

# MEETING AGENDA

## BCIT BOARD OF GOVERNORS – OPEN

Tuesday October 4, 2022

- 1:00 p.m. to 2:20 p.m., SE02 - Town Square D, 3700 Willingdon Avenue, Burnaby, BC
- TLCF: 778.907.2071; Mtg ID: 811 1037 7312; Pwd: 168423
- <https://bcit.zoom.us/j/81110377312?pwd=YWxreVNVQjY1YmlzN0ZJejNwbmpHUT09&from=addon>

### Board:

Dan Reader, Chair  
Mike Bonshor  
Bob Enns  
Don Matthew  
Marilyn Mauritz  
Jeff Musialek  
Balwant Sanghera  
Meredith Sargent  
Claire Wang

### In Attendance:

Lisa Collins, VP, Students  
Joe Cosh, Interim Director Project Services (#6.4)  
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit  
Reza Khakbaznejad, CIO  
Ana Lopez, VP, Human Resources & People Development  
Trish Pekeles, CFO & VP, Finance & Corporate Services  
Cynthia Petrie, Exec. Dir., Stakeholder Relations  
Tom Roemer, VP, Academic  
Barbara Kader, EA, Governance

Liam Lauren, Student Rep  
Scott McAlpine, Support Staff Rep  
Stewart McGillivray, Student Rep  
Tamara Pongracz, Faculty Rep

### Regrets:

Catherine Boivie, Board Member  
Marcia Braundy, Board Member

### Ex-Officio:

Eric Fry, EdCo Chair  
Paul McCullough, Interim President

BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəjəm (Musqueam), Səlilwətaʔ/Səlilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations

	Item		Presenter	Action	Page
1.	<b>Call to Order/Opening Remarks/Swear in New Member</b> 1.1 Oaths of Office (M. Bonshor) and Biography	1:00	Chair	-	3
2.	<b>Approval of Agenda/Consent Agenda</b> <i>(subject to request for discussion)</i> 2.1 Minutes June 29, 2022 2.2 Institute Report 2.3 Student Association President's Report 2.4 Student Representative's Report	1:05	Chair	Approval	6 10 20 21
3.	<b>Chair's Report</b> 3.1 Governor's Professional Development	1:10	Chair	Information	22
4.	<b>President's Report</b> 4.1 New Senior Team Members 4.2 President's Activities and Comments	1:15	P. McCullough	Information " "	23 25
5.	<b>Education Council</b> 5.1 Education Council Chair's Report 5.2 Advanced Diploma in Professional Real Estate Cancellation	1:20	E. Fry	Information Approval	30 31

6.	<b>Audit and Finance Committee</b> 6.1 Whistleblower - Policy #1100 and Procedures #1100-PR1 6.2 Fraud - Policy #1200 6.3 Student Housing Project Revised Budget	1:30	D. Matthew	Approval “ “ “ “	56 91 99
7.	<b>Governance Committee</b> 7.1 Governance Committee Chair's Update 7.2 Committee Memberships 7.3 Requests for Accommodation - Procedure #4501-PR1 7.4 Non-substantive Administrative Policy and Procedure Updates	1:45	M. Sargent	Information Approval “ “ “ “	102 103 105 117
8.	<b>Human Resources Committee</b> 8.1 Code of Conduct Policy - #1500 and Standards of Conduct – Policy #1504	2:00	B. Sanghera	Approval	119
9.	<b>Academic</b> 9.1 Situational Analysis for the 2022/23 Academic Year	2:05	T. Roemer	Information	145
10.	<b>Next Meeting and Conclusion</b> • Next meeting: December 6, 2022	2:20	-	Information	145

—  
EDUCATION  
FOR A COMPLEX WORLD.



# MEETING MINUTES

## BCIT BOARD OF GOVERNORS - OPEN

Tuesday October 4, 2022, 1:02 p.m. to 2:20 p.m.

