

Present: Board

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

University Vice Presidents

Steve Cardwell / VP, Students
Laurie Clancy / AVP, Human Resources
Marlyn Graziano / VP, External Affairs
Joe Sass / Interim 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
Stephanie Howes / Dean, School of Business
Lori McElroy / Executive Director, Institutional Analysis & Planning
Marla McMullen / Instructor, School of Business
Keri van Gerven / University Secretary & Executive Assistant to the President & Vice Chancellor

Regrets: George Melville / Chancellor
Amandeep Singh

1. **Call to Order and Introductory Remarks** The Chair called the meeting to order at 4:03 pm.
2. **Conflict of Interest** Dr. Davis declared that he is a member of the Canadian Copyright Licensing Agency.
No other conflict of Interest was declared.
3. **Approval of Agenda** **Motion #11-19/20**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for February 5, 2020.
4. **Consent Agenda** **Motion #12-19/20**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:
 - 4.1 Minutes of the December 4, 2019, Regular Board of Governors Meeting.
 - 4.2 The Post Baccalaureate Diploma in Human Resources Management Full Program Proposal with an effective date of September 1, 2020.

5. Audit Committee Report

5.1 Committee Chair Report

Committee Chair, Mr. McAdam advised that the Audit Committee met on January 21, 2020 and received a follow up on previous audit recommendations and an update on internal audit.

5.2 GV1 Selection and Appointment of Auditors

Mr. Sass presented KPU's Selection and Appointment of the Auditors Policy and related Procedures and commented that they have been updated and expanded to provide additional clarity on the selection criteria for external audit services, and the role that the Finance and Audit Committees play in the selection of external auditors. The policy and related procedures completed the six-week public posting period on KPU's Policy Blog on December 4, 2019, with no comments received from the University Community.

Motion #13-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised GV1 Selection and Appointment of Auditors 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 January 21, 2020 were included on the Agenda.

6.2 Senate Endorsement of the draft 2020/21 University Budget

Dr. Davis highlighted the memo which outlined Senate's endorsement of the draft 2020/21 University Budget with, in addition to the priorities established in Vision 2023, an emphasis on enhancing the student experience through innovation in teaching and learning, and in research and scholarship.

6.3 2020/2021 University Budget and Revisions to Bylaw No.4, Fees

Mr. Sass introduced the draft 2020/21 University Budget and Bylaw 4, Fees and noted that Bylaw 4, Fees is revised on an annual basis to reflect annual increases and changes to tuition and student fees.

Mr. Sass commented that throughout the 2020/21 budget development process, the University Executive focused on KPU's Vision 2023, the Academic Plan, the Senate-endorsed Executive Budget Priorities, and the 2020/21 Budget Tenets. As government funding remains relatively flat and domestic and tuition increases are limited to 2% per annum, the fiscal 2020/21 budget will remain as consistent as possible with the fiscal 2019/20 budget. This consistency is intended to provide both stability and predictability for faculties, and aligns with the commitment to develop a

more sustainable future for KPU. In order to present a balanced budget for fiscal 2020/21 and in future years, the organization must strive for efficiency and strict controls on capital spending.

Motion #14-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2019/20 University Budget and revisions to Bylaw No. 4, Fees as recommended by the Board Finance Committee subject to change to the program title on Bylaw No. 4 from Farrier Program to read 'Certificate in Farrier Science'.

**7. Governance
Committee Report**

7.1 Committee Chair Report

Committee Chair, Ms. Madsen, advised that the Governance Committee scheduled for January 15, 2020 was cancelled however, Committee members received the Full Program Proposal for the HRMT Post-Baccalaureate Diploma via an email.

**8. Human Resources
Committee Report**

8.1 Committee Chair Report

Committee Chair, Ms. Case, advised that the Human Resources Committee scheduled for January 9, 2020 was cancelled as there were no significant agenda items to be considered at the meeting.

**9. Appointments to the
Search Advisory
Committee**

9.1 Vice President, Finance and Administration

Dr. Davis commented that the appointment of the Vice President Finance and Administration is within the role of the Board, pursuant to Appendix H of the Board Governance Manual and under the authority of the University Act section 27 (2) (g).

Dr. Davis noted that as per policy HR25 a member of the Human Resources Committee is required as a representative on the search advisory committee.

The Chair opened the floor and asked members of Human Resources Committee if they would like to put their name forward. Hearing none, the Chair of the Governance Committee nominated Ms. Sandra Case, Chair of the HR Committee to be on the search committee.

Motion #15-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve appointment of Sandra Case to serve as the board representative on the Vice President, Finance and Administration Search Advisory Committee.

9.2 Associate Vice President, Academic

Dr. Vanderburgh advised members that the search for the Associate Vice President, Academic will begin in Spring 2020 and noted that Samantha Jack has volunteered to serve on the search advisory committee.

Motion #16-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve appointment of Samantha Jack as student Board member representative to the Associate Vice President, Academic Search Advisory Committee.

10. President's Report

10.1 *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.

11. Provost's Report

11.1 *Report to the Board*

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

**11(a) Vice President,
Students**

11.1 (a) *Report to the Board*

Dr. Cardwell advised that the Vice President, Student Report was included in the Report to the Board of Governors.

Members noted that report from the Vice President, Student will be added as a standard item on the agenda for all future meetings.

**12. Vice President,
External Affairs
Report**

12.1 *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 commented on KPU's 40th Anniversary in 2021 and asked members to stay tuned for further information to follow.

**13. Vice President,
Finance &
Administration's
Report**

13.1 *Report to the Board*

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

13.2 *Payment Required to the Canadian Copyright Licensing Agency*

Mr. Sass commented that the Copyright Board of Canada (the "Board") issued on December 6, 2019, its decision setting tariff rates for the reproduction of works by post-secondary educational institutions, for the years 2011 – 2014 and 2015 – 2017. This decision requires many post-secondary institutions, including KPU, to make retroactive tariff payments.

Mr. Sass advised that the amount due is based on a set tariff amount per student FTE plus taxes and interest as outlined in the decision. Payment related to one of the categories that KPU is subject to is required by March 5, 2020. The amount payable for this category is \$584,895.

Motion #17-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve payment of \$584,895 to the Canadian Copyright Licensing Agency in

- 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**
- 15.1 *CPA Not for profit forum 2020***
- Mr. Kampschuur noted that he was attending the CPA forum on February 10 till February 12th, 2020 and resources relating to this was included in the meeting package.
- 16. Feedback on the Meeting**
- Members acknowledged the collaboration between the senior executive team for working together on various projects.
- Dr. Davis thanked Ms. Howes, Ms. McMullen and all the staff from the School of Business for all their work on Full program proposal for the HRMT Post-Baccalaureate diploma.
- Dr. Cardwell thanked KPU and Dr. Vanderburgh for leading the working group on novel coronavirus and how KPU is keeping students up to date with information.
- 17. Appendix:**
- 17.1 *Report to the Board of Governors***
- The February 2020 Report to the Board of Governors was received and hard copies of the report were distributed to the Board.
- Dr. Davis noted the report from the School of Business and mentioned a number of activities arranged by the School of Business.
- 18. Next Meeting** Wednesday, April 1, 2020 at the Surrey Campus, Cedar Boardroom 2110 at 4:00 pm.
- 19. Adjournment** The meeting adjourned at 4:41pm.

Board Chair