



Present Board

Kristan Ash / Chair
Harpreet Bhatti
Upinder Chahal
Alan Davis / President
Sandra Hoffman
Richard Hosein
Chris McCue
Marc Kampschuur
Hanne Madsen
Lisa Skakun
Shira Standfield
Ken Tung
Bruce Wendel

University Vice Presidents

Sal Ferreras / Provost & VP Academic

University Community Members

Laurie Clancy / Director, International Recruitment
Harry Gray / AVP, Administration
Karen Hearn / Executive Director, Facilities
Sandi Klassen / University Secretary
Kathy Lylyk / Executive Director, Finance
Maggie MacKenzie / Office of University Secretary
Stuart McIlmoyal / AVP, International
Angela Tao / Director, Financial Planning & Reporting
Keri van Gerven / Confidential Assistant, Office of the President
Trevor Wong / Manager, Capital Projects

Regrets

Geoff Dean
George Melville / Chancellor

- 1. Call to Order** The Chair called the meeting to order at 3:36 p.m.
- 2. Approval of Agenda** **MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda with the Report from the Governance Committee to precede the Report from the Finance & Audit Committee.**
- 3. Consent Agenda** **MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:**
 - 3.1 Minutes April 1, 2015**
 - 3.2 Governance Committee Report**
 - 3.2.1 Program Proposal: Bachelor of Arts Major in Human Services**
 - 3.2.2 Program Proposal: Minor in Biology**
 - 3.2.3 Program Proposal: Minor in Plant Health**
 - 3.2.4 Program Discontinuance: Bachelor of Arts Qualifying Year**
 - 3.2.5 Program Discontinuance: Associate of Arts In Canadian Studies**
 - 3.2.6 Program Discontinuance: Associate of Science in Geography**

AND

THAT the Board of Governors receive the following for information:

 - 3.3 Reports Sent to Ministry**
 - 3.3.1 Quarterly Cash Flows on Capital**
 - 3.4 KSA Audited Financial Statements to December 31, 2014**
 - 3.5 KSA Student Fees**
 - 3.6 Board Election Results**

4. Governance Committee Report

5.1 Chair's Report

The Committee Chair advised that the Report is covered by the items included on the agenda.

Chris McCue joined the meeting.

5.2 New Faculty Proposal: Faculty of Educational Support and Development

Alan Davis reviewed highlights of the New Faculty Proposal for the establishment of the Faculty of Educational Support and Development. Discussion followed and it was noted that the proposal has been endorsed by Senate. It was also noted that Jane Fee, Vice Provost, Students will serve as notional Dean for the purposes of governance and that an election will be held for two faculty members to serve on Senate.

Sal Ferreras advised that extensive consultation occurred in the development of the proposal and that both Senate and the KFA had previously recognized this group of 45 people as faculty. It was also noted that there is no budget impact in the establishment of the Faculty.

MOVED, SECONDED AND CARRIED THAT the Board of Governors, with the endorsement of Senate, approve the establishment of a new Faculty of Educational Support and Development.

5.3 Research Plan

Sal Ferreras reviewed highlights of the Research Plan developed by Arthur Fallick, AVP, Research. The plan outlines a focus and direction where KPU will emphasize research and identifies four areas of concentration: Design Thinking, Sustainability Thinking, Clean Technology and Health Communities. Through experiential learning; discovery and innovation; and knowledge mobilization and transfer, students will acquire creative and critical thinking, effective communication and research skills. The plan also identifies opportunities to engage outside resources through Sustainable Horticulture, the Chip & Shannon Wilson School of Design, the Surrey Innovation Boulevard and BC's Cleantech sector.

Alan Davis noted that the Research Plan is a milestone document for KPU which articulates research and scholarship at a polytechnic university and aligns with the Strategic and Academic Plans.

MOVED, SECONDED AND CARRIED THAT the Board of Governors, with the endorsement of Senate, endorse the Research Plan.

5.4 Internationalization Plan

Stuart McIlmoyle, AVP, International and Laurie Clancy, Director, International Recruitment presented the Internationalization Plan.

Mr. McIlmoyle explained that the plan was developed to enrich KPU's global learning environment, furthers student cross-cultural engagement, integrates a stakeholder approach and identifies four guiding pillars: recruitment and retention; pathways and partnerships; creating global citizens; and, community engagement and support. The plan also aligns with the Strategic, Academic and Research Plans.

It was confirmed that student housing is part of the discussions regarding capital planning.

MOVED, SECONDED AND CARRIED THAT the Board of Governors, with the endorsement of Senate, endorse the Internationalization Plan.

5.5 Teaching and Learning Plan

Sal Ferreras advised that development of the Teaching and Learning Plan is in the consultation phase and that a report by Dr. David Porter was commissioned to assist in its development.

