

## BOARD OF GOVERNORS REPORT

<b>AGENDA ITEM 5: President's Report</b>	
<b>PURPOSE:</b>	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
<b>MEETING DATE:</b> January 17, 2017	
<b>PRESENTER:</b> Paul Dangerfield	

### President's Office

The year-end wrapped up literally with a flurry of snow storms that activated the university call out system and forced the North Vancouver campus closure on December 10th and 19th. The situation could have been much worse if not for the excellent work of our facilities team and the flexibility of staff and faculty to adjust exam schedules.

The first round of campus wide meetings and work for the 2017-18 operating plans came to a close generating excellent discussions that led to input that is now being integrated into final plans for departments. A preview of the results will be highlighted at the President's Perspective on January 12th.

Ongoing discussions took place with the three North Shore municipalities, two chambers of commerce and Federal MLAs regarding challenges with housing and transportation in our communities stressing Capilano University as a strategic partner.

The employment engagement survey was completed in November and December with excellent participation by the Capilano Community; 69% of all employees and over 85% of full time employees. The results will be rolled out to the community in February. We will then use the spring to do an analysis of the survey.

A preliminary note on January enrolments. Degrees and diplomas remained stable. Transfer and certificate areas continued to see declines, while international student numbers grew slightly. In the spring, the university will put together a task force to deal with recruiting, leveraging our new brand campaign, and keying in on a one university approach.

Inaugural Joint Standing Committee meetings took place with the Administration and each of the executives from CFA and MoveUp. Both sessions were very productive in establishing meeting formats, goals and processes to work together in the future. I want to acknowledge the strong support and leadership from both organizations.

The President's Advisory Committee on Sexual Violence and Misconduct (SVM) held its monthly meeting on January 4th. The 5<sup>th</sup> draft of the Policy and Procedures on SVM was presented for final review by the committee. Plans were discussed to bring the draft policy and procedures to the Capilano community in February and March for input. The final draft of the policy will come to Board no later than May in order to meet Government deadlines.

#### External activities included:

- Visit to Sechelt Campus
- Economic Partnership for North Vancouver Board Meeting

- West Vancouver Chamber Annual Year End Celebration
- Centre for Digital Media orientation and collaboration visit
- EPNV President's Round Table with MLA Jonathan Wilkinson
- CSU Volunteer Appreciation Event

External partner meetings included:

- United Way of Lower Mainland, CEO
- BC Housing Council
- Mayor, City of North Vancouver
- Mayor, District of North Vancouver
- First Nations Summit BC
- PSEA, CEO

## Academic & Provost

Since mid-November the academic side of the house has been focused primarily on the end of the semester, the end of the year, and the ongoing revisions of our operational plans. One key event was an all-day retreat during which the deans of all Faculties, the AVP Student Success and the VP Academic mapped out the trajectory of new initiatives, credentials, and centres of excellence. This work has informed the development and revision of operational plans and will be used as a baseline for program development in the coming fiscal year. Other news includes:

- A pilot First Nations Early Alert program is going ahead for the spring semester; processes have been worked out with Student Affairs, the Registrar's Office and First Nations Student Services.
- As a follow-up to the approval of Capilano University's general education curriculum, the Cap Core, Senate struck an Ad Hoc Committee to develop high-level Cap Core learning outcomes.
- As part of a formal agreement with School District 46, Elphinstone Secondary School will begin working with CapU to deliver English 100 as a dual credit option in February.
- As we do each term, the library opened longer hours, including Sundays and Friday evenings, prior to, and during the December exam period.
- Capilano University graduated more than 500 students at the end of Fall 2016, an increase over the same time period in 2016.
- Five new high schools were added to our list of participants in the highly successful GeneSkool, offered in the CapU campus labs by Genome BC.
- Immigration, Refugees, and Citizenship Canada has extended its contract with CapU for CDO community literacy and settlement work on the North Shore and in the Sea-to-Sky corridor.
- Learning and Teaching Development held a workshop for faculty to give their input on faculty needs for professional development at CapU.
- Legal Studies/Paralegal degree and diploma graduates have all received practicum placements, and January intakes for Paralegal and Legal Administrative Assistant are over-enrolled.
- On November 7<sup>th</sup>, the School of Business hosted an event with the Consul General of Chile; the event was organized by the students, faculty and staff of the NABU program.
- Our premier recruitment and conversion event, Explore Capilano, occurred on November 23<sup>rd</sup> with over 500 people attending (students and parents) and the next one will be March 2<sup>nd</sup>.

