

# MEETING AGENDA

## BOARD OF GOVERNORS – OPEN

Date/Time: May 29, 2018

- 9:45 a.m. - tour of Annacis Island Campus
- 10:45 a.m. - meeting
- 12:30 p.m. to 1:15 p.m. - lunch

Meeting Location: **Annacis Island Campus - Room 1306 (1608 Cliveden Avenue, Delta)**

- **Conference call number:** 604.622.7800, 1.877.428.8181
- **Meeting ID:** 990 094 977

Member: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Kathy Corrigan, Neil Cox, Kim Humphreys, Alexander Imperial, Scott McAlpine, Robert Phillips, Tom Sigurdson, Herb Silber, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Team, Guests & Board Staff: Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Raimonda De Zen, Brad Cocke (Harris & Co.), Mark Dale, Russell Oye, Steve Perry, Bruce Thompson, Barbara Kader (recorder)

Regrets: Lorna Pawluk, Cynthia Petrie

|    | Issue   |       | Presenter                       | Material                       | Action                    | Pg             |
|----|---|-------|---------------------------------|--------------------------------|---------------------------|----------------|
| 1. | <b>Call to Order &amp; Welcome</b>  | 10:45 | Chair                           | -                              | -                         | -              |
| 2. | <b>Safety Moment</b><br>2.1 School of Transportation – Annacis Island Campus (Steve Perry – Assoc. Dean, Motive Power; Russell Oye – Chief Instructor, Heavy Mechanical Trades) | 10:50 | S. Perry / R. Oye               | Presentation                   | Information               | 4              |
| 3. | <b>Adopt Agenda</b>   | 10:55 | Chair                           | -                              | Approval                  | 1              |
| 4. | <b>Approve Minutes</b><br>4.1 March 20, 2018  | 10:55 | Chair                           | -                              | Approval                  | 12             |
| 5. | <b>Report from the Chair</b><br>5.1 Governor Appreciation<br>5.2 Chair's Activities   | 11:00 | Chair                           | -<br>Information Note          | -<br>Information          | 18<br>19       |
| 6. | <b>Report from the President</b><br>6.1 President's Activities<br>6.2 Institute Report<br>6.3 Brand Metric Results  | 11:10 | K. Kinloch<br>" "<br>L. Johnson | Information Note<br>" "<br>" " | Information<br>" "<br>" " | 22<br>24<br>29 |
| 7. | <b>Presentation - School of Transportation - Annacis Island Campus</b>  | 11:20 | S. Perry / B. Thompson          | Presentation                   | Information               | 32             |

|     |   |       |  |   |   |                              |
|-----|---|-------|--|---|---|------------------------------|
| 8.  | <b>Audit &amp; Finance Committee</b><br>8.1 Committee Chair Update<br>8.2 Audited Financial Statements as of March 31, 2018<br>8.3 Burnaby Campus Development Plan                              | 11:30 | C. Young<br>C. Young<br><br>M. Dale                                      | Verbal<br>Decision Note<br><br>Decision Note and Presentation           | Information<br>Approval<br><br>Approval             | 37<br>38<br><br>65           |
| 9.  | <b>Governance Committee</b><br>9.1 Committee Chair Update<br>9.2 Governance Manual & By-Laws Revisions<br>9.3 Policy 7200, Cannabis Policy<br>9.4 Policy 1000, Policy Development & Maintenance | 11:50 | K. Corrigan<br>K. Corrigan<br><br>B. Cocke (Harris & Co.)<br>K. Corrigan | Verbal<br>Decision Note<br><br>Decision Note<br>Decision Note           | Information<br>Approval<br><br>Approval<br>Approval | 117<br>118<br><br>121<br>129 |
| 10. | <b>Education Council</b><br>10.1 EdCo Chair Update<br>10.2 Assoc. Cert - Industrial Wood Processing<br>10.3 Adv. Dip - Professional Real Estate<br>10.4 Technology Seat Expansions (2)          | 12:10 | J. Figner<br>J. Figner<br><br>T. Roemer<br>T. Roemer                     | Information Note<br>Decision Note<br><br>Decision Note<br>Decision Note | Information<br>Approval<br><br>Approval<br>Approval | 201<br>202<br><br>203<br>212 |
| 11. | <b>BCIT Student Association</b><br>11.1 Update<br>11.2 BCITSA Strategic Vision  | 12:15 | S. Bukharov  | Verbal<br>Report  | Information<br>Information                          | 229<br>230                   |
| 12. | <b>Other Business</b><br>12.1 Research Ethics Board Annual Report   | 12:25 | T. Roemer  | Decision Note   | Approval  | 235                          |
| 13. | <b>Questions</b>  |       | Chair  | -   | -   | 239                          |
| 14. | <b>Conclusion</b>   | 12:30 | Chair  | -   | -   | 240                          |
| 15. | <b>Information Only</b><br>15.1 Professional Development Summaries<br>15.2 Board's Role in Crisis Management<br>15.3 2019 Meeting Schedule<br>15.4 Events                                       |       |  |   |   | 241<br>243<br>274<br>275     |

