

# MEETING AGENDA

## BCIT BOARD OF GOVERNORS – OPEN

Tuesday February 24, 2026, 1:00 to 1:45 p.m.

- [Join the meeting](#); Mtg ID: 272 598 104 422; Passcode: Bc6XC7zL
- Telephone: [+1 647-794-1704](tel:+16477941704), [892061085#](tel:+1892061085), ID: 892 061 085#
- Royal Oak Boardroom - SE40-140, 4551 Wayburne Drive, Burnaby

	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 xʷməθkʷəy̍əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	1:00	Chair
2.	<b>Disclosure of Conflict of Interest</b>	1:02	Chair
3.	<b>Approval of Agenda/Consent Agenda</b> <i>(subject to request for discussion)</i> 3.1 Adopt Agenda 3.2 Minutes December 3, 2025 3.3 Education Council Report 3.4 Governance Committee Report 3.5 Institute Report 3.6 Committee Timetable of Key Deliverables 3.7 2027 Board and Committee Meeting Dates  <b>MOTION:</b> THAT the Agenda/Consent Agenda for the Open Board of Governors meeting held on February 24, 2026 be approved.	1:05	Chair
4.	<b>Board Chair's Comments</b>	1:10	Chair
5.	<b>President's Comments</b> 5.1 President's Activities	1:20	J. Zabudsky
6.	<b>Policies and Procedures</b> 6.1 Honorary Awards - Policy #5501 and Procedures #5501-PR1  <b>MOTION:</b> THAT the revised Honorary Awards - Policy #5501 and Procedures #5501-PR1 be approved.	1:30	C. Boivie / C. Petrie
7.	<b>Academic</b> 7.1 Statements of Completion  <b>MOTION:</b> THAT the Board of Governors delegate approval to Education Council to transition a series of existing Statements of Completion to Associate Certificate credentials using the standard major change process.	1:35	J. Figner
8.	<b>Next Meeting and Conclusion</b> March 31, 2026	1:45	-

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## **Board of Governors Open Meeting – February 24, 2026**

### **1.0 Call to Order and Introductory Remarks**

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

**MOTION:** THAT the Agenda/Consent Agenda for the Open Board of Governors meeting held on February 24, 2026 be approved.

### **List of Motions for Approval**

- 3.6** THAT the revised Audit and Finance Committee, and the Human Resources Timetables of Key Deliverables be approved.
- 6.1** *THAT the revised Honorary Awards - Policy #5501 and Procedures #5501-PR1 be approved.*
- 7.1** *THAT the Board of Governors delegate approval to Education Council to transition a series of existing Statements of Completion to Associate Certificate credentials using the standard major change process.*



## INFORMATION NOTE February 5, 2026

**PREPARED FOR:** Board of Governors

**ISSUE:** Disclosure of Conflict of Interest

**SUMMARY:**

A *Disclosure of Conflict of Interest* provides an opportunity for Governors to announce if they have a conflict with any of the open and/or closed board meeting agenda item(s).

Governors should refer to the *Board of Governors Bylaws, Part IV – Code of Conduct and Conflict of Interest (page 14)*, and the *Board of Governors' Governance Manual – section 8, Governor Conflict of Interest (page 21)*.

[The bylaws and manual can be found here.](#)

# MEETING MINUTES

## BCIT BOARD OF GOVERNORS - OPEN

Wednesday December 3, 2025, 2:45 to 2:06 p.m.

### **Board:**

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

### **In Attendance:**

Tanya Buschau, Advisor, Respect, Diversity & Inclusion (#6.4)  
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
Jennifer Figner, Provost & VP, Academic  
Chris Hudson, VP, People, Culture & Inclusion  
Cynthia Petrie, VP, External  
Navida Suleman, CFO and VP, Administration  
Barbara Kader, EA, Governance

### **Regrets:**

Colin Jones, Board Member

### **Ex Officio:**

Jeffrey Zabudsky, President  
Shawna Waberi, Education  
Council Chair

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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 Approval of Agenda/Consent Agenda

All reports were received as read.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Agenda/Consent Agenda for the Open Board of Governors meeting held on December 3, 2025, be approved.

#### 3.1 Adopt Agenda

*Distributed material: Agenda*

#### 3.2 Minutes October 7, 2025

*Distributed material: Meeting Minutes*

#### 3.3 Education Council Report

*Distributed material: Information Note*

#### 3.4 Governance Committee Report

*Distributed material: Information Note*

#### 3.5 Institute Report

*Distributed material: Information Note*

#### 3.6 Public Interest Disclosure and Protection Annual Report (FY2024/25)

*Distributed material: Information Note*

### 4.0 Board Chair's Comments

The Board Chair acknowledged the good work and achievements from the past year. He highlighted the completion of the student housing tall timber building, which has had a significant positive impact on our students. He noted the celebration for the Foundation's INSPIRE Campaign completion and the soft launch of its ongoing work. He acknowledged the contributions made by the BCIT Foundation as they shift focus to upcoming initiatives.

Recent discussions about BCIT's future promises will be exciting, especially as these two projects become more interwoven with the institute's growth. Engaging interested partners will be crucial as BCIT continues to be developed.

He commented on the provincial review and felt that it has the potential to bring substantial changes to the organization and funding of post-secondary institutions, while also presenting valuable opportunities. He reported that he had engaged in proactive discussions with the President, utilizing their comprehensive understanding of the institute to formulate constructive recommendations for the province. Rather than passively accepting provincial decisions, BCIT should actively engage and communicate within its community to promote progress and positive outcomes.

### 5.0 President's Report

#### 5.1 President's Activities

*Distributed material: Information Note*

The President highlighted four items:

BC's post-secondary review has quickly advanced after a lull, aiming to build a sustainable framework for the sector. The review addresses ongoing funding issues and recent federal policy changes affecting international students, seeking new strategies for system sustainability.

The review, led by former deputy minister Don Aveson, is on a tight schedule with reports due by mid-March. Sector meetings with provincial post-secondary associations are set to finish by year-end, after which further review and questions may follow. While no individual institutional meetings are planned, sector representatives hope for opportunities to provide input, allowing BCIT to showcase its contributions to addressing systemic challenges.

The review offers BCIT an opportunity to contribute, drawing on its size and reputation for problem-solving and is hopeful that the process will enable meaningful input into government decisions.

The President welcomes board input on key initiatives like the provincial review, though formal board contributions may not be part of the process. Board members should send feedback to Barbara, who will forward it to the President for inclusion in stakeholder discussions. The President will keep the board informed if a chance for formal engagement emerges.

### [Province reviews public post-secondary system to ensure long-term sustainability](#)

The President reported that a significant provincial announcement was made regarding an increase in trades funding, the first such boost in 18 years. The government's commitment will more than double existing funding, allocating \$54M in the first year, \$26M in the second year, and \$25M in the third year. With 85% of trades training in BC conducted by public institutions, most notably at BCIT, the institution stands to benefit considerably.

The funding aims to resolve ongoing shortfalls by directly supporting trades programs that previously depended on other budgets. Although allocation details are pending, prospects are positive, with expectations of targeted expansion and a commitment to using most funds as intended.

He reported that the recent funding increase does not include foundation trades training, which is essential for students starting in the trades and progressing to higher levels. The Skilled Trades Training Council (STTC) has urged reconsideration, noting that BCIT has above-average transition rates from foundation programs and higher persistence to Red Seal certification. BCIT's partnership with Seaspans and the Washington Foundation is highlighted as a successful model.

He reported on the provincial industrial strategy, spearheaded by Minister Ravi Kalon, is focused on identifying key sectors for growth in the coming years. This initiative is especially significant considering anticipated federal funding opportunities, including commitments related to NATO.

Several themes in the strategy align with BCIT's strengths and ongoing projects such as construction innovation, which BCIT is working with industry partners to advance. The marine sector is a priority for the province, and BCIT is actively involved. Many provincial priority sectors match BCIT's programs and expertise, highlighting BCIT's key role in supporting economic growth and workforce strategies in British Columbia.

The province's focus on growth sectors aligns well with BCIT's programs, allowing the institution to strengthen its role in economic and sectoral development.

Similar to the Board Chair's comments, the President reported on the successful conclusion to the INSPIRE Campaign, acknowledging the contributions of donors and campaign leadership, notably Mr. David Podmore. The BCIT Foundation Board, comprised of dedicated and competent individuals, continues to be exemplary stewards of the funds raised. These resources are carefully managed and directed toward infrastructure improvements and student support through scholarships and bursaries.

## 6.0 Policies and Procedures

### 6.1 Acceptable Use of Information Technology – Policy #3501, and Information Security – Policy #3502

*Distributed material: Decision Note*

The Audit and Finance Committee Chair reported that a thorough review was done at the committee meeting who fully supports the revisions highlighted for the Board's approval.

Management noted that Technology is advancing, including AI and other innovations, and we've factored these in with the board's endorsement of the NIST cybersecurity framework. The policy underwent an extended community review to incorporate extensive feedback. Staff completed a voluntary legal review of Policy #3501 to confirm alignment.

Management reported that staff and faculty training will be delivered through a 'roadshow' format, recognising that effective policy implementation depends on both comprehensive awareness and clearly defined procedures. As we move into the new year, communications will be organised in collaboration with our marketing and communications team. Furthermore, internal updates will be disseminated via established channels to ensure all staff remain informed. BCIT is committed to fostering community engagement through initiatives such as Town Halls and enhanced direct email correspondence.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the revised Acceptable Use of Information Technology - Policy #3501, and the Information Security – Policy #3502, and the retirement of the Information Security Procedure – Procedure #3502, be approved.

### 6.2 Admissions and Recognition of Prior Learning – Procedure #5003-PR1

*Distributed material: Decision Note*

The Governance Committee Chair referred to the material previously circulated. Definitions noted in the policy will be reflected in the Governance Manual and Board of Governors' Bylaws.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the revised Admissions and Recognition of Prior Learning - Procedure - 5003-PR1, be approved.

