

# MEETING AGENDA

## BOARD OF GOVERNORS – OPEN

Date/Time: June 26, 2018  
 • 10:30 a.m. to 12:30 p.m.  
 • 12:30 p.m. to 1:00 p.m. – lunch (Rix Club patio)

Meeting Location: **Burnaby Campus – SE02 - Town Square A and B**  
 • **Conference call number:** 604.622.7800, 1.877.428.8181  
 • **Meeting ID:** 982 397 118

Member: Jack Davidson (Chair), Vasyl Baryshnikov, Kathy Corrigan, Neil Cox, Timothy David, Kim Humphreys, Tom Sigurdson, Herb Silber, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Team, Guests & Board Staff: Roy Hart, Lara Johnson, Ana Lopez, Glen Magel, Paul McCullough, Lorcan O'Melinn, Tom Roemer, Raimonda De Zen, Cynthia Petrie, Mark Dale (Sn. Director, Facilities and Campus Development), Barbara Kader (recorder)

Regrets: Emery Bigger, Alex Imperial, Robert Phillips

	Issue		Presenter	Material	Action	Pg				
1.	<b>Call to Order &amp; Welcome</b>	10:30	Chair	-	-	-				
2.	<b>Safety Moment</b>	10:35	G. Magel	Presentation at meeting	Information	3				
3.	<b>Adopt Agenda</b>	10:40	Chair	-	Approval	-				
4.	<b>Approve Minutes</b> 4.1 May 29, 2018	10:45	Chair	-	Approval	12				
5.	<b>Report from the Chair</b>	10:50	Chair	Information Note	Information	18				
	5.1 Retiring & New Appointments			-	-	21				
	5.2 Oath of Office			Information Note	Information	23				
6.	<b>Report from the President</b>	11:00	K. Kinloch	Information Note	Information	25				
	6.1 President's Activities						“ “	“ “	27	
7.	<b>Audit &amp; Finance Committee</b>	11:15	C. Young	Verbal Decision Note	Information Approval	32 33				
	7.1 Committee Chair Update						C. Young	Decision Note / Presentation	Approval	34
	7.2 Delegation of Approval Authority						M. Dale			
8.	<b>Institutional Accountability Plan and Report - 2017/18</b>	11:45	S. Dunn	Information Note / Presentation	Information	51				

9.	<b>Education Council</b>	12:05	J. Figner J. Figner J. Figner	Information Note Decision Note Decision Note	Information Approval Approval	89 90 91
	9.1 EdCo Chair Update					
	9.2 Adv. Dip - Professional Real Estate					
9.3 Diploma New Media Design and Web Development						
10.	<b>BCIT Student Association</b> 10.1 Update	12:15	T. David	Verbal	-	92
11.	<b>Questions</b>	12:20	Chair	-	-	93
12.	<b>Conclusion</b>	12:30	Chair	-	-	94

**Board Meeting & Event Dates:**

*\*all event details will be communicated via invitations closer to the dates*

July 6	2:00 p.m.	Marine Campus Graduation	Downtown Campus (rooms 282/284)
July 13	10:00 a.m.	Audit & Finance Committee meeting	Downtown Campus (rooms 283)
September 18	10:00 a.m. to 5:00 p.m.	Committee Meetings	Downtown Campus (rooms 283)
September 24	9:00 a.m.	Governor Orientation	Burnaby Campus
October 2	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Aerospace Campus – CIBC Room 198
October 22	4:00 p.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 20	10:00 a.m. to 5:00 p.m.	Committee Meetings	Downtown Campus (rooms 283)
December 5	1:00 p.m. 3:00 p.m.	Open Meeting Closed Meeting	Downtown Campus – Room 282/284
December 6	12:00 p.m.	BCIT Board of Governors Holiday Luncheon for the Foundation Board, Alumni Association Board, and Student Association Board	The Vancouver Club (University Room)
December 11	1:30 p.m.	Board of Governors/Staff Holiday Reception	Burnaby Campus, Town Hall

