

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2017/01 – February 17, 2017

Musqueam Recreation Centre
[6777 Salish Drive, Vancouver, BC]

Date: _____

BOARD MEMBER'S SIGNATURE: _____

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BOARD MEMBERS PRESENT:

Shane Coutlee
Crystal Howard
Sashia Leung
William Sandy
Charlene Taylor
Angela Wesley

Michele Guerin
Terena Hunt
Yvonne Mensies
Jamie Sterritt
Sandra Tiessen

Elaine Herbert [non-voting]

Ken Tourand [non-voting]

BOARD MEMBERS REGRETS:

Faye Ahdemar

Paul Donald

ELDERS:

Ethel Gardner

Margaret George

STAFF:

Verna Billy-Minnabarriet
John Chenoweth

Diane Black
Kylie Thomas

Meeting called to order at 5:08pm. Opening Prayer by William Sandy.

Jamie introduced the new Board members followed by roundtable introductions.

BOARD MEETING AGENDA:

1. Adoption of Agenda

B17/01 It was moved and seconded that

the regular meeting agenda be adopted. *Motion Carried.*

2. Board Appointments

B17/02 It was moved and seconded that

the Board accept the Oath of Offices completed by the newly appointed members of the Board Terena Hunt & Sashia Leung and the newly appointed Education Council Chair Elaine Herbert. *Motion Carried.*

3. *Election of Officers*

B17/03 It was moved and seconded that

the Board appoint Sashia Leung to the Audit & Risk Management Committee. *Motion Carried.*

4. *Board Information*

B17/04 Announcements.

Due to work and family commitments Charlene will resign from the Board as of June 30th.

B17/05 Public Sector Governance - Shane.

Shane reported that the public sector governance workshop was great and included education, health & non-profit sectors. NVIT should consider attending next year and explore if there is an opportunity to sit on the panel. This would provide an opportunity to enhance NVIT's profile.

B17/06 Reminder of May Graduation Dates.

Vancouver Graduation – Thursday May 11th, Italian Cultural Centre;
Merritt Graduation – Thursday May 18th, Civic Centre

B17/07 Circulation file folder.

CONSENT AGENDA:

B17/08 It was moved and seconded that

the Board approve the consent agenda as presented. *Motion Carried.*

B17/09 Board Minutes of November 21, 2016.

B17/10 Executive Report.

B17/11 President's Report.

B17/12 Leadership Team Report.

B17/13 Mandate Letter.

B17/14 NVIT Quick Facts.

B17/15 President's NVIT Vancouver Travel 2016.

B17/16 CDW data quality management plan threshold targets.

B17/17 Ministry Correspondence re: Institutional Accountability Plan & Report.

B17/18 Human Resources Report.

Future agendas will include the name & email of the person responsible for the agenda item and Board members can contact that person for clarification prior to the meeting if additional information is required. New Board members are encouraged to ask questions during the consent agenda. New process so will be a flexible approach.

REGULAR AGENDA:

5. *Elders Council Report*

B17/19 A report from the Elders Council.

Margaret – she has been working with SFU on TRC’s 94 call to action questions. She is teaching students how to do opening prayers & welcoming in communities & plans to do it again before grad.

Ethel – she is teaching Coast Salish & finger weaving. The students appreciate the different workshops the Elders do & this provides an opportunity for the Elders to talk to the students. Ethel is doing theatre and teaching stints with the CHAD program through UFV.

The Elders received new vests and expressed appreciation to Brenda & Pat for all they do for the Elders.

Ken reported that the Merritt Elders have had a very difficult year with 3 Elders each losing a daughter & Elder May Moses recently passing away. The Elders are planning a ceremony to honour all of the Elders who have passed. Subsequent to this meeting it was decided to have this event in the fall of 2017. The Board expressed condolences to the Merritt Elders.

6. *Education Council*

B17/20 Elaine reviewed the January 25th Education Council minutes.

The BSW accreditation report has been accepted and passed by the Canadian Association of Schools of Social Work [CASSW]. CASSW is planning site visits at both campuses in March.

Verna is working with INAC & Heritage Canada on a pilot program for language implementation of Carrier Thompson Okanagan.

7. *Audit & Risk Management Committee*

B17/21 Charlene reviewed the Audit & Risk Management minutes of December 8th, 2016.

B17/22 Charlene reviewed highlights of the KPMG Audit Plan.

B17/23 It was moved and seconded that

the financial statements & FTE report (MD&A) be approved. *Motion Carried.*

It is anticipated that that the FTE target will be substantially achieved, 95% or over.

B17/24 It was moved and seconded that

the Annual Investment Report be approved. *Motion Carried.*

The Chair of the Audit & Risk Management Committee and the President are supportive of a conservative approach to investments, however management will investigate whether the provincial government has restrictions with respect to investments.

Investments are determined as per NVIT’s investment policy and in consultation & research with banks.

B17/25 It was moved and seconded that

the revised tuition rates be approved as presented. *Motion Carried.*

In January a memo was sent to the Student Society and the student Board representatives seeking feedback on the proposed tuition increase. No responses were received.

B17/26 2017/18 Annual Budget Presentation.

B17/27 It was moved and seconded that

the 2017/18 Annual Budget be approved. *Motion Carried.*

The interim budget letter is expected in March followed by the final letter during the summer.

Management will explore President budget percentage to overall budget with a few other colleges.

8. Board Honorarium

B17/28 It was moved and seconded that

the Board approve policy 5.5 Board Honorarium as presented. *Motion Carried.*

The policy was revised with an increase to the Board Chair's base rate to align with Provincial rates.

9. Capital Project

B17/29 Ken provided an update on the Centre of Excellence in Sustainability (COES).

The project is on budget but Ken is dealing with the City of Merritt's requests for additional parking spaces, a wild fire plan & an emergency access road.

BCIT has offered to donate a wind turbine to NVIT provided they can install a meter to gather data.

The meeting broke at 6:30pm for dinner with a prayer by Elder Ethel Gardner. The meeting resumed at 7:10pm.

10. Identification of Board Strategic Priorities

B17/30 Jamie walked the Board through a process to determine future Board priorities.

11. Adjournment

B17/31 The regular meeting adjourned at 8:05pm.

Appreciation was expressed to Ethel & Margaret as they left the meeting at this point to return home.

**DATE OF NEXT MEETING: Wednesday May 15, 2017, 4:00pm
Board/ARM Teleconference**

Please submit expense claims and meeting dates attended to Pat.