



Present Board

Lisa Skakun / Chair
Steven Button
Alan Davis / President & Vice
Chancellor
Geoff Dean
Jamie Kokoska
Marc Kampschuur
Jessica Lar-Son
Hanne Madsen
George Melville / Chancellor
Kim Rose

University Vice Presidents

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

University Community Members

Harry Gray / AVP, Administration
Marlyn Graziano / Director, External & Government
Affairs
Kathy Lylyk / Executive Director, Finance
Maggie MacKenzie / Confidential Assistant, Board of
Governors
Angela Tao / Director, Financial Planning & Reporting
Stefanie Singer / Director, Budgeting & Assurance
Keri van Gerven / University Secretary
Shelley Wrean / General Counsel

Regrets Chris McCue

- 1. Call to Order** The Chair called the meeting to order at 4:02 pm and welcomed new Board members.
- 2. Approval of Agenda** **Motion #01-15/16**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.
- 3. Oath of Office** ***Steven Button, Jamie Kokoska, Jessica Lar-Son and Kim Rose***

The Chair administered the Oath of Office to Kim Rose and noted that Steven Button took the Oath of Office at a meeting held on September 18, 2015 and Jamie Kokoska and Jessica Lar-Son took the Oath of Office at meetings held on September 23, 2015.
- 4. Annual Declaration Form Signing** Annual Declarations were signed and collected.
- 5. Consent Agenda** **Motion #02-15/16**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:
 5.1 Minutes June 3, 2015
AND
 THAT the Board of Governors receive the following for information:
 5.2 KSA Student Union Building Fee Correction

6. Audit Committee Report

6.1 Chair's Report

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

6.2 Appointment of the External Auditors

Motion #03-15

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the extension of the KPMG External Audit Services contract to June 30, 2016.

7. Finance Committee Report

7.1 Chair's Report

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

The 1st Quarter Financial Statements were distributed for information and Jon Harding confirmed that results are on target (copy attached). The report has been amended to provide comprehensive information through the use of charts and graphs and suggestions for further enhancements would be appreciated.

7.2 Statement of Financial Information (SOFI) – Public Bodies Report

Jon Harding highlighted the Statement of Financial Information (SOFI) which includes a copy of the audited financial statements and other financial information including major expenditures to suppliers. Mr. Harding also reminded Board members that statements prepared under Public Sector Accounting Standards may differ slightly from those prepared under Generally Accepted Accounting Principles.

Motion #04-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Statement of Financial Information (SOFI) – Public Bodies Report for submission to the Ministry of Advanced Education.

8. Governance Committee Report

8.1 Chair's Report

The Committee Chair advised that there are currently four vacancies on the Board and acknowledged that this results in an increased workload for Board members. The Board Resourcing & Development Office has been advised that the individuals with human resource, accounting and real estate expertise would strengthen the Board.

8.2 Principles to Guide Bi-Cameral Governance at KPU

The Board / Senate Task Force on Bi-cameral Governance revised and renamed the Principles to Guide Development of a Successful Model of Bi-

cameral Governance to reflect that KPU has a well-developed Bi-Cameral Governance Model. The Task Force is recommending the revised Principles to the Board and Senate for approval.

Marc Kampschuur noted that the Task Force has met its mandate, the bi-cameral governance model has the requisite clarity and transparency, the Board has representation at Senate, both Senate and the Board have Governance committees, and that upon approval the revised Principles will be updated in the Board Governance Manual and the Senate website.

Motion #05-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Principles to Guide Bi-Cameral Governance at KPU as recommended by the Task Force on Bi-Cameral Governance.

8.3 Appointment of Board Representative to Senate

Motion #06-15/16

MOVED, SECONDED AND CARRIED THAT the Board of Governors extend Marc Kampschuur's term as the Board representative on Senate to November 18, 2015.

Marc Kampschuur noted that serving as the Board representative on Senate is a good opportunity for new Board members to learn about KPU and the bi-cameral governance model.

Action Item

Appointment of the Board Representative to Senate will be added to the Agenda for the November 18, 2015 Board Meeting.

8.4 Board Governance Manual Revision Task Force

The Board Manual is reviewed every two years and proposed amendments have been compiled since its last review. A Board Manual Revision Task Force will be appointed in January and Steven Button has volunteered to serve as a member.

