

# MEETING AGENDA

## BCIT BOARD OF GOVERNORS - OPEN

Date: May 30, 2017

Time: 11:30 a.m. – 12:00 p.m. (Tour, meet at room 1306)  
12:00 p.m. – 1:00 p.m. (Lunch in room 2688)  
1:00 p.m. – 3:00 p.m. (Room 1306)

Meeting Location: Annacis Island, Room 1306

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

To attend: Jack Davidson (Chair), Manny Dhillon (Vice-Chair), Neil Cox, Kim Humphreys, Jin Koh, Scott McAlpine, Matthew May, 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, Sarah Dunn, Steve Perry, Kevin Wainwright, David Karpinen (recorder)

Regrets: Mitra Zamani-Rad

Item	Topic	Time	Speaker	Pre-Reading Materials	Action	Page
1.	<b>Call to Order</b> 1.1 Guest Introduction	1:00	Chair	-	Information	-
2.	<b>Safety Moment</b>	1:05	S. Perry	-	Information	-
3.	<b>Adopt Agenda</b> 3.1 Summary of Motions	1:10	Chair	Agenda Report	Motion for Approval Information	1 4
4.	<b>Approve Minutes</b> 4.1 March 14, 2017 4.2 Review Action Item List	1:15	Chair	Minutes Report	Motion for Approval Information	5 10
5.	<b>Board Correspondence</b> 5.1 GNW Appointment - Catherine Warren	1:20	K. Kinloch	Report	Information	11
6.	<b>Report from the Chair</b> 6.1 Chair's Activity Report 6.2 Annual Board Evaluations	1:25	Chair	Information Note -	Information Information	12 14

7.	<b>Report from the President</b> 7.1 President's Activity Report 7.2 Institute Report	1:30	K. Kinloch K. Kinloch	Report Report	Information Information	17 19
8.	<b>Presentation: School of Transportation (Annacis Island Campus)</b> 8.1 Steve Perry, Associate Dean, Motive Power	1:40	S. Perry	Presentation	Information	26
9.	<b>Special Reports</b> 9.1 ICD - Strategic Planning 9.2 ICD - Developing Your Board 9.3 Governor's Expenses	1:55	Chair K. Humphreys Chair	Report - Report	All Information	30 31 33
10.	<b>Audit and Finance Committee</b> 10.1 16/17 Audited Financial Statements	2:05	C. Young	Decision Note	Motion for Approval	51
11.	<b>Education Council</b> 11.1 Update 11.2 Program Development & Change - Policy #5401 11.3 Education Affiliations - Policy #5801 11.4 Biochemistry and Forensic Science	2:15	J. Figner	Information Note Decision Note Decision Note Decision Note	Information Motion for Approval Motion for Approval Motion for Approval	74 75 82 86
12.	<b>BCIT Student Association</b> 12.1 Strategic Plan 12.2 Governor Appreciation	2:30	M. May Chair	Report -	Information	361
13.	<b>Other Business</b> 13.1 Institutional Accountability Plan and Report 13.2 Economic Impact Report 13.3 Research Ethics Board Annual Report	2:40	S. Dunn K. Wainwright T. Roemer	Decision Note/ Presentation Information Note/Presentation Decision Note	Motion for Approval Information Motion for Approval	369 400 431
14.	<b>Next Meeting Dates</b> June 27, 2017	2:55	Chair	-	Information	438
15.	<b>Questions</b>	-	Chair	-		439

16.	<b>Conclude Meeting</b>	3:00	Chair	-	Motion for Approval	440
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**Next Board Meeting Dates:**

- Tuesday June 27, 2017 – 1:00 p.m.
- Tuesday October 10, 2017 – 1:00 p.m.
- Tuesday December 5, 2017 – 1:00 p.m.

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

# MEETING MINUTES

## BOARD OF GOVERNORS OPEN MEETING MINUTES

Date: May 30, 2017

Time: 1:00 p.m. – 3:00 p.m.

Meeting Location: Annacis Island, Room 1306

Attended: Jack Davidson (Chair), Manny Dhillon (Vice-Chair), Neil Cox, Kim Humphreys, Jin Koh, Scott McAlpine, Matthew May, Lorna Pawluk, Asifa Samji, Herb Sibler, Colin Smith, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

### Senior Leadership

Team & Guests: Doug Callbeck, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Sarah Dunn, Steve Perry, Kevin Wainwright, David Karppinen (recorder)

Regrets: Mitra Zamani-Rad

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. Call to Order and Guest Introductions

Jack Davidson welcomed guests to the meeting and thanked everyone for their interest in the board and its activities.

