

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Date: June 27, 2017

Time: 11:30 a.m. to 12:00 p.m. – In-Camera Session (Governors only)
12:00 p.m. to 1:00 p.m. - Lunch
1:00 p.m. – 2:45 p.m. - meeting

Meeting Location: **Burnaby Campus, Room SE40 Royal Oak Boardroom**

- **Conference call number: 1.866.792.1316**
- **Meeting ID: 903 9653#**

To attend: Jack Davidson (Chair), Manny Dhillon (Vice-Chair), Vasyl Baryshnikov, Sergey Bukharov, Neil Cox, Kim Humphreys, Jin Koh, Scott McAlpine, Lorna Pawluk, Asifa Samji, Herb Sibler, Colin Smith, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Leadership Team & Guests: Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Steve Eccles (Dean, Computing & Academic Studies), Jennie Moore (Assoc. Dean, Building Design & Construction), Kory Wilson (ED Indigenous Initiatives and Partnerships), Mike McKenna (BC Construction Safety Alliance), Barbara Kader (recorder)

Regrets: Dave Cresswell, Raimonda De Zen

Item	Topic	Time	Speaker	Pre-Reading Materials	Action	Page
1.	Call to Order	1:00	Chair	Verbal	-	-
2.	Safety Moment 2.1 Mike McKenna (BC Construction Safety Alliance) Biography	-	Chair	Verbal	Information	3
3.	Adopt Agenda 3.1 Summary of Motions	1:10	Chair	- Report	Motion for Approval Information	4
4.	Approve Minutes 4.1 May 30, 2017 4.2 Review Action Item List	1:15	Chair	Minutes Report	Motion for Approval Information	5 13
5.	Report from the Chair 5.1 Elected Student Governor Appointments 5.2 Chair's Activity Report 5.3 ICD NFP Governance Essentials Course	1:20	Chair Chair S. McAlpine	- Information Note Information Note	- Information Information	42 60 62

6.	Report from the President 6.1 President's Activities 6.2 Institute Report 6.3 National Research Council of Canada Contribution Agreement	1:30	K. Kinloch K. Kinloch / L. O'Melinn	Report Report Information Note	Information Information Information	64 65 72
7.	Presentations: 7.1 Steve Eccles - Dean, Computing & Academic Studies – BCIT Tech Hub 7.2 Jennie Moore (Assoc. Dean Building Design & Construction) – Eco City Award	1:40	Chair / S. Eccles J. Moore	Presentation Presentation	Information Information	74
8.	Academic Programs 8.1 Advancing Indigenous Education	1:50	T. Roemer / K. Wilson	Information Note Presentation	Information	75
9.	Audit & Finance Committee 9.1 Campus Development Plan 9.2 Five Year Capital Plan 9.3 Internal Audit and Advisory Services	2:00	C. Young / L. O'Melinn	Information Note Decision Note Decision Note	Information Motion for Approval Motion for Approval	83 105 109
10.	Education Council 10.1 Update 10.2 Graduate Certificate in Forensic Investigation of Finance and Fraud Crime 10.3 Advanced Certificate in Automated Controls Installation and Maintenance	2:30	J. Figner	Information Note Decision Note Decision Note	Information Motion for Approval Motion for Approval	115 116 124
11.	Next Meeting Date • October 10, 2017	2:40	Chair		-	133
12.	Questions	-	Chair		-	134
13.	Conclude Meeting	2:45	Chair		Motion for Approval	135

Next Board Meeting Dates:

- Tuesday October 10, 2017 – 3:00 p.m.
- Tuesday December 5, 2017 – 3:00 p.m.

Burnaby Campus, SE40 – Royal Oak Boardroom
Downtown Campus, Rooms 282/284

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EDUCATION
FOR A COMPLEX WORLD.





MEETING MINUTES

BOARD OF GOVERNORS - OPEN

- Date:** June 27, 2017
- Time:** 1:00 p.m. – 3:55 p.m.
- Meeting Location:** Burnaby Campus, Room SE40 - Royal Oak Boardroom
- Attended:** Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Neil Cox, Kim Humphreys (T/C), Jin Koh, Scott McAlpine, Lorna Pawluk, Asifa Samji, Colin Smith, Ryan Tones, Cathy Young
- Ex-Officio:** Kathy Kinloch, Jennifer Figner
- Senior Leadership Team & Guests:** Doug Callbeck (CEO, TTA Technology Training Associated Ltd.), Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Mark Dale (Senior Director Facilities & Campus Development), Steve Eccles, Jennie Moore, Craig Sidjak (Director, Facilities & Campus Development), Kory Wilson, Mike McKinnon (BC Construction Safety Alliance), Barbara Kader (recorder)
- Regrets:** Manny Dhillon, Herb Silber, Dave Cresswell, Raimonda De Zen

A quorum of the Board of Governors 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

Jack Davidson called the meeting to order at 1:00 p.m. He advised that Mike McKinnon, Steve Eccles, Jennie Moore and Kory Wilson would be presenting.

