 CAPILANO UNIVERSITY	<p>AGENDA</p> <p>OPEN MEETING OF THE BOARD</p> <p>Tuesday, June 25, 2024 4:45 pm to 6:45 pm Main Campus, Room BR126</p>
--	--

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

AGENDA ITEM	ACTION	SCHEDULE	TIME	PAGE
1. Approval of Agenda – David Ayriss, Chair MOTION: <i>THAT the Board approve the agenda as presented.</i>	Approval		2 min	Page 1
<i>(Disclaimer: The Consent Agenda includes the minutes of the Board's previous meeting, Committee reports since the previous Board meeting, and correspondence. A Board member that approves of the Consent Agenda agrees to the information and its accuracy, without significant amendments or the need to separate a sub-schedule from the Consent Agenda for amendment and approval.)</i>				
2. Consent Agenda – David Ayriss, Chair MOTION: <i>THAT the Board approves the following items on the Consent Agenda:</i>	Approval		2 min	
2.1. Minutes from the April 30, 2024 Board Meeting		2.1		Page 3
2.2. Board Committee Reports <i>(These reports summarize the draft minutes of the Committee's last meeting; any motions coming forward from the Committees are in the regular agenda.)</i>				
2.2.1 Audit and Risk Committee		2.2.1		Page 8
2.2.2 Executive and HR Committee		2.2.2		Page 9
2.2.3 Finance Committee		2.2.3		Page 10
2.2.4 Governance and Planning Committee		2.2.4		Page 15
2.2.5 Investment Management Committee		2.2.5		Page 36
2.3. Correspondence		2.3		Page 37
3. Place Holder: <i>Item from the Consent Agenda</i>	Discussion [or Approval]	Verbal	3 min	-
4. Board Chair's Report – David Ayriss, Chair	Information	Verbal	3 min	-
5. Senate Reports				
5.1. Vice-Chair – Report included in the agenda package	Information	Sch 5.1	5 min	Page 68
5.2. Senate Liaison – Patricia Heintzman	Information	Verbal		
6. President's Report – Paul Dangerfield, President	Information	Verbal	10 min	Page 69
7. Audit and Risk Committee – Rodger So, Committee Chair				
7.1 B.605 Records Management Policy – Jacquetta Goy, Director Risk Management MOTION: <i>THAT the Board of Governors approve the new B.605 Records Management Policy.</i>	Approval	Sch 7.1	5 min	Page 90
7.2 B.604 Acceptable Use and Security of Digital Technology Policy – Jacquetta Goy, Director Risk Management MOTION: <i>THAT the Board of Governors approve B.604 Acceptable Use and Security of Digital Technology Policy.</i>	Approval	Sch 7.2	5 min	Page 99
8. Executive and HR Committee – David Ayriss, Committee Chair				
8.1 President and Vice-Chancellor Search Procedure – Melissa Nichol, Strat Dir, People, Culture & Diversity MOTION: <i>THAT the Board of Governors approve the amended President and Vice Chancellor Search Procedure as presented.</i>	Approval	8.1	5 min	Page 108
9. Fiscal 2023-24 Draft Audited Financial Statements – Narisha Jessani, Director Financial Planning MOTION: <i>THAT the Board of Governors receives for information the Capilano University Consolidated Financial Statements for the Year Ended March 31, 2024, approved by the Executive and HR Committee.</i>	Information	9.1	5 min	Page 117
10. Finance Committee – Patricia Heintzman, Committee Chair				
10.1 Integrated Planning – Fiscal 2023/24 Top 10 Highlights from draft Institutional Accountability Plan and Report (IAPR) – Joyce Ip, AVP Strategy, Analytics and Transformation MOTION: <i>THAT the Board of Governors receives for information the 2023/24 Institutional Accountability Plan and Report (IAPR) Top 10 Highlights.</i>	Information	10.1	10 min	Page 150

AGENDA ITEM	ACTION	SCHEDULE	TIME	PAGE
<p>10.2 Final Fiscal 2023/24 Financial Results – Narisha Jessani, Director Finance</p> <p>MOTION: <i>THAT the Board of Governors receives for information the final Fiscal 2023/24 Financial results.</i></p>	Information	10.2	10 min	Page 152
<p>10.3 Executive Compensation Disclosure – Kartik Bharadwa, VP People, Culture & Diversity</p> <p>MOTION: <i>THAT the Board of Governors approve the Executive Compensation Disclosure Report for Fiscal Year 2023-24.</i></p>	Approval	10.3	5 min	Page 181
<p>10.4 Five-Year Capital Plan 2025/26 – 2029/30 – Ryan Blades, AVP Facilities and Campus Planning</p> <p>MOTION: <i>THAT the Board of Governors approve the Five-Year Capital Plan 2025/26 - 2029/30.</i></p>	Approval	10.4	10 min	Page 191
<p>10.5 B.206 Budget Policy – Narisha Jessani, Director Finance</p> <p>MOTION: <i>THAT the Board of Governors approve the rescission of B.206 Budget Policy.</i></p>	Approval	10.5	5 min	Page 195
<p>10.6 B.213 Travel, Business and Hospitality Expenses Policy – Narisha Jessani, Director Finance</p> <p>MOTION: <i>THAT the Board of Governors approve the revised B.213 Travel, Business and Hospitality Expense Policy as presented and approve the rescission of B.302 Expenses Meetings & Hostings /Other Gatherings of Employees or Community Members Policy.</i></p>	Approval	10.6	5 min	Page 202
<p>11. Governance and Planning – RJ Wallia, Committee Chair</p> <p>11.1 Collapse the Investment Management Committee into the Finance Committee – RJ Wallia, Committee Chair</p> <p>MOTION: <i>THAT the Board of Governors approve the changes to the Finance Committee’s Terms of Reference.</i></p> <p>MOTION: <i>THAT the Board of Governors rescind the Investment Management Committee’s Terms of Reference and collapse the Investment Management Committee into the Finance Committee.</i></p>	Approval	11.1	5 min	Page 213
<p>12. Meeting Close</p>	-	-	-	-

Next Board of Governors Meeting: September 24, 2024



MEETING MINUTES OF THE BOARD

Tuesday, April 30, 2024

4:45 pm to 6:45 pm

[In Person, BR126](#)

Board Members Present

Ash Amlani, Chair
 Rodger So, Vice Chair
 Paul Dangerfield, President
 Troy Abromaitis
 David Ayriss

Patricia Heintzman
 Mayumi Izumi
 Sam Teclé

Regrets

Janet Cox
 Yuri Fulmer
 Shreya Miglani

Majid Raja
 RJ Wallia

Staff

Tally Bains, VP Finance and Administration
 Kartik Bharadwa, VP People, Culture & Diversity
 Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
 Laureen Styles, VP Academic & Provost
 Kari Wharton, Interim VP, University Relations
 Aurelea Mahood, AVP Academic & Vice Provost
 Melissa Nichol, Strategic Director People, Culture & Diversity
 Dawn Whitworth, AVP CARS & Graduate Studies
 Lesley Cook, Executive Assistant, Board of Governors
 Angela Ruggles, Executive Assistant, VP of Finance & Admin

Guest

Sue Dritmanis, Senate Vice Chair

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 (David Ayriss), seconded (Mayumi Izumi) and resolved;

THAT the agenda be approved as presented.

2. Consent Agenda

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

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

- 2.1. Minutes from the February 27, 2024 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
- 2.3 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 expressed how grateful she is to have been the Capilano University Board Chair and for the continuous support and encouragement from the Board members and the resource team over the last year.

She added that the April 17th Chancellor's Dinner was a success and that Management received a letter of thanks and appreciation from the government regarding the Institutional Accountability Plan and Report (IAPR) for the 2022/23 reporting cycle.

5. Senate Reports

5.1 Vice Chair

Senate Vice Chair, Sue Dritmanis provided a report to the Board regarding Senate's activities from March and April. Senate welcomed new faculty member, Jai Djwa, from Fine & Applied Arts and two new student Senators, Amanjot Singh and Priya McMurtrie. Also, long-time Senator from the Faculty of Business & Professional Studies, chair of the Senate Curriculum Committee, and School of Legal Studies instructor Deb Jamison was acclaimed as Senate Vice-Chair for the coming academic year.

The revised Academic Integrity Policy and Procedure was approved and is effective September 1st. Senate also approved B.111 Strategy Development and Review, with the understanding that B.101 Vision, Values, Mission, Goals and Strategic Directions would be rescinded by the Board.

Senate learned of the departure of the President and the VP Academic and were provided with a search process timeline for each leadership role. Senate discussed the nominations for recipients of honorary degrees and for the granting of faculty emeritus status and are happy with the choices made. Senate was also pleased to receive a report on the Employee Long Service Awards. Gerrie Waugh was recognized for 50 years of service. Lawrence Wu and Mary Giovannetti were each recognized for 45 years of service.

5.2 Senate Liaison

Patricia Heintzman, Senate Liaison and Board member commented that as Sue's report was comprehensive, she didn't have anything further to add.

6. President's Report

President Paul Dangerfield provided a verbal report to the Board. He thanked Sue Dritmanis for her commitment to Senate over the last few months.

He encourages the Board of Governors to continue to read the President's Report, included in the agenda package. He added that the Southeast Asia trip for international studies was successful. AVP International, Chris Bottrill, who joined Paul on the trip, continues with further work of this nature.

VP People, Culture and Diversity, Kartik Bharadwa will provide the Board with an update on the People Plan at the June 25, 2024 meeting. The Administration continues to focus on and improve employee engagement. A key area of this is Chénchenstway, the Indigenous framework, which is guided by the CapU Elders, Miranda Huron, Director Indigenous Education & Affairs and Micki McCartney, Regional Director Sunshine Coast. The Administration continues to support activities and goals of Envisioning 2030.

May is Asian Heritage month. Also, starting April 30th it's Red Dress Week, in support of National Day of Awareness for Missing and Murdered Indigenous Women, Girls and 2SLGBTQQIA+ Peoples, May 5th. Lastly, Paul announced that CapU has a new AVP Squamish, Dr. Brian Storey, who starts on Monday, May 6, 2024.

7. Academics

7.1 Creative Activity, Research and Scholarship (CARS) & Graduate Studies

Laureen introduced Dawn Whitworth, AVP CARS & Graduate Studies. Dawn explained the acronym CARS, which stands for Creative Activity, Research and Scholarship. Most post-secondary institutions have a research division however, CapU has CARS, which is inclusive of creative activity.

Dawn presented her slides to the Board of Governors. She updated the Board on the progress of the 7 key capacity building goals in the CARA framework which are:

1. Supporting student and faculty CARS activities
2. Increasing external funding for CARS activities
3. Leveraging internal funding for CARS activities
4. Growing Partnerships
5. Support for the development Research Centres
6. Regulations, policy, governance
7. Mobilizing + celebrating + communicating

She took questions and comments from the Board and clarified the following.

- MITACS is a funding agency that distributes funds to organizations such as CapU. Funding to CapU is a combined government and partner amount, managed by MITACS.
- The funds that come in via research grants are earmarked and used for dedicated faculty led CARS projects.
- Year over year CapU is receiving increases in external federal research grants for faculty research.
- All projects are faculty driven with student involvement.
- The more CARS CapU does, the more it attracts further research and funds.
- One example: a faculty worked with a small non-profit organization to research the making of a film and the film's mobilization. This is an example that falls under the category of creative activity.
- CARS provides faculty and learners with the opportunity to pursue their research in ways that they perhaps were not funded to do in the past, through teaching releases and/or student salaries.

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

THAT the Board of Governors receive an update on the progress of the implementation of the CARS Framework/Strategic Plan for information.

