

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Wednesday December 4, 2019, 10:30 a.m. to 12:00 p.m.

- **Room 282/284 – DTC (Downtown Campus)**, 555 Seymour Street, Vancouver
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 986 743 155

Board:

Doug Eveneshen (Chair)
 Vasyi Baryshnikov
 Emery Biggar
 Marcia Braundy
 Justin Cervantes
 Kathy Corrigan
 Anne Harvey
 Dan Reader
 Balwant Sanghera
 Judy Shandler
 Ryan Tones
 Cathy Young

In Attendance:

Lisa Collins, VP Students
 Raimonda De Zen, Internal Audit & Advisory Services
 Roy Hart, CIO
 Lara Johnson, Assoc. VP Marketing & Communications
 Barbara Kader, EA Governance
 Carolyn Kirkwood (T/C), Hunter Kirkwood (#8)
 Ana Lopez, VP Human Resources & People Development
 Paul McCullough, VP Advancement
 Lorcan O'Melinn, VP Administration & CFO
 Cynthia Petrie, Executive Director, Stakeholder Relations

Ex-Officio:

Jennifer Figner, EdCo Chair
 Kathy Kinloch, President

	Issue		Presenter	Material	Action	Pg
1.	Call to Order and Welcome	10:30	Chair	-	-	-
2.	Adopt Agenda	-	Chair	-	-	1
3.	Minutes October 1, 2019	10:35	Chair	-	Approval	3
4.	Report from the Chair 4.1 Chair's Activities and Comments	10:40	Chair	Information Note	Information	10
5.	Report from the President 5.1 President's Activities & Comments 5.2 Institute Report	10:45	K. Kinloch " "	Information Note " "	Information " "	12 14
6.	Governance Committee 6.1 Committee Chair Update	10:50	D. Eveneshen	Verbal	Information	19
7.	Education Council 7.1 Chair's Update 7.2 Alignment of EdCo/Board Policy & Procedure Approval 7.3 Changes to Program Suspension and Cancellation - Procedure PR1 - #5405	10:55	J. Figner	Information Note " " Decision Note	Information " " Approval	20 21 22
8.	Strategic Plan Implementation Update	11:05	K. Kinloch	Information Note / Presentation	Information	27

	Issue		Presenter	Material	Action	Pg
9.	Audit & Finance Committee	11:35				
	9.1 Committee Chair Update		C. Young	Verbal	Information	36
	9.2 Q2 September 30, 2019 Financial Statements		“ “	Information Note	“ “	37
	9.3 Q2 Ministry Forecast		“ “	“ “	“ “	64
	9.4 Q2 Report for Full-time Student Equivalents (FTEs)		L. Collins	“ “	“ “	75
9.5 Statutory Right of Way Request – BC Hydro Burnaby Campus		C. Young	Decision Note	Approval	87	
10.	Student Governors	11:45				
	10.1 BCITSA President’s Update		J. Cervantes	Information Note	Information	
	10.2 Student Representative’s Update		V. Baryshnikov	Verbal	“ “	
11.	Questions	-	-	-	-	
12.	Conclusion	12:00	Chair	-	-	

Board Meeting & Event Dates 2019 and 2020:

December 5	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Rooms)
December 10	2:00 p.m. to 5:00 p.m.	Board of Governors/Staff Holiday Reception	BBY - Burnaby Campus, Town Hall

2020

January 27	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
February 19	10:30 a.m. to 2:00 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus, Room 284
March 17	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	BMC – Marine Campus, Room 110
May 14	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
May 26	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	AIC - Annacis Island Campus, Step-Up Room
June 9	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
June 24 to 26	TBA	Spring Convocation Ceremonies	Willington Church, Burnaby
June 25	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	BBY - Burnaby Campus – Royal Oak Boardroom 0
September 22	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
October 6	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	ATC – Aerospace Technology Campus – CIBC Room
October tbd	5:00 p.m. to 9:00 a.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 17	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
December 3	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus – Room 282/284
December 9	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Room)

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**EDUCATION
FOR A COMPLEX WORLD.**



MEETING MINUTES

BOARD OF GOVERNORS - OPEN

Wednesday December 4, 2019, 10:32 a.m. to 12:00 p.m.

