



## MEETING MINUTES OF THE BOARD

Tuesday, June 28, 2022

4:45 pm to 6:45 pm

In Person, BR126

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Board		Staff
Duncan Brown, Chair	Nanci Lucas	Jennifer Ingham, VP University Relations
Ash Amlani, Vice Chair	Oscar Blue	Kartik Bharadwa, VP of People, Culture & Diversity
Paul Dangerfield, President	Patricia Heintzman	Lauren Styles, Acting President and VP Academic and Provost
Andrew Petrozzi	Rodger So	Toran Savjord, VP Strategic Plan, Assess & Inst. Effect
Cherian Itty	Rosie Anza-Burgess	Lesley Cook, Recorder
Harmanjot Kaur	Sonny Wong, Senate Liaison	
	Yuri Fulmer, Chancellor	
Regrets		Guest
Majid Raja		Daniel Levangie, AVP of Student Success
		Tally Bains, Director of Finance
		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 4:49 p.m.

### 1. Approval of Agenda

It was moved (Oscar Blue), seconded (Nanci Lucas) and resolved;

*THAT the agenda be approved as presented.*

### 2. Consent Agenda

It was moved (Cherian Itty), seconded (Rosie Anza-Burgess) and resolved;

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

- 2.1. Minutes from the April 26, 2022 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
    - 2.2.3.1 Fiscal 2021/22 Final FTE Results
    - 2.2.3.2 Integrated Planning – Fiscal 2021/22 – Top 10 Highlights
    - 2.2.3.3 Final Fiscal 2021/22 Financial Results
  - 2.2.4 Governance and Planning Committee
  - 2.2.5 Investment Management Committee
- 2.3 Correspondence

### **3. Place Holder**

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

### **4. Board Chair's Report**

Board Chair Duncan Brown reported to the Board. President Paul Dangerfield and Duncan met with the new senior policy advisors of the Minister's Office mid-June.

Duncan and Paul participated in two 50<sup>th</sup> anniversary celebrations for the Capilano University Student's Union.

Duncan reported that Board Members are also Member of the CapU Foundation and, as such, attended the Foundation's Annual General Meeting where they reviewed the Foundation's financial reports and received reports on fundraising, major legacies and gifts, and capital campaigns.

Duncan noted that five of the appointed Board members, Ash Amlani, Andrew Petrozzi, Patty Heintzman, Rodger So, and himself have all been reappointed by the Ministry's [Crown Agencies and Board Resourcing Office](#). The Board will have two new appointed members, terms starting July 31, 2022; Troy Abromaitis and Sarah Thomas. The Board's elected student representatives are Harmanjot Kaur, re-elected, and newly elected Sophia Kaur.

The Board of Governors says goodbye to appointed member Cherian Itty, who served the Board for six years, two as Board Chair, and student representative Oscar Blue, who served two consecutive terms. Both are enthusiastic and engaged members of the Board and their presence will be missed.

### **5. Senate Reports**

#### **5.1 Vice Chair**

Senate Vice Chair Stephen Williams reported to the Board. Senate continues to function effectively and efficiently. 802 graduates were confirmed for the most recent graduate cycle earlier this June. With the addition of more bachelor degrees, Capilano University has transformed into a sizeable four-year academic institution. The shift to a larger number of graduates and the value of being a CapU student was shown at Convocation.

Stephen has been Senate Vice Chair for three years and would like to step back into the classroom, where he thrives. He will continue his term as a Senator for the next two years. He took this time to thank the Board members for their support and participation. He expressed his great appreciation for the dedication that the Board has shown to our special university.

Starting in August, Robert Thompson will take over the role of Senate Vice Chair. Robert has been a Senator for eighteen months, chaired the Senate Self-Evaluation Committee twice, and is an active and engaged member of Senate. The University will be in good hands.

## **5.2 Board Liaison**

Board Liaison Sonny Wong thanked Stephen Williams for his time and dedication to Senate as Vice Chair. Stephen has brought stability, clarity, and strong leadership to the role.

Sonny wasn't able to attend the June 7 Senate meeting however, he provided a written report to Senate, similar to Duncan Brown's report to the Board.

Duncan let the Board know that Sonny has been in the Senate liaison role for two-years and the Board's executive is looking for another Board member to fulfill this role. He asked the Board members to consider accepting this role.

## **6. President's Report**

President Paul Dangerfield reported to the Board. There has been a steady increase in on-campus university activity, examples include an event for the Government announcement for on campus student housing, and Senate conducting in person meetings.

