



**CAPILANO  
UNIVERSITY**

**MINUTES  
REGULAR MEETING OF THE BOARD**

Tuesday, Sept 25, 2018  
4:00 pm in BR126  
North Vancouver Campus

**Board:**

Soon Kim, Chair  
Chris Doll, Vice Chair  
Carleen Thomas  
Cherian Itty  
Cheryl Nex  
Duncan Brown  
Emily Gaudette  
Hassan Merali  
Laureen Styles, Acting President  
Michael Fleming  
Mila Mattson

**Staff:**

Irene Chanin, Executive Director, Advancement  
Jacqui Stewart, VP Finance & Admin  
Lesley Cook, EA to Board  
Majid Raja, Senate Vice Chair  
Toran Savjord, VP Strategic Planning

**Regrets:**

Andrew Petrozzi  
Aurelea Mahood, Acting Dean of Arts & Science  
David Fung  
Jessie Williams  
Paul Dangerfield, President

*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 4:00 p.m.

**1. Approval of Agenda**

It was moved (Chris Doll), seconded by (Hassan Merali) and resolved;

*THAT the Board approve the agenda as presented.*

**2. Introduction of New Board Members**

Soon Kim introduced new appointed Board member Carleen Thomas, whose father is resident elder Ernie George. He also introduced Mila Mattson, non-faculty representative, and new student representative Emily Gaudette. He also welcomed Majid Raja, the new Vice-Chair of Senate.

**3. Oath of Office**

Soon administered the Oath of Office to Carleen Thomas, Mila Mattson, and Emily Gaudette. Majid Raja ceremoniously also partook. Mila Mattson and Emily Gaudette affirmed, signed and dated the Oath of Office.

**ACTION:** Carleen Thomas to send her signed oath of office to Lesley Cook.

**4. Consent Agenda**

The Chair asked if any members would like to make any changes to items on the consent agenda.

It was moved (Chris Doll), seconded (Cherian Itty) and resolved;

*THAT the Board approve the following items on the consent agenda:*

- 4.1. Minutes from the June 19, 2018 Board Meeting
- 4.2. Board Committee Reports:
  - 4.2.1. Audit Committee
  - 4.2.2. Investment Committee
  - 4.2.3. Executive Committee
- 4.3. Correspondence

Soon commented that the Finance and Audit Committee's report includes forecasting, the best one seen to date, and that Capilano University is on track to be in surplus this year. Cheryl Nex added that management continues to evolve the reporting with a much more collaborative approach to forecast that will enable monthly forecasting.

Given the investment to date, Soon expressed concern over the HR/Pay Project and the possibility to use "off the shelf" software versus custom software. Jacqui Stewart clarified that there is still work to be done to determine if a boxed product will sufficiently cover 70%-85% of what is needed, now that Banner has been upgraded. Updates to the Risk Matrix will take place when a completed assessment and framework are in place.

Hassan Merali asked for clarification on the BC Government's Defensible Security Framework. Jacqui explained that it isn't required but it's the provincial government's gold standard and it will help protect the University's information that resides with the organization. The University will also be adopting multifactor authentication.

Cherian Itty provided a brief update on the Investment Management Committee. Investment growth this year will not be as high as it was last year. The great news is that since February 2014 the combined value of the University and Foundation portfolio has grown from \$30 million to \$50 million. This is a combined result of \$7 million in new contributions over the timespan and growth of \$13.4 million

There were no questions or comments regarding the Executive Committee report.

Soon highlighted the Ministry's letter on the Sexual Harassment campaign. The University has addressed the Ministry's requests and has partnered with the Capilano Students' Union to implement a campaign and workshop. Emily Gaudette commented that students she spoke to throughout the two-week, all-student orientation were appreciative and congratulatory for taking strides to establish a consent culture.

## **5. Board Chair's Report**

Soon provided a verbal report. He thanked Irene Chanin and her team for delivering excellence in the Capilano University's 50<sup>th</sup> anniversary celebrations. He informed that Laureen is working on the University's application for admittance to University Canada. In addition, work continues on the "exempt status" application for new programs.

Soon discussed the 5-year capital plan and the role of the Foundation Board and the Alumni Association. Collaboratively, the function of both organizations will be reorganized to achieve capacity-building goals.

Soon informed the Board that Chris Doll continues to provide leadership on the Policy and Planning Committee. He updated that the campus master plan is near completion. Lastly, he encouraged the Board to read the 2018 CapU Fact Sheet that illustrates the University's successes over the last 12 months.

