

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2017/05 – December 4, 2017

Musqueam Community Centre

Classrooms 1 & 2

[6735 Salish Drive, Vancouver, BC]

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

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

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BOARD MEMBERS PRESENT:

Nicasio Campos  
Paul Donald  
Terena Hunt  
Jamie Sterritt

Shane Coutlee  
Crystal Howard  
Yvonne Mensies  
Sandra Tiessen

Elaine Herbert [non-voting]

Ken Tourand [non-voting]

BOARD MEMBERS REGRETS:

Faye Ahdemar

Sashia Leung

ELDERS:

Margaret George

Mia Hunt

STAFF:

Diane Black

Kylie Thomas

Meeting called to order at 5:05pm. Opening Prayer by Elder Margaret George.

Ken reported that Verna is ill and sends her regrets.

BOARD MEETING AGENDA:

1. Adoption of Agenda

**B17/102 It was moved and seconded that**

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

2. Board Subcommittees

**B17/103 It was moved and seconded that**

the NVIT Board Executive of Jamie Sterritt (Chair), Shane Coutlee (Vice Chair), Paul Donald and Sashia Leung remain as the Executive until December 31<sup>st</sup>. Effective January 1<sup>st</sup>, the Executive will be Jamie Sterritt (Chair), Paul Donald (Vice Chair) and Sashia Leung. A new Executive will be voted in at the February Board meeting.

**B17/104 It was moved and seconded that**

the NVIT ARM committee of Paul Donald, Crystal Howard, Nicasio Campos, Sashia Leung and Yvonne Mensies remain as the ARM committee until the February Board meeting.

The Ministry is expected to announce the reappointment & appointments to the Board prior to the next Board meeting. It was the decision of the Board to postpone the elections for the Executive & ARM committees until the February Board meeting.

**3. Board Information**

**B17/105 Announcements.**

- a) Sandra Tiessen is retiring at the end of December after 27 years with NVIT. She was presented with a certificate and letter of appreciation for her time as a Board member.
- b) This was Shane Coutlee's last meeting after spending the past 9 years on the Board. Shane was presented with a certificate and letter of appreciation and also an engraved laptop case and a gift on behalf of the Board.
- c) Ministry is anticipated to announce reappointments & appointments shortly.

**B17/106** Circulation file folder.

**4. CONSENT AGENDA:**

**B17/107 It was moved and seconded that**

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

**B17/108** Board Minutes of October 2, 2017.

**B17/109** Executive Report.

**B17/110** Legislative Assembly of BC Report of Debates.

**B17/111** University of Victoria Convocation.

**B17/112** Correspondence

- a) Government of BC Public Accounts (MAEST).
- b) Government Undertakes Fiscal Sustainability Review (MAEST).
- c) 2015-16 to 2017-18 BC Tuition Fees & Mandatory Fees (MAEST).
- d) NVIT Board Executive & Chiefs Breakfast Meeting.

**REGULAR AGENDA:**

**5. President's Report**

**B17/113** Ken reviewed highlights from his President's report to the Board.

Ken reported that the President's report and the Leadership Team report are combined as one report.

## 6. *Elders Council Report*

**B17/114** A report from the Elders Council.

Mia Hunt reported that recent activities of the Vancouver Elders included a Remembrance Day ceremony, crockpot & drum making workshops, weaving demonstrations & a coat exchange. The Elders also have a Secret Santa & a Christmas raffle with gifts & proceeds going to students & their children.

Ken reported that the Merritt Elders recently presented Sandra with a token of appreciation for all she's done for them.

Elders Ethel Gardner & Betty Gladue are ill & the Board expressed their best wishes for speedy recoveries.

## 7. *Education Council*

**B17/115** Elaine provided reports on Education Council and Standards & Program Advisory committee.

A committee has been formed to deal with the ongoing issue at NVIT of writing skills.

*The meeting broke for dinner at 6:05pm & resumed at 6:40pm. Dinner prayer by Elder Mia Hunt.*

## 8. *Audit & Risk Management Committee*

**B17/116** Audit & Risk Management minutes of November 2, 2017.

**B17/117 It was moved and seconded that**

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

The Quarter 3 MD&A is similar to prior years and on budget.

**B17/118 It was moved and seconded that**

the RFP – Appointment of KPMG as our Auditor be approved. *Motion Carried.*

The agreement is for a 2-year term with the option to extend up to an additional 4 years.

**B17/119** Diane reviewed the Centre of Excellence in Sustainability (COES) Risk Register.

## 9. *Sexualized Violence Policy Report*

**B17/120** Ken provided a report on the Sexualized Violence policy including an employee report that was missing from the Board agenda. Sexualized violence communication flow charts were developed for staff & students. The flow charts outline the steps to take if a disclosure and/or report of Sexualized Violence is received directly or indirectly.

Several staff & students are scheduled to take “Lets Get Consensual” training in December.

**10. November 2017 FTE Report**

**B17/121** Ken reported that as of November 10<sup>th</sup>, FTE is 8% higher than the prior year.

**11. Capital Project Update**

**B17/122** Diane provided an update on the Centre of Excellence in Sustainability (COES). A small contingency is available to cover any unexpected expenses.

**12. NVIT Risk Register**

**B17/123** Deferred to February Board meeting. An updated version of the Risk Register to be presented at the February Board meeting.

**13. Board Strategic Priorities – Benchmarks & Key Performance Indicators [Kylie Thomas]**

**B17/124** Kylie Thomas did a presentation on Benchmarks & Key Performance Indicators & welcomes feedback from the Board.

**14. Adjournment**

**B17/125** Regular meeting adjourned at 7:32pm.

**DATE OF NEXT MEETING[s]:** *Friday February 16, 5:00pm [Board meeting]  
Saturday February 17, 8:30am [Board PD Day]  
Westbank First Nation*

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