

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Tuesday April 4, 2023, 12:45 p.m. to 2:30 p.m.

Annacis Island Campus, 2nd Floor, Scale-up Lab, 1608 Cliveden Ave, Delta, BC

- TLCF: 778.907.2071; Mtg ID: 655 3224 7430; Pwd: 333670
- Zoom: <https://bcit.zoom.us/j/65532247430?pwd=dExvTVdkc3hWajE1NGRLa2dEQ1RsQT09&from=addon>

Board:

Dan Reader, Chair
 Catherine Boivie
 Mike Bonshor
 Marcia Braundy
 Bob Enns
 Liam Lauren
 Don Matthew
 Marilyn Loewen Mauritz
 Jeff Musialek
 Scott McAlpine
 Stewart McGillivray
 Tamara Pongracz
 Balwant Sanghera
 Meredith Sargent
 Claire Wang

In Attendance:

Shera Clement, Financial Controller (#6.0)
 Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
 Sarah Dunn, Dir., Institutional Research
 Jennifer Figner, Interim VP, Academic
 Jackie Jacob, Interim VP, Advancement
 Elizabeth Kao, Sr. Dir., Financial Planning & BI (#6.7)
 Trish Pekeles, CFO & VP, Finance & Corporate Services
 Barbara Kader, EA, Governance

Regrets:

Ex-Officio:

Eric Fry, EdCo Chair
 Paul McCullough, Interim President

BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the x^wməθkwəy̓əm (Musqueam), Salilwətaʔ/Selilwitulh (Tseil-Waututh) and Skwxwú7mesh (Squamish) Nations

	Item		Presenter	Action	Page
1.	Call to Order/Opening Remarks/Introductions	12:45	Chair	-	1
2.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i>	12:47	Chair	Approval	4
	2.1 Minutes February 28, 2023				7
	2.2 Institute Report				16
	2.3 Student Association President's Report				17
	2.4 Student Representative's Report				
3.	Chair's Report	12:55	Chair	Information	18
4.	President's Activities and Comments	1:00	P. McCullough	Information	19
5.	Academic	1:10	E. Fry	Information Approval	
	5.1 Education Council Chair's Report				22
	5.2 New Program – Master of Science in Applied Computing				24

	Item		Presenter	Action	Page
	Audit & Finance Committee	1:25	D. Matthew		
	6.1 Revocation of Policies and Procedures		T. Pekeles	Approvals	34
	6.2 Revisions to Corporate Seal - Policy #1004, and Academic Seal - Procedure #1004-PR1		“ ”		45
	6.3 Revisions to Capital Asset - Policy #2004		“ ”		57
6.	6.4 Revisions to Cash Collection and Handling – Procedure #2009-PR1		“ ”		65
	6.5 Revisions to Restricted Funds - Policy #2020, and Procedure #2020-PR1		“ ”		73
	6.6 Revisions to Insurance – Policy #7158		“ ”		87
	6.7 FY2023-24 Budget Approval		T. Pekeles / E. Kao		93
7.	Next Meeting and Conclusion <ul style="list-style-type: none"> Next meeting: May 30, 2023 	2:30	-	Information	112
8.	In-Camera <i>(if required)</i>	-	-	Discussion	112
9.	Information Only 9.1 2024 Board and Committee Meeting Dates	-	-	Information	113

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EDUCATION
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MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Tuesday April 4, 2023, 1:27 to 3:43 p.m.

Board:

Dan Reader, Chair
 Catherine Boivie (*left at 3.30 p.m.*)
 Mike Bonshor
 Marcia Braundy
 Bob Enns
 Liam Lauren
 Don Matthew
 Marilyn Loewen Mauritz
 Jeff Musialek
 Scott McAlpine
 Stewart McGillivray
 Tamara Pongracz
 Meredith Sargent, Vice Chair

Ex-Officio:

Eric Fry, EdCo Chair
 Paul McCullough, Interim President

In Attendance:

Shera Clement, Financial Controller (#6.0)
 Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
 Sarah Dunn, Dir., Institutional Research (#5.2, #6.7)
 Jennifer Figner, Interim VP, Academic
 Jackie Jacob, Interim VP, Advancement
 Elizabeth Kao, Sr. Dir., Financial Planning & BI (#6.7)
 Trish Pekeles, CFO & VP, Finance & Corporate Services
 Barbara Kader, EA, Governance

Regrets:

Balwant Sanghera, Board Member
 Claire Wang, Board Member

A quorum was present.

1.0 Call to Order/Opening Remark/Introductions

2.0 Approval of Agenda/Consent Agenda

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the consent agenda for April 4, 2023.

2.1 Minutes February 28, 2023

Distributed material: Minutes

Received as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the amended minutes of February 28, 2023.

2.2 Institute Report

Distributed material: Information Note

Received as previously circulated.

2.3 Student Association (SA) President's Report

Distributed material: Information Note

Received as previously circulated.

2.4 Student Representative's Report

Distributed material: Information Note

Received as previously circulated.

3.0 Chair's Report

No comments were made.

4.0 President's Activities and Comments

Distributed material: Information Note

The interim President referred to the report previously circulated and highlighted the following meetings:

- Brian Buggiey (Invest Vancouver) – discussed collaboration opportunities
- Arshad Mahmood (Bay River College) – discussed pathways for BCIT
- Chief Ian Campbell (Hereditary Chief Squamish Nation), Stewart Muir (Resource Works) – Indigenous Partnerships Success
- 100 CEOs and senior executives – discussion of the 'Power of Truth'
- Jagmeet Singh, (Federal Leader New Democratic Party) - tour of Health Sciences Centre (Burnaby Campus)
- Jun Raras, (Philippine Airlines, Manila), Dr. Marwin M. Dela Cruz (Philippine State College of Aeronautics, Passay City) – discussed student recruitment, opportunities with post-secondaries in Philippines
- Dominic Barton (Rio Tinto & LeapFrog Investments) – discussed student recruitment from Asia

5.0 Academic

5.1 Education Council Chair's Report

Distributed material: Information Note

The EdCo Chair highlighted key points from the material previously circulated. Questions were answered regarding the ChatGPT usage and artificial intelligence tools.

