

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Audit & Risk Management Meeting #2015/03 – August 31, 2015

Teleconference Call, 4:00pm

[1-877-385-4099, passcode: 3990546#]

ATTENDANCE: Charlene Taylor [A/RM Chair]
Jamie Sterritt [A/RM Vice-Chair]
Yvonne Mensies

BOARD MEMBERS: Angela Wesley [Board Chair]

STAFF: Ken Tourand [President]
Diane Black [Director of Finance]
Marlie Worrin, [Manager, Budgets & Financial Reporting]
Pat Brown [recorder]

REGRETS: Michele Guerin

1. Call to Order

1.1 Call to Order

Charlene called the meeting to order at 4:00pm.

1.2 Adoption of Agenda

It was moved and seconded that

the A/RM Committee meeting agenda be adopted. *Motion Carried.*

1.3 Review and Adoption of Minutes

It was moved and seconded that

the May 13, 2015 minutes be adopted as presented. *Motion Carried.*

2. Financial Reporting and Statutory Items

2.1 Financial & FTE Report (MD&A)

It was moved and seconded that

the Financial & FTE Report (MD&A) be accepted and recommended to the Board for approval. *Motion Carried.*

Discussion:

- Question (Charlene): What was the Deferred revenue (non-capital) related to?
 - \$300,000 - Employment Skills Training in Terrace & Prince Rupert
 - \$300,000 - Courses offered in 3 different communities
 - Remaining was for small programs offered in various communities.

The majority of the funding will be expended by March 31, 2016.
- Question (Charlene): Will contract revenue increase, decrease, meet budget, or is it too early to tell? It is anticipated that the contract revenue will be on budget.
- Question (Charlene): Was the increase in the revenue at the Student Residences last year a one-off year? Yes, it was due to industry workers & fire fighters staying in the residence over the summer. However, September student residences applications were the highest since the Residences were constructed.
- Question (Charlene): Is the bookstore operating results to date indicative of future expectations? The bookstore results fluctuate depending on when items are returned, the timing of purchases and the cost of inventory.
- The En'owkin Centre received funding for Heavy Equipment Operator training. Ken reported that this is the first time NVIT has offered the HEO training.
- The Learning Commons renovation is complete. Remaining budget will be utilized for video conference equipment.
- The FTE in Community Education (CE) is 16% lower than last year. Soft funding secured since the end of Q1 is anticipated to result in higher CE FTE's.
- The detailed President Expenses for Q1 & 2 will be provided at the next ARM meeting.

3. *Other Reports*

3.1 **OAG Audit of IT Controls**

Diane reviewed the Auditor General of BC's Management letter regarding the General Computing Controls & Capability Assessment for 2014.

Discussion:

Key recommendations, and completed and ongoing actions, include:

- Manage physical environment –
 - Completed - an air conditioner was installed in the server room & the door changed.
 - Ongoing – Documentation of control procedures.
- Monitor and evaluate IT performance –
 - Complete – NVIT has an IT Technician – Merritt position posted.
 - Ongoing - IT Manager is undertaking ITIL training
-processes & procedures will be reviewed and documented.

The IT Department will utilize the report to guide improvements in processes/procedures.

3.2 **2015/16 Operating Grant & Student FTE Target**

This budget letter confirms the budget amount provided to the board in February 2015. It provides additional information on expectations of the Ministry of Advanced Education and FTE targets.

3.3 **Executive Compensation Disclosure**

Information item.

3.4 Capital Projects Update

The Trades Building is on target & on budget. There is sufficient funds in contingency to complete the project.

The building development and the enabling works & site development budgets were separated into budgets. These will be presented to the Board for approval at the September meeting.

4. Board Governance

4.1 Enterprise Risk Management

The Leadership Team will hold a special meeting in September to update the risk register that will be presented at the November Board meeting.

5. Other

- 5.1** Russ Jones, from the BC Auditor General's office, is scheduled to do a presentation at the Sept 14th Board meeting.

6. In-Camera Meeting

- 6.1** No in-camera meeting was necessary.

7. Adjournment

- 7.1** The ARM Committee meeting adjourned at 4:50pm.

**NEXT ARM MEETING: Thursday September 24, 2015
4:00pm, teleconference**