



MEETING MINUTES OF THE BOARD

Wednesday, June 2, 2021
4:45 pm to 6:45 pm
Held remotely via MS Teams

Board

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

Staff

Debbie Carter, VP Finance and Administration
Jennifer Ingham, VP University Relations
Laureen Styles, VP Academic & Provost
Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Lesley Cook, Recorder

Regrets

Yuri Fulmer, Chancellor

Guests

Daniel Levangie, AVP Of Student Success
Dawn Whitworth, Director of CARS
Tally Bains, Director, Finance
Jennifer Jamieson, Manager of Policy, Privacy & Governance
Stephen Williams, Senate Vice Chair

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

The Board Chair called the meeting to order at 4:50 p.m. With the recent shocking discovery of the unmarked graves of 215 children at the former Kamloops, B.C. residential school, the Chair reminded everyone of the importance of the land acknowledgements and invited everyone to observe a moment of silence in honour of and to respect the children lost and the First Nations communities still suffering from the pain of Residential Schools. The findings are harrowing and horrifying and a reminder of tragedy often forgotten. There is much learning and unlearning along the road ahead. The Board of Governors will continue their journey and commitment to this process and to understanding and acknowledging Truth and Reconciliation. Board members took a moment of silence.

1. Approval of Agenda

Item 10.1 Institutional Accountability Plan and Report will be deferred to the June 2 meeting.

It was moved (Majid Raja), seconded (Michael Fleming) and resolved;

THAT the Board approve the agenda as amended.

2. Consent Agenda

It was moved (Ash Amlani), seconded (Duncan Brown) and resolved;

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

- 2.1. Minutes from the March 30, 2021 Board Meeting
- 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
- 2.2.4. Investment Management Committee
- 2.3 Correspondence

3. Place Holder

There were no items pulled from the Consent Agenda for discussion.

4. Board Chair's Report

Board Chair, Cherian Itty commented that a lot has happened since the Board met in March. The Executive has met with the District of North Vancouver to continue steps towards development of the Centre for Childhood Studies. All of the Board's committees have met, some twice, and the Board of Governors completed their self-assessment survey.

5. Senate Reports

5.1 Vice Chair

Senate Vice Chair Stephen Williams provided a brief report to the Board. He was happy to report that Senate continues to participate in the plans for in person classes this fall. Classes will continue to be scheduled in person with some online. All will follow B.C.'s PHO regulations.

The total number of graduates for this cycle are 1,087, up 26% since the last cycle. The Post-Baccalaureate Diploma in Professional Business Communication concept paper was approved. Senate also completed their own self-evaluation; the results indicate Senate is functioning well and achieving academic governance in the face of the pandemic. Stephen has been re-elected as Senate Vice Chair for his third consecutive year.

5.2 Board Liaison

Board Liaison, Sonny Wong added that the work of the senate continues to be incredibly productive. He congratulated Stephen on his re-election and Senate on their continued good work.

6. President's Report

Paul Dangerfield reported that plans for return to campus are well under way. Classes will largely be held in person (approximately 65%), and some online (25%), with some hybrid (10%). The aim is to have two thirds of the services operating in person. Many of the analogue processes have been digitized. Senate and Board meetings will be in person and the respective sub-committees will likely be virtual.

The Degree Quality Assessment Board (DQAB) of the Ministry of Advanced Education Skills and Training has approved the Bachelor of Science – General and the Bachelor of Arts with a Major in Psychology.

The campaign for the Centre for Childhood Studies has officially kicked off and has met the half way mark to raising \$5 million.

7. Creative Activity, Research & Scholarships Presentation

Dawn Whitworth, CARS Director, presented to the Board. She drew attention to following key points.

