

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Tuesday December 5, 2023

- **Open Meeting begins:** 1:30 to 3:15 p.m., SE02 - Town Square D, 3700 Willingdon, Burnaby, BC
- TLCF: 778.907.2071; Mtg ID: 639 9640 7004; Pwd: 113960
- [Zoom link here](#)

Board:

Dan Reader, Chair
Corry Anderson-Fennell
Catherine Boivie
Mike Bonshor
Marcia Braundy
Bob Enns
Céline Lorient
Don Matthew
Jeff Musialek
Stewart McGillivray
Tamara Pongracz
Balwant Sanghera
Claire Wang

Ex Officio:

Jeffrey Zabudsky, President

In Attendance:

Shera Clement, Financial Controller (#8.1)
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Jennifer Figner, Provost & VP, Academic
Vince Laxton, Dir., Corporate Services (#8.1)
Ana Lopez, VP, People, Culture & Inclusion
Trish Pekeles, CFO & VP, Administration
Cynthia Petrie, Interim VP, External
Erika Ram, Specialist Faculty, eLearning – Computer Systems (#5.0)
Shawna Waberi, Program Head & Faculty (for E. Fry)
Barbara Kader, EA, Governance

Regrets:

Eric Fry, Education Council Chair
Scott McAlpine – Board Member

	Item		Presenter	Page
1.	Call to Order and Introductory Remarks <i>BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	1:30	Chair	-
2.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i> 2.1 Minutes October 3, 2023 2.2 Education Council Chair's Report 2.3 Student Association President's Report 2.4 Student Representative's Report 2.5 Institute Report MOTION: <i>THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on December 5, 2023.</i>	1:32	Chair	
3.	Board Chair's Report	1:40	Chair	
4.	President's Report 4.1 President's Activities	1:45	J. Zabudsky	
5.	Artificial Intelligence – Presentation	1:55	E. Ram	

	Item		Presenter	Page
6.	<p>Academic 6.1 Program Cancellations</p> <p>MOTION: THAT the Board of Governors approve the School of Construction and the Environment program cancellations:</p> <ul style="list-style-type: none"> • Associate Certificate in Kitchen & Bath Design • Associate Certificate in Public Works • Supervision Certificate in Electricity & Industry Electronics Foundation (Kelowna) 	2:10	J. Figner / S. Waberi	
7.	<p>Governance Committee 7.1 Governance Committee Update 7.2 Liquor Use on Campus – Policy #7504, and Procedures #7504-PR1</p> <p>MOTION: THAT the Board of Governors approve the revised Liquor Consumption on Campus – Policy #7504 and Procedures #7504-PR1.</p> <p>7.3 Safety and Security – Policy #7100 and Procedures #7100-PR1 to 12</p> <p>MOTION: THAT the Board of Governors approve the revised Safety and Security – Policy #7100 and Procedures #7100-PR1 to 12 inclusive</p>	2:20	Chair	
8.	<p>Audit & Finance Committee 8.1 New Signing Authority - Policy #2502 and Procedures #2502-PR1, 2, 3, and revocation of Contracts - Policy #2501 and Contract Preparation - Procedures #2501-PR1.</p> <p>MOTION: THAT the Board of Governors approve the new draft Signing Authority – Policy #2502 and Procedures #2502-PR1, 2, 3, to be phased in over a few months to allow for adequate Community education and process implementation.</p> <p>MOTION: THAT the Board of Governors approve the revocation of - Contracts - Policy #2501 and Contract Preparation - Procedures #2501-PR1.</p>	2:40	D. Matthew	
9.	Q2 Implementation Report and Next Steps for a New Strategic Plan		J. Figner / T. Pekeles	
10.	<p>Human Resources Committee 10.1 Sexualized Violence – Policy #7103 and Procedures #7103-PR1 Revisions</p> <p>MOTION: THAT the Board of Governors approve the revised Sexualized Violence – Policy #7103 and Response to Sexualized Violence - Procedures #7103-PR1.</p> <p>10.2 Management Terms & Conditions Revisions</p> <p>MOTION: THAT the Board of Governors approve the revised BCIT Management Terms and Conditions of Employment.</p>	2:55	C. Wang	

11.	Next Meeting and Conclusion <ul style="list-style-type: none">• Next meeting: February 27, 2024	3:15	-	
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MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Tuesday December 5, 2023, 1:33 to 3:48 p.m.

