

MEETING AGENDA



BOARD OF GOVERNORS – OPEN

Wednesday May 26, 2021, 1:00 p.m. to 2:20 p.m.

- **Teleconference:** 778.907.2071; Mtg ID: 814 6363 6241; Pwd: 830260
- **Zoom:** <https://bcit.zoom.us/j/81463636241?pwd=dUpnMXI2eDJ4NGNsMnJxSWpXblUrUT09&from=addon>

Board (T/C):

Doug Eveneshen, Chair
 Emery Biggar
 Marcia Braundy
 Bob Enns
 Karin Hunt
 Artur Mamenko
 Jeff Musialek
 Dan Reader
 Balwant Sanghera
 Meredith Sargent
 Judy Shandler
 Hunter Sones
 Cathy Young, Vice Chair

In Attendance (T/C):

Raimonda De Zen, Dir., Enterprise Risk and Internal Audit
 Ana Lopez, VP, Human Resources and People Development
 Trish Pekeles, CFO and VP, Finance and Corporate Services
 Tom Roemer, VP, Academic
 Barbara Kader, EA, Governance

Regrets:

Anne Harvey, Board Member
 Ryan Tones, Board Member

Ex-Officio (T/C):

Jennifer Figner, EdCo Chair
 Kathy Kinloch, 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/Selilwitulh (Tseil-Waututh) and Skwxwú7mesh (Squamish) Nations.

	Issue		Presenter	Material	Action	Pg
1.	Call to Order and Welcome	1:00	Chair	-	-	-
2.	Oaths of Office <ul style="list-style-type: none"> • Kevin Adlparvar • Scott McAlpine • Stewart McGillivray 	1:05	Chair	Oaths of Office	-	4
3.	Consent Agenda <i>(subject to request for discussion)</i>	1:15	Chair	-	Approval	5
	3.1 Adopt Agenda 3.2 Minutes April 21, 2021					6
4.	Information Agenda <i>(subject to request for discussion)</i>	1:20	Chair	Information Notes	Information	
	4.1 President's Activities					9
	4.2 Institute Report					10
	4.3 Governance Committee Chair Update					14
	4.4 Education Council Chair Update					15

	4.5	BCITSA President's Update					16
5.	Chair's Comments		1:25	Chair			17
	5.1	Board Changes			Information Note	Information	18
6.	President's Comments		1:30	K. Kinloch	Verbal	Information	20
	6.1	Leadership Team Members			Information Note	" "	21
	6.2	Correspondence			Letter	" "	22
7.	Education Council		1:35	J. Figner	Decision Notes	Approvals	
	7.1	Associate Certificate in Railway Conductor and Operations					24
	7.2	Associate Certificate in Payroll and Human Resources					34
	7.3	Associate Certificate in the Fundamentals of Water and Wastewater Operations					42
	7.4	Associate Certificate for Occupational Health and Safety Practitioners					52
	7.5	Associate Certificate in Foundations in Occupational Health and Safety					61
	7.6	Graduate Certificate in Global Leadership					70
8.	Governance Committee		1:55	M. Sargent	Decision Note	Approval	80
	8.1	Freedom of Information and Protection of Privacy Policy - #6700 Revision					
9.	Audit & Finance Committee		2:05	D. Reader	Decision Note	Approval	154
	9.1	Capital Construction Committee					
	9.2	Audited Financial Statements March 31, 2021		D. Reader / T. Pekeles	" "	" "	154
10.	Other Business		2:10	T. Roemer	Decision Note	Approval	208
	10.1	Research Ethics Board Annual Report					
11.	Conclusion		2:20	Chair	-	-	212

Board Meeting & Event Dates 2021:

The current pandemic will dictate the venue/format of meetings in the coming months. Meeting time, location and format are subject to change.

June 14	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting	Teleconference/video
June 15	9:30 a.m. to 3:30 p.m.	Committee Meetings	Teleconference/video
June 29	1:00 p.m. to 5:00 p.m.	Board Meeting (Open and Closed)	Teleconference/video
July 13	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee <i>(if required)</i>	Teleconference/video
August 17	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee <i>(if required)</i>	Teleconference/video
September 21	9:30 a.m. to 3:30 p.m.	Committee Meetings	Teleconference/video
October 5	1:00 p.m. to 5:00 p.m.	Board Meeting (Open and Closed)	Teleconference/video
November 10	5:00 p.m. to 9:00 p.m.	Distinguished Awards Dinner	Vancouver Convention Centre, West Building
November 23	9:30 a.m. to 3:30 p.m.	Committee Meetings	BBY, SW01-3307
December 7	1:00 p.m. to 5:00 p.m.	Board Meeting (Open and Closed)	DTC, Rom 230 – 555 Seymour Street, Vancouver
December 9	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon <i>(Foundation, Campaign Cabinet, Alumni Association, Student Association Boards)</i>	The Vancouver Club, the University Rooms

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EDUCATION
FOR A COMPLEX WORLD.





MEETING MINUTES

BOARD OF GOVERNORS - OPEN

Wednesday May 26, 2021, 1:00 p.m. to 2:40 p.m.

Board (T/C):

Doug Eveneshen, Chair
 Marcia Braundy
 Bob Enns
 Artur Mamenko
 Jeff Musialek
 Dan Reader
 Balwant Sanghera
 Meredith Sargent
 Judy Shandler
 Hunter Sones
 Cathy Young

Ex-Officio (T/C):

Jennifer Figner, EdCo Chair
 Kathy Kinloch, President

In Attendance (T/C):

Raimonda De Zen, Dir., Enterprise Risk & Internal Audit
 Kevin Adlparvar, guest
 Cynthia Kent,
 Scott McAlpine, guest
 Stewart McGillivray, guest
 Trish Pেকেles, CFO and VP, Finance and Corporate Services (#9.0)
 Tom Roemer, VP Academic
 Barbara Kader, EA Governance

Regrets:

Emery Biggar, Board Member
 Anne Harvey, Board Member
 Ryan Tones, Board Member

A quorum was present.

