



Board of Governors Meeting

October 15, 2013, 1:00 p.m.

Open Session

Minutes

Board Members Present:

Emery Biggar, Support Staff Representative
Kitty Chan
Neil Cox, Faculty Representative
Manny Dhillon
Chris Golding, Acting President
Tejinder Grewal
Jim Laurence
Tajdin Mitha, Chair
Adam Pion, 2nd Vice Chair
Rick Roger
Richard Plett, Education Council Chair
Laurie Sterritt, 1st Vice Chair
Keith Van, Student Representative (by phone)
M.J. Whitemarsh

Regrets:

Rebecca Davidson, Student Representative

Observer: Director-Elect Herb Silber

Administration Present:

Paul Dangerfield, Vice President, Education, Research and International
Tomi Eeckhout, Vice President, Human Resources
Justin Kohlman, Vice President, Student Services
Lorcan O'Melinn, Vice President, Finance and Administration; Acting Vice President, External Relations
Joanne Schaap, Executive Assistant, Board of Governors

Regrets:

Stephen Lamb, Chief Information Officer

Mr. Mitha called the meeting to order at 1:00 p.m. Guests in the gallery were welcomed.

Approval of Agenda

MOTION:

It was moved by Mr. Biggar, seconded by Mr. Pion and *carried* "That the Agenda be approved as presented."

MOTION:

It was moved by Mr. Dhillon, seconded by Mr. Roger and *carried* "That the Minutes of the Open Session of June 18, 2013 be approved as presented."

Approval of Minutes

Ms. M.J. Whitemarsh took the Oath of Office and gave a brief biography of herself. Mr. Herb Silber was also welcomed and introduced himself. His term with the Board will begin

Oath of Office

on Dec. 31, 2013.

Mr. Mitha reported on the correspondence received since the previous Board meeting of June 18, 2013. He received the Ombudsperson Annual Report for 2012/13 and the quarterly report indicating one complaint with no investigation. The Ombudsperson has indicated they would like to meet with Mr. Mitha and Mr. Golding in the near future.

A letter was received from the Minister of Advanced Education, Amrik Virk, thanking Mr. Mitha for his visit in July along with Mr. Golding and Mr. Dangerfield. Mr. Mitha responded with a letter and invited him to visit BCIT.

There has been correspondence with the Ministry in preparation for the appointment of the new CEO. Discussions have taken place with the Board Resourcing and Development Office for the appointment of Ms. Whitemarsh and Mr. Silber. A letter was received informing the Board that Dr. Maureen Connelly of BCIT's Building Design & Construction department won a Green Roofs Research Award. A letter of congratulations was sent to her. Letters of congratulations were also sent to the recipients of the Distinguished Alumni Awards.

Mr. Mitha participated in 10 President Search Committee meetings. He has met with Minister Virk of Advanced Education. He attended two Audit and Finance meetings. He presided over the Nautical Sciences and Marine Engineering Convocation ceremony. He attended the Distinguished Alumni Awards dinner. He also attended an Orientation session for the Board in early October.

Mr. Golding thanked Ms. Whitemarsh and Mr. Silber for joining the Board. A new president, who will be joining BCIT in January, has been chosen. In the interim, BCIT is advancing nine priorities which were identified some months ago.

Along with the other senior administration, Mr. Golding hosted a Board orientation session Oct. 9. He attended the Distinguished Alumni dinner.

The Motive Power program at Great Northern Way expects a demolition notice from the Great Northern Way Trust at the end of October. BCIT is working to secure a new site for these programs.

The Institute Planning and Analysis Office has been reassigned to better meet the strategic needs of BCIT. The Institute Research Team has joined the office of the Chief Information Officer (CIO). Strategic Planning will be the direct responsibility of the new President.

Mr. Golding gave a special thanks to the Foundation and to Mr. O'Melinn in particular, for their work as they continue their duties without a permanent vice president.

On behalf of the Audit and Finance Committee, Mr. Pion noted that there was an Audit

Report from the Chair

Report from the Acting President

Audit & Finance

and Finance meeting on July 17 at which Appendix C of the Ministry reports and Forecast were approved. An Orientation session and a committee meeting were held on Oct. 15, 2013.

