

# MEETING AGENDA

## BOARD OF GOVERNORS – OPEN

Tuesday June 25, 2019, 10:00 a.m. to 11:00 a.m.

- **Meeting: Room 284 at the Downtown Campus**
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 989 241 824

### Board:

Kathy Corrigan (Chair)  
 Vasyl Baryshnikov  
 Emery Biggar  
 Justin Cervantes  
 Doug Eveneshen  
 Anne Harvey  
 Dan Reader  
 Robert Phillips (T/C)  
 Balwant Sanghera  
 Judy Shandler  
 Ryan Tones

### In Attendance:

Lisa Collins, VP Students  
 Mark Dale, Sn Director, Facilities and Campus Development (#7.4)  
 Raimonda De Zen, Internal Audit & Advisory Services  
 Sarah Dunn, Director, Institutional Research (#6.0)  
 Lara Johnson, Assoc. VP Marketing & Communications  
 Ana Lopez, VP Human Resources & People Development  
 Paul McCullough, VP Advancement  
 Dr. Jennie Moore, Director, Institute Sustainability (#5.3)  
 Lorcan O'Melinn, VP Administration & CFO  
 Tom Roemer, VP Academic  
 Barbara Kader, EA Governance

### Ex-Officio:

Jennifer Figner  
 Kathy Kinloch

### Regrets:

Cathy Young, Board Member

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order &amp; Welcome</b>	10:00	Chair	-	-	-
2.	<b>Adopt Agenda</b>	-	Chair	-	Approval	1
3.	<b>Minutes May 28, 2019</b>	-	Chair	-	Approval	3
4.	<b>Report from the Chair</b>	10:05	Chair	Verbal Information Note	Information “ “	11 12
	4.1 Chair's Activities					
	4.2 New Board Appointments					
5.	<b>Report from the President</b>	10:10	K. Kinloch “ “ J. Moore	Information Note “ “ Information Note & Presentation	Information “ “ “ “	13 14 20
	5.1 President's Activities					
	5.2 Institute Report					
	5.3 Sustainability & Ecocity World Summit 2019					
6.	<b>Institutional Accountability Plan and Report - 2018/19: Board Review</b>	10:30	K. Kinloch	Decision Note & Presentation	Approval	27
7.	<b>Audit &amp; Finance Committee</b>	10:40	D. Eveneshen “ “ “ “ L. O'Melinn / M. Dale	Verbal Decision Note “ “ “ “	Information Approval “ “ “ “	63 64 94 95
	7.1 Chair's Update					
	7.2 Contracts – Policy #2501					
	7.3 Board of Governor's Delegation of Approval Authority					
	7.4 Five-Year Capital Plan					
8.	<b>Education Council</b>	10:50	J. Figner “ “	Information Note Decision Note	Information Approval	100 101
	8.1 Chair's Update					
	8.2 Program Cancellation					

9.	<b>Student Governors</b> 9.1 BCITSA President's Update 9.2 Student Representative Update	10:55	J. Cervantes V. Baryshnikov	Information Note Verbal	Information “ ”	102 104
10.	<b>Questions</b>	-	Chair	-	-	105
11.	<b>Conclusion</b>	11:00	Chair	-	-	105
12.	<b>Information Only</b> 12.1 Professional Development Summary	-	-	-	-	106

**Board Meeting & Event Dates 2019:**

July 5	2:00 p.m. to 4:00 p.m.	Nautical Sciences and Marine Engineering Convocation Ceremony	DTC - Downtown Campus, Room 284
September 17	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
October 1	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	BBY – Burnaby Campus, Town Square A and B
October 22	5:00 p.m. to 9:00 a.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 19	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
December 4	10:30 a.m. to 2:00 p.m.	Board Meeting (Open and Closed)	ATC – Aerospace Technology Campus – CIBC Room
December 5	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Rooms)
December 11	2:00 p.m. to 5:00 p.m.	Board of Governors/Staff Holiday Reception	BBY - Burnaby Campus, Town Hall

# MEETING MINUTES



## BOARD OF GOVERNORS - OPEN

Tuesday June 25, 2019, 10:02 a.m. to 11:00 a.m.

- Meeting: Room 284 at the Downtown Campus

### Board:

Kathy Corrigan (Chair)  
Vasyl Baryshnikov  
Emery Biggar  
Justin Cervantes  
Doug Eveneshen  
Anne Harvey  
Dan Reader  
Balwant Sanghera  
Judy Shandler  
Ryan Tones

### In Attendance:

Lisa Collins, VP Students  
Mark Dale, Sn Director, Facilities and Campus Development (#7.4)  
Raimonda De Zen, Internal Audit & Advisory Services  
Sarah Dunn, Director, Institutional Research (#6.0)  
Roy Hart, CIO  
Lara Johnson, Associate VP Marketing & Communications  
Paul McCullough, VP Advancement  
Dr. Jennie Moore, Director, Institute Sustainability (#5.3)  
Lorcan O'Melinn, VP Administration & CFO  
Cynthia Petrie, Executive Director, Stakeholder Relations  
Barbara Kader, EA Governance

### Ex-Officio:

Jennifer Figner  
Kathy Kinloch

### Regrets:

Cathy Young, Board Member  
Robert Phillips, Board Member

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A quorum was present.

### 1.0 Call to Order and Welcome

### 2.0 Adopt Agenda

*Distributed material: Agenda*

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the agenda for June 25, 2019.

### 3.0 Minutes May 28, 2019

*Distributed material: Minutes*

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the meeting minutes for May 28, 2019.



