

MINUTES

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.

9/23/2024

9:00 am to 1:00 pm

Location: Hybrid – JIBC Boardroom and MS Teams
Chair: Jim Wishlove
Vice-Chair: Samina Tajwar
Attendees: Helen Allen
Laurel Douglas
Mary Ellen Thorburn (Virtual)
Michelle Cameron
Eddy Elmer
Colin Watson
Barbara Fitzsimmons
Kathryn McNaughton
Len Goerke (President)
Executive: Cindy Dopson (VP People and Culture)
Mike Proud (VP Finance and Operations)
Colleen Vaughan (VP Academic)
April van Ert (VP Brand, Communications and Engagement)
Regrets: Darryl Gray
Recorder: Krupali Rao
Guests: Tracey Carmichael
Becky Donelon

1. LAND ACKNOWLEDGEMENT

Jim Wishlove started the meeting with a land acknowledgement on behalf of the Board and expressed appreciation for the opportunity to learn more about the unceded lands of the Kwantlen, Musqueam, Qayqayt and the Tsawwassen Nations.

2. CONSENT AGENDA

MOVED by Laurel Douglas and Seconded by Michelle Cameron

That the Regular and In-camera minutes be approved as with a minor edit to 2nd page of regular minutes.

All in favour and none opposed.

MOTION CARRIED.

MOVED by Laurel Douglas and Seconded by Helen Allen

That the Consent Agenda was approved as presented.

All in favour and none opposed.

MOTION CARRIED.

3. REPORTS

03.1 Chair's Report

Mr. Wishlove noted a few points:

- There are some new members on the Board and first orientation was planned on September 16, 2024, and next one is planned in October. The chair and vice-chair are working with the executive team to ensure these are well planned.
- JIBC is currently in a unique time with a new President, Len Goerke who started his third month in the role.
- Provincial election is coming up in October. The JIBC will operate as appropriate during the interregnum period.
- He expressed his appreciation for the Board on their support during this unique time and extended his gratitude for the management and support team.

03.2 Presidents Report

The President's Report for Q1 F2025 was previously distributed along with Program Council minutes and Policy Revision Memo (copy on file). Len Goerke highlighted some current focus areas. Three things he spent most time other than the onboarding, the day-to-day running of organization and engaging various stakeholders are:

- Advanced Care-Paramedic program,
- Police Academy: expansion of current model to 3x96 model,
- Mr. Goerke reported on the potential \$1B to \$1.5B tuition impact provincially of new federal rules on International Students, following his meeting with the DM of PSFS and other presidents. Layoffs are anticipated across institutions, though JIBC is managing well this fiscal year but preparing for future consequences.

Cindy Dopson added that the Policy Revision memo has been added from this meeting onwards for when policy changes don't have enough material change, but the board would get notified of the changes. She provided an overview of the clean-up and non-material changes to the Vehicle benefit policy that was done this year and added in the memo.

4. GOVERNANCE MATTERS

04.1 Indirect Costs of Research Policy

Mike shared an overview about the Indirect Costs of Research Policy which has changes in the language, scope and application to align with best practices. New procedure added with many more specifics.

MOVED by Barbara Fitzsimmons and Seconded by Michelle Cameron

THAT Indirect Costs of Research Policy be approved as presented.

MOTION APPROVED.

All in favour and none opposed.

MOTION CARRIED.

04.2 Media Relations Guidelines Policy

April van Ert shared a background and overview on the Media Relations Guidelines policy. This provides stability to allow JIBC to be actively involved with issues concerning public reputation and issues in public interest, transparency. She answered a few questions on social media, which is covered under this policy and defines the organization's default spokesperson.

Mr. Wishlove expressed appreciation for writing this to keep everyone in the Board and Management better prepared legally.

MOVED by Samina Tajwar and Seconded by Laurel Douglas

THAT Media Relations Guidelines Policy be approved as presented.

MOTION APPROVED.

All in favour and none opposed.

MOTION CARRIED.

