



MEETING MINUTES OF THE BOARD

Tuesday, September 27, 2022

4:45 pm to 6:45 pm

In Person, BR126

Board		Staff
Duncan Brown, Chair	Patricia Heintzman	Tally Bains, VP of Finance and Administration
Ash Amlani, Vice Chair	Sophia Kara	Kartik Bharadwa, VP of People, Culture & Diversity
Paul Dangerfield, President	Nanci Lucas	Jennifer Ingham, VP University Relations
Troy Abromaitis	Andrew Petrozzi	Laureen Styles, Acting President and VP Academic and Provost
Rosie Anza-Burgess	Sarah Thomas	Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Yuri Fulmer, Chancellor	Sonny Wong, Senate Liaison	Lesley Cook, Recorder
Regrets		Guest
Harmanjot Kaur		Ryan Blades, Director, Facilities Serv. & Campus Planning
Rodger So		Jacquetta Goy, Director, Risk Management
Majid Raja		Micki McCartney, Regional Director, Sunshine Coast
		Andrew Sweeney, PH&N Investment Management
		Robert Thomson, Senate Vice Chair
		Dawn Whitworth, AVP Creative Activity, Research & Scholarship

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

Board Chair Brown welcomed the new members, Troy Abromaitis and Sophia Kara.

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

THAT the agenda be approved as presented.

2. Consent Agenda

Laureen Styles, VP of Academic and Provost commented that there's a typo in the September 27 minutes for item 11.1 Proposed Course Discontinuation(s) for The Faculty of Global and Community Studies and the Faculty of Arts and Sciences. GEOL 102, 107 should be changed to GEOG 102, 107.

The text for the motion should read as follows.

THAT the Board of Governors, based on advice from Senate, approve the discontinuance of the courses listed below.

Faculty of Global and Community Studies Courses: REC 107, 110, 149, 151, 157, 169, 175, 245, 255; SATO 205, 206, 305; TOUR 120, 134, 135, 137, 202, 212, 249, 301, 343, 350 422, 424

*Faculty of Arts and Sciences Courses: ENGL 301, 302, 326, 341, 308, 311, 314, 317, 356, 357, 410; **GEOG 102, 107**; POL 208; HIST 230, 249, 340.*

The typographical error GEOL 102, 107 should have been GEOG 102, 107 was in the briefing note in the June 28, 2022 Board agenda package and not in the June 28, 2022 minutes. This error has been corrected at the Board of Governors November 29, 2022 meeting.

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

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

2.1. Minutes from the June 28, 2022 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 Finance Committee

2.2.4 Governance and Planning Committee

2.2.5 Investment Management Committee

3. Place Holder

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

4. Board Chair's Report

Board Chair Brown gave a verbal report. He acknowledged the work of Capilano University's staff, faculty, and administration throughout the pandemic.

During this challenging time, new programs and courses were developed and launched, the Envisioning 2030 strategic plan, Illuminating 2030 academic plan and Campus Master Plan and Integrated Plan were developed, refined and implemented. And, these plans are now fully integrated and the reporting processes streamlined. A significant accomplishment to be celebrated.

The University also moved forward in developing campus infrastructure, recently celebrated the ground breaking of the Centre for Childhood Studies (CCS) and looks forward to development of the on-campus student housing and continued digital transformation.

At this meeting the Board will be receiving updates on the new Creative Activity, Research and Scholarship (CARS) Framework and Risk Management Framework and the development of a new Indigenous Framework.

Board Chair Brown, Vice Chair Amlani, and President Dangerfield met with the Minister of Advanced Education and Skills Training in September. He was happy to report that the relationship between the University and the Ministry is very positive, healthy, and strong.

In the coming year, the Board and the University will continue to prioritize:

- Recovering from the financial impact of Covid-19;
- Increasing domestic enrollment and diversifying international enrollment;
- Supporting equity, diversity and inclusion;

- Internal audit and enterprise risk management; and
- Refreshing and updating the Board's policies.

There are some new appointments to some of the Board's committees. Rosie Anza-Burgess will stay with the Governance and Planning Committee and has been appointed to the Finance Committee. She is also the Board's liaison to Senate. Troy Abromaitis has been appointed to the Finance Committee and the Audit and Risk Committee. Sarah Thomas has been appointed to the Governance and Planning Committee and the Investment Management Committee.

