

# MEETING AGENDA



## BOARD OF GOVERNORS – OPEN

Tuesday March 17, 2020, 1:00 p.m. to 3:00 p.m.

- Room 282/284 – DTC (Downtown Campus), 555 Seymour Street, Vancouver
- Teleconference: 604.622.7800 / 1.877.428.8181; ID: 992 640 388**

### Board:

Doug Eveneshen, Chair  
 Vasyl Baryshnikov  
 Emery Biggar  
 Marcia Braundy  
 Justin Cervantes  
 Kathy Corrigan  
 Bob Enns  
 Anne Harvey  
 Karin Hunt  
 Dan Reader  
 Balwant Sanghera  
 Judy Shandler  
 Ryan Tones

### In Attendance:

Lisa Collins, VP Students  
 Raimonda De Zen, Internal Audit & Advisory Services  
 Sarah Dunn, Director, Institutional Research (#5.3)  
 Roy Hart, CIO  
 Lara Johnson, VP Marketing & Communications  
 Barbara Kader, EA Governance  
 Ana Lopez, VP Human Resources & People Development  
 Paul McCullough, VP Advancement  
 Jennie Moore, Dir. Institute Sustainability  
 Lorcan O'Melinn, VP Administration & CFO  
 Cynthia Petrie, Executive Director, Stakeholder Relations  
 Tom Roemer, VP Academic

### Ex-Officio:

Jennifer Figner, EdCo Chair  
 Kathy Kinloch, President

### Regrets:

Meredith Sargent, Board Member  
 Cathy Young Vice-Chair

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b>	1:00	Chair	-	-	-
2.	<b>Adopt Agenda</b>	-	Chair	-	Approval	1
3.	<b>Minutes February 19, 2020</b>	-	Chair	-	Approval	4
4.	<b>Report from the Chair</b>	1:05	Chair	Information Note	Information	8
	4.1 Chair's Activities and Comments			" " & Presentation	" "	9
5.	<b>Report from the President</b>	1:30	K. Kinloch	Information Note	Information	24
	5.1 President's Activities & Comments		L. Collins	" "	" "	25
	5.2 Institute Report			" " & Presentation	" "	31
6.	<b>Education Council</b>	1:45	J. Figner	Information Note	Information	41
	6.1 Chair's Update			Decision Note	Approval	42
	6.2 Proposal - Associate Certificate in User Interface (UI) and User Experience (UX) Design					

7.	<b>Audit &amp; Finance Committee</b> 7.1 Committee Chair Update 7.2 Fiscal Plan F2020/21	1:55	D. Reader L. O'Melinn	Verbal Decision Note	Information Approval	84 85
8.	<b>Sustainability Vision</b>	2:25	J. Moore / C. Petrie	Decision Note / Presentation	Approval	119
9.	<b>Student Governors</b> 9.1 BCITSA President's Update 9.2 Student Representative's Update	2:45	J. Cervantes  V. Baryshnikov	Verbal  " "	Information  " "	134 134
10.	<b>Questions</b>	2:50	-	-	-	135
11.	<b>Conclusion</b>	3:00	Chair	-	-	135
12.	<b>Information Only</b> 12.1 Indigenous 101 Schedule	-	-	-	-	136

**Board Meeting & Event Dates 2020:**

May 13	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting	BBY – SW01 Room 3307
May 14	9:30 a.m. to 1:15 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
May 25	11:00 a.m. to 12:00 p.m.	Human Resources Committee Meeting	Teleconference
May 26	10:00 a.m. to 2:45 p.m. 3:00 p.m. to 4:00 p.m.	Board Meeting (Open and Closed) Executive Committee Meeting	AIC - Annacis Island Campus, Step-Up Room “ “
May 28	9:30 a.m. to 10:30 a.m.	Executive Committee Meeting	Teleconference
June 8	10:00 a.m. to 11:30 a.m.	Tributes Committee Meeting (if required)	BBY – SW01 Room 3307
June 9	9:30 a.m. to 4:30 p.m.	Committee Meetings	DTC - Downtown Campus, Room 283
June 17 to 19	TBA	Spring Convocation Ceremonies	Willingdon Church, Burnaby
June 23	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	BBY - Burnaby Campus – Royal Oak Boardroom
July 14	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee	DTC - Downtown Campus, Room 283
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 21	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 8	9:30 a.m. to 12:00 p.m.	Audit & Finance Committee	DTC - Downtown Campus, Room 283
December 8	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon (for the Foundation, Campaign Cabinet, Alumni Association, Student Association Boards)	The Vancouver Club (University Room)
December 10	2:00 p.m. to 5:00 p.m.	BCIT Board of Governor's Holiday Reception	BBY - SE02-The Great Hall

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EDUCATION  
FOR A COMPLEX WORLD.



# MEETING MINUTES

## BOARD OF GOVERNORS - OPEN

Tuesday March 17, 2020, 1:07 p.m. to 3:15 p.m.

