



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

**Date: January 29, 2025**

**Time: 4:00 pm – 4:30 pm**

**Location: Surrey Cedar 2110**

## BOARD OF GOVERNORS – REGULAR MEETING AGENDA

January 29, 2025

4:00– 4:30 pm

Surrey Cedar 2110

**Attending:** Kwuntiltunaat (Kim) Baird, Erin Barnes, Rhiannon Bennett (Vice Chair), Amrit Chahal, Ivy Chen (Chair) Alan Davis, Mehtoj Ghuman, Gabby Gill, Muhammad Afzal Malik, Kim McGill, Lyndsay Passmore, Stephanie Smith, Amanda Smith-Weston, Joe Vosburgh

**Regrets:** Chervahun Emilien

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

**Presenters & Administrative Resources:** Sonia Banwait, Josephine Chan, Laurie Clancy, Lily Chong, Catherine Dube, Reid Fralick, Randall Heidt, Steve, Lewarne, Lori McElroy, Zena Mitchell, Diane Purvey, Asma Sayed, Nadine Siriban, Peter Smailes

### Regular Board Meeting Closed Board Meeting to follow In Camera Debriefing Session to follow

AGENDA ITEM	RESOURCE	ACTION	TIME	PAGE
1. Call to Order & Introductory Remarks	Rhiannon Bennett		4:00	
We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.				
2. Approval of Agenda	Rhiannon Bennett	M	4:01	2
<b>MOTION:</b> THAT the Board of Governors approve the regular meeting agenda for January 29, 2025.				
3. Conflict of Interest	Rhiannon Bennett		4:02	
4. Consent Agenda	Rhiannon Bennett	M	4:03	5
4.1. Minutes of the November 27, 2024 Regular Board of Governors Meeting				6
4.2. KSA Annual Fee Change Letter 2025-26 Academic Year				12

**MOTION:** THAT the Board of Governors approve the following items on the Consent Agenda:  
4.1. Minutes of the November 27, 2024 Regular Board of Governors Meeting.

AND THAT the Board of Governors receive the following item for information:  
4.2. KSA Annual Fee Change Letter 2025-26 Academic Year

5. Governance Committee Report	Amanda Smith-Weston			
5.1. Committee Chair Report	Amanda Smith-Weston	I	4:04	
5.2. Policy and Procedure – ER2 Naming of University Assets	Josephine Chan / Steve Lewarne	I	4:05	16

**MOTION:** THAT the Board of Governors approve draft Policy and Procedure ER2 Naming of University Assets, effective January 30, 2025, and as recommended by the Board Governance Committee.

5.3. Policy and Procedure – AD4 Continuing Education and Contract Services (for Elimination)	Nadine Siriban	M	4:10	45
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**MOTION:** THAT the Board of Governors approve the elimination of Policy AD4 Continuing Education and Contract Services, effective January 29, 2025, and as recommended by the Board Governance Committee.

6. Human Resources Committee Report				
6.1. Committee Chair Report	Rhiannon Bennett	I	4:15	
7. Audit Committee Report				
7.1. Committee Chair Report	Ivy Chen	I	4:16	
8. Finance Committee Report				
8.1. Committee Chair Report	Ivy Chen	I	4:17	
8.2. Pay Transparency Act Report	Laurie Clancy	I	4:18	56
9. President’s Report	Alan Davis	I	4:23	
9.1. Report to the Board				
10. Provost’s Report	Diane Purvey	I	4:26	Verbal report
10.1. Report to the Board				

11. Senate Report –December 16, 2024	Alan Davis	I	4:30
12. Next Meeting Agenda Contribution	Rhiannon Bennett	D	4:30
13. For the Good of the Order	All	D	
14. Feedback on the Meeting	All	D	
15. Closing Remarks	Rhiannon Bennett		4:30
16. Appendix: 16.1. Letter of Acknowledgement – Institutional Accountability Plan and Report (IAPR)			
17. Next Meeting: Regular Board Meeting Wednesday, March 26, 2025 <b>MS Teams</b> 4:00 – 7:00 pm	Rhiannon Bennett		
18. Adjournment	Rhiannon Bennett		4:30



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## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Number: 4**

**Meeting Date:** *January 29, 2025*

**Presenter(s):** *Rhiannon Bennett*

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**AGENDA TITLE:** CONSENT AGENDA

**ACTION REQUESTED:** Motion

**RECOMMENDED RESOLUTION**

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

**4.1. Minutes of the November 27, 2024 Regular Board of Governors Meeting.**

**AND**

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

**4.2. KSA Annual Fee Change Letter 2025-26 Academic Year**

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### Attachments

1. Minutes of the November 27, 2024 Regular Board of Governors Meeting.
2. KSA Fee Change Letter 2025-26 Academic Year

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### Submitted by

Sonia Banwait, Executive Assistant to the Board of Governors

### Date submitted

January 15, 2025

## BOARD OF GOVERNORS - REGULAR MEETING

**Minutes of Regular Meeting**  
**Wednesday, November 27, 2024**  
**4:01 p.m. – 5:00 p.m.**  
**MS Teams**

**Present: Board**

Erin Barnes  
Rhiannon Bennett, Vice-Chair  
Ivy Chen, Chair  
Alan Davis, President & Vice-Chancellor  
Mehtoj Ghuman  
Gabby Gill  
Muhammad Afzal Malik  
Kim McGill  
Lyndsay Passmore  
Stephanie Smith  
Amanda Smith-Weston  
Joe Vosburgh

**University G8 members**

Laurie Clancy, Vice-President, Human Resources  
Chervahun Emilien, Chief Financial Officer  
Randall Heidt, Vice-President, External Relations  
Zena Mitchell, Vice-President, Students  
Diane Purvey, Provost & Vice-President, Academic  
Asma Sayed, Vice-President, Equity & Inclusive Communities  
Peter Smailes, Vice-President, Administration

**Presenters and Administrative Resources**

Sonia Banwait, Executive Assistant, Board of Governors  
Lily Chong, University Secretary & Executive Assistant to the President & Vice Chancellor  
Jennifer Duprey, General Counsel  
Lori McElroy, Associate Vice-President, Planning and Accountability  
David Connop Price, Director, Communications and Media Relations  
Meredith Haaf, Director, Planning & Accountability

**Regrets:** Kim (Kwuntiltunaat) Baird, Chancellor  
Amrit Chahal

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

The Chair called the meeting to order at 4:01pm.

The Chair acknowledged KPU's commitment to reconciliation and recognition that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

**2. Approval of Agenda**

**MOTION #08-24/25**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the regular meeting agenda for November 27, 2024.**

**3. Conflict of Interest**

No other conflict of Interest was declared.

**4. Approval of Consent Agenda**

**MOTION #09-24/25**

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

**4.1. Minutes of the September 25, 2024 Regular Board of Governors Meeting.**

**5. Governance Committee Report**

**5.1. Committee Chair Report**

Amanda Smith-Weston, Committee Chair, informed the committee met on November 13, 2024 and noted the items discussed at the meeting are on the agenda.

**5.2. Program Discontinuances: Certificate in Mechatronics and Advanced Manufacturing Technology and; Diploma in Mechatronics and Advanced Manufacturing Technology**

Diane Purvey, Provost, provided the rationale for the program discontinuances noting that due to ongoing low student enrollment numbers and the costs required to maintain the program and equipment, it is not sustainable to continue operating the programs. Purvey noted that all efforts to preserve the program were exhausted and the final course of action requires the programs to be discontinued. Purvey shared that the equipment from the program will be repurposed within the University.

The Board acknowledged the challenges and shared that it is unfortunate there has been low enrollment in a trade where skilled mechatronics are highly sought in the engineering industry.

**MOTION #10-24/25**

**THAT the Board of Governors approve the discontinuance of the Certificate in Mechatronics and Advanced Manufacturing Technology program and the Diploma in Mechatronics and Advanced Manufacturing Technology program, effective**

**September 1, 2025, as recommended by the Board Governance Committee.**

### **5.3. Draft Policy and Procedure – AC3 Program Review**

Lori McElroy, Associate Vice-President, Planning & Accountability and Meredith Haaf, Director, Planning & Accountability, shared that in the development process of new metrics to track progress of goals outlined in VISION 2026, the team identified gaps in the existing Policy and Procedure AC3 Program Review regarding the timeframe of review of degree (5 years) vs non-degree (7 years) programs and the definition of compliance. The revised Policy and Procedure fills those gaps, including harmonizing all degree and non-degree programs to have the same review period of every five years. The Office of Planning and Accountability will develop a transition plan for affected programs to manage workloads.

#### **MOTION #11-24/25**

**THAT the Board of Governors approve the Policy and Procedure AC3 Program Review, effective September 1, 2025, as recommended by the Board Governance Committee.**

## **6. Human Resources Committee Report**

### **6.1. Committee Chair Report**

Rhiannon Bennett, Committee Chair, informed the committee met on November 14, 2024 and items are on the agenda.

### **6.2. Revisions to the Board Governance Manual**

Lily Chong, University Secretary, shared clerical updates were made to the Board Governance Manual. The clerical changes include: degendering of the manual, legislative changes to the University Act, update to the glossary of acronyms, update to Appendix D: Board Approved University Policies and update to Section 9: Code of Conduct.

## **7. Audit Committee Report**

### **7.1. Committee Chair Report**

Ivy Chen, Committee Chair, informed that the committee met on November 19, 2024 and items are on the agenda.

### **7.2. Re-Appointment of External Auditor for 2024/25**

Chervahun Emilien, Chief Financial Officer, noted that KPMG LLP is KPU's current external auditor and was selected for

three years, starting in the 2021/22 reporting year. Emilien noted that the contract allows KPU to extend the service agreement for up to two additional years (for 2024/25 and 2025/26), in one-year increments.

**MOTION #12-24/25**

**THAT the Board of Governors approve the reappointment of KPMG LLP as External Auditor for the 2024/25 reporting year, as recommended by the Board Audit Committee.**

**7.3. Management Discussion and Analysis and Analytics  
Supporting the Approved Financial Statements from the  
Year Ended March 31, 2024**

Chervahun Emilien presented the Management Discussion and Analysis (MD&A) report and shared that the MD&A is a resource for management to describe how the financial statements were prepared, as well as how the University performed and what it expects for the future.

Emilien provided a high-level overview of the report circulated in the agenda package, noting KPU's financial position, cash flows, gains and losses and overall financial picture. Emilien noted that the land sale is the anomaly in the report, inflating the revenues, thus putting KPU in good financial health.

**MOTION #13-24/25**

**THAT the Board of Governors approve the draft Management Discussion and Analysis for the Year Ended March 31, 2024, as recommended by the Board Audit Committee.**

**8. Finance Committee Report**

**8.1. Committee Chair Report**

Ivy Chen, Committee Chair, informed that the committee met on November 19, 2024 and items are on the agenda.

**8.2. FY2026 Budget Process Update**

Chervahun Emilien provided a high-level update on the budget process for FY2026 sharing the general approach and assumptions, impact of student enrolment, and strategic budget management. As the decrease in international student enrollment has led to revenue decline, Emilien shared that the Finance office is working with Lori the Office of Planning & Accountability to anticipate enrollment numbers for 2026 to better navigate this change and prepare mitigation strategies,

such as early retirement incentives, right-sizing faculties, soft-hiring freezes and reducing discretionary expenses.

Emilien shared the timeline for the final budget, noting that it will be presented to the Board at its March 26, 2025 meeting.

### **8.3. Recurring Procurement Over \$200,000**

Chervahun Emilien shared that KPU has several contracts over \$200,000 that are set to expire and will require Board approval. For ease of administration, pre-approval is being requested for recurring contracts that are greater than \$200,000 and expected to expire over the next two fiscal years. Emilien noted that all agreements will still be subject to budgetary approval. A list of contracts requiring renewal was circulated in the agenda package.

#### **MOTION #14-24/25**

**THAT the Board of Governors approve and recommend, subject to budgetary approval, the attached list of contracts to be renewed through procurement that are greater than \$200,000, as recommended by the Board Finance Committee.**

## **9. President's Report**

### **9.1. Report to the Board**

The President's report was circulated in the agenda package. In addition, President Davis noted that KPU hosted David Coletto, CEO of Abacus, on November 25, 2024 who spoke on public perceptions in the permacrisis era.

President Davis noted that the University focus has mainly been on enrollments and the budget as of late, while strategic issues such as student housing have been in a hiatus. The President noted that now that Provincial elections have concluded, strategic initiatives are to pick up again and anticipating a busy new year.

## **10. Provost's Report**

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

The Provost, Diane Purvey, provided her report and acknowledged the Brewing and Design faculties for their continued success.

Purvey shared that while the University is continuing its mitigation efforts regarding the decreased international enrollment, it is also looking at growth initiatives including

enhancing relationships with school districts by offering summer programs, hosting programs for teachers and building partnerships with private colleges to create transfer opportunities for students.

The Provost noted that the International department is doing great work in student recruitment efforts with focus in various areas such as Latin America, Africa, Europe and Vietnam.

**11. Senate Reports**

Senate report from October 21, 2024 and November 18, 2024 were included in the meeting package.

