



REGULAR MEETING MINUTES
Board of Governors
March 30, 2016
Richmond Campus, Melville Centre

Present Board

Lisa Skakun / Chair
Douglas Beaton
Steven Button
Sandra Case
Alan Davis / President & Vice
Chancellor
Marc Kampschuur
Jamie Kokoska
Jessica Lar-Son
Hanne Madsen / Vice Chair
Suzanne Pearce
Kim Rose

University Vice Presidents

Salvador Ferreras / Provost & VP Academic
Jon Harding / VP, Finance & Administration

University Community Members

Harry Gray / AVP, Administration
Marlyn Graziano / Executive Director, External &
Government Affairs
Kathy Lylyk / Executive Director, Finance
Maggie MacKenzie / Confidential Assistant, Board of
Governors
Lori McElroy / Executive Director, Institutional Analysis &
Planning
Joe Sass / Director, Business Performance & Advisory
Services
Keri van Gerven / University Secretary

Regrets Tanya Corbet
George Melville / Chancellor
Praveen Vohora

1. **Call to Order** The Chair called the meeting to order at 3:05 pm and welcomed guests.
2. **Approval of Agenda** **Motion #23-15/16**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.
3. **Consent Agenda** **Motion #24-15/16**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:
3.1 Minutes of January 27, 2016
3.2 Program Concept and Full Program Proposal: Post Baccalaureate Diploma, Operations and Supply Chain Management Specialist
3.3 Program Concept and Full Program Proposal: Post Baccalaureate Diploma, Technical Management & Services
3.4 Full Program Proposal: Diploma in Acupuncture
3.5 Full Program Proposal: Certificate in Education Assistant
AND
THAT the Board of Governors receive the following for information:
3.6 KSA Student Fees for 2016-17
3.7 Nominations Board Election

Alan Davis expressed his appreciation to the individuals, councils and committees for their work in developing, reviewing and recommending the program proposals. Board Chair, Lisa Skakun also expressed appreciation on behalf of the Board of Governors.

4. Audit Committee Report

4.1 Chair's Report

Committee Chair, Hanne Madsen noted that Joe Sass has joined KPU as the Director, Business Performance and Advisory Services.

5. Finance Committee Report

5.1 Chair's Report

Committee Chair, Hanne Madsen advised that the committee approved four Program Concepts and /or Full Program Proposals for recommendation to the Board, all of which were also approved and recommended by the Governance Committee and have now been approved by the Board as part of the Consent Agenda. Ms. Madsen also noted that the Finance Department is reviewing Business Travel & Expense Procedures and that the remainder of the committee report is covered by the items included on the Agenda.

5.2 Third Quarter Financial Report of Operating Fund Only – Quarter Ending December 31, 2015

Jon Harding noted that the Third Quarter Financial Report of Operating Fund Only – Quarter Ending December 31, 2015 was included in the Board package for information.

5.3 Revision to Bylaw No. 4, Fees

Kathy Lylyk reviewed the changes to Bylaw No. 4, Fees reflecting a 2% increase for both domestic and international fees and establishment of several new categories.

Discussion ensued regarding programming that was previously tuition free including the Career Choices and Life Skills Program and it was noted that the tuition charged only partially covers cost; KPU continues to provide financial support for the program.

Motion #25-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revisions to Bylaw No. 4, Fees as recommended by the Board Finance Committee.

5.4 Draft FY 2016/17 University Budget

Jon Harding presented highlights of the Draft FY 2016/17 University Budget and recognized the contributions of the Deans in preparing budget proposals. Mr. Harding reviewed proposed budget requests, potential

funds available for reallocation and confirmed that the budget includes a contingency of \$500,000.

Discussion followed regarding government funding for the Acupuncture Diploma, the budget process and program approvals, growth in international enrollment and Continuing & Professional Studies and slower than expected growth in domestic enrollment. In addition, First Nations programming and ancillary services were noted.

Alan Davis advised that Dr. Jennifer Au, Vice Chair of Senate assumed the role of Chair on the Senate Standing Committee University Budget (SSCUB). SSCUB completed a full review of the budget and provided sound advice, useful comments and constructive feedback. Next year a zero-based budget process will be introduced which will be more strategically focused. Dr. Davis noted that future plans are to move to a performance-based budget process.

Motion #26-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the FY 2016/17 University Budget as recommended by the Board Finance Committee.

**6. Governance
Committee Report**

6.1 Chair's Report

Committee Chair, Lisa Skakun advised that the committee approved four Program Concepts and /or Full Program Proposals for recommendation to the Board, all of which were also approved and recommended by the Finance Committee and have now been approved by the Board as part of the Consent Agenda.

6.2 Bylaw 3 – Meetings of the University Board of Governors

Motion #27-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors affirm Bylaw 3 without revision as recommended by the Board Governance Committee.

6.3 GV10: Mission, Vision and Values Development and Amendment Policy and Procedures

Alan Davis advised that Section 35.2(6) of the *University Act* grants Senate a role in the development of the Mission, Vision and Values and that this role is now imbedded in GV10: Mission, Vision and Values Development Policy and Procedures.

Motion #28-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve GV10: Mission, Vision and Values Development Policy and Procedure as recommended by the Board Governance Committee.

6.4 Election of Representatives to the University Board and Senate Rules and Regulations

Lisa Skakun advised that as per Section 43(1) of the *University Act*, Senate approved amendments to the Election of Representatives to the University Board and Senate Rules and Regulations. A copy of the Rules and Regulations was included in the Board Package for information.

