MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Tuesday May 30, 2023

Open Meeting: 1:00 to 2:30 p.m., Burnaby Campus, Royal Oak Boardroom - SE40-140, 4451 Wayburn Drive, Burnaby, BC
- TLCF: 778.907.2071; Mtg ID: 611 4131 9807; Pwd: 048036
- Zoom: https://bcit.zoom.us/j/61141319807?pwd=dlhSTGRhWktRKzg2bFdIZlhPSE1wQT09&from=addon

Board:	**In Attendance**:
Dan Reader, Chair	Shera Clement, Financial Controller
Catherine Boivie	Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Mike Bonshor	Kim Dotto, Dean, Applied Research
Marcia Braundy	Jennifer Figner, Interim VP, Academic
Bob Enns	Jackie Jacob, Interim VP, Advancement
Liam Lauren	Trish Pekeles, CFO & VP, Finance & Corporate Services
Don Matthew	Barbara Kader, EA, Governance
Marilyn Loewen Mauritz	
Scott McAlpine	**Regrets**:
Stewart McGillivray	Jeff Musialek, Board Member
Tamara Pongracz	
Balwant Sanghera	
Meredith Sargent	
Claire Wang	

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 xʷməθkwəy̓əm (Musqueam), Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations

	Item		Presenter	Action	Page
1.	**Call to Order/Opening Remarks/Introductions**	1:00	Chair	-	3
2.	**Approval of Agenda/Consent Agenda** *(subject to request for discussion)* 2.1 Minutes April 4, 2023 2.2 Institute Report 2.3 Student Association President's Report 2.4 Student Representative's Report	1:02	Chair	Approval	 4 9 20 22
3.	**Tour Presentation of the Centre for Applied Research and Innovation** • Biography – Dr. Kim Dotto	1:05	K. Dotto	Information	 23 24
4.	**Chair's Report** 4.1 Governor Appointments	1:15	Chair	 Information	 34
5.	**President's Activities and Comments**	1:25	P. McCullough	Information	36
6.	**Strategic Plan** 6.1 Strategic Plan Implementation Report 6.2 Strategic Plan Extension	1:35	 J. Figner/ T. Pekeles P. McCullough	 Information Approval	 40 47

	Item		Presenter	Action	Page
7.	**Academic** 7.1 Education Council Update 7.2 New Program – Master of Science in Applied Computing 7.3 Program Cancellation - Advanced Certificate in Sustainable Business Leadership	1:30	E. Fry	Information Approval " "	48 50 60
8.	**Human Resources Committee** 8.1 Emergency Management – Policy #7110 8.2 Filming on Campus – Policy #7130	2:00	M. Mauritz	Approvals	 61 90
9.	**Governance Committee** 9.1 Committee Chair's Update 9.2 Protection of Property and Equipment – Policy #7170	2:10	M. Sargent	Information Approval	98 99
10.	**Applied Research Ethics Board Annual Report**	2:20	K. Dotto	Approval	113
11.	**Next Meeting and Conclusion** • Next meeting: June 27, 2023	2:30	-	Information	119
12.	**Information Only** 12.1 Policy Amendments	-	-	 Information	120

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MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Tuesday May 30, 2023, 1:00 to 2:43 p.m.

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

Ex-Officio:
Eric Fry, EdCo Chair
Paul McCullough, Interim President

In Attendance:
Shera Clement, Financial Controller
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Kim Dotto, Dean, Applied Research
Jennifer Figner, Interim VP, Academic
Jackie Jacob, Interim VP, Advancement
Trish Pekeles, CFO & VP, Finance & Corporate Services
Barbara Kader, EA, Governance

Regrets:
Catherine Boivie, Board Member
Jeff Musialek, Board Member

A quorum was present.

1.0 Call to Order/Opening Remark/Introductions

2.0 Approval of Agenda/Consent Agenda

Item #2.3 will be presented separately.

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

2.1 Minutes April 4, 2023
Distributed material: Minutes

A request to amend the meeting minutes was approved. The following motion has been removed from the April 4, 2023 meeting minutes:

IT IS HEREBY DEFEATED THAT the Board of Governors approve the Master of Science in Applied Computing program, proposed by the School of Computing and Academic Studies.

Item 3.1

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the meeting minutes of April 4, 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

The SA President referred to the material previously circulated. Key points were highlighted from the report. Questions were answered regarding the voting process for the SA President position. He thanked the Board for their support during his tenure.

2.4   Student Representative's Report
Distributed material: Information Note

Received as previously circulated.

3.0   Tour Presentation of the Centre for Applied Research and Innovation (CARI)
Distributed material: Information Note, Presentation

Management highlighted key points from the presentation previously circulated. A tour for Governors of CARI was provided before the open meeting commencement. Questions were answered regarding advertising services available from CARI.

4.0   Chair's Report
4.1   Governor Appointments
Distributed material: Information Note

Governor Sargent's retirement on June 30, 2023 was noted. She will be attending the June 27, 2023 meeting.

It was reported that the Crown Agencies and Board Resourcing Office (CABRO) provided a deadline of June 7, 2023 for Order in Council members having an expiring term on July 31, 2023 to consider if they wish to be re-appointed.

5.0   President's Activities and Comments
Distributed material: Information Note

The interim President referred to the report previously circulated and highlighted the meetings and events he had attended.

