

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

- Date/Time: February 7, 2019, 1:00 p.m. to 2:20 p.m.
- Meeting Location: Downtown Campus (DTC), rooms 282/284
- **Conference call number:** 604.622.7800, 1.877.428.8181
 - **Meeting ID:** 985 897 968
- Members: Kathy Corrigan (Chair), Vasyl Baryshnikov, Emery Biggar, Timothy David, Doug Eveneshen, Robert Phillips, David Podmore, Dan Reader, Balwant Sanghera, Judy Shandler, Ryan Tones, Cathy Young
- Ex-Officio: Jennifer Figner, Paul McCullough (Acting President)
- Senior Team and Guests: Lisa Collins, Raimonda De Zen, Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O’Melinn, Cynthia Petrie, Tom Roemer, Barbara Kader (recorder)
- Regrets: Anne Harvey, Kathy Kinloch

	Issue		Presenter	Material	Action	Pg
1.	Call to Order and Welcome	1:00	Chair	-	-	-
2.	Adopt Agenda	1:05	Chair	-	-	1
3.	Minutes 3.1 December 5, 2018 3.2 Action Items	1:10	Chair	- Information Note	Approval Information	3 8
4.	Report from the Chair 4.1 Appointments and Oaths of Office 4.2 Committee Memberships 4.3 Chair’s Activities	1:15	Chair	Oaths Decision Note Information Note	- Approval Information	9 13 20
5.	Report from the President 5.1 President’s Activities 5.2 Institute Report	1:25	P. McCullough C. Petrie	Verbal Report	Information “ “	23 24
6.	Audit & Finance Committee 6.1 Committee Chair Update	1:35	C. Young	Verbal	Information	30
7.	Governance Committee 7.1 Committee Chair Update 7.2 Governance Manual and Bylaws Review and Update	1:45	D. Eveneshen	Verbal Decision Note	Information Approval	31 32
8.	Education Council 8.1 Chair’s Update 8.2 Notice of Intent – Master of Engineering in Smart Grids 8.3 New Program Proposal – Diploma in Full Stack Web Development	1:55	J. Figner	Information Note Decision Note “ “	Information Approval “ “	44 45 57

9.	Student Governors 9.1 President's BCITSA Update 9.2 Student Representative Update	2:05	T. David V. Baryshnikov	Information Note Verbal	Information “ ”	66 68
10.	Other Business	2:10	Chair	-	-	68
11.	Questions	-	-	-	-	68
12.	Conclusion	2:20	Chair	-	-	68
13.	Information Only 13.1 AVEST 13.2 Safety Information 13.3 2020 Board & Committee Dates	-	-	-	-	69 70 84

Board Meeting & Event Dates 2019:

February 26	1:30 p.m. & 6:30 p.m.	Winter Convocation Ceremonies	Willingdon Church, Burnaby
February 27	9:00 a.m.	“ ”	“ ”
March 5	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
March 13	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting	Room 3307 - SW01 Burnaby Campus (Executive Offices)
March 19	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	BMC – Marine Campus, Room 110
April 15	TBA	Staff Service Awards	TBA
May 6	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
May 28	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	AIC - Annacis Island Campus, Step-Up Room
June 11	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
June 19 to 21	TBA	Spring Convocation Ceremonies	Willingdon 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 17	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
October 1	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	ATC – Aerospace Technology Campus – CIBC Room
October 22	5:00 p.m. to 9:00 a.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 19	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
December 4	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus – Room 282/284
December 5	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Rooms)
December 11	2:00 p.m. to 5:00 p.m.	Board of Governors/Staff Holiday Reception	BBY - Burnaby Campus, Town Hall

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EDUCATION
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MEETING MINUTES



BOARD OF GOVERNORS - OPEN

Thursday February 7, 2019, 1:00 p.m. to 2:03 p.m.

- Downtown Campus, Room 282/284 – 555 Seymour Street, Vancouver

Board:

Kathy Corrigan (Chair)
Vasyl Baryshnikov
Timothy David
Doug Eveneshen
Dan Reader
Balwant Sanghera
Judy Shandler
Cathy Young

Ex-Officio:

Jennifer Figner

Management, Guests & Staff:

Lisa Collins, VP Students
Lara Johnson, Assoc. VP Marketing & Communications
Ana Lopez, VP Human Resources & People Development
Paul McCullough, VP Advancement
Lorcan O'Melinn, VP Administration & CFO
Cynthia Petrie, Assoc. Director Stakeholder Relations
Tom Roemer, VP Academic
Kathy Siedlaczek, Assoc. Dean Academic Planning and QA
Raimonda De Zen, Director Internal Audit and Advisory Services
Barbara Kader, EA Governance

Regrets:

Emery Biggar – Board Member
Anne Harvey – Board Member
Roy Hart – CIO
Kathy Kinloch – President
Robert Phillips – Board Member
David Podmore – Board Member
Ryan Tones – 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 February 7, 2019.

