



MEETING
MINUTES OF THE BOARD
Tuesday, September 26, 2023
4:45 pm to 6:45 pm
[In Person](#)

Board		Staff
Ash Amlani, Chair	Patricia Heintzman	Tally Bains, VP Finance and Administration
Rodger So, Vice Chair	Mayumi Izumi	Kartik Bharadwa, VP People, Culture & Diversity
Paul Dangerfield, President	Sam Teclé	Ryan Blades, AVP Facilities Services and Campus Planning
David Ayriss	RJ Wallia	Jacquetta Goy, Director Risk Management
	Regrets	Jennifer Ingham, VP University Relations
Troy Abromaitis	Yuri Fulmer	Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Shreya Miglani	Majid Raja	Laureen Styles, VP Academic & Provost
		Lesley Cook, Executive Assistant, Board of Governors
		Angela Ruggles, Executive Assistant, VP of Finance & Admin

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

The Chair called the meeting to order at 4:45 p.m.

1. Approval of Agenda

It was moved (RJ Wallia), seconded (Rodger So) and resolved;

THAT the agenda be approved as presented.

2. Declaration of Vacancy

Board Chair Ash Amlani declared that there are three vacancies on the Board of Governors: two appointed seats and one elected.

3. Consent Agenda

It was moved (David Ayriss), seconded (Sam Teclé) and resolved;

THAT the Board approves the following items on the Consent Agenda:

- 3.1. Minutes from the June 27, 2023 Board Meeting
- 3.2. Board Committee Reports:
 - 3.2.1 Audit and Risk Committee
 - 3.2.2 Executive and Human Resources Committee
 - 3.2.3 Finance Committee
 - 3.2.4 Governance and Planning Committee
 - 3.2.5 Investment management
- 3.3 Correspondence

4. Place Holder

There were no items pulled from the Consent Agenda for discussion.

5. Board Chair's Report

Ash Amlani, Board Chair gave a verbal report. Over the summer the Capilano University community received some exhilarating news that the Ministry approved funding for the Squamish campus. She added that it's great to see the students back on campus after the summer break and it's exciting to be able to start this new academic year with four new Board members.

6. Senate Reports

6.1 Vice Chair

Senate Vice Chair Robert Thomson sent his regrets. Laureen Styles shared his Senate report with the Board on Robert's request. Highlights were provided for the May 9th, August 15th, and September 5th meetings.

At the May 9th meeting Senate approved 821 graduates as having met the requirements of their program and approved a new course, POL 410 Applied Public Policy Analysis.

At the August 15th meeting Senate passed a motion to recommend to the Board of Governors that four Liberal Studies courses be discontinued. Laureen noted that this on the agenda as item 12.2. Senate also passed a motion to recommend to the Board of Governors approval for a new Certificate in Contract Law; this is agenda item 12.1.

Robert chaired the September 5th meeting in the absence of President and Senate Chair Paul Dangerfield. The Registrar presented the Academic Schedule for 2023-2024 as information. Senate received, for information only, a proposal to withdraw from the Northwest Commission on Colleges and Universities. The Chair of the Senate By-Laws Committee brought forward the recommended changes to Policy B.102 Policy Development and Management. Although this policy is a Board policy it was noted that it's a good example of the duty of the Board and Senate to provide and seek advice from each other.

6.2 Senate Liaison

Patricia Heintzman added that the discussion regarding B.102 Policy Development was an interesting discussion that served as a reminder of the value of a bi-cameral system.

7. President's Report

In addition to his written report to the Board, President Paul Dangerfield reported on key recent events. He expressed that it's great to be back and that there are many new students and employees this fall.

He met with the President of the Student Union recently and they are also excited about the coming year and have a number of key activities that the University will look forward to working with them on in the 2023-24 academic year.

Robert Thomson and Paul discussed the value of the Board of Governors receiving an orientation from Senate and vice versa.

Development of the Squamish Campus continues, and the Administration is grateful for the community support and willingness to participate in its growth. Programming and curriculum design will be relevant and progressive.

On August 25th an Elder's Meet and Greet was held. The Elder's Circle continues to grow and has two new members; Sabra Thompson (Métis) and Christine Leo (Lííwat). Capilano University was also proud to participate in the Squamish Nation's 100-year celebration of unification in which Paul was invited to speak at one of the ceremonies.

Paul elaborated on Robert's report regarding the Northwest Commission on Colleges and Universities (NWCCU). Capilano University's NWCCU accreditation helped the University prepare for its Universities Canada membership and others. CapU is now actively participating in BC and Canadian based quality assurance bodies, whereas NWCCU is U.S. based, and has decided to conclude its membership with NWCCU.

Paul spoke about the heightened tensions in Canada-India relations. CapU is connecting regularly with Universities Canada; B.C. Association of Institutes and Universities; and Immigration, Refugees and Citizenship Canada; as well as others for updated information. The consensus is to provide support to students from India. There has been a lot of communication in this regard, including a pulse check. Visas are still being processed for international students. Board Chair Ash Amlani requested that the Administration stay connected with Capilano Students' Union.

8. Confirmation of Finance Committee and Audit and Risk Committee Chair and Vice Chair

It was moved (Ash Amlani) seconded (David Ayriss) and resolved;

THAT the Board of Governors confirms the Chair of the Board's re-appointment of Patricia Heintzman as Chair and Rodger So as Vice Chair of the Finance Committee.

