



<p><u>Attending:</u> Dr. Stephen Gamble (Chair) Maria Prevolos (Vice Chair) Helen Allen Laurel Douglas (virtual) Len Goerke (virtual from Portugal) Jamie Sterritt (virtual) Dr. John Stubbs Samina Tajwar Mary Ellen Thorburn Terry Yung Dr. Michel Tarko (President)</p> <p><u>Executive:</u> Colleen Vaughan (VP Academic) Mike Proud (VP Finance & Operations) Cindy Dopson (VP People & Culture) April van Ert (VP)</p> <p><u>Minute Taker:</u> Janet Haberfield</p>	<p><u>Regrets:</u></p> <p><u>Guests:</u> Derek Deacon, General Counsel Tracey Carmichael, Director, Institutional Research Julie Brown, Director, Campus Planning and Facilities Operations</p> <p><u>Observer:</u> none</p>
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We respectfully acknowledge the Justice Institute of British Columbia's New Westminster campus is located on the unceded Traditional Territories of the qiqéyt (Qayqayt), xʷməθkʷəy̓əm (Musqueam) and Coast Salish Peoples.

2023-01-01 CONSENT AGENDA

**MOVED by Jon Stubbs, seconded by Samina Tajwar
THAT the Consent Agenda be approved as presented
MOTION CARRIED**

2023-02-01 PRESENTATIONS

ERM update – Mike Proud

An ERM power point presentation was previously distributed (copy on file). Mike Proud provided an overview of the presentation speaking to the 12 main areas of potential risk. Noted that this has been an incredible journey. The result shows really concrete risks and is condensed in a very readable way.

ACTION: The Board will receive an update semi-annually and will contain a covering memo to specifically note any dramatic changes that the Board should be aware of.

2023-02-03 REPORTS

03.1 President's Report *

The President's Report along with Program Council minutes, and a report on a recent Asia business trip, were previously distributed (copy on file). Michel Tarko spoke to the highlights in each report and acknowledged the work done by Dr. Stuart Ruttan, Dean - Office of

Internationalization with our international partners in Singapore and new connections in Thailand.

2023-02-04 GOVERNANCE MATTERS (BOARD OPERATIONS)

04.1 New Privacy Policy * (Derek Deacon)

a) Retiring Policy: 3106 FOIPPA – Motion requested

Derek provided some context around the development of the new Privacy Policy. It was recommended that reporting to the board on breaches and tracking progress should be included. Following brief discussion, the motion was called.

MOVED by John Stubbs, seconded by Helen Allen

THAT the Privacy Policy be approved as presented.

MOTION CARRIED

MOVED by Maria Preovolos, seconded by Len Goerke

THAT Policy 3106 FOIPPA be retired as requested.

MOTION CARRIED

04.2 Sponsorship Policy* (April van Ert, VP Brand Communications & Engagement)

A copy of this revised new policy was previously distributed (copy on file). April van Ert provided context on the Policy and requested Board approval.

MOVED by Mary Ellen Thorburn seconded by Helen Allen

THAT the Sponsorship Policy be approved as presented.

MOTION CARRIED

04.3 Board of Governors and JIBC Foundation joint meeting – November 23rd, 2023

ACTION: A joint meeting of the JIBC Board of Governors and JIBC Foundation Board of Directors will take place on November 23rd, 2023, at the JIBC.

04.4 Annual Board Elections – Chair and Vice Chair – June 16, 2023 – July 31, 2024

Following a call for nominations in May for the positions of Chair and Vice Chair, Maria Preovolos and Samina Tajwar announced they would stand for election for Chair and Vice Chair respectively. No further nominations were received prior to the meeting. A further call for nominations from the floor was conducted. With no further nominations:

BY ACCLAMATION Maria Preovolos is elected Chair and Samina Tajwar is elected Vice Chair from June 16, 2023 to July 31, 2024.

