



## MEETING MINUTES OF THE BOARD

Tuesday, January 26, 2021  
3:30 pm to 5:30 pm  
Held remotely via MS Teams

Board		Staff
Cherian Itty, Chair	Patricia Heintzman	Debbie Carter, VP Finance and Administration
Duncan Brown, Vice Chair	Rashmi Kamble	Jennifer Ingham, VP University Relations
Paul Dangerfield, President		Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Yuri Fulmer, Chancellor	Andrew Petrozzi	Laureen Styles, VP Academic & Provost
Ash Amlani, Board Senate Liaison	Majid Raja	Lesley Cook, Recorder
Oscar Blue	Rodger So	
Michael Fleming	Sonny Wong	
Regrets		Guests
Mila Mattson		Stephen Williams, Senate Vice Chair
Lois Vader		

*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 3:30 p.m.

### 1. Oath of Office

Board Chair Cherian Itty explained to members that Lois Vader will likely not be joining the Board of Governors due to personal matters.

### 2. Approval of Agenda

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

*THAT the agenda be approved as presented.*

### 3. Consent Agenda

It was moved (Patricia Heintzman), seconded (Yuri Fulmer) and resolved;

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

3.1. Minutes from the November 24, 2020 Board Meeting

3.2. Board Committee Reports:

3.2.1. Finance and Audit Committee

3.2.2. Governance and Planning Committee

### 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 provided a report to the Board. A lot of work has taken place at Capilano University since December 2020. The Registrar's Office has communicated the Spring 2021 Board Election timeline. The call for nominations will be on February 25 and closing March 11. Voting will take place April 8-14, with election results announced on April 16. There are five seats up for election, two student, two faculty, and one non-faculty representative.

A meeting with Minister Anne Kang was held. Deputy Minister Sharon Baskerville was also on the call. The Minister was thankful for the comprehensive and well thought out budget information. She discussed the Sea to Sky corridor, including Squamish. The Board Chair and the University would like to invite her to CapU events in the near future. Cherian will continue to connect with her on a regular basis.

## **6. Senate Reports**

### **6.1 Vice Chair**

Senate Vice Chair Stephen Williams reported on the December 1 and January 12 Senate meetings. He provided the following highlights.

- Senate is operating really well in an online, remote environment.
- At the beginning of the pandemic, Senate gave power to President Paul Dangerfield to be able to make strategic, expedited decisions on academic governance. Since it's atypical for Senate to temporarily transfer specified powers, a self-assessment survey was circulated amongst Senate to inform on academic continuity and the Presidential working relationship. The results confirmed that everything is working really well.
- At the December meeting Senate discussed and agreed to move the start date of the Spring 2021 term a week later from January 4 to 11.
- 702 graduate applications for the February graduation date were brought to Senate on January 12. This is a 50% increase from this time last year.
- Senate got a peak at the draft budget and approved the discontinuance of the Business Advanced Certificate Program; both are discussed under separate cover.

### **6.2 Board Liaison**

Board Liaison Sonny Wong added that it's exciting to see the addition of the three new stage one degree programs and that he looks forward to their rollout. He commented that he's enjoying being the liaison.

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

Paul Dangerfield provided a summary of the President's Report.

- On January 13 we presented our response to the 7 year NWCC accreditation site visit and review to the NWCC Commissionaires for final approval. Later, along with Laureen Styles, we participated in an NWCCU discussion with the two other Canadian members, SFU and TRU, to discuss opportunities to work alongside American institutions and NWCCU. We are hopeful that NWCCU's full report and approval will be available shortly.

