



MEETING MINUTES OF THE BOARD

Tuesday, April 30, 2024

4:45 pm to 6:45 pm

In Person, BR126

Board Members Present

Ash Amlani, Chair
Rodger So, Vice Chair
Paul Dangerfield, President
Troy Abromaitis
David Ayriss

Patricia Heintzman
Mayumi Izumi
Sam Teclé

Regrets

Janet Cox
Yuri Fulmer
Shreya Miglani

Majid Raja
RJ Wallia

Staff

Tally Bains, VP Finance and Administration
Kartik Bharadwa, VP People, Culture & Diversity
Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Laureen Styles, VP Academic & Provost
Kari Wharton, Interim VP, University Relations
Aurelea Mahood, AVP Academic & Vice Provost
Melissa Nichol, Strategic Director People, Culture & Diversity
Dawn Whitworth, AVP CARS & Graduate Studies
Lesley Cook, Executive Assistant, Board of Governors
Angela Ruggles, Executive Assistant, VP of Finance & Admin

Guest

Sue Dritmanis, 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 4:45 p.m.

1. Approval of Agenda

It was moved (David Ayriss), seconded (Mayumi Izumi) and resolved;

THAT the agenda be approved as presented.

2. Consent Agenda

It was moved (Sam Teclé), seconded (Patricia Heintzman) and resolved;

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

- 2.1. Minutes from the February 27, 2024 Board Meeting
- 2.2. Board Committee Reports:
 - 2.2.1 Audit and Risk Committee
 - 2.2.2 Executive and Human Resources Committee
 - 2.2.3 Finance Committee
 - 2.2.4 Governance and Planning Committee
- 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. She expressed how grateful she is to have been the Capilano University Board Chair and for the continuous support and encouragement from the Board members and the resource team over the last year.

She added that the April 17th Chancellor's Dinner was a success and that Management received a letter of thanks and appreciation from the government regarding the Institutional Accountability Plan and Report (IAPR) for the 2022/23 reporting cycle.

5. Senate Reports

5.1 Vice Chair

Senate Vice Chair, Sue Dritmanis provided a report to the Board regarding Senate's activities from March and April. Senate welcomed new faculty member, Jai Djwa, from Fine & Applied Arts and two new student Senators, Amanjot Singh and Priya McMurtrie. Also, long-time Senator from the Faculty of Business & Professional Studies, chair of the Senate Curriculum Committee, and School of Legal Studies instructor Deb Jamison was acclaimed as Senate Vice-Chair for the coming academic year.

The revised Academic Integrity Policy and Procedure was approved and is effective September 1st. Senate also approved B.111 Strategy Development and Review, with the understanding that B.101 Vision, Values, Mission, Goals and Strategic Directions would be rescinded by the Board.

Senate learned of the departure of the President and the VP Academic and were provided with a search process timeline for each leadership role. Senate discussed the nominations for recipients of honorary degrees and for the granting of faculty emeritus status and are happy with the choices made. Senate was also pleased to receive a report on the Employee Long Service Awards. Gerrie Waugh was recognized for 50 years of service. Lawrence Wu and Mary Giovannetti were each recognized for 45 years of service.

5.2 Senate Liaison

Patricia Heintzman, Senate Liaison and Board member commented that as Sue's report was comprehensive, she didn't have anything further to add.

6. President's Report

President Paul Dangerfield provided a verbal report to the Board. He thanked Sue Dritmanis for her commitment to Senate over the last few months.

He encourages the Board of Governors to continue to read the President's Report, included in the agenda package. He added that the Southeast Asia trip for international studies was successful. AVP International, Chris Bottrill, who joined Paul on the trip, continues with further work of this nature.

VP People, Culture and Diversity, Kartik Bharadwa will provide the Board with an update on the People Plan at the June 25, 2024 meeting. The Administration continues to focus on and improve employee engagement. A key area of this is Chénchenstway, the Indigenous framework, which is guided by the CapU Elders, Miranda Huron, Director Indigenous Education & Affairs and Micki McCartney, Regional Director Sunshine Coast. The Administration continues to support activities and goals of Envisioning 2030.

May is Asian Heritage month. Also, starting April 30th it's Red Dress Week, in support of National Day of Awareness for Missing and Murdered Indigenous Women, Girls and 2SLGBTQQIA+ Peoples, May 5th. Lastly, Paul announced that CapU has a new AVP Squamish, Dr. Brian Storey, who starts on Monday, May 6, 2024.

7. Academics

7.1 Creative Activity, Research and Scholarship (CARS) & Graduate Studies

Laureen introduced Dawn Whitworth, AVP CARS & Graduate Studies. Dawn explained the acronym CARS, which stands for Creative Activity, Research and Scholarship. Most post-secondary institutions have a research division however, CapU has CARS, which is inclusive of creative activity.

Dawn presented her slides to the Board of Governors. She updated the Board on the progress of the 7 key capacity building goals in the CARA framework which are:

1. Supporting student and faculty CARS activities
2. Increasing external funding for CARS activities
3. Leveraging internal funding for CARS activities
4. Growing Partnerships
5. Support for the development Research Centres
6. Regulations, policy, governance
7. Mobilizing + celebrating + communicating

She took questions and comments from the Board and clarified the following.

