

# MEETING AGENDA

## BCIT BOARD OF GOVERNORS – OPEN

- Tuesday December 6, 2022 - DTC, Room 230, 2<sup>nd</sup> Flr., 555 Seymour St., Vancouver, BC
- **Open Meeting begins** at 1:00 p.m. to 1:50 p.m.
- Tlcf: 778.907.2071; Mtg ID: 813 4484 8000; Pwd: 721657
- <https://bcit.zoom.us/j/81344848000?pwd=MS9lNlllaEpOYTMyTWpEZUJRR0NQZz09&from=addon>

### Board:

Dan Reader, Chair  
 Catherine Boivie  
 Mike Bonshor  
 Marcia Braundy  
 Bob Enns  
 Liam Lauren  
 Marilyn Mauritz  
 Scott McAlpine  
 Stewart McGillivray  
 Tamara Pongracz  
 Balwant Sanghera  
 Meredith Sargent  
 Claire Wang

### In Attendance:

Lisa Collins, VP, Students  
 Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
 Jennifer Figner, Assoc. VP, Academic Operations  
 Ana Lopez, VP, Human Resources & People Development  
 Trish Pekeles, CFO & VP, Finance & Corporate Services  
 Tom Roemer, VP, Academic  
 James Rout, Assoc., VP, Education Support & Innovation (tour)  
 Barbara Kader, EA, Governance

### Regrets:

Don Matthew, Board Member  
 Jeff Musialek, Board Member

### Ex-Officio:

Eric Fry, EdCo Chair  
 Paul McCullough, Interim President

BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̓əm (Musqueam), Səlilwətaʔ/Seilwitulh (Tseil-Waututh) and Skwxwú7mesh (Squamish) Nations

	Item		Presenter	Action	Page
1.	<b>Call to Order/Opening Remarks</b>	1:00	Chair	-	3
2.	<b>Approval of Agenda/Consent Agenda</b> <i>(subject to request for discussion)</i>	1:05	Chair	Approval	3
	2.1 Minutes October 4, 2022	4			
	2.2 Institute Report	10			
	2.3 Education Council Chair's Report	20			
	2.4 Student Association President's Report	21			
2.5 Student Representative's Report	22				
3.	<b>Chair's Report</b>	1:10	Chair	Information	23
	3.1 Governor's Professional Development – <i>'CABRO Governing in the Public Interest Conference'</i>				24
4.	<b>President's Activities and Comments</b>	1:20	P. McCullough	Information	25
5.	<b>Education Council</b>	1:30	E. Fry	Approvals	28
	5.1 Cancellation of: <ul style="list-style-type: none"> <li>• Certificate of Advanced Business Management</li> </ul>				29

	<ul style="list-style-type: none"> <li>• Certificate of Human Resources Management</li> <li>• Certificate of Advanced Marketing Management</li> </ul>				35
					41
6.	<b>Audit and Finance Committee</b> 6.1 Enterprise Risk Management Policy - #1300	1:40	Chair	Approval	47
7.	<b>Next Meeting and Conclusion</b> <ul style="list-style-type: none"> <li>• Next meeting: February 28, 2023</li> </ul>	1:50	-	Information	54
8.	<b>Information Only</b> 8.1 Biography for James Rout, (tour leader) 8.2 Tech Collider Strategic Plan Deliverable	-	-	Information “ “	55 56

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EDUCATION  
**FOR A COMPLEX WORLD.**



# MEETING MINUTES

## BCIT BOARD OF GOVERNORS - OPEN

Tuesday December 6, 2022, 1:02 p.m. to 2:03 p.m.

### Board:

Dan Reader, Chair  
Catherine Boivie  
Marcia Braundy  
Bob Enns  
Liam Lauren  
Marilyn Loewen Mauritz  
Scott McAlpine  
Stewart McGillivray  
Tamara Pongracz  
Balwant Sanghera  
Meredith Sargent  
Claire Wang

### Ex-Officio:

Eric Fry, EdCo Chair  
Paul McCullough, Interim President

### In Attendance:

Lisa Collins, VP, Students  
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
Jennifer Figner, Assoc. VP, Academic Operations  
Jackie Jacob, VP, Advancement  
Ana Lopez, VP, Human Resources & People Development  
Trish Pekeles, CFO & VP, Finance & Corporate Services  
Tom Roemer, VP, Academic  
Barbara Kader, EA, Governance

### Regrets:

Michael Bonshor – Board Member  
Jeff Musialek – Board Member  
Don Matthew – Board Member

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A quorum was present.