### 6.3 Recording in the Classroom – Policy #5201

*Distributed material: Decision Note*

The Governance Committee Chair referred to the material previously circulated. Questions were answered regarding the definition of 'Classroom' within the policy.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the revised Recording in the Classroom - Policy #5201 and Recording in the Classroom - Procedure - 5201-PR1, be approved.

**6.4 Prevention of Discrimination, Harassment, and Bullying – Policy #7507, and Harassment and Discrimination – Procedures #7507-PR1**

*Distributed material: Decision Note*

The Human Resources Committee Chair referred to the material previously circulated. The current version was last updated in 2014 and approved by the leadership team rather than the board. Most revisions clarified language or made administrative updates. The key change is that the policy now includes students, employees, contractors, the Board of Governors, and volunteers. The policy is distinguished from other policies, by involving multiple groups, such as the Student Association, three unions with their representatives, and management, which requires coordinating significant information.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the revised Prevention of Discrimination, Harassment, and Bullying - Policy #7507, and Procedure #7507-PR1, with the provision that it shall come into effect on January 5, 2026.

**7.0 Academic**

**7.1 New Programs:**

- Certificate in Professional Remotely Piloted Aircraft Systems
- Diploma in Construction Management

*Distributed material: Decision Note*

The Education Council Chair highlighted key points from the material previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the new programs: Certificate in Professional Remotely Piloted Aircraft Systems, and Diploma in Construction Management, be approved.

**11.0 Next Meeting and Conclusion**

The next Board of Governors meeting will be held on February 24, 2026 at 1:00 p.m. The open meeting concluded at 3:40 p.m.



Mike Bonshor, Chair



## INFORMATION NOTE

### February 12, 2026

**PREPARED FOR:** Board of Governors

**PREPARED BY:** Shawna Waberi, Education Council Chair

**ISSUE:** Education Council Report

#### **SUMMARY:**

EdCo met on February 11, 2026, where they reviewed and discussed the items listed below.

#### EdCo Business Report from Shawna Waberi, EdCo Chair:

- Shawna opened the meeting with an intentional land acknowledgement and highlighted the importance of *Education for Reconciliation*, outlined in Calls to Action 62 to 66 in the [Truth and Reconciliation Commission of Canada: Calls to Action report](#).
- Shawna shared an intention to explore opening the EdCo Reconciliation Working Group to a broader membership from across the institute. Expanding participation will support greater communication and collaboration to advance reconciliation and decolonization in our educational programs and policies.

#### Program Reviews:

##### One Year Status Report

- Diploma Prosthetics & Orthotics, SoHS: Dean Lisa Chu reported an update on the fifteen recommendations in the report centred on six themes. Work is underway to support the development of a master's degree by 2030 to align with Orthotics and Prosthetics Canada's future entry-to-practice requirements. Curriculum updates to balance hands-on learning and patient projects, learning space updates to address safety in new lab space, assessment practices and faculty development are all in progress or complete.

#### Report from Student Association:

- No report from the Student Association due to the recent resignation of the VP Student Experience, Pratham Pannu.

#### Programming Committee, Michelle House-Kokan, Chair:

- Two major change proposals were approved in Diploma in Broadcast and Online Journalism, SoB+M and Certificate in Construction Supervision and Associate Certificate in Construction Operations, SoC&E.

#### Education Policy Committee, Morgan Westcott, Chair:



- The Policy committee has adopted the 'IDEAS Lens in Policy and Procedure Guide' as a reference document for ongoing policy review work.
- Discussions continue for developing a process to ensure that the glossary of educational terms is regularly updated since the glossary was removed as a formal policy in 2023.
- Policy Updates: progress on various policies including:
  - P5103 Student Evaluation and P5104 Student Code of Academic Integrity will align and integrate as much as possible with the BCIT Academic Integrity working group.
  - P5405 Program Suspension and Cancellation will progress in the spring.

Educational Technology and Learning Design Committee (ETLDC), Erika Ram, Chair:

- Appreciation was shared for the feedback the group provided during the consultation period for policies 3501 Acceptable Use of Information Technology and 3502 Cyber Security. The committee reviewed the updates, as approved at the December 3, 2025, Board meeting.
- An AI Council will replace the AI Governance committee currently managed under Information Technology Services (ITS). An AI Taskforce will be operational in nature to span across functional areas including academics and will include participation from ETLDC. This is an opportunity to create BCIT's strategic direction on AI adoption. There is a draft framework from the ministry which will be evaluated to compare with BCIT requirements.

Questions are welcomed from the Board of Governors.



## INFORMATION NOTE February 11, 2026

**PREPARED FOR:** Board of Governors

**ISSUE:** Governance Committee Report

**APPENDIX:**

1. Appendix A: Information Note to the Governance Committee - Process for Election of Student Governors

**SUMMARY:**

At their meeting on February 10, 2026, the Governance Committee convened to review their timetable of key deliverables for 2026 and discussed a change in the process of how elected student governor seats are conducted (Appendix A).

Candidates participating in the Student Association's Executive election may also seek a position on the Board of Governors, as these are two distinct and independent electoral processes. The Student Association will continue to have one representative on the Board of Governors Tributes Committee, as outlined in its Terms of Reference regarding committee composition.

**Next Regular Committee Meeting**

- May 12, 2026, 1:00 p.m.



## INFORMATION NOTE

### January 16, 2026

**PREPARED FOR:** Governance Committee

**PREPARED BY:** Chris Hudson, VP, People, Culture and Inclusion

**ISSUE:** Process for Election of Student Governors

#### SUMMARY:

As per the College and Institute Act (the Act), there are [two seats for elected student governors](#) on the Board of Governors (the board), each held for a one-year term. Traditionally, the SA President fills the second elected student seat.

While every year the Registrar's Office (RO) conducts the election for both the second seat and the SA Executive (their board), including the position of the SA President, the SA establishes rules of eligibility for the election of the second seat. The RO runs the election (for the second seat) from the same pool of student voters used for the first student governor seat. The SA establishes rules and manages nominations for the second seat. The RO verifies nominee status and conducts the election using their system and student data.

This meant a student selected by peers, though in practice, they were elected for another role. Although both seats are filled by elected students, the issue is that the RO follows SA's rules for the second seat, which does not comply with the Act.

In accordance with the Act, only the RO has authority to [conduct elections for the student Board positions](#). The SA does not have any such authority.

Going forward the RO will conduct the board election for both seats, not just one, as required and is in compliance with the Act. The two candidates with the most votes will fill the two seats. This is consistent with prevailing sector standards and in alignment with the Act. The SA President will no longer automatically be appointed to the board by default. This approach will also ensure greater fairness for students who are candidates for the two seats on the board.

The SA's bylaws stipulate that the SA President has the second seat on the board; however, the SA bylaws do not impact Board operations, as the SA is independent, having separate bylaws which do not bind the Board.

The interim Executive Directors of the SA will be informed of this procedural change to ensure statutory compliance and student election equality.

The Board's Bylaws and Governance Manual will remain unchanged as the composition is referenced in the manual as per the Act as having ['2 students elected by students'](#).



## INFORMATION NOTE February 17, 2026

**PREPARED FOR:** Board of Governors

**ISSUE:** Institute Report

The report summarizes key activities from November 2025 to February 2026 that advance BCIT's [four Strategic Plan commitments](#).

- **TRANSFORM TEACHING AND LEARNING**
- **CATALYZE DIGITAL TRANSFORMATION**
- **FOSTER VIBRANT COMMUNITIES**
- **ENRICH PARTNER EXPERIENCES**

### TRANSFORM TEACHING AND LEARNING

#### Government Relations

- Hosted **Member of the Legislative Assembly (MLA) Gavin Dew** (Kelowna-Mission) in his capacity as the Conservative Critic for Jobs, Economic Development, and Innovation (JEDI) at the Aerospace Campus on December 2, 2025.
- The **Digital Design and Development & Full Stack Web Development Showcase of the School of Business and Media (SoBM)** on December 5, 2025, was attended by several elected officials with opening remarks given by Member of Parliament (MP) Wade Chang, BC Minister of State for Artificial Intelligence Rick Glumac and Mayor Mike Hurley. MP Jake Sawatzky and several Burnaby Council members were also in attendance.
- On December 16, 2025, **The Honourable Julie Dabrusin, Minister of the Environment and Climate Change Canada** announced major steps to fight climate change and drive investments in energy and clean tech across the country from our Zero Emissions Building Lab at the Burnaby Campus. Following the announcement, School of Energy and School of Construction and the Environment leaders gave the minister a tour of the lab and the Spartan Controls Centre.
- On January 8, 2026, **The Lieutenant Governor of BC, Her Honour Wendy Lisogar-Cocchia, accompanied by his Honour Sergio Cocchia** as well as other members of her office came to the Burnaby Campus for a tour of the Health Sciences Centre where they had lunch with the President's Executive to learn more about BCIT.
- A meeting took place for some **Mining program** faculty and the **BC Mining Minister Jagrup Brar** at the AME Roundup conference in Vancouver on January 26 to share an update on BCIT's mining and critical minerals program offerings.
- On January 30, 2026, MLA Lawrence Mok, Official Opposition Critic for Skills Training and International Credentials, MLA Gavin Dew, Conservative Critic for Jobs, Economic Development, and

Innovation (JEDI) and MLA Korky Neufeld, Official Opposition Critic for Post-Secondary Education toured the Health Sciences Centre to learn more about health education programs at BCIT.

- On February 5, 2026, **Minister John Zerucelli, Secretary of State (Labour) under Employment and Social Development Canada (ESDC)**, toured several trades training locations on the Burnaby Campus accompanied by School of Transportation, School of Construction and the Environment and School of Energy leadership. He was later joined by Minister of Parliament Parm Bains for a roundtable to discuss funding through the Union Training and Innovation Program (UTIP) as well as our planned Marine Innovation Simulation Centre of Excellence with BCIT leadership
- Several elected officials attended the **SoBM Broadcast Open House** on February 7, 2026, including MPs Wade Chang and Jake Sawatzky, MLAs Janet Routledge, Anne Kang, Paul Choi and Raj Chouhan, Burnaby Mayor Mike Hurley and Burnaby Councilor Richard Lee as well as Vancouver Councilor Lenny Zhou.