**12. Next Meeting Agenda Contribution**

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

**13. For the Good of the Order**

There were no additional items identified.

**14. Feedback on the Meeting**

There was no other feedback on the meeting.

**15. Closing Remarks**

The Chair thanked everyone, including Board Members for attending and contributing to the discussions. The Chair also thanked the guests who attended the meeting.

**16. Appendix**

**16.1. Report to the Board of Governors**

**16.2. Phase One Posting:**

- **SR12 Emergency Planning**
- **AR7 Graduation with Distinction**

Information on policies currently in phase one posting were circulated in the agenda package.

**17. Next Meeting**

The next meeting has been scheduled for Wednesday, January 29, 2025 in Cedar 2110, Surrey Campus.

**18. Adjournment**

The meeting adjourned at 5:00pm.

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**Board Chair**



12666 72nd Avenue  
Surrey, BC V3W 2M8

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Fax: 604.599.2429  
Website: [www.kusa.ca](http://www.kusa.ca)

**January 13, 2025**

**Zena Mitchell**  
**KPU, VP Students**

Re: KSA Annual Fee Change Letter - 2025-2026 Academic Year

Dear Zena Mitchell,

Pursuant to Section 21(1) of the *University Act* of British Columbia, please consider this letter as formal notice of the changes to fees of the Kwantlen Student Association for the **2025-2026 academic year** for consideration at a KPU Board of Governors Meeting.

Additionally, pursuant to the November 2015 referendum tying fees to the British Columbia Consumer Price Index (CPI) all KSA fees will be increasing by 2.59% for the 2025-2026 academic year.

**1. Operating Fund:**

- a. Beginning **1 September 2025**- For semester-based students, flat fee of \$11.90 per student plus \$ 3.99 per credit to a maximum of \$63.56 per semester;
- b. For fixed-term and continuous intake students, \$3.79 per week.

**2. Advocacy Service:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.33 per credit;
- b. For fixed-term and continuous intake students, \$0.28 per week.

**3. Bursary Fund:**

- a. Beginning **1 September 2025** - For semester-based students, \$1.99 per credit (**changed from per student**),
- b. For fixed-term and continuous intake students, \$1.79 per week

**4. Clubs and Events Fund:**

- a. Beginning **1 September 2025** - For semester-based students, \$1.36 per credit;
- b. For fixed-term and continuous intake students, \$1.27 per week.

**5. Intramurals (ActiveKSA) Fund:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.42 per credit;
- b. For fixed-term and continuous intake students, \$0.36 per week.

**6. Lobby Fund:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.48 per credit;
- b. For fixed-term and continuous intake students, \$0.42 per week.

**7. Peer Support Program:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.33 per credit;
- b. For fixed-term and continuous intake students, \$0.28 per week.





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**8. Social Justice Program:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.26 per credit;
- b. For fixed-term and continuous intake students, \$0.22 per week.

**9. Reboot Computer Service:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.44 per credit;
- b. For fixed-term and continuous intake students, \$0.38 per week

**10. START Volunteer Program Fund:**

- a. Beginning **1 September 2025** - For semester-based students, \$0.53 per credit;
- b. For fixed-term and continuous intake students, \$0.45 per week.

**11. Student Publication Fee (The Runner):**

- a. Beginning **1 September 2025** - For semester-based students, \$0.75 per credit;
- b. For fixed-term and continuous intake students, \$0.69 per week.

**12. SUB Capital Fee:**

- a. Beginning **1 September 2025** - For semester-based students, \$3.84 per credit;
- b. For fixed-term and continuous intake students, \$3.45 per week.

**13. Multipass & Upass BC Fees:**

- a. Beginning **1 May 2025 – 31 August 2025 \$46.00** per month U-Pass BC Fee for all eligible students;
- b. Beginning **1 September 2025 \$46.95** per month U-Pass BC fee for all eligible students.
- c. \$10.85 per month MultiPass Fee for all eligible students.
- d. These fees were previously combined on the KPU calendar, however, they are separate fees.

**14. Health and Dental Fees** (Student Benefits Extended Health \$94.99 and Dental \$122.93 fees.

**15. Canadian Federation of Students Fees:**

- a. Beginning **1 September 2025** - For all KSA members \$\_\_\_ per student per semester; The CFS has indicated in an email to KSA that their fee change letter will be issued sometime towards the end of January 2025.

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

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

Respectfully,



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Yashanpreet Guron, KSA, President / Student Life



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Timothii Ragavan, KSA, Executive Director

Cc     KPU Board of Governors Chair  
Lily Chong, KPU University Secretary and Executive Assistant to the President and Vice Chancellor  
Keri Spindler, University Secretary & Executive Assistant, Office of the President – Admin  
Nick Bransford, KPU Divisional Business Manager, Student Affairs  
Joshua Mitchell, Associate VP, Student Affairs  
[Maryam.Garrecht@kpu.ca](mailto:Maryam.Garrecht@kpu.ca), Executive Assistant, Office of the Vice President, Students  
Simranjot Sekhon KSA, VP Finance and Operations  
Rolando Navarro, KSA Financial Controller

## KSA Fees for the Upcoming (2025/26) Academic Year

**Note:** All fee changes for an Academic Year must be presented to KPU's Board of Governors at the [January meeting](#).

Contact [boardofgovernors@kpu.ca](mailto:boardofgovernors@kpu.ca) for associated meeting submission deadlines.

To reference fees for the Current Academic Year visit: [calendar.kpu.ca/registration/tuition-mandatory-student-fees](https://calendar.kpu.ca/registration/tuition-mandatory-student-fees)

KSA Fee Description	Amount in Calendar	Code	Per Credit Charge	Max Charge	Flat Amount	Fixed-term/Continuous (weekly unless noted)
Canadian Federation of Students	\$0.00	CFS	\$0.00	\$0.00	\$0.00	\$0.00 (per semester)
Student Association Dental Plan	\$	DNTL		\$0.00	\$122.93	
Student Association Extended Health Plan		MEDI		\$0.00	\$94.99	
Lobby Fund	\$	LOBB	\$0.48			\$0.42
Bursary Fund		BURS	1.99	\$0.00	\$0.00	\$1.79
Student Publication Fee (The Runner)	\$	SPUB	\$0.75			\$0.69
SUB Capital Fee	\$	KSUB	\$3.84			\$3.45
START Volunteer Program	\$	KSTR	\$0.53			\$0.45
Reboot Computer Service	\$	KCOM	\$0.44			\$0.38
Clubs and Events Fund	\$	KCLB	\$1.36			\$1.27
Intramurals (ActiveKSA) Fund	\$	KINR	\$0.42			\$0.36
Operating Fund†	\$0.00	KOPR	\$3.99	63.56	\$11.90	
Peer Support Program	\$	KCOU	\$0.33			\$0.28
Student Advocacy Service	\$	KADV	\$0.33			\$0.28
Social Justice Fund	\$	KSJU	\$0.26			\$0.22
KSA Multi-Pass Fee	\$	varies by month		\$0.00	\$10.85	\$10.85 (per month)
U-Pass BC Fee	\$0.00	varies by month		\$0.00	\$46.95	\$46.95 (per month)

† to a maximum of \$0.00 per semester

Please fill in all amounts indicated in yellow. **Canadian Federation of Students CFS figure will be available towards end of January 2025.**

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## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Number: 5.2**

**Meeting Date:** *January 29, 2025*

**Presenter(s):** *Josephine Chan, Steve Lewarne*

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**AGENDA TITLE:** DRAFT POLICY AND PROCEDURE ER2 NAMING OF UNIVERSITY ASSETS

**ACTION REQUESTED:** Motion

### RECOMMENDED RESOLUTION

**THAT Board of Governors approve draft Policy and Procedure ER2 Naming of University Assets, effective January 30, 2025, and as recommended by the Board Governance Committee.**

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### COMMITTEE REPORT

On January 15, 2025, the Board Governance Committee received, reviewed and recommended that the Board of Governors approve draft Policy and Procedure ER2 Naming of University Assets, effective January 30, 2025.

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### Context and Background

A policy writing team consisting of Steve Lewarne, Josephine Chan, Todd Mundle, Alia Somji, Joanne Saunders and Tristan Li was formed to revise AC12 Naming, Academic Unit and ER8 Asset Naming Opportunities. The two Policies and Procedures were due for an update to bring them into alignment and address existing gaps.

The policy writing team decided to merge the two Policies and Procedures into one single set of Policy and Procedure **ER2 Naming of University Assets**. In consultation with the University Secretary, Board of Governors, with Senate's advice, is designated as the approving jurisdiction, and President the Policy Sponsor.

Consultation took place between January 12 to February 9, 2024. A draft of ER2 was posted on the Policy Consultation Engine for preliminary feedback (prior to Phase Two Posting) for a three-week period from January 22 to February 9, 2024. Draft ER2 was posted on the KPU Policy Blog for a three-week **Phase Two Posting** from June 10 to June 28, 2024, and did not receive any comments during the Phase Two Posting.

Clerical changes were made to the draft Procedure to adjust the structure of the Procedure, to provide clarifications on the Ministry's approval process, and to remove repeated language (see attached draft Procedure in track-change mode). For an overview of proposed changes, please refer to the summary of proposed changes document (attached).

On November 18, 2024, Senate passed the motion to recommend the Board of Governors approve the draft Policy and Procedure ER2 Naming of University Assets.

### **Key Messages**

1. Board of Governors, with Senate's advice is the approving jurisdiction of draft Policy and Procedure ER2 Naming of University Assets.
2. Draft Policy and Procedure ER2 completed the three-week Phase Two Posting on KPU Policy Blog from June 10 to June 28, 2024, and did not receive any comments. Only Clerical changes were made to the draft Procedure to enhance clarity and remove repeated language.
3. On Nov. 18, 2024, Senate passed the motion to recommend the Board of Governors approve draft Policy and Procedure ER2 Naming of University Assets.

### **Resource Requirements**

N/A

### **Implications/Risks**

N/A

### **Consultations**

1. **Phase Two Posting, June 10 to June 28, 2024**

### **Attachments**

1. KPU Policy Blog – Phase Two Posting, June 10 – June 28, 2024
2. Draft ER2 Naming of University Assets – Summary of Proposed Revisions
3. Draft Policy ER2 Naming of University Assets
4. Draft Procedure ER2 Naming of University Assets
5. Draft Procedure ER2 Naming of University Assets (Track Change)
6. Draft ER2 Flowchart – Naming of University Assets Process

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### **Submitted by**

Tristan Li, Policy and Academic Affairs Specialist

**Date submitted**

January 17, 2025



# KPU POLICY BLOG



## [PHASE TWO POSTING] ER2 NAMING OF UNIVERSITY ASSETS

This Phase Two Posting is open for feedback until June 28, 2024, at 11:59pm PST.

### Background

Policies and Procedures AC12 Naming, Academic Unit and ER8 Asset Naming Opportunities are being revised and combined into a single set of Policy and Procedure ER2 *Naming of University Assets* to bring into alignment different naming practices and address existing gaps.

### Summary of Main Points

Below is a list of key proposed changes in draft ER2:

- clarify the roles and responsibilities for all those involved in the workflow, approval and communication process
- include general Asset naming that are honorific, philanthropic and functional in nature
- ensure that consultations with KPU's Indigenous Advisory Committee (IAC) and Office of Equity and Inclusive Communities (OEIC) will take place prior to a naming/revocation proposal can be considered by KPU
- centralize record keeping with the University Secretariat
- expand and clarify renaming and time limit
- expand and clarify the revocation process which includes consultations with IAC and OEIC, and ensuring alignment with the Provincial naming policy and the KPU Foundation Gift Agreement

For a detailed list of proposed revisions in ER2, please see the attached "ER2 Summary of Proposed Revisions" document. Please see the attached asset naming process flowcharts for illustration purposes.

### Consultation

From May 19 to June 9, 2023, a [Phase One Rationale \(PDF\)](#) for ER2 was posted on the [KPU Policy Blog](#) to invite the University community to opt in for consultation.

### SEARCH

### PROBLEM SUBMITTING COMMENTS?

If you experience technical difficulties in submitting your comments, please send comments directly to [policy@kpu.ca](mailto:policy@kpu.ca) and your comments will be posted by a member of the Policy Coordination Team.

### GV2 STEPS EXPLAINED

**Phase One (3 weeks):** A rationale document is posted. KPU Employees and Students can comment on the post and request to be included in consultations during the policy development.