### 2. Safety Moment

Kathy Kinloch introduced Guy Ellis and Steve Perry. She congratulated Steve for his hard work in contributing to the successful opening of the Annacis Island Campus (AIC) in 2014. Steve gave a presentation with a focus on the safety culture and programs in place at the AIC and circulated a safety brochure outlining the safety initiatives at the campus, which was produced by Russell Oye, Chief Instructor in the Heavy Equipment Group. Steve elaborated further on the 6S Lean Safety program, which has been introduced as well as the safety protocols and extra safety learning that takes place at AIC, all of which exceed the practices commonly in place in industrial settings. Jack thanked Steve for the presentation and asked that the Board's support for the safety culture be shared with all employees.

### 3. Adopt Agenda

*Distributed material: Board of Governors Open Meeting Agenda May 30, 2017*

**IT WAS MOVED (COLIN SMITH) AND SECONDED (MATTHEW MAY)** the Board of Governors approve as presented the draft Agenda for the Board of Governors Closed meeting scheduled for May 30, 2017. **CARRIED**

### 3.1 Summary of Motions

The summary of motions was noted.

#### 4. Approve Minutes

##### 4.1 *Distributed material: Draft meeting minutes from March 14, 2017*

**IT WAS MOVED (MATTHEW MAY) AND SECONDED (JIN KOH) THAT** the Board of Governors approve as presented the minutes from the March 14, 2017 Board of Governors Open meeting.

**CARRIED**

##### 4.2 Review Action Item List

*Distributed material: Action Item List*

The list of action items was noted. Jack Davidson also referred to his new wallet-sized business fact card, containing BCIT highlights with facts and figures. Lara Johnson noted that Board members could choose to have the fold out business card or standard-issue business card, which has also been newly designed. Board members were asked to please let Barbara Kader know their preferences.

#### 5. Board Correspondence

##### 5.1 GNW Appointment – Catherine Warren

*Distributed material: New President Appointment at GNW Campus*

The appointment announcement of the new president at Great Northern Way Campus was shared in the Board package with a bio of Catherine Warren attached.

#### 6. Report from the Chair

##### 6.1 Chair's Activity Report

*Distributed material: Chair's Activity Report*

Jack Davidson's activity report was included in the board package. A few highlights included the ICD session on strategic planning to be shared later; May 24 meeting with new student governors; and spring convocation ceremony schedule, which has been released. Board members wishing to attend ceremonies are invited to do so. Jack Davidson congratulated Kim Humphreys on her philanthropic activities and support for the Dress for Success program.

##### 6.2 Annual Board Evaluations

*Distributed material: Annual Board Evaluation Surveys*

Jack felt that the board evaluation cycle went well and had three items of note. First, the evaluations indicated some concern about the institute's vision, mission and strategic planning. The board will be focused after summer on creating a new mission and vision for the next 3-5 years. Jack Davidson felt new members' participation in the process will result in a higher degree of ownership. He also noted items for policy development and the review of the board policy book underway. Board members were asked to make recommendations to Lorna Pawluk on how to move forward. Finally, the board evaluated the effectiveness of its policy decisions and Jack Davidson asked that members speak to him with any concerns.

#### 7. Report from the President

## 7.1 **President's Activity Report**

*Distributed material: President's Activity Report*

Kathy Kinloch provided her report, details of which were outlined in the board package. A particular highlight included the Staff Recognition and Retirement Awards Gala. Arising out of this year's event, there will be an opportunity to review staff recognition protocols at BCIT.

Kathy Kinloch also commented on Cynthia Petrie's recent travels on government relations matters. Local MP Kennedy Stewart and Federal Minister Patricia Hajdu (Employment, Workforce Development and Labour) have visited BCIT, reflecting continuing federal interest in BCIT. On other matters, Dominic Barton had a closed session with a small group of deans to share feedback on key initiatives underway at BCIT.

Kathy also acknowledged and thanked Colin Smith for the visit to the 625 Powell Street Foundation to discuss opportunities for students in School of Health programs.

## 7.2 **Institute Report**

*Distributed material: Institute Report*

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

## 8. **Presentation: School of Transportation (Annacis Island Campus)**

### 8.1 **Steve Perry, Associate Dean, Motive Power**

Kathy Kinloch introduced Steve Perry to the group and acknowledged Guy Ellis, Dean, School of Transportation. Guy introduced Steve Perry and thanked the AIC staff who contributed to the compilation of the presentation. Guy outlined programs in the School of Transportation while Steve Perry spoke about the specific programs in the Motive Power Division. He noted that, in addition to the regular credential offerings, there is also industry-focused training through the Part Time Studies program. Some of the interesting differences inherent in the work being carried out at the AIC include technological advancement, co-location with Vancouver Community College and differences in the respective programs, and their fundraising and sponsorship potential.

