

**Present: Board**

Sandra Case / Chair  
Farhad Dastur  
Alan Davis / President & Vice Chancellor  
Amos Kambere  
Marc Kampschuur  
Taylor Lanthier  
Hanne Madsen  
Mohammed Mahabub  
Michael McAdam  
Kim McGill

**University Vice Presidents**

Steve Cardwell / Interim VP, Students  
Laurie Clancy / AVP, Human Resources  
Marlyn Graziano / VP, External Affairs  
Jon Harding / VP, Finance &  
Administration  
Sandy Vanderburgh / Provost & VP,  
Academic

**Presenters and University Resources**

Jennifer Duprey / General Counsel  
Ranminder Kaur / Confidential Assistant to  
the Board of Governors  
Lori McElroy / Executive Director,  
Institutional Analysis & Planning  
Joe Sass / Executive Director, Financial  
Services  
Keri van Gerven / University Secretary &  
Executive Assistant to the President & Vice  
Chancellor

**Regrets:** Douglas Beaton, Rhiannon Bennett, Samantha  
Jack, George Melville / Chancellor, Amandeep  
Singh

1. **Call to Order and Introductory Remarks** The Chair called the meeting to order at 4:00 pm.
2. **Conflict of Interest** No conflict of Interest was declared.
3. **Approval of Agenda** **Motion #06-19/20**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for December 4, 2019.**
4. **Consent Agenda** **Motion #07-19/20**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:**  
**4.1 Minutes of the October 2, 2019, Regular Board of Governors Meeting.**
5. **Audit Committee Report** **5.1 Committee Chair Report**  
  
Committee Chair, Mr. McAdam advised that the Audit Committee met on November 19, 2019 and received updates on internal audit.

## **5.2 HR24 Protected Disclosure Policy and Procedure**

Mr. Thind presented the HR24 Protected Disclosure Policy and Procedure and commented that the Policy and Procedure were posted on the KPU Policy Blog for a 6-week public posting period. As a result of feedback received, some amendments were made. The revised policy and procedure was approved by the Polytechnic University Executive (PUE).

### **Motion #08-19/20**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised HR24 Protected Disclosure Policy and related Procedures as recommended by the Board Audit Committee.**

## **6. Finance Committee Report**

### **6.1 Committee Chair Report**

Committee Chair, Mr. McAdam advised that the items considered by the Finance Committee at its meeting on November 19, 2019 were included on the Agenda.

### **6.2 Budget Reallocation to address Waitlist**

Mr. Sass updated members that there are substantial waitlists in academic course delivery at KPU. To meet this demand and support students, KPU is looking to reallocate a sum of up to \$700,000 from faculty salary savings to the Faculty of Arts and School of Business. This will increase KPU's ability to offer additional sections to students to help them register in more courses per semester.

Mr. Sass noted that not allocating additional funds to increase the academic course delivery will maintain high waitlists for certain courses, particularly in the first year, hindering the ability of students to progress through their credentials.

### **Motion #09-19/20**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve a budget reallocation of up to \$700,000 to alleviate waitlist issues for courses delivered at KPU as recommended by the Board Finance Committee.**

## **7. Governance Committee Report**

### **7.1 Committee Chair Report**

Committee Vice Chair, Mr. Kambere, advised that the Governance Committee met on November 13, 2019 and had a discussion about VISION 2023 Key Performance Indicators (KPIs). Other items considered by the committee are included on the Agenda.

### **7.2 Appointment of Chancellor Search Advisory Committee Representatives**

Dr. Davis advised that the search for the Chancellor will begin in December 2019 with the intention of the Alumni Board providing a recommendation to the Board of Governors by May, 2020.

Dr. Davis noted that once the composition of the Chancellor Search Committee is complete, the KPU Alumni Association Chair, or Designate, will schedule and convene a meeting to consider nominations for the position of the Chancellor.

**Motion #10-19/20**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors appoint Amos Kambere and Kim McGill to serve as the board representative on the Chancellor Search Advisory Committee as recommended by the Board Governance Committee.**

***7.3 Off Boarding Board Member – Exit Interview proposed questions***

Committee Vice Chair, Mr. Kambere, advised that the Governance Committee had a preliminary discussion about the potential exit interview questions.