Seven ceremonies were held for the June 2022 Convocation. Stephen Williams attended all, leading the way as Senate Vice Chair. Paul thanked Rosie Anza-Burgess and Oscar Blue for joining the platform party. On behalf of Capilano University, President Paul Dangerfield and Chancellor Yuri Fulmer were pleased to award Carlota Lee the Honorary Doctorate Degree and Dr. Lenard George the award for Faculty Emeritus.

The Administration met with Don Wright, Engagement Lead for the Post-Secondary Funding Formula Review. The Ministry is now up to date with the University's current projects, goals and longer-term objectives. Envisioning 2030 and Illuminating 2030 were discussed and the Administration will be highlighting the Institutional Accountability Plan and Report in the Funding Review Report.

## **7. Audit and Risk Committee**

### **7.1 Draft Audited Financial Statements**

Rodger So was pleased to bring forward to the Board the Audit Findings Report from KPMG and the Capilano University Draft Consolidated Financial Statements which were received by the Audit and Risk Committee at their May 19, 2022 meeting.

Tally Bains relayed to the Board that this was the third year that the audit was conducted with both Finance staff and KPMG auditors working remotely. The audit field team were all new but were well prepared and she expressed her thanks to them.

The draft audited financial statements show a final year-end operating surplus of \$1.6 million. The final year-end surplus includes a capital restriction of \$1.5 million from the Ministry operating funding for the student housing building project; this restriction was approved by the Ministry. She let the Board know that the motion for the \$1.281 million internal restriction of the accumulated surplus is required by the auditors.

It was moved (Rodger So), seconded (Cherian Itty) and resolved;

*THAT the Board of Governors approve the internal restriction of the accumulated surplus in the amount of \$1,281,401 for student success support and to advance and support faculty creative activity, research, and scholarship activity.*

It was moved (Rodger So), seconded (Cherian Itty) and resolved;

*THAT the Board of Governors approve the Capilano University Consolidated Financial Statements for the Year Ended March 31, 2022.*

## **8. Finance Committee**

### **8.1 Executive Compensation Disclosure Report for Fiscal 2021/22**

Patricia Heintzman reminded Board members that the Executive Compensation Disclosure Report is an annual report consisting of the President's compensation and the next four highest employees.

Harmanjot left the meeting at 5:18 pm.

It was moved (Patricia Heintzman), seconded (Rosie Anza-Burgess) and resolved;

*THAT the Board of Governors approves the Executive Compensation Disclosure Report for Fiscal Year 2021-22.*

## **9. Governance and Planning Committee**

### **9.1 Institutional Accountability Plan and Report**

Duncan provided the background on the Institutional Accountability Plan and Report (IAPR) and explained that the final version is the result of a back and forth process between Capilano University and the government.

Toran Savjord provided the highlights as discussed in the cover report.

It was moved (Duncan Brown), seconded (Andrew Petrozzi) and resolved;

*THAT the Board approves the Institutional Accountability Plan and Report for final submission upon inclusion of the official round 3 performance results and feedback from the Ministry's review of the draft.*

### **9.2 Annual Report Regarding Legislative Policy – B.401 Sexual Violence Policy**

Kartik Bharadwa clarified that annually a report is submitted to the Ministry regarding the functionality of policy B.401 Sexual Violence Policy. Minor changes have been made to the policy but are non-substantive.

Daniel Levangie added that the Ministry has recently provided funding for anonymous reporting and they are conducting a cross-institutional review of the sexual violence policies to provide further direction on what the policy should or could look like. More information will be provided to post-secondary institutions in the fall.

It was moved (Oscar Blue), seconded (Cherian Itty) and resolved;

*THAT the Board receive for information the Sexual Violence Annual Report.*

## 10. Mandate Letter

Paul Dangerfield explained the new process regarding the Mandate Letter. Past practice for Government was to issue to post-secondary institutions an annual Mandate Letter. Now, the mandates are aligned to a Minister's term, 4-years, with an annual updated letter of direction. Also, all Board members were required to sign the Mandate Letter and now it's only the Board Chair.

The [Mandate Letter for 2021-22](#) has five foundational principals and three priorities to be incorporated into the 2020-21 Institutional Accountability Plan and Report (IAPR). The more recent [letter of direction](#) directs Capilano University to continue with the three priorities and also reflect on two additional actions in the 2021-22 IAPR.

