

**BOARD OF GOVERNORS
OPEN MEETING MINUTES
June 16, 2015, 1:00 pm
Royal Oak Boardroom, Burnaby Campus**



Board of Governors Present: Adam Pion (Chair); Emery Biggar; Kitty Chan; Neil Cox (by teleconference); Jack Davidson; Manny Dhillon; Tejinder Grewal; Herb Silber; Dylan Smith; Dewi Tjin; MJ Whitemarsh.

Ex Officio: Kathy Kinloch; Richard Plett.

Staff: Bill Dow; Lara Johnson; Lorcan O'Melinn; Kathy Roberts; Raewyn Brewer, Corporate Secretary (WATSON).

Regrets: Cathy Young.

Mr. Pion called the meeting to order at 1:04 pm.

1. Adopt Agenda

Distributed material: BCIT Board of Governors Open Meeting Agenda June 16, 2015.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve as presented the draft Agenda for the Board of Governors Open Meeting scheduled June 16, 2015.

**CARRIED
(B2015-06-16/01)**

1.1 Summary of Motions

Distributed material: Board of Governors Meeting June 16, 2015 Summary of Motions – Open Session.

Mr. Pion referred the meeting to the distributed material provided for information.

2. Adopt Minutes

2.1 May 21, 2015

Distributed material: Draft Minutes of the Board of Governors Open Meeting Minutes held May 21, 2015

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve as presented the May 21, 2015 Board of Governors Open Meeting Minutes.

**CARRIED
(B2015-06-16/02)**

2.2 Action Items Chart

Distributed material: Board of Governors Meeting Outstanding Action Items.

Mr. Pion referred the meeting to the distributed action items chart provided for information.

3. Report from the Chair

3.1 Thank You – Emery Biggar

Mr. Pion paid tribute to Mr. Biggar for his three years of service on the BCIT Board of Governors. He thanked Mr. Biggar for his contributions including his strong insight and perspective as a staff member and his engagement and work on the Tributes Committee. The Board then thanked Mr. Biggar and presented him with a gift.

3.2 Welcome & Oath of Office – Dewi Tjin

Mr. Pion introduced Ms. Tjin to the Board, highlighting her experience and background. Mr. Pion administered the oath of office for Ms. Tjin. The Board welcomed Ms. Tjin.

4. Report from the President

4.1 Institute Report

Distributed material: BCIT Institute Report June 2015.

Ms. Kinloch referred to the report previously distributed and highlighted key activities.

4.2 President's Activities

Ms. Kinloch reviewed some of the internal and external activities she had been involved in over the past month. Ms. Kinloch encouraged Board members to reach out to their networks to purchase tickets to the Anniversary event on October 29, 2015. Ms. Kinloch provided a brief update on bargaining with the vocational instructors and the Sexual Assault Policy.

5. 2015/2016 Mandate Letter

Distributed material: Briefing note dated June 4, 2015, 2015/2016 Mandate Letter for Public Post-Secondary Institutions.

Mr. Pion referred to the meeting materials previously distributed. Ms. Kinloch confirmed that BCIT's policies and practices align with the mandate requirements including Taxpayer Accountability Principles. Mr. Pion reminded Governors that they have the option not to sign the letter but they must let him know immediately.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors:

- approve as presented the 2015/2016 Mandate Letter dated May 14, 2015;
- direct each Governor to sign the 2015/2016 Mandate Letter prior to June 23, 2015; and

- direct the Board Chair to file the 2015/2016 Mandate Letter with the Deputy Minister of Advanced Education by June 30, 2015.

**CARRIED
(B2015-06-16/03)**

6. Audit & Finance

6.1 Institute Accountability Planning Report (“IAPR”)

Distributed material: Briefing Note dated June 9, 2015 - Draft Report.

