

**BOARD OF GOVERNORS
OPEN MEETING MINUTES
December 1, 2015, 1:00 pm
BCIT Aerospace Campus, Room 198
3800 Cessna Drive, Richmond, BC**



Board of Governors Present: Adam Pion (Chair); Kitty Chan; Neil Cox; Jack Davidson; Manny Dhillon; Kim Humphreys (by telephone); Scott McAlpine; Lorna Pawluk; Herb Silber; Laurie Sterritt; Dewi Tjin; MJ Whitemarsh; Cathy Young.

Ex Officio: Richard Plett.

Staff: Paula Boddie; Bill Dow; Stephen Lamb; Paul McCullough; Lorcan O'Melinn; Raewyn Brewer, Corporate Secretary (WATSON).

Regrets: Kathy Kinloch; Jack Davidson; Herb Silber.

Mr. Pion called the meeting to order at 1:12 pm.

1. Adopt Agenda

Distributed material: BCIT Board of Governors Open Meeting Agenda December 1, 2015.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approved as presented the draft Agenda for the Board of Governors Open Meeting scheduled December 1, 2015.

**CARRIED
(B2015-12-01/01)**

2. Approve Minutes

2.1 Minutes

Distributed material: Minutes of BCIT Board of Governors Open Meetings Held on June 16, 2015 and October 6, 2015.

IT WAS MOVED AND SECONDED THAT:

That the BCIT Board of Governors approve as presented the minutes from the BCIT Board of Governors Open Meetings held on June 16, 2015 and October 6, 2015, with minor amendments as noted.

**CARRIED
(B2015-12-01/02)**

2.2 Action Item Chart

Distributed material: Action Item Chart.

There were no action items to be discussed.

3. **Report from the Chair**

3.1 **Welcome and Oath of Office**

Mr. Pion welcomed everyone to the meeting. He introduced Ms. Kim Humphreys as elected to the Board of Governors effective October 14, 2015. He provided an overview of her background and welcomed her to the Board of Governors. Mr. Pion administered the Oath of Office to Ms. Humphreys on October 30, 2015. The Board joined Mr. Pion in welcoming Ms. Humphreys.

Mr. Pion congratulated Ms. Kathy Kinloch, who was away on vacation, as being named as one of Canada's most powerful women by Women's Executive Network and being named to Vancouver Magazine's 50 most powerful people. The Board joined Mr. Pion in congratulating Ms. Kinloch.

4. **Report from the President**

4.1 **Institute Report**

Distributed material: BCIT Institute Report Dated November 2015.

Mr. O'Melinn, on behalf of Ms. Kinloch, referred to the report previously distributed and provided an overview of the report and answered questions.

Mr. O'Melinn thanked Mr. Bill Dow as Interim Vice President, Academic, Ms. Dawna Mackay as Interim Associate Vice President, Student Services and Ms. Bernice Budz, Interim Dean, School of Health Sciences, all who stepped into key interim roles in the last year. He introduced the new appointees, Dr. Tom Roemer, Vice President, Academic effective January 25, 2016 and gave an overview of his background and Mr. Bill Dow as the new Associate Vice President, Student Services. The Board joined Mr. O'Melinn in thanking Mr. Dow, Ms. Mackay and Ms. Budz, and welcoming Dr. Roemer and congratulating Mr. Dow on his new appointment.

4.2 **President's Activities**

Mr. O'Melinn, on behalf of Ms. Kinloch, highlighted some of the key local, provincial and internationally focused activities Ms. Kinloch had been involved in since the last meeting.

Mr. O'Melinn noted that it had been over one month since the fantastic 50th anniversary gala and asked Mr. McCullough to provide the meeting with a financial summary of the event. Mr. McCullough noted that the event expenses were substantially offset by direct external revenue (ticket sales and sponsorship), with the remainder offset by funds previously allocated to the annual Distinguished Alumni Awards Dinner, which were combined into the Gala event. He also noted the Gala had generated \$73,000 in donations to date.

5. **Education Council**

5.1 **Report from the Chair**

Mr. Plett provided a brief overview of Education Council's recent focuses.

5.2 **Report from the Chair**

Distributed material: Decision Note dated December 1, 2015, Executive Summaries, Business Plans and Motion for Approval.

Mr. Plett gave a presentation on two new programs, which are recommended for approval by Education and the Audit and Finance Committee. Mr. Plett provided an overview of the Associate Certificate in Human Resource Management and the Graduate Certificate in Business Analytics.

After some discussion, **IT WAS MOVED AND SECONDED THAT:**

That the BCIT Board of Governors approve the Associate Certificate in Human Resource Management. and
2) Graduate Certificate in Business Analytics.

CARRIED
(B2015-12-01/03)

That the BCIT Board of Governors approve the Graduate Certificate in Business Analytics.

CARRIED
(B2015-12-01/04)

6. 3 Year Business Plan Quarterly Update

Distributed material: Decision Note dated December 1, 2015, Executive Summaries and Business Plans.

Mr. Lamb referred to the material previously distributed and provided a brief overview of the three-year business plans.

7. BCIT Student Association Update

Distributed material: Briefing Note dated December 1, 2015 and Excerpt from the Advanced Education Section of the Government Standing Committee on Finance Report.

On behalf of Mr. Smith, Mr. Pion referred to the material previously distributed and provided an update on the activities of the BCIT Student Association with respect to the Government Standing Committee on Finance. The Board congratulated Mr. Smith and his team on this excellent achievement.

8. Audit and Finance Committee

Distributed material: Decision Note dated November 19, 2015, Draft Policy 2001 – Bank Signing Officers.

Ms. Young provided a review of Policy 2001 – Bank Signing Officers and reasons for the revisions (housekeeping).

IT WAS MOVED AND SECONDED THAT, as recommended by the Audit and Finance Committee, the BCIT Board of Governors approve the revised Policy 2001, as presented.

CARRIED
(B2015-12-01/05)

9. Tributes Committee

Distributed Material: Decision Note dated December 1, 2015 and Draft Policy 5501 Honorary Awards.

Ms. Whitemarsh and Mr. Plett gave a brief overview of the revisions to be made to the Policy 5501 Honorary Awards.

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the Revised Policy 5501 Honorary Awards, as presented.

CARRIED
(B2015-12-01/06)

10. **Next Meeting**

The next meeting will be held on March 1, 2016.

11. **Questions**

No questions came before the meeting.

12. **Adjournment**

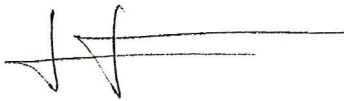
13. There being no further business for the open Board of Governors meeting, the meeting was adjourned for the closed Board of Governors meeting.

13. **Information Items**

Information items presented at the meeting included:

- Economic Report;
- FSA Newsletter; and
- Three Year Business Plan.

Adam Pion, Chair



Raewyn Brewer, Corporate Secretary