

# MEETING AGENDA



## BOARD OF GOVERNORS – OPEN

Tuesday October 6, 2020, 8:00 a.m. to 8:30 a.m.

- **Teleconference: 778.907.2071; Mtg ID: 993 0489 6805; Pwd: 963791**
- <https://bcit.zoom.us/j/99304896805?pwd=TXJ0c05xWkV4TDI1Q2x1R04vV3g4Zz09&from=msft>

### Board (T/C):

Doug Eveneshen, Chair  
 Emery Biggar  
 Marcia Braundy  
 Bob Enns  
 Anne Harvey  
 Karin Hunt  
 Artur Mamenko  
 Dan Reader  
 Balwant Sanghera  
 Meredith Sargent  
 Judy Shandler  
 Hunter Sones  
 Ryan Tones  
 Cathy Young

### In Attendance (T/C):

Lisa Collins, VP, Students  
 Raimonda De Zen, Dir. Internal Audit & Advisory Services  
 Roy Hart, CIO  
 Lara Johnson, VP, Marketing & Communications  
 Ana Lopez, VP, Human Resources & People Development  
 Paul McCullough, VP, Advancement  
 Cynthia Petrie, Executive Director, Stakeholder Relations  
 Trish Pekeles, CFO and VP, Finance and Corporate Services  
 Tom Roemer, VP, Academic  
 Barbara Kader, EA, Governance

### Regrets:

### Ex-Officio (T/C):

Jennifer Figner, EdCo Chair  
 Kathy Kinloch, President

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b> 1.1 Senior Team Update	8:00	Chair K. Kinloch	- Information Note	- Information	4
2.	<b>Consent Agenda</b> <i>(subject to request for discussion)</i> 2.1 Adopt Agenda 2.2 Minutes June 23, 2020	-			Approval “ “	5 6
3.	<b>Information Agenda</b> <i>(subject to request for discussion)</i> 3.1 President’s Activities 3.2 Institute Report 3.3 Governance Committee Chair Update 3.4 Education Council Chair Update 3.5 Q1 June 30, 2020 Financial Statements 3.6 BCITSA President’s Update 3.7 Student Representative’s Update	8:05	Chair	Information Notes	Information	11 13 21 22 23 51 52

4.	<b>President's Comments</b>	8:10	K. Kinloch	Verbal	Information	53
5.	<b>Education Council</b> 5.1 Business Plan - Masters Engineering Smart Grid Systems & Technologies	8:15	J. Figner	Decision Note	Approval	54
6.	<b>Audit &amp; Finance Committee</b> 6.1 Committee Chair Update 6.2 Q1 Ministry Forecast 6.3 Statement of Financial Information (SOFI) Report 6.4 Student Housing Project	8:20	C. Young	Information Note Decision Note " " " "	Information Approval " " " "	66 67 83 140
7.	<b>Conclusion</b>	8:30	Chair	-	-	141
8.	<b>Information Only</b> 8.1 Institutional Accountability Plan and Report 2019/20	-	-	Information Note	Information	142

#### **Board Meeting & Event Dates 2020 and 2021:**

*The current pandemic will dictate the venue/format of meetings in the coming months. Therefore, meeting times and locations are subject to change.*

November 17	9:30 a.m. to 4:30 p.m.	Committee Meetings		Teleconference/Video
December 3	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)		Teleconference/Video
December 9	10:30 a.m. to 12:00 p.m.	Audit & Finance Committee (if required)		Teleconference/Video
December 10	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club, the University Rooms (Foundation, Campaign Cabinet, Alumni Association, Student Association Boards)	
January 25	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting		Teleconference/Video
January 26	9:30 a.m. to 4:30 p.m.	Committee Meetings		Teleconference/Video
February 17	10:30 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	ATC, CIBC Room 198 – 3800 Cessna Rd, Richmond	
March 9	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting		BBY, SW01-3307
March 16	9:30 a.m. to 4:30 p.m.	Committee Meetings		BBY, SW01-3307
March 30	10:30 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	BMC, Room 110 – 265 West Esplanade, North Vancouver	
May 10	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting		BBY, SW01-3307
May 11	9:30 a.m. to 4:30 p.m.	Committee Meetings		BBY, SW01-3307
May 26	10:30 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	AIC, Room 1306 – 1608 Cliveden Avenue, Delta	
June 14	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting		BBY, SW01-3307
June 15	9:30 a.m. to 4:30 p.m.	Committee Meetings		BBY, SW01-3307
June 29	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC, 2 <sup>nd</sup> Floor – 555 Seymour Street, Vancouver	
July 13	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee (if required)		BBY, SW01-3307
August 17	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee (if required)		BBY, SW01-3307
September 21	9:30 a.m. to 4:30 p.m.	Committee Meetings		BBY, SW01-3307



# MEETING MINUTES

## BOARD OF GOVERNORS - OPEN

Tuesday October 6, 2020, 8:00 a.m. to 8:20 a.m.

