



**CAPILANO
UNIVERSITY**

**MINUTES
REGULAR MEETING OF THE BOARD**

Tuesday, June 13, 2017
4:00 pm in BR126
North Vancouver Campus

Board:

Soon Kim, Chair
Nicholas Cartmell
Chris Clarke
Paul Dangerfield
Christopher Doll, Vice Chair
Michael Fleming
Michelle Gervais
Cherian Itty
Aurelea Mahood
Cheryl Nex
Jessie Williams

Regrets:

David Fung

Staff:

Cyndi Banks, AVP, Student Success
Irene Chanin, Executive Director, Advancement
Julia Denholm, Dean, Faculty of Arts & Sciences
John Fairlie, Chair, Legal Studies / Instr. Paralegal
Richard Gale, VP, Academic & Provost
Jennifer Jamieson, Mgr, Policy, Privacy & Gov'ce
Mike Knudson, AVP Human Resources
Nanci Lucas, Vice Chair, Senate
Brad Martin, Dean, Educ. Health & Human Dev't
Karen McCredie, Registrar
Jacqui Stewart, VP, Finance & Admin.
Halia Valladares, Dean, Bus. & Prof. Studies
Marika Morissette, EA to Board & President
(recorder)

*** Declaration of vacancy:** *As per Section 24(1) of the B.C. University Act, may it be noted that Carol Howorth resigned from the Board effective May 3, 2017; therefore, there is one vacancy amongst the alumni representative appointed by the Lieutenant Governor in Council.*

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. Approval of Agenda

It was moved (Christopher Doll), seconded (Cheryl Nex) and resolved:

THAT the agenda be approved as presented.

2. Consent Agenda

It was moved (Cheryl Nex), seconded (Michelle Gervais) and resolved:

THAT the Board approves the consent agenda:

- Minutes from the April 18, 2017 Board Meeting
- Academic Review Committee Report
- Audit Committee Report
- Investment Committee Report

- Governance Committee Report
- Policy and Planning Committee Report
- Executive Committee Report
- Correspondence

3. Board Chair's Report

Soon Kim provided a verbal report and stated that Carol Howorth's presence on the Board will be missed. He thanked Jessie Williams for filling the role of Chair of the Academic Review Committee, and acknowledged Christopher Doll for agreeing to be the Senate Liaison representative. He also noted that this would be Michelle Gervais' last Board meeting, and thanked her for all her contributions to the Board.

The Chair spoke about the special luncheon he attended on June 9 that included local Chiefs and Councils from the Sechelt, Squamish, Lil'wat and Tsleil-Waututh Nations. It was a successful event and a great opportunity for people to express and speak their minds. He is pleased that the University plans to organize similar events on an annual basis.

4. Senate Reports

Nanci Lucas informed Board members that Sandra Seekins will be replacing her as the Senate Vice-Chair, starting in August. Sandra brings a wealth of experience and knowledge to the role, having served on Senate in various capacities over the years. Nanci indicated that a Senate Exceptional Approval Ad Hoc Committee met to review a one-time offering of the Citation in Contract Law, and the Committee recommends approval to the Board. This item will be discussed under agenda item #7 at today's meeting.

Christopher Doll, Board Liaison to Senate, stated that he enjoyed participating in the May 9 and June 7 Senate meetings. He reported that Senators recently completed a self-evaluation survey to measure the effectiveness of the organization and functioning of Senate, and Senators' understanding of their role in relation to the various SubCommittees and the University. Overall, the survey results were very positive. Areas for improvement include communications and orientation. Senators requested more opportunities to connect and work with the Board of Governors, and are interested in increasing the joint meetings to at least two per year.

5. President's Report

Paul Dangerfield provided a written report in the Board agenda package and highlighted a few initiatives such as the Joint Planning Session that was held on May 31 with executives from the University, CSU, Move-Up and the CFA. The session allowed everyone to share information regarding priorities and identify opportunities to collaborate. Outcomes include creating connections, improving communications, and increasing support for professional development, housing and mental health.

Paul emphasized what a special occasion it was on June 9 during the luncheon with local Chiefs and Councils. It was a great opportunity to build relationships and demonstrate that the University is committed to truth and reconciliation, and Aboriginal student success. Following this initial gathering, the hope is that we can arrange to visit their communities, continue the conversation and ensure that Capilano is aligned with the needs in the North Shore and Sea to Sky.

Spring convocation ceremonies took place on June 5 and 6, and everything ran incredibly smoothly for the celebrations as we granted credentials to our many graduands. Students were unbelievably excited and the speeches from keynote speakers were inspirational. Paul thanked all of the event organizers and members of the community for planning, volunteering, and participating in the festivities.

