

Attending:

Sukhminder Virk (Chair)
Stephen Gamble
Len Goerke
Jackie Gorton
Connie Kaweesi
Maria Prevolos
Claire Wang
Michel Tarko (President)

Executive:

Michel Tarko, President
Kayoko Takeuchi (VP Finance & Operations)
Jon Marks (VP HR)
Colleen Vaughan (VP Academic)
Janet Haberfield (Executive Assistant)
Liz Verhoeve (C&M)

Regrets:

Bernadette Spence

We respectfully acknowledge the Justice Institute of British Columbia's New Westminster campus is located on the unceded traditional territories of the Qayqayt and Musqueam Peoples.

2019-02-01 CONSENT AGENDA

MOVED by Claire Wang, seconded by Maria Prevolos
THAT the Consent Agenda be approved as presented.
MOTION CARRIED

2019-02-02 PRESENTATIONS

02.1 No Presentation.

2019-02-03 REPORTS

03.1 President's Report

Board Chair, Sukhminder Virk spoke briefly about a presentation he and President Michel Tarko made at the recent Colleges & Institutes Canada (CICan) annual conference. The presentation focussed on 'Leading Through Turbulent Times: Board Governance'.

Michel noted correspondence from ADM Police Services, Ms. Brenda Butterworth-Carr, regarding an evaluation framework for transition from RCMP to municipal police departments. Also noted in other correspondence was funding, money laundering, collective bargaining, compensation for Fair Comparison, and contract expiration for the JIBC Store.

2019-02-04 IN-CAMERA

- 03.1 President's Evaluation and Draft Objectives set
These were reviewed and feedback provided re goals for F2019-2020.

2019-02-05 GOVERNANCE MATTERS (BOARD OPERATIONS)

- 05.1 Policy – (Revised) Integrity of Research and Scholarship (Helen Dragatsi on behalf of Dr. Greg Anderson, Dean, Office of Applied Research and Graduate Studies)

A copy of the Integrity of Research and Scholarship Policy and related procedures was previously distributed. Helen Dragatsi provided an overview of the policy and requested approval.

MOVED by Maria Prevolos, seconded by Jackie Gorton

THAT the revised Integrity of Research and Scholarship Policy be approved as presented.

MOTION CARRIED.

- 05.2 Policy – Flag Display

A copy of the Flag Display Policy was previously distributed. Kayoko Takeuchi spoke to the Policy presented. A brief conversation noted that June is Pride Month and that the Pride Flag will be displayed during the month. The language in the policy will be revised to reflect the change and will be accommodated under 'occasion'.

ACTION: Following discussion, minor amendments will be made and the policy brought back to the September meeting for approval.

- 05.3 Policy – Workplace Impairment

A copy of the Workplace Impairment policy was previously distributed. Jon Marks spoke to the policy, noting it is an independent policy and applies across the board for all types of impairment. Governors recommended procedures or processes be developed for determining workplace impairment and also for associated disciplinary measures, and that the process be communicated to all Managers, Directors, Deans.

ACTION: Following discussion, the policy will be revised and brought back to the September meeting for approval.

- 05.4 Policy – Occupational Health & Safety

A copy of the Occupational Health & Safety Policy was previously distributed. Jon spoke to the OH&S policy noting that a more robust policy was required.

MOVED by Connie Kaweesi, seconded by Claire Wang

THAT the Occupational Health & Safety Policy be approved subject to a minor amendment as discussed.

MOTION CARRIED

- 05.5 Board Elections

A call for nominations was held prior to the meeting.

Chair

One name was previously put forward for the position of Chair. A further three calls for nominations was made. There being no further nominations, **Stephen Gamble** is, by

acclamation, elected Chair of the JIBC Board of Governors for a term from August 1st, 2019 to July 31st, 2020.

Vice-Chair

Two names were previously put forward for the position of Vice-Chair. A further three calls for nominations was made. There being no further nominations, a confidential vote was conducted.

Following a voting tally, Maria Prevolos was elected Vice-Chair of the JIBC Board of Governors for a term from June 6th, 2019 until July 31st, 2020.

05.6 Board Membership, Development & Succession

Sukhminder Virk noted his full term is completed as of July 31st, 2019, and that we are still waiting to be advised of upcoming reappointments and new board members. As the newly elected Vice-Chair, Maria advised she would like to work on board succession.

05.7 Board Evaluations

ACTION: The forms from the previous evaluation will be sent to the Governance & HR Committee.

2019-02-06 STRATEGIC MATTERS

06.1 Financial Reports to Q4 to March 31, 2019

Copies of the financial reports were previously distributed (copies on file).

a) MD&A

b) Consolidated Financial Statement YE March 31, 2019

The Financial reports for Q4 were previously distributed (copy on file). Jackie Gorton, Chair of the Finance & Audit Committee, provided an overview of the consolidated financial statements.

MOVED by Stephen Gamble, seconded by Claire Wang

THAT the Audited Financial reports be approved as presented.

MOTION CARRIED.

c) Draft Five Year Capital Plan F20/21 to F24/25

A copy of the Five Year Capital Plan was previously distributed. Kayoko Takeuchi provided an overview of the plan which is required to be approved by the Board and submitted to AVED by the end of June.

MOVED by Len Goerke, seconded by Stephen Gamble

THAT the Five Year Capital Plan F20/21 to F24/25 be approved as presented.

MOTION CARRIED.

d) KPMG Audit Findings YE March 31, 2019

No major issues were determined during the audit.

06.2 Institutional Accountability Plan and Report – IAPR (Tracey Carmichael)

The IAPR was previously distributed (copy on file). Tracey Carmichael, Director, Institutional Research provided an overview of the document and what the changes are for this year. The report will be submitted to AVED by July 15th, 2019.

**MOVED by Maria Prevolos, seconded by Connie Kaweesi
THAT the IAPR be approved as presented.
MOTION CARRIED.**

06.3 Key Performance Indicators (KPIs) 2018-2019 (Tracey Carmichael)
A revised copy of the KPIs was distributed. Tracey provided an overview of the results.

06.4 Draft Annual Report 2018/2019
A copy of the draft Annual Report 2018/2019 was previously distributed (copy on file).
This has come to the board for information.

ACTION: Any feedback should be sent to Michel as soon as possible.

06.5 Fall Board Retreat
A Board retreat will be held Friday, September 27th, 2019, location being explored -
Telus Gardens, Vancouver.

2019-02-07 NEXT MEETINGS

2019: September 26, November 21.

Stephen Gamble
Board Chair