# MEETING MINUTES



## BOARD OF GOVERNORS - OPEN

Date/Time:	June 26, 2018, 10:34 a.m. to 12:26 p.m.
Meeting Location:	Burnaby Campus – SE02 - Town Square A and B
Member:	Jack Davidson (Chair), Vasyl Baryshnikov, Emery Bigger, Kathy Corrigan, Neil Cox, Timothy David, Kim Humphreys, Tom Sigurdson, Herb Silber, Ryan Tones, Cathy Young
Ex-Officio:	Kathy Kinloch, Jennifer Figner
Senior Team, Guests	Roy Hart, Lara Johnson, Ana Lopez, Glen Magel (Director Safety, Security and Emergency Management), Paul McCullough, Lorcan O'Melinn, Tom Roemer, Raimonda De Zen, Cynthia Petrie, Mark Dale (Sn. Director, Facilities and Campus Development), Sarah Dunn (Director, Analytics and Business Intelligence), Barbara Kader (recorder)
Regrets:	Alex Imperial, Robert Phillips

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A quorum was present and the meeting was declared to be regularly constituted.

### 1.0 Call to Order and Welcome

### 2.0 Safety Moment

*Distributed material: Agenda*

Staff presented the safety moment highlighting the recent Disaster Day recovery exercise held on June 9, 2018 at the Burnaby Campus. First Responders, St John Ambulance, the City of Burnaby Fire Department, BC Ambulance Service and the RCMP participated in the exercise.

### 3.0 Adopt Agenda

*Distributed material: Agenda*

**IT WAS MOVED AND SECONDED THAT** the Board of Governors approve the agenda for June 26, 2018. **CARRIED**

### 4.0 Approve Minutes

#### 4.1 Approve Minutes

*Distributed material: Minutes*

**IT WAS MOVED AND SECONDED THAT** the Board of Governors approve the meeting minutes of May 29, 2018. **CARRIED**

### 5.0 Report from the Chair

## **5.1 Retiring & New Appointments**

The Chair thanked Lorna Pawluk for her service and dedication to the Board and BCIT. Herbert Silber was acknowledged for his dedication and contributions during his tenure as Governor which, expires on July 31, 2018. Cathy Young and Ryan Tones were congratulated for their re-appointment terms. Jennifer Figner reported that her term as EdCo Chair had been extended for another year, expiring May 31, 2019.

## **5.2 Oath of Office**

The Chair administered the Oath of Office for Emery Biggar and Timothy David. The Chair congratulated Vasyl Baryshnikov on his re-election as Student Representative for another year, expiring May 31, 2019.

Jack Davidson was acknowledged for serving his term as Governor and Chair, and was complimented on his passion, loyalty, and dedication to the Board and BCIT.

## **5.3 Chair's Activities**

*Distributed material: Information Note*

The Chair referred to the list of activities provided and added that he had attended a BCIT Staff BBQ (June 5), Audit & Finance Committee meeting (June 12) and a meeting with Kathy Kinloch (June 12).

## **6.0 Report from the President**

### **6.1 President's Activities**

*Distributed material: Information Note*

The President provided an overview of the materials presented to the Board. The Consultative Forum on China, and the Canadian-India Networking Initiative Conference were highlighted.

### **6.2 Institute Report**

*Distributed material: Information Note*

The President provided an overview of the materials presented to the Board. End of term events were highlighted as well as high results achieved from the Insurance Institute of Canada, Chartered Insurance Professional national final exams.

## **7.0 Audit & Finance Committee**

### **7.1 Committee Chair Update**

The Chair of the Audit and Finance Committee provided an update of the Committee meeting held on June 12, 2018.

### **7.2 Delegation of Approval Authority**

*Distributed material: Decision Note*

The Chair of the Audit & Finance Committee provided an overview of the materials presented to the Board. While procurements are not anticipated during the summer months, the Committee requested approval should an expenditure arise. One contract for general landscaping is expected at this time. The Committee will report any additional procurements arising over the summer months to the Board in October 2018.

**IT WAS MOVED AND SECONDED THAT** the Board of Governors approve the delegation approval authority to the Audit and Finance Committee for contracts greater than \$1 million, and less than \$2 million, from June 26, 2018 to October 2, 2018, as recommended by the Audit and Finance Committee. **CARRIED**

### **7.3 Five-Year Capital Plan**

*Distributed material: Decision Note*

The Chair of the Audit & Finance Committee reported that Mark Dale provided the same presentation to the Committee at their June 12, 2018 committee meeting. An overview of the materials were presented to the Board.

The Centre for Automotive Innovation was reported to have dropped in priority which was addressed by management. Questions were asked and answered regarding student housing location possibilities.

