



**Board Members Present:**

- Emery Biggar, Support Staff Representative
- Kitty Chan
- Neil Cox, Faculty Representative
- Rebecca Davidson, Student Representative
- Manny Dhillon
- Chris Golding, Acting President
- Tejinder Grewal
- Jim Laurence
- Tajdin Mitha, Chair
- Adam Pion, 2<sup>nd</sup> Vice Chair
- Rick Roger
- Richard Plett, Education Council Chair
- Laurie Sterritt, 1<sup>st</sup> Vice Chair
- Keith Van, Student Representative
- MJ Whitemarsh

**Regrets:**

**Administration Present:**

- Paul Dangerfield, Vice President, Education, Research and International
- Tomi Eekhout, Vice President, Human Resources
- Justin Kohlman, Vice President, Student Services
- Stephen Lamb, Chief Information Officer
- Lorcan O'Melinn, Vice President, Finance and Administration; Acting Vice President, External Relations
- Joanne Schaap, Executive Assistant, Board of Governors

**Regrets:**

Mr. Mitha called the meeting to order at 1:00 p.m. Guests in the gallery were welcomed.

**Approval of Agenda**

**MOTION:**

It was moved by Mr. Laurence, seconded by Ms. Chan and *carried* "That the Agenda be approved as presented."

**MOTION:**

It was moved by Mr. Roger, seconded by Mr. Dhillon and *carried* "That the Minutes of the Open Session of Sept. 25, 2013 be approved as presented."

**Approval of Minutes**

Mr. Mitha gave his report as Chair of the Board. Since the last Board meeting, he met with Mr. Golding and the BC Ombudsperson, Ms. Kim Carter. He attended a BCIT

**Report from the Chair**

Foundation Members meeting to review their bylaws. On Oct. 23 he attended a meeting with fellow governors to discuss the role of the Board. He also met with incoming president Kathy Kinloch that day and with the third presidential candidate the following week. Mr. Mitha attended a Foundation Board meeting on Oct. 31. On Nov. 8 he joined Mr. Golding and Mr. Kohlman to give Ms. Rebecca Davidson an orientation to the Board.

He participated in one of the BCIT Awards Ceremony, and Ms. Whitemarsh participated in two ceremonies. Prior to going to China from Nov. 18-25 for Jobs and Trade Mission 2013, Mr. Mitha attended a networking event for all the delegates, hosted by Premier Christy Clark. During the said trip, Mr. Mitha signed two MoUs in the City of Chongquin on behalf of BCIT in the presence of Premier Clark and the Head of External Relations of Chongquin Province. A third MoU was signed in the City of Chengdu with Hua Yuan Petroleum and Natural Gas Company.

Mr. Mitha's correspondence included a letter of thanks to The Caldwell Partners for their assistance in the president search process. He sent a letter to Premier Clark offering his help for the upcoming trade mission to China. He sent a letter to Minister Virk acknowledging receipt of his letter on the Institutional Core Review, and informing the Minister of his upcoming trip to China.

On behalf of the Board, Ms. Sterritt sent a letter to Mr. David Tuccaro thanking him for his donation to the Aboriginal Student Graduation Dinner. She also wrote a letter to the BC Regional Chief of the Assembly of First Nations regarding education funds for First Nations students.

Mr. Mitha thanked Mr. Laurence and Mr. Roger for their six years of service, which will be completed as of Dec. 31, 2013. They were presented with gifts of appreciation, and they also expressed their gratitude for being able to work with this Board and the Leadership Team.

Mr. Golding attended the BC Business Conference at which incoming president Ms. Kathy Kinloch was speaking. He met with Deputy Minister of Advanced Education, Sandra Carroll, for discussions primarily concerning relocation of the motive power program.

On Nov. 28 he will be meeting with the Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour, Shirley Bond, along with DM Carroll and Ms. Kathy Kinloch. On Dec 4 Minister Virk will be coming to BCIT to open the new welding facilities and to join him and Mr. Mitha for lunch.

The Leadership Team is currently involved in the operational planning and budget process.

Delegates from China will be coming to BCIT in the near future. A delegation from Ukraine was recently at BCIT.

**Report from the Acting  
President**

The accreditation process was completed earlier this month for the electrical and mechanical engineering programs.

A draft Letter of Expectations has been received from the Ministry of Advanced Education. Terms of Reference for the Core Review has been received from Deputy Minister Sandra Carroll.

On behalf of the Audit and Finance Committee, Mr. Pion noted that at the meeting of Oct. 15, 2013, the 2<sup>nd</sup> quarter financial statements were reviewed. At their meeting of Oct. 29, the committee approved the recommendation to reappoint the firm of Grant Thornton as auditors for another three years with an option to extend one year.

