

*NICOLA VALLEY INSTITUTE of TECHNOLOGY*

*Board of Governors*

**M I N U T E S**

Meeting #2017/04 – October 2, 2017

Lower Nicola Indian Band Boardroom  
[181 Nawishaskin Lane, Merritt, BC]

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

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

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**BOARD MEMBERS PRESENT:**

Nicasio Campos	Shane Coutlee [via phone]
Paul Donald	Crystal Howard
Terena Hunt	Sashia Leung
Yvonne Mensies	Jamie Sterritt
Sandra Tiessen	

Elaine Herbert [non-voting]      Ken Tourand [non-voting]

**BOARD MEMBERS REGRETS:**      Faye Ahdemar

**ELDERS:**      Don Beauchesne      Amelia Washington

**STAFF:**      Verna Billy-Minnabarriet      Diane Black  
John Chenoweth      Kylie Thomas

*Meeting called to order at 5:00pm. Opening Prayer by Elder Amelia Washington.*

**IN-CAMERA SESSION:**

**1.      *Presentation***

**B17/72** Doug Springford and Shelby Lindley joined the meeting and reviewed a presentation on a policy recommendation concerning CRA.

**BOARD MEETING AGENDA:**

**2.      *Adoption of Agenda***

**B17/73** It was moved and seconded that  
the regular meeting agenda be adopted. *Motion Carried.*

### 3. *Election of Officers*

**B17/74** The election of officers (Chair, Vice-Chair, two Executive) was tabled until the December meeting.

**It was moved and seconded that**

in the interim, Sasha Leung be appointed to the Board Executive until the December Board meeting.  
*Motion Carried.*

**B17/75 It was moved and seconded that**

Crystal Howard & Nicasio Campos be appointed to the Audit & Risk Management Committee. *Motion Carried.*

A Chair & Vice-Chair will be determined at the November 2<sup>nd</sup> ARM meeting.

### 4. *Board Information*

**B17/76** Announcements.

**MOTION: It was moved and seconded that**

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

Nic, a 4<sup>th</sup> year Social Work student from NVIT Vancouver campus, expressed appreciation for the opportunity to sit on the Board. Crystal, also from the Vancouver campus, was re-elected for her second term on the Board.

**B17/77** Circulation file folder.

#### **CONSENT AGENDA:**

**B17/78 It was moved and seconded that**

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

**B17/79** Board Minutes of June 12, 2017.

**B17/80** Executive Report.

**B17/81** Leadership Team Report.

**B17/82** ITA/NVIT Letter of Agreement.

**B17/83** 2016/2017 Post-Secondary Final FTE Report.

**B17/84** Student Engagement Survey.

**B17/85** Shyanne-Lee Clarke Tuition Waiver.

**B17/86** Mitchell W. Shuter Entrance Award.

**B17/87** Robert A. Lisle Memorial Entrance Award

**B17/88** Correspondence (Ken, [ktourand@nvit.bc.ca](mailto:ktourand@nvit.bc.ca)):

- a) Re-Accreditation of Bachelor of Social Work Program (CASWE).
- b) Central Data Warehouse Data Quality Management Plan (MAE).

- c) Mandate Letter from Premier to Minister Melanie Mark.
- d) Community Adult Literacy Program Funding (MAEST).
- e) Tuition-Free Policy for Adult Basic Education (MAEST).
- f) Foregone Tuition Revenue for ABE Courses (MAEST).
- g) NVIT Accuplacer Letters of Support.
- h) MAEST Minister Melanie Mark re: visit to NVIT.

## REGULAR AGENDA:

### 5. *President's Report*

**B17/89** Ken reviewed his report to the Board.

### 6. *Elders Council Report*

**B17/90** A report from the Elders Council.

Amelia reported that it was very nice to be back & see all of the new & returning students. The unveiling of the Memorial Garden was awesome. Amelia & Elder David Antoine attended a field trip to Swakum Mountain with the 1<sup>st</sup> and 2<sup>nd</sup> year Environmental Resource Technology students & Selkirk College students.

### 7. *Education Council*

**B17/91** Elaine reviewed the September 21<sup>st</sup> Education Council meeting minutes.

Elaine also reported that she has suggested to Education Council adopt a process for course development, update the EdCo membership handbook & Terms of Reference and that a Policies & Standards Committee be established.

### 8. *Audit & Risk Management Committee*

**B17/92** Audit & Risk Management minutes of August 28, 2017.

**B17/93** It was moved and seconded that

the Financial & FTE Report (MD&A) be approved. *Motion Carried.*

Diane reviewed the Quarter 1 MD&A.

**B17/94** Statement of Financial Information (SOFI) report.

The SOFI report was approved by the Executive committee and provided for information.

**B17/95** KPMG performed external penetration testing & discovered issues that were subsequently addressed by a remediation plan. The ARM committee recommended, & Management will implement, a bi-annual Penetration Testing.

**B17/96 It was moved and seconded that**

the Quarter 2 Financial Forecast be approved. *Motion Carried.*

The Q2 financial forecast was due for submission on September 22<sup>nd</sup>. The ARM committee reviewed the forecast on Sept 21<sup>st</sup>. ARM Chair Mr. Donald found the forecast to be materially accurate & signed the confirmation on Sept 21<sup>st</sup>.

6:05pm, Shane Coutlee left the meeting.

**9. Capital Project Update**

**B17/97** Ken reported that the Centre of Excellence in Sustainability (COES) project is proceeding as expected. Progress reports were circulated in a binder. \$786k in funding was received from Western Economic Diversification [WED].

**10. FTE Report**

**B17/98** As of September 10<sup>th</sup>, 2017, FTE was up 7% compared to this date last year. It is anticipated the FTE target will be met or substantially achieved.

**11. 2018 – 2023 Strategic Plan**

**B17/99 It was moved and seconded that**

the Board approve the 2018 – 2023 Strategic Plan. *Motion Carried.*

*The meeting broke for dinner at 6:15pm & resumed at 6:50pm. Dinner prayer by Crystal Howard.*

**12. Board Strategic Priorities – Community Education**

**B17/100** Verna Billy–Minnabarriet & John Chenoweth did a presentation on Community Education. The presentation will be placed on the Board portal site.

**13. Adjournment**

**B17/101 It was moved and seconded that**

the regular meeting adjourn at 7:45pm. *Motion Carried.*

*Note taker / recorder: Pat Brown.*

**DATE OF NEXT MEETING: Monday December 4, 2017, 5pm  
Musqueam Community Centre, Vancouver, BC**

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