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|  JUSTICE INSTITUTE of BRITISH COLUMBIA | JIBC BOARD OF GOVERNORS (APPROVED) Minutes of Regular meeting November 16, 2017, 1:00 p.m. JIBC Boardroom |
| Rob Kroeker (Chair) Tina Dion (Vice Chair) Jackie Gorton Kehl Petersen Bob Quartermain Sukhminder Virk Claire Wang Michel Tarko (President) <u>Executive:</u> Kayoko Takeuchi (VP Finance & Operations) Jon Marks (AVP Human Resources) Colleen Vaughan (VP Academic) Janet Haberfield (Executive Assistant) | <u>Regrets:</u> Jim Christenson Bob Rich Juggy Sihota <u>Guests:</u> Dr. Jeff Schiffer, Program Director, Office of Indigenization |

2017-06-01 APPROVAL OF CONSENT AGENDA

**MOVED by Sukhminder Virk, seconded by Tina Dion
THAT the Consent Agenda be approved as presented.
MOTION CARRIED.**

Chair, Rob Kroeker verbally noted the success of the recent Board Retreat; recommending in-person attendance at meetings, and funding for the 40th Anniversary Gala in the fall of 2018.

2017-06-02 GUEST PRESENTATIONS

Dr. Jeff Schiffer, Program Director, Office of Indigenization, made a presentation on the draft Indigenization Plan and the revisions to integrate the JIBC’s response to TRC Calls to Action. Jeff spoke to each of the points (page 13). Discussion took place on JIBC’s opportunity to create change, and the sharing of concepts and direction. Some additional information might be:

- * To add ‘what we are currently doing’
- * How will our response drive economic opportunities?
- * Identify barriers to enrolment, success, engagement with Indigenous communities.

The final report will be provided to the Board as soon as it is complete.

2017-06-03 STRATEGIC ACTIVITIES

01 President’s Report & Program Council Minutes

A copy of the President’s report with Program Council Minutes and other supporting documents was previously distributed (copy on file). Michel briefly reviewed the content, noting that he will be in Victoria on November 29th, for a) a presentation to NDP caucus; b) a

follow up meeting with the AVED Deputy Minister, and c) a meeting with the ADM, Police Services Branch same afternoon.

Michel provided an update on police curriculum and his meetings with Police Chiefs from the lower mainland that have recently taken place.

02 Employee Engagement Survey Results

Jon Marks provided a review of the Employee Engagement Survey that took place between October 23rd and November 3rd. The response rate of 92% as very good and the average score was 3.52%, which is above the norm.

Strengths from the survey indicated:

- a) Employees are generally proud to work at the JIBC and willing to go the extra mile
- b) Employees are clear about what's expected, and
- c) Employees believe they do make a meaningful contribution to the organization's success.

Areas for improvement were:

- 1) Relationship with SMC
- 2) Workload
- 3) Training and development for staff

While these three items require improvement, they had improved from the last survey three years ago.

Jon explained the review and debrief process and the three 'asks' from each area:

- 1) What's working?
- 2) Where is the opportunity locally to enhance the work environment?
- 3) What opportunity exists to enhance the JIBC institutionally?

Action: A copy of the report will be sent to Board members for information.

03 KPIs

A copy of KPI's were previously distributed (copy on file). Tracey Carmichael joined the meeting and provided a review of the KPIs.

Action: Governors requested quarterly reporting, with a more in-depth presentation by Institutional Research at bi-annually.

2017-06-05 RESOURCE PLANNING

01 Financial Reports to September 30, 2017 (1:00 pm)

The financial reports, along with a covering memo from Finance Committee Chair, Jackie Gorton, were previously distributed (copy on file). Jackie provided an overview of the report, noting there are no big issues arising.

MOVED by Jackie Gorton, seconded by Bob Quartermain

THAT the financial reports to September 30, 2017 be approved as presented.

MOTION CARRIED.

Collapse ER committee Claire, Sukhminder – 1 opposed – motion carried.

Sukhminder, Claire to combine the two committees. 1 abstention - Motion carried.

2017-06-06 BOARD OPERATIONS

01 Board Retreat Overview

02 Committee Reorganization

i) Revoking External Relations Committee

Discussion took place at the Board Retreat, and it was agreed this Committee be revoked, as the President is conducting good external relations activities as directed by the Board. To formalize this request, a motion was called:

MOVED by Claire Wang, seconded by Sukhminder Virk

THAT the ER Committee be revoked as the President is conducting good external relations activity as directed by the Board.

MOTION CARRIED. 1 ABSTENSION.

ii) Combining Governance and HR Committee into one committee

Discussion on combining the Governance Committee and the HR Committee took place at the Board Retreat, and it was agreed to combine these two committee. To formalize this agreement, a motion was called:

MOVED by Sukhminder Virk, seconded by Claire Wang

THAT the Governance Committee and the HR Committee be combined into one called the Governance & HR Committee.

MOTION CARRIED. 1 ABSTENSION.

03 Board Meeting Frequency – discussion

i) Recommended 4 meeting dates

ii) Strategic/Retreat dates

Discussion took place on the frequency of board meeting.

MOVED by Tina Dion, seconded by Sukhminder Virk

THAT the frequency of meetings be reduced to four (4) times per year plus one retreat day - to be determined. The meetings will be extended in time, to allow for strategic discussion as they arise. This will be a standing item on the agenda.

MOTION CARRIED.

2017-06-07 NEXT MEETINGS

2018: March 29th, June 6th, September 27th, November 29th.

Rob Kroeker, Chair