#### **4.0 Report from the Chair**

##### **4.1 Chair's Activities**

The Chair provided a verbal update of activities to the board.

##### **4.2 New Board Appointments**

The Chair referred to the information note provided to the board and acknowledged Marcia Braundy's appointment commencing July 31, 2019.

#### **5.0 Report from the President**

##### **5.1 President's Activities**

*Distributed material: Information Note*

The President referred to the information note provided to the board. She outlined the events that were highlighted in her report. Balwant Sanghera commended BCIT for the recent article in the Vancouver Sun on June 22, 2019 (*BCIT Graduates Empowered, Shaping BC, Inspiring Global Progress*).

##### **5.2 Institute Report**

*Distributed material: Information Note*

Management referred to the report previously provided to the board and noted BCIT's Fourth Annual 2-Day Challenge event where students from various programs and schools collaborated in teams.

##### **5.3 Sustainability & Ecocity World Summit 2019**

*Distributed material: Information Note and Presentation*

Dr. Jennie Moore provided a presentation to the board.

#### **6.0 Institutional Accountability Plan and Report – 2018/19: Board Review**

*Distributed material: Decision Note and Presentation*

The President referred to the decision note provided to the board. Staff highlighted key areas and reported that the draft Institutional Accountability Plan and Report and the Indigenous reporting template have been sent to government to ensure alignment is in place with BCIT's mandate letter priorities. Positive feedback has been received from government's assessment and review of the documents and the final submission will be made in July 2019. An overview of new additions and expanded priorities, and performance measures was provided.

**IT WAS MOVED, SECONDED AND CARRIED THAT** with no significant implications identified by the Ministry, the Board of Governors approve the Institutional Accountability Plan and Report – 2018/19 Reporting Cycle in principle.

#### **7.0 Audit & Finance Committee**



### 7.1 Committee Chair Update

Doug Eveneshen reported that the committee had met on June 11, 2019 where the items brought forward to the board, were reviewed and brought forward for approval.

### 7.2 Contracts – Policy #2501

*Distributed material: Decision Note*

Doug Eveneshen reviewed the key points in the decision note provided. The Audit & Finance Committee recommend approval of the addition to the policy.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve an addition to Policy #2501 – Contracts and Procedures #2501-PR1 – Contract Preparation for capital project related construction contracts, as recommended by the Audit & Finance Committee, as follows:

1. authorize staff to approve construction contracts up to \$3 million; and
2. authorize contract approval for staff as set out in the attached Policy and Procedures

The recommendation calls for the official implementation of the Policy and Procedures after the 30-day community consultation period has ended and no material feedback is received.

### 7.3 Board of Governor’s Delegation of Approval Authority

*Distributed material: Decision Note*

The Committee Chair referred to the material provided to the board. Management confirmed that this delegation has been requested and approved for the previous two years during the summer months for contracts exceeding \$1 million.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the delegation of approval authority to the Audit & Finance Committee for contracts greater than \$1 million from June 26 to September 30, 2019, as recommended by the Audit & Finance Committee.

### 7.4 Five-Year Capital Plan

*Distributed material: Decision Note and Presentation*

Staff referred to the material provided to the board. An overview of the Ministry approval process and the plan submissions to the Ministry were given. The suggested total capital plan submission of \$687 million was highlighted outlining key points for each of the five projects.

The student Hub will be funded by the Student Association, the business case for this project will be presented at the end of June 2019 to AEST as information only. A



business case for the student housing project, subject to board approval, will be submitted in July 2019 to AEST.

Concept plans for the Trades & Technology Complex have been submitted to the Ministry. Staff will work on a business case for submission to AEST in early fall 2019. A business case has been created for the South Campus Infrastructure Renewal Project and will be submitted to the Ministry in early July 2019.

Kathy Kinloch reported that she, Paul McCullough and Lorcan O'Melinn had met with Deputy Minister Shannon Baskerville to ensure BCIT's submissions are aligned with the Ministry's requirements and priorities.

**IT WAS MOVED, SECONDED AND CARRIED THAT** based on the recommendation of the Audit & Finance Committee, the Board of Governors approve the Five-Year Capital Plan for 2020/21 to 2024/25, as outlined in Appendix A.

## 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 to the board and reported that she had been re-elected to serve another term ending May 31, 2020.

Kathy Kinloch reported that Jennifer Figner received the BCIT Student Association President's Award.

### 8.2 Program Cancellation

*Distributed material: Decision Note*

The Chair of the Education Council (EdCo) provided an overview of the material provided to the board. There are no students enrolled in the program.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the cancellation of the Advanced Certificate in Financial Analyst, as recommended by BCIT's Education Council and that the appropriate process for cancellation of this program was followed in accordance with Policy #5405.

## 9.0 Student Governors

### 9.1 BCITSA President's Update & Strategic Vision

*Distributed material: Information Note*

The information note was received with no additional updates.

### 9.2 Student Representative Update



Vasyl Baryshnikov reported that he had attended the Alumni Association's 40<sup>th</sup> Anniversary banquet and acknowledged Stephen Palfrey, BCIT Student Association President's Designate.

**10.0 Questions**

Updates

**11.0 Conclusion**

The meeting concluded at 11:15 a.m.

**12.0 Information only**

**12.1 Professional Development Summary**

The Chair reported that the information provided was contributed by all attendees of the *Governing in the Public Interest* conference held on May 24, 2019.

  
Kathy Corrigan, Chair