5. Senate Reports

5.1 Vice Chair

New Senate Vice Chair Robert Thomson introduced himself. He's an instructor for the School of Business and a Faculty Senator representing the School of Business and Professional Studies. He reported that its September meeting Senate approved a list of 329 students as graduates of the university and having completed the program requirements for their respective credentials. The 2023 Convocation dates have been approved. Convocation will take place on June 7, 8, and 9. Senate approved the Stage 2 Full Program Proposal for submission to the Degree Quality Assessment Board for a new Bachelor of Environment and Society credential, as well as the associated diploma and minor.

5.2 Board Liaison

Board Liaison Rosie Anza-Burgess didn't have any additions to Robert's report.

6. President's Report

President Paul Dangerfield reported to the Board. The return to campus mix in September saw around 70% in person and 30% online. Feedback from the Flexible Work Pilot Frame proved successful and the Hybrid Office Program was officially rolled out in the fall. The program's success has also had a positive effect on employee recruitment and retention.

Paul attended the European Association for International Education (EAIE) Conference in Barcelona, September 13-16. He reported that post-secondary institutions (PSIs) are re-engaging internationally and it was beneficial to meet with CapU's European, UK and global partners to re-establish existing agreements and set up new ones. This conference saw its highest attendance ever this year.

Being able to be back on campus, in person, has been very positive effect, allowing for better connections with students and employees. Also, the launch of the new degrees, majors and minors such as Bachelor of Kinesiology has had a positive impact on enrolments, faculty recruitment and engagement.

7. Presentation on Creative Activity, Research & Scholarship Framework/Strategic research Plan

Dawn Whitworth, Associate Vice President of Creative Activity, Research & Scholarship (CARS) and Graduate Studies presented the CARS Framework. Her presentation focused on two areas of information for the Board: Where we are now (with history on the last 3 years) and where we are headed (within the next 2 years).

8. Indigenous Framework

Laureen Styles, VP of Academic and Provost and Micki McCartney, acting director, Office of Indigenous Education and Affairs (IEA) gave an overview of the work to date with developing an Indigenous Framework.

Background was provided that guide and inform this work, including the more recent passing of the [Declaration on the Rights of Indigenous Peoples Act](#) (*Declaration Act*) as law in B.C. in 2019 and a resultant Action Plan (April, 2022) as well as a multi-year activity of the Ministry of Advanced Education and Skills Training (AEST) focusing on engagement with a wide range of constituents for a new Post-secondary Indigenous Education Policy Framework. Additionally, *Envisioning 2030* and *Illuminating 2030* provide the foundation and guidance as we plan together to further reconciliation actions, Indigenization and activities that move towards decolonizing practices and approaches.

Over the fall of 2021 with leadership from Miranda Huron, director, Indigenous education and affairs, hosted conversations regarding decolonization, territorial rights, Indigenization and related topics. Academic units and Faculties were asked to develop draft plans to further Indigenization and Indigenous education and a series of engagement sessions were held with Nations, Elders, Indigenous students, and senior and academic leadership councils, and Elders. Although the 2022 late spring and summer months meant a pause in the work, key ideas and direction have been drafted on this initial engagement phase and will be moving into a next stage of engagement and feedback.

Micki McCartney acting director IEA and Regional Director kálah-ay | Sunshine Coast Campus added that there is active engagement with the Nations on a regular basis related to Indigenous students, and community-based programming as well as ideas and aspirations as part of a draft framework. The Fall engagement work will be iterative with a range of perspectives and input sought and in consideration of other guiding policy documents (provincially), Truth and Reconciliation Calls to Action, In Plain Sight, and the Calls to Justice with the Murdered and Missing Indigenous Women and Girls Inquiry. She commented that the Nations have asked that we slow ourselves and be poignant in the work so that we can move forward effectively. The goal is to have a substantive draft the end of the calendar year.

Troy Abromaitis provided insight on how to best engage with multiple Nations. Sarah Thomas added that as long as there is an effort to continue the work, the work will get done and offered assistance with her Nation Tsleil-Waututh, and will assist in any way she can.

