

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Wednesday June 1, 2022

- Tour of Aerospace Campus (ATC): 9:15 a.m. to 10:15 a.m.
- Strategy Session (**Sn Team and Governors only**): 10:30 a.m. to 12:00 p.m., Room 160
- Lunch: 12:00 p.m. to 1:00 p.m., Room 160
- Open Meeting begins: 1:00 p.m. to 2:35 p.m., CIBC Room 198
- Aerospace Campus (ATC), CIBC Room 198 - 3800 Cessna Road, Richmond, Delta, BC
- Teleconference: 778.907.2071; Mtg ID: 818 8842 6752; Pwd: 273749
- <https://bcit.zoom.us/j/81888426752?pwd=Z0p2U1Avdk5WMMVIYRWNxRzVWS3FQdz09&from=addon>

Board:

Dan Reader, Chair
 Anne Harvey, Vice Chair
 Catherine Boivie
 Bob Enns
 Don Matthew
 Marilyn Mauritz
 Jeff Musialek
 Balwant Sanghera
 Meredith Sargent
 Claire Wang
 Ryan Tones

Liam Lauren, Student Rep
 Scott McAlpine, Support Staff Rep
 Stewart McGillivray, Student Rep

Ex-Officio:

Jennifer Figner, EdCo Chair
 Kathy Kinloch, President

In Attendance:

Kevin Adlparvar, previous Student Association President
 Sanja Boskovic, Assoc. Dean, Aerospace (ATC)
 Shera Clement, Financial Controller (item #6.1)
 Lisa Collins, VP, Students
 Raimonda De Zen, Dir., Enterprise Risk & Internal Audit
 Danica, Djurkovic, VP, Campus Planning & Facilities
 Kim Dotto, Dean, Applied Research & Centre for Applied Research and Innovation
 Sarah Dunn, Dir., Institutional Research & Planning
 Lara Johnson, VP, Marketing & Communication
 Carolyn Kirkwood, Kirkwood (for Strategic Plan Workshop only)
 Ana Lopez, VP, Human Resources & People Development
 Paul McCullough, VP, Advancement
 Trish Pekeles, CFO & VP, Finance & Corporate Services
 Cynthia Petrie, Dir. Stakeholder Relations
 Allison Ruge, Implementation Lead, BCIT Strategic Plan
 Judy Shandler, previous Governor, BCGEU Faculty Rep
 Barbara Kader, EA, Governance

Regrets:

Marcia Braundy – Board Member
 Tamara Pongracz, Faculty Rep – Board Member

BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̅əm (Musqueam), Selilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations

	Item		Presenter	Action	Page
1.	Call to Order/Opening Remarks/Swear in New Members	1:00	Chair	-	3
	1.0 Oath of Office (L. Lauren)				4
2.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i>	1:10	Chair	Approval	5
	2.1 Minutes March 29, 2022				6
	2.2 Institute Report				11
3.	Chair's Report	1:15	Chair	Information	18
	3.1 Governor Appointments				19
4.	President's Report	1:20	K. Kinloch	Information	23
	4.1 Aerospace Technology Campus Presentation		S. Boskovic		24
	4.2 2022/23 Minister's Letter of Direction		S. Dunn		30
	4.3 Canada-Ukraine Authorization for Emergency Travel (CUAET)		L. Collins		52

	Item		Presenter	Action	Page
5.	Education Council	1:50	J. Figner		
	5.1 Chair's Report			Information	56
	5.2 New Program – Advanced Certificate in Sustainable Business			Approval	57
	5.3 Program Cancellation - Graduate Certificate in Forensic Investigation of Fraud and Financial Crime			“ “	69
	5.4 Program Cancellation - Network Administration and Security Professional			“ “	80
6.	Audit and Finance Committee	2:00			
	6.1 Audited Financial Statements for the year ended March 31, 2022		D. Reader	Approvals	91
	6.2 Finance Policies: <ul style="list-style-type: none"> • Revoke Bank Officers Signing Policy 2001 • Banking Policy 2010 • Investments Policy 2030 • Borrowing Policy 2040 		T. Pekeles	“ “	140
	6.3 Committee Membership		D. Reader	“ “	166
7.	Governance Committee	2:15			
	7.1 Chair's Report		M. Sargent	Information	168
	7.2 Governance Manual and Bylaws Revisions		“ “	Approval	169
8.	Student Governors	2:25			
	8.1 Student Association President's Report		K. Adlparvar / L. Lauren	Information	298
	8.2 Student Representative's Report		S. McGillivray	“ “	300
9.	Applied Research	2:30			
	9.1 Dean's Report		K. Dotto	Information	302
	9.2 Research Ethics Board Annual Report		“ “	Approval	303
10.	Next Meeting and Conclusion <ul style="list-style-type: none"> • Next meeting: June 29, 2022 	2:35	Chair	-	309

***Emergency preparedness instructions for ATC are available in Aprio*

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MEETING MINUTES

BOARD OF GOVERNORS - OPEN

Wednesday June 1, 2022, 1:02 p.m. to 3:01 p.m.