## 6. Senate Reports

### 6.1 Vice-Chair

Majid Raja presented the highlights from the August 21<sup>st</sup> and September 11<sup>th</sup> meetings. Senate orientation was held at the September 11<sup>th</sup> meeting. Senators received a handbook along with other helpful materials. The Senate announced the nomination process for Honorary Degrees and Faculty Emeritus awards. Cap Core work is underway and an implementation working group was struck. The formation of the Research Ethics Board is almost complete, with an interim Chair in place until a permanent Chair is in position.

Senate passed two motions. The first is to recommend to the Board approval of the Stage 1 Bachelor of Human Kinetics and the second to recommend to the Board approval of the Stage 1 Bachelor of Arts, English Major.

Board Policy B.109 Student Appeals Policy replaces policies S2015-03 and S2015-02 as well as procedure S2015-02. Although the motion to approve Policy B.109 passed, there is a call for clarification with regard to roles and responsibilities. Whereas the *University Act*, section 35.2 (5) (j) indicates it is the role and responsibility of the Senate, B.109 points to the Board of Governors.

### 6.2 Board Liaison

Duncan Brown added to the information regarding the appeals policy. Senate expressed concern that appeals under this policy will not come forward until the end of this school year. Referencing Tom Roper's presentation from the September 18<sup>th</sup> Orientation and Planning Day, Chris Doll explained that the policy needs further discussion to bring it in line with the *University Act*. The Policy and Planning Committee will first discuss Policy B.109 with further discussion at the November Board meeting. Due to section 35.2 (5) (j) of the *Act*, Laureen Styles predicts that the discussion on interpretation will be very technical. There are existing final grade, Senate approved policy procedures and that as it stands, with the new Policy B.109, an appeal would go to the Tribunal. This means that the highest body of appeal in the University would be the Senate Tribunal Appeal. Chris Doll said that the policy corrections will be made as quickly as possible without intruding on the jurisdiction of the Senate.

**ACTION:** Policy and Planning Committee to discuss Policy B.109 at the October meeting, with further discussion as necessary at the November Board of Governors meeting.

## 7. President's Report

Laureen gave a verbal report highlighting the opening of Truth & Reconciliation week supported by activities at both the North Vancouver and the Sechelt campuses. Under Cyndi's leadership,

Capilano University is launching a 2-week orientation program focusing on international and new students. She thanked all University departments and staff for their team effort in the successful launch of these events. Laureen attended “move in day” at Student Residents and reported it’s full with 2/3 international and 1/3 domestic students. On the academic front, the new Learning Commons opened and the University has several new credentials. CapU is offering a Post Baccalaureate Certificate in Autism and the new online Legal Administrative Assistant Certificate program. There are also some new program offerings. The Health Care Assistant program is in collaboration with our Squamish Nation partners and with Mount Currie and Lil’wat, the Tsleil Learning Centre offers the Education Assistant program. Another positive launch under the leadership of Human Resources is the CapULeads leadership development program. Lastly, the Executive Team met to discuss the 2030 Strategic Plan, focusing on refining the operational and strategic planning in a more integrated way.

Board members applauded management on the positive energy and unity created by CapFest and its successful outcome. Toran Savjord noted that the Minister of Advanced Education, Skills and Training attended CapFest. The suggestion was made to have this type of homecoming annually.

## **8. Board Committee Membership**

Soon Kim gave an overview of Board Committee structure. Soon asked Mila Mattson to be on the Governance Committee and for Emily Gaudette and Carleen Thomas to be on the Policy & Planning Committee. He added that committee composition may be rearranged in January 2019.

## **9. Audit Committee**

### **9.1 Statement of Financial Information, Fiscal 2017/18**

Cheryl Nex reviewed the Statement of Financial Information with attention to the list of “Payment to Suppliers for Goods and Services”. On behalf of the Committee, she asked that the Board look through the list and disclose any conflicts of interest. No conflicts of interest were declared by Board members with regard to the list “Payment to Suppliers for Goods and Serviced”. Cheryl confirmed that the Statement of Financial Information has been vetted by the Finance and Audit Committee.

Jacqui answered Hassan Merali’s question regarding the accounting standard of practice that Capilano University follows, which is the standard required by our provincial government for public sector organizations such as schools, hospitals, crowns, and colleges and universities.

It was moved (Cheryl Nex), seconded (Emily Gaudette) and resolved:

*THAT the Board of Governors approves the Statement of Financial Information for the Year Ended March 31, 2018.*

### **9.2 Five Year Capital Plan, Fiscals 2019/20 – 2023/20**

Cheryl Nex asked the Board if there were any questions regarding the Five Year Capital Plan.