In response to questions from Board members, Steve noted the following:

- that courses run in the evenings and on weekends, and other opportunities for program expansion are being investigated.
- that although training opportunities might exist elsewhere in the Province, he is happy with the focus of activity at the Motive Power Centre of Excellence.
- that there is flexibility in program delivery mechanisms even though much of the curriculum is federally or provincially mandated.
- New activities include climate action initiatives that will have an increasing demand over time.
- That the role of technological diagnosis is increasingly critical in industry.

Jack thanked Guy and Steve for their presentation.

## 9. **Special Reports**

### 9.1 ICD - Strategic Planning

*Distributed material: Information Note – ICD Strategic Planning*

Jack Davidson referred to his report in the agenda package and noted that the Senior Team will develop a process road map for discussions to take place in the fall and that Board members could begin in advance to consider the BCIT of the future.

#### Action Item

The current plan will be recirculated to Board members.

### 9.2 ICD – Developing Your Board

This item arose out of a request that Board members share their observations after having attended professional development activities. Kim Humphreys provided a verbal summary of an ICD event she attended on April 6, titled *How to Construct Your Board*. The overarching themes included control of Board appointments, member fit and development of trust as key ingredients for future Board member success. Relationships could be built through activities, such as campus tours, other activities outside meetings and decision-making structures in place. Scott McAlpine attended the session as well and referenced how to build a highly-functioning board, which is underway at BCIT through open and honest discussions as members work toward a common goal.

### 9.3 Governor's Expenses

*Distributed material: Travel and Professional Development Expense Reimbursement Policy*

The updated reimbursement policy was included in the board package. Members were asked to read and sign the policy to acknowledge having read and understood it.

## 10. Audit and Finance Committee

*Distributed material: Decision Note*

### 10.1 16/17 Audited Financial Statements

By way of introduction, Jack Davidson recognized the work that Cathy Young and the Audit and Finance Committee have carried out. Cathy reviewed the 16/17 audited financial statements and noted that the Committee had met on May 1 and 16 to discuss this topic. The current annual external audit has been completed by Grant Thornton, which has resulted in a clean audit opinion and a declared surplus of \$3.6 million from BCIT operations. Although not material to the outcome, the Audit & Finance Committee will review the auditor's ITS-related comments.

In response to questions, Lorcan O'Melinn elaborated on greater enrolment in Part Time Studies, increased snow removal costs this year, increased tuition revenues, and Foundation asset investments. He also thanked employees for increased tuition revenue and the excellent job in cost containment in 16/17.

**IT WAS MOVED (CATHY YOUNG) AND SECONDED (COLIN SMITH) THAT** based on the recommendation of the Audit and Finance Committee, the audited consolidated financial statements of BCIT for the year ended March 31, 2017 be approved as presented, and the Chair of the Board of Governors and Chair of the Audit and Finance Committee sign the financial statements.

**CARRIED**

Kathy Kinloch introduced Raimonda De Zen, BCIT's new Director, Internal Audit and Advisory Services, who was in attendance at the meeting.

## **Other**

Lorna Pawluk provided an update on the Board Governance Manual and related procedures, which the Governance Committee is seeking to have rewritten.

Kim Humphreys provided an update on the activities of the Human Resources and Compensation Committee, which has discussed the employee engagement survey results, Human Resources work plan and Human Resources information system. From a Board perspective, it will provide data and insights into BCIT operations with a view to making better decisions.

## **11. Education Council**

*Distributed material: Information Note*

### **11.1 Update**

*Distributed material: Information Note*

Jennifer Figner provided the report and referenced the supporting documentation included in the Board package. Three of the items are being brought forward for a decision as follows.

### **11.2 Program Development & Change – Policy #5401**

*Distributed material: Decision Note*

This item arose out of a lean process carried out. In response to a question, it was explained that the range of certificates offered at BCIT is so broad in scope that it would be difficult to capture credential standards at the certificate level and was therefore not included in the draft policy.

**IT WAS MOVED (MATTHEW MAY) AND SECONDED (ASIFA SAMJI) THAT** as recommended by the Governance Committee, that the Board of Governors approve the changes to Policy 5401. **CARRIED**

### **11.3 Education Affiliations – Policy #5801**

*Distributed material: Decision Note*

This is a new policy, which covers existing and future educational affiliations and provides appropriate structure relating to them. Jennifer noted that concerns expressed previously by the Governance Committee have been addressed in the draft policy submitted for approval. In discussion it was also clarified that affiliation agreements include teach out provisions for students in programs that are cancelled.

**IT WAS MOVED (LORNA PAWLUK) AND SECONDED (MANNY DHILLON) THAT** as recommended by the Governance Committee, that the Board of Governors approve the new Policy 5801 – Educational Affiliations. **CARRIED**

### **11.4 Biochemistry and Forensic Science**

*Distributed material: Decision Note*

Education Council has approved a new joint degree program between BCIT and UBC, which combines the unique strengths of BCIT's Forensics program and the Science programs at UBC. The proposal was originally recommended to the Audit and Finance Committee in 2015 but has taken time for final approval mechanisms to proceed at both institutions.