8. Executive and HR Committee

8.1 Revision of B.511 Discrimination, Bullying, Harassment Policy

Melissa Nichol, Strategic Director, People, Culture & Diversity summarized the changes to the policy. She explained that as per provincial legislation, organizations are required to review this policy

annually. However, changes to the legislation are pending which means that this policy will likely return to the Board later. Until that time, B.511 Discrimination, Bullying and Harassment was circulated amongst the appropriate channels within the University for recommendations. The current changes are minimal and are primarily formatting related.

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

THAT the Board of Governors approve the revised B.511 Discrimination, Bullying and Harassment Policy as presented.

8.2 B.517 Conflict of Interest Policy, Revision of B.506 Standards of Conduct Policy, and Rescission of B.311 Employee Student Relationships Policy

Melissa summarized the information in the Board report. The collective changes under this item do not entail significant changes to the University's approach on conflict of interest. Detailed information on conflict of interest was removed from B.506 Standards of Conduct and are now clarified and updated in the new B.517 Conflict of Interest. Lastly, part of the recommendation is for B.311 Employee Student Relationships Policy to be rescinded as the content is now included in B.517. The B.311.1 Employee Student Relationships Procedure will be retained and become an accompaniment to the B.517 Conflict of Interest Policy.

It was moved (Rodger So), seconded (Sam Tecele) and resolved;

THAT the Board of Governors approves new policy B.517 Conflict of Interest Policy, approves amendments to B.506 Standards of Conduct Policy, and approves the rescission of B.311 Employee-Student Relationships.

9. Finance Committee

9.1 B.212 Honoraria and Gifts Policy

Director Finance, Narisha Jessani reviewed the revisions to B.212 Honoraria and Gifts Policy. There are only two changes which are:

1. The revised scope does not include Elders who are part of the Elders Circle; these payments will fall under Elder Circle Services contracts.
2. The policy now supports appropriate cultural protocols which include forms of monetary advances for cultural programs, ceremonies, and events.

The Administration clarified the composition of the Elders Circle. The Nations included are Squamish Nation, Stó:lō Nation, Nisga'a Nation, Lil'wat Nation, Métis, and shíshálh Nation. The Elders do culture work with the students and they're self-governing. With the addition of the Squamish Campus, the Elders Circle may grow. This will be a point of discussion amongst the Elders.

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

THAT the Board of Governors approve the revisions to B.212 Honoraria and Gifts Policy.

9.2 B.218 Capital Assets Policy

Narisha reviewed the new B.218 Capital Assets Policy. The new Capital Assets Policy ensures compliance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting

Board standards for not-for-profits.

Finance has done a lot of work to develop this new policy and has reviewed available PSI information and compared capital thresholds, amortization periods and asset categories. It was noted that the technological climate is changing where physical software is shifting to more virtual-based software and this is increasing operating costs which were previously capitalized. Currently Finance has manual controls and workarounds to manage capital assets, and this will continue until the ERP system is in place. The implementation of the ERP system will help the university in advancing its controls, in developing a detailed capital asset register and calculating amortization at the asset level.

Consultations with groups with the highest capital assets were undertaken, such as Digital Technology Services, Facilities Services, and Campus Planning. Finance also engaged with the auditors.

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

THAT the Board of Governors approve the new policy B.218 Capital Assets Policy.

10. Governance and Planning

10.1 B.111 Strategy Development and Review Policy, and Rescission of B.101 Vision, Values, and Mission, Goals & Strategic Planning Directions

VP Strategic Planning, Assessment and Institutional Effectiveness, Toran Savjord and AVP Academic & Vice Provost, Aurelea Mahood confirmed that although the policy was updated in 2020, it was implemented in 1976 and the University needs to be current. Embedded in the review process was the opportunity to improve policy effectiveness by standing down old policy and developing new policy that's more articulate and consistent with the *University Act* and institutional governance.

Thanks to Director Risk Management, Jacquetta Goy and Aurelea, the University has a better strategy development and review process.

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

THAT the Board of Governors approves the new policy B.111 Strategy Development and Review Policy and rescinds B.101 Vision, Values, Mission, Goals & Strategic Directions.

11. Election of New Board Chair and Vice Chair(s)

President Paul Dangerfield led elections for a new Board Chair and Vice Chair. Patricia Heintzman and Mayumi Izumi nominated David Ayriss for Board Chair, who was elected by acclamation.

David Ayriss nominated Rodger So for Co-Vice Chair. Ash Amlani and Mayumi Izumi nominated RJ Wallia for Co-Vice Chair. Rodger So and RJ Wallia were elected by acclamation.

RJ gave his consent to the Board's Executive Team to stand for election of co-vice chair prior to the April 30, 2024 Board meeting.

12. Meeting Close

The Open Meeting of the Board finished at 5:58 pm.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.1: AUDIT AND RISK COMMITTEE REPORT	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: Rodger So, Audit and Risk Committee Chair	

PURPOSE

To provide the Board of Governors with a summary of the Audit and Risk Committee meeting that took place on June 10, 2024.

SUMMARY

Three of six Committee members were in attendance at this meeting, therefore quorum was not met and this meeting was cancelled, as per Sec 32e of the Board Governance Manual 2023.

RECOMMENDATION

This is for the Board's information only.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.2: EXECUTIVE AND HUMAN RESOURCES COMMITTEE REPORT	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: David Ayriss, Executive and Human Resources Committee Chair	

PURPOSE

To provide the Board with a summary of the Executive and Human Resources Committee meeting that took place on June 17, 2024.

SUMMARY

The Committee approved the minutes of the April 19, 2024 meeting and discussed correspondence and board oversight and the following items:

- **Fiscal 2023/2024 Draft Audited Financial Statements:** As a result of the Audit and Risk Committee meeting cancellation on June 10, due to lack of quorum, the Audit Findings Report was added to the Executive and Human Resources Committee June 17, 2024 meeting agenda.
 - **KPMG Audit Findings Report for Year Ended March 31, 2024:** Tally Bains, VP Finance and Administration reviewed the KPMG Audit findings.
 - **Fiscal 2023-24 Draft Audited Financial Statements:** Narisha Jessani, Director Financial Services reviewed the audited financial statements. The Committee passed a motion on behalf of the Board to approve the internal restriction of \$1.29 million for student success. The Committee passed a second motion on behalf of the Board to approve the Audited Financial Statements. This report is provided to the Board under separate cover.
- **Policy:**
 - **President and Vice-Chancellor Search Procedure:** Melissa Nichol, Strategic Director People, Culture and Diversity provided an overview of the procedure and steps taken for review and approval. The Committee passed a motion recommending the Board of Governors approve the procedure. This report is provided to the Board under separate cover.
 - **Annual Policy Priorities 2023-2024 Year in Review:** Jacquetta Goy, Director Risk Management reviewed the work completed during the year on the Committee's policies and the priorities for the next year. The Committee passed a motion to receive the report for information.
- **Executive and Human Resources Committee Year in Review:** Tally Bains provided an end-of-year review confirming that the work priorities set out in the Committee's terms of reference have been completed. The Committee passed a motion to receive this report for information.

RECOMMENDATION

This is for the Board's information only.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.3: FINANCE COMMITTEE REPORT	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: Rodger So on behalf of Patricia Heintzman, Finance Committee Chair	

PURPOSE

To provide the Board of Governors with a summary of the Finance Committee meeting that took place on June 10, 2024.

SUMMARY

Rodger So chaired the committee meeting on behalf of Patricia Heintzman. The Committee approved the minutes of the April 4, 2024 meeting and discussed the following items:

- **Integrated Planning Fiscal 2023/24:**
 - **Fiscal 2023/24 Top 10 Highlights from draft Institutional Accountability Plan and Report (IAPR):** Joyce Ip AVP Strategy, Analytics and Transformation presented the Fiscal 2023/24 Top 10 Highlights from the draft IAPR. The committee passed a motion to accept these for information. This report is provided to the Board under separate cover.
 - **Final Fiscal 2023/24 Financial Results:** Tally Bains, VP Finance and Administration provided an overview of the Final Fiscal 2023/24 Financial Results. The Committee passed a motion to receive this report for information. This report is provided to the Board under separate cover.
- **Fiscal 2023/24 Final Full-Time Equivalent (FTE) Report:** Joyce Ip provided an overview of the 2023/24 final FTE report. The Committee passed a motion to receive the report for information. This report is included as part of this consent agenda.
- **Executive Compensation Disclosure Report for Fiscal 2023/24 –** Kartik Bharadwa, VP People, Culture and Diversity provided an overview of the 2023/24 Executive Compensation Disclosure report. The Committee passed a motion recommending the Board approve the report. This motion is provided to the Board under separate cover.
- **Five-Year Capital Plan 2023/24 – 2027/28:** Ryan Blades, AVP Facilities Services and Campus Planning, provided an overview of the Five-Year Capital Plan. The Committee passed a motion to recommend the Board of Governors approve the Five-Year Capital Plan. This motion is presented to the Board under separate cover.
- **Finance Policies:** Tally Bains presented the following Finance policy items:
 - **B.206 Budget Policy:** The Committee passed a motion to recommend that the Board of Governors approve the rescission of this policy. This motion is provided to the Board under separate cover.

- **B.213 Travel, Business and Hospitality Expense Policy:** The Committee passed a motion to recommend that the Board of Governors approve the revisions to this policy. This motion is provided to the Board under separate cover.
- **Annual Policy Priorities Year in Review:** Tally Bains reviewed the work completed during the year on the Committees policies and the priorities for the next year. The Committee passed a motion to receive the report for information.
- **Collapse of Investment Management Committee (IMC) into Finance Committee:** Tally Bains, VP Finance and Administration presented the changes to the Finance Committee Terms of Reference as a result of the recommended collapsing of the IMC into the Finance Committee. The Committee passed a motion recommending that the Governance and Planning Committee recommend that the Board of Governors approve the changes. The Committee passed a second motion recommending that Governance and Planning Committee recommend that the Board of Governors approve the collapsing of the IMC into the Finance Committee.
- **Finance Committee Year in Review:** Tally Bains provided an end of year review confirming that the work priorities set out in the Committees terms of reference have been completed. The Committee passed a motion to receive this report for information.

RECOMMENDATION

This is for the Board's information only.



FINANCE COMMITTEE REPORT

AGENDA ITEM 2.2.3: Fiscal 2023/24 Final FTE Results	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: Rodger So on behalf of Patti Heintzman, Committee Chair	

PURPOSE

To provide the Board of Governors the fiscal 2023/24 final student full-time equivalent (FTE) enrollments. This report was received by the Finance Committee at their June 10, 2024 meeting.

BACKGROUND

FTE Definition & Calculations: The definitions and reporting standards for enrollment reporting are established by the Ministry of Post-Secondary Education & Future Skills. This approach provides consistent and standardized reporting across the public post-secondary sector. The methodology is based on the principle that each full-time student in a full-time program should equate to 1.0 FTE over an academic year. The calculation divides the total number of credits or contact hours enrolled by a student in a fiscal year by a program divisor. The program divisor is the annual number of enrolled credits required in order to complete the program within the expected timeframe. For example, for the Bachelor of Business Administration (BBA) program, the program divisor is 30 credits (120 total credits divided by 4 years). Therefore, a BBA student who enrolled in 24 credits (approximately 8 courses) in 1 fiscal year equate to 0.8 FTE.