6.0   Strategic Plan
6.1   Strategic Plan Implementation Report
Distributed material: Information Note

Management referred to the meeting material previously circulated. It was reported that they were pleased with the continued progress of the deliverables in the plan. The deliverables have been extended to accommodate ongoing commitments,

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May 30, 2023, 1:08 to 2:43 p.m.

Item 3.1

initiatives continue to move forward, and action items have been modified to support staff.

Management answered questions relating to the hybrid work environment and noted that a Committee has been developed to monitor the environment as required.

GHG (greenhouse gases) reductions continue to be a priority at BCIT. The reductions have reached 12% and with future actions, such as the Central Plant decarbonization project that is underway, reductions are expected to be 37% by 2024.

A discussion took place regarding two strategies in the report that were not met, due to financial and resource challenges. Cross-organization efforts are underway to revitalize International student recruitment and development of a coordinated and focused approach to in-Canada student recruitment. Work is being completed between the schools and the Registrar's Office to grow domestic and International enrolment. A review was completed on how to expand existing recruitment resources such as targeting students at the high school level.

6.2 Strategic Plan Extension
Distributed material: Decision Note

Management referred to the material previously circulated. It was reported that commencement of a revised plan will be determined by the incoming President. The extension of the current plan is proposed for 18 months to allow the incoming President adequate time to consider amendments.

It was reported that the development of the plan was thought to have the highest collaboration from within the BCIT community.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Strategic Plan Extension to September 2024.

7.0 Academic
7.1 Education Council Chair's Report
Distributed material: Information Note

The EdCo Chair highlighted key points and answered questions from the material previously circulated. An update was provided on the Ministry visit on May 2, 2023 to the Annacis Island Campus.

7.2 New Program – Master of Science in Applied Computing
Distributed material: Decision Note

The EdCo Chair highlighted key points from the material previously circulated and highlighted the revisions completed since the first submission to the Board of Governors for approval on April 4, 2023.

The tuition fees are proposed to remain at $21k for domestic students, $42K for international students, as per the original proposal. Since the previous submission for approval, and for the purposes of verifying the tuition fee, additional comparatives across the sector were reviewed. It was reported that when establishing the number of seats allocated to each program business plan, the number of seats determined is specific to that program.

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The Audit and Finance Committee Chair reported that the Committee reviewed the revisions at their meeting on May 18, 2023 and is satisfied with the proposal.

Management confirmed that the Ministry of Post-Secondary Education and Future Skills has approved grant funding through the text expansion. The Ministry will provide final approval of the business plan proposal.

It was proposed to review how relevant information could be presented in a streamlined format for future program business plans going forward for Board approval.

IT IS RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Master of Science in Applied Computing program, proposed by the School of Computing and Academic Studies.

7.3 Program Cancellation – Advanced Certificate in Sustainable Business Leadership
Distributed material: Decision Note

Received as presented. No questions were received from the Board of Governors.

IT IS RESOLVED, SECONDED AND CARRIED THAT BCIT's Education Council advised the Board of Governors that the appropriate process for cancellation of this program has been followed in accordance with *Program Suspension and Cancellation - Policy #5405*. This Advanced Certificate was changed into an Advanced Diploma in Sustainable Business Leadership via a major change process. The Board of Governors approve cancellation of the Advanced Certificate in Sustainable Business Leadership.

8.0 Human Resources Committee
8.1 Emergency Management – Policy #7110
Distributed material: Decision Note

Received as presented. No questions were received from the Board of Governors.

IT IS RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Emergency Management – Policy #7110 and that this policy be reviewed five years from its approval date or sooner if there are changes to the applicable regulatory framework or to the relevant operational circumstances.

8.2 Filming on Campus – Policy #7130
Distributed material: Decision Note

Received as presented. No questions were received from the Board of Governors.

IT IS RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Filming on Campus - Policy #7130, and that the policy be reviewed five years from its approval date , or sooner, if there are changes to the applicable regulatory framework or to the relevant operational circumstances.

9.0 Governance Committee

9.1   Committee Chair's Update
Distributed material: Information Note

Received as presented. No questions were received from the Board of Governors.

9.2   Protection of Property and Equipment – Policy #7170
Distributed material: Decision Note

Management will provide a list of policies that correspond to the respective Board Committee (Audit and Finance, Human Resources, Governance).

IT IS RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Protection of Property and Equipment – Policy #7170 and that this policy be reviewed five years from its approval date or sooner, if there are changes to the applicable regulatory framework or to the relevant operational circumstances.

10.0   Applied Research Ethics Board Annual Report
Distributed material: Decision Note

Management highlighted key points from the material previously circulated. A fulsome discussion pursued regarding the workload and funding for the REB.

Management will work with the Board Office to determine a suitable meeting for the Board of Governors, the Chair of the REB and the VP Academic's Office. This meeting will provide the Board members with the opportunity to discuss workload and funding issues.

IT IS RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve to receive the Research and Ethics Annual Report for 2022, as presented.

IT IS RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve to adopt the motion and request this be an agenda item for further discussion at the Open or Closed Board of Governors meeting on June 27, 2023 meeting or a separate meeting.

11.0   Next Meeting and Conclusion

The next Board of Governors meeting will be held on June 27, 2023.

The meeting ended at 2:43 p.m.

Item 3.1

12.0 Information Only
   12.1 Policy Amendments
   Distributed material: Information Note

   Received as presented.

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Dan Reader, Chair

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