

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Date/Time: February 15, 2018, 1:00 p.m. – 2:45 p.m.

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

- **Conference call number:** 604.622.7800, 1.877.428.8181
- **Meeting ID:** 982 224 539

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

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Team, Guests & Board Staff: Raimonda De Zen, Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Sarah Dunn, Dr. Bethany Edmunds (Associate Dean, Computing, Science & Technology), Barbara Kader (recorder)

Regrets: Ryan Tones

	Issue		Presenter	Material	Action	Pg
1.	Call to Order & Welcome	1:00	Chair	-	-	-
2.	Safety Moment	1:05	Chair	Instructions	Information	3
3.	Adopt Agenda	1:10	Chair	-	Approval	-
4.	Oath of Office <ul style="list-style-type: none"> • Kathleen Corrigan (Bio) • Alexander Imperial (Bio) • Robert Phillips (Bio) • Thomas Sigurdson (Bio) 	1:15	Chair	Information Note	Information	7
5.	Approve Minutes 5.1 December 5, 2017	1:30	Chair	-	Approval	10
6.	Presentation 6.1 Dr. Bethany Edmunds – School of Computing, Science & Technology	1:35	Chair	Presentation	-	16
7.	Report from the Chair 7.1 Chair's Activities & BCIT Events 7.2 Mandate Letter 7.3 Professional Development	1:45	Chair K. Kinloch Chair	Information Note Information Note Letter Information Note	Information Information Information Information	22 25 43

8.	Report from the President 8.1 President's Activities 8.2 CIO – Roy Hart 8.3 Institute Report 8.4 Confucius Institute	2:00	K. Kinloch	Information Note Information Note Report Information Note	Information Information Information Information	47 49 50 56
9.	Audit & Finance Committee 9.1 Chair's Update 9.2 Q3 Financial Statements	2:10	C. Young	Verbal Information Note	Information	- 57
10.	Education Council 10.1 Chair's Update 10.2 Policy 5405 Updates 10.3 Quality Assurance Process Audit (QAPA) Results	2:20	J. Figner	Information Note Decision Note Information Note	Information Approval Information	71 72 76
11.	BCIT Student Association	2:30	S. Bukharov	Verbal	Information	80
12.	Questions	2:35	Chair	-	-	81
13.	Adjournment	2:45	Chair	-	-	82

Board Meeting & Event Dates:

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	Aerospace Campus – CIBC Room 198
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/Time: February 15, 2018, 1:00 p.m. to 2:45 p.m.

Location: Downtown Campus, Room 283

Members: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Kathy, Corrigan, Neil Cox, Kim Humphreys, Alexander Imperial, Scott McAlpine, Lorna Pawluk, Robert Phillips, Tom Sigurdson, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Team, Guests Raimonda De Zen, Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Sarah Dunn (Director, Analytics & Business Intelligence), Dr. Bethany Edmunds (Associate Dean, School of Computing and Academic Studies), Barbara Kader (recorder)

Regrets: Herb Silber, Ryan Tones

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 & Welcome

2.0 Safety Moment

Distributed material: Safety Evacuation Procedures

Mr. Davidson referred to the DTC safety evacuation documents included in the package. Ms. Lopez spoke about the safety application available and noted that 10k downloads had been done since its conception. This application can be made available to Governors.

3.0 Adopt Agenda

Distributed material: Agenda

Mr. Davidson thanked Governors Asifa Samji, Jin Koh, Manjit Dhillon and Colin Smith for their dedication and contributions to BCIT, terms ended on December 31, 2017. A thank you letter had been sent by the Chair on behalf of the Board.

IT WAS MOVED AND SECONDED THAT the Board of Governors approve the agenda for February 15, 2018. **CARRIED**

4.0 Oath of Office

Distributed material: Oath of Office and Biographies

Governors Kathleen Corrigan, Alexander Imperial, Robert Phillips and Thomas Sigurdson each read their Oath of Office and were sworn in by Chair Davidson. Introductions and a verbal biography of their credentials were made by each Governor.

5.0 Approve Minutes

Distributed material: Minutes

Item 6.1 of the minutes were amended to read: 'Mayor Derek Corrigan also visited the Burnaby Campus and offered to seek provincial support for the Capital Campaign.'

IT WAS MOVED AND SECONDED THAT the Board of Governors approve the meeting minutes of December 5, 2017 with the proposed change to item 6.1. **CARRIED.**

6.0 Presentation

Distributed material: Presentation slides

Dr. Bethany Edmunds, Associate Dean of the School of Computing and Academic Studies, provided a presentation on the Tech Expansion at the Downtown Campus. Mr. Davidson thanked Dr. Edmunds.