Link to updated FTE reporting manual: <https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/fte-manual.pdf>

Link to University Act – Designation of Special Purpose, Teaching Universities Regulation: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/11_220_2008

FTE Targets & Reporting: Annual FTE enrollment targets, along with key expansion areas are provided by the Ministry in the annual budget letter, these targets are only for domestic students. The annual budget letter also outlines the operating grant, accountabilities, roles and expectations.

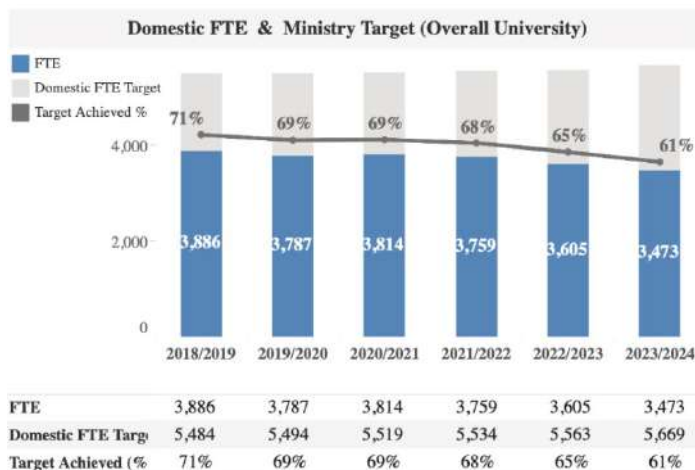
Domestic and International FTE enrollments are reported twice during the fiscal year; an interim forecast in mid-November and final results in mid-May. Enrollments are one of the key performance indicators reported in the Institutional Accountability Plan and Report.

Fiscal Year 2023/2024 Final FTE Count & Past Year Trends

Domestic FTE & Ministry Target Achievement:

The final domestic FTE count for fiscal year 2023/2024 is 3473, 61% of the given Ministry Target. This reflects a 4% decline (net loss of 132 FTEs) from the previous fiscal year.

From a Faculty perspective, the Faculties of Business and Professional Studies and Arts and Sciences experienced the largest declines with a -8% (net loss of 72.8 FTEs) and -4% (net loss of 34.9 FTEs) change respectively. It should be noted however, that the Faculties of Global and Community Studies and Education, Health and Human Development experienced a slight growth of 3% (net growth of 9.3 FTEs) and 2% (net growth of 10.4 FTEs) respectively.



International FTE: The final international FTE count for fiscal year 2023/2024 is 3702, a 69% increase (net growth of 1,510 FTEs) from the previous fiscal year.

This is the first time that the number of international FTEs have exceeded the number of domestic FTEs at the university.

From a Faculty perspective, the Faculty of Arts and Science experienced the greatest growth +137% (net growth of 891.9 FTEs), followed by the Faculty of Business and Professional Studies +53% (net growth of 524.5 FTEs).



Snapshot of the Final FTE Report to be submitted to the Ministry:

2023/24 Final FTE Report for BC Ministry of PSFS, Post-Secondary Operating and Emergency Support Branch Capilano University				Date Reported:	2024-05-14		
				Institution Contact:	Nancy Morris		
				Email:	nmorris@capilano.ca		
				Phone Number:			
Section 1 Program Level Details							
PROGRAM	Ministry Code	CIP Code	FTE Target	FTE Actuals	Utilization	Comments	
Flexible Health Care Assistant / Health Care Assistant Partnership Pathway	NHCA	51.3902	48	47.65	99%		
Health Care Assistant Partnership Pathway (one-time)	HLOT	51.3902	40		0%		
Rehabilitation Assistant	HLTH	51.0817	35	35	100%		
Rehabilitation Assistant (one-time)	HLOT	51.0817	30	14.52	48%		
Allied Health	HLTH	Multiple	55	42.03	76%		
Developmental	DEV	Multiple	273		0%		
Tuition policy eligible ABE	ABE	53.0102		197.075			
Tuition policy eligible ESL	ESL	52.0109		37.86			
Not tuition policy eligible ASE	ASE	32.0101		24.76			
Not tuition policy eligible Developmental (please list)	DEV	Multiple		32.75			
Interaction Design Diploma	AVED	11.0801	18	7.50	42%		
2D Animation and Visual Effects Diploma	AVED	10.03	14	14.00	100%		
3D Animation Diploma	AVED	10.03	36	36.00	100%		
Sunshine Coast ECCE Diploma Delivery	AVED	19.07	15	10.10	67%		
CAPU-KPU-MNBC ECCE Diploma Delivery	AVED	19.07	38	6.62	17%	Includes Diploma and Certificate	
ECCE Diploma	AVED	19.07	20	26.31	132%		
Part-time ECE Diploma	AVED	19.07	9	0.45	5%		
AVED graduate level (Masters or Doctoral) balance	AVED	Multiple					
AVED all other programs	AVED	Multiple	5,038	2940.86	58%		
Total Ministry			5,669	3473.500	61.3%		
Section 2 Skilled Trades BC Trades Training							
PROGRAM	Ministry	CIP Code		FTE Actuals		Comments	
Foundation	ITEL/ITHS/ITC	Multiple					
Apprenticeship Technical Training	ITAP	Multiple					
Total STBC				0.00			
Section 3 International Not Reported in Section 1 Above							
PROGRAM				FTE Actuals		Comments	
International graduate level (Masters or Doctoral)							
International all other (e.g. Baccalaureate, certificate)				3702.11			
Total International				3702.11			
Section 4 Total Enrolment							
PROGRAM	Ministry	CIP Code	FTE Target	FTE Actuals	Utilization	Comments	
Total Ministry			5,669	3473.50	61%		
Total STBC				0.00			
Total Domestic			5,669	3473.50			
Total International				3702.11			
Total Domestic and International				7175.60			
Section 5 Supplementary Information							
SUPPLEMENTARY INFORMATION	Ministry Code	CIP Code	FTE Target	FTE Actuals	Utilization	Comments	
Total graduate level (Masters or Doctoral) included in section 1	Multiple	Multiple	0	0.00			
Health Externally Funded Domestic sources	Multiple	51.0000					
Health Externally Funded International sources	Multiple	51.0000					
Existing Delivery All other Early Childhood Education	AVED	Multiple		156.29			
Existing Delivery 2D Animation and Visual Effects Diploma	AVED	10.03	80	60.93	76%		
Existing Delivery 3D Animation Diploma	AVED	10.03	34	16.31	48%		
Online Delivery Domestic All programs	Multiple	Multiple		873.45			
Online Delivery International All programs	Multiple	Multiple		824.10			
Official Languages Education French Language Programs (1) French language/literature courses or (2) courses offered in French by the Faculty of Education or French language/literature courses offered through the Faculty of Arts in collaboration with the Faculty of Education for students planning to be teachers of Core French, French Immersion or Francophone Programs.	AVED	05.0124 13.1325 13.1402 55		10.33		domestic: 10.334 international: 10.719	
Section 6 <To combine components of Sections 1,3 and 5 for RRU, SFU, UBC, UNBC and UVIC>							
Combined			FTE Target	FTE Actuals	Utilization	Comments	
International Reported in Section 5 Above	Multiple	Multiple		0			
International Reported in Section 3 Above	Multiple	Multiple		3702.11			
Total International				3702.11			
AVED graduate level (Masters or Doctoral)			0	0.00			
AVED all other programs			5,669	3473.50	61%		
Section 7 Summary by Program Grouping							
Program Grouping			FTE Target	FTE Actuals	Utilization		
Total Health			208	139.21	66.9%		
Total Developmental - Tuition policy eligible			273	234.94	86.1%		
Total Developmental - Not tuition policy eligible				57.51			
ECE Expansion			82	43.48	53.0%		
TECH Expansion			68	57.50	84.6%		
Total AVED All Other Programs			5,038	2940.86	58.4%		
Total Ministry			5,669	3473.50	61.3%		



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.4: GOVERNANCE AND PLANNING COMMITTEE REPORT	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: RJ Wallia, Governance and Planning Committee Chair	

PURPOSE

To provide the Board of Governors with a summary of the Governance and Planning Committee meeting that took place on June 13, 2024.

SUMMARY

The Committee approved the minutes of the April 18, 2024 meeting and discussed the following items:

- **Collapse of Investment Management Committee into Finance Committee:** RJ Wallia, Committee Chair and Tally Bains, VP Finance and Administration presented the changes to the Finance Committee Terms of Reference as a result of the recommended collapsing of the Investment Management Committee (IMC) into the Finance Committee. The Committee passed a motion recommending that the Board of Governors approve the changes. The Committee passed a second motion recommending the Board of Governors approve the rescinding of the IMC Terms of Reference and the collapsing of the IMC into the Finance Committee. These motions are provided to the Board under separate cover.
- **Planning:**
 - **Envisioning 2030 Update:** Jorge Ocegüera, Strategic Planning Lead and Toran Savjord, VP Strategic Assessment, Planning and Institutional Effectiveness provided a progress summary of the Envisioning 2030 Tracker. The Committee passed a motion to receive the report for information.
 - **2023-24 Draft Institutional Accountability Plan and Report:** Joyce Ip, AVP Strategy, Analytics and Transformation reviewed the draft IAPR and requested that the Committee provide feedback. The Committee passed a motion to receive the report for information and to provide feedback.
- **Policies**
 - **B. 401 Sexual Violence Policy Annual Report:** Kartik Bharadwa, VP People, Culture & Diversity and Daniel Levangie, AVP Student Success provided an overview of activity and support at the University in 2023-24 under Policy B.401. The Committee passed a motion to receive this report for information. This report is included as part of the consent agenda.
 - **Annual Policy Priorities 2023-24 Year in Review Report:** Jacquetta Goy, Director Risk Management reviewed the work completed during the year on the Committees policies and the priorities for the next year. The Committee passed a motion to receive the report for information.
- **Review Effectiveness of Board:** The Committee reviewed the Board attendance record for 2023-24 and the Annual Board Self-Assessment Survey Results for 2023-24. The Committee passed motions to receive these two reports for information. The committee also passed a motion making recommendations to the Executive and Human Resources Committee for consideration and recommendation to the Board for approval.

- **Governance and Planning Committee 2023-24 Year in Review Report:** Tally Bains provided an end of year review confirming that the work priorities set out in the Committee's terms of reference have been completed. The Committee passed a motion to receive this report for information.

RECOMMENDATION

This is for the Board's information only.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.4: B.401 Sexual Violence Policy Annual Report	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: RJ Wallia, Committee Chair	

PURPOSE

The purpose of this report is to share the B.401 Sexual Violence Policy Annual Report and to provide the Board of Governors with an overview of activity and support enacted to students, staff, and faculty under policy B.401, the Sexual Violence Policy. By policy, Capilano University is required to annually collect and present data and initiatives related to the institution's efforts within the policy framework. This report was presented to the Governance and Planning Committee at the June 13, 2024 meeting. The Committee passed a motion to receive the report for information. The Committee Chair is sharing this item with the Board of Governors.

SUMMARY

The attached report highlights the deep commitment of Capilano University to create a safer campus community, capturing information about the Sexual Violence Policy portfolio from May 1, 2023 to April 30, 2024. Of particular note in the report is the update of the Policy and Procedures in Fall 2023 (p. 4), launch of new education and awareness events during Sexual Violence Awareness Month in January 2024 (pp. 6 – 10), a decrease in disclosures and reports of sexual violence both to the Office of Student Affairs and People, Culture & Diversity (pp. 12 – 13), and the development, with the Sexual Violence Advisory Committee's input, of a three-year Sexual Violence Prevention and Education Plan, to be launched in August 2024 (p. 10).

