

MEETING AGENDA

BOARD OF GOVERNORS – OPEN

Date: October 10, 2017

Time: 12:00 p.m. to 1:00 p.m. - Lunch
1:00 p.m. – 2:45 p.m. - Meeting

Meeting Location: **Downtown Campus, 555 Seymour Street, Room 282/284**

- **Conference call number:** 604.622.7800, 1.877.428.8181
- **Meeting ID:** 981 355 113

To attend: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Neil Cox, Manny Dhillon, Kim Humphreys, Jin Koh, Scott McAlpine, Lorna Pawluk, Asifa Samji, Herb Silber, Colin Smith, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Leadership Team & Guests: Dave Cresswell, Raimonda De Zen, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Dr. Barry Hogan (Dean of Academic Planning & Quality Assurance), Glen Magel (Director Safety Security and Emergency Management), Dr. Forrest Tittle (Dean, School of Energy), Barbara Kader (recorder)

Item	Topic	Time	Speaker	Pre-Reading Materials	Action	Page
1.	Call to Order	1:00	Chair	Verbal	-	-
2.	Safety Moment (Glen Magel, BCIT Director Safety Security and Emergency Management)	1:05	Chair	Verbal	Information	-
3.	Adopt Agenda 3.1 Summary of Motions	1:10	Chair	Agenda Report	Motion for Approval Information	1 3
4.	Approve Minutes 4.1 June 27, 2017 4.2 Review Action Item List	1:15	Chair	Minutes -	Motion for Approval -	4 11
5.	Report from the Chair 5.1 Chair's Activity Report 5.2 Honourable Minister Mark's Visit	1:20	Chair	Information Note Verbal	Information Information	12 14
6.	Report from the President 6.1 President's Activities 6.2 Institute Report	1:30	K. Kinloch K. Kinloch	Information Note Report	Information Information	15 17

7.	Presentation 7.1 School of Energy: Dean Forrest Tittle	1:40	Chair	Presentation	Information	24
8.	Audit & Finance Committee 8.1 Q2 Forecast 8.2 Financial Information Act 8.3 ITA (Letter of Agreement)	1:50	C. Young C. Young C. Young	Information Note Information Note Verbal	Information Information Information	25 26 103
9.	Education Council 9.1 Update 9.2 Quality Assurance Process Audit (QAPA)	2:00	J. Figner B. Hogan	Information Note Information Note / Presentation	Information Information	128 129
10.	Governance Committee 10.1 Liquor Consumption on Campus Policy - #7504	2:15	A. Samji / A. Lopez	Decision Note	Motion for Approval	134
11.	BCIT Student Association	2:25	S. Bukharov	Verbal	Information	158
12.	Next Meeting Date • December 5, 2017	2:30	Chair		-	159
13.	Questions	2:35	Chair		-	160
14.	Conclude Meeting	2:45	Chair		Motion for Approval	161

Board Meeting & Event Dates:

October 17	4:00 p.m. 6:00 p.m.	President's Reception 15th Annual BCIT Distinguished Awards Dinner Dinner 15th Annual BCIT Distinguished Awards Dinner	Vancouver Convention Centre West Bldg, Level 2 - #201 West Bldg, Level 2 - Ballroom C/D
December 5	1:00 p.m. 3:00 p.m.	Open Board Meeting Closed Board Meeting	Downtown Campus, Rooms 282/284
December 6	9:30 – 11:30 a.m. 12:00 – 2:00 p.m.	Strategic Planning Workshop BCIT Board of Governors Holiday Luncheon for the Foundation Board, Alumni Association Board, and Student Association Board	The Vancouver Club, Presidents West Room University Rooms
December 12	1:00 p.m.	Board of Governors Holiday Social	Burnaby Campus, Great Hall

MEETING MINUTES



BOARD OF GOVERNORS - OPEN

Date: October 10, 2017

Time: 1:00 p.m. – 2:45 p.m. - Meeting

Meeting Location: Downtown Campus, 555 Seymour Street, Room 282/284

Members: Jack Davidson (Chair), Vasyl Baryshnikov, Sergey Bukharov, Neil Cox, Manny Dhillon, Kim Humphreys, Jin Koh, Scott McAlpine, Lorna Pawluk, Asifa Samji (T/C), Herb Silber, Colin Smith, Ryan Tones, Cathy Young

Ex-Officio: Kathy Kinloch, Jennifer Figner

Senior Team & Guests: Dave Cresswell, Raimonda De Zen, Lara Johnson, Ana Lopez, Paul McCullough, Lorcan O'Melinn, Cynthia Petrie, Tom Roemer, Dr. Barry Hogan (Dean of Academic Planning & Quality Assurance), Glen Magel (Director Safety Security and Emergency Management), Dr. Forrest Tittle (Dean, School of Energy), Barbara Kader (recorder)

A quorum of the Board of Governors being present and notice of the meeting having previously been sent to each member, the meeting was declared to be regularly constituted.

