# 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

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<th>Presenter</th>
<th>Material</th>
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<td>1. Call to Order and Welcome</td>
<td>Chair</td>
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<td>2. Adopt Agenda</td>
<td>Chair</td>
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<td>3. Minutes</td>
<td>Chair</td>
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<td>Chair</td>
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<td>5. Report from the President</td>
<td>P. McCullough</td>
<td>Verbal Report</td>
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<td>5.1 President's Activities</td>
<td>C. Petrie</td>
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<td>5.2 Institute Report</td>
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<td>6. Audit &amp; Finance Committee</td>
<td>C. Young</td>
<td>Verbal</td>
<td>Information</td>
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<td>6.1 Committee Chair Update</td>
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<td>7. Governance Committee</td>
<td>D. Eveneshen</td>
<td>Verbal Decision Note</td>
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<td>8. Education Council</td>
<td>J. Figner</td>
<td>Information Note Decision Note</td>
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<td>Date</td>
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<td>February 26</td>
<td>Winter Convocation Ceremonies</td>
<td>1:30 p.m. &amp; 6:30 p.m.</td>
<td>Willingdon Church, Burnaby</td>
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<td>February 27</td>
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<td>9:00 a.m.</td>
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<td>March 5</td>
<td>Committee Meetings</td>
<td>9:30 a.m. to 4:30 p.m.</td>
<td>DTC - Downtown Campus, Room 283</td>
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<td>March 13</td>
<td>Tributes Committee Meeting</td>
<td>10:00 a.m. to 11:30 a.m.</td>
<td>Room 3307 - SW01 Burnaby Campus (Executive Offices)</td>
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<td>March 19</td>
<td>Board Meeting (Open and Closed)</td>
<td>10:00 a.m. to 2:30 p.m.</td>
<td>BMC – Marine Campus, Room 110</td>
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<td>April 15</td>
<td>TBA</td>
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<td>May 6</td>
<td>Committee Meetings</td>
<td>9:30 a.m. to 4:30 p.m.</td>
<td>DTC - Downtown Campus, Room 283</td>
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<td>May 28</td>
<td>Board Meeting (Open and Closed)</td>
<td>10:00 a.m. to 2:30 p.m.</td>
<td>AIC - Annacis Island Campus, Step-Up Room</td>
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<td>June 11</td>
<td>Committee Meetings</td>
<td>9:30 a.m. to 4:30 p.m.</td>
<td>DTC - Downtown Campus, Room 283</td>
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<td>June 19 to 21</td>
<td>TBA</td>
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<td>June 25</td>
<td>Board Meeting (Open and Closed)</td>
<td>1:00 p.m. to 4:30 p.m.</td>
<td>BBY - Burnaby Campus – Royal Oak Boardroom 0</td>
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<td>September 17</td>
<td>Committee Meetings</td>
<td>9:30 a.m. to 4:30 p.m.</td>
<td>DTC - Downtown Campus, Room 283</td>
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<td>October 1</td>
<td>Board Meeting (Open and Closed)</td>
<td>1:00 p.m. to 4:30 p.m.</td>
<td>ATC – Aerospace Technology Campus – CIBC Room</td>
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<td>October 22</td>
<td>Distinguished Awards Dinner</td>
<td>5:00 p.m. to 9:00 a.m.</td>
<td>Vancouver Convention Centre</td>
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<td>November 19</td>
<td>Committee Meetings</td>
<td>9:30 a.m. to 4:30 p.m.</td>
<td>DTC - Downtown Campus, Room 283</td>
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<td>December 4</td>
<td>Board Meeting (Open and Closed)</td>
<td>1:00 p.m. to 4:30 p.m.</td>
<td>DTC - Downtown Campus – Room 282/284</td>
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<td>December 5</td>
<td>BCIT Board of Governors Holiday Luncheon</td>
<td>12:00 p.m. to 2:00 p.m.</td>
<td>The Vancouver Club (University Rooms)</td>
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<td>December 11</td>
<td>Board of Governors/Staff Holiday Reception</td>
<td>2:00 p.m. to 5:00 p.m.</td>
<td>BBY - Burnaby Campus, Town Hall</td>
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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.

Board of Governors Open – March 19, 2019
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

Board of Governors Open – March 19, 2019
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

*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

*Information Note*

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

Kathy Siediaczkek 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

*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**
Board of Governors Open Meeting Minutes
February 7, 2019, 1:00 p.m. to 2:03 p.m.

No questions were asked.

12.0 Conclusion

The meeting concluded at 2:03 p.m.

[Signature]
Kathy Corrigan, Chair