

# MEETING AGENDA



## BOARD OF GOVERNORS – OPEN

Tuesday May 26, 2020

- Meeting, 9:00 a.m. to 10:30 a.m.
- **Teleconference:** (1) 778.907.2071; Meeting ID: 981 2699 0383; Password: 614879
- Join Zoom Meeting: <https://bcit.zoom.us/j/98126990383?pwd=M2x1Vk56MDZUeHVZSjhrZkRhbGhFdz09>

### Board (T/C):

Doug Eveneshen, Chair  
Vasyl Baryshnikov  
Emery Biggar  
Marcia Braundy  
Justin Cervantes  
Kathy Corrigan  
Bob Enns  
Anne Harvey  
Karin Hunt  
Dan Reader  
Balwant Sanghera  
Meredith Sargent  
Judy Shandler  
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  
Carolyn Kirkwood, Hunter Kirkwood (#9)  
Ana Lopez, VP Human Resources & People Development  
Paul McCullough, VP Advancement  
Lorcan O'Melinn, VP Administration & CFO  
Cynthia Petrie, Executive Director, Stakeholder Relations  
Tom Roemer, VP Academic  
Barbara Kader, EA Governance

### Regrets:

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

Jennifer Figner, EdCo Chair  
Kathy Kinloch, President

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b>	9:00	Chair	-	-	-
2.	<b>Adopt Agenda</b>	-	Chair	-	Approval	1
3.	<b>Consent Agenda Items</b>	9:05		Decision Notes	Approvals	
	3.1 Minutes March 17, 2020		Chair			4
	3.2 Contracts – Policy #2501		C. Young			10
	3.3 Travel and Professional Development Expense Claims - Policy #2005		“ “			22
	3.4 Information Security – Policy #3502		R. Hart			43
	3.5 Acceptable Use of Information Technology - Policy #3501		“ “			135
	3.6 Travel Risk & Security - Policy #7140		A. Lopez			147
	3.7 Recording in the Classroom – Policy #5201		J. Figner			159

4.	<b>Report from the Chair</b> 4.1 Chair's Activities and Comments 4.2 Correspondence	9:15	Chair	Information Note	Information	165
				-	Information	166
5.	<b>Report from the President</b> 5.1 President's Activities & Comments 5.2 Institute Report	9:25	K. Kinloch	Information Note	Information	168
			C. Petrie	" "	" "	169
6.	<b>Education Council</b> 6.1 Chair's Update 6.2 Proposal for Associate Certificate in Music Business	9:35	J. Figner "	Information Note	Information	175
				Decision Note	Approval	176
7.	<b>Audit &amp; Finance Committee</b> 7.1 Committee Chair Update 7.2 Audited Financial Statements March 31, 2020	9:40	C. Young L. O'Melinn	Verbal	Information	185
				Information Note	" "	186
8.	<b>Governance Committee</b> 8.1 Committee Chair Update	9:50	D. Reader	Verbal		231
9.	<b>Strategic Implementation Plan 2019/20 and 2020/21</b> 9.1 Year One Report 9.2 Year Two Plan	9:55	L. Collins / C. Kirkwood	Information Note / Presentation	Information	232
10.	<b>Student Governors</b> 10.1 BCITSA President's Update 10.2 Student Association Strategic Vision 10.3 Student Representative's Update	10:20	J. Cervantes	Verbal	Information	243
			" "	Report	" "	249
			V. Baryshnikov	Verbal	" "	256
11.	<b>Other Business</b> 11.1 Research Ethics Board Annual Report	10:25	T. Roemer /	Decision Note	Approval	257
12.	<b>Conclusion</b>	10:30	Chair	-	-	-

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

June 9	9:30 a.m. to 4:30 p.m.	Committee Meetings	Teleconference/Video
June 23	9:00 p.m. to 12:00 p.m.	Board Meeting (Open and Closed)	Teleconference/Video
July 14	9:30 a.m. to 12:00 p.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 8	12:00 p.m. to 2:00 p.m.	BCIT Board of Governors Holiday Luncheon <i>(for the Foundation, Campaign Cabinet, Alumni Association, Student Association Boards)</i>	TBD
December 9	10:30 a.m. to 12:00 p.m.	Audit & Finance Committee	Teleconference/Video
December 10	2:00 p.m. to 5:00 p.m.	BCIT Board of Governor's Holiday Reception <i>(for BCIT Staff and Faculty)</i>	BBY - Burnaby Campus, SE02-The Great Hall

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EDUCATION  
FOR A COMPLEX WORLD.