- Planning is underway for the first annual Student Research Symposium, with participation from Liberal Studies, ABA Autism, Communication Studies, and Early Childhood Care and Education.
- Preparations are underway for our annual BC High School Counsellors Conference (January 13) that brings counsellors on campus to showcase the institution and encourage students to choose CapU.
- Several Animation students are working for DHX Media/Sony Pictures on the animated series *Cloudy with a Chance of Meatballs*.
- Thanks to a very generous \$20,000 donation from a retiring employee, a new annual scholarship has been created to recognize academic excellence in English as an Additional Language Studies.
- The Faculty of EHHD, First Nations Student Services, and Student Affairs are collaborating to address aboriginal students' learning needs through workshops and peer mentoring.
- The library developed customer service standards for all library employees who work at our service desk in an effort to improve an already positive interactive experience.
- The library offered the Twelve Days of De-Stress – relaxing activities in the library such as therapy dog visits, games, snacks, and contests helped our students cope during examinations.
- The Music Therapy Bachelor's Degree Program celebrated forty years of degree granting, began a program review process, and has begun to assess the viability of a Master's degree.
- The Registrar's Office is gearing up for the implementation and pending launch of a new capacity ... the electronic exchange of transcripts with local partner institutions.
- The School of Business held the annual Suit Up Event on November 17<sup>th</sup>. The objective is for the students to network among other students, faculty and alumni. The room was at capacity.
- The School of Motion Picture Arts hosted an open house in late November, attracting more than 300 people interested in the Bosa Centre and our credential offerings.
- Two new Tourism Management Post Baccalaureate Diplomas (Hotel and Resort Management and Tourism Marketing and Development) were approved at the Senate Curriculum Committee which will then be brought forward to Senate and then the Board in the next month.
- The Blue Shore Financial have agreed to sponsor the School of Business for 2017 with \$15,000. The Blue Shore continue to hire Capilano students and alumni.

In closing, a reminder that CapU academic programs are frequent contributors to the community through volunteer and other activities. This is true for all Faculties and non-Faculty academic areas. One such contribution came from the theatre program, whose students performed at the JDRF Revolution Ride to Defeat Diabetes. The event brought in \$325K for type one diabetes research. Here are a couple photos from the event.



## Finance & Administration

Under the direction of the Vice-President, Finance and Administration, the following areas form Finance and Administration: Financial Services, Contract Services & Capital Planning, Facilities, Human Resources, and IT Services. Highlights from these areas include:

### Financial Services

- December represents the third quarter of the fiscal year and we are monitoring and analyzing our financial position very closely for accurate forecasts of operating and capital funds. Our goal is to minimize the operating fund surplus while supporting the academic and strategic priorities of the institution. A surplus represents a lost opportunity while a deficit is prohibited under the *University Act*.
- In early December, our Financial Services team led two training sessions open to all staff who use the internal financial management reports. Forty-one staff received an overview and training with a chance to ask questions. Given the level of interest, Financial Services will continue to explore further training opportunities for staff.

### Contract Services & Capital Planning

- The first full year of operation under the new food services contractor (Chartwells) ended on June 24, 2016. An update to the cooking and seating area was completed, along with the addition of Subway and GoodEarth. Gross sales were \$1.86 million with the University receiving over \$0.14 million in net commission. Chartwells also contributed \$5,000 towards a student scholarship fund and \$5,000 towards a student hydroponic fish farm project. In August 2016, the Canadian Fair Trade Network awarded Capilano University a *Designated Fair Trade Campus*.
- Over the past nine months, six projects were tendered on the provincial government's BC Bid website, a marketplace where public sector organizations are mandated to advertise projects above specified limits. For the University, all goods and services in excess of \$75,000 and construction greater than \$200,000 must be posted publicly. Projects included:
  1. Demolition contract of the P Building valued at \$378,500 plus GST. The contract price includes \$72,000 for asbestos abatement as the building was constructed in 1975 (the 2<sup>nd</sup> oldest building on campus). Demolition will be completed by mid-March at the latest.
  2. Fiber Optic Project in the Fir Building awarded at \$1.2 million plus GST. The existing IT infrastructure will be replaced and upgraded and will provide faster and larger transmission

of internet data. The essential infrastructure will allow expansion beyond current standards.

