



MEETING MINUTES OF THE BOARD

Tuesday, March 30, 2021
4:45 pm to 6:15 pm
Held remotely via MS Teams

Board

Cherian Itty, Chair	Patricia Heintzman
Duncan Brown, Vice Chair	Mila Mattson
Paul Dangerfield, President	Rashmi Moon
Yuri Fulmer, Chancellor	Andrew Petrozzi
Ash Amlani	Majid Raja
Oscar Blue	Rodger So
Michael Fleming	Sonny Wong, Senate Liaison

Regrets

Toran Savjord, VP Strategic Plan, Assess & Inst. Effect

Staff

Debbie Carter, VP Finance and Administration
Jennifer Ingham, VP University Relations
Laureen Styles, VP Academic & Provost
Lesley Cook, Recorder

Guests

Tally Bains, Director, Finance
Chris Bottrill, Director of International
Jennifer Jamieson, Manager of Policy, Privacy & Governance
Stephen Williams, Senate Vice Chair

*** Declaration of vacancy:** *As per Section 24(1) of the B.C. University Act, may it be noted that Lois Vader resigned from the Board effective January 26, 2021; therefore, there is one vacancy amongst the representatives appointed by the Lieutenant Governor in Council.*

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 4:48 p.m.

1. Approval of Agenda

It was moved (Majid Raja), seconded (Ash Amlani) and resolved;

THAT the agenda be approved as presented.

2. Consent Agenda

It was moved (Oscar Blue), seconded (Yuri Fulmer) and resolved;

THAT the Board approve the following items on the consent agenda as amended:

2.2. Board Committee Reports:

- 2.2.1. Executive and Human Resources Committee
- 2.2.2. Finance and Audit Committee
- 2.2.3. Governance and Planning Committee

3. Minutes of the February 23, 2021 Board Meeting

Duncan Brown requested a change to the minutes of the February 23 meeting. The second sentence of the last paragraph on page two was changed to, "[t]he Committee focused on the highlights of the operational and subject specific plans and their alignment with Envisioning 2030."

It was moved (Duncan Brown), seconded (Michael Fleming) and resolved;

THAT the minutes of the Board of Governors meeting held on February 23, 2021 be approved as amended.

4. Board Chair Report

Board Chair, Cherian Itty responded to the events that took place in Lynn Valley on March 27. Capilano University's and the Board's thoughts go to the victims and their families of the tragic event this past Saturday. The University wholeheartedly supports the community in any way that it can at this challenging time.

The Board's year end event will be moved to a date later this Fall. The May Board meeting will be held only if there are agenda items that need to be looked at. The Board's annual survey will go out this week and will close April 19.

The Crown Agencies and Board Resourcing Office (CABRO) has developed a training program for appointed Board members. CABRO would like the University to roll it out. There are two modules available at this time that have value to Board members.

5. Senate Reports

5.1 Vice Chair

Senate Vice Chair Stephen Williams provided a brief report to the Board. Senate last met on March 2. The work of Senate and its committees continues. He had the opportunity to Chair in the President's absence. Senate heard a recommendation from Laureen Styles, VP Academic and Provost regarding planning for in-person classes campus-wide this fall. In the event that the Provincial Health Officer needs to modify, the fall term classes can shift to a remote or alternate delivery format. The summer term will continue with an alternate format incorporating the proper health and safety protocols. Senate election will be underway April 8-14, 2021.

5.2 Board Liaison

Board Liaison, Sonny Wong added that Stephen did an excellent job chairing the meeting.

6. President's Report

Paul Dangerfield expressed his deepest sympathies to the victims and their families of the heartbreaking incident in Lynn Valley on March 27. The University has reached out and offered its services and condolences. He empathizes with the community as it is not easy to manage a tragedy such as this, especially in a COVID environment.

The Administration has undertaken a similar process to Integrated Planning in order to plan for in-person, on-campus learning this fall. He acknowledged all of the hard work and diligence of staff who are busy planning and coordinating the return to a healthy and safe learning environment that adheres to the Provincial Health Officer's regulations. Modes of delivery will be aligned with Envisioning 2030, the Academic Plan, and post-secondary guidelines and framework.

A new President's Advisory Committee has been struck to review the academic freedom policy. Laureen sits on the Committee which will conduct a thorough review and consultation will be campus-wide.

