

# MEETING AGENDA

## BCIT BOARD OF GOVERNORS – OPEN

Wednesday October 2, 2024, 1:00 to 2:45 p.m.

- [Join the meeting here](#) ; Mtg ID: 261 086 443 131; Passcode: mCUJSc
- Royal Oak Boardroom - SE40-140, 4551 Wayburn Drive, Burnaby

### Board:

Mike Bonshor, Chair  
 Don Matthew, Vice Chair  
 Catherine Boivie  
 Bobby Davidson  
 Bob Enns  
 Noor Esmail  
 Tamara Pongracz  
 Stepan Vdovine  
 Jimmy Wang  
 Claire Wang

### Ex Officio:

Jeffrey Zabudsky, President  
 Eric Fry, Education Council Chair

### In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
 Dr. Kim Dotto, Dean, Applied Research  
 Jennifer Figner, Provost & VP, Academic  
 Chris Hudson, Interim VP, People, Culture & Inclusion  
 Glen Magel, Dir., Safety, Security & Emergency Mgmt.  
 Trish Pেকেles, CFO, VP, Administration  
 Cynthia Petrie, VP, External  
 Barbara Kader, EA, Governance

### Regrets:

Corry Anderson-Fennell, Board Member  
 Leah Ballantyne, Board Member

	Item		Presenter
1.	<b>Call to Order and Introductory Remarks</b> <i>BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkwəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tseil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	1:00	Chair
2.	<b>Governor Appointments</b> 2.1 Introductions, Profiles and Oaths of Office	1:03	Chair
3.	<b>Approval of Agenda/Consent Agenda</b> <i>(subject to request for discussion)</i> 3.1 Adopt Agenda 3.2 Minutes June 24, 2024 3.3 Education Council Report 3.4 Governance Committee Update 3.5 Student Association President's Report 3.6 Applied Research Ethics Board Annual Report 3.7 Institute Report  <b>MOTION:</b> THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on October 2, 2024.	1:15	Chair
4.	<b>Board Chair's Comments</b>	1:20	Chair
5.	<b>President's Report</b> 5.1 Senior Management Announcement	1:30	J. Zabudsky

6.	<b>Centre for Applied Research &amp; Innovation (CARI) Presentation</b>	1:40	K. Dotto	67
7.	<b>Academic</b> 7.1 New Program: Associate Certificate in Business Analysis  <b>MOTION:</b> THAT the Board of Governors approve the new program: Associate Certificate in Business Analysis	2:00	E. Fry	73
8.	<b>Audit and Finance Committee</b> 8.1 Trades and Technology Budget  <b>MOTION:</b> THAT the Board of Governors approve: (1) an increase to the Trades and Technology - Phase One project budget in the amount of \$40.5M to be fully funded through Provincial Grant, Federal Award and BCIT Foundation; and (2) a budget of \$1.5M for a new Welding Pavilion to be fully funded through the BCIT Foundation.	2:15	D. Matthew	85
9.	<b>Governance Committee</b> 9.1 Bylaws and Governance Manual Revisions  <b>MOTION:</b> THAT the Board of Governors approve the Board of Governors' Bylaws and Governance Manual Revisions.  9.2 Committee Memberships  <b>MOTION:</b> THAT the Board of Governors approve the:  Audit and Finance Committee membership to include the addition of Noor Esmail and Stepan Vdovine. <b>AND</b> Governance Committee membership to include the addition of Corry Anderson-Fennell (Committee Chair), Leah Ballantyne, and the removal of Catherine Boivie. <b>AND</b> Tributes Committee Membership to include the addition of Lisa Jung, Shannon Kelly (re-appointed), Sean Poole, Michael Robinsmith, Jimmy Wang and Claire Yeh.	2:25	C. Hudson  Chair	87  223
10.	<b>Policies and Procedures</b>  10.1 Travel Risk and Security – Policy #7140 and Procedures #7140-PR1  <b>MOTION:</b> THAT the Board of Governors approve the revised Travel Risk and Security Policy #7140 and Procedures #7140-PR1.	2:35	C. Hudson	225
11.	<b>Next Meeting and Conclusion</b> • October 2, 2024	2:45	-	-

# MEETING MINUTES

## BCIT BOARD OF GOVERNORS - OPEN

Wednesday October 2, 2024, 1:04 to 2:30 p.m.

### Board:

Mike Bonshor, Chair  
 Don Matthew, Vice Chair  
 Catherine Boivie  
 Bob Enns (1:16 pm)  
 Noor Esmail  
 Tamara Pongracz (Virtual)  
 Stepan Vdovine  
 Jimmy Wang  
 Claire Wang

### In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
 Karen Colins, Dir., Safety, Security & Emergency Mgmt.  
 Dr. Kim Dotto, Dean, Applied Research  
 Jennifer Figner, Provost & VP, Academic  
 Chris Hudson, Interim VP, People, Culture & Inclusion  
 Glen Magel, Dir., Safety, Security & Emergency Mgmt.  
 Trish Pekeles, CFO, VP, Administration  
 Cynthia Petrie, VP, External  
 Barbara Kader, EA, Governance

### Ex Officio:

Jeffrey Zabudsky, President  
 Eric Fry, Education Council Chair

### Regrets:

Corry Anderson-Fennell, Board Member  
 Leah Ballantyne, Board Member  
 Bobby Davidson, Board Member

A quorum was present.

### 1.0 Call to Order and Introductory Remarks

The Chair acknowledged that BCIT campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkwəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.

