



JIBC BOARD OF GOVERNORS (APPROVED)
Minutes of Regular meeting
March 23, 2017, 1:00 p.m.
JIBC Boardroom

Jim McGregor (Chair)
 Jim Christenson
 Tina Dion
 Doug Eastwood
 Jackie Gorton
 Rob Kroeker
 Bob Quartermain
 Juggy Sihota
 Michel Tarko (President)

Regrets:
 Kehl Petersen
 Bob Rich
 Sukhminder Virk
 Claire Wang (LOA)

Guests:
 Tracey Carmichael, Director, Institutional Research

Executive:
 Colleen Vaughan (VP Academic)
 Kayoko Takeuchi (VP Finance & Administration as of March 31st, 2017)
 Peter Kingston (VP Finance & Administration)
 Jon Marks (AVP Human Resources)
 Janet Haberfield (Executive Assistant)

2017-02-01 APPROVAL OF CONSENT AGENDA

MOVED by Rob Kroeker, seconded by Juggy Sihota
THAT the Consent Agenda be approved as presented.
MOTION CARRIED.

2017-02-02 GUEST PRESENTATIONS

Tracey Carmichael, Director, Institutional Research, provided a presentation on her background, what institutional research does, and her goals for the upcoming year.

2017-02-03 STRATEGIC ACTIVITIES

01 President’s Report & Program Council Minutes

A copy of the President’s report including Program Council Minutes and a note on the US Ban on Travel, was previously distributed (copy on file). Michel spoke to the report, noting a few key points including potential new markets.

02 Policy – Sexual Violence & Misconduct

A copy of the policy on Sexual Violence & Misconduct was previously distributed along with a copy of the procedure (copy on file). Colleen advised, that last May, Premier Clark sent word that all post-secondary institutions and colleges need to have this policy in place by May 2017. Colleen spoke to the development of the policy and procedures noting extensive consultation had taken place with other post-secondary institutions, students, staff and faculty, and legal advice.

Discussion took place on having a policy for faculty and staff as well. Discussion has taken place, and it was decided that this one for students, as directed by Government, should be given complete focus at this time. Governors encouraged having separate policies for staff and faculty as well. Colleen advised that the process for separate policies would be developed within six months. Discussion also took place on communicating the policy out to students.

MOVED by Jackie Gorton, seconded by Rob Kroeker

THAT the Policy – Sexual Violence & Misconduct be approved as presented.

MOTION CARRIED.

03 Policy – Campus closure due to Weather

A copy of the Policy – Campus closure due to Weather, along with the procedure was previously distributed (copy on file). Jon Marks advised there has not been a policy as such, in the past and we have seldom run into problems that were faced over this winter.

MOVED by Tina Dion, seconded by Juggy Sihota

THAT the Policy – Campus Closure due to Weather be approved as presented.

MOTION CARRIED.

04 Policy - New Program Development and Program Change

This policy (copy on file) was previously approved subject to changes to be approved by the Governance Committee. The Governance Committee is satisfied with the changes made and is presented to the Board for information only.

05 Policy – Program Suspension and Termination

This policy (copy on file) was previously approved subject to changes approved by the governance Committee. The Governance Committee is satisfied with the changes made and is presented to the Board for information only.

2017-02-05 RESOURCE PLANNING

Governors congratulated Kayoko Takeuchi on her appointment as Vice President, Finance & Administration, also congratulated Peter Kingston on his impending retirement.

01 Financial Reports to January 31, 2017

The financial reports, along with a covering memo from Finance Committee Chair, Jackie Gorton, was previously distributed (copies on file). Jackie commended the finance group – Peter, Kayoko, Rebecca and the team - for their work on the financials and the MDA. Jackie provided an overview of the reports. Peter advised that a request for restricted funds of \$500k is in process. As at this date, there has not been any response but will most likely know within the next week or two.

MOVED by Jackie Gorton seconded by Bob Quartermain

THAT the Financial reports to January 31, 2017 be approved as presented

MOTION CARRIED.

02 Budget F17/18

A copy of the budget was previously distributed. A meeting of the Board's Finance & Audit committee was held on March 20th when the budget was discussed at length. Jackie spoke to the budget document, providing more clarify on the points contained therein and recommended Board approval.

MOVED by Jackie Gorton, seconded by Tina Dion

THAT the F17/18 Budget be approved as presented.

MOTION CARRIED.

Jim McGregor thanked the finance team for providing very clear documents and notes.

2017-02-06 BOARD OPERATIONS

01 Board Evaluations

Rob Kroeker advised the evaluation process went smoothly and the outcomes were similar to previous years. The process will be reviewed each year.

02 Board Membership

Two members of the board will be retiring this year. Jim asked Governors to think about people that may be suitable and let him know.

03 Committee Membership

Committee appointments will take place at the June meeting.

04 June 22nd Meeting

The June 22nd meeting will be held at the Vancouver club, commencing at 2 p.m. with dinner following.

2017-02-07 NEXT MEETINGS

The next meeting will be held on May 25, 2017 in the JIBC Boardroom.

The meeting adjourned at 3:30 p.m.

Jim McGregor, Chair