It was moved (Sam Tecele) seconded (RJ Wallia) and resolved;

THAT the Board of Governors confirms the Chair of the Board's re-appointment of Rodger So as Chair and Patricia Heintzman as Vice Chair of the Audit and Risk Committee.

9. Executive and HR Committee

9.1 Mandate Letter, Received June 21, 2023

Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness confirmed that the latest Mandate Letter was received in June. Provincial post-secondary institutions (PSI) receive these letters annually or with a new Minister. The letter is included in the agenda package with a summary of the pieces that management is working on.

It was moved (Ash Amlani), seconded (David Ayriss) and resolved;

THAT the Board of Governors receives for information the Mandate Letter.

9.2 People Plan Update

Kartik Bharadwa, People, Culture & Diversity explained that the new People Plan provides CapU the ability to better meet the needs of CapU's people with a focus on engagement activities. Part of the actions in this plan is to roll out two new employment agreements that will meet the needs of our employees and that meet the legislative requirements. The Human Resource representatives met with all impacted employees to ensure the changes make sense and to answer any questions they had.

9.3 B.516 Excluded Employee Compensation Policy

Kartik provided an overview of the new policy B.516 Excluded Employee Compensation which replaces B.509 Administrator Compensation. This policy is part of a package of changes that will allow the university to move from policies governing terms and conditions of employment to individual employment agreements for the excluded employees. The policy was developed through consultation with the Post-Secondary Employers' Association (PSEA) and legal counsel.

It was moved (Ash Amlani), seconded (Rodger So) and resolved;

THAT the Board of Governors approves the new policy B.516 Excluded Employee Compensation Policy and approves the rescission of B.509 Administrator Compensation.

9.4 B.515 Excluded Employee Leaves Policy

Kartik provided an overview of the changes. This policy is included in the package of changes to allow the university to move from policies governing terms and conditions of employment to individual employment agreements for the excluded employees. This policy addresses the gap in the application of leaves to this group of employees.

It was moved (Ash Amlani), seconded (Rodger So) and resolved;

THAT the Board of Governors approves B.515 Excluded Employee Leaves Policy.

9.5 Rescission of policies B.503 Administrators Conditions of Employment, B.504 Exempt Employees – Conditions of Employment, B.507 Term Defined Administrator Policy, and B.508 Term Defined Exempt Policy

Kartik summarized the changes as a result of the rescission of these policies.

It was moved (Ash Amlani), seconded (Rodger So) and resolved;

THAT the Board of Governors approves the rescission of the following policies: B.503 Administrators Conditions of Employment, B.504 Exempt Employees – Conditions of Employment, B.507 Term Defined Administrator Policy, and B.508 Term Defined Exempt Policy.

10. Finance Committee

10.1 Statement of Financial Information, Fiscal 2022/23

VP Finance and Administration, Tally Bains explained that this is a report that every public sector organization must prepare for the government. Capilano University is required to submit the

Statement by September 30, 2023.

It was moved (Patricia Heintzman), seconded (Rodger So) and resolved;

THAT the Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2023.

10.2 Five-Year Capital Plan

AVP Facilities Services and Campus Planning, Ryan Blades, explained that this is something that provincial PSIs are required to submit to the government annually.

Action: The Finance Committee will discuss capital maintenance and planning, as well as the framework for long-term capital planning.

It was moved (Patricia Heintzman), seconded (Rodger So) and resolved;

THAT the Board of Governors approve the Five-Year Capital Plan 2023/24 – 2027/28.

11. Governance and Planning

11.1 B.102 Policy Development and Management

Jacquetta went over the review process and the changes to the policy. The intention of the changes is to clarify responsibilities, emphasize consultation and streamline review and approval processes.

It was moved (Ash Amlani), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors approve the revised B.102 Policy Development and Management.

11.2 B.701 Student Code of Conduct

Jacquetta summarized the review process and went over the changes to the policy. The main change is the removal of the student conduct board (tribunal) process. This is intended to create less legalistic, confrontational processes for students and to encourage as much as possible, informal resolution processes.

It was moved (Ash Amlani), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors approve the revised B.701 Student Code of Conduct.

12. Academic

12.1 Certificate in Contract Law

Dr. Laureen Styles, VP Academic & Provost provided background for the newly proposed Certificate in Contract Law. This is an exciting contribution to programs at Capilano University that expands the range of community and regionally relevant programming. This is a proposed certificate that is designed in collaboration with BC Hydro. It does not ladder into other programs or credentials in the University. This has been reviewed at the program level, the Faculty level, and Senate. The final approval rests with the Board of Governors.

It was moved (David Ayriss), seconded (Mayumi Izumi) and resolved;

THAT the Board of Governors approve the Certificate in Contract Law (Citation or Certificate that does not ladder into a diploma or degree proposal) as presented.

12.2 Proposed Course Discontinuance – Bachelor of Arts, Interdisciplinary Studies, Faculty of Arts and Sciences

As part of the routine academic units' curriculum review and in combination with the Registrar's Office data review, the Faculty of Arts and Sciences have brought forward the request to discontinue the following courses: LBST 200, LBST 201, LBST 202, LBST 330.

It was moved (Patricia Heintzman), seconded (RJ Wallia) and resolved;

THAT the Board of Governors, based on advice from Senate, approve the discontinuance of the following courses: LBST 200, LBST 201, LBST 202, LBST 330.

13. Meeting Close

The Open Meeting of the Board finished at 5:59 pm.