



## MEETING MINUTES OF THE BOARD

Tuesday, May 2, 2023

4:30 pm to 6:00 pm

CapU Main Campus, BR126

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### Board

|                             |                    |
|-----------------------------|--------------------|
| Ash Amlani, Chair           | Patricia Heintzman |
| Rodger So, Vice Chair       | Andrew Petrozzi    |
| Paul Dangerfield, President | Majid Raja         |
| Troy Abromaitis             | Rodger So          |
| Rosie Anza-Burgess          | Marina Verones     |
| Duncan Brown                | Sonny Wong         |
| Yuri Fulmer                 |                    |

### Staff

Tally Bains, VP, Finance and Administration  
Kartik Bharadwa, VP, People, Culture & Diversity  
Jacquetta Goy, Director, Risk Management  
Jennifer Ingham, VP University Relations  
Pouyan Mahboubi, Vice Provost & AVP, Academic  
Toran Savjord, VP Strategic Plan, Assess & Inst. Effect  
Lesley Cook, Executive Assistant, Board of Governors  
Angela Ruggles, Executive Assistant, VP of Finance & Admin

### Regrets

Sophia Kara Sarah Thomas  
Nanci Lucas Sonny Wong

### Guest

Robert Thomson, Senate Vice Chair

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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 4:30 p.m.

### 1. Approval of Agenda

It was moved (Majid Raja), seconded (Yuri Fulmer) and resolved;

*THAT the agenda be approved as presented.*

### 2. Consent Agenda

It was moved (Yuri Fulmer), seconded (Majid Raja) and resolved;

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

- 2.1. Minutes from the February 28, 2023 Board Meeting
- 2.2. Board Committee Reports:
  - 2.2.1 Audit and Risk Committee
  - 2.2.2 Executive and Human Resources Committee
  - 2.2.3 Governance and Planning Committee
- 2.3 Correspondence

### 3. Place Holder

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

#### **4. Board Chair's Report**

Ash Amlani, Board Chair gave a verbal report. She was happy to announce that one of CapU's Board members, Marina Verones, will be walking across the graduate stage in June. She also informed the Board that a letter was received from Minister Selina Robinson regarding the release of the Future Ready Plan. She is pleased to see the government's commitment to student housing and financial aid. Since the February Board meeting some committee meetings have taken place and much has been accomplished, including a much-anticipated update on cybersecurity that was presented by the University's Chief Information Officer.

#### **5. Senate Reports**

##### **5.1 Vice Chair**

Senate Vice Chair Robert Thomson provided the highlights of the March 7 and April 4 Senate meetings. Robert was pleased to report that there are three returning and two new Senators, each serving three-year terms and representing all five faculties. Senate also endorsed the Senate Curriculum Committee, comprising of eight members for a two-year term.

The following new courses were approved: PHIL 410 - Justice and Equality; PHIL 411 - Philosophy, Governance & Public Policy; BADM 380 - Community Empowerment & Development through Enactus, POL 301 - Comparative Public Policy; and POL 302 - Canadian Law & Politics; POL 310 - Issues in Transnational Politics.

Senate approved new credentials for the School of Business and Professional Studies for Post-Bachelor Diplomas and Certificates in Financial Planning. They will go to peer review and then be brought to the Board for approval.

##### **5.2 Board Liaison**

Board Liaison Rosie Anza-Burgess had no further additions to Robert's report. She thanked Senate for having her at Senate.

#### **6. President's Report**

In addition to his written report to the Board, President Paul Dangerfield reported on key recent developments.

Minister Selina Robinson, Ministry of Post-Secondary Education and Future Skills addressed the province and announced the Future Ready Plan. The three-year, \$480 million plan to help people obtain the skills and knowledge that they need for in demand and good paying jobs. The government predicts one million job vacancies over the next 8 years and recognizes the shortage professionals in the trades skills, tech sector and health care. As Chair of BCAIU, Paul looks forward to working with the Ministry to further address opportunities for an international plan to better engage students and new Canadians as well as improving support for innovation and productivity to address the future of skills challenges.

As a member of Universities Canada, Capilano University was invited to participate in a joint conference with the Asia Pacific Foundation in Singapore. The conference brought together governments, businesses, universities, and alumni from the region to explore opportunities in a wide range of topics aligned with the Canadian governments new Indo-Pacific Strategy. The

President, VP of University Relations, Jennifer Ingham, and AVP of International, Chris Bottrill attended the conference.

