

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Tuesday May 28, 2019, 10:30 a.m. to 12:30 p.m.

- **Campus Tour at 9:30 a.m. to 10:15 a.m. – meet in the Scale-up Room, 2nd Floor**
- Annacis Island Campus, Scale-up Room, 2nd floor, 1608 Cliveden Avenue, Delta
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 987 288 547

Board:

Kathy Corrigan (Chair)
 Vasyl Baryshnikov
 Timothy David
 Doug Eveneshen
 Anne Harvey
 Dan Reader
 Robert Phillips
 Judy Shandler
 Ryan Tones
 Cathy Young

Management and 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
 Guy Ellis, Dean, School of Transportation
 Barbara Kader, EA Governance

Ex-Officio:

Jennifer Figner
 Kathy Kinloch

Regrets:

Emery Biggar, Board Member
 David Podmore, Board Member
 Balwant Sanghera, Board Member

	Issue		Presenter	Material	Action	Pg
1.	Call to Order & Welcome	10:30	Chair	-	-	-
2.	Adopt Agenda	-	Chair	-	Approval	1
3.	Minutes March 19, 2019	10:35	Chair	-	Approval	8
4.	Presentation: School of Transportation Annacis Island	10:40	G. Ellis	Presentation	Information	14
5.	Report from the Chair 5.1 Chair's Activities 5.2 Board Member Changes 5.3 Oath of Office – J. Cervantes	10:50	Chair “ “ “ “	Information Note Verbal Oath of Office	Information “ “ -	18 20 21
6.	Report from the President 6.1 President's Activities 6.2 Institute Report	11:00	K. Kinloch C. Petrie	Information Note “ “	Information “ “	23 24
7.	Mandate Letter Priorities, Accountability Framework and Performance Measures	11:10	S. Dunn	Information Note & Presentation	Information	29
8.	Audit & Finance Committee 8.1 Committee Chair Update 8.2 Audited Financial Statements, March 31, 2019 8.3 Purchase of Operating Goods or Services - #2003	11:25	C. Young L. O'Melinn “ “	Verbal Decision Note “ “	Information Approval “ “	48 49 107

9.	Governance Committee	11:35	D. Eveneshen	Verbal Decision Note	Information Approval	127 128 131 150
	9.1 Committee Chair Update					
	9.2 Governance Manual Update – Corporate Policies					
	9.3 Bylaws Update					
	9.4 Filming on Campus – Policy #7130					
10.	Human Resources Committee 10.1 Occupational Health & Safety – Policy & Procedures #7150	11:45	A. Harvey	Decision Note	Approval	167
11.	Education Council	11:50	J. Figner “ “ “ “	Information Note Decision Note “ “	Information Approval “ “	213 214 250
	11.1 Chair’s Update					
	11.2 Student Code of Conduct Policies and Procedures					
	11.3 Program Cancellation					
12.	Student Governors	12:05	T. David V. Baryshnikov	Information Note “ “	Information “ “	251 261
	12.1 BCITSA President’s Update & Strategic Vision					
	12.2 Student Representative Update					
13.	Other Business 13.1 Research Ethics Board Annual Report	12:10	T. Roemer	Decision Note	Approval	262
14.	Questions	12:15	Chair	-	-	266
15.	Conclusion	12:30	Chair	-	-	266
16.	Information Only 16.1 Professional Development Summary	-	-	-	-	267

Board Meeting & Event Dates 2019:

June 11	9:30 a.m. to 4:30 p.m. 5:00 p.m. to 8:30 p.m.	Committee Meetings Honoring Our Leaders Ceremony	DTC - Downtown Campus, Room 283 BBY – Burnaby Campus - Great Hall SE02
June 19 to 21	TBA	Spring Convocation Ceremonies	Willingdon Church, Burnaby
June 20	5:45 p.m. to 8:45 p.m.	BCIT Tributes Dinner 2019	The Vancouver Club (University Rooms)
June 25	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	BBY - Burnaby Campus – Royal Oak Boardroom 0
July 5	2:00 p.m. to 4:00 p.m.	Marine Campus Graduation	DTC - Downtown Campus, Room 284
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

MEETING MINUTES



BOARD OF GOVERNORS - OPEN

Tuesday May 28, 2019, 10:30 a.m. to 12:30 p.m.

