

# MEETING AGENDA



## BOARD OF GOVERNORS – OPEN

Tuesday June 23, 2020, 1:00 p.m. to 2:20 p.m.

- Teleconference: 778 907 2071; Mtg ID: 957 1019 2947; Password: 926944

### Board (T/C):

Doug Eveneshen, Chair  
Emery Biggar  
Marcia Braundy  
Kathy Corrigan  
Bob Enns  
Anne Harvey  
Karin Hunt  
Artur Mamenko  
Dan Reader  
Balwant Sanghera  
Meredith Sargent  
Judy Shandler  
Hunter Sones  
Ryan Tones  
Cathy Young

### In Attendance (T/C):

Lisa Collins, VP Students  
Raimonda De Zen, Dir. Internal Audit & Advisory Services  
Roy Hart, CIO  
Lara Johnson, VP Marketing & Communications  
Ana Lopez, VP Human Resources & People Development  
Paul McCullough, VP Advancement  
Lorcan O'Melinn, VP Administration & CFO  
Cynthia Petrie, Ex. Dir., Stakeholder Relations  
Tom Roemer, VP Academic  
Barbara Kader, EA Governance

### Regrets:

### Ex-Officio (T/C):

Jennifer Figner, 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 xʷməθkʷəy̍əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.*

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b>	1:00	Chair	-	-	
2.	<b>Adopt Agenda</b>	-	Chair	-	Approval	
3.	<b>Oath of Office – A. Mamenko and H. Sones</b>	1:05	Chair	-	-	
4.	<b>Meeting Minutes May 26, 2020</b> 4.1 Action Items	1:10	Chair	- Information Note	Approval Information	
5.	<b>Report from the Chair</b> 5.1 Chair's Comments 5.2 Retiring & New Board Members 5.3 Committee Membership	1:15	Chair “ “ “ “	Verbal  Information Note Verbal	Information “ “ “ “	
6.	<b>Report from the President</b> 6.1 President's Activities & Comments 6.2 Institute Report	1:25	K. Kinloch C. Petrie	Information Note “ “	Information “ “	

7.	<b>Education Council</b> 7.1 Chair's Update 7.2 Program Advisory Committees - Policy #5404 and Procedure #5404-PR1	1:35	J. Figner “ ”	Information Note Decision Note	Information Approval	
8.	<b>Audit &amp; Finance Committee</b> 8.1 Committee Chair Update 8.2 Board of Governors' Delegation of Approval Authority 8.3 BC Hydro 25KV Voltage Conversion Project – Statutory Right of Way Agreements 8.4 Five-Year Capital Plan	1:40	C. Young “ ” “ ” “ ”	Verbal Decision Note “ ” “ ”	Information Approval “ ” “ ”	
9.	<b>Governance Committee</b> 9.1 Committee Chair Update	2:00	D. Reader	Verbal		
10.	<b>Strategic Plan: Revised Year 2 Implementation</b>	2:05	L. Collins	Information Note	Information	
11.	<b>Conclusion</b>	2:20	Chair	-	-	

**Board Meeting & Event Dates 2020:** (COVID-19 will dictate the venue/format of meetings in the coming months)

June 30	8:30 a.m. to 9:30 a.m.	Audit & Finance Committee	Teleconference/Video
July 31	8:30 a.m. to 9:30 a.m.	Audit & Finance Committee	Teleconference/Video
September 22	9:30 a.m. to 4:30 p.m.	Committee Meetings	Teleconference/Video
October 6	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	Teleconference/Video
November 17	9:30 a.m. to 4:30 p.m.	Committee Meetings	Teleconference/Video
December 3	1:00 p.m. to 4:30 p.m.	Board Meeting (Open and Closed)	Teleconference/Video
December 9	10:30 a.m. to 12:00 p.m.	Audit & Finance Committee	Teleconference/Video
December 10	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)	TBD

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EDUCATION  
FOR A COMPLEX WORLD.



# MEETING MINUTES

## BOARD OF GOVERNORS - OPEN

Tuesday June 23, 2020, 1:03 p.m. to 3:30 p.m.