The draft Teaching and Learning Plan is expected to be presented to the Board in September.

5.6 Protocol for the Establishment of an Indigenous Elder in Residence

Sal Ferreras advised that the Protocol is based on what other Universities have done and is in line with the VISION 2018 goal to increase the number of Aboriginal students. The protocol also identifies the primary responsibilities of the Elder.

The Elder in Residence is under the direction of the Office of the Provost and will be located in Student Services.

It was confirmed that the findings of the Truth & Reconciliation Report will be considered in line with the role of the Elder in Residence.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Protocol for the Establishment of an Indigenous Elder in Residence.

5.7 Board Meeting Schedule for 2016

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Board Meeting Schedule for 2016.

5.8 Election of Officers

Lisa Skakun and Hanne Madsen were excused from the meeting and left the Boardroom.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following appointments effective August 1, 2015 to August 31, 2016:

Board Chair: Lisa Skakun

Board Vice Chair: Hanne Madsen

Lisa Skakun and Hanne Madsen rejoined the meeting.

Outgoing Board members Ken Tung, Upinder Chahal, Richard Hosein, Sandra Hoffman, Shira Stanfield and Kristan Ash were thanked for their service and contributions. A Board Recognition Dinner will be planned to formally recognize and celebrate the outgoing Board Members.

University Secretary, Sandi Klassen was thanked for her many years of service and contributions to KPU and congratulated on her retirement at the end of June.

On behalf of the Board of Governors, Lisa Skakun presented the traditional gavel to Kristan Ash and thanked her for her service and contributions over the past six years as both a member and Chair of the Board.

5.9 Appointment of Board Representative to Kwantlen Foundation Board of Directors

MOVED, SECONDED AND CARRIED THAT the Board of Governors appoint Bruce Wendel as the Board representative on the Kwantlen Foundation Board of Directors.

5.10 Appointment of Board Representative to Senate

MOVED, SECONDED AND CARRIED THAT the Board of Governors extend Marc Kampschuur's term as the Board representative on Senate to September 23, 2015.

Action Item

Appointment of the Board Representative to Senate will be added to the Agenda for the September 23, 2015 Board Meeting.

5. Finance and Audit Committee Report

4.1 Chair's Report

The Chair advised that the Committee Chair's report is covered by the items included on the agenda.

4.2 Five-Year Capital Plan

Karen Hearn and Trevor Wong presented the Five-Year Capital Plan which identifies projects for which KPU is seeking either Government funding or funding from other sources. The plan will be submitted to the Ministry of Advanced Education following Board approval.

Discussion followed regarding new priority projects, adaptation of space for increased use of technology and new learning styles and teaching models.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve KPU's Five-Year Capital Plan Submission to the Ministry of Advanced Education.

4.3 Draft Financial Statements for Year Ending March 31, 2015

Angel Tao confirmed that the Allowance for Doubtful Accounts includes accounts over 120 days and noted that timing is the reason for a number of the accounts being included.

The Board thanked Kathy Lylyk, Angela Tao and the Finance Team for an excellent job.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Audited Financial Statements for the Year Ending March 31, 2015.

4.4 Draft Board Response to Senate Budget Recommendations

It was noted that the Draft Board Response to the Senate Budget Recommendations was drafted by Sal Ferreras and Kathy Lylyk.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Board response to Senate budget recommendations regarding the 2015-16 budget.

Action Item:

The Board Finance & Audit Committee Chair will attend Senate on June 22, 2015 to present the Board's response.

4.5.1 Review Board Policy 3.4, Financial Planning / Budgeting

MOVED, SECONDED AND CARRIED THAT the Board of Governors rescind Policy 3.4, Financial Planning/Budgeting and amend Policy E.12, Financial: Annual Expenditure Plan.

4.5.2 Review Board Policy 3.5, Financial Condition and Activities

It was agreed that wording on Page 6 under d) of the Signing Authority Procedures (E9) be amended to read "not permitted" versus "not

accounted for”. It was further agreed that wording on Page 2 in item 6 of the Purchasing Policy (E8) be amended to read “not permitted” versus “not accounted for”.

MOVED, SECONDED AND CARRIED THAT the Board of Governors rescind Policy 3.5, *Financial Condition and Activities* and amend Policies E.8, *Purchasing as amended*, E.9, *Signing Authority as amended* and E.12, *Financial: Annual Expenditure Plan*.

4.5.3 Review Board Policy 3.6, Asset Protection

MOVED, SECONDED AND CARRIED THAT the Board of Governors rescind Policy 3.6, *Asset Protection* and amend Policy E.8, *Purchasing*.

