

Agenda Item 3.1



**BOARD OF GOVERNORS
OPEN MEETING MINUTES**

June 16, 2016, 2:00 pm – 4:00 pm

BCIT Burnaby Campus, BCIT Student Association Council Chambers – SE2 Building, 3rd Floor.

- Board of Governors Present:** Adam Pion (Chair); Kitty Chan; Neil Cox; Jack Davidson; Manny Dhillon; Kim Humphreys; Scott McAlpine; Matthew May; Lorna Pawluk; Herb Silber; Cathy Young.
- Ex Officio:** Kathy Kinloch.
- Guests:** Paula Boddie; Raewyn Brewer (Corporate Secretary, WATSON Advisors Inc.); Sarah Dunn; Caroline Gagnon; Lara Johnson; Glenn Magel;; Paul McCullough; Lorcan O'Melinn; Tom Roemer; Richard Plett.
- Regrets:** Jennifer Figner; Mitra Zamani-Rad; MJ Whitemarsh.

A quorum of the Board of Governors being present and notice of the meeting having previously been given, the meeting was declared to be regularly constituted. Mr. Adam Pion acted as Chair and called the meeting to order at 2:05 pm. Ms. Raewyn Brewer acted as Secretary of the meeting.

1. Adopt Agenda

Distributed material: Board of Directors Open Meeting Agenda June 16, 2016.

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, 2016.

**CARRIED
(BC2016-06-16/01)**

1.1 Summary of Motions

The Summary of Motions was received for information.

2. Approve Minutes

2.1 Minutes

Distributed material: Minutes of BCIT Board of Governors Open Meetings Held on March 1, 2016, April 28, 2016, and May 26, 2016.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve as presented the minutes from the BCIT Board of Governors Open Meetings held on March 1, 2016, April 28, 2016, and May 26, 2016.

CARRIED

(BC2016-06-16/02)

3. Report from the Chair

3.1 Thank you Regarding the CEER Tour

Distributed material: Information Note and CEER Outline.

Mr. Pion thanked the staff for the tour of CEER, noting the highlight was the enthusiasm of the BCIT staff. He noted that such enthusiasm elevates BCIT and assists in bringing honour and recognition to BCIT. Mr. Pion suggested that the Board review the CEER information note and advised that similar information sheets would be provided in the future for other BCIT programs and initiatives.

3.2 Welcome & Oath of Office: Matthew May

Mr. Pion administered the oath of office to Matthew May, reviewed Mr. May's bio and welcomed him to the Board of Governors.

3.3 Thank you: Laurie Sterritt, Richard Plett, and Adam Pion

Mr. Pion began by thanking Ms. Sterritt and Mr. Plett for their service to the Board. The Board joined him in praising their contributions.

Ms. Kinloch reviewed Mr. Pion's accomplishments as Chair of the BCIT Board for the past two years, noting Mr. Pion is a tireless champion for BCIT. In response, Mr. Pion reviewed his key goals as Chair: (1) financially stable and sustainable, including better forecasting and budgeting; (2) a stronger BCIT Foundation; and 3) BCIT as the primary resources for education of the of jobs mandate. In addressing each goal, Mr. Pion thanked his fellow Board members and staff for their contributions. Mr. Pion also noted additional successes including strategic committee appointments, streamlining the Board packages, less focus on operational issues at the Board table and initiating a Board evaluation process and strategic workshops. Finally, he noted that the most rewarding part of being Chair was his involvement in convocation and awards ceremonies.

The Board joined Ms. Kinloch in warmly thanking Mr. Pion.

4. Report from the President

4.1 President's Activities

Ms. Kinloch began her review of the prior month by noting that both BCIT and the FSA have been working with the government in the hopes of getting recognition for the applied research work done by BCIT's faculty and staff that is so integral to BCIT's mission and educational model. In response, Ms. Place thanked Ms. Kinloch, BCIT and the Board for focusing attention on the issue and she strongly encouraged the Board to continue to exert their influence in this regard.

Ms. Kinloch also advised that in consultation with Mr. Pion and the Governance Committee, the PAC Breakfast would be postponed until Winter 2017 to ensure BCIT has satisfactorily acted on the pieces of advice emerging from the previous meeting.

Finally, Ms. Kinloch congratulated Mr. McCullough and his team for being awarded "The Best Special Event Award" at the Canadian Council for the Advancement of Education Awards for the BCIT Gala.