Board:

Dan Reader, Chair
Corry Anderson-Fennell
Catherine Boivie
Mike Bonshor, Vice Chair
Marcia Braundy
Bob Enns
Céline Lorient
Don Matthew
Jeff Musialek
Stewart McGillivray
Tamara Pongracz
Balwant Sanghera
Claire Wang

Ex Officio:

Jeffrey Zabudsky, President

In Attendance:

Shera Clement, Financial Controller (#8.1)
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Jennifer Figner, Provost & VP, Academic
Vince Laxton, Dir., Corporate Services (#8.1)
Ana Lopez, VP, People, Culture & Inclusion
Trish Pekeles, CFO & VP, Administration
Cynthia Petrie, Interim VP, External
Erika Ram, Specialist Faculty, eLearning – Computer Systems (#5.0)
Shawna Waberi, Program Head & Faculty (*for E. Fry*)
Barbara Kader, EA, Governance

Regrets:

Eric Fry, Education Council Chair
Scott McAlpine – Board Member

A quorum was present.

1.0 Call to Order and Introductory Remarks

The Chair acknowledged that BCIT campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkwəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.

The Board Chair introduced Shawna Waberi, who attended the meeting on behalf of Eric Fry, Education Council Chair.

2.0 Approval of Agenda/Consent Agenda

Received as previously circulated. The items were received as read.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on December 5, 2023.

2.1 Minutes October 3, 2023

Distributed material: Meeting Minutes

2.2 Education Council Chair's Report
Distributed material: Information Note

2.3 Student Association President's Report
Distributed material: Information Note

2.4 Student Representative's Report
Distributed material: Information Note

2.5 Institute Report
Distributed material: Information Note

3.0 Board Chair's Report

The Board Chair reported that he is reviewing Governor succession planning for 2024.

4.0 President's Report

4.1 President's Activities
Distributed material: Information Note

The President referred to the list of activities previously circulated and highlighted the following meetings:

- Conducted his first staff and faculty Town Hall and another for the students
- 'Lunch with the President' sessions will be a recurring event (with 12 internal members)
- Vancouver Board of Trade (he has now become a Director)
- Met with the CEO of BC Business Council, and spoke at their meeting
- Met with Mayor of Burnaby
- Met with the President of the Simon Fraser University
- Polytechnics Canada Board of Directors in Ottawa
- Colleges and Institutes Canada (CICan) virtual mixer for newly appointed presidents

5.0 Artificial Intelligence
Distributed material: Information Note, Presentation

Erika Ram provided a presentation and answered questions regarding artificial intelligence at BCIT.

6.0 Academic
6.1 Program Cancellations
Distributed material: Decision Note

Management referred to the information previously circulated. Comments were shared regarding market demands and needs versus enrolment and provincial mandate requirements.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the School of Construction and the Environment, program cancellations:

- *Associate Certificate in Kitchen & Bath Design;*
- *Associate Certificate in Public Works Supervision;* and
- *Certificate in Electricity & Industry Electronics Foundation (Kelowna).*

7.0 Governance Committee

7.1 Governance Committee Update

Distributed material: Information Note

Received as read.

7.2 Liquor Use on Campus – Policy #7504, and Procedures #7504-PR1

Distributed material: Decision Note

Received and approved as presented. Management reported that revisions in the policy were administrative in nature.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Liquor Consumption on Campus – Policy #7504 and Procedure #7504-PR1.

7.3 Safety and Security – Policy #7100 and Procedures #7100-PR1 to 12

Distributed material: Decision Note

Received and approved as presented. Management highlighted key points from the decision note.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised Safety and Security – Policy #7100 and Procedures #7100 PR1 to PR12 inclusive.

8.0 Audit and Finance Committee

8.1 New Signing Authority – Policy #2502 and Procedures #2502-PR1, 2, 3 and revocation of Contracts – Policy #2501 and Contract Preparation – Procedures #2501-PR1

Distributed material: Decision Note

Management highlighted key points from the decision note. It was reported that the signing authority framework consists of spend authority and contract authority policy and procedures. The new policy will be easier to follow and has included community consultation endorsed by the policy review committee. Management recommended revoking the previous *Contracts - Policy #2501*.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new draft *Signing Authority – Policy #2502 and Procedures #2502-PR1-3*, to be phased in over a few months to allow for adequate Community education and process implementation.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revocation of *Contracts - Policy #2501 and Contract Preparation - #2501-PR1*.

9.0 Q2 Implementation Report and Next Steps for a New Strategic Plan

Distributed material: Information Note, Report

Management highlighted key points from the material previously circulated.

10.0 Human Resources Committee

10.1 Sexualized Violence – Policy #7103 and Procedures #7103-PR1 Revisions

Distributed material: Decision Note. Addendum A – Correspondence from Governor McGillivray (distributed during the meeting)

A motion for a short recess was requested. Only Governors attending the meeting in person received hard copies of correspondence distributed during the recess (not sent to C. Anderson-Fennell, C. Boivie, J. Musialek, M. Bonshor who attended virtually).