### **Board (T/C):**

Doug Eveneshen, Chair  
Vasyl Baryshnikov  
Emery Biggar  
Marcia Braundy  
Justin Cervantes  
Kathy Corrigan  
Bob Enns  
Anne Harvey  
Karin Hunt  
Artur Mamenko  
Dan Reader  
Balwant Sanghera  
Meredith Sargent  
Judy Shandler  
Hunter Sones

### **Ex-Officio (T/C):**

Jennifer Figner, EdCo Chair  
Kathy Kinloch, President

### **In Attendance (T/C):**

Lisa Collins, VP Students  
Mark Dale, Dir., Facilities and Campus Development  
Raimonda De Zen, Internal Audit & Advisory Services  
Roy Hart, CIO  
Lara Johnson, VP Marketing & Communications  
Ana Lopez, VP Human Resources & People Development  
Paul McCullough, VP, Advancement  
Lorcan O'Melinn, VP Administration & CFO  
Cynthia Petrie, Executive Director, Stakeholder Relations  
Kathy Roberts, Dir., Financial Services  
Barbara Kader, EA Governance

### **Regrets:**

Ryan Tones, Board Member  
Cathy Young, Board Member (partial attendance)  
Tom Roemer, VP Academic

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A quorum was present.

### **1.0 Call to Order and Welcome**

### **2.0 Adopt Agenda**

*Distributed material: Agenda*

Item #8.0 followed #10.0. A verbal update (#11.0) was provided by the BCITSA President.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the agenda for June 23, 2020, as amended.

### **3.0 Oath of Office – A. Mamenko and H. Sones**

*Distributed material: Oaths*

The Chair administered the Oaths of Office for Artur Mamenko and Hunter Sones.

#### **4.0 Meeting Minutes May 26, 2020**

*Distributed material: Minutes*

Minor amendments were incorporated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the agenda for May 26, 2020, as amended.

##### **4.1 Action Items**

*Distributed material: Information Note*

Received.

#### **5.0 Report from the Chair**

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

*Distributed material: Information Note*

Received.

##### **5.2 Retiring and New Board Members**

*Distributed material: Information Note*

The Chair thanked Kathy Corrigan for her contributions during her tenure with the Board of Governors.

##### **5.3 Committee Membership**

*Distributed material: Decision Note*

The Chair reported membership changes, as reviewed by the Governance Committee meeting on June 23, 2020.

- the Audit & Finance Committee: adding Mr. Enns, removing Mrs. Kathleen Corrigan
- the Governance Committee: adding Ms. Sargent and Ms. Hunt
- the Tributes Committee: adding Mr. Sones, removing Mr. Justin Cervantes

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve membership changes as presented, for the Audit & Finance, Governance and Tributes Committees.

#### **6.0 Report from the President**

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

*Distributed material: Information Note*

The President reported that her participation and representation continue at the Business Council of British Columbia (BCBC) and the Public Policy Forum (PPF) meetings. She reported that on June 22, 2020, she attended 'Framing the Future – Clean BC', a round table discussion hosted by The Honourable John Horgan (Premier) and The Honourable Carole James, (Minister Finance), The Honourable George Heyman (Minister of Environment), The Honourable Bruce Ralston (Minister of Energy, Mines and Petroleum Resources). At the meeting discussions pertained to building BC's economic recovery, Clean BC commitments and COVID-19 issues.

The *Graduating Student Celebration* video replacing the June 2020 Convocation, aired on June 23, 2020 and was well received.

Management answered questions regarding the \$140,000 for the Student Emergency Response Fund (CSERF) received from the provincial government allocated for BC students, and additional funding from the BCIT Foundation supporting international students.

Plans for primarily on-line learning are in place for the fall 2020 semester. Management reported that plans are pending to honour the BCIT Student Graduating Achievement Awards usually held in June.

## **6.2 Institute Report**

*Distributed material: Information Note*

The information was received.

## **7.0 Education Council**

### **7.1 Chair's Update**

*Distributed material: Information Note*

The Education Council Chair referred to the information note previously provided.

### **7.2 Program Advisory Committees - Policy #5404 and Procedure #5404-PR1**

*Distributed material: Decision Note*

The information was received and approved. The EdCo Chair answered questions regarding the removal of PAC reports to the Board of Governors. Information from PAC is retained by the VP, Academics office.

A suggestion was made that, when Deans are invited to present on their area at Board meetings, they could be requested to highlight major initiatives or recommendations that PAC has suggested to the program area for reconsideration.

