



---

**Present Board**

Sandra Case  
Gavin Dew  
Alan Davis / President & Vice  
Chancellor  
Natasha Lopes  
Marc Kampschuur  
Michael McAdam  
George Melville / Chancellor  
Hanne Madsen / Chair  
Suzanne Pearce  
Sarbjit Sarai  
Michael Wong

**University Vice Presidents**

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

**Presenters and University Resources**

Steven Cardwell / AVP, Academic  
Jane Fee / Vice Provost, Students  
Vivian Lee / Director, Budgeting, Planning & Payroll  
Maggie MacKenzie / Confidential Assistant, Board of  
Governors  
Lori McElroy / Executive Director, Institutional Analysis &  
Planning  
Joe Sass / Director, Business Performance & Advisory  
Services  
Stefanie Singer / Interim Director, Budget & Financial  
Reporting  
Keri van Gerven / University Secretary & Confidential  
Assistant to the President & Vice Chancellor

**Regrets** Douglas Beaton  
Kim Rose

**1. Call to Order**

The Chair called the meeting to order at 4:03 pm and welcomed new Board members and guests. The Chair also noted that Natasha Lopes and Michael Wong took the Oath of Office at committee meetings held on September 18, 2017 and September 6, 2017 respectively.

The Chair thanked Lekeyten, KPU Elder in Residence, for the welcome to the shared traditional territories of the Kwantlen, Katzie, Semiahmoo, Coast Salish People and Tsawwassen First Nations.

**2. Approval of Agenda**

**Motion #01-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.**

**3. Presentation: AVP, Academic**

Steve Cardwell provided an overview of his background, education and experiences and presented an overview of his position as AVP, Academic.

**4. Consent Agenda**

**Motion #02-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following item on the Consent Agenda:**

**4.1 Minutes of June 28, 2017**

**AND**

**THAT the Board of Governors receive the following for information:**

**4.2 HSBC Global Asset Management Investment Compliance Report and Portfolio Review**

**4.3 RBC Dominion Securities Investment Adherence Report and Portfolio Review**

**4.4 Program Concept: Graduate Diploma in Green Business Management and Sustainability (GRMT)**

**4.5 Program Concept: Graduate Diploma in Global Business Management Concentration (IBUS)**

**5. Annual Declaration Form Signing – Code of Conduct for Board Members**

Annual Declaration Forms were signed and collected.

**6. Finance Committee Report**

***6.1 Committee Chair Report***

Committee Vice Chair, Michael McAdam advised that the Program Concepts for the Graduate Diplomas in Green Business Management and Sustainability and Global Business Management Concentration were reviewed and approved for recommendation to the Board and included on the Consent Agenda. Additionally, the committee received an update on property including the Wilson School of Design, Civic Plaza, and the Spruce Building. Updates were also received on the Maple Leaf Education North America High School and the review of the Management and Investment of Operating Funds, Business Travel & Expense and Signing Authority Policies.

***6.2 Statement of Financial Information (SOFI) – Public Bodies Report***

Joe Sass advised that the Statement of Financial Information (SOFI) – Public Bodies Report is required by legislation and must be filed annually. The report includes prescribed schedules including financial information on employees and vendors and KPU's Audited Financial Statements and External Auditors Report.

**Motion #03-17/18**

**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, Skills and Training as recommended by the Board Finance Committee.**

### **6.3 Five-Year Capital Plan**

Joe Sass highlighted KPU's Five-Year Capital Plan submitted to the Ministry of Advanced Education, Skills & Training (AEST) [formerly the Ministry of Advanced Education (AVED)] on August 16, 2017.

Discussion followed and it was noted that projects must be included in the Five-Year Capital Plan to be eligible for funding, projects have been identified for each campus and that Finance would work with Facilities to develop business cases. It was also noted that student safety is a priority and that details such as a rental rate for a student residence would be developed as part of a business case.

Dr. Davis introduced Andrew Chisholm who recently joined KPU as Executive Director, Facilities Services.