Ms. Kinloch referred to the meeting material previously distributed and reviewed the report at a high level, including the context and process for developing the IAPR. She also noted BCIT had made some changes based on feedback from the Ministry of Advanced Education.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors:

- approve the Institutional Accountability Plan and Report (IAPR) for the 2014/2015 reporting cycle, substantially in the form as presented;
- direct the Board Chair and President to sign the IAPR; and
- direct the President to file the IAPR with the Ministry of Advanced Education on or before July 17, 2015.

**CARRIED
(B2015-06-16/04)**

6.2 New Program Approvals – Process

Distributed material:

- *Briefing Note dated June 9, 2015;*
- *Diploma in Industrial Instrumentation and Process Control Technician;*
- *Diploma in Residential Interiors;*
- *Associate Certificate in Kitchen & Bath Design;*
- *Associate Certificate in Agile Development; and*
- *Graduate Certificate in Building Energy Modelling.*

Mr. Silber referred to the meeting materials previously distributed. He advised that the Audit and Finance Committee worked closely with Mr. Dow and his team to develop a template that would be used to review proposed new programs. The rationale is the importance of ensuring all programs align with BCIT’s strategic priorities and that the financial impact of programs are understood, disclosed and reviewed by the Committee early in the process.

7. Education Council

7.1 Report from the Chair

Mr. Plett reported on the activities of the Council including the recent elections. The Board congratulated Mr. Plett on his re-election as Chair of Education Council.

7.2 New Program Approvals

Mr. Silber referred to the materials previously distributed regarding the following new programs, and provided an overview including the the financial impact. He noted that for future new programs, the Audit and Finance Committee's review will occur earlier in the process (i.e. at the concept stage).

7.2 Diploma in Industrial Instrumentation and Process Control Technician (SoE)

7.3 Diploma in Residential Interiors (SoCE)

7.4 Associate Certificate in Kitchen & Bath Design (SoCE)

7.5 Associate Certificate in Agile Development (SoCAS)

7.6 Graduate Certificate in Building Energy Modelling (SoCE)

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approved the following new programs:

- Diploma in Industrial Instrumentation and Process Control Technician (SoE);
- Diploma in Residential Interiors (SoCE);
- Associate Certificate in Kitchen & Bath Design (SoCE);
- Associate Certificate in Agile Development (SoCAS); and
- Graduate Certificate in Building Energy Modelling (SoCE), approved in abstention of Ms. Sterrit.

CARRIED

(B2015-06-16/05)

8. Program Cancellations

Mr. Plett reviewed the program cancellation process, noting that for the first time, BCIT is exercising a new policy, previously approved in 2014, whereby the Vice President, Academic recommends to the Board cancellation of programs. Mr. Plett detailed the policy and confirmed that the required process had been followed in connection with each of the proposed program cancellations. It was noted that BCIT must be cautious with respect to cancellation of programs particularly as they relate to staffing and student implications.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve the cancellation of the following programs:

- Advanced Certificate in Breast Imaging (expedited) (SoHS);
- Associate Certificate in Biotechnology (expedited) (SoHS);
- Diploma in Aircraft Maintenance Engineering Category "S" (Structures) (expedited) (SoT);
- Certificate in e-Commerce (full process) (SoB); and
- Advanced Certificate in Tomography (full process) (SoHS).

CARRIED

(B2015-06-16/06)

9. Next Meeting Dates

The Board discussed future meeting dates.

10. Questions

No questions came before the meeting.

11. Information Items

The following items were presented for information only:

11.1 Student FTE Report;

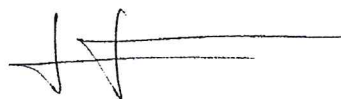
11.2 Correspondence from the Delta Chamber of Commerce and Delta Visitor Centre, dated May 25, 2015;

11.3 ITA Funding History; and

11.4 Full New Program Cancellation Packages.

12. Adjournment

The Board of Governors Open Meeting adjourned at 1:40 pm.



Adam Pion, Chair

Raewyn Brewer, Corporate Secretary