1.0 Call to Order

Jack Davidson called the meeting to order at 1:00 p.m. and noted the guests presenting at the meeting.

2.0 Safety Moment

2.1 Presentation from Mr. Glen Magel, Director Safety Security and Emergency Management

Mr. Davidson introduced Mr. Magel, who shared safety information about the downtown campus. A safety information sheet will be provided at future meetings.

3.0 Adopt Agenda

Distributed material: Meeting Agenda October 10, 2017

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the meeting agenda October 10, 2017. **CARRIED**

3.1 Summary of Motions

Distributed material: Summary of Motions



The Summary of Motions was noted.

4.0 4.1 Approve Minutes

Distributed material: Draft meeting minutes June 27, 2017

The Minutes had been amended since distribution to reflect that Mr. Herb Silber was not present at the meeting.

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the meeting minutes June 27, 2017. **CARRIED**

4.2 Review Action Item List

Distributed material: Action Item List

The list of action items was noted.

5.0 Report from the Chair

Distributed material: Information Note

5.1 Chair's Activity Report

Distributed material: Information Note

Mr. Davidson reported his activities since the previous board meeting on June 27, 2017 and noted The Women in Trades Forum, and the BCIT Staff BBQ, encouraging Governors to attend such functions.

5.2 Honourable Minister Mark's Visit

Mr. Davidson reported that the visit took place at the Burnaby Campus on June and felt the visit went very well. He noted the Minister's focus on student housing, discussions with her regarding the 'smart grid' project, trades training facilities and retaining BCIT's technology as leaders.

6.0 Report from the President

6.1 President's Activities

Distributed material: Information Note

Ms. Kinloch referred to the Institute Report and noted some of the highlights since the June 27, 2017 board meeting. She commented that BCIT continues to be active with Microsoft, particularly as supercluster are announced. She highlighted her speaking engagement at the Cascadia Corridor Innovation Conference in Seattle.

Ms. Kinloch also spoke about the Burnaby Campus visit with Minister Mark.

She noted that two sessions on Employee Engagement had taken place, (June and September). Ms. Kinloch and Paul McCullough were invited by Julie Payette to attend



Ms. Payette's installation, Ms. Payette looks forward to working with BCIT during her tenure.

6.2 Institute Report

Distributed material: Institute Report June 2017

The Institute Report was included in the board package for information. Mr. Davidson asked for the article from Sanesh Iyer referenced in the report, which was distributed at the meeting.

6.3 National Research Council of Canada Contribution Agreement

Distributed material: Information Note

Mr. O'Melinn provided a summary of the contract, explaining that external funding of slightly over \$1M will be received from NRCAN while the remainder of \$1.04M will come from BCIT salaries/infrastructure. He explained the origin and objectives of the project, emphasizing the impact it would have on electrical engineering students and networking capabilities with industry

7.0 Presentation

7.1 Dr. Forrest Tittle – Dean, School of Energy

Distributed material: Presentation slides and biography

Ms. Kinloch introduced Dr. Tittle highlighting his background, he provided an overview of the School.

8.0 Audit and Finance Committee

8.1 Q2 Forecast

Distributed material: Information Note

Ms. Young thanked Mr. Colin Smith for his contributions to the Committee over the last two years and noted that he was a valued member and would be missed, she welcomed Mr. Tones who recently joined the Committee in July 2017.

She reminded the board that a rolling forecast is submitted to government for the current year and three years out, there were no major changes and no material updates to the Q2 forecast that would impact the year-end results. The forecast was approved for government submission by the Committee at their October 4, 2017 meeting.

8.2 Financial Information Act

Distributed material: Information Note and Financial Information Act Return

Ms. Young said it was important that governors are made aware of reports that will be posted on public websites. This document (provided in the package) is submitted annually, all government agencies are subject to the same rule, and is a standardized



template. The Committee discussed and approved the return for government submission at their meeting held on October 4, 2017.