#### **Motion #04-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve KPU's Five-Year Capital Plan submitted to the Ministry of Advanced Education, Skills & Training on August 16, 2017 as recommended by the Board Finance Committee.**

### **6.4 First Quarter Financial Report – Quarter Ending June 30, 2017**

Joe Sass highlighted the First Quarter Financial Report – Quarter Ending June 30, 2017.

### **6.5 2018/19 Budget Development Process**

Joe Sass highlighted the 2018/19 Budget Development Process and confirmed that this is year two of zero based budgeting. Mr. Sass advised that Administrative Budget Presentations are scheduled for mid-October with Academic Budget Presentations to follow in November.

### **6.6 Major Maintenance and Rehabilitation (MM&R) Capital Projects List**

Joe Sass highlighted the Major Maintenance and Rehabilitation (MM&R) Capital Projects List which represents the results of the Infrastructure Audit conducted by the Ministry of Education, Skills & Training (AEST).

#### **Motion #05-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the allocation of \$1,000,000 in funding for capital projects as identified on the Major Maintenance and Rehabilitation (MM&R) Capital Projects List dated September 6, 2017 and submission to the Ministry of Advanced Education, Skills and Training (AEST) as recommended by the Board Finance Committee.**

### ***6.7 Ministry of Advanced Education, Skills and Training (AEST) Interim Budget Letter 2017/18***

The Ministry of Advanced Education, Skills and Training (AEST) Interim Budget Letter 2017/18 was received for information.

### ***6.8 Changes to Adult Basic Education and English Language Studies Effective September 1, 2017***

The Provincial Press Release announcing tuition-free Adult Basic Education and English Language Studies and letter dated September 1, 2017 from the Ministry of Advanced Education, Skills and Training providing details regarding compensation for foregone tuition revenue were received for information.

It was noted that discussions are underway regarding the elimination of tuition and it was confirmed that students who have already paid their tuition will receive reimbursement.

## **7. Governance Committee Report**

### ***7.1 Committee Chair Report***

Hanne Madsen advised that the Program Concepts for the Graduate Diplomas in Green Business Management and Sustainability and Global Business Management Concentration were reviewed and approved for recommendation to the Board and included on the Consent Agenda.

### ***7.2 Vision 2023***

Alan Davis advised that Sunita Wiebe, Ken Stark and Lori McElroy are the other members of the Vision 2023 Task Force. Employees and Students will be invited to provide input and receive an email with a direct link to “Thought Exchange”, an online resource which is currently under development. Board members and Alumni will also receive an email inviting them to sign up and provide feedback.

Dr. Davis also advised Vision 2023 will be much shorter than Vision 2018. It will be inspirational and aspirational and represent a future for KPU. The Plan will move through KPU’s governance processes and will come forward to the Board through the Board Governance Committee.

Dr. Davis also advised that Vision 2018 will be reviewed with analytics on areas where we succeeded and those where we did not achieve our targets.

Members of the Board indicated that they are looking forward to the opportunity of providing feedback and receiving updates on development of Vision 2023.

## **8. President's Report**

### ***8.1 Report to the Board***

Alan Davis advised that the Honorable Melanie Mark, Minister of Advanced Education, Skills and Training, toured the KPU Surrey Campus and met with the Board Chair, members of administration, KFA President Bob Davis and visited with students. Dr. Davis also highlighted other meetings he has attended that are outlined in his President's Report.

Dr. Davis also advised that KPU is going smoke-free effective January 21, 2018 marking National Non Smoking Week. This decision is in line with a growing number of universities across Canada. Planning is well underway with signage, education, support and an enforcement process that begins with the assistance of student ambassadors.

## **9. Provost's Report**

### ***9.1 Report to the Board***

Salvador Ferreras provided an update on building projects and noted that unexpected construction delays have occurred with the Spruce Building. Dr. Ferreras thanked faculty, staff and particularly students for their support during construction and the unforeseen delays and noted that any deficiencies are being tracked.

Dr. Ferreras also noted that consultations are underway regarding reassignment of space at the KPU Richmond Campus following the opening of the Wilson School of Design.