## Library Services

The library's events, workshops, and class visits collectively supported a total of 599 students. Within the Learning Commons:

- 180 student visits benefited from tutoring services;
- 24,356 in-person visits during regular operating hours, and 1,834 students accessed study space through the 24-hour ehPod;
- provided feedback and assistance for 116 students' submissions;
- provided targeted research support for 176 complex research inquiries;
- addressed 2,108 general inquiries; and
- assisted 220 students through individual meetings and drop-in sessions.

## Teaching and Learning Unit

- The **Unit (TLU), led by Dr. Kathy Siedlaczek, Dean Teaching & Learning**, was established in November 2025. It includes the Academic Quality team, the Agile and Work-integrated Learning team, and teams from the former Learning & Teaching Centre. The new structure unites these groups to enhance teaching and learning excellence, streamline academic quality, and support our distinctive educational model.
- To support the institute's **strategic exploration of AI**, TLU offers faculty guidance for integrating AI into teaching. Recently, faculty workshops on assessment practices in the AI era were run by **Instructional Development Consultants** as part of the [Food for Thought series](#), providing practical advice for immediate application. The sessions saw strong participation, with more workshops scheduled soon. To address concerns about AI tools in student browsers, **Educational Technology Services** quickly implemented Respondus Lockdown Browser, ensuring privacy and security compliance.
- **TradeUpBC – 3-Year Pilot Completion and Extension** - BCIT's trades-advancement program funded by the Ministry's Future Skills Initiative, has been extended after its initial 3-year pilot. Developed with 17 BC post-secondary partners, TradeUpBC offers experienced tradespeople short-credential training to keep up with new technologies, safety, climate practices, business skills, and inclusive workplace standards, addressing career progression and BC's workforce needs. Since launching publicly in February 2024, the platform logged over 400,000 website sessions, 300,000+ users, and a nearly 50% engagement rate, with more than 25,000 registration-start clicks, surpassing the provincial target of 1,500.

## School of Computing and Academic Studies (SoCAS)

Burnaby Campus (BBY), Downtown Campus (DTC)

- An [Alberta Machine Intelligence Institute \(Amii\)](#) developed AI Literacy Module is currently being piloted by Communication faculty across three COMM courses (Amii is one of [Canada's three national AI institutes](#)). Faculty continue to integrate AI-informed learning outcomes, activities, and assessments aligned with program-specific needs. Communication faculty also offered [three reasons AI-integrated workplaces need trained writers](#).
- COMM faculty James Peterson developed a **Critical Thinking Module**. This comprehensive set of instructional resources on critical thinking and problem-solving in applied, team-based contexts integrate philosophy, social psychology, and scientific problem-solving, framed specifically for business students working in collaborative environments. This instructional innovation also covers responsible use of AI and is a model of cross-departmental collaboration resulting in reusable, instructor-ready learning resources.
- Longtime Computer Systems Technology (CST) instructor, **Medhat Elmasry**, integrates [AI into CST Diploma classes](#), showing students how to use it responsibly rather than blindly relying on it. And with AI producing high-quality code in seconds, assessment methods are evolving too. Medhat's takeaway: AI is powerful, but foundational programming knowledge remains essential.
- CST Diploma students created an [engaging climate education game](#) for their all-class capstone project, *Turn the Tides*.
- Denis Gagnon is teaching the new [FSCT 8200 - Covert Surveillance Techniques](#) this spring. He explained this fascinating area and the investigative [skills covered in this Forensics course](#).

## School of Construction and the Environment (SoCE)

Burnaby Campus (BBY)

- The **Modern Methods of Construction Education platform** was launched to connect education and industry for Canada's construction sector. Developed through the Mass Timber Training Network (MTAT) project, funded by the Green Construction Through Wood Program at Natural Resources Canada, this initiative supports wood as a low-carbon building material. MTAT prioritizes education and training to overcome mass timber adoption barriers and equip the workforce with essential modern construction skills.
- Project Champion, **Alex Hebert**, received \$895,500 in funding to establish a mobile **prefabricated housing micro-factory and training centre**. This initiative focuses on innovative, climate-resilient residential construction methods and aims to enhance workforce skills in modular and net-zero construction. In collaboration with the Heiltsuk Nation, the project targets capacity building in remote and Indigenous communities in BC through specialized equipment, facility setup, and curriculum development.
- The **Net Zero Prefab Micro-Factory**, building on the collaboration with the Heiltsuk Nation and their Passive House kit, directly aligns with Built Canada priorities championed by Mark Carney's government, particularly the adoption of modern methods of construction and prefabricated housing. SoCE is advancing this work by embedding prefabrication and off-site construction into teaching and applied learning with a \$900K contribution from **Pacifican**, providing critical support to advance implementation and scale impact.
- Founded with approval from the Institute of Transportation Engineers (ITE), **the ITE BCIT Student Chapter** was established by civil engineering students in late 2025. It joins 21 Canadian chapters and over 130 globally, aiming to introduce students to transportation and enhance academic experiences. Students from all departments are welcome. Social media accounts are being created for communication.

- The school launched **MMC Edu**, a national platform connecting educators and industry with training, curriculum frameworks, and resources to advance mass timber and off-site construction skills and modernize construction education nationwide.

### School of Energy (SoE)

Burnaby Campus (BBY)

- The Mechanical Engineering Department has formed an additive manufacturing team who is developing a metal 3D printer featuring a Directed Energy Deposition system for education and applied research. This interdisciplinary project engages mechanical engineering and mechatronics students in designing the machine's structure, motion, control, and monitoring systems.
- Mechanical engineering students toured local manufacturers **Beachcomber Hot Tubs, Ipex, and Sunrise Engineering** gaining firsthand insight into diverse production processes. From hot tub assembly at Beachcomber to thermoplastic pipe extrusion at Ipex and pulp mill equipment machining at Sunrise, each visit highlighted unique manufacturing methods, real-world challenges, and practical applications of classroom theory, preparing students for their future careers.
- Mechanical engineering and machinist students attended **Thomas Skinner's open house and machine tool expo**, where they explored the latest CNC machines, robotics, metrology equipment, and tooling innovations. They also connected with industry experts to learn about current technologies, problem-solving methods, and real-world applications.
- **Mechanical Engineering faculty member Lee McClelland** was among the first graduates of BCIT's Associate Certificate in Polytechnic Teaching. The program develops teaching and learning skills for polytechnic educators, covering instructional strategies, technology integration, online facilitation, assessment methods, and reflective practice through active, applied learning.

### School of Health (SoHS)

Burnaby Campus (BBY)

- **Shane Balthazaar, Michelle Srdanovic, and Ken Marken from the Diagnostic Sonography Program**, have been published in the **Canadian Journal of Medical Sonography**. Their paper titled "[\*Impact of a Hospital Environment and Workplace Stressors on Professional Quality of Life among Canadian Sonographers during the COVID-19 Pandemic.\*](#)" provides valuable insights into the relationship between pandemic-related workplace stressors and professional quality of life among Canadian sonographers.
- **Brynn Tomie, Program Head, Radiation Therapy**, was invited to attend the Canadian Association of Medical Radiation Technologists (CAMRT) Leadership Development Institute. Brynn and Heather Hughes, Faculty, Nuclear Medicine, were invited to participate in the CAMRT 2026 Exam Validation Committee.
- **Connie Evans, Faculty, Interprofessional Practice and Collaborative Practice**, presented with the school's patient partners at the 3<sup>rd</sup> International Conference "*Patient's Voice: Where is the Patient Voice in Health Professionals Education?*":
  - "*Patient Partners in Education: Emerging Trends and Future Directions*": this interactive session highlighted the vital role in planning curriculum and student education (Connie Evans and Brenda Jones, SoHS Patient Partner).
  - "*Power in Preparation: Empowering Patient Partners and Faculty with Tools for Confident Storytelling and Meaningful Participation in Health Education*": this session empowers patient partners to share their personal stories in ways that are impactful, authentic, and audience appropriate.
  - "*Patients are a Heart Felt Resource Beyond Their Illness*": panel discussion on people-centred care and why and how patient partners are included at BCIT School of Health Sciences.

- Patient partners discussed the patient partner program in the following presentations:
  - *“The Value of the Patient’s Voice”* – Vikram Bubber
  - *“Why Me? Examining the Patient Partner’s Role in Post-Secondary Health Education”* – Brenda Jones
- Nine faculty and staff from the school’s **Simulation Program** attended the [International Simulation in Healthcare conference in San Antonio, TX](#) in January 2026. They presented their work, collaborated with global partners, and received recognition for innovation and commitment. Sam Dhothar earned the SSH Technology Innovator of the Year Award, while Heather Epp accepted BCIT’s SSH Accreditation Award, reflecting years of dedication to excellence. The team delivered seven presentations and workshops, underscoring BCIT’s leadership in simulation-based health education.
- Occupational Health and Safety students **earned \$2,900 in awards at the Manufacturing Safety Alliance – Youth Safety Challenge** for their ideas presented on student perspectives on the next generation of manufacturing technology and occupational health and safety. **Sidharth Kaushik**, was awarded a **\$2,500 bursary from the BC Construction Safety Alliance (BCCSA)**, a non-profit association that provides services to more than 57,000 construction companies.
- Two groups of students from the **Biotechnology Honours program** entered the **BioInnovate UBC “Edit the Future”** case competition and came in second and third place. BioInnovate UBC is a dynamic, student-led organization dedicated to bridging the gap between academia and industry.

