

# MEETING AGENDA

## BCIT BOARD OF GOVERNORS – OPEN

Monday June 23, 2025, 1:00 to 3:20 p.m.

- [Join the meeting](#); Mtg ID: 232 727 637 038; Passcode: Hs6Ta9gX, [By Telephone](#)
- Royal Oak Boardroom - SE40-140, 4551 Wayburne Drive, Burnaby

### Board:

Mike Bonshor, Chair  
Don Matthew, Vice Chair  
Leah Ballantyne  
Cora Bell  
Catherine Boivie  
Bobby Davidson  
Bob Enns  
Noor Esmail  
Colin Jones  
Carla Reid  
Stepan Vdovine  
Claire Wang

### In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
Jennifer Figner, Provost & VP, Academic  
Chris Hudson, VP, People, Culture & Inclusion  
Cynthia Petrie, VP, External  
Craig Sidjak, Dir., Campus Development (#7.1)  
Navida Suleman, CFO and VP, Administration  
Kory Wilson, Exec. Dir., Indigenous Initiatives & Partnerships (#12)  
Barbara Kader, EA, Governance

### Regrets:

Corry Anderson-Fennell, Board Member

### Ex Officio:

Jeffrey Zabudsky, President  
Shawna Waberi, Education Council Chair

	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 xʷməθkʷəʔəm (Musqueam), Selilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	1:00	Chair
2.	<b>Declaration of Conflict of Interest</b>	1:02	Chair
3.	<b>Governor Appointments</b> 3.1 Introductions, Profiles and Oaths of Office	1:05	Chair
4.	<b>Approval of Agenda/Consent Agenda</b> <i>(subject to request for discussion)</i> 4.1 Adopt Agenda 4.2 Minutes May 27, 2025 4.3 Education Council Report 4.4 Governance Committee Report  <b>MOTION:</b> THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on June 23, 2025.	1:15	Chair
5.	<b>Board Chair's Comments</b> 5.1 Governor Appointments – Retiring Appointments	1:20	Chair
6.	<b>President's Comments</b> 6.1 President's Activities	1:35	J. Zabudsky

	Item		Presenter
7.	<b>Finance</b> 7.1 Five-Year Capital Plan  <b>MOTION:</b> <i>THAT the Board of Governors approve the Five-Year Capital Plan for 2026/27 to 2030/31 for submission to the Ministry of Post Secondary Education and Future Skills (as outlined in Appendix A).</i>	1:45	D. Matthew / N. Suleman
8.	<b>Government Accountability</b> 8.1 Mandate Letter June 10, 2025  <b>MOTION:</b> <i>THAT Board of Governors authorize the Board Chair to sign on behalf of the Board of Governors, the 2025/26 Mandate Letter from the Province of British Columbia, Ministry of Post-Secondary Education and Future Skills.</i>  8.2 The Institutional Accountability Plan and Report 2024/25  <b>MOTION:</b> <i>THAT Board of Governors approve in principle, with no significant implications identified by the Ministry of Post-Secondary Education and Future Skills, the Institutional Accountability Plan and Report – 2024/25 Reporting Cycle.</i>	2:00	J. Figner
9.	<b>Policy</b> 9.1 Tuition and Fees Policy – Policy #2300; Tuition, Fees and Refunds Procedures #2300–PR1; Fee Administration Procedures #2300–PR2  <b>MOTION:</b> <i>THAT the Board of Governors approve Tuition and Fees Policy – Policy #2300; Tuition, Fees and Refunds Procedures #2300–PR1; Fee Administration Procedures #2300–PR2</i>	2:30	D. Matthew / J. Figner
10.	<b>Academic</b> 10.1 New Program: Diploma in Aircraft Maintenance Engineer – Structures  <b>MOTION:</b> <i>THAT the Board of Governors approve the new program Diploma in Aircraft Maintenance Engineer - Structures</i>	2:40	S. Waberi
11.	<b>Governance</b> 11.1 Bylaws and Governance Manual Annual Revisions  <b>MOTION:</b> <i>THAT the Board of Governors approve the Board of Governors' Bylaws and Governance Manual Annual Revisions.</i>	2:45	C. Hudson
12.	<b>Indigenous Partnerships – Strategic Plan Initiatives</b>	2:55	K. Wilson
13.	<b>Next Meeting and Conclusion</b> October 7, 2025	3:20	-

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# MEETING MINUTES

## BCIT BOARD OF GOVERNORS - OPEN

Monday June 23, 2025, 1:04 to 2:06 p.m.

### Board:

Mike Bonshor, Chair  
Don Matthew, Vice Chair  
Cora Bell (*virtual*)  
Catherine Boivie  
Bobby Davidson  
Noor Esmail  
Colin Jones  
Carla Reid  
Stepan Vdovine  
Claire Wang

### Ex Officio:

Jeffrey Zabudsky, President  
Shawna Waberi, Education Council Chair

### In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
Sarah Dunn, Dir., Institutional Research & Planning (#8.2)  
Jennifer Figner, Provost & VP, Academic  
Chris Hudson, VP, People, Culture & Inclusion  
Cynthia Petrie, VP, External  
Craig Sidjak, Dir., Campus Development (#7.1)  
Navida Suleman, CFO and VP, Administration  
Barbara Kader, EA, Governance

### Regrets:

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

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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 Declaration of Conflict of Interest

*Distributed material: Information Note*

No declarations were received.