**Audit & Finance  
Report**

Mr. O'Melinn introduced the governance item to amend the bylaws with respect to Officers of the Board. A notice of motion was brought forward at the October Board meeting.

**Amendment of Bylaws**

**MOTION:**

It was moved by Mr. Pion, seconded by Mr. Grewal and *carried* "That the Board of Governors approve the following:

1. Clause 1(a), of Section I - Officers of the Bylaws be amended from:

"1. Officers of the Board

- (a) The Board shall elect from among its *members* a Chair, a Vice Chair, and a Second Vice Char."

To:

"1. Officers of the Board

- (a) The Board shall elect from among its *external members* a Chair, a Vice Chair, and a Second Vice Chair."

2. Clause 10(b), of Section I - Officers of the Bylaws be amended from:

"10. Election of Chair and Vice Chairs

- (b) The Nominating Committee shall be appointed by the Chair at least **45** days prior to the date of the election."

To:

"10 Election of Chair and Vice Chairs

- (b) The Nominating Committee shall be appointed by the Chair at least **30** days prior to the date of the election."

3. Clause 10(c), of Section I - Officers of the Bylaws be amended from:

"10. Election of Chair and Vice Chairs

- (c) The Nominating Committee shall make its report and recommendation to the Chair not less than **15** days prior to the election."

To:

"10 Election of Chair and Vice Chairs

- (c) The Nominating Committee shall make its report and recommendation to the Chair not less than **10** days prior to the election."

Mr. Grewal introduced the request to change the terms of reference for the Nominating Committee.

**MOTION:**

It was moved by Mr. Grewal, seconded by Emery Biggar and *carried* "That the terms of reference for the Nominating Committee be approved as follows:

1. Clause 1 of "Introduction" be amended from:  
"Each year the Board elects a Chair and the First and Second Vice Chairs from among its members."  
To:  
"Each year the Board elects a Chair and the First and Second Vice Chairs from among its *external* members."
2. Clause 2 of "Introduction" be amended from:  
"These appointments will be made at least **45** calendar days prior to the date of the election."  
To:  
"These appointments will be made at least **30** calendar days prior to the date of the election."
3. Clause 3 of "Composition" be amended from:  
"The Committee will be composed of not less than *three* Governors who are voting members of the Board."  
To:  
"The Committee will be composed of not less than *two* Governors who are voting members of the Board."

The Ministry of Advanced Education distributed a Terms of Reference for Post-Secondary Institution Core Review of Programming to all presidents of BC Public Post-Secondary Institutions. The Core Review for BCIT will be conducted by Mr. Paul Dangerfield and Mr. Barry Hogan, Dean, Academic Planning and Quality Assurance. The objectives, which have been given by the government, were outlined by Mr. Hogan, as were the desired core review outcomes. Regular updates will be provided to the Board.

**Core Review**

Mr. Justin Kohlman and Ms. Trish Jelinski, Director of Marketing and Communications, made a presentation on the 50<sup>th</sup> anniversary plans dealing with the activities and initiatives for an external audience. Mr. Pion and Mr. Dhillon are providing some oversight to these plans. Of the 45 planned events, 26 are externally focused. Communities under consideration for possible events and possible feature alumni stories were shown.

**50<sup>th</sup> Anniversary Report**

Questions were taken from the Board. The Board would like to have a major role at one of the events. At the next Board meeting, the three major events will be highlighted.

Mr. Stephen Lamb, Chief Information Officer, and Ms. Sarah Dunn, Manager, Institutional Research and Analysis, presented the Institute Key Performance Indicator Report 2012/13.

**KPI's and Institutional Reports**

Mr. Plett spoke to the outcomes of Education Council meetings held in September and October. Revised bylaws have not been embedded into the Education Council bylaws; this will be done at their next meeting. The Programming and Policy Standing Committees are actively reviewing materials in their areas.

**Education Council**

The Institutional Updates were introduced by the Chair and an opportunity was given for questions.

**Institutional Updates**

There was no other business.

**Other Business**

The next Board meetings will be Feb. 11, 2014 and Feb. 25, 2014.

**Next Meeting**

The Chair provided an opportunity for members of the audience to ask questions.

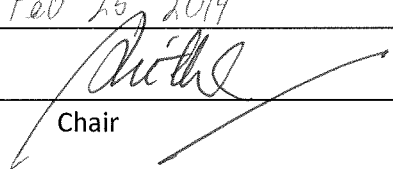
**Questions**

The meeting adjourned at 3:00 p.m.

**Adjournment**

Approved at a meeting of the Board

  
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Secretary

Feb 25, 2014  
  
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Chair