### School of Transportation (SoT)

Annacis Island Campus (AIC), Aerospace Technology Campus (ATC), Burnaby Campus (BBY), Marine Campus (BMC)

- In November 2025, a preparatory **Small Vessel Machinery Operator (SVMO)** two-week course in Prince Rupert was delivered for a group of 12 indigenous students, in partnership with the Tribal Resource Corporation.
- For the third successive year (November 2025), AIC delivered a series of seven, one-week long, micro-courses to **BC Ferries** vessel technical personnel, with one delivery taking place at BC Ferries training facilities in Swartz Bay, on Vancouver Island.
- In December 2025, part of the BC Government Expansion of the **BCIT Zero Emission Vehicle (ZEV) Maintenance Program for Medium and Heavy Duty Mechanics**, BCIT held a Train-the-Trainer session for six instructors from Okanagan College, Vancouver Island University, and Camosun College.
- During the week of February 2, one instructor attended a workshop on the **new digital electronic S-100 navigation charts** coming into affect in 2027.
- A four-week long, nine student all Indigenous cohort, **Rail Pre-employment Skills (Rail 1001)** commenced on January 26, in Prince Rupert.
- The Automotive division partnered with **Packaging and Crating Technologies (PACT)** to enhance student training in EV battery safety, handling, and transport. This collaboration introduced industry’s best practices and international standards into BCIT programs, ensuring graduates have up-to-date technical and safety knowledge for the evolving EV sector. The initiative aligns curriculum with workforce needs and reinforces BCIT’s leadership in advanced transportation education. Read the [EV tech training expands focus on international EV battery safety](#).

## CATALYZE DIGITAL TRANSFORMATION

### School of Computing and Academic Studies (SoCAS)

- The **Forensic DNA Lab** is equipped with the latest technology for human identification, and is the only academic forensic laboratory accredited by the Standards Council of Canada – the same level as the RCMP National Laboratory. Faculty Steen Hartsen spoke to industry about the recent implementation of [new powerful Kintelligence workflow](#) in the lab.
- Computer Information Technology (CIT) students through their [Industry Sponsored Student Project \(ISSP\)](#) developed comprehensive preceptor education materials and AI-enhanced clinical feedback systems for nursing education in collaboration with the School of Health Sciences, aligned with BC College of Nurses & Midwives standards and trauma-informed teaching practices.

### School of Construction and the Environment (SoCE)

Burnaby Campus (BBY)

- The **D3/FSWD x ConnectHER Student Design & Technology Innovation Showcase** brought together ConnectHER project advisors with Digital Design and Development (D3) and Full-Stack Web Development (FSWD) students to develop AI-driven solutions to improve experiences for underrepresented groups in the skilled trades. 10 student-created applications addressed needs related to safety, injury prevention, access to resources, and childcare.

### School of Transportation (SoT)

Annacis Island Campus (AIC), Aerospace Technology Campus (ATC), Burnaby Campus (BBY), Marine Campus (BMC)

- On the week of December 8, 2025, Nautical Sciences instructors were trained on the new Kongsberg Electronic Chart Display and Information System (ECDIS) and Global Maritime Distress and Safety System (GMDSS) simulators. To date, we have successfully delivered five EDIS and GMDSS courses.

## FOSTER VIBRANT COMMUNITIES

### BCIT Alumni Association (the Association)

- The second annual **How to Talk to Strangers** event strengthened connections across alumni, students, faculty, staff, and partners, exceeding last year's registration numbers. Keynote speaker Dr. Candy Ho highlighted the global impact of alumni. Attendees networked and participated in skill-building activities. Sponsored by TD Insurance, the event fostered community and shared pride within BCIT.
- The Association boosted engagement through the **2025 Alumni Perks Holiday Giveaway**, partnering with **Perks** partners, including an alumni-owned business to offer ten prizes worth about \$1,500 at no cost. The campaign saw a 78% rise in app launches and tripled new Perks app signups, surpassed all previous metrics, strengthened partner relationships, and revealed opportunities for ongoing alumni business involvement.
- The Association published or amplified four alumni profile stories, including: [Anthony Green](#), [Pauline Kong](#), [Gary Schoenhaar](#), and [Andrea Obnamia](#).

- The January 2026 Alumni **eNewsletter reached 101,777 alumni**, featuring graduate achievements, upcoming events, alumni benefits, and the impact of scholarships and volunteerism. These highlights show how BCIT fosters lasting connections and supports its community of over 210,000 alumni.
- On January 27, a welcome email to **1,067 new graduates** introduced the Association and its global network of 210,000 members. The message highlighted opportunities for mentorship, career resources, events, social channels, alumni perks, and showcased support through alumni pins, merchandise, \$1.48M contributions, and over 1,090 student awards funded.

## People, Culture & Diversity

- BCIT is the first post-secondary institute to receive the **2025 Canadian Workplace Wellness Award** from the Canadian Positive Psychology Association, Canada Life, and Workplace Strategies for Mental Health. This award recognizes BCIT's commitment to a healthy, inclusive, and supportive workplace culture. Mental health is vital for both employees and student achievement.
- A new *Prevention of Discrimination, Harassment, and Bullying Policy* ([Policy 7507](#)) and accompanying procedure ([Procedure 7507-PR1](#)) is now in effect. The **new policy and procedure** provide more detailed definitions, streamlined processes, and clarity on responsibilities for employees and students. Training and materials have also been updated with information from the new policy and procedure.
- The **Relearning Gender** online course has recently been updated to reflect new and evolving content, language, and resources.
- Faculty member, Orrett Morgan, hosted BCIT's **Black Excellence Day** event on January 15 at DTC with prominent Black actors and artists, Adrian Holmes, Viv Leacock, Richard Leacock, and Richard O'Sullivan, sharing what Black Excellence means to them.
- Diversity Circles hosted an **Inclusion and Accessibility in STEM Education** panel on November 19, 2025 which featured researchers from Thompson Rivers University who highlighted systemic barriers and accessibility considerations in post-secondary STEM education and research

## Student Success

- Over the past term, BCIT has continued to strengthen **student wellbeing, safety, and service effectiveness** across campuses. Key efforts included expanded overdose prevention and response initiatives, increased access to naloxone, and strengthened coordination with Campus Security to support student safety.
- Student support services experienced sustained demand, with **Early Assist and Counselling and Student Development** supporting a broad range of academic, mental health, and workload-related concerns. Improvements in service design and digital self-service tools across Student Success departments has enhanced student autonomy, reduced administrative burden, and improved efficiency for students and faculty.
- BCIT advanced **mental health care capacity** through a new partnership with UBC's Adolescent Psychiatry program and continued to expand inclusive, preventive approaches through recreation programming, policy tools, and employee resources—including the recent launch of the new **Supporting Students in Distress: Response Guide for Faculty and Staff and the IDEAS Lens in Policy and Procedure Guide**.
- Institutionally, BCIT strengthened sustainability and revenue opportunities by becoming an approved **Skilled Trades BC exam site** and advancing student housing initiatives, including expanded eligibility, simplified

application processes, and seasonal public rentals. Work is also underway with the BCIT Foundation to grow the Student Wellbeing Action Fund, supporting mental health, belonging, and basic needs.

### School of Computing and Academic Studies (SoCAS)

Burnaby Campus (BBY), Downtown Campus (DTC)

- Congratulations to CST Diploma student [Dom Torres who competed internationally](#) with the BC team that took second place (and a shared the 3000€ prize) at Campus mondial de la mer Ocean Hackathon in France! Dom and his team advanced from the first round held in Victoria at the Centre for Ocean Applied Sustainable Technologies (COAST)
- A team of Computer Information Technology (CIT) Diploma students collaborated with CityStudio Vancouver as part of their fall [Industry Sponsored Student Project](#). They were recognized at the CityStudio HUBBUB project showcase as a People's Choice winner, earning awards for [Most Scalable Project and Most Responsive Project](#) among 16 projects. Their *Fleet Foresight* project explored how machine learning and predictive analytics can help the City of Vancouver transition from reactive to proactive vehicle maintenance.

### School of Construction and the Environment (SoCE)

Burnaby Campus (BBY)

- The school hosted a screening of *“The Rewilders”* at BCIT with filmmakers, faculty, and partners, followed by a Q&A discussion, fostering community engagement, interdisciplinary collaboration, and meaningful conversations on wildlife conservation and restoration.
- ConnectHER Hub hosted writers **Kate Braid and Christina Shah** for readings and a roundtable, fostering storytelling, reflection, and dialogue among trades students, faculty, and community to strengthen belonging and connection.
- ConnectHER Hub partnered with **CCWESTT and BCCWITT to host Co-Action**, convening industry, educators, and community partners to share strategies for recruiting, retaining, and supporting diverse, inclusive skilled trades workplaces.
- ConnectHER Hub hosted **Equity in Electrical 3.0**, bringing 75 women and gender-diverse trades professionals together to strengthen connection, share experiences, and promote retention through community, mentorship, and industry collaboration.

### School of Energy (SoE)

Burnaby Campus (BBY)

- Power Engineering faculty, Chief Engineers Frank Cichon and Noel Bates, took part in the demonstration and training for **BCIT's CHP SE08 Boilers Upgrade Project** on January 28. Supported by the Power Engineering Department, the project maintained uninterrupted training while giving students hands-on experience and showcased strong collaboration with Campus Planning & Facilities – Facilities Improvement.

### School of Health (SoHS)

Burnaby Campus (BBY)

- Connie Evans, Faculty, Interprofessional Practice and Collaborative Practice, presented at the 13<sup>th</sup> Annual Pulling Together Conference – Connecting Mind, Body and Nature. This session invites participants to experience the healing potential of nature through the practice of forest therapy.

- The **Occupational Health and Safety (OHS) Diploma program** continues to strengthen industry-connected learning through guest lectures from senior OHS professionals from WorkSafeBC, BC Hydro, and other industry partners, and hosted a visiting professor from the VSB–Technical University of Ostrava (Czech Republic).

