

MEETING AGENDA



BOARD OF GOVERNORS – OPEN

Tuesday October 5, 2021, 1:00 p.m. to 2:00 p.m.

- TLCF: 778.907.2071; Mtg ID: 858 3535 1303; Pwd: 885526
- Video: <https://bcit.zoom.us/j/85835351303?pwd=aDJMK0t3dXFkNmFvNHhIWGtNQlkvUT09&from=addon>

Board:

Dan Reader, Chair
 Kevin Adlparvar
 Catherine Boivie
 Marcia Braundy
 Bob Enns
 Anne Harvey
 Karin Hunt
 Marilyn Loewen Mauritz
 Scott McAlpine
 Stewart McGillivray
 Jeff Musialek
 Balwant Sanghera
 Meredith Sargent
 Judy Shandler

In Attendance:

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

Regrets:

Ryan Tones, Board Member

Ex-Officio:

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.	New Appointments	1:01	Chair	Oaths	-	3
	2.1 Oath of Office – C. Boivie and M. Loewen Mauritz					
	2.2 New Governors Biographies			Information Note	Information	5
3.	Consent Agenda (subject to request for discussion)	1:10	Chair	-	Approval	7
	3.1 Adopt Agenda					
	3.2 Minutes June 29, 2021					8
4.	President's Comments	1:12	K. Kinloch	Information Note Report	Information “	12 14
	4.1 President's Activities					
	4.2 Institute Report				“	
5.	Audit & Finance Committee	1:20	D. Reader	Decision Note Information Note	Approval Information	20 22
	5.1 Committee Membership					
	5.2 Approved Contracts July/August 2021 Update					

6.	Education Council	1:30	J. Figner	Information Note	Information	23
	6.1 Education Council Chair Update					
	6.2 Cancellation of Associate Certificate in Construction Supervision					
	6.3 Proposal for Associate Certificate in Digital Marketing Foundations					
	6.4 Proposal for Associate Certificate in Digital Marketing Strategy					
6.5 Proposal for Associate Certificate in Global Business Studies	47					
7.	Governance Committee	1:45	M. Sargent	Verbal	Information	57
	7.1 Governance Committee Update					
	7.2 Accommodation for Students with Disabilities - Policy #4501; Requests for Accommodation – Procedures #4501 PR1		L. Collins	Decision Note	Approval	58
8.	Student Governors	1:55	S. McGillivray	Information Note	Information	96
	8.1 Student Representative's Update					
9.	Conclusion	2:00	Chair	-	-	97
10.	Information Only	-		-	Information	98
	10.1 Correspondence					

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.

November 23	9:30 a.m. to 3:30 p.m.	Committee Meetings	Teleconference
December 7	1:00 p.m. to 5:00 p.m.	Board Meeting (Open and Closed)	Teleconference
December 9	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)

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**EDUCATION
FOR A COMPLEX WORLD.**



MEETING MINUTES

BOARD OF GOVERNORS - OPEN

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Board:

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Kevin Adlparvar
Catherine Boivie
Marcia Braundy
Bob Enns
Anne Harvey, Vice Chair
Karin Hunt
Marilyn Loewen Mauritz
Scott McAlpine
Stewart McGillivray
Jeff Musialek
Balwant Sanghera
Meredith Sargent
Judy Shandler

Ex-Officio:

Jennifer Figner, EdCo Chair
Kathy Kinloch, President

In Attendance:

Lisa Collins, VP, Students
Raimonda De Zen, Dir. Enterprise Risk and Internal Audit
Andrea Frisque, Dean, School of Energy
Lara Johnson, VP, Marketing and Communications
Cynthia Kent, Assoc. Dir., Privacy, Info. Access and Policy Mgmt.
Ana Lopez, VP, Human Resources and People Development
Glen Magel, Dir., Safety, Security & Emergency Services
Ryan McCallian, Advisory, Policy Mgmt.
Paul McCullough, VP, Advancement
Trish Pekeles, CFO and VP, Finance and Corporate Services
Cynthia Petrie, Assoc. Dir., Stakeholder Relations
Barbara Kader, EA Governance

Regrets:

Ryan Tones, Board Member

A quorum was present.

1.0 Call to Order and Welcome

All participants in the meeting made introductions and welcomed the two newly appointed governors.

2.0 New Appointments

2.1 Oaths of Office – C. Boivie and M. Loewen Mauritz

Distributed material: Agenda and Minutes

The Chair administered the Oath of Office for Ms. Loewen Mauritz and Dr. Boivie.

2.2 New Governors Biographies

Distributed material: Agenda and Minutes

Received as previously circulated.

3.0 Consent Agenda

Distributed material: Agenda and Minutes

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the consent agenda for October 5, 2021.