04.2 EDI Liaison role

Cindy Dopson shared background and history on the work done on the EDI Liaison role and invited the Board to discuss their thoughts on the way forward to keep this role purposeful. Ms. Tajwar highlighted the importance of having someone from the Board to be working with Ms. Dopson as a liaison. This role would be a focused lead for the Board, that would bring a report to the Board as appropriate.

The terms of reference (ToR) for this role would be drawn out and added to the Board Handbook once it is determined that this role should be going ahead. After that the Board would appoint one of the members who would be interested in this liaison role. Ms. Tajwar and Ms. Dopson will work together on the ToR before calling out for volunteers.

MOVED by Eddy Elmer and Seconded by Samina Tajwar

THAT the EDI Liaison role be formalized as presented.

MOTION APPROVED.

All in favour and none opposed.

MOTION CARRIED.

5. STRATEGIC MATTERS

05.1 F2025 Q1 Financial Report

Mike Proud provided a brief overview on the F2025 Q1 Financial report (copy on file).

Mr. Wishlove congratulated Mr. Proud and the team on the accolades received from the Ministry for the work.

MOVED by Laurel Douglas and Seconded by Helen Allen

THAT F2025 Q1 Financial Report be approved as presented.

MOTION APPROVED.

All in favour and none opposed.

MOTION CARRIED.

05.2 FIA - Statement of Financial Information F2024

Mike shared the overview for FIA – Statement of Financial Information F2024.

MOVED by Laurel Douglas and Seconded by Colin Watson

THAT FIA – Statement of Financial Information F2024 be approved as presented.

MOTION APPROVED.

All in favour and none opposed.

MOTION CARRIED

Every Child Matters Flag raising ceremony

Mr. Goerke provided some background on Every Child Matters Flag raising ceremony and the Board members paused to participate in the ceremony with the students, faculty and staff.

Mr. Wishlove thanked everyone for joining at the Flag raising ceremony. There was a round of introductions before the Board continued the Strategic Matters portion.

05.3 KPI Analysis to March 31, 2024

Ms. Dopson provided background and context on the KPI (Key Performance Indicators) analysis that the IR team has been planning and working on. She added that the team will put together some recommendations for the Board on quarterly metrics package and bring it to the next meeting. Tracey Carmichael provided a detailed overview of the annual metrics with an update on the progress against JIBC Strategic plan. She walked through the six strategic standing commitments and parameters for each of them.

The Board members appreciated the work done on this analysis.

MOVED by Eddy Elmer and Seconded by Helen Allen

THAT KPI Analysis report be approved as presented.

MOTION APPROVED.

All in favour and none opposed.

MOTION CARRIED.

05.4 Full program proposal for the extended PCP Certificate

Colleen Vaughan introduced Dr. Becky Donelon and provided an overview on the full program proposal that was shared in advance.

JIBC has been delivering the PCP (Primary Care Paramedicine) certificate program with 30-credit for many years. Recent changes in Emergency Medical Assistance regulations resulted in an increased scope of practice. This revision led the HSD (Health Sciences Division) to map out a 48-credit program to incorporate the increased scope of practice. JIBC received funding from PSFS to develop the standard curriculum, PSFS approved the new tuition fees, and they've increased the target Primacy care funding amount. More funding is expected from the Ministry for running this program after it goes through their internal processes. This proposal has gone through the internal processes in JIBC, through the Program Council and now it is here for Board approval.

There was some discussion around the big picture about the sustainability of business aspect of the certificate program.

**MOVED by Laurel Douglas and Seconded by Eddy Elmer
THAT extension of PCP certificate be approved as presented**

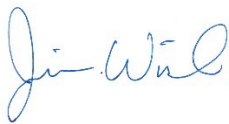
MOTION APPROVED

All in favour and none opposed.

MOTION CARRIED

Regular meeting was adjourned at 11:45 am.

Next Meeting:
November 25, 2024, at Maple Ridge Campus



Jim Wishlove
Board Chair



Len Goerke
President and CEO