



## MEETING MINUTES OF THE BOARD

Tuesday, April 26, 2022  
1:15 pm to 3:15 pm  
[kálax-ay Sunshine Coast Campus](#)

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Board		Staff
Duncan Brown, Chair	Harmanjot Kaur (by telecon)	Lauren Styles, Acting President and VP Academic and Provost
Ash Amlani, Vice Chair	Nanci Lucas	Kartik Bharadwa, VP of People, Culture & Diversity
Rosie Anza-Burgess	Andrew Petrozzi (by telecon)	Debbie Carter, VP Finance & Administration
Oscar Blue	Majid Raja (by telecon)	Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Yuri Fulmer, Chancellor	Rodger So	Lesley Cook, Recorder
Patricia Heintzman (by telecon)	Sonny Wong, Senate Liaison	
Regrets		Guest
Paul Dangerfield, President Cherian Itty		Stephen Williams, 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 1:17 p.m.

### 1. Approval of Agenda

It was moved (Oscar Blue), seconded (Sonny Wong) and resolved;

*THAT the agenda be approved as presented.*

### 2. Consent Agenda

It was moved (Rosie Anza-Burgess), seconded (Sonny Wong) and resolved;

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

- 2.1. Minutes from the February 22, 2022 Board Meeting
- 2.2. Board Committee Reports:
  - 2.2.1. Executive and HR Committee
  - 2.2.2. 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

Board Chair Duncan Brown welcomed everyone and noted that some Board members joined the meeting remotely.

He reported that he and President Paul Dangerfield has recently met with representatives of the Minister of Advanced Education and Skills Training and the Crown Agencies and Board Resourcing Office (CABRO) regarding Board appointments. The terms of several appointed Board members are expiring this July, including Ash Amlani, Patty Heintzman, Cherian Itty, Andrew Petrozzi, Rodger So, and himself. Unfortunately the Board of Governors must say goodbye to Cherian Itty who has fulfilled his six-year term. The Board also says goodbye to elected Board member and student representative, Oscar Blue, who has served the Board for two consecutive one-year terms. There is a possibility, therefore, of a large turnover of Board members this summer if those with expiring terms are not reappointed by the Ministry.

Duncan and Vice Chair Ash Amlani have had several meetings since February.

They met with Kartik Bharadwa, new VP of People, Culture & Diversity to welcome him to the University. They also met with President Paul Dangerfield and VP Bharadwa to discussion senior leadership succession and also the possibility of adjusting the timeline for the President's Annual Performance Review (APR) to align with the integrated plan and the fiscal year. Usually the Board and the President meet in November to address the President's APR and Annual Goals and KPIs for the upcoming year. This would now take place in the spring. This adjustment will also shorten the Board's November meeting, which is usually quite long.

They also met online with the new senior policy staff in the Advanced Education and Skills Training Minister's office and with members of the Capilano University Faculty Association and Duncan was a guest speaker at the Capilano Student Union's 50<sup>th</sup> Anniversary, held April 7<sup>th</sup> at the main campus.

Very recently the University has had two big announcements. Together with the Ministry of Advanced Education and Skills Training, it was announced in early April that Capilano University's first on-campus student housing will be built and provide a 362-bed accommodation. In March, Capilano University announced that it has entered into a purchase agreement with Oceanfront Squamish and will re-establish programming in the Sea-to-Sky region on the two acres of waterfront property.

A letter was received from the Ministry of Advanced Education and Skills Training regarding the Institutional Accountability Plan and Report (IAPR) for the 2020/21 cycle. The Ministry was very appreciative of the amount of work that went into that report. The administration and management team should be very proud.

There's been a slight change in the Ministry's approach to annual Mandate Letter this year. Usually post-secondary institutions (PSI) receive an annual Mandate Letter. This year each PSI received a Letter of Direction from Minister, which builds upon the priorities detailed in the 2021/22 Mandate Letter. This letter will be shared with the Board as part of their June package.

Duncan reminded Board members to please participate in the annual self-assessment survey.

## **5. Senate Reports**

### **5.1 Vice Chair**

Senate Vice Chair Stephen Williams reported to the Board. Student exams have started. The student Senator positions have been filled for the 2022/23 academic year.

A large volume of requests were processed by the Senate Curriculum Committee (SCC) at their

March meeting. SCC Chair Deb Jamison expressed her appreciation to the Curriculum Advisors of the Registrar's Office.

Senate approved the Stage 1 proposal for the Bachelor of Arts with a Major in Governance, Policy and Justice, which will be discussed as agenda item 9.

Senate's annual self-evaluation survey, which assess the inner mechanics of Senate and its sub-committees, was distributed shortly after Senate's March meeting.

## **5.2 Board Liaison**

Board Liaison Sonny Wong commented that Senate is working very well and successfully with Stephen Williams as Senate Vice Chair. Unfortunately, Stephen's term is coming to an end. Sonny thanked him for his valued time and commitment to Senate.

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

Acting President and VP of Academic & Provost, Dr. Laureen Styles, gave the President's Report to the Board of Governors. She reported that the work regarding Equity, Diversity, and Inclusion (EDI) audit continues throughout the Capilano University community, with leadership by Kartik Bharadwa, VP of People, Culture & Diversity.