# MEETING MINUTES

## BOARD OF GOVERNORS - OPEN

Tuesday May 26, 2020, 9:00 a.m. to 10:50 a.m.

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

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

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

Lisa Collins, VP Students  
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  
Tom Roemer, VP Academic  
Barbara Kader, EA Governance

### **Regrets:**

Karin Hunt, Board Member

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

Jennifer Figner, EdCo Chair  
Kathy Kinloch, President

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A quorum was present.

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

### **2.0 Adopt Agenda**

*Distributed material: Agenda*

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

### **3.0 Consent Agenda Items**

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the consent agenda as amended with the following items removed and approved individually:

3.2 Contracts - Policy #2501

3.3 Travel and Professional Development Expense Claims - Policy #2005

3.7 Recording in the Classroom - Policy #5201

### **3.1 Minutes March 17, 2020**

*Distributed material: Minutes*

Received with no comments. Approved under the consent agenda.

### **3.2 Contracts – Policy #2501**

*Distributed material: Decision Note*

The Audit & Finance Committee Chair reported that the Contracts policy was approved by the committee at their meeting on May 15, 2020.

Management answered questions regarding risk management standards within contracts and reported that a thorough review is completed by the Audit & Finance Committee prior to board approval. When considering contracts, requests for proposals (RFPs), and invitations to tender, risk management forms part of procurement documents and is flagged because they include bonding requirements, as well as the strength and the experience of the vendor being considered. Internal Audit and Advisory Services also reviews some contracts and does share comments and concerns.

The senior team will consider incorporating a disciplined approach to an identification, expiration and assessment and management of risk within a policy for the next Contracts policy revision.

Management and the Audit & Finance Committee Chair confirmed that all tenders are subject to government tendering policies and rules around award criteria and factors in risk level percentages, which is reviewed and approved by the Committee.

Management received questions regarding non-monetary contracts and non-disclosure agreements that may have inconsistent or competing obligations in an existing non-disclosure agreement. Management will confirm to the board if this is being practised.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the amendments to Contracts - Policy #2501, as recommended by the Audit and Finance Committee, to provide:

1. increased clarity as proposed by third-party legal counsel; and
2. alignment with new provincial requirement for major capital project Business Plans to include a Class C Estimate in the Institutes' submission for Treasury approval.

### **3.3 Travel and Professional Development Expense Claims - Policy #2005**

*Distributed material: Decision Note*

The Chair referred to the material previously provided. Questions were asked regarding the allocation of points and rewards. Management advised that this issue was discussed when updating the policy, since not all employees have a purchase card (PCard), those that do are encouraged to use their BCIT PCard. There is currently no means to track points and rewards when using personal credit cards.

Management answered questions relating to alcohol use during BCIT business. BCIT's *Hospitality and Employee Appreciation Guidelines* contain specific provisions for alcohol consumption.

Management answered concerns relating to 2. (2.1) *The exception to this approval is the off-campus travel within BC related to staff, faculty and students field trips to hazardous work sites.* It was agreed that the wording would be amended in the final approved policy.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the revised Travel and Professional Development Expense Reimbursement - Policy #2005 and the related revised procedures (#2005-PR1), as recommended by the Audit and Finance Committee, as amended.

**3.4 Information Security – Policy #3502**

*Distributed material: Information Note*

The information was received with no comments and was approved under the consent agenda.

**3.5 Acceptable Use of Information Technology - Policy #3501**

*Distributed material: Decision Note*

The information was received with no comments and was approved under the consent agenda.

**3.6 Travel Risk & Security - Policy #7140**

*Distributed material: Decision Note*

The information was received with no comments and was approved under the consent agenda.

**3.7 Recording in the Classroom – Policy #5201**

*Distributed material: Decision Note*

It was reported that the policy has been accepted by the BCIT community and was developed with great collaboration from all stakeholders receiving great student input and feedback, as well as undergoing a legal review. The purpose of the policy is to protect faculty and student rights within the classroom. If the policy is breached, it will become a standard code of conduct issue. Questions were answered regarding students and faculty having the knowledge of being recorded in the classroom, which would become the instructor's responsibility to advise that a recording is taking place. Students will reserve the right to not be recorded.

Being a new policy, the Board agreed to review the policy in two years.