Dr. Edmunds discussed opportunities with the BC based digital supercluster, of which BCIT is an educational partner. BCIT has close affiliations with key industry partners including Microsoft. With the recent announcement by the Provincial Government, BCIT will be funded for 300 additional tech related spaces annually. By speaking with industry leaders, students are trained to meet the industry needs pre-graduation and are ready for employment and have a strong skill-set. As the provincial technology sector continues to grow, more demands for graduates are placed upon BCIT in order to meet industry needs.

7.0 Report from the Chair

7.1 Chair's Activities

Distributed material: Information Note

Mr. Davidson referred to the list of activities provided and also noted the list of events and ceremonies in the information note and encouraged all Governors to attend these important BCIT gatherings.

7.2 Mandate Letter

Distributed material: Information Note

Mr. Davidson introduced the 2018/19 Mandate Letter from the Minister of Advanced Education, Skills and Training. The letter addresses three key commitments and priority initiatives. The intent of the letter is to acknowledge the strategic direction and key performance expectations for the 2018/19 fiscal year. Mr. Davidson advised that once it is signed by all Governors, it will be posted on the BCIT website. He thanked Ms. Sarah Dunn, Ms. Kory Wilson (Executive Director, Indigenous Initiatives & Partnerships) and Ms. Cynthia Petrie for preparing the briefing.

Ms. Kinloch advised that BCIT is aligned with the agenda items noted in the 2018/19 Mandate Letter. She commented on key areas of focus which include strategy around Indigenous education protocol, which has already begun; Youth-in-care tuition waivers will continue, as well as expanding technology-related programming. BCIT Sexual Violence and Misconduct initiatives have been in place and are used as an institution model. She noted that learning and teaching framework, and 2% cap on program and course tuition have been followed at BCIT.

Ms. Kinloch introduced and thanked Ms. Sarah Dunn for her role as a 'sounding board' when working with the Ministry on data collection/analysis. Ms. Dunn commented that the 2018/19 Mandate Letter addresses the Accountability Framework and Institutional Plan and Report which highlights BCIT's work. She confirmed that the letter contains no surprises or concerns.

Ms. Kinloch advised that student mental health is paramount at BCIT and across the post secondary system. She reminded the Board that Bill Dow, Associate Vice-President Student Services, will be retiring in the spring and the role will be filled at the Vice-President level to ensure the student's voice is front and centre.

Ms. Kinloch addressed questions regarding Applied Research which will be an area of focus in the next year. Mr. Davidson suggested a tour of the Centre for Applied Research (CARI). She noted that 25 Youth-in-care students have been enrolled since 2014, Dr. Roemer will confirm these numbers.

Action Item

- Confirmation of number of Youth-in-care students

7.3 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.

8.0 Report from the President

8.1 President's Activities

Distributed material: Information Note

Ms. Kinloch highlighted key activities in her report. She noted that BCIT was visited by new MLAs, which are proving to be an excellent opportunity to build relationships with government. She spoke about MLA Janet Routledge and her interests in women who are disadvantaged and at risk, and potential ideas of collaboration. She noted that BCIT Trades Discovery Program Head, Tamara Pongracz, now a BCIT faculty member, is a leader for women in the trades.

An open house event at the Burnaby Campus was held in the administration area (3rd floor) was organized by the Grassroot Engagement Committee and was well attended by staff/faculty members. More future open house events are planned at various campuses. A video series highlighting different departments of BCIT has

begun as an informal method for staff to be aware of the various functions of the institute.

8.2 CIO – Roy Hart

Distributed material: Information Note

Ms. Kinloch introduced Mr. Roy Hart who had joined BCIT as CIO on February 5, 2018. Mr. Hart joined most recently from the Alberta Government, and previously was CIO at Sheridan College in Ontario. Mr. Dave Cresswell's work throughout the transitional period was acknowledged.

8.3 Institute Report

Distributed material: Information Note

Ms. Kinloch referred to the report provided. She noted the ongoing relationship with Templeton Secondary School.

Mr. Davidson commented that students of the School of Computing and Academic Studies had developed a mobile application which provides notifications and assistance to fentanyl emergencies within the area.

Dr. Roemer advised that BCIT and SFU have been awarded funding valued at \$777K towards research on addressing current challenges in the building sciences of acoustics. This is infrastructure funding to provide for the construction of a suite of reverberation and anechoic chambers on the BCIT Burnaby Campus. This will continue with our reputation as an applied research institute (largely conducted by the students).

