



JIBC BOARD OF GOVERNORS
Minutes of Regular meeting
June 3, 2024 – 1:00 p. m.
In-person, Boardroom JIBC and virtually via Teams

Attending:
Maria Prevolos (Chair)
Samina Tajwar (Vice Chair)
Helen Allen
Laurel Douglas
Darryl Gray
Jamie Sterritt (Virtual)
Dr. John Stubbs
Mary Ellen Thorburn
Jim Wishlove (Virtual)
Terry Yung
Colleen Vaughan (Interim President)

Executive:
Cindy Dopson (VP People and Culture)
Mike Proud (VP Finance and Operations)
Sarah Wareing (VP Academic)

Minute Taker:
Krupali Rao

Regrets:
April van Ert (VP Brand, Communications and Engagement)

Guests:
Julie Brown
Tracey Carmichael
Kate Heldsinger

Observer:
Thach-Thao Nguyen

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.

01 **CONSENT AGENDA**

Maria Prevolos started the meeting with a land acknowledgement and encouraged everyone to learn more about Indigenous history during Indigenous History Month.

The Consent Agenda was approved as presented.
All in favour and none opposed.
MOTION CARRIED

02 **REPORTS**

02.1 **Chair's Report**

Ms. Prevolos shared that most topics are included in the agenda but as this was the last Board meeting for her before she retires as a Board member, she expressed her sincere appreciation for all the members of Board of Governors and Senior Management.

02.2 **Presidents Report**

The President's Report for Q4 F2024 was previously distributed along with Program Council minutes (copy on file). Colleen Vaughan highlighted some key points and current emerging issues.

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- JIBC welcomed two special guests in Q4 F2024:
 - Langford-Juan de Fuca MLA Ravi Parmar in Feb 2024 and
 - PSFS's new minister the Honourable Lisa Beare in March 2024.
- The new process for international student study permit applications came into effect in Q4 F2024. While this is early days for JIBC, there is staff in place to administer this process.
- The Stronger BC Future Skills Grant was extended from January through to March for 180 students in the EMR program.
- In February, JIBC signed a two-year contribution agreement with Global Affairs to continue the collaboration with the Association of Southeast Asian Nations.
- Work began on the installation of a spring floor with mats in the Rix Building gym. This will convert it into a dedicated use-of-force space for applied training.
- Office of Indigenization team made concerted efforts in Q4 to visit several communities to foster relationships with Indigenous youth, community members, and educational supporters.
- In March, the new online Applicant Tracking System was launched to enhance the JIBC's recruitment processes, increasing accessibility and EDI in the recruitment process.
- The second annual cybersecurity assessment was completed in Q4, which will enable the team to see trends and establish goals to improve the assessment scores next year.
- JIBC Foundation transition plan awaits approval at their AGM in late June after a successful Board meeting where the Board endorsed the plan.
- A project is underway to integrate several existing JIBC software systems into a unified digital environment for more efficient, optimized resources and accelerated processes.
- The couple emerging issues were shared:
 - Health Sciences Division (HSD) Program costing continues.
 - Police Academy is exploring a 3 x 96 model to meet recruit training capacity needs.

There was discussion around maintaining liaisons with the different police departments, getting seconded police instructors and the sale of Chilliwack Campus.

03 GOVERNANCE MATTERS (BOARD OPERATIONS)

03.1 General Student Bursary Policy and Associated Procedures

Sarah Wareing provided an overview of the changes to this policy which are mainly administrative (newer template, added definition, removed reference to procedure that's being retired) and planned with the view to improve students access to awards.

03.2 Youth In Care Tuition Bursary Policy – Retirement

Ms. Wareing shared that this policy was created in 2014 to address the gap in the provincial government's free tuition program for youth aging of care. At the time, students over the age of 26 were not eligible for the program; JIBC's Youth in Care Bursary addressed this gap. The ministry has since removed the age cap and provided a number of other funds to support youth aging out of care. This makes the Youth in Care Bursary redundant.

**MOVED by Laurel Douglas and Seconded by John Stubbs
 THAT BOTH policies be approved as presented
 MOTION APPROVED
 All in favour and none opposed.
 MOTION CARRIED**

03.3 Annual Code of Conduct - Conflict of Interest acknowledgment

We respectfully acknowledge the Justice Institute of British Columbia's New Westminster campus is located on the unceded Traditional Territories of the qiqéyt (Qayqayt), xʷməθkʷəjəm (Musqueam) and Coast Salish Peoples.

An acknowledgement of Code of Conduct-Conflict of Interest was previously distributed to Governors (copy on file). Mr. Proud requested the Governors to verbally acknowledge that 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.

