

BOARD OF GOVERNORS OPEN MEETING AGENDA

March 14, 2017, 1:00 p.m. to 3:00 p.m.

Marine Campus, Room 110

For those who cannot attend in person:

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

Board of Governors: Jack Davidson (Chair); Neil Cox; Kim Humphreys; Jin Koh; Scott McAlpine; Matthew May; Lorna Pawluk; Asifa Samji; Herb Silber; Colin Smith; Mitra Zamani-Rad, Ryan Tones

Ex Officio: Kathy Kinloch, Jennifer Figner

Senior Leadership Team & Guests: Lara Johnson; Stephen Lamb; Ana Lopez; Paul McCullough; Lorcan O'Melinn; Cynthia Petrie; Tom Roemer; Philip McCarter

Regrets: Manny Dhillon, Cathy Young

Recorder: Barbara Kader

Item	Topic	Time	Speaker	Pre-Reading Materials	Action	Page
1.	Call to Order	1:00	Chair	Verbal		-
2.	Safety Moment	1:05	R. Tones	Verbal	Information	1
3.	Adopt Agenda 2.1 Summary of Motions	1:10	Chair	Agenda Report	Motion for Approval	2 4
4.	Approve Minutes 4.1 February 14, 2017 4.2 Review Action Item List	1:15	Chair	Minutes Report	Motion for Approval	5 10
5.	Board Correspondence	1:20	Chair	None	None	11
6.	Report from the Chair 6.1 Chair's Activity Report	1:20	Chair	Report	Information	12
7.	Report from the President 7.1 President's Activities 7.2 Institute Report	1:25	K. Kinloch	Report Report	Information	14 16
8.	Presentation: School of Transportation (Marine Campus) 8.1 Philip McCarter Biography	1:30	P. McCarter	Presentation & Report	Information	21
9.	Audit & Finance Committee 9.1 Draft 2017/2018 Fiscal Plan	1:45	Chair (on behalf of C. Young)/ L. O'Melinn	Decision Note & Presentation	Motion for Approval	25

Item	Topic	Time	Speaker	Pre-Reading Materials	Action	Page
10.	Governance Committee 10.1 Nominating Committee TofR and Governors Expense Reimbursement 10.2 Appx A: TofR for the Nominating Committee 10.3 Appx A: TofR for the Nominating Committee (redlined) 10.4 Appx B: Governor Compensation and Expenses 10.5 Appx B: Governor Compensation and Expenses (redlined)	2:15	L. Pawluk	Decision Note Information Information Information Information	Motion for Approval	54 56 59 65 68
11.	Human Resources and Compensation Committee 11.1 Sexual Violence and Misconduct Policy 11.2 Appx A: Policy 7103 11.3 Appx B: Policy 7103-PR1	2:25	K. Humphreys/ A. Lopez	Decision Note Information Information	Motion for Approval	74 76 82
12.	Education Council	2:35	J. Figner	Verbal	Information	89
13.	BCIT Student Association	2:40	M. May	Verbal	Information	90
14.	Next Meeting Dates	2:45	Chair	Verbal	Information	91
15.	Questions	2:50	Chair	Verbal		92
16.	Conclude Meeting	3:00	Chair	Verbal	Motion for Approval	93

Next Meeting Dates:

- Tuesday May 30, 2017 – 1.00 p.m.
- Tuesday June 27, 2017 – 1.00 p.m.
- Tuesday October 10, 2017 – 1.00 p.m.
- Tuesday December 5, 2017 – 1.00 p.m.

Annacis Island Campus, Room 1306
Burnaby Campus, SE2 Student Council Chambers
Burnaby Campus, SE40 – Royal Oak Boardroom
Downtown Campus, Rooms 282/284



BOARD OF GOVERNORS OPEN MEETING MINUTES

March 14, 2017, 1:00 p.m. to 3:00 p.m.

Marine Campus, Room 110

- Board of Governors:** Jack Davidson (Chair); Neil Cox; Kim Humphreys (T/C); Jin Koh; Scott McAlpine; Matthew May; Lorna Pawluk; Asifa Samji; Herb Silber; Colin Smith; Mitra Zamani-Rad, Ryan Tones
- Ex Officio:** Kathy Kinloch, Jennifer Figner
- Senior Leadership Team & Guests:** Lara Johnson; Stephen Lamb; Ana Lopez; Paul McCullough; Lorcan O'Melinn; Cynthia Petrie; Tom Roemer, Barbara Kader (recorder)
- Regrets:** Manny Dhillon, Cathy Young

A quorum of the Board of Governors being present and notice of the meeting having previously been given, the meeting was declared to be regularly constituted.

