



## MEETING MINUTES OF THE BOARD

Tuesday, September 28, 2021  
4:45 pm to 6:45 pm  
Held remotely via MS Teams

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### Board

Duncan Brown, Chair  
Ash Amlani, Vice Chair  
Rosie Anza-Burgess  
Oscar Blue  
Patricia Heintzman

Cherian Itty  
Nanci Lucas  
Andrew Petrozzi  
Majid Raja  
Rodger So  
Sonny Wong, Senate Liaison

### Regrets

Paul Dangerfield, President  
Yuri Fulmer, Chancellor

### Staff

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

### Guests

Tally Bains, Director, Director of Financial Services  
Ryan Blades, Director of Facilities Serv. & Campus Planning  
Jennifer Jamieson, Manager of Policy, Privacy & Governance  
Stephen Williams, 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 4:45 p.m.

### 1. Oath of Office

The Board Chair introduced newly appointed Board Member Rosie Anza-Burgess and administered the Oath of Office.

### 2. Approval of Agenda

The Oath of Office was added as agenda item one.

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

*THAT the agenda be approved as amended.*

### 3. Declaration of Vacancy

Board Chair Duncan Brown summarized the Board of Governors vacancies. The Board has two seats available. The government's Crown Agencies and Board Resourcing Office (CABRO) oversees the eight appointed Board of Governors positions. Capilano University and the Board are waiting for CABRO to provide an update regarding the vacant seat for an appointed Board member. The Registrar's Office will be holding an election to fill the vacant seat for an elected student representative. The elected, non-faculty staff seat has been filled by Rosie Anza-Burgess.

### 4. Consent Agenda

It was moved (Andrew Petrozzi), seconded (Ash Amlani) and resolved;

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

- 4.1. Minutes from the June 2 and June 22, 2021 Board Meetings
- 4.2. Board Committee Reports:
  - 4.2.1. Executive and Human Resources Committee
  - 4.2.2. Finance and Audit Committee
  - 4.2.3. Governance and Planning Committee
  - 4.2.4. Investment Management Committee
- 4.3 Correspondence

## **5. Place Holder**

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

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

Duncan Brown updated the Board regarding new members to the Board's committees. Past Board Chair Cherian Itty was appointed to the Executive and Human Resources Committee. Oscar Blue was reappointed to Governance and Planning, Nanci Lucas was also appointed to that committee, and Majid Raja was reappointed to the Investment Management Committee.

Duncan also reported that the Board has renewed the University's employment agreement with President Paul Dangerfield (October 1, 2021 to September 30, 2026), which the Board approved at its August 24, 2021 meeting. The process was substantive and involved several parties, such as the Ministry, the Public Sector Employer's Council (PSEC), and a report from a third party consultant on internal and external stakeholder input. Duncan thanked Cherian, Ash, the CapU HR team, and all involved in this process.

Each Board Committee held an orientation this month, as did the Board of Governors. For the first time, the Board attended equity, diversity, and inclusion training.

The Board's Executive and Human Resources Committee initiated meetings with the Minister of Advanced Education and Skills Training and he and Vice Chair Ash Amlani will have their first quarterly meeting with the Minister's representatives next month. Duncan also participated in a meeting of the Board Chairs of members of the BC Association of Institutes and Universities (BCAIU) and will attend a follow-up meeting this Fall.

A new Annual Board Meeting and Calendar Framework codifies the principals, practices and timelines for scheduling Board and Committee meetings and a new Annual President's Performance Review and Goals Framework codifies the Board's practices and timelines for conducting the President's annual performance review and goal-setting. The 2021-22 meeting schedule for the Board and its Committee has been streamlined. The Board will hold five meetings, with others added if required.

He thanked the students, staff, and faculty for their commitment to contributing to a safe campus and for their efforts in returning to campus for the Fall term.

## **7. Senate Reports**

### **7.1 Vice Chair**

Stephen Williams provided a brief report. Senate held their annual Senate orientation in September with the addition of two new Senators. Senate approved an amendment to the Capilano University Calendar; September 30 marking the first National Day for Truth and

Reconciliation. Return to campus is underway and approximately 47% of the courses are in person, 37% online, and about 15% are blended format.

## **7.2 Board Liaison**

Board Liaison Sonny Wong added that the Senate’s virtual meeting room was full of energy and enthusiasm regarding the return to campus. Senators are excited for the academic year ahead.

