capital Projects Manager - \$100,000:** Partnered with KPU Facilities to hire new Capital Projects Manager to help with new KSA capital projects and backlog of KPU projects.
- ❖ **2015 Richmond Kitchenette - \$15,000:** Installed kitchenette with functional sink and microwaves in Richmond Cafeteria for students to make their own lunches.
- ❖ **2015 Langley Kitchenette - \$13,000:** Installed kitchenette with functional sink and microwaves in Langley Cafeteria for students to make their own lunches.
- ❖ **2015 Cloverdale Kitchenette - \$12,000:** Installed kitchenette with functional sink and microwaves in Richmond Cafeteria for students to make their own lunches.
- ❖ **2015 Surrey Cedar Renovations - \$200,000:** Upgrades to the KSA's Cedar offices to increase visibility, accessibility, and functionality. Significant improvements to HVAC system, and installation of LED light fixtures to reduce energy consumption.
- ❖ **2015 Richmond Lounge Renovations - \$60,000:** Upgrades to the KSA's Richmond Lounge including new furniture and LED lighting. Old furniture was redistributed around campus for more comfortable spaces.
- ❖ **2015 Langley Lounge & Office Renovations - \$140,000:** Upgrades to the KSA's Langley Lounge and offices to increase visibility, accessibility, and functionality. Dramatically improved the student experience.
- ❖ **2015 Campus Shuttle Shelters - \$150,000:** Installed covered bus shelters in Surrey, Cloverdale, and Langley to provide students safety, comfort and protection from the rain while waiting for the shuttle.
- ❖ **2015 Campus Sidewalks - \$35,000:** Supported a number of sidewalk improvements including unfinished exterior sidewalks from the Cloverdale cafeteria patio area to existing walkways, a pathway connecting Surrey Cedar Building to the intersection at 126 St, and a new pathway within Cedar courtyard.
- ❖ **2015 Surrey Fitness Centre - \$50,000:** Replaced all Surrey Fitness Centre's weight room equipment.
- ❖ **2015 Water Fountain Replacement - \$80,000:** Installed and/or replaced all water fountains on all KPU campuses to include water bottle filling taps, and in many cases cooling and filtration.
- ❖ **2015 Westerman Campus Community garden - \$7,000:** Installed and maintain the on-campus community garden that has garden plots available to students and staff.
- ❖ **2016 Cloverdale Weight Room - \$120,000:** Worked with KPU Sport & Recreation to renovate a locker room into a weight room for Trades students. First recreational facility built on the Cloverdale campus.
- ❖ **2016 Langley Fitness Studio - \$80,000:** Worked with KPU Sports & Recreation to renovate a large office space into a movement and fitness studio. Fitness and dance groups now have a space to operate and some weightlifting equipment was also installed. First recreational facility built on the Langley campus.

Ongoing Partnerships - \$480,000 Annually

- **Endowed Student Financial Assistance - \$350,000:** Have invested significantly with the Foundation since 1995, resulting in more than \$17,000 in annual bursaries and awards for students.
- **Annual Student Financial Bursaries - \$15,000:** These awards are an annual contribution in addition to the endowed awards, ensuring support for international students, student parents, and Design students.



KWANTLEN STUDENT ASSOCIATION

- **New Student Orientation & Welcome Weeks - \$50,000 Annually:** Partner with KPU Orientations to run semesterly New Student Orientation and Welcome Week events providing food and “swag bags”.
- **Student Agendas - \$20,000 Annually:** Partner with KPU Student Affairs to produce the annual student agenda. More than 7,000 agendas are distributed annually with key KSA and KPU information in them.
- **Intercampus Shuttle - \$350,000 Annually:** Cover 60% of the cost of operating the shuttle, as well as the WiFi.
- **KDOCS Gold Sponsor - \$7,500:** Gold level sponsor each year to ensure festival’s success.
- **KPU Convocation - \$6,000 Annually:** Cover the cost of catering for all KPU convocation ceremonies.
- **Student Grad Show Support - \$5,000:** Support various departmental student graduate showcase events.
- **Design School’s “The Show” Gold Sponsor - \$5,000:** Long-time Gold level sponsor of the “The Show”.
- **KPU Annual Golf Tournament Lunch Sponsor - \$4,000 Annually:** Long-time sponsor of the annual KPU golf tournament supporting student financial assistance.



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

Regular Meeting
#4
November 23, 2016
Lisa Skakun

Agenda Item: **Consent Agenda**

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

Recommended Resolution:	<p>THAT the Board of Governors approve the following item on the Consent Agenda:</p> <p>4.1 Minutes of September 21, 2016</p> <p>AND</p> <p>THAT the Board of Governors receive the following for information:</p> <p>4.2 Academic Schedules 2017/18 and 2018/19</p> <p>4.3 Second Quarter AVED Forecast - Quarter ending September 30, 2016</p> <p>4.4 Second Quarter Financial Report of Operating Fund Only – Quarter ending September 30, 2016</p> <p>4.5 HSBC Global Asset Management Investment Compliance Report and Portfolio Review</p> <p>4.6 RBC Wealth Management, Dominion Securities Investment Adherence Report and Portfolio Review</p> <p>4.7 Signing Authority Spending Limits</p>
--------------------------------	--

Attachments:

1. Minutes of September 21, 2016
2. Academic Schedules 2017/18 and 2018/19
3. Second Quarter AVED Forecast - Quarter ending September 30, 2016
4. Second Quarter Financial Report of Operating Fund Only – Quarter ending September 30, 2016
5. HSBC Global Asset Management Investment Compliance Report and Portfolio Review
6. RBC Wealth Management, Dominion Securities Investment Adherence Report and Portfolio Review
7. Signing Authority Spending Limits

Submitted by: Maggie MacKenzie

Date submitted: November 14, 2016

Present Board

Lisa Skakun / Chair
Douglas Beaton
Sandra Case
Tanya Corbet
Alan Davis / President & Vice
Chancellor
Allison Gonzalez
Marc Kampschuur
Jamie Kokoska
Michael McAdam
Hanne Madsen / Vice Chair
Suzanne Pearce
Kim Rose
Praveen Vohora
Eric Wirsching

University Vice Presidents

Salvador Ferreras / Provost & VP Academic
Jon Harding / VP, Finance & Administration

University Community Members

Marlyn Graziano / Executive Director, External &
Government Affairs
Maggie MacKenzie / Confidential Assistant, Board of
Governors
Lori McElroy / Executive Director, Institutional Analysis &
Planning
Joe Sass / Director, Business Performance & Advisory
Services
Keri van Gerven / University Secretary & Confidential
Assistant to the President & Vice Chancellor

Regrets George Melville / Chancellor

Guest

Lekeyten / KPU Elder in Residence

1. Call to Order

The Chair called the meeting to order at 4:12 pm and thanked Lekeyten, KPU Elder in Residence, for the welcome to the shared traditional territories of the Kwantlen, Katzie, Semiahmoo, and Tsawwassen First Nations. The Chair also welcomed new Board members and guests.

2. Oath of Office

The Chair, Lisa Skakun administered the Oath of Office to Michael McAdam and noted that Allison Gonzalez took the Oath of Office at a committee meeting held on September 7, 2016 and Eric Wirsching took the Oath of Office at a committee meeting held on September 12, 2016.

3. Approval of Agenda

Motion #01-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.

**4. Annual Declaration
Form Signing – Code
of Conduct for Board
Members**

Annual Declarations were signed and collected.

5. Consent Agenda

Motion #02-16/17

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

3.1 Minutes of June 22, 2016

6. President's Report

Alan Davis presented highlights of the President's Report including the meeting with the President of the Beijing University of Chinese Medicine along with Prime Minister Trudeau to sign an MOU to develop a transfer agreement for graduates of KPU's Acupuncture Diploma program. Dr. Davis advised that the Acupuncture program opened this week in Richmond and is the first traditional Chinese medicine program in the public post-secondary system.

Dr. Davis also acknowledged the great work done by the many staff involved in the student registration process in preparation for the beginning of the new Academic year.

7. Provost's Report

Salvador Ferreras presented highlights of the Provost's Report including the Groundbreaking ceremony for the Wilson School of Design held in July, expansion of trades training with additional funding from the Government and that a further trades funding announcement is expected in the Fall.

Dr. Ferreras advised that a MOU was signed this morning with Delta School District for the first dual credit farm school in the province for students in grades 10-12. Dr. Ferreras also noted that the Tsawwassen First Nation Farm School is having a positive impact in the community, is providing meaningful experiences for students and selling produce at both the farm and by subscription with delivery to each campus.

Dr. Ferreras also provided an update on staffing and noted that searches are underway for the Associate Vice President, Academic; Dean, Faculty of Health; and, Associate Deans for the Faculties of Arts and Business. The reappointment process for the University Librarian will commence shortly and Stephanie Chu, Vice Provost, Teaching & Learning is very active in advancing our teaching and learning mandate.

8. Vice President, Finance & Administration

Jon Harding advised that the Vice President, Finance & Administration Report is included in the Report to the Board and that there is nothing further to add at this time.

9. Finance Committee Report

9.1 Committee Chair Report

Praveen Vohora advised that Items discussed at the September 12, 2016 meeting are included on the Agenda.

9.2 KPU Budget 2016/17 and Mandate Letter

Jon Harding highlighted the KPU Budget 2016/17 and Mandate Letter reflecting a modest increase in funding. Mr. Harding advised that the letter indicates flexibility to the wage freeze for executive employees however further correspondence stated that no changes are to be made until the Public Sector Employers Association (PSEA) has delivered its report on Sectoral compensation.

In response to a question regarding changes to the FTE targets for developmental programming, Mr. Harding advised that no information has been received to indicate that there will be any changes in that area.

9.3 Budget Development Process

Jon Harding advised that the process for implementation of the zero based budgeting process effective 2016/17 is underway and is being well received.

9.4 Statement of Financial Information (SOFI) – Public Bodies Report

Jon Harding advised that the Statement of Financial Information (SOFI) – Public Bodies Report is required by legislation and must be filed annually. The report includes prescribed schedules including financial information on employees and vendors.

Motion #03-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Statement of Financial Information (SOFI) – Public Bodies Report as recommended by the Board Finance Committee.

9.5 Quarterly Cash Flows on Capital Report (Q1)

Jon Harding advised that the Quarterly Cash Flows on Capital Report must be filed with the Ministry and provides information on the status of KPU's capital projects that are funded or partially funded with provincial funds. The Q1 report reflects provincial funding for the Wilson School of Design.

9.6 Five Year Capital Plan

Jon Harding advised that the deadline for submission of the Five Year Capital Plan to the Ministry was delayed due to the SIF application process. The Ministry has now confirmed that the plan must be submitted by September 30, 2016 in draft form and that the Board may provide post approval.

9.7 Management & Investment of Operating Funds Policy/Procedures/Investment Policy Statement & Strategies

Jon Harding stated that the current investment policy is very conservative and that the intent is to mirror SFU's Investment Policy with the view of increasing returns. Mr. Harding advised that Management & Investment of Operating Funds Policy/Procedures and Investment Policy Statement & Strategies will be presented to the Finance Committee for recommendation to the Board for approval.

9.8 Revision to Bylaw No. 4, Fees

Jon Harding explained that Bylaw No. 4, Fees was not previously amended to reflect tuition fees per credit for the Post Baccalaureate in Accounting as previously approved by the Board. Mr. Harding also noted that Joe Sass will

be working with the University Registrar and University Secretary to make changes to Bylaw No 4, *Fees* and its associated processes.

Motion #04-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revision to Bylaw No. 4, *Fees* amending the tuition per credit for Category 7 - Post-Baccalaureate 1 – 2 year diplomas commencing September 1, 2016 to \$225.00-\$850.00 per credit.

9.9 Board of Governors Budget

Keri van Gerven advised that the Board of Governors Budget for 2016/17 has been revised based on the feedback received from the Board Finance Committee and is referenced as “University Board new proposal”.

Motion #05-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve an amendment to the motion referencing the new proposal for the Board of Governors 2017/18 Budget.

Motion #06- 16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the new proposal for the Board of Governors 2017/18 Budget as recommended by the Board Finance Committee for presentation to the Senate Standing Committee on the University Budget by the University Secretary.

**10. Governance
Committee Report**

10.1 Committee Chair Report

Lisa Skakun advised that the Governance Committee meetings are now scheduled every two months versus the previous practice of monthly. Additional meetings will be scheduled if required.

10.2 VISION 2018 Performance Reporting – Targets for New Measures

Lori McElroy noted that the Board Governance Committee discussed and approved proposed targets for new measures for recommendation to the Board.

Motion #07-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the new performance targets for VISION 2018 as recommended by the Board Governance Committee.

**11. Chancellor
Appointment /
Reappointment**

11.1 Chancellor Vacancy and Selection Process

Keri van Gerven confirmed that Chancellor George Melville is willing and eligible to stand for reappointment. The Appointment/Reappointment process was previously approved by the Board and no changes are being recommended to the role description or selection criteria for Board approval. The Alumni Association and Senate are also appointing

representatives to the Search Advisory Committee and that a meeting will be scheduled once the search committee membership is complete.

Ms. van Gerven also confirmed that the Alumni Association presents its recommendation to the Board of Governors for the appointment of the Chancellor. The Board appoints the Chancellor.

The Chair noted that George Melville is a great Chancellor and an excellent advocate for KPU.

11.2 Chancellor Role Description

Motion #08-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Chancellor Role Description.

11.3 Chancellor Selection Criteria

Motion #09-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Chancellor Selection Criteria.

Doug Beaton joined the meeting

11.3 Appointment of Chancellor Selection Committee Representatives

Discussion ensued regarding the time commitment required as a member of the Search Advisory Committee and it was confirmed that one meeting is being proposed to consider the reappointment and that the committee will receive the information required to make a decision. The meeting is expected to be scheduled for mid to late October.

Motion #10-16/17

MOVED, SECONDED AND CARRIED THAT the Board of Governors appoint Sandra Case and Allison Gonzales as Board Representatives on the Chancellor Search Advisory Committee.

12. Governance Retreat – August 26, 2016

Keri van Gerven advised that members of the Board, Senate, Senate Committees and Faculty Councils attended the August 26, 2016 Governance Retreat. The Retreat included a moderated session with two featured speakers and three workshops – Meetings and Robert's Rules, Blue Jeans and Conferencing and the Role of the Chair. Ms. van Gerven noted that feedback was positive and confirmed that a Governance Retreat will be held again next year.

13. Senate Report: June 27, 2016

Alan Davis advised that the Senate Report for June 27, 2016 was included in the meeting package and announced that the Senate Office is being reorganized under the University Registrar, as noted in the *University Act*.

- 14. Issues and Concerns** No issues or concerns were identified.
- 15. Next Meeting Agenda Contribution** Board members were asked to send contributions for the next meeting agenda to Keri van Gerven.
- 16. For the Good of the Order** Congratulations to Marc Kampschuur on successfully completing the Chartered Director Program through the Directors College, a joint venture between McMaster University and the Conference Board of Canada.
- The significant number of times Board and Management meet former KPU students in both their personal and business lives were highlighted.
- At a recent event Mayor Linda Heppner commended KPU on its collaboration with Siemens Canada Limited aimed at accelerating advanced manufacturing concepts and addressing the technical skills gap in Canada.
- A number of dignitaries are expected to be in attendance at Convocation
- 17. Feedback on the Meeting** In response to a question, it was confirmed that Board meetings are rotated throughout the year to ensure that all members of the KPU community have an opportunity to attend.
- Betty Worobec announced that the new lab in Richmond is complete and that the crops, such as sunflowers, rice and wheat are flourishing in Langley.
- In response to a comment regarding the level of dialogue and discussion on agenda items that have come forward from committees, it was confirmed the committees discuss matters fully and present recommendations to the Board. The Board also expects that all board members have read all materials in advance of the meeting and are prepared to discuss and encouraged to ask questions. It was also noted that the committee terms of reference lay out the responsibilities delegated by the Board and Guidelines and Workplan provide the workflow and focus for those responsibilities.
- KPU's 4th Annual Pow Wow will be held from noon to 10:00 pm on September 24, 2016 at the Surrey campus. The powwow celebrates aboriginal culture at KPU and features a dance competition.
- 18. Appendix: Information Package** The Report to the Board of Governors was received.
- 19. Next Meeting** Wednesday, November 23, 2016 at the Cloverdale Campus, Room 1973 beginning at 4:00 pm.
- Board members wishing to attend a meeting via videoconference or teleconference are asked to notify Keri van Gerven or Maggie MacKenzie well in advance of the meeting so that the set up can be completed and the technology tested prior to the start of the meeting.

20. Adjournment

The meeting adjourned at 5:20 pm.

Board Chair

DRAFT

2017-18 Academic Year Schedule

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 04, 2017	Good Friday	Fri, Mar 30, 2018
Thanksgiving	Mon, Oct 09, 2017	Easter Sunday	Mon, Apr 02, 2018
Remembrance Day (in lieu)	Mon, Nov 13, 2017	Victoria Day	Mon, May 21, 2018
KPU Christmas closure	Dec 25, 2017 – Jan 01, 2018	Canada Day (in lieu)	Mon, Jul 02, 2018
Family Day	Mon, Feb 12, 2018	BC Day	Mon, Aug 06, 2018

SUMMARY

Semester Duration *(first day of classes until final grade submission deadline)*

Fall 2017	Sep 05 – Dec 20
Spring 2018	Jan 03 – Apr 25
Summer 2018	May 07 – Aug 22

FULL SEMESTER DATES

Semester	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 05	Wed, Jan 03	Mon, May 07
Reading break		Mon Feb 12-Feb 17	
Last day to withdraw	Fri, Oct 20	Thurs, Feb 22	Thurs, June 21
Last day of classes	Mon, Dec 04	Mon, Apr 09	Fri, Aug 03
Exam Period			
Final exams start	Wed, Dec 06	Wed, Apr 11	Wed, Aug 08
Final exams end	Thurs, Dec 14	Thurs, Apr 19	Thurs, Aug 16
Grade Submission Deadline	Wed, Dec 20	Thur, Apr 25	Wed, Aug 22

Days of instruction (holidays /closures removed):

Semester	Fall	Spring	Summer
Mondays	11	12	11
Tuesdays	13	12	13
Wednesdays	13	13	13
Thursdays	13	13	13
Fridays	13	12	13
TOTAL	63	62	63
Exam days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 05	Wed, Jan 03	Mon, May 07
Last day to withdraw	Tue, Sep 26	Wed, Jan 24	Tue, May 29
Last day of classes	Mon, Oct 16	Tue, Feb 20	Mon, Jun 18
Exam Period			
Final exams start	Wed, Oct 18	Thurs, Feb 22	Wed, Jun 20
Final exams end	Fri, Oct 20	Sat, Feb 24	Fri, Jun 22

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Oct 30	Mon, Mar 05	Tues, Jul 03
Last day to withdraw	Tue, Nov 21	Mon, Mar 26	Tues, Jul 24
Last day of classes	Mon, Dec 11	Mon, Apr 16	Mon, Aug 13
Exam Period			
Final exams start	Wed, Dec 13	Wed, Apr 18	Wed, Aug 15
Final exams end	Fri, Dec 15	Fri, Apr 20	Fri, Aug 17

Days of instruction:

Semester	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	5	6	6	6	6	5
Tuesday	6	6	6	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	5	6	6
TOTAL	29	30	30	29	30	29
Exam Days	3	3	3	3	3	3

2018-19 Academic Year Schedule

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 03, 2018	Good Friday	Fri, Apr 19, 2019
Thanksgiving	Mon, Oct 08, 2018	Easter Monday	Mon, Apr 22, 2019
Remembrance Day (in lieu)	Mon, Nov 12, 2018	Victoria Day	Mon, May 20, 2019
KPU Christmas closure	Dec 24, 2018 – Jan 1, 2019	Canada Day	Mon, Jul 01, 2019
Family Day	Mon, Feb 11, 2019	BC Day	Mon, Aug 05, 2019

SUMMARY

Semester Duration <i>(first day of classes until final grade submission deadline)</i>	
Fall 2018	Sep 04 – Dec 19
Spring 2019	Jan 03 – Apr 25
Summer 2019	May 06 – Aug 21

FULL SEMESTER DATES

Semester	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 04	Thurs, Jan 03	Mon, May 06
Reading break		Mon Feb 11-Feb 16	
Last day to withdraw	Thurs, Oct 18	Fri, Feb 22	Thurs, June 20
Last day of classes	Mon, Dec 03	Fri, Apr 05	Fri, Aug 02
Exam Period			
Final exams start	Wed, Dec 05	Tue, Apr 09	Wed, Aug 07
Final exams end	Thurs, Dec 13	Wed, Apr 17	Thurs, Aug 15
Grade Submission Deadline	Wed, Dec 19	Fri, Apr 25	Wed, Aug 21

Days of instruction (holidays /closures removed):

Semester	Fall	Spring	Summer
Mondays	11	12	11
Tuesdays	13	12	13
Wednesdays	13	12	13
Thursdays	13	13	13
Fridays	13	13	13
TOTAL	63	62	63
Exam days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 04	Thurs, Jan 03	Mon, May 06
Last day to withdraw	Tue, Sep 25	Wed, Jan 23	Tue, May 28
Last day of classes	Mon, Oct 15	Tue, Feb 19	Mon, Jun 17
Exam Period			
Final exams start	Wed, Oct 17	Thurs, Feb 21	Wed, Jun 19
Final exams end	Fri, Oct 19	Sat, Feb 23	Fri, Jun 21

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Oct 29	Mon, Mar 04	Tue, Jul 02
Last day to withdraw	Tue, Nov 20	Mon, Mar 25	Tue, Jul 23
Last day of classes	Mon, Dec 10	Fri, Apr 12	Mon, Aug 12
Exam Period			
Final exams start	Wed, Dec 12	Tue, Apr 16	Wed, Aug 14
Final exams end	Fri, Dec 14	Fri, Apr 18	Fri, Aug 16

Days of instruction:

Semester	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	5	6	6	6	6	5
Tuesday	6	6	6	6	6	6
Wednesdays	6	6	5	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	6	6	6
TOTAL	29	30	29	30	30	29
Exam Days	3	3	3	3	3	3



Board of Governors
Consent Agenda Item: 4.3
Meeting Date: November 23, 2016
Presenter(s): Jon Harding

Agenda Item: Second Quarter AVED Forecast – Quarter ending September 30, 2016

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

Recommended Resolution:	N/A
--------------------------------	-----

Board Committee Report: The Board Finance Committee reviewed the AVED Forecast for Q2 at its meeting held on November 8, 2016.

Context & Background: N/A

Key Messages:
[maximum of three]

1. Revenues:

- AVED funding is approximately \$410,000 greater than budgeted as KPU received funding for the increase related to the Economic Stability Dividend announced in early spring which was not part of the communicated fiscal 2016/17 planned Operating Grant.
- Domestic enrolments are trending as expected while International enrolment is higher than anticipated; however, tuitions are lower at Q2 due to timing differences in recognition.

2. Expenses:

- Salaries and benefits, and non-salary expenses are also projected to be lower than budgeted, in line with the reduction in revenue generating activity.
- KPU is continuing to encourage all faculties and units to maintain strong control over non-salary spending where possible.

3. At this time, with the reduction in domestic enrolment from prior fiscal year and other inflationary factors being largely offset by the growth in international enrolments, the expectation is that KPU will achieve balanced financial results.

Resource Requirements: N/A



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

Regular Meeting
4.3
November 23, 2016
Jon Harding

Implications /
Risks:

N/A

Consultations:

N/A

Attachments:

1. Statement of Operations

Submitted by:

Jon Harding

Date submitted:

November 14, 2016

STATEMENT OF OPERATIONS

Please report all debits as positive numbers and credits as negative numbers

	Forecast 2016/17	Projections		
		2017/18	2018/19	2019/20
	----- \$thousands -----			
Revenue - (credits)				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(70,746)	(72,092)	(73,464)	(74,293)
Operating contributions from Provincial Crown Corps & Agencies	(3,662)	(3,662)	(3,662)	(3,662)
Operating contributions from the Federal Government	(311)	(311)	(311)	(311)
Operating contributions from other sources	(138)	(138)	(138)	(138)
Deferred capital contributions from Province	(5,242)	(5,938)	(6,267)	(6,295)
Deferred capital contributions from Federal Government	(153)	(153)	(153)	(153)
Deferred capital contributions from Other Sources	(198)	(198)	(198)	(198)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)		-	-	-
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)	(2,500)	(2,625)	(2,756)	(2,894)
Sales of goods and services to others (Ancillary Services)	(6,900)	(6,900)	(6,900)	(6,900)
Domestic Tuition and Mandatory Fees	(40,500)	(40,703)	(40,906)	(41,111)
International Tuition and Mandatory Fees	(27,800)	(29,746)	(31,531)	(33,423)
Recognition of endowment investment income	-	-	-	-
Realized investment earnings (gains)/losses	(250)	(250)	(250)	(250)
Earnings from commercial subsidiaries (GBE's)	-	-	-	-
Investment Earnings (not included above)	(1,300)	(1,000)	(1,000)	(1,000)
Other revenue (not included above)	(2,800)	(2,800)	(2,800)	(2,800)
Total Revenue	(162,501)	(166,516)	(170,336)	(173,428)
Expenses - debits				
Salaries and benefits	116,200	118,184	120,165	121,650
Cost of goods sold	3,800	3,838	3,876	3,915
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	29,025	29,641	30,941	32,510
Capital asset amortization expense	11,954	13,354	13,854	13,854
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	1,500	1,500	1,500	1,500
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)				
Amortization of debt issue costs				
Other				
Total Expense	162,478	166,516	170,336	173,428
Net (Revenues)/Expenses before extraordinary items	(23)	-	-	-
(Gain) loss on sale of capital assets	-	-	-	-
Net (Revenues)/Expenses	(23)	-	-	-
Unallocated Pressures (use in Q1 only)				
Operating Net (Income) Loss (for Ministry)	(23)	-	-	-
Endowment (restricted asset) contributions	-	-	-	-
Net (Income) Loss (PSI)	(23)	-	-	-



Board of Governors Regular Meeting
Consent Agenda Item: 4.4
Meeting Date: November 23, 2016
Presenter(s): Jon Harding

Agenda Item: Second Quarter Financial Report of Operating Fund Only – Quarter Ending September 30, 2016

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

Recommended Resolution:	N/A
--------------------------------	-----

Board Committee Report: The Board Finance Committee reviewed the Second Quarter Financial Report of Operating Fund Only – Quarter Ending September 30, 2016 at its meeting held on November 8, 2016.