The Chair reported that gender representation as well as all diversity issues within the PAC were discussed and reviewed by the council in the revisions of the policy and procedures.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Program Advisory Committees - Policy #5404 and Procedures #5404-PR1.

## **8.0 Audit & Finance Committee**

### **8.1 Committee Chair Update**

The Committee will be meeting on June 30 and July 31, 2020 to review enrollment trends and projections. Kathy Roberts will be the interim CFO and Mark Dale will continue to oversee the facilities and campus development portfolios reporting directly to the President, beginning September 2020.

### **8.2 Board of Governors' Delegation of Approval Authority**

*Distributed material: Decision Note*

The information was received and approved.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors delegate approval authority to the Audit and Finance Committee for contracts greater than \$1 million up to a maximum of \$10 million from June 24 to October 6, 2020, as recommended by the Audit and Finance Committee.

**8.3 BC Hydro 25KV Voltage Conversion Project – Statutory Right of Way Agreements**

*Distributed material: Decision Note*

The information was received and approved.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the request to Initiate Disposition of the Land and will provide a statement declaring that “the disposal will not affect the future delivery of educational programs”, as recommended by the Audit and Finance Committee.

**8.4 Five-Year Capital Plan**

*Distributed material: Decision Note*

The Committee Chair joined the meeting and referred to the material previously provided. It was reported that this is an annual filing required by government and is required on June 30, 2020. The planning document allows government to recognize plans for the next five years, and can be changed by BCIT. The plan does not include previous BC Provincial Treasury approvals for capital projects.

Management answered questions relating to projects being removed compared to last years’ plan as the removed projects are not at a Class C estimate stage.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the Five-Year Capital Plan for 2021/22 to 2025/26, as recommended by the Audit and Finance Committee.

**9.0 Governance Committee**

**9.1 Committee Chair Update**

The Committee Chair reported that the Committee had met on June 9, 2020 where they approved the Program Advisory Committees - Policy #5404 and Procedure #5404-PR1. The Committee met on June 23, 2020 and reviewed committee restructuring proposed by the Board Chair.

**10.0 Strategic Plan: Revised Year 2 Implementation**

*Distributed material: Information Note*

Management highlighted three changes made to the Year 2 Strategic Implementation Plan as a result of the current COVID-19 pandemic.

Emphasis on e-learning has increased such that it has become a new pillar of BCIT's business model, and enrolment management has become an even more critical focus for management monitoring and decision making.

A third major change involves responding to COVID-19. Work has been divided into two phases, which have become two new deliverables within the Year 2 Implementation Plan. Phase I includes ensuring stable operations during 2020/21, whereas Phase II includes considering the future shape of BCIT in response to this global crisis and learning how we can better support the BCIT community and the BC economy in recovery.

In several cases, timeframes for completion of Year 2 deliverables have been necessarily extended into Year 3 (2021/22).

## 11.0 Other Business

The BCITSA President reported on the May 1, 2020 suspension (to August 31, 2020) of the U-Pass BC program (The Universal Transit Pass) and reported that it had a 98% reduction in usage due to the COVID-19. With the assistance of a survey directed at BCIT set reps (definition below) with graduation dates post October 2020, the BCITSA will decide whether to pursue extending suspension or reinstate the U-Pass in the fall 2020. Survey results will be received on June 30, 2020.

*Definition: Each full-time BCIT program is made up of one or more groups of students called a set. A set is a group of students (typically 20-30 students) that attend all of the same classes and are a part of the same cohort. Each set elects one student to act as an advocate and liaison between their set, the BCITSA, and their respective school. This advocate and liaison is known as the Set Representative or Set Rep. A Set Representative is the elected student-advocate for their set.*

Management answered questions regarding how BCIT responds to issues involving implicit bias, inclusivity or barriers and situational racism students or staff may face. The President reported that racism will not be tolerated at BCIT. The BCIT Respect, Diversity and Inclusion department is currently preparing unconscious bias training and plans to build a strategy to address racism. A recent statement addressing reports of incidents of race-based violence in Canada and around the world was posted on the BCIT.ca/respect webpage. The Human Resources Committee also receives an annual report from the Associate Director, Respect, Diversity, and Inclusion on trends and key issues.

## 12.0 Conclusion

The meeting ended at 2:25 p.m.



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Doug Eveneshen, Chair