Senate Standing Committee on the University Budget

Wednesday, April 20, 2018
9:00 a.m. - 12:00 p.m.
Surrey Boardroom: Cedar 2110

AGENDA

1. Call to Order ....David Burns   9:00
2. Confirmation of Agenda
3. Approval of Minutes, January 26, 2018
4. Chair's Report   9:05

    4.1 Declaration of Vacancy: faculty Member, Faculty of Health

    4.2 New Member Welcome: Sonu Bratch

5. Pending Business

    5.1 Succession Planning for Chair   9:15

6. New Business

    6.1 Notice of Election of Chair   9:30

7. Items for Discussion

    7.1 University Budget Development Process   9:35

8. Adjournment

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET		
Present: (Quorum: 7 voting members)		**Ex-Officio / Non-voting**
Barnabe Assogba Stefanie Broad Caroline Daniels David Florkowski Diane Purvey	Sukey Samra Renu Seru Wayne Tebb Michael Wong Tom Westgate Elizabeth Worobec	David Burns Jane Fee Jon Harding Joe Sass
		Ex-Officio / Voting
Regrets:	**Senate Office**	**Guests:**
Faith Auton-Cuff Alan Davis Sal Ferreras	Rita Zamluk, Administrative Assistant	Chamkaur Cheema Todd Mundle Stefanie Singer Chris Traynor

1. **Call to Order**

   The Chair called the meeting to order at 9:05 a.m.

2. **Approval of Agenda**

   Elizabeth Worobec moved the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes, December 8, 2017 and January 5, 2018**

   Renu Seru moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

   No report

5. **New Business**

   5.1. **Senate Standing Committee on the Library Report**

   Chris Traynor presented background and context for the discussion on the transparency of student fees, and improving accessibility for students with disabilities. Jane Fee, Vice-Provost, Student and KPU Finance responded to questions. KPU Finance made a brief presentation. Jane Fee, provided information on initiatives, and existing strategies.

The committee discussed different models of accounting, budget development, and reports provided to the Kwantlen Student Association. KPU Finance will include a summary in the public document. Canadian Association of University Business Officers (CAUBO) has public information available.

Regarding accessibility, the committee discussed the budget line item "students with disabilities", the role of Ruth Fraser, using strategic planning to ensure best outcomes with budget, the duty to accommodate is mandatory, the need for a central pot, who is responsible for accessibility in computer labs, the need to consult with experts to inform decision-making, and the existing .

Action: When the next budget cycle begins, discussion of the funding for universal design and accommodation as a priority will take place.

6. **Adjournment**

The meeting adjourned at 9:30 a.m.

Agenda Item:	**Declaration of Committee Vacancy: faculty Member, Faculty of Health**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Context & Background:	Joyce MacKenzie, faculty Member, Faculty of Health completed her three-year term on August 31, 2017. On October 30, 2017 Senate approved the appointment of David Florkowski, Dean, Faculty of Health to fill the position of faculty Member, Faculty of Health for the term October 31, 2018 – August 31, 2020. On March 26, 2018, Senate approved the appointment of Sonu Bratch, as faculty Member, Faculty of Health for the term April 1, 2018 – August 31, 2021. On April 1, 2018, David Florkowski submitted his resignation as faculty member, Faculty of Health.
Key Messages:	1. David Florkowski vacated the position of faculty Member, Faculty of Health on April 1, 2018. 2. Senate appointed Sonu (Tejinder) Bratch as faculty Member, Faculty of Health for the term April 1, 2018 – April 2021.
Submitted by:	*David Burns, Interim Chair, SSC University Budget*
Date submitted:	*April 16, 2018*

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Item: 5.1
Meeting Date: April 20, 2018
Presenter: David Burns

Agenda Item:	**Succession Planning for Chair**

Action Requested:	☐Motion to Approve ☒Discussion ☐Information ☐Education

Context & Background:	On January 3, 2018, Tom Westgate resigned as Chair. On January 5, 2018, the Committee added succession planning for the Chair of SSC University Budget to the next SSC University Budget agenda. On January 5, 2018, the Committee moved that the Vice-Chair of Senate be the Interim Chair of the Senate Standing Committee on the University Budget until August 31, 2018.
Key Messages:	1. The Committee added succession planning to the agenda on January 5, 2018. 2. The term of the Interim Chair ends August 31, 2018.
Submitted by:	*David Burns, Interim Chair, SSC University Budget*
Date submitted:	*April 16, 2018*

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Item: 6.1
Meeting Date: April 16, 2018
Presenter: David Burns