3. Water systems upgrade in the Fir Building for \$290,000 plus GST. The existing copper piping has reached end of life and was prone to leaking; replacement allows our drinking water to be safe and more reliable. This project is a part of the planned infrastructure replacement of essential systems upgrades across campus.
4. Emergency Generator at the Sechelt Campus for \$416,000 plus GST. Installation of a generator will mitigate frequent power interruptions and loss of classroom time for students.
5. High Voltage Electrical Distribution project was awarded at \$892,000 plus GST to replace aging existing electrical distribution in the Willow and Fir Buildings. The benefits will provide more reliable and dependable electrical power systems and support future growth. The emergency power distribution was reconfigured from one central supply for multiple buildings to individual buildings.
6. Security services was awarded to Concord Security for a 5 year contract valued at \$1.6 million.

### Facilities

- The North Vancouver campus was closed two days in December due to weather conditions. Fortunately, salt was purchased in September in anticipation of the first snow fall. To date, 13 pallets of salt have been used to clear sidewalks and pathways, while last year only 3 pallets were used. A contractor is responsible for clearing the roads and parking lots. A big “shout out” to the Facilities Team for managing throughout the weather, and for those staff first on site to assess conditions.

### Human Resources

- Sixty-nine percent of all employees completed the Employee Engagement Survey. BC Stats will provide the results in January with discussion and communication throughout February.
- Employers, including Capilano University, are implementing a common compensation philosophy in the BC public sector. This approach requires a change to administrators and exempt conditions of employment to provide for the “performance based compensation model” rather than progression through the salary grid based on seniority. Employees received six months’ notice for a change to be effective July 1, 2017.

### Advancement

Advancement includes the departments of Communications & Marketing, Development & Alumni Relations, and Special Events & Ceremonies. Advancement’s goals are to: enhance the University’s **reputation**; develop positive **relationships**, and secure **resources** to support University priorities.

### Brand Guidelines

Capilano University published guidelines in support of its new brand:  
<https://www.capilanou.ca/BrandGuidelines.pdf>

Implementation has begun across campus, based on the timelines outlined in the brand implementation plan. The majority of campus assets are scheduled to be rebranded by September 2017.

### Brand Advertising

An outdoor advertising campaign was developed to support the launch of the new brand (graphics attached).

Advertisements will appear on bus backs and transit shelters in the Lower Mainland and Sechelt in January. Corresponding print ads will be placed in the *North Shore News* and *Coast Reporter*, as well as Facebook, Instagram and Google adwords. The campaign will be supported by a mobile-friendly microsite for the web that highlights the themes of the campaign [www.capilano.ca/here](http://www.capilano.ca/here)

This is the first outdoor campaign by the University in over 10 years.

### Giving Tuesday

Capilano University piloted its first Giving Tuesday Campaign on Tuesday, November 29<sup>th</sup>. The #GivingTuesday movement began in 2012 and endeavors to inspire philanthropy and volunteerism around the world.

An email was sent by the Executive Director, Advancement to the Capilano University Board of Governors, Alumni Association, Foundation Board, and Capilano University Leadership group (managers and above) inviting people to make a donation to the University. As an added incentive, all one time gifts made in the week of Giving Tuesday would be matched by 50%. A reminder email was sent just prior to the deadline for the match, and follow-up phone calls were made by a Foundation Board volunteer.

Some of those invited to participate in the campaign already make ongoing, monthly donations to the university and were therefore not counted as part of this pilot.

Group	Number in Group	Potential Number of Donations (minus those who are ongoing donors)	Donations Received
BoG	15*	14	8
CUAA	9	9	1
FDN Board	9	5**	4
Cap Leadership	54	46	3

\* BOG **number in group** includes two student representatives and the President

\*\* Potential number of donations 5; three on-going donors & one donor part of BoG.

The quarterly **Foundation newsletter**, ReCap was sent out November 29<sup>th</sup> to 839 donors and had a 34% open rate.

On November 16<sup>th</sup> **discounted rates on home insurance** were offered to over 8000 Cap alumni through Capilano University's affinity partner, TD Insurance Meloche Monnex.