

MINUTES

We respectfully acknowledge the Justice Institute of British Columbia's Maple Ridge campus is located on the unceded Traditional Territories of the ǵícǵǵ (Katzie) and q'w̓a:ńł'əń (Kwantlen) Peoples.

11/25/2024
12:30 to 4:30 pm

Location: Hybrid – JIBC Maple Ridge MRCL206 and MS Teams
Chair: Jim Wishlove
Vice-Chair: Samina Tajwar
Attendees: Helen Allen, Michelle Cameron, Laurel Douglas, Eddy Elmer, Barbara Fitzsimmons, Kathryn McNaughton, Mary Ellen Thorburn, Colin Watson (Virtual)
Executive: Len Goerke (President and CEO), 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, Manager, President's Office
Guests: Peter Gregorowicz, CIO, Jordan Osioy, Senior Manager, Information Technology, Tracey Carmichael, Director, Institutional Research, Derek Deacon, General Counsel
Observers: Jessica Lamb, JISU Director of External Relations, Shikha - JISU Director of Internal Relations, Harmeet Gill, JISU Director of Events, Zeel Patel, JISU Director at Large, Chidiebere Nwizu JISU New Westminster Campus Representative, Thach-Thao Nguyen, JISU Organizer

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 with JIBC campuses all across BC, with headquarters in New Westminster, which is the unceded lands of the Qayqayt, Kwantlen, Musqueam, and the Coast Salish Peoples.

2. Round of Introductions with the JISU

The JISU Leadership team joined the open portion of the meeting as observers and introduced themselves after completing the Maple Ridge Campus Tour.

3. Maple Ridge – Campus Tour

Sarah Wareing, Dean, School of Public Safety, Christopher Little, Program Manager - Firefighter Programs and Scott Morrison, Campus Operations Manager led the tour of the Maple Ridge campus to show the group different areas of the campus.

4. CONFLICT OF INTEREST

Mr. Wishlove asked the Board members to identify if they had a conflict of interest with any agenda item.

5. CONSENT AGENDA

There were minor edits suggested to the minutes (typo, adding full-forms and titles).

MOVED by Laurel Douglas and Seconded by Barbara Fitzsimmons

That the consent agenda be adopted as presented with updated minutes.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

6. PRESENTATION

06.1 Cybersecurity

Peter Gregorowicz & Jordan Osiowy introduced themselves and reviewed the current cybersecurity status at JIBC. There was some discussion about how JIBC is implementing the actions for mitigating risks, insurance for cybersecurity, and policy related to AI.

7. REPORTS

07.1 Chair's Report

Mr. Wishlove noted a few areas that he is focusing on:

- a. He was working on the package for year-end CABRO processes as required by the Ministry.
- b. He will reach out to the Board members whose terms are complete in July 2025 for annual evaluation, and to all Board members regarding Board competencies.
- c. He shared about the changes in Ministry positions post the election and highlighted that the executive team at JIBC has been proactively working on getting ahead on the correspondence with different ministries.
- d. He attended the Police Academy Graduation in Abbotsford on Nov 8, 2024, which was very well organized.

Mr. Wishlove would review the request about any opportunity for Board members to attend smaller graduation events and a course at JIBC.

07.2 Presidents Report

Len Goerke noted a few points, that were not in the President's report (copy on file):

- a. He shared the context and history of Police Academy graduation events regularly being held off-site. There were 500 guests and 64 police recruits at this graduation event. There is insufficient space in New Westminster Campus (NWC) to hold this large of an event.
- b. Mr. Goerke summarized the list of new Ministers and DMs with the new government in place. He added that there is an outreach and communications plan in place and being executed. The Ministers are all expected to receive their mandate letters in January 2025.

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- c. JIBC Year-end social is scheduled on December 5 and JIBC Board has been invited to this event.
 - d. Lunch with recently retired Board members, Maria Prevolos and John Stubbs is scheduled in December 2024 and one with Jamie Sterritt and possibly Terry Yung in early February 2025.
 - e. Mr. Goerke will be away for a couple weeks in December with Cindy Dopson in the acting role.