6. Human Resources Committee Report

6.1 Policy HR26 – Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff

The Human Resources Committee determined that the policy regarding responsibilities and compliance requirements for the appointment and termination of administrative staff be brought to the Board of Governors for approval.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Policy and Procedures HR26, *Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff*.

7. Board / Senate Task Force Report

Marc Kampschuur presented the report from the Board / Senate Task Force on Bi-cameral Governance.

Mr. Kampschuur advised that the Task Force will meet in the Fall to consider amendments to the Principles to Guide the Development of a Successful Model of Bi-Cameral Governance at KPU. Following the meeting, and concurrence with the amendments, the Task Force will recommend that the Task Force be disbanded upon approval and adoption of the revised Principles by Senate and the Board.

8. 2015/16 Mandate Letter for Public Post-Secondary Institutions

Sandi Klassen confirmed that all board members in attendance have signed the Mandate Letter acknowledging their statutory obligations to act in the best interests of KPU and affirm as Governors to take into account the Taxpayer Accountability Principles in exercising their duty. Mrs. Klassen noted that she will follow up with those Board members absent from the Board meeting.

Action Item:

Alan Davis advised that a review of the Core Policy and Procedures Manual of the Government referenced in the Mandate Letter will be completed to ensure we are in concordance.

*Kristan Ash was excused from the meeting and left the Boardroom.
Lisa Skakun assumed the role of Chair.*

- 9. President's Report** Alan Davis presented the President's Report to the Board and invited Board members to attend KPU Day celebrations being held at each campus the week of June 15th.

Action Item:

Invitations will be sent via email to the KPU Board and KSA Council.

**10. Provost's Report /
Academic Plan
Update**

Sal Ferreras presented the Provost's Report / Academic Plan Update providing an update and status on the goals and strategies outlined in the Academic Plan. Dr. Ferreras confirmed that progress is in line with management expectations (*copy of PowerPoint presentation attached*).

Discussion followed regarding development of a dashboard for reporting on the Academic Plan and it was noted that a draft dashboard will be developed and presented in the Fall.

10.1 Strategic Enrolment Plan

Sal Ferreras presented the Strategic Enrolment Plan.

Lori McElroy highlighted the student demand and enrolment data included in the Environmental Scan section of the plan. It was noted that this information represents phase one of a multi-phase model and provides the basis for building analytics and enhancing decision making.

MOVED, SECONDED AND CARRIED THAT the Board of Governors with the approval of Senate, approve the Strategic Enrolment Management Plan.

**11. Senate Report
February 23, 2015**

The Senate Reports of March 30, April 27 and May 25, 2015 were received.

12. Issues and Concerns

- Richard Hosein relayed a concern expressed by a number of students regarding the approval process for access to services for Students with Disabilities.

Action Item:

Richard Hosein will assist in conveying an invitation to affected students to meet with Jane Fee to discuss the difficulties they are experiencing.

- In light of Board turnover over the next two months, it was suggested that a group meeting of new Board members and assigned mentors would be advantageous.

**13. Next Meeting Agenda
Contribution**

Board members are asked to send contributions for the next meeting agenda to Keri van Gerven.

- 14. For the Good of the Order**
- Thanks to those Board members who were able to attend Spring Convocation.
 - Congratulations to Keri van Gerven on her recognition as the Surrey Board of Trade's Top 25 under 25 for 2015.
 - Thanks to KPU, as co-sponsor, and Alan Davis for his presentation at the Semiahmoo Music Society's Year End Concert & Awards.
 - Thanks to the Kwantlen String Quartet for their performance at a recent Canadian Professional Accountants Event.
 - Congratulations to the three students who qualified for the recent Skills Canada Competition and for the results attained by the one student who was able to compete.
- 13. Evaluation of the Board as a Group**
- Bruce Wendel evaluated the Board's performance.
- Noted:
- Package was provided well in advance
 - Challenging to follow electronic package when order of matters is changed.
 - Managed time well.
 - Good open dialogue and look to retain that openness with new Board members.
 - The significant turnover on the Board over the next few months demonstrates the need for planning around this type of situation for the future.
- Lisa Skakun thanked committee members for the volume of work they have undertaken and noted that it is evident that the Board has an increased level of confidence in the work performed by committees.
- 14. Information Package**
- An information package was received.
- It was noted that the reports, which are now aligned with VISION 2018, provide a wealth of information from across the KPU community. It was further noted that the information package is published as part of the Public Board Package.
- 15. Next Meeting**
- Wednesday, September 23, 2015 Richmond Campus, Melville Centre at 3:00 p.m.
- 16. Adjournment**
- The meeting adjourned at 6:03 p.m.

Board Chair