Attachment

#	Name
1	Sexual Violence Policy Annual Report 2023-2024

CapU Sexual Violence Policy Annual Report 2023-24

Office of Student Affairs
People, Culture & Diversity

June 2024



Table of Contents

Honouring Territories and Our Canoe Family	2
Background.....	3
Policy Review	4
Sexual Violence Advisory Committee	5
Education and Awareness.....	7
Sexual Violence Awareness Month (SVAM).....	7
Sexual Violence Prevention and Education Plan	11
Education and awareness Statistics	12
Disclosures and Reports.....	14
Future Initiatives.....	16

Honouring Territories and Our Canoe Family

In writing this report, we respectfully acknowledge that we, as CapU community members, are part of a canoe family, with our campuses located on the unceded territories of the Lílwat, x̱m̱əθḵəy̱əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations and people.

We recognize that sexual violence, similar to processes of colonization, is a means of exerting power, dominance, and control. People living at the intersection of multiple oppressed identities – based on gender, race, sexual orientation, ability/disability, age, socio-economic status, immigration status, religion, and ethnicity – are disproportionately harmed by this violence. In a Canadian context, sexual violence has long been used as a tool of colonial oppression and disproportionately targets Indigenous women, 2-Spirit, Trans, disabled, Black, and racialized people.

In acknowledging this inequity, Capilano University's approach to education and prevention of sexual violence employs decolonial, intersectional, and culturally grounded approaches and is informed by the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls, the Truth and Reconciliation Commission of Canada Calls to Action Report, as well as the goals and actions in Chénchenstway: A Journey of ReconciliAction and Learning.

Background

The Province of British Columbia enacted the Sexual Violence and Misconduct Act in May 2016, requiring all public post-secondary institutions within the province to implement a stand-alone sexual violence policy and associated procedures. In response to this mandate, Capilano University issued the first iteration of the Sexual Violence Policy (B.401) in April 2017, which was then revised in September 2020, and again in September 2023, following the triennial review cycle. In alignment with the Sexual Violence Policy, Capilano University is committed to taking proactive measures to prevent sexual violence and maintain a safer campus community by providing education that promotes and strengthens awareness, understanding, and skills at recognizing, intervening, and responding to sexual violence.

This annual report captures Capilano University's actions to address sexual violence from May 1st, 2023, to April 30th 2024, including educational programming and statistics, support, reports and investigations, new resources, and future initiatives. This report highlights Capilano University's deep commitment to create a safer and more caring campus community that prevents and responds to sexual violence through a survivor-centered, intersectional, and trauma and violence-informed lens. Our approach is further informed by local and national trends, and promising practices, and continues to adapt to the ever-changing needs and voices of our University community.

Policy Review

Capilano University's Sexual Violence Policy (B.401), and associated procedures (B.401.1), recently underwent a second triennial review process led by the Office of Student Affairs in consultation with the Sexual Violence Advisory Committee. The policy and procedures were reviewed and revised in September 2023 and made public in November 2023.

The policy and procedures will undergo the next review in late 2026.

The Sexual Violence Policy underwent a minor structural change with the removal of the 'Education and Training' section, which is now covered in the forthcoming Sexual Violence Prevention and Education Plan. This operational-level education plan will be finalized and published by August 2024.

The policy's content changes were more substantial, including an overhaul of the Definitions section (Section 3), to ensure all relevant language is defined and in alignment with the scope and application of the policy. Additionally, the policy now recognizes online components of sexual violence as being under the university's jurisdiction. The policy now mentions an anonymous reporting option, and the assessment and availability of interim safety measures to survivors who disclose (as well as report) sexual violence.

Sexual Violence Advisory Committee

The Sexual Violence Advisory Committee is comprised of representatives from various departments across campus, including: Student Affairs, People, Culture & Diversity, Capilano Students' Union, Capilano Faculty Association, MoveUp, Counselling Services, Emergency Services, Indigenous Education & Affairs, and Student Housing. The committee is sponsored by the Vice President, People, Culture & Diversity, and the Associate Vice President, Student Success.

The role of the committee is to inform the Sexual Violence Policy, and associated procedures, and to make recommendations to guide the University's approach to sexual violence prevention and response enacted through campus education, programming, and support services.

Over the last academic year, the advisory committee met on the following dates:

- The first quarterly meeting did not occur due to strike action by the MoveUp union
- September 27, 2023
- November 29, 2023
- April 19, 2024

The advisory committee played a key role in the 2023 review of the Sexual Violence Policy and Procedures, provided feedback and recommendations to guide the university's Sexual Violence Prevention and Education Plan

development, and continues to inform educational programming by advising on current and emerging trends within the student population and beyond.

Education and Awareness

Education and awareness is an essential part of sexual violence prevention and there have been several new educational initiatives and collaborations in 2023/2024. Outlined below is a summary of key initiatives.

SEXUAL VIOLENCE AWARENESS MONTH (SVAM)

In January 2024, Capilano University hosted its third annual Sexual Violence Awareness Month (SVAM), organized by the Office of Student Affairs. SVAM is a series of month-long programming aimed at increasing the CapU community's awareness of sexual violence as a pervasive public health issue, enhancing individuals' understanding of the role we each play in creating a safer and more caring community, and strengthening the capacity for our community to effectively prevent and respond to sexual violence. Capilano University's commitment to SVAM as an annual initiative continues to be inspired by the work of other post-secondary institutions within British Columbia, such as the University of British Columbia, Simon Fraser University, and the University of Victoria.

This year's SVAM theme was 'Healthy Relationships and Sexuality', which focused on providing proactive education and social programming to facilitate healthier social and romantic interactions amongst members of the Capilano University community. This year's SVAM theme was informed by the understanding that many CapU students come from different cultural backgrounds. As part of this, student may have received vastly different education and socialization regarding gender roles, romance, sex, and sexuality. This understanding exposed the need for programming and education focused on creating a respectful and caring community by

enhancing participants' understanding of Canadian culture, increasing awareness of positive social norms, and developing healthy social skills. By cultivating dialogue and offering low-barrier engagement methods, SVAM programming aimed to normalize conversations around relationships and sexuality in a way that would enhance the community's capacity to experience positive social interactions.

Through the values outlined in CapU's Sexual Violence Policy, all programming used a survivor-centered, decolonial, trauma and violence-informed, intersectional, anti-oppressive, accessible, and culturally grounded approach.

Below is an overview of programming and resources offered during SVAM 2024:

CapU Safer Campuses for Everyone Online Training Modules

Per the 'Future Recommendations' section of the 2022 - 2023 Sexual Violence Policy Annual Report, Capilano University focused on increasing promotion of and engagement with the CapU Safer Campuses for Everyone Modules. These asynchronous modules are hosted on eLearn and offer both a student and an employee version. During Sexual Violence Awareness Month, the online modules were promoted to all student, staff, and faculty. Participation was incentivized by the chance to win one of two Wellness Prize Packs valued at \$150.00.

The online modules are self-paced, take approximately 60 -75 minutes to complete, and cover the following topics:

- The meaning and impact of sexual violence
- The importance of consent in all relationships
- How to intervene to prevent sexual violence

- On and off-campus sexual violence support and resources.

Ask Anything Series

In this student-led series, the Office of Student Affairs chose a topic related to healthy relationships and sexuality and invited students to submit anonymous questions they would like to have answered.

Conversations were then hosted on Instagram Live via the CapU Student Life Instagram handle. CapU's Sexual Violence Prevention and Well-Being Facilitator hosted the conversations and provided answers, insights, and education. The Ask Anything Series was designed to provide students with an anonymous, low-barrier, and non-judgmental space to explore areas of curiosity, concern, or uncertainty.

- **Ask anything Series, Session 1 - Healthy Relationships and Romance (January 12, 2024)**

This conversation invited students to explore themes such as relationship red flags and green flags, healthy boundaries and communication, consent and respect, and healthy ways to pursue someone romantically.

- **Ask anything Series, Session 2 – Sex and Sexuality (January 19, 2024)**

This conversation invited students to explore themes such as self-care and self-pleasure, exploring your sexuality, sexual health and safer sex, communicating consent and care needs.

How to Help a Friend (Training for Students) – January 23, 2024

This session taught students how to support peers who have experienced sexual violence, while caring for their own needs and boundaries. Through

a variety of interactive and scenario-based activities, students learned how to take action to help create a culture of consent. Students improved their understanding of barriers faced when disclosing and receiving support, and enhanced their knowledge of campus support services. All participants were asked to complete the CapU Safer Campuses for Everyone online module prior to this session.

Sex Education Series on the CapU Student Life YouTube

To increase awareness and engagement with sex-positive and consent educational resources, Capilano University promoted a series of sex education videos to students on the CapU Student Life YouTube Channel. The series consists of eleven videos created for Capilano University by Sexual Health and Consent Educator Samantha Bitty.

The Sex Education video series covers the following topics:

- Flirting in a consent culture (Parts 1 and 2)
- Body confidence
- What is sex?
- Self-pleasure
- Safer sexting
- Safer sex (Parts 1 and 2)
- STIs (Parts 1 and 2)
- How to break up

Supportive Notes for Survivors of Sexual Violence (Public Displays)

To engage the CapU community in supporting survivors and generating positive dialogues to help combat victim-blaming narratives, the Office of Student Affairs assembled two colorful public displays and encouraged members of the community to write supportive phrases addressed to survivors of sexual violence. The two displays were installed in the campus's main cafeteria the Birch Building and the Learning Commons in the Library Building from January 8-26, 2024, to create more visibility for SVAM and offer low-barrier engagement.

Disclosures of Sexual Violence Guide for Employees - Updated Version

The Office of Student Affairs updated the employee version of the Responding to Disclosures of Sexual Violence Handout to reflect the current employee-facing contacts and support people in People, Culture & Diversity. This guide for employees is available in Frontlines.

SEXUAL VIOLENCE PREVENTION AND EDUCATION PLAN

In November 2023, the Office of Student Affairs began drafting a Sexual Violence Prevention and Education Plan (Education Plan) to inform a whole-campus approach to sexual violence prevention and education from 2024 – 2027. The draft Education Plan outlines CapU's guiding principles, current cultural climate, and relevant research and promising practices in the field of sexual violence prevention to guide the university's actions over the next three years. Central to the Education Plan is a keen focus on approaches that are intersectional, culturally grounded, honor Indigenous pedagogy and approaches, and strengthen relationships and collaboration.

The Education Plan is in its final round of revisions. After being reviewed by the Sexual Violence Advisory Committee and the committee's executive sponsors, the Education Plan will be made public and launched in August 2024.

EDUCATION AND AWARENESS STATISTICS

Below is a summary of the in-person and virtual sexual violence prevention education and support services promotion offered by the Office of Student Affairs to students, staff and faculty between May 1, 2023, and April 30th, 2024, including those previously outlined as part of Sexual Violence Awareness Month.

