

Rob Kroeker ( Chair)  
Tina Dion (Vice Chair)  
Jim Christenson  
Jackie Gorton (Tele)  
Kehl Petersen  
Bob Quartermain (Tele)  
Bob Rich (Tele)  
Juggy Sihota (Tele)  
Sukhminder Virk (Tele)  
Claire Wang  
Michel Tarko (President)

Executive:

Kayoko Takeuchi (VP Finance & Operations)  
Jon Marks (AVP Human Resources)  
Colleen Vaughan (VP Academic)  
Janet Haberfield (Executive Assistant)

Guests:

Dr. Tannis Morgan, Director, Centre for Teaching Learning and Innovation (1:10 p.m.)

**2017-05-01 APPROVAL OF CONSENT AGENDA**

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

**2017-05-02 GUEST PRESENTATIONS**

Dr. Tannis Morgan, Director, Centre for Teaching, Learning and Innovation provided an overview on her role as Director of CTLI and the roles/functions and services the Centre offers students and faculty across the JIBC. A copy of the presentation is available (on file). The Board appreciated the very informative presentation.

**2017-05-03 STRATEGIC ACTIVITIES**

**01 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 the report, noting the following:

- The Senior Management Council planning day in August discussed long term planning and integrated planning.
- The Foundation is close to making a determination as to whether to proceed with the 40<sup>th</sup> Anniversary Gala. A minimum of \$25k of seed money is required, and we have several invitations with no firm commitment totalling around \$15k.

**02 Employee Engagement Survey Update**

Jon advised the Employee Engagement Survey will be launched on October 23<sup>rd</sup>, 2017 for 2 weeks. The last Employee Engagement survey was implemented in 2013 and typically, JIBC has a very high participation rates at +90%. 'Champions' from each division are appointed and their role is to promote and encourage participation. This has been very successful. Jon spoke about looking at a sectoral survey in the future. Some institutions have indicated willingness to share questions, and we are including some of those questions in our survey.

**03 Honorary Degree Policy**

A copy of the Honorary Degree Policy was previously provided with track-changes, and a clean copy. Some discussion took place on the requested changes.

**MOVED by Kehl Petersen, seconded by Tina Dion**

**THAT the Honorary Degree Policy be approved as presented.**

**MOTION CARRIED.**

**04 Honorary Degree Committee Terms of Reference**

A copy of the Honorary Degree Committee Terms of Reference was previously provided with track-changes, and as a clean copy. Some discussion took place on the requested changes.

**MOVED by Jim Christenson, seconded by Claire Wang**

**THAT the Honorary Degree Committee Terms of Reference be approved as presented.**

**MOTION CARRIED.**

**2017-05-05 RESOURCE PLANNING**

**01 Financial Reports to June 30<sup>th</sup>, 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 that the results are positive.

**MOVED by Kehl Petersen, seconded by Jim Christenson**

**THAT the AVED SOFI report be approved and submitted to AVED, as presented.**

**MOTION CARRIED.**

**MOVED by Claire Wang, seconded by Jim Christenson**

**THAT the Financial Reports be received as presented.**

**MOTION CARRIED.**

a) **Chilliwack Residence Update**

Kayoko noted the student residence was reopened in August for a Chinese cohort on a 4 month study abroad as part of their police studies bachelor's degree program. Financial details on the revenue and expenses for the Residence were relayed to the Board.

*Jackie Gorton left the meeting.*

**02 5-Year Capital Plan**

A copy of the 5-year capital plan was previously distributed (copy on file). Kayoko provided an overview on the Plan and noted that the subsequent plan will be aligned with the F18/19 budget in March 2018.

**MOVED by Jim Christenson, seconded by Kehl Petersen.**

**THAT the 5-Year Capital Plan be approved as presented for submission to AVED.**

**MOTION CARRIED.**

**03 Banking Resolution – Signing Authority**

**With the change of the Chair of the Board’s and P. Kingston’s retirement, there is a need to update signature cards with the bank.**

**MOVED by Tina Dion, seconded by Claire Wang**

**THAT the Banking Resolution be approved as presented.**

**MOTION CARRIED.**

**2017-05-06 BOARD OPERATIONS**

**01 Board Retreat – Thursday, October 26<sup>th</sup>, 2017** – the Chair provided a brief review of what will be discussed. The retreat will commence at 7:45 a.m. and finish at 3:30 p.m. and the primary focus is looking at the current governance structure; what works, what doesn’t and what committees are needed. Tina requested the agenda include ‘fun’ activity to get to know members of the Board.

**02 Board Committee Selection** – this will take place at the October 26<sup>th</sup> Board Retreat. Rob spoke about the agenda for the board retreat; will review committees at the retreat.

**03 Conflict of Interest Reaffirmation** – the Chair requested Governors present, and via telephone to indicate if they have any conflict of interest to declare. Jim Christenson noted he is an employee of UBC and this was not deemed a conflict of interest. All other Governors advised there were none.

Governors were reminded to advise the Chair immediately, of any conflicts of interest that may arise.

**04 Board Appointments and Mandate Letter**

Rob advised that the Board Resourcing Office structure is changing. It will maintain the website and provide advice, but decision-making on board appointments will be made at the ministerial level. Rob noted the new Mandate letter is more high level than in the past but contains no surprises.

**2017-05-07 NEXT MEETINGS**

**October 26th, 2017 – Board Retreat – 7:45 – 3:30 p.m.**

**November 16th, 2017 – 1:00 pm Board meeting followed by joint meeting with the Foundation Board of Directors, followed by a get-together in the Aboriginal Gathering Place.**

The meeting adjourned at 3:35 p.m.

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Rob Kroeker, Chair