

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Date: December 5, 2017

Time: 12:00 p.m. to 1:00 p.m. - Lunch (room 280)
1:00 p.m. – 2:30 p.m. – Meeting

Meeting Location: **Downtown Campus, 555 Seymour Street, Room 282/284**

- **Conference call number:** 604.622.7800, 1.877.428.8181
- **Meeting ID:** 983 356 507

Member: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Neil Cox, Manny Dhillon, Kim Humphreys, Jin Koh, Scott McAlpine, Lorna Pawluk, Herb Silber (T/C), Colin Smith, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Leadership Team & Guests: Dave Cresswell, Raimonda De Zen, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Glen Magel, Barbara Kader (recorder)

Regrets: Asifa Samji

	Issue		Presenter	Material	Action	Pg
1.	Call to Order & Welcome	1:00	Chair			
2.	Safety Moment	1:05	G. Magel	Verbal	Information	
3.	Adopt Agenda	1:10	Chair		Approval	1
4.	Approve Minutes 4.1 October 10, 2017	1:15	Chair		Approval	3
5.	Report from the Chair 5.1 Chair's Activities 5.2 Professional Development Summary	1:20	Chair	Information Note	Information	9 11
6.	Report from the President 6.1 President's Activities 6.2 Institute Report 6.3 Ombudsperson Report	1:30	K. Kinloch K. Kinloch K. Kinloch	Information Note Report Report	Information Information Information	18 20 24
7.	Audit & Finance Committee 7.1 Committee Members 7.2 Q2 Financial Statements 7.3 2017/18 Mid-Year Budget Requests Update	1:40	Chair C. Young C. Young / L. O'Melinn	Verbal Information Note Information Note	Information Information Information	36 37 50

8.	Education Council 8.1 Chair Update 8.2 Program Review Policy - #5402	2:00	J. Figner J. Figner	Information Note Decision Note	Information Approval	52 53
9.	Governance Committee 9.1 Liquor Consumption on Campus Policy - #7504	2:10	A. Lopez	Decision Note	Approval	58
10.	BCIT Student Association	2:15	S. Bukharov	Verbal	Information	74
11.	Questions	2:20	Chair	-	-	75
12.	Adjournment	2:30	Chair	-	-	76

Board Meeting & Event Dates:

December 6	9:30 – 11:30 a.m. 12:00 – 2:00 p.m.	Strategic Planning Workshop BCIT Board of Governors Holiday Luncheon for the Foundation Board, Alumni Association Board, and Student Association Board	The Vancouver Club, Presidents West Room University Rooms
December 12	1:00 p.m.	Board of Governors Holiday Social	Burnaby Campus, Great Hall
February 15	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Aerospace Campus – CIBC Room 198
March 20	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Marine Campus – Room 110
May 29	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Annacis Island Campus – Room 1306
June 26	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Burnaby Campus – Royal Oak Room SE-40
October 2	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Burnaby Campus – Royal Oak Room SE-40
December 5	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Downtown Campus – Room 282/284

MEETING MINUTES



BOARD OF GOVERNORS - OPEN

Date:	December 5, 2017, 1:00 p.m. – 2:30 p.m.
Meeting Location:	Downtown Campus, 555 Seymour Street, Room 282/284
Member:	Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Neil Cox, Manny Dhillon, Kim Humphreys, Jin Koh, Scott McAlpine, Lorna Pawluk, Colin Smith, Ryan Tones, Cathy Young
Ex-Officio:	Kathy Kinloch, Jennifer Figner
Senior Team, Guests & Board Staff:	Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Glen Magel, Raimonda De Zen, Barbara Kader (recorder)
Regrets:	Asifa Samji, Herb Silber, Lara Johnson, Dave Cresswell

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. Mr. Davidson called the meeting to order at 1:03 p.m.

1.0 Call to Order & Welcome

2.0 Safety Moment

Glen Magel provided a presentation regarding Violence in the workplace. Mr. Davidson noted that a safety moment was provided at a recent Mining PAC meeting.

3.0 Adopt Agenda

Distributed material: December 5, 2017

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the meeting agenda. **CARRIED**

4.0 Approve Minutes

Distributed material: Minutes October 10, 2017

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the meeting minutes of October 10, 2017. **CARRIED.**

5.0 Report from the Chair

Mr. Davidson announced that Ms. Kinloch received an Honorary Doctor of Laws degree from the Royal Roads University in Victoria, BC. She was also the recipient of the Top 100 Most Powerful Women Award, in Toronto, ON.

