

Minutes

Present:

Douglas Baker
Chris Burns
Dianne Crisp
Dana Cserepes
David Davidson
Harj Dhaliwal (Chair)
Catherine Dubé
Deborah Dunn
Robert Finlayson
Gordon Lee
Vivian Lee
Judith McGillivray
Linda Schwartz

Regrets:

Mary Androsiuk
David Atkinson
Arvinder Bubber
Dianne Crisp
Geoff Dean
Rob Fleming
Rob Mumford
Douglas Torrance
Helen Vallee

Recorder: Elizabeth Merritt, University Secretariat

1. Confirmation of Agenda

The agenda was confirmed by consensus.

2. Minutes

The minutes of March 25, 2009 were approved by consensus.

3. Chair's Report

The Chair spoke about the developing role of the Senate Standing Committee on University Budget (SSCUB) and its links to other Senate committees, particularly the SSC Academic Planning & Priorities with which the SSCUB will be working closely in terms of ensuring that the budget requests are in line with academic priorities.

Kathleen Bigsby from Institutional Planning and Analysis will give a presentation to the SSCUB at the May meeting.

Discussion followed about establishing a priorities template for the committee, linking it with that of AP&P and including a budget component that will identify institution wide budget considerations such as:

- Number of faculty, staff and students and associated costs
- Available capital
- Budgetary considerations of academic, programming, ancillary services, facilities, etc.
- Budget requests of President's office, Vice-presidents, directors
- How service and administrative areas support the academic priorities of Kwantlen
- Development of sound and equitable criteria to aid the committee in evaluating and recommending budget requests.
- Capital costs associated with program delivery, e.g., fine arts, trades, horticulture, science.

4. Deans' Wish List

Judith McGillivray provided information on the 2009 budget process which was informed by the Dean's Priorities and the Creating our Future document. This was an interim process during the University transition. The process will change for 2010. Budget information will be available to all faculty and staff. Faculty Councils will develop their priorities which the Deans will present to Senate. The SSCUB will also review the budget requests.

The summary of 2009 budget requests is available online at:

www.kwantlen.ca/finance/budgeting_assurance.html

5. Update on the Budget

Gordon Lee provided an update on the budget. Kwantlen recently received funding from the Government of BC through the Knowledge Infrastructure Program to proceed with building envelope replacement and repairs at the Surrey campus. Kwantlen has also requested funding for renovations at the Richmond and Langley campuses.

Enrolments are up for the summer and fall semesters compared to last year. However, tuition is not keeping pace with the cost of instruction. Kwantlen is investigating other sources of funding, including the establishment of a Continuing Education Program. A search for an Executive Director of Continuing Education will start in the fall.

Finance and Budgeting can provide 2008/09 financial statements at the June meeting. 2008-09 enrolment growth information will also help inform budget decisions.

6. Timeline for Budget Development Process

Gordon Lee suggested the following draft development timeline to assist the committee in the 2010 budget planning process.

June 2009	2008/09 Audited Financial Statements available
October 2009	Academic Priorities need to be defined and adopted
November 2009	Academic Priorities submitted to Senate and to SSCUB
November 2009 – January 2010	Budget development
Mid December 2009	Faculties submit budget proposal
January 2010	Finance prepares and releases draft budget SSCUB write report on draft budget
February 2010	Budget to Senate
March 2010	Budget to Board of Governors for approval

7. Development of Committee Workplan

This item was table to the May 20 meeting.

8. Discussion

The committee discussed the possibility of identifying benchmark budget allocation statistics for institutional areas as a percentage of the whole budget.

9. Adjournment

The meeting adjourned at 5:55 pm