The President announced that we are moving forward with housing for the first time in the University's history. Planning and preparations are underway for "CapU Residence" to be located at 2420 Dollarton Highway. Student accommodations are expected to become operational in the 2017-2018 academic year.

6. Performance Based Compensation

Mike Knudson, Associate Vice-President of Human Resources, asked Board members to approve a motion regarding the timing of the transition to performance-based compensation for Administrators and Exempt Employees. Given the current uncertainty regarding the status/makeup of the provincial government and the impact that this is having on the Public Sector Employers' Council's (PSEC's) ability to move the proposed sectoral compensation plan forward for approval, Mike recommended that the implementation date of the policies be amended. While the University will continue to implement its performance development framework, the current compensation scales will remain in place for the time being.

It was moved (Christopher Doll), seconded (Cheryl Nex) and resolved:

THAT the transition to the performance-based compensation changes, outlined in Section 5 of recently amended Policies B.503 and B.504, will be the later of July 1, 2017 or upon the Government's approval of the Post Secondary Employees' Association (PSEA) Sectoral Compensation Plan.

7. Citation in Contract Law

Richard Gale explained that the proposal for a one-time offering of the Citation in Contract Law is being brought forward to the Board for consideration as part of an exceptional approval process. A Senate Ad Hoc Committee met to review the proposal, and recommends approval.

If approved by the Board, the Citation in Contract Law will provide instruction to BC Hydro managers so that they will have a better understanding of the legal rights and obligations associated with contracts. Three courses that are part of the existing curriculum offered by the School of Legal Studies will be offered to BC Hydro managers and employees beginning in September 2017. BC Hydro will provide full funding for the citation.

Halia Valladares and John Fairlie provided additional information on the development and delivery of the program, and addressed questions raised by Board members.

It was moved (Chris Clarke), seconded (Cherian Itty) and resolved:

THAT the Board approve the Citation in Contract Law as presented on a one-time only basis.

8. Academic Review Committee

8.1 University One for Aboriginal Learners Certificate

Jessie Williams reported that the Academic Review Committee held a meeting on June 8 and reviewed the proposal for the University One for Aboriginal Learners (U1AL) Certificate, which was developed by faculty in the School of Science, Technology, and Mathematics. The courses within this program are currently being offered at Capilano University. This program plans to implement in September 2017, pending Board approval.

If approved by the Board, the program will help Aboriginal learners meet their academic goals by bridging the gap between their prior learning and education, and the requirements for success in University level courses. U1AL will provide Aboriginal students with a meaningful, holistic curriculum and educational context to develop and strengthen key academic skills such as critical reading, academic writing, oral communication, and quantitative reasoning ability.

Richard Gale and Brad Martin provided additional information on the development and delivery of the program, and expressed their strong support of this program. Jessie Williams attested to the need for such a program, and emphasized that this program offers real meaningful engagement for our Aboriginal learners.

It was moved (Jessie Williams), seconded (Chris Clarke) and resolved:

THAT the Board approve the University One for Aboriginal Learners Certificate, as presented.

9. Audit Committee

9.1 Year End Audited Financial Statements

Cheryl Nex stated that the Audit Committee met on May 30 with the University's auditors, KPMG, and management to review the Draft Consolidated Financial Statements of Capilano University for the Year Ended March 31, 2017 and the Audit Findings Report. KPMG acknowledged the cooperation from staff for the audit and confirmed that there were no significant changes, and that the key areas of focus contained in the plan were the same (i.e., deferred capital contributions, investments, and employee future benefits). The Committee was also informed that there were no adjustments to the statements and noted performance improvements observations from prior years.

Soon Kim inquired about the annual operating surplus of roughly \$1.6 Million in the 2016/2017 fiscal year. Jacqui Stewart explained that the University completed a number of one-time projects, such as the demolition of the P Building, deferred maintenance projects, and additional supports for students.

Paul Dangerfield emphasized that the University's revenues for the 2016/2017 fiscal year were all higher than budgeted for, which was a good outcome. Cheryl Nex noted that if our actuals neared our projected budget, we would have had a deficit. She commented that there is no silver bullet. Nicholas Cartmell applauded the work done by the administration year over year, and asked about the systems and resources in place to allow the University the ability to do adequate forecasting in

the future. Jacqui Stewart responded that the University has a three-year planning cycle that should improve our ability to prioritize and facilitate growth through strategic, advanced planning.