Context & Background: N/A

Key Messages: 1. Revenues:
[maximum of three]

- AVED funding is approximately \$410,000 greater than budgeted as KPU received funding for the increase related to the Economic Stability Dividend announced in early spring which was not part of the communicated fiscal 2016/17 planned Operating Grant.
- Domestic enrolments are trending as expected while International enrolment is higher than anticipated; however, tuitions are lower at Q2 due to timing differences in recognition.

2. Expenses:

- Salaries and benefits, and non-salary expenses are also projected to be lower than budgeted, in line with the reduction in revenue generating activity.
- KPU is continuing to encourage all faculties and units to maintain strong control over non-salary spending where possible.

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: N/A



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

Regular Meeting
4.4
November 23, 2016
Jon Harding

Attachments:

1. Q2 Consolidated Financial Results and Forecast
2. Q2 Operating Fund Financial Results

Submitted by: Jon Harding

Date submitted: November 14, 2016

Kwantlen Polytechnic University
Quarterly Projection of Consolidated Funds
For Quarter Ending September 30, 2016

	Annual Budget FY16/17	Quarter ending September 30, 2016	Actual % of Budget FY16/17	FY15/16 Q2 Actual % of Budget FY15/16	Projection to March 31, 2017	Annual Budget FY15/16	Quarter ending September 30, 2015	Actuals at March 31, 2016
(in thousands)								
Revenues								
Grants								
Operating Grant (AVED)	\$ 64,729	\$ 32,578	50.33%		\$ 65,139	\$ 63,323	\$ 31,689	\$ 64,327
Other Grants & Contributions	10,634	2,756	25.92%		9,718	4,259	2,530	10,286
Tuition and Student Fees								
Domestic Tuition	37,493	14,477	38.61%		37,850	37,243	14,464	37,482
International Tuition	26,250	10,318	39.31%		26,527	23,737	9,295	23,154
Mandatory Fees	4,007	1,529	38.16%		3,923	3,623	1,453	3,777
Ancillary Services	6,956	3,378	48.56%		6,900	8,663	3,682	7,407
Investment Earnings	2,280	779	34.17%		1,550	2,280	522	1,362
Miscellaneous / Other revenues	5,862	2,398	40.91%		5,300	7,529	2,319	4,252
Amortization of Deferred Capital Contributions	5,881	2,670	45.40%		5,594	5,288	2,538	5,216
Total Revenue	164,093	70,883	43.20%	43.92%	162,501	155,945	68,492	157,263
Expenses								
Salaries and Benefits	115,794	56,450	48.75%		116,200	114,987	55,392	113,899
Cost of Goods Sold	3,759	1,986	52.83%		3,800	4,626	2,239	3,998
Capital Asset Amortization	12,550	5,656	45.07%		11,954	11,595	5,450	11,255
Grants to Third Parties (Scholarships)	1,203	547	45.47%		1,500	1,056	364	1,624
Operating Expense	30,753	12,142	39.48%		29,025	23,558	10,868	25,080
Total Expenses	164,059	76,781	46.80%	47.69%	162,478	155,821	74,313	155,856
Net Income/(Loss)	\$ 34	\$ (5,898)			\$ 22	124	\$ (5,821)	\$ 1,407

* Prior year comparative numbers have been restated to conform with current presentation and account categorization

**Operating Expense Budget to Actuals by Account Type
as at Sept 30, 2016 (in \$'000's)**



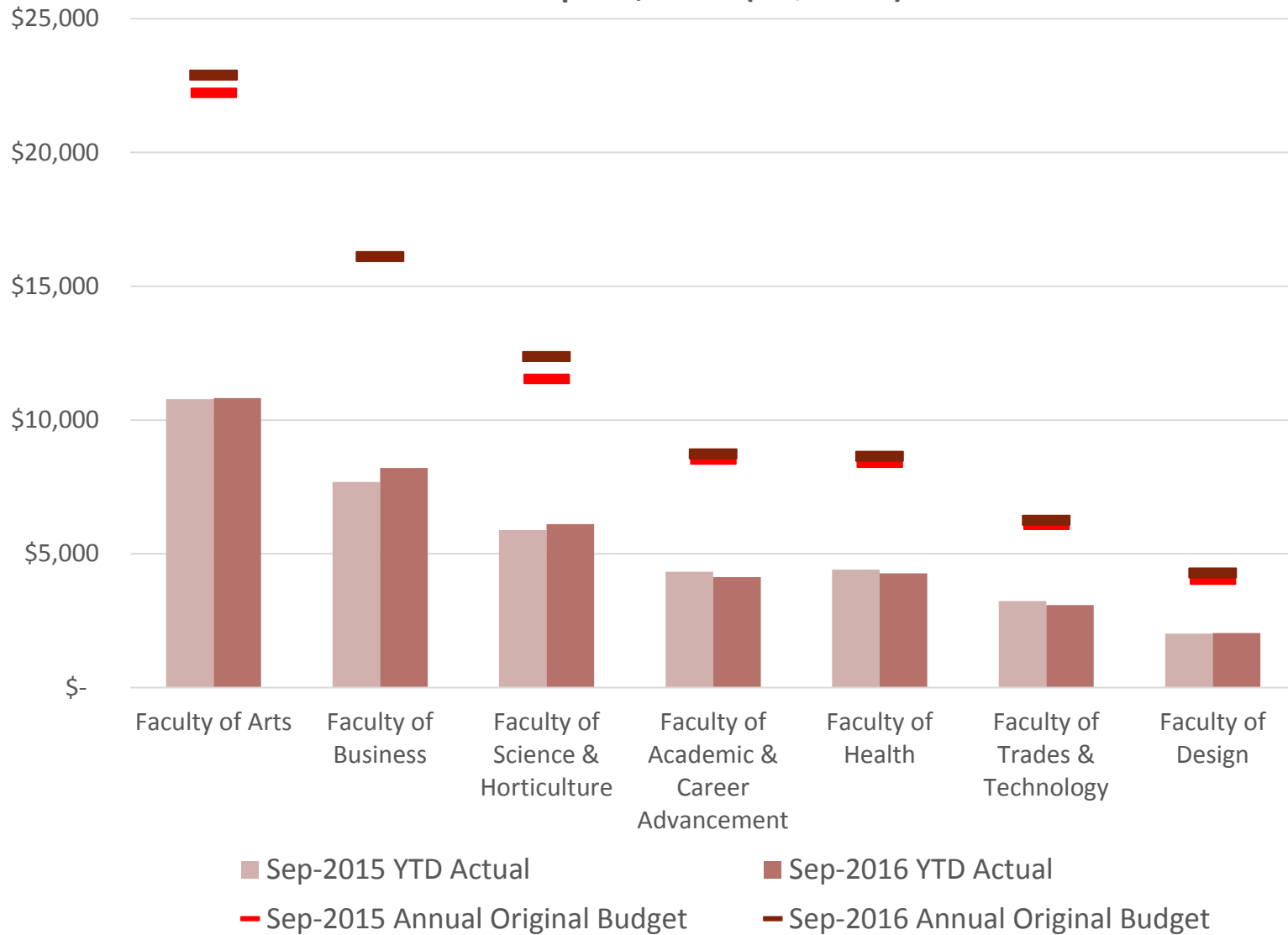
■ Sep-2015 YTD Actual

■ Sep-2016 YTD Actual

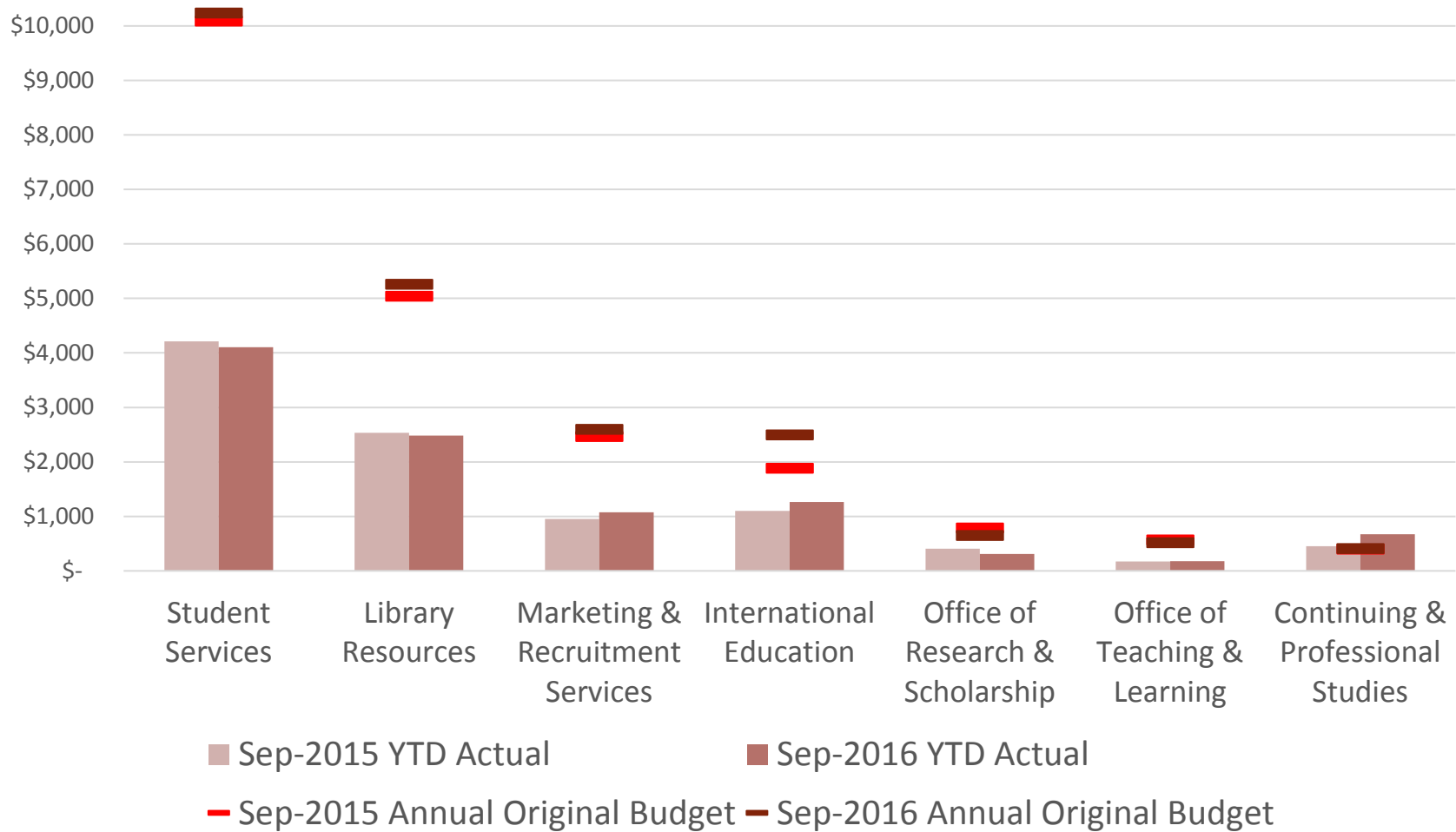
— Sep-2015 Annual Adjusted Budget

— Sep-2016 Annual Adjusted Budget

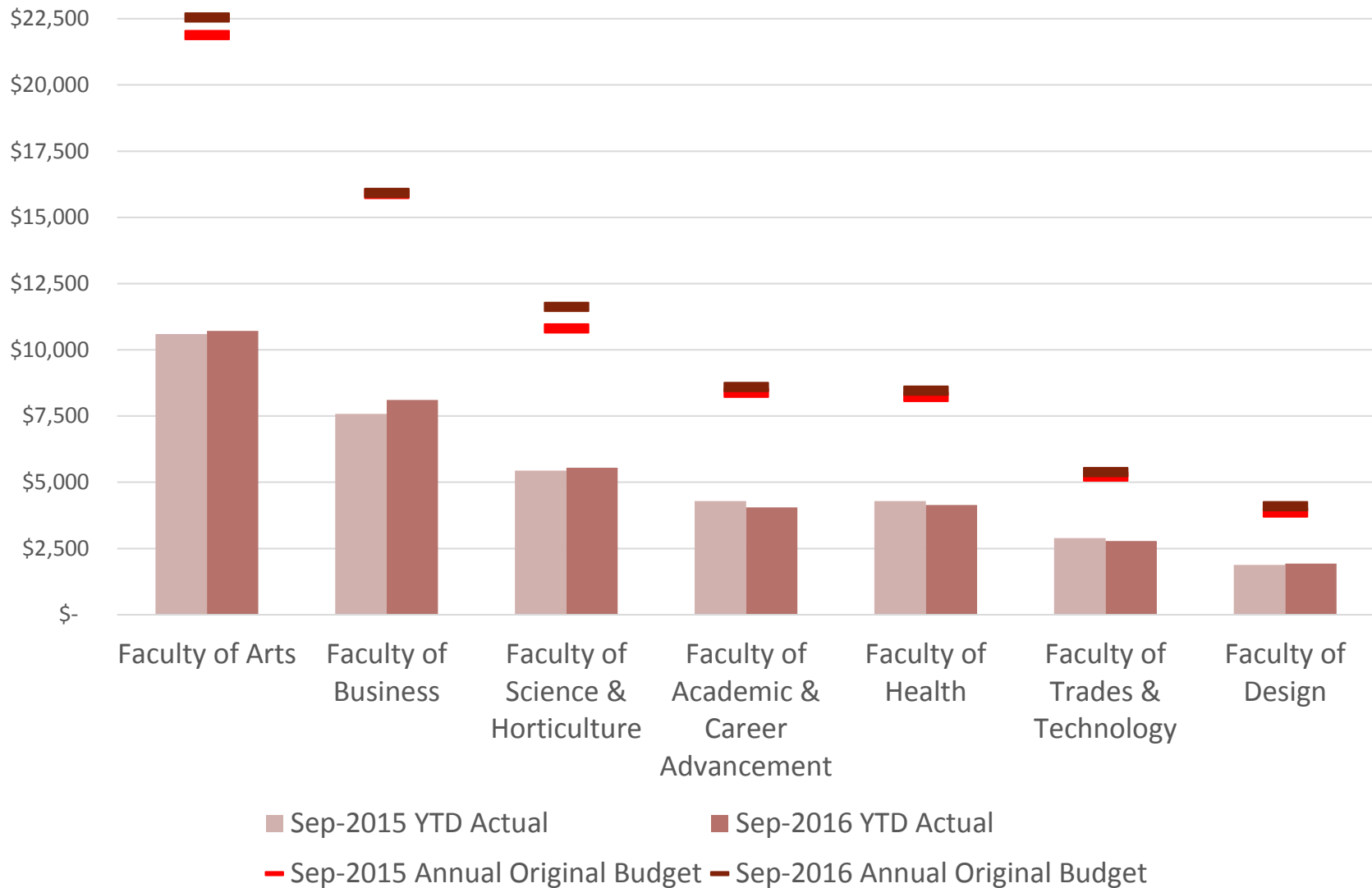
Academic Areas
Operating Expense Budget to Actuals by Type
as at Sept 30, 2016 (in \$'000's)



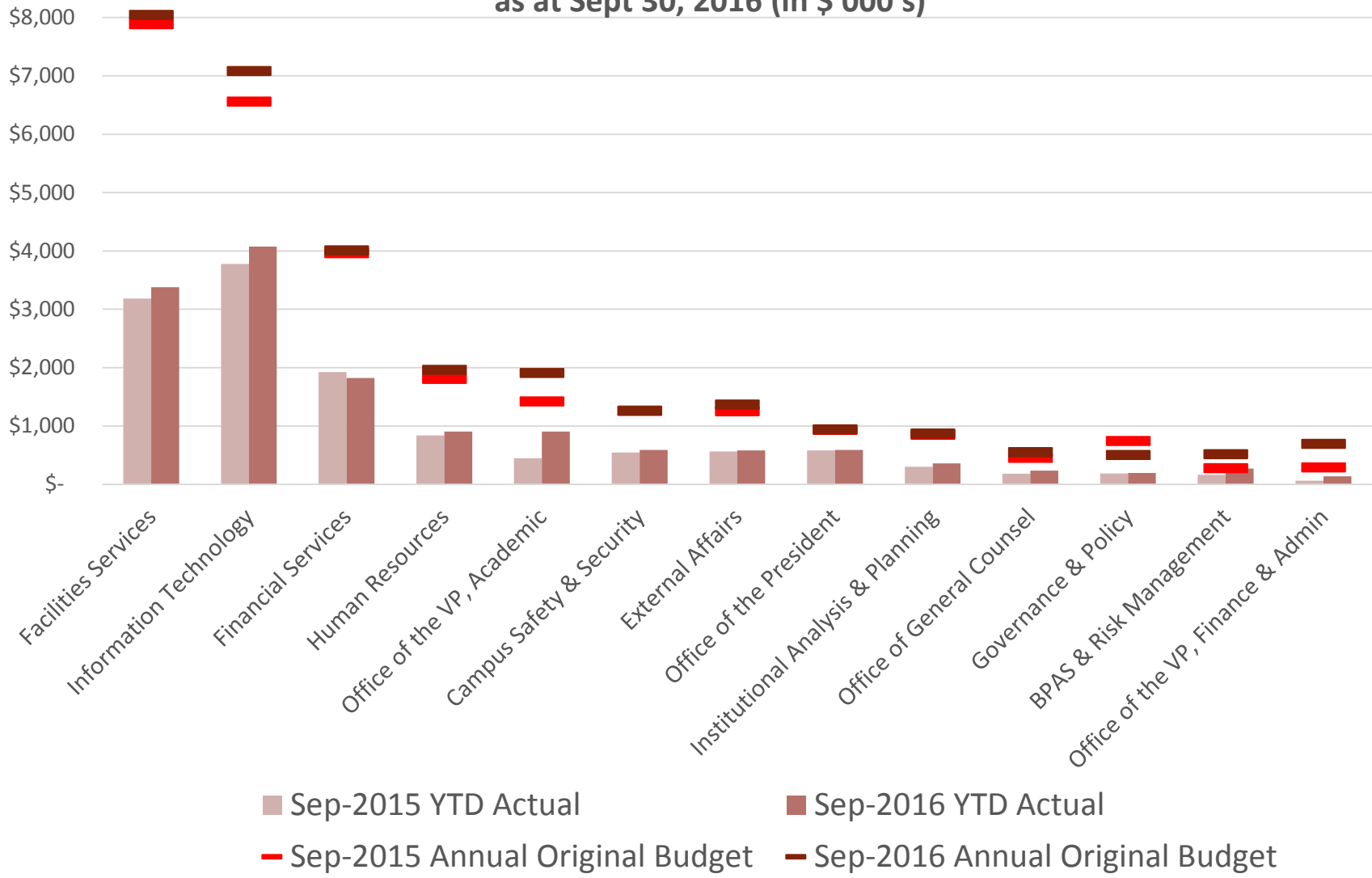
**Student Support Services and CPS
Operating Expense Budget to Actuals by Type as at
Sept 30, 2016 (in \$'000's)**



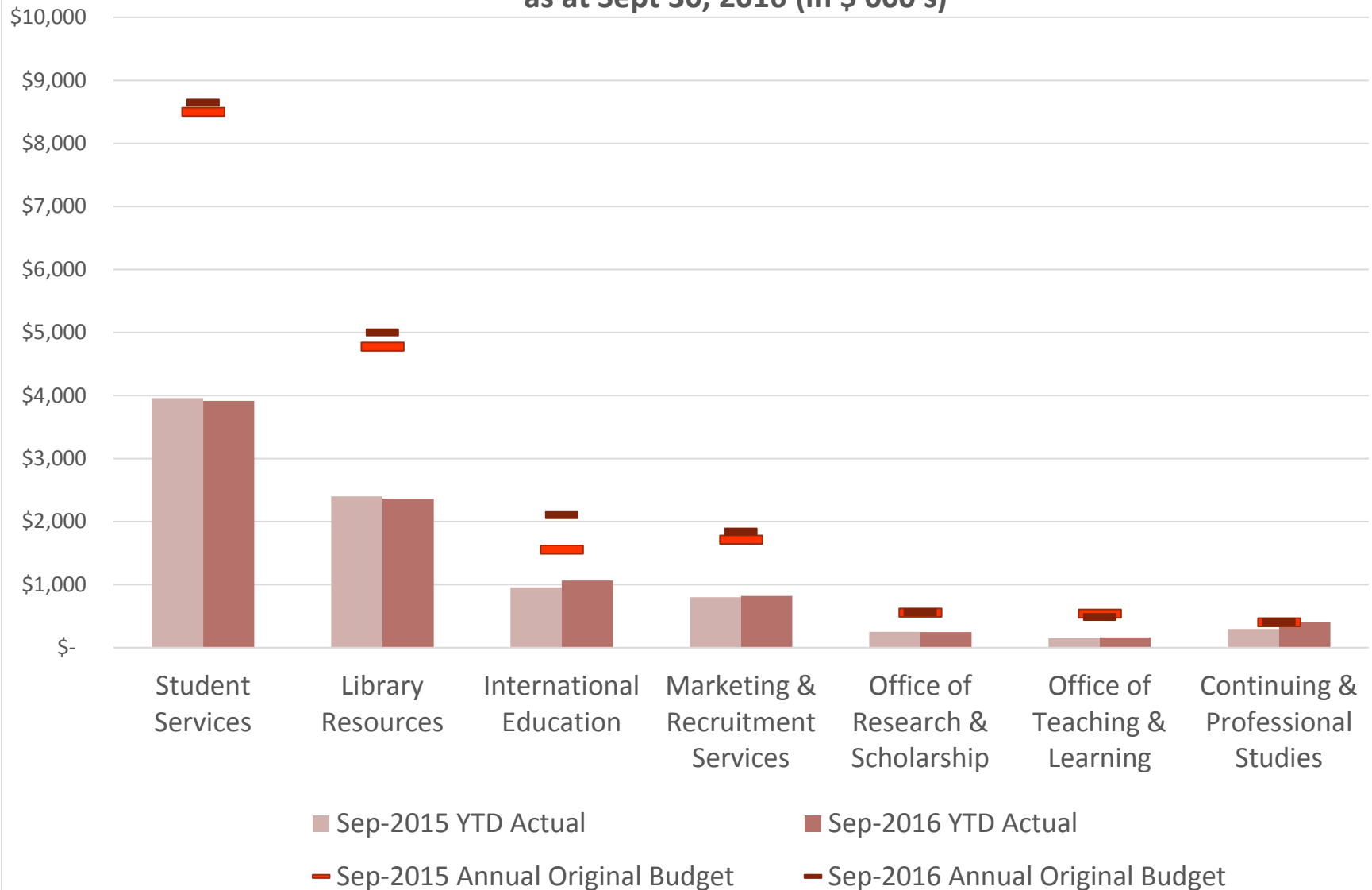
Academic Areas Operating Salaries and Benefits Budget to Actuals as at Sept 30, 2016 (in \$'000's)



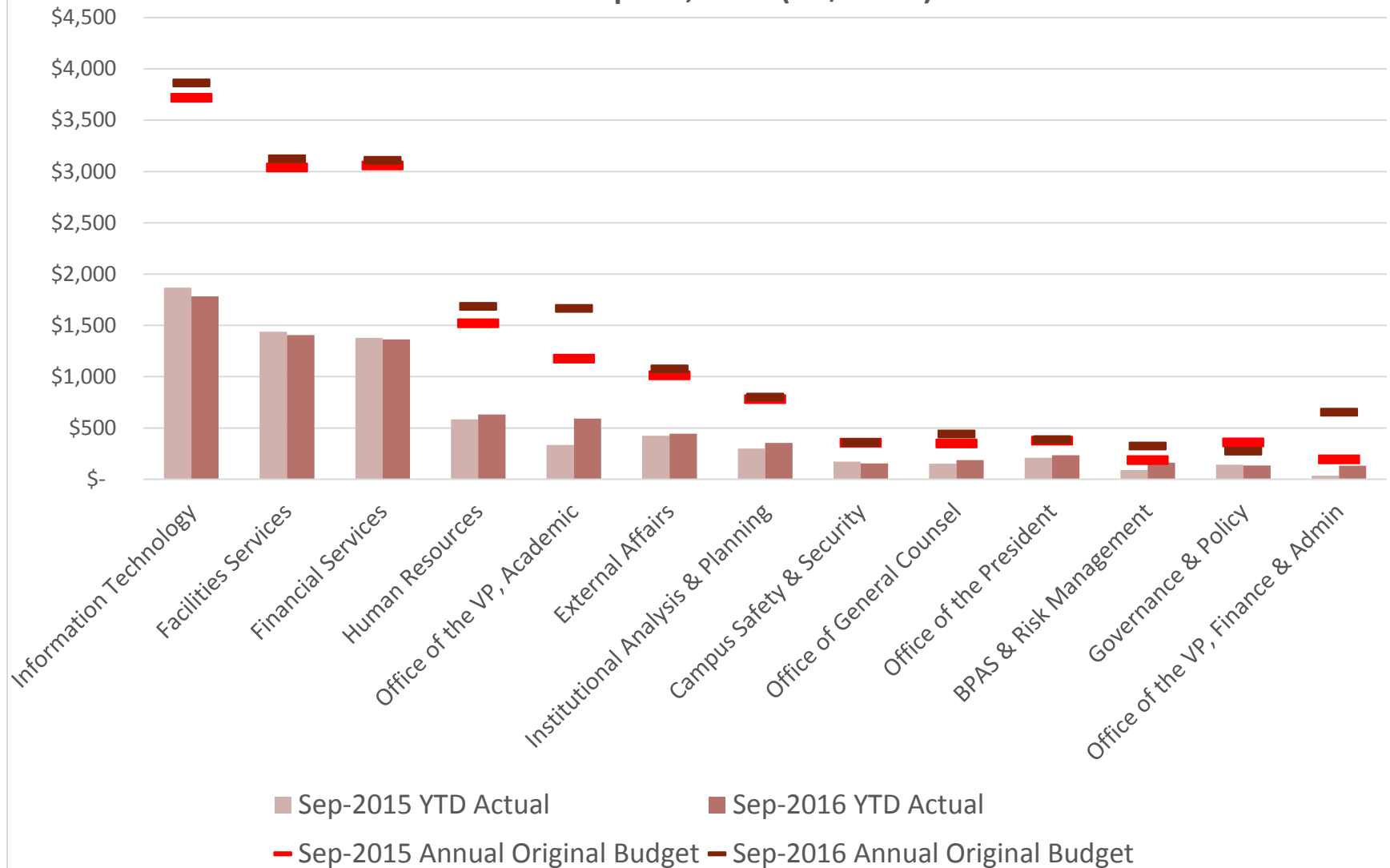
Administrative Support Services Operating Expense Budget to Actuals by Type as at Sept 30, 2016 (in \$'000's)



**Student Support Services and CPS
Operating Salaries and Benefits: Budget to Actuals
as at Sept 30, 2016 (in \$'000's)**



Administrative Support Services **Operating Salaries and Benefits: Budget to Actuals** **as at Sept 30, 2016 (in \$'000's)**





Board of Governors
Consent Agenda Item: 4.5
Meeting Date: November 23, 2016
Presenter(s): George Popov

Agenda Item: HSBC Global Asset Management Investment Compliance Report and Portfolio Review

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

Recommended Resolution:	N/A
--------------------------------	-----

Board Committee Report: The Board Finance Committee received the HSBC Global Asset Management Investment Compliance Report and Portfolio Review at its meeting held on November 8, 2016.

