



JIBC BOARD OF GOVERNORS (APPROVED)
Minutes of Regular meeting
March 26, 2020 1:00 p.m.
Conference Call

Attending:

Stephen Gamble (Chair)
Maria Prevolos
Len Goerke
Connie Kaweesi
Bernadette Spence
John Stubbs
Samina Tajwar
Claire Wang
Michel Tarko (President)

Executive:

Colleen Vaughan (VP Academic)
Mike Proud (Interim VP Finance & Operations)
Jon Marks (VP HR)
Janet Haberfield (Executive Assistant)

Regrets:

Guests:

Tracey Carmichael (Director –Office of Institutional Research)
Derek Deacon (General Council)
Liz Verhoeve (Senior Manager, Communications & Marketing Division)

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.

JIBC Board of Governors welcomed New Board, Laurel Douglas to her first meeting. Laurel acknowledged she has read the Code of Conduct. A signed Oath of Office has been received (on file).

2020-01-01 CONSENT AGENDA

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

Len Goerke noted in the January 9, 2020 letter from M. Sieben and S. Baskerville – 3rd bullet - “manage the fluctuation of revenue and build in a contingency fund”, and requested discussion so as to determine whether this is on a global or program-by-program basis, prior to staff starting their work on the F2021/2022 budget. It was suggested this be discussed at the September Board meeting, or included as an agenda item at the Fall Board Retreat with the Executive leadership team.

ACTION: This topic will be added to the agenda at the Fall Board retreat.

2020-01-02 PRESENTATIONS

A presentation by Barb Kidd, Dean, School of Health, Community & Social Justice Dean, is **deferred to the June 4th 2020 meeting.**

2020-01-03 REPORTS

03.1 President's Report

The President's report along with copies of Program Council Minutes was previously distributed (copy on file). Michel Tarko provided an overview of his report, and also provided more context on the following:

- COVID 19 – Michel Tarko commended Colleen Vaughan as Director of the JIBC Emergency Operations Centre (EOC). As the former Director in the Emergency Management Division, Colleen's knowledge, experience and leadership in mobilizing the EOC was very much appreciated. Michel thanked the Executive, Senior Management Council, tech services, and Communications & Marketing, for their work to transition to working from home, student transition to on-line classes, keeping students, staff and faculty updated.
- Weekly meetings with AEST and MOH Deputy Ministers and the other 24 Public Post-Secondary Institution Presidents.
- Liv Verhoeve, Senior Manager, Communications & Marketing provided an overview on all that is being done to keep the various audiences up to date.
- 2020-2025 Strategic Plan – discussed later in the agenda.
- Police Academy deficit – AEST has provided direction to include in our budget assumptions for F2020-2021 that AEST will assist with ensuring we have a balanced budget for F2020-2021.

2020-01-04 GOVERNANCE MATTERS (BOARD OPERATIONS)

04.1 Policy – Video Surveillance

A copy of the policy and supporting procedures was previously distributed (copy on file).

MOVED by Bernadette Spence, seconded by John Stubbs

THAT the Video Surveillance Policy be approved as presented.

MOTION CARRIED.

04.2 Policy – Flag Display

A copy of the policy and supporting procedures was previously distributed (copy on file)

MOVED by Len Goerke, seconded by Laurel Douglas

THAT the Flag Display Policy be approved as presented.

MOTION CARRIED

04.3 Policy – Campus Closure

A copy of the policy and supporting procedures was previously distributed (copy on file).

MOVED by John Stubbs, seconded by Laurel Douglas

THAT the Campus Closure Policy be approved as presented.

MOTION CARRIED

04.4 Strategic Plan 2020-2025 Draft Documents (Building the Strategic Plan (1) Pillars, (2) Objectives, (3) KPIs, and (4) next steps:

A copy of the revised Pillar names, descriptions and results was previously distributed. Michel provided an update on the process to date and the minor revisions made at the request of the Ministry and the Board.

MOVED by Maria Prevolos, seconded by Claire Wang

THAT the Pillar names, descriptions and results be approved as presented.

MOTION CARRIED.

A copy of the Building Strategic Plan Objectives names, descriptions and result statements was also provided prior to the meeting. Michel spoke to the process to build the objectives. Each of the Pillar leads, provided an overview of their pillar objectives and results.

Connie Kaweesi and Claire Wang both commended everyone for all their hard work. The document is clear, concise and well done.

KPIs* (Tracey Carmichael)

A copy of the draft KPIs was previously distributed (copy on file). Tracey provided an overview of the development process and what the Ministry's performance measures might be for all institutions. The KPIs are based around the four Strategic Pillars result statements.

ACTION: Any further input should be directed to the President.

Next step for the Strategic Plan:

The approved content will be worked into a proof to be approved by the President, then sent for printing. The timeline is approximately 2-3 weeks (mid-April).

ACTION: The Board approved the revised Pillar Names, Descriptions, and Result Statements. The Board will receive a final print copy prior to it going out to stakeholders.

04.6 Governors Handbook – Revision *

A copy of the redlined Handbook was previously distributed (copy on file), for review of the Board members. Discussion ensued on several points, including:

- Code of Conduct and Conflict of Interest Guidelines
- Handling a Breach - Processing an Appeal
- Finance and Audit Committee

ACTION: Michel will seek input from CABRO with regard to Conflict of Interest and will review the Public Interest Disclosure Act. Derek Deacon, General Council can assist with further research on this matter with regard to handling a breach, including looking at what other PSIs do.

ACTION: Further discussion on the Governors Handbook will take place at the June meeting.

04.7 Mandate Letter

A copy of the Mandate letter was previously circulated (copy on file).

MOVED by Claire Wang, seconded by Maria Prevolos

THAT the Mandate Letter be approved as presented.

MOTION CARRIED.

04.8 HR Governance Committee membership

MOVED by Len Goerke, seconded by Laurel Douglas

THAT the Governance-HR Committee membership be amended to comprised:

Maria Prevolos (Chair)

Stephen Gamble

Laura Douglas

Samina Tajwar

MOTION CARRIED

2020-01-05 STRATEGIC MATTERS

05.1 Financial Reports Q3 to December 31, 2019*

Copies of the financial reports were previously distributed (copies on file). Finance & Audit Committee (FAC) Chair, Len Goerke asked Mike Proud, Interim VP Finance & Operations to provide an overview on the Q3 financials. We are tracking well and better than expected.

05.2 Budget F2020/2021

A memo outlining the proposed budget was previously distributed (copy on file). The budget was finalized prior to COVID-19 and any impact will not be known for a while. It is very difficult to revamp a budget due to the unknown.

Discussion took place on international contracting and having a clear understanding of international guiding principles or a statement of principles as we enter into negotiations around international contract training. It was recommended to look at what other Post-Secondary institutions have in the form of guiding principles.

ACTION: Guiding Principles on international contracts will be discussed at the Fall Board retreat.

The FAC recommended approving the draft budget.

MOVED by Len Goerke, seconded by Maria Prevolos

THAT the Budget F2020/2021 be approved as presented

MOTION CARRIED

2020-01-07 NEXT MEETINGS

2020: June 4, September 24, November 19



Dr. Stephen Gamble
Board Chair



Dr. Michel Tarko
President and CEO