



**BOARD OF GOVERNORS
OPEN MEETING MINUTES
March 1, 2016, 3:15 pm
Townsquare D – SE2 Building, Burnaby Campus**

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

Ex Officio: Kathy Kinloch; Richard Plett.

Staff: Paula Boddie; Bill Dow; Paul McCullough; Lorcan O’Melinn; Tom Roemer; Raewyn Brewer, Corporate Secretary (WATSON).

Regrets: Herb Silber; Dylan Smith, Manny Dhillon

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 2:55 pm. Ms. Raewyn Brewer acted as Secretary of the meeting.

1. Adopt Agenda

Distributed material: BCIT Board of Governors Open Meeting Agenda March 1, 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 March 1, 2016.

**CARRIED
(B2016-03-01/01)**

1.1 Summary of Motions

Distributed material: Summary of Motions of BCIT Board of Governors Open Meeting Held on March 1, 2016.

2. Approve Minutes

2.1 Minutes

Distributed material: Minutes of BCIT Board of Governors Open Meeting Held on December 1, 2015.

The Chair referred the Board to the distributed material. One change was noted to the minutes – “elected” to “appointed” at Item 3.1. With that change,

IT WAS MOVED AND SECONDED THAT:

That the BCIT Board of Governors approve as presented the minutes from the BCIT Board of Governors Open Meeting held on December 1, 2015.

**CARRIED
(B2016-03-01/02)**

3. Report from the Chair

Mr. Pion thanked the President and senior staff team for their handling of the recent events, and the Governors for the additional time required to steward BCIT through a challenging time. The Chair also thanked the Audit and Finance Committee, Mr. O'Melinn, his team, and the Senior Team for a well-managed and smooth budgeting process, including the strong involvement and positive feedback from the BCIT community.

4. Report from the President

4.1 Institute Report

Distributed material: BCIT Institute Report Dated February 2016.

Ms. Kinloch referred to the report previously distributed and provided an overview of the report and answered questions. Ms. Kinloch detailed her activities since the last meeting, including meetings with Ministry of Advanced Education representatives and Dominic Barton (McKinsey & Co), speaking at the Premier's BC Natural Resources Forum, travel to the Polytechnics Canada National Strategy Group meeting in Ottawa with BCIT invited guests David Podmore, CEO, Concert Properties and Awni Ayoubi, CEO, Rostrum Medical Innovations, a successful visit by Minister Andrew Wilkinson to the Annacis Island Campus, a tour of the Burnaby campus with Kathy Corrigan, MLA, Burnaby-Deer Lake and John Horgan, Provincial Leader of the Official Opposition and hosting the President's Forum for All Employees.

The Board suggested that David Podmore be invited to a future Board workshop session.

5. Audit and Finance Committee

Distributed material: Decision Note re: Fiscal Plan and Appendices (Proposed Operating Budget, Proposed Consolidated Budget, Presentation Slides, Detailed Listing of New Initiatives).

5.1 Draft 2016/2017 Fiscal Plan

Ms. Young referred to the 2016/2017 Fiscal Plan previously distributed. She noted that the Audit and Finance Committee had met several times to workshop the budget and were happy with what was being brought forward. Ms. Kinloch outlined that the Fiscal Plan is based on the four areas of focus contained in the Three-Year Business Plan, creating a roadmap for the 2016/2017 fiscal year, and will form the basis for the following two years. She also provided an overview of the budgeting process, including the community forums and feedback gathered via the Loop and email. Mr. O'Melinn led the Board through the detailed PowerPoint presentation previously distributed and focused on the guiding principles, new initiatives assessed and ranked by the Senior Team, how the Fiscal Plan was crafted and key changes for all funds. He also flagged an emerging issue related to the Annacis Island relocation that BCIT will continue to monitor.

B. Dow discussed the enrolment plan, assumptions, and key student success initiatives. The Board probed regarding the new initiatives, including whether some could be delayed if revenue targets are not met. The Board requested that the Audit and Finance Committee continue to monitor progress in this regard. The Board expressed support for the increased integration of academic and administration at BCIT.

IT WAS MOVED AND SECONDED THAT:

At the recommendation of the Audit and Finance Committee, the Board of Governors approve the 2016/2017 Fiscal Plan.

**UNANIMOUSLY CARRIED
(B2016-03-01/03)**

5.2 HSCAS Project – Capital Update and Fundraising Update

Distributed material: Decision Note dated March 1, 2016, Presentation, Information Note re: Proposed Fundraising Plan, and the Draft Fundraising Plan and Proposed Resolution.

Mr. O'Melinn referred to the material previously distributed and provided the Board with a high level review of the latest project schedule for the Health Sciences Centre for Advanced Simulation (HSCAS) and requests from the Ministry of Advanced Education for information on BCIT's fundraising plan. He noted that the concept plan for HSCAS has been submitted, with the next steps being the finalization and submission of the Business Case, and, if that is approved, the Design Phase begins.

