



Board of Governors Meeting

April 9, 1:00 p.m.

Open Session

Minutes

**Board Members Present:**

- Emery Biggar, Support Staff Representative
- Kitty Chan
- Manny Dhillon
- Chris Golding, Acting President
- Tejinder Grewal
- Tony Gugliotta, Chair
- Jim Laurence, 1<sup>st</sup> Vice Chair
- Margaret McFarlane
- Tajdin Mitha
- Adam Pion
- Rick Roger
- Kathy Siedlaczek, Education Council Chair
- Laurie Sterritt, 2<sup>nd</sup> Vice Chair
- Keith Van, Student Representative
- Kevin Wainwright, Faculty Representative

**Regrets:**

- Daniel Huh, Student Representative

**Administration Present:**

- Paul Dangerfield, Vice President, Education, Research and International
- Tomi Eeckhout, Vice President, Human Resources
- Justin Kohlman, Vice President, Student Services
- Stephen Lamb, Chief Information Officer
- Pommashea Noel-Bentley, Vice President, External Relations
- Joanne Schaap, Executive Assistant, Board of Governors

**Regrets:**

- Lorcan O'Melinn, Vice President, Finance and Administration

Mr. Gugliotta called the meeting to order at 1:00 p.m. New governors Ms. Chan and Mr. Dhillon were welcomed, as well as guests in the gallery.

**Approval of Agenda**

**MOTION:**

It was moved by Dr. Wainwright, seconded by Ms. McFarlane and *carried* "That the Agenda be approved as presented."

**MOTION:**

It was moved by Dr. Wainwright, seconded by Mr. Mitha and *carried* "That the Minutes of the Open Session of Feb. 12, 2013 be approved as presented."

**Approval of Minutes**

Mr. Gugliotta participated in the February convocation, where Dr. Wright was thanked for his work as President. Mr. Laurence took a call with Minister Yap with respect to budget.

**Report from the Chair**

Mr. Gugliotta attended the Farewell Reception on campus for Dr. Wright on March 20. Last week he met Ms. Chan and Mr. Dhillon at their Orientation Session. Work for the President Search Committee is underway.

Ms. Kitty Chan and Mr. Manny Dhillon took the Oath of Office.

Mr. Gugliotta introduced the Letter of Expectations from the Ministry of Advanced Education and Labour Market Development. BCIT is within compliance on their requirements.

The Board recommended that the Letter of Expectations be referenced in the Strategic Plan. They also asked that Mr. Golding clarify how the Strategic Plan, Service Plan, KPIs and International Education Strategies are connected to each other.

**MOTION:**

It was moved by Mr. Biggar, seconded by Mr. Roger and *carried* "That the Board of Governors agree to the accountabilities set out in the Letter of Expectations from the Ministry of Advanced Education, Innovation and Technology."

Mr. Golding welcomed Ms. Chan and Mr. Dhillon to the Board. He stated that the while he is Acting President, the Leadership Team is committed to developing a transition plan. They are also working towards an Orientation Plan for the next president. There will be a Leadership Team retreat tomorrow, and one item of discussion will be Transition.

Mr. Stephen Lamb, Chief Information Officer, was welcomed to the meeting. Mr. Lamb will be reporting to the Board on all matters related to Information Technology.

Deputy Minister Cheryl Wenezenki-Yolland will be visiting BCIT on April 25<sup>th</sup>.

On behalf of the Audit and Finance Committee, Ms. McFarlane introduced a request for decision concerning the operating line of credit with Bank of Nova Scotia.

**MOTION:**

It was moved by Dr. Wainwright, seconded by Mr. Biggar and *carried* "That the Board of Governors authorize staff to establish an operating line of credit from the Bank of Nova Scotia in the amount of \$1.2M. The operating line of credit may be used only for Standby Letters of Credit and/or Letters of Credit as well as payments made as part of the Scotiabank Commercial Card Agreement, to meet current expenditures of the Board, as well as eliminating the existing \$1.2M Line of Credit that was specifically designated in March 2008 for tenant improvements only."

Mr. Golding introduced the Strategic Plan. There are seven initiatives:

**Oath of Office**

**Government Letter of Expectations**

**Report from Acting President**

**Audit & Finance Report**

**Endorsement of Strategic Plan**

1. Foster student success
2. Financial sustainability
3. Change the student experience
4. Program and credential recognition
5. Build on our reputation
6. Build on our long term educational plan
7. Campus development

Questions were taken from the governors. The discussion on University Status is still on-going and the Board will continue to be involved. As a first step, BCIT is applying for membership with the AUCC (Association of Universities and Colleges of Canada). The Board is asked to send any further comments on the Strategic Plan to Mr. Golding within the next week, and they will be incorporated wherever possible. If any substantial issues arise, Mr. Golding will bring this to the next Board meeting.

**MOTION:**

It was moved by Dr. Wainwright, seconded by Ms. Sterritt and *carried* "That the Board of Governors endorse the 2014-2019 Strategic Plan as presented."

Mr. Dangerfield gave his annual report on activities over the past year by the Research Ethics Board. Questions were taken from the Board.

**Research Ethics Board**

On behalf of Education Council, Ms. Siedlaczek introduced the request for decision for approval of a new program, and approval of amendments to Policy 5402 – Program Review.

**Education Council**

**MOTION:**

It was moved by Dr. Wainwright, seconded by Mr. Biggar and *carried* "That the Board of Governors approve a new program for an Associate Certificate in Lean Six Sigma Principles."

**MOTION:**

It was moved by Ms. McFarlane, seconded by Mr. Grewal and *carried* "That the Board of Governors approve changes to Policy 5402 program review, with the understanding that the last paragraph under Duties and Responsibilities – Vice President, Education, Research and International (VP ERI) Office be amended to add that any program changes resulting from program review recommendations will follow the process for program change approvals as outlined in Policy 5401 Program Development and Change."

At their meeting earlier today, the Governance Committee reviewed their Terms of Reference. As this has not been done for some time, the Committee will be considering possible revisions to these Terms. One of the areas to be reviewed for possible revisions is the section outlining the Committee's Duties and Responsibilities to review and make recommendations to the Board regarding proposed revisions to policies adopted by the Board.

The Institutional Updates were introduced by the Chair and an opportunity was given for questions.

There was no other business.

The next Board meeting will be May 28, 2013 at the Burnaby campus.

The Chair provided an opportunity for members of the audience to ask questions. Mr. Steve Finn noted that BCIT pays nearly \$250,000 a year to meet the provincial mandate of being carbon neutral. The K – 12 system has been exempted from this payment. Mr. Finn requested that the Board ask the Ministry of Advanced Education, Innovation and Technology that BCIT be given a similar exemption. He felt that the upcoming meeting with the Deputy Minister would be a great opportunity to address this issue.

Mr. Golding responded that the Executive Team would bear this in mind.

The meeting adjourned at 3:00 p.m.

**Institutional Updates**

**Other Business**

**Next Meeting**

**Questions**

**Adjournment**

Approved at a meeting of the Board

J Schamp  
Secretary

May 28, 2013  
[Signature]  
Chair