3.1 Adopt Agenda October 5, 2021

3.2 Minutes June 29, 2021

4.0 President's Comments

The President reported that the implementation and practise of COVID-19 safety protocols for return to campus continue successfully for all campus locations. The VP, Students reported on the challenges to support prospective and newly arriving international students. Support is being offered to international students regarding the ongoing changes in quarantine and immigration regulations set by government, housing issues, and assistance to those students who have been accepted into programs but were not able to travel to Canada. Management will follow-up with the Student Association President with data regarding the number of students requesting support from the International Student Centre.

4.1 President's Activities

Distributed material: Information Note

Received as previously circulated.

4.2 Institute Report

Distributed material: Information Note

Received as previously circulated.

5.0 Audit and Finance Committee

5.1 Committee Membership

Distributed material: Decision Note

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the addition of Jeff Musialek to the Audit and Finance Committee, effective October 5, 2021.

5.2 Approved Contracts July/August 2021 Update

Distributed material: Information Note

Received as previously circulated.

6.0 Education Council

6.1 Education Council Chair Update

Distributed material: Information Note

Received as previously circulated. The Education Council (EdCo) Chair reported on a recent voluntary and confidential survey on vaccination status within the BCIT community. 65% (1,700) of BCIT faculty and staff participated in the survey. Of those, 96% BCIT faculty and staff indicated they are vaccinated against COVID-19; and within those who are vaccinated, 99% are fully vaccinated. 94% of BCIT students who responded indicated they are vaccinated against COVID-19; and within those who shared they are vaccinated, 96% are fully vaccinated and 4% are partially vaccinated. 42% (9,100) of students participated in the survey. This information will be made available to the BCIT community and posted on the BCIT website.

It was reported that the approach taken regarding vaccinations is directed by the evolving Public Health Officer Orders (PHO), guidelines from the Ministry of Advanced Education and Skills Training, and WorkSafe BC. Consistent with PHO Orders, we continue to require proof of vaccination to access student housing, recreation services, and the campus pub using BC's Vaccine Card.

6.2 Cancellation of Associate Certificate in Construction Supervision

Distributed material: Decision Note

Received and approved as previously circulated. The EdCo Chair reported that students having a previous associate certificate and qualifications will have to qualify with the additional credits in order to qualify for a full certificate.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board approve cancellation of the Associate Certificate in Construction Supervision.

6.3 Proposal for Associate Certificate in Digital Marketing Foundations

Distributed material: Decision Note

Received and approved as previously circulated. The EdCo Chair answered questions regarding how program delivery modes are decided. It was reported that decisions are based on best formats for students to learn and the most effective method for instructors to teach, as well as what students are requesting.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate in Digital Marketing Foundations.

6.4 Proposal for Associate Certificate in Digital Marketing Strategy

Distributed material: Decision Note

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate in Digital Marketing Strategy

6.5 Proposal for Associate Certificate in Global Business Studies

Distributed material: Decision Note

Received and approved as previously circulated. The EdCo Chair reported on the differences between a Graduate Certificate and an Associate Certificate which are

differentiated by the entrance credentials as well as the level of study and the level of rigour within the program. An associate certificate is the most accessible credential usually with very minimal entrance requirements, while the graduate certificate is a graduate level of studies, with the entrance requirements being a baccalaureate degree.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for an Associate Certificate in Global Business Studies.

7.0 Governance Committee

7.1 Governance Committee Update

The Committee Chair provided an update on items discussed at the meeting held on September 21, 2021.

7.2 Accommodation for Students with Disabilities - Policy #4501; Requests for Accommodation – Procedures #4501 PR1

Distributed material: Decision Note

Received and approved as previously circulated. Management highlighted four substantive changes within the policy and procedures. Changes include the shared nature of the responsibility to accommodate students within the policy document; updates to required medical information for an accommodation request; changes to the consultation between accessibility services and the program area from 'will' to 'may if necessary'; and the inclusion of a new faculty-initiated review process in response to stakeholder input.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors is requested to approve the revised *Accommodation for Students with Disabilities, Policy #4501*, and the *Requests for Accommodation, Procedure #4501-PR1*.

8.0 Student Governors

8.1 Student Representative's Update

Distributed material: Information Note

Received as previously circulated.

8.2 Student Association (SA) President's Update

The SA President reported that the return to campus transition has been successful to date and students are feeling comfortable with safety protocols in place.

9.0 Conclusion

The meeting ended at 2:08 p.m.

10.0 Information Only

10.1 Correspondence

Distributed material: Letter – Governing in the Public Interest

Staff reported that governor certificate completion has been slow but is progressing. Communication will be sent to governors regarding upcoming modules and enrolment issues.



Dan Reader, Chair