5.1 Chair's Activities

Distributed material: Information Note



Mr. Davidson referred to the list of activities provided.

5.2 Professional Development Summary

Distributed material: Information Note

Mr. Davidson referred to the information note provided, containing feedback on recent professional development activities attended by some Governors.

6.0 Report from the President

6.1 President's Activities

Distributed material: Information Note

Ms. Kinloch spoke about the Distinguished Alumni Awards Dinner held on October 17, 2017, over 750 guests attended, she expressed her thanks to Governors, MarCom and Mr. Paul McCullough's team.

She highlighted her participation at the United Nations Peacekeeping Ministerial Conference and a visit to the Burnaby Campus by Advanced Education Opposition Critics MLAs Stephanie Cadieux and Simon Gibson in November 2017. Mayor Derek Corrigan also visited the Burnaby Campus and offered to seek provincial support for the Capital Campaign.

Ms. Kinloch discussed the impact on BCIT of having a digital technology supercluster in BC noting that it will create a higher demand for more graduates in order to accommodate industry demands.

6.2 Institute Report

Distributed material: Institute Report

Ms. Kinloch referred to the report provided and noted that the BCIT Foundation total revenue had increased. Mr. McCullough spoke about the Capital Campaign video shown at the Distinguished Alumni Awards Dinner and noted that the video created an overwhelming response, which resulted in requests to meet and discuss prospects with potential and existing partners and donors.

Ms. Kinloch noted that BCIT's SMART Microgrid has been named one of BC's top 50 innovations. Provincial government funding for the project continues to be pursued.

Dr. Roemer highlighted two Bangalore (India) projects. The smaller project consisting of a welding institute and that a consultancy proposal had been submitted to the Indian government for \$270,000. The second larger project involves the City of Bangalore which has installed a tech park and wishes BCIT to be an anchor within the park and provide training to all tenants. Due to manpower limitations, this would only be possible with a local partner whom BCIT would consult and train. Project possibilities will be monitored further.

Dr. Roemer discussed training opportunities with COMAC (Commercial Aircraft Corporation of China Ltd.). The training would consist of a wide spectrum including



aircraft maintenance, business development and IT training. COMAC has visited the Aerospace Campus and plans to do so again in spring 2018.

Dr. Roemer explained the 'EdTalks' discussions (a scholarly communication framework where all faculties discuss direction and approaches, thoughts and ideas). He noted that the gathering of ideas phase was completed, and are currently in the exchange phase where Town Halls and meetings with various departments occur. In January 2018, the input will be consolidated into a community report and then taken to students and industry for feedback.

Ms. Kinloch noted that she had attended a President's group in Ottawa, where it was agreed that they would meet in Saskatchewan (SAIT) and review SAS Polytech opportunities.

Dr. Roemer spoke about the PanGlobal joint venture between NAIT (Northern Alberta Institute of Technology) and SAIT (Southern Alberta Institute of Technology) and BCIT. He noted that it had been previously identified that a curriculum be developed. The 3 institutes offer different areas of strength and that a 3rd party entity had been involved developing and selling a curriculum. One of the first tasks of the PanGlobal joint venture is to supply the 3 member institutions with constantly updated curriculum and the second mandate is to generate sales through 3rd parties. Working together on international projects will be determined when looking at case-by-case situations.

6.3 Ombudsperson Report

Distributed material: Quarterly Report July 1 – September 30, 2017

The report was provided for information. A discussion followed regarding the recruitment of international students. Dr. Roemer explained the process of international recruitment. Explaining that participation at agent fairs are attended by recruitment representatives where they meet medium to large sized company agents. Once representation is found, they are assessed after 2 or 3 years, we either retain or release. Fees are based on the standard rate at 20% of first year tuition.

7.0 Audit & Finance Committee

Ms. Young advised that the Committee had met on November 21 and December 5, 2017. She noted the items the Committee had discussed which included items 7.1 and 7.2 noted below as well as a business forecast for a potential business certificate in industrial wood processing, detailed update on Canada Way (scope and budget), an update on the health sciences building procuring prime consultancy team.