- Annacis Island Campus, Scale-up Room, 2nd floor, 1608 Cliveden Avenue, Delta

Board:

Kathy Corrigan (Chair)
Vasyl Baryshnikov
Timothy David
Doug Eveneshen
Anne Harvey
Dan Reader
Judy Shandler
Ryan Tones
Cathy Young

Ex-Officio:

Jennifer Figner
Kathy Kinloch

In Attendance:

Justin Cervantes, Governor (#5.3)
Lisa Collins, VP Students
Raimonda De Zen, Internal Audit & Advisory Services
Sarah Dunn, Director Institutional Research (#4.3)
Guy Ellis, Dean, School of Transportation (#4.0)
Lara Johnson, Assoc. VP Marketing & Communications
Ana Lopez, VP Human Resources & People Development
Paul McCullough, VP Advancement
Lorcan O'Melinn, VP Administration & CFO
Tom Roemer, VP Academic
Barbara Kader, EA Governance

Regrets:

Emery Biggar, Board Member
Robert Phillips, Board Member
David Podmore, Board Member
Balwant Sanghera, 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 May 28, 2019.

3.0 Minutes March 19, 2019

Distributed material: Minutes

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the meeting minutes for March 19, 2019.



4.0 Presentation – School of Transportation Annacis Island

Distributed material: Presentation

Management referred to the presentation regarding Marine Training Program – Southern for women and Indigenous Peoples to Participate in the Marine Industry of British Columbia provided to the board. Dean Guy Ellis reported that BCIT had responded to a Request for Proposal (RFP) issued from Transport Canada in the fall of 2018 which aligns with BCIT's mandate from the provincial government, particularly implementing education-related Truth and Reconciliation Commission (TRC) Calls to action and improve access to post-secondary education for under-represented students. The partnership was publicly announced at BCIT's Marine Campus on April 23, 2019 by The Honourable Marc Garneau, Minister of Transport, as part of Ocean Protection Plan of which BCIT has received \$6.2 million over three years.

Dean Ellis reported that a partnership has been formed with Camosun College to capture both sides of the Salish Sea, and to share the risk associated to potentially limited resources. The School of Transportation Business Development Manager will be the Project Manager maintaining overall control. Captain Philip McCarter's team at the Marine Campus have played a key role in enhancing the program proposal as well as input from BCIT's Indigenous Services group.

It was reported that the project is supported by AEST; Ministry of Transportation and Infrastructure, Canada Coast Guard; and a number of industry players and Indigenous groups. The proposal is built on the Bridge Watch Rating which is an Associate Certificate, and will include preparatory support to improve student success and added short electives to support self selection and customization. The proposal is based on 17 cohorts, averaging a dozen students for a total of 204 lives changed. 14 of the 17 cohorts are intended to be Indigenous cohorts with six at or near their communities along the BC coastline.

Over the next three years, the strategy is to work with regional organizations which can represent a number of individual nations in their communities. BCIT looks forward to enabling greater numbers of women and Indigenous Peoples to participate in BC's Marine Industry. The first cohort begins in June 2019.

5.0 Report from the Chair

5.1 Chair's Activities

Distributed material: Information Note

The Chair referred to the information note provided to the board. She included that she had attended the *An Indigenous Vision: A Framework for Action and Accountability* event held on May 27, 2019 and reminded governors of the June 2019 convocation ceremonies. She noted that she, Kathy Kinloch, Dan Reader and Doug Eveneshen attended a government organized conference, 'Governing in the Public Interest' and highlighted the modules presented at the conference. A report of the conference will be provided for the next board meeting.

5.2 Board Member Changes



The Chair referred to the report provided to the board and acknowledged Timothy David's completed term.

5.3 Oath of Office – J. Cervantes

Distributed material: Information Note, Oath of Office

The Chair referred to the information note provided to the board. Mr. Cervantes delivered his Oath of Office effective June 1, 2019.