1. Call to Order

The Chair called the meeting to order at 1:00 p.m.

2. Safety Moment

Mr. Tones presented the safety moment. Safety moments relevant to BCIT will continue to be held at all future Board meetings. The message will be represented by those from different schools presenting to the Board, to include a description of their safety program and priorities.

3. Adopt Agenda

Distributed material: Board of Directors Open Meeting Agenda March 14, 2017

IT WAS MOVED (C. SMITH) AND SECONDED (A. SAMJI) THAT the Board of Governors approve as presented the draft Agenda for the March 14, 2017 Board of Governors Open meeting. **CARRIED**

3.1 Summary of Motions

The Summary of Motions was received for information.

4. Approve Minutes

4.1 *Distributed material: Minutes of Board of Governors Open Meeting held on February 14, 2017.*

IT WAS MOVED (J. KOH) AND SECONDED (M. MAY) THAT the Board of Governors approve as presented the minutes from the February 14, 2017 Board of Governors Open meeting.

CARRIED

4.2 *Distributed material: The Action Item List.*

The action item list was reviewed. Formatting of the wallet size information cards remain outstanding.

IT WAS MOVED (J. KOH) AND SECONDED (M. MAY) THAT the Board of Governors approve the action items. **CARRIED**

5. **Board Correspondence**

Nothing to report.

6. **Report from the Chair**

Distributed material: Information Note – Chair’s Activities

No questions received.

7. **Report from the President**

7.1 President's Activities

Distributed material: Information Note – President’s Activities

Ms. Kinloch elaborated on external and internal activities she attended over the past month, including welcoming Burnaby MP Terry Beech and MLA Richard Lee to the campus to announce \$46.9 million in funding through the Post-Secondary Institution’s Strategic Investment Fund.

Staff commented that alumnus Michael Bidu (CEO of Interface Health Society), spoke at the Winter Convocation and encouraged other alumni to come forward and promote the school. Ms. Kinloch with Mr. Ken Ashley (The BCIT Rivers Institute – School of Construction and the Environment), hosted the President’s Forum on February 27, 2017. An update on various outreach events, the new School of Business Dean, Leelah Dawson, and new Board member, Ryan Tones were shared at the event to the BCIT community.

On March 21, 2017 Ms. Kinloch and Mr. O’Melinn, will be holding a President’s Forum focused on the upcoming BCIT budget, delivering a high level presentation to the community. Dr. Roemer will also highlight how the many investments will benefit the academic area.

An update was provided on ‘Global Strategy-Dean’s Table’ with the support of Dominic Barton (McKinsey’s Managing Director). This session will create opportunities for the Deans to gain knowledge and insight into emerging global sector trends, implications of industry technology and rapidly changing workforce preparation.

There will be a management workshop on April 27, 2017, facilitated by Karen Elliot.

7.2 Institute report

Distributed material: Institute Report

Ms. Kinloch referred the meeting to the distributed material.

8. Presentation: School of Transportation (Marine Campus)

Distributed material: Bio for Captain Philip McCarter – Associate Dean, Marine. Presentation

Ms. Kinloch introduced Captain McCarter who had given a tour of the campus and provided a presentation outlining clients, challenges, industry services, simulator update and initiatives.

Captain McCarter spoke about the Marine Campus safety action list greatly being reduced within the last one year. He and his team continue to work on policy and curriculum changes in order to meet Transport Canada requirements, strengthen their relationship with Seaspan and also continue to develop apprenticeship and operations training contracts. Captain McCarter noted that he would like to see more engagement with the Burnaby campus in the future.

Training and educational research opportunities in oil spill prevention and clean-up, and environmental protection personnel are being investigated further as possible program additions, as well as obtaining more federal funding.

Mr. Davidson thanked Captain McCarter for his tour and presentation to the Board.

9. Audit and Finance Committee

Distributed material: Decision Note re: Fiscal Plan and Appendices (Proposed Operating Budget, Proposed Consolidated Budget, presentation slides)

Mr. O'Melinn led the Board through the detailed PowerPoint presentation previously distributed and advised the Audit and Finance Committee met on February 28, 2017. Focus was placed on guiding principles, 36 initiatives and how the fiscal plan was developed. The budget was intended to create a roadmap for the 2017/18 Fiscal Year and will form the basis for 2018/19 and 2109/20.

Mr. O'Melinn explained how we derive at revenues and how initiatives, risk areas and priorities are assessed in four key areas. This process has not changed in the last two fiscal years.

Seven operating initiatives with a delayed implementation until higher risk revenues were highlighted. They included the aerospace division instructor meeting Transport Canada and CCAA requirements, applied research funding, brand campaign, afterhours facility trades staff, support for pre-entry skills training and peer based interventions, and investing in ITS employee training.