- Minister Kang, Paul and Cherian recently met and discussed CapU priorities and the major projects underway such as supports to students during COVID, housing, the Centre for Childhood Studies, CapU plans for Squamish and the Squamish Valley.
- Despite current restrictions we continue to look for opportunities to support CapU's students and faculties by working with the municipalities, chambers, firms and businesses in the lower mainland such as Deloitte and KPMG on work integrated learning and indigenization.
- CapU Lonsdale is now open and running at reduced capacity
- January 14<sup>th</sup> President's perspective 'Unplugged' was an engaging and different format where 6 CapU community members reflected on the past 9 months, Act 1, spoke to their plans for Act 2, the next 9 months, and their hopes for post pandemic, Act 3.
- Paul also highlighted the work underway with the International Plan, Integrated Plan and construction under way for the Library façade and Birch Building.
- The February 19 Convocation will see over 700 students graduate. It will be a virtual ceremony, similar to Spring 2020. Drive-by Celebration packages that include a Convocation program, alumni pin, and a commemorative t-shirt will be available to students, for pick-up February 16-18. Our 2020 Honorary Degree recipients are artist Susan Point and real estate professional Derek Lee.

## **8. Premier's Mandate Letter to the Minister**

The President explained the process by which the Premier's office provides Mandate letters to Ministers and that in turn we expect to receive a University's specific mandate letter. These letters are 4 year plans for each Minister.

Paul gave an overview of the University's current and planned major initiatives with regard to the Premier's letter. The Executive is pleased to see that the Ministry's key initiatives align with Capilano University's and that the government's four-year mandate will add stability to the sector. A few more projects will be added to CapU's list and the President will continue to work with Minister Kang on the themes within the Mandate letter. It is anticipated that the University Mandate letter will be sent closer to the Provincial budget being released in April or May.

Board Chair Cherian Itty clarified that this item is for the Board's information only and that no action is required.

Cherian and Paul responded to questions from members.

- The Creative Tech Hub is a concept that the University has wanted to build on the Northshore for more than a year and the business case is almost complete. Meetings with different sectors such as gaming, film and some sciences have taken place.
- Regarding the construction of 400 new student housing units at CapU, Minister Kang acknowledged that CapU is shovel ready. Debbie Carter, VP of Finance and Administration has been working with ADM Kevin Brewster, who is overseeing this project. The University also has good support from the District of North Vancouver. A comprehensive communique to the government has been prepared.

## **9. Financial Update Fiscal Year 2020-2021**

Committee Chair Patricia Heintzman provided the Board members with the update. The period 8 YTD surplus is at \$8.9 million, \$1 million higher than period 7. Normally the Q3 forecast goes to the Minister in December but this year the Ministry extended the date to January 29. Patricia will sign the forecast before it is submitted to the Ministry. The Ministry did however, request preliminary forecasts for the current fiscal year (2020/21) and the next fiscal year (2021/22) that were due December 18, 2020. It was also explained that the Q1 forecast is being used internally as the revised budget.

Patricia and Debbie took questions from Board members. The following was discussed.

- Enrollment was taken into consideration for the Q3 forecast as were the effects of the pandemic and a modest Lonsdale Shipyards intake. Adjustments were not made for a return to normalcy as it is too soon to factor in these estimates.
- The 2021/22 budget projects a deficit of \$5.1 million because it was deliberately built with a conservative view. Mission critical items were factored in as part of the step two budget building process. The Ministry also advised post-secondary institutions (PSIs) not to be too optimistic but realistic. The Ministry is seeking approval for a special exception to PSIs that allow them to run a deficit that they are not normally permitted. The Ministry plans to take the most conservative forecast of all PSIs to the treasury in one sitting.
- Cherian added that the financials are well managed and that Deputy Minister Shannon Baskerville is aware of the current positions and forthcoming forecasts of each PSI.

It was moved (Patricia Heintzman), seconded (Oscar Blue) and resolved;

*THAT the Board of Governors receives for information the financial statements for Period 8 ending November 30, 2020 and Quarter 3 preliminary forecast.*

#### **10. Update on Ministry Deficit Direction and Forecast Timelines**

Patricia commented that considering the addition of the pandemic element, the Finance Department has done an exceptional job.

Debbie explained to Board members that although the Ministry has extended the timeline, the University plans to stick to the original timeline.