## **Board Meeting & Event Dates:**

*\*all event details will be communicated via invitations closer to the dates*

|              |                        |   |                                       |
|--------------|------------------------|---|---------------------------------------|
| June 5       | 11:30 a.m.             | Staff BBQ   | Burnaby Campus                        |
| June 14      | 4:50 p.m.<br>5:30 p.m. | Indigenous Student Graduation<br>Buffet Dinner  | SW1 Gateway Building, Burnaby Campus  |
| June 15      | 2:00 p.m.              | Aerospace Technology Graduation   | Aerospace Technology Campus           |
| June 19      | 4:30 p.m.              | Graduating Student Awards   | SE16, Burnaby Campus                  |
| June 20 – 22 |                        | <u>Convocation</u><br>Sof Business (June 20/21-9:00 a.m.)<br>Sof Energy (June 20-1:30 p.m.)<br>Sof Construction & the Environment/Sof Transportation (June 21-1:30 p.m., June 22-9:00 a.m.) | Willingdon Church, Burnaby            |
| June 21      | 6:15 p.m.              | Tributes Dinner   | The Vancouver Club (University Room)  |
| June 26      | 1:00 p.m.<br>3:00 p.m. | Open Meeting<br>Closed Meeting  | Burnaby Campus – Royal Oak Room SE-40 |
| July 6       | 2:00 p.m.              | Marine Campus Graduation  | Downtown Campus (rooms 282/284)       |
| October 2    | 1:00 p.m.<br>3:00 p.m. | Open Meeting<br>Closed Meeting  | Aerospace Campus – CIBC Room 198      |
| October 22   | 4:00 p.m.              | Distinguished Awards Dinner   | Vancouver Convention Centre           |
| December 5   | 1:00 p.m.<br>3:00 p.m. | Open Meeting<br>Closed Meeting  | Downtown Campus – Room 282/284        |
| December 6   | 12:00 p.m.             | BCIT Board of Governors Holiday Luncheon for the Foundation Board, Alumni Association Board, and Student Association Board  | The Vancouver Club (University Room)  |
| December 11  | 1:30 p.m.              | Board of Governors/Staff Holiday Reception  | Burnaby Campus, Town Hall             |

# MEETING MINUTES



## BOARD OF GOVERNORS - OPEN

|                                    |   |
|------------------------------------|---|
| Date/Time:                         | May 29, 2018, 10:45 a.m. to 1:20 p.m.   |
| Meeting Location:                  | Annacis Island Campus - Room 1306 (1608 Cliveden Avenue, Delta)   |
| Member:                            | Jack Davidson (Chair), Vasyi Baryshnikov, Sergey Bukharov, Kathy Corrigan, Neil Cox, Kim Humphreys, Alex Imperial, Scott McAlpine, Robert Phillips, Herb Silber, Ryan Tones, Cathy Young  |
| Ex-Officio:                        | Kathy Kinloch, Jennifer Figner  |
| Senior Team, Guests & Board Staff: | Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Raimonda De Zen, Mark Dale (8.2, Sn. Director Facilities and Campus Development ), Russell Oye (Chief Instructor, Heavy Equipment Group), Steve Perry (Assoc. Dean, Motive Power), Bruce Thompson (9.3, Brad Cocke - Harris & Co.), Barbara Kader (recorder) |
| Regrets:                           | Lorna Pawluk, Cynthia Petrie, Tom Sigurdson   |

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A quorum of the Committee members being present and notice of the meeting having previously been sent to each member, the meeting was declared to be regularly constituted.