Opportunities for apprenticeships were discussed and a request made for this to be highlighted in future presentations as well as encouraging contractors to work with apprentices.

The proposed project related to the Electrical Underground Infrastructure upgrade for the South Burnaby Campus was discussed. The currently deficient infrastructure is seen by the Institute and Provincial Ministry as a risk to business continuity. Staff further explained that this project would complete the electrical upgrade for the Campus and provide a network capable of addressing various District Energy strategies within the Campus Plan.

#### Action Item

- Report the percentage of apprenticeships required by government for publicly funded projects and what is set-out in contracts. The previous government set this at 25%.

**IT WAS MOVED AND SECONDED THAT** based on the recommendation of the Audit and Finance Committee, the Board of Governors approve the Five-Year Capital Plan for 2019 to 2024 as presented. **CARRIED**

### **8.0 Institutional Accountability Plan and Report – 2017/18**

*Distributed material: Report and Presentation*

Staff provided an overview of the material and presentation provided to the Board. The report will be submitted to government by July 16, 2018. The Ministry did not advise of any issues in a previously submitted draft report.

Questions were asked about employer surveys in some of the trade programs, and having employers commenting on satisfaction levels with hired BCIT graduates. It was reported that programs in all areas have a Program Advisory Committee (PAC) which would be an easier way of obtaining information/feedback. An employer survey will be explored as part of the new strategic plan as a one time exercise. All programs participate regularly through a robust program review process, and part of this review is seeking feedback from employers on a 3 to 7 year basis. Reporting this information can be provided by the program.

Originally there was a bullet point included in the mandate letter but used language of 'students formerly in care', this was adjusted to students (youth) formerly in care to help align for clarity to the mandate letter.

Action item

- Adding a bullet point to the table to indicate the actions undertaken by the institute to enhance support for former youth in care. This will be included in the Mandate Letters Priorities.

**IT WAS MOVED AND SECONDED THAT**, with no significant implications identified by the Ministry of Advanced Education, Skills and Training, the Board of Governors approves in principle, the Institutional Accountability Plan and Report for 2017/18 as presented.

**CARRIED**

**9.0 Education Council**

**9.1 EdCo Chair Update**

*Distributed material: Information Note*

The Chair of the Education Council provided an overview of the information note presented to the Board.

**9.2 Advanced Diploma Professional Real Estate**

*Distributed material: Decision Note*

The Chair of the Education Council provided an overview of the material presented to the Board and advised that the proposal was approved by the Audit & Finance Committee at their meeting on June 12, 2018. The business plan was previously approved, the academic portion is in the package included.

**IT WAS MOVED AND SECONDED THAT** the Board of Governors approve the Proposal to offer an Advanced Diploma in Professional Real Estate. **CARRIED**

**9.3 Diploma New Media Design and Web Development**

*Distributed material: Decision Note*

The Chair of the Education Council provided an overview of the material presented to the Board and advised that the proposal was approved by the Audit & Finance Committee at their meeting on June 12, 2018. The business plan was previously approved, the academic portion is in the package included.



**IT WAS MOVED AND SECONDED THAT** based on the recommendation from BCIT's Education Council, the Board of Governors approve the Proposal to offer a Diploma in New Media Design and Web Development. **CARRIED**

**10.0 BCIT Student Association**

**10.1 Update**

The Student Association President provided a verbal update and reported that the association has a new Board and a new Governance Committee and that the Board had recently returned from a national conference. Plans for the new student building are moving forward, the cafeteria in building NE-01 is planned to be renovated and will be named 'The Pavillion'.

**11.0 Questions**

No questions were asked.

**12.0 Conclusion – 12.26**

Action Items

<ul style="list-style-type: none"> <li>• Adding a bullet point to the table to indicate the actions undertaken by the institute to enhance support for former youth in care</li> <li>• A question from the gallery was asked regarding how the Cannabis Policy relates to liability issues when students are on school field trips and BCIT is paying for accommodation. (May 29, 2018)</li> <li>• Conflict of Interest of the revised Governance Manual, to be revised and brought forward for review. (May 29, 2018)</li> </ul>	<p>Completed in revised report.</p> <p>In progress, pending further information.</p> <p>To be provided at October 2, 2018 board meeting</p>
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*Kathy Corrigan*

Kathy Corrigan, Chair