- Room 284 – DTC (Downtown Campus), 555 Seymour Street, Vancouver

Board:

Doug Eveneshen (Chair)
Marcia Braundy
Justin Cervantes
Kathy Corrigan
Anne Harvey
Dan Reader
Balwant Sanghera
Judy Shandler
Ryan Tones
Cathy Young

In Attendance:

Lisa Collins, VP Students
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Ana Lopez, VP Human Resources & People Development
Paul McCullough, VP Advancement
Lorcan O'Melinn, VP Administration & CFO
Cynthia Petrie, Executive Director, Stakeholder Relations

Ex-Officio:

Jennifer Figner, EdCo Chair
Kathy Kinloch, President

Regrets:

Vasyl Baryshnikov – Board Member
Emery Biggar – Board Member

A quorum was present.

1.0 Call to Order and Welcome

2.0 Adopt Agenda

Distributed material: Agenda

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda for December 4, 2019.

3.0 Minutes October 1, 2019

Distributed material: Minutes

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the meeting minutes for October 1, 2019.

4.0 Report from the Chair

4.1 Chair's Activities and Comments

The Chair reported on the Health Sciences Centre ground breaking ceremony held on Tuesday December 3, 2019 at the Burnaby Campus. A motion was made to send a letter from the Board to Mr. John Horgan (Premier, British Columbia) thanking him and government for their dedication regarding the *United Nations Declaration on the Rights of Indigenous People*, as reflected in our Strategic Plan.

5.0 Report from the President

5.1 President's Activities & Comments

Distributed material: Information Note

The President reported on the Health Sciences Centre ground breaking ceremony and highlighted events as per the information note provided. It was reported that Waterstone Human Capital had named BCIT as having one of Canada's Most Admired Corporate Cultures in 2019 in the Broader Public Sector category. An event for the award will be held in Toronto, ON in February 2020.

The Chair reported that Kathy Kinloch had received a guest of honour award at the Drishti Awards Gala in November 2019.

5.2 Institute Report

Distributed material: Information Note

The report was provided.

6.0 Governance Committee

6.1 Committee Chair Update

Distributed material: Verbal

Marcia Braundy joined the meeting at 10:52 a.m.

Doug Eveneshen, as Acting Committee Chair, reported that the committee met on November 19, 2019. At their meeting, the committee received an update from the Education Council Chair, which included changes to the *Program Suspension and Cancellation – PR1-#5405* procedures, and discussions regarding the Cannabis Use Policy #7200.

Management and the President of the Student Association reported that no concerns regarding the Cannabis Use Policy, #7200 have been received and the policy will be brought forward for its annual review to the Governance Committee and the Board of Governors in 2020. Revisions to the policy will be aligned with Policy #1000 (Policy Development and Maintenance). Management advised that community review and the stakeholder consultation process will also take place.

7.0 Education Council

7.1 Chair's Update

Distributed material: Information Note

The Chair of the Education Council (EdCo) referred to the information note provided. An update will be provided to the Board of Governors regarding the K-12 education system in BC and how it affects BCIT's educational design and programming.

7.2 Alignment of EdCo/Board Policy & Procedure Approval

Distributed material: Information Note

The Chair of the Education Council (EdCo) provided an overview of the material provided. The approval process to change Procedures will be completed following the same process used for policy approval. This change is necessary to be aligned with the College and Institute Act as well as BCIT Policy #1000.

7.3 Changes to Program Suspension and Cancellation – Procedure PR1-#5405

Distributed material: Decision Note

The Chair highlighted the decision note included, which was approved at the Governance Committee meeting on November 19, 2019.

An amendment to Process #3 was requested to be the same as in Process #2, "Within two years following a program suspension, the dean will initiate a full review...".

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the changes to Procedure PR1- #5405, as amended.

8.0 Strategic Plan Implementation Update

Distributed material: Information Note and Presentation

Carolyn Kirkwood joined the meeting. Management provided an update on initiatives and deliverables, and an overview of the presentation.