2.0 Safety Moment

2.1 Presentation from Mr. Mike McKinnon of the BC Construction Safety Alliance

Mr. Davidson introduced Mr. McKinnon, who shared safety information and spoke about the COR (Certificate of Recognition) certification. Mr. Davidson reminded everyone that safety of our students remains a priority, teaching students to recognize hazards, assess risk and to understand industry's expectation for safety in the workplace.

3.0 Adopt Agenda

Distributed material: Meeting Agenda June 27, 2017



IT WAS MOVED AND SECONDED THAT the Board of Governors approved the meeting agenda June 27, 2017.

CARRIED

3.1 Summary of Motions

Distributed material: Summary of Motions

The Summary of Motions was noted.

4.0 Approve Minutes

Distributed material: Draft meeting minutes May 30, 2017

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the meeting minutes May 30, 2017.

CARRIED

4.1 Review Action Item List

The list of action items was noted.

5.0 Report from the Chair

Distributed material: Information Note

5.1 Elected Student Governor Appointments

Distributed material: Information Note

Mr. Davidson referred to the bios previously distributed and administered the Oath of Office for both student representatives; Sergey Bukharov and Vasyl Baryshnikov.

Mr. Davidson emphasized the importance of confidentiality and referred to the by-laws.

5.2 Chair's Activity Report

Distributed material: Information Note

Mr. Davidson reported on his activities since the board May 30, 2017 meeting. A few highlights included the recent spring Convocation. He extended his thanks to Ms. Samji and Mr. McAlpine for their participation in the ceremony and encouraged other Governors to attend Institute events and ceremonies.

5.3 ICD NFP Governance Essentials Course

Distributed material: Information Note

Mr. McAlpine provided a summary of his experience at a recent ICD workshop and highlighted the importance of trust issues within a board and instilling trust with the CEO.



6.0 Report from the President

6.1 President's Activities

Distributed material: Information Note

Ms. Kinloch referred to the Institute Report and noted some of the highlights since the May 30, 2017 board meeting. She commented on the Tributes Dinner held on June 22, 2017 and thanked Mr. McCullough and the Marketing Department for both the Convocation and Tributes Dinner events.

Mr. Kinloch mentioned the benefits of attending the Governor General's Canadian Leadership Conference in Whistler, BC and noted that Ms. Kory Wilson played a key role in hosting the Aboriginal Day forum.

6.2 Institute Report

Distributed material: Institute Report June 2017

The Institute Report was included in the board package for information.

6.3 National Research Council of Canada Contribution Agreement

Distributed material: Information Note

Mr. O'Melinn provided a summary of the contract, explaining that external funding of slightly over \$1M will be received from NRCAN while the remainder of \$1.04M will come from BCIT salaries/infrastructure. He explained the origin and objectives of the project, emphasizing the impact it would have on electrical engineering students and networking capabilities with industry

7.0 Presentation

7.1 Steve Eccles – Dean, Computing & Academic Studies – BCIT Tech Hub

Mr. Kinloch introduced Mr. Steve Eccles who provided a presentation on the Tech Hub located at the downtown campus. He provided an overview of the opening event taking place on June 28, 2017 and highlighted its importance adding that student demonstration events would be held as well.

Mr. Eccles introduced Dean Hildebrand (Associate Dean, Forensic Science and Technology), who was present in the gallery and shared comments. He explained the importance of the hub to local industry, commented on the building floorplan and how students would benefit from the design, having been part of the planning concept.

Ms. Kinloch thanked Mr. Eccles for the presentation.

7.2 Jennie Moore (Assoc. Dean Building Design & Construction) – Eco City Award

Distributed material: Presentation



Ms. Kinloch introduced Dr. Moore noting that she had recently won the 'YWCA Women of Distinction Award'.

Dr. Moore explained the purpose of the EcoCity World Summit (October 2019) and BCIT's role as a main contributor. The Summit offers an opportunity for all Schools within the Institute to participate, as it generates thousands of spectators resulting in significant exposure for BCIT, and possibly attracting corporate sponsors. She added that she had received a letter of endorsement from the Prime Minister, Mayor and Premier of British Columbia.

Mr. Davidson thanked Dr. Moore for the information provided.

8.0 Academic Programs

8.1 Advancing Indigenous Education

Distributed material: Information Note and Presentation

Ms. Kinloch introduced Ms. Kory Wilson and Dr. Tom Roemer, who spoke to the issue of Indigenous student enrollments across the province. They noted that Indigenous enrollment at BCIT represents 4% of full-time students, and who are usually residents of Greater Vancouver. Government action plans and initiatives to increase this percentage by 2020 were discussed, as well as the number of designated seats and funding.