**Consultation:** Policy Developers consult with mandatory, identified and opted-in consultees.

(List of Policies and Procedures at Consultation Stage)

**Phase Two (3 weeks):** A set of drafts are posted for review and

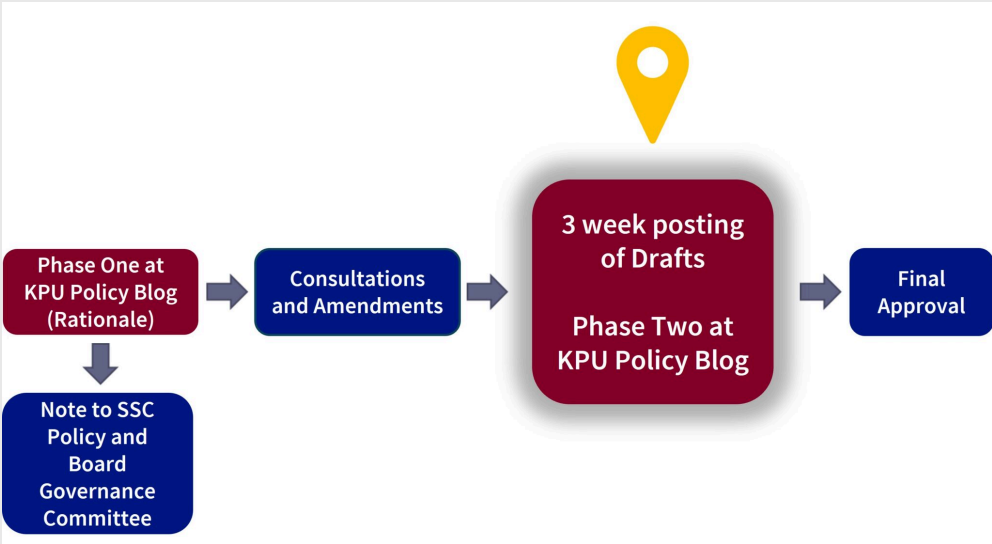
ER2 was posted on the Policy Consultation Engine for preliminary feedback (prior to Phase Two Posting) for a three-week period from January 22, 2024, to February 9, 2024. On February 23, the policy writing team met to review the feedback received, and made additional amendments to the drafts.



The following key parties provided their responses/feedback on draft ER2 as part of the policy development and consultation process (January 12, 2024, to February 9, 2024):

- Risk
- Legal
- Privacy
- Labour Relations
- Office of Research Services
- Associate Vice President, Indigenous Leadership
- Senate Standing Committee on Policy
- VPA & Deans
- Office of Equity and Inclusive Communities
- David Connop Price, Director, Communications and Media Relations

Draft for Feedback – Phase Two Posting



The Policy Developers reviewed and considered all feedback and suggestions received to finalize the draft Policy and Procedure. The draft Policy and Procedure, linked below, are now available for feedback from the University community for a three-week Phase Two Posting period. You could also find a detailed log of preliminary feedback and responses below. The Policy Developers will review and respond to all comments on the Blog after the posting period is complete.

1. [Draft Policy ER2 Naming of University Assets \(PDF\)](#)
2. [Draft Procedure ER2 Naming of University Assets \(PDF\)](#)
3. [ER2 Flowchart-General Assets and Academic Units \(PDF\)](#)
4. [ER2 Flowchart-Asset Naming in Recognition of Philanthropic Contribution \(PDF\)](#)
5. [ER2 Pre-Phase Two Feedback and Responses \(PDF\)](#)
6. [ER2 Summary of Proposed Revisions \(PDF\)](#)

Comments and feedback are welcomed on this post until June 28, 2024, at 11:59pm PST.

Policy Developer

feedback (for new/revised Policy and Procedure only).

RECENT POSTS

- [\[Phase One Posting\] SR12 Emergency Planning \(Amendment\) October 18, 2024](#)
- [\[Phase One Posting\] AR17 Academic Schedule and Course Timetables \(Procedure Amendment\), AR18 Final Examinations and Overloads \(Elimination\) October 18, 2024](#)
- [\[Phase One Posting\] AR7 Graduation with Distinction \(Amendment\) October 18, 2024](#)
- [Policies Currently Posted for Comments September 16, 2024](#)
- [\[Phase One Posting\] IM9 Information Technology \(Amendment\) September 16, 2024](#)

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- [Policy Amendment](#)
- [Policy/Procedure Elimination](#)
- [President](#)
- [Procedure Amendment](#)
- [Senate](#)
- [Uncategorized](#)

RECENT COMMENTS

Allyson Rozell on [\[Phase One Posting\] AR17 Academic Schedule and Course Timetables \(Procedure](#)



Policy Writing Team:

-  Steve Lewarne, Executive Director, Office of Advancement & Alumni Affairs
- Josephine Chan, Special Assistant to the Provost on Academic and Policy Affairs
- Todd Mundle, University Librarian
  - Alia Somji, Associate Dean pro tem, Melville School of Business
  - Joanne Saunders, Executive Director, Marketing and Community Engagement
  - Tristan Li, Policy and Academic Affairs Specialist

Posted in [Board](#), [Phase Two Posting](#), [Policy Amendment](#), [President](#), [Procedure Amendment](#), [Senate](#) and tagged [donation](#), [EDI](#), [EDID](#), [gift](#), [naming](#), [philanthropic](#) on June 10, 2024 by Tristan. > [Edit](#)

← [\[PHASE ONE POSTING\] HR24 PROTECTED DISCLOSURE](#)

[\[PHASE ONE POSTING\] AD4 CONTINUING EDUCATION AND CONTRACT SERVICES \(ELIMINATION\)](#) →

- [Amendment\), AR18 Final Examinations and Overloads \(Elimination\)](#)
- [Beverly Braaten on \[Phase One Posting\] AR7 Graduation with Distinction \(Amendment\)](#)
- [Lilian Leite on \[Phase One Posting\] AR10 Priority and Scheduling of Registration \(Procedure Amendment\)](#)
- [Josephine Chan on \[Phase One Posting\] AC16 Academic Title Awards \(New\)](#)
- [Tanya Fuller on \[Phase One Posting\] AR10 Priority and Scheduling of Registration \(Procedure Amendment\)](#)

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## ER2 Naming of University Assets

### Substantial Revisions:

- Merged existing Policies and Procedures AC12 Naming, Academic Units and ER8 Asset Naming Opportunities into one single set of Policy and Procedure ER2 Naming of University Assets.
- In consultation with University Secretary, designated Board of Governors, with Senate Advice as the approving jurisdiction and President the Policy Sponsor.
- Expanded the scope of ER2 to include Asset Naming that are Honorific, Philanthropic, and neither Philanthropic nor Honorific.
- Structured ER2 to align with the naming of two broad categories of Assets, i.e. physical and non-physical. Academic Units are considered in ER2 as a subcategory of non-physical University Assets and reflected in the Procedure's structures.
- Added definitions of "Gift" and "Asset" in the Procedure.
- Acknowledged that KPU is situated in the unceded, traditional and ancestral First Nation territories in the "Context and Purpose" section of the Policy.
- Included suggestions from the Office of Equity and Inclusive Communities (OEIC) and Associate Vice President, Indigenous Leadership to clarify EDID language throughout, and further emphasize on the need to meet the university's decolonization, equity and accessibility commitments, and the importance of consultations with KPU's Indigenous Advisory Committee (IAC) and Office of Equity and Inclusive Communities (OEIC) prior to a naming proposal being considered by KPU.
  - Added a principle that requires naming decisions reflect any engagement between the University and KPU's host Nations (Policy C.1.a.i.).
- Incorporated suggestions from Legal and Privacy to further clarify who has the authority to act on behalf of deceased intended honoree for the purposes of FIPPA and other broader, legal perspectives.
- Clarified the revocation process: the President (or designate) will be responsible for leading a naming revocation process, and the Board has the right to revoke a naming decision.
- Clarified the renaming process, which will follow the same principles, requirements and processes as outlined in the policy/procedure.
- Clarified the revocation process and related consultations required, and ensure alignment with Provincial naming policy and the KPU Foundation Gift Agreement.
- Clarified that the Office of Communications will be consulted for expertise and advice on communication planning, media relations and responses to reputational issues throughout the naming process.

### Non-substantial revisions:

- Enhanced the consistency, brevity and clarity of terms used, e.g. replacing "financial or in-kind contributions of a philanthropic nature" to "philanthropic donation/contribution."
- Provided a more comprehensive summary of "Roles & Responsibilities," e.g. supplemented the summary of roles and responsibilities of the Executive Director, Advancement & Alumni Affairs.
- Clarified the Ministry's approval process in the Procedure.
- Updated job titles.

Policy History
<b>Policy No.</b> ER2
<b>Approving Jurisdiction:</b> Board of Governors, with Senate Advice
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> January 30, 2025

## Naming of University Assets Policy

### A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (KPU) (“the University”) acknowledges that it is situated on the unceded, traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem; and with the lands of the Kwantlen First Nation, which gifted its name to this University. The University respects and honours the rights of those communities to participate in the Naming process.

KPU is committed to establish a formal, transparent process to guide the Naming and renaming of Academic Units and university Assets in accordance with KPU’s mission and values. The Naming process will ensure that names of Academic Units and University Assets reflect the academic activities that take place within them, align with academic and strategic purposes, and support reputational enhancement and equity commitments. The Naming process may provide meaningful opportunities to recognize outstanding contributions by those who serve as an inspiration to the University’s community.

The University supports Philanthropic donation from prospective donors by providing the opportunity to name a building, portion of a building, rooms, collections, equipment or other forms of physical and non-physical Assets, such as an Academic Unit.

### B. SCOPE AND LIMITS

#### 1. Naming of Assets

- This Policy applies to the Naming and renaming of Assets in the University including the Naming and renaming of Assets of an Honorific nature or in recognition of a Philanthropic donation from individuals, businesses, organizations and others, regardless of value.
- The Naming of an Asset will be limited to new Naming opportunities and renaming of existing arrangements at the time of renewal.
- Except Academic Units, this Policy does not apply to Naming or renaming of other non-physical Assets such as chairs and professorships.

#### 2. Naming of Academic Units

- This Policy applies to the Naming and renaming of all Academic Units within the University comprising both teaching and research activities, e.g. Faculties, Departments,

Schools, Research or Teaching Centres/Institutes. This includes the Naming and renaming of Academic Units of an Honorific nature or in recognition of a Philanthropic donation from individuals, businesses, organizations and others, regardless of value.

- b. The Naming of an Academic Unit will be limited to the names of individuals, and not businesses, organizations, foundations or other entities that are not individuals.

## **C. STATEMENT OF POLICY PRINCIPLES**

### **1. General guiding principles on Naming at KPU**

- a. The Naming of an Academic Unit and other Assets at KPU must be made in accordance with this Policy and related Procedure, and will adhere to the following principles:
  - i. Consultations with KPU's Indigenous Advisory Committee must take place before a Naming proposal can be considered. Naming decisions will reflect the results of any engagement, either regarding a specific Naming opportunity or a broader plan of Naming opportunities, between the University and the First Nations on whose traditional and ancestral territories the physical or non-physical Assets to be named are located.
  - ii. In all cases, consideration will be given to the appropriateness of the proposed name, consistency with the mission, overall strategic direction, academic mission, vision and values of the University and the purpose of the Asset proposed for Naming.
  - iii. A Naming will be consistent with the University's commitment to foster decolonization and reconciliation, and advance antiracism, accessibility, equity, diversity, and inclusion across KPU.
  - iv. The University reserves the right to decline a Naming proposal or revoke a name if there is a potential for the Naming opportunity or name to bring the University into disrepute, alter its academic and research priorities, or if it does not align with its vision and values.
  - v. A Naming will not be approved in a way that implies or reflects the University's endorsement of a political position, organization, product or service.
  - vi. Naming opportunities will be dealt with independently of all University academic and/or operational decisions; more specifically, Naming opportunities will be dealt with independently of building or renovation decisions which will be made according to the normal University protocol for making such decisions.

### **2. Naming on Assets**

- a. Any Asset in its entirety may be named by a donor, or portions of an Asset may be named to reflect contributions made by different donors.
- b. In the case of a building or other physical facility, the entire structure or discrete and functional portions of the structure may be considered for Naming recognition.
- c. In order to qualify for a Naming opportunity, contributions should represent a significant portion of the total value of the Asset being named.
- d. An offer of Philanthropic donation does not guarantee that Naming recognition will be granted. Each opportunity for Naming recognition must be considered on its merits.

- e. A Naming opportunity will be recognized in a formal Gift agreement between the donor and the University and will include, where applicable, the timeframe to be covered by the Naming opportunity as well as other, pertinent issues.
- f. The Naming opportunity will be subject to an internal approval process as well as the approval process within the BC Ministry of Citizens' Services Intellectual Property Program or prevailing equivalent authority.
- g. Should the purpose for which the Asset is used change, the University reserves the right to modify the Naming arrangement, in consultation with the donor where possible.
- h. An opportunity for Naming recognition must not result in an employee of the government or an employee of a government body or an elected official receiving any benefit or personal gain.

### **3. Naming on an Academic Unit**

- a. The name of an Academic Unit will normally be reflective of its primary functional purpose.
- b. Where the Naming of an Academic Unit is of an Honorific or Philanthropic nature:
  - i. the University will seek formal, written permission from the intended honoree, their authorized representative or, if deceased, the authorized representative of their estate as required under law.
  - ii. the Office of Advancement and Alumni Affairs and the Office of General Counsel may be requested to assist the proponent in ensuring that the appropriate due diligence is performed in order to maintain KPU's reputation.
  - iii. if the Naming is of a Philanthropic nature, the procedures on Asset Naming in recognition of a Philanthropic donation will also be followed.
- c. The Academic Unit will engage in a consultation process to ensure that the proposed name is supported by members of the University community in accordance with the supporting Procedure.
- d. The approved name(s) will be used for all official University purposes such as contracts, all academic recognition (degrees, diplomas, certificates, transcripts, etc.), research proposals, awards and similar documents; however, Academic Units may, with permission, use an alternative name for marketing or promotion purposes; procedures for using an alternative name are included in the related Procedure document.