8.5 Revised Board Meeting Schedule for 2016

Board members concurred with the recommendation that a Board meeting be scheduled on May 25, 2015 and that the June 8, 2015 Board meeting be rescheduled for June 22, 2015.

Motion #07-15/16

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

8.6 Report on Governance Retreat

Alan Davis advised that the Governance Retreat was successful and well attended. Feedback from participants was positive and a number of suggestions were received. Participants agreed that this event, hosted by Senate and the Board, be held annually. The August 2016 date will be confirmed as soon as possible.

It has also be suggested that the agenda focus on the role of universities and the interface with Government with a view to build understanding and align goals. The Agenda will be developed in conjunction with the Board and Senate Governance Committees.

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| 9. Board / Senate Task Force Report | Marc Kampschuur advised that following approval of the Principals to Guide Bi-cameral Governance by the Board and Senate, the Task Force intends to present a recommendation to the Board that it be dissolved. |
| 10. President's Report | Alan Davis advised that the President's Report is included in the Information Package, provided an update on his recent industry and community activities and reminded Board members that Fall Convocation is being held October 8 and 9, 2015. Dr. Davis also noted that he was recently appointed to the Board of BCNet. |
| 11. Provost's Report / Academic Plan Update | Salvador Ferreras presented highlights of the Provost's Report included in the Information Package and invited feedback from the Board on the draft template for the Academic Plan 2018 Scorecard. |
| 12. Senate Report June 22, 2015 | The Senate Report of June 22, 2015 was received. |
| 13. Issues and Concerns | The current vacancies on the Board and the additional workload this creates for current members. |
| 14. Next Meeting Agenda Contribution | Board members are asked to send contributions for the next meeting agenda to Keri van Gerven. |
| 15. For the Good of the Order | <p>The Official Grand Opening of the Brew Lab was held on September 16th. The event was a great opportunity to meet the students and see the specially designed equipment donated by a local brewing equipment manufacturer.</p> <p>Congratulations to Lisa Skakun on her new role as Chief Legal & Administrative Officer with a Financial Technology Company.</p> |
| 16. Feedback on the Meeting | The Chair conveyed her thanks to Board members for accommodating changes in the Agenda and to administrative staff who continue to transition to new roles and streamline governance processes. |

The Chair also thanked Chancellor Melville for his wisdom and guidance throughout the meeting.

**17. Appendix:
Information Package**

An information package was received and Alan Davis noted that, although the intent is to streamline this package, it is an extremely valuable reporting tool for the university.

