

<p>Rob Kroeker (Chair) Tina Dion (Vice Chair) Jim Christenson (1:30 p.m.) Stephen Gamble Jackie Gorton Kehl Petersen Bob Quartermain (via teleconference 1 – 2:30 pm) Bob Rich Juggy Sihota Sukhminder Virk Michel Tarko (President) via teleconference</p> <p><u>Executive:</u> Kayoko Takeuchi, Acting President, (VP Finance & Operations) Jon Marks (AVP Human Resources) Colleen Vaughan (VP Academic) Janet Haberfield (Executive Assistant)</p>	<p><u>Regrets:</u> Bernadette Spence Claire Wang</p>
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We acknowledge the unceded territory of the Central Coast Salish peoples who allow us to gather in their territory.

2018-02-01 CONSENT AGENDA

The Consent agenda was accepted.

Chair, Rob Kroeker provided a verbal report noting a Sheriffs graduation; a meeting with KPMG re their audit (Rob congratulated VP Finance & Operations, Kayoko Takeuchi and her team for the hard work on the financials throughout the year); a brief update of the two Police Recruit Training reports, and acknowledged the four Governors who will be leaving the Board as of July 31, 2018 – Jim Christenson, Kehl Petersen, Bob Rich and Jagjit (Juggy) Sihota – thank you for your service to the JIBC Board of Governors.

2018-02-02 IN-CAMERA – (WITHOUT EXECUTIVE AND SECRETARY)

- 01 Update on Institute Leadership Governance**
- 02 Police Academy Review**
- 03 President’s Goals (F2017/2018) Self Evaluation**
- 04 President’s Contract – Reopen (2017-2022)**

2018-02-03 REPORTS AND PRESENTATIONS

01 Communications and Marketing Plan update (Liz Verhoeve)

Michel introduced Liz Verhoeve, Senior Manager C&M who provided an update on the Communications and Marketing Plan to date. A further Ipsos Reed poll will be conducted early next year.

Governors thanked Liz and her team for all the work done to date.

02 President's Report & Program Council Minutes

A copy of the President's report and Program Council Minutes was previously distributed (copy on file). Michel spoke to his report, noting he has been asked to sit as a member of the Police Academy Recruit Curriculum Evaluation Steering Committee by the Province.

A draft business case related to funding needs of the JIBC Police Academy will be submitted to the analyst and CFO at PSSG on June 15th, from which we will do a presentation.

ACTION: Copies of the Police Academy Recruit Training reports will be sent to members of the Board. (This was done following the meeting.)

Michel also highlighted the international work with the Cultural Bureau of Saudi Arabia in Ottawa, the recently signed MOU with UAE, and the continued work with various Police Colleges from China.

The Board encouraged management to ensure more critical thinking when looking to work with countries that may have noted problems regarding human rights violations.

03 School of Public Safety Presentation – CIGan Silver Award for Program Excellence for our Bachelor in Emergency & Security Management Studies (BESMS) – Sarah Wareing

On behalf of CIGan (Colleges and Institutes Canada), Michel presented Sarah Wareing, Dean, School of Public Safety with the Silver Award for Program Excellence in our Bachelor in Emergency & Security Management Studies (BESMS). Sarah provided a brief overview of the Bachelor program and gave a brief summary of what is taking place in each of the Divisions within the School, namely Fire & Safety, EMD, and Driver Education Centre (Dec).

Rob Quartermain left the meeting.

2018-02-04 GOVERNANCE MATTERS (BOARD OPERATIONS)

01 Board Development & Succession – approval of board skills review

An old copy of board development and succession documents were previously distributed to the Board (copy on file). Kehl provided a brief history of how the documents came about.

ACTION: Kehl will circulate the link and ask Governors to complete the brief survey. Results will be discussed at the September meeting.

02 Board Elections

This item is deferred to the September meeting.

2018-02-05 STRATEGIC MATTERS

05.1 RESOURCE PLANNING

01 Financial Reports to Q4 March 31st, 2018

Chair of the Finance & Audit Committee, Jackie Gorton, spoke to the financial reports, noting everything is proceeding well and advised that the MDA report is a very informative and brief snapshot. Following brief discussion, the Finance & Audit Committee recommended approval of the audited financial reports to March 31st, 2018.

MOVED by Tina Dion, seconded Kehl Petersen

THAT the audited financial reports to March 31st, 2018 be approved as presented.

MOTION CARRIED.

02 KPI's

A copy of the KPIs was previously distributed (copy on file). Colleen advised that these KPIs are for the last fiscal year, and an updated copy will be available as previous year's figures were in some instances, incorrect.

While the KPIs are currently shared with SMC and Deans, Governors recommend sharing the report with all staff, as it provides valuable information. Moving forward the Board has requested to review the KPI targets in June, for approval in September of each year.

ACTION: This item will be added to the Board Calendar for June and September.

03 Five Year Capital Plan

A copy of the Five Year Capital Plan for F2020 – F2025 was previously distributed (copy on file). Kayoko advised this presented at the March Board meeting but the timelines in some instances, have been pushed back to accommodate our capacity and readiness, and the total requested has increased by \$300k. Instructions from the Ministry, while usually received in May, have not yet come through.

Approval was requested contingent on the instructions not being very different from what has been provided previously. Discussion took place on the estimates, especially for the larger ticket items such as the ship mock-up.

MOVED by Jackie Gorton, seconded by Sukhminder Virk

THAT the Board approve the Five Year Capital Plan contingent upon the Ministry's instructions and criteria remaining much the same. Revised cost assessments will be provided next year for anything of major value listed.

MOTION APPROVED

04 Strategic Plan – develop plan and process 2018/2019

Rob noted he is looking at consultants to assist the Board with the next Strategic Plan process and will bring a proposal to the September meeting.

ACTION: The proposal for moving forward will be discussed at the September 27th meeting.

05 Institutional Accountability Plan & Report (IAPR) – Tracey Carmichael

A copy of the draft IAPR was previously distributed (copy on file). Tracey Carmichael, Director, Institutional Research, provided a brief outline of what the report is about – what it has to include; key priorities, actions taken, accomplishments and performance metrics that the Ministry has for all public post-secondary institutions. Submission is due by July 13th.

Following discussion to include explanations for both positive and negative variances, and for clarity, the report will be revised and a final copy presented to the Board for approval at the September meeting.

ACTION: IAPR will be on the agenda for approval at the September meeting.

06 Program Council Terms of Reference

A copy of a marked-up and unmarked copy of revised Program Council Terms of Reference were previously distributed (copy on file). The changes more accurately reflect what the College and Institute Act designates for Education Councils.

Discussion took place on clarity of language for membership, accountability and functions and responsibilities – participate vs approve vs. advise, and to remove any reference to ‘delegates’.

ACTION: Colleen will request clarity from Governors in order to revise the document.

ACTION: The revised document will be brought back to the September meeting for further review and approval.

2018-02-06 NEXT MEETINGS

**2018: September 27th, TBD
November 29th, New Westminster Campus in conjunction with the JIBC
Foundation Board of Directors**

Rob Kroeker
Board Chair