

Present: Board

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

University Vice Presidents

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

Presenters and University Resources

Jennifer Duprey / General Counsel
Candice Gartry / Interim Executive
Director, Finance
Ranminder Kaur / Confidential Assistant to
the Board of Governors
Keri van Gerven / University Secretary &
Executive Assistant to the President & Vice
Chancellor

Regrets: Hanne Madsen
Mohammed Mahabub
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** No other conflict of Interest was declared.
3. **Approval of Agenda** Motion #21-19/20
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for May 27, 2020.
4. **Consent Agenda** Motion #22-19/20
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:
4.1 Minutes of the April 1, 2020, Regular Board of Governors Meeting.
And
receive the following item on the Consent Agenda for information:
4.2 KSA Annual Fee Change Letter - 2020-2021 Academic Year.
5. **Audit Committee Report** **5.1 Committee Chair Report**

Committee Chair, Mr. McAdam advised that the Audit Committee met on May 19, 2020 and received amendments to the audit planning report for

the year ending March 2020 from the external auditors, an update on the internal audit and an update on business engagement activities.

5.2 Draft Financial Statements for Year Ending March 31, 2020

Ms. Gartry presented the draft Financial Statements for Year ending March 31, 2020 and highlighted the Statement of Financial Position, Statement of Operations and Notes to the Financial Statements.

Ms. Gartry noted that there was a \$4.6 million surplus in fiscal 2020, driven primarily by salary savings which were offset by a decrease in international student enrolment and tuition. Expenditures are in line with the Board approved KPU fiscal budget.

Dr. Davis commented that in March the Board approved a donation of \$3,000,000 to the KPU Foundation as an endowment to support Equity, Diversity and Inclusion at KPU.

Motion #23-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Draft Financial Statements for the year ended March 31, 2020 as recommended by the Board Audit Committee.

5.3 Reappointment of the External Auditor

Ms. Gartry commented that Section 33 of the University Act states that, "Unless the Auditor General is appointed in accordance with the Auditor General Act, as the Auditor of the Board, the Board must appoint an Auditor to audit the accounts of the Board at least once each year."

Ms. Gartry noted that KPMG was selected through RFP to act as KPU's External Auditor for three years, commencing with the 2016/17 reporting year. Members noted that KPU retains the option to extend the Service Agreement for up to two additional years (2019/20, 2020/21), in one year increments, provided both parties agree to each renewal.

The Chair of the Audit Committee, Mr. McAdam, mentioned that the Audit Committee is satisfied with the service KPMG has provided since their appointment. Mr. McAdam noted that due to changes in personnel in Financial Services, stability is also necessary.

Motion #24-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the extension of KPMG's appointment as External Auditor for the 2020/21 reporting year 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 committee were included on the agenda.

6.2 Multi-Year Commitment for Procurement – PebblePad Software

Ms. Gartry presented the report and advised that a multi-year approval for a total of \$316,824.00 over a 4-year period (\$79,206 per annum) is requested from the Board of Governors to proceed with the PebblePad Software.

Ms. Gartry noted that the PebblePad software will enable ease of use and flexibility in the design of e-portfolios.

Motion #25-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve, subject to budgetary approval, a multi-year commitment for the procurement of PebblePad software as recommended by the Board Finance Committee.

6.3 GV4 Schedule of signing authorities

Ms. Gartry presented the revised version of Policy GV4 – Signing Authority Policy, Procedures and Schedules and commented that these documents completed their 6-week public posting period on October 16, 2019.

Ms. Gartry noted that Financial Services received additional feedback from the AVP of Research Services which included: a) ability to accept electronic signatures or online approvals when physical signatures are not obtainable; b) MOUs relating to Research be approved by ORS; and, c) research funding applications only need to be approved by Financial Services in the case of unbudgeted items/amounts. It was noted that the scope of the policy has been expanded to apply to all contracts, commitments and obligations that require an authorizing signature.

Motion #26-19/20

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the updated Policy GV4 - Signing Authority Policy, Procedures and Schedules as recommended by the Board Finance Committee.

