



## MEETING MINUTES OF THE BOARD

Tuesday, July 7, 2020  
4:45 pm to 6:45 pm  
Held remotely via Webex

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### Board

Cherian Itty, Chair	Majid Raja
Duncan Brown, Vice Chair	Michael Fleming
Paul Dangerfield, President	Mila Mattson
Andrew Petrozzi	Patricia Heintzman
Ash Amlani, Board Liaison	Rodger So
Layne North	Yuri Fulmer, Chancellor

### Staff

Jennifer Ingham, VP University Relations  
Pouyan Mahboubi, Dean, Faculty of Arts and Sciences  
Toran Savjord, VP Strategic Plan, Assess & Inst. Effect  
Mike Knudson, AVP Human Resources  
Lesley Cook, EA to the Board of Governors

### Guest

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 4:46 p.m.

### 1. Introduction of New Board Member and Oath of Office

The Board Chair welcomed new Chancellor Yuri Fulmer who took his oath of office during the closed meeting of the Board, held directly before the open meeting, so that he was able to participate as a Board member. The Board Chair also welcomed new student representative, Oscar Blue, who joined the meeting as a gallery guest.

### 2. Approval of Agenda

It was moved (Yuri Fulmer), seconded by (Duncan Brown) and resolved;

*THAT the agenda be approved as presented.*

### 3. Consent Agenda

It was moved (Duncan Brown) seconded by (Michael Fleming) resolved;

*THAT the Board approve the following items on the consent agenda as presented:*

3.1. Minutes from the June 2, 2020 Board Meeting

3.2. Board Committee Reports:

3.2.1. Executive and Human Resources Committee

3.2.2. Finance and Audit Committee

3.2.3 Governance and Planning Committee

### 2.3. Correspondence

#### **4. Place Holder (item from the Consent Agenda)**

No items were pulled from the Consent Agenda for discussion.

#### **5. Board Chair Report**

The Board Chair gave a brief report. Yuri Fulmer was inducted as Capilano University's fourth Chancellor at the June Convocation. The Governor General conducted the oath and it was a very well thought out ceremony. Some of the Committees met since the June 2 Board meeting, with the Finance and Audit Committee working extra hard.

The Board Chair was happy to report that Patricia Heintzman, Ash Amlani, and Rodger So have been reappointed to the Capilano University Board of Governors by the Ministry. They will continue to serve the Board's Finance and Audit Committee. The Ministry also appointed two new members, Lois Vader and Sonny Wong, who we will meet in September. The Board of Governors also welcomes newly elected student representative Oscar Blue.

#### **6. Senate Reports**

The Senate Vice Chair provided the highlights from the June Senate meeting. Senate has created a Teaching and Learning Committee that replaces the Senate Instructional Technologies Advisory Committee. The Committee will be active throughout the summer and updates from this Committee will be included in the August Senate Report. Senate is looking at options for staggered Senate elections to minimize significant turnover. The Senate Academic Planning and Program Review Committee will create a new committee, the Academic Plan Advisory Committee to give input and advice on the upcoming academic plan. Summer faculty have been quick to move to a remote online framework. Senate approved temporary authority to the President's Office to allow for flexibility concerning programing challenges resulting from the pandemic.

The Vice Chair commented on the continuous good work of the Senate's Curriculum Committee and the Senate. Together the Senate and the Committee work endlessly to tweak curriculum to ensure that it meets the University's mission, objectives, policy, and education standards.

#### **7. President's Report**

The President provided a report to the Board. Included in the agenda package is a letter from the Research Universities' Council of BC, BC Colleges and the BC Association of Institutes and Universities to the Select Standing Committee on Finance and Government Services regarding the Committee's 2021 budget consultation. Because of the COVID-19 pandemic, it is critical that we submit recommendations to the government as one united voice. The four priorities that we've identified are in support of students. For the first time across the sector, we're all coming together on common ground. It is great to see the collaboration across the sector.

As Capilano University takes steps to prepare for the return of students to campus it is paramount that it is done in alignment with WorkSafe BC and the Go Forward Plan, which has [Go-Forward Guidelines](#) for the PSI sector. The guidelines were developed through a multi-level collaborative format, together with multiple organizations, faculty and students, including one of CapU's own, Grace Dupasquier. These guidelines will assist the Administration and staff to develop a set of unified guidelines for Capilano University, which will include information regarding class size,

cafeteria protocol, student safety, and employee safety. Capilano University is getting ready to deliver high quality online programming.

## **8. Finance and Audit Committee**

### **8.1 2020/21 Quarter 1 Operating and Capital Forecast**

The President gave an overview of recent discussions with the Ministry of Advanced Education, Skills and Training, which have been very positive. ADM Kevin Brewster joined the Finance and Audit Committee meeting on June 29 to provide an update to the Board's Committee. Due to the COVID-19 pandemic, the expectation is that all PSIs will be in a deficit situation. The sector is expected to have a 10% to 40% decline in students, a significant portion will be international students. The exact deficit will not be known until after the Fall 2020 fee payment deadline; thus the Quarter 2 forecast report will be used by the Ministry to request a sector-wide deficit approval from the Ministry of Finance.

