

# MEETING AGENDA

## BOARD OF GOVERNORS – OPEN

Tuesday October 1, 2019

- Meeting at 10:30 a.m. to 1:30 p.m.: Burnaby Campus – Royal Oak Boardroom, Room SE40 (4551 Wayburn Drive)
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 981 282 553

### Board:

Doug Eveneshen (Chair)  
 Vasyl Baryshnikov  
 Emery Biggar  
 Dr. Marcia Braundy  
 Justin Cervantes  
 Kathy Corrigan  
 Anne Harvey  
 Dan Reader  
 Balwant Sanghera  
 Judy Shandler  
 Ryan Tones  
 Cathy Young

### In Attendance:

Lisa Collins, VP Students  
 Raimonda De Zen, Internal Audit & Advisory Services  
 Dr. Kim Dotto, Dean, Applied Research  
 Roy Hart, CIO  
 Lara Johnson, Assoc. VP Marketing & Communications  
 Barbara Kader, EA Governance  
 Ana Lopez, VP Human Resources & People  
 Development Paul McCullough, VP Advancement  
 Dr. Jennie Moore, Director Institute Sustainability  
 Lorcan O'Melinn, VP Administration & CFO  
 Dr. Tom Roemer, VP Academic

### Ex-Officio:

Jennifer Figner, EdCo Chair  
 Kathy Kinloch, President

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b>	10:30	Chair	-	-	-
2.	<b>Adopt Agenda</b>	-	Chair	-	-	1
3.	<b>Oath of Office – Dr. Marcia Braundy</b> 3.1 Biography	10:35	Chair	Oath Information Note	- Information	2 6
4.	<b>Minutes June 25, 2019</b>	10:40	Chair	-	Approvals	11
5.	<b>Centre for Applied Research and Innovation (CARI)</b>	10:45	Dr. K. Dotto	Presentation	Information	15
6.	<b>Report from the Chair</b> 6.1 Chair's Activities and Comments 6.2 Indigenous 101	10:55	Chair	Information Note Verbal	Information " "	17 18
7.	<b>Report from the President</b> 7.1 President's Activities 7.2 Institute Report	11:05	K. Kinloch C. Petrie	Verbal Report	Information " "	19 23
8.	<b>Strategic Plan Implementation Update</b> 8.1 Deliverable in Focus – Part-Time Studies Review	11:15	L. Collins J. Figner	Information Notes & Presentations	Information	29 33

9.	<b>Audit &amp; Finance Committee</b>	11:35	C. Young “ “ “ “ L. Collins	Verbal Information Note  Decision Note Information Note	Information “ “  Approval Information	33 34 59 70
	9.1 Committee Chair Update					
	9.2 Q1 June 30, 2019 Financial Statements					
	9.3 Q1 Ministry Forecast					
9.4 Q1 Report for Full-Time Student Equivalent (FTEs)						
10.	<b>Governance Committee</b>	11:50	D. Reader A. Lopez	Verbal Decision Note	Information Approval	83 84
	10.1 Committee Chair Update					
10.2 Safety & Security - Policy #7100, Procedures PR1 to PR12						
11.	<b>Education Council</b>	12:00	J. Figner “ “	Information Note Decision Note	Information Approval	196 197
	11.1 Chair's Update					
11.2 Diploma in Heavy Duty Truck Technology Proposal						
<b>LUNCH</b> <b>12:15</b>						
12.	<b>Student Governors</b>	1:00	J. Cervantes V. Baryshnikov	Information Note Verbal	Information “ “	198 200
	12.1 BCITSA President's Update					
12.2 Student Representative Update						
13.	<b>Draft Sustainability Strategic Plan Vision</b>	1:10	C. Petrie / J. Moore	Information Note & Presentation	Information	201
14.	<b>Questions</b>	-	-	-	-	202
15.	<b>Conclusion</b>	1:30	Chair	-	-	202
16.	<b>Information Only</b>	-	-	Report	Information	203
	16.1 Financial Information Act Return (SOFI Report)					

