

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Wednesday April 3, 2024, 1:00 to 1:30 p.m.

- TLCF: 778.907.2071; Mtg ID: 644 1933 4278; Pwd: 174180; [Zoom Link Here](#)

Board:

Dan Reader, Chair
Corry Anderson-Fennell
Catherine Boivie
Mia Bui
Mike Bonshor
Marcia Braundy
Bob Enns
Don Matthew
Scott McAlpine
Jeff Musialek
Tamara Pongracz
Balwant Sanghera
Claire Wang

In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
Jennifer Figner, Provost & VP, Academic
Ana Lopez, VP, People, Culture & Inclusion
Trish Pekeles, CFO & VP, Administration
Cynthia Petrie, Interim VP, External
Barbara Kader, EA, Governance

Regrets:

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 xʷməθkwəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	1:00	Chair
2.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i> 2.1 Adopt Agenda 2.2 Minutes February 27, 2024 2.3 Governance Committee Chair's Update 2.4 Education Council Chair's Report MOTION: THAT the Board of Governors approve the Agenda/Consent Agenda for the Open Board of Governors meeting held on April 3, 2024.	1:02	Chair
3.	Audit and Finance Committee 3.1 Whistleblower – Policy #1100 MOTION: THAT the Board of Governors approve the Public Interest Disclosure and Protection – Policy #1100 and Procedures #1100-PR1.	1:05	D. Matthew
4.	Academic 4.1 Program Cancellation: Associate Certificate in Marketing Management - Retail Marketing Management MOTION: THAT the Board of Governors approve the Program Cancellation: Associate Certificate in Marketing Management - Retail Marketing Management. 4.2 New Program: Certificate in Payroll Administration	1:15	E. Fry

	Item		Presenter
	<i>MOTION: THAT the Board of Governors approve the New Program: Certificate in Payroll Administration.</i> 4.3 Program Development and Credentials – Policy #5401 <i>MOTION: THAT the Board of Governors approve the revised Program Development and Credentials – Policy #5401</i>		
5.	Next Meeting and Conclusion • May 28, 2024	1:30	

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MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Wednesday April 3, 2024, 1:00 to 1:40 p.m.

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Barbara Kader, EA, Governance

Regrets:

Bob Enns, Board Member
Tamara Pongracz, Board Member

Ex Officio:

Jeffrey Zabudsky, President
Eric Fry, Education Council Chair

A quorum was present.

1.0 Call to Order and Introductory Remarks

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

2.0 Approval of Agenda/Consent Agenda

Received as previously circulated. Received as read unless otherwise noted.

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 April 3, 2024.

2.1 Adopt Agenda

Distributed material: Agenda

2.2 Minutes February 27, 2024

Distributed material: Meeting Minutes

2.3 Governance Committee Update
Distributed material: Information Note

2.4 Education Council Report
Distributed material: Correspondence

3.0 Audit and Finance Committee

3.1 Whistleblower – Policy #1100
Distributed material: Decision Note

Management highlighted key points from the decision note previously circulated. It was reported that anyone can report an incident that could be considered 'wrongdoing' without fear of repercussion.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the *Public Interest Disclosure and Protection – Policy #1100 and Procedures #1100-PR1*.

4.0 Academic

4.1 Program Cancellation: Associate Certificate in Marketing Management – Retail Marketing Management
Distributed material: Decision Note

Management highlighted key points from the decision note previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the cancellation of the Associate Certificate in Marketing Management - Retail Marketing Management program.

4.2 New Program: Certificate in Payroll Administration
Distributed material: Decision Note

Management referred to the decision previously circulated.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the new program - Certificate in Payroll Administration.

4.3 Program Development and Credentials – Policy #5401
Distributed material: Decision Note

Management referred to the decision note previously circulated. Questions from the gallery were answered (Shannon Kelly, *Vice President of FSA*, Juan Azmitia, *Faculty SOB-Operations Management*).

It was reported that this proposal ensures that BCIT's policy aligns with the needs of its students and offerings from its competitors. Revisions were applied in 2017 and due for review in 2022, the proposed revisions are the product of significant review, consideration, and consultation. Management reported that credit requirements were compared to other institutions in BC and Alberta. BCIT's minimum credits for diplomas and certificates were significantly higher than those of our peers.

The proposal is to reduce the minimum credits for diplomas to 75, and certificates to 30. There is no maximum credit limit, therefore will not require program offerings to

be reduced. It will, however, enable them to be reduced if the department and industry, through the program review and update process, deem a shorter, more supportive, and competitive offering beneficial. This change supports student well-being and will ensure programs are manageable for students.

The community consultation review period was extended from 30 days to 90, ensuring broader input and engagement. The Program Development and Credentials - Policy #5401 and its associated three procedures will be reviewed every two years instead of five.

Management reported that Governors had access to supporting documentation for the policy and procedure revisions. The development of changes to the policy and procedures have been under revision for the past two years and have followed the standard process for all policy revisions.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Board of Governors approve the revised *Program Development and Credentials - Policy #5401, and associated procedures #5401-PR1-3.*

5.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on May 28, 2024 at 1:00 p.m.

The open meeting concluded at 1:40 p.m.

Signed

Dan Reader, Chair

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