

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Monday June 24, 2024, 2:10 to 4:00 p.m.

- [Join the meeting here](#); Mtg ID: 282 540 486 025; Passcode: bbWUZ5
- Royal Oak Boardroom - SE40-140, 4551 Wayburn Drive, Burnaby

Board:

Corry Anderson-Fennell
Mike Bonshor
Marcia Braundy
Bobby Davidson
Bob Enns
Sam Issari
Don Matthew
Jeff Musialek
Tamara Pongracz
Dan Reader
Balwant Sanghera
Jimmy Wang

In Attendance:

Shera Clement, Financial Controller (#6.1)
Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Danica Djurkovic, Assoc. VP, Campus Planning & Facilities (#6.2, #6.3)
Sarah Dunn, Dir., Institutional Research (#8.0)
Jennifer Figner, Provost & VP, Academic
Cynthia Petrie, VP, External
Barbara Kader, EA, Governance

Regrets:

Catherine Boivie, Board Member
Claire Wang, Board Member

Ex Officio:

Jeffrey Zabudsky, President
Eric Fry, Education Council Chair

	Item		Presenter
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 xʷməθkwəyəm (Musqueam), Səlilwətaʔ/Səlilwitulh (Tseil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	2:10	Chair
2.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i> 2.1 Adopt Agenda 2.2 Minutes May 28, 2024 2.3 Education Council Report 2.4 Governance Committee Update 2.5 Student Association President's Report MOTION: THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on June 24, 2024.	2:12	Chair
3.	Board Chair's Comments	2:20	Chair
4.	President's Comments	2:30	J. Zabudsky

5.	<p>Academic</p> <p>5.1 New Program: Advanced Diploma in Marine Engineering</p> <p><i>MOTION: THAT the Board of Governors approve the following new program - Advanced Diploma in Marine Engineering.</i></p> <p>5.2 New Program: Certificate in Essential Technical Skills for Architecture, Construction and Engineering</p> <p><i>MOTION: THAT the Board of Governors approve the following new program - Certificate in Essential Technical Skills for Architecture, Construction and Engineering.</i></p> <p>5.3 New Program: Associate Certificate in Engine Room Rating</p> <p><i>MOTION: THAT the Board of Governors approve the Associate Certificate in Engine Room Rating.</i></p> <p>5.4 Authored Books – Policy #6400</p> <p><i>MOTION: THAT the Board of Governors approve the revised Authored Books - Policy #6400.</i></p> <p>5.5 Course Credits – Policy #5012 Revisions</p> <p><i>MOTION: THAT the Board of Governors approve the revised Course Credits – Policy #5012.</i></p>	2:40	E. Fry
6.	<p>Audit and Finance Committee</p> <p>6.1 Tall Timber Student Housing Budget Update</p> <p><i>MOTION: THAT the Board of Governors approve:</i></p> <ul style="list-style-type: none"> • an increase to the Tall Timber Student Housing project budget in the amount of \$1.1M to be funded through surplus FY2023/24 Routine Capital as approved by the Ministry; and • a further increase to the Tall Timber Student Housing project budget of up to \$1.5M subject to securing additional donations by BCIT Foundation. <p>6.2 Five-Year Capital Plan</p> <p><i>MOTION: THAT the Board of Governors approve the Five-Year Capital Plan for 2025/26 to 2029/30 for submission to the Ministry of Post-Secondary Education and Future Skills (as outlined in Appendix A) (or as amended).</i></p> <p>6.3 Contract – Community Benefits Agreement for the Trades and Technology Complex</p> <p><i>MOTION: THAT the Board of Governors provide approval for BCIT to enter into a contractual agreement with BC Infrastructure Branch to administer the Community Benefits Agreement for \$6.225M with respect to the Trades and Technology Complex.</i></p>	2:50	D. Matthew
7.	2019 – 2024 Strategic Plan Retrospective	3:05	J. Zabudsky / C. Petrie
8.	Institutional Accountability Plan and Report (“IAPR”) 2023/24	3:25	J. Figner / S. Dunn

9.	Next Meeting and Conclusion <ul style="list-style-type: none">• October 2, 2024	3:40	-
10.	In Camera	-	-

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EDUCATION
FOR A COMPLEX WORLD.



MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Monday June 24, 2024, 2:10 to 3:38 p.m.

Board:

Mike Bonshor, Board Chair
Corry Anderson-Fennell
Marcia Braundy
Bobby Davidson
Bob Enns
Sam Issari
Don Matthew
Jeff Musialek
Tamara Pongracz
Dan Reader
Balwant Sanghera
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Cynthia Petrie, VP, External
Barbara Kader, EA, Governance

Regrets:

Catherine Boivie, Board Member
Claire Wang, Board Member

Ex Officio:

Jeffrey Zabudsky, President
Eric Fry, Education Council Chair

A quorum was present.

1.0 Call to Order and Introductory Remarks

Mr. Bonshor acknowledged the departing Governors ending their term on July 31, 2024.
(Marcia Braundy, Jeffrey Musialek, Dan Reader, Balwant Sanghera)

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

2.0 Approval of Agenda/Consent Agenda

Received as previously circulated.