3.0 Minutes

3.1 Approve Minutes

Distributed material: Minutes

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the meeting minutes of December 5, 2018.



3.2 Action Items

Distributed material: Information Note

Noted.

4.0 Report from the Chair

4.1 Appointments and Oaths of Office

Distributed material: Information Note and Oaths

The Chair administered the Oath of Office for Governors Dan Reader (Order in Council) and Judy Shandler (elected FSA Representative), and acknowledged Neil Cox's (elected FSA Representative) retirement.

4.2 Committee Memberships

Distributed material: Decision Note

The Chair referred to the decision note provided and announced the new committee members.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve changes to Committee (Audit & Finance, Governance, Human Resources, Tributes) memberships.

4.3 Chair's Activities

Distributed material: Information Note

The Chair referred to the material provided. She encouraged Governors to take part in upcoming BCIT events.

5.0 Report from the President

5.1 President's Activities

Paul McCullough reported activities on behalf of the President, and noted that Ms. Kinloch delivered the keynote speech at the 2018 Women's Executive Network (WXN) Top 100 Hall of Fame on January 17, 2019; he reported on BCIT's involvement at the Vancouver Board of Trade's "*The Future of Canada's Aerospace Industry*" for which there was a reception at the Aerospace Technology Campus, both on January 28, 2019. He also reported on the opening of the BCIT Alumni Association's (BCITAA) Hong Kong alumni chapter on January 22, 2019.

5.2 Institute Report

Distributed material: Information Note

Mr. McCullough referred to the report previously provided.

6.0 Audit & Finance Committee

6.1 Committee Chair Update



The Committee Chair reported that the Committee had met on February 7, 2019 and that a budget workshop was planned for February 20, 2019. Timothy David and Dan Reader were welcomed as new committee members.

7.0 Governance Committee

7.1 Committee Chair Update

The Committee Chair reported that the Committee met on January 29, 2019. He confirmed that the Conflict of Interest, section 4.0, of the Governance Manual was reviewed and approved by the Committee, and committee membership was discussed at their meeting.

7.2 Governance Manual & Bylaws Update

Distributed material: Decision Note and Draft Bylaws

The Committee Chair provided an overview of the information note, highlighting the changes in the *Conflict of Interest Guidelines* and draft Bylaws. Further revisions will be made to the Bylaws, and brought forward to the board for approval at a later date.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve changes to the Governance Manual, including the new *Conflict of Interest Guidelines*, section 4.0 of the Manual.

IT WAS MOVED, SECONDED AND TABLED THAT the Board of Governors approve changes to the Bylaws.

8.0 Education Council

8.1 Chair's Update

Distributed material: Information Note

The Education Council Chair provided an overview of the information note presented to the Board.

Kathy Siedlaczek reported on the various reasons for program suspensions including decreased enrollments, anticipated required program changes and how to reposition programs for future success.

The Chair of EdCo provided an overview of steps taken for the program approval process. A Notice of Intent is brought forward for approval to the Board and the Education Council for approval of Bachelor and Master programs only. Once approval is granted, the program is developed having further research carried out with multiple departments and stakeholders including other post-secondary institutions.

8.2 Notice of Intent – Master of Engineering in Smart Grids

Distributed material: Decision Note



The Chair of the Education Council (EdCo) provided an overview of the material presented to the Board and reported that the business forecast had been reviewed and approved by the Audit and Finance Committee on February 7, 2019.

IT WAS MOVED, SECONDED AND CARRIED THAT BCIT's Education Council recommends that the Board of Governors approve the Notice of Intent – Master of Engineering in Smart Grids.

8.3 New Program Proposal – Diploma in Full Stack Web Development

Distributed material: Information Note

The EdCo Chair provided an overview of the material presented to the Board and reported that the business forecast had been reviewed and approved by the Audit and Finance Committee on February 7, 2019. It was reported that the program is part of the tech seat funding previously received from the Ministry of Advanced Education and Skills Training (AEST).

IT WAS MOVED, SECONDED AND CARRIED THAT BCIT's Education Council recommends that the Board of Governors approve the Proposal for a Diploma in Full Stack Web Development.

9.0 Student Governors

9.1 President BCITSA Update

Distributed material: Information Note plus video

The President of the Student Association provided an overview of the information note presented to the Board. He reported that the association is currently looking at feedback from students regarding health benefits for extended health. He also reported that the BCITSA Strategic Plan will be more aligned with the new BCIT Strategic Plan.

IXL conference will be taking place again this year 'impact for leadership' March 9, 2019.

Questions were asked regarding orientation sessions for international students, it was reported that a number of information sessions cover an array of items.

9.2 Student Representative Update

Nothing to report.

10.0 Other Business

No items were raised.

11.0 Questions



No questions were asked.

12.0 Conclusion

The meeting concluded at 2:03 p.m.



Kathy Corrigan, Chair