Key Messages: *[maximum of three]* **George Popov, Vice President, Institutional Investments at HSBC Global Asset Management presented the HSBC Global Asset Management Investment Compliance Report and Portfolio Review.**

Context & Background: The Board of Governors has assigned responsibility for the short and long-term financial health of the University to the Finance Committee. Consistent with its Terms of Reference, the Finance Committee has responsibility for overseeing the investment strategy of the University and will receive reports at least annually.

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: N/A

Links:

1. [Management and Investment of University Funds Policy](#)
2. [Management and Investment of University Funds Procedures](#)
3. [Investment Policy Statement & Strategies March 2013](#)

Attachment:

1. Letter of Compliance dated July 8, 2016
2. Kwantlen Polytechnic University, Portfolio Review Meeting Report

Submitted by: Jon Harding

Date submitted: November 14, 2016



July 8th, 2016

Ms. Hanne Madsen
Chairman, Finance and Audit Committee
Kwantlen Polytechnic University
Langley Campus, Office 2527
20901 Langley By-Pass
Langley, BC
V3A 8G9

Dear Ms. Madsen,

Re: Q2 2016 Semi-Annual Compliance Certificate – Kwantlen Polytechnic University

Please be advised that for the six month period ended June 30th, 2016, the portfolio of Kwantlen Polytechnic University was managed in compliance with the Investment Policy Statement revised in March 2013.


Please kindly notify us if there are any changes to the Investment Policy of Kwantlen Polytechnic University and provide copies of the revisions. Feel free to contact us if you have any questions or comments.

Yours truly,

HSBC Global Asset Management (Canada) Limited



Derek Amery
Head of Canadian Fixed Income



Danny Chan
Chief Compliance Officer



Kwantlen Polytechnic University

Portfolio Review Meeting

Presented by:

George Popov, Vice President, Institutional Investments

November 8, 2016

HSBC 
Global Asset Management



Agenda

- ▶ Performance Review
- ▶ Economic Outlook

Investment Objectives*

Objective

- ▶ Achieve growth of capital equal or greater than the rate of inflation
- ▶ Exceed return of a blend of 50% FTSE TMX Short Term Bond Index (1-5 years) and 50% FTSE TMX Mid Term Bond Index (5-10 years)

Constraints

- ▶ Minimum Credit Quality of 'BBB' to a maximum of 10% of the portfolio
- ▶ Maximum 10% single issuer except for government issues or guarantees
- ▶ Maximum term of any single investment generally not to exceed 10 years less a day
- ▶ Money Market investments to be rated at least R1(m)
- ▶ Maximum 50% in Corporate issues

* Investment Policy Statement dated March 2013

Canadian bond market review – to September 30, 2016

Index	Market Yield	Modified Duration (Yrs)	YTD Return	Federal Issues	Provincial Issues	Corporate Issues
Short Term (1-5 years)	1.07	2.82	1.52	0.87	1.47	2.43
Mid Term (5-10 years)	1.62	6.57	4.89	3.93	4.86	6.30
Long Term (10+ years)	2.63	15.06	10.83	9.41	10.91	12.18
Universe	1.71	7.71	5.28	3.38	6.95	5.65

Following risk aversion in the first part of 2016, spreads have narrowed and Provincial and Corporate issues have outperformed Federal bonds.

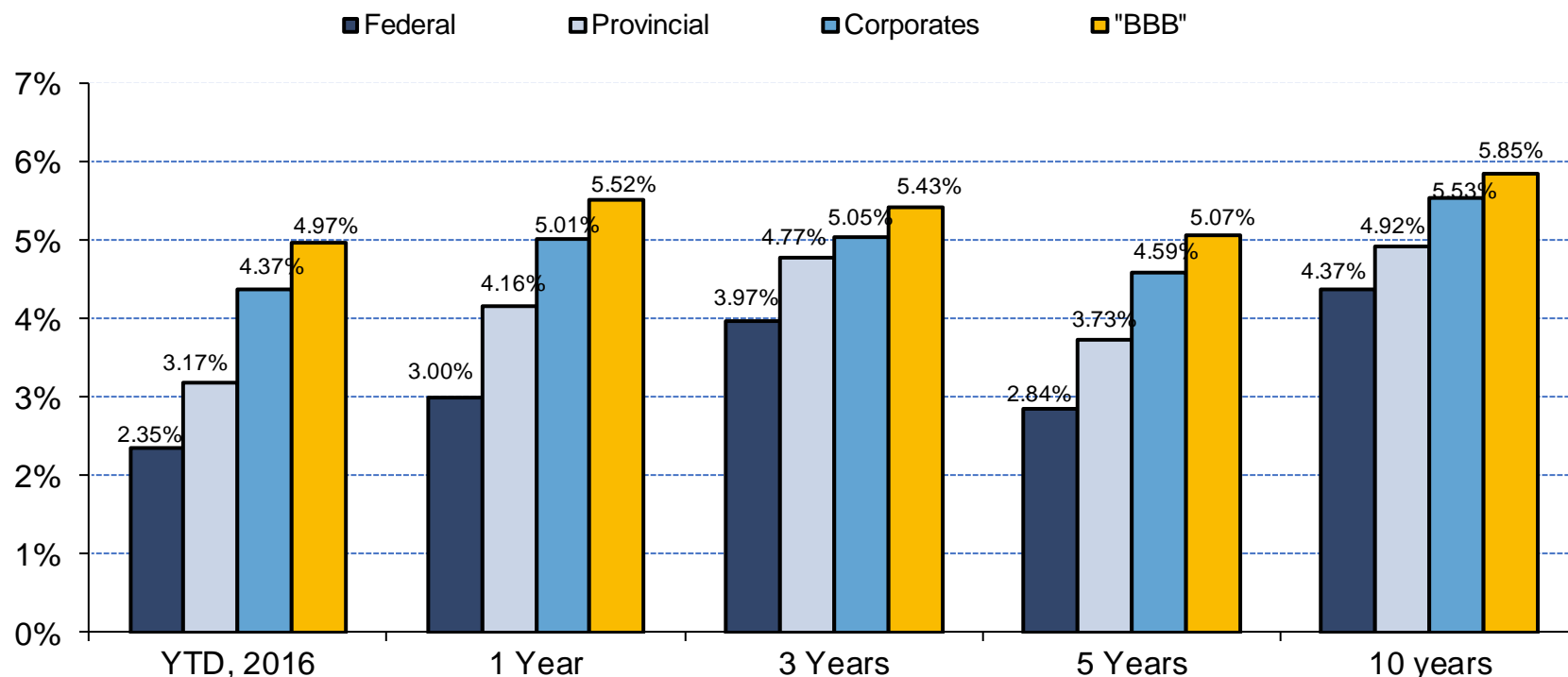
Change in Yields						
	Dec 31 2012	Dec 31 2013	Dec 31 2014	Dec 31 2015	2016 Lows	Sep 30 2016
Bank of Canada Rate	1.00%	1.00%	1.00%	0.50%	0.50%	0.50%
Canadian Prime Rate	3.00%	3.00%	3.00%	2.70%	2.70%	2.70%
2 Year Canadas	1.14%	1.14%	1.01%	0.48%	0.28%	0.52%
5 Year Canadas	1.38%	1.94%	1.36%	0.73%	0.48%	0.62%
10 Year Canadas	1.80%	2.76%	1.79%	1.39%	0.96%	1.00%
30 Year Canadas	2.37%	3.23%	2.34%	2.15%	1.55%	1.66%

Global growth concerns have put further downward pressure on yields in 2016 particularly for longer dated issues. The yield curve has flattened in 2016.

Source: FTSE TMX Global Debt Capital Markets Inc., TD Newcrest, Bloomberg & Bank of Canada

Past performance is not indicative of future returns.

50% FTSE TMX Short Term Bond Index and 50% FTSE TMX Mid Term Bond Index Sector Returns to September 30, 2016



Source: FTSE TMX Global Debt Capital Markets Inc.

- ▶ With spreads narrowing in 2016, Provincial and Corporate bonds have outperformed Federal issues.
- ▶ Over the longer term, as expected, Corporate bonds have outperformed Federal issues.
- ▶ Provincials have performed well in the declining rate environment due to their longer duration.
- ▶ "A" issues (the minimum credit quality under the Investment Policy) have outperformed the overall Corporate Index.

Past performance is not indicative of future returns.

Portfolio investment returns

Performance has been positive for all periods and well above CPI.

Periods ending September 30, 2016						
	5 Years*	4 Years*	3 Years*	2 Years*	1 Year	Year-to- Date
	%	%	%	%	%	%
Portfolio	3.90	3.71	4.55	4.23	4.12	3.48
Benchmark****	3.62	3.47	4.53	4.40	3.95	3.19
Core CPI***	1.80	1.80	2.00	2.00	1.80	-
Market Indices**						
FTSE TMX 91 Day T-Bills	0.83	0.80	0.72	0.61	0.45	0.37
FTSE TMX Short Term Bond	2.29	2.32	2.65	2.53	2.02	1.52
FTSE TMX Mid Term Bond Index	4.94	4.62	6.43	6.27	5.91	4.89

* Annualized

** Source: FTSE TMX Global Debt Capital Markets Inc.

*** to August 31, 2016

**** 50% FTSE TMX Short Term Bond Index & 50% FTSE TMX Mid Term Bond Index

Past performance is not indicative of future returns.

Comparison of portfolio to 50% FTSE TMX Short Term Bond Index and 50% FTSE TMX Mid Term Bond Index as at September 30, 2016

	Bond		FTSE TMX Canada Universe Blended Bond Index*	
	%	Duration (Years)	%	Duration (Years)
Federals	19.1	7.8	39.8	4.8
Provincials	28.2	4.2	30.2	4.7
Municipals	5.1	5.0	1.9	4.7
Corporates	46.9	3.5	28.1	4.5
Cash & Short Term	0.7	0.2	-	-
Total	100.0	4.5	100.0	4.7

Note: numbers may not add to 100 due to rounding

* 50% FTSE TMX Short Term Bond Index & 50% FTSE TMX Mid Term Bond Index

Source: FTSE TMX Global Debt Capital Markets Inc.

- ▶ Portfolio duration has been below the Index.
- ▶ View that Government of Canada bond yields are expected to rise over the next year.
- ▶ Given the attractive yields, continue to be overweight Corporate bonds.

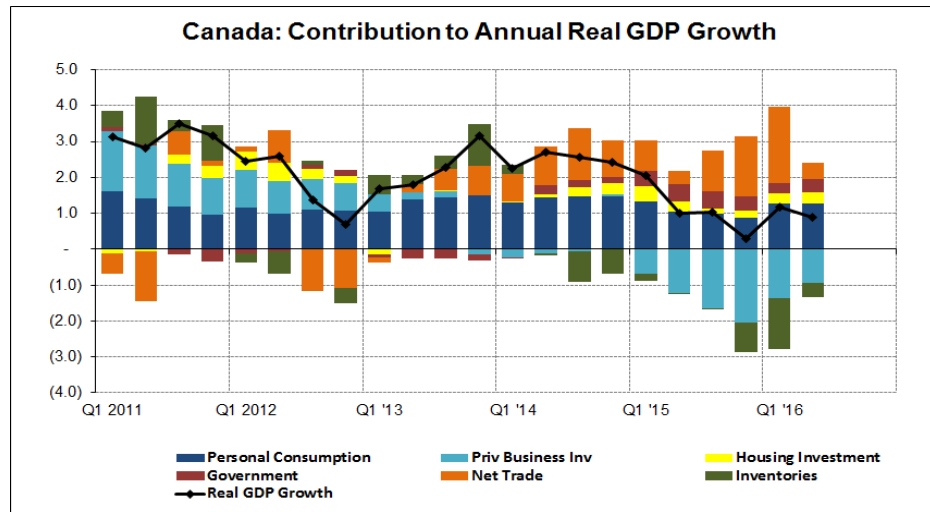
Past performance is not indicative of future returns.

Canada

Macro outlook

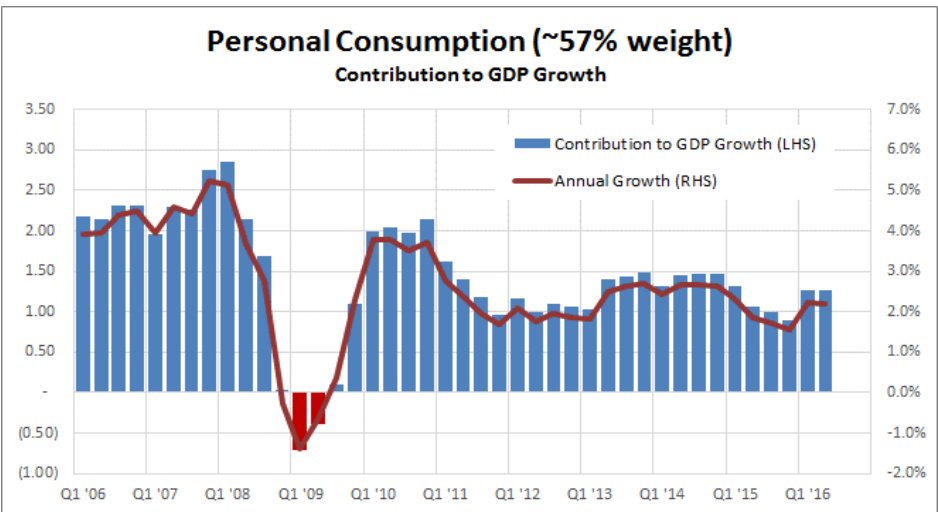
Growth Dynamics Remain Consistent

Canada: Contribution To Real GDP Growth
(QoQ ann growth, 4Q Moving Average)

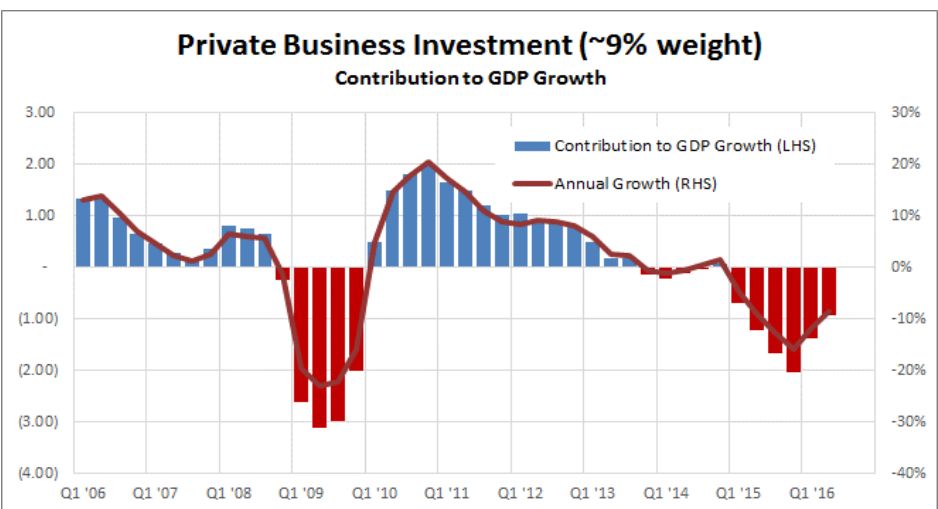
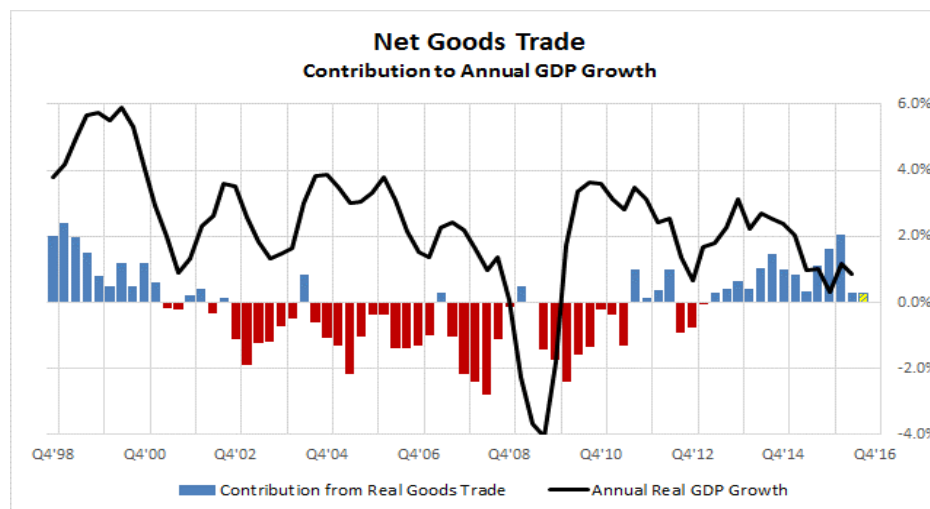


Net Trade Has Improved, Closely Linked To The CAD

Consumer Driven Growth Since The Financial Crisis



Commodity Price Slump Has Weighed On Investment

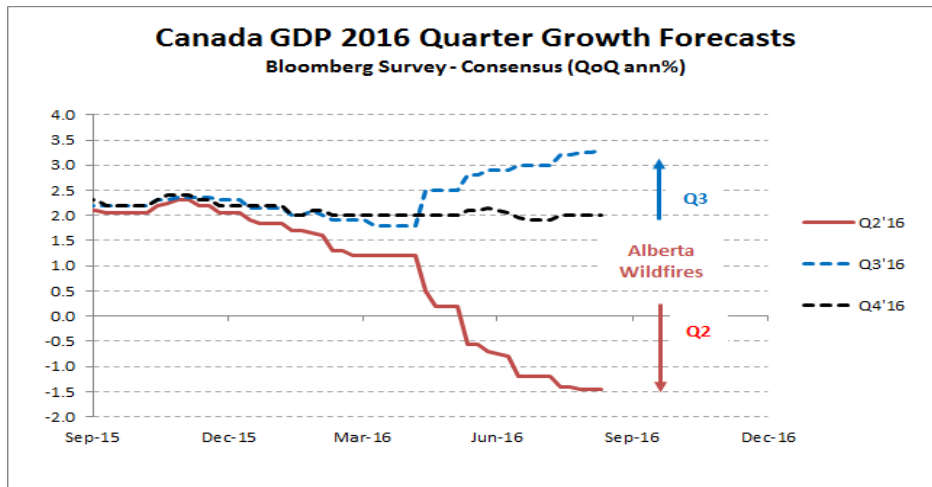


Canada

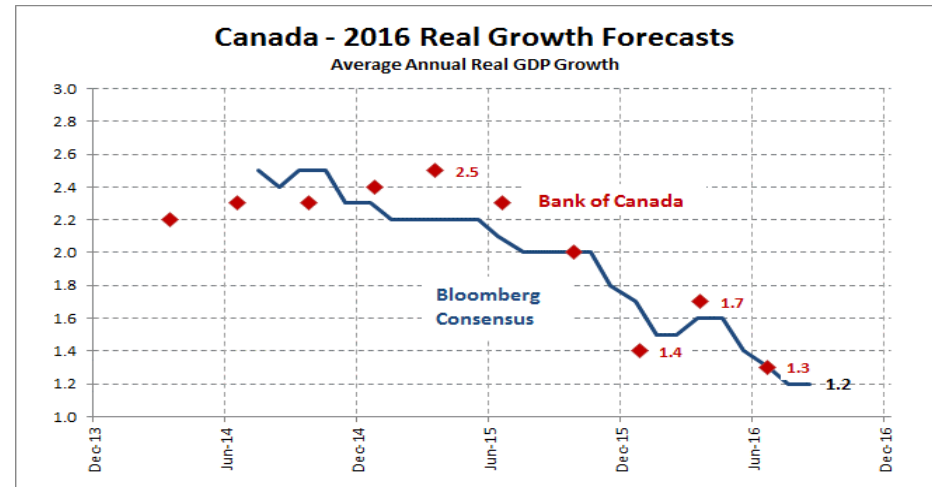
Macro outlook

Growth Expected To Improve; Recent Data Disappoints

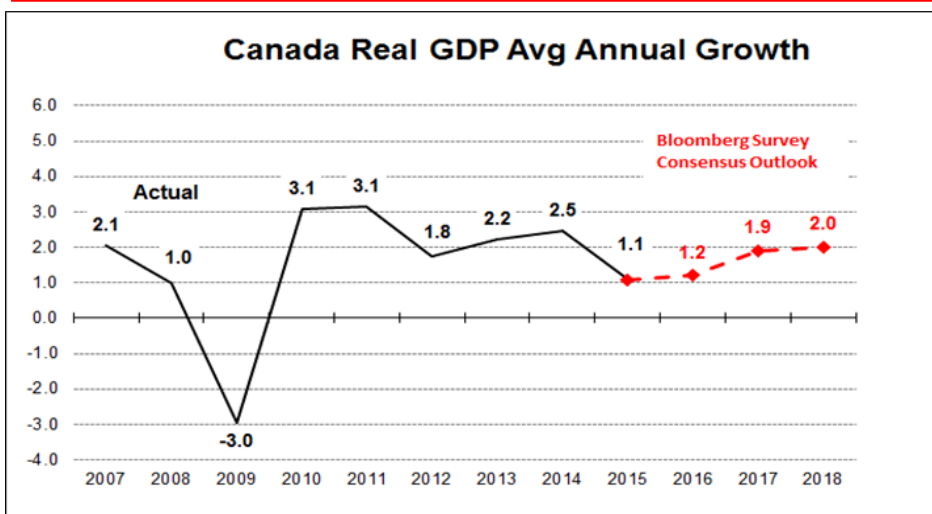
Commodity And Wildfire Headwinds To Dissipate



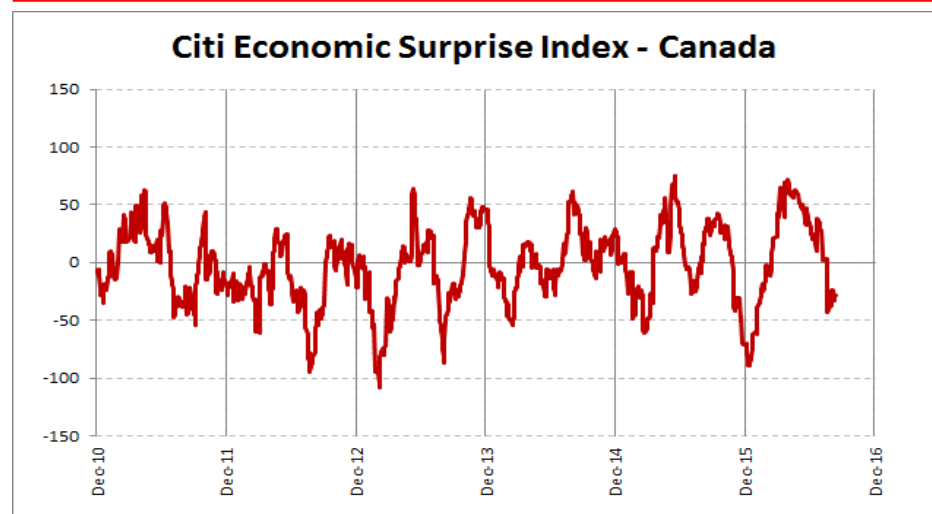
Growth Has Been Disappointing



Growth Trajectory Expected To Improve Through 2017...