### 1.0 Call to Order and Welcome

### 2.0 Safety Moment

*Distributed material: Agenda*

Staff presented the safety moment.

### 3.0 Adopt Agenda

*Distributed material: Agenda*

**IT WAS MOVED AND SECONDED THAT** the Board of Governors approve the agenda for May 29, 2018. **CARRIED**

### 4.0 Approve Minutes

#### 4.1 Approve Minutes

*Distributed material: Minutes*

The Chair reviewed the action items.

**IT WAS MOVED AND SECONDED THAT** the Board of Governors approve the meeting minutes of March 20, 2018. **CARRIED**

### 5.0 Report from the Chair

#### 5.1 Governor Appreciation

The Chair thanked both Sergey Bukharov and Scott McAlpine for all their contributions and dedication during their tenure as Governors which expires on May 31, 2018. Both Governors expressed their thanks and gratitude.

## **5.2 Chair's Activities**

*Distributed material: Information Note*

The Chair referred to the list of activities provided. He noted that BCIT was well received at the *SkillSource Conference* he attended. He reminded the board of upcoming events.

## **6.0 Report from the President**

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

*Distributed material: Information Note*

The President provided an overview of the materials presented to the Board. She highlighted the BC Leadership Prayer Breakfast, Canadian Chamber of Commerce event at BCIT: "*Skills for an Automated Future*", Public Policy Forum Annual Growth Summit, BCIT Long Service and Retirement Recognition Dinner 2018, Metro Vancouver Regional Prosperity Initiative Meeting, CKNW Interview, "*The Future of Work*", and the BC Tech Summit.

### **6.2 Institute Report**

*Distributed material: Information Note*

The President provided an overview of the materials presented to the Board. She announced that Dr. Tom Roemer has become a member of Innovate BC.

### **6.3 Brand Metric Results**

*Distributed material: Information Note*

Management provided an overview of the information note presented to the Board. Questions regarding survey results, revamping website strategy (live chat), program awareness, comparisons between BCIT and UBC/SFU on the *Likelihood to Recommend* scores, and communication channels to teenagers/high schools and Indigenous groups.

## **7.0 Presentation – School of Transportation – Annacis Island Campus**

*Distributed material: Report and Presentation*

The President gave a brief history of the campus. Staff provided a presentation to the Board highlighting current and future projects. Questions were asked and answered regarding apprenticeship waitlists.

## **8.0 Audit & Finance Committee**

### **8.1 Committee Chair Update**

The Chair of the Audit & Finance Committee provided an update of the Committee meeting held on May 17, 2018. The Committee met with the external auditors to receive their audit findings, and a member from the Office of the Auditor General attended the meeting. There were no qualifications to the audit opinion. Grant Thornton was very complimentary to the finance team for their diligence, time efficiency and professionalism. No issues were raised regarding financial reporting.

## 8.2 Audited Financial Statements as of March 31, 2018

*Distributed material: Decision Note*

**IT WAS MOVED AND SECONDED THAT** based on the recommendation of the Audit and Finance Committee, the Board of Governors:

- approve as presented the audited consolidated financial statement of BCIT for the year ended March 31, 2018;
- have the Chair of the Board of Governors and the Chair of the Audit and Finance Committee sign the audited financial statements; and
- direct that the audited financial statements for the Year Ended March 31, 2018 be filed with the Ministry of Advanced Education, Skills and Training. **CARRIED**

## 8.3 Burnaby Campus Development Plan

*Distributed material: Decision Note and Presentation*

Management provided an overview of the material presented outlining purpose, planning processes, framework/strategy and student housing plans.

**IT WAS MOVED AND SECONDED THAT** the Board of Governors:

- approve (in principle) the Burnaby Campus Plan presented, and;
- authorize staff to make application with the City of Burnaby to seek amendments to the City land use zoning (P6) requirements to allow **'the campus development plan to be realized'** with maximized innovative development on campus.

**CARRIED**

## 9.0 Governance Committee

### 9.1 Committee Chair Update

The Chair of the Governance Committee provided an update of the Committee meeting held on May 17, 2018. It was reported that all revisions made to the Governance Manual and By-Laws are now in compliance with the College and Institute Act other relevant legislation. Conflict of Interest (Tab 9 of the Manual) will be revised throughout the summer months.