Sexual Violence Prevention Education and Awareness Statistics 2023 - 2024			
Date	Audience	Attendance	Session Name
May 3, 2023	Faculty & Staff at the Teaching and Learning Symposium (30 mins)	18	Supporting a Culture of Consent in Our Classrooms Workshop
May 23, 2023	CapU Students (50 mins)	26	Sex Ed and Consent Workshop
Aug 25, 2023	Residence Advisors (180 mins)	12	Sexual Violence Prevention and Response Training
Aug 21, 2023	Faculty of Global and Community Studies	~30	Support Services Promotion at Full Faculty Meeting
Aug 29, 2023	New Students	675	Support Services Promotion at Fall 2023 New Student Online Orientation Session
Sept 5, 2023	New Students	2000	Support Services Promotion at New Student Orientation Street Party
Sept 5, 2023	New Students, Kinesiology	~20	Support Services Promotion at New Student Program-Level Orientation for Kinesiology
Sept 14, 2023	Dean Advisory Council, Faculty of Education, Health and Human Development	~15	Support Services Promotion at Dean Advisory Council Meeting
Sept 20, 2023	Faculty of Art and Sciences	~30	Support Services Promotion at Arts and Science Faculty Council Meeting
Sept 25, 2023	Faculty, Health Care Assistant	10	Support Services Promotion at Health Care Assistant Full Faculty Meeting
Dec 18, 2023	New Students	290	Support Services Promotion at Spring 2024 New Student Online Orientation Session
Jan 3, 2024	New Students	368	Support Services Promotion at New Student Welcome Fair
Jan 9, 2024	All Students	~60	Support Services Promotion at Student Affairs Open House
Jan 19, 2024	Open to all students (60 mins)	11	Healthy Relationships and Sexuality Discussion
Jan 20, 2024	CapU Housing Residents (60 mins)	70	Sexapalooza Event

Jan 26, 2024	CapU Employees (90 mins)	12	Trauma-Informed Responses to Sexual Violence Training
Feb 14, 2024	Currently registered students (90 mins)	66	Valentine's Day Extravaganza Event - Consent and Healthy Relationships
Total Education and Awareness Points of Engagement: 3,713 Students: 3,598 Employees: 115			

Disclosures and Reports

Below is a summary of the disclosures, reports, and investigations of sexual violence overseen by the Office of Student Affairs and People, Culture & Diversity during the time period May 1, 2023 – April 30, 2024. Support is provided to individuals who make a disclosure or a report, as well as those who have caused harm, including aspects such as safety planning, financial aid, academic accommodations, and referrals to other campus and community support services.

Office of Student Affairs

Disclosures	11
Third Party Disclosures	2
Reports	5
Investigations	3
Transformative Justice Response	2

The disclosures and reports of sexual violence received by the Office of Student Affairs were mostly related to weak understanding of consent and healthy personal boundaries, and reports of sexual harassment from student to student(s).

People, Culture & Diversity

Disclosures	0
Third Party Disclosures	0
Reports	0
Investigations	0
Transformative Justice Response	0

The number of disclosures and reports that Capilano University received this reporting cycle decreased from last year. Given that there has been no decrease in rates of sexual violence on college and university campuses within the last sixty years, this decrease in disclosures and reports is unlikely to accurately represent the rates of violence experienced by the CapU community. It is more likely that the statistics reflect limitations caused by differences in cultural understandings of sexual violence, lack of awareness of university support resources, and uncertainty around disclosure and reporting processes. These numbers highlight the need for more consistent and campus-wide education and awareness regarding sexual violence and the corresponding resources that are available to support the CapU community.

Future Initiatives

While CapU has made substantial progress towards preventing and responding to sexual violence, the following recommendations have been made to the Office of Student Affairs to further this goal, as informed by the Sexual Violence Advisory Committee:

- Offer virtual Responding to Disclosures training, for all student leaders and student employees, at the start of each academic term (quarterly)
- Partner with the Centre for Teaching Excellence to ensure information and education regarding CapU's sexual violence prevention and support resources for students are available at New Faculty Orientation
- Develop an automated reporting function for the CapU Safer Campuses for Everyone Online Training Modules to capture participation and completion data
- Partner with Indigenous Education and Affairs to provide specialized sexual violence prevention programming for Indigenous students
- Completion and launch of the Sexual Violence Prevention and Education Plan.

CAPILANOU.CA

    @CapilanoU





BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.5: INVESTMENT MANAGEMENT COMMITTEE REPORT	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: Ash Amlani on behalf of David Ayriss, Investment Management Committee Chair	

PURPOSE

To provide the Board of Governors with a summary of the Investment Management Committee meeting that took place on June 12, 2024.

SUMMARY

Ash Amlani chaired the committee meeting on behalf of David Ayriss. The Committee approved the minutes of the February 13, 2024 meeting and discussed the following items:

- **Investment Portfolio Performance:**
 - **TCC Report and Presentation:** TCC presented their report for quarter 4 ending December 31, 2023. The Committee passed a motion to receive the report for information.
 - **Ellement Consulting Risk and Investment Analytics Report:** Reya Lu, Investment Consultant Ellement Consulting, presented the risk and investment analytics report for the Foundation and University funds as at March 31, 2024. The Committee passed a motion to receive the report for information.
- **Annual Review of Investment Management Policies:** Tally Bains, VP Finance and Administration and Reya Lu reviewed the two investment policies. The Committee passed a motion to receive this review for information and request that management provide a briefing to the Capilano University Foundation Board.
- **Fiscal 2022/23 Endowment Fund Summary:** Tally Bains presented the endowment fund summary report to the Committee. The Committee passed a motion to receive the report for information.
- **Investment Management Committee 2023-24 Year in Review:** Tally Bains provided an end-of-year review confirming that the work priorities set out in the Committee's terms of reference have been completed.

RECOMMENDATION

This is for the Board's information only.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.3: CORRESPONDENCE	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: David Ayriss, Board Chair	

PURPOSE

To inform the Board of correspondence received since the April 30, 2024 Board of Governors meeting.

INFORMATION

The Board received two correspondences between May 1 and June 11, 2024.

The first is from the Capilano Students' Union. It's addressed to Board Chair David Ayriss and it is regarding the annual Student Society Fees for the Capilano Students' Union.

The second is from Mary Sue Maloughney, Associate Deputy Minister, Crown Agencies Secretariat for the Ministry of Finance. It's regarding the guidelines for the 2024 General Election & Transition for Crown Agencies and Public Sector Organizations.

RECOMMENDATION

This is for the Board's information only.



May 1, 2024

David Ayriss, Chair
Board of Governors
 Capilano University
 2055 Purcell Way
 North Vancouver, BC V7J 3H5

Re: Student Society Fees for the Capilano Students' Union

Dear David,

This letter serves as the notice to the board of governors that is required under section 27.1 of the *University Act* respecting student society fees to be collected by Capilano University and remitted to the Capilano Students' Union.

Our updated fee schedules are attached as appendices:

- **Appendix 1** (North Vancouver campus & locations)
- **Appendix 2** (kálaḡ-ay, the Sunshine Coast campus)
- **Appendix 3** (Squamish campus)
- **Appendix 4** (off-campus and online)
- **Appendix 5** (U-Pass BC program fees)

We are pleased to advise that, pursuant to section 27.1(4)(a)(iii) of the *University Act*, we have made available to our members the audited financial statements for the year ended May 31, 2023, and that a report on those statements was provided to the members by an auditor meeting the requirements of section 112 of the *Societies Act*.

We have also attached, as **appendix 6**, the student society fee to be collected on behalf of the Capilano Courier Publishing Society. Please remit this fee directly to the Capilano Students' Union, and we will make remittance arrangements, per a fee agreement between the Capilano Courier Publishing Society and the Capilano Students' Union.

Page 1 of 7



Thank you for your attention to this matter. If you need any clarification, please contact Saulo Ferreira, financial controller of the Capilano Students' Union, via email message at sferreira@csu.bc.ca or by telephone at (778) 990-7690.

Yours sincerely,

Christopher Girodat
Executive Director

cc: Paul Dangerfield, President and Vice-Chancellor (Capilano University)
Tally Bains, Vice-President, Finance & Administration (Capilano University)
Narisha Jessani, Director, Financial Operations (Capilano University)
Lesley Cook, Executive Assistant to the Board (Capilano University)
Karandeep Sanghera, President (Capilano Students' Union)
Akshit Kansra, Vice-President Finance & Services (Capilano Students' Union)
Saulo Ferreira, Financial Controller (Capilano Students' Union)



Appendix 1

NORTH VANCOUVER CAMPUS & LOCATIONS

Our fee schedule for the 2024–2025 academic year is as follows:

Students attending courses at the North Vancouver campus		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$46.07 (per semester)	\$3.18 (up to 10 credits)
Student Union Building Fee	—	\$9.14 (up to 15 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$119.03 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$167.81 (per academic year)	—
Clubs and Events Fee	—	\$0.37 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.94 (up to 15 credits)
External Advocacy Fee	—	\$0.41 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.69 (up to 15 credits)
Recreation & Intramurals Fee	—	\$0.62 (up to 15 credits)
Business & Professional Associations Fee (for all courses taken by students declared in the Faculty of Business & Professional Studies only)	—	\$2.40 (up to 15 credits)



Appendix 2

KÁLAX-AY | SUNSHINE COAST CAMPUS

Our fee schedule for the 2024-2025 academic year is as follows:

Students attending courses at <u>ká</u>lax-ay, the Sunshine Coast campus		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$46.07 (per semester)	\$3.18 (up to 10 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$119.03 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$167.81 (per academic year)	—
Clubs and Events Fee	—	\$0.37 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.94 (up to 15 credits)
External Advocacy Fee	—	\$0.41 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.69 (up to 15 credits)



Appendix 3

SQUAMISH CAMPUS

Our fee schedule for the 2024-2025 academic year is as follows:

Students attending courses at the Squamish campus		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$46.07 (per semester)	\$3.18 (up to 10 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$119.03 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$167.81 (per academic year)	—
Clubs and Events Fee	—	\$0.37 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.94 (up to 15 credits)
External Advocacy Fee	—	\$0.41 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.69 (up to 15 credits)
Recreation & Intramurals Fee	—	\$0.62 (up to 15 credits)
Business & Professional Associations Fee (for all courses taken by students declared in the Faculty of Business & Professional Studies only)	—	\$2.40 (up to 15 credits)



Appendix 4

OFF-CAMPUS & ONLINE

Our fee schedule for the 2024–2025 academic year is as follows:

Students attending courses off-campus and online		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$46.07 (per semester)	\$3.18 (up to 10 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$119.03 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$167.81 (per academic year)	—
Clubs and Events Fee	—	\$0.37 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.94 (up to 15 credits)
External Advocacy Fee	—	\$0.41 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.69 (up to 15 credits)
Recreation & Intramurals Fee	—	\$0.62 (up to 15 credits)
Business & Professional Associations Fee (for all courses taken by students declared in the Faculty of Business & Professional Studies only)	—	\$2.40 (up to 15 credits)



Appendix 5

U-PASS BC PROGRAM FEES

Our fee schedule for the 2024-2025 academic year is as follows:

All students eligible for the U-Pass BC program	
Effective date	Fee per month
May 1, 2024	\$46.00
May 1, 2025	\$46.90*
<p><i>* U-Pass BC fees for May 1, 2025, and onward are subject to change based on negotiations between Capilano University, the Capilano Students' Union, and TransLink, and other post-secondary institutions and student societies for the renewal of the U-Pass BC agreement. If a change is required, a supplemental fee notice shall be sent as soon as revised information becomes available.</i></p>	

Appendix 6

CAPILANO COURIER PUBLISHING SOCIETY

The fee schedule for the 2024-2025 academic year is as follows:

All students who are members of the Capilano Courier Publishing Society		
Fee	Fee per student	Fee per credit
Student Publication Fee	—	\$1.61 (maximum of \$24.15)

External message: Use caution.

From: "Crown Agencies Secretariat FIN:EX" <FINCASDM@gov.bc.ca>
Date: June 11, 2024 at 12:12:03 AM GMT+2
To: "Crown Agencies Secretariat FIN:EX" <FINCASDM@gov.bc.ca>
Subject: 2024 General Election & Transition Information



To Crown Agency and Public Sector Organization Board Chairs and CEOs:

Please find the attached guidelines for the 2024 General Election & Transition for Crown Agencies and Public Sector Organizations (PSOs). These guidelines include information on what Government, Crown Agencies and PSOs should expect before, during and after the Fall 2024 General Election. I am sharing this information with you today as many of you have inquired about appointments, communications, service delivery and other important work that may be impacted by the 2024 General Election.