However Recent Data Has Been Soft

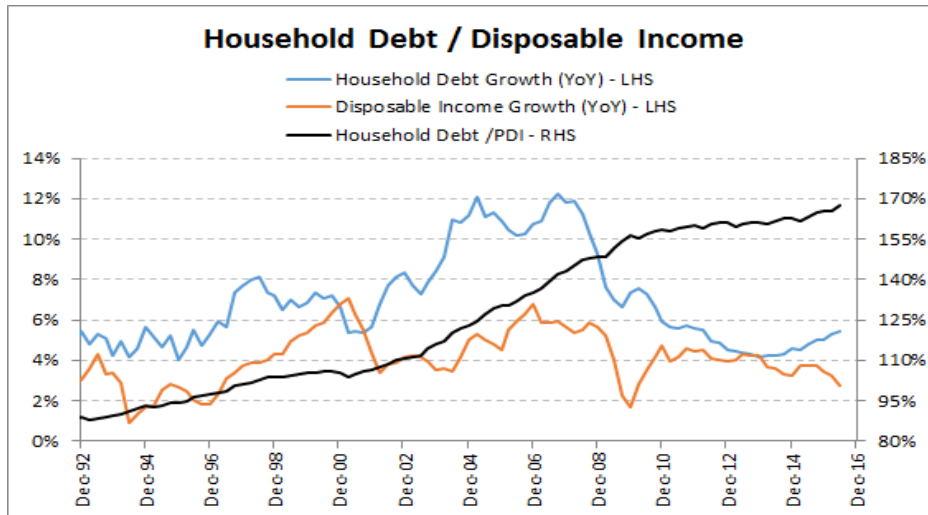


Canada

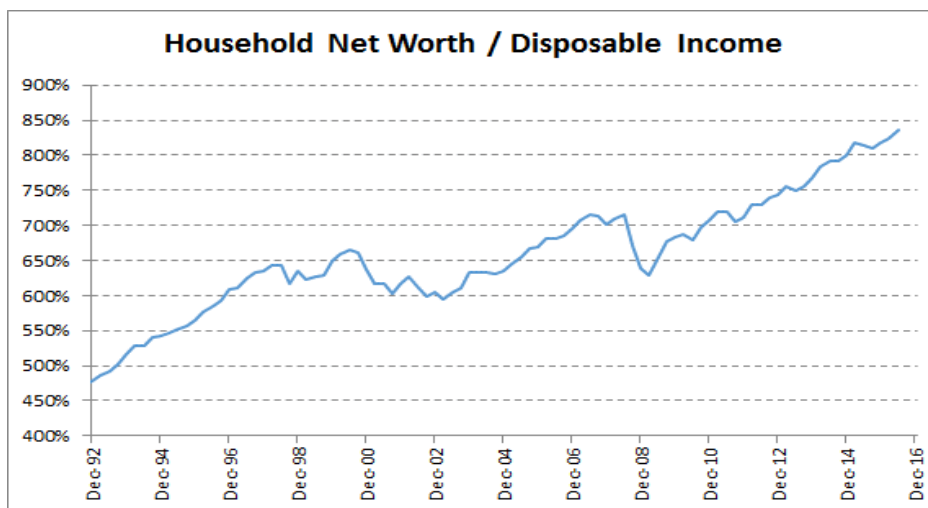
Macro outlook

Household Debt; Borrowing Costs & Wealth Effect

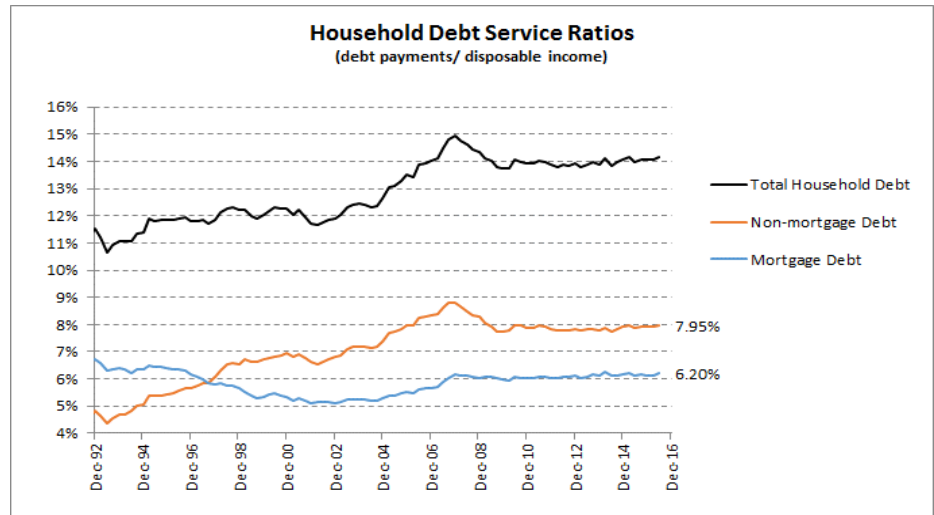
Household Debt Relative To Income Rises Again



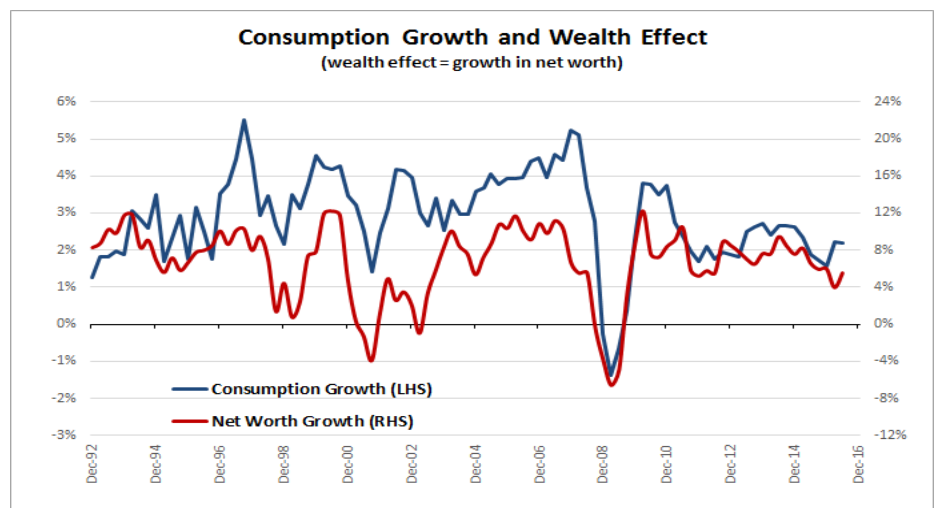
Record Net Worth



Debt Service Costs Remain Steady

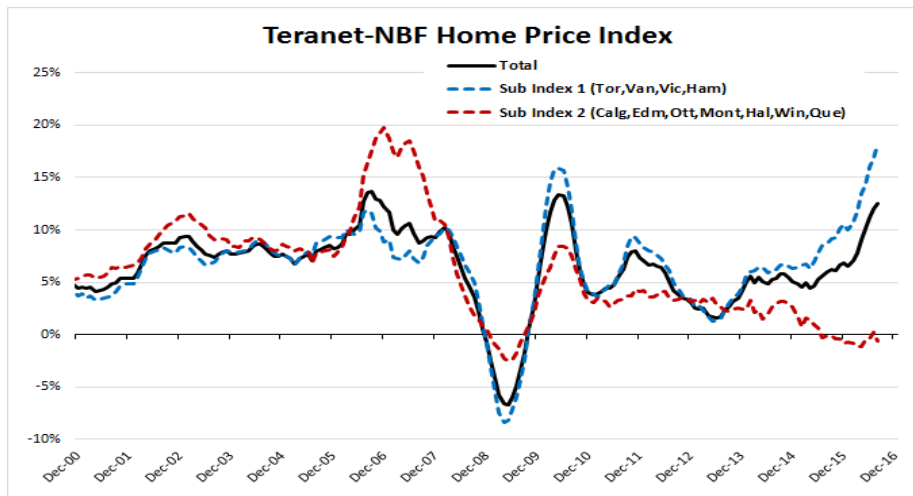


Consumers Remain Well Supported, For Now

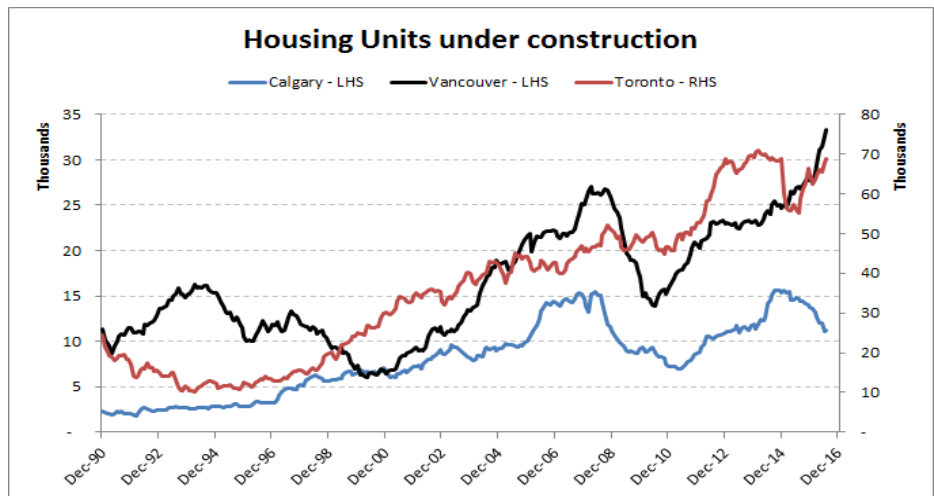


Housing Market Dynamics

Tale Of Two Market Segments

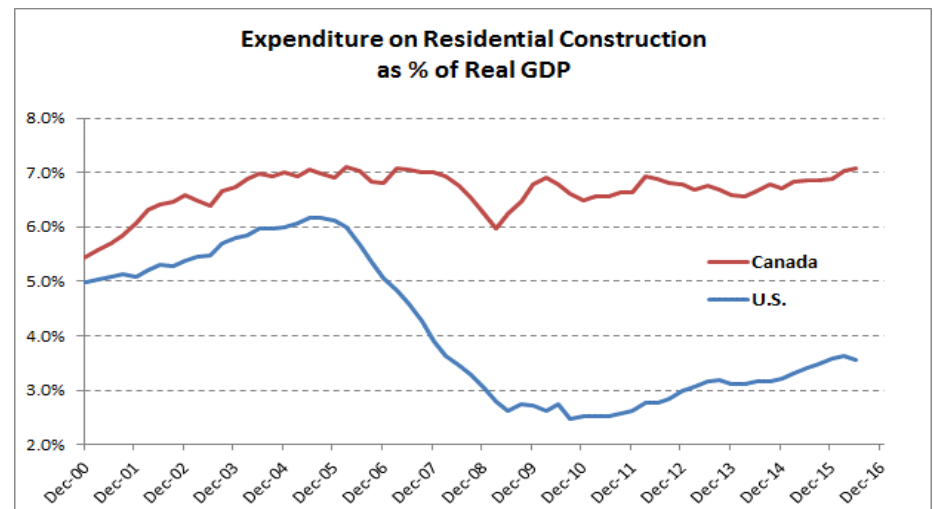
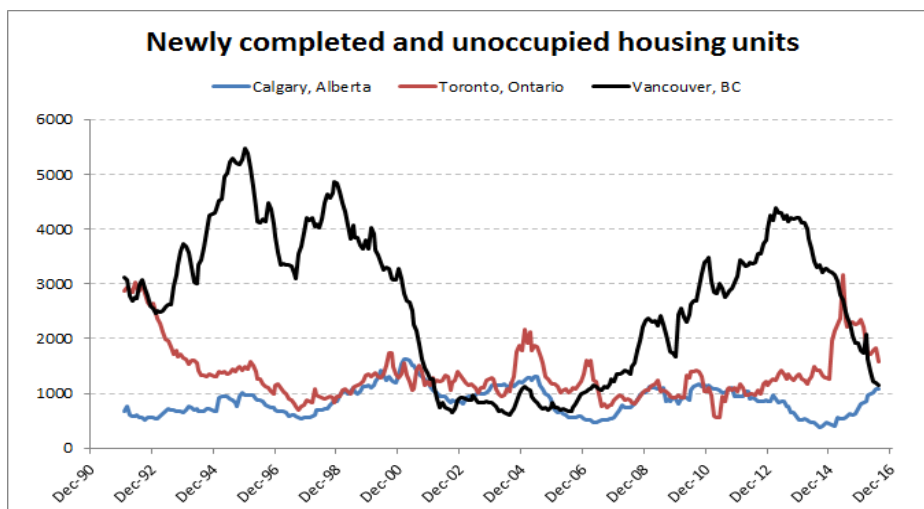


Market Strength Leads To Supply



Higher Supply Being Met By Demand

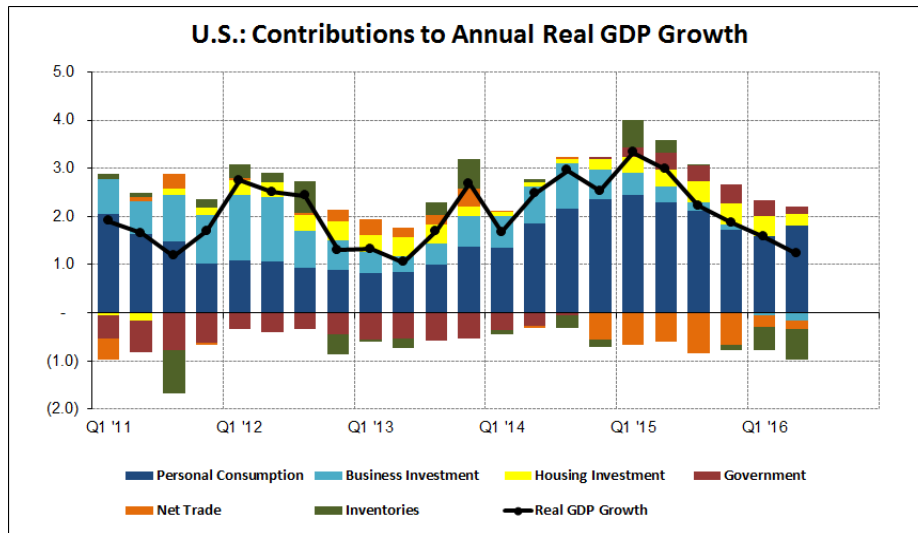
Home Construction's Contribution To The Cdn Economy Has Been Relatively Steady



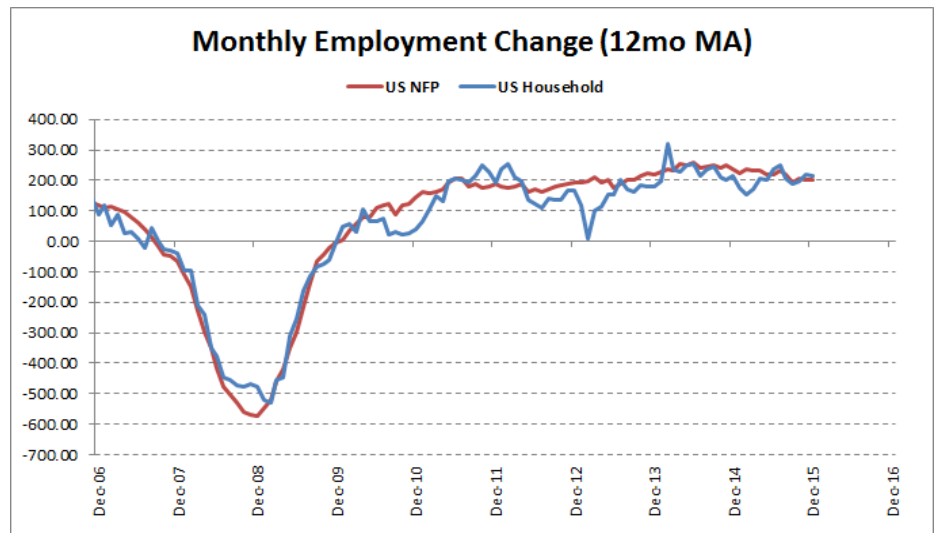
U.S. Macro outlook

Consumer Continues To Drive Growth; Investment Fails To Reappear

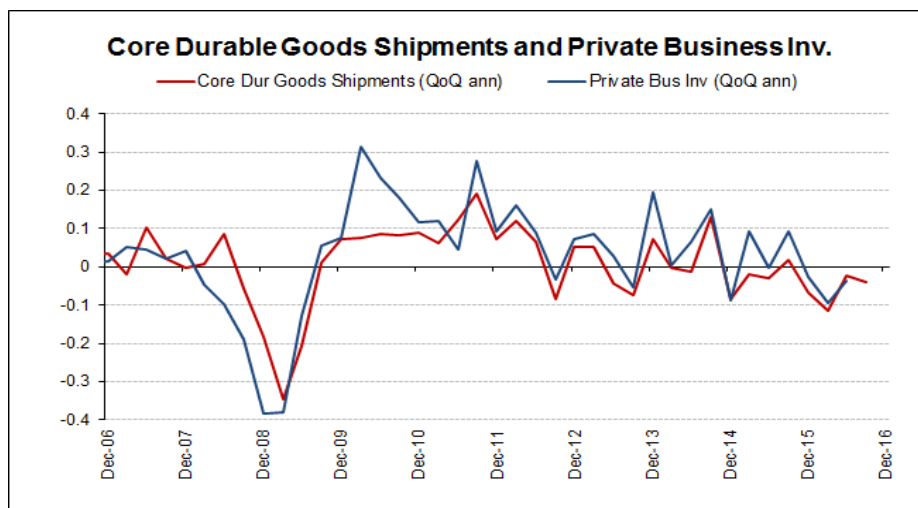
US Consumer Continues To Do The Heavy Lifting



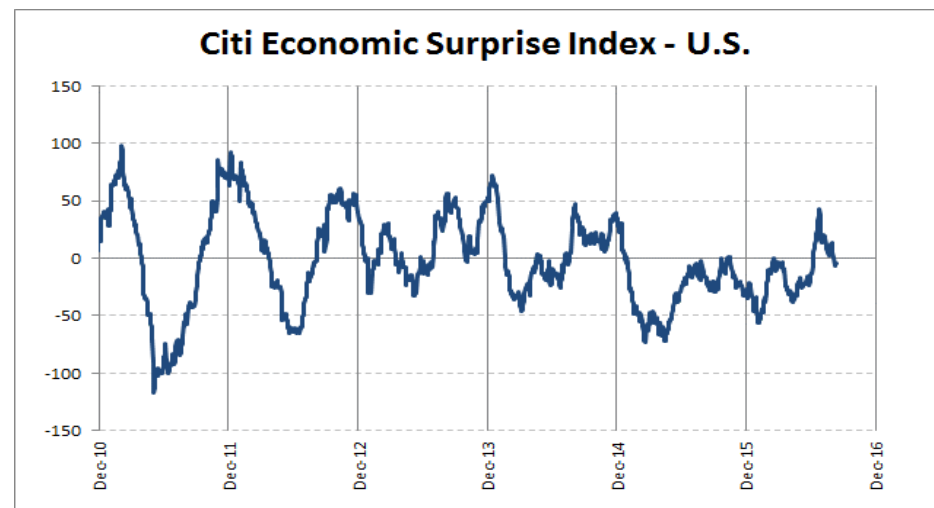
Employment Growth Remains Strong



Business Investment Has Struggled



Recent Data Disappoints



North America

Monetary Policy

Bank Of Canada On Hold; Fed Moves Closer

Bank of Canada									
Current Policy Rate		0.50%							
Meeting Date	Implied Rate (%)	Cumulative Implied chg (bp)	Probabilities for cumulative implied change						
			-50bp	-25bp	+25bp	+50bp	+75bp	+100bp	
7-Dec-16	0.480	-2.0	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	100%
18-Jan-17	0.450	-5.0	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	>80%
1-Mar-17	0.445	-5.5	0.0%	22.0%	0.0%	0.0%	0.0%	0.0%	>60%
12-Apr-17	0.435	-6.5	0.0%	26.0%	0.0%	0.0%	0.0%	0.0%	>40%
24-May-17	0.430	-7.0	0.0%	28.0%	0.0%	0.0%	0.0%	0.0%	>20%
12-Jul-17	0.430	-7.0	0.0%	28.0%	0.0%	0.0%	0.0%	0.0%	>0%
6-Sep-17	0.430	-7.0	0.0%	28.0%	0.0%	0.0%	0.0%	0.0%	
25-Oct-17	0.430	-7.0	0.0%	28.0%	0.0%	0.0%	0.0%	0.0%	
6-Dec-17	0.435	-6.5	0.0%	26.0%	0.0%	0.0%	0.0%	0.0%	
17-Jan-18	0.440	-6.0	0.0%	24.0%	0.0%	0.0%	0.0%	0.0%	
28-Feb-18	0.450	-5.0	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	
11-Apr-18	0.460	-4.0	0.0%	16.0%	0.0%	0.0%	0.0%	0.0%	
23-May-18	0.470	-3.0	0.0%	12.0%	0.0%	0.0%	0.0%	0.0%	
11-Jul-18	0.480	-2.0	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	
5-Sep-18	0.490	-1.0	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%	
24-Oct-18	0.500	0.0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

U.S. Federal Reserve									
Current Policy Rate		0.25% - 0.50% band							
Current Effective Fed Funds Rate		0.400%							
Meeting Date	Implied Rate (%)	Cumulative Implied chg (bp)	Probabilities for cumulative implied change						
			-25bp	+25bp	+50bp	+75bp	+100bp	+125bp	
2-Nov-16	0.420	2.0	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	100%
14-Dec-16	0.570	17.0	0.0%	68.0%	0.0%	0.0%	0.0%	0.0%	>80%
1-Feb-17	0.600	20.0	0.0%	80.0%	0.0%	0.0%	0.0%	0.0%	>60%
15-Mar-17	0.635	23.5	0.0%	94.0%	0.0%	0.0%	0.0%	0.0%	>40%
3-May-17	0.640	24.0	0.0%	96.0%	0.0%	0.0%	0.0%	0.0%	>20%
14-Jun-17	0.680	28.0	0.0%	100.0%	12.0%	0.0%	0.0%	0.0%	>0%
26-Jul-17	0.690	29.0	0.0%	100.0%	16.0%	0.0%	0.0%	0.0%	
20-Sep-17	0.720	32.0	0.0%	100.0%	28.0%	0.0%	0.0%	0.0%	
1-Nov-17	0.730	33.0	0.0%	100.0%	32.0%	0.0%	0.0%	0.0%	
13-Dec-17	0.760	36.0	0.0%	100.0%	44.0%	0.0%	0.0%	0.0%	
31-Jan-18	0.770	37.0	0.0%	100.0%	48.0%	0.0%	0.0%	0.0%	
14-Mar-18	0.800	40.0	0.0%	100.0%	60.0%	0.0%	0.0%	0.0%	
2-May-18	0.820	42.0	0.0%	100.0%	68.0%	0.0%	0.0%	0.0%	
13-Jun-18	0.850	45.0	0.0%	100.0%	80.0%	0.0%	0.0%	0.0%	
25-Jul-18	0.860	46.0	0.0%	100.0%	84.0%	0.0%	0.0%	0.0%	
19-Sep-18	0.880	48.0	0.0%	100.0%	92.0%	0.0%	0.0%	0.0%	

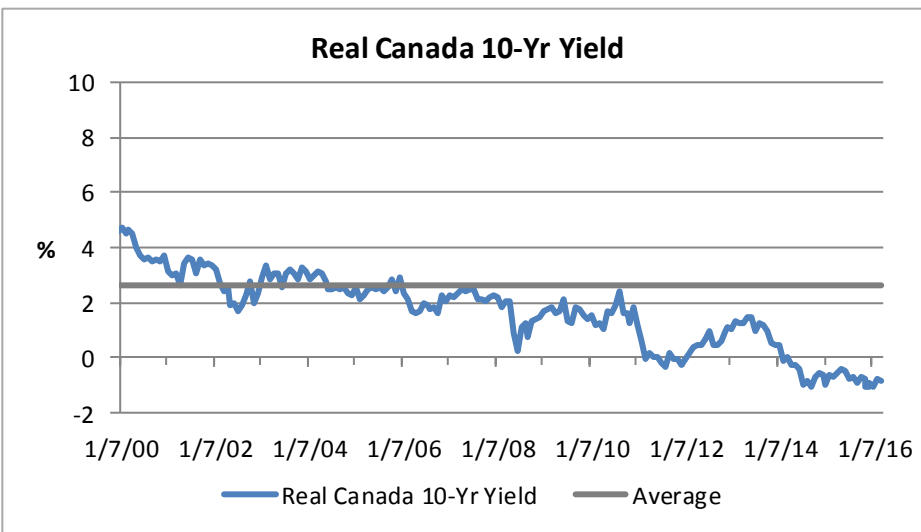
Fixed Income market outlook – 2016

Rates offer little value; credit looks attractive

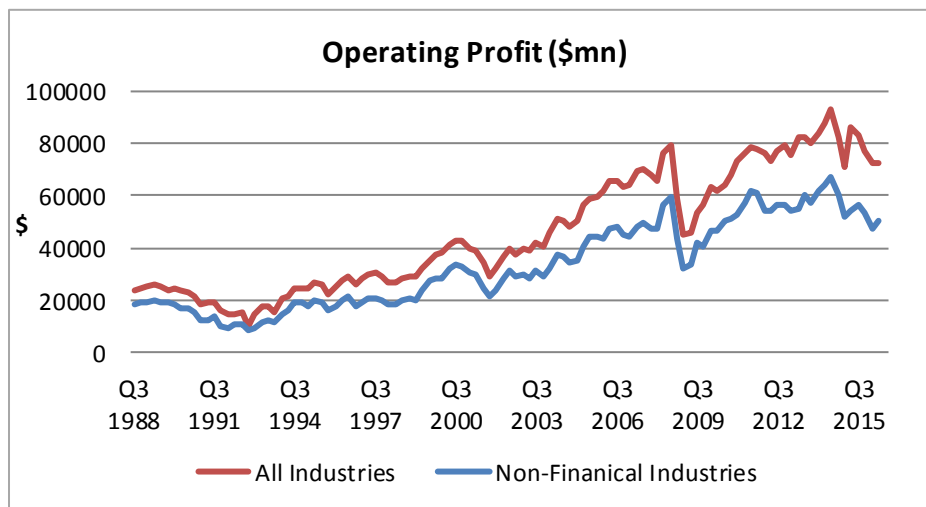
Inflation expectations remain near record lows



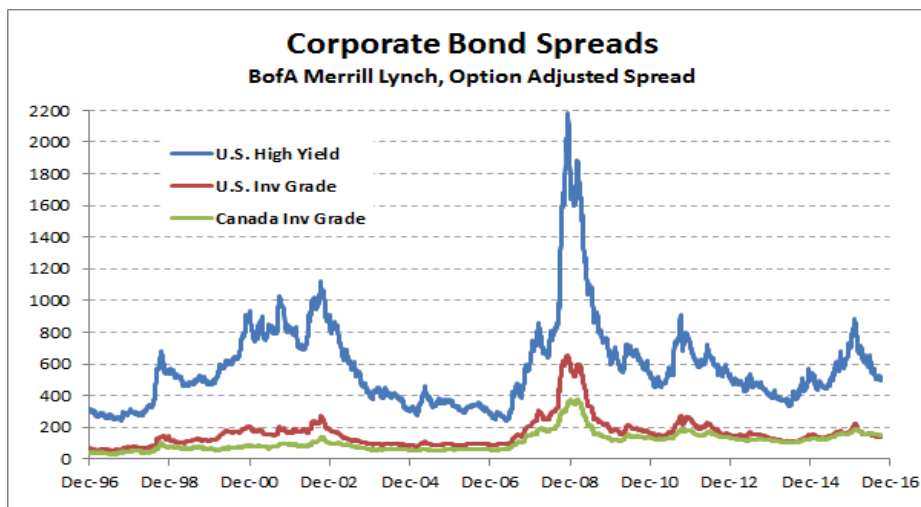
Yet nominal yields have fallen even faster → -ve real yields



Corporate balance sheets are strong; earnings to improve



Yield spreads have narrowed, still historically attractive



Outlook summary

- For 2016, we see positive but modest global growth driven by the US, China & India. The UK growth outlook, which had been relatively strong, now clouded.
- Growth in Canada will reflect regional disparities and should continue to see weakness in commodity related sectors offset but those benefitting from a lower C\$. Fiscal stimulus should be an additional driver of growth later in 2016 and 2017. Inflation remains well contained.
- The Fed is now expected to further tighten monetary policy in late 2016 or early 2017. The Bank of Canada is expected to keep rates on hold but will be ready with additional stimulus should the domestic economy fail to regain momentum.
- Bond yields will drift higher from the incredibly low current levels but are presently being supported by heightened risk aversion.
- Credit continues to be well supported by both solid fundamentals and attractive valuations. That said, periods of risk aversion will continue to plague financial markets, presenting periodic headwinds for credit.