### 2.0 Governor Appointments

#### 2.1 Introductions, Profiles and Oaths of Office

*Distributed material: Agenda*

Introductions were made and the Board Chair administered the Oaths of Office for Mr. Esmail and Mr. Vdovine.

### 3.0 Approval of Agenda/Consent Agenda

Received as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on October 2, 2024.

### **3.1 Adopt Agenda**

*Distributed material: Agenda*

### **3.2 Minutes June 24, 2024**

*Distributed material: Meeting Minutes*

### **3.3 Education Council Report**

*Distributed material: Correspondence*

The EdCo Chair reported that the working group will implement the *Indigenous Action Plan* this month. The Board Chair acknowledged the work and expressed his appreciation of the Plan.

### **3.4 Governance Committee Update**

*Distributed material: Information Note*

### **3.5 Student Association President's Report**

*Distributed material: Information Note*

### **3.6 Applied Research Ethics Board Annual Report**

*Distributed material: Report*

### **3.7 Institute Report**

*Distributed material: Information Note*

## **4.0 Board Chair's Comments**

The Chair reported that he looks forward to the work ahead with the Strategic Plan. He had attended the BCIT Foundation Annual General Meeting and their Board of Directors meeting on September 20, 2024, where they had discussed the re-launch of the INSPIRE Campaign.

The Chair commented on:

- Student financial aid covering 1,000 students shows a 40%+ increase in applicants
- Significant increase in research activity (CARI)

The Chair noted that an Economic Progress Report developed by the National Indigenous Economic Development Board (NIEDB), that monitors the socio and economic progress behaviour of First Nations and Indigenous Communities. There has been an increase in high school graduation rates, and a stable post-secondary graduate rate. The Board will receive this report once it has been finalized for distribution as it is relevant to BCIT's Indigenous enrolment and the Education Council.

## **5.0 President's Report**

*Distributed material: Information Note*

The President reported that he and the Chair attended a Concert Properties fundraising event for BCIT in September and that Mr. David Podmore was retiring from Concert Properties. Mr. Podmore was the previous Chair of the INSPIRE Campaign and a strong supporter and friend of BCIT. An event for Mr. Podmore is being held on October 9, 2024.

The President welcomed the new governors and acknowledged Chris Hudson's appointment as the VP, People, Culture and Inclusion.

#### **5.1 Senior Management Announcement**

*Distributed material: Information Note*

The President and his Executive acknowledged Mr. Magel and wished him well in his impending retirement and welcomed Ms. Karen Collins.

#### **6.0 Centre for Applied Research & Innovation (CARI) Presentation**

*Distributed material: Presentation*

The Dean, Applied Research provided a presentation and answered questions regarding the [Tech Copper Innovation Hub](#). The goal of the hub is to increase the knowledge base and prototyping capabilities of students, faculty and industry partners to help industry commercialize innovative new additive manufacturing products. Additionally, the Hub is a centre for research and development in new methods of additive manufacturing including combined metal and composite materials. The President reported that BCIT continues to work with and is partnering with Tech Resources Limited (Tech) who is focused on sustainability.

The Dean reported on how success is measured of the research projects performed at CARI. As outlined in the [Year in Review \(2022/23\)](#) realizing revenue targets, return of revenue to the Institute, the number of projects performed, number of companies supported, and the number of graduates and how much information has been disseminated as a result of research performed. Student projects are tracked, as are the number of companies being supported.

The Dean reported on the differences between the Northern, and Southern Alberta Institute of Technology (NAIT and SAIT) and how funding is obtained compared to other provincial and national institutes.

#### **7.0 Academic**

##### **7.1 New Program: Associate Certificate in Business Analysis**

*Distributed material: Decision Note*

The Educational Council Chair provided a summary of the decision not previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the new program: Associate Certificate in Business Analysis.

#### **8.0 Audit and Finance Committee**

##### **8.1 Trades and Technology Budget**

*Distributed material: Decision Note*

Management highlighted key points from the decision note previously circulated. Clarification was provided regarding \$5M donations reported as part of the \$40.5M.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve: (1) an increase to the Trades and Technology - Phase One project budget in the amount of \$40.5M to be fully funded through Provincial Grant,

Federal Award and BCIT Foundation; and (2) a budget of \$1.5M for a new Welding Pavilion to be fully funded through the BCIT Foundation.

## 9.0 Governance Committee

### 9.1 Bylaws and Governance Manual Revisions

*Distributed material: Decision Note*

Management reported that the Governance Committee previously approved the revisions for both documents.

Questions were received and addressed regarding the Bylaws. The Audit and Finance Committee Chair reported that questions relating to Committee membership had been addressed at a previous meeting.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Bylaws and Governance Manual Revisions.

### 9.2 Committee Memberships

*Distributed material: Decision Note*

Received and approved.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the:

Audit and Finance Committee membership to include the addition of Noor Esmail and Stepan Vdovine.

**AND**

Governance Committee membership to include the addition of Corry Anderson-Fennell (Committee Chair), Leah Ballantyne, and the removal of Catherine Boivie.

**AND**

Tributes Committee Membership to include the addition of Lisa Jung, Shannon Kelly (re-appointed), Sean Poole, Michael Robinsmith, Jimmy Wang and Claire Yeh.

## 10.0 Policies and Procedures

### 10.1 Travel Risk and Security – Policy #7140 and Procedures #7140-PR1

*Distributed material: Decision Note*

Received and approved.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the revised Travel Risk and Security Policy #7140 and Procedures #7140-PR1.

### 11.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on December 4, 2024 at 1:45 p.m.

The open meeting concluded at 2:20 p.m.



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Mike Bonshor, Chair