### 1.0 Call to Order/Opening Remarks

Introductions were made to Jackie Jacob, Interim VP, Advancement (assumed the position on July 1, 2022).

### 2.0 Approval of Agenda/Consent Agenda

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the consent agenda for December 6, 2022.

#### 2.1 Minutes October 4, 2022

*Distributed material: Minutes*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the minutes of October 4, 2022.

#### 2.2 Institute Report

*Distributed material: Information Note*

Received as previously circulated.

**2.3 Education Council Chair's Report**  
*Distributed material: Information Note*

Received as previously circulated.

**2.4 Student Association (SA) President's Report**  
*Distributed material: Information Note*

The SA President reported on the Food Pantry project which has been a success since opening on July 1 to October 31, 2022 project as described in the information note provided.

**2.5 Student Representative's Report**  
*Distributed material: Information Note*

Received as previously circulated.

**3.0 Chair's Report**

The Chair reported on the events he had attended.

**3.1 Governor's Professional Development – 'CABRO Governing in the Public Interest Conference'**  
*Distributed material: Information Note*

Received as previously circulated. Key points of interest for Governors that attended the conference were provided.

**4.0 President's Activities and Comments**  
*Distributed material: Information Note*

The interim President referred to his activities' report previously circulated. He reported on contributions from private sector industries, attendance at significant events and that he regularly communicates directly with the BCIT community to receive their insight and feedback. He had met with government where discussions took place around national and provincial economic forecasts and how BCIT can be a key player in addressing workforce demands and skillsets.

**5.0 Education Council**

**5.1 Cancellation of:**

- **Certificate of Advanced Business Management**
- **Certificate of Advanced Human Resources Management**
- **Certificate of Advanced Marketing Management**

*Distributed material: Decision Note*

Received and approved as previously circulated. A question was answered regarding the annual carrying costs for dormant flexible learning (previously called part-time studies) programs. It was reported that such programs do not include faculty and have no ongoing associated costs.

The cancellation of the programs presented for approval were a result of each being dormant for an extended period, offering no dates for registration and receiving no interested applicants.

Management reported that a 'Program Mix Analysis' is completed as part of the annual academic cycle. Each school provides to the Academic Quality Assurance group where courses are identified that are either under subscribed on a continuous basis or there is no demand for the qualifications in the workforce. Depending on the analysis results, the program can be restructured, suspended or eventually cancelled.

Management answered a question regarding the varying number of credits required to achieve a certificate. It was reported that it is not unheard of to exceed the minimum of 45 credits required for a certificate. The number of credits is based on the content that needs to be delivered to achieve the outcomes of the program.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors acknowledge the appropriate process for program cancellation had been followed in accordance with Policy #5405. The Board of Governors approve cancellation of the Certificate in Advanced Business Management; Certificate in Advanced Human Resources Management; and the Certificate in Advanced Marketing Management.

## **6.0 Audit and Finance Committee**

### **6.1 Enterprise Risk Management Policy - #1300**

*Distributed material: Decision Note*

Management highlighted key points in the material previously circulated. The review date of the policy is the standard BCIT wide review period of three years, however, it can be brought forward if required. The policy review timeframe and process prior to approval, was explained. A standard for operational purposes will accompany the policy.

Management answered a question about the definition of material risks. Material risks take into consideration if the issue is of a financial or a non-financial nature which is determined by consensus from the senior team initially, secondly the Audit and Finance Committee, finally the Board of Governance.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the *Enterprise Risk Management – Policy #1300*.

## **7.0 Next Meeting and Conclusion**

The next Board of Governors meeting will be held on February 28, 2022.

**8.0 Information Only**

**8.1 Biography for James Rout (tour leader)**  
*Distributed material: Information Note*

Received as previously circulated.

**8.2 Tech Collider Strategic Plan Deliverable**  
*Distributed material: Information Note*

Received as previously circulated.



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Dan Reader, Chair