- Demonstrate your commitment to collaborating within your sector on new and priority initiatives, including:
  - Working to align education and skills training to goals of the B.C. Economic Plan; and
  - Supporting the implementation of Skilled Trades Certification
- Contribute to Ministry engagement on upcoming initiatives, including:
  - The Future Ready: Skills for the Jobs of Tomorrow plan;
  - The Ministry's sexualized violence policy review;
  - Further tech-relevant seat expansions; and
  - The funding formula review of provincial operating grants

The Administration has reviewed these additional actions and confirmed CapU is aligned with the Ministry's requirements and recommends that Board Chair Brown sign the letter of direction, dated April 19, 2022, and submit a copy to the Ministry.

It was moved (Rosie Anza-Burgess), seconded (Andrew Petrozzi) and resolved;

*THAT the Board of Governors receive the 2022 Government Mandate Letter and the President's report and advise the Board Chair to sign the Mandate Letter and post it publicly on CapU's website as requested.*

## 11. Academic

### 11.1 Proposed Course Discontinuation (s) for The Faculty of Global and Community Studies and the Faculty of Arts and Sciences

***A typographical error was made in the briefing note in the June 28, 2022 Board agenda package: GEOL 102, 107 should have been GEOG 102, 107. This error has been corrected at the Board of Governors November 29, 2022 meeting.***

Laureen Styles explained the process for course discontinuances. The request for course discontinuation(s) for the Faculty of Global and Community Studies and the Faculty of Arts and Sciences came to the Board on April 26, 2022 and was referred to Senate for their advice. Senate has reviewed the request and with Senate's advice the proposal is back to the Board for approval.

It was moved (Nanci Lucas), seconded (Rodger So) and resolved;

*THAT the Board of Governors, based on advice from Senate, approve the discontinuance of the courses listed below.*

*Faculty of Global and Community Studies Courses: REC 107, 110, 149, 151, 157, 169, 175, 245, 255; SATO 205, 206, 305; TOUR 120, 134, 135, 137, 202, 212, 249, 301, 343, 350 422, 424*

*Faculty of Arts and Sciences Courses: ENGL 301, 302, 326, 341, 308, 311, 314, 317, 356, 357, 410; GEOL 102, 107; POL 208; HIST 230, 249, 340*

## **11.2 Interaction Design Diploma Non-Degree Proposal**

Laureen Styles provide introductory comments that the Interaction Design Diploma is an exciting proposal that is in alignment with requirements set by the Ministry of Advanced Education and Skills Training, current and future skills projections and complements existing programming in the Faculty of Fine and Applied Arts. Research shows that there is strong alignment with projected graduate outcomes to meet current and forecasted demand. The two year program concentrates on current and future digital design and technologies ranging from interactive digital products to systems and services. Graduates can apply for direct entry into year 3 of the university's Bachelor of Design in Visual Communication. The IDEA School of Design, the Faculty of Fine and Applied Arts, Senate, and now the Board of Governors all play an integral role in this exciting new program – with planning through to final approvals, with a goal to launch Fall 2023.

Laureen thanked those involved with academic initiatives and planning of this diploma.

It was moved (Rosie Anza-Burgess), seconded (Cherian Itty) and resolved;

*THAT the proposed Interactive Design Diploma be approved.*

## **12. Board Chair and Vice Chair Election**

President Paul Dangerfield led the elections. Cherian Itty nominated Duncan Brown for Board Chair, who was elected by acclamation. Duncan Brown nominated Ash Amlani for Board Vice Chair. Ash Amlani was elected by acclamation.

Duncan added that the Ministry, on occasion, used to appoint Board members with terms running from December to December. The Ministry has now moved away from those appointment terms and only makes appointments from July to July. Appointed members still serving post-secondary Boards with a December start have a maximum term of 5.5 years, not the regular 6 years. This is to accommodate the Ministry's transition to appointment terms that only run from July to July.

Duncan was appointed by the Ministry for a term starting in December of 2017, as was Andrew Petrozzi. Ash was appointed with a term starting in December of 2018. Duncan's and Andrew's terms will end on July 31, 2023 and Ash's term will end on July 31, 2024. They'll have served six consecutive years on the Board and won't be eligible for reappointment. In addition to chairing the Board of Governors, Duncan is also Chair to the Governance and Planning Committee and by way of ex-officio, he chairs the Executive and HR Committee.

The Board's executive would like Board members to think about succession planning over the summer, specifically with regards to the Board Chair role, the Vice Chair role, and Chairs to the Board's five sub-committees.

Duncan thanked the departing Board members, Cherian and Oscar for their commitment and hard work. They will be missed.

**Action:** Board members are to consider succession planning for the following roles of the CapU Board: Board Chair, Vice Chair, and Chairs to the Board's five sub-committees.

### **13. Meeting Closed**

The Regular Meeting of the Board finished at 6:00 pm.