- Room 282/284 – DTC (Downtown Campus), 555 Seymour Street, Vancouver

### Board:

Doug Eveneshen, Chair  
Vasyl Baryshnikov (T/C)  
Emery Biggar (T/C)  
Marcia Braundy  
Justin Cervantes (T/C)  
Kathy Corrigan (T/C)  
Bob Enns (T/C)  
Anne Harvey (T/C)  
Karin Hunt (T/C)  
Dan Reader (T/C)  
Balwant Sanghera (T/C)  
Meredith Sargent (T/C)  
Judy Shandler  
Ryan Tones (T/C)  
Cathy Young Vice-Chair (T/C)

### Ex-Officio:

Jennifer Figner, EdCo Chair (T/C)  
Kathy Kinloch, President

### In Attendance:

Lisa Collins, VP Students  
Raimonda De Zen, Internal Audit & Advisory Services (T/C)  
Sarah Dunn, Director, Institutional Research (#4.2) (T/C)  
Roy Hart, CIO  
Lara Johnson, VP Marketing & Communications (T/C)  
Ana Lopez, VP Human Resources & People Development  
Jennie Moore, Dir. Institute Sustainability (T/C)  
Cynthia Petrie, Executive Director, Stakeholder Relations  
Tom Roemer, VP Academic  
Barbara Kader, EA Governance

### Regrets:

Lorcan O'Melinn, VP Administration & CFO  
Paul McCullough, VP Advancement

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A quorum was present.

### 1.0 Call to Order and Welcome

### 2.0 Adopt Agenda

*Distributed material: Agenda*

The Oath of Office for Karin Hunt was added to item 4.1. A request for a brief discussion regarding the Indigenous Vision was added to item 5.1.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the agenda for March 17, 2020, as amended.

### 3.0 Minutes February 19, 2020

*Distributed material: Minutes*

An amendment was made to item 9.2.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the meeting minutes for February 19, 2020, as amended.

#### **4.0 Report from the Chair**

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

*Distributed material: Information Note*

Received. The Chair administered the Oath of Office for Karin Hunt.

##### **4.2 Mandate Letter 2020/21**

*Distributed material: Information Note*

Sarah Dunn referred to the material provided and highlighted key areas in the presentation. She reported that the Mandate Letter is issued annually to post-secondary institutions (PSIs) and outlines government priorities, including specific items requiring substantive progress over the coming year. The signature of the Board Chair is required to acknowledge the government's strategic direction. The Mandate Letter is posted publicly on the institution's website.

Highlights were given on the Accountability Framework which provides the overarching guidelines for the Institutional Accountability Plan and Reports. As part of this Framework, institutions must describe actions or accomplishments achieved in relation to the priorities identified in the 2019/20 Mandate Letter. For the 2020/21 Mandate Letter, it is a requirement to report on the planning and implementation of the strategic priorities identified.

The four Mandate Letter priorities, with multiple areas of focus under each, were highlighted. It was reported that under "*Contribute to an accessible and relevant post-secondary system*", shows clear reference to underrepresented and vulnerable groups as well as promoting gender parity. These priorities are consistent with previous Mandate Letters.

It was reported that when developing BCIT's Strategic Plan, consideration of the government's strategic priorities was an aspect ensuring alignment due to BCIT's unique role as a provincial polytechnic institution. The Strategic Implementation Plans for FY2019/20 and FY2020/21 have many deliverables that support the Ministry's strategic priorities.

An overview was provided on the student AEST full-time enrolments (FTEs) delivered by BCIT. Domestic FTEs at BCIT consist of activity funded by the Industry Training Authority (ITA) and AEST. The ITA funding is capped at approximately \$18M with no anticipation of major changes. These patterns are similar to other post-secondary institutes. Efforts are currently underway to help increase domestic activity to ensure BCIT achieves and exceeds its target over the next few years.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors accept the Mandate Letter 2021/21 as presented by the Ministry of Advanced Education, Skills and Training.

## **5.0 Report from the President**

### **5.1 President's Activities & Comments**

*Distributed material: Information Note*

The President referred to the information note provided. She reported that the Alumni Association began a Fraser Valley Chapter, that a number of faculty members have been traveling but have returned home, and some remain in self-isolation. The Open Houses and Big Info night were successful. Due to the current health issues, plans are being made to review the new fiscal year budget and enrollment forecasts.

Management answered questions regarding BCIT's Indigenous Vision and the Chair encouraged all governors to attend the Indigenous 101 sessions being offered.

### **5.2 Institute Report**

*Distributed material: Information Note*

The report was received. It is expected that upcoming planned events will be postponed considering the current COVID-19 pandemic.

### **5.3 Strategic Implementation Plan – 2020/21**

*Distributed material: Information Note*

Management reported that the plan has been developed early in order to coincide with the new fiscal year. It was reported that the senior team added a new deliverable to the existing plan in order to address COVID-19 pandemic. Implementation key points in the presentation were highlighted.

Management answered questions regarding the status of the part-time studies review. It was reported that the review has been completed, recommendations made, roll out mode of those recommendations starting with leadership and then cascading throughout the institute, and presented to the unions.

