

Minutes

Present:

David Atkinson
Chris Burns
Dana Cserepes
David Davidson
Geoff Dean
Harj Dhaliwal (Chair)
Catherine Dubé
Deborah Dunn
Robert Finlayson
Claudette Kelly
Gordon Lee
Vivian Lee
Kathy Lylyk
Helen Vallee

Regrets:

Mary Androsiuk
Douglas Baker
Kathleen Bigsby
Arvinder Bubber
Rob Fleming
Judith McGillivray
Douglas Torrance

Recorder: Elizabeth Merritt, University Secretariat

1. Introductions

The Chair introduced 2 new members of the committee:

- Claudette Kelly, Dean, Faculty of Community & Health Services
- Kathy Lylyk, Executive Director of Finance

2. Confirmation of Agenda

The agenda was confirmed by consensus.

3. Minutes

The minutes of June 24, 2009 were approved by consensus.

4. Budget Update

Gordon Lee introduced Kathy Lylyk, the new Executive Director of Finance. He updated the committee on Kwantlen's current financial position and provided a mid-year budget review document which , when finalized, will be available online on the Financial Services

website and on the Senate Standing Committee on University Budget website:
http://www.kwantlen.bc.ca/senate/committees/budget/ref_doc.html .

- Kwantlen received funding commitments for 3 capital projects from the Knowledge Infrastructure Program, a joint provincial and federal program.
 1. Surrey campus building envelope replacement
 2. Student Services renovation at the Langley campus
 3. Library renovation at the Richmond campus
- Enrolments were up in the summer and fall semesters for both local and international students. With increased enrolment there is an increased cost to provide spaces.
- Kwantlen reached 89.5% of its targeted FTEs last year. This year Kwantlen has reached 94-95% of targeted FTEs.
- Kwantlen received its budget confirmation letter from the Government of BC in September. Finance will provide the committee with a copy of the letter.
- Gordon ran through the mid-year budget requests which include items missed in the previous budget and emerging needs.
- HST (Harmonized Sales Tax) will primarily affect Kwantlen contracts, construction, etc. It does not affect tuition as there is no PST charged on tuition.

Action Items:

- Finance will provide a list of unfunded requests to the committee
- Finance will provide quarterly reports to the committee

5. Timeline for Budget Development Process

Gordon distributed copies of the Mid-year Budget Review, the proposed 2010/11 Budget, and a document outlining the timelines established for Senate and Board committees to review before final approval.

6. Chair's Update

The Chair asked Wade Deisman (Chair of the Senate Standing Committee on Academic Planning and Priorities) to sit on the SSCUB committee, subject to Senate approval in October 2009.

7. Update from SSC Academic Planning & Priorities

No report

8. Audited Financial Statements Format

The committee discussed the format of the financial statements to send to Senate. Finance will provide a simplified version of the Mid-year Budget update and an executive summary.

- Audited financial statements and Mid-year Budget documents are available on the Financial Services website

9. Adjournment

The meeting adjourned at 10:55 am

SSC University Budget website:

<http://www.kwantlen.bc.ca/senate/committees/budget/>