**Board Meeting & Event Dates 2019 and 2020:**

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 10	2:00 p.m. to 5:00 p.m.	Board of Governors/Staff Holiday Reception	BBY - Burnaby Campus, Town Hall

**2020**

January 27	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
February 19	10:30 a.m. to 2:00 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus, Room 284
March 17	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	BMC – Marine Campus, Room 110
May 14	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
May 26	10:00 a.m. to 2:30 p.m.	Board Meeting (Open and Closed)	AIC - Annacis Island Campus, Step-Up Room
June 9	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
June 24 to 26	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 22	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
October 6	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	ATC – Aerospace Technology Campus – CIBC Room
October tbd	5:00 p.m. to 9:00 a.m.	Distinguished Awards Dinner	Vancouver Convention Centre
November 17	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
December 3	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	DTC - Downtown Campus – Room 282/284
December 9	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon	The Vancouver Club (University Room)

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**EDUCATION  
 FOR A COMPLEX WORLD.**





# MEETING MINUTES

## BOARD OF GOVERNORS - OPEN

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### **Board:**

Doug Eveneshen (Chair)  
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Dr. Marcia Braundy  
Justin Cervantes  
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Paul McCullough, VP Advancement  
Dr. Jennie Moore, Director, Institute Sustainability  
Lorcan O'Melinn, VP Administration & CFO  
Tom Roemer, VP Academic

### **Ex-Officio:**

Jennifer Figner, EdCo Chair &  
Associate VP, Academic  
Kathy Kinloch, President

### **Regrets:**

Emery Biggar, 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 October 1, 2019.

### **3.0 Oath of Office – Dr. Marcia Braundy**

#### **3.1 Biography**

The Chair administered the Oath of Office for Dr. Marcia Braundy.

### **4.0 Minutes June 25, 2019**



*Distributed material: Minutes*

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

## **5.0 Centre for Applied Research and Innovation (CARI)**

*Distributed material: Information Note and Presentation*

Dr. Kim Dotto highlighted the presentation provided. A tour of the CARI facilities had taken place prior to the meeting. CARI celebrates their 30<sup>th</sup> anniversary.

Dr. Dotto reported on CARI's original mandate by the provincial government, which focused on working with industry, originally having a budget of \$2M in 1988. The educational element was added over the years and now works with students and the schools to support educational endeavours. A new Applied Research Strategic Plan will be forthcoming. Development of signature centres of competency programs around areas of expertise, such as the Smart Microgrid masters program based around completed research, are being done. There will also be programs for graduate certificates, graduate applied research studies and high level industry courses for natural health food products.

An overview was provided on three main research groups, being natural health products (a precision chemistry group), Smart Microgrid Applied Research Team, and MAKE+ (an electrical mechanical engineering group). Current projects for each group was provided.

Comparisons with other institutions in the province were highlighted as well as CARI's vision, sustainability objectives and strategies.

## **6.0 Report from the Chair**

### **6.1 Chair's Activities and Comments**

The Chair referred to the information note provided and reported that he had attended the Global Business Forum 2019 in Banff, AB. He noted BCIT's Cyber Awareness campaign. The board was advised of Robert Phillips' resignation and plans are underway to fulfil the vacancy. A board retreat, and a '*Future of Global Education*' (to be co-ordinated with KPMG) session is being discussed for a future date.

### **6.2 Indigenous 101**

An Indigenous 101 session with Kory Wilson (Executive Director, Indigenous Initiatives & Partnerships) is being planned and is expected to take place before the end of the calendar year.

## **7.0 Report from the President**

### **7.1 President's Activities**

*Distributed material: Information Note and Video*



The President referred to the information note provided and added that the Emerging Economy Task Force, of which she is Chair, will be extended to December 31, 2019. She reminded the board about Cyber Security Awareness and highlighted the United Nation's *HeForShe* event held at the Burnaby Campus on September 20, 2019.