03.4 Board Retreat Agenda Potential topics – September 23rd

Board Retreat Topics were discussed and the following noted:

- Organizational Overview.
- Cybersecurity and Guidelines on use of AI for Staff.
- Tactical Training Centre assessment.
- Board relationship building and team building possibly combined with Organizational Overview for a team competition based on Jeopardy or Family Feud.
- Student Engagement, other than the areas already covered.
- Board's role in Government Relations Strategy, possibly in Spring 2025 with new Government, new President, and new Board members.

Actions:

- Ms. Vaughan will reach out to Tony Loughran for the update on the CABRO process status.
- The EC team will develop the Board Retreat agenda through the summer and provide to the Governance & HR Committee for review and decision.

04 Members took a break at 2:26 pm and reconvened at 2:31 pm.

05 STRATEGIC MATTERS

05.1 Draft MD&A Financial Reports Q4 to March 31, 2024

Kate Heldsinger, Interim Deputy CFO joined the meeting for the topics related to Finance and Audit. Mary Ellen Thorburn, Chair of the Finance & Audit Committee spoke to the financial reports (copy on file). These were previously presented to the Finance & Audit Committee where they were reviewed in detail and recommended to the Board of Governors for approval. Mr. Proud provided the highlights of the financials and introduced Ms. Heldsinger, who shared the key drivers for the surplus.

**MOVED by Mary Ellen Thorburn and Seconded by Helen Allen
THAT the Q4 Financial Report be approved as presented.**

MOTION APPROVED

All in favour and none opposed.

MOTION CARRIED

05.2 Draft Audited Financial Statements

Mr. Proud spoke to the financial statements as presented (copy on file). He noted that there were three new accounting standards that were brought in and after detailed analysis we understand that JIBC will only need to make minor adjustments for one of them.

**MOVED by Mary Ellen Thorburn and Seconded by Helen Allen
THAT the Draft Audited Financial Statements be approved as presented.**

MOTION APPROVED

All in favour and none opposed.

MOTION CARRIED

05.3 Audit Findings Report F2024

A copy of the KPMG Audit Finding Report F2024 was previously distributed (copy on file). The report is presented for information. There were no major issues detected and brought forward.

05.4 Institutional Accountability Plan & Report (IAPR) Draft

Tracey Carmichael, Director Institutional Research, joined the meeting for items 05.4 and 05.5.

A copy of the IAPR was previously distributed (copy on file). Cindy Dopson shared context on the work done and introduced Ms. Carmichael, who provided an overview of the 2024 IAPR Report. Ms. Carmichael noted the purpose and audience of the report, and shared highlights of the current strategic direction, context and accomplishments. On behalf of the Board members, John Stubbs expressed appreciation for the excellent quality of the work done by Ms. Carmichael.

MOVED by Helen Allen and Seconded by Darryl Gray

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

MOTION APPROVED

All in favour and none opposed.

MOTION CARRIED

05.5 KPIs to March 31, 2024

A copy of the KPI Overview was distributed at the meeting (copy on file). Ms. Dopson introduced the topic and noted that due to the timing of the meeting and availability of some reporting, the KPI Overview would be reviewed at this meeting and the full KPI analysis package will be presented at the September Board meeting. Ms. Carmichael provided a detailed overview of the measures and results.

MOVED by Helen Allen and Seconded by Darryl Gray

THAT the KPIs be approved as presented.

MOTION APPROVED

All in favour and none opposed.

MOTION CARRIED

05.6 5-yr 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 consideration.

MOVED by John Stubbs and Seconded by Mary Ellen Thorburn

THAT the 5-yr Capital Plan F2025-2029 be approved as presented.

MOTION APPROVED

All in favour and none opposed.

MOTION CARRIED

05.7 Action Plan for Engagement

The Action Plan for engagement was previously distributed (copy on file). Ms. Dopson spoke to the Plan and highlighted the below points:

- JIBC conducts full engagement surveys in even years and pulse surveys to understand progress in odd years.
- Many of the areas impacting engagement at JIBC are complex systemic gaps that require significant change initiatives and are multi-year projects. Staff communications reflect the importance of their continued participation to measure progress and set priorities.

- Survey results and feedback are actioned through divisional level action plans and organizational level initiatives. All processes for annual planning are tied together to ensure focus and alignment. It was confirmed that specific outcomes and timelines are included in the plans and improvements to how we make this information available to staff are underway.

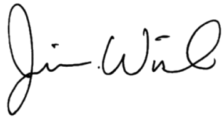
The Board of Governors moved into In-Camera without Executive at 3:31 pm.

The Meeting adjourned at 4.30 pm.

NEXT MEETINGS

2024: September 23 – Full day Board meeting and Retreat

November 25 – Board meeting



Jim Wishlove
Board Chair



Len Goerke
President and CEO