Paul Dangerfield stated that we need to develop a very clear plan for our capital infrastructure. With strong enrollments and a robust capital plan, the University will be in a better position to provide a solid business case to be able to spend any surplus.

It was moved (Cheryl Nex), seconded (Nicholas Cartmell) and resolved:

THAT the Board approve the Draft Consolidated Financial Statements of Capilano University for the Year Ended March 31, 2017.

Following approval by the Board, Soon Kim and Cheryl Nex signed the Balance Sheet (Consolidated Statement of Financial Position.)

9.2 Appointment of Auditors

It was moved (Cheryl Nex), seconded (Chris Clarke) and resolved:

THAT the Board appoint KPMG as the university's auditors for 2017/18.

It was noted that in 2019/2020, the Auditor General plans to provide oversight to the financial audit of Capilano University.

10. Governance Committee

Christopher Doll stated that the Governance Committee endorsed the Board Self-Assessment survey as written. This item is for the Board's information only.

10.1 Board Self-Assessment Survey Results

It was moved (Christopher Doll), seconded (Chris Clarke) and resolved:

THAT the Board receive for information the Executive Summary of the Board of Governors Self-Assessment Survey 2017, as presented.

11. Policy and Planning Committee

11.1 Policy B.311 – Employee-Student Relationships Policy

Christopher Doll advised that the Policy and Planning Committee met on June 1 to review Policy B.311 Employee-Student Relationships Policy, and the Committee recommends approval by the Board. There was some discussion around the definition of "conflict of interest" contained within the policy. Board members were asked to review and consider two possible definitions of "conflict of interest", and preferred the first definition.

It was moved (Nicholas Cartmell), seconded (Chris Clarke) and resolved:

THAT the definition of conflict in Policy B.311 Employee – Student Relationships be amended to say “A conflict of interest exists in any situation where an employee has non-professional interests that conflict, or could be perceived to conflict, with the employee’s professional responsibilities to a student.”

It was moved (Christopher Doll), seconded (Cheryl Nex) and resolved:

THAT the Board approve adoption of Policy B.311 Employee – Student Relationships, as amended.

It was moved (Christopher Doll), seconded (Cherian Itty) and resolved:

THAT the Vice-President, Finance and Administration inform the Board of the associated procedures and any substantive revisions to the procedures related to Employee-Student Relationships.

11.2 Policy B.107 Academic Schedule Policy

Christopher Doll stated that the Policy and Planning Committee met on June 1 to review Policy B.107 Academic Schedule Policy, and the Committee recommends approval by the Board.

It was moved (Christopher Doll), seconded (Cheryl Nex) and resolved:

THAT the Board approve adoption of Policy B.107 Academic Schedule Policy, as presented.

It was moved (Christopher Doll), seconded (Michelle Gervais) and resolved:

THAT the Registrar inform the Board of the associated procedures and any substantive revisions to the procedures related to Academic Schedule.

12. Institutional Accountability Plan and Report

Paul Dangerfield thanked Richard Gale for his work to date on the Institutional Accountability Plan and Report, which must be submitted to the provincial government by July 14, 2017. The document is a core component of the Accountability Framework established for public post-secondary institutions.

Richard Gale explained that the format and content of the report must follow a prescribed template. This is a draft plan and all the figures included are accurate to the best of our knowledge. The content will receive slight elaboration and editing in the coming weeks, with formatting (desk topping and final edits) to happen prior to being sent out for final approval via email. In the meantime, Board members are welcome to weigh in on areas that may require changes.

It was moved (Christopher Doll), seconded (Chris Clarke) and resolved:

THAT the Board approve in principle Capilano University’s 2016/17 Institutional Accountability Plan and Report, with final approval to be sought via email within two weeks.

ACTION: Board members to send Richard Gale any specific edits they may have to the draft Institutional Accountability Plan and Report.

ACTION: Richard Gale to format and edit the content of the Institutional Accountability Plan and Report, and circulate it by email for final approval by the Board.

13. Future Meetings and Events

Paul Dangerfield referred to Schedule 13, which lists the proposed Board meeting schedule for 2017/2018, as well as a number of upcoming Capilano University events that may be of interest to Board members. Tickets for certain events happening at the Blueshore at Cap can be requested through the Executive Assistant to the Board.

14. Board Chair and Vice Chair Election

The election of the Board Chair and Vice-Chair resulted in the acclamation of Soon Kim as Board Chair and Christopher Doll as Vice-Chair.

15. Adjournment

The Regular Meeting of the Board adjourned at 5:49 pm.