A positive step with planning forward for a future campus in Squamish was shared with the announcement of entering in to a land purchase agreement and the recent event on campus with the Minister and others to announce funding for on-campus student housing was received positively.

Sadly the war in Ukraine continues and the University continues to support Ukrainian and Russian students. Academic concessions are available and being made for affected students and there is a continuous focus on health and wellness outreach to the student population. President Paul Dangerfield has reached out to several North Shore organizations to offer assistance with further needs.

Laureen provided detail regarding the April 22, 2022 correspondence from Don Wright, Engagement Lead for the Public Post-Secondary Funding Formula Review. The scope has been set and articulated, part of which includes groupings of post-secondary institutions. Capilano University is included in the British Columbia Association of Institutes and Universities (BCAIU) group. As a starting point, all provincial post-secondary institutions have been invited to respond by June 30, 2022 to an initial set of questions. It's an iterative multi-step approach that will become more defined as the review progresses. It's a great opportunity to focus on CapU's key priorities.

## **7. Governance and Planning**

### **7.1 Board and Board Committee Roles and Responsibilities Regarding University Plans**

Duncan Brown provided Board members with the highlights of the proposed amendments to the Board's Governance Manual and the Governance and Planning Committee's Terms of Reference to clarify the roles and responsibilities of the Board and the Committee with regard to University Plans.

- As per the *University Act*, the Board is responsible for approving the University's Academic Plan, *Illuminating 2030*. The Board's governance documents should include the Academic Plan and the Board's responsibility of approval.
- The Board Governance Manual refers to the University's "vision, mission and values." The word "mission" should be changed to "purpose," which aligns with the University's strategic plan, *Envisioning 2030*, and demonstrates the University's commitment to decolonization.
- The Board's governance documents should be updated to indicate that strategic initiatives and operational plans are for Board review, not approval. The Board's governance documents should also be revised to reflect its multi-year integrated planning.
- The Board's governance documents should indicate that performance monitoring involves weighing performance against strategic plans, not operational plans.

Part of the review process included consultation about the policy and practices of the UBC Board of Governors. Duncan and Board Vice Chair, Ash Amlani also discussed the proposed amendments with Paul Dangerfield and Toran Savjord, VP of Strategic Planning, Assessment & Institutional Effectiveness.

It was noted that, in addition to the proposed amendments in the documents, "capital plans" should also be removed from section 3(m) of the Committee's Terms of Reference, as this had been recently transferred to the Finance Committee from the Governance and Planning Committee.

It was moved (Duncan Brown), seconded (Nanci Lucas) and resolved;

*THAT the Board amend the Board Governance Manual, as per Appendix "A."*

It was moved (Duncan Brown), seconded (Nanci Lucas) and resolved;

*THAT the Board amend the Governance and Planning Committee's Terms of Reference, as per Appendix "B, and also to delete "capital plans" for section 3(m).*

## **7.2 Related Party Disclosure**

VP of Finance and Administration, Debbie Carter provided an overview of the Related Party Disclosure. She asked that the forms be completed and submitted to the Executive Assistant to the Board of Governors today.

## **8. Investment Management**

### **8.1 Socially Responsible Investing (SRI) and Environmental, Social, and Governance (ESG) Integration**

Debbie gave an overview of ESG and SRI in accordance with the information in the agenda package. PH&N Investment Managers will attend the June Board meeting to provide further information regarding ESG and SRI to the Board.

It was moved (Ash Amlani), seconded (Oscar Blue) and resolved;

*THAT the Board of Governors receive for information the report on Socially Responsible Investing and Environmental, Social and Governance (ESG) Integration.*

## **9. Academic**

### **9.1 Bachelor of Arts with a Major in Governance, Policy and Justice – Stage 1 Proposal**

Dr. Laureen Styles, VP of Academic and Provost summarized the proposed new degree that has been developed in the Faculty of Arts and Sciences and is consistent with the university's Bachelor of Arts framework.

Board members were pleased to see this proposal and commented that it provides an opportunity for students to remain at Capilano University to complete their degree, an ongoing request from students.

It was moved (Rosie Anza-Burgess), seconded (Ash Amlani) and resolved;

*THAT the Board of Governors approve the Bachelor of Arts with a Major in Governance, Policy and Justice Stage 1 proposal as presented for the consideration of the Minister of Advanced Education and Skills Training.*

### **9.2 Proposed Course Discontinuance (s) for The Faculty of Global and Community Studies and The Faculty of Arts and Sciences**

Dr. Laureen Styles, VP of Academic and Provost provided an overview of the proposed courses for discontinuance, listed on page 122 of the agenda package.

The discontinuance process is part of the regular programming review procedure, where faculties annually review their respective programs. In some cases courses will be dismantled and in others, transformed. This is a recommendation that will go to the Senate.

It was moved (Nanci Lucas), seconded (Ash Amlani) and resolved;

*THAT the Board of Governors refer the recommendation of course discontinuances for the Faculties of Global and Community Studies and Arts and Sciences to the Senate for advice.*

## **10. Meeting Closed**

The Regular Meeting of the Board finished at 2:09 pm.