

**NICOLA VALLEY INSTITUTE of TECHNOLOGY**

**Board of Governors**

**MINUTES**

Audit & Risk Management Meeting – April 5, 2022

Zoom Meeting

**CHAIR:**

Paul Donald

**ARM COMMITTEE MEMBERS:**

Joe Bevan

Lennard Joe

Marshal Kraus

William Sandy

**EX-OFFICIO:**

Ken Tourand, President & CEO

**LEADERSHIP TEAM:**

Ernie Gran, Chief Financial Officer

Paul Grewal, Director of Finance

John Chenoweth, VP, Academic

Sue Sterling-Bur, VP, Students

**NVIT STAFF:**

Krystal Langager, Executive Assistant, Chief Financial Officer

**RECORDER:**

Pat Brown, Executive Assistant, President & Board and Elders Coordinator

**1. Call to Order**

**1.1 Call to Order**

Board ARM Chair Paul Donald called the meeting to order at 4:00pm.

Now that there are two Pauls on the committee, ARM Chair Paul Donald requested future minutes specify which Paul is being referred to.

Ken welcomed John, Sue and Krystal. VPs John & Sue were invited to observe the budget approval process. Krystal has been working closely with Ernie & Paul G. on the budget development.

Apologies were extended to those who did not receive the agenda in advance due to issues with the NVIT Board/ARM email distribution lists. IT is working to resolve these issues.

**1.2 Adoption of Agenda**

**It was moved and seconded that**

the ARM Committee meeting agenda be adopted. **Motion Carried.**

### 1.3 Review and Adoption of Minutes

It was moved and seconded that

the January 25, 2022 minutes be approved as presented. **Motion Carried.**

## 2. Financial Reporting and Statutory Items

### 2.1 2022/2023 Annual Budget

It was moved and seconded that

the 2022/23 Annual Budget be accepted and recommended to the Board for approval. **Motion Carried.**

Discussion:

- The budget is balanced. An additional \$2M in one-time funding to top up base funding was received last week. There will be no budget related layoffs and key positions were added.
- Question: *Fees and Contract Services increased 36%, can you explain?*  
Answer: *The increase is due to contractors & staff delivering trades in the communities but not for salary and wages.*
- Question: *Is this an annual increase?*  
Answer: *This is in line with other increases and we have the funding for increases in the communities.*
- Community Education contributes significantly to the budget. In 2021, CE delivered programs ranging from College Readiness thru to Social Work. The most in demand programs were Early Childhood Education [ECE], Health Care Assistant [HCA] and Indigenous Human Services [IHMS]. Even with Covid, the fires, and the floods CE increased 48%.

### 2.2 NVIT Deferred Funding

The Ministry has approved NVIT's request to defer several program-based funds to the 2022/23 year. The carry-forward funding amount is \$1.752M.

### 2.3 Signing Authority Policy

It was moved and seconded that

the Signing Authority Policy be accepted and recommended to the Board for approval as amended. **Motion Carried.**

Amendment: 2<sup>nd</sup> Signature: *Dean, Burnaby Campus* replaces *Dean(s)*.

Titles were updated, the Manager of Finance & Ancillary Services was added and the Royal Bank of Canada was added as it accepts online payments whereas CIBC does not.

## 2.4 March 2022 FTE Report

Discussion:

- The original AEST FTE target of 681 was changed to 587.
- NVIT achieved 100.3% (588.81) of its 587 AEST FTE for 2021/22 as of March 10, 2022.

## 3. Other Reports

### 3.1 Operating Funding Allocation for Capital Purposes.

Ernie reviewed the Ministry's new initiative that allowed operating funds to be moved to capital. Those funds were used for an office renovation and to purchase a shed & skid steer.

## 4. Board Governance

### 4.1 Fraud Risk Review

The Office of the Auditor General of BC recommended five areas where NVIT can improve its fraud risk management and those include governance, assessment, prevention, monitoring and investigating/reporting. The CFO has submitted recommendations to the President for consideration under those five areas. These recommendations and the Risk Register will be brought to the ARM committee in the early fall. The Risk Register will be brought to the ARM committee and annually thereafter.

## 5. Other

5.1 No additional items to discuss.

## 6. In-Camera Meeting

6.1 No in-camera meeting was necessary.

## 7. Adjournment

7.1 It was unanimously agreed that

the ARM Committee meeting adjourn at 4:47pm. **Motion Carried.**

**NEXT ARM MEETING: ARM/Board Teleconference Meeting  
Monday May 9, 2022**