9. Investment Management Committee

9.1 Presentation on Environmental, Social and Governance Investing (ESG) and Socially Responsible Investing (SRI)

Andrew Sweeney, PH&N Investment Manager, introduced himself and gave a presentation of PH&N's approach to responsible investing. Long term results can be enhanced by being aware of corporations and organizations that fully integrate an Environmental, Social and Governance (ESG) approach to investing. Once PH&N is an owner of a company they ask themselves how they can make it better. PH&N provides ESG reporting for their clients and consultants and is a founding member and an active steward for the Canadian Coalition for Good Governance. They also provide client driven solutions and reporting, with a long history of providing Socially Responsible Investing (SRI) and fossil fuel free investment capabilities. Andrew explained PH&N's approach to climate change and their stewardship in action.

Andrew took questions from the Board and confirmed the following:

- The University's portfolio and the Foundation's portfolio don't have Russian content.
- The European energy issue is a matter of security and has raised awareness in North American countries, such as Canada, where energy security isn't an issue.
- RBC leads a [Task Force on Climate-related Financial Disclosures](#) (TCFD).

10. Audit and Risk Committee

10.1 Presentation on Enterprise Risk Management (ERM) Framework

Jacquetta Goy, new Director of Risk Management, will lead the organization in developing the risk management framework. She introduced herself and presented on the planned approach and timelines in completing the ERM framework. The framework has also been presented to the Board's Audit and Risk Committee as well as Senior Leadership Council. Throughout the year she will be working with the University community, socializing the ideas, and holding risk identification workshops and developing risk response plans with risk owners. Using the 31000 standard, ERM will be driven by CapU's vision and protect what is important to the University. A timeline was also presented to the Board and there will be periodic progress reports.

11. Finance Committee

11.1 Statement of Financial Information, Fiscal 2021/22

Patricia Heintzman, Committee Chair, commented that this is an annual reporting requirement.

Tally Bains, VP of Finance and Administration provided an overview of the Statement of Financial Information (SOFI) for fiscal 2021/22. The report is a requirement for all public sector organizations and is due six months after the fiscal year end; for the university the due date is September 30, 2022. The report will be posted on the Capilano University website.

It was moved (Patty Heintzman), seconded (Troy Abromaitis) and resolved;

THAT the Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2022.

11.2 Five-Year Capital Plan

Ryan Blades, Director of Facilities Services & Campus Planning provided background regarding the University's Five-Year Capital Plan. As required by the Ministry of Advanced Education, Skills and Training, all provincial post-secondary institutions must submit a Five-Year Capital Plan to the Ministry annually. The plan is reviewed and prioritized by the Campus Master Plan Steering Committee before submission to the Board. Once the Board has approved, a final draft is submitted to the Ministry. As directed by the Ministry, the plan must address three specific areas:

1. Identify any changes in project requests from year to year;
2. Provide a high-level understanding of your institution's capital requirements; and
3. Identify projects that address demonstrable demand for student housing at the institution's locations, as well as provide an inventory of existing housing buildings.

The capital plan projects addressed in the submission to the Ministry are the same as last year. This plan is a list of things that management wants to do and it signals to the Ministry that CapU is ready to proceed.

Although the plan is titled the Five-Year Capital Plan, many of the projects are closer to a ten-year plan, and in some cases twenty. Management is always thinking long term for each project they undertake.

Nanci Lucas and Ryan Blades left the meeting at 6:51 pm.

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

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

12. Governance and Planning Committee

12.1 Rescind First Nations Policy Statement Memo 26

Duncan Brown, Committee Chair summarized the steps that had been taken in regards to the rescission of Memo 26. Senior management discussed rescission and is wholly supportive. The Governance and Planning Committee passed a motion recommending that the Board rescind First Nations Policy Statement Memo 26.

It was moved (Duncan Brown), seconded (Troy Abromaitis) and resolved;

THAT the Board of Governors rescind First Nations Policy Statement Memo 26.

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

It was moved (Duncan Brown), seconded (Ash Amlani) 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 (Andrew Petrozzi), seconded (Troy Abromaitis) 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.

14. Adjourn

The Regular Meeting of the Board finished at 6:55 pm.