7. Governance Committee Report

7.1 Committee Chair Report

Committee Vice Chair, Mr. Amos, advised that the Governance Committee scheduled for May 13, 2020 was cancelled.

8. Human Resources Committee Report

8.1 Committee Chair Report

Committee Chair, Ms. Case, advised that the Human Resources Committee met on May 7, 2020 and received an update on Covid-19.

9. President's Report

9.1 Report to the Board

Dr. Davis commented that Board and Senate committee work has continued remotely. The executive group meetings also take place regularly.

Dr. Davis commented that he is working with his colleagues on a video tribute to graduates, to be launched in early June, that will celebrate our graduates' successes and to provide some comfort to them as they missed their scheduled convocation.

Dr. Davis noted the installation of artwork by Brandon Gabriel at KPU Langley.

9.2 Covid-19 Update

Dr. Davis commented that a lot of communication has gone out to various KPU communities in order to update them on the COVID-19 pandemic.

Dr. Davis commented that the last two months has been spent trying, as far as possible, to maintain offerings and services to students during the pandemic. Dr. Davis noted that the summer semester is being delivered remotely, and the plan for the Fall is to see some return to work of employees but continuing remote delivery of our offerings.

Members noted that both the Spring and Fall convocations have been cancelled.

10. Provost's Report

10.1 Report to the Board

Dr. Vanderburgh commented that a lot of work has been done to prepare the academic operations for the fall and future semesters.

Dr. Vanderburgh mentioned that several ideas have emerged for what higher education will look like after COVID-19 and noted that it is clear that the traditional pathways and mobility of international students have been disrupted, with the crisis forcing us to re-examine our international strategies.

Dr. Vanderburgh commented that a scenario for the format of curriculum delivery was presented at the April Senate meeting and we have recently identified Fall 2020 programming that requires a face to face experiential learning component (e.g. Trades and Horticulture). Health and Safety forms will be completed for each course/program that will detail the learning environment protocols required to ensure the safety of our students and employees.

Dr. Vanderburgh noted that the health and safety plans will be authorized by the Provost's Office, Dr. Florkowski, and the office of Occupational Health and Safety.

11. Vice President, External Affairs Report

11.1 Report to the Board

Ms. Graziano advised that she and her team have been focusing on communicating effectively with the KPU community to keep students and staff informed as the situation continues to change on a daily basis.

Ms. Graziano commented that External Affairs continues to connect virtually with key stakeholder groups, including our city governments, Chambers of Commerce and Boards of Trades and other business organizations. Much of this connection focuses on synergies that are developing as the province embarks on a slow, thoughtful and evidence-based restart of the economy.

Ms. Graziano commented that the events team is busy researching online platforms in preparation for online events and a virtual open house planned for the fall.

**12. Vice President,
Students Report**

12.1 *Report to the Board*

Dr. Cardwell advised that in Summer 2019, KPU's Career Development Centre submitted a comprehensive application for accreditation approval from Co-operative Education and Work-Integrated Learning (CEWIL) Canada, and are delighted to announce that they have recently received accreditation for their Co-op programs.

Dr. Cardwell noted that the keep.me SAFE program and the My SSP app were launched a month ahead of schedule, helping to provide support for KPU students and staff during this time. My SSP provides all KPU students with 24/7 access to a large, diverse network of professional counsellors, matching students' unique circumstances. It was noted that My SSP can also be used by faculty and staff to consult when dealing with a student in distress, and can be accessed through the app or by phone.

13. Senate Reports

Dr. Davis advised that the Senate Report for April 27, 2020 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

Dr. Davis noted that the Senate also met on May 25, 2020 and the final order of business was the approval of graduates. Dr. Davis noted that several students joined the meeting to hear the motion passed and the Senators applauded the graduates.

**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**

There were no additional items identified.

**16. Feedback on the
Meeting**

There was no additional feedback on the meeting.

17. Appendix:

17.1 *Report to the Board of Governors*

The May 2020 Report to the Board of Governors was received.

- 18. Next Meeting** Wednesday, June 24, 2020. Members noted that the meeting will be held virtually.
- 19. Adjournment** The meeting adjourned at 4:56pm.

Board Chair