## **D. DEFINITIONS**

Refer to Section A of ER2 Naming of University Assets Procedure for a list of definitions in support of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

GV6 Use of Institutional Name, Coat of Arms, Crest, Log, Seal & Other Graphic Images  
 IM8 Privacy Policy and Procedure  
 BC Ministry of Citizens' Services, Intellectual Property Program, *Naming Privileges Policy*  
 Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165

## **F. RELATED PROCEDURES**

ER2 Naming of University Assets

DRAFT

Policy History
<b>Policy No.</b> ER2
<b>Approving Jurisdiction:</b> Board of Governors, with Senate Advice
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> January 30, 2025

## Naming of University Assets Procedure

### A. DEFINITIONS

1. **Academic Unit:** Any unit of activity within the University which offers either teaching or research activities.
2. **Asset:** A physical or non-physical resource or property of the University, specifically:
  - a. Physical assets: buildings, parts of buildings, common or green spaces, collections, equipment, and other physical infrastructure.
  - b. Non-physical assets: Academic Units and scholarship.
3. **Department:** An educational administrative sub-unit of a Faculty and/or School within the University dealing with a particular field of knowledge.
4. **Faculty:** An educational administrative division constituted by the Board of the University.
5. **Gift:** A monetary or in-kind donation to the University and its affiliated organizations, including the KPU Foundation. (See ER1 *Fundraising*.)
6. **Honorific:** Conferring or implying honour and respect, generally defined as in recognition of outstanding individuals distinguished in character or attainments.
7. **Naming:** The giving of a name to a university Asset under the provisions of this Policy and Procedure.
8. **Philanthropic:** An act of philanthropy, generally defined as in recognition of financial or in-kind monetary contributions.
9. **School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty.

**10. Research or Teaching  
Centre/Institute:**

An educational administrative division constituted by the Board with particular delegated functions that exceed the normal authority of Departments.

## **B. PROCEDURES**

### **1. Roles & Responsibilities**

- a. The President & Vice Chancellor is responsible for:
  - i. approving general Asset Naming proposals, including Naming proposals for Academic Units.
  - ii. making recommendations and submitting draft Gift agreements to the Board Finance & Audit Committee pertaining to Asset Naming in recognition of a Philanthropic donation, including the Naming of an Academic Unit in recognition of a Philanthropic contribution.
  - iii. leading the revocation process of a name.
- b. The Board of Governors is responsible for:
  - i. approving the President's recommendation and draft Gift agreement pertaining to Asset Naming.
  - ii. revoking a name.
- c. The Provost & Vice-President, Academic is responsible for:
  - i. reviewing the Academic Unit Naming proposal.
  - ii. communicating, in consultation with the Dean, the President's Office and the Office of Communications, the approved name of an Academic Unit to the University community including the impacted units.
- d. The Vice-President, External Affairs is responsible for:
  - i. ensuring compliance with the requirements of the Intellectual Property Program of the BC Ministry of Citizens' Services over the approval process of a Naming recognition of an Honorific nature or a Philanthropic donation.
- e. The Executive Director, Advancement & Alumni Affairs is responsible for:
  - i. providing an opinion on the appropriateness of the Asset Naming request, with particular reference to the broader objectives of the University's fundraising efforts, if the Asset Naming proposal is in recognition of a Philanthropic donation.
  - ii. supporting the encouragement and review of Asset Naming opportunities in recognition of a Philanthropic contribution.
  - iii. initiating and overseeing the process of Asset Naming in recognition of a Philanthropic donation.



- iv. communicating the approved name of an asset in recognition of a Philanthropic donation to the University community, in consultation with the President's Office, the Office of Communications and, in the case of an Academic Unit, the Office of the Provost & Vice-President, Academic and the Dean.
- f. The Dean, in consultation with the Provost & Vice-President Academic, is responsible for:
  - i. overseeing the completion and submission of the Academic Unit Naming proposal to the President for approval.
  - ii. conducting a consultation process with key parties.
  - iii. operationalizing the use of the new name.
- g. The University Secretariat is responsible for:
  - i. maintaining all official records of Naming proposals, Gift agreements (where applicable), and approvals at the University.
- h. The Office of Communications is responsible for:
  - i. providing advice and guidance on communication plans and supporting the communication of Naming, renaming and Naming revocation decisions.
- i. The Office of the Registrar is responsible for:
  - i. maintaining consistency and standards for the relevant University Calendar pages where applicable.
- j. Facilities Services is responsible for:
  - i. maintaining consistency and standards for campus signage.
- k. The Marketing department is responsible for:
  - i. maintaining consistency and standards for marketing materials and relevant webpages.

## **2. Asset Naming Proposal**

- a. Before a Naming proposal is initiated, the Vice-President, External Affairs will inform the BC Ministry of Citizen's Services of opportunities for Naming recognition of an Honorific nature or a Philanthropic donation. After the Naming has been approved by KPU, the Vice-President, External Affairs will then officially submit the Naming proposal to the Ministry for official and final approval.
- b. Consultations with KPU's Indigenous Advisory Committee (IAC) and the Office of Equity and Inclusive Communities (OEIC) must take place before a Naming proposal can be accepted for consideration by the University.

## **3. Proposing a Naming**

- a. Naming of an Asset, including Naming recognition of an Honorific nature
  - i. The request to name or rename an Asset will be formally initiated by the completion of a Naming proposal, which will include the following information in writing:
    - 1) Proposed name;

- 2) If an alternate name for marketing or promotional purposes is proposed, a rationale will be provided;
  - 3) A clear description, context and rationale of the Naming recommendation being proposed;
  - 4) Where the Naming recommendation is of an Honorific nature, formal, written permission from the intended honoree, their authorized representative or, if deceased, the authorized representative of their estate as required under law;
  - 5) Any conditions or impacts of the Naming on Academic Units and/or the University;
  - 6) A list of key parties including the Indigenous Advisory Committee and the Office of Equity and Inclusive Communities who have been consulted on the proposal, along with their feedback on the proposal;
  - 7) Comments regarding consideration given to decolonization, anti-racism, gender equity, and disability justice in relation to the Naming proposal;
  - 8) If applicable, a provision acknowledging that due diligence has been conducted;
  - 9) An effective date for the new name;
  - 10) A communication and implementation plan, in consultation with impacted departments or units in the University including but not limited to Facilities, Marketing, Human Resources, the Office of the Registrar, the Office of Communications and the Office of Planning and Accountability;
  - 11) Supporting statement by the Vice-President, Administration and the Vice-President, Office of Equity and Inclusive Communities; and/or
  - 12) If the asset being named has an academic impact, supporting statement by the Provost & Vice-President, Academic in consultation with appropriate Deans.
- ii. In addition to the content referred to in Procedure B.3.a.i, a Naming proposal for an Academic Unit will also include the following information in writing:
- 1) The description, context and rationale of the Naming recommendation being proposed should include academic and strategic alignment to the University, merits and benefits to the Academic Unit as well as to the broader University community;
  - 2) History of previous names for the Academic Unit including timeframes, if applicable;
  - 3) A list of programs and other activities within the Academic Unit;
- iii. If the Naming is in recognition of a Philanthropic Donation from individuals, businesses, organizations and others, the Executive Director, Advancement & Alumni Affairs will be consulted and the relevant background to support such a name will be included in the proposal. The Executive Director, Advancement &

Alumni Affairs will be responsible for the process to complete a Gift agreement as described in Procedure B.3.b.

b. Asset Naming in recognition of a Philanthropic Donation

- i. All Gifts resulting in potential Naming opportunities will be referred to and overseen by the Executive Director, Advancement & Alumni Affairs, who will first consult with KPU's Indigenous Advisory Committee and the Office of Equity and Inclusive communities.
- ii. Structure to support the encouragement and review of Asset Naming opportunities in recognition of a Philanthropic donation:
  - 1) The Executive Director, Advancement & Alumni Affairs co-ordinates the publication of a document (suitable for distribution to potential donors) that identifies and describes the full range of Naming opportunities. The list identifies buildings and other Assets including, but not limited to, wings, rooms, laboratories, roads and other transportation infrastructure, recreational areas and other public spaces, collections of books or art, and equipment of significant value.
- iii. Once a discussion has been initiated or a Gift proposal has been agreed upon, the Executive Director, Advancement & Alumni Affairs will meet with the person/organization making the donation in order to fully document the situation including any conditions requested by the prospective donor.
- iv. The Executive Director, Advancement & Alumni Affairs will meet with those organizational units of the University whose physical area(s) will be affected by the donation in order to solicit their support and advice, as well as meeting with any other areas of the University that may be able to contribute to a full understanding of the implications of the donation.
  - 1) As part of these discussions, the Executive Director, Advancement & Alumni Affairs will solicit suggestions with regard to any restrictions or conditions that may need to be imposed by the University.
  - 2) If the Naming opportunity concerns an Academic Unit, the advice of the Dean of the Academic Unit must be solicited.
- v. The Executive Director, Advancement & Alumni Affairs will prepare a written proposal of the Gift and recognition, and review this with the Vice-President, External Affairs and the President.
  - 1) The President may review the proposal with various individuals and bodies within the University to further identify issues and assess support for the opportunity.
  - 2) If the Naming opportunity is for an Academic Unit, the advice of the Provost & Vice-President, Academic must be solicited.
- vi. The President may form an Ad Hoc Committee to advise them by reviewing the offer of a particular Naming opportunity and providing advice regarding the acceptability of the donation.

- vii. If the President decides to proceed with the donation, the Executive Director, Advancement & Alumni Affairs will draft a Gift agreement, in consultation with the donor, reflecting any conditions imposed either by the donor or the University.

#### **4. Approval Process**

- a. General Asset Naming, including Naming recognition of an Honorific nature
  - i. Naming proposals should be submitted to the President for approval.
    - 1) In the case of a Naming proposal for an Academic Unit:
      - a) The Dean will consult with members of the Academic Unit involved and the Faculty to ensure that there is support for the naming.
      - b) The Dean, in collaboration with the Academic Unit, will submit a Naming proposal to the Provost & Vice-President, Academic for review and endorsement.
      - c) If the Provost & Vice-President, Academic endorses the Naming proposal, the Dean will submit the Naming proposal to the President for approval.
- b. Asset Naming in recognition of a Philanthropic donation:
  - i. The President will submit their recommendation, and the related draft Gift agreement to the Board Finance & Audit Committee for review and recommendation.
  - ii. The Board Finance & Audit Committee will consider the recommendation and draft Gift agreement, and make their recommendation to the Board.
  - iii. The Board will consider the recommendation and draft Gift agreement and approve/reject the recommendation. If the Board approves the recommendation, the Executive Director, Advancement & Alumni Affairs will:
    - 1) modify the Gift agreement to reflect changes requested by the Board, if required, and prepare a letter of acceptance for signature by the President.
    - 2) ensure that the Gift agreement is signed by the donor and the University.
- c. For Asset Naming in recognition of an Honorific nature or a Philanthropic donation, the Vice-President, External Affairs will officially submit the Naming proposal to the Ministry for official and final approval.

#### **5. Implementation**

- a. General Asset Naming, including Naming recognition of an Honorific nature
  - i. If the President approves the Naming proposal, the Vice-President, Administration or designate, in consultation with the Office of Communications, will ensure that the communication plan within the Naming proposal is followed.

- 1) If the President approves the Naming proposal for an Academic Unit, the following communication will take place:
  - a) The President will inform the Senate and the Board of Governors of the new name of the academic unit.
  - b) The Office of the Provost & Vice-President, Academic, in consultation with the Dean, the Office of Communications and the Office of External Affairs, will notify the University community.
- b. Asset Naming in recognition of a Philanthropic donation
  - i. The Executive Director, Advancement & Alumni Affairs, in consultation with the President's Office and the Office of Communications, will notify the University community.
    - 1) In the case of the Naming of an Academic Unit in recognition of a Philanthropic contribution, the Office of the Provost & Vice-President Academic and the Dean of the Academic Unit will also be consulted prior to the communication.
  - ii. The Executive Director, Advancement & Alumni Affairs will liaise with various University departments to ensure that the appropriate signage, plaques, etc. are ordered and put in place.
  - iii. The Executive Director, Advancement & Alumni Affairs and the Office of Communications will ensure that the Naming opportunity is appropriately recognized through the methods identified in the communications plan.

## **6. Renaming**

- a. Proposals for the renaming of an Asset will follow the same principles, requirements and processes for Naming as outlined in this Policy and Procedure.

