

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Tuesday February 27, 1:00 to 2:00 p.m.

Royal Oak Boardroom - SE40-140, 4551 Wayburn Drive, Burnaby, BC

- TLCF: 778.907.2071; Mtg ID: 678 1300 2407; Pwd: 241280; [Zoom link here](#)

Board:

Dan Reader, Chair
 Corry Anderson-Fennell
 Catherine Boivie
 Mia Bui
 Mike Bonshor
 Marcia Braundy
 Bob Enns
 Don Matthew
 Scott McAlpine
 Jeff Musialek
 Stewart McGillivray
 Tamara Pongracz
 Claire Wang

In Attendance:

Shera Clement, Financial Controller (#6.0)
 Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
 Jennifer Figner, Provost & VP, Academic
 Ana Lopez, VP, People, Culture & Inclusion
 Trish Pekeles, CFO & VP, Administration
 Cynthia Petrie, Interim VP, External
 Barbara Kader, EA, Governance

Regrets:

Balwant Sanghera, Board Member

Ex Officio:

Jeffrey Zabudsky, President
 Eric Fry, Education Council Chair

| | Item | | Presenter | Page |
|----|--|------|-----------|--|
| 1. | Call to Order and Introductory Remarks <i>BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̍əm (M usqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations</i> | 1:00 | Chair | 4 |
| 2. | Governor Appointment – Mia Bui Biography and Oath of Office | 1:02 | Chair | 5 |
| 3. | Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i> 3.1 Adopt Agenda 3.2 Minutes December 5, 2023 3.3 Education Council Chair’s Report 3.4 Student Association President’s Report 3.5 Student Representative’s Report 3.6 Institute Report 3.7 2025 Board and Committee Meeting Dates 3.8 2024 Top Employers in BC 3.9 Minister Post-Secondary Education and Future Skills MOTION: <i>THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on February 27, 2024.</i> | 1:05 | Chair | 7 8 14 17 21 22 34 35 37 |
| 4. | Board Chair’s Report 4.1 Committee Memberships MOTION: <i>THAT the Board of Governors approve the: Tributes Committee membership to include the addition of Corry Anderson-Fennell (Committee Chair), David Berrington (BCGEU Instructional Representative), Mia Bui (SA President), Cynthia Petrie (President’s</i> | 1:10 | Chair | 42 |

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|----|--|------|-------------|------|
| | <p><i>Delegate), and will remove, Jackie Jacob, Céline Lorient, and Balwant Sanghera.</i></p> <p>AND</p> <p><i>2024 Nominating Committee membership to include Corry Anderson-Fennell (Committee Chair), Catherine Boivie and Dan Reader.</i></p> | | | |
| 5. | President's Report | 1:15 | J. Zabudsky | 44 |
| | <p>Audit and Finance Committee</p> <p>6.1 Spend Authority Delegation</p> <p>MOTION: <i>THAT the Board of Governors approve the delegation of Spend Authority to the President and/or CFO on invoices where the Board of Governors has already approved the contractual agreement to set up the financial obligation. The President and/or CFO would only sign off on such invoice if it is within the parameters as set out by the contract.</i></p> | 1:25 | T. Pekeles | 48 |
| 6. | <p>6.2 Future Skills Grant Agreement</p> <p>MOTION: <i>THAT the Board of Governors approve the full delegation of Contract Authority to the President and/or CFO & VP, Administration to approve and execute StrongerBC future skills grant funding agreements on behalf of BCIT, including agreements signed to date. The executed agreements will be submitted to the Audit and Finance Committee for information.</i></p> | | “ ” | 49 |
| | <p>Academic</p> <p>7.1 Admissions – Policy #5003, and Admission Procedure – #5003-PR1</p> <p>MOTION: <i>THAT the Board of Governors approve the revised Admissions - Policy #5003, and Admissions Procedure - #5003-PR1.</i></p> | 1:35 | E. Fry | 68 |
| | <p>7.2 Assigning of Credits to Courses – Policy #5012, and Assigning Credit to Courses – Procedure #5012-PR1</p> <p>MOTION: <i>THAT the Board of Governors approve the revised Course Credits – Policy #5012, and new Assigning Credit to Courses - Procedure #5012-PR1.</i></p> | | “ ” | 128 |
| 7. | <p>7.3 New Program - Bachelor of Creative Industries</p> <p>MOTION: <i>THAT the Board of Governors approve the New Program - Bachelor of Creative Industries.</i></p> | | “ ” | 141 |
| | <p>7.4 Program Cancellation - Graduate Certificate in Forensic Health Sciences</p> <p>MOTION: <i>THAT the Board of Governors approve the program cancellation of the Graduate Certificate in Forensic Health Sciences.</i></p> | | “ ” | 151 |
| | <p>7.5 Revocation of Convocation – Policy #4113</p> <p>MOTION: <i>THAT the Board of Governors approve the revocation of Convocation – Policy #4113.</i></p> | | J. Figner | 152 |

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|----|--|------|-------|-----|
| 8. | Governance Committee Update | 1:55 | Chair | 157 |
| 9. | Next Meeting and Conclusion <ul style="list-style-type: none">• Next meeting: April 3, 2024 | 2:00 | - | 158 |

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MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Tuesday February 27, 2024, 1:00 to 2:20 p.m.

