

 <p>CAPILANO UNIVERSITY</p>	<p style="text-align: center;">MINUTES REGULAR MEETING OF THE BOARD</p> <p style="text-align: center;">Tuesday, February 21, 2017 4:00 pm in LB322 North Vancouver Campus</p>
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***Board:**

Soon Kim, Chair
 Nicholas Cartmell
 Chris Clarke
 Paul Dangerfield
 Chris Doll, Vice Chair
 Michael Fleming
 David Fung
 Michelle Gervais
 Carol Howorth
 Cherian Itty
 Aurelea Mahood

Staff:

Cyndi Banks, AVP, Student Success
 Irene Chanin, Executive Director, Advancement
 Richard Gale, VP, Academic & Provost
 Nanci Lucas, Vice Chair, Senate
 Jacqui Stewart, VP, Finance & Admin.
 Marika Morissette, EA to Board & President
 (recorder)

Regrets:

Cheryl Nex
 Jessie Williams

** **Declaration of vacancy:** As per Section 24(1) of the B.C. University Act, may it be noted that Élie Lubendo resigned from the Board effective January 5, 2017; therefore, there is one vacancy amongst the elected student members.*

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

1. Approval of Agenda

It was moved (Carol Howorth), seconded (Chris Clarke) and resolved:

THAT the agenda be approved as presented.

2. Consent Agenda

The Chair asked if any members would like to remove any items from the consent agenda. Michael requested that the Minutes from the January 17, 2017 Board Meeting be removed from the Consent Agenda.

It was moved (Michelle Gervais), seconded (Cherian Itty) and resolved:

THAT the Board approves the consent agenda:

- ~~Minutes from the January 17, 2017 Board Meeting~~
- Academic Review Committee Report
- Audit Committee Report

○ Investment Committee Report

Items Removed from the Consent Agenda:

- Minutes from the January 17, 2017

Michael requested that the minutes be amended on page 4, paragraph 4, to correct typos (e.g. strike the word “executive” and replace with “execute”; strike the word “imitative” and replace with “initiative.”)

David requested that the minutes be amended on page 3, last paragraph under President’s Report. The first two sentences should read “David brought up the Canadian Manufacturers and Exporters and the Canadian Labour Congress joint venture for job training sponsored by the federal government. There are concerns about the rapid changes in industrialization meaning that jobs available today may not be available in 2030.”

It was moved (Nicholas Cartmell), seconded (Michael Fleming) and resolved:

THAT the Minutes from January 17, 2017 be approved pending corrections.

ACTION: Marika to correct the January 17, 2017 meeting minutes to reflect the changes requested.

3. Board Chair’s Report

The Chair provided a verbal report, noting that Élie Lubendo is no longer a student at CapU as of January 5, 2017. Soon received a letter from the Minister acknowledging Connie’s resignation as a member of the Board of Capilano University effective January 16, 2017. The two positions will likely remain vacant until August. That means that seven members of the Board need to be present for quorum at upcoming meetings.

4. Senate Reports

Nanci Lucas, Senate Vice-Chair reported that Senate approved the Senate Cap Core Ad Hoc Committee Mandate and Structure at the February 7, 2017 meeting.

B107 Academic Schedule Policy is a new Board policy developed to comply with the requirements of the University Act and to put into policy current University practice. Senators were asked to provide their comments and feedback on the Academy Schedule Policy for forwarding to the By-law, Policy and Procedure Committee no later than February 24. Recommendations are forthcoming and this item will likely come forward to the Board of Governors in April.

The Budget Advisory Committee met on January 31 to review the draft summary of the budget add-ons as provided by Jacqui Stewart, and make recommendations for revisions to some categories. The Committee met again earlier today to review the draft budget and provide advice to the President, and a further meeting is set for February 28.

Senate approved two new policies: S2017-01 Grading Profile and S2017-02 Final Examinations. The new policies are posted on the Senate’s Policies and Procedures webpage.

The draft Sexual Violence and Misconduct Policy and Procedures are currently available for review by the University Community, Senators and Board members (www.capilanou.ca/SVM.) Feedback gathered to date has been very positive. This draft policy will be discussed at the March 2 Policy and Planning Committee meeting and will go forward to the Board for approval no later than May 2017.

5. President's Report

Paul Dangerfield provided a verbal report and informed the Board that the Letter of Expectation from the Ministry of Advanced Education was recently received. An additional strategic priority action has been added to the letter to reflect the continued support for online education resources and open textbooks. Paul reassured the Board that the University will work towards supporting online resources and open textbooks, and this will be identified in the Operating Plan.

The BC Provincial Government's Budget 2017 was announced today and it is consistent with what we expected. Funding trends are moving in the same direction. Funding will be coming to BCIU for tech initiatives, which will make their way into the Operating Plan.

Paul reported that a tremendous amount of work has gone into the draft Sexual Violence and Misconduct Policy and Procedures. The University has collaborated with the CFA, Move-Up and the CSU to promote awareness, enhance understanding and take measures to prevent and respond to reports of sexual violence and misconduct.

The final draft of the 2017/2018 Operational Plan is nearly complete. A detailed presentation will be given to the Board later this evening during the planning session. Paul gave a presentation to students earlier today that was very well received.

Paul praised Jacqui and her team for creating a 3-year budget. Although the model may not be perfect, it will make things much easier for the University to add projects in the cue for future years.

The results from the Employee Engagement Survey conducted in November 2016 are now available. BC Stats have been on campus to present to various groups and a presentation to the entire community is set for February 23. The survey results will help influence our strategic direction going forward. Although some challenges have been identified, Paul is confident that issues can be successfully addressed.