Mr. O'Melinn provided an overview of the 27 other new initiatives.

Ms. Kinloch thanked Mr. O'Melinn and his team for their hard work and dedication on the fiscal plan.

Ms. Humphreys left the meeting at 2:15 p.m.

IT WAS MOVED (C. SMITH) AND SECONDED (S. MCALPINE) THAT the Board of Governors approve as presented the draft consolidated \$307.03 million (\$302.7 million – BCIT operations only) F2017/18 Fiscal Plan. The tuition, charges and student fees reflected with the budget comply with the mandate of the Ministry of Advanced Education and do not exceed the 2% cap. **CARRIED**

10. Governance Committee

Mr. Davidson noted that the agenda indicated the Committee would be bringing forward a set of motions regarding updates to the Nominating Committee's Terms of Reference and to the section of the Governance Manual dealing with expenses. It was felt that the understanding was dealt with in the previous closed board meeting of February 14, 2017.

Clarification around the implementation of the approved changes to the Nominating Committee's Terms of Reference was addressed. It was approved that rather than undertaking the development of a set criteria, the Nominating Committee should refer to criteria established by the Governance Committee, as well as descriptions for the Chair and Vice-Chair.

Due to time constraints, the Chair charged this year's Nominating Committee to bring forward nominating criteria based on the criteria developed and used last year by Mr. Silber. The criteria will go to the Governance Committee and then to the Board for approval for next year's Nominating Committee to follow. This year's Nominating Committee will use the criteria they develop and that may be with or without Governance Committee or Board approval depending on timing in order to stay within the time constraints outlined in approved change number three (of the Terms of Reference memorandum).

Ms. Samji has agreed to chair the Nominating Committee and Herb Silber, Past Nominating Committee Chair, has agreed to sit on the committee and in accordance to the first approved change to increase the minimum number of committee members from two to three. An additional Governor will be invited to join this committee.

Ms. Pawluk was confident that the deadlines for changes in the criteria would be met and would have a draft report at the May 30, 2017 Board of Governors meeting.

11. Human Resources and Compensation Committee

Distributed material: Information Note re: BCIT Sexual Violence and Misconduct Policy (2017) and Appendices (Draft Policy 7103 and Draft Procedures 7103 PR-1)

Ms. Pawluk expressed her contentment with management working to amend the existing policy to be in full compliance and that future challenges with the policy would be a result of new legislation only.

Ms. Lopez provided a brief overview and commented that BCIT was one of the first institutions to have their own policy and carry out their own investigations. She explained the existing policy was lengthened based on feedback from multiple sources including legal counsel to ensure compliance was met with best practises and legislation.

IT WAS MOVED (M. MAY) AND SECONDED (A. SAMJI) THAT the Board of Governors approve the BCIT Sexual Violence and Misconduct Policy and Procedure presented on March 14, 2017.

CARRIED

12. Education Council

Ms. Figner reported that there were no new programs or policy approvals coming to the Board at this meeting. The bulk of educational activity had been through several schools taking advantage of the program review process, looking at the relevance of current programs and making necessary

adjustments. As there are new Deans at the Institute, it is anticipated that this continue as they become more familiar with their Schools.

Council has been using meeting opportunities to learn more about key Institute initiatives: Learning & Teaching framework, International programs, Student Wellbeing and Success. These discussions help provide a lens through which Council can review educational policy and programs. It is anticipated there will be both a policy and a new program approval coming to the May 30, 2017 Board meeting.

13. **BCIT Student Association**

Mr. May spoke briefly about the March 9, 2017 Big Business Fair event being successful and having received 40 employers who had met with students. The Peak Leadership session was held, having received 109 applicants. Mr. May also commented that all food served on campus is being reviewed and feedback has been received from students.

The Student Association Strategic Plan 2014 – 2019 continues to be developed and will be presented at the May 30, 2017 Board of Governors meeting.

Action Item

- Student Association Strategic Plan 2014 – 2019 to be presented.

14. **Next Meeting Dates**

- Tuesday May 30, 2017 – Annacis Island Campus from 11:30 a.m.
- Tuesday June 27, 2017 – Burnaby Campus from 12:00 p.m. (tour pending)
- Tuesday October 10, 2017 – Burnaby Campus from 12.00 p.m.

15. **Questions**

No questions came before the meeting.

16. **Conclude Meeting**

IT WAS MOVED (S. MCALPINE) AND SECONDED (N. COX) THAT the Board of Governors approve the conclusion of the Meeting at 2:57 p.m. **CARRIED**

Signed.

Jack Davidson, Chair