## **8. President’s Report**

Acting President Laureen Styles encouraged all to read the President’s Report included in the agenda package. As per Stephen’s Senate update, the University sits at a little less than two thirds of courses operating with some components of in person learning. The Administration has engaged in discussions with the provincial government and the office of the Provincial Health Officer to further the transition of a safe and successful return to campus. There is a collective commitment to reunite on our campuses and learning locations and excitement for this as was evident starting from the beginning of the term. The Administration continues to work with guidelines and provincial guidance to implement recommended and required safety precautions.

Laureen acknowledged the National Day for Truth and Reconciliation; a day to reflect and deepen our understanding of truths, history and the legacy of residential schools. The University’s Indigenous Education and Affairs Office has planned events to honor and recognize the truths.

The Executive Team continues to grow their understanding and consciousness and cultivate equity, diversity, and inclusion (EDI) through various actions and activities including work underway to hire a new Vice President of People, Culture and Diversity.

## **9. Finance and Audit Committee**

### **9.0 Competitive Process for External Audit Services**

Committee Chair Patricia Heintzman summarized that the University engages accredited auditors to conduct an annual audit. The contract between the auditors and the University is usually five years. In advance of the expiring contract, the Administration cast a Request for Proposals (RFP). After a thorough review of submissions, KPMG received the highest evaluation.

It was moved (Patricia Heintzman), seconded (Rodger So) and resolved;

*THAT the Board of Governors appoint KPMG as the external auditors based on a competitive process undertaken to procure external audit services.*

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

*THAT the Board of Governors approve the contract with KPMG to provide external audit services for 5 years commencing Fiscal 2021/22 through to Fiscal 2025/26 with an option for two one-year extensions for Fiscal 2026/27 and Fiscal 2027/28 based on the price quoted in the competitive process.*

### **9.1 Statement of Financial Information, Fiscal 2020/21**

Debbie Carter, VP Finance and Administration, provided an overview of the Statement of Financial Information (SOFI) for fiscal 2020/21. In keeping with the *Financial Information Act* the SOFI will be submitted to the government by the end of September 2021.

It was moved (Patricia Heintzman), seconded (Sonny Wong) and resolved;

*THAT the Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2021.*

### **9.2 Financial Update**

Debbie Carter, VP Finance and Administration, explained that the Q1 forecast shows a \$200k surplus. Now, in Q2 the preliminary forecast figures indicate that a deficit of \$5 million is expected primarily due to reduced enrolment of international students, despite a small increase in domestic student enrolment. CapU received Ministry approval to incur a deficit of \$5.14 million; the final Quarter 2 forecast (due in early October) will be presented to the next Finance and Audit Committee meeting and used by the Ministry to obtain approval from Treasury Board on adjustments to the deficit approval amounts as required.

It was moved (Patricia Heintzman), seconded (Sonny Wong) and resolved;

*THAT the Board of Governors receives for information the financial update including year-to-date financial results for Period 4 ending July 31, 2021, quarter 1 forecast submitted to the Ministry and preliminary quarter 2 forecast figures.*

### **9.3 Five-Year Capital Plan**

Ryan Blades, Director of Facilities Services and Campus Planning provided an overview of the information included in the agenda package. In preparing the Five Year Capital Plan, the government asks the University to best identify and prioritize its capital projects. Changes have been made to the university list since the last plan. The Five Year Capital Plan is a snapshot of a point in time; details of each capital project will change over time.

Laureen remarked that it is important to recognize how these capital plans evolve over time. For example, this plan has evolved to include Truth and Reconciliation as well as be more reflective of Envisioning 2030.

Of note, although the Student Union Building will not be eligible for government funding, completion of this project will significantly contribute to the enhancement of student life.

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

*THAT the Board of Governors approve the Five-Year Capital Plan 2022/23 – 2026/27.*

## **10. Policy B.106 Program Review**

Duncan provided an overview of Policy B.106 Program Review. Laureen explained that a change to the policy's procedure was recommended. The change is from a definitive 5-year period to a range of 5-7 years.

It was moved (Patricia Heintzman), seconded (Sonny Wong) and resolved;

*THAT the Board of Governors receive as information the changes to Procedure B.106.01  
Program Review.*

**11. Business Arising**

There were no items for Business Arising.

**12. Meeting Closed**

The Regular Meeting of the Board finished at 5:40 pm.