6.0 Report from the President

6.1 President's Activities

Distributed material: Information Note, Indigenous Vision brochure

Kathy Kinloch referred to the information note provided to the board. She reported that the Strategic Plan and the Indigenous Vision have been released internally. BCIT attended Polytechnics Canada, hosted by Kwantlen Polytechnic University Richmond Campus, which included 13 institutions participating from across the country. Paul McCullough and Kathy Kinloch represented the only post-secondary institution at the *Greater Vancouver Board of Trade - Governors' Banquet and Rix Awards 2019*.

6.2 Institute Report

Distributed material: Information Note

Management referred to the report previously provided to the board.

7.0 Mandate Letter Priorities, Accountability Framework and Performance Measures

Distributed material: Agenda

Sarah Dunn referred to the information note and presentation provided to the board. Ms. Dunn reported on supporting the priorities listed in the Mandate Letter and provided an overview of the Accountability Framework and the Institutional Accountability Plan and Reports.

BCIT performance measures were highlighted. All institutions are required to report on a standard set of performance measures which align to the strategic objectives of the Ministry. To support Mandate Priority #1, a new template has been implemented this year, which refers to the progress in implementing the Truth and Reconciliation Commission (TRC) calls to action and the UN Declaration.

A summary of BCIT's AEST full-time equivalents (FTEs) was provided, representing a broad range of full-time technology, trades & technical studies, and part-time studies courses across all campuses. The final audited 2018/19 student FTEs, indicates a decrease overall in domestic activities. The overall FTEs, which include Industry Training Authority (ITA) and International, increased by 0.4% however, the switch between the domestic and international buckets of activity are factors in the changing AEST utilization rate.



Aboriginal Student Spaces is a required performance measure in the Accountability Report. The Ministry uses an indicator in which students who self-identify as Aboriginal, First Nations, Metis or Inuit in the BC K-12 education system or at a BC public post-secondary institution. BCIT is seeing increases in Indigenous enrolment, however, when looking at the instructional activity taken, there is a decline in student FTEs which is mostly attributed to apprenticeship however, it was reported that apprenticeship activity in 2018/19 increased from last year, therefore a positive increase is expected next year.

An overview was given on the BC Student Outcomes surveys, administered by BC Stats on behalf of AEST and the post-secondary institutions, to collect feedback from former students on their education and labour market experiences. These are required institutional performance measures with assigned Ministry targets.

The skill development average was highlighted which is derived from former students ratings of the seven skills listed on the slide. The Ministry's assessment of BCIT's performance indicates that targets have been achieved. The margin of error (MOE) is factored into the assessments using the survey data so while apprentice is below the target it was achieved with MOE (1.7%) included.

Key points in knowledge and skills useful in performing jobs were reported. Former students were asked to rate the usefulness of the knowledge and skills gained in performing their job post graduation. 2018 results for diploma and certificate graduates show a modest increase over last year and this improvement is anticipated to continue in 2019/20 as BCIT's new Program Mix Analysis (PMA) continues to be rolled out to monitor full and part-time programs.

8.0 Audit & Finance Committee

8.1 Committee Chair Update

The Committee Chair reported that the committee had met on May 16, 2019 where they reviewed the External Auditor's Report, January 31, 2019 Financial Statements. She reported that at the meeting, the committee was provided with a progress and status update on the Health Sciences Centre development, the development of the business case for the new student residence, the pending Discovery Park Building real estate transaction, internal audit plans, and enterprise risk management priorities.

8.2 Audited Financial Statements, March 31, 2019

Distributed material: Information Note and Statements

The Committee Chair referred to the material provided to the board and highlighted the key messages outlined in the report. The committee members had met in an in-camera session with Grant Thornton auditors at the May 16, 2019 meeting where a clean audit opinion was given with no unadjusted differences reported.

Management referred to the BCIT operations surplus breakdown of \$2.9 million, the deferred tuition fees breakdown of \$38.9 million, and cash flow position, all



highlighted in the report. Questions were answered regarding staff expense trends and financial targets.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors:

- approve as presented the Auditors' Report for the year ended March 31, 2019; and
- direct that the Audited Financial Statements for the Year Ended March 31, 2019 be filed with the Ministry of Advanced Educations, Skills and Training
- approve the Audited Financial Statements for the Year Ended March 31, 2019 be signed by the Board Chair and the Audit & Finance Committee Chair on behalf of the Board of Governors

8.3 Purchase of Operating Goods or Services - #2003

Distributed material: Decision Note

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

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised BCIT Policy #2003 – Purchase of Operating Goods or Services as recommended by the Audit & Finance Committee.