Questions were answered regarding Centres of Competence. The idea of the centres is to create synergy by bringing together activity that is occurring in disparate areas often within the academic portfolio but not exclusively. One centres has been created, 'CyberSAF' and a second centre related to the 'Internet of Things' is in development.

A 'Board Advance' session is scheduled for February 19, 2020 where ideas and feedback from the Board will be shared and where input on moving forward and exploring work done on and with the Strategic Plan will be discussed.

A request was made for more information on how BCIT is achieving key performance indicators (KPIs) pertaining to a people-focused organization and greater support for international learners, including program advisors. Management advised that an inventory is being taken in the schools on what support is in place for international learners that will ensure their success. Management also drew attention to the ongoing PTS Review, noting that the review report was scheduled for completion in February 2020.

Management reported on change management approaches and what communication measures are in place by both the marketing communications group and human resources.

A request was made to forward the Board Advance agenda to governors prior to the session. An additional request was to regularly forward the institute's newsletter reporting on the progress of the Strategic Plan initiatives.

9.0 Audit & Finance Committee

9.1 Committee Chair Update

The Committee Chair reported that the committee had met on November 19, 2019. They reviewed the principles of budget development for fiscal 2020/21 and changes from this year and prior years and how that aligns with the Strategic Plan. They will review the first budget draft in January 2020 prior to the Board's review.

The Committee Chair reported that negotiations with the proposed auditor have concluded, however, progress had been slow to reach an agreement. PriceWaterhouseCoopers (PwC) have signed a contract for the next three years as the external auditors. They will present their audit planning report at a committee meeting in the new year.

The committee received the final report on the Canada Way project (\$50M upgrade to sub-stations on the northern part of the BBY campus) and an update on the health sciences building, which is pending permitting with various regulator bodies. No concerns were raised at their meeting.

9.2 Q2 September 30, 2019 Financial Statements

Distributed material: Information Note and Reports

The Committee Chair referred to the material provided. It was reported that the financial statements are consolidated to include the subsidiaries (TTA, and BCIT's share of the GNW Trust) and the material includes BCIT operations separately.

No issues were reported on projecting out to the fiscal year-end of March 31, 2020. It was reported that the committee reviewed mid-year asks of \$6M. The Chair referred to the full-time enrollment (FTE) report provided, and reported that current FTE trends were discussed at the meeting.

9.3 Q2 Ministry Forecast

Distributed material: Information Note

The Committee Chair referred to the material provided to the Board.

9.4 Q2 Report for Full-Time Student Equivalent (FTEs)

Distributed material: Information Note and Report

Management referred to the material provided. A highlight of overall pressures and themes was given. Three themes included the need to increase the tools to actively manage part-time study enrollments; domestic student recruitment and retention in order to fulfill BCIT's access mandate; and International student preparedness for success. Work is underway to address all of issues listed.

9.5 Statutory Right of Way Request – BC Hydro Burnaby Campus

Distributed material: Decision Note

The Committee Chair referred to the material provided. There are no hindrances to our infrastructure or building for the work being requested.

IT WAS MOVED, SECONDED AND CARRIED THAT based on the recommendation from the Audit and Finance Committee at its November 19, 2019 meeting, the Board of Governors approve the Statutory Right of Way to BC Hydro. As part of this approval, the Board is asked to provide a statement declaring that “the disposal will not affect the future delivery of educational programs” and “the agreement(s) have been vetted by their legal advisor to ensure full protection of the Institution’s rights and interests”.

10.0 Student Governors

10.1 BCITSA President’s Update & Strategic Vision

Distributed material: Information Note

Justin Cervantes referred to the information note provided. He reported that the Student Association will be hosting an event in early January 10 to 12, 2020 which will focus on interdisciplinary, experiential and integrated learning. The event will focus on bringing business students, computing students, and graphic designers together into teams where they answer questions facing communities today. The groups include technologists and business leaders.

10.2 Student Representative Update

The Student Representative was not in attendance.

11.0 Questions and Other Business

The Chair advised that *Indigenous 101* sessions are planned for February and May 2020 and asked that the governors take advantage of the sessions being offered.

12.0 Conclusion

The meeting concluded at 12:00 p.m.



Doug Eveneshen, Chair