

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Wednesday February 19, 2020, 1:00 p.m. to 2:15 p.m.

- **Room 282/284 – DTC (Downtown Campus)**, 555 Seymour Street, Vancouver
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 984 079 828

Board:

Cathy Young (Vice-Chair)
 Vasyl Baryshnikov
 Emery Biggar
 Marcia Braundy
 Justin Cervantes
 Kathy Corrigan
 Bob Enns
 Anne Harvey
 Dan Reader
 Balwant Sanghera
 Meredith Sargent
 Judy Shandler

In Attendance:

Lisa Collins, VP Students
 Raimonda De Zen, Internal Audit & Advisory Services
 Roy Hart, CIO
 Lara Johnson, VP Marketing & Communications
 Barbara Kader, EA Governance
 Ana Lopez, VP Human Resources & People Development
 Paul McCullough, VP Advancement
 Lorcan O'Melinn, VP Administration & CFO
 Cynthia Petrie, Executive Director, Stakeholder Relations
 Tom Roemer, VP Academic

Ex-Officio:

Jennifer Figner, EdCo Chair
 Kathy Kinloch, President

Regrets:

Doug Eveneshen, Board Chair
 Karin Hunt, Board Member
 Ryan Tones, Board Member

	Issue		Presenter	Material	Action	Pg
1.	Call to Order and Welcome	1:00	Vice-Chair	-	-	-
2.	Adopt Agenda	-	Vice-Chair	-	-	1
3.	Oath of Office – R. Enns, M. Sargent 3.1 Biographies	1:05	Vice-Chair	- Information Note	- Information	
4.	Minutes December 4, 2019	1:10	Vice-Chair	-	Approval	3
5.	Report from the Chair 5.1 Chair's Activities and Comments	1:15	Vice-Chair	Information Note	Information	10
6.	Report from the President 6.1 President's Activities & Comments 6.2 Institute Report	1:20	K. Kinloch " "	Information Note " "	Information " "	12 14
7.	Governance Committee 7.1 Committee Chair Update 7.2 Amendment to Procedure: Response to Abusive or Threatening Behavior - #7100- PR1	1:30	D. Reader " "	Verbal Decision Note	Information Approval	19 1

8.	Education Council 8.1 Chair's Update 8.2 Program Cancellation – Bachelor of Technology in Manufacturing 8.3 Program Development and Change Processes, Procedure #5401–PR2	1:35	J. Figner	Information Note Decision Note “ “	Information Approval “ “	20
9.	Audit & Finance Committee 9.1 Committee Chair Update 9.2 Q3 December 31, 2019 Financial Statements 9.3 Q3 Ministry Forecast	1:45	C. Young “ “ “ “	Verbal Information Note “ “	Information “ “ “ “	
10.	Student Governors 10.1 BCITSA President's Update 10.2 Student Representative's Update	1:55	J. Cervantes V. Baryshnikov	Information Note Verbal	Information “ “	
11.	Questions	2:00	-	-	-	
12.	Conclusion	2:15	Vice-Chair	-	-	
13.	Information Only 13.1 Professional Development Summary	-	-	Information Note	Information	

Board Meeting & Event Dates 2020:

March 2	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting	BBY, SW01-3307
March 2	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee Meeting	DTC - Downtown Campus, Room 283
March 17	2:00 p.m. to 8:30 p.m.	Board Meeting (Open and Closed) & Dinner	The Vancouver Club
May 14	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
May 26	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	AIC - Annacis Island Campus, Step-Up Room
June 9	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
June 24 to 26	TBA	Spring Convocation Ceremonies	Willingdon Church, Burnaby
June 25	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	BBY - Burnaby Campus – Royal Oak Boardroom
July 14	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee	DTC - Downtown Campus, Room 283
September 22	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
October 6	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	ATC – Aerospace Technology Campus – CIBC Room
October 21	5:00 p.m. to 9:00 a.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 17	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
December 3	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus – Room 282/284
December 9	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Room)

—
EDUCATION
FOR A COMPLEX WORLD.





MEETING MINUTES

BOARD OF GOVERNORS - OPEN

Wednesday February 19, 2020, 1:00 p.m. to 1:45 p.m.

- Room 282/284 – DTC (Downtown Campus), 555 Seymour Street, Vancouver

Board:

Cathy Young (Vice-Chair)
 Emery Biggar
 Marcia Braundy
 Justin Cervantes
 Kathy Corrigan
 Bob Enns
 Anne Harvey
 Dan Reader
 Balwant Sanghera
 Meredith Sargent
 Judy Shandler

In Attendance:

Lisa Collins, VP Students
 Raimonda De Zen, Internal Audit & Advisory Services
 Roy Hart, CIO
 Lara Johnson, VP Marketing & Communications
 Barbara Kader, EA Governance
 Ana Lopez, VP Human Resources & People Development
 Paul McCullough, VP Advancement
 Lorcan O'Melinn, VP Administration & CFO
 Cynthia Petrie, Executive Director, Stakeholder Relations
 Tom Roemer, VP Academic

Ex-Officio:

Jennifer Figner, EdCo Chair
 Kathy Kinloch, President

Regrets:

Vasyl Baryshnikov, Board Member
 Doug Eveneshen, Board Chair
 Karin Hunt, Board Member
 Ryan Tones, Board Member

A quorum was present.