Board:

Dan Reader, Chair
Catherine Boivie
Marcia Braundy
Bob Enns
Don Matthew
Jeff Musialek
Balwant Sanghera
Meredith Sargent
Claire Wang
Ryan Tones

Liam Lauren, Student Rep
Scott McAlpine, Support Staff Rep
Stewart McGillivray, Student Rep

Ex-Officio:

Jennifer Figner, EdCo Chair
Kathy Kinloch, President

In Attendance:

Kevin Adlparvar, previous Student Association President
Sanja Boskovic, Assoc. Dean, Aerospace (ATC)
Shera Clement, Financial Controller (item #6.1)
Lisa Collins, VP, Students
Raimonda De Zen, Dir., Enterprise Risk & Internal Audit
Danica, Djurkovic, VP, Campus Planning & Facilities
Kim Dotto, Dean, Applied Research & Centre for Applied Research and Innovation
Sarah Dunn, Dir., Institutional Research & Planning
Lara Johnson, VP, Marketing & Communication
Ana Lopez, VP, Human Resources & People Development
Paul McCullough, VP, Advancement
Trish Pekeles, CFO & VP, Finance & Corporate Services
Cynthia Petrie, Dir. Stakeholder Relations
Judy Shandler, previous Governor, BCGEU Faculty Rep (partial attendance)
Barbara Kader, EA, Governance

Regrets:

Anne Harvey – Vice Chair
Marilyn Mauritz – Board Member
Tamara Pongracz - Board Member

A quorum was present.

1.0 Call to Order/Opening Remarks/Swear in New Members

1.1 Oath of Office (L. Lauren)

Distributed material: Oath of Office

The Board Chair administered the Oath of Office for Liam Lauren.

2.0 Approval of Agenda/Consent Agenda

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the consent agenda for June 1, 2022.

2.1 Minutes March 29, 2022

Distributed material: Minutes

Received and approved as previously circulated.

2.2 Institute Report
Distributed material: Information Note

Received as previously circulated.

3.0 Chair's Report

3.1 Governor Appointments
Distributed material: Information Note

The Chair acknowledged the departing governors as per the information previously circulated.

4.0 President's Comments
Distributed material at meeting: Information Note

The President referred to the information note circulated at the meeting and thanked the board for attending the Strategy Session held on June 1, 2022 prior to the board meetings.

4.1 Aerospace Technology Campus Presentation
Distributed material at meeting: Information Note/Presentation

Staff highlighted key points in the presentation previously circulated.

4.2 2022/23 Minister's Letter of Direction
Distributed material: Decision Note

Staff highlighted priorities and expectations from government in the information note previously circulated. As per government's requirements, the letter was approved by the Board of Governors and will be posted on the BCIT website.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED that the Board of Governors authorizes the Board Chair to sign, on behalf of the Board of Governors, the 2022-2023 Mandate Letter from the Province of British Columbia, Ministry of Advanced Education and Skills Training.

4.3 Supports for Ukrainian and Russian Employees and Students
Distributed material: Letter

Management referred to the material previously circulated. It was reported that students arriving from the Ukraine under the Canada Ukraine Authorization for Emergency Travel be eligible for a three-year open work permit as well as a study permit. In response to a government request, BCIT will charge these students tuition fees at domestic rates. A large number of Ukraine nationals is not expected however, a better indicator of the number is expected later in July 2022. Only 10 students from the spring/summer term have come forward requesting temporary financial assistance. Ukrainian students are being treated as priority place holders for student housing assignments.

Following a request from government, 36 beds have been reserved in student housing for June to August 2022 to accommodate Ukrainian nationals in urgent need of housing while they settle in Canada.

5.0 Education Council

5.1 Chair's Report

Distributed material: Information Note

Received as previously circulated. An election for the new Education Council Chair will take place on June 8, 2022.

5.2 New Program – Advanced Certificate in Sustainable Business

Distributed material: Decision Note, Report

Received and approved as previously circulated. The EdCo Chair reported that the new program had been approved by the Audit and Finance Committee at their meeting on May 18, 2022. The Chair reported the differences between micro credentials and the new program.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the proposed Advanced Certificate in Sustainable Business.

