

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Tuesday March 19, 2019, 10:30 a.m. to 12:00 p.m.

- Marine Campus, Room 110 – 265 West Esplanade, North Vancouver
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 980 863 112
- Audit & Finance Committee Meeting (members only): 9:00 a.m. to 9:15 a.m.
- **Tour of Campus at 9:30 am to 10:15 – meet in room 110**

Board:

Kathy Corrigan (Chair)
 Vasyl Baryshnikov
 Emery Biggar
 Timothy David
 Doug Eveneshen
 Anne Harvey
 Robert Phillips
 David Podmore
 Dan Reader
 Balwant Sanghera
 Judy Shandler

Management & Staff:

Lisa Collins, VP Students
 Eamon Hayden, Chief Instructor Marine Engineering
 Lara Johnson, Assoc. VP Marketing & Communications
 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
 Barbara Kader, EA Governance

Ex-Officio:

Jennifer Figner
 Kathy Kinloch

Regrets:

Ryan Tones, Vice-Chair
 Cathy Young, Board Member
 Raimonda De Zen, Director Internal Audit and Advisory Services

	Issue		Presenter	Material	Action	Pg
1.	Call to Order & Welcome	10:30	Chair	-	-	-
2.	Adopt Agenda	-	Chair	-	Approval	1
3.	Presentation: School of Transportation – Marine Campus	10:35	E. Hayden	Presentation	Information	3
4.	Minutes 4.1 February 7, 2019 4.2 Action Items	10:45	Chair “ “	- Information Note	Approval Information	4 9
5.	Report from the Chair 5.1 Chair's Activities 5.2 Mandate Letter 2019/20	10:50	Chair K. Kinloch	Information Note “ “	Information “ “	10 12
6.	Report from the President 6.1 President's Activities 6.2 Institute Report	11:00	K. Kinloch C. Petrie	Verbal Report	Information “ “	- 27
7.	Audit & Finance Committee 7.1 Committee Chair Update 7.2 Q3 Financial Statements 7.3 Q3 Ministry Forecast 7.4 Draft Fiscal Plan 2019/20	11:10	D. Eveneshen (Acting Chair)	Verbal Information Note “ “ Decision Note	Information “ “ “ “ Approval	32 33 59 63

8.	Education Council	11:30	J. Figner	Decision Note	Approval	92
	8.1 Chair's Update					93
	8.2 Diploma in Industrial Network Cybersecurity Program Proposal					
	8.3 Program Cancellations			" "	" "	104
9.	Student Governors	11:40	T. David	Information Note	Information	110
	9.1 President's BCITSA Update					112
	9.2 Student Representative Update		V. Baryshnikov	" "	" "	
10.	Questions	11:50	Chair	-	-	113
11.	Conclusion	12:00	Chair	-	-	113
12.	Information Only	-	-	-	-	114
	12.1 Professional Development Summary					

Board Meeting & Event Dates 2019:

April 15	5:30 p.m. to 8:30 p.m.	Staff Service Awards	Delta Hotel and Conference Centre: 4331 Dominion Street, Burnaby
May 6	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
May 28	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	AIC - Annacis Island Campus, Step-Up Room
June 11	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
June 19 to 21	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 0
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)	ATC – Aerospace Technology Campus – CIBC Room
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	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus – Room 282/284
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 March 19, 2019, 10:30 a.m. to 12:03 p.m.

- Marine Campus, Room 110 – 265 West Esplanade, North Vancouver

Board:

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Emery Biggar
Timothy David
Doug Eveneshen
Jennifer Figner
Anne Harvey
Robert Phillips, T/C
David Podmore
Dan Reader
Balwant Sanghera
Judy Shandler

Ex-Officio:

Kathy Kinloch, President

Management & Staff:

Lisa Collins, VP Students
Roy Hart, CIO
Eamon Hayden, Chief Instructor Marine Engineering
Lara Johnson, Assoc. VP Marketing & Communications
Ana Lopez, VP Human Resources & People Development
Paul McCullough, VP Advancement
Lorcan O'Melinn, VP Administration & CFO
Cynthia Petrie, Assoc. Director Stakeholder Relations
Tom Roemer, VP Academic
Barbara Kader, EA Governance

Regrets:

Ryan Tones, Vice-Chair
Cathy Young, Board Member
Raimonda De Zen, Director Internal Audit and Advisory Services

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 March 19, 2019.

3.0 Presentation – School of Transportation Marine Campus

Distributed material: Presentation provided

Staff provided a presentation highlighting Marine Campus safety.

4.0 Minutes

4.1 Approve Minutes

Distributed material: Minutes



The Chair amended the February 7, 2019 open meeting minutes to reflect changes: 6.1 Dan Reade (to Reader), 8.0 decrease (to decreased), 9.1 BCITSA Strategic Plan (to BCIT Strategic Plan).

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the amended meeting minutes of February 7, 2019.

4.2 Action Items

Distributed material: Information Note

No questions or discussion were raised.

5.0 Report from the Chair

5.1 Chair's Activities

Distributed material: Information Note

The Chair referred to the information note provided to the board. Upcoming events were highlighted, encouraging the attendance of Governors.

5.2 Mandate Letter 2019/20

Distributed material: Information Note and Letter

The Chair referred to the materials provided to the board. Further discussions regarding the Mandate Letter 2019/20 will take place at the May 28, 2019 open board meeting.