In addition, visits were made with current and future partner universities and governments throughout the region including the Philippines, Malaysia and Indonesia. Overall CapU is well positioned to pursue strategic, sustainable partnerships in SE Asia.

## 7. Enrollment Report

Toran Savjord, VP Strategic Planning, Assessment and Institutional Effectiveness explained the three types of measurement: headcount, course registrations, and full-time equivalent (FTE). He clarified that the definitions and reporting standards are prescribed by the Ministry of Post-Secondary Education and Future Skills which provides consistent and standardized reporting across the province's post-secondary institutions.

Toran provided the highlights of the trends. This past fall the University received one of the largest intakes of new students, mainly due to international students. It's encouraging to see the increase in headcount with regards to bachelor degrees for both domestic and international. The data shows that domestic students are taking less courses post-pandemic for a variety of reasons that include a strong job market, changes in study patterns and a desire for better work, and study well-being balance.

The final FTE report to the Board will show actual compared to the government's requested target. It was noted that the government only looks at domestic enrollment.

Toran took questions from the Board. Things that are influencing course registration numbers for students include travel time and cost of living in addition to mental health issues.

Management continuously reviews courses on offer as well as waitlisted courses in addition to looking at the student life cycle and the action plan. Although the information shows students transferring out, it also shows the increase in retention which is directly related to the increase in 4-year degree programs.

Board members made the following request for the future reports.

- Compare the domestic enrollment and course load statistics to degree and certificate or diploma programs.
- Correlate the inflation rate to these trends and compare it to the cohort.

**Action item:** Toran to update the report for the briefing in the Fall.

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

*THAT the Board of Governors receive for information the Enrollment Report.*

## 8. Executive and HR Committee

### 8.1 B.514 Acting President's Policy

Ash Amlani, Board Chair, introduced the policy. The purpose of the policy is to ensure that there's clarity in the event of a temporary absence of the President. The Board Chair will be notified in the

event of the President's leave. It was noted that the policy follows standard practice and is in alignment with our peer post-secondary institutions.

**Action:** The Executive and HR Committee will discuss potential associated procedures with a view to eliminating gaps in the policy.

It was moved (Ash Amlani), seconded (Duncan Brown) and resolved;

*THAT the Board of Governors adopt the Acting President Policy as presented.*

## **9. Governance and Planning Committee**

### **9.1 B.110 Academic Affiliation Agreements Policy**

Pouyan Mahboubi, Vice-Provost and AVP Academic provided background information regarding the new policy, B.110 Academic Affiliation Agreements Policy, which was updated to be in better alignment with E2030 and I2030, focusing on the Student Experience, and the University's strategy to foster meaningful academic affiliations. Pouyan summarized the policy's new components including detailed definitions, broadened scope, and the consultation and approval process. Senate has reviewed the new policy and voted in favour.

It was moved (Duncan Brown), seconded (Ash Amlani) and resolved;

*THAT the Board of Governors approve B.110 Academic Affiliation Agreements Policy.*

### **9.2 B.301 Naming of Buildings, Spaces and Programs**

Jennifer Ingham, VP University Relations summarized the background information regarding the revision of B.301 Naming of Buildings, Spaces and Programs Policy and the rescission of B.305 System for Naming Buildings at Capilano University Policy. She highlighted the consultation steps which have provided for informed decision making. Key changes to the policy integrate "clear and transparent principles to guide naming and renaming decisions at CapU as well as ensure the University continues to create a welcoming and inclusive environment."

It was moved (Duncan Brown), seconded (Andrew Petrozzi) and resolved;

*THAT the Board of Governors approve the revised B.301 Naming of Buildings, Spaces and Programs Policy.*

It was moved (Andrew Petrozzi), seconded (Rodger So) and resolved;

*THAT the Board of Governors approve the rescission of B.305 System for Naming Buildings at Capilano Policy.*

### **9.3 ARM 48 Distinguished Alumni Award and ARM 50 The One to Watch Alumni Award**

Jennifer Ingham, VP University Relations explained that ARM 50 is a dated policy that has been superseded by practices and procedures within the Alumni to better honour and celebrate alumni.

It was moved (Duncan Brown), seconded (Rodger So) and resolved;

*THAT the Board of Governors approve the rescission of ARM 48 Distinguished Alumni Award and ARM 50 The One to Watch Alumni Award policies.*

**10. Related Party Disclosure**

Tally Bains, VP, Finance and Administration confirmed that this item is complete this and it's been submitted to the CABRO. She thanked the Board members for taking the time to complete the form.

**11. Meeting Close**

The Regular Meeting of the Board finished at 5:33 pm.