



**MEETING
MINUTES OF THE BOARD**

Tuesday, June 18, 2019
4:00 pm in BR126
North Vancouver Campus

Board		Staff
Soon Kim, Chair	Duncan Brown	Jennifer Ingham, VP of University Relations
Cherian Itty, Vice Chair	Emily Gaudette	Jacqui Stewart, VP Finance & Admin
Paul Dangerfield, President	Hassan Merali	Laureen Styles, VP Academic & Provost
Andrew Petrozzi	Michael Fleming	Toran Savjord, VP Strategic Planning
Ash Amlani	Mila Mattson	Lesley Cook, EA to the Board of Governors
Aurelea Mahood	Patricia Heintzman	Ryan Blades (for item #6)
Regrets:	Carleen Thomas	
	David Fung	
	R. Paul Dhillon	
		Guest
		Majid Raja, Senate, Vice Chair

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 4:07 p.m.

1. Approval of Agenda

It was moved (Duncan Brown), seconded by (Emily Gaudette) and resolved;

THAT the agenda be approved as presented.

2. Consent Agenda

Jacqui Stewart noted an addition to page 13 of the agenda package, schedule 2.2.3 Investment Management Committee quarterly returns. The Q4 quarterly disbursement rate for the Vancouver Foundation is 1.4% and year to date returns is 4.3%. The year to date returns before fees for the Capilano University Foundation is 8.7%.

It was moved (Cherian Itty), seconded by (Patricia Heintzman) and resolved;

THAT the Board approves the consent agenda with the changes as noted:

2.1. Minutes from the April 16, 2019 Board Meeting

2.2. Board Committee Reports:

2.2.1. Finance and Audit Committee

2.2.2 Governance Committee

2.2.3 Investment Management Committee

2.2.4 Policy and Planning Committee

2.3. Correspondence

3. Board Chair's Report

Soon Kim addressed the Board Members. He provided a retrospective view for new board members and shared that in the beginning it took him 2-years to feel fully engaged. He recollected how different the campus tone was at the start of his six-year term, compared to now. He attributes the positive change to the huge transformation in management. Today, the campus has a “can do” attitude. President Paul Dangerfield is working hard and has made significant strides in international student enrollment and takes time to create an experience “second to none”.

4. Senate Reports

4.1 Vice-Chair

Majid Raja, Senate Vice Chair, reported that Senate met on May 14 and June 6. There have been some changes in Senate composition. New voting members are Anthea Mallinson, faculty representative, and four new students who are Alea Rzeplinski, Bridget Stringer-Holden, Christopher Ballard, and Oscar Blue. The new Senate Vice Chair is Stephen Williams.

The Positive Space Program was presented to Senate. This is a joint Capilano University and Capilano Students' Union project that is aligned with both the University's values and Executive commitment to focus on positive working and learning environments.

Lastly, a concept paper regarding a Post-Baccalaureate Certificate and Diploma for social innovation was approved.

4.2 Board Liaison

In retrospect, Duncan Brown commented that his experience as Board liaison to the Senate has been invaluable. He recommends that Board members try to attend at least one Senate meeting. For consideration, a rotating Board member who attends monthly Senate meetings. Majid added that the Senate welcomes all Board members and he encourages Board participation at all levels, liaison, contributor from the gallery, and spectator and he backed Duncan's proposal for a rotating Board liaison.

5. President's Report

Paul Dangerfield was pleased to introduce Jennifer Ingham, VP of University Relations.

He acknowledged that he is grateful for the opportunity to publish the President's Report because it is a vehicle by which Capilano University can communicate, with detail, to all stakeholders. He agrees that the reports are quite lengthy and efforts are being made to reduce them by approximately 50%.

He thanked the Board members for their participation in the 2019 Capilano University Convocation and commented that the 2-days were extraordinary and beyond what the University has been able to do in the past. Emeritus recipient award winner, Pierre Coupey, and the two honorary degree

recipients Sarah McLachlan and Bruce Poon Tip are three outstanding individuals, who will stay connected with the University.

Paul spoke to the departure of Board member, Soon Kim, who has held a 6-year term, the longest any Board member may hold. In his three most recent years he has open-handedly given of his time and served as Capilano University's Board Chair. On a personal note Paul expressed a heartfelt thanks to Soon for his immeasurable dedication to Capilano University. Soon made himself available for uncountable collaborative hours of work with Paul, outside of each Board meeting. Paul expressed that he could not have asked for a better Board Chair. Chancellor David Fung, who was unfortunately not in attendance, wrote words of thanks to Soon, which Paul read to the Board.