07.3 Indigenous Advisory Council (IAC)

Mr. Goerke shared that there was an IAC meeting on Oct 2, 2024, which was attended by a number of Indigenous Leaders from areas trained by JIBC. The conversation focused on plans for cultural safety training.

8. GOVERNANCE MATTERS

08.1 Intellectual Property Policy and Procedure

Colleen shared an overview of the policy (copy on file). Derek Deacon introduced himself and went over the history and proposed policy changes. The team is also building up an internal 'Companion Interpretation Guide' which will be shared with the Board for information.

MOVED by Helen Allen and Seconded by Barbara Fitzsimmons

THAT Intellectual Property Policy be approved as presented and the Policy 3402 Commercialization of Research Intellectual Property be retired.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.2 Academic Freedom Policy and Procedure

Ms. Vaughan shared an overview of the policy (copy on file). Mr. Deacon shared the background, history and process on how this policy was updated. He provided further information about what other institutions in the sector have around this policy, the webinars arranged earlier in 2024 by PSEA, and how it applies to JIBC as an agent of the Government. Motion was moved for this one and Eddy Elmer had abstained from this vote.

MOVED by Laurel Douglas and Seconded by Barbara Fitzsimmons

That the Policy 3405 Academic Freedom (*Applied Research*) be retired as proposed.

MOTION APPROVED. None opposed.

MOTION CARRIED.

08.3 Filming & Photography Policy and Procedure

April shared the context and reasoning for putting together the new Filming & Photography policy. There was a suggestion that a point be added for students still being permitted to take photography for personal use.

MOVED by Barbara Fitzsimmons and Seconded by Mary Ellen Thorburn

That the new Filming & Photography Policy was approved with the suggested edit.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.4 Annual Code of Conduct - Conflict of Interest acknowledgment

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 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.

9. STRATEGIC MATTERS

09.1 F2025 Q2 Financial Report to September 30th, 2024

Mike Proud provided a brief overview on the F2025 Q2 Financial report (copy on file).

He noted about the sources driving the current favourable position, and also the projections made for the impact of the federal changes to international student regulations in this fiscal, as well as the next two fiscal years. Mr. Goerke commented on the uncertainty of the international student situation, and the brand damage for Canada that this has resulted in. The new rules for international students will materially impact JIBC.

MOVED by Barbara Fitzsimmons and Seconded by Mary Ellen Thorburn

THAT F2025 Q2 Financial Report be approved as presented.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

09.2 Enterprise Risk Management (ERM)

Mr. Proud reviewed the briefing note, and the process followed before submitting this report. He reviewed the eleven risks at different stages and highlighted specific risk related to funding and management, and the plan for mitigation of this risk.

There was discussion around the risk no. 11 (Risk of underlying or unintentional culture negatively impacting achievement of enterprise objectives, employee performance and overall organizational effectiveness (beliefs, values, behaviours and norms within an organization)) and how and why it is still on list.

MOVED by Michelle Cameron and Seconded by Mary Ellen Thorburn

THAT Enterprise Risk Management Report be approved as presented.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

09.3 Quarterly Metrics Package Recommendations Tracey Carmichael

Cindy Dopson provided an overview of the Metrics package that was proposed to be brought in for the quarterly meeting going ahead. She introduced Tracey Carmichael, who added in-depth review about the package focused around 3 different themes:

1. Revenue Drivers (Tuition enrolments, contract training and public funding per student FTE)

2. Organizational Health and Stability

3. Student Success and Employer Success (Course failure rate, Course Satisfaction index)

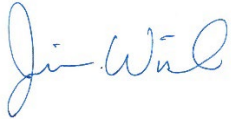
She added that these metrics will be an opportunity for the Board to have insights across the year, helping them get a better picture if JIBC is keeping on track every quarter.

The Board will discuss this in-camera and get back to the executive team about these metrics package.

Regular meeting was adjourned at 4:26 pm

Next Meeting:

March 25, 2025, virtual



Jim Wishlove
Board Chair



Len Goerke
President and CEO