18. Next Meeting

Wednesday, November 18, 2015 at the Cloverdale Campus, Boardroom 1853


19. Adjournment

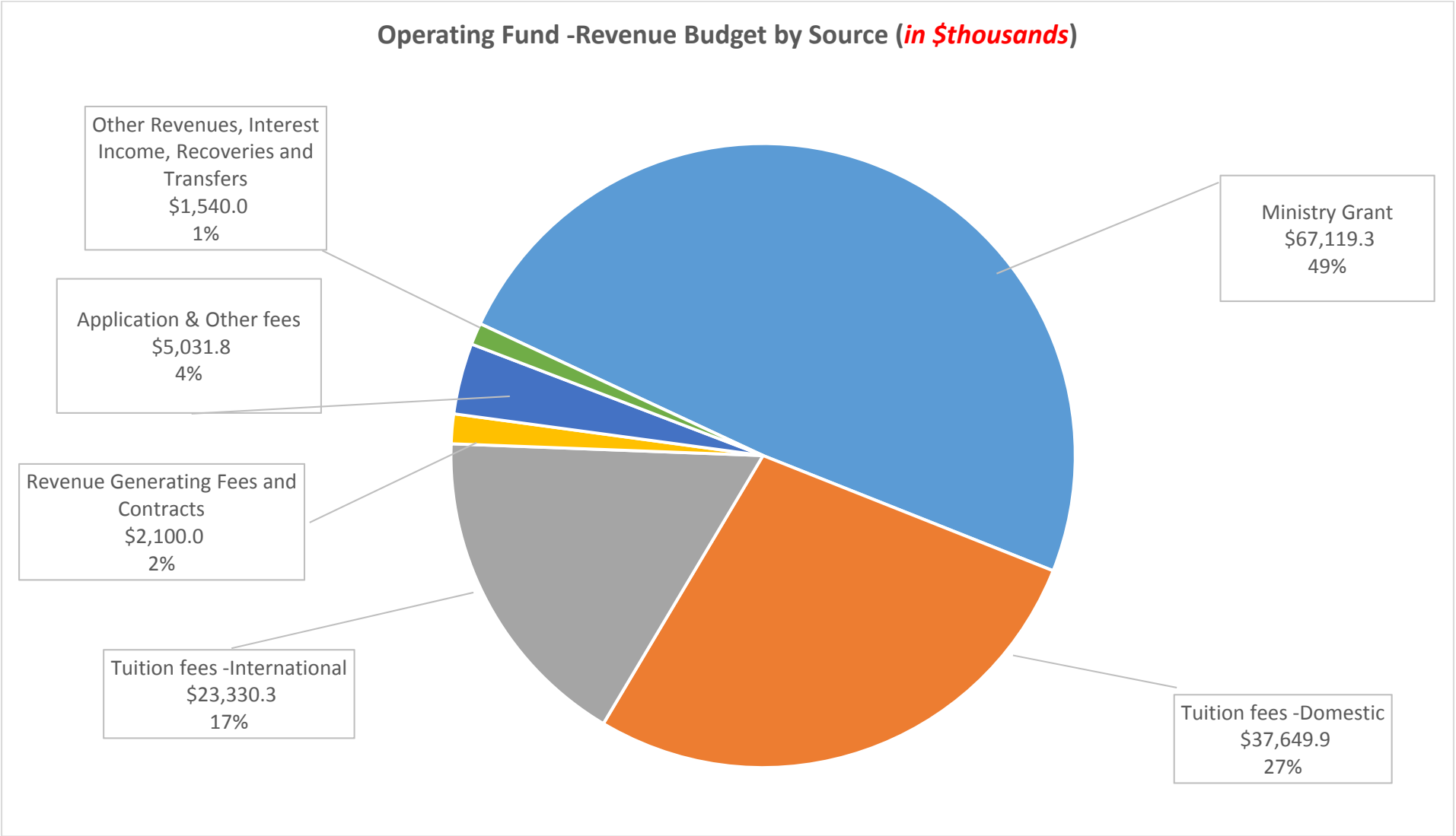
The meeting adjourned at 4:48 p.m.

