



## MEETING MINUTES OF THE BOARD

Tuesday, March 19, 2019  
4:00 pm in Room 120  
*ká lax-ay* Sunshine Coast Campus

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Board		Staff
Soon Kim, Chair	David Fung ( <i>by WebEx</i> )	Jacqui Stewart, VP Finance & Admin
Cherian Itty, Vice chair	Duncan Brown	Laureen Styles, VP Academic & Provost
Paul Dangerfield, President	Emily Gaudette	Toran Savjord, VP Strategic Planning
Andrew Petrozzi (by phone)	Hassan Merali	Lesley Cook, EA to Board
Ash Amlani	Michael Fleming	
Aurelea Mahood	Mila Mattson	
		<b>Regrets</b>
		Carleen Thomas
		Patricia Heintzman
		R. Paul Dhillon

**Guest** Majid Raja, Senate Vice Chair

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*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 (Aurelea Mahood), seconded by (Duncan Brown) and resolved;

*THAT the agenda be approved as presented.*

### 2. Introduction of New Board Members

Soon Kim welcomed and introduced new Board Member, Ash Amlani.

### 3. Oath of Office

Soon administered the Oath of Office to Ash Amlani who affirmed, signed and dated the Oath of Office.

### 4. Consent Agenda

The Board Chair asked if any members would like to make any changes to items on the consent agenda. Hassan Merali asked that the last sentence, of paragraph 2, of the Investment Management Committee Board Report be reworded for clarity. The sentence should read, *"It was reported that the 10 SRI excluded holdings, as seen in PH&N's presentation, constitute no more than 2.6% of the University's and the Foundation's portfolios combined."*

It was moved (Emily Gaudette), seconded by (Cherian Itty) and resolved;

*THAT the Board approves the consent agenda:*

- 4.1. Minutes from the January 22, 2019 Board Meeting
- 4.2. Board Committee Reports:
  - 4.2.1. Executive Committee
  - 4.2.2. Finance and Audit Committee
  - 4.2.3. Governance Committee
  - 4.2.4. Investment Management Committee
  - 4.2.5. Policy and Planning Committee
- 4.3. Correspondence

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

Board Chair, Soon Kim thanked the staff of the *kálah-ay* Sunshine Coast Campus for their hospitality. He also welcomed local guests Ashley Joe of shíshálh Nation, Sechelt Mayor Darnelda Siegers, Gibsons Mayor Bill Beamish, Sunshine Coast Regional Economic Development Organization (SCREDO) Chair, Lori Pratt, and District of Sechelt Councilor and Representative of the Capilano Students' Union (CSU), Matt McLean.

Soon expressed his gratitude for being able to host the meeting on the Sunshine Coast and encouraged guests and staff to participate in the meeting by providing their advice and feedback.

Soon was also happy to report that Capilano University's application to [Universities Canada](#) has been submitted and he thanked management for their tireless efforts and dedication to accelerating the process.

## **6. Senate Reports**

### 6.1 Vice-Chair

Majid Raja shared highlights from the February 5 Senate meeting. The Senate by-election process has started and the election process for student seats will begin March 7. The program review process for Bachelor of Arts with Majors in Liberal Studies is complete. Senate approved the motion to adopt the Faculty of Arts and Sciences Bylaws that will replace the Faculty's Terms of Reference. Capilano Students' Union (CSU) Vice President - Academic, Josh Millard was elected as a student senator, as a result of a by-election recently held.

### 6.2 Board Liaison

Duncan Brown applauded faculty for their hard work and achievements in advancing the university and continuous engagement in the strategic planning process.

## **7. President's Report**

Paul Dangerfield provided highlights from the President's Report and he expressed his gratitude for Capilano University's recent successes. Capilano University achieved recognition of one of the top provincial employers for 2019. CapU's Long Service Awards included recognition for Lloyd

Michaels will be retiring after 49 years and Mary Giovannetti and Gerrie Waugh were recognized for 40 years and 45 years of service respectively. Paul gave a shout-out to Louise Allison for her facilitation.

