

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2021/04 – June 15, 2021 4:05 PM

Zoom Meeting

DATE: October 5, 2021

BOARD MEMBER'S SIGNATURE: _____

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CHAIR:

Sashia Leung

BOARD OF GOVERNORS:

Agnes Amofa-Tiaka

Joseph Bevan

Lara-Lisa Condello

Paul Donald

Terena Hunt

Lennard Joe

Marshal Kraus

Melissa Louie

Maynard McRae

Jamie Sterritt

Hiliary Willis [arrived at 4:55pm]

EX-OFFICIO

Elaine Herbert, Education Council Chair

Ken Tourand, President & CEO

LEADERSHIP TEAM

Verna Billy-Minnabarriet,
VP, Strategic Partnerships

John Chenoweth,
AVP, Academic & Community Education

Ernie Gran, AVP, Finance & Administration

Sue Sterling-Bur. AVP, Students

Catharine Crow, Dean

Aruna Gore, Dean

ELDER[S]: Amelia Washington [left meeting at 5:30pm]

REGRETS: Lindsay Borrows

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

Opening Prayer Elder Amelia Washington.

1. Launch of MYNVIT Video

B21/57 The MYNVIT video is now posted on the NVIT website, portal and social media.

2. Adoption of Agenda

B21/58 It was moved and seconded that

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

Amendment: Add B21/76a) Debt Maturity

3. **Board Information**

B21/59 Announcements.

- a) Board Appointments – Support Staff Representative Marshal Kraus was welcomed followed by roundtable introductions. Marshal replaces Lesley Manuel who accepted an exempt position as the Assistant to the AVP of Students. Lesley will receive a certificate & letter of appreciation.
- b) This was the last Board meeting for Agnes Amofa-Tiaka, Hiliary Willis and Jamie Sterritt. Certificates and letters of appreciation were delivered to everyone prior to this meeting. On behalf of the Board, Sashia expressed appreciation to all for their work as Board members.

Agnes expressed appreciation for the honour to serve on the board. She learned a lot & perhaps can return again next year.

Jamie had an amazing experience with an amazing organization. He expressed appreciation to Ken and staff and will miss everyone. Jamie added that Sashia will do an amazing job as chair.

B21/60 The circulation file folder is posted on the Board portal site and IYooq.

4. **Consent Agenda**

B21/61 It was moved and seconded that

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

B21/62 Board minutes of April 20 & May 10, 2021.

B21/63 Executive Report.

B21/64 2019/20 Student Engagement Survey Report.

B21/65 2021 COVID Online Learning Survey.

B21/66 Correspondence.

- a) Indigenization Committee report.
- b) IAPR Feedback Letter to AVP, Students (AEST).
- c) IAPR Feedback Letter to President (AEST).
- d) Education Quality Assurance Designation.
- e) Supporting Students' Growth and Learning (TSBS).
- f) Notice of Resignation - Lesley Manuel.
- g) Information Regarding Return to Campus Fall 2021.

REGULAR AGENDA:

5. **Safety on Campus (NVIT's Response to Covid-19) – AVP Finance & Administration [Ernie Gran]**

B21/67 Ernie's presentation on Safety on Campus (NVIT's Response to Covid-19) is posted on the Board portal site and IYooq.

6. **President's Report**

B21/68 Ken reviewed the highlights of his report.

B21/69 Ken reviewed the Key Performance Indicators Report.

B21/70 2020/21 Annual Priorities Report.

The annual report is a summary of last years' goals & accomplishments and was provided for information.

7. Elders Council Report

B21/71 Amelia reported that it's been a change of routine the way the Elders Council has functioned. The Council has lost a few Elders because they have no access to internet or are not confident with the equipment/iPad. She is looking forward to being back on campus and face-to-face with the Elders, staff and students, it's been very lonely. There has been some connection with students thru zoom, teams and the phone. Amelia is also busy as the Elders rep on UBCIC. She received a certificate for completing "House of Moon" training. This empowerment and self-defense training was valuable information and she always lets students know that you are never too old to learn. Amelia is in Chilliwack helping her daughter recover from surgery and was happy to be able to join the meeting thru her iPad.

8. Education Council Report

B21/72 Elaine reviewed the Standards & Program Advisory Committee [SPAC] and Education Council minutes. Elaine also expressed concern that updating all of the programs, courses and relevant policies may not be completed before the institutional quality assurance audit.