## **7.2 Institute Report**

*Distributed material: Information Note*

Management referred to the report previously provided to the board.

## **8.0 Strategic Plan Implementation Update**

*Distributed material: Information Note and Presentation*

Management referred to the presentation provided to the board. An overview was given on the implementation plan and various components of the Strategic Plan (the plan) ecosystem. The implementation plan is well underway since the launch of the plan. Milestones are set on a semi-annually basis and each of the 30 deliverables' progress will be measured against those milestones.

Meetings with student governors were held to review what is in the plan for students and what they can expect to see as deliverables and value adds for the student body in each of the three years of the plan.

The plan will change the way the budget is built and with the plan now in place, it will become a significant driver in terms of what goes into the budget and what is chosen to be resourced.

### **8.1 Deliverable in Focus – Part-Time Studies (PTS) Review**

*Distributed material: Information Note and Presentation*

Management referred to the presentation provided to the board. An overview was given of the PTS Review, initiative #4 within the plan and under the commitment, '*Future Proof Applied Education*'. It was reported that BCIT is unique because it offers the same or similar credited courses and credentials, in two different delivery modes compared to other post-secondary institutions having uncredited continuing education programs.

Based on feedback and responses from the entire BCIT community and its stakeholders, the review was needed.

## **9.0 Audit & Finance Committee**

### **9.1 Committee Chair Update**

The Committee Chair reported that the committee had met on August 19, 2019 to approve the Budget and Tender Issuance (for the Health Sciences Centre project). Tenders have been sent to market, and proposals are expected to be received on



October 21, 2019. At their meeting on September 17, 2019, the committee approved the items brought forward today.

It was reported that the committee reviewed the five year banking service provider contract, which is pending renewal and has been issued a NRFP (Negotiated Request for Proposal). The committee approved the external auditor's contract for the next three years and accepted the proposal from PriceWaterhouseCoopers. An update on the student housing project, cybersecurity and internal audit was provided at the committee meeting.

## **9.2 Q1 June 30, 2019 Financial Statements**

*Distributed material: Information Note and Reports*

Management referred to the material provided. An overview was given on the key messages as per the information note. It was reported that there was a \$7M surplus in operations only compared to last year for the first quarter, and a total revenue increase of \$10.6M or 12% year over year. Tuition fees showed a \$6.2M or 19% increase as a result of an increase in part-time studies. Deferred tuition fees were reported as increasing by \$12.2M or 38%. Expenses increased by \$3.7M or 5% compared to last year and the cash position is forecasted at \$46M compared to \$41M for the same time last year.

## **9.3 Q1 Ministry Forecast**

*Distributed material: Decision Note*

The Committee Chair referred to the material provided to the board.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Q1 Ministry Forecast.

## **9.4 Q1 Report for Full-Time Student Equivalent (FTEs)**

*Distributed material: Information Note*

Management referred to the material provided to the board. She reported that results from Q1 represent the most preliminary results for the year and are outlined on page 77 of the package. Deans remain focused on student retention.

## **10.0 Governance Committee**

### **10.1 Committee Chair Update**

*Distributed material: Information Note*

The Committee Chair reported that the committee met on September 17, 2019 where they received an update from the EdCo Chair, and approved the Safety & Security Policy #7100 and Procedures #7100 – PR1 to 12.

### **10.2 Safety & Security – Policy #7100, Procedures PR1 to PR12**

*Distributed material: Decision Note, Amendment to #7100 – PR12*



Management referred to the material provided and reported that amendments were required to the policy and various procedures in order to be aligned with legislation, ensuring consistency with other institute policies of terminology and references. Position and department titles, technologies and internal committees were also updated. Feedback received since the meeting material was distributed, an amendment for PR-12, was provided at the meeting.

Concerns regarding terminology in the *Response to Abusive or Threatening Behaviour – Procedure #7100-PR1* (pg. 116, 117) stated: “intimidating behaviour” was discussed.