### 9.2 Governance Manual & By-Laws Revisions

#### Action Item

- Conflict of Interest (Tab 9) of the Manual, to be revised and brought forward for review

**IT WAS MOVED AND SECONDED THAT** based on the recommendation by the Governance Committee the Board of Governors approve the Governance Manual as revised on May 22, 2018. **CARRIED**



### **9.3 Policy 7200, Cannabis Policy**

*Distributed material: Decision Note*

The Chair of the Governance Committee provided an overview of the materials presented. Brad Cocke (Harris & Co.) joined the meeting and answered questions regarding the policy.

The policy will be reviewed over the next year, will address issues as they arise and will include stakeholder and student consultations.

**IT WAS MOVED AND SECONDED THAT** based on the recommendation by the Governance Committee the Board of Governors approve the following resolution:

- The *Governance Committee* recommends the BCIT Cannabis Use Policy to the Board of Governors for approval.
- The policy approval date coincide with the implementation date of the Federal Bill C-45 2017 Cannabis Act.

**CARRIED**

Abstentions: 1 (Sergey Bukharov)

### **9.4 Policy 1000, Policy Development & Maintenance**

*Distributed material: Decision Note*

The Chair of the Governance Committee provided an overview of the materials presented.

**IT WAS MOVED AND SECONDED THAT** based on the recommendation by the Governance Committee the Board of Governors approve the revised Policy and Procedure as presented to the Governance Committee:

- Policy 1000 Policy Development and Maintenance
- Procedure 1000-PR01 Policy Development and Maintenance

**CARRIED**

## **10.0 Education Council**

### **10.1 EdCo Chair Update**

*Distributed material: Information Note*

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

The Chair of the Audit & Finance Committee noted that items 10.2 and 10.3 were brought forward to the Committee on May 17, 2019.

### **10.2 Assoc. Cert – Industrial Wood Processing**

*Distributed material: Decision Note*



**IT WAS MOVED AND SECONDED THAT** based on BCIT's Education Council recommendation that the Board of Governors approve the Proposal to offer an Associate Certificate in Industrial Wood Processing.

**CARRIED**

**10.3 Ad. Dip – Professional Real Estate**

*Distributed material: Decision Note*

This item was deferred to the June 26, 2018 board meeting.

**10.4 Technology Seat Expansions (2)**

*Distributed material: Decision Note*

Management provided an overview of the materials presented to the Board.

**IT WAS MOVED AND SECONDED THAT** based on the recommendation from the Audit and Finance Committee, the Board of Governors approve the Business Plans and the new programs:

- Diploma in New Media Design & Web Development (School of Business)
- Advanced Diploma in Technical Arts (School of Business)

**CARRIED**

**11.0 BCIT Student Association**

**11.1 Update**

The Student Association President provided a verbal update of the year highlighting some new initiatives which included the opening of two new childcare centres, creation of an entrepreneurship centre, and collaboration with BCIT on food services. He noted that attendance numbers to special events for raising money for charities was at a record high.

Vasiliy Baryshnikov advised of his re-election as Student Representative and co-hosted a tour for Federal MP Joe Peschisolido at the Aerospace Technology Campus.

**11.2 BCITSA Strategic Plan**

*Distributed material: Report*

The Student Association President advised that the plan is created every five years, with annual updates.

**12.0 Other Business**

**12.1 Research Ethics Board Annual Report**

*Distributed material: Decision Note*

Management provided an overview of the materials presented to the Board.

**IT WAS MOVED AND SECONDED THAT** the BCIT Board of Governors receive the Research and Ethics Annual Report as presented.

**CARRIED**



**13.0 Questions**

Action Item

A question from the gallery was asked regarding how the Cannabis Policy relates to liability issues when students are on school field trips and BCIT is paying for accommodation.

**14.0 Conclusion**

**15.0 Information Only**

- 15.1 Professional Development Summaries
- 15.2 Board's Role in Crisis Management
- 15.3 2019 Meeting Schedule
- 15.4 Events

Action Items

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• A question from the gallery was asked regarding how the Cannabis Policy relates to liability issues when students are on school field trips and BCIT is paying for accommodation.</li><li>• Conflict of Interest (Tab 9) of the Manual, to be revised and brought forward for review</li></ul> | <p>In progress, pending further information. Will be addressed on October 2, 2018</p> <p>To be provided on October 2, 2018</p> |
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Jack Davidson, Chair