# 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)

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Time</th>
<th>Speaker</th>
<th>Pre-Reading Materials</th>
<th>Action</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to Order</td>
<td>1:00</td>
<td>Chair</td>
<td>Verbal</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
| 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 |
<table>
<thead>
<tr>
<th></th>
<th>Presentation</th>
<th>Time</th>
<th>Chair</th>
<th>Presentation</th>
<th>Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>School of Energy: Dean Forrest Tittle</td>
<td>1:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Audit &amp; Finance Committee</td>
<td>1:50</td>
<td>C. Young</td>
<td>Information Note</td>
<td>Information</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Q2 Forecast</td>
<td></td>
<td>C. Young</td>
<td>Information Note</td>
<td>Information</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Financial Information Act</td>
<td></td>
<td>C. Young</td>
<td>Verbal</td>
<td>Information</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>ITA (Letter of Agreement)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Education Council</td>
<td>2:00</td>
<td>J. Figner/B. Hogan</td>
<td>Information Note</td>
<td>Information</td>
<td>128</td>
</tr>
<tr>
<td></td>
<td>Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>129</td>
</tr>
<tr>
<td></td>
<td>Quality Assurance Process Audit (QAPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Governance Committee</td>
<td>2:15</td>
<td>A. Samji/A. Lopez</td>
<td>Decision Note</td>
<td>Motion for Approval</td>
<td>134</td>
</tr>
<tr>
<td></td>
<td>Liquor Consumption on Campus Policy - #7504</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>BCIT Student Association</td>
<td>2:25</td>
<td>S. Bukharov</td>
<td>Verbal</td>
<td>Information</td>
<td>158</td>
</tr>
<tr>
<td>12</td>
<td>Next Meeting Date</td>
<td>2:30</td>
<td>Chair</td>
<td></td>
<td>-</td>
<td>159</td>
</tr>
<tr>
<td></td>
<td>• December 5, 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Questions</td>
<td>2:35</td>
<td>Chair</td>
<td></td>
<td>-</td>
<td>160</td>
</tr>
<tr>
<td>14</td>
<td>Conclude Meeting</td>
<td>2:45</td>
<td>Chair</td>
<td></td>
<td>Motion for Approval</td>
<td>161</td>
</tr>
</tbody>
</table>

### Board Meeting & Event Dates:

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