



**MEETING
MINUTES OF THE BOARD**

Tuesday, November 28

4:45 pm to 6:45 pm

In Person

Board		Staff
Ash Amlani, Chair	Patricia Heintzman	Tally Bains, VP Finance and Administration
Rodger So, Vice Chair	Mayumi Izumi	Jennifer Ingham, VP University Relations
Paul Dangerfield, President	Shreya Miglani	Daniel Levangie, AVP Student Success
David Ayriss	Sam Teclé	Melissa Nichol, Strategic Director People, Culture & Diversity
Janet Cox	RJ Wallia	Laureen Styles, VP Academic & Provost
		Lesley Cook, Executive Assistant, Board of Governors
		Angela Ruggles, Executive Assistant, VP of Finance & Admin
Regrets		Guests
Troy Abromaitis	Majid Raja	Akshit Kansra, CSU VP Finance and Services
Yuri Fulmer		Chris Girodat, CSU Executive Director
		Josh Thomas, CSU Director Policy & Campaigns
		Karandeep Singh Sanghera, CSU President
		Manbir Singh, CSU VP Equity and Sustainability
		Manpreet, CSU VP External

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. Approval of Agenda

It was moved (RJ Wallia), seconded (Mayumi Izumi) and resolved;

THAT the agenda be approved as presented.

2. Consent Agenda

It was moved (Ash Amlani), seconded (Mayumi Izumi) and resolved;

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

- 2.1. Minutes from the September 26, 2023 Board Meeting
- 2.2. Board Committee Reports:
 - 2.2.1 Executive and Human Resources Committee
 - 2.2.2 Finance Committee
 - 2.2.3 Governance and Planning Committee
 - 2.2.4 Investment management
- 2.3 Correspondence

3. Place Holder

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

4. Board Chair's Report

Ash Amlani, Board Chair gave a verbal report.

Since the Board last met two new members have joined, student representative Shreya Miglani and non-faculty representative Janet Cox.

On October 5th Ash, President Paul Dangerfield, and VP of Finance, Tally Bains attended the Forum on Cybersecurity Risk Management: Protecting the Digital Assets of Higher Education Institutions. It was very informative and directly linked to the work that Capilano University is undertaking on cybersecurity.

5. Senate Reports

6.1 Vice Chair

Paul informed the Board that Vice Chair, Robert Thomson, has unfortunately resigned. Previous Senate Vice Chair, Stephen Williams graciously stepped in as Acting Senate Vice Chair. Unfortunately, Stephen sent his regrets for this meeting. Longstanding Senate member, Sue Dritmanis will take the role of Senate Vice Chair, commencing January 2024.

6.2 Senate Liaison

Patricia Heintzman commented that she attended her second Senate meeting and is enjoying getting to know Senate composition and processes.

6. President's Report

In addition to his written report to the Board, President Paul Dangerfield reported on key recent events.

He encouraged the Board members and the staff to read the full report because it provides a comprehensive report on all the University's activities.

- Construction is under way at the north end of the North Vancouver campus for the Centre for Childhood Studies and the student housing.
- The celebration of Capilano University's Elders Circle was held on October 17. It acknowledged the leadership and support of our six Elders from across the nations; Elder Robert Joe, Elder Christine Leo, Elder Latash Nahanee, Elder Delhia Nahanee, Elder Rose Nahanee and Elder Sabra Thompson.
- \$1.5 million in NSERC Mobilize research grants has been awarded to CapU in support of the Centre for Interdisciplinary Research on Sustainability in the Sea to Sky.
- Squamish Campus
 - i. A soft launch of the September 2024 programming is coming soon. Certificate, diploma and bachelor programs from CapU's current suite will be on offer. Phase two

programming in 2025 will be another set of programming based on recent and future planned community consultation and provincial partners.

- ii. There's been no shortage of community that would like to work with Capilano University. A new memorandum of understanding (MOU) was signed with the District of Squamish, the Whistler Institute and connections have been made with the Sea to Sky school district.
- iii. Development of the operational team for the campus is near completion, which will allow the campus doors to open later in the Spring.
- iv. Human Resources are working on a people plan for Squamish and Sea to Sky region.
- v. Soccer nationals could be held on the campus' FIFA regulation size field in 2024.

7. Capilano University Students' Union Presentation

Karandeep Singh Sanghera, CSU President and colleagues Manbir Singh, VP Equity and Sustainability, Manpreet, VP External, and Akshit Kansra, VP Finance and Services of the Capilano University Student's Union gave their annual presentation to the Board of Governors.

Some of the themes were: finances, including international student financial aid and tuition fees, host nation tuition waivers, student housing, public transportation, food affordability and aid programs, overnight study in the library, and the future Student Union Building.

The CSU is a referring agency to financial aid and helps students navigate students' costs such as food, through initiatives such as the community cupboard. They also advocate for other areas of financial relief, such as educational programming with reduced textbook costs and elimination of MSP.

International students pay MSP for healthcare while studying in British Columbia. Although the provincial government abolished MSP years ago for provincial residents, MSP was kept in place for international students. The CSU is working to remove this barrier for the next generation of international students.

The Board of Governors liked the idea of the overnight study in the library but strongly recommended proper security be in place should this event take place.

