

# MEETING MINUTES

## BCIT BOARD OF GOVERNORS - OPEN

Tuesday October 7, 2025, 1:02 to 2:06 p.m.

### Board:

Mike Bonshor, Chair  
 Don Matthew, Vice Chair  
 Corry Anderson-Fennell (*virtual*)  
 Cora Bell  
 Catherine Boivie  
 Annabelle Donovan  
 Bobby Davidson (*virtual*)  
 Noor Esmail  
 Zahra Esmail (*virtual*)  
 Colin Jones  
 Brooks Patterson  
 Carla Reid  
 Stepan Vdovine (*virtual*)  
 Claire Wang

### In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
 Jennifer Figner, Provost & VP, Academic  
 Chris Hudson, VP, People, Culture & Inclusion  
 Simon Lam, (#6.2) Dir., Respect, Diversity & Inclusion  
 Wendy Lebreton, Dir., Land Asset Management  
 Cynthia Petrie, VP, External  
 Navida Suleman, CFO and VP, Administration  
 Barbara Kader, EA, Governance

### Ex Officio:

Jeffrey Zabudsky, President  
 Shawna Waberi, Education Council Chair

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 x<sup>w</sup>məθkwəy̓əm (Musqueam), Səlílwətaʔ/Selilwitulh (Tseilil-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 (A. Donovan, Z. Esmail, B. Patterson). Each Oath was previously signed and received.

#### 4.0 Approval of Agenda/Consent Agenda

All reports were received as read. An amendment was made to move item 4.5 *Sexualized Violence Annual Report 2024/25* to 6.2. A request to add an agenda item was made. It was decided that the addition would be discussed in the In Camera session after the Closed meeting.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the *amended* 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 June 23, 2025

*Distributed material: Meeting Minutes*

##### 4.3 Education Council Report

*Distributed material: Information Note*

##### 4.4 Governance Committee Report

*Distributed material: Information Note*

##### 4.5 Institute Report

*Distributed material: Information Note*

##### 4.6 Student Association President's Report

None provided – no verbal update

##### 4.7 Student Representative's Report

None provided – no verbal update

#### 5.0 Board Chair's Comments

The Board Chair reported that he had a tour of the Broadcasting Centre (School of Business + Media).

He was impressed by the team's dedication and their work in such a rapidly evolving field, it's clear they'll continue to adapt and remain relevant. The school is committed to staying current, fully subscribed in most areas, and focused on maintaining excellence in this dynamic sector of communication.

#### 6.0 President's Report

The President introduced Wendy Lebreton (Director, Land Asset Management) and acknowledged the new Governors.

##### 6.1 President's Activities

*Distributed material: Information Note*

The President highlighted key activities from his report previously circulated.

He reported that during the summer, activities included visiting each of the five municipalities with campuses, engaging in formal presentations to Council and mayors. Presentations have been completed in Burnaby and Richmond, while North

Vancouver, Vancouver, and Delta are being scheduled. The tours provided an opportunity to discuss BCIT's initiatives to support local communities. In Richmond, the new biomanufacturing centre at the aerospace campus was introduced to council members, who were invited for upcoming tours.

Additionally, a proposal has been made for a pedestrian bridge connecting Lansdowne SkyTrain station to the Aerospace Campus, aiming to improve access for students and the adjacent Burkeville community. Although not a primary priority, the project is being considered for future development.

Subsequent meetings involved the minister visiting BCIT's Marine campus, discussing institutional challenges and the impact of the Bridge Watch Rating program. The minister also participated in industry engagement sessions, including two visits to observe shipbuilding and manufactured modular construction projects. Both companies highlighted their collaboration with BCIT and contributions to education and workforce training.

Notable events also included a Burnaby Campus tour for the Federal Minister of Housing, focusing on the student housing project. The tour showcased modern mass timber construction techniques and net zero housing initiatives, with potential for further federal investment in student housing to benefit both students and the broader community.

The visit was productive, highlighting the innovative mass timber construction approach, panelized and assembled on campus, and work in net zero housing and master timber micro credentials. The Minister expressed interest in returning specifically to see this new construction method.

The President will be attending Polytechnics Canada's National Strategy Group Meetings in Ottawa in late October and will be bringing a CEO from a Vancouver mass timber design company whose business aligns with the federal government's focus on housing innovation.

## **6.2 Sexualized Violence Annual Report 2024/25**

*Distributed material: Information Note*

A report was provided on sexualized violence prevention within the BCIT community. This topic is a key priority for both the Deputy Minister and the Minister.

BCIT remains committed to a comprehensive approach for addressing sexual violence and misconduct. The ministry introduced new proposed legislation, which is currently being reviewed; initial assessments indicate current BCIT practices are aligned with the new legislation and new measures will strengthen sector-wide efforts.