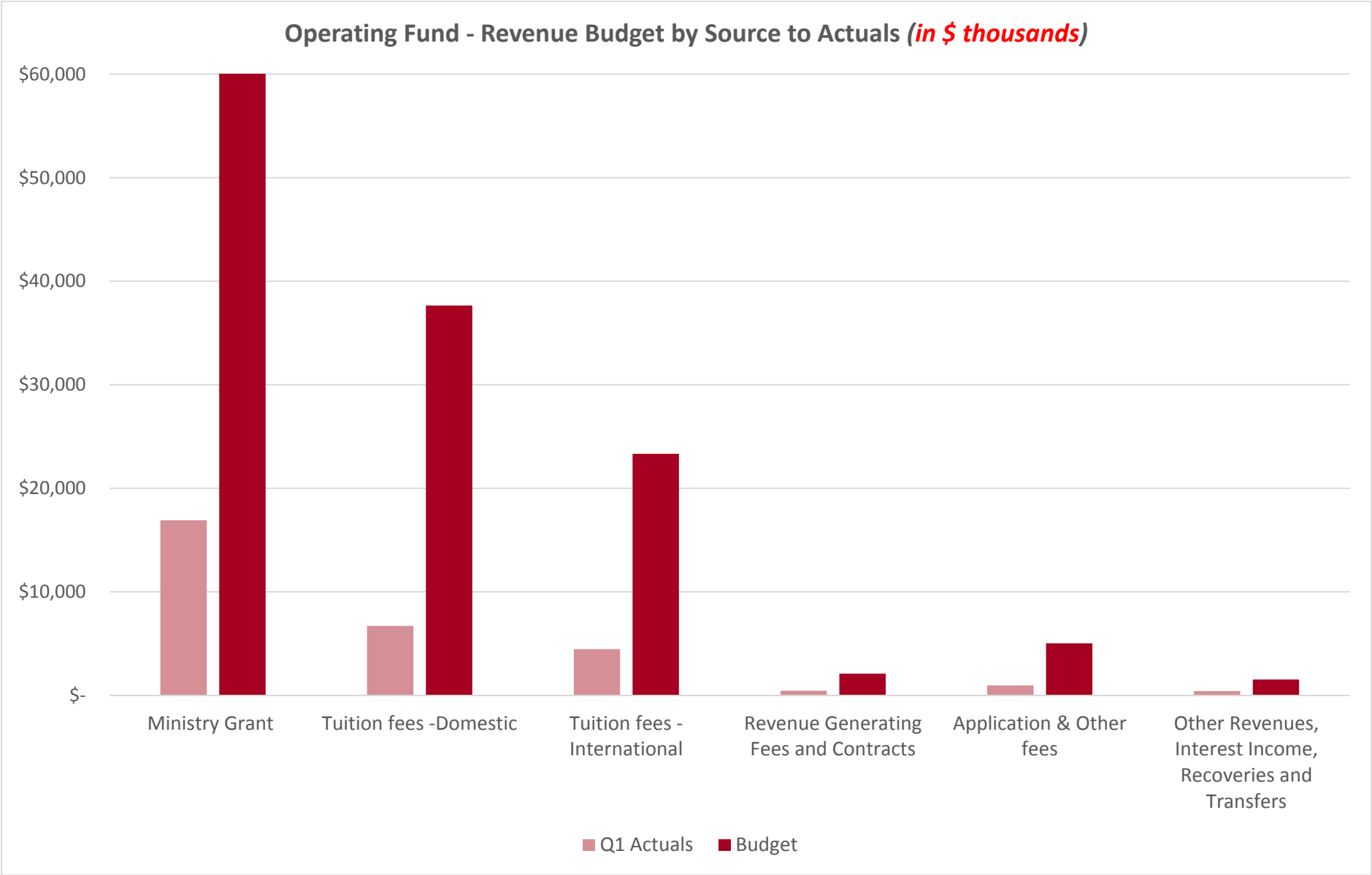
Board Chair

Fiscal 2015/16 – 1st Quarter Report for Quarter Ending June 30, 2015
Budget Allocation Details

Kwantlen Polytechnic University
Projected Revenues and Expenditures
2015/16 Consolidated Budgets

<div> <div>Appendix 3</div> <div>  <div> KWANTLEN POLYTECHNIC UNIVERSITY </div> </div> </div>						
Revenue Source	Operating	Ancillary	Special Purpose	Endowment	Capital	Consolidated 2015/16
Ministry grant ¹	66,358,800	-	-	-	462,000	66,820,800
One time only Funding for Adult Upgrading	760,500					760,500
Tuition fees:						-
- Domestic	37,649,900					37,649,900
- International	23,330,300					23,330,300
	60,980,200	-	-		-	60,980,200
Revenue generating fees and contracts	2,100,000	-	-		-	2,100,000
Application & other fees	5,031,800	-	-		-	5,031,800
Other revenues, interest income, recoveries and transfers	1,540,000	8,575,100	3,526,800	75,000	1,246,900	14,963,800
Amortization of deferred contributions						
Amortization of deferred capital contributions					5,288,000	5,288,000
Total revenues	136,771,300	8,575,100	3,526,800	75,000	6,996,900	155,945,100
Expenditure Plan						
Expenditure plan (operations) - prior year	127,562,800	6,884,300	4,269,300	-	1,902,600	140,619,000
Student Awards & Assistance	1,000,000					1,000,000
Capital asset amortization expense					11,500,000	11,500,000
	128,562,800	6,884,300	4,269,300	-	13,402,600	153,119,000
Additions to expenditure plan:						-
Ongoing reallocations:						-
Operating Reallocations Required	(1,321,300)					(1,321,300)
Ongoing increases:						-
Increments and benefits increases	1,644,300	-	-			1,644,300
Non-salary inflation and other costs	1,238,100	-	-		-	1,238,100
Academic	125,000					125,000
Other academic	101,000					101,000
Student Affairs						-
Support services						-
International Support	50,000					50,000
Instructional Costs to Support Growth						-
Future Commitments for newly established Programs	864,600					864,600
Ongoing increases	2,701,700	-	-	-	-	2,701,700
Operating allocation	131,264,500	6,884,300	4,269,300	-	13,402,600	155,820,700
Other Allocations						
Interfund Transfers	(1,025,000)	950,000		75,000	-	-
Contingency Reserve	-					-
Capital - Library Materials ²	980,700				(980,700)	-
Capital - Technology Equipment	800,000				(800,000)	-
Capital - Technology Infrastructure	1,000,000				(1,000,000)	-
Capital - Furniture, Fixtures & Equipment	625,000				(625,000)	-
Capital - Facility Renewal	1,000,000				(1,000,000)	-
Capital - Major Capital	2,000,000				(2,000,000)	-
Other allocations	5,380,700	950,000	-	75,000	(6,405,700)	-
Total expenses and allocations	136,645,200	7,834,300	4,269,300	75,000	6,996,900	155,820,700
Excess of Revenues over Expenses and Allocations	126,100	740,800	(742,500)	-	-	124,400