CapU has also been working with the Lil'wat Nation on a letter of agreement (still in draft) and recently made a \$300,000 grant to the Ts'zil Learning Centre that will be used for additional furniture and classroom equipment to enhance the learning spaces.

Paul also highlighted that singer, songwriter and philanthropist Sarah McLachlan and entrepreneur, author and international community tourism advocate Bruce Poon Tip will receive Capilano University honorary degrees at this year's Convocation ceremonies. In addition, retired English and creative writing instructor Pierre Coupey will receive the designation of faculty emeritus for his service to the university and ongoing contributions to Canada's literary and artistic communities.

## **8. Mandate Letter for Signature**

Paul provided a synopsis of the provincial government mandate letter Premier John Horgan and Minister Melanie Mark. In previous years, CapU saw a draft of the mandate letter mid-fall but for 2019/20, that was not part of the process. Although the commitments in the mandate letter are consistent with the previous year, Paul advised it is Capilano University's priority to follow the *University Act*, and that pursuant to section 46.1 and 48 of the *University Act*, CapU and other provincial universities remain independent from the provincial Government. The Board signed the 2019/2020 mandate letter, which will be available for viewing on the Ministry and University website.

David Fung joined the meeting at 4:30 pm.

## **9. Sechelt Campus and Programming**

Laureen Styles thanked everyone for making the trip to the campus and introduced Lydia Watson, campus chair, and coordinator and instructor in the School of Business at the *kálox-ay* Sunshine Coast Campus. They shared key descriptors of the student profile and discussed the campus overview in relation trends and context.

The five priorities of the five-year [action plan for the \*kálox-ay\* Sunshine Coast Campus](#) are indigenization, enhance technology-enabled learning, deepen community relationships, develop a welcoming campus, and promote educational pathways.

It is important to Capilano University that the *kálox-ay* Sunshine Coast Campus becomes a larger part of the university environment and that the University continues to break barriers to learning. Providing better accessibility services and expanding the library are two projects currently underway. Online pilot programs are in development such as Student Success Conveners that will also help to bridge the gap.

Laureen emphasized that the key to success is to match the programming and campus developments with student demand/interest. The Board and members of the gallery discussed other campus engagement opportunities. The Sunshine Coast Regional Economic Development Office as well as the Pender Harbor Ocean Discovery Station (PHODS) both offer great

opportunities for community engagement and education, and the latter affords community-connected research options for students and faculty.

## **10. Investment Management Committee**

### **Revisions to Investment Policy B.201**

Cherian Itty provided an overview of the committee structure, governed by two documents, the Guidelines and Policy B.201. One area that the policy governs is asset mix criteria. It is good to have but too much granularity can inhibit portfolio success. Redefining the University asset mix and Foundation asset mix will optimize portfolio performance. Future changes to the policy may also include emerging markets.

It was moved (Cherian Itty), seconded by (Duncan Brown) and resolved;

*THAT the Board of Governors revise Policy B.201 Investment Policy to show a range for the University asset mix of 40% to 60% for Fixed Income and 40% to 60% for Total Equities, with the benchmark at 50% for both.*

It was moved (Cherian Itty), seconded by (Duncan Brown) and resolved;

*THAT the Board of Governors revise Policy B.201 Investment Policy to show a range for the Foundation asset mix of 30% to 50% for Fixed Income and 50% to 70% for Total Equities, with the benchmark at 40% and 60% respectively.*

## **11. Update on Universities Canada**

Laureen was pleased to share that the University has submitted the Universities Canada application. It is currently under review by the Secretariat. Management anticipates that if all goes well, the site review will occur in the Fall.

The membership has a number of benefits to CapU, some of which are a united voice for universities in the country, important recognition as a member of the university sector, international credibility, and a boost to CapU's standing and level of engagement with other universities. The application also serves as a foundational document to assist with application for "exempt status to the Degree Quality Assessment Board.

## **12. In Camera Session**

It was moved (Soon Kim), seconded (Cherian Itty) and resolved;

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

## **13. Adjournment**

It was moved (Soon Kim), seconded (Cherian Itty) and resolved;

*THAT the Regular Meeting of the Board be adjourned.*

The Regular Meeting of the Board adjourned at 5:39 pm.