CARS Context and Mandate

- Builds capacity in creative activity, research and scholarship aligned with E2030 and the Academic Plan
- Partners with faculty and students, funding agencies, companies and community organizations to initiate, grow, fund and celebrate CARS projects

Student and Faculty Impact Progress to Date

- 70+ students hired to work as Research Assistants
- 9 Mitacs (federal funding agency) sponsored 'Excellence in Student Research Awards'.
- 38 faculty and student applications to Research Ethics Board
- 14 Mitacs funded Research Partnerships with companies and community organizations
- 30 faculty awarded CARS Unified Grants (peer adjudicated)
- Co-funded Mitacs Business Development Director: Kyoko Ariyoshi

Future Plans

- Research Chairs (federally and UNESCO funded)
- 4 to 5 Research Centres, with external funding and partnerships across Canada and internationally
- All degree students have access to Research Assistant positions
- Increase in internal and external funding for faculty research (NSERC, SSHRC and Mitacs)

8. Equity, Diversity, and Inclusion

Board Chair, Cherian Itty thanked the CSU, MoveUp, and the CFA for their correspondence and commitment to EDI. Cherian has responded to the correspondence and acknowledged the seriousness of the issues and the recommendations offered. The Board's Executive and HR Committee has had conversations with the Executive to review actions taken in addressing the issues raised.

The Board of Governors supports the Administration in the review of EDI practices at CapU and would like support from CapU's Human Resources Department. Ash Amlani and Sonny Wong, Board members with EDI community experience, were confirmed as EDI liaisons.

President Paul Dangerfield thanked the University community and the Board for bringing this forward and for their continued support. Recent conversations have helped to clarify immediate and long term actions, including an independent, university-wide EDI audit, and the importance of decolonized decision making. To date, the Administration has responded to some important EDI Action Group questions. The Executive attended a half-day Senior Leadership Council (SLC) session and heard from EDI experienced members regarding EDI development.

Duncan Brown commented that there are several steps to achieving a unified and successful progression. The right resources need to be found, the review to be conducted, and an everlasting commitment must be made to decolonization. These actions must be taken with the inclusiveness of the CapU community. The Board will be responsible for oversight and ensure commitment.

Ash Amlani commented that there will be an impact on many areas throughout the University in a considerate and meaningful way. She was heartened to see a very comprehensive approach to this much valued responsibility. She echoed Duncan's commitment to resources and structure.

The Board of Governors will also meet in a closed session to review the letters and discuss recommendations to conduct an EDI review of Capilano University practices. Board members will undertake EDI training as part of their learning and unlearning process and will hear more on the EDI progress going forward.

A motion was approved to take a ten minute recess to 5:50 pm.

9. Finance and Audit Committee

Patricia Heintzman gave an overview of the audit conducted by KPMG. Due to the uncertainty of the pandemic, reporting for this past financial year had its challenges.

Debbie Carter and Tally Bains provided further detail on the financial results including the impacts of the pandemic, the ongoing challenges with legacy systems and the added challenge this year with the loss of a key resource in the Finance department. The audit findings report included the need to develop a capital asset registry; this work is planned for the next fiscal year.

9.1 Consolidated Financial Statements for the Year Ended March 31, 2020/21

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

THAT the Board of Governors receive the KPMG Audit Findings Report and approve the draft Consolidated Financial Statements for the year ended March 31, 2021.

9.2 Executive Compensation Disclosure Report for Fiscal 2020/21

The Administration worked closely with PSEC who requested specific wording within the footnotes. Patricia requested that this item be referred back the Finance and Audit Committee to record that "Board approved increases" are approved through budget.

It was moved (Patricia Heintzman), seconded (Duncan Brown) and resolved;

THAT the Board of Governors approves the Executive Compensation Disclosure Report for Fiscal 2020-21.

10. Governance and Planning Committee

The Governance and Planning Committee will review its Terms of Reference in September.

10.1 Institutional Accountability Plan and Report (IAPR)

This item was deferred to the next meeting of the Board.

10.2 Executive and Human Resources Committee Terms of Reference

It was moved (Duncan Brown), seconded (Andrew Petrozzi) and resolved;

THAT the Board approve the revisions to the Executive and Human Resources Committee Terms of Reference, as presented.

