



**BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY**

BOARD OF GOVERNORS

3700 WILLINGDON AVENUE
BURNABY, BRITISH COLUMBIA
CANADA V5G 3H2

bcit.ca

May 8, 2015

Ms. Christina Zacharuk
Interim President & CEO
Public Sector Employers' Council Secretariat
Ste. 210, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Ms. Zacharuk,

On behalf of the Board of Governors for the British Columbia Institute of Technology (BCIT), please find attached BCIT's Summary Compensation table for the Fiscal Year Ending March 31, 2015 and BCIT's Executive Compensation Disclosure Statement for 2014/2015.

I confirm that the Board is aware of the compensation paid to the members of the Executive as outlined in the attached Statement, and that the compensation provided is within BCIT approved compensation plans and in compliance with the 2015 PSEC guidelines.

Sincerely,

Adam Pion
Chair, BCIT Board of Governors

AP/bim

Attachments



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3700 Willingdon Avenue
Burnaby, British Columbia
Canada V5G 3H2

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British Columbia Institute of Technology Executive Compensation Disclosure Statement for 2014/2015

The following report provides an accurate representation of all compensation provided to the Chief Executive Officer (President) and the next four highest ranking executive officers whose base salary was \$125,000 or greater in the fiscal year 2014/2015.

Compensation Philosophy

The objective for the BCIT Management Compensation Plan is to ensure that management staff salaries are sufficiently competitive in the market place to:

1. attract and retain a high calibre of staff and remain competitive in the labour market;
2. recognize the growth of individuals as they assume the full scope and responsibilities of their position through increment progression; and
3. recognize employees for work performed based on level of performance and contribution to the strategic objectives of the organization.

Regular surveys of management compensation in other marketplaces are conducted to ensure BCIT salaries are competitive.¹

Compensation Policy

An important principle underlying the compensation policy is that all management positions are evaluated using one standard job evaluation plan for the group. This plan has been approved by the Post Secondary Employers' Association. In addition, BCIT recognizes that the compensation policy is governed by the Public Sector Executive Compensation Reporting Guidelines.

Some features of the compensation policy include flexibility in the new hire placement, performance-based progression on the salary band and the ability for merit recognition beyond the job rate (top step). Merit recognition is in the form of a re-earnable meritorious annual award and achieved through exemplary performance and exceeding expectations.

Individual performance is measured on the core leadership competencies related to the following:

- People Management
- Personal Characteristics
- Executing Vision and Mission
- Strategic Focus

Overall employee performance is rated as: Exceeding Performance Plan; Satisfactorily Meeting Performance Plan; Developing within the Performance Plan or Unsatisfactory. Individuals may receive 6%, 4%, 2%, or 0% depending on the overall rating. Key opportunities for development and a learning plan are developed with the manager and employee during the performance appraisal process, and are measured over the year leading up to the next appraisal period.

¹Excerpt taken from Section 5.1-Policy of the BCIT Management Terms and Conditions, approved by the BCIT Board of Governors, September 2000.

Summary Compensation Table at FISCAL, 2015

Name and Position (a)	Salary (b)	Bonus and / or Incentive Plan Compensation (c)	Benefits (d)	Pension (e)	All Other Compensation (expanded below)	2014/15 Total	Previous Two Years Totals	
							2013/14	2012/13
Katherine Kinloch, President	\$ 256,121	\$ -	\$ 18,931	\$ 26,371	\$ -	\$ 301,422	\$ 76,478	\$ -
Bill Dow, Vice President, Academic	\$ 179,171	\$ -	\$ 17,406	\$ 18,661	\$ 3,500	\$ 218,738	\$ -	\$ -
Lorcan O'Melinn, Vice President,	\$ 193,790	\$ -	\$ 15,265	\$ 20,484	\$ 6,000	\$ 235,539	\$ 235,150	\$ -
Tomi Eeckhout, Vice President, Human	\$ 205,652	\$ -	\$ 17,228	\$ 21,724	\$ 6,000	\$ 250,604	\$ 250,553	\$ 244,055
Justin Kohlman, Vice President, Student Services	\$ 91,995	\$ -	\$ 16,730	\$ 20,014	\$ 132,640	\$ 261,379	\$ -	\$ -
Paul Dangerfield, Vice President, Education	\$ 87,280	\$ -	\$ 6,813	\$ 13,776	\$ 44,764	\$ 152,633	\$ 249,273	\$ 234,859

Name and Position (a)	All Other Compensation	Severance (f)	Vacation payout (g)	Leave payout (h)	Vehicle / Transportation Allowance (i)	Perquisites / other Allowances (j)	Other (k)
Katherine Kinloch, President	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bill Dow, Vice President, Academic	\$ 3,500	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -
Lorcan O'Melinn, Vice President, Administration and CFO	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
Tomi Eeckhout, Vice President, Human Resources & People Development	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
Justin Kohlman, Vice President, Student Services	\$ 132,640	\$ 97,241	\$ 29,399	\$ -	\$ 6,000	\$ -	\$ -
Paul Dangerfield, Vice President, Education	\$ 44,764	\$ -	\$ -	\$ 41,264	\$ 3,500	\$ -	\$ -

Notes:

Bill Dow, Vice President, Academic	Position title change - replaced Paul Dangerfield, former VP, Education
Lorcan O'Melinn, Vice President, Administration and CFO	Position title change only
Tomi Eeckhout, Vice President, Human Resources & People Development	Position title change only
Justin Kohlman, Vice President, Student Services	Position eliminated and replaced with Associate Vice President, Student Services reporting to VP, Academic - permanent incumbent TBA
Paul Dangerfield, Vice President, Education	Resigned October 31, 2014