A report was provided highlighting key points from the decision note previously circulated. The Human Resources Committee Chair reported that a 30-day community policy review was conducted and at the request of the Student Association, an extension for the review period had been granted. The Director Safety, Security & Emergency Management, and the Director Respect, Diversity & Inclusion accepted a request to review the policy with the Student Association Council.

The Human Resources Committee Chair reported that the committee had no concerns with the policy revisions or the policy review process and believed it had been carried out sufficiently as per *Policy Development and Maintenance - #1000*.

The Student Association President reported that at their December 4, 2023 Student Council meeting, it was felt that the proposed policy revisions and the consultation process do not adequately support students.

Comments were shared regarding the policy review process and consultation opportunities for students, staff and faculty members.

Management reported that the policy is regulated by its own legislation requiring a three-year review. The Ministry of Post-Secondary Education and Future Skills has been leading a comprehensive review of all public post-secondary institution policies on sexualized violence with the aim to identify areas to improve and strengthen these policies across the sector. A report has been developed by the Ministry summarizing their findings for which they will provide enhanced guidelines across the sector within the next two years. Considering the findings report, institutions will proceed with their existing policies with the scheduled three-year review.

The following motions were proposed and defeated. It was felt that the correspondence distributed at the meeting did not permit adequate time for review by the Governors and staff in attendance. Correspondence (Addendum A) distributed during the meeting will be tabled.

IT IS HEREBY RESOLVED, SECONDED AND DEFEATED THAT
the Board of Governors approves the revised Sexualized Violence Policy #7103 and Response to Sexualized Violence Procedures #7103-PR1 with a review date no later than December 31st, 2025 (or an earlier review date if the Sexual Violence and Misconduct Policy Act is amended or the

Lieutenant-Governor in Council enacts any regulations under that Act or any other law of British Columbia);

IT IS HEREBY RESOLVED, SECONDED AND DEFEATED THAT *the Board of Governors rescinds any and all delegations adopted after January 1st, 2015 relating to the President's statutory duties under section 6 of the 2016 Act;*

IT IS HEREBY RESOLVED, SECONDED AND DEFEATED THAT *the Board of Governors endorses (i) the principle that the BC Human Rights Code obligates BCIT to establish and guarantee an environment free of sexualized violence for students, staff, and faculty, and (ii) the principle that any substantive failure to do so may constitute sex-based discrimination under the Code;*

IT IS HEREBY RESOLVED, SECONDED AND DEFEATED THAT *the Board of Governors orders the Governance and Human Resources Committees to convene in joint session to consider further amendments to Policy #7103 and Procedure #7103-PR1, such joint sessions to be chaired by the Chair of the Board of Governors, or the Board's Vice-Chair as the case may be; AND*

IT IS HEREBY RESOLVED, SECONDED AND DEFEATED THAT *the Board of Governors orders the Governance and Human Resources Committees in joint session assembled to adopt recommendations for the Board's consideration at the first and the second regular meetings of the Board in 2024, such recommendations to include specific consideration of each of the matters described in the appendix of the December 5th letter, in particular:*

1. *Meaningful implementation of Section 6 of the Act;*
2. *A modernized definition of "revenge porn," consistent with legislative changes;*
3. *The need to align Criminal Code terms in the Act with definitions in the Policy;*
4. *Properly operationalizing terms defined in the Policy (stealthling; reprisal; cyber-harassment; cyber-stalking);*
5. *Explicit mention of violence against women and the disproportionate impact of sexualized violence on other groups;*
6. *Mandatory training for decision-makers, including excluded managers, Decision Review Board, the President, and Board of Governors;*
7. *Extension of the policy to members of the Board of Governors and to members of the BCIT Foundation and Alumni Association boards;*
8. *A robust and expansive scope that protects BCIT students wherever they are, consistent with parliament's intent;*
9. *The appropriateness of adversarial processes such as provisions of the Harassment and Discrimination policy and procedures; and*
10. *The need for enumerated procedural rights (no gag-orders on complainants; rape-shield provisions; clear timelines; a right to know the outcome of one's complaint)."*

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors supports the tabling of the amendments to the *Sexualized Violence – Policy #7103 and Response to Sexualized Violence - Procedures #7100-PR1* received at the December 5, 2023 meeting. The proposed policy amendments will be forwarded to the President’s Executive for review and will be reported back to the Board of Governors.

7 abstentions were received.

The Céline Lorient, Student Association President, left the meeting during the discussion but returned before the item was concluded.

10.2 Management Terms & Conditions Revisions

Distributed material: Decision Note

Received and approved.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve revised *BCIT Management Terms and Conditions of Employment* (Appendix A).

11.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on February 27, 2024 at 1:00 p.m.

The open meeting concluded at 3:48 p.m.



Dan Reader, Chair