



JIBC BOARD OF GOVERNORS (APPROVED)
Minutes of Regular meeting
September 24, 2020 - 1:00 p.m.
Conducted virtually via Teams

Attending:

Dr. Stephen Gamble (Chair)
Maria Preovolos (Vice Chair)
Helen Allen
Laurel Douglas
Len Goerke
Connie Kaweesi
Bernadette Spence
Dr. John Stubbs
Samina Tajwar
Mary Ellen Thorburn
Dr. Michel Tarko (President)

Executive:

Colleen Vaughan (VP Academic)
Mike Proud (VP Finance & Operations)
Erin Ramsay (VP Human Resources)
Janet Haberfield (Executive Assistant)

Regrets:

Guests:

Dr. Stu Ruttan, Dean, School of Criminal Justice & Security
Tracey Carmichael (Director –Office of Institutional Research)
Yat-Sing Cheng, Consultant, ERM

Observer

Liz Verhoeve (Senior Manager, Communications & Marketing Division)
Brynn Joyce, Organizer, JI Student Union

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.

OATH OF OFFICE: The Oath of Office for two new board members, Mary Ellen Thorburn and Helen Allen was conducted. Ms. Thorburn and Ms. Allan agreed to abide by the Code of Conduct and Conflict of Interest by-laws of the Justice Institute of BC.

Board members also re-affirmed their annual agreement to abide by the Code of Conduct and Conflict of Interest by-laws of the Justice Institute of BC

2020-03-01 CONSENT AGENDA

MOVED by Len Goerke, seconded by Helen Allen
THAT the Consent Agenda be approved as presented
MOTION CARRIED

2020-03-02 PRESENTATIONS

Dr. Stu Ruttan, Dean, School of Criminal Justice & Security provided a presentation on the School (copy on file). Governors were most appreciative of the update and information provided.

2020-03-03 REPORTS

03.1 President's Report

The President's Report along with Program Council minutes was previously distributed (copy on file). Michel provided an overview of his report. The Executive have reached out to a consultant,

James Ridge, as we look at an organizational review of the Institute. A scope of work is expected by the October 2nd, with the intention of having the review completed by the end of December.

An update of Michel's goals were previously distributed (copy on file). Michel provided a review of the update.

2020-03-04 GOVERNANCE MATTERS (BOARD OPERATIONS)

04.1 Policy: Policy Development and Maintenance and Procedures*

A copy of the Policy: Policy Development and Maintenance was previously distributed (copy on file). This Policy is a foundational piece and is recommended for approval by the Governance & HR Committee. Many thanks to Derek Deacon, our General Counsel for his work on the document.

MOVED by Len Goerke, seconded by Connie Kaweesi

THAT the Policy: Policy Development and Maintenance was approved as presented.

MOTION CARRIED

04.2 Board Retreat – Date confirmed: November 4, 2020

A list of potential topics for discussion at the upcoming retreat was previously distributed. Following brief review, the Executive will move forward to finalize a draft agenda for the retreat on November 4th. Management will prepare 1-2 page briefing notes on each topic area which will be circulated one week in advance of the retreat (October 28th, 2020).

04.3 Committee appointments for Helen Allen and Mary Ellen Thorburn

MOVED by Laurel Douglas, seconded by Samina Tajwar

THAT Helen Allen be appointed to the Governance & HR Committee, and Mary Ellen Thorburn be appointed to the Finance & Audit Committee.

MOTION CARRIED.

2020-03-05 STRATEGIC MATTERS

05.1 Financial Reports to June 30, 2020 *

A copy of the financial reports to June 30, 2020 were previously distributed (copy on file). A brief review of the financials was provided.

MOVED by Len Goerke, seconded by Helen Allen

THAT the financial statements to June 30, 2020 be approved as presented

MOTION CARRIED

05.2 SOFI Report*

A copy of the Statement of Financial Information (SOFI) report was previously distributed (copy on file).

MOVED by John Stubbs, seconded by Connie Kaweesi

THAT the SOFI report be approved as presented.

MOTION CARRIED

05.3 Q1 KPIs 2020-2021* (Tracey Carmichael)* (2 pm)

A copy of the Q1 KPIs was previously distributed (copy on file). Tracey Carmichael, Director, Institutional Research, joined the meeting and spoke to the KPIs. Some KPIs still

require measurement metrics and this work will evolve with updates to the board of Governors quarterly.

05.4 Strategic Plan Initiatives*

An update of the Strategic Plan initiatives was previously distributed (copy on file).

The senior management team will be prioritizing the initiatives and identifying working groups across the organization in order to build out the initiative plans. This will continue through October and reported back to the Board in November.

05.5 Enterprise Risk Management (ERM) - Risk Rating Table* (Yat-Sing Chen) (2:10 pm)

Yat-Sing Chen, Consultant, provided an overview of his presentation (copy on file) on the updated risk rating table. Governors concurred they are very happy to see this risk rating table and look forward to further reports as the process continues.

05.6 Kelowna Campus Lease*

A memo regarding the Kelowna Campus Lease was previously distributed (copy on file).

Mike advised this is a 2 year lease with a one year extension. The lease was reviewed by the Campus Planning Council and we have USIP approval. The additional cost per year is \$1 600.

MOVED by Laurel Douglas, seconded by Len Goerke

THAT the Kelowna Campus lease be approved as presented.

MOTION CARRIED

2020-03-06 NEXT MEETINGS

2020: November 19 / 2021: March 25

Dr. Stephen Gamble
Board Chair

Dr. Michel Tarko
President and CEO