1.0 Call to Order and Welcome

2.0 Adopt Agenda

Distributed material: Agenda

IT IS HEREBY RESOLVED AND CARRIED THAT the Board of Governors approve the agenda for February 19, 2020.

3.0 Oath of Office – R. Enns and M. Sargent

Distributed material: Oaths

The Vice-Chair administered the Oaths of Office.

3.1 Biographies

Distributed material: Information Note

The information was previously provided.

4.0 Minutes December 4, 2019

Distributed material: Minutes

IT IS HEREBY RESOLVED AND CARRIED THAT the Board of Governors approve the meeting minutes for December 4, 2019.

5.0 Report from the Chair

5.1 Chair's Activities and Comments

Distributed material: Information Note

The Vice-Chair referred to the information note provided. No additions were made.

6.0 Report from the President

6.1 President's Activities & Comments

Distributed material: Information Note

The President referred to the information note provided.

6.2 Institute Report

Distributed material: Information Note

The Vice-Chair referred to the information note provided. Management reported on the BCIT Marketing Association (BCITMA) having been selected as finalists for the American Marketing Association Case Competition.

7.0 Governance Committee

7.1 Committee Chair Update

The Committee Chair reported that the committee met on January 28, 2020 and approved item 7.2, Amendments to Procedure: Response to Abusive or Threatening Behaviour - #7100-PR1.

7.2 Amendments to Procedure: Response to Abusive or Threatening Behaviour - #7100-PR1

Distributed material: Decision Note

The Committee Chair referred to the decision note provided and reminded the Board of the original change request.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised procedure, *Response to Abusive or Threatening Behaviour - #7100-PR1*.

8.0 Education Council

8.1 Chair's Update

Distributed material: Information Note

The Chair of the Education Council (EdCo) referred to the information note provided. Clarification was given to the name change - *Diploma in Aviation Maintenance Technical – Avionics to Aircraft Maintenance Engineer Category E*, being consistent with Transport Canada terminology.

8.2 Program Cancellation – Bachelor of Technology in Manufacturing

Distributed material: Decision Note

The EdCo Chair referred to the decision note provided. It was reported that AVEST has no decision making authority for program cancellations, however, they are advised once the programs are cancelled.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve BCIT's Education Council recommendations, that appropriate process for cancellation of this program have been followed in accordance with Policy #5405. The Board approve cancellation of the Bachelor of Technology in Manufacturing.

8.3 Program Development and Change Processes, Procedure #5401-PR2

Distributed material: Decision Note

The EdCo Chair highlighted the decision note provided. It was reported that modifications to the procedure were necessary in order to expedite the process for development of this specific type of credential in order to be responsive to industry demands. The policy and procedure approval process was provided.

The Vice-Chair requested that the Governance Committee consider changing Policy Development and Maintenance - #1000 to reflect that only policies and not procedures, come forward for board approval.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the changes to Procedure #5401-PR2.

9.0 Audit & Finance Committee

9.1 Committee Chair Update

The Committee Chair reported that the committee met on January 28, 2020 where they approved a New Business Forecast – Advanced Diploma Sustainable Business Leadership. Updates were provided at the meeting on the Health Sciences Centre progress, Substation K Electrification, the student housing business case, and a review of the first draft fiscal 2021 budget. It was reported that the budget process is progressing and will be presented at the board meeting on March 17, 2020.

9.2 Q3 December 31, 2019 Financial Statements

Distributed material: Information Note and Reports

The Committee Chair referred to the material provided. The main message provided was that we are trending well for the end of the fiscal year. The committee reviewed some mid-year asks that staff are actioning.

Management reported that deferred tuition fees are positive, increasing by 13% compared to a year ago. Management provided a summary of how deferred tuition is recorded.

9.3 Q3 Ministry Forecast

Distributed material: Information Note

The Committee Chair referred to the material provided. Management answered questions regarding the projected surplus from BCIT operations.

10.0 Student Governors

10.1 BCITSA President's Update & Strategic Vision

Distributed material: Information Note

Received as submitted. The BCITSA President reported on the newly created BCIT Student Association Firearms Club which has been well received by students and is intended for hobby shooting at shooting ranges. It was reported that the Vice-President, Students and the Director Safety, Security and Emergency Management have had interactions with the Student Association regarding the formation of the club. No complaints or concerns from students had been received about the club's formation.

10.2 Student Representative Update

The Student Representative was absent.

11.0 Questions and Other Business

Management answered questions regarding encouragement of female participation in the Athena Pathways project, BCIT's participation in a series of Global Affairs Canada (Edu-Canada) recruitment fares, and female participation in the annual Technology Teacher Education program - First Robotics kickoff held on January 4, 2020.

12.0 Conclusion

The meeting ended at 1:45 p.m.

13.0 Information Only

13.1 Professional Development Summary

Received as submitted. The Vice-Chair reminded Governors that a report is required when attending any PD seminars/workshops.



Cathy Young, Vice-Chair