### School of Transportation (SoT)

Annacis Island Campus (AIC), Aerospace Technology Campus (ATC), Burnaby Campus (BBY), Marine Campus (BMC)

- On December 5, 2025, Grade 10 and 11 students with special needs from **Whytecliff Agile Learning Centres** (Burnaby, Surrey) visited the Marine campus (BMC). During their visit, they learned about marine industry programs and opportunities by engaging with our instructors and participating in simulator demonstrations.
- On January 7, 105 out of 150 **Captain Vancouver Sea Cadets** aged 12 to 18 attended a night training event at BMC: utilizing four classrooms, the seamanship room, and the lecture room #110. This was a very successful event, so much so, they have requested permission to use BMC during the time FIFA security occupies HMCS Discovery which is their normal training location. During this time, BMC may also host 40 Vancouver Navy League Sea Cadets aged 9 to 12.
- Mubasher Faruki, Associate Dean (Automotive), attended the **Sustainable Jobs in BC: Workforce Solutions for the Clean Energy Transition workshop** on January 12, hosted by the Pembina Institute and UVic's Accelerating Community Energy Transformation (ACET) initiative. The event gathered experts to discuss workforce challenges during BC's shift to a low-carbon economy. Mubasher offered insights on transportation and skilled trades, contributing to conversations on workforce needs related to electrification and clean energy. Key topics included skills shortages, training gaps, job quality, equity barriers, and the specific needs of rural, northern, and Indigenous communities. BCIT's involvement highlights its commitment to inclusive workforce development and sustainable career pathways in new energy sectors.

## ENRICH PARTNER EXPERIENCES

### BCIT Foundation

Burnaby Campus (BBY)

- **Fundraising Accomplishments** between April 1 and December 31, the BCIT Foundation has raised **\$7,312,216**. The team submitted four proposals between November 1 and December 31, soliciting a total of **\$1,140,000 from private foundations** and industry partners. In the same period, \$37,000 was secured from **The Jarislowsky Foundation** to fund bursaries for **Green Trades and Technology Students**.
- Stewarding relationships with existing **donors** is key to deepening relationships and fulfilling the gift agreement obligations. In partnership with the schools, personalized tours for the Dennis and Phyllis Washington Foundation, Smith Bros & Wilson, Princess Auto Foundation, Coast Capital Savings, and Don Lindsay took place.
- The **2025 Winter Appeal raised more than \$51,000** for the new **Student Wellbeing Action Fund**, with the lead gifts coming from outreach to a few alumni and industry partners. It was followed by digital and direct mail appeals to the BCIT community and mass alumni. The fund will support students facing challenges relating to food and housing security and emergencies so they can focus on their studies and career goals.
- Established the working group for **Elevate** campaign. Given the shifting socio-economic and geo-political uncertainties, the next comprehensive fundraising campaign will consist of three micro-campaigns, each

running for a three-year period. The Foundation is now at the campaign readiness phase for the soft launch of Elevate in spring-summer 2026.

- The **Welding Canopy** is officially completed and in operation. The Foundation is gauging the donor's interest in having an intimate celebration with the School of Construction and the Environment.

## School of Computing and Academic Studies (SoCAS)

Burnaby Campus (BBY), Downtown Campus (DTC)

- Forensics retired faculty trailblazer [Sheila Early has been named to the Order of Canada](#), a well-deserved honour after decades of initiative across Canada and beyond in Forensic Health Science (FHS) practice and education, which also saw BCIT become a Canadian FHS leader. Sheila started BC's first Sexual Assault Nurse Examiner Program and has had a profound impact on the emotional, physical, and forensic needs of those impacted by violence. Sheila described her experience [getting the call from the Governor General's office](#) and was interviewed by [CBC's The Early Edition](#). The nomination was initiated by BCIT community members.
- **MSc in Applied Computing interns & project opportunities:** The new Master of Science in Applied Computing Program has launched its [internship and R&D page](#) with applied computing interns available in spring 2026. These students bring advanced technical expertise in AI/ML, computer vision, deep learning, and software engineering. They'll work on cutting-edge research projects and be ready to tackle real-world industry challenges through 4 to 8-month paid internships. Companies participating in the internships so far include Blue Pearl Financial, Norsat International, Avestec Technologies, Vessi, and Leavitt Machinery.
- Computing has secured the largest **Mitacs funding commitment in BCIT history**, which will support up to 90 internships under the umbrella *Integrated AI-Driven Systems for Disaster Prevention and Infrastructure Management*. This \$1.3M pre-approved for [disaster resilience research and development](#) means it will be faster and easier to hire a salary-matched intern to work on a wide range of intelligent disaster management projects, such as current advanced wildfire detection research collaborations with SkyScout AI, FireSwarm Solutions, and Spexi Geospatial, developing UAV-mounted computer vision technologies.
- Dr. Michal Aibin, Program Head, MSc in Applied Computing, participated in the **invitation-only Mitacs Impact Moments Showcase**, sharing insight on how Mitacs has supported his research, impacted student training, and advanced collaborations. He was also appointed Vice Chair of IEEE Vancouver Section for 2026, strengthening BCIT's presence in the regional professional engineering community.
- The computing department's insight was tapped by the Conference Board of Canada, now renamed **Signal49 Research**, for its [Data Science Skills Trends 2026 Report](#).
- Computer Information Technology (CIT) graduate **Jap Johal** described his journey from [Security Guard to Software Lead](#) and told us how a debilitating injury changed his experience of being a student. Now participating in hiring decisions, he reports that his company has hired seven graduates in the last 10 months.

## School of Construction and the Environment (SoCE)

Burnaby Campus (BBY)

- SoCE welcomed international planetarium leaders and Roundhouse Productions for a facility tour and immersive showcase, strengthening industry partnerships, celebrating 10 years of collaboration, and enhancing experiential learning and engagement opportunities.

## School of Transportation (SoT)

Annacis Island Campus (AIC), Aerospace Technology Campus (ATC), Burnaby Campus (BBY), Marine Campus (BMC)

- From January 14 to 18, the school promoted the Marine Mechanical Technician and other marine programs at the Vancouver Boat Show. Two rescue boat simulators and a variety of marine training aids provided visitors an opportunity to learn more about equipment and tools used at BCIT for marine training.
- The Automotive division delivered a two-day Electric Vehicle (EV) Safety Training Workshop for the Insurance Corporation of British Columbia's (ICBC) Material Damage Strategy Team on January 15 and 16. The session provided critical technical and safety context to support ICBC's policy development related to the handling, transportation, and assessment of damaged electric vehicles and high-voltage batteries. This engagement strengthened BCIT's role as an industry leader in EV safety education while supporting informed decision-making around risk mitigation, sustainability, and the potential identification of EV batteries that can be repaired rather than scrapping entire vehicles. The collaboration reinforces BCIT's value as a trusted partner to public-sector organizations navigating the transition to electric mobility.
- From January 16 to 18, students, faculty, and staff participated in an exhibitor booth at the Vancouver Motorcycle and Powersports show at Abbotsford Tradex. The event was the perfect venue to promote SoT's Motorcycle Technician program and part-time motorcycle maintenance course.
- On January 23, the Annacis Island Campus (AIC) hosted a delegation from the BCRTC Sky Train, for negotiations leading to building a comprehensive training program for current and future SkyTrain employees.
- On January 29, Maple Ridge School District held their Skilled Trades Showcase night, and SoT brought along Caterpillar simulators for high-school students to try operating a variety of heavy-duty machinery. Students were able to ask questions about trades careers to the instructors and staff.
- In January, BMC expanded its program to meet industry demand and applicant numbers, launching a second stream of the Marine Engineering Diploma and introducing the first Advanced Diploma in Marine Engineering cohort.
- On February 4, the Marine division engaged in preliminary talks with Coast Mountain College in partnering to provide marine training to the Prince Rupert Region.
- The Royal Canadian Navy has approved the Marine Engineering curriculum, making it eligible for their sponsored Marine Engineer training program. This initiative enables current and future Marine Engineering students to pursue a fully compensated education while preparing for a career as a Marine Engineer within the Canadian Armed Forces.



## DECISION NOTE February 11, 2026

**PREPARED FOR:** Board of Governors

**ISSUE:** Committee Timetable of Key Deliverables

**PRESENTED BY:** Navida Suleman, CFO and VP, Administration  
Chris Hudson, VP, People, Culture and Inclusion

### APPENDICES:

1. Appendix A: Audit and Finance Committee Timetable of Key Deliverables – clean
2. Appendix B: Audit and Finance Committee Timetable of Key Deliverables – [redline \(Aprio\)](#)
3. Appendix C: Human Resources Committee Timetable of Key Deliverables

### RECOMMENDATION:

THAT the revised *Audit and Finance Committee, and the Human Resources Timetables of Key Deliverables* be approved.

### SUMMARY:

At their meetings on February 10, 2026, the Audit and Finance Committee, and the Human Resources Committee approved changes to their key deliverables timetable. The Governance Manual will be updated to include these revisions in appendices C and E.