8.3 ITA (Letter of Agreement)

Distributed material: Information Note with Agreement

No significant changes to the annual agreement were highlighted, however, it was noted that ITA originally fell under the preview of the Ministry of Jobs, Tourism and Skills Training, it has now returned to the Ministry of Advanced Education, Skills and Training. This Agreement was formed prior to government changes, however, any impacts of this change have not yet been felt or anticipated.

Mr. Davidson expressed his disappointment that there is no reference in the Agreement indicating programs should be industry driven. He mentioned that he was previously on the ITA Board and felt that ITA is a substantial part of what we do at BCIT and he would be asking Staff to provide comments on ITA relationship and how delivery of training can be improved. Role clarification for both BCIT and ITA and future strategy should be explored.

Ms. Kinloch confirmed that government is aware that a refresh with ITA is required but felt that BCIT is in a strong position for the future with government and working with ITA. She felt that once a governance reviews are completed, more constructive conversations would follow.

Action Item

1. Staff to provide comments on ITA relationship and how delivery of training can be improved.

9.0 Education Council

9.1 Update

Distributed material: Information Note

Ms. Jennifer Figner provided a brief summary of the information note provided.

9.2 Quality Assurance Process Audit (QAPA)

Distributed material: Information Note and Presentation

Ms. Figner introduced Dr. Barry Hogan who summarized the origin of QAPA, what the audit involves and its objectives and expectations. He added that the audit is mandated by AVED&ST and felt that it would be very beneficial providing good opportunities for BCIT and felt good about the process in place. Questions were asked and answered. There is a possibility that this audit will be redone again within 7 years and the Ministry would be following up with the audit within two years to ensure processes/procedures are being followed.



Ms. Young asked what deliverables the Ministry will provide, Dr. Hogan confirmed that we will receive a report (in January 2018) where we will have the opportunity to correct factual errors and review a scoresheet.

Conversations with internal audit are ongoing with Academic (Tom Roemer) and will be reviewed upon completion and reporting.

Ms. Kinloch noted that the work being provided by Dr. Hogan was excellent and that a strong relationship exists with Education Council. She and Mr. Davidson thanked Dr. Hogan for his presentation and audit work.

10.0 Governance Committee

10.1 Liquor Consumption on Campus Policy - #7504

Distributed material: Decision Note

Ms. Samji advised that the Committee had met on September 20, 2017 where they reviewed and discussed the policy and stressed that an updated policy/procedures are important.

Questions were asked regarding alcohol consumption in student lounge space and permitting requirements. Ms. Lopez confirmed that under the revised plan, alcohol would not be allowed in the student lounge space areas.

Questions were raised regarding the Information Note (last bullet noted) stating intoxicated persons being served and 'reasonable steps must be taken'. Mr. Magel provided an explanation of the various steps and security measures to be taken in the event of dealing with intoxicated persons on campus. Ms. Lopez added that an Event Handbook was being developed for use by event organizers.

More discussions with the Student's Association will take place and any proposed amendments to the policy will be brought forward for consideration at the next meeting.

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the revised BCIT **Policy 7504 Liquor Consumption on Campus** and revised BCIT **Procedure PR1 – Liquor Consumption on Campus.**

TABLED

11.0 BCIT Student Association

Mr. Sergey Bukharov briefed the board on the additional daycare pod recently opened and advised that an additional partial pod will be opening once construction has been completed, which will double capacity.

He noted that the Student Association had provided their kick-start orientation and tours to new students in September, having received many volunteers. He briefed the Board on the



association's election and council formation, plans for the new entrepreneurship centre and collaboration with the institute on the new student centre building.

Mr. Davidson thanked Mr. Bukharov and suggested having a tour of the new areas outlined when the next Board meeting is held in Burnaby.

Mr. Vasyl Baryshnikov advised that he had attended the IEEE/RSJ International Conference on Intelligent Robots and Systems on September 24 to 28, 2017 in Vancouver and gave highlights of what was presented at the conference.

12.0 Next Meeting Date

- December 5, 2017 – 1:00 p.m. Downtown Campus, Room 282/284

13.0 Questions

There were no questions.

14.0 Conclude Meeting

IT WAS MOVED AND SECONDED THAT the Board of Governors approved the conclusion of the meeting. **CARRIED**

Action Item

1. Staff to provide comments on ITA relationship and how delivery of training can be improved.



Jack Davidson, Chair