

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Date/Time: October 2, 2018
 Tour 10:15 a.m., Strategic Plan Refresh Workshop 11:00 a.m.,
 Meeting 1:00 p.m. to 3:00 p.m.

Meeting Location: **Aerospace Technology Campus (ATC) – CIBC Room 198 - 3800 Cessna Road, Richmond, BC**

- **Conference call number:** 604.622.7800, 1.877.428.8181
- **Meeting ID:** 994 374 386

Member: Kathy Corrigan (Chair), Vasyl Baryshnikov, Emery Biggar, Neil Cox, Timothy David, Doug Eveneshen, Anne Harvey, Kim Humphreys, Alex Imperial, David Podmore, Tom Sigurdson, Ryan Tones, Cathy Young

Ex-Officio: Jennifer Figner

Senior Team, Guests & Board Staff: Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Cynthia Petrie, Sanja Boskovic (Associate Dean, Aerospace), Barry Hogan (Dean, Academic Planning and Quality Assurance), Raimonda De Zen, Barbara Kader (recorder)

Regrets: Robert Phillips, Balwant Sanghera, Kathy Kinloch

	Issue		Presenter	Material	Action	Pg			
1.	Call to Order and Welcome	1:00	Chair	-	-	-			
2.	Safety Moment	1:05	S. Boskovic	-	Information	3			
3.	Adopt Agenda	1:10	Chair	-	-	-			
4.	Approve Minutes	1:15	Chair	-	Approval	15			
	4.1 June 26, 2018						Information Note	“ “	20
4.2 Action Items									
5.	Oaths of Office & Biographies	1:20	Chair	Information Note	Information	21			
6.	Report from the Chair	1:30	Chair	Information Note	Information	27			
	6.1 Chair's Activities								
7.	Report from the President	1:40	P. McCullough (on behalf of K. Kinloch) C. Petrie	Information Note	Information	29			
	7.1 President's Activities						Report	“ “	30
	7.2 Institute Report								
8.	AEST Ministry Report on BCIT Quality Assurance Process Audit (QAPA)	1:50	B. Hogan	Information Note	Information	35			

9.	Audit & Finance Committee	2:00	C. Young T. Roemer	Verbal Information Note Information Note “ “ “ “	Information Information Information “ “ “ “	99 100 124 125 126
	9.1 Committee Chair Update					
	9.2 Q1 June 30, 2018 Financial Statements					
	9.3 Q1 Ministry Forecast					
	9.4 Q2 Ministry Forecast					
9.5 Quarterly Report for Student Full Time Enrolments (FTEs)						
10.	Governance Committee	2:10	Chair	Verbal Decision Note “ “	Information Approval “ “	128 129 131
	10.1 Committee Chair Update					
	10.2 Committee Membership 10.3 Protection of Equipment and Property – Policy #7170					
11.	Education Council	2:20	J. Figner “ “ J. Figner / C. Young	Information Note Decision “	Information Approval Information	151 152 153
	11.1 Chair's Update					
	11.2 Advanced Diploma in Technical Arts 11.3 Modified Approval Process					
12.	INSPIRE Campaign Update	2:30	P. McCullough / D. Podmore	Information Note & Video	Information	155
13.	Student Association	2:40	T. David V. Baryshnikov	Information Note “ “	Information “ “	157 159
	13.1 President BCITSA Update 13.2 Student Representative Update					
14.	Other Business	2:45	Chair	-	-	160
15.	Questions	-	-	-	-	160
16.	Conclusion	3:00	Chair	-	-	160
17.	Information Only	-	-	Report	Information	161
	17.1 Financial Information Act Return					

Board Meeting & Event Dates:

October 22	5:00 p.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 20	10:00 a.m. to 5:00 p.m.	Committee Meetings	DTC - Downtown Campus – Room 283
December 5	1:00 p.m. 3:00 p.m.	Open Meeting & Closed Meeting	DTC - Downtown Campus – Room 282/284
December 6	12:00 p.m.	BCIT Board of Governors Holiday Luncheon for the Foundation Board, Alumni Association Board, and Student Association Board	The Vancouver Club (University Room)
December 11	1:30 p.m.	Board of Governors/Staff Holiday Reception	BBY - Burnaby Campus, Town Hall