9.0 Governance Committee

9.1 Committee Chair Update

The Committee Chair reported that the committee had met on May 16, 2019 where they reviewed and approved the decision notes presented for board approval.

The Conflict of Interest Form and Declaration, and the annual board surveys will be distributed to all governors with a completion and submission date of June 14, 2019.

9.2 Governance Manual Update – Corporate Policies

Distributed material: Decision Note

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

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve of the amendments to the Governance Manual, *section 6.0 Corporate Policies*.

9.3 Bylaws Update

Distributed material: Decision Note

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

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the minor amendments to the BCIT General Bylaws.



9.4 Filming on Campus – Policy #7130

Distributed material: Decision Note

The Committee Chair referred to the material provided to the board. Management advised that the policy had undergone the appropriate processes before requesting board approval.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised BCIT Policy #7130 Filming on Campus.

10.0 Human Resources Committee

10.1 Occupational Health & Safety – Policy & Procedures #7150

Distributed material: Decision Note

The Committee Chair referred to the material provided to the board. Management advised that the policy had undergone the usual consultation processes before requesting board approval.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised BCIT Policy #7150 Occupation Health & Safety, and Procedures #7150-PR1 Matrix of Responsibilities, #7150-PR2 Radiation Safety, #7150-PR3 Environmental Protection, #7150-PR4 Smoking Locations, and #7150-PR5 Workplace Violence Prevention.

11.0 Education Council

11.1 Chair's Update

Distributed material: Information Note

The Chair of the Education Council (EdCo) referred to the material provided to the board. It was reported that the new subcommittee (the Educational Technology and Learning Design Committee) is the first of its kind across the education sector. The new committee will be comprised of representatives from all of the schools, the Teaching Centre, and IT Services.

11.2 Student Code of Conduct Policies and Procedures

Distributed material: Decision Note

The Chair of the Education Council (EdCo) provided an overview of the material provided to the board. Primary areas of change were highlighted, the policy has undergone the usual consultation processes before requesting board approval.

Unless required earlier, the policy will be reviewed in five years by EdCo.

Questions regarding the language used to address BCIT premises and student residences will be confirmed when comparing the revised policy to the Liquor Consumption on Campus - #7504 policy.



IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the changes to Student Code of Conduct (Non-Academic) - Policy #5102 and #5102 PR1 (Procedure for Violations of the Student Code of Conduct (Non-Academic)).

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the changes to Student Code of Academic Integrity - Policy #5104 and #5104 PR1 (Procedure for Student Code of Academic Integrity), #5104 PR2 (Decision Review Board), #5104 PR3 (Institutional Tribunal).

11.3 Program Cancellations

Distributed material: Decision Note

The EdCo Chair provided an overview of the material provided to the board. It was reported that there are currently no students in the programs presented for cancellation.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the cancellation of three programs within BCIT's School of Business – Broadcast department:

- Certificate in Broadcast & Media Communications – Television
- Certificate in Broadcast & Media Communications – Radio
- Certificate in Broadcast & Media Communications – Broadcast Journalism

BCIT's Education Council advises the Board of Governors that appropriate process for cancellation of these programs has been followed in accordance with Program Suspension and Cancellation - Policy #5405. Council recommends that the Board approve cancellation of these programs.

12.0 Student Governors

12.1 BCITSA President's Update & Strategic Vision

Distributed material: Information Note

The President of the Student Association provided an overview of the information note provided to the board.

12.2 Student Representative Update

Distributed material: Information Note

The Student Representative provided an overview of the information note provided to the board.

13.0 Other Business

13.1 Research Ethics Board Annual Report

Distributed material: Decision Note



Management provided an overview of the information note provided to the board. Questions were answered regarding the number of submissions received by the students compared to the previous year.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Research and Ethics Annual Report as presented.

14.0 Questions

Updates to the BCIT Cannabis Use Policy - #7200 will be discussed at the October 1, 2019 board meeting.

15.0 Conclusion

The meeting concluded at 12:30 p.m.

16.0 Information only

16.1 Professional Development Summary

Received.


Kathy Corrigan, Chair