

# MEETING AGENDA

## BOARD OF GOVERNORS – OPEN

Date/Time: December 5, 2018  
 Tour 11:45 a.m., Lunch noon  
 Meeting 1:00 p.m. to 2:40 p.m.

Meeting Location: **Downtown Campus (DTC) – Room 282/284**

- **Conference call number:** 604.622.7800, 1.877.428.8181
- **Meeting ID:** 995 950 747

Member: Kathy Corrigan (Chair), Vasyl Baryshnikov, Emery Biggar, Neil Cox, Timothy David, Doug Eveneshen, Anne Harvey, Alex Imperial, Robert Phillips (T/C), David Podmore, Balwant Sanghera, Tom Sigurdson, Cathy Young

Ex-Officio: Jennifer Figner, Kathy Kinloch

Senior Team, Guests & Board Staff: Lisa Collins, Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Cynthia Petrie, Raimonda De Zen, Glen Magel (Director, Safety, Security and Emergency Management), Barbara Kader (recorder)

Regrets: Kim Humphreys, Ryan Tones

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b>	1:00	Chair	-	-	-
2.	<b>Safety Moment</b>	1:05	G. Magel	-	Information	18
3.	<b>Adopt Agenda</b>	1:10	Chair	-	-	-
4.	<b>Approve Minutes</b>	1:15	Chair	-	Approval	20
	4.1 October 2, 2018 4.2 Action Items			Information Note	" "	26
5.	<b>Report from the Chair</b>	1:20	Chair	Oath	-	27
	5.1 Oath of Office – Balwant Sanghera			Information Note	Information	29
	5.2 Retiring Appointments 5.3 Chair's Activities			" "	" "	31
6.	<b>Report from the President</b>	1:30	K. Kinloch	Information Note	Information	33
	6.1 President's Activities		" "	" "	" "	34
	6.2 VP, Students – Lisa Collins 6.3 Institute Report		C. Petrie	Report	" "	35
7.	<b>Audit &amp; Finance Committee</b>	1:40	C. Young			
	7.1 Committee Chair Update			Verbal	Information	42
	7.2 Q2 Financial Statements			Report	" "	43
	7.3 Travel and Professional Development Expense Reimbursement - Policy #2500 and Procedure #2005-PR1			Decision Note	Approval	70

8.	<b>Governance Committee</b> 8.1 Committee Chair Update 8.2 Governance Manual & Bylaws Update	2:00	D. Eveneshen	Verbal Decision Note	Information Approval	125 126
9.	<b>Education Council</b> 9.1 Chair's Update 9.2 Associate Certificate in Construction Drawings	2:10	J. Figner	Information Note Decision Note	Information Approval	138 139
10.	<b>Student Association</b> 10.1 President BCITSA Update 10.2 Student Representative Update	2:20	T. David V. Baryshnikov	Information Note " "	Information " "	147 149
11.	<b>Other Business</b>	2:30	Chair	-	-	150
12.	<b>Questions</b>	-	-	-	-	150
13.	<b>Conclusion</b>	2:40	Chair	-	-	150

**Board Meeting & Event Dates 2018/19:**

December 6	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
January 29	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC – Downtown Campus, Room 283
February 14	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC – Downtown Campus, Room 282/284
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 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 5	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus – Room 282/284
December 6	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Room)

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EDUCATION  
FOR A COMPLEX WORLD.



# MEETING MINUTES



## BOARD OF GOVERNORS - OPEN

Date/Time:	December 5, 2018, 1:09 p.m. to 2:30 p.m.
Meeting Location:	Downtown Campus (DTC), rooms 282/284
Members:	Kathy Corrigan (Chair), Vasyi Baryshnikov, Emery Biggar, Neil Cox, Timothy David, Doug Eveneshen, Anne Harvey, Alex Imperial, Robert Phillips (T/C), David Podmore, Balwant Sanghera, Tom Sigurdson, Cathy Young
Ex-Officio:	Jennifer Figner, Kathy Kinloch
Senior Team, Guests	Lisa Collins, Raimonda De Zen, Lara Johnson, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Glen Magel (Director, Safety, Security and Emergency Management), Barbara Kader (recorder)
Regrets:	Roy Hart, Kim Humphreys, Ana Lopez, Cynthia Petrie, Ryan Tones

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A quorum was present and the meeting was declared to be regularly constituted.

### 1.0 Call to Order and Welcome

### 2.0 Safety Moment

*Distributed material: Presentation and Safety Information*

Glen Magel provided an overview of safety practices for the downtown campus.

### 3.0 Adopt Agenda

*Distributed material: Agenda*

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the agenda for December 5, 2018.

### 4.0 Approve Minutes

#### 4.1 Approve Minutes

*Distributed material: Minutes*

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the meeting minutes of October 2, 2018.

#### 4.2 Action Items

*Distributed material: Information Note*

### 5.0 Report from the Chair

#### 5.1 Oath of Office – Balwant Sanghera

The Chair administered the Oath of Office for Governor Balwant Sanghera.

## **5.2 Retiring Appointments**

The Chair referred to the material provided and announced that Governors Kimberly Humphreys, Alexander Imperial and Thomas Sigurdson's terms would be ending on December 31, 2018 and thanked them for their contributions and service.

## **5.3 Chair's Activities**

*Distributed material: Information Note*

The Chair referred to the material provided.