1.0 Call to Order and Welcome

2.0 Oath of Office

The Board Chair administered the Oath of Office for Mr. Kevin Adlparvar, Mr. Scott McAlpine and Mr. Stewart McGillivray. Brief introductions from the governors and senior team members was provided.

3.0 Consent Agenda

Distributed material: Agenda and Minutes

Received and approved, the order of agenda items changed to include Mr. Jeff Musialek's Oath of Office.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the consent agenda for May 26, 2021.

3.1 Adopt Agenda May 26, 2021

3.2 Minutes April 21, 2021

4.0 Information Agenda

Distributed material: Information Notes, Reports

Received as presented.

- 4.1 President's Activities**
- 4.2 Institute Report**
- 4.3 Governance Committee Chair Update**
- 4.4 Education Council Chair Update**
- 4.5 BCITSA President's Update**

5.0 Chair's Comments

5.1 Board Changes

Distributed material: Information Note

Received and as presented. The Board Chair thanked the elected members that are concluding their term on May 31, 2021.

6.0 President's Comments

The President referred to her report of activities and thanked the Board Chair, for his tenure with the Board of Governors.

7.0 Education Council

The EdCo Chair reported that the Associate Certificates are the smaller/shortest confirmed credentials, as small as 15 credits or five courses, and formed based on industry demand/requests. Students must already have a baccalaureate degree (a post baccalaureate credential, similar but not as fulsome, to a first year master's program) to obtain a graduate certificate. All six proposals were approved by the Audit & Finance Committee at their meeting on May 11, 2021.

7.1 Associate Certificate in Railway Conductor and Operations

Distributed material: Decision Note, Business Plan

Received and approved as presented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate Railway Conductor and Operations.

7.2 Associate Certificate in Payroll and Human Resources

Distributed material: Decision Note, Business Plan

Received and approved as presented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate in Payroll and Human Resources.

7.3 Associate Certificate in the Fundamentals of Water and Wastewater Operations
Distributed material: Decision Note, Business Plan

Received and approved as presented. The EdCo Chair answered questions regarding a cohort model vs other part-time studies programs. Students enter and complete a program within a defined period with other students (sizes vary from 10+). Students advance within the program in tandem, working together on group projects, and within teams and are enrolled in the same courses at the same time. The Student Association President added that such cohort programs are very beneficial to students for a variety of reasons.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate in the Fundamentals of Water and Wastewater Operations.

7.4 Associate Certificate for Occupational Health and Safety Practitioners
Distributed material: Decision Note, Business Plan

Received and approved as presented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate for Occupational Health and Safety Practitioners.

7.5 Associate Certificate in Foundations in Occupational Health and Safety
Distributed material: Decision Note, Business Plan

Received and approved as presented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate in Foundations in Occupational Health and Safety.

7.6 Graduate Certificate in Global Leadership
Distributed material: Decision Note, Business Plan

Received and approved as presented. Management reported that, worldwide culture studies, which includes global Indigenous peoples, is included within the program.

Regarding natural resources and minerals, global leadership is working more and more with countries and peoples who are indigenous in nature, is there some type of material or component within the program that spoke to the cultural aspect of being a business leader and working with the Indigenous peoples of the world?

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for a Graduate Certificate in Global Leadership.

8.0 Governance Committee

8.1 Freedom of Information and Protection of Privacy Policy - #6700 Revision
Distributed material: Decision Note

Received and approved as presented. Management reported that the policy has undergone a thorough review from stakeholder and legal representatives and the policy review team. The COVID-19 pandemic, current cyber security practices and BCIT's move towards digital transformation, have all made the policy and procedures out-of-date. The revised policy is streamlined with other BCIT relevant policies and procedures, and aligned with legislation.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revisions to the *Freedom of Information and Protection of Privacy – Policy #6700* and its associated procedures, *Information Access – Procedure #6700-PR1* and *Privacy Incident Response – Procedure #6700-PR2*.

9.0 Audit & Finance Committee

9.1 Capital Construction Committee

Distributed material: Decision Note

Received and approved as presented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the formation of the Capital Construction Committee (a sub-committee of the Audit and Finance Committee). Members of the Capital Construction Committee will be Dan Reader (Committee Chair), Jeff Musialek, Meredith Sargent, Ryan Tones and Cathy Young.

9.2 Audited Financial Statements March 31, 2021

Distributed material: Decision Note

Received and approved as presented. Management referred to the material previously provided. Overall the year ended with a surplus of \$5M of which \$3.9M was from BCIT operations, and \$1.1M from subsidiaries and endowments.

It was reported that given it has been a pandemic year, management took strong action early to adapt to the environment, faculty shifted to blended delivery models, and built the capability to on-line learning. Staff adapted to work from home, while ensuring seamless support to the BCIT community, ensuring operations were maintained.

Overall enrollment slightly down, as a result of lower international students and lower trades and apprentices due to the pandemic which was partially offset with higher domestic enrollment across other programs. Despite the number of challenges, the ministry's utilization target was met at 98%.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the fiscal year ended March 31, 2021 Audited Financial Statements.

10.0 Other Business

10.1 Research Ethics Board Annual Report

Distributed material: Decision Note

Received and approved as presented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revision

11.0 Conclusion

The meeting ended at 2:40

A handwritten signature in black ink, appearing to read 'cy', written over a horizontal line.

Cathy Young, Vice Chair