These guidelines are intended to provide clarity on your roles and responsibilities during the upcoming interregnum period. I trust this information will provide clear expectations of Government, Crown Agencies and PSOs in planning and ensuring key operations, both routine and urgent, can continue.

Thank you for your attention to this important part of the election cycle. I encourage you to reach out to your ministry leads for any additional questions or concerns during the interregnum period.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Mary Sue Maloughney".

Mary Sue Maloughney
Associate Deputy Minister, Crown Agencies Secretariat

2024 General Election & Government Transition

What to Expect for Crowns and the Broader Public Sector

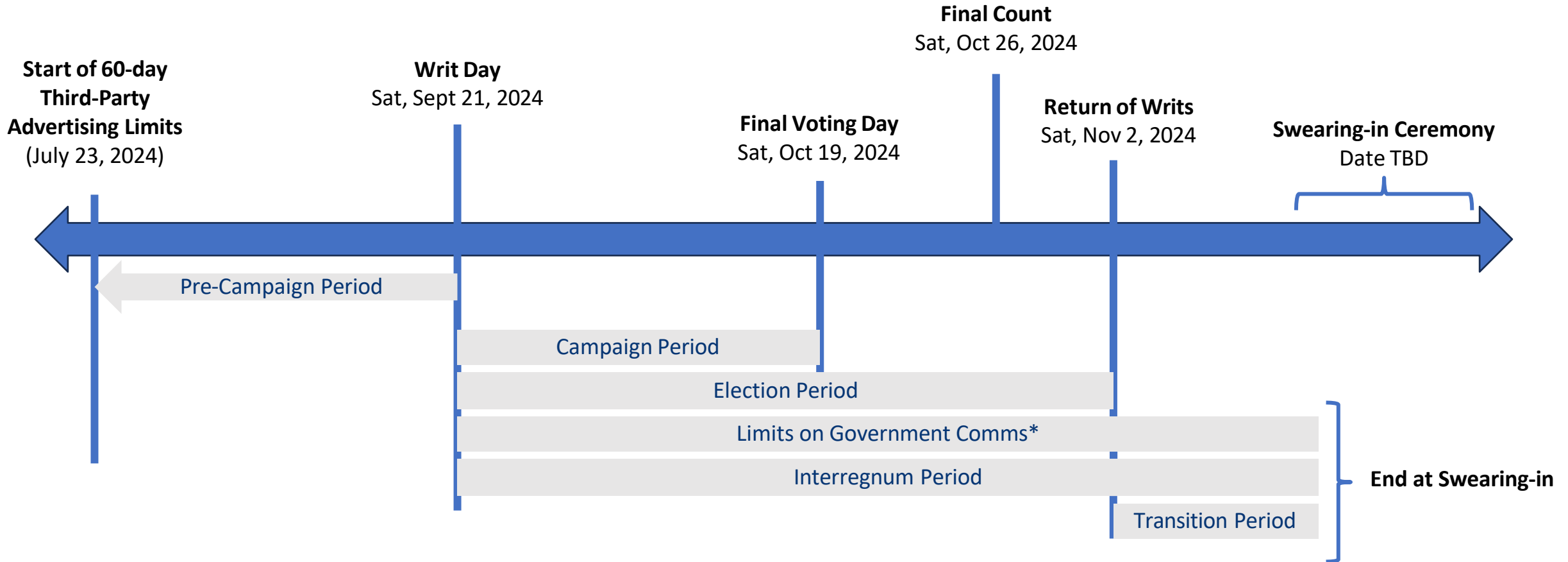
June 2024



Overview

- What Government and the broader public sector should expect before, during and after the Fall 2024 General Election
- Elections in BC are governed by legislation and convention
- Landscape can be complex to navigate - Crowns and Public Sector Organizations (PSOs) are encouraged to reach out to contacts in Ministries responsible to manage any specific issues that could arise during the interregnum period

2024 General Election Timeline



*Limited to Statutory, Emergencies, Public Health and Safety

Pre-Campaign Period

- Period leading up to the issuing of the writs of election (preceding Sat, Sept 21, 2024)
- Sometimes referred to as the “pre-writ” period
- During this time, the government of the day must:
 - Plan for the constraints that apply in the interregnum;
 - Take necessary action to ensure key government operations, both routine and urgent, can continue

Campaign Period

- Begins with the issuance of the writs of election for each electoral district and the dissolution of the Legislative Assembly by the Lieutenant Governor
- Writs will be issued on Saturday, September 21, 2024
- Campaign period ends on Final Voting Day – Saturday, October 19, 2024
- Writs of election will be returned on November 2, 2024

Interregnum or Caretaker Period

- Interregnum or caretaker period is in effect once the writs of election are issued and ends at the swearing-in of the new Cabinet
- MLAs no longer hold their seats
- Ministers still in office and Cabinet continues to exist, but in caretaker mode
- Government actions are sharply constrained and must be clearly non-partisan
- **Legitimacy of executive branch depends on having confidence of Legislative Assembly**
 - With House dissolved, there is no elected chamber government can be held accountable to
 - Cannot assume current government will have confidence of next Legislative Assembly

Transition Period

- Begins following Final Voting Day, once the Lieutenant Governor asks leader of the political party with the majority of seats to form government, and ends at the swearing-in of the new Cabinet
- Overlaps with interregnum
- Marks the start of the official transition to the new government and government (including Crowns and PSOs) actions are still limited
- Cabinet members continue to hold pre-election portfolios until swearing-in of the new Cabinet
- The expectation is that the new Cabinet will be formed without unnecessary delay
- Transition Team supports the incoming government through this period

Role of Transition Team

- Incoming governments identify a Transition Team, whose role is to support the new administration getting up and running
- If a current governing party is re-elected, it is still normal practice to establish a team to support the various decisions needed
- Team assists in determining structure of government, composition of new Cabinet, budget preparation, immediate appointments and staffing, initial priorities, mandate letters, Cabinet Committees and subsequent membership, etc.
- Ministries and Crowns can expect to be asked to brief the transition team on key issues, including the status of major projects and initiatives – may involve numerous briefings
- Through this process, ministries may be advised of priority actions for the coming months

Government, Crown Agency and PSO's Role During Interregnum

Interregnum: Role of Cabinet & Minister's Offices

- Ordinary meetings of Cabinet, Treasury Board and Cabinet Committees are not held
 - Cut-off for Cabinet decisions, including Orders in Council, is mid-July
- Cabinet members continue to hold office and are legally able to make ministerial decisions, but this is only exercised in emergency situations or in matters of over-riding public interest
- Chiefs of Staff and Ministerial Advisors go on leave without pay
- Administrative support staff remain in their positions

Interregnum: What Government, Crowns & PSOs Can & Cannot Do

- **Government & Crowns must avoid commitments that could bind an incoming government or be perceived as partisan**
- Includes policy initiatives or entering into new contracts
- Under the *Interpretation Act*, Deputy Ministers have statutory authority to make ministerial decisions (excluding certain regulations), but this is also avoided except for continuation of routine business
- “Minister Left Behind” identified to manage issues through the interregnum and transition
- If issues arise that would normally require the direction of the Premier or Cabinet, Deputy Ministers should seek direction from Cabinet Secretary/Deputy Cabinet Secretary, not Cabinet Minister or Minister’s Office

Interregnum: What Government & Crowns Can & Cannot Do

- Public engagement should not be undertaken
- New project approvals within Government & Crown agency programs are normally deferred:
 - Should be no new spending initiatives, long-term agreements (including procurement and contracts), or policy changes that go beyond previous Cabinet/Treasury Board approvals
 - If a new program or project has not been announced or requires additional political direction, it should be held until a new government is in place to ensure that the incoming government supports the program/project or direction
- However, in limited cases Government & Crowns may act on projects or initiatives that:
 - Are underway,
 - Have received necessary approvals, and
 - Where failure to act could result in significant schedule or cost implications, or affect public health and safety

Issues to Consider

Government, Crown & PSO Communications Restrictions Pre-Campaign: July 23 – Sept 20

- Regular Government, Crown & PSO communications will continue:
 - This includes events, press releases, media interviews, organic (non-paid) social media, and web content updates.
- All paid Government, Crown and PSO advertising campaigns – except for statutory, emergency and public health and safety – will be off the air as of July 23 – 60 days prior to the campaign period.
 - Drought and wildfire ad campaigns will continue as needed.

Government, Crown & PSO Communications Restrictions Campaign: Sept 21 – Oct 19

- All paid and non-paid Government, Crown, and PSO communications will stop.
 - This includes events, press releases, media interviews, social media, web content updates, advertising and marketing.
- Government, Crown and PSO communications will be limited to public health and safety, emergencies, and statutory information.

Government, Crown & PSO Communications Restrictions: Post-Campaign Interregnum: Oct 20 – TBD

- Government, Crown & PSO communications will largely stay focused on public health and safety, emergencies, and statutory information.
- Some routine matters may be considered, but any communications must not commit the future cabinet to any new actions or policies.

Records Management During an Election

- Cabinet records are considered privileged information of the government of the day
- Three categories to consider: Cabinet documents; Personal and MLA documents; Non-Cabinet documents
- Deputy Ministers are responsible for proper management of Cabinet records within their ministry and Minister's office during the interregnum and transition periods
- Only DMOs, Cabinet Operations and Treasury Board Staff should be in possession of Cabinet records during this period
- Minister's office admin staff are responsible, under the direction of the Deputy Minister, for ensuring government records are separated from the Minister's personal and MLA-related records prior to when the writs of election are issued
- See CITZ guide on [managing records during an election](#)

Contracts and Appointments

Contracts

- No major contracts should be signed during the election period – those with significant cost, schedule implications – as this could be perceived as binding an incoming government
- Routine contracts and rollovers can still be entered into and routine decisions made

Appointments

- Non-OIC routine hiring can continue
- Appointments to boards, agencies and commissions are deferred until the new Cabinet is sworn-in
- Forward planning should take place to address appointments before the last Cabinet meeting, where possible

Correspondence and FOI Requests

- Normal correspondence continues
- Any references to post-election action should be in terms of the “incoming government”
- Freedom of Information requests continue to be processed

Transition Materials & Key Contacts

Transition Materials

- Two types of transition materials: corporate and ministry (including Crown Agencies and PSOs)
- Corporate materials are led by Cabinet Operations and are used to support the transition team and incoming Premier's Office staff
- Cabinet Operations sends out instructions and templates for ministry contributions to the corporate transition materials
- Ministries & Crowns also develop their own transition materials to support their Ministers and Minister's office staff
- Ministry & Crown materials provide more detailed overview of issues and operations but should also include copies of the corporate materials to ensure Minister and Minister's office staff awareness of what has been provided to the transition team
- Both sets of materials are required

Key Contacts for Crowns & PSOs

Crown Agency Secretariat:

fincasdm@gov.bc.ca

Ministry Responsible Contact:

Please engage with your Ministry contact for any questions you may have.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 5.1: Vice Chair Senate Report to Board of Governors	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 25, 2024	
PRESENTER: Sue Dritmanis, Senate Vice Chair	

My apologies for not being able to attend this final meeting as Senate Vice Chair! I am happy to report on decisions taken at Senate in May and June.

Senators were very pleased to pass a motion accepting the list of 1,031 students who met the graduation requirements of their programs and convocated in June. This represents a significant 20% increase over the number of graduates in Spring of 2023.

