

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

- Date/Time: March 20, 2018
- 10:00 a.m. - tour of Marine Campus
 - 10:30 a.m. - meeting
 - 12:30 p.m. to 1:15 p.m. - lunch
- Meeting Location: **Marine Campus - Room 110 (265 West Esplanade, North Vancouver)**
- **Conference call number:** 604.622.7800, 1.877.428.8181
 - **Meeting ID:** 981 483 789
- Member: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Kathy Corrigan, Neil Cox, Kim Humphreys, Alexander Imperial, Scott McAlpine, Lorna Pawluk, Robert Phillips, Tom Sigurdson, Herb Silber, Ryan Tones, Cathy Young
- Ex-Officio: Kathy Kinloch, Jennifer Figner
- Senior Team, Guests & Board Staff: Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Mark Dale, Sarah Dun (Director, Analytics & Business Intelligence), Eamon Hayden (Chief Instructor Marine Engineering), Barbara Kader (recorder)
- Regrets: Raimonda De Zen

	Issue		Presenter	Material	Action	Pg
1.	Call to Order & Welcome	10:30	Chair	-	-	-
2.	Safety Moment 2.1 School of Transportation – Marine Campus	10:35	E. Hayden (CI Marine Engineering)	Presentation	Information	7
3.	Adopt Agenda	10:45	Chair	-	Approval	8
4.	Approve Minutes 4.1 February 15, 2018	10:47	Chair	-	Approval	9
5.	Report from the Chair 5.1 Chair's Activities	10:50	Chair	Information Note	Information	15
6.	Report from the President 6.1 President's Activities	11:00	K. Kinloch	Information Note	Information	18
	6.2 Institute Report		K. Kinloch	Information Note	Information	19
	6.3 Reporting on Mandate Letters and Performance Measures		S. Dunn	Presentation	Information	24
7.	Audit & Finance Committee 7.1 Committee Chair Update	11:30	C. Young	Verbal	Information	38
	7.2 Draft Fiscal Plan 2018/19		L. O'Melinn	Decision Note	Approval	39
	7.3 Burnaby Campus Plan		M. Dale	Information Note / Presentation	Information	85

8.	Governance Committee 8.1 Committee Chair Update	12:00	K. Corrigan	Verbal	Information	99
9.	Education Council 9.1 EdCo Chair Update 9.2 Policy 5601 – Updates	12:05	J. Figner	Information Note Decision Note	Information Approval	100 101
10.	Academic 10.1 Policy 6500 - Updates	12:15	T. Roemer	Decision Note	Approval	107
11.	BCIT Student Association	12:20	S. Bukharov	Verbal	Information	131
12.	Questions	12:25	Chair	-	-	132
13.	Adjournment	12:30	Chair	-	-	133
14.	Information Only 14.1 Professional Development Summaries 14.2 Board Correspondence	-	-	-	-	- 135 138

Board Meeting & Event Dates:

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: March 20, 2018 – 10:40 a.m. to 1:02 p.m.
• 10:00 a.m. - tour of Marine Campus

Meeting Location: Marine Campus - Room 110 (265 West Esplanade, North Vancouver)

Member: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Kathy Corrigan, Neil Cox, Alexander Imperial, Scott McAlpine, Robert Phillips (T/C), Tom Sigurdson, Herb Silber, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner (T/C)

Senior Team, Guests & Board Staff: Roy Hart, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Mark Dale (Senior Director Facilities and Campus Development), Sarah Dun (Director, Analytics & Business Intelligence), Eamon Hayden (Chief Instructor Marine Engineering), Barbara Kader (recorder)

Regrets: Raimonda De Zen, Kim Humphreys, Lorna Pawluk

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

Mr. Davidson called the meeting to order. He welcomed Steve Perry (Associate Dean, Automotive Power), guests in the gallery and those providing a presentation.

2.0 Safety Moment

Distributed material: Safety Evacuation Procedures

2.1 School of Transportation – Marine Campus

Mr. Eamon Hayden provided a safety presentation highlighting examples of safety measures and improvements completed at the Marine Campus.