Important Information

HSBC Global Asset Management is a group of companies in many countries and territories throughout the world that are engaged in investment advisory and fund management activities, which are ultimately owned by HSBC Holdings plc.

The material contained in this report has been prepared by HSBC Global Asset Management (Canada) Limited (AMCA). All information set forth herein is unaudited and subject to adjustment at any time. AMCA uses third-party quotation services to value the assets, and while we believe such information to be reliable, we assume no responsibility for the accuracy of such information. This presentation contains data compiled from third party sources believed to be reliable, but the accuracy of such data has not been verified.

This material has been prepared and is distributed solely for information purposes and is not a solicitation or an offer to buy any security or instrument or to participate in any trading strategy. The information contained herein is for the use of the recipient only and may not be shared or otherwise disclosed to any third party without the express written consent of AMCA.

Opinions expressed herein are subject to change without notice and this information is not intended to provide professional advice and should not be relied upon in that regard. Some of the statements contained in this document may be considered forward looking statements which provide current expectations or forecasts of future events. Such forward looking statements are not guarantees of future performance or events and involve risks and uncertainties. Actual results may differ materially from those described in such forward-looking statements as a result of various factors. We do not undertake any obligation to update the forward looking statements contained herein, or to update the reasons why actual results could differ from those projected in the forward-looking statements.

AMCA is the manager and primary investment advisor for the HSBC Mutual Funds. HSBC Investment Funds (Canada) Inc. is the principal distributor of the HSBC Mutual Funds. HSBC Mutual Funds are also distributed through authorized dealers. Commissions, trailing commissions, management fees, and expenses all may be associated with mutual fund investments. Please read the HSBC Fund Facts before investing. All returns are historical annual compounded total returns including changes in unit value and reinvested distributions and do not take into account sales, redemption, distribution or optional charges or income taxes payable by any unit holder that would have reduced returns. Mutual funds are not guaranteed, their values change frequently and past performance may not be repeated.

The performance information shown is for Institutional Series units of the HSBC Mutual Funds and does not include investment management fees. The investment management fees for the Institutional Series units are not charged to the funds and are paid directly by each investor. The actual investment performance for investors in Institutional Series units will be lower than that disclosed when adjusted to reflect the investment management fees paid. Past performance is no guarantee of future results.

All investments involve risk, including the loss of principal. Market-related funds are not guaranteed and their unit value may vary according to market conditions and the success of the funds' managers.

We, our affiliates and our officers, directors and employees may hold a position in any securities mentioned in this document (or in any related investment) and may from time to time add to or sell any such securities or investment. As well, we and our affiliates may act as market maker or have assumed an underwriting commitment in the securities of companies discussed in this document (or in related investments), may sell them to or buy them from customers on a principal basis and may also perform or seek to perform investment banking or underwriting services for or relating to those companies.

Should you be interested in obtaining more information about this report, please contact your account manager.

AMCA is a wholly owned subsidiary of, but separate entity from, HSBC Bank Canada and provides its services in all provinces of Canada except Prince Edward Island.

© Copyright 2016. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, on any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of HSBC Global Asset Management.

CA# M1600458



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

Regular Meeting
4.6
November 23, 2016
Jerry Basran

Agenda Item: RBC Dominion Securities Investment Adherence Report and Portfolio Report

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

Recommended Resolution:	N/A
--------------------------------	-----

Board Committee Report: The Board Finance Committee received the RBC Dominion Securities Adherence Report and Portfolio Review at its November 8, 2016 meeting.

Key Messages: *[maximum of three]* **Jerry Basran, Investment & Wealth Advisor of the Basran Wealth Management Group will present the RBC Dominion Securities Adherence Report and Portfolio Review.**

Context & Background: The Board of Governors has assigned responsibility for the short and long-term financial health of the University to the Finance Committee. Consistent with its Terms of Reference, the Finance Committee has responsibility for overseeing the investment strategy of the University and will receive reports at least annually.

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: N/A

Links:

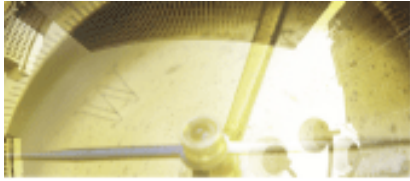
1. [Management and Investment of University Funds Policy](#)
2. [Management and Investment of University Funds Procedures](#)
3. [Investment Policy Statement & Strategies March 2013](#)

Attachments:

1. KPU Portfolio Summary and Adherence
2. KPU Portfolios Executive Summary as at September 30, 2016
3. KPU Investment Account Annual Review as at September 30, 2016

Submitted by: Jon Harding

Date submitted: November 14, 2016



Kwantlen Polytechnic University Annual Review

As at settlement date September 30, 2016

KWANTLEN POLYTECHNIC - 3602988515000

TABLE OF CONTENTS

Asset Allocation - Portfolio Allocation.....	1
Fixed Income Summary - Total Fixed Income.....	2
Portfolio Valuation - Comprehensive.....	3
Portfolio Summary - Annualized and Calendar Returns.....	5
Projected Monthly Income - Including: Mutual Funds.....	6
Statement of Terms - Statement of Terms.....	8

KWANTLEN POLYTECHNIC UNIVERSITY INVESTMENT ACCOUNT

The Basran Wealth Management Group

Jerry Basran
Vice President
Wealth Advisor
(604) 535-3802

Sonia Taylor (604) 535-3822
Associate Advisor
Shirley Franz (604) 535-3839
Associate

Financial Success requires the right people.

Professional Wealth Management Since 1901



RBC Wealth Management
Dominion Securities

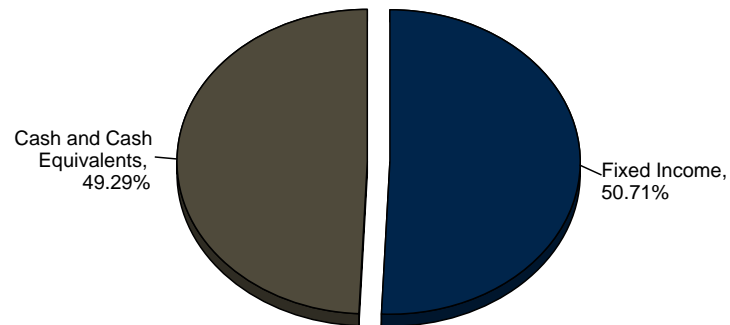
Asset Allocation

KWANTLEN POLYTECHNIC - 3602988515000

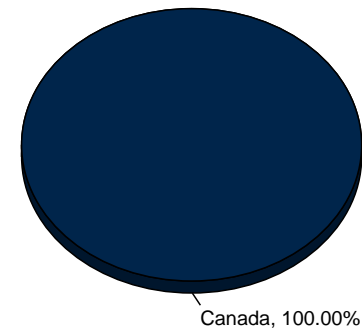
Portfolio Allocation

As at September 30, 2016

Asset Class Allocation



Geographic Allocation



	Canada		US		Global		Unclassified		Total Market Value	Total %
	Market Value	%	Market Value	%	Market Value	%	Market Value	%		
Fixed Income	3,879,169	50.71	0	0.00	0	0.00	0	0.00	3,879,169	50.71
Cash and Cash Equivalents	3,771,117	49.29	0	0.00	0	0.00	0	0.00	3,771,117	49.29
Total Assets	7,650,286	100.00	0	0.00	0	0.00	0	0.00	7,650,286	100.00
Total Liabilities (Margin)	0		0		0		0		0	
Total Portfolio	7,650,286	100.00	0	0.00	0	0.00	0	0.00	7,650,286	100.00

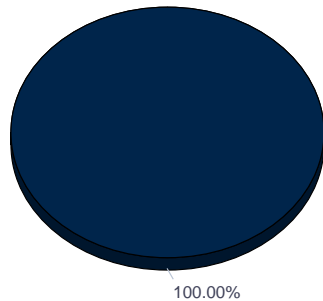
Fixed Income Summary

KWANTLEN POLYTECHNIC - 3602988515000

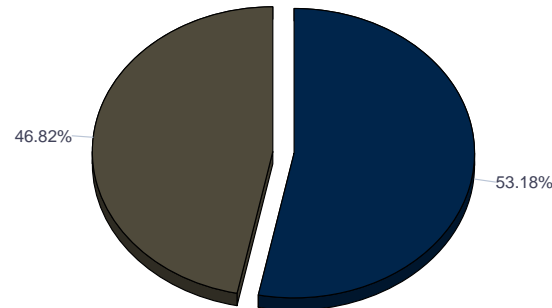
Total Fixed Income

As at September 30, 2016

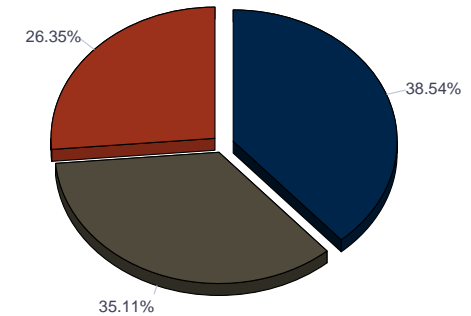
Allocation by Geography



Allocation by Term (excl. Preferreds)



Allocation by Issuer Type



Geography	Market Value	%	Term	Market Value	%	Issuer Type	Market Value	%
Canada	3,879,169	100.00	0-4 years	1,519,415	53.18	Provincial/State	1,495,152	38.54
			5-9 years	1,337,763	46.82	Corporate	1,362,026	35.11
						Other	1,021,992	26.35

Fixed Income Characteristics	Values
Total Market Value of Fixed Income in Portfolio	3,879,169.47
Total Market Value of Fixed Income excluding Preferreds	3,879,169.47
Weighted average (excl. Preferreds) Term to Maturity (in years)	2.75
Weighted average (excl. Preferreds) Yield to Maturity (%)	1.25
Weighted average (excl. Preferreds) Current Yield (%)	2.69
Weighted average (excl. Preferreds) of Coupons (%)	2.41
Weighted average of Current Yield of Preferreds (%)	0.00

Portfolio Valuation

KWANTLEN POLYTECHNIC - 3602988515000

Comprehensive

As at September 30, 2016

Quantity	Security Description	Book Value	Market Price	Market Value	% of Class	% of Portfolio	Est.Annual Distrib'n	Current Yield (%)	Yield to Maturity
CASH AND CASH EQUIVALENTS									
5,944.48	CAD	5,944.48		5,944.48	0.16	0.08		-	-
376,517.20	RBC INVESTMENT SAVINGS ACCOUNT SR F (2011)	3,765,172.03	10.00	3,765,172.03	99.84	49.22	37,636.66	1.00	-
TOTAL - CASH AND CASH EQUIVALENTS		3,771,116.51		3,771,116.51	100.00	49.29	37,636.66	1.00	
FIXED INCOME									
80,892.18	RUSSELL CANADIAN FIXED INCOME POOL SR F (552)	1,000,137.21	12.63	1,021,991.85	26.35	13.36	17,181.50	1.68	-
494,000.00	FINANCEMENT QUEBEC DUE 12/01/2016 3.50000%	501,076.55	100.45	501,954.75	12.94	6.56	17,290.00	3.48	0.84
339,635.00	CPN PROVINCE OF BRITISH COLUMBIA BOOK ENTRY ONLY DUE 11/19/2017	299,999.59	99.07	336,476.39	8.67	4.40	0.00	0.00	0.82
340,000.00	WELLS FARGO CANADA CORP MED TERM NTS DUE 07/25/2019 2.94400%	339,796.00	104.11	355,824.98	9.17	4.65	10,009.60	2.83	1.45
306,000.00	BELL CANADA SERIES M-27 DEB DUE 06/17/2020 3.25000%	294,463.80	105.33	325,158.45	8.38	4.25	9,945.00	3.09	1.76
300,000.00	PROVINCE OF BRITISH COLUMBIA DUE 12/18/2021 3.25000%	299,730.00	110.43	334,059.08	8.61	4.37	9,750.00	2.94	1.18
320,000.00	FAIRFAX FINANCIAL HOLDINGS LTD SENIOR	342,656.00	111.70	366,083.20	9.44	4.79	18,688.00	5.23	3.66

The Basran Wealth Management Group

RBC Dominion Securities

Reported in CAD

Quantity	Security Description	Book Value	Market Price	Market Value	% of Class	% of Portfolio	Est. Annual Distrib'n	Current Yield (%)	Yield to Maturity
	NOTES DUE 10/14/2022 5.84000%								
301,000.00	PROVINCE OF ALBERTA DEBENTURE DUE 12/15/2022 2.55000%	296,965.60	106.45	322,661.57	8.32	4.22	7,675.50	2.40	1.46
285,000.00	BROOKFIELD ASSET MGMT INC MED TERM NTS DUE 03/31/2023 4.54000%	299,250.00	110.51	314,959.20	8.12	4.12	12,939.00	4.11	2.76
TOTAL - FIXED INCOME		3,674,074.75		3,879,169.47	100.00	50.71	103,478.60	2.68	
Total Portfolio		7,445,191.26		7,650,285.98		100.00	141,115.26	1.85	

Yield on Cost cannot be calculated for discount instruments at this time. YOC values at the total level exclude discount Instruments.
Book Values are reported in account currency unless otherwise stated.
Market values include accrued interest.

Portfolio Summary

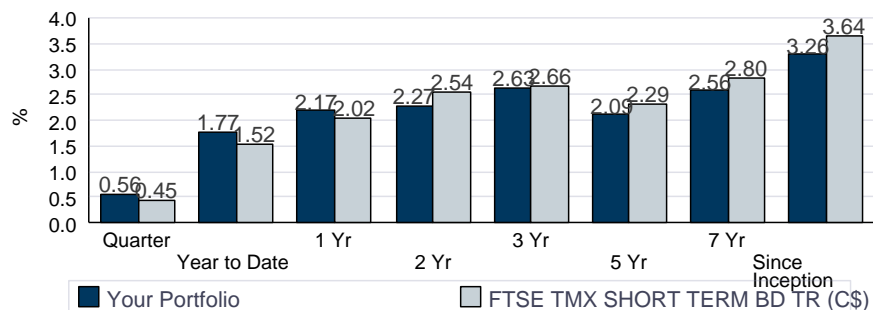
KWANTLEN POLYTECHNIC - 3602988515000

Annualized and Calendar Returns

As at September 30, 2016

Annualized Returns

September 16, 2005 To September 30, 2016

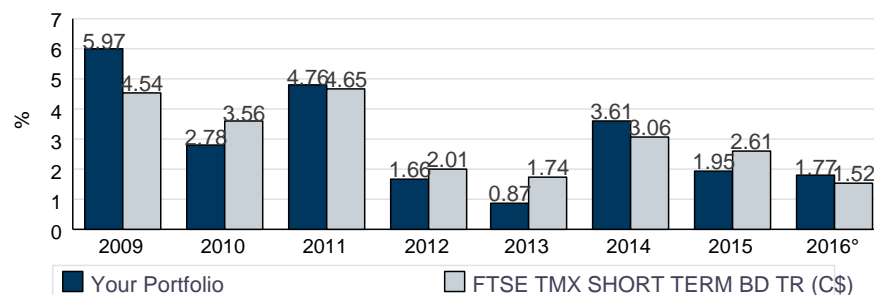


Performance Data For The Reporting Period September 16, 2005 To September 30, 2016

Period	Your Portfolio in %	Your Benchmark in %
Quarter	0.56	0.45
Year to Date	1.77	1.52
1 Year	2.17	2.02
2 Year	2.27	2.54
3 Year	2.63	2.66
5 Year	2.09	2.29
7 year	2.56	2.80
Since Inception	3.26	3.64

Calendar Rate of Return

October 1, 2008 To September 30, 2016



Performance Data For The Reporting Period October 1, 2008 To September 30, 2016

Period	Your Portfolio in %	Your Benchmark in %
2009	5.97	4.54
2010	2.78	3.56
2011	4.76	4.65
2012	1.66	2.01
2013	0.87	1.74
2014	3.61	3.06
2015	1.95	2.61
2016°	1.77	1.52

° Partial Period.

Projected Monthly Income

KWANTLEN POLYTECHNIC - 3602988515000

Including: Mutual Funds

As at October 24, 2016

Quantity	Description	Day	Pay Amount	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Est. Annual Income
CASH AND CASH EQUIVALENTS																
376,517	RBC INVESTMENT SAVINGS ACCOUNT SR F (2011)	30	0.0083	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	37,632
TOTAL INCOME - CASH AND CASH EQUIVALENTS				3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	37,632
FIXED INCOME																
306,000	BELL CANADA SERIES M-27 DEB DUE 06/17/2020 3.25000%	17	3.2500	-	-	4,973	-	-	-	-	-	4,973	-	-	-	9,946
285,000	BROOKFIELD ASSET MGMT INC MED TERM NTS DUE 03/31/2023 4.54000%	31	4.5400	-	-	-	-	-	6,470	-	-	-	-	-	6,470	12,940
339,635	CPN PROVINCE OF BRITISH COLUMBIA BOOK ENTRY ONLY DUE 11/19/2017 0.0000	19	0.0000	-	-	-	-	-	-	-	-	-	-	-	-	0
320,000	FAIRFAX FINANCIAL HOLDINGS LTD SENIOR NOTES DUE 10/14/2022 5.84000%	14	5.8400	9,344	-	-	-	-	-	9,344	-	-	-	-	-	18,688
494,000	FINANCEMENT QUEBEC DUE 12/01/2016 3.50000%	01	3.5000	-	-	8,645	-	-	-	-	-	-	-	-	-	8,645
301,000	PROVINCE OF ALBERTA DEBENTURE DUE 12/15/2022 2.55000%	15	2.5500	-	-	3,838	-	-	-	-	-	3,838	-	-	-	7,676
300,000	PROVINCE OF BRITISH COLUMBIA DUE 12/18/2021 3.25000%	18	3.2500	-	-	4,875	-	-	-	-	-	4,875	-	-	-	9,750
80,892	RUSSELL CANADIAN FIXED INCOME POOL SR F (552)	26	0.0177	1,432	1,432	1,432	1,432	1,432	1,432	1,432	1,432	1,432	1,432	1,432	1,432	17,184
340,000	WELLS FARGO CANADA CORP MED TERM NTS DUE 07/25/2019 2.94400%	25	2.9440	-	-	-	5,005	-	-	-	-	-	5,005	-	-	10,010
TOTAL INCOME - FIXED INCOME				10,776	1,432	23,763	6,437	1,432	7,902	10,776	1,432	15,118	6,437	1,432	7,902	94,839

The Basran Wealth Management Group

RBC Dominion Securities

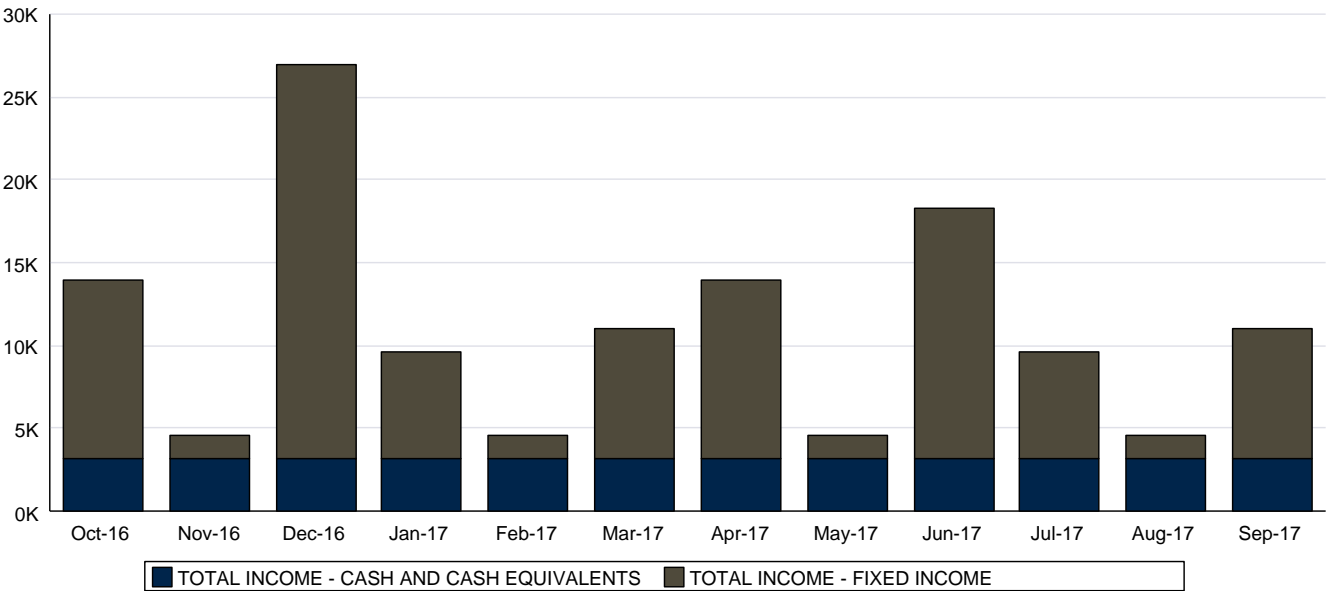
Reported in CAD

Quantity	Description	Day	Pay Amount	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Est. Annual Income
Total Income - Portfolio				13,912	4,568	26,899	9,573	4,568	11,038	13,912	4,568	18,254	9,573	4,568	11,038	132,471

Pay amounts are displayed in base currency.

Projected Monthly Income

• Excluding Reinvested Dividends.



Statement of Terms

KWANTLEN POLYTECHNIC - 3602988515000

As at September 30, 2016

Legal Disclaimers

The portfolio summary ("the Portfolio Report") is prepared by your Investment Advisor/Portfolio Manager who is an employee of RBC DS and is prepared from information received from sources we believe to be reliable. It is not an official statement of your positions at RBC Dominion Securities Inc. ("RBC DS").

This Portfolio Report has been prepared at the direction of and solely for the general guidance and benefit of the owners of the accounts included in the portfolio. It should be noted that a Portfolio Report can be created at anytime whereas your monthly statement is created at the last day of the month. Some of the positions shown in this statement may be held at other financial institutions where they are not covered by the Canadian Investor Protection Fund. Information regarding positions that are not held at RBC DS has been provided by the owner of an account included in the portfolio. These positions are included in the Portfolio Report at the request of the owner(s) of one or more of the accounts comprising the Portfolio Report for the purposes of providing as complete a view as possible of the portfolio. Neither RBC DS nor its employees can guarantee the accuracy or completeness of information relating to positions held at entities other than RBC DS, including quantities of securities held, market value and book-cost.

Please consult the monthly statements you receive from RBC DS or from other entities where the positions are held to determine which positions are eligible for protection by the Canadian Investor Protection Fund, including information as to which positions are held in segregation.

If there are any discrepancies between the transactions or positions shown on the monthly statements you receive from RBC DS and those shown in this Portfolio Report as being transacted or held at RBC DS please report them to your RBC DS Investment Advisor or Portfolio Manager. If there are any discrepancies between the transactions or positions shown on the monthly statements you receive from other entities where the positions are held please report them to such other entity.