## Appendix A

**Audit and Finance Committee Timetable of Key Deliverables 2026**

*This table accompanies the Audit and Finance Committee Terms of Reference, Appendix C of the Governance Manual.*

Committee Meeting Dates	Action/Team Responsible	Regular Meeting						Special Issue / Working Session Meetings			
		Feb	Mar	May	June	Sept	Nov	Feb <sup>2</sup>	Ju <sup>1</sup>	Oct <sup>1</sup>	Dec <sup>1</sup>
<b>Student Fees</b>											
Changes to tuition fees and other student-assessed fees: Assumptions Final Approval	Approval/ Registrar		X				X				
<b>Financial Planning</b>											
Budget Assumptions	Approval/ Finance						X				
Fiscal Plan (Operating and Capital Budgets)	Approval/ Finance		X								
Five-Year Capital Plan	Approval/ Facilities				X						
Budget/Multi-Year Plan Workshop with Board <sup>3</sup>	Approval/ Facilities							X			
Multi-Year Plan <sup>3</sup>	Information/ Finance			X							
<b>Financial Reporting</b>											
Quarterly Financial Results/ Management's Discussion and Analysis	Information/ Finance	Q3		Q4		Q1	Q2				
Major Capital Summary Report	Information/ Facilities	X		X		X	X				
Updates on major Capital Project progress	Information/ Facilities	X		X		X	X				
Ministry Forecasts	Approval/ Finance								Q1	Q2	Q3
Statement of Financial Information Report (Financial Information Act)	Approval/ Finance					X					
<b>External Audit</b>											
Review appointment/ reappointment of External Auditors	Approval/ Finance					X					
Audit Plan	Information/ Finance						X				
Declaration of Auditor Independence	Information/ Finance			X							

## Notes:

1. Sessions to align with ministry reporting deadlines.
2. Other special meetings as needed.
3. Decoupling Budget Workshop and Multi-Year Plan in 2026 due to Ministry Review.
4. Cybersecurity Tabletop Exercise taking place in January 2026.
5. Risk Appetite Statement Update to be presented in FY2026/27, then every three years.
6. Items to be presented In Camera and minutes are required.

Committee Meeting Dates	Action/Team Responsible	Regular Meeting						Special Issue / Working Session Meetings			
		Feb	Mar	May	June	Sept	Nov	Feb <sup>2</sup>	Ju <sup>1</sup>	Oct <sup>1</sup>	Dec <sup>1</sup>
Audited Financial Statements	Approval/ Finance			X							
Review Auditors Report	Information/ Finance			X							
As required, pre-approve retaining external auditors for non-audit services	Approval/ Finance	X	X	X	X	X	X				
<b>Disclosures</b>											
Related Party Transaction Disclosure	Governors/ Sr. leaders/ Director, IA		X								
<b>Cybersecurity</b>											
Annual Roadmap	Information/ Cyber Office					X					
Cybersecurity Update	Information/ Cyber Office	X		X		X					
Cybersecurity Training/Tabletop Exercise with Board Executive <sup>4</sup>	Information/ Cyber Office							Jan			
<b>Risk Management</b>											
Annual Risk Report with results from the annual ERM assessment	Decision/ Enterprise Risk				X						
Risk Profile Status Update	Information/ Enterprise Risk						X				
Risk Appetite Statement Update <sup>5</sup> (presented triennially or if there is a major event)	Decision/ Enterprise Risk	X									
Enterprise Risk Status Update	Information/ Enterprise Risk	X	X	X	X	X	X				
<b>Fraud Risk Management</b>											
Annual report on the status of the fraud risk management program.	Information/ Internal Audit				X						
<b>Internal Audit</b>											
Internal Audit Budget <sup>6</sup>	Decision/ Internal Audit		X								
Job Profile of Director Enterprise Risk and Internal Audit <sup>6</sup>	Decision/ Internal Audit			X							

## Notes:

1. Sessions to align with ministry reporting deadlines.
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Committee Meeting Dates	Action/Team Responsible	Regular Meeting						Special Issue / Working Session Meetings			
		Feb	Mar	May	June	Sept	Nov	Feb <sup>2</sup>	Ju <sup>1</sup>	Oct <sup>1</sup>	Dec <sup>1</sup>
Approval of Director Enterprise Risk and Internal Audit's: Remuneration and Performance <sup>6</sup>	Decision/ Internal Audit			X							
Internal Audit Charter	Information/ Internal Audit				X						
Annual Audit Plan, including Internal Audit's Resource Plan	Decision/ Internal Audit			X							
Internal Audit Utilization Statistics	Information/ Internal Audit			X			X				
Confirms AFC Terms of Reference is in alignment with IA Charter	Decision/ Internal Audit			X							
Annual Report	Information/ Internal Audit						X				
Annual confirmation of organizational independence of the Internal Audit function	Information/ Internal Audit			X							
Annual confirmation of any independence impairments	Information/ Internal Audit			X							
Internal audit status updates	Information/ Internal Audit	X	X	X	X	X	X				
<b>Other Reporting as Needed</b>											
<ul style="list-style-type: none"> <li>• Financing, Borrowing and Investments; included in MDA/Financial statements and Annual Audited Financial. Any changes will be brought forward for approval as per TOR.</li> <li>• Legal, Regulatory and Statutory Requirements: reported as applicable</li> <li>• Internal Controls: report as part of the Internal Audit updates and External Auditor Annual Report</li> <li>• Commitments outside the President Signing Authority, as applicable</li> <li>• Fraud Risk Management: Review alleged fraud matters as needed</li> <li>• Any plans to acquire or dispose of buildings or lands, prior to such plans being affected and/or submitted to the provincial government for approval</li> </ul>											

## Notes:

1. Sessions to align with ministry reporting deadlines.
2. Other special meetings as needed.
3. Decoupling Budget Workshop and Multi-Year Plan in 2026 due to Ministry Review.
4. Cybersecurity Tabletop Exercise taking place in January 2026.
5. Risk Appetite Statement Update to be presented in FY2026/27, then every three years.
6. Items to be presented In Camera and minutes are required.

## Appendix C

### Human Resources Committee Calendar of Key Deliverables

*This table accompanies the Human Resources Committee Terms of Reference, Appendix E of the Governance Manual.*

	Action	Regular Meetings					
		Feb	*Mar	May	*June	Sept	Nov
<b>President's Evaluation</b>							
In consultation with the Board, develop and lead the President's annual evaluation (review of performance and compensation), including:  periodically reviewing the Terms of Reference for the President and recommending changes to the Governance Committee for consideration and recommendation to the Board; reviewing the corporate goals and objectives relevant to the President's compensation; reviewing the employment contract and agreements between the Institute and the President including those addressing retirement, termination of employment, severance, or other special circumstances.	Board Discussion						
<b>President Notification on Boards</b>							
Receive notice from the President of significant public service commitments or appointments to Boards of unrelated organizations the President proposes to accept, including corporations and non-profit organizations.	Information	As required					
<b>Organization Structure</b>							
Review the organizational structure, promotions, and appointments at the President's Executive level of the Institute and, with respect to the position of the Chief Financial Officer, seek input from the Audit and Finance Committee on significant changes affecting the CFO's role.	Information	As required					
<b>Executive Succession Planning</b>							

	Action	Regular Meetings					
		Feb	*Mar	May	*June	Sept	Nov
Annually review the Institute's succession plan for the President's Executive and other critical positions.	Discussion						
<b>Officers of the Institute</b>							
Review the President's recommendations for the appointment of Officers of the Institute and make recommendations on such appointments to the Board.	Discussion	As required					
<b>Management Terms and Conditions</b>							
Annually review and make recommendations to the Board concerning management Terms and Conditions of Employment,	Approval and recommendation to the Board	As required					
<b>PSEA and PSEC</b>							
Ensure all labour relations activities of the Institute are conducted in a manner consistent with Post-Secondary Employers' Association (PSEA) and Public Sector Employers' Council (PSEC) directives.	Information	Ongoing					
<b>Employee Experience People Vision</b>							
Review and provide reports to the Board on the employee experience and related surveys conducted at the Institute	Report to the Board	X				X	
<b>Governance</b>							
Keep current on best practices in corporate governance relevant to the Committee and recommend changes to the Governance Committee of governance framework for human resources functions.	Report to the Governance Committee	As required					
<b>Governor Remuneration</b>							
The committee will review Governor remuneration periodically and, when warranted, will recommend changes to the Lieutenant Governor in Council for consideration		As required					
<b>Policy Review</b>							

	Action	Regular Meetings					
		Feb	*Mar	May	*June	Sept	Nov
<p>Committee review will consist of the following when Institute policy revisions are required:</p> <p>proposed amendments; reapprovals, in accordance with scheduled reviews; legislative or regulatory requirements; institutional changes; and revocations or replacement.</p>	Approval and recommendation to the Board	As required					
<b>Other and Standing Items</b>							
Address other human resource issues as delegated to the committee by the Board	Discussion	Ongoing					
Turnover and Vacancy Rates	Information						
Employee and Family Assistance Program	“ ”						
Respect, Diversity & Inclusion Report	“ ”						
People Vision <b>Update Report</b>	“ ”						
Grievance Report	“ ”						
Employee Wellness Initiatives	“ ”						
Occupational Health & Safety and Certificate of Recognition Quarterly <b>Update Report</b>	“ ”	X				X	
Annual Sexualized Violence Report	“ ”						

*\*March and June meetings are scheduled if required.*

# BCIT BOARD OF GOVERNORS 2027

**BOG OPEN & CLOSED**

*\*Board Retreats/Workshops will be scheduled as required*

February 23 (BBY, room SE40-140 - Royal Oak Boardroom) - 1:00 to 5:00 pm  
 March 30 (BBY, room SE40-140 - Royal Oak Boardroom) - 1:00 to 5:00 pm  
 May 25 (BBY, room SE40-140 - Royal Oak Boardroom) - 1:00 to 5:00 pm  
 June 29 (BBY, room SE40-140 - Royal Oak Boardroom) - 1:00 to 5:00 pm  
 October 12 (BBY, room SE40-140 - Royal Oak Boardroom) - 1:00 to 5:00 pm  
 December 7 (BBY, Building SE02 - Town Square A/B) - 11:30 am to 5:00 pm

<b>AUDIT &amp; FINANCE COMM (9:30 am to 12:00 pm)</b>	February 9; March 16; May 18; June 22; September 29; November 30
<b>GOVERNANCE COMM (1:00 to 2:00 pm)</b>	February 9; May 11; September 21; November 16
<b>HUMAN RESOURCES COMM (2:30 to 4:00 pm)</b>	February 9; May 11; September 21; November 16
<b>TRIBUTES COMM (2:30 to 4:00 pm)</b>	February 8; March 8; May 10 (if required)

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
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Deadline date for all committee mtg material to the board office

Deadline date for all board mtg material to the board office



**Board of Governors Open Meeting – February 24, 2026**

**4.0 Board Chair's Comments - Verbal**

**5.0 President's Comments - Verbal**



## INFORMATION NOTE

### February 23, 2026

**PREPARED FOR:** Board of Governors

**PREPARED BY:** Jeff Zabudsky, President

**ISSUE:** President's Activities

This report summarizes key activities undertaken by President Jeff Zabudsky between December 4, 2025, and February 24, 2026. While this summary outlines the President's involvement, additional details regarding certain activities can be found in the Institute Report included as item 3.5 in the Open meeting package.

