



**CAPILANO
UNIVERSITY**

**MINUTES
REGULAR MEETING OF THE BOARD**

Tuesday, November 21, 2017
4:00 pm in BR126
North Vancouver Campus

Board:

Soon Kim, Chair
Imroz Ali
Nicholas Cartmell
Paul Dangerfield
Christopher Doll, Vice Chair
Michael Fleming
David Fung
Cherian Itty
Hassan Merali
Aurelea Mahood
Cheryl Nex (via teleconference)

Regrets:

Chris Clarke
Jessie Williams

Staff:

Irene Chanin, Executive Director, Advancement
Jennifer Jamieson, Mgr Policy, Privacy & Govern.
Nanci Lucas, Policy Development Officer
Toran Savjord, VP Strategic Planning
Debbie Schachter, University Librarian
Sandra Seekins, Senate Vice-Chair
Jacqui Stewart, VP Finance & Admin
Marika Morissette, EA to Board & President
(recorder)

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 (David Fung), seconded (Christopher Doll) and resolved:

THAT the agenda be approved as presented.

2. Consent Agenda

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

THAT the Board approves the following items on the consent agenda:

- Minutes from the September 26, 2017 Board Meeting
- Audit Committee Report
- Investment Committee Report
- Governance Committee Report
- Policy and Planning Committee Report
- Executive Committee Report
- Correspondence

The Chair acknowledged that a former faculty member, George Rammell, was in the audience, and his letter dated October 4, 2017 was on the public agenda of the first meeting since its receipt, under Section 2.3 Correspondence in the November 21, 2017 Board meeting package. The content of Mr. Rammell's letter touches on matters that must be addressed in camera pursuant to Article 9.3 of the Board By-laws. Many of the Board members are new appointments and the letter addresses events that happened in 2013 and 2014, prior to becoming members of the Board.

The Chair provided Mr. Rammell an opportunity to present to the Board briefly about his letter. Mr. Rammell stated that he feels very passionate about the future of the institution. He expressed that the issues he raised involve all stakeholders on campus.

The Chair indicated that any discussion by Board members about the contents of the letter would be held at the in camera session. Should the Board have any follow up questions after the in camera session, the Chair indicated that the Executive Assistant to the Board would reach out to Mr. Rammell.

3. Board Chair's Report

The Chair provided a verbal report, noting the excellent work recently done by the Governance Committee and the Policy and Planning Committee. The Chair reported that MLAs Stephanie Cadieux and Simon Gibson, the official opposition critics for Advanced Education, visited the campus recently and had some very good discussions.

Soon Kim indicated that with the 50th Anniversary approaching, this is a good time to start raising money for the University. He asked Board members to pay particular attention to the Foundation Board's efforts with fundraising. He thanked all Board members for their time and hard work in their voluntary roles.

4. Senate Reports

Sandra Seekins, Senate Vice-Chair reported that Senate has met twice since the last Board meeting. At the October 3 meeting, a decision was made to strike a task force to look into graduation requirements across the institution. The By-law Committee requested that Senators collect input from their respective areas regarding the Student Academic Integrity Policy and Procedures. The Senate Curriculum Committee (SCC) presented the new course outlines and syllabi templates. The Senate Instructional Technologies Advisory Committee (SITAC) reported that IT will have an annual \$20,000 Instructional Technology fund made available later this term.

At the November 7, 2017 meeting, the Senate Cap Core Implementation Ad-Hoc Committee's mandate was approved with minor changes. The Budget Advisory Committee noted their upcoming meeting schedule and assured Senate that last year's feedback on the process was being taken into account for this year. The Senate Academic Planning and Program Review Committee (SAPPRC) discussed the review template for the program review process. The By-Law Committee presented policies and the broader feedback received about them (Student Academic Integrity Policy and Procedures and The Mature Student Policy.) The Graduation Policy was also discussed, as was the need to notify students about program profile changes. After much work, consultation, and revising, the Course Outline Template was approved.

5. President's Report

Paul Dangerfield referenced the written President's Report and highlighted that this is one of the busiest times of the year at the University. We are in the middle of implementing this year's Operating Plan, and are also looking ahead and planning for the next fiscal year. Paul stated that he is extremely proud of how well the University has stepped up and handled both tasks simultaneously.

The President reported that Capilano University's key priorities remain building capacity, getting more students on campus, and focusing on domestic recruitment and retention. In the future, new revenue will be required for us to meet all the aspirations outlined in our Operational Plan.

Paul Dangerfield stated that he would continue to provide Board members with a comprehensive written report. The President's Report to the Board is a good historical document that captures what is happening within the University at any given time. David Fung commented that he found the report to be extremely informative. He suggested the use of images and/or infographics to demonstrate progress as they relate to the goals outlined in the Operational Plan. Michael Fleming requested to avoid the use of acronyms where possible in the report. He also asked that status updates be included on items such as Universities Canada, Degree Quality Assessment Board (DQAB) Exempt Status, and Northwest Commission on Colleges and Universities (NWCCU) evaluation.

Christopher Doll commented that he recently attended the Business Excellence Awards at the Pinnacle Hotel, put on by Chamber of Commerce. He congratulated the University for marketing itself so well to the business community on the North Shore.