## **6.0 Report from the President**

### **6.1 President's Activities**

*Distributed material: Information Note*

Kathy Kinloch referred to the report presented to the Board. She reported on the Project 50 Launch – Ryan Beedie Philanthropic Event at Moscrop Secondary School, WXN Top 100 Leadership Summit and Awards Gala; BCIT Strategic Plan Refresh and hosting an Industry Breakfast with key industry CEOs; and the CleanBC announcement with Premier John Horgan.

### **6.2 VP, Students – Lisa Collins**

*Distributed material: Information Note*

Kathy Kinloch referred to the material provided.

### **6.3 Institute Report**

*Distributed material: Information Note*

The Chair referred to the material provided.

## **7.0 Audit & Finance Committee**

### **7.1 Committee Chair Update**

The Committee Chair reported that the Committee met on November 20, 2018 and on December 5, 2018 where they discussed trends in enrollment, and approved the Associate Certificate in Construction Drawings business case.

The Chair reported that Internal Audit and Advisory Services provided an information session to new committee members on November 20, 2018.

### **7.2 Q2 Financial Statements**

*Distributed material: Information Note and Report*

The Committee Chair provided an overview of the materials presented to the Board. She reported on operation results outlined in the Statement of Operations, compared to the previous year, which are on track with no surprises for the quarter. Tuition received and the cash forecast are trending as expected.





Questions were asked regarding reporting proceeds from the one time GNW land sale. Management advised that under accounting rules, proceeds must be recognized during the fiscal year in which the transaction took place. Management reported on the year-over-year increase in the Provincial Treasury – Central Deposit Program, advising that this represents actual operating grants as well as some capital funding.

### **7.3 Travel and Professional Development Expense Reimbursement – Policy #2500 and Procedure #2005-PR1**

*Distributed material: Decision Note*

The Committee Chair referred to the materials presented to the Board and noted that changes were approved in the Committee meeting held on November 20, 2018.

Management answered questions regarding what the competition guidelines are for school approved student travel and what is considered as an eligible competition (*Student Expenses - 12.1, page 124*).

Seat selection costs were confirmed as not being reimbursable under the policy.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the revised BCIT Policy #2005 – Travel and Professional Development Expense Reimbursement and the related revised procedures (#2005-PR1), as recommended by the Audit and Finance Committee.

## **8.0 Governance Committee**

### **8.1 Committee Chair Update**

The Committee Chair reported that the Committee met on November 20, 2018. He advised that the *Film on Campus – Policy #7130* was reviewed and would be brought forward for approval to the board at a later date.

### **8.2 Governance Manual & Bylaws Update**

*Distributed material: Decision Note*

The Committee Chair advised that the decision note provided would be deferred to the February 2019 board meeting after the Committee discussed further changes to the Conflict of Interest Guidelines.

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

## **9.0 Education Council**

### **9.1 Chair's Update**

*Distributed material: Information Note*

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

She reported that work continues on the redraft of the Student Conduct policies including the appeals process. Policy revisions are currently in the consultation phase and it is anticipated that the policy be brought to the Board in the new year.

Major changes were highlighted for each of the programs noted in the information note. A name change will be given to the *Associate Tourism Management Certificate*, to be called *Tourism and Hospitality Management*.

*Bachelor Technology in Environmental Engineering Technology* will be renamed to *Bachelor Technology in Environmental Engineering*, changes in the program will also be made to streamline the program because it was felt by students that the program was too intensive. The program will also be removing a mandatory work requirement which was felt to be unnecessary.

Changes in the *Advanced Certificate in Pediatric Nursing Specialty, Pediatric Emergency Option* included creating an alternative pathway into that specialty area and making it a direct entry for students that already had a certain level of education in general nursing.

## **9.2 Associate Certificate in Construction Drawings**

*Distributed material: Decision Note*

The Chair of the Education Council provided an overview of the material presented to the Board and reported that the business plan had been previously approved by the Audit and Finance Committee on November 20, 2018.

Questions were answered regarding waitlists for the program, and it was confirmed that those on the waitlist for the full Certificate in Construction Drawings would be given preference. Tuition costs of \$220 per credit per course, with a 2% increase per year, is aligned with other program fee pricing structures.

Questions were asked and answered regarding concerns about fragmenting program credentials within the building trades programs.

**IT WAS MOVED, SECONDED AND CARRIED THAT** BCIT's Education Council recommends that the Board of Governors approve the Proposal to offer an Associate Certificate in Construction Drawings.

## **10.0 Student Association**

### **10.1 President BCITSA Update**

*Distributed material: Information Note*

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

It was reported that on-line counselling had been launched in November 2018. Management answered questions regarding supporting integration of international



students. Plans are being developed to deliver the support and services to both students and faculty with integration issues.

Student screening, credential evaluation methods and detection of fraud/misrepresentation for both full and part-time students were discussed. Plans are being developed to address a part-time student registration screening process in order to maintain BCIT's access mandate and ensure students have the correct prerequisites to become successful in their environment and studies.

#### **10.2 Student Representative Update**

*Distributed material: Information Note*

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

#### **11.0 Other Business**

No items were raised.

#### **12.0 Questions**

No questions were asked.

#### **13.0 Conclusion**

The meeting concluded at 2:30 p.m.

  
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Kathy Corrigan, Chair