B21/73 It was moved and seconded that

the Indigenous Adult Instructor Diploma [IAID] program be approved as recommended by Education Council. **Motion Carried.**

The IAID was formerly the Native Adult Instructor Diploma [NAID].

9. Audit & Risk Management Committee

B21/74 Paul reviewed the Audit & Risk Management minutes of May 10 & June 3, 2021.

B21/75 It was moved and seconded that

the 2020/2021 Appointee Remuneration Committee [ARC] Board Remuneration be approved. **Motion Carried.**

The draft ARC remuneration was provided to Board members at the May meeting for review. No errors or feedback was recieved.

B21/76 It was moved and seconded that

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

At the June 3rd ARM meeting, it was agreed to approve the risk register as is now and a more comprehensive document will be prepared over the next year that includes policies that support each risk identified and identify who is responsible should an event occur.

Ernie reported that on Monday evening a suspicious entry was detected in the system. It was flagged and IT was alerted that email was compromised. IT is currently monitoring and investigating the situation. An Incidence Response Plan [IRP] is being developed to identify chain of command and who to contact.

B21/76a) It was moved and seconded that

the option to refinance the long-term debt on a short-term basis be approved as recommended by the Audit & Risk Management Committee. **Motion Carried.**

10. Q1 Financial Forecast

B21/77 It was moved and seconded that

the Quarter 1 Financial Forecast be approved. **Motion Carried.**

Appreciation was expressed to Ken for the delicious Laid Back packages everyone attending today's meeting received thru the mail.

11. 2020/21 Final FTE Report

B21/78 It was moved and seconded that

the 2020/21 Final FTE Report be approved. **Motion Carried.**

NVIT achieved 105% (602.61) of its AEST FTE target of 574 for 2020/21.

12. 2021/22 Online Fee

B21/79 It was moved and seconded that

the 2021/22 online fee be waived and further that the online fee be eliminated on an ongoing basis. **Motion Carried.**

13. 2021/22 Government Mandate Letter

B21/80 It was moved and seconded that

the 2021/22 Government Mandate Letter be accepted. **Motion Carried.**

The Board asked if there was an opportunity to provide feedback on the mandate letter. Sashia, as Board Chair, has agreed to write a letter in response to the mandate letter. Sashia and Ken have reached out to the Minister for a meeting and this may be an opportunity to discuss NVIT's mandate.

Ken reported that a follow-up briefing note regarding a funding review of NVIT was sent to the AEST with no response. This briefing note listed the additional positions required to bring NVIT up to standard. If the current funding level does not change programs may not be funded. NVIT is overproducing and receives less funding than all other institutions.

14. NVIT Capital Plan Communication 2021 (AEST).

B21/81 NVIT Capital Plan Communication 2021 (AEST).

The Ministry notionally supports funding for two new mobile units, Technology Training and Health Care. A business case was submitted & it is anticipated the Ministry will approve the projects shortly.

15. Five-Year Capital Plan

B21/82 It was moved and seconded that

the Five-Year Capital Plan be approved notionally. **Motion Carried.**

The ARM committee recommended that the Board approve the Capital Plan notionally because the format must change as per the Ministry's request. The top two priorities for NVIT includes a Health Sciences Digital Arts Lab building and a Student Family Housing unit.

B21/83 Business Case – Trailers.

The trailers will be a Health Care Training Lab and Computer Lab. One option being considered is to purchase three trailers that will be similar to a moving van with sides that slide out and does not require a semi-tractor to pull it.

16. 2020/21 Executive Compensation Disclosure Statement

B21/84 2020/21 Executive Compensation Disclosure Statement.

This report must be submitted to the Public Sector Employers' Council Secretariat annually and includes employees whose base salary is \$125,000 or more. This report is also posted on the website.

17. Policy Review

B21/85 Sexual Violence Policy Review report.

There were no incidents reported during the 2020-2021 academic year.

18. 2021/22 Annual Strategic Priorities

B21/86 Ken reviewed the 2021/22 Annual Strategic Priorities.

9. Institutional Accountability Plan & Report

B20/87 It was moved and seconded that

the Institutional Accountability Plan & Report be approved. ***Motion Carried.***

The Institutional Accountability Plan & Report is draft as some areas not complete. The IAPR must be submitted to the Ministry by July 15th and there may be additional revisions required by the Ministry.

20. Adjournment

B21/88 The regular meeting was adjourned at 6:25pm.

DATE OF NEXT MEETINGS: Tuesday October 5, 2021, 5:00pm
Merritt, Location TBD

Please submit expense claims and meeting dates attended to Pat.