## **7. Time Limit and Revocation**

- a. The University must ensure that the relevant organizational unit, the donor, the honouree and/or their authorized representatives, where applicable, recognize that the Naming of an Asset may be time limited.
- b. The time limit will be agreed upon by the University, the organizational unit, the honouree, the donor and/or their authorized representatives.
- c. The Board of Governors reserves the right to revoke a name at its sole discretion, if:
  - i. retention of the name would negatively impact the University's reputation or found to be in contradiction to the University's mission, vision, commitments or values, or
  - ii. obligations in the Gift agreement are not fulfilled.
- d. Upon reasonable notice to the University, the donor, the honouree and/or their authorized representatives may revoke the right of the University to use the name of the donor or the honouree.

- e. Any member of the University community (current students, alumni, employees, and Board members) may submit a formal written letter to the President with a rationale and a demonstrated case of support requesting to revoke a name pursuant to Procedure B.7.c.
  - i. In exceptional circumstances, the President may initiate the revocation process at their own discretion.
- f. The President may consult the Office of Advancement, the Office of Equity and Inclusive Communities, and the Indigenous Advisory Committee before determining if the request warrants further consideration.
- g. If the President decides that the request warrants further consideration, the President will determine the process to be used to consider the merits of the request.
  - i. The President will ensure that the Office of Advancement, the Office of Equity and Inclusive Communities, and the Indigenous Advisory Committee are consulted during the process.
- h. With a written summary of the opinions of the individuals consulted during the consideration process and any other relevant information, the President will make a recommendation to the Board of Governors for a final decision.

#### **8. Record**

- a. Once the Naming proposal and/or Gift agreement has been approved and the Naming has been publicly announced, the official Naming proposal and all related documents will be forwarded to the University Secretariat.
- b. The Office of Advancement will maintain all files relating to Asset Naming opportunities.

### **C. RELATED POLICY**

Refer to Policy ER2 *Naming of University Assets*



Policy History
<b>Policy No.</b> ER2
<b>Approving Jurisdiction:</b> Board of Governors, with Senate Advice
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> January 30, 2025

## Naming of University Assets Procedure

### A. DEFINITIONS

- Academic Unit:** Any unit of activity within the University which offers either teaching or research activities.
- Asset:** A physical or non-physical resource or property of the University, specifically:
  - Physical assets: buildings, parts of buildings, common or green spaces, collections, equipment, and other physical infrastructure.
  - Non-physical assets: Academic Units and scholarship.
- Department:** An educational administrative sub-unit of a Faculty and/or School within the University dealing with a particular field of knowledge.
- Faculty:** An educational administrative division constituted by the Board of the University.
- Gift:** A monetary or in-kind donation to the University and its affiliated organizations, including the KPU Foundation. (See ER1 *Fundraising*.)
- Honorific:** Conferring or implying honour and respect, generally defined as in recognition of outstanding individuals distinguished in character or attainments.
- Naming:** The giving of a name to a university Asset under the provisions of this Policy and Procedure.
- Philanthropic:** An act of philanthropy, generally defined as in recognition of financial or in-kind monetary contributions.
- School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty.

**10. Research or Teaching  
Centre/Institute:**

An educational administrative division constituted by the Board with particular delegated functions that exceed the normal authority of Departments.

## **B. PROCEDURES**

### **1. Roles & Responsibilities**

- a. The President & Vice Chancellor is responsible for:
  - i. approving general Asset Naming proposals, including Naming proposals for Academic Units.
  - ii. making recommendations and submitting draft Gift agreements to the Board Finance & Audit Committee pertaining to Asset Naming in recognition of a Philanthropic donation, including the Naming of an Academic Unit in recognition of a Philanthropic contribution.
  - iii. leading the revocation process of a name.
- b. The Board of Governors is responsible for:
  - i. approving the President's recommendation and draft Gift agreement pertaining to Asset Naming.
  - ii. revoking a name.
- c. The Provost & Vice-President, Academic is responsible for:
  - i. reviewing the Academic Unit Naming proposal.
  - ii. communicating, in consultation with the Dean, the President's Office and the Office of Communications, the approved name of an Academic Unit to the University community including the impacted units.
- d. The Vice-President, External Affairs is responsible for:
  - ii.i. ensuring compliance with the requirements of the Intellectual Property Program of the BC Ministry of Citizens' Services over the approval process of a Naming recognition of an Honorific nature or a Philanthropic donation.
- d.e. The Executive Director, Advancement & Alumni Affairs is responsible for:
  - i. providing an opinion on the appropriateness of the Asset Naming request, with particular reference to the broader objectives of the University's fundraising efforts, if the Asset Naming proposal is in recognition of a Philanthropic donation.
  - ii. supporting the encouragement and review of Asset Naming opportunities in recognition of a Philanthropic contribution.
  - iii. initiating and overseeing the process of Asset Naming in recognition of a Philanthropic donation.



- iv. communicating the approved name of an asset in recognition of a Philanthropic donation to the University community, in consultation with the President's Office, the Office of Communications and, in the case of an Academic Unit, the Office of the Provost & Vice-President, Academic and the Dean.

e-f. The Dean, in consultation with the Provost & Vice-President Academic, is responsible for:

- i. overseeing the completion and submission of the Academic Unit Naming proposal to the President for approval.
- ii. conducting a consultation process with key parties.
- iii. operationalizing the use of the new name.

f-g. The University Secretariat is responsible for:

- i. maintaining all official records of Naming proposals, Gift agreements (where applicable), and approvals at the University.

g-h. The Office of Communications is responsible for:

- i. providing advice and guidance on communication plans and supporting the communication of Naming, renaming and Naming revocation decisions.

h-i. The Office of the Registrar is responsible for:

- i. maintaining consistency and standards for the relevant University Calendar pages where applicable.

i-j. Facilities Services is responsible for:

- i. maintaining consistency and standards for campus signage.

j-k. The Marketing department is responsible for:

- i. maintaining consistency and standards for marketing materials and relevant webpages.

## 2. Asset Naming Proposal

a. Before a Naming proposal is initiated, the Vice-President, External Affairs will inform the BC Ministry of Citizen's Services of opportunities for Naming recognition of an Honorific nature or a Philanthropic donation. After the Naming has been approved by KPU, the Vice-President, External Affairs will then officially submit the Naming proposal to the Ministry for official and final approval.

b. Consultations with KPU's Indigenous Advisory Committee (IAC) and the Office of Equity and Inclusive Communities (OEIC) must take place before a Naming proposal can be accepted for consideration by the University.

**Commented [JC1]:** To align with Ministry's requirement and Policy Principle C.2.f.

**Commented [JC2]:** Moved up to add clarity that consultations will occur for all naming, including naming in recognition of a philanthropic donation.

## 3. General Asset Naming Proposing a Naming

a. Naming of an Asset, including Naming recognition of an Honorific nature

b. For general asset Naming proposal including those of an honorific nature, consultations with KPU's Indigenous Advisory Committee (IAC) and the Office of Equity and Inclusive Communities (OEIC) must take place before the proposal can be accepted for consideration by the University.

- i. The request to name or rename an Asset, ~~including those of an honorific nature,~~ will be formally initiated by the completion of a Naming proposal, which will include the following information in writing:
- 1) Proposed name;
  - 2) If an alternate name for marketing or promotional purposes is proposed, a rationale will be provided;
  - 3) A clear description, context and rationale of the Naming recommendation being proposed;
  - 4) Where the Naming recommendation is of an Honorific nature, formal, written permission from the intended honoree, their authorized representative or, if deceased, the authorized representative of their estate as required under law;
  - 5) Any conditions or impacts of the Naming on Academic Units and/or the University;
  - 6) A list of key parties including the Indigenous Advisory Committee and the Office of Equity and Inclusive Communities who have been consulted on the proposal, along with their feedback on the proposal;
  - 7) Comments regarding consideration given to decolonization, anti-racism, gender equity, and disability justice in relation to the Naming proposal;
  - 8) If applicable, a provision acknowledging that due diligence has been conducted;
  - 9) An effective date for the new name;
  - 10) A communication and implementation plan, in consultation with impacted departments or units in the University including but not limited to Facilities, Marketing, Human Resources, the Office of the Registrar, the Office of Communications and the Office of Planning and Accountability;
  - 11) Supporting statement by the Vice-President, Administration and the Vice-President, Office of Equity and Inclusive Communities; and/or
  - 12) If the asset being named has an academic impact, supporting statement by the Provost & Vice-President, Academic in consultation with appropriate Deans.
- ii. In addition to the content referred to in Procedure B.32.a.i., a Naming proposal for an Academic Unit will also include the following information in writing:
- 1) The description, context and rationale of the Naming recommendation being proposed should include academic and strategic alignment to the University, merits and benefits to the Academic Unit as well as to the broader University community;
  - 2) History of previous names for the Academic Unit including timeframes, if applicable;
  - 3) A list of programs and other activities within the Academic Unit;

- iii. If the ~~Naming of an Academic Unit~~ Naming is in recognition of a Philanthropic Donation from individuals, businesses, organizations and others, the Executive Director, Advancement & Alumni Affairs will be consulted and the relevant background to support such a name will be included in the proposal. The Executive Director, Advancement & Alumni Affairs will be responsible for the process to complete a Gift agreement as described in Procedure B.32.b.

**Commented [TL3]:** This Clerical change was made to clarify that for all Asset Naming, if a Philanthropic Donation is attached, the parallel process in Procedure B.3.b would occur.

B.3.b. Asset Naming in recognition of a Philanthropic Donation

- i. All Gifts resulting in potential Naming opportunities will be referred to and overseen by the Executive Director, Advancement & Alumni Affairs, who will first consult with KPU's Indigenous Advisory Committee and the Office of Equity and Inclusive communities.
- ii. Structure to support the encouragement and review of Asset Naming opportunities in recognition of a Philanthropic donation:
  - 1) The Executive Director, Advancement & Alumni Affairs co-ordinates the publication of a document (suitable for distribution to potential donors) that identifies and describes the full range of Naming opportunities. The list identifies buildings and other Assets including, but not limited to, wings, rooms, laboratories, roads and other transportation infrastructure, recreational areas and other public spaces, collections of books or art, and equipment of significant value.
- iii. Once a discussion has been initiated or a Gift proposal has been agreed upon, the Executive Director, Advancement & Alumni Affairs will meet with the person/organization making the donation in order to fully document the situation including any conditions requested by the prospective donor.
- iv. The Executive Director, Advancement & Alumni Affairs will meet with those organizational units of the University whose physical area(s) will be affected by the donation in order to solicit their support and advice, as well as meeting with any other areas of the University that may be able to contribute to a full understanding of the implications of the donation.
  - 1) As part of these discussions, the Executive Director, Advancement & Alumni Affairs will solicit suggestions with regard to any restrictions or conditions that may need to be imposed by the University.
  - 2) If the Naming opportunity concerns an Academic Unit, the advice of the Dean of the Academic Unit must be solicited.
- v. The Executive Director, Advancement & Alumni Affairs will prepare a written proposal of the Gift and recognition, and review this with the Vice-President, External Affairs and the President.
  - 1) The President may review the proposal with various individuals and bodies within the University to further identify issues and assess support for the opportunity.
  - 2) If the Naming opportunity is for an Academic Unit, the advice of the Provost & Vice-President, Academic must be solicited.

- vi. The President may form an Ad Hoc Committee to advise them by reviewing the offer of a particular Naming opportunity and providing advice regarding the acceptability of the donation.
- vii. If the President decides to proceed with the donation, the Executive Director, Advancement & Alumni Affairs will draft a Gift agreement, in consultation with the donor, reflecting any conditions imposed either by the donor or the University.

#### 3.4. Approval Process

- a. General Asset Naming, including Naming recognition of an Honorific nature
  - i. Naming proposals should be submitted to the President for approval.
    - 1) In the case of a Naming proposal for an Academic Unit:
      - a) The Dean will consult with members of the Academic Unit involved and the Faculty to ensure that there is support for the naming.
      - b) The Dean, in collaboration with the Academic Unit, will submit a Naming proposal to the Provost & Vice-President, Academic for review and endorsement.
      - c) If the Provost & Vice-President, Academic endorses the Naming proposal, the Dean will submit the Naming proposal to the President for approval.
- b. Asset Naming in recognition of a Philanthropic donation:
  - i. The President will submit their recommendation, and the related draft Gift agreement to the Board Finance & Audit Committee for review and recommendation.
  - ii. The Board Finance & Audit Committee will consider the recommendation and draft Gift agreement, and make their recommendation to the Board.
  - iii. The Board will consider the recommendation and draft Gift agreement and approve/reject the recommendation. If the Board approves the recommendation, the Executive Director, Advancement & Alumni Affairs will:
    - 1) modify the Gift agreement to reflect changes requested by the Board, if required, and prepare a letter of acceptance for signature by the President.
    - 2) ensure that the Gift agreement is signed by the donor and the University.
- c. For Asset Naming in recognition of an Honorific nature or a Philanthropic donation, the Vice-President, External Affairs will officially submit the Naming proposal to the Ministry for official and final approval.

