

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2016/05 – November 21, 2016

Musqueam Cultural Centre  
[4000 Musqueam Ave, Vancouver, BC]

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

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

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<b>BOARD MEMBERS PRESENT:</b>	Shane Coutlee	Paul Donald
	Michele Guerin	Crystal Howard
	William Sandy	Jamie Sterritt
	Charlene Taylor	Sandra Tiessen
	Angela Wesley	

Ken Tourand [non-voting]

<b>BOARD MEMBERS REGRETS:</b>	Faye Ahdemar	Terena Hunt
	Yvonne Mensies	

Elaine Herbert [non-voting]

<b>ELDERS:</b>	Margaret George	Mia Hunt
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<b>STAFF:</b>	Diane Black	John Chenoweth
	Kylie Thomas	

<b>GUESTS:</b>	Vanessa Alderson	Jake Tourand
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Meeting called to order at 5:00pm. Opening Prayer by Elder Margaret George.

**1. Adoption of Agenda**

**B16/83 It was moved and seconded that**

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

Vanessa and Jake were welcomed as observers of this meeting. Instructor Matt Pasco had arranged for them to sit in on various Board meetings.

Jake is a 2<sup>nd</sup> year business student at NVIT & is also in the Ch'nook Scholar Program at UBC. Jake is planning to get into the Human Resources field

Vanessa is also a 2<sup>nd</sup> year business student at NVIT.

**2. Board Appointments**

**B16/84 It was moved and seconded that**

the Board accept the Oath of Offices completed by the newly elected student representatives Crystal Howard and William Sandy. *Motion Carried.*

It is anticipated that Board member Terena Hunt & Education Council Chair Elaine Herbert will complete their Oath of Office forms at the next meeting.

**3. Election of Officers**

**B16/85 It was moved and seconded that**

the President conduct the election of officers (Chair, Vice-Chair, two Executive). *Motion Carried.*

Nominations were called, in turn, for each of the following positions:

Chair: Jamie Sterritt was declared Chair by acclamation.

Vice-Chair: Shane Coutlee was declared Vice-Chair by acclamation.

Executive Committee: Michele Guerin and Paul Donald were declared Executive Committee members by acclamation.

Ken turned the chair over to Jamie.

**B16/86 It was moved and seconded that**

the Board appoint the same Board members to the Audit & Risk Management Committee (Chair Charlene Taylor, Vice-Chair Paul Donald, three members-at-large Michele Guerin, Terena Hunt & Yvonne Mensies). *Motion Carried.*

**4. Board Appointment to Education Council**

**B15/87 It was moved and seconded that**

the Board appoint Sandra Tiessen as the representative to Education Council. *Motion Carried.*

**5. Minutes of Previous Meetings**

**B16/88 It was moved and seconded that**

the September 19, 2016 minutes be adopted as presented. *Motion Carried.*

**6. 2016 WFCP World Congress International Youth Camp**

**B16/89** Will gave a power point presentation and showed a video of the 2016 World Federation of Colleges and Polytechnics World Congress International Youth Camp that he attended in Brazil in September. Although not a requirement, Will provided feedback to the organizers of the youth camp. It was suggested that Will present at the next Governance & Leadership Program. Jamie, on behalf of the Board, expressed appreciation to Will for being an ambassador for NVIT. It was also noted that NVIT will be submitting Will's name to Colleges & Institutes Canada [CICAN] to be considered for a Student Excellence Award.

**7. Board Information**

**B16/90** Announcements.

**B16/91** Board Professional Development.

- a) Association of Governing Boards – Jamie & Paul  
Paul - workshop was helpful as a fairly new Board member. One discussion item was that Boards can get distracted if there are too many reports & should focus on a set number of goals over a year.  
Jamie - workshop was well done & provided an opportunity to share thoughts & best practices.
- b) The BC Aboriginal Business Awards was a good event for NVIT to attend.
- c) Ken, Shane & Michele are scheduled to attend the Public Sector Board Governance workshop in Vancouver on December 13<sup>th</sup>.
- d) The Board PD Day is scheduled for February 18<sup>th</sup> and a final agenda will be provided in advance.
- e) 3 of the 5 Chiefs joined Jamie, Michele, Paul, Shane & Ken for the annual Chiefs breakfast meeting. The Chiefs were updated on the Northern Expansion & the new Centre of Excellence in Sustainability.