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 May 28, 2024.

2.1 Adopt Agenda

Distributed material: Agenda

2.2 Minutes May 28, 2024
Distributed material: Meeting Minutes

2.4 Education Council Report
Distributed material: Correspondence

2.5 Governance Committee Update
Distributed material: Information Note

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

3.0 Board Chair's Report

The Board Chair reported that he appreciated the opportunity to participate in the *Strategic Planning Retreat* held for Governors, with management on June 24, 2024, and looks forward to the development of the final plan in the fall.

4.0 President's Report

The President reported that Convocation ceremonies will commence on June 25 to 27, 2024. Staff reported that Governor speaking roles had been organized, but they are always welcomed to attend in the audience.

5.0 Academic

5.1 New Program: Advanced Diploma in Marine Engineering
Distributed material: Decision Note, Reports

The Education Council (EdCo) Chair summarized the material previously circulated.

Comments were shared regarding Transport Canada Certification requirements compared to program timing, overlapping of courses, frequency of offerings, and advanced notices of courses. Feedback has been shared with the Dean of the School of Transportation as was shared with the Audit and Finance Committee at their meeting held on June 11, 2024.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new program - Advanced Diploma in Marine Engineering.

5.2 New Program: Certificate in Essential Technical Skills for Architecture, Construction and Engineering
Distributed material: Decision Note, Reports

The Education Council (EdCo) Chair summarized the material previously circulated. It was confirmed that the program prerequisite does not include a mathematic requirement, this feedback would be returned for consideration. The program includes a practicum component commitment which will be beneficial for both an employer and a student. Positive feedback has been received from industry.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new program - Certificate in Essential Technical Skills for Architecture, Construction and Engineering.

5.3 New Program: Associate Certificate in Engine Room Rating

Distributed material: Decision Note, Reports

The Education Council (EdCo) Chair summarized the material previously circulated.

The Business Plan will be modified to remove references to 'her'. *"All calculations at top step, as the step 8 Faculty will soon complete her PIDP and increase in step level."*

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new program - Associate Certificate in Engine Room Rating.

5.4 Authored Books – Policy #6400

Distributed material: Decision Note

The Education Council (EdCo) Chair summarized the material previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised *Authored Books - Policy #6400*.

5.5 Course Credits – Policy #5012 Revisions

Distributed material: Decision Note

The Education Council (EdCo) Chair summarized the material previously circulated.

A request was made to consider updating business plan templates for the Board's benefit, to show how we're assessing new programs and how they relate to indigenous students, student well being, strategic plan considerations relating to the strategic plan, sustainability or the committee councils' considerations.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised *Course Credits – Policy #5012*.

6.0 Audit and Finance Committee

6.1 Tall Timber Student Housing Budget Update

Distributed material: Decision Note

Management provided a summary of the budget update. It was reported that the project is currently in the 75% to 80% range of completion with approximately \$2M to \$3M remaining (which includes the additional funding for the project).

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve an increase to the Tall Timber Student Housing project budget in the amount of up to \$2.6M funded as follows:

1. The amount of \$1.1M to be funded through surplus FY2023/24 Routine Capital as approved by the Ministry of Post-Secondary Education and Future Skills; and
2. The amount of up to \$1.5M subject to securing additional donations by BCIT Foundation.

6.2 Five-Year Capital Plan

Distributed material: Decision Note

Alterations and modifications to the capital plan can be made during the five-year period.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Five-Year Capital Plan for 2025/26 to 2029/30 for submission to the Ministry of Post-Secondary Education and Future Skills (as outlined in Appendix A).

6.3 Contract – Community Benefits Agreement for the Trades and Technology Complex

Distributed material: Decision Note

Management highlighted key points from the material previously circulated. A report was provided regarding the British Columbia Construction Association (BCCA) - Construction Industry Notice regarding the removal of 'Contract A' contract terms.

Correy Anderson-Fennell excused herself for this item as she had a conflict of interest.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve BCIT to enter into a contractual agreement with BC Infrastructure Branch to administer the Community Benefits Agreement for \$6.225M with respect to the Trades and Technology Complex.

7.0 2019 – 2024 Strategic Plan Retrospective

Distributed material: Information Note, Presentation

Management highlighted key points from the material previously circulated.

8.0 Institutional Accountability Plan and Report ("IAPR") 2023/24

Distributed material: Information Note, Presentation

Management highlighted key points from the decision note previously circulated. Detailed presentation notes are available upon request. The report is due annually to government in mid-July and is posted on the BCIT and British Columbia [government](#) websites respectively.

Questions were answered regarding short-fall capacity spaces in the nursing and health programs between currently not achieved and what can be achieved when compared to ministry and market targets.

There were no concerns brought to the Board's attention.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve in principle, with no significant implications identified by the Ministry of Post-Secondary Education and Future Skills, the Institutional Accountability Plan and Report – 2023/24 Reporting Cycle.

9.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on October 2, 2024 at 1:00 p.m.

The open meeting concluded at 3:38 p.m.

10.0 In Camera

There was no in camera session.



Mike Bonshor, Chair