**Board:**

Dan Reader, Chair  
Michael Bonshor  
Bob Enns  
Liam Lauren  
Don Matthew  
Scott McAlpine  
Stewart McGillivray  
Jeff Musialek  
Tamara Pongracz  
Balwant Sanghera  
Meredith Sargent  
Claire Wang

**In Attendance:**

Lisa Collins, VP, Students  
Reza Khakbaznejad, CIO  
Ana Lopez, VP, Human Resources & People Development  
Trish Pekeles, CFO & VP, Finance & Corporate Services  
Tom Roemer, VP, Academic  
Barbara Kader, EA, Governance

**Regrets:**

Catherine Boivie – Board Member  
Marcia Braundy – Board Member (partial attendance)

**Ex-Officio:**

Eric Fry, EdCo Chair  
Paul McCullough, Interim President

---

A quorum was present.

### 1.0 Call to Order/Opening Remarks/Swear in New Member

#### 1.1 Oath of Office (M. Bonshor) and Biography

*Distributed material: Oath of Office, Information Note*

The Board Chair administered the Oath of Office for Michael Bonshor.

### 2.0 Approval of Agenda/Consent Agenda

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the consent agenda for October 4, 2022.

#### 2.1 Minutes June 29, 2022

*Distributed material: Minutes*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the minutes of June 29, 2022.

#### 2.2 Institute Report

*Distributed material: Information Note*

Received as previously circulated.

### **2.3 Student Association President's Report**

*Distributed material: Information Note*

Received as previously circulated.

### **2.4 Student Representative's Report**

*Distributed material: Information Note*

Received as previously circulated.

## **3.0 Chair's Report**

The Chair reported that he had met previously with the interim President, attended the BCIT Foundation Annual General Meeting and attended the Teck Resources Recognition Event on October 3, 2022 to acknowledge their contribution towards the INSPIRE Campaign.

### **3.1 Governor's Professional Development**

The Chair updated the board on the various professional development opportunities being offered by government and the ICD (Institute of Corporate Directors).

## **4.0 President's Report**

### **4.1 New Senior Team Members**

*Distributed material at meeting: Information Note*

The interim President welcomed the newest members on the senior team, Jennifer Figner (Associate VP, Academic Operations); Jackie Jacob (Interim VP, Advancement); and Reza Khakbaznejad (CIO).

### **4.2 President's Activities and Comments**

*Distributed material at meeting: Information Note*

The interim President reported that he had met with staff, faculty members, the Education Council, and both internal and external stakeholders within the BCIT community to discuss their issues of concern, and priorities. During his tenure as interim President, he will continue to work on the completion of the Strategic Plan through to 2023; Truth & Reconciliation; Equity, Diversity & Inclusion; and sustainability initiatives. Financial sustainability will a key priority.

The interim President reported that he had met with key personnel from the Ministry of Advanced Education (AEST). At these meetings, discussions took place regarding workforce trends, ministry objectives, skillset shortages, access and micro-credentials, and the success of the INSPIRE Campaign.

Management answered questions regarding immigration delays for international students and current enrolment trends.

## 5.0 Education Council

### 5.1 Education Council's Chair Report

*Distributed material: Information Note*

Received as previously circulated. Questions were answered regarding the process for the Final Recommendations and Action Plan for the programs noted in the report.

### 5.2 Advanced Diploma in Professional Real Estate Cancellation

*Distributed material: Decision Note, Report*

Received and approved as previously circulated. It was reported that the cancellation speaks to the value of developing ladders into BCIT's credentials which enables flexibility and life-long learning. Now that students are entering into common marketing programs which ladders into many different areas, it provides more opportunity for students to go into the program and more opportunities are offered when they are in the program, to discover which path they wish to pursue.

For the benefit of the newest governor, management highlighted the process when introducing new programs and cancelling existing programs.

Management answered questions regarding obtaining credentials in advanced diploma programs.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors acknowledge that the appropriate process for cancellation of the *Advanced Diploma in Professional Real Estate* has been followed in accordance with the *Program Suspension and Cancellation - Policy #5405*. The Board of Governors approve cancellation of the Advanced Diploma in Professional Real Estate.