It is paramount that the CapU Administration continues to do everything that it can possibly do to manage spending. This means pivoting to a new model to continue to provide a high level of service in an optimal, online learning environment, while mitigating expenses.

The VP of Strategic Planning, Assessment and Institutional Effectiveness provided an overview of the forecast. The Administration and the Deans are working together on enrollment planning. A conservative forecast identifies that there will be a 26% decrease in enrollment compared to 2019/20 Fiscal, which is the same across all provincial PSIs. This assessment implemented integrated planning and looks at how this decline will affect other areas in the forecast.

The Director of Financial Services provided an overview of the Q1 forecast compared to the 2020/21 original budget; which included a 19% decline in revenue and a 13% decline in expenses resulting in an \$8.3 million forecasted deficit for Quarter 1. The 2% increase in tuition fees approved by the Board of Governors for 2020-21 remains in the forecast for both international and domestic tuition which is in line with the other provincial PSIs. The new student fee, referred to on page 32 of the agenda package, was to commence in Fall 2020 term but has been changed to commence in Spring 2021. Finance used the quarter 1 forecast exercise to make further improvements in budgeting which include splitting teaching and non-teaching faculty, analyzing benefits costs, and clean-up of Fund 20 restricted fund cost centres to budget based on a funding agreement or contract. The Quarter 1 forecast also contains reductions in discretionary costs, additional investments to support remote educational and employee working models, and the removal of new investments added in the 2020/21 budget. For these reasons, the Q1 forecast will be used internally as a budget.

The Administration took questions from the Board of Governors. Incoming, returning, and international student enrolment numbers for spring and summer 2021 are all part of the forecast. Real enrolment numbers will be available in October after the fee payment deadline for Fall term. CapU has kept in touch with all of its international and domestic students by way of a survey. CIE also phoned approximately 2,000 international students to confirm plans and discuss challenges they were facing. In terms of priority projects, the enterprise resource planning (ERP) system project is still a priority however; the focus for the time being is on teaching technology.

Board members are encouraged to contact the President's Office with any questions.

It was moved (Rodger So), seconded by (Yuri Fulmer) and resolved;

*THAT the Board of Governors receives for information the 2020/21 Quarter 1 Operating and Capital Forecast.*

## **9. Institutional Accountability Plan and Report**

The Chair to the Governance and Planning Committee and gave an overview of the IAPR. Essentially this is the University's report card to the Ministry. It looks at what the University has been doing and achieving with regard to the government's mandate letter. This is the first time the Governance and Planning Committee as looked at this report. The VP of Strategic Planning, Assessment and Institutional Effectiveness and the Institutional Research Analyst presented a very well thought out and thorough presentation to the Committee. A significant amount of work has gone into the development and assembly of this document by the Administration and staff. The Committee reviewed and approved the report at their recent meeting on June 24 and are confident that it is ready for submission to the Ministry.

The VP of Strategic Planning, Assessment and Institutional Effectiveness added that CapU has a very specific set of performance indicators that are in the report as per the Ministry's mandate letter, which they send once or twice a year.

It was moved (Duncan Brown), seconded by (Michael Fleming) and resolved;

*THAT the Board approve the Institutional Accountability Plan and Report (IAPR) for final submission.*

## **10. Executive and Human Resources Committee**

### **10.1 Policy B.503 Administrators – Conditions of Employment**

The Board Chair provided a brief background on process regarding the changes to the policy. The AVP of Human Resources added a brief overview of the changes as discussed in the cover report and redline version of the policy, included in the agenda package.

It was moved (Michael Fleming), seconded by (Duncan Brown) and resolved;

*THAT the Board of Governors approve the revisions to B.503 Administrators - Conditions of Employment, as presented.*

## **11. NWCCU Update**

The VP of Strategic Planning, Assessment & Institutional Effectiveness gave an update on the NWCCU Seven Year Accreditation report and site visit. Every 7-years, PSIs with NWCCU accreditation undergo a performance review conducted by the Northwest Commission on Colleges and Universities. The NWCCU includes the US and certain PSIs in B.C. such as Simon Fraser University and Thompson Rivers University. This accreditation allows for US students to get US Federal funding to attend CapU. Due to the pandemic, Capilano University's site visit, October 19 to 21, will be a virtual visit and will include meeting with the Board of Governors. The assessment includes 47 categories under two accreditation standards, Student Success and Institutional Mission and Effectiveness and Governance, Resources, and Capacity. The report deadline is August 1, 2020.

## **12. Business Arising**

The VP of University Relations announced that on June 4 Capilano University launched the CapU Cares Student Fund, raising \$408,000+ in funds for students to date. This will support over 900 new or returning students coming this fall.

### **13. Adjournment**

The Regular Meeting of the Board adjourned at 6:16 pm.