The securities accounts comprising the portfolio are listed below. Please review this list of accounts carefully to understand what assets are included and what assets are not included in the Portfolio Report. Contact your Investment Advisor/Portfolio Manager if you are uncertain as to the beneficial ownership of any accounts included in this Portfolio Report.

Each beneficial owner of an account included in the Portfolio Report must have provided consent to their RBC DS Investment Advisor/Portfolio Manager to include information about their account(s) in this Portfolio Report as this information will be shared with all parties whose accounts or assets have been included in the Portfolio Report. If you are the beneficial owner of an account(s) included in this Portfolio Report and you wish to have your accounts removed from the Portfolio Report please advise your Investment Advisor/Portfolio Manager.

Clients should consult their Investment Advisor/Portfolio Manager when planning to purchase or sell securities or otherwise rebalance securities holdings as a result of the information provided in this Portfolio Report. This will ensure that their own circumstances, including their own individual investment objectives and risk tolerances, have been considered properly and that action is taken on the latest available information. Interest rates, market conditions market prices, tax rules, security classifications and other investment factors are subject to change.

For more information on the terms, conditions and a glossary of terms used in the Portfolio Report, please contact your Investment Advisor/Portfolio Manager.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. ©2011 Royal Bank of Canada. All rights reserved.

General Disclaimers

- Generated on October 24, 2016
- This portfolio is composed of the following accounts:
KWANTLEN POLYTECHNIC - 3602988515000
- For position not held in CAD, all values were converted using the following exchange rates:
- Accrued interest is included in market values except when accrued interest is displayed in a separate column.
- Book Values are reported in account currency unless otherwise stated.

Section Specific Disclaimers

Portfolio Valuation

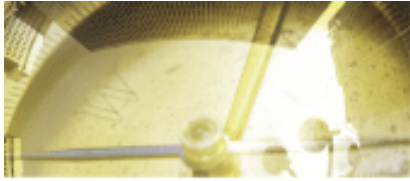
- Yield % indicates yield to maturity based on current market value for debt products. In general, CDN and US Bonds and Debentures indicate semi- annual yield. All other debt products indicate annual yield. Equity Products indicate current yield.
- Distribution information may not be available for certain mutual funds.
- Distributions may vary widely from year to year.

Fixed Income Summary

- Other includes the following categories: Investment Funds, Mutual Funds, Pool Funds, Common Trust Funds, Index Replicating Vehicles, Asset Backed Securities, and Mortgage Backed Securities.

Projected Monthly Income

- Monthly Income projects distributions on debt, equity and fund positions. Distributions may vary widely from year to year.



Kwantlen Polytechnic University Annual Review

As at settlement date September 30, 2016

KWANTLEN POLYTECHNIC - 8101830415000

TABLE OF CONTENTS

Asset Allocation - Portfolio Allocation.....	1
Portfolio Valuation - Comprehensive.....	2
Portfolio Summary - Annualized and Calendar Returns.....	3
Projected Monthly Income - Including: Mutual Funds.....	4
Statement of Terms - Statement of Terms.....	6

KWANTLEN POLYTECHNIC UNIVERSITY SHORT TERM ACCOUNT

The Basran Wealth Management Group

Jerry Basran
Vice President
Wealth Advisor
(604) 535-3802

Sonia Taylor (604) 535-3822
Associate Advisor
Shirley Franz (604) 535-3839
Associate

Financial Success requires the right people.

Professional Wealth Management Since 1901

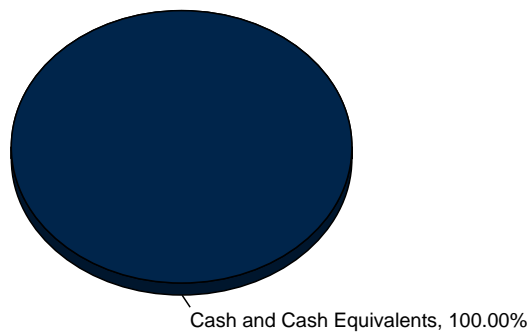


RBC Wealth Management
Dominion Securities

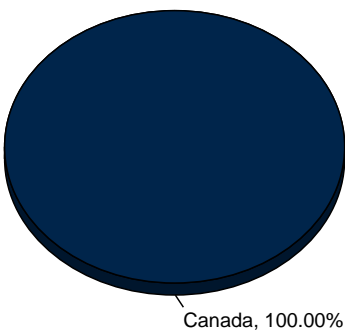
Portfolio Allocation

As at September 30, 2016

Asset Class Allocation



Geographic Allocation



	Canada		US		Global		Unclassified		Total Market Value	Total %
	Market Value	%	Market Value	%	Market Value	%	Market Value	%		
Cash and Cash Equivalents	2,776,035	100.00	0	0.00	0	0.00	0	0.00	2,776,035	100.00
Total Assets	2,776,035	100.00	0	0.00	0	0.00	0	0.00	2,776,035	100.00
Total Liabilities (Margin)	0		0		0		0		0	
Total Portfolio	2,776,035	100.00	0	0.00	0	0.00	0	0.00	2,776,035	100.00

Portfolio Valuation

KWANTLEN POLYTECHNIC - 8101830415000

Comprehensive

As at September 30, 2016

Quantity	Security Description	Book Value	Market Price	Market Value	% of Class	% of Portfolio	Est. Annual Distrib'n	Current Yield (%)	Yield to Maturity
CASH AND CASH EQUIVALENTS									
570.41	CAD	570.41		570.41	0.02	0.02		-	-
2,775,176.00	RBMC 30D CASHABLE GIC - ANNUAL DUE 09/26/2017 0.95000%	2,775,176.00	100.00	2,775,464.92	99.98	99.98	26,364.17	0.95	0.95
TOTAL - CASH AND CASH EQUIVALENTS		2,775,746.41		2,776,035.33	100.00	100.00	26,364.17	0.95	
Total Portfolio		2,775,746.41		2,776,035.33		100.00	26,364.17	0.95	

Yield on Cost cannot be calculated for discount instruments at this time. YOC values at the total level exclude discount Instruments.
 Book Values are reported in account currency unless otherwise stated.
 Market values include accrued interest.

Portfolio Summary

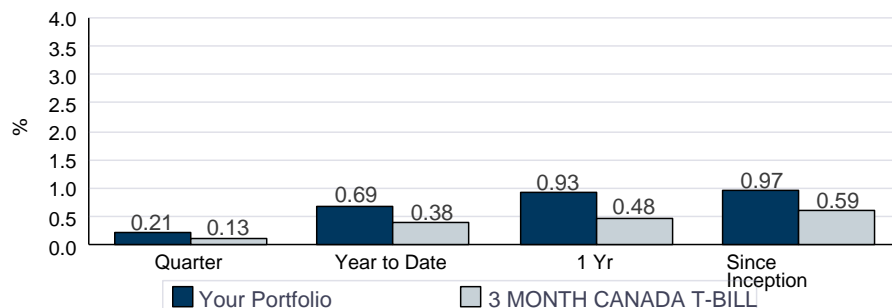
KWANTLEN POLYTECHNIC - 8101830415000

Annualized and Calendar Returns

As at September 30, 2016

Annualized Returns

October 29, 2014 To September 30, 2016



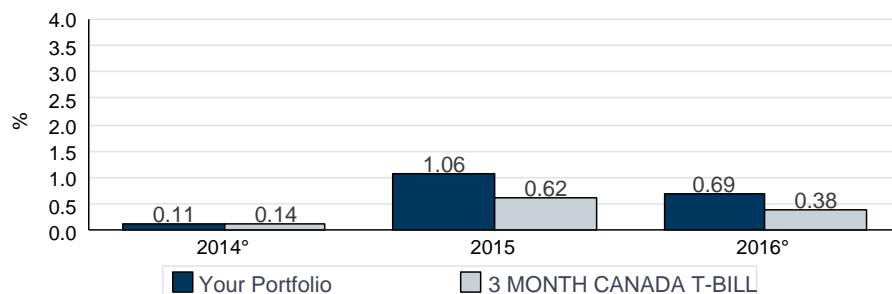
Performance Data For The Reporting Period

October 29, 2014 To September 30, 2016

Period	Your Portfolio in %	Your Benchmark in %
Quarter	0.21	0.13
Year to Date	0.69	0.38
1 Year	0.93	0.48
Since Inception	0.97	0.59

Calendar Rate of Return

October 29, 2014 To September 30, 2016



Performance Data For The Reporting Period

October 29, 2014 To September 30, 2016

Period	Your Portfolio in %	Your Benchmark in %
2014°	0.11	0.14
2015	1.06	0.62
2016°	0.69	0.38

° Partial Period.

° Partial Period.

Projected Monthly Income

KWANTLEN POLYTECHNIC - 8101830415000

Including: Mutual Funds

As at October 24, 2016

Quantity	Description	Day	Pay Amount	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Est. Annual Income
CASH AND CASH EQUIVALENTS																
	RBMC 30D CASHABLE															
	GIC - ANNUAL DUE															
2,775,176	09/26/2017 0.95000%	26	0.9500	-	-	-	-	-	-	-	-	-	-	-	26,364	26,364
TOTAL INCOME - CASH AND CASH EQUIVALENTS				-	-	-	-	-	-	-	-	-	-	-	26,364	26,364
Total Income - Portfolio				-	-	-	-	-	-	-	-	-	-	-	26,364	26,364

Pay amounts are displayed in base currency.

Projected Monthly Income

● Excluding Reinvested Dividends.



Statement of Terms

KWANTLEN POLYTECHNIC - 8101830415000

As at September 30, 2016

Legal Disclaimers

The portfolio summary ("the Portfolio Report") is prepared by your Investment Advisor/Portfolio Manager who is an employee of RBC DS and is prepared from information received from sources we believe to be reliable. It is not an official statement of your positions at RBC Dominion Securities Inc. ("RBC DS").

This Portfolio Report has been prepared at the direction of and solely for the general guidance and benefit of the owners of the accounts included in the portfolio. It should be noted that a Portfolio Report can be created at anytime whereas your monthly statement is created at the last day of the month. Some of the positions shown in this statement may be held at other financial institutions where they are not covered by the Canadian Investor Protection Fund. Information regarding positions that are not held at RBC DS has been provided by the owner of an account included in the portfolio. These positions are included in the Portfolio Report at the request of the owner(s) of one or more of the accounts comprising the Portfolio Report for the purposes of providing as complete a view as possible of the portfolio. Neither RBC DS nor its employees can guarantee the accuracy or completeness of information relating to positions held at entities other than RBC DS, including quantities of securities held, market value and book-cost.

Please consult the monthly statements you receive from RBC DS or from other entities where the positions are held to determine which positions are eligible for protection by the Canadian Investor Protection Fund, including information as to which positions are held in segregation.

If there are any discrepancies between the transactions or positions shown on the monthly statements you receive from RBC DS and those shown in this Portfolio Report as being transacted or held at RBC DS please report them to your RBC DS Investment Advisor or Portfolio Manager. If there are any discrepancies between the transactions or positions shown on the monthly statements you receive from other entities where the positions are held please report them to such other entity.

The securities accounts comprising the portfolio are listed below. Please review this list of accounts carefully to understand what assets are included and what assets are not included in the Portfolio Report. Contact your Investment Advisor/Portfolio Manager if you are uncertain as to the beneficial ownership of any accounts included in this Portfolio Report.

Each beneficial owner of an account included in the Portfolio Report must have provided consent to their RBC DS Investment Advisor/Portfolio Manager to include information about their account(s) in this Portfolio Report as this information will be shared with all parties whose accounts or assets have been included in the Portfolio Report. If you are the beneficial owner of an account(s) included in this Portfolio Report and you wish to have your accounts removed from the Portfolio Report please advise your Investment Advisor/Portfolio Manager.

Clients should consult their Investment Advisor/Portfolio Manager when planning to purchase or sell securities or otherwise rebalance securities holdings as a result of the information provided in this Portfolio Report. This will ensure that their own circumstances, including their own individual investment objectives and risk tolerances, have been considered properly and that action is taken on the latest available information. Interest rates, market conditions market prices, tax rules, security classifications and other investment factors are subject to change.

For more information on the terms, conditions and a glossary of terms used in the Portfolio Report, please contact your Investment Advisor/Portfolio Manager.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. ©2011 Royal Bank of Canada. All rights reserved.

General Disclaimers

- Generated on October 24, 2016
- This portfolio is composed of the following accounts:
KWANTLEN POLYTECHNIC - 8101830415000
- For position not held in CAD, all values were converted using the following exchange rates:
- Accrued interest is included in market values except when accrued interest is displayed in a separate column.
- Book Values are reported in account currency unless otherwise stated.
- Fixed Income Summary section(s) contains no data for the period selected.

Section Specific Disclaimers

Portfolio Valuation

- Yield % indicates yield to maturity based on current market value for debt products. In general, CDN and US Bonds and Debentures indicate semi- annual yield. All other debt products indicate annual yield. Equity Products indicate current yield.
- Distribution information may not be available for certain mutual funds.
- Distributions may vary widely from year to year.

Projected Monthly Income

- Monthly Income projects distributions on debt, equity and fund positions. Distributions may vary widely from year to year.



July 31, 2016

RBC Dominion Securities Inc.

2626 Croydon Drive, Suite 400
Surrey, British Columbia V3S 0S8

Tel: 604-535-3800

Fax: 604-531-4586

1 800 663-4664

Kwantlen Polytechnic University Semi-annual Summary and Adherence (to Jun 30, 2016)

To: KPU Finance and Audit Committee of the Board of Governors
From: Jerry S. Basran, Vice-President, Wealth Advisor
Subject: Portfolio Summary and Adherence

I. Purpose

Kwantlen Polytechnic University and its authorized officers have provided the investment framework by which the assets of the University's portfolio have been managed by The Basran Wealth Management Group and RBC Dominion Securities Inc.

Within that framework, this will confirm that we have responsibly managed and have adhered to the investment principles set out in the Investment Policy Statement provided by the Board of Governors. We will continue to make recommendations in keeping with the principals set out and act only in the interest of Kwantlen Polytechnic University.

II. Reporting

360-29885 (Investment Account) We have included a summary of returns in the portfolio at 6 months, 1 year, and 5 years respectively.

810-18304 (Short-term Account) Account was inceptioned in April 2013 under # 360-79615 and transferred to # 810-18304 in Oct 2014. We have included a summary of returns at 6 months, 1 year, and since inception respectively.

We are committed and will continue to provide the best possible service to your portfolio. We value the relationship we have built and welcome you to contact us if you have any questions or concerns.

Sincerely,
RBC Dominion Securities

Jerry S. Basran, BBA, CSWP, CIWM, FCSI
Vice President, Investment and Wealth Advisor

Portfolio Review


Account Number: 36029885 **IA Code:** TT3 **Period From:** Jan. 01, 2016 - June 30, 2016
Client Name: KWANTLEN POLYTECHNIC **Currency:** CANADIAN DOLLAR
Investment Account (6 months ending Jun 30, 2016)

Investment Return	Period From : Jan. 01, 2016 - June 30, 2016
Interest	77,360.68
Dividends	0.00
Managed Fund Distribution	4,843.12
Other Distributions	0.00
Change in Market Value	7,951.22
Total Investment Return	90,155.02
Rate of Return %	1.20%

Capital Review	Period From : Jan. 01, 2016 - June 30, 2016
Beginning Portfolio Value	7,522,511.41
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	90,155.02
Ending Portfolio Value	7,612,666.43

For the current period:

Your Beginning Portfolio Value includes accrued interest of	21,800.54
Your Ending Portfolio Value includes accrued interest of	13,846.56

 This statement should not be used for income tax reporting purposes.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2012 Royal Bank of Canada. All rights reserved.

Professional Wealth Management Since 1901



RBC Wealth Management
Dominion Securities

Portfolio Review


Account Number: 36029885 **IA Code:** TT3 **Period From:** July 01, 2015 - June 30, 2016
Client Name: KWANTLEN POLYTECHNIC **Currency:** CANADIAN DOLLAR
Investment Account (1 year ending Jun 30, 2016)

Investment Return	Period From : July 01, 2015 - June 30, 2016
Interest	138,523.48
Dividends	0.00
Managed Fund Distribution	24,177.97
Other Distributions	0.00
Change in Market Value	-29,620.85
Total Investment Return	133,080.60
Rate of Return %	1.77%

Capital Review	Period From : July 01, 2015 - June 30, 2016
Beginning Portfolio Value	7,479,585.83
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	133,080.60
Ending Portfolio Value	7,612,666.43

For the current period:

Your Beginning Portfolio Value includes accrued interest of	21,461.51
Your Ending Portfolio Value includes accrued interest of	13,846.56

 This statement should not be used for income tax reporting purposes.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2012 Royal Bank of Canada. All rights reserved.

Professional Wealth Management Since 1901



RBC Wealth Management
Dominion Securities

Portfolio Review

Account Number: 36029885

IA Code: TT3

Period From: July 01, 2011 - June 30, 2016

Client Name: KWANTLEN POLYTECHNIC
 Investment Account (5 years ending Jun 30, 2016)


Currency: CANADIAN DOLLAR

Investment Return	Period From : July 01, 2011 - June 30, 2016
Interest	894,427.11
Dividends	0.00
Managed Fund Distribution	95,691.95
Other Distributions	0.00
Change in Market Value	-115,835.07
Total Investment Return	874,283.99
Rate of Return %	2.40%

Capital Review	Period From : July 01, 2011 - June 30, 2016
Beginning Portfolio Value	6,749,882.44
Deposits/Transfer Ins	4,600,000.00
Withdrawals/Transfer Outs	-4,611,500.00
Total Investment Return	874,283.99
Ending Portfolio Value	7,612,666.43

For the current period:

Your Beginning Portfolio Value includes accrued interest of	54,890.04
Your Ending Portfolio Value includes accrued interest of	13,846.56

 This statement should not be used for income tax reporting purposes.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2012 Royal Bank of Canada. All rights reserved.

Professional Wealth Management Since 1901



RBC Wealth Management
 Dominion Securities

Portfolio Review

Account Number: 81018304

IA Code: TT3

Period From: Jan. 01, 2016 - June 30, 2016

Client Name: KWANTLEN POLYTECHNIC

Currency: CANADIAN DOLLAR


Short-term Account (6 months ending Jun 30, 2016)

Investment Return	Period From :
	Jan. 01, 2016 - June 30, 2016
Interest	0.00
Dividends	0.00
Managed Fund Distribution	0.00
Other Distributions	0.00
Change in Market Value	13,021.44
Total Investment Return	13,021.44
Rate of Return %	0.47%

Capital Review	Period From :
	Jan. 01, 2016 - June 30, 2016
Beginning Portfolio Value	2,757,129.09
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	13,021.44
Ending Portfolio Value	2,770,150.53

For the current period:

Your Beginning Portfolio Value includes accrued interest of	8,084.76
Your Ending Portfolio Value includes accrued interest of	21,106.20

 This statement should not be used for income tax reporting purposes.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2012 Royal Bank of Canada. All rights reserved.



Portfolio Review

Account Number: 81018304

IA Code: TT3

Period From: July 01, 2015 - June 30, 2016

Client Name: KWANTLEN POLYTECHNIC
 Short-term Account (1 year ending Jun 30, 2016)


Currency: CANADIAN DOLLAR

Investment Return	Period From : July 01, 2015 - June 30, 2016
Interest	0.00
Dividends	0.00
Managed Fund Distribution	6,555.91
Other Distributions	0.00
Change in Market Value	20,808.72
Total Investment Return	27,364.63
Rate of Return %	0.99%

Capital Review	Period From : July 01, 2015 - June 30, 2016
Beginning Portfolio Value	2,742,785.90
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	27,364.63
Ending Portfolio Value	2,770,150.53

For the current period:

Your Ending Portfolio Value includes accrued interest of	21,106.20
--	-----------

 This statement should not be used for income tax reporting purposes.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2012 Royal Bank of Canada. All rights reserved.



Portfolio Review

Account Number: 81018304

IA Code: TT3

Period From: Oct. 01, 2014 - June 30, 2016

Client Name: KWANTLEN POLYTECHNIC

Currency: CANADIAN DOLLAR


Short-term Account (since inception to Jun 30, 2016)

Investment Return	Period From :
	Oct. 01, 2014 - June 30, 2016
Interest	14.95
Dividends	0.00
Managed Fund Distribution	24,127.19
Other Distributions	0.00
Change in Market Value	20,808.72
Total Investment Return	44,950.86
Rate of Return %	0.98%

Capital Review	Period From :
	Oct. 01, 2014 - June 30, 2016
Beginning Portfolio Value	2,725,192.20
Deposits/Transfer Ins	7.47
Withdrawals/Transfer Outs	0.00
Total Investment Return	44,950.86
Ending Portfolio Value	2,770,150.53

For the current period:

Your Ending Portfolio Value includes accrued interest of	21,106.20
--	-----------

 This statement should not be used for income tax reporting purposes.

RBC Dominion Securities Inc.* and Royal Bank of Canada are separate corporate entities which are affiliated. *Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2012 Royal Bank of Canada. All rights reserved.

Professional Wealth Management Since 1901


RBC Wealth Management
 Dominion Securities

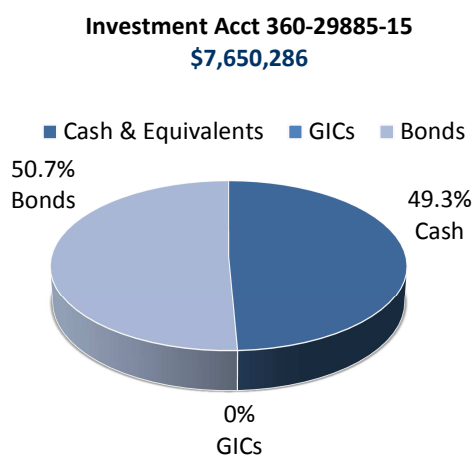


Executive Summary

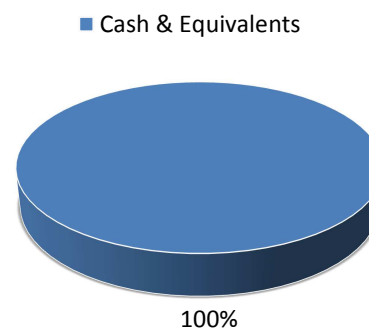
Reports Included in this package

Comprehensive Reviews as at **Sep 30, 2016** for both KPU portfolios:

- Investment Account 360-29885-15 **\$7,650,286**
- Short Term Account 810-18304-15 **\$2,776,035**



**Short Term Acct 810-18304-15
\$2,776,035**

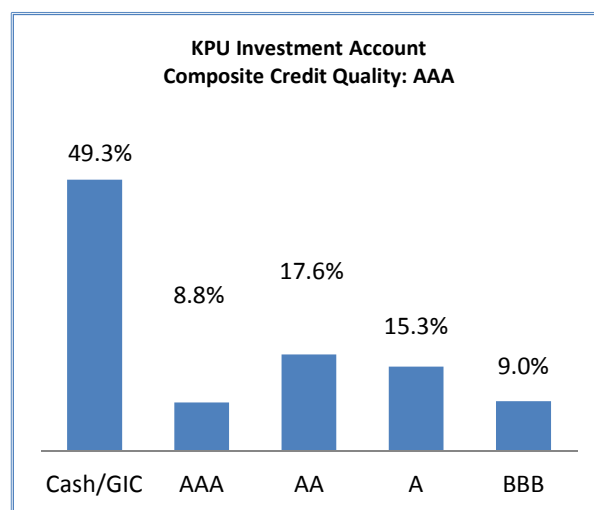


KPU Total Market Value (Sep 30, 2016): \$10,426,321
Combined cash position \$6,547,152 (62.8%)

Performance data in attached reports is as at Sep 30th. For performance measurement in line with KPU's fiscal year, see summary provided below.

Fiscal 2016 Summary – Investment account (Apr 2015 to Mar 2016)

- 483,000 in maturities throughout fiscal 2016 directed to high interest savings
- No new purchases in fiscal 2016
- Continued discussion surrounding IPS and portfolio composition.





Performance Summary

Benchmarks as per KPU Investment Policy Statement (IPS)

- 50% FTSE TMX Canada Universe Short Term Bond Index C\$ (previously Dex Short Term Bond)
- 50% FTSE TMX Canada Universe Mid Term Bond Index C\$ (previous Dex Mid Term Bond)
- Blended benchmark Average Term to Maturity 4.51 years vs. KPU portfolio at 1.52 years

INVESTMENT ACCOUNT	Average Term to Maturity	ROR Fiscal 16 (Apr 2015-Mar 2016)	ROR Fiscal 17 Q1 (Apr-Jun 2016)	ROR Fiscal 17 YTD (Apr-Sep 2016)
KPU Investment Account	1.52 Years	1.03%	0.7400%	1.30%
Benchmark FTSE TMX Cda Universe Short Term C\$	2.86 Years	1.12%	0.65%	1.11%
Benchmark FTSE TMX Cda Universe Mid Term C\$	6.16 Years	2.07%	2.38%	3.31%
Benchmarks 50/50 Combined	4.51 Years	1.59%	1.51%	2.21%

SHORT TERM ACCOUNT	Average Term to Maturity	ROR Fiscal YE (Apr 2015-Mar 2016)	ROR Fiscal 17 Q1 (Apr-Jun 2016)	ROR Fiscal 17 YTD (Apr-Sep 2016)
KPU Short Term Account	<1 Year	1.01%	0.24%	0.45%
Benchmark 3-Month Canada T-Bill	3 Months	0.51%	0.12%	0.25%

Additional Agenda Items

- Fixed Income Outlook
- Portfolio and IPS Direction Fiscal 2017
- Questions & Answers



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

Regular Meeting
4.7
November 23, 2016
Jon Harding

Agenda Item: **Signing Authority Spending Limits**

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

Recommended Resolution:	N/A
--------------------------------	------------

Board Committee Report: At its meeting held on November 8, 2016, the Board Finance Committee received the amended Signing Authority Spending Limits for information and was updated on plans to review and update for consistency Signing Authority Schedules 1 and 2.