On February 7, Capilano University became designated as a Fairtrade Campus, which fully aligns with our vision for the University. The Earth Works Crew have been working very hard on this, and everyone involved should be very proud of this accomplishment. Fairtrade certification provides assurances that the University is integrating environmentally and socially sustainable practices into purchasing efforts and food services.

Squamish Elder Latash, who had been quite ill and in desperate need of a liver transplant, has thankfully received one. Although he is not completely out of the woods, he is resting at home and is recovering quite well so far.

6. Academic Review Committee

The Chair of the Academic Review Committee, Carol Howorth, endorsed the two Post Baccalaureate Diplomas that were before the Board. She pointed out that Tourism Marketing & Development and Hotel & Resort Management are areas of provincial and national growth that fit well into the University's mandate and the BC Skills Jobs Plan. One concern raised was that students are not eligible for student aid at this point in time, which is an issue the University should rectify going forward.

David Fung asked if there was a reason why the credential name is a Post Baccalaureate Diploma rather than a Master's Degree. Richard Gale explained that the credential is essentially for people who have a Bachelor's Degree in another area. The University does not yet have the capacity to offer a Master's Degree at this time, and since we are not a DQAB Exempt Institute, it would take 9 months to move through the process.

6.1 Tourism Marketing and Development Post Baccalaureate Diploma

It was moved (Carol Howorth), seconded (Chris Clarke) and resolved:

THAT the Board approve the Tourism Marketing and Development Post Baccalaureate Diploma program

6.2 Hotel and Resort Management Post Baccalaureate Diploma

It was moved (Carol Howorth), seconded (Michelle Gervais) and resolved:

THAT the Board approve the Hotel and Resort Management Post Baccalaureate Diploma program

The next step is to begin marketing the programs. Richard noted that the University has already received about 25 unofficial applications. Peer institutions will have 30 days to review and comment on the proposals via the PSIPS web site before they get approved by the Ministry. Chris Bottrill already received feedback from peer institutions while the programs were under development, so there are no concerns about a September 2017 start date.

Rick explained how the programs were costed out, and that they will generate sufficient revenue even if they have an 80% subscription rate. Both programs are expected to bring a modest profit to the University. The programs are primarily marketed towards international students, since there is a high demand from that area.

David Fung asked if the University is participating in any international education events sponsored by the Canadian Trade Commissioner. Paul replied that the University's Centre for International Experience (CIE) team reviews the list of events and determines the best ones to attend. The University is also a member of the Canadian Bureau for International Education (CBIE). Paul elaborated that we have little difficulty attracting international students; the problem is we do not have enough programs and opportunities for them. Most of our recruitment offshore is done through agents that assist with visas.

7. Update on 2017/2018 Budget Preparations

Jacqui Stewart, VP Finance & Administration, provided a verbal update on the 2017/2018 budget preparations. A significant amount of work has been completed and the draft budget will be presented to the Unions (CFA and Move-Up) and the Senate Budget Advisory Committee by February 28. It will go forward to the Senior Administrative Leadership Team and the Audit Committee on March 1, and to Senate on March 7. The final budget will come back to the Board for approval on March 14.

One of the key assumptions within the budget is that the University's operating grant remains unchanged, however with the upcoming Provincial election we may not know for certain until July 2017 and perhaps later. The fact that our domestic enrollments continue to decline and the impact this has on revenues remains a concern with the budget.

Michael requested that the Board be provided with a detailed budget document in advance as done in prior years. Jacqui replied that she will prepare a detailed budget document which will provide clarity with regard to specific budget items. As a reminder, Soon strongly encouraged Board members to attend the March meeting to ensure quorum so that the budget can be passed.

8. Draft Annual Board Schedule

Paul has put together a draft annual board schedule that will be reviewed later tonight in the Board's Planning Session. The concept is to hold six regular Board meetings per year, with Board Subcommittee meetings occurring in between the regular Board meetings (in alternating months.) This approach should allow for better use of the Board's time, and enable staff to have more time to prepare Board meeting packages and reports. Our bylaws allow for asynchronous meetings as well, so that could also be implemented on an as needed basis.

Nanci Lucas, as Vice Chair of Senate, mentioned that it would be important that there be a sufficient number of board meetings to approve new credentials. This was acknowledged. It was also mentioned by Board members that the Board has the ability to hold special meetings or use asynchronous approval mechanisms for items such as credential approvals.

9. 2017/2018 Government Mandate Letter

The Chair declared that signatures of the Board members are required on the Government's Mandate Letter to acknowledge their statutory obligations to act in the best interests of Capilano University and affirm as Board members to take into account the Taxpayer Accountability Principles in exercising their duty. Any Board member who is not prepared to sign the Mandate Letter should write to Ms. Sandra Carroll, Deputy Minister, outlining their concerns. The document was circulated and signed by those Board members present.

ACTION: Marika to obtain signatures from Jessie Williams and Cheryl Nex, and return the signed letter to the Deputy Minister's Office by March 3, 2017.

Carol had a question about the proposed new compensation model, and whether there was an effect resulting from the political issues faced in Ontario. Paul responded that it may have an

impact and unfortunately, nothing was mentioned in the BC Provincial Government's Budget 2017 regarding administrative compensation. But it is hoped that the freeze on administrative pay will be lifted by summer 2017.

10. Adjournment

The Regular Meeting of the Board adjourned at 4:55 pm.