In response to a question, it was confirmed that the program meets RCMP hiring requirements.

**IT WAS MOVED (SCOTT MCALPINE) AND SECONDED (CATHY YOUNG) THAT BCIT's Education Council recommends that the Board of Governors approve the Proposal to offer an Bachelor of Science (Combined Honours) Biochemistry and Forensic Science. CARRIED**

Jack Davidson thanked Jennifer Figner for the clear documentation and presentation and asked that on behalf of the Board she convey thanks to Education Council for their work.

## **12. BCIT Student Association**

### **12.1 Strategic Plan**

*Distributed material: Strategic Plan*

Matthew May spoke to the BCIT Student Association's (SA) updated Strategic Plan, which was updated due to a number of successful initiatives carried out by the SA, including the childcare expansion. He noted the excellent relationship between BCIT and the SA, and confirmed that the SA attempts to inculcate a sense of alumni status among graduating students through specific initiatives, such as entrepreneurship counseling, career services and mentorship.

Kathy Kinloch commented on the overall positive relationship that BCIT has with the SA and thanked the outgoing Executive for their hard work in fostering it.

### **12.2 Governor Appreciation**

Jack Davidson thanked the departing student members for their work on the Board and presented Matthew May with a gift on behalf of the Board. Mitra Zamani Rad was unable to attend the meeting to receive her gift but an opportunity to present it would be made later. Jack Davidson noted that BCIT has been fortunate in the calibre of student members on the Board overall and looked forward to working with newly-elected student members ongoing.

## **13. Other Business**

### **13.1 Institutional Accountability Plan and Report**

*Distributed material: Information Note and Presentation*

The Institutional Accountability Plan and Report (IAPR) is submitted annually to the Ministry of Advanced Education. The purpose of the document is to ensure accountability and a commitment to the social and economic development in BC. It also reflects back on the 2016/17 Ministry mandate letter. Sarah Dunn, Director, Analytics and Business Intelligence, gave an overview of highlights and differences relative to last year's report and noted that the utilization rate at BCIT is 109.5%.

The current document has been reviewed in advance by the Ministry, and their suggestions have been incorporated into the draft proposed for Board approval.

In response to questions posed, the following points were confirmed:

- Meaningful comparison of graduate employment rates across institutions is achieved by utilizing data sets collected by BC Stats one to two years after graduation.
- Graduate employment rates are consistently higher at BCIT, and one factor is the close alignment of program portfolios with industry needs.

Kathy noted in response to a question that BCIT will create a balanced scorecard as part of the work in updating the Strategic Plan. She also felt that BCIT's 109% utilization rate needs to be better publicized.

**IT WAS MOVED (ASIFA SAMJI) AND SECONDED (JIN KOH) THAT** with no significant implications identified by the Audit and Finance committee, it is recommended the Institutional Accountability Plan and Report – 2016/17 Reporting Cycle be approved in principle.

**CARRIED**

### **13.2 Economic Impact Report**

*Distributed material: Information Note and Report*

Kathy introduced Dr. Kevin Wainwright, who has written the *2016 Economic Impact of BCIT on the Province of British Columbia*. Kevin gave a presentation and noted that the purpose of the activity is to recognize the economic impact of the work carried out at BCIT. Instead of reflecting that in share price and profit statements commonly available in the business world, Kevin Wainwright's work analyzes direct and indirect benefits and costs using a multiplier approach in use at other BC institutions. Based on a factor of 1.49, the report states that the impact of BCIT operations was \$2.3 billion in 2016 with a contribution to the provincial economy of almost \$250 million.

Jack thanked Kevin for his presentation and suggested that members contact Kevin Wainwright in the event of further questions.

### **13.3 Research Ethics Board Annual Report**

The Research Ethics Committee, which is elected from faculty, reports to the VP Academic and produces an annual report to the Board of Governors. There have been no notable infractions.

**IT WAS MOVED (MATTHEW MAY) AND SECONDED (MANNY DHILLON) THAT** the BCIT Board of Governors receive the Research and Ethics Annual Report as presented.

**CARRIED**

## **14. Next Meeting Dates**

- Tuesday June 27, 2017 – 3:00 p.m. Burnaby Campus, SE2 Student Council Chambers
- Tuesday October 10, 2017 – 3:00 p.m. Burnaby Campus, SE40 – Royal Oak Boardroom
- Tuesday December 5, 2017 – 3:00 p.m. Downtown Campus, Rooms 282/284

15. **Questions**

No questions were asked.

16. **Conclude Meeting**

**IT WAS MOVED (ASIFA SAMJI) AND SECONDED (JIN KOH) THAT the Audit and Finance Committee approved the conclusion of the meeting. CARRIED**

*Signed.*

Jack Davidson, Chair