Ms. Wilson identified the work and dedication involved in an attempt to prepare them for post-secondary education and ensure the students are comfortable while being empathetic to their challenges. Ms. Wilson fully encourages board members, senior staff and all BCIT staff and faculty members to attend an information session, 'Indigenous 101', which will be offered in the near future to non-Indigenous groups.

Ms. Wilson referred to working with Mr. Kim Dotto (Dean, Applied Research) in her hometown of Kingcome Inlet and how it could be used as an excellent opportunity to install a Microgrid, which would allow the conversion from diesel fuel sources.

Ms. Young acknowledged Ms. Wilson's role as a recognized national leader in the post-secondary sector and thanked her for her contributions. Mr. Davidson thanked Ms. Wilson for her insightful information and presentation.

Action Item

- Ms. Wilson to provide the Board with a list of possible areas for funding.

9.0 Audit & Finance Committee

9.1 Campus Development Plan

Distributed material: Information Note and Campus Plan Presentation



Ms. Kinloch informed Governors that the purpose of the agenda item was to provide an overview. Staff were introduced and referred to the information previously distributed, and a campus map was circulated at the meeting.

It was noted that the current plan had begun in 2011 and a milestone had been recently achieved. Mr. Dale explained that a framework for development, goals and a comparable model against other institutions had been created and is being used. Plans for pathways, walkways, social spaces, gateways and routes being incorporated into the plan were highlighted.

Staff discussed land use, student housing plans and design opportunities explaining that work had been done with a peer group, as well as with architectural and landscaping firms and used student feedback.

There was a discussion regarding student housing and staff noted that a draft plan is expected in the autumn for board review. Staff added that governance structure would be established in the coming months. Mr. Bukharov commented that a recent referendum had been passed approving \$38M for the Student Centre and was interested in working together on potential student housing plans.

Mr. Davidson expressed the Board's appreciation for the hard work staff have done on the plan.

9.2 Five Year Capital Plan

Distributed material: Decision Note

Ms. Young provided a high level summary of the Decision Note provided, emphasizing that these are the next generation plans for the Burnaby Campus. She introduced Mr. Mark Dale who explained the Capital Project approval process and described the order of priority of submissions.

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the Five-Year Capital Plan for 2018 to 2023, as outlined in Attachment #1.

CARRIED

9.3 Internal Audit and Advisory Services

Distributed material: Decision Note

Ms. Young referred the Board to the Internal Audit and Advisory Services Charter previously provided. She added that this Charter would be reviewed annually and best practices were used for its formation.

IT WAS MOVED AND SECONDED THAT the Board of Governors approve the draft Charter.

CARRIED

10.0 Education Council

10.1 Update



Distributed material: Information Note

Ms. Jennifer Figner provided a brief summary of the two requests being presented and also noted that they had been discussed previously.

10.2 Graduate Certificate in Forensic Investigation of Finance and Fraud Crime

Ms. Figner explained that the proposed program is being offered through the School of Computing and Academic Studies. As a Graduate Certificate, it would be aimed at students who already hold an undergraduate degree. It is anticipated that the main audiences for the program are designated accountants, members of law enforcement, private investigators and those holding a variety of undergraduate degrees who are interested in this specialized forensics field. Graduates from the proposed program would also leave with an industry certification from the Association of Certified Fraud Examiners ("ACFE").

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the Proposal to offer a Graduate Certificate in Forensic Investigation of Financial and Fraud Crime. **CARRIED**

10.3 Advanced Certificate in Automated Controls Installation and Maintenance

Ms. Figner explained that the proposed program is being offered through the School of Construction and the Environment and the program area has undertaken substantial consultation with BCIT's School of Energy as well as UBC Engineering. The proposed program will supply industry with electrical practitioners who have a foundational knowledge of electrical systems and components.

As an Advanced Certificate, this is not an entry level program but is aimed at those who already hold either a Red Seal qualification or an electrical engineering practitioner background. The program addresses an area of high activity in industry that BCIT needs to be serving in order to maintain the position of being a leader in electrical trades and technical training.

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the Proposal to offer an Advanced Certificate in Automated Controls Installation and Maintenance. **CARRIED**

11.0 Next Meeting Date

- October 10, 2017 – 1:00 p.m.
- December 5, 2017 – 1:00 p.m.

Downtown Campus, Room 282/284
Downtown Campus, Room 282/284

12.0 Questions

There were no questions.



13.0 Conclude Meeting

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

Signed.

Jack Davidson, Chair