7.1 Committee Members

No mention of the issue or a discussion took place.

TABLED

7.2 Q2 Financial Statements

Distributed material: Information Note

Ms. Young referred to the consolidated financial statements and referred to the variance analysis. Operations as of September 30, 2017 was \$3.1M compared to a deficit of \$(0.4)M last year, all are on track to budget. She noted the softening of fulltime tuition growth which was discussed with Dr. Roemer at the Committee meeting, more analytics will be completed indicating key areas to be addressed are planned.

7.3 2017/18 Mid-Year Budget Requests Update

Distributed material: Information Note

Ms. Young referred to the information note provided and commented that the budget process begins in September and is brought for discussion to the Committee twice before presenting a draft to the board for further discussion. Mid-year forecasting is reviewed and compared to the end of the fiscal year. If a surplus exists, a review takes place of where that surplus can be best spent efficiently before the end of the fiscal year to best benefit the institution and students as a whole. She referred to the Proposed Business Cases - Mid-year Asks that had been reviewed by the Committee on November 21, 2017. In the same Committee meeting, new initiatives to be funded were presented and discussed. A forecast of \$1.5M surplus before the mid-year asks was reported. The Committee supported the request for a \$1.2M year-end spend.

Mr. O'Melinn answered questions regarding the development of mid-year asks, he explained that at the beginning of the fiscal year, the schools and support departments are asked to prepare a list of one-time operating expenditures. Previous asks from the previous budget process are considered and presented to the Leadership Team (Deans and VPs) and the President for prioritization and then to the Committee for approval.

8.0 Education Council

8.1 Chair Update

Distributed material: Information Note

Ms. Jennifer Figner referred to the information note provided.

8.2 Program Review Policy - #5402

Distributed material: Decision Note

Ms. Figner referred to the Decision Note provided and noted that this change is very similar to the changes applied to Program Development and Credentials Policy - #5401 (May 30, 2017). The purpose of the proposed changes is to ensure the updates to the policy are aligned with the Colleges and Institute Act as a result of a LEAN review. The changes and updates were reviewed and approved by the Governance Committee on November 21, 2017.

9.0 Governance Committee

9.1 Liquor Consumption on Campus Policy - #7504

Distributed material: Decision Note

Ms. Humphreys noted that this was a follow-up to questions from the October 10, 2017 meeting where the Committee requested approval to the policy.

Ms. Lopez highlighted the two items from the draft policy raised in the board meeting of October 10, 2017 and outlined the revisions brought forward. The issue concerning alcohol consumption in residences was confirmed to have always been included in the *Resident's Rules* but not BCIT Policy #7504.

Ms. Lopez further confirmed that the Lease Agreement stipulates when the President can suspend liquor sales. The Committee proposed that the revised policy reference the current lease agreement and once the lease agreement expires, the policy will be updated (current date of the lease agreement is December 15, 2012). Management is comfortable with the terms of the current lease agreement, which includes a number of provisions detailed around suspensions. The policy renewal will be aligned with the renewal date of the lease. The update to the draft policy will include the date of the current lease.

Management to look at the terminology referring to 'kegs' (under *E. Student Residences*) and consider more definition to the term used.

10.0 BCIT Student Association

Mr. Sergey Bukharov provided a verbal update. He spoke about the campus daycare centre; LAN Party; 'Speaking Up Speaking Out'; Game of Schools event and holiday party; BCITSA Call-out for input on Policies under review by EdCo; Knowledge Exchange event with the Ministry of Advanced Education; and mental wellness on campus.

Action Item

- Mr. Bukharov to provide feedback regarding mental wellness on campus and where the students feel this can be improved and also where they feel things are working well

Mr. Baryshnikov's information note had been distributed at the meeting outlining his activities.

11.0 Questions

A question was asked and answered regarding 'job ready graduates' at Emily Carr University of Art & Design.

12.0 Adjournment

The meeting adjourned at 2.20 p.m.



Action Items

- Mr. Bukharov to provide feedback regarding mental wellness on campus and where the students feel this can be improved and also where they feel things are working well

A handwritten signature in blue ink, appearing to read "J. Davidson", is written over a horizontal line. The signature is stylized and extends to the right of the line.

Jack Davidson, Chair