8.4 Confucius Institute

Distributed material: Information Note

Mr. Davidson provided a summary of recent media attention around the Confucius Institute. Dr. Roemer explained the information note provided and commented on concerns with the article written by the Vancouver Sun in December 2017.

Mr. Davidson noted that any offers to Governors for trips will be brought forward to the Governance Committee.

9.0 Audit & Finance Committee

9.1 Chair's Update

Distributed material: Information Note

Mr. Davidson thanked Ms. Young for agreeing to remain as Chair of the Committee. Ms. Young provided a brief update on the January 30, 2018 Committee meeting. She advised the new Governors of Committee composition, meeting frequency and noted review and reporting requirements.

9.2 Q3 Financial Statements

Distributed material: Information Note

Ms. Young referred to the information note provided and reported that spend and revenue are on budget with 74% of our anticipated revenue by December 31, 2018. Anticipated changes to the year to year spend was recognized last year. At the January 30, 2018 meeting, the Committee reviewed surplus and mid-year requests. She noted the Canada Way electrical project funding had been received and that the Committee reviewed the project scope, schedule and risks. Mr. Ryan Tones has been asked to oversee any other capital projects and will report to the Committee.

Ms. Young advised that Internal Audit & Advisory Services reports into the Committee, and are working through the current planning cycle. She advised that the Committee is currently developing the budget package which will be brought to the Board on March 20, 2018. The Committee also reviewed student enrollment concerns.

Action Item

- Mr. Cox queried Ancillary Expense variance/comparison of 139%, noted on the Consolidated Statement of Operations.

10.0 Education Council

10.1 Chair's Update

Distributed material: Information Note

Mr. Davidson introduced Ms. Figner who provided a brief update on the information note provided.

10.2 Policy 5405 Update

Distributed material: Information Note

Ms. Figner provided highlighted the history of the policy and the changes being presented.

IT WAS MOVED AND SECONDED THAT the BCIT Board of Governors approve the changes to Policy 5405. **CARRIED**

10.3 Quality Assurance Process Audit (QAPA) Results

Distributed material: Information Note

Ms. Figner referred to the information note provided. She advised that a preliminary report had been received and that a final written report is expected. Mr. Davidson and Ms. Kinloch reiterated that the Ministry had provided a strong endorsement to BCIT for commitment to program quality, exceeding government standards and providing a high bar of quality within the post-secondary sector.

Ms. Kinloch and Ms. Humphreys (on behalf of the Governance Committee) acknowledged and thanked Dr. Barry Hogan and his team, Ms. Kathy Siedlaczek and Ms. Schaap for their exceptional work in preparing the QAPA Audit.



11.0 BCIT Student Association

Mr. Bukharov was not present at the meeting. Mr. Baryshnikov provided a verbal update of his activities.

12.0 Questions

Questions regarding the rights to use the BCIT logo by the Student Association were raised. Mr. O'Melinn confirmed that revenue generated by the SA are immaterial and that they have been given the rights a number of years ago for merchandising uses, BCIT owns the logo.

Action Item

- Finance to report on revenue and Terms & Conditions of contract for SA using BCIT loge for merchandising.

12.0 Adjournment

The meeting ended at 2:45 p.m.

Action Items

<ul style="list-style-type: none"> • Mr. Cox queried Ancillary Expense variance/comparison of 139%, noted on the Consolidated Statement of Operations. <p><u>Answer</u> In the prior year, there was a reconciliation adjustment between the accounting general ledger and the fixed asset module sub ledger. The write-off of assets resulted in a loss of \$1.84M that was reported as a reduction in Other Income. As a result, last year's revenue was unusually low. The impact of this loss was mitigated by \$1.26M of assets that were donated (Gift in Kind) and reported as capital contribution. The net impact of these two transactions was a net loss of \$0.58M.</p>	<p>Answer provided and emailed to Mr. Cox on February 20, 2018</p>
<ul style="list-style-type: none"> • Finance to report on revenue and Terms & Conditions of contract for SA using BCIT log for merchandising. 	<p>Included in Closed March 20, 2018 package, 13.1</p>
<ul style="list-style-type: none"> • Confirmation of number of Youth-in-Care students <p><u>Answer</u> Total former youth in care 2015/16- Feb 2018 = 36 as of February 26, 2018. This number only reflects students that have identified themselves to Student Financial Aid and Awards. It also only includes individuals whose programs have started. Students starting after February 26, 2018 are not included. Students enrol in many different programs, including trades, health and business</p>	<p>Answer provided</p>



Jack Davidson, Chair