

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2020/05 – October 5, 2020 4:05 PM

Zoom Meeting

DATE: _____

BOARD MEMBER'S SIGNATURE: _____

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CHAIR:

Jamie Sterritt

BOARD OF GOVERNORS:

Agnes Amofa-Tiaka

Lindsay Borrows

Lara-Lisa Condello

Lennard Joe

Sashia Leung

Melissa Louie

Maynard McRae

Hiliary Willis

EX-OFFICIO

Ken Tourand, President & CEO

LEADERSHIP TEAM

John Chenoweth,
Associate VP, Academic & Community Education

Ernie Gran,
Associate VP, Finance & Administration

Sue Sterling-Bur
Associate VP, Students, SEM & Registrar

Catharine Crow,
Dean

Aruna Gore,
Dean

REGRETS:

Paul Donald

Terena Hunt

Elaine Herbert,
Education Council Chair

Verna Billy-Minnabarriet,
VP, Strategic Partnerships

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

Opening Prayer: Maynard McRae

1. Adoption of Agenda

B20/69 It was moved and seconded that

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

2. Board Information

B20/70 Announcements:

The Board extended their condolences to Paul on the recent loss of a family member.

Sue Sterling-Bur was welcomed to the meeting. Sue is the new AVP, Students, SEM & Registrar.

Congratulations were extended to NVIT Elder Amelia Washington on her recent appointment as an Elder representative on the Union of BC Indian Chiefs [UBCIC].

B20/71 Board Appointments.

Agnes Amofa-Tiaka and Hiliary Willis are the two new student representatives elected to the Board. Due to classes and travelling both students will be late joining the meeting.

B20/72 Circulation File Folder.

3. Consent Agenda

B20/73 It was moved and seconded that

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

B20/74 Board minutes of June 8, 2020.

B20/75 Executive Report.

B20/76 Correspondence.

- a) Health Care Assistant Program [AEST]
- b) NVIT – BCNET Year in Review 2020 [AEST]
- c) DQMP - CDW
- d) Letter of Resignation – Tessa Quewezance
- e) NVIT Quick Facts
- f) CALP Funding
- g) BC College of Nursing Professionals
- h) Competency Based Assessments – BCCAT
<https://www.bccat.ca/pubs/Reports/CompetencyBasedAssessments2020.pdf>
- i) BNLF Ministry Approval

REGULAR AGENDA:

4. President's Report

B20/77 Ken reviewed his President's report to the Board.

Ken reported that one non-NVIT person residing at the student residence was confirmed to have Covid 19. One employee living at that student residence is under quarantine as a precaution.

B20/78 Ken reviewed the Key Performance Indicators.

4:30pm Hiliary Willis joined the meeting.

5. Elders Council Report

B20/79 Ken reported that the Elders are doing well and have had regular meetings at both campuses on MS Teams. Overall the Elders are doing their best to learn how to use their new iPads. The Board extended their appreciation to the Elders for all they do and for adapting to the new technology to support the students.

6. Education Council Report

B20/80 Ken provided an update on the August 26th SPAC minutes.

7. Audit & Risk Management Committee

B20/81 The Audit & Risk Management minutes of August 24 & September 24, 2020 were reviewed.

B20/82 It was moved and seconded that

the Q1 Financial & FTE Reports (MD&A) be approved. **Motion Carried**

B20/83 The Statement of Financial Information (SOFI) report was reviewed.

The SOFI report required Board approval & was due to the Ministry by Sept 30th. The Board Executive reviewed & signed off the SOFI report prior to the due date.

B20/84 The Debt Refinancing report was reviewed.

8. Q2 Financial Forecast

B20/85 It was moved and seconded that

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

Finance is projecting a balanced budget with a current surplus of approximately \$325K.

9. ARM Committee Terms of Reference

B20/86 It was moved and seconded that

the revised ARM Committee Terms of Reference be approved. **Motion Carried.**

In reviewing the terms of reference it was discovered that a violation existed with the appointment of an NVIT employee on the ARM committee. The Terms of Reference are revised as follows:

The Committee shall be comprised of no more than five (5) Board members (of which no more than one can be an NVIT employee).

10. 2020/2021 Executive Compensation Freeze

B20/87 The Board passed the following motion regarding the Executive compensation freeze.

B20/87a) It was moved and seconded that

effective August 31, 2020, the executive compensation for the President/CEO and VP will be frozen and there will be no compensation increases for the 2020/21 employee performance year, as per the Minister's direction. **Motion Carried.**

11. Zoning Bylaw Change

B20/88 Ken reported the zoning bylaw changes were improvements.

12. Indigenous Language Programs

B20/89 It was moved and seconded that

the Nłeʔkepmx [NLEK] Language Fluency certificate and diploma program be approved. **Motion Carried.**

The current admission requirements indicate a grade 12 or equivalent is required to take the program. Many students are over 60 years of age without grade 12 and NVIT is considering waiving that entrance requirement.

13. Health Sciences & Digital Media Centre

B20/90 The cost estimate of the building is approximately \$22M and would include classrooms, offices, labs, a Health Science & Digital Media Centre & a cultural museum.

14. Immediate Entry Bursary

B20/91 29 students took advantage of the Immediate Entry Bursary, all at the Merritt Campus.

15. 2020/21 Operating Grant & FTEs

B20/92 Highlights of the 2020/21 Budget letter included that the tuition increases remain at 2% and the FTE target increased from 543 to 579.

16. FTE Comparisons

B20/93 NVIT's utilization rate for last year was higher than most at 130.4%. Compared to other institutions NVIT's FTE utilization rate is higher but the budget is much lower. This information was shared with the Ministry. It was suggested that the information be put into a visual format.

17. September 2020 FTE Report

B20/94 The September 2020 FTE report indicates a decrease of 29% over 2019. There were over 500 enrolments in the first two weeks of classes.

5:20pm Agnes Amofa-Tiaka joined the meeting followed by roundtable introductions.

18. Adjournment

B20/95 There was unanimous agreement to adjourn the regular Board meeting at 5:31pm.

DATE OF NEXT MEETING: *Monday November 23, 2020, 5:00pm
Westin Grant Vancouver
433 Robson Street, Vancouver, BC*

Please submit expense claims and meeting dates attended to Pat.