The concern pertained to the addition of ‘intimidating behaviour’ and its perceived interpretation and the difficulty of enforcement. Various definitions were reported and it was felt that is was too broad a term to be incorporated, as an individual could be intimidated by simply the credentials or presence of another person.

Management reported that the term was added based on feedback received from consultations, interested stakeholders and community review with the intention that the ability to capture behaviour that has either been experienced or is possible to experience, and to reflect that feedback that was received.

It was agreed that #7100-PR1 Response to Abusive or Threatening Behavior, be returned to the Governance Committee for further revisions and approval, and ultimately, the board for final approval.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the following revisions of Safety and Security - Policy #7100 and Procedures PR2 to PR12:

- #7100-PR2 Critical Incident Response
- #7100-PR3 Fire Prevention and Preparedness
- #7100-PR4 Response to Bomb Threat and Bomb Threat Checklist
- #7100-PR5 Response to Inclement Weather
- #7100-PR6 Closed Circuit Camera
- #7100-PR7 Locking Mechanisms – Card Access and Keys
- #7100-PR8 Threat Assessment Team
- #7100-PR9 Lost and Found
- #7100-PR10 Remotely Piloted Aircraft Systems
- #7100-PR11 Lockers
- #7100-PR12 Bicycles, Rollerblades, Kick Scooters, Skateboards & Personal Mobility Devices.

## **11.0 Education Council**

### **11.1 Chair’s Update**

*Distributed material: Information Note*





The Chair of the Education Council (EdCo) referred to the information note provided to the board. She reported that the Council met on September 18, 2019, where they reviewed a Notice of Intent for an *Associate Certificate in the Business of Sawmilling* and a major change to our Computer Systems Technology program.

### **11.2 Diploma in Heavy Duty Truck Technology Proposal**

*Distributed material: Decision Note*

The Chair of the Education Council (EdCo) provided an overview of the material and noted that Steve Perry, Bruce Thompson and Russell Oye from the School of Transportation (Motive Power) were present. The proposal for the new program was a result of a response from employers and students requesting the need for the additional subject which also aligns with the Education Plan in terms of being interdisciplinary. The intent of the program is to provide well rounded education for students that build on the technical skills, and the ITA mandate. This will incorporate a more integrated knowledge base to better prepare students going into industry and will include business and communications subjects. The program will be a two year program, with a 16 week Co-op component and four days per week of classroom time. It is supported by students and stakeholders, and was approved by the Audit and Finance Committee on September 17, 2019.

Staff confirmed that consultation for the program demand was carried out predominantly within the private sector and also in speaking with organizations such as AED (Associated Equipment Distributors) and the Canadian Association of Fleet Supervisors.

**IT WAS MOVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Proposal for a Diploma in Heavy Duty Truck Technology.

## **12.0 Student Governors**

### **12.1 BCITSA President's Update & Strategic Vision**

*Distributed material: Information Note*

Justin Cervantes referred to the information note provided and added that he had been working on federal election preparations with fellow students.

### **12.2 Student Representative Update**

Vasyl Baryshnikov reported on the events he had recently attended.

## **13.0 Draft Sustainability Strategic Plan Vision**

*Distributed material: Information Note and Presentation (distributed at meeting)*

A presentation was given by Dr. Jennie Moore. The President reported that preparations were underway for the EcoCity 2019 conference for which BCIT is a sponsor.



From the presentation, staffing details compared to other institutions, framework, and BCIT's role in sustainability were highlighted. Questions and comments were received and answered.

**14.0 Questions**

**15.0 Conclusion**

The meeting concluded at 1:34 p.m.

**16.0 Information only**

**16.1 Financial Information Act Return (SOFI Report)**

The information was received.

A handwritten signature in black ink, consisting of several fluid, connected strokes, is positioned above a horizontal line.

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Doug Eveneshen, Chair