6. Update on 50th Anniversary

Irene Chanin gave a PowerPoint presentation, which included a brief video on the University's plans for its 50th anniversary celebrations. The goals are: to raise Capilano University's profile; to build pride among alumni, employees and students; and to secure support for the University's priorities. Performance measures to assess the effectiveness of the anniversary program include: increasing valid alumni records; identifying qualified donor prospects; increasing charitable funds raised; generating sponsorship; increasing the number of student volunteers; and improving employee survey responses to two indicator questions.

Irene Chanin provided an overview of events and timelines for the 50th anniversary program. The program launches in January 2018 and includes a toolkit for the campus community, as well as a 50th anniversary microsite. Cap Love Tuesdays is an initiative where people can wear CapU branded apparel, and a percentage of the proceeds will go towards student bursaries. Some new events specifically planned for the 50th include a Birthday Bash on September 10, 2018 and Cap Fest on September 22, 2018. Other events that the University holds each year will be enhanced for the 50th, and there will be an external ad campaign for the 50th in the late summer or early fall.

In terms of resources, a Steering Committee, 50th Anniversary Working Group, and numerous Subcommittees have been formed. There is a budget of \$50,000 plus a part-time position, allocated this year. The planning group will be asking for additional money in the next fiscal year. Paul Dangerfield added that the 50th anniversary celebrations will require a fair amount of resources but they will be well spent in helping the University to achieve its goals.

Board members expressed their enthusiasm for the upcoming 50th celebrations, and thanked Irene for the presentation.

7. Governance Committee

7.1 Board Committee Terms of Reference

Christopher Doll gave an overview of the discussion that took place at the Governance Committee meeting on November 6, 2017 in relation to the Board Committee terms of reference. The major benefit of the recommended approach (for individual terms of reference separate from the Bylaws) is that the Board Bylaws will not need to be amended each time a committee wants or needs to revise its terms of reference. The recommendation and terms of reference template were drafted taking into consideration the Best Practice Guidelines of the Board Resourcing and Development Office, review of the practices at other post-secondary institutions, and the standard committee terms set out in the Bylaws.

It was moved (Imroz Ali), seconded (Nicholas Cartmell) and resolved:

THAT the Board approve the terms of reference template, as presented.

There was some discussion about the wording of the second proposed motion, so it was revised to specify “draft” terms of reference.

It was moved (Christopher Doll), seconded (Aurelea Mahood) and resolved:

THAT the Board approve that each separate standing committee named in Article 11 of the Board Bylaws (Policy B.306) be directed to establish its own draft terms of reference, using the approved template, for review and approval by the Board.

Nicholas Cartmell applauded the thought and work that went into the development of the terms of reference template. It was noted that the Board Bylaws would have to be amended at a later date, to remove the committee terms of reference.

8. Policy and Planning Committee

8.1 B.601 Copyright Policy

Christopher Doll gave an overview of the discussion that took place at the Policy and Planning Committee meeting on October 24, 2017 in relation to B.601 Copyright Policy.

It was moved (Michael Fleming), seconded (Aurelea Mahood) and resolved:

THAT the Board approve adoption of B.601 Copyright Policy, as presented.

Christopher Doll expressed concerns about expressly directing the University Librarian’s actions, so the second proposed motion was reworded so that the President informs the Board of any associated procedures, rather than the Librarian.

It was moved (Imroz Ali), seconded (Hassan Merali) and resolved:

THAT the Board approve that the President inform the Board of any associated procedures and any substantive revisions to any procedures related to the Copyright Policy.

8.2 B.102 Policy Development and Management

Christopher Doll gave an overview of the discussion that took place at the Policy and Planning Committee meeting on October 24, 2017 in relation to B.102 Policy Development and Management.

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

THAT the revised Policy B.102 – Policy Development and Management be sent to the Senate to seek its advice under Section 35.2(6) of the University Act.

8.3 B.108 Credit and Non-Credit Courses Policy

Christopher Doll gave an overview of the discussion that took place at the Policy and Planning Committee meeting on October 24, 2017 in relation to B.108 Credit and Non-Credit Courses Policy.

It was moved (Christopher Doll), seconded (Aurelea Mahood) and resolved:

THAT the revised Policy B.108 Credit and Non-Credit Courses be sent to the Senate to seek its advice under Section 35.2(6) of the University Act.

8.4 B.202 – Tuition Fees and Other Charges – Domestic and International

Christopher Doll explained that following the provincial election in May, the new government announced that the Ministry of Advanced Education would reinstate a tuition-free policy for domestic students accessing Adult Basic Education (ABE) and English as a Second Language (ESL) programs effective the academic year beginning September 1, 2017. Therefore the current Policy B.202 Tuition Fees and other Charges – Domestic and International needs to be updated to reflect this decision.

It was moved (Christopher Doll), seconded (Michael Fleming) and resolved:

THAT the Board approve the revisions to Policy B.202 Tuition Fees and Other Charges – Domestic and International, as presented.

Board members asked whether it's normal to include fees within a policy. Jacqui Stewart advised that for the time being, this is what we have, but it will be changed in the future so that the policy does not need revision each year if tuitions are increased and/or government directives change.

Paul Dangerfield expressed his appreciation for the tremendous amount of work done by Jennifer Jamieson, Nanci Lucas, and all the Board Committee members on the various policies and procedures.

9. Adjournment

The Regular Meeting of the Board adjourned at 5:32 pm.