

**Present Board**

Douglas Beaton  
Sandra Case  
Gavin Dew  
Alan Davis / President & Vice  
Chancellor  
Natasha Lopes  
Marc Kampschuur  
Michael McAdam  
Hanne Madsen / Chair  
Suzanne Pearce  
Kim Rose  
Sarbjee Sarai  
Amandeep Singh  
Michael Wong

**University Vice Presidents**

Salvador Ferreras / Provost & VP Academic  
Marlyn Graziano / VP, External Affairs  
Jon Harding / VP, Finance & Administration

**Presenters and University Resources**

Wendy Ip / Director, Financial Planning, Reporting &  
Assurance  
Maggie MacKenzie / Confidential Assistant, Board of  
Governors  
Lori McElroy / Executive Director, Institutional Analysis &  
Planning  
Joe Sass / Executive Director, Financial Services  
Stefanie Singer / Manager, Budgeting & Planning  
Abby Thorsell / AVP, Human Resources  
Keri van Gerven / University Secretary & Confidential  
Assistant to the President & Vice Chancellor

**Regrets** Mohammed Mahabub  
George Melville / Chancellor

**1. Call to Order** The Chair called the meeting to order at 4:02 and welcomed Guests.

The Chair also reminded any journalists that all recording devices must be turned off during the meeting.

**2. Approval of Agenda** **Motion #22-17/18**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.**

**3. Consent Agenda** **Motion #23-17/18**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:**

**3.1 Minutes of the February 7, 2018 Regular Board of Governors Meeting**

**3.2 Employee Code of Conduct**

**AND**

**THAT the Board of Governors receive the following items on the Consent Agenda**

**3.3 Comprehensive Emergency Management Plan (CEMP)**

**3.4 Letter from the KSA dated December 11, 2017 regarding Fees Collected on Behalf of the BC Federation of Students / Canadian Federation of Students / Canadian Federation of Students-Services**

#### **4. Board Chair Report**

Hanne Madsen advised that, in line with the Principles of Good Governance and KPU's commitment to building and sustaining effective governance practices, the Board conducted and is reviewing the results of its Board Evaluation and action plans will be developed for opportunities to strengthen governance practices.

##### ***4.1 Board Terms of Reference***

Hanne Madsen advised that the Board Terms of Reference are on the Agenda for annual review following the approval of the Revised Board Governance Manual.

#### **5. Board Audit Committee Report**

##### ***5.1 Committee Chair Report***

Doug Beaton advised that the Audit Committee completed its annual review of its Terms of Reference and concurred with a number of administrative changes. The University Secretary was asked to make the necessary changes and provide a report to the Board in accordance with her authority granted under the Board Governance Manual. The committee also conducted its regular business regarding internal audits and also confirmed its meeting schedule for 2018/19.

#### **6. Board Finance Committee Report**

##### ***6.1 Committee Chair Report***

Doug Beaton advised that the Finance Committee completed its annual review of its Terms of Reference and concurred with a number of administrative changes. The University Secretary was also asked to make the necessary changes and provide a report to the Board in accordance with her authority granted under the Board Governance Manual.

The committee also confirmed its meeting schedule for 2018/19 and received a presentation on the Comprehensive Emergency Management Plan which has been added to the Consent Agenda as is the Letter from the KSA providing direction to KPU on the collection of specific student fees. All other items are on the agenda.

Mr. Beaton also thanked Jon Harding and all the staff in the Finance Department for all their hard work in the development of the Draft Budget 2018/19.

##### ***6.2 Guard.Me International Insurance***

Salvador Ferreras highlighted the Guard.Me International Insurance coverage and noted that efforts to work with students to sign up for the Medical Services Plan have been doubled.

##### **Motion #24-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the General Services Agreement with Guard.Me International Insurance as recommended by the Board Finance Committee.**

### **6.3 Revisions to Bylaw 4, Fees**

Jon Harding presented the revisions to Bylaw 4, Fees and the International Education Tuition recommendation.

Discussion followed and it was noted that anecdotal information suggests that students take nine credits each semester to allow time for work and outside experiences. It was also noted that the increase in payments to agents is an area of concern and will be reviewed as part of future discussions and contract negotiations. The decision to close international student applications was based on KPU's current capacity and will be revisited in line with the Strategic Enrolment Plan (SEP). It was noted that the SEP team is in place and making good progress on the plan.

*Amandeep Singh joined the meeting.*

A meeting was held with the School of Business Faculty Council to discuss issues faced by faculty and discussions including the need for market diversification and increased student diversity in the classroom. Dr. Ferreras noted that this is an area of his responsibility and he will be working to mitigate impact to both students and faculty.

Tanvir Singh, President of the Kwantlen student Association expressed concern about the international tuition increase, particularly in light of the affordability issues faced by students living in the Vancouver area. In response to a question regarding consultation with students, it was noted that international students have expressed concern that KPU is not offering the diversity or the support services they anticipated.

It was also noted that the increase in international tuition is required to offset costs for infrastructure and the increased demand for student support services to ensure a positive experience for all students.

#### **Motion #25-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve revisions to Bylaw No. 4, Fees.**

### **6.4 Senate Endorsement of the Draft 2018/19 University Budget**

Alan Davis highlighted the memo outlining Senate's endorsement of the Draft 2018/19 University Budget, its observations, recommendations and priorities. As in the past a response from the Board will be drafted and presented by the Board Finance Committee Chair at an upcoming Senate meeting.

Michael Wong advised that he is a member of Senate and the Senate Standing Committee on University Budget.