MEETING MINUTES



BOARD OF GOVERNORS - OPEN

Date/Time:	October 2, 2018 Meeting 1:01 p.m. to 3:00 p.m.
Meeting Location:	Aerospace Technology Campus (ATC) – CIBC Room 198 - 3800 Cessna Road, Richmond, BC
Members:	Kathy Corrigan (Chair), Vasyl Baryshnikov, Emery Biggar, Timothy David, Doug Eveneshen, Anne Harvey, Kim Humphreys (T/C), David Podmore, Ryan Tones
Ex-Officio:	Jennifer Figner
Senior Team, Guests & Board Staff:	Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Cynthia Petrie, Sanja Boskovic (Associate Dean, Aerospace), Barry Hogan (Dean, Academic Planning and Quality Assurance), Raimonda De Zen, Barbara Kader (recorder)
Regrets:	Neil Cox, Alex Imperial, Robert Phillips, Balwant Sanghera, Tom Sigurdson, Cathy Young, Kathy Kinloch

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

1.0 Call to Order and Welcome

2.0 Safety Moment

A safety moment was provided by the Associate Dean, Sanja Boskovic, Aerospace Technology Campus.

3.0 Adopt Agenda

Distributed material: Agenda

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda for October 2, 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 June 26, 2018.

4.2 Action Items

Distributed material: Information Note

As requested, Management reported out on the apprenticeship questions raised at the June 26, 2018 Board meeting. Management noted that regulations set out by the provincial government are being followed and provided examples using the Canada Way Utilities Replacement project. The onus of having apprentices, from the 57 Red Seal trades, remains with contractors. Contractors provide apprenticeship information directly to the Ministry of Jobs, Tourism and Skills Training. This Ministry has the authority to delay projects if apprenticeships do not meet Ministry requirements. This is stated in all BCIT contracts.

5.0 Oaths of Office and Biographies

Distributed material: Information Note

The Chair administered the Oath of Office for Governors, Doug Eveneshen, Anne Harvey and David Podmore. Mr. Sanghera will be sworn in at a future meeting.

6.0 Report from the Chair

6.1 Chair's Activities

Distributed material: Information Note

The Chair highlighted the information note presented to the Board.

7.0 Report from the President

7.1 President's Activities

Distributed material: Information Note

Paul McCullough (acting President for Kathy Kinloch) provided an overview of the events attended and listed in the information note provided. He noted the October 19, 2018 Vancouver Board of Trade luncheon with Dominic Barton (moderated by Kathy Kinloch) and the BCIT Distinguished Awards Dinner on October 22, 2018.

Dr. Roemer referred to the October 22, 2018 announcement regarding the \$40B Liquefied Natural Gas (LNG) Project and its impact on BCIT. He noted that engagement continues in the areas of power engineering, refrigeration and heavy industrial subjects with the two institutions in the Northwest Sector, CMC (Coast Mountain College previously named NorthWest Community College) and KVI (Kitimat Vocational Institute). BCIT is currently working with KVI and the Haisla Nation as well as the NVIT (Nicola Valley Institute of Technology), to create a 'learning commons', where local needs can be addressed by jointly working together in a shared space where each institution can bring areas of expertise and foster collaboration.

It was reported that Ana Lopez attended the Transportation Association of Canada's conference in Saskatoon, SK on September 30, 2018, where BCIT was awarded the *2018 Educational Achievement Award*. BCIT's submission was called the 'Virtual Simulation of Today', a virtual automotive engine.

7.2 Institute Report

Distributed material: Information Note

Management referred to the report presented to the Board.



8.0 AEST Ministry Report on BCIT Quality Assurance Process Audit (QAPA)

Distributed material: Information Note

Dr. Barry Hogan provided an overview of the information note presented to the Board and highlighted the audit objectives.

Questions regarding areas requiring improvement were answered. The adoption of a formal scholarly activities policy continues to be developed.

BCIT was the first non-university to gain 'Exempt Status' (to be renamed by the Ministry to 'Expedited Status') for Bachelor Degree programs. Plans for the Master Degree programs to qualify for the same status, are being prepared.

