



MEETING MINUTES OF THE BOARD

Tuesday, November 29, 2022

4:45 pm to 6:45 pm

[MS Teams](#)

Board

Duncan Brown, Chair	Patricia Heintzman
Ash Amlani, Vice Chair	Nanci Lucas
Paul Dangerfield, President	Majid Raja
Troy Abromaitis	Rodger So
Rosie Anza-Burgess	Sonny Wong, Senate Liaison
Yuri Fulmer, Chancellor	

Regrets

Sophia Kara
Andrew Petrozzi
Sarah Thomas
Jennifer Ingham, VP University Relations
Toran Savjord, VP Strategic Plan, Assess & Inst. Effect

Staff

Tally Bains, VP of Finance and Administration
Kartik Bharadwa, VP of People, Culture & Diversity
Laureen Styles, Acting President and VP Academic and Provost
Lesley Cook, Executive Assistant, Board of Governors
Angela Ruggles, Executive Assistant, VP of Finance & Admin

Guest

Aryanna Chartand, CSU VP External
Reya Lu, Ellement Consulting Group
Manpreet, CSU VP Student Affairs
Karandeep Sanghera, CSU President
Manbir Singh, CSU VP Equity and Sustainability
Josh Thomas, CSU Director Policy & Campaigns
Robert Thomson, Senate Vice Chair

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 4:48 p.m.

1. Approval of Agenda

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

THAT the agenda be approved as presented.

2. Declaration of Vacancy

Board Chair Duncan Brown explained that student representative Harmanjot Kaur has resigned from the Board of Governors due to academic workload. The Board's executive has made arrangements with the Registrar's Office. An election will be held in January and the Board anticipates that the new student representative will attend the February Board of Governors meeting.

3. Consent Agenda

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

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

- 3.1. Minutes from the September 27, 2022 Board Meeting
- 3.2. Board Committee Reports:

- 3.2.1 Executive and Human Resources Committee
- 3.2.2 Finance Committee
- 3.2.3 Governance and Planning Committee
- 3.2.4 Investment Management Committee

4. Place Holder

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

5. Investment Management

5.1 Trans Canada Capital (TCC) Investment Manager for Alternative Investments

Ash Amlani, Board Vice Chair and Chair to the Investment Management Committee explained that the Committee has been reviewing the University portfolio and the Foundation portfolio with a view to find ways to grow investments. She added that the Foundation portfolio is what the University uses to provide scholarships, bursaries, and other support to CapU's students. With the help of Ellement Consulting Group, the Committee went through a process of reviewing the asset mix for each portfolio. Investing in alternative investments, in addition to current investments, provides this desired growth opportunity for both portfolios. The alternative investments will be managed by Trans Canada Capital (TCC), who are alternative investment specialists. Existing investments will continue to be managed by Phillips, Hager & North (PH&N).

Reya Lu, Ellement consultant, verified that as part of the assessment, CapU went through the process of reviewing the current asset mix for each portfolio and developed an implementation strategy in consultation with Ellement Consulting Group. She explained that multiple exposure to alternate classes can be achieved through utilizing an additional investment management group such as TCC. Lastly, she reported that the proposed alternative fund is currently a seven billion dollar fund.

There were no questions from the Board members.

It was moved (Ash Amlani), seconded (Yuri Fulmer) and resolved;

THAT the Board of Governors approves Trans Canada Capital (TCC) as the Investment Manager of Alternative Investments for the Capilano University investment portfolio.

6. Correction of Records on Program Discontinuance GEOG vs GEOI

Duncan Brown, Chair gave an overview of the correction.

It was moved (Ash Amlani), seconded (Yuri Fulmer) and resolved;

THAT the Board of Governors approve the discontinuation of GEOG 102 and GEOG 107.

7. Board Chair's Report

Board Chair Duncan Brown gave a verbal report. He recollected that at the last meeting he spoke about the list of projects and accomplishments that Capilano University has commenced. At this meeting he was delighted share management's financial accomplishments. The forecast for 2021-22 was a deficit forecast, which at year end resulted in a surplus. And again, through dedication and

carefulness the 2023-24 budget is scheduled to be balanced. The numbers show a job well done and he expressed that it's important to acknowledge this achievement.