5.2 New Program – Master of Science in Applied Computing

Distributed material: Decision Note

The EdCo Chair highlighted key points from the material previously circulated. An extensive discussion took place regarding the cost per seat compared to other like programs offered within the sector, and what implications would be if not all seats are filled (up to 25).

Management reported that a detailed market analysis was completed to determine a fair market price per seat. Program fees can be reduced once set but can only

increase at 2% annually as per mandate. New programs are reviewed every year for five years, and then every seven years unless reasons prompt an earlier review.

The process to launch the program was reported. Government is required to review and approve the program submission after the board has given their approval. The program commencement is for fiscal year 2024/25.

An amendment to the original motion was proposed, defeated, and was not voted on.
“THAT the Board of Governors approve the Master of Science in Applied Computing program, proposed by the School of Computing and Academic Studies, at a program fee of \$27K per seat.”

A second amendment to the original motion was made and RESCINDED.
“THAT the Board of Governors approve the Master of Science in Applied Computing program, proposed by the School of Computing and Academic Studies. Management will reconsider the tuition in light of market and secondly, subject to the confirmation of tech expansion funding on a per seat basis of \$17k per seat.”

It was agreed to return the program business plan to management for further analysis and confirmation of the tech expansion funding. The business plan will be reviewed again by the Audit & Finance Committee, and then the Board of Governors for approval.

A third amendment to the original motion was made and APPROVED.
“THAT the Board of Governors approve the return of the Master of Science in Applied Computing program Business Plan, proposed by the School of Computing and Academic Studies, to Management for further review and confirmation.”

- In attendance **13** voting board
- In favour **7**
- Opposed **5** (Stewart McGillivray opposed)
- Abstentions **1**

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the return of the Master of Science in Applied Computing program Business Plan, proposed by the School of Computing and Academic Studies, to Management for further review and confirmation.

6.0 Audit & Finance Committee

Management reported that all finance related policies are being reviewed.

The following motion represents items 6.1 to 6.6 inclusively:

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve revocation of Audiovisual Equipment Purchase - Policy #2510, Major Capital Projects – Policy #3007, Budget and Estimates for Major Capital Budgets – Policy #3008, Petty Cash – Procedure #2007-PR1; Revisions to BCIT Corporate Seal and Academic Seal - Policy #1004, and Procedure - #1004-PR1, Capital Asset - Policy #2004, Cash Collection

and Handling - Procedure #2009-PR1, Restricted Funds - Policy #2020 and Procedures #2020-PR1, Insurance – Policy #7518.

6.1 Revocation of Policies and Procedures

Distributed material: Decision Note

6.2 Revisions to Corporate Seal - Policy #1004, and Academic Seal - Procedure #1004-PR1

Distributed material: Decision Note

6.3 Revisions to Capital Asset – Policy #2004

Distributed material: Decision Note

6.4 Revisions to Cash Collection and Handling – Procedure #2009-PR1

Distributed material: Decision Note

6.5 Revisions to Restricted Funds - Policy #2020, and Procedure #2020-PR01

Distributed material: Decision Note

6.6 Revisions to Insurance – Policy #7158

Distributed material: Decision Note

6.7 FY2023-24 Budget Approval

Distributed material: Decision Note, Presentation

(Catherine Boivie left the meeting at 3.30 p.m.)

Management referred to the material previously circulated and provided a detailed presentation outlining the proposed budget. Management answered questions regarding domestic and international demand and allocation.

Questions were answered regarding a 2% increase towards tuition and fees for domestic students and an average (combined base & international differential) of 4% increase for international students. The rate of increase to international differential will vary across full-time programs. The majority of full-time technology and trades programs will see less than a 5% increase to the international differential and base tuition combined (i.e. the international tuition rate). To reduce the impact for returning international students who will be continuing their studies in 2023-2024, increases to international differential rates will be phased in for them.

The new Student Technology fee will be phased in during FY2023-24. Mandatory fees for full-time technology and trades programs will increase an additional \$3 per term (net), beginning this fall. The fee will be introduced to Flexible Learning students in winter 2024, at a rate of \$12 per course to a maximum of \$24 per term. However to offset this fee, the \$50 fee charged to Flexible Learning students who choose to purchase an Adobe license will be eliminated in winter 2024. They will see the overall decrease in fees. Management answered questions relating to the various fee structures. It was confirmed that the Board of Governors is voting on increases for the current year only.

An amendment to replace the original motion was proposed and DEFEATED:

“THAT the Board of Governors approve the FY2023/24 Consolidated Budget, including the proposed 2% increase to domestic and international

base tuition, but that the following be referred back to the Audit & Finance Committee for proper review and recommendation:

- *market rate increases to the full-time (International Differential Factor); and*
 - *the new mandatory student Technology Fee”*
-
- In attendance **13** voting members
 - In favour **3**
 - Opposed **8**
 - Abstentions **2**

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the FY2023/24 Budget.

- In attendance **13** voting members
- In favour **10**
- Opposed **1** (Stewart McGillivray)
- Abstentions **2**

7.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on May 30, 2023.

8.0 In-Camera

The interim President attended the first part of the in-camera meeting.



Dan Reader, Chair