#### December 4, 2025

Vancouver Regional Construction Association annual Christmas lunch.

#### December 5, 2025

- Paul Dangerfield, former president, Capilano University regarding United Way BC.
- Virtual meeting with Dr. Philip Steenkamp, president, Royal Roads University.
- Digital Design and Development program (D3) and Full Stack Web Development program (FSWD) Student Design & Technology Innovation Showcase.

#### December 8, 2025

Tour of BCIT Aerospace Technology Campus with Gavin Dew, MLA Kelowna-Mission.

#### December 9, 2025

Meeting with Richard Rudderham, past chair, BCIT Foundation.

#### December 10, 2025

Meeting of the Board of Directors, Public Post-Secondary Employers' Association.

#### December 11, 2025

Meeting of the Board of Directors, Greater Vancouver Board of Trade.

#### December 12, 2025

- Virtual meeting with Dr. Neil Fassina, president, Okanagan College.
- Meeting with Ryan Beedie and Martina Meckova, Executive Director, Beedie Luminaries scholarship program.

#### December 16, 2025

- Greater Vancouver Board of Trade event "A Conversation with Hon. Steven MacKinnon", federal Minister of Transport and Leader of the Government in the House of Commons.

- Meeting with Guy Elliott, chair, BCIT Foundation Board of Directors.

December 18, 2025

Virtual meeting with Pacific Association of Canadian Institutes and Universities (PACIU) member presidents regarding provincial post-secondary review followed by engagement session with review author, Don Avison.

January 7, 2026

Meeting of the Executive Council, Skilled Trades Training Council of BC.

January 8, 2026

- Meeting with Christina Zacharuk, CEO, Research Universities Council of British Columbia.
- Meeting of the BC Post-Secondary Sector Chairs and Heads.
- BCIT Health Sciences Centre tour and subsequent luncheon for Her Honour, Wendy Cocchia, BC Lieutenant Governor

January 16, 2026

- Virtual meeting of the Board of Directors, Skills Trades Training Council of BC
- Greater Vancouver Board of Trade event “Beyond the Buzzwords: The Homegrown Innovations Shaping B.C.’s Future” with speaker, Dr. Joy Johnson, president, Simon Fraser University.

January 19, 2026

Universities Canada and Regional and Provincial Associations Meeting (virtual) of the Board Chairs and Executive Directors.

January 20, 2026

Meeting of the Executive Council, Skilled Trades Training Council of BC

January 20-22, 2026

Attended the BC Natural Resources Forum in Prince George.

January 23, 2026

Virtual meeting with Shannon Baskerville, former Deputy Minister, PSFS.

January 28, 2026

Meeting of the Board of Directors, BC Council for International Education.

January 29, 2026

Telephone call with Pari Johnson, president, Colleges & Institutes Canada

February 2, 2026

Virtual meeting with Christina Zacharuk, CEO, Research Universities’ Council of British Columbia

February 12-13, 2026

Virtual participation in the Regional Associations Retreat hosted by Colleges & Institutes Canada

February 19, 2026

- Pacific Association of Canadian Institutes and Universities Presidents Committee Meeting regarding the BC provincial budget

- Graduation ceremony at the Marine Campus of the Bridge Watch Program, an enhanced training program for female and Indigenous students funded by the Ocean Protection Plan, a Federal Government program.

February 20, 2026

- Meeting of the Executive Council, Skilled Trades Training Council of BC
- Greater Vancouver Board of Trade event “A Conversation with The Honourable Gregor Robertson”, federal Minister of Housing and Infrastructure.
- Reception organized by the Consulate General of Japan in honour of the emperor’s birthday.

February 23, 2026

Meeting of the BCIT Foundation board of directors

February 24, 2026

Meeting with Sarah Watts-Rynard, president, Polytechnics Canada



## DECISION NOTE

### February 10, 2026

**PREPARED FOR:** Board of Governors

**PREPARED BY:** Cynthia Petrie, VP, External  
Lisa Jung, Director Alumni Relations

**ISSUE:** Honorary Awards - Policy #5501 and Procedure #5501-PR1

#### APPENDICES:

1. Appendix A: Honorary Awards - Policy #5501, draft
2. Appendix B: Honorary Awards - Policy #5501, [redline \(Aprio\)](#)
3. Appendix C: Honorary Awards - Procedure #5501-PR1, draft
4. Appendix D: Honorary Awards - Procedure #5501-PR1, [redline \(Aprio\)](#)

#### RECOMMENDATION:

THAT the revised *Honorary Awards - Policy #5501 and Procedures #5501-PR1* be approved.

#### BACKGROUND:

At their meeting held on February 9, 2026, the Tributes Committee reviewed and recommend Board approval of the revised policy and procedure. *Honorary Awards - [Policy #5501](#) and [Procedure #5501-PR1](#)* were updated following a detailed review led by Alumni Relations in partnership with the Board Office. The review highlighted areas where the existing documents required modernization to reflect current governance expectations, clarify language, and remove inconsistencies between policy intent and operational practice.

This work also incorporates guidance from the Policy Management Office to ensure stronger alignment between the policy framework, the award-granting workflow, and BCIT's institutional governance structure. Minor editorial updates were made to improve readability, streamline formatting, and consolidate prior amendments.

The draft policy and procedure were subject to an extended 30-day community review, and feedback was incorporated into the final drafts. The revised policy and procedure are now being presented to the Tributes Committee for consideration before forwarding to the Board of Governors for approval.

#### SUMMARY:

A comprehensive review of *Honorary Awards - Policy #5501 and Procedure #5501-PR1* has resulted in substantive revisions designed to strengthen clarity, alignment, and administrative consistency across the awards program. These updates reflect input from the Policy



Management Office, the Board Office, and operational stakeholders involved in nominations, evaluation, and approvals.

Key updates include:

- \* Improved alignment with governance and institutional policy language
- \* Updated and clarified definitions and award categories
- \* Clearer articulation of roles and responsibilities across involved units
- \* Formalization and clarification of the award rescission process
- \* Structural and editorial improvements to enhance usability

The revisions support a more coherent and transparent framework for the administration of honorary awards and are appropriate for Tributes Committee review prior to advancement to the Board of Governors.

**Honorary Awards  
[draft revision]**

Policy No:	5501
Version:	9
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	VP External
Responsible Entity:	Tributes Committee
Directory of Records Class:	0650-10
Approval Date:	YYYY Mxx DD [tbd]

**Policy Statement**

The British Columbia Institute of Technology (“Institute”) grants honorary awards (“awards”) to recognize persons distinguished by their significant contributions and accomplishments and whose excellence reflects positively on the Institute.

**Purpose of Policy**

This policy and its procedures aim to:

- describe the awards that BCIT may grant;
- identify eligibility criteria; and,
- clarify the roles of those responsible for administering the granting of awards.

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**Application**

This policy and its procedures apply to all those involved in BCIT’s granting of honorary awards: staff of the Alumni Relations Office, members of the Board of Governors (“Board”), and the Executive Assistant, Governance (Board Office).

## Related Documents and Legislation

### Provincial

*College and Institute Act*

### BCIT

Policy 1500, Standards of Conduct

Bylaws of the BCIT Board of Governors

Governance Manual of the BCIT Board of Governors

## Definitions

**“awards”** means exclusively the categories of honorary awards BCIT grants (not including awards administered by BCIT Student Financial Aid & Awards), namely: honorary doctorates (or “honorary degrees”); Distinguished Alumni; Distinguished Service; and Outstanding Student Leadership.

**“honorary degree”** means the designation “Honorary Doctor” conferred upon individuals recognized for outstanding and sustained achievements in their areas of expertise, for meritorious service to education or to the Institute (where this service has brought distinction and honour to the Institute).

**“honoree”** means a recipient of an award, first nominated for evaluation by the Tributes Committee as an award candidate.

**Awards and honorary degrees** are itemized as follows:

**“Distinguished Alumni Award”** is the award recognizing members of the Alumni Association distinguished in the community or industry and having shown outstanding leadership and commitment in their field and to BCIT in one or more of the following areas:

- Applied research
- Entrepreneurial innovation
- Excellence in applying technology or technical skills
- Professional leadership
- Public service
- Service to the community
- Significant contributions to a chosen profession

**“Outstanding Student Leadership Award”** is the award granted to graduating students having demonstrated both academic achievement and outstanding leadership skills through their contributions to BCIT or to the wider community.

**“Distinguished Service Award”** is the award granted to recognize outstanding and sustained service to the Institute or the wider educational community, distinguished by one or more of the following:

- significant contributions to the Institute over many years;

- outstanding accomplishments that have benefitted the Institute or the community; and,
- important contributions to the Institute’s mandate, mission, and strategic goals.

“**Honorary Doctor of Technology**” is the honorary degree awarded in recognition of achievement in areas related to applied science, technology, engineering, trades, business, and entrepreneurship.

“**Honorary Doctor of Laws**” is the honorary degree awarded in recognition of achievement in areas such as public service, politics, community service and environmental stewardship.

“**Honorary Doctor of Letters**” is the honorary degree awarded for scholarly achievement in areas such as science, health, engineering, and technology.

“**Nomination**” means the pre-requisite formal recommendation for the granting of individual awards by BCIT. Nominations may be submitted by BCIT staff, Tributes Committee members and the Board of Governors, students, advisory committee members, alumni, retirees, and members of the public.

“**Tributes Committee**” is a committee of the Board of Governors, established by the Board to lead the granting of awards by BCIT. In reviewing candidates, the Tributes Committee determines the appropriate award category.