04.5 Annual Code of Conduct-Conflict of Interest acknowledgement

An acknowledgement of Code of Conduct-Conflict of Interest was previously distributed to Governors (copy on file). Governors were requested to verbally acknowledge they have read and are aware of the contents of the Board of Governors Handbook and of the College and Institute Act as they relate to code of conduct and conflict of interest.

All Governors verbally acknowledged and confirmed the above request.

04.6 Board Retreat – October 19th, 2023 – Potential Topics

A list of potential board retreat topics was previously distributed (copy on file). Due to both the Chair and Vice-Chair and a few members of the Board not being available for the regular Board meeting on September 28th, it was recommended to move the meeting to October 19th and to hold the retreat the same day.

ACTION: The Board meeting and retreat will take place on October 19th, 2023 at the JIBC.

Board Retreat Topics were discussed and the following noted:

- * An environmental scan of the bigger picture in areas we train in.
- * What is the hiring situation for the clients who send students? 5 years, 2 years out and how will this impact JIBC.
- * Something more broadly professional. Go into a classroom to observe simulations in action!
- * CABRO training - engage the board.

ACTION: A list of retreat topics will be developed through the summer and provided to the Governance & HR Committee for review and decision.

2023-02-05 STRATEGIC MATTERS

05.1 Draft MD&A Financial Reports Q4 to March 31, 2023

Mary Ellen Thorburn, Acting Chair of the Finance & Audit Committee spoke to the financial reports (copy on file). These were previously presented to the Finance & Audit Committee and recommended to the Board of Governors for approval. Mike Proud provided an overview of the financials. The President and Governors commended the finance team for all their work on the financials.

Len left the meeting (to catch a flight from Spain to Canada)

MOVED by Mary Ellen Thorburn and seconded by Terry Yung

THAT the Financial Reports Q4 to March 31, 2023 be approved as presented.

MOTION CARRIED

05.2 Draft Audited Financial Statements F23

Mary Ellen Thorburn spoke to the financial statements as presented (copy on file) noting that this was a very clean audit.

MOVED by Mary Ellen Thorburn and seconded by John Stubbs

THAT the draft Audited Financial Statements be approved as presented.

MOTION CARRIED

05.3 Audit Finding Report F2023

A copy of the KPMG Audit Finding Report F2023 was previously distributed (copy on file). The report is presented for information.

05.4 Institutional Accountability Plan & Report (IAPR) draft

A copy of the IAPR was previously distributed (copy on file). Tracey Carmichael, Director, Institutional Research was introduced to speak to the document.

MOVED by Mary Ellen Thorburn seconded by John Stubbs

THAT the draft IAPR be approved as presented.

MOTION CARRIED

Governors thanked Tracey for her great work on the document, which will now be forwarded to the Ministry by the end of July for their review, final approval. Posting to the website is anticipated in the fall 2023.

05.5 KPIs to March 31, 2023

A copy of the KPIs was previously distributed (copy on file). Tracey Carmichael spoke to the document and the work involved to reduce the KPI numbers from 35 to below 20. Governors concurred the layout was very easy to read and congratulated Tracy for the work done.

MOVED by Maria Prevolos, seconded by Helen Allen

THAT the draft KPIs be approved as presented.

MOTION CARRIED

05.6 5-year Capital Plan F2025-2029

The 5-Year Capital Plan was previously distributed (copy on file). Julie Brown, Director, Campus Planning and Facilities Operations was introduced to speak to the Plan. Once approved this plan will go to the Ministry for their approval.

MOVED by John Stubbs, seconded by Mary Ellen Thorburn

THAT the 5-year Capital Plan be approved as presented.

MOTION CARRIED

Adjournment: 4:15 p.m.

2023-02-06 NEXT MEETINGS

2023: *September 28th – moved to October 19th*

October 19th – regular meeting and retreat

November 23rd - regular and joint meeting with JIBC Foundation Directors



Maria Prevolos
Board Chair



Dr. Michel Tarko
President and CEO