

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Wednesday June 29, 2022

- Open Meeting begins: 10:00 a.m. to 11:00 a.m., SE02 - Town Square D, 3700 Willingdon, Burnaby, BC
- Lunch: 12:00 p.m. to 12:45 p.m., SE02 - Town Square C, 3700 Willingdon, Burnaby, BC
- Tour of the Health Sciences Centre (NW4): 1:00 p.m. to 3:00 p.m.
- TlCF: 778.907.2071; Mtg ID: 898 1077 4411; Pwd: 279776
- <https://bcit.zoom.us/j/89810774411?pwd=T3RDOGZ3Y1RweHZpeFFUdjJ1eFRWZz09&from=addon>

Board:

Dan Reader, Chair
Catherine Boivie
Marcia Braundy
Bob Enns
Don Matthew
Marilyn Mauritz
Jeff Musialek
Tamara Pongracz
Balwant Sanghera
Meredith Sargent
Claire Wang

In Attendance:

Danica, Djurkovic, VP, Campus Planning & Facilities
Ana Lopez, VP, Human Resources & People Development
Paul McCullough, VP, Advancement
Trish Pেকেles, CFO & VP, Finance & Corporate Services
Tom Roemer, VP, Academic
Barbara Kader, EA, Governance

Regrets:

Anne Harvey – Vice Chair
Ryan Tones – Board Member

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

Ex-Officio:

Eric Fry, EdCo Chair
Kathy Kinloch, President

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

	Item		Presenter	Action	Page
1.	Call to Order/Opening Remarks/Swear in New Members	10:00	Chair	-	3
	1.1 Oaths of Office (E. Fry, T. Pongracz)				4
2.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i>	10:05	Chair	Approval	6
	2.1 Minutes June 1, 2022				7
	2.2 President's Activities				13
	2.3 Education Council Chair's Report				14
	2.4 Governance Committee Chair's Report				15
	2.5 Student Association President's Report				16
	2.6 Student Representative's Report				18
3.	Chair's Report	10:10	Chair	Information	20
	3.1 Governor Appointments				21
4.	President's Report	10:15			23
	4.1 Institution Accountability Plan Report (IAPR)		S. Dunn	Approval	24

5.	Education Council	10:25	E. Fry	Approvals	
	5.1 Proposal for Advanced Certificate in Digital Health				75
	5.2 Proposal for Associate Certificate in Health Care Unit Clerk				84
6.	Audit and Finance Committee	10:35	D. Matthew	Approvals	
	6.1 Board of Governors Delegation of Approval Authority				94
	6.2 Five-Year Capital Plan				95
	6.3 School of Health Sciences Expansion Project Business Case				103
7.	Governance Committee	10:45			
	7.1 Bylaws and Governance Manual Revisions		M. Sargent	Approval	111
8.	Next Meeting and Conclusion	11:00	Chair	-	
	• Next meeting: October 4, 2022				205

***Emergency preparedness instructions for BBY are available in Aprio*

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EDUCATION
FOR A COMPLEX WORLD.



MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Wednesday June 29, 2022, 10:01 a.m. to 11:23 a.m.

Board:

Dan Reader, Chair
 Marcia Braundy
 Bob Enns
 Don Matthew
 Marilyn Mauritz
 Jeff Musialek
 Balwant Sanghera
 Meredith Sargent (*late arrival*)
 Claire Wang (*late arrival*)

Liam Lauren, Student Rep
 Scott McAlpine, Support Staff Rep
 Stewart McGillivray, Student Rep

Ex-Officio:

Eric Fry, EdCo Chair
 Kathy Kinloch, President

In Attendance:

Danica, Djurkovic, VP, Campus Planning & Facilities
 Sarah Dunn, Dir., Institutional Research & Planning (#4.1)
 Ana Lopez, VP, Human Resources & People Development
 Paul McCullough, VP, Advancement
 Trish Pেকেles, CFO & VP, Finance & Corporate Services
 Tom Roemer, VP, Academic
 Barbara Kader, EA, Governance

Regrets:

Catherine Boivie – Board Member
 Anne Harvey – Vice Chair
 Ryan Tones – Board Member

A quorum was present.

1.0 Call to Order/Opening Remarks/Swear in New Members

1.1 Oath of Office (E. Fry, T. Pongracz)

Distributed material: Oath of Office

The Board Chair administered the Oath of Office for Eric Fry and Tamara Pongracz.

2.0 Approval of Agenda/Consent Agenda

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the consent agenda for June 29, 2022.

2.1 Minutes June 1, 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 1, 2022.

2.2 President's Activities

Distributed material: Information Note

Received as previously circulated.