One Governor opposed the motion to approve the policy as amended.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve Recording in the Classroom - Policy #5201 and Procedure #5201-PR1, as amended to be reviewed in two years.

**4.0 Report from the Chair**

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

*Distributed material: Information Note*

The Chair thanked Justin Cervantes and Vasyl Baryshnikov for their contributions to the board during their terms. He welcomed new governors Artur Mamenko and Hunter Sones, and acknowledged the governor renewal terms as per the information note provided.

#### **4.2 Correspondence**

*Distributed material: Letter*

The Minister's letter was received.

### **5.0 Report from the President**

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

*Distributed material: Information Note*

The President referred to the information note provided. The President thanked Justin Cervantes and Vasyl Baryshnikov for their contributions during their terms. She reported that the June 2020 Convocation ceremonies would not be taking place due to the COVID-19 pandemic, however, an alternate condensed 30 minute pre-recorded video Convocation is scheduled for release on June 23, 2020 at 10:00 a.m. Students who were scheduled to attend the June 2020 Convocation will have another opportunity to attend in person, in the future.

#### **5.2 Institute Report**

*Distributed material: Information Note*

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

Management answered questions regarding the ongoing plans for international students via online communication. It was reported that Immigration, Refugees, and Citizenship Canada (IRCC) will allow students to retain eligibility for their existing work permits.

### **6.0 Education Council**

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

*Distributed material: Information Note*

The information was received.

#### **6.2 Proposal for Associate Certificate in Music Business**

*Distributed material: Decision Note*

The information was received and approved.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the Proposal for an Associate Certificate in Music Business.

### **7.0 Audit & Finance Committee**

#### **7.1 Committee Chair Update**

*Distributed material: Information Note*

The Committee Chair reported that the Committee had met on May 15, 2020 where the external auditors (PwC) presented their first audit report for BCIT. The Committee approved the March 31, 2020 Consolidated Audited Financial Statements which were reviewed by the Office of the Auditor General. A clean audit opinion was received, with no unadjusted audit differences.

## **7.2 Audited Financial Statements March 31, 2020**

*Distributed material: Decision Note*

The information was received and approved.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the fiscal year ended March 31, 2020 audited financial statements.

## **8.0 Governance Committee**

### **8.1 Committee Chair Update**

The Committee Chair reported that the Committee had met on May 14, 2020 and approved the Information Security – Policy #3502.

## **9.0 Strategic Implementation Plan 2019/20 and 2020/21**

*Distributed material: Information Note and Presentation*

Management provided a highlight of the information previously provided and answered questions regarding sharing data with other institutions on international student enrolment trends and predictions. It was reported that the province has established an academic continuity group that is largely staffed by the VP Academics across the sector, of which international education is one part of the standing topic.

Immigration Canada has now allowed international students to begin the next semester from their home country in an online format that will not jeopardize work permits. This will allow for more assurance that students can remain in their home countries and either join in the January 2021 timeframe or join in the semester when travel restrictions have been alleviated.

Management answered questions regarding assisting other institutions that are unable to manage operations during the current health crisis. It was reported that institutions in BC are split into three associations, Research Universities, Teaching Universities and Institutes, and BC Colleges. Within each group are collaborations where shared resources are developed, and a provincial mandate to invest in open education allowing colleges and institutes that don't have access to the type of multi-media and learning technology that BCIT has.

### **9.1 Year One Report**

### **9.2 Year Two Plan**

The information was received.

## **10.0 Student Governors**

### **10.1 BCITSA President's Update**

*Distributed material: Information Note*



The information note was received. The SA President reported that some international students have been financially impacted as a result of the health crisis. The SA continues to offer support to those in need and keeps students apprised of changing Immigration, Refugees and Citizenship Canada (IRCC) regulations and restrictions.

Questions were answered regarding available funding from the BCIT Foundation and the BC government as part of the COVID-19 Emergency Student Response Fund.

## **10.2 Student Association Strategic Vision**

*Distributed material: Report*

The report was received as information.

## **10.3 Student Representative's Update**

Vasyl Baryshnikov thanked the board for their support during his tenure.

## **11.0 Other Business**

### **11.1 Research Ethics Board Annual Report**

*Distributed material: Decision Note*

The information was received and approved.

**IT IS HEREBY RESOLVED AND CARRIED THAT** the Board of Governors approve the Research and Ethics Annual Report as presented.

## **12.0 Conclusion**

The meeting ended at 10:50 a.m.



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Doug Eveneshen, Chair