

**NICOLA VALLEY INSTITUTE of TECHNOLOGY**

**Board of Governors**

**MINUTES**

Meeting #2022/02– April 12, 2022 4:04 PM

Zoom Meeting

DATE: \_\_\_\_\_

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

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

**CHAIR:**

Sashia Leung

**BOARD OF GOVERNORS:**

Joseph Bevan @4:13pm

Lindsay Borrows

Paul Donald

Terena Hunt

Marshal Kraus

Melissa Louie @4:10pm

Maynard McRae

Melissa Miller

William Sandy

**EX-OFFICIO**

Elaine Herbert, Education Council Chair

Ken Tourand, President & CEO

**LEADERSHIP TEAM**

John Chenoweth

Sue Sterling-Bur

Ernie Gran

VP, Academic

VP, Students

Chief Financial Officer

Aruna Gore

Catharine Crow

Brandon Williams

Dean

Dean

Dean, Trades & Community Education

Amanda Street

Registrar

**REGRETS:**

Lara-Lisa Condello

Lennard Joe

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

*Opening Prayer by William Sandy.*

**1. Adoption of Agenda**

**B22/23** It was moved and seconded that

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

**2. Board Information**

**B22/24** Announcements.

**B22/25** June 2022 Important Dates:

Graduation Dates [Vancouver June 3<sup>rd</sup> & Merritt June 10<sup>th</sup>].  
June 3<sup>rd</sup> - Board Meeting & Dinner [Vancouver]  
June 4<sup>th</sup> – Strategic Planning Day [Vancouver]

**B22/26** Circulation File Folder.

**3. Consent Agenda**

**B22/27** It was moved and seconded that

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

Sashia made special note of the 2022/23 Board meeting dates.

**B22/28** Board minutes of February 8, 2022.

**B22/29** Executive Report.

**B22/30** 2022/23 Board Meeting Dates.

**B22/31** NVIT Quick Facts November 2021,

**B22/32** Correspondence.

- a) Congratulations Verna Billy-Minnabarriet on Retirement. (Ministry of Advanced Education & Skills Training, AEST).
- b) Re-Imagining Community Inclusion (RCI) Work Plan letter of appreciation to Sue Sterling-Bur [Ministry of Social Development and Poverty Reduction].
- c) Health Education Program Expansion [AEST].
- d) Institutional Accountability Plan & Report Letter of Appreciation [AEST].
- e) Appointment to Benefits Coordination Committee [Post Secondary Employers' Association, PSEA].
- f) Student Aid BC Modernization Project [AEST].
- g) Workplace Skills Training Program [Merritt Herald & Q101 Radio].
- h) 2021/22 Year-End Funding Letter [AEST].
- i) 2021/22 Operating Funding Allocation for Capital Purposes [AEST].
- j) 2021/22 Deferral of Funding Letter [AEST].
- k) Letter to PS Board Chairs re: Ukrainian Student Support [AEST].

**REGULAR AGENDA:**

**4. President's Report**

**B22/33** Ken reviewed his report to the Board.

Ken extended congratulations to Elaine Herbert on receiving the Grasslands Award. This award is given to Social Workers for their service to the community & profession and distinguished service.

**5. Education Council Report**

**B22/34** Elaine provided a report on the Education Council.

Elaine acknowledged the members of the Curriculum and Policy committees. There are a number of policies that need to be updated before the Quality Assurance audit anticipated to take place within the next year or two.

## 6. 2022/23 Budget Presentation

**B22/35** Ernie presented the 2022/23 budget.

There was a miscalculation in the 2021/22 Sections total which is actually 422.75, not 310.47.

The contingency for this year is 338K.

There was a question asked of where the funds were coming from to feed the contingency fund. Those funds are thru the operating budget and the Ministry provides block funding each year.

Kudos were expressed to Ken, Ernie, Paul Grewal and Krystal Langager on their work to present a balanced budget.

## 7. Audit & Risk Management Committee

**B22/36** Audit & Risk Management minutes of April 5, 2022.

**B22/37** It was moved and seconded that

the 2022/23 Annual Budget be approved as presented. *Motion Carried.*

**B22/38** Deferred Funding.

The Ministry approved NVIT's request for carry-forward funding of \$1.752M.

\$233K was moved from operating to capital and those funds were used for office renovation and the purchase of a shed and skid steer.

**B22/39** It was moved and seconded that

the Signing Authority policy be approved as presented. *Motion Carried.*

Titles and positions were updated, the Dean of Vancouver was added as a second signer and the Royal Bank was added.

**B22/40** Fraud Risk Review.

Ernie reported that the new Auditor General of BC has recommended ways to improve fraud risk management in the areas of governance, assessment, prevention, monitoring and investigating/reporting. Ernie has analyzed and provided recommendations to Ken for each of the five areas. A report on the recommendations will be brought to the ARM committee in August.

**B22/41** March 2022 FTE Report. The previous target included FTEs for renewable energy that NVIT is not currently offering and Chemical Addictions that is offered thru University of the Fraser Valley. This changed the original FTE target of 681 down to 587. NVIT achieved 101% [588.81] of its 587 AEST FTE as of March 10, 2022.

**8. Adjournment**

**B22/42 It was moved and seconded that**

the regular meeting be adjourned at 4:51pm. *Motion Carried.*

**DATE OF NEXT MEETINGS: Monday May 9th, 2022, 4:00pm, Zoom  
Friday June 3<sup>rd</sup> and Saturday June 4<sup>th</sup>, Vancouver**

Please submit expense claims and meeting dates attended to Pat.