Agenda Item:	**Notice of Election of Committee Chair**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Context & Background:	On January 3, 2018, Tom Westgate resigned as Chair of this Committee. On January 5, 2018, the Committee passed a motion that David Burns, the Vice-Chair of Senate be the Interim Chair of the Committee until August 31, 2018. The term for the Interim Chair ends August 31, 2018.
Key Messages:	1. All Senators who are members of the committee are eligible to be elected as committee Chair. 2. The Chairs of Senate standing committees are normally elected for a 2-year term beginning in September. The term of office will be from September 1, 2018 to August 31, 2020. 3. The nominations will be from the floor at the next meeting. If there is only one person nominated, then that person may be acclaimed. If more than one person is nominated, then there will be an election by secret ballot. 4. The Vice-Chair of Senate will conduct the election of committee Chair.
Submitted by:	*David Burns, Vice-Chair, Senate*
Date submitted:	*March 22, 2018*

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Item: 7.1
Meeting Date: April 20, 2018
Presenter: David Burns

Agenda Item:	**University Budget Development Process**

Action Requested:	☐Motion to Approve ☒Discussion ☐Information ☐Education

Context & Background:	**University Act, Section 62 (2):** *The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.* **SSC Academic Planning and Priorities Mandate:** *Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.* **SSC University Budget Mandate:** *On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.*
Key Messages:	1. On December 19, 2017, and March 2, 2018, a working group met to clarify the Senate budget development process. To aid the discussions, the group developed a generic budget cycle and a list of tentative dates and activities. 2. The working group is bringing this document forward to both the SSC Academic Planning and Priorities and the SSC University Budget for discussion and feedback. 3. On April 13, the SSC Academic Planning and Priorities reviewed the proposed Generic Budget Development Process.
Consultations:	**Working Group:** • David Burns, Interim Chair, SSC University Budget • Jane Fee, Chair, SSC Academic Planning and Priorities • Sal Ferreras, Provost and Vice-President, Academic

**SENATE STANDING COMMITTEE
ON UNIVERSITY BUDGET**

Agenda Item: 7.1
Meeting Date: April 20, 2018
Presenter: David Burns

- Wendy Ip, Director, Financial Planning, Reporting and Assurance
- Joe Sass, Executive Director, Financial Services
- Stefanie Singer, Manager, Budgeting and Planning
- Rita Zamluk, Administrative Assistant, University Senate

Attachments: 2018 03 02 Generic Budget Cycle Draft V2

Submitted by: *David Burns, Interim Chair, SSC University Budget*

Date submitted: *April 16, 2018*

	KPU Executive	SSCUB / SSCAPP	Senate	2018 / 2019 Dates	Notes
ROLE OF SENATE IN BUDGET DEVELOPMENT					
April				April 13: SSCAPP April 20: SSCUB April 30: Senate	No Joint meeting
May	Sets initial priorities and sends to SSCUB / SSCAPP	1. a. SSCUB / SSCAPP receives Budget Key Dates and Development Process; b. principles and criteria c. identifies initial budget priorities for endorsement by Senate	2. SSCAPP / SSCUB Endorse initial budget priorities. Include other details in Chair's report. Senate submits its response to President.	May 11: SSCAPP May 18: Joint SSCAP / SSCUB meeting May 28: Senate	Keep May 18 Joint Meeting - will be imperfect this year as high level strategic planning is underway
June	3. President receives initial budget priorities from Senate			June 8: SSCAPP June 15: SSCUB June 25: Senate	No Joint meeting
July					
August					
September				September 28, 2018	Frame the budget presentations.
October		Receive Budget presentations		October 12, 2018 October 19, 2018 October 26, 2018	All SSCAPP and SSCUB members are at the presentations.
November	1. Set Budget Priorities before SSCAPP / SSCUB meets.	2.SSCUB / SSCAPP receives pro forma budget		November 16, 2018 Joint meeting November 26, 2018 Present at Senate?	Receives pro forma budget; (changed from Nov 23 to match schedule reviewed by Senate; also gives time to include in Senate agenda package for November) Is there enough time for Finance to prepare documents?
December	President receives list of priorities from Senate.				
January		SSCUB / SSCAPP collect feedback from members, form a writing group Joint meeting to review letter Send letter to Senate for endorsement	3. Senate creates a unified report and sends to Board of Govenors	January 11, 2019 Joint Meeting January 18, 2019 Joint Meeting January 25, 2019 Joint Meeting (Reserved - may not be needed) January 28, 2019 Senate	Put joint meeting on the second Friday of January to ensure work is done before going to Senate January 2019. The third week can be used if needed.

Red = Notes added after March 2, 2018 meeting