3.0 Adopt Agenda

Distributed material: Agenda

IT WAS MOVED AND SECONDED THAT the Board of Governors approve the agenda for March 20, 2018. **CARRIED**

4.0 Approve Minutes

Distributed material: Minutes

Corrections were made to items 5.0 – Derek changed from David; 8.1 – Routledge changed from Rutledge.

IT WAS MOVED AND SECONDED THAT the Board of Governors approve the meeting minutes of February 15, 2018 as amended. **CARRIED.**

5.0 Report from the Chair

5.1 Chair's Activities

Distributed material: Information Note

Mr. Davidson referred to the list of activities provided. He noted that he attended an ICD session (Board Oversight of Major Capital Projects) and referred to the information note summarizing other Professional Development seminars taken by Governors.

6.0 Report from the President

6.1 President's Activities

Distributed material: Information Note

Ms. Kinloch highlighted key activities in her report.

6.2 Institute Report

Distributed material: Information Note

Ms. Kinloch referred to the report provided. No questions were raised.

Praise for the report content and layout was given to Ms. Petrie and felt that it should be communicated to the BCIT community both internally and externally. MarCom will be looking into distribution options.

Action Item

- MarCom to report to the Board on whom will receive the Institute Report.

6.3 Reporting on Mandate Letters and Performance Measures

Distributed material: Information Note and Presentation

Ms. Kinloch introduced Sarah Dunn, Director, Analytics & Business Intelligence, who provided a presentation on the 2018/19 Mandate Letter priorities. Ms. Dunn overviewed the purposes of the Accountability Framework and the Institutional Accountability Plan and Reports, which will be due to the Ministry in mid July 2018 and presented to the Board on June 26, 2018.

Ms. Dunn highlighted the domestic student FTEs (full-time equivalent) targets, Aboriginal student spaces which continue to increase approximately 4% p.a., youth formerly in care tuition waivers, comparisons between diploma, certificates & apprenticeship program trends, analysis of data taken from the BC Student

Outcomes surveys and institutional performance measures compared to Ministry targets were all reviewed.

Comments were shared regarding a Indigenous living allowance for students wishing to attend BCIT. Enrolment capacity percentages and targets. Program efficiencies, enrolment capacities, and utilization rates are being regularly monitored and analysed.

7.0 Audit & Finance Committee

7.1 Committee Chair Update

Distributed material: Information Note

Mr. Herb Silber represented the Committee Chair (Cathy Young). He advised that the Committee met on March 6, 2018 and welcomed newest member Kathy Corrigan. The Committee reviewed and recommended approval of the Draft Fiscal Plan F2018/19. The Committee discussed progress and upcoming consulting engagements on the Health Sciences Centre capital project, the Burnaby Campus Development Plan (the 'Plan') and the Three Year Internal Audit and Advisory Services Plan as well as an update on various projects within that plan.

7.2 Draft Fiscal Plan F2018/19

Distributed material: Decision Note and Presentation

Mr. Silber reported that the Committee had recommended approval of the Fiscal Plan F2018/19 at their meeting on March 6, 2018 and that the finance team had held a series of workshops with staff and the Committee to discuss the plan.

Mr. O'Melinn, provided an overview of the fiscal plan process and highlighted key messages associated with the Draft Fiscal Plan F2018/19 which included:

1. It is a balanced budget that meets our mandate requirements and tuition policies
2. It is based on a three year planning horizon
3. It includes approximately \$3.7M in new initiatives that:
 - a. address changing enrolment patterns
 - b. provide for needed capital project and software initiatives
 - c. expand our Technology and Downtown Campus initiatives as well as our sustainability, student success and Indigenous initiatives
 - d. provide for 5 new permanent positions and 22 temporary positions.
4. The budget process has maintained its focus on revenue generation and risk mitigation.
5. Staff work closely with the Ministry on the Specialty Nursing initiative for future years and the recently introduced Employer Health Tax.

Mr. Silber acknowledged the efforts of the Schools to generate revenue in order to promote innovation and reinvestment within the Institute.

IT WAS MOVED AND SECONDED THAT based upon the recommendation of the Audit and Finance Committee at its March 6, 2018 meeting, the Board of Governors approve, the draft consolidated \$315.7 million (\$311.4 million – BCIT operations only)



F2018/19 Fiscal Plan. The tuition, charges and student fees reflected within the budget comply with the mandate of the Ministry of Advanced Education, Skills and Training ("AEST") and do not exceed the 2 percent cap.