"I do want to thank Soon for his many years of dedication and leadership on the CapU Board of Governors. The positive and collaborative cultural change at CapU during his terms as the Board Chair has been remarkable. The sound financial position of CapU has changed the narrative from the annual complaints of under-funding by the Province to the ambitious aspiration for growth and impact. I hope that he will find further opportunities to participate in the future growth of CapU. I wish him health, happiness, success and prosperity."

6. Campus Master Plan: Capital Asset Management

Jacqui Stewart introduced Ryan Blade, Director, Facilities Services and Capital Planning. Ryan shared that a Campus Master Plan Steering Committee has been established to bring together plans for new construction, renovation of existing buildings, deferred maintenance projects that align with the academic and programs. The Steering Committee will use the Campus Master Plan as part of the planning framework on maximizing use of the campus.

Ryan took questions from Board members and confirmed that the Ministry is aware of the scale of deferred maintenance, which is similar to our peers.

Paul thanked Jacqui and Ryan and noted that the University is armed with helpful information to carefully tackle deferred maintenance and new projects.

7. University KPIs & Dashboard

Toran Savjord introduced Christine Chan, Manager of Institutional Research. Christine demonstrated the dashboard which is accessible to the Board of Governors online and also by a mobile phone application. Toran suggested that Board members try to access the dashboard and that staff from Institutional Research will assist those with user account issues. The dashboard will continue to be developed over the summer months as will training, which will reach to all levels of users within the University. Development of a data governance plan is also in the works.

8. Institutional Accountability Plan and Report (IAPR)

Toran Savjord provided background and the key information with regard to the Institutional Accountability Plan and Report for Board members.

- The document is comparable to a government report card.

- CapU follows the reporting standards established for other institutions, allowing for comparisons between institutions.
- CapU's report format is similar to other similar sized institutes.
- The Ministry provides the guidelines, templates and the targets and results.
- This is the first year that CapU will be able to start building targets where provincial targets are not provided.
- Feedback must should be sent to Lesley Cook no later than July 2.

Andrew Petrozzi joined the meeting at 5:20 pm.

Action: Board members to provide feedback to Lesley Cook by July 2, 2019.

9. Three New Proposed Degrees

Laureen Styles thanked everyone involved in developing these three degrees and for the commitment to the processes institutionally that ensures solid academic review.

9.1 Bachelor of Science General – Stage 2 Program Proposal

The proposed degree builds on an existing Associate Degrees at the university, and affords new opportunities for students to complete a degree that will include experiential and applied approaches aligned with Cap Core requirements. As this is a general degree, there are three concentration areas for choice and flexibility for learners to 'build their own degree' to some extent. The projected enrolments numbers represent new students to the university (years three and four). The timeline is for launching in Fall 2020 if all approvals are in place.

It was moved (Hassan Merali), seconded by (Duncan Brown) and resolved;

THAT the Board of Governors approve the Bachelor of Science, General Full Program Proposal (Stage 2), as presented, for Minister of Advanced Education, Skills, and Training approval.

9.2 Bachelor of Human Kinetics – Stage 2 Program Proposal

This proposed program has two streams (health promotion and biomechanics) and graduates are anticipated to take up roles that contribute to the overall health of individuals and communities. The degree builds on the strong foundation of an in-demand existing diploma, and has a field component in the third year with a focus on applied learning experiences. The projected intake is 80 students annually with 45-50 graduates a year (not all students will pursue the degree). It is estimated that this program will launch in 2020. Future directions include a more robust learning lab with the Sport and Wellness Center. The timeline for launch is Fall 2021; although Fall 2020 is possible if all approvals are in place.

It was moved (Ash Amlani), seconded by (Emily Gaudette) and resolved;

THAT the Board of Governors approve the Bachelor of Human Kinetics Full Program Proposal (Stage 2), as presented, for Minister of Advanced Education, Skills, and Training approval.