9.0 Audit & Finance Committee

9.1 Committee Chair Update

Management advised that a Committee meeting was held on September 18, 2018.

9.2 Q1 June 30, 2018 Financial Statements

Distributed material: Information Note

Lorcan O'Melinn provided an overview of the materials presented to the Board. Key areas highlighted were the BCIT Operations Only of \$8.8 surplus (which excludes subsidiaries and the Foundation). Management also indicated that as at the end of August we are within \$200K of our position at the same time last year.

9.3 Q1 Ministry Forecast

Distributed material: Information Note

Management referred to the materials presented to the Board.

9.4 Q2 Ministry Forecast

Distributed material: Information Note

Management referred to the materials presented to the Board and confirmed that *Net Income for Ministry* is a projected surplus which remains with BCIT.

9.5 Quarterly Report for Student Full Time Enrolments (FTEs)

Distributed material: Information Note

Management provided an overview of the information note presented to the Board and re-iterated that calculations are reflected for only Q1.

10.0 Governance Committee

10.1 Committee Chair Update

The Acting Committee Chair (Kathy Corrigan) provided a verbal update of the Committee meeting held on September 18, 2018. She reported that the Committee

discussed updates to the bylaws, Governance Manual, conflict of interest, had received the Education Council update and various policy reviews.

10.2 Committee Membership

Distributed material: Decision Note

The Acting Committee Chair provided an overview of the decision note presented to the Board. Kathy Corrigan had previously spoken with Governors newly assigned to Committees and reported that further changes are expected in January 2019, including elected governors assignment to committees.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve changes to the Committee (Audit & Finance, Governance, Human Resources, and Tributes) membership.

10.3 Protection of Equipment and Property – Policy #7170

Distributed material: Decision Note

Management provided an overview of the decision note presented to the Board. The revisions to the policy are to ensure BCIT is compliant with industry standards, and we are in accordance with Policy Development and Maintenance - Policy #1000.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised BCIT Policy 7170 Protection of Equipment and Property to the Board of Governors for approval.

11.0 Education Council

11.1 Chair's Update

Distributed material: Information Note

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

11.2 Advanced Diploma in Technical Arts

Distributed material: Decision Note

The Chair of the Education Council provided an overview of the material presented to the Board. The business plan for this one year program was approved at the May 29, 2018 board meeting, this program forms part of the tech funding for seats that was previously received. The program was initiated in response to industry demands.

Instructors in education (ability to teach) vs content expertise was discussed. A three tiered pillar approach is used when hiring instructors based on a faculty qualifications policy which includes, industry relevance and education qualifications and teaching excellence. Support is offered to faculty through the Learning and Teaching Centre (LTC) for those with more industry expertise than teaching qualifications.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal to offer an Advanced Diploma in Technical Arts.



11.3 Modified Approval Process

Distributed material: Information Note

The Chair of the Education Council provided an overview of the information note presented to the Board and advised that approval for the modifications was given by the Audit & Finance Committee Chair.

Management reported on the process involved with international partnership evaluations at the partner level, and on BCIT's relationship and mandate letter with TTA (Technology Training Associates), noting that evaluations covered include financial risks, and geopolitical risks.

12.0 INSPIRE Campaign

Distributed material: Information Note

David Podmore provided an overview of the information note presented to the Board. He reported that the target to be raised from the private sector for the first phase is \$125M and that we have received to date close to \$40M from private donations. The student HUB building and the \$50M program replacing essential infrastructure on campus (currently underway and jointly funded by provincial and federal government) are not included in the overall target.

He noted a number of high profile individuals have already committed to serve on the Campaign Cabinet and recruitment continues to fill empty positions.

13.0 Student Association

13.1 President BCITSA Update

Distributed material: Information Note

The President of the Student Association provided an overview of the information note presented to the Board. Future events for students at the Aerospace Technology Campus (ATC) are being planned.

13.2 Student Representative Update

Distributed material: Information Note

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

14.0 Other Business

15.0 Questions

16.0 Conclusion

The meeting concluded at 2:46 p.m.



17.0 Information Only



Kathy Corrigan, Chair