#### 4.5. Implementation

- a. General Asset Naming, including Naming recognition of an Honorific nature

**Commented [JC4]:** To align with Ministry's requirement and Policy Principle C.2.f.

- i. If the President approves the Naming proposal, the Vice-President, Administration or designate, in consultation with the Office of Communications, will ensure that the communication plan within the Naming proposal is followed.

- 1) If the President approves the Naming proposal for an Academic Unit, the following communication will take place:
  - a) The President will inform the Senate and the Board of Governors of the new name of the academic unit.
  - b) The Office of the Provost & Vice-President, Academic, in consultation with the Dean, the Office of Communications and the Office of External Affairs, will notify the University community.

~~2) In the case of the Naming of an Academic Unit in recognition of a Philanthropic donation, if the President approves the Naming proposal and the Board approves the Naming recommendation and Gift agreement, the Executive Director, Advancement & Alumni Affairs, in consultation with the President's Office, the Office of Communications, the Office of the Provost & Vice President, Academic and the Dean, will notify the University community.~~

**Commented [TL5]:** This deletion removes repeated language. This clause can be found below.

b. Asset Naming in recognition of a Philanthropic donation

- i. The Executive Director, Advancement & Alumni Affairs, in consultation with the President's Office and the Office of Communications, will notify the University community.
  - 1) In the case of the Naming of an Academic Unit in recognition of a Philanthropic contribution, the Office of the Provost & Vice-President Academic and the Dean of the Academic Unit will also be consulted prior to the communication.
- ii. The Executive Director, Advancement & Alumni Affairs will liaise with various University departments to ensure that the appropriate signage, plaques, etc. are ordered and put in place.
- iii. The Executive Director, Advancement & Alumni Affairs and the Office of Communications will ensure that the Naming opportunity is appropriately recognized through the methods identified in the communications plan.

#### **5.6. Renaming**

- a. Proposals for the renaming of an Asset will follow the same principles, requirements and processes for Naming as outlined in this Policy and Procedure.

#### **6.7. Time Limit and Revocation**

- a. The University must ensure that the relevant organizational unit, the donor, the honouree and/or their authorized representatives, where applicable, recognize that the Naming of an Asset may be time limited.
- b. The time limit will be agreed upon by the University, the organizational unit, the honouree, the donor and/or their authorized representatives.

- c. The Board of Governors reserves the right to revoke a name at its sole discretion, if:
  - i. retention of the name would negatively impact the University's reputation or found to be in contradiction to the University's mission, vision, commitments or values, or
  - ii. obligations in the Gift agreement are not fulfilled.
- d. Upon reasonable notice to the University, the donor, the honouree and/or their authorized representatives may revoke the right of the University to use the name of the donor or the honouree.
- e. Any member of the University community (current students, alumni, employees, and Board members) may submit a formal written letter to the President with a rationale and a demonstrated case of support requesting to revoke a name pursuant to Procedure B.7.c.
  - i. In exceptional circumstances, the President may initiate the revocation process at their own discretion.
- f. The President may consult the Office of Advancement, the Office of Equity and Inclusive Communities, and the Indigenous Advisory Committee before determining if the request warrants further consideration.
- g. If the President decides that the request warrants further consideration, the President will determine the process to be used to consider the merits of the request.
  - i. The President will ensure that the Office of Advancement, the Office of Equity and Inclusive Communities, and the Indigenous Advisory Committee are consulted during the process.
- h. With a written summary of the opinions of the individuals consulted during the consideration process and any other relevant information, the President will make a recommendation to the Board of Governors for a final decision.

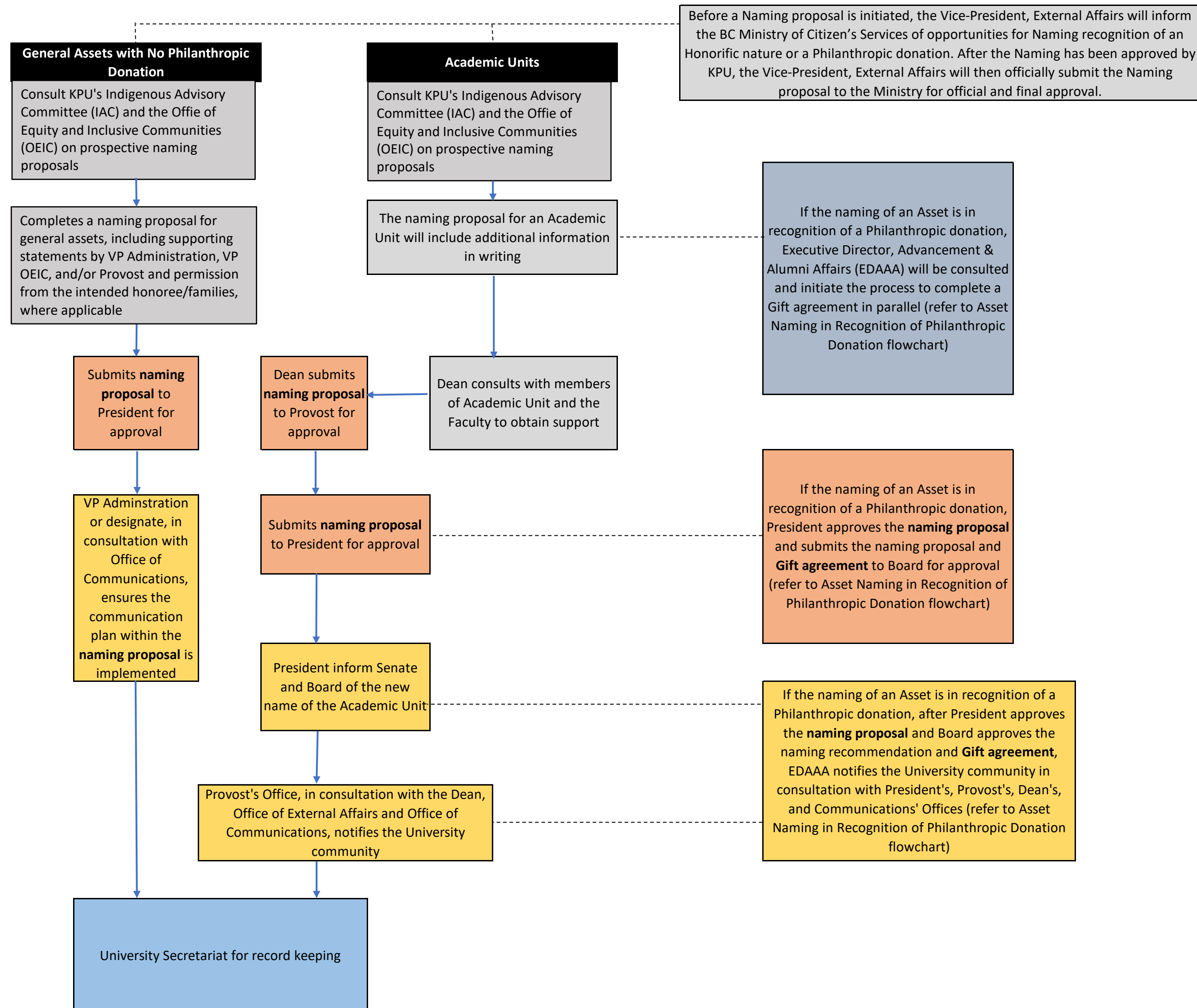
#### **7.8. Record**

- a. Once the Naming proposal and/or Gift agreement has been approved and the Naming has been publicly announced, the official Naming proposal and all related documents will be forwarded to the University Secretariat.
- b. The Office of Advancement will maintain all files relating to Asset Naming opportunities.

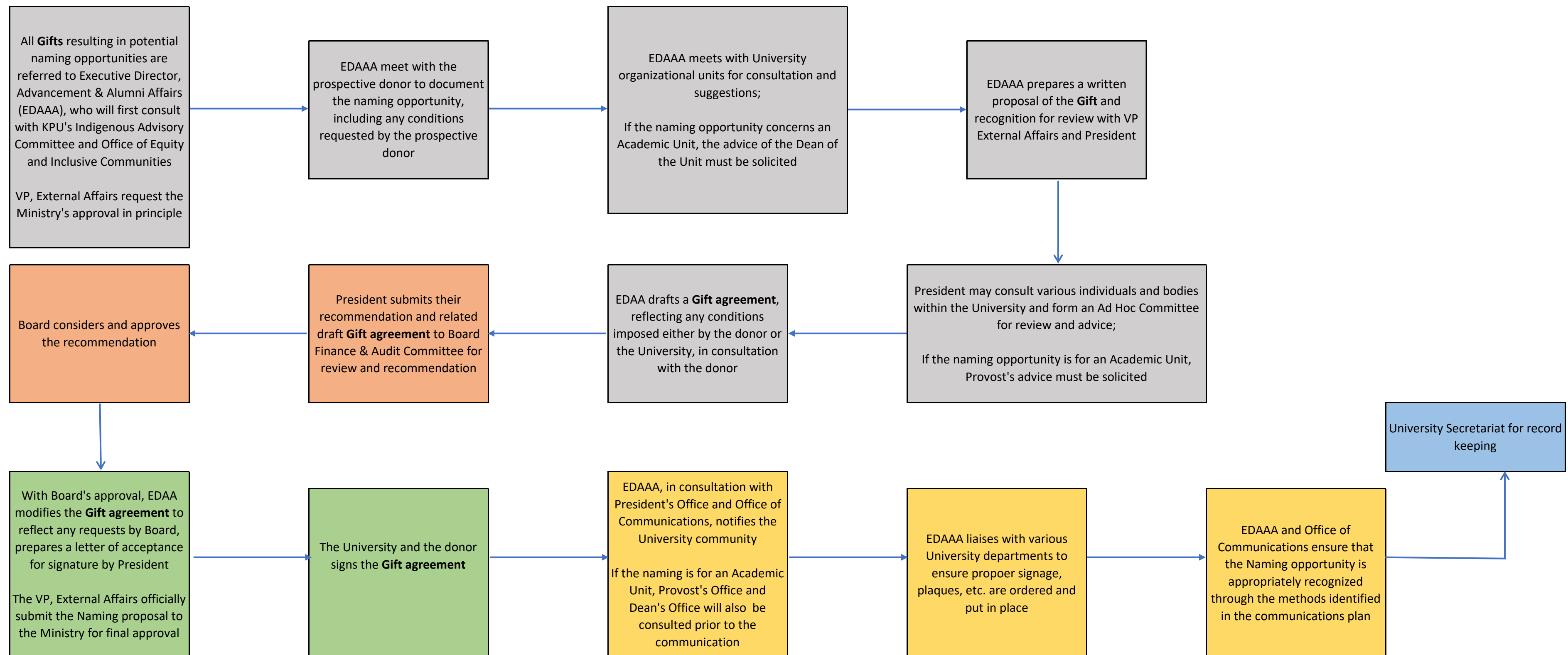
## **C. RELATED POLICY**

Refer to Policy ER2 *Naming of University Assets*

## Asset Naming Process: General Assets (With No Philanthropic Donation) and Academic Units



## Asset Naming Process: Asset Naming in Recognition of Philanthropic Donation





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## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Number: 5.3**

**Meeting Date:** *January 29, 2025*

**Presenter(s):** *Nadine Siriban*

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**AGENDA TITLE:** POLICY AD4 CONTINUING EDUCATION AND CONTRACT SERVICES (FOR ELIMINATION)

**ACTION REQUESTED:** Motion

### RECOMMENDED RESOLUTION

**THAT the Board of Governors approve the elimination of Policy AD4 Continuing Education and Contract Services, effective January 29, 2025, and as recommended by the Board Governance Committee.**

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### COMMITTEE REPORT

On January 15, 2025, the Board Governance Committee received, reviewed and recommended that the Board of Governors approve the elimination of Policy AD4 Continuing Education and Contract Services, effective January 29, 2025.

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### Context and Background

Policy AD4 was first written in 2002 to manage the day-to-day operation of the Continuing and Professional Studies (CPS). Over the years, the policy has become obsolete as CPS updates its policies and processes and publish them on [the CPS website](#) or in the business plan.

In accordance with GV2 Protocol for the Development of University Policies (Procedure B.9), consultations were held with Financial Services, the Office of the Registrar, Human Resources, Privacy, Legal, and SSC Policy regarding the elimination proposal and no concerns were raised.

According to the elimination process in Procedure GV2, the Policy Developer will post the elimination proposal and the Phase One Rationale for three weeks and forward a summary of the comments and recommendations received to the Policy Sponsor and Approving Jurisdiction for approval. There is no Phase Two Posting for an elimination proposal.

The elimination proposal of Policy AD4 and the Rationale were posted on the KPU Policy Blog from September 3, to September 23, 2024. The posting received no comment during this period.

On November 18, 2024, Senate passed a motion to recommend the Board of Governors approve the elimination of Policy AD4.