## Roles and Responsibilities

The **Tributes Committee** leads the granting of honorary awards by BCIT, subject to any terms of reference, resolutions, or other direction of the Board. The Board determines the Tribute Committee’s composition and any procedural matters, including meeting rules.

Deliberations of the Tributes Committee are confidential.

The Tributes Committee is responsible for advising the Board on matters relating to awards, including:

- developing award eligibility criteria;
- recommending modifications to criteria, qualifications for awards, and procedures;
- evaluating nominees based on consideration of all information;
- recommending award candidates for Board approval; and,
- reviewing the conduct of recipients and, if warranted, recommending award rescission to the Board.

The Tributes Committee may invite nominations or initiate invitations to nominate with the assistance of the Director of Alumni Relations.

### Director, BCIT Alumni Relations

The Director of Alumni Relations is responsible for:

- publishing awards eligibility criteria;
- inviting nominations from the BCIT community;

- administering nominations received and referring them to the Board Office;
- maintaining a master list of nominations;
- upon Board approval, seeking candidates' acceptance of recognition; and,
- acting as the liaison between BCIT and honorees.

**Executive Assistant, Governance**

The Executive Assistant:

- ensures that nominations provided by Alumni Relations are submitted to the Tributes Committee for timely review.

**Special Situations**

**Rescinding Awards**

The Board of Governors, on recommendation of the Tributes Committee and the President, may rescind an award previously conferred for conduct by the honoree that, by being associated with BCIT through its award, could reasonably cause harm to the reputation and public image of the Institute. Such conduct may have occurred either before or after the award's conferral. To rescind an award for conduct prior to conferral, BCIT must have been unaware of the conduct when the award was given.

**Associated Procedures**

5501-PR1, Honorary Awards

**Associated Forms**

Award Nomination Form [online <link>]

**Amendment History**

	<u>Approval Date</u>	<u>Status</u>
1. Policy 5501, Honorary Awards created (version 1)	1991 Mar 26	replaced
2. Policy 5501 (v2)	1997 Mar 25	replaced
3. Policy 5501 (v3)	2001 Jun 19	replaced
4. Policy 5501 (v4)	2002 Nov 19	replaced
5. Policy 5501 (v5)	2004 Mar 09	replaced
6. Policy 5501 (v6)	2004 Jul 08	replaced
7. Policy 5501 (v7)	2010 Feb 09	replaced
8. Policy 5501 (v8)	2015 Dec 01	in force
9. Policy 5501 (v9)	[tbd]	draft / pending

**Scheduled Review Date**

TBD [latest approval date +5 year]. The executive sponsor may, however, initiate a policy review at any time.

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**Honorary Awards**  
**[draft revision]**

Procedure No:	5501-PR1
Version:	3
Policy Reference:	5501 Honorary Awards
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	VP External
Department Responsible:	Alumni Relations
Directory of Records Class:	0650-10
Approval Date:	YYYY Mxx DD [tbd]

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**Objectives**

This Procedure forms part of Policy 5501, Honorary Awards. It gives direction for recommending, screening, approving, and rescinding honorary awards, and protocols for recognizing Honorary Doctorate recipients.

**Application**

This procedure applies to the Board of Governors, the Tributes Committee, and all members of the BCIT community involved in the awards-granting process.

**Definitions**

The terms used in these procedures have the same meanings set out in the Policy.

**Procedure****Overview**

These procedures provide a framework to assist Tributes Committee members in their deliberations. Nominations are invited from BCIT staff, Tributes Committee members, students, advisory committee members, alumni, retirees, friends of BCIT and the Board of Governors. The Tributes Committee will review nominees in the award category it deems most appropriate.

**Selection Process**

Persons involved in BCIT's award-granting must not notify nominees of their nomination until Board of Governors approval has been received.

The selection process for Honorary Doctorates and Distinguished Service, Distinguished Alumni, and Outstanding Student Leadership Awards is outlined below:

- 
1. Nominations come via form submissions or are proposed by the VP, External and Alumni Relations.
  2. Alumni Relations reviews nominations and conducts any needed research.
  3. Ranking forms are sent to Committee members for completion.
  4. Rankings are compiled to identify top nominees.
  5. The Director presents the rankings to the Tributes Committee, which recommends up to three nominees per award to the Board.
  6. The Board of Governors makes final award decisions.
-

7. The VP, External or delegate contacts approved nominees to confirm acceptance. If accepted:
  - i) Speaking engagements and key BCIT dates are confirmed.
  - ii) An acceptance letter is sent for signature.
8. Once accepted, the honoree is assigned a Primary Relationship Manager from Alumni Relations.

### **Recognition of Honorary Doctorates & Usage Protocol**

Upon conferral of an Honorary Doctorate, recipients are recognized as BCIT alumni.

Honorary degrees are conferred *honoris causa*, "for the sake of honor." Honorary degrees are awarded as one of three types: Doctor of Laws (LL.D.), *honoris causa*; Doctor of Letters (D.Litt), *honoris causa*; or Doctor of Technology (D.Tech), *honoris causa*.

Honorary degree recipients may be addressed as "doctor" in correspondence from the Institute and in conversation. The recipient is entitled to use the appropriate honorary abbreviation behind their name (for example, [full name], D.Tech); however honorees should not refer to themselves as "doctor" or use the title on business cards or in correspondence.

On a résumé, curriculum vitae, or in a biographical sketch honorees may indicate an honorary degree by writing the degree type followed by the words "*honoris causa*" or abbreviation "(h.c.)" to signify its honorary status. Honorary degrees are more appropriately listed as awards rather than educational achievements.

Representatives of BCIT, when addressing a person with an honorary degree from other universities or institutions, should not use the term "doctor" or include this title in correspondence, biographical sketches, introductions, or on place cards.

### **Rescinding Awards**

In accordance with Policy 5501, the Board of Governors, on recommendation from the Tributes Committee and the President, may rescind an honorary award conferred by BCIT. In recommending rescission and making the decision to rescind an award, the Tributes Committee, President, and the Board should consider whether the conduct in question reasonably has the potential to harm BCIT's reputation. The Board, Committee members, and President must consider whether, on the available evidence, the conduct has likely occurred.

The rescinding of honorary degrees will be conducted in accordance with the process defined by the Registrar's office.

In all award rescissions, BCIT will cease to recognize the individual as an honoree. They will be informed in writing of the decision and requested to no longer publicly cite their award.

## **Roles and Responsibilities**

### **Director, Alumni Relations**

- Receives nominations and manages the creation of nominee profiles.
- Compiles and presents nominee profiles to the Tributes Committee through the Board Office.

- Prepares all materials related to nominations and candidate selections by the Tributes Committee.
- Administers the master list of nominations.
- Manages policy development and implementation in relation to awards.

**Executive Assistant, Governance**

- Prepares and distributes meeting materials to the Tributes Committee in consultation with Director, Alumni Relations; VP, External; and Tributes Committee Chair
- Prepares and distributes meeting materials for review and award approval to the Board of Governors.
- Acts as the Tributes Committee secretary.

**Associated Forms**

Award Nomination Form [online]

< <https://www.bcit.ca/alumni/get-involved/awards/nomination-awards-form/> >

**Amendment History**

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 5501-PR1 version 1	2015 Dec 01	Replaced
Amended:	Procedure 5501-PR1 v2	2016 Sep 28	In Force
Amended:	Procedure 5501-PR1 v3 [draft]	[tbd]	review/pending

**Scheduled Review Date**

TBD [default: approval date + 5 years]. The executive sponsor of Policy 5501 may initiate review of this Procedure at any time.



## DECISION NOTE

### February 12, 2026

**PREPARED FOR:** Board of Governors

**PREPARED BY:** Jennifer Figner, Provost and VP, Academic

**ISSUE:** Statements of Completion

#### RECOMMENDATION:

THAT the Board of Governors delegate approval to Education Council to transition a series of existing Statements of Completion to Associate Certificate credentials using the standard major change process.

#### BACKGROUND:

Associate Certificates are BCIT's smallest credential requiring Board of Governors approval.

Statements of completion are awarded for completion of a small group of credit-bearing courses that do not ladder into a further level of certification (and are not credentials themselves). Any statements of completion published on the BCIT website must undergo a quality review and approval process through the Office of the Provost and VP Academic, as outlined in [Program Development and Change Processes - Procedure #5401 - PR2](#).

12 existing statements of completion currently meet the requirements for an associate certificate (minimum 15 credits). These course packages are actively offered through Flexible Learning. In these cases, students would benefit from having the courses packaged within a recognized credential rather than a non-credentialed statement of completion.

It is therefore recommended that the following list of Statements of Completion be provided a one-time opportunity to transition to associate certificate credentials through the major change process (as outlined in the procedure). Education Council is the final approval body for major changes. This approach ensures an efficient process while maintaining the quality and standards expected of a BCIT credential.

The transition is targeted for completion by June 2027, after which a final report will be provided to the Board identifying which statements of completion successfully transitioned to associate certificates.

**Proposed Associate Certificates:**

<b>School</b>	<b>Statements of Completion</b>	<b>Transition To:</b>
SoB+M	Digital Photography	Associate Certificate
SoB+M	Leadership	Associate Certificate
SoB+M	Management Skills in Communication and Negotiation	Associate Certificate
SoB+M	Small Business Management	Associate Certificate
SoB+M	Long-term Care Management	Associate Certificate
SoB+M	Human Resources	Associate Certificate
SoCE	House Inspection	Associate Certificate
SoCE	New Residential Builders License	Associate Certificate
SoE	Cisco Certified Network Professional	Associate Certificate
SoE	Cisco certified Network Associate	Associate Certificate
SoE	Assayer Training	Associate Certificate
SoE	Nondestructive Testing	Associate Certificate



**Board of Governors Open Meeting – February 24, 2026**

**8.0 Next Meeting and Conclusion**

- March 31, 2026 at 1:00 p.m.