### **Board (T/C):**

Doug Eveneshen, Chair  
Emery Biggar  
Marcia Braundy  
Bob Enns  
Anne Harvey  
Karin Hunt  
Artur Mamenko  
Dan Reader  
Balwant Sanghera  
Meredith Sargent  
Judy Shandler  
Hunter Sones  
Ryan Tones  
Cathy Young

### **In Attendance (T/C):**

Lisa Collins, VP Students  
Mark Dale, Dir., Facilities and Campus Development  
Raimonda De Zen, Internal Audit & Advisory Services  
Roy Hart, CIO  
Lara Johnson, VP Marketing & Communications  
Ana Lopez, VP Human Resources & People Development  
Paul McCullough, VP, Advancement  
Trish Pekeles, CFO and VP, Finance and Corporate Services  
Cynthia Petrie, Executive Dir., Stakeholder Relations  
Kathy Roberts, Dir., Financial Services  
Tom Roemer, VP Academic  
Barbara Kader, EA Governance

### **Ex-Officio (T/C):**

Jennifer Figner, EdCo Chair  
Kathy Kinloch, President

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A quorum was present.

### **1.0 Call to Order and Welcome**

#### **1.1 Senior Team Update**

*Distributed material: Information Note*

The President introduced Trish Pekeles, who began her role as CFO and VP, Finance and Corporate Services on September 28, 2020.

### **2.0 Consent Agenda**

*Distributed material: Agenda and Minutes*

Received and approved as presented.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the consent agenda for October 6, 2020.

#### **2.1 Adopt Agenda**

## **2.2 Minutes June 23, 2020**

### **3.0 Information Agenda**

*Distributed material: Information Notes, reports*

Received as presented.

- 3.1 President's Activities**
- 3.2 Institute Report**
- 3.3 Governance Committee Chair Update**
- 3.4 Education Council Chair Update**
- 3.5 Q1 June 30, 2020 Financial Statements**
- 3.6 BCITSA President's Update**
- 3.7 Student Representative's Update**

### **4.0 Presidents Comments**

The President reported that focus over the summer months was placed on safety, development and investments for IT services enhancement, discussions with Education Council on programming, and a review of the Institute's current three year Strategic Plan which is being requested by management to be extended by one year. The Capital Campaign continues to be active and the mass timber student housing project has been approved to proceed by government.

Management reported that just below half of programs are offering some component of instruction on campus in person. However, this does not include work placement or clinical placements which would increase that number substantially. Management answered questions regarding aerospace program enrolment. Enrolment continues to be strong partially due to existing cohorts previously in place. With the contraction of the aerospace industry, enrolment figures may change in the coming year. International cohorts have been impacted by travel restrictions.

### **5.0 Education Council**

#### **5.1 Business Plan - Masters Engineering Smart Grid Systems & Technologies**

*Distributed material: Decision Note*

Received and approved as presented.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Proposal for a Master of Engineering in Smart Grid Systems and Technologies.

### **6.0 Audit & Finance Committee**

#### **6.1 Committee Chair Update**

*Distributed material: Information Note*

Received as presented. Management answered questions regarding the Blackbaud Breach. The Board concurred that appropriate and sufficient due diligence was carried out by our Cybersecurity group.

#### **6.2 Q1 Ministry Forecast**

*Distributed material: Decision Note*

This item was deferred to the in-camera session of the Closed Board of Governors meeting.

**6.3 Statement of Financial Information (SOFI) Report**

*Distributed material: Decision Note*

Received and approved as presented.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the 2019/20 Statement of Financial Information.

**6.4 Student Housing Project**

*Distributed material: ~~Decision~~ Information Note*

The Committee Chair reported that the project has received Treasury Board approval and funding to proceed. The Committee has delegated authority to proceed with the procurement process for the design consultants, a request for quotation has been done and shortlisted, and a request for proposal will be released during the week of October 5, 2020.

**7.0 Conclusion**

The meeting ended at 8:25 a.m.

**8.0 Information Only**

**8.1 Institutional Accountability Plan and Report 2019/20**

*Distributed material: Information Note, brochure*

Received as presented.



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Doug Eveneshen, Chair