Context & Background: KPU's Signing Authority Policy and Procedures (GV4) falls under the approving jurisdiction of the Board of Governors. The attached schedules of signatures 1 and 2 are under the administrative responsibility of the Vice President, Finance and Administration. In accordance with the procedures, the Vice President Finance and Administration has the authority to develop, maintain and update the schedules as required. The schedules are also provided annually to the Board Finance Committee for review.

The schedules of signatures 1 and 2 have been reviewed and concerns with the document included but were not limited to:

- The current limits were too low and caused delays in processing all types of forms (purchase orders, employee forms, etc.),
- The documents appeared to duplicate existing policies and procedures, and
- The existing *KPU Signing Authority Structure by Document and Level* matrix was difficult to apply and maintain with changes in positions.

Key Messages:
[maximum of three]

1. In recognition of the concerns with both schedules of signatures, Finance has created an updated *Signing Authority Spending Limits* document which was reviewed by the Polytechnic University Executive Committee on April 19, 2016.

2. The *Spending Authority Limits* provide guidance over all KPU funds; signing authority outside of these limits and positions is not permitted. Spending limits for the purchase of goods and/or services was reduced from five to four levels; levels are associated with specific positions within the University.

3. Upon arrival of the new Controller, the existing Signing Authority Schedules 1 and 2 will be reviewed and updated for consistency with the *Spending*



Board of Governors	Regular Meeting
Consent Agenda Item:	4.7
Meeting Date:	November 23, 2016
Presenter(s):	Jon Harding

Authority Limits. The Board Finance Committee will be updated once these changes have been made.

**Implications /
Risks:** N/A

Consultations: A working group was constituted to make recommendations to the existing schedules. As a result, the revised *Spending Authority Limits and Guidelines for the Purchase of Goods/or Services* document was provided to the Polytechnic University Executive Committee for their review on April 19, 2016.

Attachments:

1. Signing Authority Spending Limits
2. [Signing Authority Policy / Procedures](#) / [Schedule of Signatures 1](#) and [Schedule of Signatures 2](#)

Submitted by: Jon Harding

Date submitted: November 14, 2016

SIGNING AUTHORITY SPENDING LIMITS
OCTOBER 24, 2016

	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
1	Davis, Alan	President	Office of the President	Less than \$200,000	All University Funds/Orgs	
	Ferreras, Salvador	Provost & VP Academic	Provost & VP Academic	Less than \$200,000	All University Funds/Orgs	
	Graziano, Marlyn	Exec Director External Affairs	External Relations	Less than \$75,000		
	Harding, Jon	VP, Finance & Administration	Finance & Administration	Less than \$200,000	All University Funds/Orgs	
	Lewarne, Steve	Exec Dir Advancement & CEO Fdn	Office of Advancement	Less than \$25,000		
	McElroy, Lori	Executive Director, IAP	Institutional Analysis & Planning	Less than \$75,000		
	van Gerven, Keri	Conf Asst Office of President	Office of the President	Less than \$25,000		
	Wrean, Shelley	General Counsel	General Counsel	Less than \$75,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
2	Donahoe, Patrick	Dean, Academic & Career Adv.	Academic & Career Advancement Admin	Less than \$75,000		
	Armerding, Lois	Divisional Business Mgr, ACA	Academic & Career Advancement Admin	Less than \$25,000		
	Begalka, Aimee	Assc. Dea, ACA	Academic & Career Advancement Admin	Less than \$25,000		
	Shelley Strimbald	Admin. Coordinator	Academic & Career Advancement Admin	Less than \$5,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
3	Fallick, Arthur	Assc. VP, Research	Office of Research and Scholarship	Less than \$75,000		
	Birch, Leslee	Exec. Asst. Research & Scholar	Office of Research and Scholarship	Less than \$25,000		
	Parlee, Catherine	Exec. Asst. Research & Scholar	Office of Research and Scholarship	Less than \$5,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
4	Fee, Jane	Vice-Provost, Students	Office of the Vice Provost-Students	Less than \$75,000		
	Czeschel, Fiona	Conf Asst,Vice-Provost,Student	Conf Asst,Vice-Provost,Student	Less than \$5,000		
	Dube, Catherine	Dir Std Risk, Judicial Affairs	Student Judicial Affairs	Less than \$25,000		
	MacArthur, Jennifer	Int Dir, Student Engagement	Office of the Vice Provost-Students	Less than \$25,000		
	Mitchell, Joshua	Sr. Director, Student Affairs	Office of the Vice Provost-Students	Less than \$75,000		
	Mitchell, Zena	University Registrar	University Registrar	Less than \$75,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
5	Ferreras, Salvador	Provost & VP Academic	Provost & VP Academic	Less than \$200,000	All University Funds/Orgs	
	Chanyungco, Teresa	Director, University Space	Space Management	Less than \$25,000		
	Donahoe, Patrick	Dean, Academic & Career Adv.	Academic & Career Advancement	Less than \$75,000		
	Fallick, Arthur	Assc. VP, Research	Office of Research and Scholarship	Less than \$75,000		
	Fee, Jane	Vice-Provost, Students	Office of the Vice Provost-Students	Less than \$75,000		
	Haugen, Brian	Dean, Faculty of Trades & Tech	Faculty of Trades & Technology	Less than \$75,000		
	McIlmoyle, Stuart	Assoc.VP, International	Office of AVP, International	Less than \$75,000		
	Mundle, Todd	University Librarian	Library	Less than \$75,000		
	Pelton, James	Ex Dir, Cont & Prof Studies	Continuing & Professional Studies	Less than \$75,000		
	Purvey, Diane	Dean, Faculty of Arts	Faculty of Arts	Less than \$75,000		
	Robertson, Carolyn	Dean, Faculty of Design	Faculty of Design	Less than \$75,000		
	Saunders, Joanne	Exec.Dir - Marketing & Recruit	Marketing	Less than \$75,000		
	Tebb, Wayne	Dean, School of Business	Faculty of Business	Less than \$75,000		
	Walker, Natalie	Conf. Asst., Office of Provost	Provost & VP Academic	Less than \$25,000		
	Worobec, Elizabeth	Dean, Science & Hort.	Science and Horticulture	Less than \$75,000		

SIGNING AUTHORITY SPENDING LIMITS
OCTOBER 24, 2016

6	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Graziano, Marlyn	Exec Director External Affairs	External Relations	Less than \$75,000		
	Armitage, Nancy	Mgr. Alumni Affairs	External Relations	Less than \$5,000		
	Anderson-Fennell, Corry	Mgr, Media and Communications	External Relations	Less than \$5,000		
7	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Harding, Jon	VP, Finance & Administration	Finance & Administration	Less than \$200,000	All University Funds/Orgs	
	Dobud, Pablo	Mgr, Occupational Hlth & Safety	Occupational Health & Safety	Less than \$25,000		
	Heska, Linda	Dir, Employee Relations	Employee Relations	Less than \$25,000		
	Parmar, Jaspal	Dir, Comp, Health & Benefits	Human Resources	Less than \$25,000		
	Vacant	Manager, Emergency Planning	Emergency Management	Less than \$25,000		
	Masse, Katie	Conf. Asst. VP Finance&Admin	Finance & Administration	Less than \$25,000		
	McNeil, Harry	Manager, Campus Security Ops	Campus Security	Less than \$25,000		
	Trevor Wong	Dir, Planning & Construction	Facilities Services	Less than \$25,000	All Capital Funds/Orgs	
	Regan, Craig	Interim Exec Dir, Facilities	Facilities Services	Less than \$75,000	All Capital Funds/Orgs	
	Corinne Pitre-Hayes	Chief Information Officer	Information Technology	Less than \$75,000	All IT Capital Funds/Orgs	
	Sass, William Joe	Dir, Bus Perf & Advisory Svcs	Dir, Bus Perf & Advisory Svcs	Less than \$25,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Haugen, Brian	Dean, Faculty of Trades & Tech	Faculty of Trades & Technology	Less than \$75,000		
8	Ditchburn, Amy	Div Busi Mgr, Trades & Tech	Faculty of Trades & Technology	Less than \$25,000		
	Brown, Jeffrey H.	Coor, Program Inventory/Supply	Faculty of Trades & Technology	Less than \$10,000		
	Riel, David	Assc. Dean, Trades and Tech	Faculty of Trades & Technology	Less than \$25,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Hunter, Iain	Dir, Maintenance & Operations	Facilities Services	Less than \$25,000	All Capital Funds/Orgs	
9	Bedard, Maurice	Manager, Maintenance	Facilities Services Maintenance	Less than \$25,000		
	Cahill, Shawn	Manager, Operations	Facilities Services Maintenance	Less than \$25,000		
	Smith, Don	Manager, Operations	Facilities Services Maintenance	Less than \$25,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
10	Lewarne, Steve	Exec Dir Advancement & CEO Fdn	Office of Advancement	Less than \$25,000		
	Miller, Kathryn	Director of Advancement	Office of Advancement	Less than \$25,000		
	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
11	Vacant	Exec. Dir, Finance	Finance	Less than \$75,000	All University Funds/Orgs	
	Garrecht, Maryam	Executive Assistant	Finance	Less than \$5,000		
	Vacant	Mgr, Financial Reporting	Finance	Less than \$25,000		
	Vacant	Mgr, Budget & Planning	Finance	Less than \$25,000		
	McVicker, Rada	Mgr, Accounting Services	Finance	Less than \$25,000		
	Best, Alixe	Manager, Purchasing Services	Purchasing	Less than \$25,000		
	Gafincu, Iuliana	Operations Manager, Payroll	Finance	Less than \$25,000		
	Durston, Stefan	Director, Ancillary Services	Ancillary, Purchasing & Print shop	Less than \$75,000		
	Lee, Vivian	Dir, Budget, Planning & Payroll	Finance	Less than \$75,000	Centrally Funded Org/Own Orgs	

SIGNING AUTHORITY SPENDING LIMITS
OCTOBER 24, 2016

12	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	McElroy, Lori	Executive Director, IAP	Institutional Analysis & Planning	Less than \$75,000		
	Wiebe, Sunita	Mgr Strategic Planning&Quality	Quality Assurance	Less than \$25,000		
13	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	McIlmoyle, Stuart	Assoc.VP, International	Office of AVP, International	Less than \$75,000		
	Alva Dimas, Alejandra	Manager of Int.Recruitment&Adm	Office of Intl Recruit, Adm & Artic	Less than \$5,000		
	Arguello, Ariana	Divisional Business Mgr, Inter	Office of Intl Strategic Management	Less than \$25,000		
	Clancy, Laurie	Dir, Intl Recruit, Adm & Artic	Office of Intl Recruit, Adm & Artic	Less than \$25,000		
	Dias de Castro, Marina	Manager of Int.Recruitment&Adm	Office of Intl Recruit, Adm & Artic	Less than \$5,000		
	Hamm, Anita	Dir, Partnerships & Pathways	Office of Intl Partnrsrp & Pathways	Less than \$25,000		
	Silva, Francisco	Manager of Int.Recruitment&Adm	Office of Intl Recruit, Adm & Artic	Less than \$5,000		
14	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Mitchell, Joshua	Sr. Director, Student Affairs	Office of the Vice Provost-Students	Less than \$75,000		
	Hindle, Codie	Interim Athletics Director	Student Athletics	Less than \$25,000		
	Erickson, Shawn	Dir, Co-op Ed and Career Srvs	Cooperative Education	Less than \$25,000		
15	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Mitchell, Zena	University Registrar	University Registrar	Less than \$75,000		
	Alvarado, William	Assistant Registrar, Systems	Registration, Records & Systems	Less than \$25,000		
	Bobovski, Irina	Manager, Enrolment Services	Admissions / SES / Grad General	Less than \$25,000		
	Dolling, Sarah	Confidential Assistant	Office of the Registrar	Less than \$5,000		
	Henwood, Nadia	Assc Reg, Adm,Grd & Enrol Srv	Office of the Registrar	Less than \$25,000		
	McDonald, Laura	Mgr, Records, Reg, Scheduling	Registration, Records & Systems	Less than \$25,000		
	Moore, Maureen	Mgr, Records & Graduation	Admissions / SES / Grad General	Less than \$25,000		
	Schoffer, Stacey	Assistant Registrar, Admission Systems	Registration, Records & Systems	Less than \$25,000		
	Taylor, Terri	Assc Registrar, Reg Rec & Syst	Registration, Records & Systems	Less than \$25,000		
16	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Mundle, Todd	University Librarian	Library	Less than \$75,000		
	Benn, Lynette	Dir, Student Dev & Success	Library	Less than \$25,000		
	Goodine, Margaret	Mgr, Learning Technology	Learning Technology	Less than \$25,000		
	McBurnie, Ann	Ops Mgr, Library Resources	Library	Less than \$25,000		
17	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Parmar, Jaspal	Dir, Comp, Health & Benefits	Dir, Comp, Health & Benefits	Less than \$25,000		
	Hodgson, Darlene	Mgr, Employee Services & HRIS	Employee Services	Less than \$25,000		
18	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Pelton, James	Ex Dir, Cont & Prof Studies	Continuing & Professional Studies	Less than \$75,000		
	Enns, Ronald	Mgr, Business Development	CPS - Waste Water Courses	Less than \$2,000		
	Gall, Jeremy	Mgr. Business Development	Continuing & Professional Studies	Less than \$5,000		
	Kloet, Shannon	Div Busi Mgr, Cont & Prof Stud	Continuing & Professional Studies	Less than \$25,000		
19	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Pitre-Hayes, Corinne	Chief Information Officer	Information Technology	Less than \$75,000	All IT Capital Funds/Orgs	
	Samra, Sukebinder	Director, Technology Services	Information Technology	Less than \$75,000	All IT Capital Funds/Orgs	
	Ball, Robert	Manager, Network Operations	IT Technology Services	Less than \$25,000	All IT Capital Funds/Orgs	
	Hannas, Paula	Manager, Client Services	IT Technology Services	Less than \$25,000	All IT Capital Funds/Orgs	
	Kirk, Nicole	Confidential Assistant - IT	Information Technology	Less than \$5,000	All IT Capital Funds/Orgs	
	Lau, Keith	Director, Enterprise Systems	Information Technology	Less than \$25,000	All IT Capital Funds/Orgs	

SIGNING AUTHORITY SPENDING LIMITS
OCTOBER 24, 2016

20	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Purvey, Diane	Dean, Faculty of Arts	Faculty of Arts	Less than \$75,000		
	Deresh, Carla	Div Busi Mgr, Faculty of Arts	Faculty of Arts	Less than \$25,000		
21	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Regan, Craig	Interim Exec Dir, Facilities	Facilities Services	Less than \$75,000	All Capital Funds/Orgs	
	Wong, Trevor	Interim Dir, Planning & Construction	Facilities Services	Less than \$25,000	All Capital Funds/Orgs	
	Hunter, Iain	Dir, Maintenance & Operations	Facilities Services	Less than \$25,000	All Capital Funds/Orgs	
	Maguire, Gidget	Conf. Asst. to Dir, Facilities	Facilities Services	Less than \$5,000	All Capital Funds/Orgs	
22	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Robertson, Carolyn	Dean, Faculty of Design	Faculty of Design	Less than \$75,000		
	Loodu, Sarbjit	Div.Bus. Mgr,Faculty of Design	Faculty of Design	Less than \$25,000		
23	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Saunders, Joanne	Exec.Dir - Marketing & Recruit	Marketing - Admin	Less than \$75,000		
	Brandon, Jennifer	Mgr,Communications&Technology	Future Students' Office	Less than \$25,000		
	Doerksen, May	Dir, Future Students' Office	Future Students' Office	Less than \$25,000		
	Lee, Melinda	Manager, Domestic Recruitment	Future Students' Office	Less than \$5,000		
	Lotz, Nicole	Mgr,Marketing & Brand Strategy	Marketing - Admin	Less than \$25,000		
	MacLaren, Carolyn	Dir, Future Students' Office	Future Students' Office	Less than \$25,000		
	Yung, Matthew	Mgr, Web & Digital Technology	Marketing - Admin	Less than \$25,000		
24	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Tebb, Wayne	Dean, School of Business	Faculty of Business	Less than \$75,000		
	MacNeil, Joanne	Admin Coor, School of Business	Faculty of Business	Less than \$1,000		Expires on Oct 31, 2017
	Carmichael, Deborah	Div Busi Mgr, School of Business	Faculty of Business	Less than \$25,000		
25	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Worobec, Elizabeth	Interim Dean, Faculty of Health	Faculty of Health	Less than \$75,000		
	Guay, Marc	Div Busi Mgr, Health	Faculty of Health	Less than \$25,000		
	Moniz, Ann	Director, Health & Community	IEN Assessment Services	Less than \$25,000		
	Nicolson-Church, L.Jean	Assc. Dean, Faculty of Health	Faculty of Health	Less than \$25,000		
26	NAME	Position	Home Org Description	Spending Approval Limit	Home Org and Other Orgs	Comments
	Worobec, Elizabeth	Dean, Science & Hort.	Science and Horticulture	Less than \$75,000		
	Henderson, Deborah	Regional Innovation Chair	Inst Sust Hort - Lab & Greenhouse	Less than \$25,000		
	Mihell, Lana	Div Busi Mgr, Science & Hort	Science and Horticulture	Less than \$25,000		
	Murley, Shelley	Instructional Associate, Hort	Science and Horticulture	Less than \$5,000		
	Mullinix, M. Kent	Dir, Sustainable Hort and Food	Institute Sust Food Sys Operations	Less than \$25,000		
	Murray, Joel	Assc.Dean, Fac. of Science&Hort	Science and Horticulture	Less than \$25,000		



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

Regular Meeting
#5.2
November 23, 2016
Praveen Vohora /
Joe Sass

Agenda Item: **Integration of Risk Management and Internal Audit**

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

Recommended Resolution:	N/A
--------------------------------	------------

Board Committee Report: The Board Audit Committee received an update on the integration of Internal Audit and Risk Management Frameworks at its meeting held on November 8, 2016.

Context & Background: Update on the integration of Internal Audit and Risk Management Frameworks to increase the overall effectiveness of relative business units reporting under Business Performance and Advisory Services (BPAS)

Key Messages: **1.** Internal Audit plan will respond to significant risks as identified through ERM processes.
[maximum of three]
2. ERM Process will be scheduled to align with new Zero-based budget process, allowing for risk mitigation strategies to be more strategically funded.

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: N/A

Attachments: Integration of Internal Audit and Risk Management

Submitted by: Joe Sass

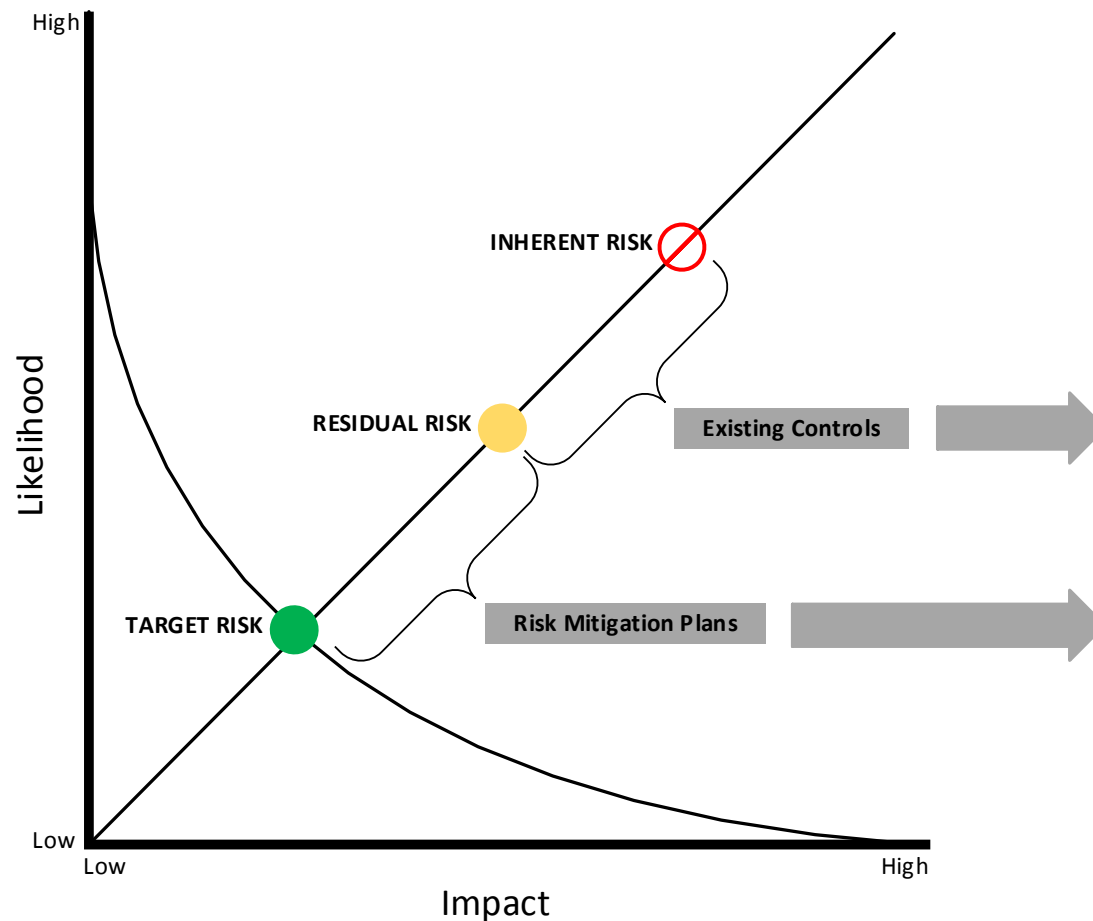
Date submitted: November 14, 2016

Business Performance & Advisory Services

Integration of Internal Audit and Risk
Management

Integrated Risk Management & Audit (IRMA)

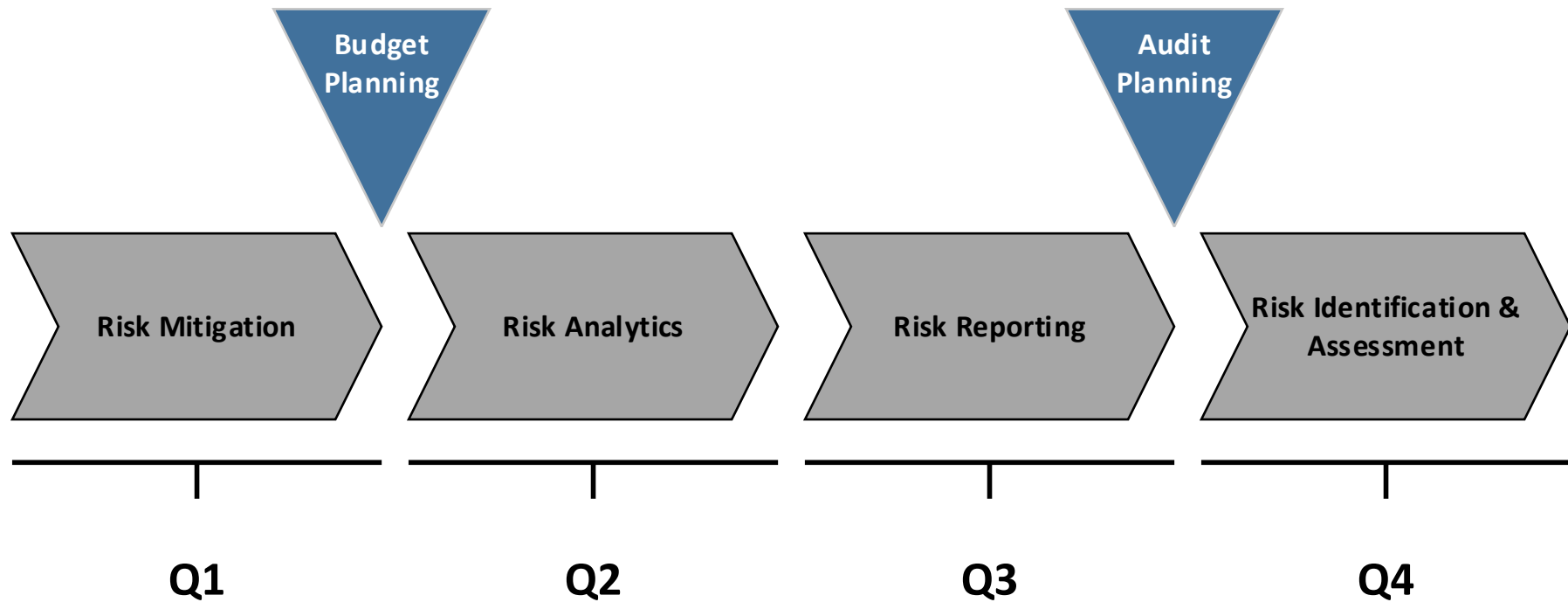
IRMA Methodology



Risk Management	Internal Audit
Identify existing controls	Provide assurance over existing controls
Identify risk mitigation plans	Provide advisory services

IRMA Cycle

The diagram below illustrates how the information gathered by Risk Management will facilitate the budget planning process and audit planning process:



Management can incorporate risk mitigation strategies gathered in Q1 into their budget for next fiscal. Internal Audit can incorporate the information gathered by Risk Management in Q4 into the Risk-Based Audit Plan for next fiscal.



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#6.2

November 23, 2016

Praveen Vohora /

Keri van Gerven

Agenda Item: **Revision to Bylaw 4, Fees**

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

Recommended Resolution:	THAT the Board Governors approve revisions to Bylaw 4, Fees as recommended by the Board Finance Committee.
--------------------------------	---

Board Committee Report: The Board Finance Committee approved revisions to Bylaw 4, *Fees* for recommendation to the Board of Governors at its meeting on November 8, 2016.