## **6.0 Education Council**

### **6.1 Chair's Update**

*Distributed material: Information Note*

Received.

### **6.2 Proposal – Associate Certificate in User Interface (UI) and User Experience (UX) Design**

*Distributed material: Decision Note*

The EdCo Chair referred to the material previously provided. The Audit & Finance Committee approved the recommendation to the Board at their meeting on March 2, 2020.

From the report, management answered questions regarding 2900 tech-related spaces within the province's post secondary system, of which 300 spaces are being delivered to BCIT. The spaces were originally designed as degree engineering spaces, and BCIT was mandated to supply the diploma certificate level for those spaces. With the 2900 spaces allocated and being more of a university centric initiative, BCIT is satisfied with their 300 spaces.

## **7.0 Audit & Finance Committee**

### **7.1 Committee Chair Update**

*Distributed material: Information Note*

The Committee Chair provided an overview of the committee's meeting on March 2, 2020, where they approved the external auditor's report (PriceWaterhouseCoopers). Current field work being performed by the external auditors may be deferred in light of the COVID-19 pandemic. Audit and financial reporting submission deadlines to government may be extended for the post-secondary sector.

The committee had the opportunity to review the Fiscal Plan F2020/21 (budget) on three occasions prior to requesting the Board's approval.

Lisa Collins and Sarah Dunn provided presentations highlighting enrollment forecasting.

An overview was given on proposed reinvestment initiatives on the assumption there will be no negative financial impacts from the global pandemic; \$16.8M worth of deferred initiatives and contingency is potentially available to assist with any unexpected financial impacts that may result from the current health issues. Due to the COVID-19 pandemic, with the exception of essential initiatives for the operations of the institutes, a temporary hold has been placed on all other initiatives outlined in the budget. The Committee may meet before the next scheduled meeting on May 15, 2020 to discuss such issues.

### **7.2 Fiscal Plan F2020/21**

*Distributed material: Decision Note*

Management referred to the material provided and highlighted key points in the presentation. Due to the COVID-19 pandemic, considerations for an adjusted forecast will be considered since the initial reports were made. The amended motion reflects this decision.

Management referred to the material provided and highlighted key points in the presentation. Due to the COVID-19 pandemic, an adjusted forecast will be brought forward to the Audit and Finance Committee for review and consideration as some of the assumptions used in preparing the budget may be impacted. The amended motion reflects this decision.

**IT IS HEREBY RESOLVED AND CARRIED THAT** based on the recommendation by the Audit & Finance Committee, the Board of Governors approve, as amended, the F2020/21 Fiscal Plan, substantially as presented on the condition, in acknowledging financial impacts resulting from the global pandemic are unknown at this time, that:

1. in the short-term, only those initiatives deemed to be essential will be implemented until more certainty is known; and
2. through the Audit & Finance Committee, forecast updates reflecting sensitivity analysis be presented at the next Board meeting.

## **8.0 Sustainability Vision**

*Distributed material: Information Note and Presentation*

Management introduced Dr. Jennie Moore, who provided an overview of her presentation previously distributed.

## **9.0 Student Governors**

### **9.1 BCITSA President's Update**

*Distributed material: Information Note*

The information note was received. Justin Cervantes updated the Board on the following items:

- The following operations have been closed due to the COVID-19 pandemic *Stand South, Pavilion, Pub, and Geared Up*. As a result, 44 part-time/full-time staff have been laid-off. Employees will be recalled once students return to campus
- *Stand Central* and the *Print Shop* will remain open but with reduced hours.
- Childcare centres, all student services (e-ship, student development, student clubs, wellness, and career services) remain open. On-line presence for student services is being enforced
- All internal events and those booked by external groups have been canceled
- Elections are being conducted as planned, however, candidates' meeting and campaigning will now be conducted on-line
- BCITSA Council meetings remain as scheduled previously with on-line attendance being an option
- A process to develop a communication portal to provide further information to students is underway. The initiative will be facilitated by the SA Advocacy Department, which is well versed with BCIT's information
- A strategy to have staff work from home continues

### **9.2 Student Representative's Update**

Vasyl Baryshnikov thanked management for the ongoing communication regarding the COVID-19 pandemic.

## **10.0 Questions**

Management answered questions regarding work permits for international students. International Students Services continues to provide services and is part of the Emergency Services Committee. The federal government is granting additional flexibility on the maximum number of on-line courses that students can take and then later maintain eligibility for a post-graduate work permit. Regular communication with Immigration, Refugees and Citizenship Canada (IRCC) continues in order to ensure BCIT has a clear understanding of what the IRCC is doing and shares information when requested.

Kathy Corrigan suggested that international students could contact their Member of Parliament Constituency office to advocate on their behalf.

## **11.0 Conclusion**

*Distributed material: Information Note*



**12.0 Information Only**

*Distributed material: Information Note*

**12.1 Indigenous 101 Schedule**

Received.

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

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Doug Eveneshen, Chair