*Chair confirmed that as Michael Wong is a member of Senate and the Senate Standing Committee on Budget he will not engage in discussions regarding the Draft 2018/19 University Budget.*

### **6.5 Draft 2018/19 University Budget**

Alan Davis introduced the Draft 2018/19 University Budget which also includes increases to tuition as itemized in Bylaw 4, *Fees* and development of the Strategic Enrolment Plan.

#### **Motion #26-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2018/19 University Budget as recommended by the Board Finance Committee.**

### **6.6 Financial Forecast 2017/18**

Joe Sass presented the Financial Forecast for the year ending March 31, 2018 based on Public Sector Accounting Standards and noted that the forecast is subject to change as new information becomes available. The surplus has been allocated to the next fiscal year.

### **6.7 Property Update**

#### **6.7.1 Campus Master Planning**

Jon Harding advised that a Request for Proposal (RFP) will be issued for campus master plan and explained that a student housing submission must include a campus master plan.

#### **6.7.2 Three Civic Plaza**

Jon Harding advised that work is ongoing and that substantial completion is expected by September with a campus opening in January 2019.

#### **6.7.3 Spruce Building**

Jon Harding advised that construction will be completed in May.

## **7. Board Governance Committee Report**

### **7.1 Committee Chair Report**

Hanne Madsen advised that the Governance Committee completed its annual review of the KPU Board Member Position Description and the Code of Conduct. Additionally, the committee confirmed the adequacy of the Code of Conduct. The committee also reviewed its Terms of Reference and confirmed its meeting schedule for 2018/19.

### **7.2 Board Meeting Schedule**

Hanne Madsen advised that the Board Governance Committee reviewed the proposed dates for the 2018/19 Board Meetings for presentation to the Board for discussion. The Board concurred with the proposed 2018/19 Board Meeting schedule

**8. Board Human Resources Committee Report**

**8.1 Committee Chair Report**

Sandra Case advised that the Human Resources Committee completed its annual review of its Terms of Reference and confirmed its meeting schedule for 2018/19. The Committee also approved administrative changes to the Employee Code of Conduct which was approved as part of the Consent Agenda.

**9. President's Report**

**9.1 Report to the Board**

Alan Davis advised that the President's Report was included in the Report to the Board and noted that the report focusses on the 25<sup>th</sup> anniversary of the opening of the music program in Langley as well as the 25<sup>th</sup> anniversary of the Langley campus.

It was also noted that Borealis String Quartet-In-Residence at KPU performed at the President's Annual SFU Surrey Gala dinner.

**10. Provost's Report**

**10.1 Report to the Board**

Salvador Ferreras advised that the Provost's Report was included in the Report to that Board and noted that the Federal and Provincial Budgets tabled recently included initiatives that appear favourable to post-secondary education. Dr. Ferreras also advised that consultations have concluded and that a high level draft of the Academic Plan 2023 was presented to Senate.

*Salvador Ferreras was excused from the meeting.*

**11. Vice President, Finance & Administration**

**11.1 Report to the Board**

Jon Harding introduced Wendy Ip / Director, Financial Planning, Reporting and Assurance and advised that the Director, Financial Operations and Director, Business Services positions have now been filled. The search is underway for the Chief Information Officer (CIO) and that the job description for the Director, Business Performance & Advisory Services is being revised.

**12. University Secretary's Report**

**12.1 Administrative Revisions to the Board Governance Manual**

Keri van Gerven noted that the Audit and Finance Committee's reviewed and concurred with a number of administrative changes to their Terms of Reference. In line with the authority granted to the University Secretary to make and publish amendments to the Board Manual that are minor of administrative in nature the documentation noting the revisions is provided for information.

**13. Senate Report:  
January 29, 2018 and  
February 26, 2018**

Alan Davis advised that the Senate Reports for January 29, 2018 and February 26, 2018 were included in the meeting package. Dr. Davis advised that Senate has been very active in reviewing and approving a significant

number of curriculum changes and receiving briefings on the Academic Plan and Vision 2023.

**14. Next Meeting Agenda Contribution**

Board members were asked to send contributions for the next meeting agenda to Keri van Gerven two weeks in advance of the meeting.

**15. For the Good of the Order**

Alan Davis announced the launch of the first edition of the KPU's Alumni Magazine and copies of the magazine were distributed to members of the Board. Marlyn Graziano recognized Nancy Armitage as the driving force in the launch of the magazine with the assistance and support of the Marketing Department. Ms. Graziano advised that 10,000 copies will be mailed to alumni as well as former members of the Board of Governors. A deconstructed version of the publication will also be available on line.

KPU will host the Surrey Fire Fighters' Ignite a Dream charity event at KPU Tech with proceeds benefiting students.

The KPU Wilson School of Design will host the upcoming Richmond Chamber of Commerce Annual General Meeting.

**13. Feedback on the Meeting**

There was no additional feedback on the meeting.

**14. Appendix:**

***14.1 Report to the Board of Governors***

The Report to the Board of Governors was received and hard copies of the report were distributed to the Board.

**15. Next Meeting**

Wednesday, May 23, 2018 at the Surrey Campus, Cedar Boardroom 2110 at 4:00 pm.

Board members wishing to attend a meeting via videoconference or teleconference were asked to notify Keri van Gerven or Maggie MacKenzie well in advance of the meeting so that the set up can be completed and the technology tested prior to the start of the meeting.

**16. Adjournment**

The meeting adjourned at 4:44 pm.

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**Board Chair**