New credentials are also moving forward. The Bachelor of Arts in Writing & Literature received approval from the Minister of Post-Secondary Education and Future Skills, and will roll out in 2025. Another new degree in the pipeline is a Bachelor of Creative Industries, which will be the first of its kind in Western Canada and will centre on leadership and management skills across a spectrum of cultural industries including Music, Arts & Entertainment Management, Acting, Technical Theatre and Costuming. Senate approved the concept paper for this, and the next step will be a full degree proposal.

Work has begun on refreshing our institutional learning outcomes to align with our current Cap Core framework, and our strategic and academic plans. This will be a collaborative effort involving the Centre for Teaching Excellence, the Senate Teaching & Learning Committee, and the office of Academic Planning and Quality Assurance.

In June Senate approved the process established by the Board of Governors for the recommendation and selection of candidates for a new President and Vice-Chancellor. One change worth noting is that the re-appointment process section was removed from the document. Senators agreed with the Bylaw, Policy, and Procedure Committee that further information should be brought forward regarding broader consultation with the University community around the re-appointment process.

Many thanks for welcoming me to your meetings this term in my short appointment as Vice Chair. I was honoured to serve in this capacity, and I know my successor Deb Jamison will take on the role in her own positive, energetic fashion! I leave Capilano U after 18 very happy, fulfilling years, and look forward to supporting University initiatives as a retiree.

PRESIDENT'S REPORT TO THE BOARD

Reporting period from April 9 to June 3, 2024

PRESIDENT'S OFFICE

First, I'd like to acknowledge the work of Centre for Teaching Excellence for holding a successful Teaching and Learning Symposium during April 24–16, which was the largest attendance to date. The symposium offered a dynamic lineup of over 50 colleagues sharing practical teaching and learning experiences, tools, including AI, and ideas in a variety of formats.

In May, CapU submitted its report to the Association for the Advancement of Sustainability in Higher Education (ASHE) in support of our inaugural Sustainability Tracking, Assessment and Rating System (STARS) certification. Our commitment to addressing the challenges facing sustainability is deeply seated within our University's values, and we are proud of our accomplishments to date. By achieving STARS certification, we aim to build upon these strategic commitments to further instill a culture of social and environmental responsibility. As outlined in our submission, Capilano University's dedication to sustainability is firmly articulated within its *Envisioning 2030* initiative.

I am also pleased to share that after serving the University for several months in the role of interim VP university relations, Kari Wharton stepped into the role permanently on May 1. During the few months she's been in the interim role, Kari has risen to the challenge and has already ingrained herself as a valued member of the executive team. She brings both an operational and strategic lens to discussions, drawing from her experience and knowledge of the University to help drive initiatives and decisions in support of the goals and values in *Envisioning 2030*. In her role, Kari will provide strategic direction to raise the University's profile, secure support for its priorities and strengthen University relationships. The university relations portfolio Kari leads include philanthropy & alumni relations; communications; government and community relations; marketing & digital experience; and university events and ceremonies.

With the new associate VP, Brian Storey, joining us in May to lead the Squamish campus, plans are on track for a soft launch of select programs in the fall. CapU has also secured student housing for the campus and all students enrolled in the Fall 2024 term are guaranteed an option to live on campus.

On May 27, I attended the Executive-In-Residence (EIR) luncheon, hosted by the Faculty of Business & Professional Studies, which saw many community partners attend. The event introduced the EIR program and its inaugural EIR, Keith Cross, who is also a CapU alumni, to the business community. Attendees included current and potential corporate partners and donors. I'm proud that the event emphasized CapU's dedication to academic excellence and the nurturing of future business leaders, positioning CapU as a focal point of innovation within the community.

ACADEMIC & PROVOST

We warmly welcome Tracy Penny Light, dean, Faculty of Arts & Sciences to the role of interim vice-president, academic & provost, commencing August 5, 2024, and Brian Storey, associate vice-president, Squamish, who assumed his role on May 5, 2024. The last two months have seen a variety of academic activities associated with the end of the Spring term and annual events, including the annual Teaching and Learning Symposium and the Student Research Symposium, and the Skw'cháys Awakening Ceremony. Additionally, a range of activities are underway in preparations for launching the inaugural programming at CapU Squamish. A significant community event, partnership with the Registrar's Office, saw faculty, students and deans participating in Explore CapU Squamish, focused on recruiting and awareness of programs launching in Fall, 2024. May 2–4, 2024 saw over 100 attendees at the Senior Women Academic Administrators' annual conference, co-hosted by vice-president, academic & provost offices' of CapU, Emily Carr University, Justice Institute of BC and Kwantlen Polytechnic University. Appreciation to Lisa Storoz and Tracy Penny Light for their contributions to the organizing committee and the CapU session presenters.

FACULTY OF ARTS & SCIENCES

- » The Department of English is delighted to announce the forthcoming BA in Writing & Literature was approved by the Ministry of Post-Secondary Education and Future Skills on April 18, 2024, with a proposed launch date of September 2025. This innovative Bachelor of Arts combines "literature & culture" with "creative & critical writing" concentrations to offer the first ever combined English degree in B.C. Highlights include experiential courses in literary publishing, work-integrated learning and study abroad options. The degree also features seminars and Indigenous literature requirements, as well as land-based learning practices. Info sessions will be held throughout the fall for prospective students.
- » School of STEM proudly announces the successful launch of the NSERC student-led research projects on balancing recreation and biodiversity conservation in the Howe Sound biosphere. Specifically, five CapU students are travelling up the Sea-to-Sky gondola three times a week to explore how trail use affects wildlife movement and ecological communities using trail cameras, audio recorders and vegetation surveys. This work directly contributes to the Shannon Basin management plan.

FACULTY OF BUSINESS & PROFESSIONAL STUDIES

- » We are pleased to introduce Francisco Nogueira as the new associate dean of BPS, starting on May 1, 2024.
- » On May 27, 2024, the Faculty of Business & Professional Studies dean's office and philanthropy & alumni relations office hosted a business networking lunch at the Shipyards to launch the Executive-In-Residence (EIP) program. During this event, Keith Cross was formally introduced and facilitated a student/alumni panel discussion on "What Business and Education Offer Each Other Now: Preparing Tomorrow's Leaders".
- » Eight outstanding CapU students displayed their talents at the American Marketing Association International Collegiate Conference.
 - Our team achieved a top 10 finish in the marketplace simulation competition, competing against 65 teams. The team members included: Declan Moffat, Carter Lisle and Josh Bang.
 - In the collegiate case competition, our team reached the semifinals, placing in the top 15. The team members included Carter Lisle, Liam Gottschalk, Josh Bang, Declan Moffat, Janine Palencia, Raim Otelbek, Kendra Mazur, Andrea Pernalete, Black Lily Beaupre and Luciana Guzman.
 - Liam Gottschalk and Josh Bang secured third place in the undergraduate research competition.

- Chloe Grondin excelled in the sales competition, earning fifth place out of 292 competitors.
 - In the perfect pitch competition, Chloe Grondin placed fifth, Alexander Malcic secured fourth and Amanda Phillips received an honourable mention out of 600 competitors.
 - The Capilano University Marketing Association (CAPUMA) earned two awards for excellence in professional development and chapter planning.
- » Enactus Capilano competed head-to-head against other Enactus teams across Western Canada in Calgary. They presented their social enterprise projects in three categories: 1) TD Entrepreneurship Challenge; 2) Desjardins Youth Empowerment Challenge; and 3) Enactus Canada Alumni Innovation and Impact Challenge.
- After giving three outstanding presentations, Enactus Capilano won regional runner-up in two of the categories (entrepreneurship and youth empowerment) for their project “Square One,” a micro-enterprise that teaches high school students on the North Shore financial literacy skills and that now includes a new budgeting app called “Start Smart”. Square One impacted over 650 high school students this year with a projected long-term social return on investment of \$1.1 million in our local community.
- » On May 24, the NABU390 instructors Erin Robinson, Christine Sjolander and Tammy Towill hosted an engaging alumni panel featuring five CapU alums: Prashanth, Amal, Rakshana, Diogo and Uzair. They shared their valuable experiences regarding the job search, discussed challenges and provided insights and advice to current NABU students. Many of the 60 attendees highlighted how the NABU program and the School of Business played a crucial role in helping them secure their first professional opportunities.



- » Kymberley Stewart, one of the key organizers of the 8th Annual Student Research Symposium, played a pivotal role in this year's event, which saw 80 students participate in the presentation day on April 19.
- » Faculty member and Chair Sara El Rayess participated in the 2024 Teaching & Learning Symposium as a World Cafe table host. She engaged with colleagues on “Teaching Data Literacy with AI-Generated Personalities in a Game of Clue.”
- » Faculty members Milla Zaenker and Michael Molson were recognized at the 2024 Teaching & Learning Symposium with 2023–2024 Teaching Excellence Awards. Milla Zaenker co-facilitated a session, together with consultant Howie Outerbridge and dean Laura Kinderman: “Educator as a Coach: Transforming learning Through Active Listening, Powerful Questions, and a Coaching Mindset.”
- » The School of Legal Studies is proud to announce that LAW 331 Indigenous People and the Law is now a required course for Bachelor of Legal Studies (Paralegal) Degree and Paralegal Diploma students. The School also added 10 new electives to its program profiles, including: LAW 302 Introduction to Construction Law, LAW 304 Digital Law for Creators, LAW 309 Outdoor Adventure Law, LAW 319 Arbitration Procedures, LAW 329 Canadian Human & 2SLGBTQI+ Rights, LAW 332 Colonization Indigenous Rights and Reconciliation, LAW 349 Estate Litigation for Legal Professionals, LAW 350 The Law of Trusts, LAW 374 Digital Forensics for Legal Professionals and LAW 376 Cybersecurity for Legal Professionals.

FACULTY OF EDUCATION, HEALTH & HUMAN DEVELOPMENT


- » On April 16, the Children’s Centre and Early Childhood Care and Education (ECCE) department hosted 47 delegates on the North Vancouver campus from the World Forum on Early Care and Education held in Vancouver. The world forum brings together educators and advocates from more than 80 countries to promote the well-being of children and families and encourage the exchange of ideas on issues affecting them worldwide. Our Children’s Centre was selected as a site for delegates to visit based on its distinctive lab school approach, innovative pedagogy and international leadership in the field. The delegates toured the Children’s Centre and studio and engaged in rich discussion with faculty, educators and administrators. More information on the World Forum can be found here: <https://worldforumfoundation.org/vancouver-event/>
- » On May 11, the Children’s Centre, in partnership with North Shore Community Resources, co-hosted an event for Child Care Appreciation month. Over 40 early childhood educators joined the event at CapU Shipyards for a workshop on nurturing wellness in early childhood education.
- » On April 17, North Vancouver-Seymour MLA and Parliamentary Secretary for Accessibility, Susie Chant, visited our North Vancouver campus to present the Access Programs department with a framed copy of her statement in the BC Legislature profiling their work with students with diverse learning needs. Our Discover Employability and Education and Employment Access programs provide opportunities for students with developmental and intellectual disabilities to transition to employment and/or postsecondary education in a supportive environment.
- » On April 23, employees in the Rehabilitation Assistant diploma program welcomed members from the Peer Review Team (PRT) of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program to our North Vancouver campus. The PRT spent two days on campus meeting with faculty, staff, and administrators and assessing our facilities as part of the renewal process for program accreditation. Initial PRT findings and recommendations are very positive. The final PRT report will be sent to a Joint Accreditation Committee in October and then for review and approval by the Canadian Association of Occupational Therapists and the Canadian Physiotherapy Association.

