



**JIBC BOARD OF GOVERNORS (APPROVED)**  
**Minutes of Regular meeting**  
**January 26, 2017, 1:00 p.m.**  
**JIBC Boardroom**

Jim McGregor ( Chair)  
Jim Christenson  
Tina Dion  
Jackie Gorton  
Kehl Petersen  
Bob Quartermain (via teleconference)  
Bob Rich  
Juggy Sihota (via teleconference)  
Sukhminder Virk (via teleconference)  
Claire Wang  
Michel Tarko (President)

Executive:  
Colleen Vaughan (Interim VP Academic)  
Peter Kingston (VP Finance & Administration)  
Jon Marks (AVP Human Resources)  
Janet Haberfield (Executive Assistant)

Regrets:  
Doug Eastwood  
Rob Kroeker

Guests:  
Dr. Gregory Anderson, Office of Applied Research & Graduate Studies  
Bob Walker, Simulation Specialist

**2017-01-01 APPROVAL OF CONSENT AGENDA**

**MOVED by Bob Rich, seconded by Claire Wang**  
**THAT the Consent Agenda be approved as presented.**  
**MOTION CARRIED.**

**2017-01-02 GUEST PRESENTATIONS**

No guest presentations.

**2017-01-03 STRATEGIC ACTIVITIES**

**01 President's Report & Program Council Minutes**

A copy of the President's report including Program Council Minutes was previously distributed (copy on file). Michel highlighted a couple of items: the BC Association of Municipal Chiefs has signalled that they will be reviewing the Police Academy. While it is unclear if this is a needs assessment or a full program/curriculum review, it is most likely a needs gap analysis. It was noted that having a checklist to monitor and revisit relationships and re-evaluate all programs on a regular basis is worthwhile. Colleen advised that through our Program Advisory groups, all programs are reviewed regularly.

The second item to note is an AVED announcement at Pitt Meadows yesterday for \$1.9M for roof replacement at the New Westminster campus and a structure at Pitt Meadows. Board governor Sukhminder Virk was at the news event representing the JIBC Board.

**02 AVED Q3 report**

A copy of the AVED Q3 report was previously distributed (copy on file). The report was approved by the Finance and Administration Committee Chair, and submitted to AVED in December 2016 and is for the information of the Board at this time.

**03 ERP Software Solution**

A copy of an ERP Software Solution memo was previously distributed (copy on file). Peter spoke to the report noting the progress made, successes to date and a general update on costs, projections, and risks. It has been determined that the Ellucian system is not fully compatible for all our needs and that the Agresso system will be upgraded to support our requirements.

**2017-01-05 RESOURCE PLANNING**

**01 Financial Reports to November 30<sup>th</sup> 2016**

The financial reports, along with a covering memo from Finance Committee Chair, Jackie Gorton, was previously distributed (copies on file). Jackie spoke to the financial reports noting that as at November 30<sup>th</sup> we are reporting a surplus. Discussion took place on the rules for utilizing surpluses and Governors requested when known, what options might be available to utilize the money, if indeed a surplus was going to be registered at the end of March 2017.

The board were also asked if the covering memos from the Finance Committee Chair and the MDA from the Vice President Finance & Administration were sufficient information for them. Following brief discussion, Governors agreed that having the financial statements attached to the MDA was valuable back-up.

A 2017/2018 budget will be presented at the March board meeting.

Sukhminder Virk left the conference call.

The Finance & Audit Committee Chair requested approval of new Controller, Kirsten Chan, for bank signature authorization.

**MOVED by Bob Rich, seconded by Claire Wang**

**THAT the Cheque signing document be changed to reflect the addition of Kirsten Chan.**

**MOTION CARRIED.**

**2017-01-06 BOARD OPERATIONS**

**01 Board Evaluations**

**Deferred to next meeting.**

**2017-01-07 NEXT MEETINGS**

**The next meeting will be held on March 23<sup>rd</sup>, 2017 in the JIBC Boardroom.**

Signed

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Jim McGregor, Chair