### ***9.2 Academic Plan***

Salvador Ferreras advised that an interim report on the current Academic Plan will be provided in January 2018 with the Final Report presented in June 2018.

Dr. Ferreras advised that development of the new Academic Plan 2023 has commenced with consultation sessions and meetings held with faculty, departments and other groups. The new Academic Plan will be completed in conjunction with the end of the current plan in June 2018.

## **10. Vice President, Finance & Administration's Report**

### ***10.1 Report to the Board***

Jon Harding advised that the Vice President, Finance & Administration's Report is included in the Report to the Board.

**11. Election of Board Vice Chair**

Hanne Madsen conducted the Election of Board Vice Chair

The first call for nominations for Vice Chair was given.

Sandra Case was nominated and accepted the nomination.

The second call for nominations was given.

No nominations were put forward.

The third call for nominations was given

No nominations were put forward.

Nominations were closed.

Sandra Case was acclaimed Vice Chair.

**12. Note of Election: Board Chair**

Sandra Case advised that an Election of Board Chair will take place at the next Board meeting. The Chair is elected for a one year term and can stand for re-election for a maximum of three years. Nominations will be made from the floor.

Keri van Gerven advised that there are currently two vacancies on the Board, one for a member appointed by the Government and the other for an Alumni nominee for submission and appointment by the Government.

**13. Appointment of the Board Representative on Senate**

Hanne Madsen advised that Suzanne Pearce has agreed to serve as the Board Representative on Senate.

**Motion #06-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors appoint Suzanne Pearce as the Board Representative on Senate for a one-year term beginning September 27, 2017.**

**14. Appointment of the Student Board Representative on the Search Advisory Committee for the Associate VP, Research**

Hanne Madsen advised that a Student Board member is required to serve on the Search Advisory Committee for the Associate VP, Research.

It was noted that several meetings will be scheduled during November with a view to fill the position in January 2018

**Motion #07-17/18**

**MOVED, SECONDED AND CARRIED THAT Natasha Lopes be appointed to the Search Advisory Committee for the Associate VP, Research.**

**15. University Secretary's Report**

**15.1 Board Budget 2018/2019**

Ms. van Gerven presented the proposed Board of Governor's 2018/19 Budget noting an overall reduction of approximately \$10,000 from the 2017/2018 Budget. Reductions have been made in the areas of Supplies and Legal Fees. Some accounts remain status quo or have minor increases. To simplify tracking and increase transparency accounts have been eliminated or grouped into one fund, for example, Professional Development.

**Motion #08-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Board of Governors 2018/19 Budget for presentation to the Senate Standing Committee on the University Budget by the University Secretary.**

**15.2 Update on the Board Budget as at September 19, 2017**

Keri van Gerven highlighted the Board Budget as at September 19, 2017 and noted that expenditures are on track and on budget.

**15.3 Professional Development**

Keri van Gerven reviewed the report identifying a number of local professional development opportunities for the Board as a whole as well as for individual Governors. Other opportunities are to invite speakers and subject area experts to Planning Sessions and/or Board meetings.

Ms. van Gerven asked that Board members who are interested in attending any of the sessions to contact her.

**16. Senate Report: June 26, 2017**

Alan Davis noted that the Senate Report for June 26, 2017 was included in the meeting package and advised that the September 25, 2017 meeting was the first for Dr. Davis Burns, the new Senate Vice Chair.

**17. Issues and Concerns**

No issues or concerns were identified.

**18. 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.

**19. For the Good of the Order**

Condolences were expressed to the family, friends, colleagues and students of David Sale, Accounting Program Faculty Member, who passed away on September 25, 2017.

**20. Feedback on the Meeting**

No further feedback was provided.

**21. Appendix:**

**21.1 Report to the Board of Governors**

The Report to the Board of Governors was received.

**22. Next Meeting**

Wednesday, November 22, 2017 at the Langley Campus, Meeting Room 1030 at 4:00 pm.

Board members wishing to attend a meeting via videoconference or teleconference are 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.

**23. Adjournment**

The meeting adjourned at 5:28 pm.

---

**Board Chair**