FACULTY OF FINE & APPLIED ARTS

- » Students from the IDEA School of Design have achieved remarkable success in this year’s [YOUNG ONES](#) competition, a globally recognized contest for design students. Natasha Lee earned both a Bronze and a Merit for her innovative ‘Commit Offal Meats’ cookbook. Additionally, the student team comprising Anais Bayle, Ethan Woronko and Tiffany Zhong secured a Merit for their insightful ‘Untwist the Truth’ educational campaign aimed at truth and reconciliation.
- » Grey Coyes, the esteemed coordinator and instructor of the Indigenous Digital Filmmaking program, celebrated the Canadian Festival premiere of his 60-minute documentary “We are Métis.” The premiere took place at the Dreamspeaker International Film Festival on April 27. Coyes co-produced and co-directed this comprehensive exploration of the historical and contemporary experiences of Métis people in Canada.
- » The CapU music department hosted the 28th National Conference of Carl Orff Canada from May 2–5. Carl Orff Canada is a non-profit organization supporting music educators in sharing the joy of music with children and adults alike. Over 270 music teachers from across Canada attended workshops and performances at the North Vancouver main campus. CapU received positive feedback from the



event organizers as well as the participants, and the success of this event has led to conversations about future collaborations.

- » CapU faculty Daniel Hersog and his jazz orchestra, the “Daniel Hersog Jazz Orchestra,” has been nominated for Jazz Artist of the Year at the 2024 Western Canadian Music Awards. The ensemble features fellow CapU faculty Brad Turner, Jocelyn Waugh and Ben Henrique. For more details, visit the [Artistic Award Nominees 2024](#) website.
- 
- The poster for the Western Canadian Music Awards Jazz Artist of the Year nominees features six circular portraits of the nominees: Daniel Hersog, Brad Turner, Jocelyn Waugh, Ben Henrique, and two others. The text at the top reads 'WESTERN CANADIAN MUSIC AWARDS' and 'JAZZ ARTIST OF THE YEAR'. The bottom right corner has the FACTOR logo.
- » Our students, alumni and faculty continue to make significant strides in the world of jazz, and their achievements are a testament to the high caliber of our program. Our graduate, Atley King, is now passing on his jazz expertise to a new generation at Selkirk College. Student Ethan Lawrence’s exceptional talent has been recognized with a Leo Award nomination for his contribution to the film, ‘Zip.’ Feven Kidane will be showcasing her talent at the Vancouver Jazz Festival. Faculty Jill Townsend’s contributions to the Winnipeg Jazz Orchestra record have received international press attention. Lastly, alumnus Thad Bailey Mai’s acceptance into UBC’s Masters of Music program speaks volumes about the quality of our education and mentorship.
 - » [Sound of the Future: B.C. Teacher Wants to Make Music Accessible to All Students](#): Michael Meroniuk, a distinguished alumnus of Capilano University’s Jazz program, is spearheading an innovative, digital-based music curriculum with the goal of making music education accessible to all students. The curriculum, which can be facilitated by anyone, anywhere, concentrates on composition, song structure and creative use of technology. It prepares students with the competencies of music producers, appealing to the TikTok generation, as well as accommodating music-shy students. The program has been piloted with success in his classes at Nootka Elementary School.
 - » The Grip and Lighting summer intensive courses ran from May 6–31. No other program in Western Canada provide the depth of learning and hands-on experience in these two important areas of filmmaking. The courses are taught by IATSE professionals, with the utmost emphasis on safety, and provide a unique student experience through technical training with our extensive equipment in the studios and backlot of the Bosa Centre for Film & Animation. Student interest in remains popular, with the number of applicants in Lighting surpassing the available seats. The Grip and Lighting intensives give students with the skills for entry-level roles in motion pictures, TV, digital imaging and commercial production.



FACULTY OF GLOBAL & COMMUNITY STUDIES

- » All OREC field trips are complete and all students have returned safely. OREC published nine OREC Values to students, employees and the public. There is a new hallway display completed with OREC values.
- » New Convenor Andrew Stegemann was elected for a two-year term.
- » Sustainable Development Week was a success with outdoor learning areas weeded and planted. Thank you Andrew Stegemann for organizing.

KÁLAX-AY THE SUNSHINE COAST CAMPUS

- » On April 23, the Honourable Terry Beech, Minister Patrick Weiler, Donna Bell and ministry staff visited the kálaš-ay campus. Their official visit was not a routine event, but a significant opportunity to share information about the newly announced 2024 Budget: Chapter 6: A Fair Future for Indigenous People.
 - We had the honour of language instructor and shíshálh member Andy Johnson opening the visit with a Welcome Song, followed by Elder Robert Joe of the Sunshine Coast campus making the opening comments. Attendees included Guy Morin, director of divisional education (ETAPS), Elden Hodson, manager of community member services, and Dan Morris, education training and post-secondary coordinator.
 - Jessica Silvey, a master weaver (<https://www.redcedarwoman.com>) and faculty at the kálaš-ay campus who wrote the successful grant for the carving shed and one of the leads for shíshálh Nation's history art installation on the walls of the Sunshine Coast campus, presented the project's progress. Jessica also spoke about the cultural component of the ABE cluster of courses in Pathways to High Learning (P2HL) and how these projects and teachings are vital to the Nation's people.
 - We were pleased to offer a selection of cultural foods from Sacred Flavors Catering, a local Indigenous company, for our guests, Ministers, and staff to sample.
 - During their visit, the discussion focused on the carving shed and the shíshálh history installation, and a future project in partnership between CapU and the shíshálh Nation. The ministers expressed their interest in supporting this project as it aligns with the priorities outlined in the 2024 budget. More to come!

ACADEMIC INITIATIVES & QUALITY ASSURANCE

- » On April 15, we welcomed a new director, Claire Carolan. Claire joins us from the University of the Fraser Valley, and she has had a long and varied career in post-secondary institutions in Western Canada. You can read more about Claire on [Frontlines](#).
- » On April 19, CapU received approval from the Minister of Post-Secondary Education and Future Skills to launch the Bachelor of Arts with a Major in Writing and Literature, a Minor in Critical and Creative Writing, a Minor in Literature and Culture and other associated specializations, including concentrations. Academic initiatives and planning, in collaboration with the registrar's office and key campus partners such as MDX and IR, will be supporting the Faculty of Arts & Sciences with the launch of the new programs of studies. Congratulations to all involved.

WORK-INTEGRATED LEARNING

- » The new WIL Advisory Committee (external) met on May 7, 2024. Out of the 19 members in attendance, 14 were external community and industry partners from Vancouver, North Vancouver and Squamish. Both the WIL Committee (university- wide) and the WIL Advisory (external) will meet for a networking lunch on June 12.
- » WIL-related data is required to develop a process that supports a centralized approach to WIL. This need resulted in a collaborative project with the CMNS 220 Summer class. Both a survey and optional virtual interviews created by students in this class were sent to CapU's five faculties on May 28. Results available in August 2024.
- » The WIL and CDC teams implemented a preparatory program to support students and faculty engaged in WIL and to reduce barriers encountered by Indigenous students, students with disabilities and newcomers who engage in WIL opportunities.
- » WIL team initiated a reoccurring series of conversational events (Let's Talk WIL Projects!) to recruit new employers, particularly small and medium businesses and not-for-profit organizations. The series occurs three

times a year and matches CapU's academic terms to allow for better planning. The first of the series had 36 registrants and will take place on June 4.

- » On April 11, CityStudio NV hosted HUBBUB #9 at CapU's Lonsdale campus. This year, 10 groups showcased projects in the areas of building an inclusive community garden, creating inclusive housing in the city, generating new opportunities to explore art around the City of North Vancouver, and event marketing in the Shipyards. We expressed our gratitude to the community partners, faculty, and all the students attending HUBBUB 9 for contributing their research and passion to the Spring 2024 projects.

TEACHING & LEARNING

- » The Centre for Teaching Excellence welcomed Victor Arvizu as educational technology specialist to fill Chi Le's parental leave position until May 2025. Victor is a former student, holding a Post-Baccalaureate Diploma in North American Business Management in addition to his MBA from Universidad Iberoamericana.
- » The Capilano University Teaching and Learning Symposium took place on April 24–26 with online and in-person events spanning the full three days, seeing record-breaking participation numbers! Over 125 people attended on the first day alone! With the theme, [Nurturing Learning: What Is, What Was, and What Could Be](#), the symposium featured speakers Maha Bali, Johanna Sam and Lucas Wright. Bali's keynote address can be viewed [here](#).
- » On May 31, over 50 faculty joined together for the inaugural LEADing in Learning event on Teaching with GenAI hosted by the deans, the director, Teaching and Learning and the AVP CARS & graduate Studies. The group co-created an Open Educational Resource featuring strategies for teaching with generative artificial intelligence across numerous disciplines.



- » The Centre for Teaching Excellence, in partnership with Student Affairs, launched a new eLearn module for faculty on Responding to Academic Misconduct. This module prepares faculty to work with the new Academic Integrity Policy and Procedure which comes into effect on September 1, 2024. Faculty members will earn a Badge for completing the module. Creative activity, research and scholarship & graduate studies
- » CARS would like to recognize Carey Simpson's tremendous five-year term as chair of the Research Ethics Board (REB), From 2019–2024, Carey (right) provided exceptional leadership in steering the work of the REB, dedicating an immense amount of time and energy to build CapU's REB capacity. We are pleased to announce that she will remain as a member of the REB moving forward. Effective August 1, 2024, faculty Caroline Soo (left) will be stepping into the role of chair of the REB. Based in the School of Kinesiology, in the Faculty



of Global & Community Studies, Caroline has a strong background in research and is committed to embedding research methods in her teaching and is currently a member of the REB.

- » The annual Student Research Symposium (SRS) was held in April and featured the work of 80 students across various degrees. The SRS enables students to share their capstone/research projects with the CapU community. Congratulations to SRS awardees, (from left to right), Niruya Ninan (Applied Behavior Analysis), Megan Hingson (Motion Picture Arts), Zed-Ola Myers (Psychology), Theodore Abbott (Interdisciplinary Studies), Lynn Abe (Early Childhood Care & Education) and Janine Palencia (Communication Studies).



- » Faculty of Global & Community Studies instructor, Donna Perry was awarded NSERC Mobilize grant funding to support her research titled, “The Resilience Program.” The research aims to investigate mild concussion impacts in high-performance contact sports and resiliency effects for prevention and recovery from injury with community partner HealthTech Connex.
- » Faculty of Arts & Sciences instructor, Tom Flower was awarded NSERC Mobilize funding to support his research titled, “Human Impacts on Biodiversity in the Howe Sound Biosphere.” This research will explore how recreational trail use impacts biodiversity in the Shannon Basin area, with partners Squamish Nation, BC Ministry of Forests, Langara College, Squamish Environment Society and Howe Sound Biosphere.
- » Congratulations to Faculty of Education, Health & Human Development instructor, Alex Berry on her BCcampus award. In collaboration with CapU's Centre for Childhood Studies and UBC Okanagan's Feel-ed Lab, Alex will create an experiential online early childhood teacher education course titled: Sensing a Changed Climate in Early Childhood.



FINANCE & ADMINISTRATION

FINANCIAL SERVICES

- » The New Capital Asset Policy was developed and approved by the Board in April. Two policies were updated, and two policies are planned to be rescinded and presented to the Board in June.
- » Financial services completed the fiscal year-end audit for 2023–24 and created the year-end accountability reports for budget owners, as part of the integrated planning process.
- » Resource template was created and issued to SLC as part of the Fiscal 2025/26 integrated planning process and timelines.