8. Senate Reports

8.1 Vice Chair

Senate Vice Chair Robert Thomson provided the highlights of the last two Senate meetings. Senate approved a concept paper for a certificate in Starting Your Own Business. Additionally, two new programs were approved: 1) Tourism and the Sustainable Development Goals, and 2) Documentary Field Studies I.

8.2 Board Liaison

Board Liaison Rosie Anza-Burgess expressed that she's enjoying getting to know the Senate. She added that she's learning a lot about Senate processes and the work that they undertake to advance Capilano University.

9. President's Report

President Paul Dangerfield reported to the Board. Paul commented that he feels CapU's Senate is very collaborative. Paul also spoke about the work that management is doing with the Capilano Student Union (CSU) on improving the student experience.

The executive team has started the process of meeting with the Mayors in council i.e. District of North Vancouver, City of North Vancouver, Sechelt, and Squamish. He acknowledged that these communities are vital to the University and that it's important for the University to support these communities and work together on projects and plans over the coming year.

10. Capilano Students' Union Presentation: Introduction and Updates

Karandeep Sanghera, CSU President, Aryanna Chartand, CSU VP External, Manpreet, CSU VP Student Affairs, Manbir Singh, CSU VP Equity and Sustainability, and Josh Thomas, CSU Director Policy & Campaigns presented on current projects and initiatives of the Capilano Student Union (CSU).

The CSU took questions from the Board. They clarified that the CSU has discussed B.210 Cash Policy and don't have concerns with its implementation. The CSU and management are working with Translink regarding solutions for excessive commute times.

Financial aid was also discussed. The CSU is aware of all the financial aid concerns as expressed by the students and the student union is able to provide some support to foreign students in times of emergency. Unfortunately the government doesn't provide financial aid for international students. However, Capilano University's Administration is working to further develop the capacity to provide better and more financial aid to international students.

Duncan thanked the students for all of their hard work and advocacy, as it's a really important and an integral part of Capilano University.

11. Finance Committee

Finance Committee Chair, Patricia Heintzman provided highlights of the work done within the Committee regarding both policies.

11.1 B.209 Banking and Borrowing Policy (Capilano University)

VP of Finance and Administration, Tally Bains gave an overview of the policy and explained that it's for renewal with housekeeping changes only. There were no questions from the Board.

It was moved (Patricia Heintzman), seconded (Rosie Anza-Burgess) and resolved;

THAT the Board of Governors approve renewal of B.209 Banking and Borrowing Policy (Capilano University) with revisions as presented.

11.2 B.210 Cash Policy

Tally provided an overview of the policy and explained that it's for renewal without any changes. She added that an action item from the Finance Committee meeting was for management to connect with CSU to get their feedback on the policy. The CSU didn't express any concerns with the policy but asked for a change to section 4.7 to ease the exception process. Since the requested change falls within standard practice, Paul and Tally agreed that the change can be made.

Section 4.7 will be updated as follows:

Exceptions to this policy must be jointly authorized in advance **by any two of the Vice-President Finance, Director Financial Services or Manager Student Financial Accounts** and the President and reported to the Finance and Audit Committee.

The Board discussed this change and potential other changes needed to the policy.

Board Chair Duncan Brown recommended that the policy be referred back to the Finance Committee for further discussion and review.

12. Academia

12.1 Course Discontinuation Request – School of Business

VP of Academic & Provost, Laureen Styles explained that this discontinuance is part of the regular curriculum review process. There has been a coordinated approach in the review and recommendation to refer the discontinuance to Senate for their advice. The information provided in the agenda package contains the rationale.

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

THAT the Board of Governors refer the recommendation of course discontinuances for the Faculty of Business & Professional Studies - School of Business and School of Legal Studies, to the Senate for advice.

11. Adjourn

The Regular Meeting of the Board finished at 5:55 pm.