Over the past year, BCIT has prioritised progression and education, updating campus safety and course content for faculty, staff, and students. Preparation has begun on a awareness campaign for housing students, aiming to launch by year's end or early next year. New resources and handouts will support faculty and staff in assisting students, with plans to roll these out by end of next term. The website will be updated later this year and fully revamped next year to improve support and accountability around preventing sexualized violence on campus. Last year, an anonymous online

reporting tool was introduced, allowing community members to report incidents confidentially.

This policy addressing sexual violence, along with its accompanying procedures, will be reviewed. BCIT is committed to conducting a thorough consultation process, in which student input and community feedback will play a crucial role. Based on the information gathered, further revisions and enhancements as necessary will be made.

Management answered questions on how BCIT tracks incidents of sexualized violence on campus and where can details about how this information is recorded and what it means be found.

Reports are received through various channels, as individuals may choose to approach safety and security; student success; respect, diversity and inclusion; or human resources based on their preferences. These reports are tracked and collected using different methods. A small group meets regularly to review cases that arise. Efforts are underway to ensure data accuracy and improve tracking processes, with plans over the coming weeks and months to capture all relevant information at BCIT. The reporting avenues include both disclosures and formal reports.

BCIT aims to respect the preferences of individuals affected by sexual violence; some may prefer confidentiality and only seek support without disclosure. Their wishes are honoured and their experiences may not be included in reported statistics. However, the community is encouraged to seek assistance or report concerns, particularly in serious cases, while maintaining a balance between respecting individual choices and ensuring campus safety.

Management provided a summary of training sessions extended to all staff.

## **7.0 Finance**

### **7.1 Financial Information Act – Annual Report Submission (SOFI)**

*Distributed material: Decision Note*

Management reported that previously we were able to file documents to meet the ministry's September 30 deadline after the audit finance reviewed the report with pending board approval. Going forward, pending board approval will no longer be required, the board will be requested to formally delegate approval authority to the committee to facilitate timely filing and compliance.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the FY2024/25 Statement of Financial Information.

## **8.0 Policies and Procedures**

### **8.1 Fraud – Policy #1200**

*Distributed material: Decision Note*

Management reported that edits made to the policy are minor and were completed with the assistance of the Policy Management Office. There have been no material changes to the original intent of the policy. Revisions to change in oversight responsibilities: oversight remains with Internal Audit until the program is fully implemented, at which time it will be transferred to the Enterprise Risk Management team.

Management reported that BCIT has a code of conduct policy that addresses conflicts of interest. When new policies are drafted or existing ones revised, all related organizational policies are reviewed for connections and ensure they're reflected in the latest versions. The Policy Management Office supports this process by offering guidance and helping identify links between policies. Stakeholders are also involved during consultations for new or revised policies to consider relevant connections and feedback.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** Board of Governors approves the revised Fraud - Policy #1200.

## **8.2 Program Review – Policy #5402 and Program Review Process Procedure - #5402-PR1**

*Distributed material: Decision Note, Presentation, Report*

Management reported that revisions comprised to simplify language and readability. References to the ministry has been more generic, should the Ministry titles change with leadership.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** Board of Governors approve the revised Program Review - Policy #5402 and Program Review Process - Procedure - #5402-PR1.

## **9.0 Academic**

### **9.1 New Programs:**

- Advanced Certificate in Bridging Medical Radiography
- Associate Certificate in Artificial Intelligence Management
- Associate Certificate in Business Data Management
- Associate Certificate in Business Intelligence

*Distributed material: Decision Note, Reports*

The Education Council Chair highlighted each of the new certificates, reporting on the target audiences where curriculums required prior knowledge and experience.

An associate certificate requires a minimum of 15 credits, and the rigour is traditionally at the level of first-year post-secondary study. An advanced certificate requires at least 24 credits, with a diploma or a degree for entry, and is comparable to third-year post-secondary level or higher.

BCIT offers flexible learning options, available during evenings and weekends to meet demand. Full enrolment is expected, if interest grows, additional sessions will be offered.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the new programs: Advanced Certificate in Bridging Medical Radiography; Associate Certificate in Artificial Intelligence Management; Associate Certificate in Business Data Management; Associate Certificate in Business Intelligence.

## **10.0 Governance**

### 10.1 Committee Memberships

*Distributed material: Decision Note*

The Committee Chair provided a summary of the membership revisions.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the following Committee membership revisions, effective October 7, 2025:

- Audit and Finance Committee: to remove Bob Enns (retired), to add Brooks Patterson
- Human Resources Committee: to remove Catherine Boivie and Don Matthew; to add Annabelle Donovan and Brooks Patterson
- Governance Committee: to add Colin Jones and Shawna Waberi
- Tributes Committee: to remove Corry Anderson-Fennell; to add Zahra Esmail

### 11.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on December 3, 2025 at 1:00 p.m. The open meeting concluded at 2:06 p.m.

Signed

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Mike Bonshor, Chair