

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	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	



MINUTES OF REGULAR MEETING

Senate Standing Committee on University Budget (SSCUB)

Friday, January 26, 2018

9:00 a.m. - 9:30 a.m.

Surrey Campus, Cedar 2110

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET					
Present: (Quorum: 7 voting men	nbers)	Ex-Officio / Non-voting			
Barnabe Assogba	Sukey Samra	David Burns			
Stefanie Broad	Renu Seru	Jane Fee			
Caroline Daniels	Wayne Tebb	Jon Harding			
David Florkowski	Michael Wong	Joe Sass			
Diane Purvey	Tom Westgate	Ex-Officio / Voting			
	Elizabeth Worobec				
Regrets:	Senate Office	Guests:			
Faith Auton-Cuff	Rita Zamluk,	Chamkaur Cheema			
Alan Davis	Administrative Assistant	Todd Mundle			
Sal Ferreras		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: 4.1

Meeting Date: April 20, 2018
Presenter: David Burns

Agenda Item:	Declaration of Committee Vacancy: faculty Member, Faculty of Health				
Action Requested:	☐Motion to Approve ☐Discussion ☐Information ☐Education				
	Joyce MacKenzie, faculty Member, Faculty of Health completed her three-year term on August 31, 2017.				
Context &	On October 30, 2017 Senate approved the appointment of David Florkowsk Dean, Faculty of Health to fill the position of faculty Member, Faculty of Health for the term October 31, 2018 – August 31, 2020.				
Background:	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.				
Vov Massagas	 David Florkowski vacated the position of faculty Member, Faculty of Health on April 1, 2018. 				
Key Messages:	 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				



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:	 The Committee added succession planning to the agenda on January 5, 2018. The term of the Interim Chair ends August 31, 2018. 			
Submitted by:	David Burns, Interim Chair, SSC University Budget			
Date submitted:	April 16, 2018			



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.			
	 All Senators who are members of the committee are eligible to be elected as committee Chair. 			
K . N	 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. 			
Key Messages:	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			



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

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.

Context & Background:

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.

 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.

Key Messages:

- 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.

Working Group:

Consultations:

- David Burns, Interim Chair, SSC University Budget
- Jane Fee, Chair, SSC Academic Planning and Priorities
- Sal Ferreras, Provost and Vice-President, Academic



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

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Red = Notes added after March 2, 2018 meeting