Paul was pleased to announce Robert Joe, becomes the first ká lax-ay Elder of the ká lax-ay Sunshine Coast Campus.

6.1 NWCCU Commission Letter Recommendations and Follow-up

Paul provided a follow-up summary regarding the February 12, 2021 letter and official record of action to the University, from the Northwest Commission on Colleges and Universities (NWCCU). The letter commends CapU as well as provides recommendations. Next steps and details are described in the briefing note. A task force will be established to oversee the recommendations and going forward in preparing for future NWCCU evaluations.

7. Finance and Audit

7.1 Financial Update Fiscal Year 2020-2021

Committee Chair Patricia Heintzman provided a summary. Debbie Carter reported that the Finance team did a deeper dive on the year to date results in comparison to budget and have updated the forecast to reflect a year end surplus. Cherian thanked the Finance team for continuing to work on the science of forecasting. The Board is appreciative of the information that continues to be shared.

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

THAT the Board of Governors receives for information the financial statements for Period 10 ending January 31, 2021 and the updated forecast for Fiscal 2021/22.

7.2 Policy B.202 Tuition and Other Fees Policy

Tally provided an overview of the new policy and procedure. There currently is an existing Board Tuition Policy that is being updated for minor changes. There is also an existing SLC Tuition Policy that will be rescinded and replaced with the new Tuition Procedures. The new Tuition Procedures was designed to address gaps that were found in the review of existing policy documents which includes capturing information that was located in various locations on the website into one document to improve the understanding and administration of tuition fees. Other changes include adding a new re-registration fee to address challenges in collecting fees and a changing the administration of commitment deposits to be applied to all applicants.

Oscar Blue inquired about the refund policy currently in place that limits refunds to 80% during the add/drop period and 0% after add/drop period; he noted that it may be strict in some cases. Tally clarified that the refund policy in place is consistent with other PSI's. This was also discussed at the Governance and Planning Committee in relation to the add/drop date; it's possible for a student to be in a position where they have to decide to drop before being able to view the course syllabus. Conversely, if the add/drop date is left too late it'll cause problems for registration. Two-weeks into a course is a long time to add/drop and material covered varies from course to course. The Committee agreed that the Registrar would work on possible changes.

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

THAT the Board of Governors adopt B.202 Tuition and Other Fees Policy.

7.3 Policy B.215 Spending and Signing Authority Policy

Tally confirmed that currently a Board policy does not exist for spending and signing authority. There is an SLC policy in place which is outdated and is not well known or understood. The new policy will be a Board Policy that provides spending and signing authority to the President and allows the President to delegate authority to subordinate organizational positions within an established framework. Debbie added that Finance will be developing a corresponding training program that will be mandatory for staff to complete and will also be adding an onboarding program for new staff.

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

THAT the Board of Governors adopt B.215 Spending and Signing Authority Policy.

8. Internationalization Plan Presentation

Paul gave an introduction to the Board members. Formerly a Dean and also formerly the VP of Academic and Provost, Chris Bottrill is the Director of International. Chris started on this plan shortly after Envisioning 2030 launched in 2019, fittingly it is aligned with the Envisioning 2030 goal of *enabling imagination for positive change and innovation*.

Chris presented the Internationalization Plan to the Board. Many, many University members, including faculty, collaborated to build and grow the plan. The Internationalization Plan is also aligned with the academic plan and has a range of very specific actions and a timeline. Collaboratively it was felt that it is necessary to implement the plan right now, in the immediate timeframe.

The internationalization vision of *enabling imagination through a globally engaged university*, inspires the University to realize “goals of a distinct university experience, a strong community connection for learning and living,” and fulfillment of health and wellbeing. The plan’s key themes represent “what we will be”: imagination, community, a distinct university experience and health and wellbeing.

The plan enables imagination through a globally engaged University. It strives to express how the University and community needs to engage globally to be competitive locally and globally and enhance our university experience for learners, employees, partners and communities. The Plan is about building a diverse international student population at the university, engaging all members of the institution in global issues and experiences, and through internationalization becoming more inclusive and diverse.

Internationalization enriches the University in many ways and allows for better opportunities for all students. From a domestic recruitment aspect the goal is to be able to provide better and more global opportunities. Domestic students will have more exposure to international opportunities and programs.