Key Messages:
[maximum of three]

1. **Bylaw 4, Fees has been revised to provide KPU's philosophy, principles and guidelines for setting, collecting and administering tuition and other student fees consistent with KPU's mission and strategic goal and in compliance with government legislation and direction.**
2. **The Chart itemizing tuition fee structure has been removed and a reference to the University Calendar on the KPU website is included under Guideline 4.**
3. **There is no change to the Board's authority to approve tuition and fees.**

Consultations: The Vice President, Finance and Administration; University Registrar; Director, Business Performance & Advisory Services; and, Special Assistant to the Provost & Vice President, Academic have been consulted in developing the revisions to Bylaw 4, Fees.

Implications / Risks: The change to Bylaw 4 will eliminate risks of duplicate requests for approval, increase accuracy of data, simplify processes and improve the timeline for publishing new programs and/or changes in tuition and fees.

Attachments: Draft Bylaw 4, *Fees*

Submitted by: Keri van Gerven

Date submitted: November 14, 2016

Bylaw History
Bylaw No. 4
Approving Jurisdiction: Board of Governors
Original Effective Date: November 16, 1982
Revised Date: TBD

Bylaw No. 4

Fees

PHILOSOPHY

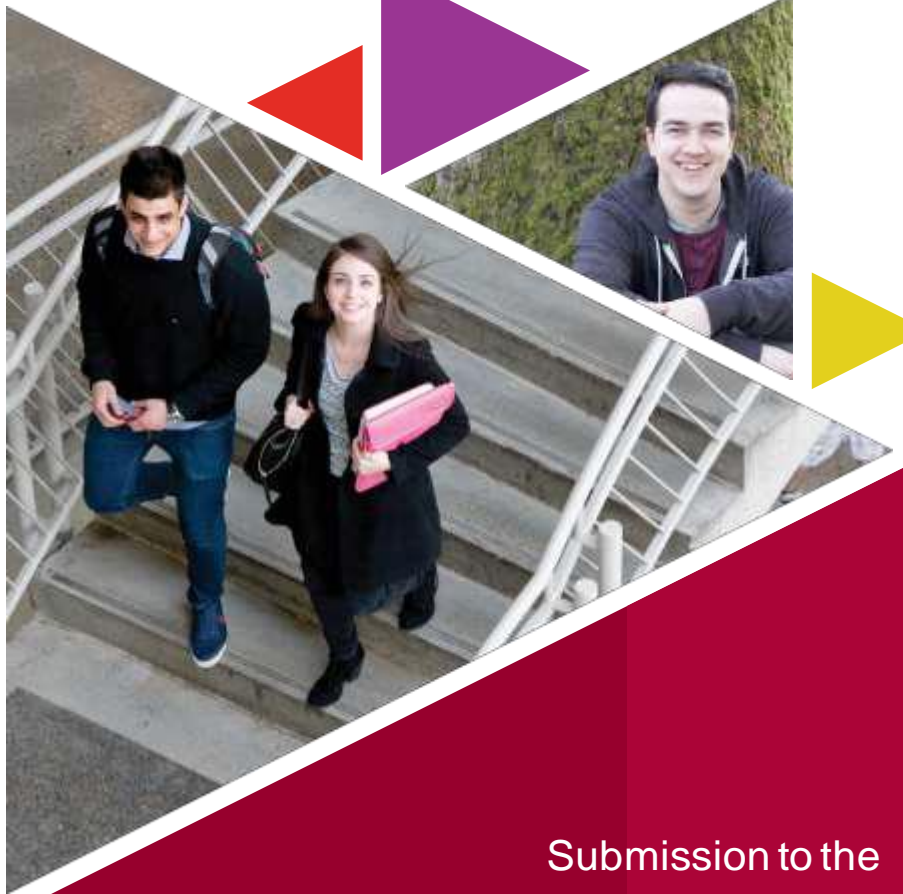
The British Columbia University Act, section 27 (2) (m) (i-vi), empowers the Board of Governors “to set, determine and collect the fees” for university activities. The Board has responsibility for ensuring that the setting, collecting and administering of tuition and other student fees shall be consistent with the university’s mission and strategic goals, as well as in compliance with government legislation and direction.

PRINCIPLES

- Recognition that students benefit in academic and non-academic ways from their education at KPU, and therefore pay a portion of the costs to support instruction and student-related programs, services and infrastructure.
- The need to ensure that KPU has sufficient revenue to support quality programs and services.

GUIDELINES

1. Tuition for new programming is set as part of the program establishment process and approved by the Board. ([Policy AC10 -Establishment, Revision, Suspension and/or Discontinuance of Programs](#)).
2. Fees for courses and programs that are not supported by government funding are set at least at a minimum level necessary to recover full costs and may also generate additional revenue to support the university.
3. Tuition and other mandatory fees are approved by the Board as part of the budget process and published in University Calendar on the KPU website.
4. While the Board retains the right to review all fees, it delegates the following to the President or designate(s):
 - a. Setting of all incidental fees.
 - b. Administration of tuition and fee payments, including development of a policy to address the setting of all fees, payment of tuition and fees, late penalties, refund of fees, and communication about fee information, as well as other related administrative issues that may arise.
 - c. Upon notice from a student society or other organization as mandated by the University Act (27.1) or other relevant legislation, collection and remittance of fees that have been established by a majority student referendum.
 - d. Administration will report at least annually on fee related issues delegated by the Board.



Submission to the

Select Standing Committee on Finance & Government Services

October 2016

from Kwantlen Polytechnic University

KPU continues to fulfil its mandate by providing post-secondary education and training to the South Fraser Region, the fastest-growing population in BC.

This population growth represents an opportunity for KPU to similarly expand, and thus maximize its contribution to BC's labour force as a whole, and assist the Government of BC in meeting the goals of the BC Jobs Plan.

KPU has been very successful with its limited resources, and increased funding would allow KPU to provide greater support and wider program options across more campuses in order to better meet the diverse and expanding needs of this region.



KPU Presentation to Select Standing Committee on Finance and Government Services Oct 2016

1. The South Fraser Region: Surrey, Delta, Richmond, and Langley

The South Fraser Region (SFR) is younger and more ethnically diverse than the province as a whole. BC Stats projects that the rapid population growth in the region will continue to outstrip the rest of the province for the next decade.

Figure 1.1: Projected Growth 2016-26 in South Fraser Region and in BC



With its fast-growing, young population, the South Fraser Region is the source of much of BC's future labour force. For the 2014 high school graduating class in the South Fraser Region, 58% pursued post-secondary education in 2014/15, compared to only 52% for all of BC.

Figure 1.2: Proportion of 2014 High School Grads that went Directly to Post-Secondary



The region's dynamic economy is fuelled by advanced manufacturing, aerospace, clean energy and other high tech industries, agrifoods and horticulture, health, FIRE (finance, insurance, real estate), industries related to Liquid Natural Gas (LNG) and mining sectors, and hospitality services. The region is a major transportation hub for the province with three airports, three ports, six major highways and three border crossings.

2. KPU: The University for the South Fraser Region

Kwantlen Polytechnic University (KPU) -- Canada's only polytechnic university -- is a regional university offering high-quality education in small classes, providing the skills and training that students need for the jobs of today and the job markets of the future.

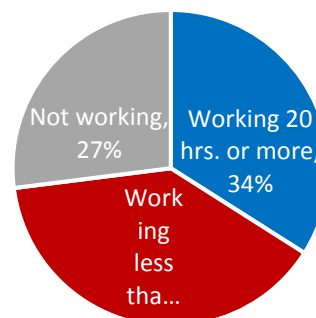
KPU is directly engaged with the energetic and growing communities in the South Fraser Region, including our First Nations communities, to identify how to effectively address their needs.

Each year, over 19,500 students choose KPU. What learners are seeking when they come to KPU has changed in recent years. Demand for degree programs has more than doubled since KPU became a university: in fall 2015, more than half the student body was enrolled in a degree program, compared to about 20% in 2009. Through our four campuses in Richmond, Surrey, Cloverdale and Langley, together with online and off-site offerings, KPU delivers education that blends theory and practice to produce graduates who are job-ready. Workplace-focused learning distinguishes KPU programs from similar programs at other BC public post-secondary institutions. In the 2016 fiscal year, KPU students enjoyed 9,541 work-related and experiential learning experiences – an increase of 97% over the past five years.

With degree programs in business, natural and social sciences, liberal arts, design and health, and shorter programs from agriculture to welding, KPU offers learners a diverse range of opportunities to prepare them for rewarding careers. KPU also offers upgrading and continuing and professional studies to meet the needs of all learners in the South Fraser Region.

KPU serves an ethnically diverse student body, with almost 60% from a visible minority group. Working while studying is typical among KPU students, with one-third working more than 20 hours a week (Figure 2.1).

Figure 2.1: Hours per week Worked by KPU Students



In 2016, over 2,400 job-ready KPU graduates with high-quality degrees, diplomas, and certificates emerged ready to contribute to the economy of the region and of the province because of their education at KPU.

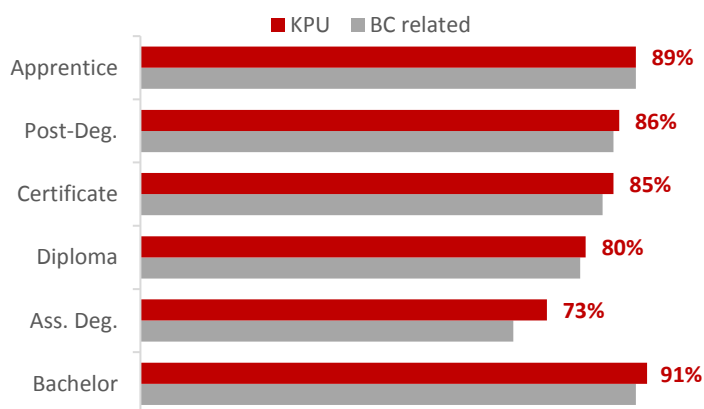
KPU is fulfilling its polytechnic mandate and contributing to The BC Jobs Plan and the BC's Skills for

Jobs Blueprint with a wide range of programs designed to provide the knowledge and skills required for a successful 21st-century economy and to meet the labour market requirements of BC and the South Fraser Region. KPU is investing strategically in programming in science, technology, advanced manufacturing and mathematics, as well as in business, health and design. These programs will address BC's demand for undergraduate degrees in math, computer and information sciences, and physical and life sciences and will address labour market needs.

KPU's programs have excellent student outcomes. Provincial outcomes surveys and internal KPU surveys reveal that:

- Student satisfaction is very high.
- Former KPU students consistently report high levels of skill development and satisfaction with the usefulness of the skills acquired at KPU.
- Employment and potential salaries of KPU's arts graduates reflect the applied nature and relevance of KPU programs to the employment market.
- Employment rates of KPU graduates are as good as or better than provincial employment rates for similar programs (Figure 2.2).

Figure 2.2: **Graduates Employed in 2015**



- Many of the students completing one-year, two-year and developmental programs were still studying a year later either at KPU or at another BC public post-secondary institution and report being well prepared for further study.

KPU community-based research:

Over the last three years, community partners, industry collaborators, and granting agencies contributed approximately \$3 million for community-based applied research projects involving KPU faculty and students.

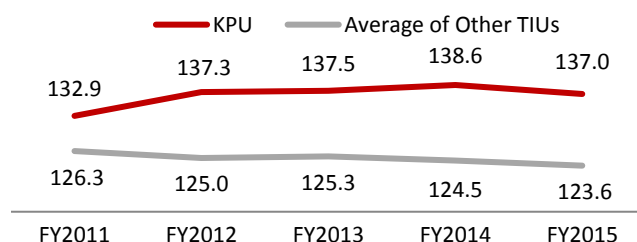
KPU's links with secondary schools:

Links with secondary schools allow regional students to get a head start on post-secondary studies. Over the past three years KPU has trained 622 FTE ACE-IT students in ten different trades, and continues to explore more opportunities to expand ACE-IT offerings to more high schools. Other high school students take KPU CADD courses through the Career Technical Consortium, and still others enroll in dual-credit academic courses.

3. Good Stewardship at KPU

KPU continues to demonstrate its commitment to enhanced governance and accountability through annual internal and external audits and by following the leading practices outlined in the government's Taxpayer Accountability Principles. One indication of our efficiency is the number of FTEs that we actually deliver. As shown in Figure 3.1, KPU delivers more FTEs per \$1 million in provincial operating grant than the average delivered by all other teaching intensive universities.

Figure 3.1: **AVED-Funded FTEs Delivered per \$1M of AVED Operating Grant**



Additionally, KPU performs a regular review of all programs, including a comprehensive analysis of program curriculum, graduate outcomes, and student and alumni feedback to ensure high levels of program quality. KPU's program review process also requires that all programs obtain industry/sector feedback on the program's core competencies to ensure its continued relevance.

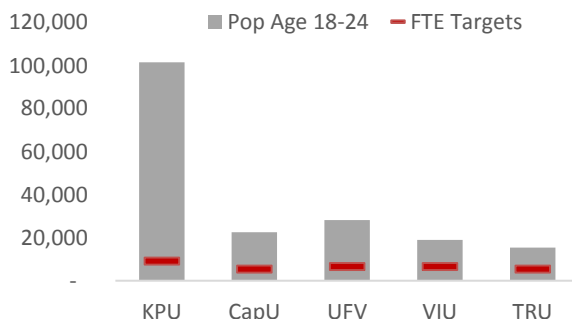
4. KPU's Opportunities

Providing access to post-secondary education:

Considering the significant population growth in the South Fraser Region and the region's and BC's labour market requirements for job-ready graduates, KPU and the Surrey Board of Trade estimate that the region needs an additional 2,500 funded FTEs at KPU, in addition to the 2,500 FTEs planned by SFU Surrey, over the next five years. The additional 2,500 funded FTEs would help KPU to meet the post-secondary education needs of a rapidly growing youth population, introduce the new programs needed to realize its polytechnic mandate, and support the expanding economies of the South Fraser Region.

KPU serves its region well, but there is always room to do more. Over the past 20 years, the population of 18- to 24-year-olds has almost doubled in the South Fraser Region. In 2015, the number of youth in the region exceeded the total number of youth served by the other four universities with regional mandates combined (Figure 4.1). The funded FTEs allotted to KPU represent only 9% of the youth population in the region. This is in stark contrast to the funding received by the other universities with regional mandates, which are allotted FTEs that represent between one-quarter and one-third of the youth population in their regions.

Figure 4.1: Funded FTEs & Population Aged 18 to 24 for Universities with Regional Mandates



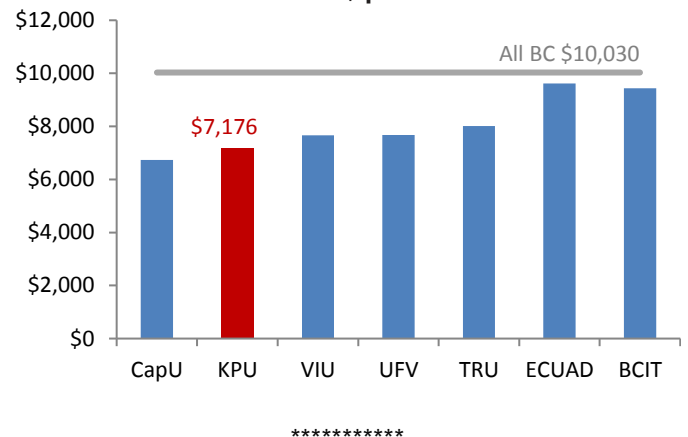
The impact of this funding disparity is felt by KPU students. Funding levels limit the number of classes we can offer. In 2015, 28% of students reported not being able to get into at least one class because it was full. Funding for additional FTEs would allow KPU to better address the needs of current students, allowing them to complete their studies in a timely fashion.

Program expansion to dynamically meet growing and diverse regional needs:

The growth of the South Fraser Region means not only an increased need to serve an expanding population but also the evolving needs of business and industry. To meet these needs, KPU will expand its applied programming to produce graduates who can apply their knowledge and skill in new technologies that support BC's labour force and the growing industries of the South Fraser Region.

But, KPU is also experiencing funding pressure as it strives to provide enhanced support for student safety and students facing mental health issues. We are also committed to increasing support and opportunity for aboriginal students. Currently, AVED's funding per FTE for KPU is the second lowest among the universities with regional mandates, and significantly lower than BCIT's per FTE grant (Figure 4.2). A higher per FTE grant would enable KPU to improve our ability to address these priorities.

Figure 4.2: AVED Funding per AVED FTE Target, 2016/17: \$ per FTE



Thank you for the opportunity to provide this submission. KPU looks forward to working together with government, industry and our communities to maximize our contributions to BC's fastest-growing region.

Alan Davis, PhD
President and Vice-Chancellor
Kwantlen Polytechnic University



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

Regular Meeting
#10.1
November 23, 2016
Keri van Gerven

Agenda Item: Update on the Board Budget as at November 15, 2016

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

Recommended Resolution:	N/A
--------------------------------	-----

Board Committee Report: *For University Secretariat Use Only*

Context & Background: The Board budget is prepared annually in the Fall by the University Secretary for the Board's review and approved as part of the University's budget in the Spring

Key Messages: *[maximum of three]*

- 1. The proposed Board Budget for 2017/18 has been aligned with the zero-based budgeting process and brought into compliance with KPU Business and Travel Expense Policy and Procedures.**
- 2. The current Board Budget includes an annual budget of \$80,500 for External Audit Fees. This will be moved to the Vice President, Finance and Administration for 2017/17.**

Attachments: Board Budget as of November 15, 2016

Submitted by: Keri van Gerven

Date submitted: November 15, 2016

Category	Nov-2016 YTD Actual	YTD Total Activity	Annual Budget	Budget Available
Salaries and Benefits	\$42,365	\$65,299	\$71,600	\$6,301
Supplies	\$207	\$207	\$6,000	\$5,793
Travel and PD	\$12,592	\$12,592	\$100,000	\$87,408
Student Awards	\$1,636	\$1,636	\$2,000	\$364
Fees and Services	\$48,820	\$59,320	\$84,000	\$24,680
Total Non-Salary Expenses	\$63,255	\$73,755	\$192,000	\$118,245
Total All Expenses and Transfers	\$105,619	\$139,053	\$263,600	\$124,547



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

Regular Meeting
#11
November 23, 2016
Alan Davis

Agenda Item: **Reappointment of the Chancellor**

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

Recommended Resolution:	N/A
--------------------------------	------------

Board Committee Report: For University Secretariat Use Only

Context & Background: As prescribed by section 11 of the *University Act*, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate.

The Chancellor holds office for three years and after that until a successor is appointed, and is eligible for reappointment but must not hold office for more than six consecutive years.

The Chancellor must not be employed by a university.

Key Messages:

1. As outlined in the KPU Alumni Association's Procedures for Selection of the Chancellor, a Search Advisory Committee comprised of members of the Board of Governors, Senate and the Alumni Association was established to consider George Melville for reappointment as Chancellor of KPU.
2. The Search Advisory Committee met on November 10, 2016 and unanimously recommended that the KPU Alumni Association approve the re-appointment of George Melville as Chancellor of KPU.
3. The Alumni Association Board of Directors unanimously approved the Search Advisory Committee's recommendation on November 14, 2016.
4. Senate will be consulted at its next meeting on November 21, 2016.

Attachments: Supporting letter from the KPU Alumni Association

Submitted by: Nancy Armitage, Manager Alumni Affairs

Date submitted: November 16, 2016.



MAILING ADDRESS
12666-72 Ave
Surrey, BC, Canada V3W 2M8

KPU Board of Governors
Attn: President Alan Davis

November 16, 2016

Dear Dr. Davis,

As outlined by the *University Act*, the KPU Alumni Association (KPUAA) plays an official role in the selection of the KPU Chancellor. Our current Chancellor Dr. George Melville's initial three-year term, which began on Oct. 1, 2014, will be concluding in 2017.

According to the *University Act* there must be a chancellor of each university, who is to be appointed by the board on nomination by the alumni association and after consultation with the senate.

To this end, a Chancellor Search Committee was struck. The committee, chaired by David Dryden, Vice Chair of the KPUAA, along with representatives from the KPUAA, the KPU Board of Governors and the Senate met on November 10, 2016 and ratified a motion to recommend to the KPUAA that Dr. George Melville be re-appointed as Chancellor, and to request that he serve a second term

On behalf of the KPUAA, I am pleased to inform you that the board of directors has unanimously approved the recommendation of the Chancellor Search Committee to nominate Dr. George Melville to a second term as Chancellor.

Since his appointment in October 2014, Chancellor Melville has proven to be a tireless and dedicated ambassador for KPU. Through his presence at Convocation and at numerous on-campus events, Chancellor Melville has demonstrated time and again his commitment to KPU, its students and its alumni.

He was instrumental in securing a significant donation for the university's Journalism Department, and has opened doors to other philanthropic opportunities. Chancellor Melville takes advantage of every occasion to speak passionately about KPU.



MAILING ADDRESS
12666-72 Ave
Surrey, BC, Canada V3W 2M8

We are truly grateful for all Chancellor Melville has done for KPU in his first term, and we are very pleased to recommend that he be re-appointed.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. Armitage', written over a light blue horizontal line.

Nancy Armitage
Executive Director, KPU Alumni Association



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

Regular Meeting
#12
November 23, 2016
Keri van Gerven

Agenda Item: **Election of Officers**

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

Recommended Resolution:	N/A
--------------------------------	-----

Context and Background: As per Sections 13.3(g) and 23 of the Board Governance Manual, the Board Governance Committee leads the Chair and Vice Chair succession planning process.

The Board Governance Committee regularly discusses succession planning for the roles of Chair and Vice Chair.

- Key Messages:** 1. **The Board Chair, Lisa Skakun invited Board members to contact her if they were interested in serving as Chair.**
- [maximum of three]*
2. **Lisa Skakun's term of office ends on December 31, 2016 and her service on the KPU Board of Governors will conclude at that time.**
3. **The Board Chair must be an Appointed Member.**
4. **A Call for Nominations will be made at the November 23, 2016 Board Meeting and an election for the position of Chair will be held.**

Submitted by: Keri van Gerven

Date submitted: November 14, 2016



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

Regular Meeting
#13
November 23, 2016
Alan Davis

Agenda Item: **Senate Report: September 26, 2016 and October 24, 2016**

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

Recommended Resolution:	N/A
--------------------------------	------------

Board Committee Report:	N/A
--------------------------------	------------

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

Attachments 1. Notes from the Senate Meeting held September 26, 2016.
 2. Notes from the Senate Meeting held October 24, 2016

Submitted by: Alan Davis

Date submitted: November 14, 2016

Notes from the Senate Meeting of September 26, 2016

The following items were approved at the September 26, 2016 Senate meeting:

- Appointments to Senate Standing Committees
 - Senate Standing Committee on Academic Planning and Priorities
 - Caitlin McCutchen, Student Senator
 - Tanvir Singh, Student
 - Senate Standing Committee on Curriculum
 - Caitlin McCutchen, Student Senator
 - Senate Nominating Committee
 - Sonja Kreuzkamp, Student Senator
 - Senate Standing Committee on University Budget
 - Sonja Kreuzkamp, Student
 - Senate Governance Committee
 - Allison Gonzalez-Biagi, Student Senator
 - Senate Standing Committee on Policy Review
 - Allison Gonzalez-Biagi, Student
 - Senate Standing Committee on Program Review
 - Tanvir Singh, Student
 - Senate Standing Committee on Library
 - Tyron Tsui, faculty, Faculty of Science and Horticulture
- Appointments to the Search Advisory Committee for Dean, Faculty of Health
 - Two additional regular faculty members
 - Judy Lee
 - Lori Shortridge
- Appointments to the University Librarian Re-appointment Search Advisory Committee
 - Regular faculty members
 - Jane Hobson, Faculty of Science and Horticulture
 - Caroline Daniels, Faculty of Educational Support and Development
 - Chris Traynor, Faculty of Academic and Career Advancement
 - Student
 - Alex McGowan
- Appointments of two Senators to the University Chancellor Re-appointment Search Advisory Committee
 - Todd Mundle
 - Carol Stewart
- Academic schedules for 2017/18 and 2018/19
- Graduates to September 26, 2016

Notes from the Senate Meeting of October 24, 2016

The following items were approved at the October 24, 2016 Senate meeting:

- Program admission revisions:
 - Certificate in Health Foundations
 - Bachelor of Science in Nursing, Post Baccalaureate
 - Certificate in Engineering
 - Bachelor of Design, Fashion and Technology
 - Bachelor of Design, Graphic Design in Marketing
 - Bachelor of Design, Product Design
 - Bachelor of Interior Design
 - Diploma in Computer Aided Design and Drafting
 - Citation in Parts, Warehousing, Logistics & Distribution
- Course outline revisions: MATH 1152, PHIL 1150
- Course outline discontinuances: GEOL 1210, POLI 2120, PHIL 2150
- Appointments to Senate Standing Committees:
 - Senate Nominating Committee
 - Leeann Ring, Senator
 - Senate Standing Committee on University Budget
 - (Barnabe) Dossou Assogba, faculty member, Faculty of Academic and Career Advancement
- Appointments to the Search Advisory Committee for the re-appointment of Dean, Faculty of Arts
 - Regular faculty members
 - David Burns, Educational Studies
 - Ann-Marie McClennan, Educational Studies
 - Billeh Nickerson, Creative Writing
 - Lisa Kitt, Criminology
 - Yanfeng Qu, Languages and Culture
 - Erling Christensen, Sociology
 - Student
 - Caitlin McCutcheon, Student Senator
- Appointments to the Search Advisory Committee for the appointment of Associate Dean, Chip and Shannon Wilson School of Design
 - Regular faculty members
 - Mark Pritchard, Interior Design
 - Michael Pope, Fashion and Technology / Fashion Marketing
 - Evelyn May, Post Baccalaureate Diploma in Technical Apparel Design
 - Brenda Snaith, Interior Design
 - Victor Martinez, Product Design
 - Student
 - Catherine Munoz-Smith, Product Design
- Criteria for recognition of institutions or organizations
- Graduates to October 24, 2016