



MEETING MINUTES OF THE BOARD

Tuesday, June 27, 2023

4:45 pm to 6:45 pm

[MS Teams](#)

	Board	Staff
Ash Amlani, Chair	Andrew Petrozzi	Tally Bains, VP, Finance and Administration
Rodger So, Vice Chair	Majid Raja	Kartik Bharadwa, VP, People, Culture & Diversity
Paul Dangerfield, President	Rodger So	Ryan Blades, AVP Facilities Services and Campus Planning
Patricia Heintzman	Marina Verones	Jacquetta Goy, Director, Risk Management
Nanci Lucas	Sonny Wong	Jennifer Ingham, VP University Relations
	Regrets	Joyce Ip, AVP Strategy, Analytics and Transformation
Troy Abromaitis	Sophia Kara	Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Rosie Anza-Burgess	Sarah Thomas	Laureen Styles, VP Academic & Provost
Duncan Brown	Robert Thomson, Senate VC	Lesley Cook, Executive Assistant, Board of Governors
Yuri Fulmer		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 4:51 p.m.

1. Approval of Agenda

It was moved (Rodger So), seconded (Marina Verones) and resolved;

THAT the agenda be approved as presented.

2. Declaration of Vacancy

Board Chair Ash Amlani declared that there is a vacancy for an appointed Board member as of July 31, 2023.

3. Consent Agenda

It was moved (Nanci Lucas), seconded (Sonny Wong) and resolved;

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

- 3.1. Minutes from the May 2, 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.

She thanked several members of the Board; students Marina Verones and Sophia Kara, and appointed members Sonny Wong, Sarah Thomas, as well as Andrew Petrozzi and Duncan Brown, who both served 6 years on the Board. Thank you for your time, commitment, and support. The Board of Governors wishes these departing members all the very best for their future endeavors.

She noted that Capilano University has received the Mandate letter from the Ministry and that all of CapU's work, already underway, aligns with the Mandate.

Ash acknowledged that the Board of Governors remains committed to the University and its community and anticipates a positive resolution regarding the MoveUP Local 378 strike action. She expressed her thanks to all Capilano University staff who are involved in continuing to provide the best student experience that the community has come to know, and she appreciates the work that has been done by all. The Board continues to support bargaining and positive communication.

6. Senate Reports

Senate Vice Chair Robert Thomson and Board liaison Rosie Anza-Burgess both sent their regrets for the Board meeting.

7. President's Report

In addition to his written report to the Board, President Paul Dangerfield reported on key recent events. Paul recognized that due to the strike action it hasn't been an easy time for the University community and that the Administration is committed to a resolution so that students will be back in the classroom, faculty back in the classes, and everyone working harmoniously together.

Adding onto the Board Chair's highlight of the Mandate letter, Paul informed the Board that next year's Institutional Accountability Plan and Report (IAPR) will be aligned with the latest letter, and through the Integrated Planning and Budget process the new activities in the Mandate letter will be actioned. Details of the Mandate letter will be discussed with the Board at orientation in September.

8. Audit and Risk Committee

8.1 B.310 Protected Disclosure (Whistleblower)

Jacquetta Goy, Director Risk Management provided the highlights of the revisions to the policy.

It was moved (Rodger So), seconded (Sonny Wong) and resolved;

THAT the Board of Governors approve the revisions to B.310 Protected Disclosure (Whistleblower) as presented.

8.2 B.217 Fraud Prevention and Investigation

Jacquetta summarized the background and rational for the new policy.

It was moved (Rodger So), seconded (Sonny Wong) and resolved;

THAT the Board of Governors approve B.217 Fraud Prevention and Investigation.

9. Executive and HR Committee

9.1 B.506 Standards of Conduct

Jacquetta explained that this is a key policy that needs to be in place. In line with the other post-secondary institutions, these policies are written intentionally broad.

Its thorough review process, including a legal review, ensures that it is concise without being too prescriptive and that it aligns with related policies. Communication will be sent to the University community about the updated policy, alongside the revision to the Whistleblowing policy and introduction of the Fraud policy. Training and further guidance materials will be developed to provide greater clarity.

Majid Raja and Nanci Lucas were opposed to approving the policy.

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

THAT the Board of Governors approve the revised B.506 Standards of Conduct.