6.0 Report from the President

6.1 President's Activities

A verbal report was provided by Kathy Kinloch who thanked Paul McCullough and all Senior Team members for their support and contribution during Kathy's recent absence.

The President reported on: the *BCIT Big Info Night* on February 20, 2019 at the Burnaby Campus where 3,500 potential students attended and where over 300 programs were profiled; "A Conversation with President Barack Obama" event was held on March 5, 2019 and 27 students attended; the *BCTECH Summit* (March 11 to 13, 2019); winter convocation (500 students graduated from all schools); and the upcoming *Staff Long Service & Retirement Dinner* on April 15, 2019.

The Chair acknowledged Mr. Justin Cervantes (BCITSA Chair of the School of Computing & Academic Studies) seated in the gallery.

6.2 Institute Report

Distributed material: Information Note

Management referred to the report previously provided to the board.



7.0 Audit & Finance Committee

7.1 Committee Chair Update

The Acting Committee Chair reported that the committee had met on March 5, 2019 where they discussed the External Auditor's Report, January 31, 2019 Financial Statements, Draft Fiscal Plan 2019/20, reports from the Education Council, and the Internal Auditor's Report. They had also met on March 19, 2019 to approve the Next Generation Electric Vehicle (EV) Charging Networks Natural Resources Canada Contribution Agreement and reviewed fiscal plan 2019/20 updates.

7.2 Q3 January Financial Statements

Distributed material: Information Note and Statements

Management referred to the material provided to the board and highlighted the key messages outlined in the report. An overview of the Cash Forecast was provided. The position is comparable to the same time period as last year.

7.3 Q3 Ministry Forecast

Distributed material: Information Note and Statements

The Acting Committee Chair referred to the material provided to the board. Management reported that we are on track for future years and no issues were flagged.

The Acting Committee Chair reported that a committee Budget Workshop had been held where the draft fiscal plan 2019/20 was reviewed.

Management responded to questions.

Mr. Sanghera joined the meeting at 11:04 a.m.

7.4 Draft Fiscal Plan 2019/20

Distributed material: Decision Note, Report and Presentation

Management provided a presentation to the board and highlighted the budget preparation process, commitments, and initiatives as per the information provided.

Questions were answered regarding specialty nursing assumptions and government's plan for the number of FTEs in nursing programs.

Management responded to questions.

It was reported that a stagnating growth rate in full-time domestic enrollment is a result of current provincial demographics, however BCIT's market share and brand presence within the province, remain strong. A shift in demographics will be seen in three years. Full-time domestic enrollment is 13% vs full-time international enrollment at 15%, part-time studies remain popular for international students.



Management answered questions regarding filling reserved seats for international students and the differences between part-time and full-time studies enrollment entrance requirements.

IT WAS MOVED, SECONDED AND CARRIED THAT based on the recommendation of the Audit and Finance Committee at its March 5, 2019 meeting, the Board of Governors approve the Fiscal Plan 2019/20. The tuition, charges and mandatory student fees reflected within the budget comply with the mandate of the Ministry of Advanced Education, Skills and Training (AEST) and do not exceed the maximum 2% increase outlined in the Tuition Limit Policy.

8.0 Education Council

8.1 Chair's Update

Distributed material: Information Note

The Chair of the Education Council (EdCo) referred to the material provided to the board.

8.2 Diploma in Industrial Network Cybersecurity Program Proposal

Distributed material: Decision Note

The Chair of the Education Council (EdCo) provided an overview of the material provided to the board. Doug Eveneshen confirmed that the Audit and Finance Committee approved the business plan at their meeting held on March 5, 2019.

Management answered questions regarding prerequisite courses for the proposed program, consisting of typical technology program requirements.

IT WAS MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Proposal for a Diploma in Industrial Network Cybersecurity.

8.3 Program Cancellations

Distributed material: Decision Note

The EdCo Chair provided an overview of the material provided to the board and reported that a thorough consultation process occurs before programs are cancelled.

The Chair advised that at the last EdCo meeting the final draft of the Education Plan was presented by the VP, Academic. The plan received a unanimous endorsement from Council and the plan will be coming forward to a future board meeting.

IT WAS MOVED, SECONDED AND CARRIED THAT BCIT's Education Council advised the Board of Governors that appropriate process for cancellation of these programs has been followed in accordance with Policy #5405. Council recommends that the Board approve cancellation of these programs:

- Certificate in Electronics Technician Common Core (ETCC)
- Diploma in Telecommunications Technician



- Diploma in Wireless Communications Technician

9.0 Student Governors

9.1 President BCITSA Update

Distributed material: Information Note

The President of the Student Association provided an overview of the information note provided to the board. He reported that renovations in the NE1 cafeteria are nearing completion and will include new food options for students.

9.2 Student Representative Update

Distributed material: Information Note

The Student Representative provided an overview of the information note provided to the board.

10.0 Questions

Anne Harvey shared comments from "A Conversation with President Barack Obama" event, which included artificial intelligence challenges in the North American job market and globalization of culture.

11.0 Conclusion

The meeting concluded at 12:03 p.m.

12.0 Information only

12.1 Professional Development Summary

Distributed material: Information Note

No comments were made.


Kathy Corrigan, Chair