

## Minutes

**Present:**

Chris Burns  
Dana Cserepes  
David Davidson  
Geoff Dean  
Harj Dhaliwal (Chair)  
Catherine Dubé  
Deborah Dunn  
Robert Finlayson  
Gordon Lee  
Vivian Lee

**Regrets:**

Mary Androsiuk  
David Atkinson  
Arvinder Bubber  
Art Coren  
Wade Deisman  
Rob Fleming  
Claudette Kelly  
Judith McGillivray  
Douglas Torrance  
Helen Vallee  
Dana Wade

**University Community Members:**

Maggie Fung  
Gordon Lee  
Vivian Lee  
Kathy Lylyk

**Recorder:** Elizabeth Merritt, University Secretariat

---

**1. Confirmation of Agenda**

The agenda was confirmed by consensus.

**2. Minutes**

The minutes of April 22, 2010 were approved by consensus.

**3. Finance Update**

Finance will provide Kwantlen's Audited Financial Statements at the June SSCUB meeting. The draft version will be reviewed by the Board Finance and Audit committee at its May meeting. Kwantlen's budget has a surplus of \$1.2 million. Domestic and international

student enrolments have increased. Enrolment is at 93.7% of targeted FTEs which is a 4% increase from 2009. There will be no mid-year budget review this year.

**Action**

- Finance will provide the committee with a detailed enrolment statement by program

**4. Vice Chair for Senate Standing Committee on University Budget**

The committee discussed the need for a vice chair of the SSCUB. The Nominating Committee will be re-populating committees in September as members' terms expire and new senators' terms begin. As the Chair of each committee is required to be a Senator, it is logical that the vice chair also be a senator. Committees choose their chairs. The election of a vice chair will be deferred to the September meeting.

**5. SSCUB Mandate and Membership Review**

The Senate Governance Committee has asked each Senate committee to review its mandate and membership to ensure that the committees are functioning effectively and efficiently. The Senate Governance Committee will be standardizing some of the mandate and membership wording.

The committee discussed the committee membership. It was noted that there is no provision for faculty members who are not members of a Faculty (e.g., Library, Counseling, Disability) The Senate Nominating Committee contacts Faculty Councils for nominations for Senate committee vacancies.

**MOVED by Robert Finlayson; seconded by Geoff Dean:**

**THAT the committee add one member from IET and one member from the Library as voting members and stipulates that the Professional Support Staff representative shall not be from IET or the Library.**

**MOTION CARRIED**

The committee mandate was discussed. The committee would like to see information on capital planning and how it supports academic priorities.

**Action**

- The Senate Vice Chairs will consider adding to the mandate an item regarding advising on capital expenses.

**6. Budget Template**

The committee reviewed the draft Budget Template document. It was suggested that the costs of sections be determined by academic year. Another suggestion was to ask for the direct cost in each area to service one student. The discussion included itemizing short and long term goals, identifying opportunities for generating revenue and partnering, and identifying labour market development and regional needs.

**Action**

- The Chair will revise the template and email it to committee members for advice and comment. He will also send it to the Deans for their input.

**7. Other Business**

Kwantlen's Enrolment Statement, Year Ended March 31, 2010 were distributed. The Government of BC no longer requires enrolment statements to be audited.

**6. June Meeting**

Items for the next meeting will include:

- The Audited Financial Statements
- Planning for Deans' presentations
- Budget timeline from Finance
- Budget Template (revised)

**7. Adjournment**

The meeting adjourned at 10:50am

**SSC University Budget website:**

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