5. 2016/2017 Mandate Letter

Distributed material: Briefing Note and Mandate Letter

Mr. Pion noted that all Board members are asked to sign the Mandate Letter, a requirement for all public sector organizations under the *Taxpayer Accountability Principles*.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors:

- a) Approve the 2016/2017 Mandate Letter, as presented; and
- b) Request that all Governors sign the Mandate Letter, effective June 30, 2016.

CARRIED
(BC2016-06-16/03)

6. Institutional Accountability Plan and Report

Distributed material: Briefing Note and Final IAPR.

Ms. Dunn reviewed the briefing note regarding the IAPR and presented key information embedded in the report, including 2015/2016 noteworthy items such as BCIT's alignment to the Ministry's strategic objectives, BCIT's policies, and the target for Aboriginal student spaces. Ms. Dunn drew the Board's attention to key metrics. There was a discussion regarding applied research and the utilization rate.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors:

- a) Approve the 2015/2016 Institutional Accountability Plan and the IAPR Report, as presented; and
- b) Direct the President (or delegate) to submit the IAPR to Government on or before the deadline.

CARRIED
(BC2016-06-16/04)

7. Disaster Day Debrief and Safety Wise Mobile Application

Distributed material: Safety Wise PowerPoint.

The Board joined Mr. Magel in watching a video highlighting Disaster Day at BCIT, an annual event to ensure BCIT is well positioned for such events and to raise awareness with the BCIT community about the roles and responsibilities in such circumstances. He advised the scenario was a simulated boiler explosion which "impacted" several buildings causing widespread damage to infrastructure and communications, multiple casualties and fatalities. Mr. Magel noted that BCIT collaborates with Emergency Management BC, is continually reviewing best practices and each year there is a survey to determine what worked well and what could be improved.

Ms. Johnson introduced the Board to the Safety Wise Program and the new recently launched App. She noted the program aims to raise awareness of safety on campus and reviewed key features of the website and the App, including videos and instant communication tools.

Action:

- The Board requested that the HR Committee receive a thorough briefing on the success of implementation of the Safety Wise program in Fall 2016.

8. Naming Controls – Spartan Controls

Distributed material: Briefing Note and Policy.

Mr. McCullough reviewed the Briefing Note and advised that the Governance Committee recommended the name change. In response to Board inquiry, Mr. McCullough advised that the naming terms are consistent with other organizations.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve the CEER Building, Burnaby Campus, being re-named the “Spartan Controls Centre of Energy Education and Research” for a period of 15 years in recognition of Spartan Controls Ltd.’s generous donation of \$2,500,000 to BCIT, in accordance with BCIT Naming Privileges Policy 3002.

CARRIED
(BC2016-06-16/05)

9. Education Council Program Approvals

Distributed material: Briefing Note and Business Plans.

Mr. Plett, on behalf of Ms. Figner, provided the Board of Governors with a briefing note and New Program Proposal and Business Plan for the following new programs:

- 9.1** Diploma in Airport Operations (International – China – TGPU);
- 9.2** Advanced Certificate in Building Controls and Energy Management;
- 9.3** Advanced Certificate in Geographical Information Systems; and
- 9.4** Advanced Certificate in Renewable Energy Electrical Systems Installation and Maintenance.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve the following new programs:

- a) Diploma in Airport Operations (International – China – TGPU);
- b) Advanced Certificate in Building Controls and Energy Management;
- c) Advanced Certificate in Geographical Information Systems; and
- d) Advanced Certificate in Renewable Energy Electrical Systems Installation and Maintenance.

CARRIED
(BC2016-06-16/06)

10. BCIT Student Association Update – Year in Review

Ms. Gagnon and Mr. May provided an update on the BCITSA activities for the past year, including capital improvements - investing in SE2, including gaining additional square footage, redesigning entrance to have a friendly, inviting space; contemplation room; Marine Campus student lounge, career services - career workshops, office hours with a career counsellor, networking and panel events, and external advocacy – full-time employee; Translink; childcare centre funding for an additional 37 children, including infant and

toddler. They noted that next year's focus will be on enhancing student life such as childcare; completing capital investment; and changes to internal governance to reflect students at each of the campuses.

11. Next Meeting Dates

11.1 BCIT Orientation (All Governors) - September 9, 2016 (9:00 am – 5:00 pm); and

11.2 October 4, 2016 – BCIT Burnaby Campus, Royal Oak Boardroom.

12. Comments

There were no questions or comments to come before the meeting.

13. Conclude Meeting

IT WAS MOVED AND SECONDED THAT:

The meeting of the Committee concluded at 4:11 pm.

**CARRIED
(BC2016-06-16/7)**

Adam Pion, Chair

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