Board:

Dan Reader, Chair
Corry Anderson-Fennell
Catherine Boivie
Mia Bui
Mike Bonshor
Marcia Braundy
Bob Enns
Don Matthew
Scott McAlpine
Jeff Musialek
Tamara Pongracz
Claire Wang

Ex Officio:

Jeffrey Zabudsky, President
Eric Fry, Education Council Chair

In Attendance:

Shera Clement, Financial Controller (#6.0)
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Blake Edwards, Associate Registrar (#7.1)
Jennifer Figner, Provost & VP, Academic
Shannon Kelly, Faculty SOCAS Academic Studies (#7.2)
Ana Lopez, VP, People, Culture & Inclusion
Stewart McGillivray, Previous Board Member
Trish Pekeles, CFO & VP, Administration
Cynthia Petrie, Interim VP, External
Barbara Kader, EA, Governance

Regrets:

Balwant Sanghera, Board Member

A quorum was present.

1.0 Call to Order and Introductory Remarks

The Chair acknowledged that BCIT campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.

2.0 Governor Appointment – Mia Bui

Distributed material: Biography and Oath of Office

The Chair administered the Oath of Office for Ms. Bui and introductions were made to Ms. Mia Bui.

3.0 Approval of Agenda/Consent Agenda

Received as previously circulated. Received as read unless otherwise noted.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on February 27, 2024.

3.2 Minutes December 5, 2023
Distributed material: Meeting Minutes

3.3 Education Council Chair's Report
Distributed material: Information Note

3.4 Student Association President's Report
Distributed material: Information Note

3.5 Student Representative's Report
Distributed material: Information Note

Mr. McGillivray announced his immediate retirement from the Board of Governors. He has accepted an employment position with another post-secondary institute.

3.6 Institute Report
Distributed material: Information Note

3.7 2025 Board and Committee Meeting Dates
Distributed material: Information Note

3.8 2024 Top Employers in BC
Distributed material: Information Note

Management reported that the entry form for the award is completed by several staff members and that criteria does not include an employer's employee survey results.

3.9 Minister Post-Secondary Education and Future Skills
Distributed material: Correspondence

4.0 Chair's Report

4.1 Committee Membership
Distributed material: Decision Note

The Chair presented the revised membership for the Tributes Committee and the 2024 Nominating Committee.

The Tributes Committee membership approval was withdrawn as one of the nominees was misrepresented.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2024 Nominating Committee membership to include Corry Anderson-Fennell (Committee Chair), Catherine Boivie and Dan Reader.

5.0 President's Report
Distributed material: Information Note

The President highlighted key meetings/events he had attended including the announcement that Government has increased funding for the Trades & Technology Centre

project. He answered questions regarding his meetings on February 12, 2024 with government regarding BCIT's financial recovery plan.

6.0 Audit and Finance Committee

6.1 Spend Authority Delegation

Distributed material: Decision Note

Management highlighted key points from the decision note.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new draft *Signing Authority – Policy #2502 and Procedures #2502-PR1-3*, to be phased in over a few months to allow for adequate Community education and process implementation.

6.2 Future Skills Grant

Distributed material: Decision Note

Management referred to the material previously circulated regarding the announcement of a \$3,500 per student (lifetime grant). The agreement poses low, to no risk for BCIT and will be signed for each term going forward.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve full delegation of Contract Authority to the President and/or CFO & VP, Administration, to approve and execute *StrongerBC future skills grant* funding agreements on behalf of BCIT, including agreements signed to date. The executed agreements will be submitted to the Audit and Finance Committee for information.

7.0 Academic

7.1 Admissions – Policy #5003, and Admission Procedure - #5003-PR1

Distributed material: Decision Note

Management referred to the information previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised *Admissions and Recognition of Prior Learning - Policy #5003*, and *Admissions and Recognition of Prior Learning - Procedure #5003-PR1*.

7.2 Assigning of Credits to Courses – Policy #5012, and Assigning Credit to Courses – Procedures #5012-PR1

Distributed material: Decision Note

Management referred to the information previously circulated. Questions and comments were raised from the floor by Shannon Kelly, Faculty SOCAS Academic Studies regarding previous correspondence forwarded to the Board of Governors pertaining to *Policy #5012* and *Program Development & Credentials – Policy #5401*. She queried on how feedback from the community consultation (ending on January 31, 2024) for *Policy #5401*, is shared with the Board and how the two policies relate to one another.

Management reported that while it is premature to discuss the feedback received, as it must be reviewed by the Education Council first, it is not common practice to share feedback from policy reviews post community consultation, with the Board. The Board considers policy approvals based on recommendations received from the

Education Council. Management acknowledged that feedback linking both policies had been received but was felt that the order in which they are being reviewed played a key role in the revision approval process.

A summary of the policy approval process was provided. Feedback and concerns were received regarding the process and how it might be improved for transparency going forward.

Two abstentions were reported.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised *Course Credits – Policy #5012* and new *Assigning Credit to Courses - Procedure #5012-PR1*.

7.3 New Program – Bachelor of Creative Industries
Distributed material: Decision Note

Management referred to the information previously circulated. The Audit and Finance Committee Chair reported that the program had been approved by the Audit and Finance Committee, who had no issues or concerns. Questions and comments were received regarding artificial intelligence applications and program integration possibilities.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new program - Bachelor of Creative Industries.

7.4 Program Cancellation – Graduate Certificate in Forensic Health Sciences
Distributed material: Decision Note

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the cancellation of the Graduate Certificate in Forensic Health Sciences program.

7.5 Revocation of Convocation – Policy #4113
Distributed material: Decision Note

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revocation of *Convocation - Policy #4113*.

8.0 Governance Committee

8.1 Governance Committee Update
Distributed material: Information Note

Received as read.

9.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on April 3, 2024 at 1:00 p.m. via video conference.

The open meeting concluded at 2:15 p.m.



Dan Reader, Chair