- MITACS is a funding agency that distributes funds to organizations such as CapU. Funding to CapU is a combined government and partner amount, managed by MITACS.
- The funds that come in via research grants are earmarked and used for dedicated faculty led CARS projects.
- Year over year CapU is receiving increases in external federal research grants for faculty research.
- All projects are faculty driven with student involvement.
- The more CARS CapU does, the more it attracts further research and funds.
- One example: a faculty worked with a small non-profit organization to research the making of a film and the film's mobilization. This is an example that falls under the category of creative activity.
- CARS provides faculty and learners with the opportunity to pursue their research in ways that they perhaps were not funded to do in the past, through teaching releases and/or student salaries.

It was moved (Patricia Heintzman), seconded (Mayumi Izumi) and resolved;

THAT the Board of Governors receive an update on the progress of the implementation of the CARS Framework/Strategic Plan for information.

8. Executive and HR Committee

8.1 Revision of B.511 Discrimination, Bullying, Harassment Policy

Melissa Nichol, Strategic Director, People, Culture & Diversity summarized the changes to the policy. She explained that as per provincial legislation, organizations are required to review this policy

annually. However, changes to the legislation are pending which means that this policy will likely return to the Board later. Until that time, B.511 Discrimination, Bullying and Harassment was circulated amongst the appropriate channels within the University for recommendations. The current changes are minimal and are primarily formatting related.

It was moved (Sam Tecele), seconded (David Ayriss) and resolved;

THAT the Board of Governors approve the revised B.511 Discrimination, Bullying and Harassment Policy as presented.

8.2 B.517 Conflict of Interest Policy, Revision of B.506 Standards of Conduct Policy, and Rescission of B.311 Employee Student Relationships Policy

Melissa summarized the information in the Board report. The collective changes under this item do not entail significant changes to the University's approach on conflict of interest. Detailed information on conflict of interest was removed from B.506 Standards of Conduct and are now clarified and updated in the new B.517 Conflict of Interest. Lastly, part of the recommendation is for B.311 Employee Student Relationships Policy to be rescinded as the content is now included in B.517. The B.311.1 Employee Student Relationships Procedure will be retained and become an accompaniment to the B.517 Conflict of Interest Policy.

It was moved (Rodger So), seconded (Sam Tecele) and resolved;

THAT the Board of Governors approves new policy B.517 Conflict of Interest Policy, approves amendments to B.506 Standards of Conduct Policy, and approves the rescission of B.311 Employee-Student Relationships.

9. Finance Committee

9.1 B.212 Honoraria and Gifts Policy

Director Finance, Narisha Jessani reviewed the revisions to B.212 Honoraria and Gifts Policy. There are only two changes which are:

1. The revised scope does not include Elders who are part of the Elders Circle; these payments will fall under Elder Circle Services contracts.
2. The policy now supports appropriate cultural protocols which include forms of monetary advances for cultural programs, ceremonies, and events.

The Administration clarified the composition of the Elders Circle. The Nations included are Squamish Nation, Stó:lō Nation, Nisga'a Nation, Li'wat Nation, Métis, and shíshálh Nation. The Elders do culture work with the students and they're self-governing. With the addition of the Squamish Campus, the Elders Circle may grow. This will be a point of discussion amongst the Elders.

It was moved (Patricia Heintzman), seconded (Sam Tecele) and resolved;

THAT the Board of Governors approve the revisions to B.212 Honoraria and Gifts Policy.

9.2 B.218 Capital Assets Policy

Narisha reviewed the new B.218 Capital Assets Policy. The new Capital Assets Policy ensures compliance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting

Board standards for not-for-profits.

Finance has done a lot of work to develop this new policy and has reviewed available PSI information and compared capital thresholds, amortization periods and asset categories. It was noted that the technological climate is changing where physical software is shifting to more virtual-based software and this is increasing operating costs which were previously capitalized. Currently Finance has manual controls and workarounds to manage capital assets, and this will continue until the ERP system is in place. The implementation of the ERP system will help the university in advancing its controls, in developing a detailed capital asset register and calculating amortization at the asset level.

Consultations with groups with the highest capital assets were undertaken, such as Digital Technology Services, Facilities Services, and Campus Planning. Finance also engaged with the auditors.

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

THAT the Board of Governors approve the new policy B.218 Capital Assets Policy.

10. Governance and Planning

10.1 B.111 Strategy Development and Review Policy, and Rescission of B.101 Vision, Values, and Mission, Goals & Strategic Planning Directions

VP Strategic Planning, Assessment and Institutional Effectiveness, Toran Savjord and AVP Academic & Vice Provost, Aurelea Mahood confirmed that although the policy was updated in 2020, it was implemented in 1976 and the University needs to be current. Embedded in the review process was the opportunity to improve policy effectiveness by standing down old policy and developing new policy that's more articulate and consistent with the *University Act* and institutional governance.

Thanks to Director Risk Management, Jacquetta Goy and Aurelea, the University has a better strategy development and review process.

It was moved (Ash Amlani), seconded (David Ayriss) and resolved;

THAT the Board of Governors approves the new policy B.111 Strategy Development and Review Policy and rescinds B.101 Vision, Values, Mission, Goals & Strategic Directions.

11. Election of New Board Chair and Vice Chair(s)

President Paul Dangerfield led elections for a new Board Chair and Vice Chair. Patricia Heintzman and Mayumi Izumi nominated David Ayriss for Board Chair, who was elected by acclamation.

David Ayriss nominated Rodger So for Co-Vice Chair. Ash Amlani and Mayumi Izumi nominated RJ Wallia for Co-Vice Chair. Rodger So and RJ Wallia were elected by acclamation.

RJ gave his consent to the Board's Executive Team to stand for election of co-vice chair prior to the April 30, 2024 Board meeting.

12. Meeting Close

The Open Meeting of the Board finished at 5:58 pm.