CARRIED

7.3 Burnaby Campus Plan

Mr. Dale, Senior Director Facilities and Campus Development, joined the meeting. He reminded Governors that the first draft of the Burnaby Campus Development Plan (the 'Plan') was provided at the June 27, 2017 Board meeting and that an update had been provided to the Audit & Finance Committee meeting held on March 6, 2018.

Mr. Dale presented the preliminary Plan and provided background analysis, preliminary planning directions, community engagement process and findings, planning strategies that have been developed, a status update, and outlined the upcoming approval process.

Once Board feedback on the Plan has been received, Board approval will be requested at the May 29, 2018 meeting, and then the City of Burnaby Council will be approached to initiate their formal process for text amendments to the existing zoning. With these amendments, the new Plan will allow for more innovative and creative development to the Burnaby Campus. Mr. Dale noted that Comments from government and the City of Burnaby have been positive to date.

In response to a Board member question, Mr. Dale replied that his department and the schools are constantly looking for ways to interface the learning opportunities of the students with real "living Lab" experiences in the field. In particular, there have been many successful projects with BCIT's Architectural Science and interior design programs.

8.0 Governance Committee

8.0 Committee Chair Update

Mrs. Corrigan advised that the Committee had met on March 6, 2018. She thanked Ana Lopez for her ongoing work and dedication on the Governance Manual revisions. Mrs. Corrigan reminded Governors that the manual is a living document and will continue to be revised as required.

She noted that ongoing priority revisions to the manual will be made and that revisions are required in order to be consistent with current legislation and the College & Institutions Act.

9.0 Education Council

9.1 EdCo Chair Update

Distributed material: Information Note

Ms. Figner referred to the information note provided.

9.2 Policy 5601 – Updates

Distributed material: Decision Note



Ms. Figner referred to the decision note provided and noted that it had been approved at the Governance Committee meeting held on March 6, 2018. The policy had been updated to refer to the learning and teaching framework, and to part-time faculty as well as full-time faculty qualifications. The changes were highlighted in the revised policy included in the package.

IT WAS MOVED AND SECONDED THAT the Board of Governors approve the changes to Policy 5601. **CARRIED**

10.0 Academic

Distributed material: Decision Note

Dr. Roemer explained the purpose for revisions as outlined in the decision note provided. He noted that the changes had been approved at the Governance Committee meeting on March 6, 2018. Revisions to the policy had not been completed since 2011.

IT WAS MOVED AND SECONDED THAT the Board of Governors approve Policy 6500 Research Ethics for Human Participants and Procedure 6500-PR1 Ethical Practice for Research Involving for Human Participants revisions as presented to the Governance Committee. **CARRIED**

11.0 BCIT Student Association

Mr. Bukharov noted upcoming Student Association events such as the IXL conference in April 2018, upcoming student elections are in progress and will conclude on April 27, 2018; an end of year boat cruise in being organized for May 26, 2018. Recent events noted were the Women's Equity Awareness Week (March 21 – 23, 2018); Women's Day Panel (March 8, 2018); and the grand opening of the refurbished BCITSA daycare centre which was visited by MLA Janet Routledge.

Mr. Bukharov reported that there had been an increase to the health plan portion of student fees. This amount will offset the increased costs incurred by the BCITSA as a result of the student health plan improvements.

12.0 Questions

No questions were asked.

13.0 Adjournment

The meeting ended at 1:02 p.m.

14.0 Information Only

14.1 Professional Development Summaries

14.2 Board Correspondence



Action Items

<ul style="list-style-type: none">• MarCom to report to the Board on whom will receive the Institute Report	Institute Report will now be posted to the BCIT intranet and emailed via the weekly newsletter to all faculty and staff the following Wednesday after a Board meeting.
<ul style="list-style-type: none">• Investigate opportunities for a living allowance for Indigenous students	Ongoing
<ul style="list-style-type: none">• Governance Committee to prioritize policy revision needs as part of routine updates to the Governance Manual	Ongoing



Jack Davidson, Chair