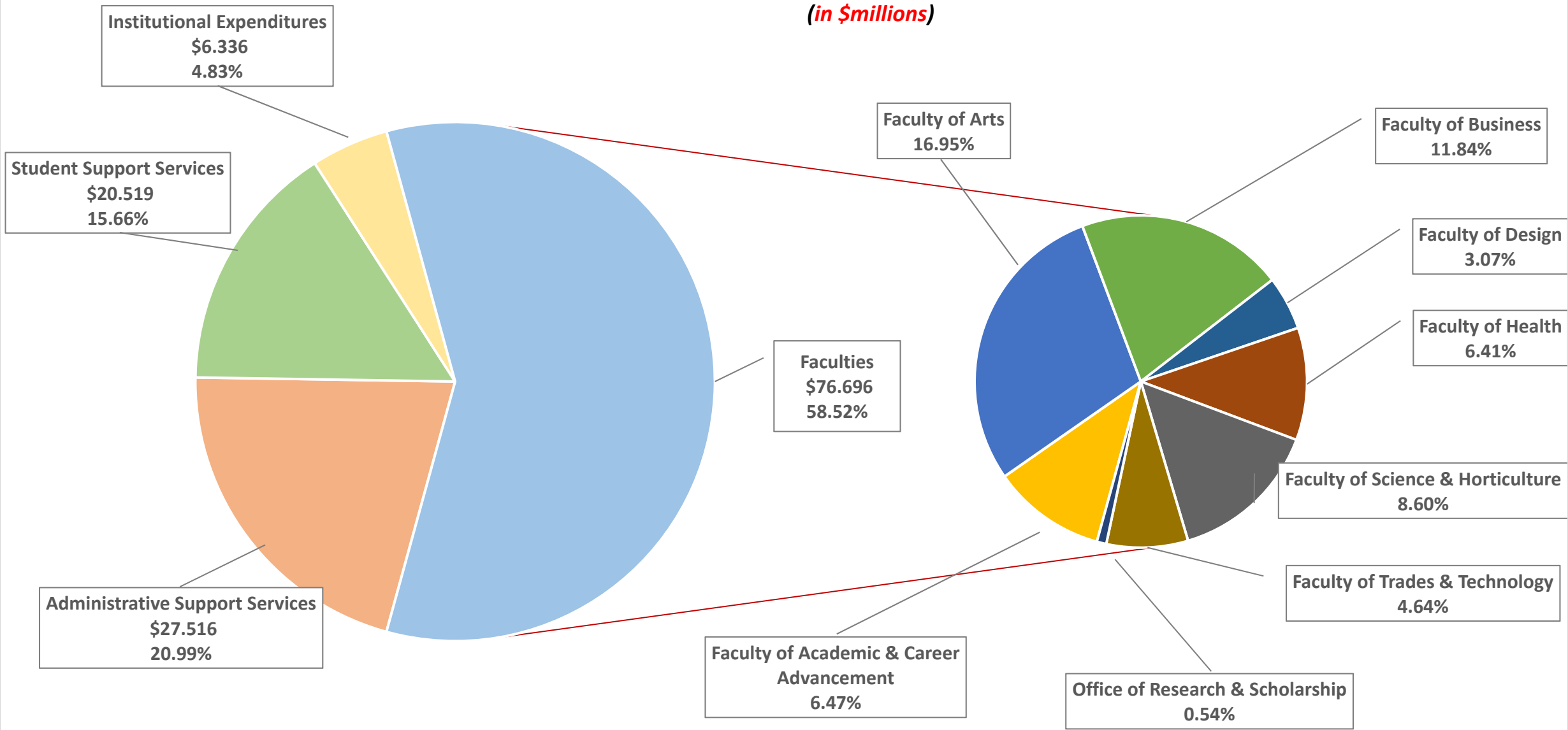


Fiscal 2015/16 – 1st Quarter Report for Quarter Ending June 30, 2015
Budget Allocation Details

