

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2018/01 – February 16, 2018

Westbank First Nations

[1900 Quail Lane, West Kelowna, BC]

Date: _____

BOARD MEMBER'S SIGNATURE: _____

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BOARD MEMBERS PRESENT:

Faye Ahdemar
Nicasio Campos
Crystal Howard
Sashia Leung
Maynard McRae
Tessa Quewezance

Lindsay Borrows
Paul Donald
Terena Hunt
Melissa Louie
Yvonne Mensies
Jamie Sterritt

Elaine Herbert [non-voting]

Ken Tourand [non-voting]

STAFF:

Verna Billy-Minnabarriet
John Chenoweth
Kylie Thomas

Diane Black
Aruna Gore

Meeting called to order at 5:10pm. Opening Prayer by Faye Ahdemar.

BOARD MEETING AGENDA:

1. Adoption of Agenda

B18/01 It was moved and seconded that

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

2. Board Introductions (Roundtable)

B18/02 Board Introductions (Roundtable).

The roundtable introductions provided an opportunity for the four new board members to meet everyone.

3. Board Appointments

B18/03 It was moved and seconded that

the Board accept the Oath of Offices completed by the newly appointed members of the Board Lindsay Borrows, Melissa Louie & Maynard McRae and the newly elected support staff representative Tessa Quewezance. *Motion Carried.*

4. Marketing & Communication Presentation

B18/04 Marketing & Communication presentation [Kylie Thomas and Chloe Price].

The presentation will be posted on the NVIT Board portal site under “Board Presentations”.

The new Strategic Plan was also distributed to Board members.

5. Election of Officers

B18/05 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: Paul Donald was declared Vice-Chair by acclamation.

Executive Committee: Sashia Leung and Terena Hunt were declared Executive Committee members by acclamation.

Ken turned the chair over to Jamie.

B18/06 It was moved and seconded that

the Board appoint members to the Audit & Risk Management Committee (Chair Paul Donald, members-at-large Maynard McRae, Melissa Louie, Lindsay Borrows & Tessa Quewezance).

A Vice-Chair will be determined at a future ARM meeting.

6. Board Appointment to Education Council

B18/07 It was moved and seconded that

the Board appoint Tessa Quewezance as the representative to Education Council. *Motion Carried.*

7. *Board Information*

B18/08 Announcements.

January marked Terena's 10th year anniversary that she came to NVIT Vancouver & she's hoping to have a reunion of former students. Terena is working with Kylie on the event.

Crystal expressed her appreciation for the support from NVIT after the loss of her home before Christmas.

Faye expressed her appreciation & gratitude for the opportunity to take the Masters program.

B18/09 Colleges & Institutes Canada [CICAN] Conference 2018.

Jamie, Terena & Lindsay are attending the pre-conference and/or the conference.

B18/10 Reminder of May Graduation Dates.

Vancouver Graduation – Thursday May 10th;

Merritt Graduation – Thursday May 17th.

B17/11 Circulation file folder.

8. *Consent Agenda*

B18/12 It was moved and seconded that

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

Amendment: B18/14 Mandate Letter moved to the regular agenda as item 8a).

B18/13 Board Minutes of December 4, 2017.

B18/14 Mandate Letter – moved to agenda item 8a).

B18/15 NVIT Quick Facts.

B18/16 President's NVIT Vancouver Travel 2017.

B18/17 Student Pathways to NVIT.

B18/18 Correspondence:

- a) Language Revitalization Funding (MAEST).
- b) CDW Data Quality Management Plan Threshold Targets (MAEST).
- c) 2017/18 Trades & Technology Equipment Funding (MAEST).
- d) 2017 NVIT Report (BCNET).
- e) BCNET Data Network Circuit Funding (MAEST).

REGULAR AGENDA:

8a. *Mandate Letter*

B18/8a) It was moved and seconded that

the Government Mandate Letter be accepted. *Motion Carried.*

There was concern raised regarding the sentence on page 2, #2: "Specific actions include, but are not limited to". Board members are asked to sign the mandate letter when there is no indication of what, if any, the additional actions may be.

9. President's Report

B18/19 Ken reviewed his President's Report to the Board.

10. Elders Council Report

B18/20 The Merritt & Vancouver Elders meeting minutes were provided for information.

11. Education Council

B18/21 Elaine provide updates on EdCo & the Standards & Program Advisory Committee [SPAC].

The meeting broke for dinner at 6:45pm & resumed at 7:15pm with Ruth Wittenberg's presentation.

12. Audit & Risk Management Committee

B18/22 Audit & Risk Management minutes of January 29, 2018.

B18/23 KPMG Audit Plan.

B18/24 It was moved and seconded that

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

B18/25 It was moved and seconded that

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

B18/26 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.

B18/27 2018/19 Annual Budget Presentation.

B18/28 It was moved and seconded that

the 2018/19 Annual Budget be approved. *Motion Carried.*

13. February 2018 FTE Report

B18/29 February 2018 FTE Report.

FTE is 6% higher than the previous year & it is anticipated that the FTE target will be met or substantially achieved at the end of March.

14. 2017/18 Operating Grant & FTEs

B18/30 2017/18 Operating Grant & FTEs.

15. Capital Project Update

B18/31 An update on the Centre of Excellence in Sustainability (COES).

The COES is on budget & schedule and anticipated to be completed early May. Graduation ceremonies will be held at the Civic Centre one final year. Arrangements will be made for Board members to tour the new building in June before the start of their meeting.

16. NVIT Risk Register

B18/32 It was moved and seconded that

the NVIT Risk Register be approved. *Motion Carried.*

The risk register was revised to include #R4 CRA – Changes to Connecting Factors.

17. Ends Policy

B18/33 It was moved and seconded that

the Board approve #2 Ends Policy as presented. *Motion Carried.*

The Ends Policy was revised as per the updated Strategic Plan.

18. Ken Tourand Student Governance Award

B18/34 It was moved and seconded that

the NVIT Board of Governors supports the creation of the Ken Tourand Student Governance Award and agrees to provide a matching annual donation in the amount of \$500. *Motion Carried.*

Ken presented Crystal & Nicasio, the first recipients of the award, with cheques in the amount of \$500 apiece.

19. Technology Program with First Nations Technology Council

B18/35 It was moved and seconded that

the NVIT Board approves the program name change from “Bridging to Technology” to “**Foundations in Innovation and Technology (FIIT)**”. *Motion Carried.*

20. Board Strategic Priorities – Board Effectiveness [Ruth Wittenberg]

B18/36 Board Strategic Priorities – Board Effectiveness [Ruth Wittenberg].

Ruth gave a presentation on the BC’s Public Post Secondary System – Provincial Context.

Note: as per Ruth Wittenberg’s request, the presentation is for NVIT Board members only and not to be distributed.

21. Adjournment

B18/37 Regular meeting adjourned at 8:19pm.

DATE OF NEXT MEETING: *Monday May 14, 2018, 3:30pm*
Board/ARM Teleconference

Please submit expense claims and meeting dates attended to Pat.