



**MEETING
MINUTES OF THE BOARD**

Tuesday, September 24, 2019
4:30 pm in BR126
North Vancouver Campus

Board		Staff
Cherian Itty, Chair	Layne North	Jennifer Ingham, VP of University Relations
Duncan Brown, Vice Chair	Michael Fleming	Jacqui Stewart, VP Finance & Admin
Paul Dangerfield, President	Mila Mattson	Toran Savjord, VP Strategic Planning
Andrew Petrozzi	Patricia Heintzman	Lesley Cook, EA to the Board of Governors
Ash Amlani	Rodger So	
Grace Dupasquier	R. Paul Dhillon	
		Guest
		Stephen Williams, Senate Vice Chair
Regrets:	Barbara Joe	
	David Fung	

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 4:30 p.m.

1. Approval of Agenda

It was moved (Andrew Petrozzi), seconded by (Patricia Heintzman) and resolved;

THAT the agenda be approved as presented.

2. Introduction of New Board Members and Oath of Office

Board Chair, Cherian Itty introduced newly appointed Board member Rodger So and the new student representatives Grace Dupasquier and Layne North. He also welcomed Stephen Williams, Senate Vice-Chair. Cherian administered the Oath of Office to the new Board members, who signed and dated their oaths.

3. Consent Agenda

Paul Dangerfield and Cherian responded to a query about the genesis of the Investment Management Committee given there is a separate committee for finance and audit. The Investment Management Committee provides oversight of the university and foundation investments and membership includes representation of both entities. Recommended changes to the asset mix (as defined in policy) are brought forward to the Board of Governors for approval.

It was requested that correspondence in schedules 3.3b and 3.3d be discussed as item 9.

It was moved (Ash Amlani), seconded by (Andrew Petrozzi) and resolved;

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

- 3.1. Minutes from the June 18, 2019 Board Meeting
- 3.2. Board Committee Reports:
 - 3.2.1. Finance and Audit Committee
 - 3.2.2 Investment Management Committee
- 3.3. Correspondence

4. Board Chair's Report

Capilano University's new Board Chair, Cherian Itty provided a report to the Board. The June 2019 Board of Governors, Foundation, and Alumni Association year-end dinner was a success and provided an opportunity to thank Soon Kim, exiting Board Chair, for his dedication and six years of service and to thank departing Board of Governors student representatives Emily Gaudette and Hassan Merali for volunteering their time to the Board and Capilano University. Cherian expressed thanks to Carleen Thomas, who was unable to attend the dinner, and to Aurelea Mahood, who has accepted an exciting new role at CapU.

Feedback from participants that attended the September 19 Board of Governors' Orientation indicates encouraging and positive feedback.

Duncan Brown, Layne North, and Barbara Joe have volunteered to represent the Board of Governors on the Capilano University Envisioning 2030 Planning Task Force and were thanked for joining the task force; they have the Board's support.

5. Senate Reports

5.1 Vice-Chair

New Senate Vice-Chair, Stephen Williams, introduced himself to the Board and reported that the Senate met in August and in September. The majority of the members are experienced Senators, which is also an asset to the subcommittees.

5.2 Board Liaison

Duncan Brown added that Ash Amlani has volunteered to attend some of the Senate meetings as the Board Liaison. Duncan and Ash will share the role of Board Liaison.

6. President's Report

Paul provided background on the new format of the President's Report. A condensed version will continue be included in the agenda package going forward. Given that the report is the best way to communicate to the Capilano University community, the link to the full-length report will be included within the short version.

The domestic enrollment plan will focus on the regions of Sechelt, Lil'wat, and Squamish in addition to the Northshore. With the increase of domestic enrollment as a priority, management will be focusing on the online application process and making the process easier for students to apply.

Construction at Lonsdale Shipyards is nearing completion. Continuing studies and executive education will move in mid-October with programs available at that location in January.

Last, but not least, the University's new Registrar, Kyle Vuorinen, starts September 30.

6.1 Faculty Board of Governors Election

Former Board of Governors Faculty Representative, Aurelea Mahood has accepted an exciting new role as Director, Academic Initiatives & Planning. An election to fill the seat must be held. Paul gave an overview of the election process from the *University Act*.

7. Finance and Audit Committee

7.1 Statement of Financial Information

An overview of the statement was provided for the Board members. Jacqui Stewart and Rodger So took questions from the Board and reviewed the consolidated statement of cash flows.

It was moved (Patricia Heintzman), seconded (Duncan Brown) and resolved;

THAT the Board of Governors approves the Statement of Financial Information for the Year Ended March 31, 2019.

7.2 Five Year Capital Plan

The plan contains multiple projects that follow difference phases, each adding value to the University.

It was moved (Patricia Heintzman), seconded (Ash Amlani) and resolved;

THAT the Board of Governors approves the Five Year Capital Plan for 2020/21 - 2024/25.

7.3 Credit and Debit Card Policy

While many of the Board's existing policies are a work in progress, this new policy has evolved from previous practices, not previous policies.

It was moved (Grace Dupasquier), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors approves adoption of B.211 Credit and Debit Card Policy.

7.4 Cash Policy

The motion to approve adoption of policy B.210 was tabled. Board members and management discussed the benefits of reducing risk by significantly minimizing cash on campus. To ensure that the University is governed by a cash policy, a second motion was tabled stating that the Board of Governors approve the policy as presented, and directed management to evaluate the policy and returned with amendments for approval by the Board of Governors. Both motions passed.

It was moved (Ash Amlani), seconded (Andrew Petrozzi) and resolved;

THAT the Board of Governors approves adoption of B.210 Cash Policy.

It was moved (Ash Amlani), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors approve the adoption of policy B.210 with the understanding that language amendments are to be made by the Finance & Audit Committee within 6 months and that the policy must return to the Board of Governors for approval of the amendments.

Action: Policy B.210 is to be reviewed by the Finance and Audit Committee and amendments made to broaden the language for acceptance of cash on campus.

8. 50TH Anniversary Final Report

Paul gave the highlights of all of the 50TH Anniversary events that took place and expressed his sincere thanks to the staff and volunteers who made this special celebration a true success.

9. Correspondences of Schedules 3.3b and 3.3d

Paul spoke to schedule 3.3b, the letter from BCAIU and informed the Board members that CapU is undertaking a host of projects to indigenize the University. Some examples include university-wide programs review to incorporate indigenization, e.g. Civil Engineering and Early Childhood Care & Education, and hiring a dedicated Director.

Action: Paul to update the Board at the November meeting.

Board members expressed concern over the letter from Assistant Deputy Minister, Kevin Brewster regarding the University's operating grant, schedule 3.3d. The letter imposes on the University's autonomy of operational administration that is granted by legislation and does not convey a correct perspective of our region.

Action: A response to the Assistant Deputy Minister's letter to be prepared.

It was moved (Grace Dupasquier), seconded (Patricia Heintzman) and resolved;

THAT the Board of Governors receives the correspondences from the B.C. Association of Institutes and Universities (BCAIU) and Assistant Deputy Minister, Kevin Brewster for information.

10. In Camera Session

It was moved (Ash Amlani), seconded (Andrew Petrozzi) and resolved;

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

11. Adjournment

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