### **Key Messages**

1. Board of Governors, with Senate's advice is the approving jurisdiction of Policy AD4 Continuing Education and Contract Services; on November 18, 2024, Senate passed a motion to recommend the Board of Governors approve the elimination of Policy AD4.
2. The elimination proposal of Policy AD4 Continuing Education and Contract Services completed Phase One Posting from September 3 to September 23, 2024, on the KPU Policy Blog and did not receive any comments. There is no Phase Two Posting for an elimination proposal.
3. Consultations were held with Financial Services, the Office of the Registrar, Human Resources, Privacy, Legal, and SSC Policy regarding the elimination proposal and no concerns were raised.

### **Resource Requirements**

N/A

### **Implications/Risks**

N/A

### **Consultations**

N/A

### **Attachments**

1. Policy AD4 Phase One Rationale
2. KPU Policy Blog – Phase One Posting (Sept. 3 – Sept. 23, 2024)
3. Policy AD4 Continuing Education and Contract Services

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### **Submitted by**

Tristan Li

### **Date submitted**

January 6, 2025

## PHASE ONE RATIONALE – ELIMINATION

Policy number and name: AD4 Continuing Education and Contract Services

Approving jurisdiction: Board of Governors, with Senate's advice

Policy Sponsor: Provost and Vice President Academic

Anticipated policy approval date: Day after Board's approval

### **A. Rationale for the Policy elimination.**

Policy AD4 was first written in 2002 to manage CPS' day-to-day operation, and has been supplanted by other process documents over the years, becoming, in effect, obsolete. In 2023, the Policy and Academic Affairs unit consulted Financial Services and Office of the Registrar (OReg) for feedback on the elimination proposal. Consultation feedback from 2023 is as follows:

CFO Chervahun Emilien and her team conducted a review to ascertain if major sections within Policy AD4 are covered by other regulatory documents. That team found that "Course and Program Approval" and "Funding" are covered by the CPS business plan, and that "Admissions and Registration" and "Refunds" policies and processes are listed on the CPS website (there is also a separate system called Elevate used for admissions and registration). The CFO suggested that we consult Human Resources (HR) regarding "Staffing" and OReg regarding "Student Records and Grades," "Student Support Services," and "Fees Setting for Courses," as she is uncertain if there is policy coverage for these activities.

Nadia Henwood, then interim AVP Enrolment Services and Registrar, supported the elimination of AD4. She confirmed

that OReg is not currently supporting the CPS unit regarding student records and grades, student support services, and fees setting for courses.

## **B. Proposed impact and mitigating strategy following the Policy elimination.**

The Interim DBM of Continuing and Professional Studies consulted with the Manager of Information Access and Privacy, who confirmed that the policy does not appear to address any privacy or FIPPA-related obligations, so they have no comments on the proposed elimination. The policy elimination, however, will not hinder CPS from consulting with Privacy in regards to the collection and management of personal information for FIPPA compliance.

The Senior Legal Counsel acknowledged that the proposed elimination is an internal business decision rather than a legal one but offered general advice on the implications of AD4's elimination and non-elimination. On its elimination, Legal advised that we need to ensure that the original purpose of the policy is adequately replaced or covered by other processes. On its non-elimination, Legal stressed that keeping an outdated policy that does not reflect current practices raises the risk of conflicts or inconsistencies with other operational documents, potentially putting the institution in a difficult position when discrepancies arise.

### **C. List of consultations with individuals and groups.**

#### **Mandatory per GV2 Policy Protocol:**

Legal ([Legal@kpu.ca](mailto:Legal@kpu.ca))

Privacy ([Privacy@kpu.ca](mailto:Privacy@kpu.ca))

#### **Proposed:**

Senate Standing Committee on Policy

### **D. Contact information for consultation requests and for the Policy Developer.**

Name: Nadine Siriban

Department: Continuing and Professional Studies

Email: [Nadine.Siriban@kpu.ca](mailto:Nadine.Siriban@kpu.ca)



KWANTLEN POLYTECHNIC UNIVERSITY

# KPU POLICY BLOG



## [PHASE ONE POSTING] AD4 CONTINUING EDUCATION AND CONTRACT SERVICES (ELIMINATION)

This Phase One Posting is open for comments until September 23, 2024, at 11:59pm PST.

[Policy AD4 Continuing Education and Contract Services](#) is being proposed for Elimination.

According to the GV2 Protocol, the Office of General Counsel and KPU Privacy were consulted and had no concerns to the request to eliminate Policy AD4.

### Background

- Policy AD4 was first written in 2002 to manage the Continuing and Professional Studies' day-to-day operation, and has been supplanted by other regulatory documents over the years, becoming obsolete in effect.
- The Policy and Academic Affairs unit consulted Financial Services, Office of the Registrar, and Human Resources for feedback and to ensure that there are no concerns regarding the elimination proposal.
- Please see the Rationale document linked below for more details.

### Phase One Posting

### SEARCH

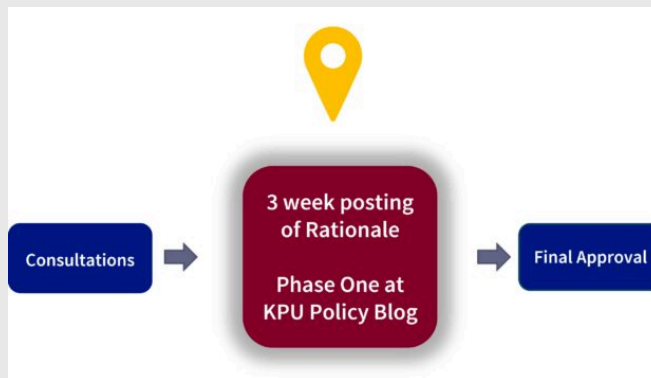
### PROBLEM SUBMITTING COMMENTS?

If you experience technical difficulties in submitting your comments, please send comments directly to [policy@kpu.ca](mailto:policy@kpu.ca) and your comments will be posted by a member of the Policy Coordination Team.

### GV2 STEPS EXPLAINED

**Phase One (3 weeks):** A rationale document is posted. KPU Employees and Students can comment on the post and request to

Following the [GV2 Protocol for the Development of University Policies \(pdf\)](#) / [Procedure \(pdf\)](#), the Policy Developer is posting the elimination proposal Phase One for 3 weeks. After this period, the elimination proposal, along with a summary of feedback and recommendations, are submitted to the Policy Sponsor and Approving Jurisdiction for final approval.



[AD4 Rationale Document \(PDF\)](#)

Please post your feedback in the comment section of this post, or forward them to [policy@kpu.ca](mailto:policy@kpu.ca) by September 23, 2024, at 11:59pm PST.

## Policy Developer

Nadine Siriban, interim Divisional Business Manager, Continuing and Professional Studies  
([Nadine.Siriban@kpu.ca](mailto:Nadine.Siriban@kpu.ca))

Posted in [Administration](#), [Board](#), [Phase One Posting](#), [Policy/Procedure Elimination](#), [Senate](#) and tagged [Academic](#), [Administrative](#) on September 3, 2024 by [Lilian Leite](#). > [Edit](#)

← [PHASE TWO POSTING] AD5 EMERITI DESIGNATION AND AWARDS

[PHASE ONE POSTING] AR10 PRIORITY AND SCHEDULING OF REGISTRATION (PROCEDURE AMENDMENT) →

be included in consultations during the policy development.

**Consultation:** Policy Developers consult with mandatory, identified and opted-in consultees.

([List of Policies and Procedures at Consultation Stage](#))

**Phase Two (3 weeks):** A set of drafts are posted for review and feedback (for new/revised Policy and Procedure only).

## RECENT POSTS

[Policies Currently Posted for Comments September 16, 2024](#)

[\[Phase One Posting\] IM9 Information Technology \(Amendment\) September 16, 2024](#)

[\[Phase One Posting\] AR10 Priority and Scheduling of Registration \(Procedure Amendment\) September 16, 2024](#)

[\[Phase One Posting\] AC16 Academic Title Awards \(New\) September 3, 2024](#)

[\[Phase One Posting\] AC15 Micro-Credentials \(Amendment\) September 3, 2024](#)

## CATEGORIES

[Administration](#)

Policy History
<b>Policy No.</b> AD4
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> May 2002

## Continuing Education and Contract Services Policy

### A. Statement of Policy Principles

Implicit in the University's Statement of Philosophy, Mission and Goals is a commitment to respond to the emergent short- term learning needs of the communities of Richmond, Delta, Surrey, Langley and White Rock. To achieve this objective, Kwantlen has established the capacity to provide cost recovery continuing education and contract services to the community that will provide programming in four major categories:

1. Short-term courses and programs that respond to the updating or upgrading training needs of adults within the University region and which meet the Ministry of Advanced Education's definition of part-time vocational training.
2. The priorities of this category are as follows:
  - a. Business training and upgrading
  - b. Career and professional development
  - c. Trades and vocational part-time upgrading
  - d. Health, social and human services upgrading and workshops
  - e. Fine arts upgrading and specialty training
  - f. Special interest courses related to employment upgrading or skills development
3. Courses, programs or special events developed in partnership with local Canada Employment Centers, business, industry or other agencies that



meet specialized learning needs or respond to specific skills shortages.

This category includes indirect purchases or training by contract with E.I.C., labour development boards, other funding agencies or extension courses offered in partnership with other departments of the University.

4. Courses or programs identified through the educational planning activities of the University as potential programs that could, if successful, be proposed to the Ministry of Advanced Education as new programs for inclusion in the regular profile of Kwantlen. University policies and procedures for the development and approval of new programs would apply.
5. General interest courses that respond to expressed needs.

### **NOTE:**

Some courses offered under Categories II and III may also meet the Ministry of Advanced Education's definition of part-time vocational programs.

## **B. DEFINITION**

The Ministry of Advanced Education defines Part-time Vocational activities as courses designed to prepare or retrain part-time adult students for the labour market, to upgrade their occupational skills or to provide emergency health training which could be of benefit to the community.

## **A. PROCEDURES**

### **1. Course and Program Approval**

All training activities proposed as continuing education or contract services offerings will be reviewed and approved by the Vice President / Administration & Student Services or designate. This review will ensure that the activity falls within an approved category and is in compliance with the terms and conditions of University collective agreements. All programs and courses proposed within Category III will require the approval of the University Curriculum Committees.

### **2. Staffing**

All instructors hired for activities that fall outside the Faculty Association/Kwantlen Polytechnic University Collective Agreement will be made in accordance with the annual payment schedule established for Continuing Education instructors and approved by the Vice- President / Administration & Student Services.

- a. All instructors hired for courses or programs that have been listed in the Letter of Understanding between the University and the Faculty Association will be hired in accordance with the terms and conditions of the Faculty Association/Kwantlen Polytechnic University Collective

Agreement.

- b. All instructors hired on a Contract for Services for courses not listed in the Letter of Understanding between Kwantlen and Faculty Association will require the prior approval of the Vice President / Administration & Student Services.
- c. Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.

### **3. Funding**

Fees for Continuing Education programs and courses are to be established on a cost- recovery basis. In some cases, fees will be subject to GST.

### **4. Admissions and Registration**

All Continuing Education students (Categories I, II, III and IV) will apply for admissions and be registered through the Continuing Education Department.

### **5. Student Records and Grades**

- a. For activities that do not require course work or examinations, a document entitled "Statement of Attendance" will be issued.
- b. For activities that are accepted by employers, licensing agencies or educational institutions as bonafide learning or training activities, a statement of completion will be issued that will include a brief description of the activity, the number of weeks/hours required to complete it, and the grade or standing achieved by the student.
- c. For activities that fall within Category III, successful completion will be recognized with a Continuing Education college citation, certificate or diploma.

### **6. Student Support Services**

- a. Students enrolled in Categories I, II and IV courses or programs will qualify for access to library services as community borrowers.
- b. Any programs listed on the Institutional Appendix is qualified to apply for student assistance.
- c. Students enrolled in Category III Part-time Vocational courses will be required to pay pro- rated fees to the Kwantlen Polytechnic University Student Association and will be entitled to the services and benefits of the

Student Association and to all available college student support services.

**7. Fees**

A fee schedule for all courses and programs will be established prior to advertising. The fee schedule will require the approval of the Vice President / Ventures, who is responsible for Continuing Education.

**8. Refunds**

All continuing education activities must be developed and presented to earn the highest level of student satisfaction and meet the College's high standards of excellence. However, under special circumstances, refunds of tuition fees may be appropriate. The following will apply:

- a. All refunds for students will be governed by the regular College refund policies.

(Refunds do not include the cost of books or supplies, meals or travel expenses.)

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## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Number:** 8.2

**Meeting Date:** January 29, 2025

**Presenter(s):** Peter Smailes, Carole Laplante

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**AGENDA TITLE:** KPU PAY TRANSPARENCY ACT REPORT

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION**

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### COMMITTEE REPORT

On January 14, 2025, The Board Finance Committee received, received and recommended that the draft KPU Pay Transparency Act Report

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### Context and Background

As per Section 14 of the Board Governance Manual under *Financial Oversight Duties and Responsibilities – Financial Reporting*, the Finance Committee reviews and recommends to the Board of Governors for approval of significant financial reporting made public by KPU.