Kwantlen Polytechnic University
2015/16 Budget Allocation

Division	2014/15 Budget	2014/15 Budget Adjust	Reverse: 2014/15 OTO Shifts	Budget Shift	Non- Salaried Inflation	Changes	Budget Lift Ongoing	Budget Lift OTO	Shift OTO	Grand Total
1071 Provost & VP, Academic	1,322,500	(4,000)		-		10,900	226,100			1,555,500
2074 Faculty of Academic & Career Advancement	9,968,000	(125,800)	(1,361,000)	(0)		(3,000)				8,478,200
1023 Faculty of Business	15,530,100	(1,600)				(3,800)				15,524,700
1025 Faculty of Health	8,394,400	(8,000)				11,700				8,398,100
1031 Faculty of Design	3,989,200	(1,600)				(600)	300		20,000	4,007,300
1026 Faculty of Arts	22,117,400	(2,400)		100		16,800			27,400	22,159,300
180 Faculty of Science & Horticulture	11,071,200	(8,800)		-		16,600	188,900			11,267,900
1042 Faculty of Trades & Technology	5,927,900	(2,700)		100		25,700				5,951,000
4520 Office of Teaching & Learning	562,600	(2,400)				6,100				566,300
2079 Library Resources	5,445,500	(3,300)		(445,700)		5,200				5,001,700
1060 Research and Scholarship	807,400	(1,600)		-		1,300		67,700		874,800
2080 Continuing & Professional Education	390,400	(1,600)				10,400				399,200
115 Student Services	9,095,500	(23,500)		1,000,000		69,200				10,141,200
124 International Education	1,551,600	247,600		-		30,800	50,000			1,880,000
310 Human Resources	2,927,700	(9,600)		16,200	120,000	(15,000)				3,039,300
4080 Office of the President	759,700	(600)				2,600				761,700
4085 Marketing & Recruitment	2,474,500	(10,800)		-		22,700			(20,000)	2,466,400
1300 External Affairs	1,217,700	2,700		-		25,200				1,245,600
4500 Finance & Administration	369,900	(800)		(80,600)						288,500
4089 Facilities Services	7,579,200	41,600		1,600	264,700	(6,500)				7,880,600
530 Financial Services	3,990,700	(18,800)		(151,300)		18,600				3,839,200
3085 Information/Educational Technology	5,879,000	115,800		295,800	400,000	24,300				6,714,900
4540 Institutional Analysis & Planning	859,700	(800)		300		15,900				875,100
4075 Governance & Policy	689,100	47,600				3,100				739,800
4091 Office of General Counsel	622,600	10,900		91,000		3,600				728,100
67 Non-Divisional Expenditures	3,087,700	(548,800)		(3,466,400)		3,419,000	675,400		(27,400)	3,139,500
1020 Professional Development & Ed Leave	1,791,500					11,200				1,802,700
5500 RG Clearing	1,193,300									1,193,300
66 Non-Divisional Revenues	200,000									200,000
Total Divisional Budget Allocation:	129,816,000	(311,300)	(1,361,000)	(2,738,900)	784,700	3,722,000	1,140,700	67,700	-	131,119,900
Reconciling Items:										
Divisional Revenues currently netted against above:	549,300	(3,900)		12,600						558,000
Interfund Transfers - Operating Budget Allocations Shifted to Capital Fund										(413,400)
Operating Budget Allocation as per Board Approved	130,365,300	(315,200)	(1,361,000)	(2,726,300)	784,700	3,722,000	1,140,700	67,700	-	131,264,500

Faculties Operating Expense Budget Allocation by Division
(in \$millions)



Administrative Support Services Operating Expense Budget Allocation by Division
(in \$ millions)