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

*THAT the Board of Governors receives for information the update on Ministry deficit directions and timelines for forecast submissions.*

#### **11. Stage One Degree Approvals**

Paul gave an overview of the new degree strategy, framework, and approval process, which originally started in 2016/2017. Planning and advancement continued with much assistance from Lauren Styles, VP of Academic and Provost, who joined the Executive team in 2018. There are 25+ new credentials under development, at various stages of planning and approvals. These three exciting stage one approvals are a part of this new suite of programing being developed. Research supports this planning and is linked to increasing domestic enrollment. A tuition based budget approach is being used with new program planning. Senate has stepped up remarkably to help move the stage one approvals forward.

Laureen explained that all of CapU's credentials are thoughtfully planned and have multiple steps of peer-review at the departmental, Faculty and Senate levels prior to coming to the Board. These new proposed degrees in the Faculty of Arts & Sciences (and subsequent proposals that will be coming forward) are conceived from the Faculty academic model that strengthens opportunities for our students. The degree planning has incorporated consultation with suitably diverse industries, sectors, and major employers as well as including work integrated learning opportunities.

Pending the Ministry's approval, the Board will see the return of these degrees as stage 2 approvals.

### **11.1 Bachelor of Environment and Society**

This is an interesting new proposed professional degree with a focus on both arts and sciences embedded relevant professional competencies (micro-learning/micro-credentials), and a strong integration of experiential learning (including work integrated learning).

This is an applied degree, leading to sector related jobs, for students who want an education to meet future needs. Student enrolment projections are conservatively based and will be updated over time.

Cherian commented that it's great to see how it has been compared to some of CapU's peer programming.

It was moved (Sonny Wong), seconded (Oscar Blue) and resolved;

*THAT the Board of Governors approve the Bachelor of Environment and Society Stage 1 proposal as presented for the consideration of the Minister of Advanced Education and Skills Training.*

### **11.2 Bachelor of Science with a Major in Applied Clean Technology**

Ash Amlani left the meeting at 4:54 pm.

Laureen explained that the University has a framework for majors and minors that guide the development of proposed new programs. This proposed program is progressive and future-oriented, aligns well the calls to action with the [Okanagan Charter and other provincial and federal directions](#).

It was moved (Oscar Blue), seconded (Sonny Wong) and resolved;

*THAT the Board of Governors approve the Bachelor of Science with a Major in Applied Clean Technology Stage 1 proposal as presented for the consideration of the Minister of Advanced Education and Skills Training.*

### **11.3 Bachelor of Science with a Major in Life Sciences**

This proposed new major in life sciences has several concentrations that provide choice for students depending on their interests and future career aspirations/further learning. Students will benefit from a concentrated focus and the opportunity to connect with key partners in sciences and technology.

Senate Vice Chair Stephen Williams commented that CapU offered 4 degree programs in 1991 and now has about 13. There's been a positive shift in the direction of the University's advancement.

It was moved (Yuri Fulmer), seconded (Rashmi Moon) and resolved;

*THAT the Board of Governors approve the Bachelor of Science with a Major in Life Sciences with Concentrations in Biomedical Sciences, Environmental and Organismal Biology, and Human Health and the Environment Stage 1 proposal as presented for the consideration of the Minister of Advanced Education and Skills Training with the understanding that:*

- *Outstanding in-progress post-secondary consultations be added to the Stage 1 proposal prior to submission to the Ministry*

## **12. Business Advanced Certificate Program Discontinuance**

An overview was provided to the Board members, as described in the agenda package. Senate advice has been sought to inform the Board as per the existing policy.

It was moved (Duncan Brown), seconded (Sonny Wong) and resolved;

*THAT the Board of Governors approve the discontinuation of the Business Administration Advanced Certificate.*

## **13. Academic Plan**

Laureen provided a synopsis of the Academic Plan which serves as a compass to identify the academic direction. It's a way-finding document that spans the University and is explicitly connected to Envisioning 2030. The plan has undergone a fair amount of planned engagement and will go through Senate at the February meeting. Pending Senate outcome, the final version will come back to the Board for approval at the February 23 meeting.

## **14. Business Arising**

None.

## **15. Adjournment**

The Regular Meeting of the Board adjourned at 5:16 pm.