**B16/92** Circulation file folder.

**8. Strategic Plan Update**

**B16/93** The focus of the morning session of the Feb 18<sup>th</sup> Board PD meeting will be the vision statement. Minister Wilkinson & the student panel will follow after lunch.

Angela suggested the Board consider strategies / goals for NVIT's future growth.

**9. Executive Report**

**B16/94** Jamie reviewed the minutes of the Executive Committee meetings.

**10. President's Report**

**B16/95** Ken reviewed his report to the Board.

**11. Elders Council Report**

**B16/96** The minutes from recent Elders Council meetings were provided for information.

Mia reported that the NVIT-V Elders are having a Christmas stocking raffle with all of the prizes handmade by the Elders. Students must submit an essay to the Elders on why they deserve a stocking. Margaret attended the TRC & found it very good & interesting. Margaret & Phil are teaching students to do prayers & smudging. The Elders are getting new vests.

**12. Leadership Team Report**

**B16/97** John reviewed the report from the Leadership Team.

**B16/98** The Off-Site Educational Activities / Field Trip Policy was approved by the Leadership Team and provided to the Board for information.

**13. Education Council**

**B16/99** The Ed Council minutes were provided for information. John reported that Elaine Herbert, Department Head of Social Work, is the new Chair of Education Council.

**14. Truth & Reconciliation Conference**

**B16/100** John reported that it was an honour for NVIT to co-host the TRC. Representatives from all of the PS Education System in BC attended.

Jamie, on behalf of the Board, extended kudos to Verna & her team on a great conference with powerful speakers.

**15. Audit & Risk Management Committee**

**B16/101** The ARM minutes of September 23<sup>rd</sup> & November 3<sup>rd</sup>, 2016 were provided for information.

**B16/102 It was moved and seconded that**

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

Management will explore options for presenting only the highlights of the MD&A to the Board.

**B16/103 It was moved and seconded that**

the 2016/17 Risk Register be approved. *Motion Carried.*

**16. November 2016 Enrolment Comparison**

**B16/104** The November 2016 Enrolment Comparison was provided for information.

The Board meeting broke for dinner at 6:50pm with a prayer by Mia & resumed at 7:15pm.

**17. Sexual Violence Policy**

**B16/105 It was moved and seconded that**

the Sexual Violence Policy be approved. *Motion Carried.*

This policy is legislated by Government that all Boards must approve. Kylie sent the policy to the Ministry but has not received a response.

**18. Capital Project**

**B16/106** Ken reported that the total project funding was approved for the Centre of Excellence in Sustainability (COES).

**B16/107 It was moved and seconded that**

the Board authorizes the President to utilize up to \$250,000 from the Building Legacy Fund to support the new COES capital project. *Motion Carried.*

Management is exploring alternative funding sources in lieu of using the Building Legacy Funds.

**19. EducationPlannerBC**

**B16/107** Kylie reported that EducationPlannerBC is a priority of the Minister of AVED. This project is a common on-line application system that the AVED hopes will maximize utilization of institutions resources.

**20. Electrician Foundation Funding and Letter of Agreement**

**B16/108** The Electrician Foundation Funding and Letter of Agreement was provided for information.

**21. Adjournment**

**B16/109** The regular meeting adjourned at 7:55pm.

**DATE OF NEXT MEETINGS:** *Board Meeting & PD Day  
February 17 & 18, 2016  
Musqueam Cultural Centre, Vancouver*

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