Mr. McCullough led the Board through a review of the information note and draft fundraising plan, noting that the HSCAS project anticipates a provincial government contribution of \$66.6 million with \$11.7 million sourced from private sector support, including the need to secure \$2.3 million in pledged contributions for the project by September 2016. He noted that the HSCAS project will be an integral part of the larger comprehensive campaign (\$100 M in four areas: infrastructure renewal, access and affordability, excellence in teaching, and transformational gifts). Mr. McCullough confirmed that the BCIT Foundation Board has endorsed the Fundraising Plan and that while there are external factors that could impact the timing of fundraising outcomes, the framework BCIT has established for the HSCAS campaign is robust and has a solid foundation, with a high probability of success.

The Board discussed key risks to the plan, including the mitigation strategies noted. In general, the Board expressed support for the ambitious comprehensive campaign and requested regular updates in the quarterly reporting.

6. Governance Committee Report

6.1 BCIT Foundation and BCIT MOU

Distributed material: Decision Note dated March 1, 2016, Memorandum of Understanding and Proposed Resolutions.

Mr. Pion, on behalf of Mr. Silber who was unable to attend the meeting, referred to the material previously distributed, noting regular updates on this have previously been before the Board. Mr. McCullough noted that the MOU is meant to enumerate the primary ways in which the Foundation supports the institution, clarifies respective responsibilities of the two organizations, clarifies the operating relationship between BCIT and the BCIT Foundation and documents BCIT's expectations. He noted that in terms of process, the MOU was approved by the joint Task Force, recommended for approval by the BCIT Governance Committee and approved by the Board of the BCIT Foundation. The Board offered a number of comments and suggestions, which Mr. McCullough would discuss with legal counsel. In sum, the Board expressed support for the MOU and thanked the Task Force for their diligence, including Mr. Silber's Task Force leadership.

IT WAS MOVED AND SECONDED THAT:

Upon the recommendation of the Governance Committee, the BCIT Board of Governors approve the BCIT Foundation and BCIT Memorandum of Understanding, as presented.

CARRIED
(B2016-03-01/04)

6.2 Board Member Elections-Aligning Start and End Dates

Distributed material: Decision Note dated March 1, 2016 and Proposed Resolutions.

Mr. Pion referred to the material previously distributed, and asked that Mr. Plett provide an overview. Mr. Plett noted that the Registrar had brought to his attention that the start and end date of some Governor terms do not align due to the timing of elections. For administrative ease and to realign election terms (i.e. in any given year, those Governors who are elected in that year will begin their terms on the same date), the Governance Committee recommended that a slight change be made to the practice. Additionally, Mr. Plett noted that inadvertently N. Cox's term as currently stated would mean he did not serve a full three years (June 1st to March 31st). As such, the Governance Committee recommended his term expire on May 31, 2016, subject to re-election.

IT WAS MOVED AND SECONDED THAT:

Upon the recommendation of the Governance Committee, the BCIT Board of Governors approve:

- realignment of election timing to ensure that in any given year, those Governors who are elected in that year will begin their terms on the same date; and
- N. Cox's term as a member of the Board of Governors expire on May 31, 2016 rather than March 31, 2016 to ensure he can serve a full three years.

CARRIED
(B2016-03-01/05)
N. Cox abstained.

7. Tributes Committee

Ms. Whitmarsh provided an update on the activities of the Tributes Committee, noting the Committee is working through a strong list of candidates for awards and anticipates bringing forward names at the next meeting for Board of Governor approval. She requested that Governors, the BCIT community and the public continue to put forth strong nominations.

8. Education Council

Distributed material: Decision Note dated March 1, 2016 and Report on Program Cancellation of Advanced Certificate in Health Care Management.

Mr. Plett referred to the material previously distributed and gave a presentation on the potential cancellation of the Program for Advanced Certificate in Health Care Management. He advised the program was suspended in June 2014, there are currently six students that are within a year of completion and they will be able to complete their program requirements as the courses are offered within another program.

IT WAS MOVED AND SECONDED THAT:

Upon the recommendation of the School of Health Sciences, the Board of Governors approve the cancellation of the Program for Advanced Certificate in Health Care Management.

CARRIED
(B2016-03-01/06)

9. Next Meeting

The next meeting will be held on April 28, 2016 at the Marine Campus in North Vancouver.

10. Questions

No questions came before the meeting.

11. Concluded

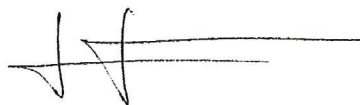
There being no further business for the open Board of Governors meeting, the meeting was concluded.

IT WAS MOVED AND SECONDED THAT:

The BCIT Board of Governors approve the conclusion of the Meeting.

**CARRIED
(B2016-03-01/07)**

The Board of Governors Open Meeting concluded at 4:38 pm. The Board of Governors met *in camera* following the meeting.



Adam Pion, Chair

Raewyn Brewer, Corporate Secretary