9.2 ARM 1050 – Equipment – Off Campus Use (rescind)

Jacquetta summarized the background and rational for rescinding the policy.

It was moved (Rodger So), seconded (Sonny Wong) and resolved;

THAT the Board of Governors approve the rescinding of ARM 1050 – Off Campus Use of College Equipment.

9.3 ARM 11 – College Facilities and Equipment – Use by Employees (rescind)

Jacquetta summarized the background and rational for rescinding the policy.

It was moved (Andrew Petrozzi), seconded (Marina Verones) and resolved;

THAT the Board of Governors approve the rescinding of ARM 11 – College Facilities and Equipment – Use by Employees.

9.4 B.205 Retirement Recognition Policy

Jacquetta provided the highlights of the revisions to the policy. Nanci Lucas recommended a minor formatting change.

Action: Jacquetta will amend the formatting.

It was moved (Nanci Lucas), seconded (Rodger So) and resolved;

THAT the Board of Governors approve the revised B.205 Retirement Recognition Policy for Capilano University Employees.

10. Finance Committee

10.1 Executive Compensation Disclosure

Kartik Bharadwa, VP People, Culture & Diversity summarized the report in the agenda package and explained that this is a standard report, required by the Ministry.

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

THAT the Board of Governors approves the Executive Compensation Disclosure Report for Fiscal Year 2022-23.

10.2 B.313 Procurement Policy

Jacquetta explained that this policy is about giving guidance to everyone about procurement. The policy delineates the best practice and provides principles and clarification of responsibilities. Finance Committee Chair, Patricia Heintzman added that the Committee also discussed the position of adding the living wage procurement to the policy.

Although Duncan Brown was not able to attend the Board meeting, Board Chair Ash Amlani recognized that Duncan pushed hard for these policies to be developed and completed, and the Board is thankful for his stewardship.

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

THAT the Board of Governors approve B.313 Procurement Policy as presented.

11. Institutional Accountability Plan and Report (IAPR)

Toran Savjord, VP Strategic Plan, Assess & Inst. Effect reminded the Board that the IAPR serves as a report card to the government. It reflects on what has been done, where CapU is going, and what has been achieved over the past year that the government has requested. Highlights are the indigenous framework, work on the integrated learning co-lab, and quality assurance and program development.

Joyce Ip, AVP Strategy, Analytics and Transformation confirmed that what was anticipated matches what the government requested, and approval was provided today. No changes will be needed to the IAPR as seen in the agenda package.

Ash flagged that typically the Governance and Planning Committee would meet to discuss the IAPR however, the Committee was unable to meet due to lack of quorum and so this document has come straight to the Board.

It was moved (Rodger So), seconded (Sonny Wong) and resolved;

THAT the Board approves the Institutional Accountability Plan and Report for final submission, provided that Round 3 performance measures are updated based on the Ministry's official release if applicable.

12. Investment Management Committee

12.1 Capilano University B.201 Investment Policy

Tally Bains, VP Finance and Administration explained that the policy before the Board is a combination of the investment guidelines and the previous investment policy. The Committee and management also wanted to incorporate the governance aspect of the investment managers. The revision process included review and development by a third party, Ellement Consulting, who works closely with the Committee on a regular basis.

It was moved (Majid Raja), seconded (Marina Verones) and resolved;

THAT the Board of Governors approve revisions to policy B.201 Investment Policy for the Capilano University as presented.

13. Academic

13.1 Non-Degree Program Proposals

Laureen Styles, VP Academic and Provost, provided an overview of three proposed new non-degree credentials that create additional options for current and new students and align with industry standards or expectations. The proposed new credentials are: Post-baccalaureate Certificate in Financial Planning, Post-baccalaureate Certificate in Financial Planning Professional, and the Postbaccalaureate Diploma in Financial Planning. Internal steps of review and recommendations have occurred consistent with the established academic planning process for proposed new non-degree programs. All three credentials are related to financial planning, a growing sector Canada wide.

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

THAT the proposed Post-baccalaureate Certificate in Financial Planning, Post-baccalaureate Certificate in Financial Planning Professional, and the Postbaccalaureate Diploma in Financial Planning be approved for implementation and delivery.

14. Meeting Close

The Regular Meeting of the Board finished at 6:45 pm.