Ms. Kathy Roberts, Director Financial Services, spoke to the Financial Statements as at Sept. 30, 2013.

MOTION:

It was moved by Mr. Grewal, seconded by Mr. Dhillon and *carried* "That the Board of Governors approve the Financial Statements as at Sept. 30, 2013."

Mr. Mitha introduced the governance items which are being brought forward for approval for amendments. Mr. Roger gave background information on the request to amend the Bylaws and the Terms of Reference for the Nominating Committee.

Mr. O'Melinn brought forward a request to receive the amendments to the BCIT bylaws. The Board received this information and agreed to receive this as a formal motion at the Nov. 26, 2013 meeting.

On behalf of the Governance Committee, Mr. Grewal brought forward a request to approve the amendments to the Terms of Reference for the Nominating Committee.

MOTION:

It was moved by Mr. Lawrence, seconded by Mr. Biggar and *carried* "That the Board of Governors approve the changes recommended by the Governance Committee to the Terms of Reference for the Nominating Committee which are more particularly set out in the papers for the Oct. 15, 2013 meeting of the Board of Governors."

On behalf of the Governance Committee, Mr. Grewal brought forward a request to approve the amendments to the Terms of Reference for the Human Resources and Compensation Committee.

MOTION:

It was moved by Mr. Dhillon and seconded by Mr. Biggar "That the Board of Governors approve the changes recommended by the Governance Committee to the Terms of Reference for the Human Resources and Compensation Committee which are more particularly set out in the attached papers for the Oct. 15, 2013 meeting of the Board of Governors." It was moved by Mr. Dhillon, seconded by Mr. Biggar and *carried* to amend the motion as follows "That the Board of Governors approve the changes recommended by the Governance Committee to the Terms of Reference for the Human Resources and Compensation Committee which are more particularly set out in the in the attached papers for the Oct. 15, 2013 meeting of the Board of Governors, with Section 9 to be amended to the following:

9) Review and provide periodic reports to the Board on the ~~labour relations~~ climate

Report

Governance Items

surveyed staff satisfaction and possibly other indicators of the labour relations climate at the Institute.” The amended motion was carried.

Mr. Kohlman introduced the staff who are involved in planning the 50th anniversary events: Scott Blythe, Alumni Relations; Wendy Mansell, Development; and Trish Jelinski, Marketing and Communications. Although the official launch date is Sept. 2014, some events will start before then. There will be 47 activities over the course of the year.

Questions were taken from the Board. Mr. Mitha noted that he would like to have the governors discuss this in more detail at an internal board meeting. The federal government will be included in the invitation list. A risk assessment has not been included but the staff will include this as one of their initiatives.

A major capital campaign is pending awaiting the arrival of the new president and vice president of advancement and alumni relations. This will put BCIT in a better position for success.

The BCIT logo is owned by the Student Association. Mr. O’Melinn was asked to share a copy of the agreement with the Governance Committee.

Mr. Dangerfield commented on the BCIT Fall Admissions Summary Report. Questions were taken from the Board.

Mr. Plett spoke briefly to the program development/approval process for degrees. He brought forward three requests on behalf of Education Council. Questions were taken from the Board.

MOTION:

It was moved by Mr. Plett, seconded by Mr. Dhillon and *carried* “That the Board of Governors approve the development of a Bachelor of Science Honours in Forensic Science and Biochemistry program.”

MOTION:

It was moved by Mr. Plett, seconded by Mr. Pion and *carried* “That the Board of Governors approve the development of a Master of Science in Prosthetics and Orthotics program.”

MOTION:

It was moved by Mr. Plett, seconded by Ms. Sterritt and *carried* “That the Board of Governors approve the proposed Associate Certificate in Project Management program.”

The Institutional Updates were introduced by the Chair and an opportunity was given for questions. Mr. Kohlman offered the Board members the opportunity to receive daily media reports from Media Relations directly.

50th Anniversary Update

Student Enrolment Report

Education Council

Institutional Updates

There was no other business.

The next Board meeting will be Tuesday, Nov. 26, 2013 at 1:00 p.m. at the Burnaby campus.

The meeting adjourned at 3:00 p.m.

Other Business

Next Meeting

Adjournment

Approved at a meeting of the Board

Secretary *J. Adams*

Nov. 26, 2013
Little
Chair