9.3 Bachelor of Arts in English – Stage 2 Program Proposal

Already known for its reputable creative writing program, a Bachelor of Arts in English is intended to attract new students to CapU where students can complete a full degree with Major and Minor options. The highlight of the program proposal is that it offers a blend of approaches in critical reading, writing, and self-awareness, as well as experiential and applied learning aligned with the university Cap Core requirements. This proposal has not yet had Stage One approval by the Ministry of Advanced Education, Skills and Training. If all approvals are in place, the anticipated launch will be Fall 2020.

Andrew Petrozzi suggested incorporating a writer in residence program to strengthen the program. This aspect of the program is under consideration by the department who have several potential candidates in mind.

It was moved (Patricia Heintzman), seconded by (Hassan Merali) and resolved;

THAT the Board of Governors approve the Bachelor of Arts with a Major in English Full Program Proposal (Stage 2) for the following credentials as presented for Minister of Advanced Education, Skills, and Training approval.

- *Bachelor of Arts with a Major in English;*
- *Bachelor of Arts with a Major in English (Honours);*
- *Minor in English;*
- *Minor in Creative Writing;*
- *Bachelor of Arts with a Major in English, Creative Writing Concentration*

10. Finance and Audit Committee

10.1 Confirmation of Chair

It was moved (Soon Kim), seconded by (Ash Amlani) and resolved;

THAT the Board of Governors confirms the Chair of the Board's appointment of Patricia Heintzman as Chair to the Finance and Audit Committee and the re-appointment of Cherian Itty as Vice Chair.

10.2 Audited Financial Statements for 2018/19

Board Chair, Soon Kim discussed the statements with regard to the \$4 million in surplus. Jacqui took questions regarding the results.

Duncan Brown clarified that the cover report in the agenda package references an in-camera meeting which was an in-camera meeting between the Committee members and the KPMG auditors without CapU management.

It was moved (Soon Kim), seconded by (Patricia Heintzman) and resolved;

THAT the Board approve the Draft Consolidated Financial Statements of Capilano University for the Year Ended March 31, 2019.

10.3 Executive Compensation Disclosure Statement for 2018/19

It was moved (Soon Kim), seconded by (Patricia Heintzman) and resolved;

That the Board approves the Executive Compensation Disclosure Statement for the Year Ended March 31, 2019.

10.4 Appointment of Auditors

Management confirmed that the [Office of the Auditor General of British Columbia](#) will provide oversight of the audit in 2019/20 and then will directly audit the financial affairs of the university. The university must appoint an auditor for the upcoming year, until the Office of the Auditor General arrives.

It was moved (Soon Kim), seconded by (Patricia Heintzman) and resolved;

That the Board appoint KPMG as the auditors for 2019/20.

11. Governance Committee

11.1 Board Self-Assessment Survey Results

Duncan Brown provided highlights of the survey results, which are the same survey questions asked last year, with one new question. The new question asked Board members if they identified as a new or returning member. Cherian Itty added that the feature qualitative analysis was helpful. Duncan asked that the Board members keep in mind the perspective of the percentages, i.e. 25% is the equivalent to two people.

12. Future Board Meetings

Paul Dangerfield explained the new approach to planning the 2019/2020 Board of Governors meetings. Going forward, Board meetings will be scheduled to align with particular Board - committee meeting dates that line up with key Ministry reporting due dates. The meeting schedule will follow the academic year, September to June.

Board members made some suggestions for future events:

- that the Joint Board and Senate social date rotate so that it falls on a Board meeting date every other year,
- periodic presentations could be made to the Board to enable a more fulsome understanding of each faculty department, and
- to hold a short social prior or post each board meeting.

Action: Lesley to send the Board members meeting invitations as per the proposed schedule.

Action: Lesley and Duncan will continue to work on the scheduling of committee meetings.

13. Board Chair and Vice Chair Election

Paul Dangerfield reviewed the relevant legislation and followed the script for election.

Duncan Brown nominated Cherian Itty, for Board Chair and Hassan Merali seconded it, which was elected by acclamation. Cherian Itty nominated Duncan Brown for Board Vice-Chair. Duncan Brown was elected by acclamation.

14. In Camera Session

It was moved (Soon Kim), seconded (Cherian Itty) and resolved;

THAT the Board move In-Camera following the adjournment of the Regular Meeting.

15. Adjournment

It was moved (Soon Kim), seconded (Cherian Itty) and resolved;

THAT the Regular Meeting of the Board be adjourned.

The Regular Meeting of the Board adjourned at 6:30 pm.