6.5 Skills Gap Plan for 2016/17

Lori McElroy highlighted the Skills Gap Plan for 2016/17 which began in 2014 following the BC Government's launch of the Skills for Jobs Blueprint.

6.6 Notice of Election for the positions of Chair & Vice Chair of the Kwantlen Polytechnic University Board of Governors

Lisa Skakun highlighted the Notice of Election for the positions of Chair & Vice Chair of the KPU Board of Governors and confirmed that the election will be held in June.

Board members interested in serving as Chair or Vice Chair or wish to obtain further information on these roles were asked to contact Lisa Skakun or Keri van Gerven.

6.7 Board Governance Manual Task Force

Keri van Gerven advised that the Board Governance Committee discussed the Board Governance Manual and the role of the Task Force. The committee determined that in light of the extensive consultation that is taking place, the first draft of the manual will be taken to the Governance Committee as a whole. At that point, the committee will determine whether they would like the Task Force to look at the manual in more detail.

7. Human Resources Committee Report

7.1 Chair's Report

Committee Chair, Hanne Madsen advised that Harry Gray, AVP Administration provided an Education Session on Administration Compensation and Bargaining. The Education Session had been noted on the Committee Workplan for some time, however it was delayed until the Board reached full complement. All other items were included on the Agenda.

Alan Davis was excused from the meeting and left the Melville Centre.

7.2 Presidential Search/Reappointment Advisory Committee

Lisa Skakun advised that the March 18, 2016 meeting was rescheduled for April 22, 2016 to allow additional time for receipt of submissions to the Presidential Reappointment Advisory Committee [PRAC]. Ms. Skakun advised that the PRAC will present its recommendation to the Board at the May 25, 2016 Board meeting.

Alan Davis rejoined the meeting.

7.3 Accountability and Disclosure Information Session – April 21, 2016

Hanne Madsen advised that the Accountability and Disclosure Information Session is scheduled for April 21, 2016. It is a 3-hour session with an option to attend via teleconference. While still in the planning phase, possible topics include a discussion of the statutory accountability framework and updates on ongoing PSEC initiatives connected to the Taxpayer Accountability Principles.

Discussion followed and it was noted that the session provides good information about the regulatory environment KPU operates in and that Board members were encouraged to attend. Those members interested in attending either in person or via teleconference were asked to contact Keri van Gerven.

8. Board / Senate Task Force on Bi-cameral Governance

8.1 Recommendation from the Board / Senate Task Force on Bi-cameral Governance that it be Disbanded

Marc Kampshuur provided the background for the establishment of the Board / Senate Task Force on Bi-cameral Governance and advised that the Task Force has confirmed that it has fulfilled its mandate and recommends that it be disbanded.

Mr. Kampschuur also noted that the Principles to Guide Bi-cameral Governance have been approved by both the Board and Senate, are posted on the Senate website and will be updated in the revised Board Governance Manual. Mr. Kampschuur also noted that Tanya Corbett currently serves as the Board's representative to Senate.

Motion #29-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors disband the Board / Senate Task Force on Bicameral Governance following confirmation by the Task Force that it has fulfilled its mandate and recommends that it be disbanded.

9. President's Report

9.1 Report to the Board

Alan Davis presented highlights of the President's Report included as an Appendix and linked to the Agenda. Dr. Davis also noted several upcoming events including Spring Convocation featuring seven ceremonies and honorary degree presentations.

Dr. Davis also provided an update on Advanced Education Minister Andrew Wilkinson's visit to KPU Tech earlier today to meet with students and faculty and tour the campus.

10. Provost's Report

10.1 Report to the Board

Salvador Ferreras highlighted the Provost Report included in the Appendix and linked to the Agenda and noted that the report reflects activities in both the Academic and Student Services areas.

11. Vice President, Finance and Administration

11.1 Report to the Board

Jon Harding noted that the Finance & Administration Report is included in the Appendix and linked to the Agenda.

12. Senate Report: January 25, 2016, February 22, 2016 and March 21, 2016

The Senate Reports of January 25, 2016, February 22, 2016 and March 21, 2016 were received.

Alan Davis stated that Senate has been extremely busy and an extraordinary amount of work has been accomplished by Faculty staff and Senate and its committees. Senate Agendas include items for discussion which provides an opportunity for open discussion. Senate In Camera meetings also provide a forum to test ideas and obtain feedback.

13. Issues and Concerns

No issues or concerns were identified.

14. Next Meeting Agenda Contribution

Board members are asked to send contributions for the next meeting agenda to Keri van Gerven with a copy to Lisa Skakun.

15. For the Good of the Order

- KPU Fashion show at the Imperial Vancouver on April 6 and 7, 2016
- Fine Arts Show at KPU Tech on April 8, 2016
- Science Rendezvous at Langley Campus on May 7, 2016

16. Feedback on the Meeting

Lisa Skakun thanked management and staff for their investment of time and energy to develop materials for the Board Package and ensure board members have ample time to review the package before the meeting.

17. Appendix: Information Package

The Report to the Board of Governors was received.

18. Next Meeting Wednesday, May 25, 2016 at the Surrey Campus, Cedar Boardroom 2116

19. Adjournment The meeting adjourned at 3:57 pm.

**Electronic Poll Results –
February 26, 2016**

Motion #22-15/16

**MOVED, SECONDED AND CARRIED THAT the Board of Governors ratify the
Presidential Reappointment Advisory Committee (PRACC) Terms of
Reference 2016.**

Board Chair