

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2016/01 – February 19, 2016

Classroom #1, Musqueam Recreation Centre

[6777 Salish Drive, Vancouver, BC]

Date: \_\_\_\_\_

BOARD MEMBER'S SIGNATURE: \_\_\_\_\_

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BOARD MEMBERS PRESENT:

Faye Ahdemar  
Paul Donald  
Michele Guerin  
Yvonne Mensies  
Jamie Sterritt  
Angela Wesley

Shane Coutlee  
Lyndale George  
Marcia Mejia-Blanco  
Melissa Pinyon  
Sandra Tiessen

Ken Tourand [non-voting]

BOARD MEMBERS REGRETS:

Charlene Taylor

ELDERS:

Betty Gladue

Philip Gladue

STAFF:

Verna Billy-Minnabarriet  
John Chenoweth

Diane Black  
Kylie Thomas

Meeting called to order at 5:00pm. Opening Prayer by Elder Philip Gladue.

1. Adoption of Agenda

**B16/01 It was moved and seconded that**

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

2. Board Appointments

**B16/02 It was moved and seconded that**

the Board accept the Oath of Office completed by newly appointed member of the Board, Paul Donald. *Motion Carried.*

Paul was welcomed followed by roundtable introductions.

3. *Minutes of Previous Meetings*

**B16/03** It was moved and seconded that

the November 16, 2015 minutes be adopted as presented. *Motion Carried.*

4. *Board Information*

**B16/04** Announcements.

Ken reported that HR Officer Leah Garcia-Gray's daughter is very ill in the hospital and the Board passed on their thoughts and prayers to Leah & her family.

Thoughts and prayers were extended to former President Casey Sheridan on the recent passing of his wife.

**B16/05** The NVIT Quick Facts was provided for information. Board members can contact Ken if they have questions or want more information on the data in the quick facts document.

**B16/06** NVIT's Graduation Ceremonies are scheduled on May 12<sup>th</sup> in Vancouver and May 19<sup>th</sup> in Merritt.

**B16/07** The Board PD agenda was reviewed.

**B16/08** Circulation file folder.

5. *Executive Report*

**B16/09** Jamie reviewed the highlights of the Executive Committee minutes of Dec 1<sup>st</sup> & 16<sup>th</sup> and Jan 18<sup>th</sup>. Jamie, on behalf of the Board, expressed appreciation to the Leadership Team for the significant amount of their time dealing with personnel issues.

6. *President's Report*

**B16/10** Ken reviewed his report to the Board.

7. *Elders Council Report*

**B16/11** The Dec 2<sup>nd</sup> Merritt Elders Council meeting minutes and the Spring 2016 Vancouver Elders report was provided for information.

Betty reported that it's been interesting this year & she's met a lot of the students. Betty has discussed with Verna the concept of a 4-season feast to give thanks.

Phil added that the student are communicating very well and utilizing the Elders more. There is consistently about 25 students that turnout on Thursdays for smudging before classes.

*The meeting broke for dinner at 6:15pm and resumed at 6:55pm. Dinner prayer by Elder Philip Gladue.*

**8. Leadership Team Report**

**B16/12** John reviewed the Leadership Team report to the Board.

**9. Education Council**

**B16/13** John reviewed the Education Council report. It was noted that the election of an Education Council chair was tabled until the February 24<sup>th</sup> meeting.

**10. Audit & Risk Management Committee**

**B16/14** Diane reviewed the Audit & Risk Management minutes of December 10, 2015 & January 25, 2016.

**B16/15** The KPMG Audit Plan was reviewed.

**B16/16 It was moved and seconded that**

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

**B16/17 It was moved and seconded that**

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

**B16/18 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.

**B16/19 It was moved and seconded that**

the 2016/17 Annual Budget be approved. *Motion Carried.*

The annual budget was approved & recommended to the Board by the ARM Committee at their January 25<sup>th</sup> meeting.

**B16/20** The OAG General Computing Controls 2014 Report was provided for information.

**B16/21** Ken reported that the Office of the Auditor General of BC will be conducting ethics audits in 2016. Board Chairs & Presidents of institutions may be asked to participate in the survey.

**11. *President's NVIT Vancouver Travel for 2015***

**B16/22** Ken provided an overview of his travel to NVIT Vancouver in 2015.

**12. *Policy Revisions***

**B16/23 It was moved and seconded that**

the revised Policy B.1.19 Signing Authority for Contracts be approved. *Motion Carried.*

The policy was revised to include “*Contracts funded by the Provincial or Federal Government are excluded from the requirement of Board approval*”.

**B16/24 It was moved and seconded that**

the revised Policy 1 Board Bylaws be approved. *Motion Carried.*

The policy was revised to include “The vote shall occur during the Fall meeting of the Board and shall take effect *immediately following the adjournment of this meeting*”.

**13. *Welder Foundation Program***

**B16/25 It was moved and seconded that**

the Board approve the Welder Foundation Program. *Motion Carried.*

This 28-week program prepares students for entry level positions as apprentice welders.

**14. *2016/17 Mandate Letter AVED-NVIT***

**B16/26** The 2016/17 Mandate Letter AVED-NVIT was provided for information.

**15. *Institutional Accountability Plan & Report***

**B16/27** The AVED Correspondence regarding the IAPR was provided for information.

**16. *Human Resources Report***

**B16/28** The Human Resources report included data on ongoing employees, employee ancestry, positions posted, employment agreements issued, grievances and an update on benefits.

**17. New Board Appointment Expression of Interest**

**B16/29** Three options of the Expression of Interest was provided to the Board for feedback. The Board chose option 1 with option 3 to replace the 4<sup>th</sup> page of option 1.

**18. Adjournment**

**B16/30** It was moved and seconded that

the regular meeting be adjourned at 7:17pm. *Motion Carried.*

*Note taker / recorder: Pat Brown.*

**DATE OF NEXT MEETING: Wednesday May 18, 2016, 4:00pm  
Board/ARM Teleconference**

***Please submit expense claims and meeting dates attended to Pat.***