Health and wellbeing also plays a large roll for international and domestic students. It’s critically important for the international students to have a good transition to studying in a new environment; the adjustment is different compared to domestic students. Resources for international students will continue to be developed and cover topics such as what it is like to live, study, and work in Canada. We currently have a strong mentorship program involving both domestic and international students. This is very important for building community within the

University of domestic and international learners and to addressing the wellbeing of all students together, it is important to encourage one to one connections as well as those at a community level.

In addressing the diversification of foreign student body, it takes a strategic recruitment approach. One element of the Internationalization Plan is to build global brand awareness. We have already begun a social campaign targeting key market areas: Columbia, Mexico, Brazil, Vietnam, India, and Bangladesh. This has produced extremely positive results. Chris also gave several examples of the way in which intercultural learning through global engagement aligns with indigenous learning, most notably the project in Vietnam where CapU was engaged in working with an ethnic hill tribes in the Sapa region for over 12 years.

The Board looks forward to hearing more about the Internationalization Plan.

9. Governance and Planning

9.1 Update – Annual Review of Legislative Policies

Duncan provided an update regarding the annual review of legislative policies. Policy B.511 Discrimination, Bullying and Harassment is one of the two legislated policies that must be reviewed on an annual basis. The Committee has update the next review date to the Spring of 2022. B.401 Sexual Violence Policy is the other policy that also needs an annual review. Annual reports for each policy will be made and sent to the Ministry. Each policy will be an annual standing item for the Governance and Planning Committee as well as the Board.

10. Proposed Discontinuance of the Associate of Arts Degree – Global Stewardship

Laureen provided background and details on the recommendation to discontinue the Associate of Arts Degree – Global Stewardship program. B.C. has a framework for associate degrees. This particular program has facilitated students' breadth and general education. The program has nurtured many amazing graduates and faculty who have taught in the program have made significant contributions to student learning and the university.

A range of considerations have been undertaken in the consideration to discontinue including student demand. Dean Lara Duke and the program coordinator have undertaken consultation with the program, the Faculty of Global and Community Studies, and through a Faculty Council committee in the Faculty of Arts & Sciences. Discontinuation was a recommendation from the program review. With evolution of programming in the Faculty of Arts & Sciences many of the strengths of the program can be carried on in new ways, and there may be additional options explored in the future.

It was moved (Duncan Brown), seconded (Oscar Blue) and resolved;

THAT the Board of Governors refers the recommendation to discontinue the Associate of Arts Degree - Global Stewardship to Senate for advice.

11. Child Care Centre Presentation

Jennifer Ingham, VP of University Relations, presented to the Board. Jennifer shared that research confirms early childcare and education is vital to the growth and development of children, as well as creating healthy families and communities. To that end, demand is increasing for education and jobs in the early childcare and education sector. A new Centre for Childhood Studies will support

expansion of CapU's Early Childhood Care and Education (ECCE) program (25% growth in admissions) which helps meet workforce demand, increase childcare spaces on campus (100% increase) and accelerate the University's international leadership in Early childhood scholarship and research. CapU has the only ECCE degree program in B.C. and is one of only four degree programs of its kind in Canada. CapU's ECCE program has established national partnerships with Western and York universities. Graduates of this program will be able to further their education and advance to other programs (teaching, graduate studies, etc.) and pathways to employment (educators, administrators, policy analysts, etc.). The new, two-story childcare and educational centre will be situated behind the Nat and Flora Bosa Building. The design of the new building space is research focused and will be divided into studios, classrooms, labs, practicum and childcare spaces. The total project cost is \$18.6 million. Potential donors and Northshore business leaders will have naming opportunities. Honorary degree recipient Derek Lee and Carlota Lee will co-lead the campaign. Jennifer thanked Paul and Chancellor Yuri Fulmer for featuring elements of the new Centre at the Chancellor's Dinner. The new centre will be much more than a centre for childcare and education, it will be a place of innovative research, teaching and care that cultivates future leaders in the ECCE field and beyond.

12. Related Party Disclosure

In 2018 the provincial government implemented the related party disclosure form, which includes key management. She requested that the Board members and Board resource staff submit their forms ASAP.

13. Business Arising

There were no items for Business Arising.

13. Adjournment

The Regular Meeting of the Board adjourned at 6:35 pm.