



MEETING MINUTES OF THE BOARD

Tuesday, September 24, 2024
4:45 pm to 6:45 pm
[In Person, BR126](#)

Board Members Present

David Ayriss, Chair
Rodger So, Vice Chair
RJ Wallia, Vice Chair
Paul Dangerfield, President
Ash Amlani
Sam Teclé
Janet Cox

Amina El mantari
Shelley Frost
Sophia Kara
Katrina Paddon
Prince
Pegah Yaghmaie

Regrets

Troy Abromaitis
Yuri Fulmer

Staff

Tally Bains, VP Finance and Administration
Kartik Bharadwa, VP People, Culture & Diversity
Tracy Penny Light, Interim VP Academic and Provost
Kari Wharton, VP, University Relations
Joyce Ip, AVP Strategy, Analytics and Transformation
Debbie Jamison, Senate Vice Chair
Aurelea Mahood, Vice-Provost & AVP Academic
Melissa Nichol, Strategic Director People, Culture & Diversity
Kyle Vuorinen, Registrar
Lesley Cook, Executive Assistant, Board of Governors
Angela Ruggles, Executive Assistant, VP of Finance & Admin

The meeting started at 4:53 pm.

We respectfully acknowledge the Líl'wat, x̱m̱əθḵw̱əy̱əm (Musqueam), shíshálh (Sechelt), Sḵw̱x̱w̱ú7mesh (Squamish) and Səl̓íl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations on whose territories our campuses are located.

1. Welcome and Introductions

Board Vice Chair RJ Wallia Chaired the meeting on behalf of Board Chair David Ayriss. He welcomed everyone, expressed the importance of Truth and Reconciliation, and gave the land acknowledgement.

Board Chair David Ayriss, who joined the meeting remotely, welcomed the Board members and the guests.

2. Approval of Agenda

It was moved by Pegah, seconded by Ash and resolved;

THAT the agenda be approved as presented.

3. Consent Agenda

It was moved by Sam, seconded by Sophia and resolved;

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

- 3.1. Minutes from the June 25, 2024 Board Meeting
- 3.2. Board Committee Reports:
 - 3.2.1 Audit and Risk Committee
 - 3.2.2 Executive and Human Resources Committee
 - 3.2.3 Finance Committee
 - 3.2.4 Governance and Planning Committee
- 3.3 Correspondence

4. Place Holder

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

5. Board Chair's Report

David Ayriss, Board Chair gave a verbal report. He thanked VP Finance and Administration, Tally Bains for the successful orientation of the Board, on September 4th. He really enjoyed the social get-together that followed and the opportunity to meet staff that he would not normally meet. He added that the Squamish field trip was a success and encouraged those who have not been to go and look. He thanked the administration and their teams for the work that was undertaken to make the Squamish Campus happen.

6. Senate Reports

6.1 Vice Chair

Senate Vice Chair, Deb Jamison, provided the highlights of the August and September meetings. The Senate welcomed new members, held orientation for Senators (including a presentation on Robert's Rules), made revisions to 2025 convocation dates, approved revisions to two policies, and approved the list of 379 graduates for June 2025.

6.2 Senate Liaison

Amina El mantari, Senate Liaison and Board member added that the September Senate meeting was her first meeting. She had nothing to further to add to Debbie's report.

7. President's Report

President Paul Dangerfield provided a verbal report to the Board. The University welcomed more domestic students than in the past. For the first time student orientation was held at the Squamish campus. He spoke about the National Day of Truth and Reconciliation on September 30th. Capilano University celebrates Truth and Reconciliation as a weeklong event. Paul will be visiting the T'szil Learning Center in Mount Currie next week to continue the University's work there. Regarding Immigration Canada and the reduction of international student visas, it was announced that the reduction will only be 10% but there will also be a postgraduate visa reduction. CapU had already forecasted a conservative reduction of 35%. An increase to this forecast is not expected.

8. Academics

8.1 Proposed Discontinuance of the Bachelor of Performing Arts and Associated Courses

Interim VP Academic and Provost, Dr. Tracy Penny Light provided some background information and summarized the report provided in the agenda package.

It was moved by Katrina, seconded by Janet and resolved;

THAT the Board of Governors refer the recommendation to discontinue the Bachelor of Performing Arts and the associated BPAC (Bachelor of Performing Arts) courses to Senate for advice.

9. Executive and HR Committee

9.1 ARM 53 – Administrator Emeritus Policy

Melissa Nichol, Strategic Director People, Culture & Diversity noted that this is the last Human Resources Administration Reference Memo (ARM) that CapU has. The ARM is believed to have been created to honour colleague, Bill Gibson. This policy was from the Capilano College era and there is no need for this policy anymore. Upon rescission, CapU will continue to honour him for the rest of his life.

It was moved by David, seconded by Amina and resolved;

THAT the Board of Governors approve the rescission of ARM 53 – Administrator Emeritus Policy.

10. Finance Committee

10.1 Statement of Financial Information, Fiscal 2023/24

VP Finance and Administration, Tally Bains provided an overview of the Statement of Financial Information (SOFI) and reviewed the main points of the Fiscal 2023/24 SOFI. She noted that this is a required report and that upon approval it will be posted on the CapU website.

It was moved by Shelley, seconded by Rodger and resolved;

THAT the Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2024.

11. Governance and Planning

11.1 Institutional Accountability Plan and Report

AVP Strategy, Analytics and Transformation, Joyce Ip gave an overview of the process, which follows the fiscal cycle (April 2023 to March 2024), summarized the IAPR timeline, the rounds of its review, and the changes that have been made since the June submission. She updated the Board with information from this specific cycle. This fiscal year's mandate letter and the ability to publish this IAPR publicly has been delayed due to the provincial elections.

It was moved by Katrina, seconded by Ash and resolved;

THAT the Board of Governors approve the final Institutional Accountability Plan and Report (IAPR) for submission to the Ministry.

11.2 B.109 Student Appeals Policy

Kyle Vuorinen, Registrar went over the review process that was undertaken, the timeline, and he noted the changes to the policy, which are mainly around readability and flow.

RJ confirmed with Kyle that Management will be looking further into the best process for procedural fairness and the best governing body within the University to apply applicable procedural fairness. For example, the application of a “stay” in appellate procedure may be an interim remedy that is requested of a person in question and a designated governing body would have the authority to grant this type of remedy.

It was also recommended that Management keep organized records of student appeal cases, to include who was involved in the decision-making process and how the decision makers arrived at the decision.

It was moved by Shelley, seconded by RJ and resolved;

THAT the Board of Governors approve the revised B.109 Student Appeals Policy.

Sophia Kara abstained.

11.3 Board Governance Manual

Tally explained the annual review process and the changes made to the Manual, which are general housekeeping, items that were not previously captured correctly, and some changes in process.

It was moved by Rodger, seconded by Pegah and resolved;

THAT the Board of Governors approve the revisions to the Board Governance Manual as presented.

12. Meeting Close

The Open Meeting of the Board ended at 5:46 pm.