



JIBC BOARD OF GOVERNORS (APPROVED)
Minutes of Regular meeting
June 4, 2020 - 1:00 p.m.
Conducted virtually via Zoom

<p><u>Attending:</u> Dr. Stephen Gamble (Chair) Maria Prevolos (Vice Chair) Laurel Douglas Len Goerke Connie Kaweesi Bernadette Spence Dr. John Stubbs Samina Tajwar Dr. Michel Tarko (President)</p> <p><u>Executive:</u> Colleen Vaughan (VP Academic) Mike Proud (VP Finance & Operations) Jon Marks (VP Human Resources) Janet Haberfield (Executive Assistant)</p>	<p><u>Regrets:</u> Claire Wang</p> <p><u>Guests:</u> Barb Kidd (Dean, School of Health community and Social Justice) 1 pm Yat-Sing Cheng, 05.1 2 pm Tracey Carmichael (Director –Office of Institutional Research) 2:30 pm</p> <p><u>Observer</u> Liz Verhoeve (Senior Manager, Communications & Marketing Division)</p>
--	--

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.

2020-02-01 CONSENT AGENDA

MOVED by Laurel Douglas, seconded by Maria Prevolos
THAT the Consent Agenda be approved as presented with the report on the Indigenous Advisory Council to be verbally provided below.
MOTION CARRIED

The Chair acknowledged Claire Wang, who was not able to attend the meeting, but this would be her last meeting on the board. Governors wished Claire all the best in her future endeavours. Chair Gamble and President Tarko will meet with Claire when it is safe to do so, and present her with her Certificate of Service to the Board.

Indigenous Advisory Council

Board Representative Connie Kaweesi provided a verbal update on an Indigenous Advisory council meeting which took place just prior to this Board meeting. Some points to note were:

- Discussion about the work that the Indigenous Centre is doing and the changes made due to COVID-19.
- Indigenous Youth Student Day Camp is expected to be held in 2021.
- A newsletter is being compiled and will be circulated to the JIBC Board of Governors for information.
- There was excellent feedback on the Strategic Plan and the Council is looking forward to responses to the Calls to Action with TRC, UNDRIP and MMIWG, as they relate to the strategic initiatives.
- JIBC will recognize and celebrate National Aboriginal day on June 21st.

- Waiting to hear from the Ministry about Aboriginal Service Plan (ASP) funding and their expectations for delivery of priorities around Indigenous training.

2020-02-02 PRESENTATIONS

Barb Kidd, Dean, School of Health, Community & Social Justice - Dean, provided a presentation on the School (copy on file). Governors were most appreciative of the update and information provided.

2020-02-03 REPORTS

03.1 President's Report

The President's Report and the following documents were previously distributed (copy on file).

- a) Program Council Minutes
- b) Draft COVID Recovery Plan
- c) Draft COVID Safety Plan
- d) Strategic Plan
- e) Draft Pillar Initiatives

Michel provided an overview of his report, and the following items were added through discussion:

- With the advent of COVID-19, it is unlikely we will be able to do a live presentation of the Strategic Plan to the different Caucuses. Invitations were sent out, but there has been no response to date.
- Financially, with the impact of COVID-19 on Q1, we anticipate a deficit for F20-21.
- Conversations continue to evolve on the number of police recruits to be trained in conjunction with the Surrey Police transition.
- Bi-weekly discussion between the Ministry and Post-Secondary Institution Presidents indicate the Ministry considers post-secondary education as key driver to the economy, and would not want to go down the path towards potential reductions.
- JIBC is looking at more investment in additional resources, to support instructors and faculty with alternate ways of delivering education (hybrid or blended of on-line and face-to-face instruction) to ensure the student experience will not be negatively impacted by COVID-19.

2020-02-04 GOVERNANCE MATTERS (BOARD OPERATIONS)

04.1 Board elections – Chair and Vice-Chair – *Approval*

Following a previous call for nominations for the positions of Chair and Vice Chair, Stephen Gamble (Chair), and Maria Preovolos (Vice-Chair) announced they would stand for re-election. No further nominations were received prior to the meeting.

A further call for nominations from the floor (virtually) was made at the meeting. There being none, the motion was called.

MOVED by Samina Tajwar, seconded by John Stubbs

THAT by acclamation, Stephen Gamble be re-elected Chair and Maria Preovolos be re-elected Vice Chair, for the year 1st August, 2020 to July 31st, 2021.

MOTION CARRIED.