As of May 11, 2023, the [Pay Transparency Act](#) became law requiring B.C. employers to meet the following requirements to help close the gender pay gap and address systemic discrimination:

- Pay secrecy: Employers must include the expected pay or pay range in public job postings
- Pay history: Employers cannot ask job applicants about what they have been paid by other employers
- Employer reprisal: Employers cannot punish an employee who asks their employer about their pay or reveals their pay to other employees or job applicants
- Pay transparency reports: Employers above certain sizes must post pay transparency reports by November 1 of each year through a phased approach

The Act requires the Minister of Finance to publish an annual report by June 1 of each calendar year that describes the differences in pay among genders, trends in relation to those differences and the number of reports of non-compliance with the Act, based on information from the previous calendar year. By November 1, 2024, all employers with 1,000 employees or more are required to complete and post a pay transparency act report by November 1 of each year.

## **Key Messages**

1. KPU's workforce of over 2,800 employees spans a wide range of disciplines across both the academic and service areas. KPU is dedicated to pay equality and has mechanisms in place for each employee group that ensures staff are paid an equal wage for equal work regardless of gender, race, or other characteristics.
2. Employee groups represented in this report include excluded administrators, Kwantlen Faculty Association, BC General Employees Union (BCGEU), and student employees. At KPU, employees receive equal pay for performing work of equal value. Administrative excluded roles are evaluated and placed in accordance with the Post-Secondary Compensation Plan. Faculty positions are placed on a common salary scale based on collective agreement language. All BCGEU roles are evaluated through our Gender-Neutral Joint Job Evaluation Plan (JJEP) and placed on the corresponding salary scale. The rate of pay for student employees is determined by the level of education they have completed.
3. KPU employs over 1,700 women, accounting for 61% of its workforce. KPU fosters an inclusive workplace culture and recognizes the need to support the full spectrum of gender diversity. For gender designations with fewer represented (non-binary and unknown), the numbers can fluctuate more significantly when considering the mean or median.
  - 3.1. Mean hourly pay gap: In this organization women's average hourly wages are 14% less than men's and non-binary people's average hourly wages are 20% less than men's. For every dollar men earn in average hourly wages, women earn 86 cents and non-binary people earn 80 cents in average hourly wages.
  - 3.2. Median hourly pay gap: In this organization women's median hourly wages are 34% less than men's and non-binary people's median hourly wages are 39% less than men's. For every dollar men earn in median hourly wages, women earn 66 cents and non-binary people earn 61 cents in median hourly wages.

## **Resource Requirements**

N/A

## **Implications/Risks**

N/A

## **Consultations**

1. Office of Communications
2. Office of Planning & Accountability

## **Attachments**

1. KPU Pay Transparency Report – November 2024

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**Submitted by**

Peter Smailes, Vice President Administration and Acting CFO

**Date submitted**

January 7, 2025

# **Kwantlen Polytechnic University Pay Transparency Report**

**November 2024**

## Employer details

<b>Employer:</b>	Kwantlen Polytechnic University
<b>Address:</b>	12666 73rd Ave, Surrey, BC
<b>Reporting Year:</b>	2024
<b>Time Period:</b>	April 1, 2023 - March 31, 2024
<b>NAICS Code:</b>	61 - Educational services
<b>Number of Employees:</b>	1000 or more

## Introduction

Kwantlen Polytechnic University (KPU), has five campuses located in the Metro Vancouver region of British Columbia. KPU offers bachelor's degrees, associate degrees, diplomas, certificates, and citations in more than 140 programs. Almost 20,000 students annually attend courses at KPU campuses in Surrey, Richmond and Langley.

Our workforce of over 2,800 employees spans a wide range of disciplines across both the academic and service areas. KPU is dedicated to pay equality and has mechanisms in place for each employee group that ensures staff are paid an equal wage for equal work regardless of gender, race, or other characteristics.

Employee groups represented in this report include excluded administrators, Kwantlen Faculty Association, BC General Employees Union (BCGEU), and student employees. At KPU, employees receive equal pay for performing work of equal value. Administrative excluded roles are evaluated and placed in accordance with the Post-Secondary Compensation Plan. Faculty positions are placed on a common salary scale based on collective agreement language. All BCGEU roles are evaluated through our Gender-Neutral Joint Job Evaluation Plan (JJEP) and placed on the corresponding salary scale. The rate of pay for student employees is determined by the level of education they have completed.



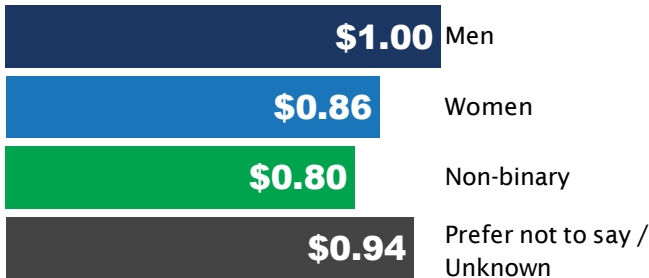


## Hourly pay

KPU employs over 1,700 women, accounting for 61% of its workforce. Women are vital to the success of KPU, and are represented in roles across all areas of the university. This high level of workforce representation — in roles that range from entry-level jobs to executive positions — results in a lower average hourly wage and median hourly wage.

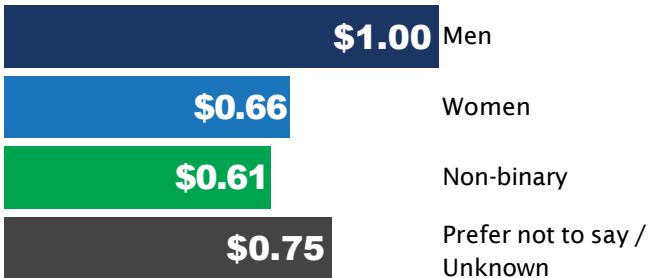
KPU fosters an inclusive workplace culture and recognizes the need to support the full spectrum of gender diversity. For gender designations with fewer represented (non-binary and unknown), the numbers can fluctuate more significantly when considering the mean or median.

### Mean hourly pay gap<sup>1</sup>



In this organization women's average hourly wages are 14% less than men's and non-binary people's average hourly wages are 20% less than men's. For every dollar men earn in average hourly wages, women earn 86 cents and non-binary people earn 80 cents in average hourly wages.

### Median hourly pay gap<sup>2</sup>



In this organization women's median hourly wages are 34% less than men's and non-binary people's median hourly wages are 39% less than men's. For every dollar men earn in median hourly wages, women earn 66 cents and non-binary people earn 61 cents in median hourly wages.

### Explanatory notes

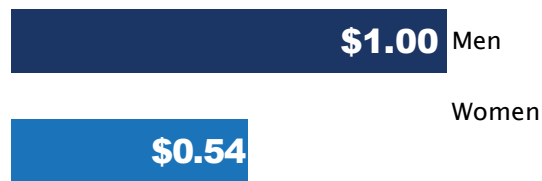
1. "Mean hourly pay gap" refers to the differences in pay between gender groups calculated by average pay. Hourly pay does not include bonuses and overtime.
2. "Median hourly pay gap" refers to the differences in pay between gender groups calculated by the mid range of pay for each group. Hourly pay does not include bonuses and overtime.



## Overtime pay

Women hold approximately 63% of administrative (excluded) positions that are people managers. These positions are not eligible for overtime pay, but make up a large portion of the higher paying roles at KPU. KPU has a lower number of men who are in overtime eligible positions, but they worked more overtime hours than eligible women in the reported time frame, which creates a higher mean and median pay gap. Typical roles that work overtime include positions in facilities, information technology and other administrative focused roles on the academic side.

### Mean overtime pay <sup>3</sup>



In this organization women's average overtime pay is 46% less than men's. For every dollar men earn in average overtime pay, women earn 54 cents in average overtime pay. \*

### Median overtime pay <sup>4</sup>



In this organization women's median overtime pay is 62% less than men's. For every dollar men earn in median overtime pay, women earn 38 cents in median overtime pay. \*

### Mean overtime paid hours <sup>5</sup>

Difference as compared to reference group (Men)

Women	-16
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In this organization the average number of overtime hours worked by women was 16 less than by men. \*

### Median overtime paid hours <sup>6</sup>

Difference as compared to reference group (Men)

Women	-9
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In this organization the median number of overtime hours worked by women was 9 less than by men. \*

### Percentage of employees in each gender category receiving overtime pay



#### Explanatory notes

3. "Mean overtime pay" refers to overtime pay when averaged for each group.
4. "Median overtime pay" refers to the middle point of overtime pay for each group.
5. "Mean overtime paid hours" refers to the average number of hours of overtime worked for each group.
6. "Median overtime paid hours" refers to the middle point of number of overtime hours worked for each group.



## Bonus pay

KPU does not provide bonus pay.

### Mean bonus pay <sup>7</sup>

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

### Median bonus pay <sup>8</sup>

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

### Percentage of employees in each gender category receiving bonus pay

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.



## Percentage of each gender in each pay quartile <sup>9</sup>

KPU has a strong balance of men and women represented in our highest paying roles. Six out of 10 employees (61%) at KPU are women. That means women are more likely to occupy roles across all levels of pay at the university. Each gender category is represented in all quartiles; however, to protect employee anonymity, government reporting standards require the suppression of any category with fewer than 10 employees

### Upper hourly pay quartile (highest paid) †



### Upper middle hourly pay quartile †



### Lower middle hourly pay quartile †



### Lowest hourly pay quartile (lowest paid)



■ Men  
■ Women  
■ Non-binary  
■ Prefer not to say / Unknown

In this organization, women occupy 50% of the highest paid jobs and 64% of the lowest paid jobs. Non-binary people occupy 2% of the lowest paid jobs.

† This pay quartile was reduced to suppress gender categories consisting of less than ten (10) employees.

### Data constraints

Administrative excluded management staff are not eligible for overtime.

#### Explanatory notes

7. "Mean bonus pay" refers to bonus pay when averaged for each group.
8. "Median bonus pay" refers to the middle point of bonus pay for each group.
9. "Pay quartile" refers to the percentage of each gender within four equal sized groups based on their hourly pay.

- \* In accordance with the Pay Transparency Act and reporting rules designed to protect the anonymity and privacy of respondents, one or more gender categories has been excluded due to insufficient numbers to meet disclosure requirements.

## SENATE

**Meeting Date:** *December 16, 2024*

**Presenter:** *Catherine Schwichtenberg*

### Vice Chair's Report to Board of Governors

#### Report to the Board of Governors from the Senate Meeting of December 16, 2024

Chair Dr Alan Davis opened the meeting by expressing gratitude to the Indigenous peoples on whose lands we live and work at KPU.

Dr Davis' written report was included with the package. He commented on the fulsome debates and consultations with proposed policy AC 16 Academic Title Awards, advising a continuation of the discussions after the next round of the policy was presented. He also reminded Senators of their obligations to listen, contribute, and vote in the best interests of KPU. Lastly, Dr Davis presented KPU's submission to the House of Commons Standing Committee on Citizenship and Immigration regarding KPU's position on the International Student Program reforms.

Provost and Vice President, Academic Dr. Purvey, provided her report, which included highlights from KPU Faculties and Teams, as always an excellent read of all the presentations, events, publications, activities and more that are occurring at KPU.

#### Senate Approvals:

- Curriculum: Course submissions for a variety of Faculty departments and a Program revision for Citation Millwright/Industrial Mechanic were approved.

#### Senate Committee Reports:

- Policy. Intensive discussions have occurred regarding policies such as AC 15 Microcredentials and AC 16 with excellent feedback provided to the policy team.
- Teaching and Learning had several discussions, especially regarding proposed Policy AC 16.

The chair thanked everyone for their work over the semester and wished everyone a relaxed and enjoyable winter break.

Catherine Schwichtenberg, Vice Chair, Senate



15 January 2025  
Our Ref. 137128

Meredith Haaf  
Director, Office of Planning & Accountability  
Kwantlen Polytechnic University  
12666 72nd Avenue  
Surrey BC V3W 2M8

Dear Meredith Haaf:

Thank you for Kwantlen Polytechnic University's (KPU) Institutional Accountability Plan and Report (IAPR) for the 2023/24 reporting cycle. On behalf of the Ministry, I would like to extend my appreciation to you and your team for the time and effort involved in preparing the IAPR. The feedback in this letter is intended to assist you in the preparation of the 2024/25 IAPR submission.

Your institution continues to provide a very well-prepared and organized report. KPU has a strong understanding of its regional context, and the Ministry appreciated the detailed analysis on the region's workforce needs and key emerging sectors. Congratulations on the implementation of the *BSN Strengthening our Relations with Kwantlen First Nation and Katzie First Nations* program. The Ministry looks forward to seeing its outcomes.

KPU has done very well in addressing the 2023/24 Mandate Letter priorities. Your reporting of several initiatives, including continuing to provide culturally sensitive and safe learning environments for Indigenous learners to maximize their participation and success in post-secondary education, is particularly robust.

Thank you again for your continued dedication to providing an accountable, high-quality post-secondary education system for all British Columbians.

Sincerely,

Chelsea Chalifour  
Executive Director  
Labour Market Policy, Research and Future Skills

cc: Leila Hazemi  
Senior Director  
Research and Analytics