10.3 Finance and Audit Committee Terms of Reference

It was moved (Duncan Brown), seconded (Andrew Petrozzi) and resolved;

THAT the Board approve the revisions to the Finance and Audit Committee Terms of Reference, as presented.

10.4 Investment Management Committee Terms of Reference

It was moved (Duncan Brown), seconded (Ash Amlani) and resolved;

THAT the Board approve the revisions to the Investment Management Committee Terms of Reference, as presented.

11. B.504 Exempt Employees – Conditions of Employment

Cherian provided an overview of the changes described in the cover report.

It was moved (Ash Amlani), seconded (Duncan Brown) and resolved;

THAT the Board of Governors approve the revisions to B.504 Exempt Employee – Conditions of Employment, as presented.

12. Sexual Violence Annual Report

Daniel Levangie, AVP of Student Success, gave an overview of the report and highlighted three areas: the policy mandate came through legislation, the report period is from April 2020 to March 2021, and includes students and employees. The policy is a living document and changes will be made as needed and annually. Similarly, the procedures will continuously be retooled. The case management approach is being enhanced to increase capacity and engagement. The Board will see this item annually.

It was moved (Duncan Brown), seconded (Ash Amlani) and resolved;

THAT the Board receive for information the Sexual Violence Annual Report.

13. Proposed Discontinuance of Liberal Studies Courses

Laureen Styles gave an overview of the proposed course discontinuations that have come forward as a result of the program review. The recommendation is in alignment with policy B.104 Discontinuance of Programs or Courses and comes to the Board to seek a recommendation that the Board of Governors refer the discontinuance to Senate for advice.

It was moved (Oscar Blue), seconded (Sonny Wong) and resolved;

THAT the recommendation to discontinue courses LBST 200, 201, 202, and 330 be referred to Senate for advice.

14. Program Discontinuation Associate Degree – Global Stewardship

Laureen provided an overview of the discontinuance steps taken to date, including Senate's recommendation of approval. It was confirmed that Senate had a fulsome discussion and that it was a difficult decision for Senate to make. There was a shared understanding that this program was a hallmark program but a number of factors lead to the recommendation for discontinuation. Thoughtfully, many of the strengths of the program live on in other programs and parts of the University.

It was moved (Sonny Wong), seconded (Oscar Blue) and resolved;

THAT the Board of Governors, based on advice from Senate, approve the discontinuation of the Associate of Arts Degree – Global Stewardship.

15. Board Chair and Vice Chair Election

President Paul Dangerfield led the elections. Cherian Itty has served as Board Chair for two years and would like to step down for his sixth and final year as a member of the Board. Cherian will remain Board Chair until July 31, 2021.

Andrew Petrozzi nominated Duncan Brown for Board Chair, who was elected by acclamation. Patricia Heintzman nominated Ash Amlani for Board Vice Chair. Ash Amlani was elected by acclamation.

The members of the Board expressed their sincere thanks to Cherian. Duncan thanked Cherian for his diligence and perseverance in chairing the Board of Governors over the last two years. As Board Chair a significant amount of time and dedication is undertaken behind the scenes which many of the Board members and community do not often see. Cherian expressed his gratitude to everyone for having him as CapU Board Chair.

16. Board Meeting Schedule (2021-2022)

The schedule provided in the agenda package is for the Board's information only. The Governance and Planning Committee will adjust their schedule to meet every other month.

17. Business Arising

Cherian thanked the departing Board members. He recognized Michael for his service of six years, Mila for her service of three years, and for their wealth of knowledge that they brought to every committee and Board meeting. He also thanked the two student representatives; Rashmi, who completed her studies in April, and Oscar for all of his tough questions, engagement, and thoughtfulness.

Cherian briefed the board on the new board members who will be joining on July 31, 2021.

18. Adjournment

The Regular Meeting of the Board adjourned at 6:45 pm.