There have been different financial hurdles in developing the plans for the new Student Union Building. The CSU has recently received a building class estimate which has allowed them to make some financial decisions. Despite wavering interest rates the CSU may decide to accept financing from a financial institution to be able to move forward with the project.

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

8. Executive and HR Committee

8.1 B.501 Appointment of Personnel

Melissa Nichol, Strategic Director of People, Culture and Diversity gave an overview of the changes to the policy. She noted that a legal review was sought because this policy was quite outdated. This policy is still needed, however. Some of the redundancies have been removed, the language modernized, and clarifications on how responsibilities will be carried out were added.

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

THAT the Board of Governors approve the revised B.501 Appointment of Personnel.

8.2 B.506 Standard of Conduct Policy

Melissa explained that at the June 27 Board meeting there were questions raised regarding academic freedom in relation to this policy. To address that concern, a phrase was added to section 1.3 of the policy, that affirmed our commitment to the Senate policy S2003-01 on Academic Freedom. This policy does not have a related procedure as the University is required to abide by principles of procedural fairness. For the sake of clarity, section 1.4 was added, “This policy will be applied in a reasonable manner and any alleged breaches will be reviewed using the principles of procedural fairness”.

It was moved (Ash Amlani), seconded (Rodger So) and resolved;

THAT the Board of Governors approve the changes to B.506 Standard of Conduct Policy.

9. Governance and Planning Committee

9.1 B.401 Sexual Violence Policy

Daniel Levangie, AVP of Student Success provided an overview of the legislative requirement, the revision history of B.401 Sexual Violence Policy, and key changes as listed in the briefing report of the agenda package.

Daniel took questions from the Board and provided clarity on some potential circumstances. If an alleged perpetrator leaves Capilano University, the University no longer has formal jurisdiction over them for sanctioning purposes, except regarding their access to campus spaces or records. As a university, CapU does not pursue criminal charges on behalf of a student but will provide support should a complainant seek that. If community members pursue criminal processes, the University will be in a supporting role, providing information and options as needed or required. The University follows the regulations of the *Freedom of Information and Protection of Privacy Act*.

Board member Mayumi Izumi asked if specific funding would or could be designated within the policy. Daniel noted that funding allocations are not typically included in policy language but shared that two roles within the student affairs department are designated to receive disclosures and one to receive formal reports. Those positions are permanent and ongoing and unlikely to change.

It was moved (RJ Wallia), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors approve the revised B.401 Sexual Violence Policy.

9.2 Executive and Human Resources Terms of Reference

Tally Bains, VP of Finance and Administration explained that the annual review of the Terms of Reference serve to provide an orientation for new Committee members and to hold Committee members accountable to the work they’ll undertake over the course of the year.

She summarized the review undertaken by each of the Board’s committees. No changes were made to the Terms of Reference for the Finance Committee, the Audit and Risk Committee, and

Governance and Planning Committee.

She went over the changes to the Executive and Human Resources Committee. Changes were made to section 3.3 Human Resources Policies and Strategies and to section 3.4 Board Succession and Nominations. Lastly, a correction was made to the Committee Calendar, section 7, item number 3.3 b), “composition” was changed to “compensation”.

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

THAT the Board of Governors approve the changes to the Executive and Human Resources Committee’s Terms of Reference.

9.3 Investment Management Terms of Reference

The changes to the Terms of Reference are a clean-up of duplicated items, an update of language to tie into the new investment policies, and an update of timing of when reviews are done.

It was moved (David Ayriss), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors approve the changes to the Investment Management Committee’s Terms of Reference.

9.4 Board Governance Manual

Tally summarized the changes to the Board Governance Manual and provided an overview of the Governance and Planning Committee’s discussion on conflict of interest. Additionally, management reviewed the section on conflict of interest and met with legal counsel in response to correspondence on this regard. Management wanted to ensure that processes were tightened around these discussion items. From the discussion with legal, it was felt that the Board Governance Manual contains the correct information to address the responsibilities and conflicts of interest of the Board members and that all situations cannot be prescribed. Tally recommended that the Board Orientation contain a dedicated section on Board members’ responsibilities.

It was moved (Patricia Heintzman), seconded (RJ Wallia) and resolved;

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

10. Cybersecurity: Roles and Responsibilities of Board Members

Paul provided some background information on the relevance of cybersecurity at CapU and post-secondary institutions (PSIs) in B.C. The Ministry has put cybersecurity in the Mandate letter to PSIs. CapU has started some cybersecurity initiatives. Rav Goodison, the new AVP, Digital Technology Services has focused on this, and it is a component of risk management at CapU. BCNet has provided training and held a conference specifically on this topic. Ash, Paul and Tally attended the conference, where it was suggested that public sector Boards have an oversight role on cybersecurity.

The Board decided to amend the motion to add training for Board members on their responsibilities related to cybersecurity.

It was moved (Ash Amlani), seconded (RJ Wallia) and resolved;

THAT the Board of Governors direct the Audit and Risk Committee to work with management to ensure that there is effective board oversight and prepare educational material for the Board.

11. Meeting Close

The Open Meeting of the Board finished at 6:15 pm.