## 6.0 Audit and Finance Committee

### 6.1 Whistleblower - Policy #1100 and Procedures #1100-PR1

*Distributed material: Decision Note, Report*

A fulsome discussion took place. It was decided to table the approval of the policy and procedure as the Audit and Finance Committee will discuss and resolve issues relating to whether the policy applies to the entire scope of the BCIT community, including students, contractors, and the Foundation employees and Board members; whether the scope of suspected wrongdoings should also include breaches of the Code of Conduct - Policy #1500; and clarification on who undertakes responsibility for the investigation if a disclosure alleges wrongdoing by the Chair of the Board of Governors. After the Audit and Finance Committee has explored these matters, the Policy will be returned to the Board of Governors for approval.

**IT IS HEREBY RESOLVED, SECONDED AND TABLED THAT** the Board of Governors delay the approval of the Whistleblower – Policy #1100 and Procedures #1100-PR1.

### 6.2 Fraud - Policy #1200

*Distributed material: Decision Note*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the new Fraud Policy - Policy #1200.

**6.3 Student Housing Project Revised Budget**

*Distributed material: Decision Note*

Received and approved as previously circulated. Management reported that the non-revenue generating units are student Residence Advisor units. Residence Advisors help maintain the facilities and are responsible for residence life programming. The seven additional units have not increased the overall cost of the project.

Marcia Braundy left the meeting at this juncture.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the revised Student Housing Project budget of \$119.684M.

**7.0 Governance Committee**

**7.1 Governance Committee Chair's Update**

*Distributed material: Information Note*

No additional comments were made.

**7.2 Committee Memberships**

*Distributed material: Decision Note*

Received and approved as previously circulated. The Committee Chair amended the Decision Note to include Don Mathew as a member of the Human Resources Committee. Tamara Pongracz nominated herself as a member of the Governance Committee, and Claire Wang (as an Order in Council Governor) nominated herself as a member of the Tributes Committee.

The Board Chair reported that Mike Bonshor had joined the President Search Committee.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Board Chair's recommendations for each of the following Committee membership revisions, effective October 4, 2022:

- Audit and Finance Committee: to remove Marilyn Mauritz and add Claire Wang
- Human Resources Committee: to add Marilyn Mauritz (as Committee Chair), Don Mathew and Catherine Boivie
- Governance Committee: to add Catherine Boivie, Stewart McGillivray, Eric Fry, and Tamara Pongracz
- Tributes Committee: to add Claire Wang

**7.3 Requests for Accommodation - Procedure #4501-PR1**

*Distributed material: Decision Note*

Received and approved. Management reported key points from the decision note previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the revised Requests for Accommodation - Procedures #4501-PR1.

**7.4 Non-substantive Administrative Policy and Procedure Updates**

*Distributed material: Decision Note*

Received and approved. Management highlighted key points in the decision note previously circulated. Cynthia Kent, Associate Director, Privacy, Information Access and Policy Management was introduced.

Management answered questions regarding how minor revisions made to policies are presented. These minor revisions will be shown to the Governance Committee annually. The Education Council (EdCo) Chair reported that the Council would review the same process for EdCo policies and procedures.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Policy Management Office to maintain all board approved institute policies and procedures by making administrative updates without changing policy and procedure substance and meaning.

**8.0 Human Resources Committee**

**8.1 Code of Conduct Policy - #1500 and Standards of Conduct – Policy #1504**

*Distributed material: Decision Note*

Received and approved. Management highlighted key points in the decision note previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the revisions to the Code of Conduct - Policy #1500, and to revoke the Standards of Conduct - Policy #1504.

**9.0 Academic**

**9.1 Situational Analysis for the 2022/23 Academic Year**

*Distributed material: Presentation (at the meeting)*

Management provided a presentation at the meeting. Questions were answered regarding strategic pressures, relating to the reporting of surpluses and efficiencies. Next steps were highlighted on how the Education Plan and aligns with the Strategic Plan. The process begins with a community consultation where feedback is collected, reviewed and compiled, that feedback is returned to the Board of Governors for their input. The Board of Governor's input is then returned to the community. A 'bottom-up planning and top-down publication' approach is practiced.

A discussion took place regarding Indigenous demographics and increasing diversity in the work force going forward.

## 10.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on December 6, 2022 at the BCIT Downtown Campus.



---

Dan Reader, Chair