Soon remarked that it was the first time the Board has seen a more extensive description of each of the high priority projects. Jacqui Stewart confirmed that the level of detail will continue to be included in the annual report.

Soon asked for clarification on the five million dollar threshold imposed by the Ministry. Jacqui verified that this is the threshold established by the Ministry, that below the threshold reporting isn't required.

Michael Fleming asked for more details regarding the capital project cost and priority. Jacqui explained in April 2016, jointly the Provincial and Federal Government launched the Strategic Investment Fund. Unfortunately, Capilano University was one of two institutions that did not receive eligible funding, which was partially due to low domestic enrolment. A lot of growth needs to happen within CapU's existing facility it is eligible for funding for these projects. Nevertheless, it is important to submit the report as required by the Ministry, which may also serve as "wish list" in event that opportunities arise.

With regard to the increase in international students Michael queried the idea of engaging the government in a revision of the capacity targets for new space. Jacqui indicated the expectation that international education is expected to operate on cost recovery basis, including space. Previous audits completed by the Office of the Auditor General have confirmed this expectation. The University does have the potential to earmark international student tuition for capital construction.

Cherian Itty added that the plan also serves to inform stakeholders of CapU's priorities and to maintain fundraising initiative awareness, communication be channeled through the Finance and Audit Committee to the Foundation Board.

Duncan Brown enquired about cost for student housing and remediation projects scale of cost compared to other capital projects. Jacqui elaborated and explained that the existing space needs to be more functional and more welcoming to students. There must also be space for new programs and that construction of student housing is also a priority. This means sensibly evaluating projects, prioritizing, and planning for funding.

It was moved (Cheryl Nex), seconded (Cherian Itty) and resolved:

*THAT the Board of Governors approves the Five Year Capital Plan for 2019/20 - 2023/24.*

## **10. Programs for Approval**

### **10.1 Bachelor of Human Kinetics Stage 1 Proposal**

Laureen gave an overview of the degree proposal for Bachelor of Human Kinetics Stage 1. The budget provides for Stage 1 sustainability costs, a notional plan with the evolution of the costing at Stage 2. She estimated that it'll be about two years before the University is able to welcome students into years three and four of the program due to internal and external variables.

If the University achieves "exempt status", external site reviewers and Degree Quality Assessment Board (DQAB) approval isn't needed. It allows management to approve degrees in the same way that diplomas and certificates are approved.

It was moved (Duncan Brown), seconded (Cheryl Nex) and resolved:

*THAT the Board of Governors approve the Bachelor of Human Kinetics Stage 1 as presented for Minister of Advanced Education, Skills, and Training approval.*

#### 10.2 Bachelor of Arts, Major in English Stage 1 Proposal

Laureen Styles gave an overview of the degree proposal for the Bachelor of Arts, Major with Minors and a concentration in English Stage 1 proposal. This program will also likely be two years before the University is able to welcome students into years three and four.

It was moved (Chris Doll), seconded (Cherian Itty) and resolved:

*THAT the Board of Governors approve the Stage 1 for the following credentials as presented for Minister of Advanced Education, Skills, and Training approval:*

- *Bachelor of Arts, Major in English*
- *Bachelor of Arts, Honours in English*
- *Bachelor of Arts, Minor in English*
- *Bachelor of Arts, Minor in Creative Writing*
- *Bachelor of Arts, Concentration in Creative Writing*

#### 11. Confirmation of the Finance and Audit Committee Vice Chair and Chair

Soon provided a rationale for the motion. Cheryl Nex flagged that her term expires December 31<sup>st</sup>, 2018 and that a new Committee Chair will need to be approved if she is not re-appointed. On behalf of Jessie Williams, Cheryl informed that although Jessie has agreed to Vice Chair, she requests that she is not appointed as Chair should Cheryl not be re-appointed.

It was moved (Hassan Merali), seconded (Emily Gaudette) and resolved:

*THAT the Board of Governors confirms the Chair of the Board's appointment of Jessie Williams as Vice Chair and the re-appointment of Cheryl Nex as Chair to the Finance and Audit Committee.*

#### 12. In Camera Session

It was moved (Soon Kim), seconded (Chris Doll) and resolved;

*THAT the Board move In-Camera following the adjournment of the Regular Meeting*

#### 13. Adjournment

It was moved (Soon Kim), seconded (Chris Doll) and resolved;

*THAT the Regular Meeting of the Board adjourn.*

The Regular Meeting of the Board adjourned at 5:36 pm.