

**BOARD OF GOVERNORS
OPEN MEETING MINUTES
May 21, 2015, 1:00 pm
Royal Oak Boardroom, Burnaby Campus**



Board of Governors Present: Adam Pion (Chair); Emery Biggar; Jenny Chen; Neil Cox; Jack Davidson; Tejinder Grewal; Herb Silber; Dylan Smith; Laurie Sterritt; MJ Whitemarsh; Cathy Young

Regrets: Kitty Chan, Dylan Smith

Ex Officio: Kathy Kinloch; Richard Plett

Staff: Bill Dow; Raewyn Brewer, Corporate Secretary (WATSON)

Chair A Pion called the meeting to order at 1:02 pm.

1. Adopt Agenda

Distributed material: BCIT Board of Governors Open Meeting Agenda May 21, 2015

IT WAS MOVED AND SECONDED

That the BCIT Board of Governors approve as presented the draft Agenda for the Board of Governors Open Meeting scheduled May 21, 2015.

**CARRIED
(B2015-05-21/01)**

1.1) Summary of Motions

Distributed material: Board of Governors Meeting May 21, 2015 Summary of Motions – Open Session

Chair Pion referred the meeting to the distributed material provided for information.

2. Adopt Minutes

2.1 April 28, 2015

Distributed material: Draft Minutes of the Board of Governors Open Meeting Minutes held April 28, 2015

IT WAS MOVED AND SECONDED

That the BCIT Board of Governors approve as presented the April 28, 2015 Board of Governors Open Meeting Minutes.

**CARRIED
(B2015-05-21/02)**

2.2 Action Items Chart

Distributed material: Board of Governors Meeting Outstanding Action Items

Chair Pion referred the meeting to the distributed action item chart provided for information.

3. Report from the Chair

Chair Pion began by paying tribute to Jenny Chen, as this would be her last meeting on the Board of Governors and noted the Board would welcome Dewi Tjin to the position next month. On behalf of the Board, Chair Pion thanked J. Chen for her contributions at the Board table and at BCIT, stating that having the students' voice at the Board table is invaluable and ensures that the Board remains focused on

providing high quality education and training. Chair Pion presented J. Chen with a certificate and BCIT jacket.

Chair Pion then drew the Board's attention to the Convocation schedule, confirming he would represent the Board at the June 17th and 18th ceremonies and also attend the convocation ceremonies in China in late June. Jack Davidson confirmed he would attend the convocation ceremonies on June 19th.

4. Report from the President

4.1 Institute Report

Distributed material: BCIT Institute Report May 2015

K. Kinloch also thanked Ms Chen for her valuable contributions and wished her the best in her future endeavours. K. Kinloch referred the meeting to the distributed Institute Report to draw attention to a few highlights, including BCIT's commitment to building capacity and a high performance culture and the excellent additions at the leadership level (Doug Callbeck, David Porter, Lara Johnson, and Guy Ellis). As identified in the report, she congratulated the accomplishments of the BCIT community members and continues to be impressed with BCIT's students, faculty, staff, and alumni in carrying forward BCIT's vision and message.

4.2 President's Activities

K. Kinloch reviewed some of the internal and external activities she had been involved in over the past month, including 50th anniversary events, speaking engagements, and a number of industry and government events.

5. Audit and Finance Committee

5.1 Year-End Review

Distributed material:

- *Information Note re: high level overview of the March 31, 2015 financial results to the Board of Governors*
- *Consolidated Financial Statements, BCIT March 31, 2015*
- *Management Discussion, March 31, 2015*
- *Position Graph*
- *Decision note re: approval of audited financial statements dated March 31, 2015*
- *Consolidated Financial Statements, BCIT March 31, 2015 (minor changes post Audit and Finance Committee meeting highlighted in yellow)*
- *For Information Only: Financial Statements for the year ended March 31, 2015 for: BCIT Foundation, TTA Technology Training Associates Ltd., Great Northern Way Campus Trust and FTE Enrolment Report*

C. Young provided an overview of the Audit and Finance Committee meeting, held May 14, 2015. She noted the Office of the Auditor General and the external auditors were in attendance, and that the Committee also met with the auditors *in camera*. C. Young advised the audit went smoothly, with a clear audit report. She noted BCIT's forecasting is getting stronger and that the auditors were complimentary of L. O'Melinn, K. Roberts and the finance department. C. Young closed by advising the Board that the Committee is looking at the internal audit department and the role of the internal auditor to ensure effectiveness.

Chair Pion thanked the Committee for their hard work and their rigorous approach to financial stewardship.

IT WAS MOVED AND SECONDED

That the BCIT Board of Governors:

- Approve as presented the draft audited Consolidated Financial Statements of BCIT for the year ending March 31, 2015, as presented (the "Financial Statements"); and
- Direct Adam Pion and Cathy Young to execute the Financial Statements on behalf of the Board.

CARRIED
(B2015-05-21/03)

6. Exempt status - Degree Quality Assessment Board

Distributed material: Information Note dated May 15, 2015

B. Dow and Chair Pion thanked the team for their hard work in this regard. K. Kinloch noted that each of the panellists has reached out to say what an excellent job BCIT did on the assessment.

7. Education Council

7.1 Education Council Update

R. Plett, provided the Board with a verbal report, noting that Education Council elections closed on April 29, 2015, and all but one student seat has been filled. He advised that Education Council will be meeting on June 3, 2015 to elect a new Chair and Vice Chair. R. Plett advised that a new process will be implemented regarding program proposals that incorporates oversight and consultation with the Audit and Finance Committee; this process will be reported out to the Board on June 16, 2015.

8. Next Meeting

8.1 The next Board of Governors meeting was scheduled for 16 June 2015.

9. Questions

There were no additional questions.

Chair Pion introduced Scott McAlpine who will be joining the Board in September as the BCGEU support staff representative.

10. Conclusion

The Board of Governors Open Meeting concluded at 1:40 pm.

11. Information Items

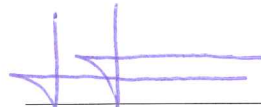
The following items were distributed for information:

- Convocation Schedule – June 2015

This is a true and correct copy of the Minutes of the BCIT Board of Directors Open Meeting held **21 May 2015** as approved by the Board of Governors on **16 June 2015** and incorporates any and all corrections made at the time of adoption.



Adam Pion, Chair



Corporate Secretary