### 3.0 Governor Appointments

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

*Distributed material: Information Note*

Introductions were made from the new governors (C. Bell, C. Jones, S. Waberi). Each Oath was signed and received.

#### **4.0 Approval of Agenda/Consent Agenda**

All reports were received.

**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 June 23, 2025.

##### **4.1 Adopt Agenda**

*Distributed material: Agenda*

##### **4.2 Minutes May 27, 2025**

*Distributed material: Meeting Minutes*

##### **4.3 Education Council Report**

*Distributed material: Information Note*

##### **4.4 Governance Committee Report**

*Distributed material: Information Note*

#### **5.0 Board Chair's Comments**

The Board Chair reported that he had a tour of the School of Construction & the Environment prior to the meeting. He and other Governors will be presenting at the Spring Convocation Ceremonies beginning June 24 to 26, 2025.

##### **5.1 Governor Appointments – Retiring Appointments**

*Distributed material: Information Note*

The Board Chair acknowledged the upcoming Governor retirements (L. Ballantyne, B. Enns).

#### **6.0 President's Report**

The President acknowledged and welcomed the new Governors. He reported on the progression of staff returning to campus since the pandemic. Over the last year, in person events (Service Recognition Awards, Employee Excellence Awards, Professional Development Day/Staff BBQ) on campus have increased in attendance and have been well received.

The spring (June) convocation ceremonies (seven) have been combined with the winter ceremonies previously held in February. The President thanked Governors participating in the ceremonies.

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

*Distributed material: Information Note*

#### **7.0 Finance**

##### **7.1 Five-Year Capital Plan**

*Distributed material: Decision Note*

Management provided a summary of the process and requirement to submit the capital plan annually to the government. It was reported that no new projects were added to the plan, however, some project costs have been updated since last year.

The projects listed in the report are purposefully not prioritized to allow government to

have an opportunity to prioritize projects that align with their requisites. Some of the projects are specifically broken out into discreet segments that are scalable, which allows Management to be flexible with their requests and nimble enough to propose a small project as and when additional funding becomes available throughout the year.

Management answered questions regarding prioritization and additional funding.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Five-Year Capital Plan for 2026/27 to 2030/31 for submission to the Ministry of Post Secondary Education and Future Skills (as outlined in Appendix A).

## **8.0 Government Accountability**

### **8.1 Mandate Letter June 10, 2025**

*Distributed material: Decision Note*

Management provided a summary of the mandate letter process and priorities within the letter, and how they relate to the IAPR (item #8.2).

It was reported that the letter issued under Minister Kang compared to the previous letter in June 2023 from Minister Robinson, emphasises strengthening existing priorities. BCIT continues to be a recognized leader within the sector for trades training programs, however, it isn't fully recognized for the breadth of other training programs provided.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** Board of Governors authorize the Board Chair to sign on behalf of the Board of Governors, the 2025/26 Mandate Letter from the Province of British Columbia, Ministry of Post-Secondary Education and *Future Skills*.

### **8.2 The Institutional Accountability Plan and Report 2024/25**

*Distributed material: Decision Note, Presentation, Report*

Management highlighted the presentation previously circulated. Questions were answered regarding the performance measure assessment in the health programs. It was reported that an existing gap in enrolment is occurring in the specialty nursing programs due to decreased interest in health care careers following the Covid-19 pandemic, limited clinical placements, and health authorities offering their own training. Comparisons from last year to this year show a positive trend where these enrolment numbers are slowly increasing.

Comparisons with other institutes is challenging because BCIT is the only institute offering specialty nursing programs in terms of the Bachelor of Science in Nursing program, all institutes are comparable.

Management reported that government requests BCIT to continue reporting long-term strategic initiatives relating to sexualized violence and prevention.

Management answered questions regarding the assessment/survey taken to gather data. Performance measure data is based on the student outcomes survey, which is a government survey in which all public post-secondary institutes are mandated to participate. BCIT's metrics remain strong compared to other post-secondaries.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** Board of Governors approve in principle, with no significant implications identified by the Ministry of Post-Secondary Education and Future Skills, the Institutional Accountability Plan and Report – 2024/25 Reporting Cycle.

## **9.0 Policy**

### **9.1 Tuition and Fees Policy – Policy #2300; Tuition, Fees and Refunds Procedures #2300–PR1; Fee Administration Procedures #2300–PR2**

*Distributed material: Decision Note, Report*

Management highlighted key points from the material previously circulated. The policy is modified from a previous version but considered new given the number of changes implemented. The policy and procedures align with other policy consistencies and has been written for easier comprehension.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve Tuition and Fees Policy – Policy #2300; Tuition, Fees and Refunds Procedures #2300–PR1; Fee Administration Procedures #2300–PR2

## **10.0 Academic**

### **10.1 New Program: Diploma in Aircraft Maintenance Engineer - Structures**

*Distributed material: Decision Notes, Reports*

The Education Council Chair summarized the decision note previously circulated. Received and approved as presented.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the new program Diploma in Aircraft Maintenance Engineer – Structures.

## **11.0 Governance**

### **11.1 Bylaws and Governance Manual Annual Revisions**

*Distributed material: Decision Note*

Received and approved as presented.

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

## **12.0 Indigenous Partnerships – Strategic Plan Initiatives**

This item was deferred to the Closed meeting due to timing on the open meeting agenda and presenter availability.

### 13.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on October 7, 2025 at 1:00 p.m. The open meeting concluded at 2:06 p.m.

*Signed copy on file*

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Mike Bonshor, Chair