2.3 Education Council Chair's Report

Distributed material: Information Note

Received as previously circulated.

2.4 Governance Committee Chair's Report

Distributed material: Information Note

Received as previously circulated.

2.5 Student Association President's Report

Distributed material: Information Note

Received as previously circulated.

2.6 Student Representative's Report

Distributed material: Information Note

Received as previously circulated.

3.0 Chair's Report

3.1 Governor Appointments

Distributed material: Information Note

The Chair acknowledged the new elected governors as per the information previously circulated. Introductions by all at the meeting were made.

4.0 President's Report

4.1 Institution Accountability Plan Report (IAPR)

Distributed material at meeting: Decision Note, Presentation

Staff highlighted key points in the presentation previously circulated. Questions were answered regarding an Indigenous student centre. Management reported that BCIT has an Indigenous Gathering Place in SW01. Plans for an additional Indigenous learning, ecological adaptation centre is included in the five-year capital plan.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve in principle, the Institutional Accountability Plan and Report – 2021/22 Reporting Cycle.

5.0 Education Council

5.2 Proposal for Advanced Certificate in Digital Health

Distributed material: Decision Note, Report

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the proposed Advanced Certificate in Digital Health.

5.2 Proposal for Associate Certificate in Health Care Unit Clerk

Distributed material: Decision Note, Report

Received and approved as previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the proposed Associate Certificate in Healthcare Unit Clerk.

6.0 Audit and Finance Committee

6.1 Board of Governors Delegation of Approval Authority

Distributed material: Decision Note, Report

Received and approved as previously circulated. Management reported that this approval request is a regular item during the summer months.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve authority to the Audit and Finance Committee for contracts greater than \$1M from June 30, 2022 to October 6, 2022 in accordance with the BCIT Contracts Policy 2501.

6.2 Five-Year Capital Plan:

Distributed material: Decision Note, Presentation

Received and approved. Management provided key points in the information previously circulated and confirmed that the five-year plan is reviewed and submitted to the Ministry annually as a rolling five year capital plan. Comments were received and questions answered regarding offering educational facilities for Indigenous communities. Management reported that in addition to Indigenous focused programs and learning centre at BCIT campuses, BCIT sponsors a classroom at the Indigenous Learning Centre in Kitimat, BC which enables the centre to host programming, and has presence at the research project for the First Nations of the Northwest Territories with respect to smartgroup management. The proposed five-year capital plan includes Indigenous learning centre and option for Indigenous focused Housing to be considered.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the Five-Year Capital Plan for 2023/24 to 2027/28 for submission to the Ministry of Advanced Education and Skills Training (as outlined in Appendix A).

6.3 School of Health Sciences Expansion Project Business Case

Distributed material: Decision Note, Presentation

Received and approved. With the need for healthcare workers in the province, government has approached BCIT to work together on this initiative. Management provided key points in the information previously circulated.

With the urgency need for new students, BCIT will deliver this project in a phased manner, with the first phase of the project being delivered for September 2022. Ministry has approved Phase 1 funding including demolition and renovation scope as well as equipment. At this time, the project budget is based on a Class D estimate, and staff will complete a schematic design and class C estimate that will inform the final business case for the Ministry's formal approval.

Adequate funds are available in the contingency plan and increased costs are low concern. Renovation work and costs are minimal and straight forward.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve, in principle, the business case for \$11.36M (which includes renovation and equipment) and related contracts to support the School of Health Sciences Expansion to meet enrollment timelines. This is subject to receiving full funding confirmation from the Ministry of Advanced Education and Skills Training.

7.0 Governance Committee

7.1 Bylaws and Governance Manual Revisions

Distributed material: Decision Note

Received as previously circulated. The Committee Chair reported that there were no issues brought forward regarding the approval of the Bylaws. It was reported that at their meeting held on June 14, 2022, the Governance Committee had a fulsome discussion regarding proposed changes to the Governance Manual received from one governor.

As was reported at that Governance Committee meeting on June 14, 2022, and the Open Board meeting held on June 1, 2022, some members reiterated concerns regarding specific sections within the Governance Manual. An additional suggestion from board members was received regarding the Audit and Finance Committee (AFC) composition. It was agreed that the AFC membership composition be reconsidered for the next manual revision.

IT IS HEREBY RESOLVED, SECONDED AND APPROVED THAT the Board of Governors approve the Bylaws and Governance Manual dated June 29, 2022.

2 abstentions were received.

8.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on October 4, 2022 at the BCIT Burnaby Campus – Town Square D.



Dan Reader, Chair