Ms. Van Gerven noted that the next step will be to provide these questions to the Chair and Vice Chair of the Board as a guide for their meeting with Mr. Beaton for an exit interview. Feedback received from the exit interview will be presented at the relevant Committee(s) for discussion.

***7.4 Board Planning Session – February 28, 2020: Draft Agenda***

Dr. Davis noted that February 28, 2020 has been sent out as a date for the next Board Planning Session and that the discussion topic is based on VISION 2023: Sustainability: Cultural, social, environmental and institutional sustainability are advanced “Goal B2: We will foster environmental sustainability through our offerings, research and operations.”

KPU International Risks and Opportunities and Maximizing KPU’s Capacity will be a key point of discussion for the planning session.

***7.5 Board Representative to Senate***

Ms. van Gerven noted that Dr. Dastur will continue to attend the Senate meetings in 2020 and noted that other members have put their name forward to attend the meetings in the New Year with Dr. Dastur.

**8. Human Resources  
Committee Report**

***8.1 Committee Chair Report***

Committee Chair, Ms. Case, advised that the Human Resources Committee met on November 14, 2019 and approved the appointment of the Dean, Faculty of Academic and Career Advancement.

**9. President’s Report**

***9.1 Report to the Board***

Dr. Davis advised that the President's Report was included in the Report to the Board of Governors and noted the significant number of activities around KPU featured in the report.

Dr. Davis mentioned that new signage featuring the hən̓q̓əmin̓əŋ dialect was unveiled at KPU Langley on November 18<sup>th</sup>, 2019. The signage is also installed at KPU Tech and KPU Surrey. KPU Richmond and KPU Civic Plaza will also have Indigenous signage installed in due course.

Dr. Davis also noted the following:

- KPU was named best brewery in BC.
- Terry Berg received an award for Excellence in Open Education.
- KPU launched the first zero textbook cost degree in North America.

## **10. Provost's Report**

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

Dr. Vanderburgh advised that the Provost and VP, Academic Report was included in the Report to the Board of Governors.

Dr. Vanderburgh mentioned that the fall term final exam period started on December 4<sup>th</sup> and will continue until December 12<sup>th</sup> with final grades due on December 18<sup>th</sup>, 2019.

Dr. Vanderburgh noted that he attended the induction of Dr. Karen Davidson to the New Scholars, Artists and Scientists of the Royal Society of Canada in Ottawa. It was also noted that Dr. Vanderburgh hosted a meeting with Dr. Cormac Doran from the Technical University Dublin (TUB) to discuss international education opportunities for students and employees.

## **11. Vice President, External Affairs Report**

### **11.1 *Report to the Board***

Ms. Graziano advised that the Vice President, External Affairs Report was included in the Report to the Board of Governors. Ms. Graziano highlighted a number of events including:

- Opening reception – B.C. Cabinet and First Nation Leaders' Gathering (KPU was a sponsor)
- Big Sisters Luminary Awards (with President Davis and members of the Board of Governors, KPU Alumni Association Board and KPU Foundation Board)
- Hosted Surrey Board of Trade Business to Business Reception at KPU Civic Plaza – approximately 100 guests
- Surrey Board of Trade Innovation Awards – KPU was a sponsor

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

### **12.1 *Report to the Board***

Mr. Harding advised that the Vice President, Finance and Administration Report was included in the Report to the Board of Governors.

Mr. Harding noted that Jaret Lang was appointed Associate Vice President, Campus Community and Planning.

- 13. Senate Report: June 24, 2019** Dr. Davis advised that the Senate Report for September 23, October 28 and November 25, 2019 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.
- 14. Next Meeting Agenda Contribution** Board members were asked to send contributions for the next meeting agenda to Ms. van Gerven at least two weeks in advance of the meeting.
- 15. For the Good of the Order** Ms. van Gerven noted that a thank you letter from a student, Liam Buirs who was recipient of the KPU Board of Governors Endowed Scholarship was included in the meeting package.
- 16. Feedback on the Meeting** There was no additional feedback on the meeting.
- 17. Appendix:** **17.1 *Report to the Board of Governors***
- The December 2019 Report to the Board of Governors was received and hard copies of the report were distributed to the Board.
- 18. Next Meeting** Wednesday, February 5, 2020 at the Cloverdale Campus, Room 1853 at 4:00 pm.
- 19. Adjournment** The meeting adjourned at 4:30pm.

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**Board Chair**