5.3 Program Cancellation – Graduate Certificate in Forensic Investigation of Fraud and Financial Crime

Distributed material: Decision Note, Report

Received and approved as previously circulated. Enrolment in the program has been low, and no faculty or students have been impacted by the program cancellation. Questions were answered regarding amending the program compared to a full cancellation. Industry has provided feedback advising that a full program is not preferential. Plans to develop an alternative micro credential program are being assessed.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board acknowledge that the appropriate process for cancellation of this program has been followed in accordance with Policy 5405, and approve cancellation of the Graduate Certificate in Forensic Investigation of Fraud and Financial Crime.

5.4 Program Cancellation – Network Administration and Security Professional

Distributed material: Decision Note, Report

Received and approved as previously circulated. It was reported that hiring qualified faculty to teach the program has been a challenge as salaries are higher in the private sector. It was reported that students will still be able to access parts of the program through other programs. There are no other institutes offering this program in the province.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board acknowledge that the appropriate process for cancellation of this program has been followed in accordance with Policy 5405, and approve the cancellation of the Certificate in Network Administration and Security Professional (NASP).

6.0 Audit and Finance Committee

6.1 Audited Financial Statements for the year ended March 31, 2022

Distributed material: Decision Note, Report

Staff highlighted key points in the presentation previously circulated. It was reported that although the institute reported a deficit of \$10M for the year ended March 31,

2022, there is an overall surplus cumulative of \$133M on the balance sheet. The Ministry has approved the current deficit. Management reported that the College Pension Plan and the Municipal Pension Plan are fully funded and has been performing favourably.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Audited Financial Statements for the year ended March 31, 2022.

6.2 Finance Policies:

Distributed material: Decision Notes

Received and approved as previously circulated. The Audit and Finance Committee approved the revisions presented at their meeting held on May 18, 2022.

- Revoke Bank Officers Signing Policy 2001
- Banking Policy 2010, and Procedures 2010 PR1
- Investments Policy 2030, and Procedures 2030 PR1
- Borrowing Policy 2040

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the *Revoke Bank Officers Signing Policy 2001; the Banking Policy 2010 and Procedures 2010 PR1; the Investments Policy 2040, and Procedures 2040 PR1; and the Borrowing Policy 2040.*

6.3 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 Don Matthew as the Chair of the Audit and Finance Committee, and Jeff Musialek as the Chair of the Campus Planning and Development Committee, effective June 1, 2022.

7.0 Governance Committee

7.1 Chair's Report

The Committee Chair reported that they had met on May 18, 2022 discussed and reviewed the revisions to the Bylaws and the Governance Manual. It was also reported that Judy Shandler attended her last Committee meeting.

7.2 Bylaws and Governance Manual Revisions

Distributed material: Decision Note

A fulsome discussion took place regarding various proposed changes within the Governance Manual. It was felt that reconsideration of the proposed changes is recommended. The Board Chair requested that feedback to the Board Office be received no later than June 7, 2022. The Audit and Finance Committee, and the Governance Committee will review the manual at their meetings on June 14, 2022 and the item will be returned to the Board for consideration at their meeting on June 29, 2022.

IT IS HEREBY RESOLVED, SECONDED AND APPROVED THAT the Board of Governors **TABLE** the approval of the Bylaws and Governance Manual for consideration at their meeting on June 29, 2022.

8.0 Student Governors

8.1 Student Association (SA) President's Update

Received as previously circulated. The SA President introduced Liam Lauren, who was elected as the SA President effective June 1, 2022 to May 31, 2023. Questions were answered regarding the differences between the two governor roles, which are both elected positions holding a board seat.

8.2 Student Representative's Update

Distributed material: Information Note

Received as previously circulated.

9.0 Applied Research

9.1 Dean's report

Dr. Kim Dotto reported that the pandemic year has been beneficial to Applied Research as it provided an opportunity to work with industry partners, and on projects such as the development of personal protective equipment. Applied Research received an additional \$9M in grant funding from industry (via the BCIT Foundation) and from the federal and provincial government over the past year the grant will be beneficial for the next three years.

Applied Research was the recipient of four awards in 2022, one being the *Foresight 2022 Cleantech Top Educator Award*, and they have received awards in the area of human resources for best practices within their respective field. The team also accounted for 32,000 social media impressions, and 19+M views.

The President acknowledged the successes of BCIT's Applied Research and thanked Dr. Dotto.

9.2 Research Ethics Board Annual Report

Distributed material: Decision Note

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the *Research and Ethics Annual Report* for 2021.

9.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on June 29, 2022 at the BCIT Burnaby Campus - Building SE02 - Town Square D.



Dan Reader, Chair

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