04.2 Board Membership, Development & Succession

Several Board positions are due to expire on July 31st, as well, BRDO are aware of our requirement for someone with an accounting designation. After following up with BRDO, we have been notified that a response will be forthcoming sometime in late June or early July.

04.3 Policy – Sexual Violence and Misconduct – Students

This Policy was previously distributed (copy on file). Colleen spoke to the key changes as outlined in the covering memo.

MOVED by Samina Tajwar seconded by Laurel Douglas

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

MOTION CARRIED

04.4 Board Handbook – *deferred*.

2020-02-05 STRATEGIC MATTERS

05.1 Enterprise Risk Management (ERM) (Yat-Sing Cheng)

Mike introduced Yat-Sing Cheng who made a presentation on Enterprise Risk Management. A copy of the presentation was previously distributed (copy on file).

Discussion took place on whether the Board would have any involvement in the conversation and at what juncture. Michel noted the Board has been asking for an Enterprise Risk Management framework for some time and a lot of work has been done by the senior management team to building an inventory and provide reasoning and logic behind the risk assessments without a formal risk management framework. It is expected that a risk rating table will be brought to the Board meeting in the fall at our Board retreat and at the November Board meeting.

Typically, once the board has received the risk rating table, there would be a wholesome discussion between management and the Board of what this looks like. An annual evaluation would take place with open structured dialogue between the two teams, to come to the same determination.

Yat-Sing is proposing to meet with each of the Pillar Team groups to start talking about where they see the limits, and a report would be available for the September Board meeting. It was suggested that the report go to the Finance and Audit Committee (FAC) prior to the Board meeting, in order for them to make recommendations on the financial risks identified.

ACTION: The Finance and Audit Committee will receive the Risk Rating Table ahead of the Board meeting in order to assess financial risks identified.

05.2 Financial reports to March 31, 2020

A copy of the following documents were previously distributed (copies on file). Len provided a brief review of the Finance & Audit Committee meeting held, May 25th noting the auditors met with both the Financial & Audit Committee with and without management and advised they have found no substantial issues. Mike Proud provided an overview of the documents, noting in particular the Deferred Capital Contribution (DCC) reconciliation.

- a) Q4 JIBC Management Discussion & Analysis (MDA) and Financial Reports
- b) Audited financial Statements F2019/20

MOVED by Len Goerke seconded by Laurel Douglas

THAT the Audited Financial Statements F2019/20 be approved as presented.

MOTION CARRIED

- c) KPMG Audit Findings Report
- d) Draft Five Year Capital Plan F2021/22 to F2025/26 – *Approval*

MOVED by Len Goerke seconded by Samina Tajwar

THAT the Five Year Capital Plan F2021/22 – F2025/26 be approved as presented.

MOTION CARRIED

05.3 Institutional Accountability Plan Report (IAPR)

A draft of the IAPR was previously distributed (copy on file). This is an annual public report that every PSI has to submit to the Ministry of Advanced Education, Skills and Training by the first week in July. Tracey Carmichael, Director of Institutional Research advised that the goals are to ensure PSIs are accountable and aligned with government goals. There is an important intersection between this report and the mandate letters we receive every year. There is a standard set of key performance measures and we are still waiting for a couple of measures from the Ministry. Stephen thanked Tracey for all the work on this report noting it is very comprehensive.

MOVED by Laurel Douglas, seconded by John Stubbs

THAT the Institutional Accountability Plan Report (IAPR) be approved as presented.

MOTION CARRIED

05.4 KPIs 2019-2020

A copy of the KPIs was previously distributed (copy on file). Colleen provided an overview of the targets, noting the majority were achieved or exceeded, and explained the ones that were not achieved.

05.5 Fall Board Retreat Planning

Stephen offered use of Fire Hall #6 in Langley which has enough space to operate with social distancing, and suggested September 23rd or 25th (either side of the next meeting). Travel restrictions may prevent this from happening in September, so it was suggested sometime in October or November.

Some possible agenda items for discussion include the following topics:

- Guidelines/ best practices related to decision making - International contracts as they relate to human rights violations
- Guidelines/ best practices related to policy review and approval process
- ERM risk registry
- Impact of COVID-19
- Continuation of presentations from members of the senior team (Deans and Directors)

ACTION: A doodle poll will look at dates for the retreat in October or November.

05.6 Annual Report 2019-2020 Draft

A copy of the draft Annual Report was previously distributed for information and comment.

ACTION: Any feedback to be sent directly to Michel by end of June.

2020-02-06 NEXT MEETINGS

2020: September 24, November 19 / 2021: March 25



Dr. Stephen Gamble
Michel Tarko
Board Chair



President and CEO

Dr.