

**NICOLA VALLEY INSTITUTE of TECHNOLOGY**

**Board of Governors**

**MINUTES**

Meeting #2023/06 – November 28, 2023

Hiyám Housing - Squamish Nation  
336 W. 4th Street, North Vancouver

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

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

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

**CHAIR:**

Melissa Louie

**BOARD OF GOVERNORS:**

Sharon Bond-Hogg

Dale Calder

Lara-Lisa Condello

Carla George

Lennard Joe

Maynard McRae

Melanie Nelson

Jonathon Nolie

Kathleen Smith

**EX-OFFICIO:**

Chloe Price, Education Council Chair

Ken Tourand, President & CEO

**SENIOR MANAGERS:**

John Chenoweth, VP, Academic

Sue Sterling-Bur, VP, Students

Paul Grewal, Chief Financial Officer

Amanda Street, Registrar [at 6:48pm]

**ELDERS COUNCIL:**

Christine Leo

**REGRETS:**

Joe Bevan

Kayla Pretti

**RECORDER:**

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

*Opening Prayer: Elder Christine Leo at 5:05pm.*

**1. Adoption of Agenda**

**B23/102** It was moved and seconded that

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

**2. Board Information**

**B23/103** This was the last Board meeting for Melissa Louie and Maynard McRae. Lennard presented Melissa & Maynard with certificates & letters of appreciation as well as engraved laptop cases in recognition of their time on the Board. On behalf of the Board, Lennard expressed gratitude for the expertise and experience Melissa & Maynard brought to the Board.

**B23/104** The Circulation File Folder is posted on the Board portal and IYooq sites.

**3. Consent Agenda**

**B23/105** It was moved and seconded that the Board approve the consent agenda as presented. **Motion Carried.**

**B23/106** Board minutes of October 3, 2023.

**B23/107** NVIT Quick Facts.

**B23/108** Correspondence.

- a) 2022/23 Feed BC PSI Partner Progress Report [Ministry of Post Secondary Education & Future Skills, PSFS].

**REGULAR AGENDA:**

**4. Presentation – Dr. John Chenoweth, VP, Academic**

**B23/109** Presentation on Indigenous Languages [Dr. John Chenoweth, VP, Academic].

John reported that there are no entrance requirements and the credit is transferable into a 3<sup>rd</sup> year degree at UBCO. A Master's in Language is being explored with En'owkin. Honouring our fluent Language speakers is also being explored. Board members are welcome to visit the language classes by contacting John.

Apologies extended to Chloe Price for not welcoming and acknowledging her at the start of the meeting. Chloe is the new Education Council Chair and ex-officio of the Board.

**5. President's Report**

**B23/110** Ken provided a synopsis of the 2023 year. Highlights include the 40<sup>th</sup> Anniversary Gala, 3 new mobile trailers, office renovations, purchased new vehicles for both campuses, Sweat Lodge project and the Emergency Management & Climate Readiness [EMCR] partnership.

**B23/111** Key Performance Indicators Report.

**6. Elders Council Report**

**B23/112** Christine provided a report on the recent Fashion Week in Vancouver. Christine is the designer coordinator for the event. The Elders do workshops on drums, rattles, singing, making ribbon skirts and crockpot cooking. The Elders are often invited to do prayers and smudging.

*Christine left the meeting at this point.*

**7. Education Council Report**

**B23/113** Chloe reviewed the report on the Education Council.

**8. Audit & Risk Management Committee [ARM]**

**B23/114** Paul reviewed the Audit & Risk Management minutes of October 26<sup>th</sup>, 2023.

**B23/115 It was moved and seconded that**

the Financial & FTE Report [MD&A] be approved. **Motion Carried.**

**B23/116** The FTE Report as of November 10, 2023 was provided for information.

**B23/117** Paul reviewed the Capital Projects Update.

**B23/118 It was moved and seconded that**

the revised Policy #B.1.5 Signing Authority be approved. **Motion Carried.**

Paul is now the Chief Financial Officer and the policy was updated to reflect his title change. *Interim AVP, Finance* title was removed and replaced by *Chief Financial Officer* on the policy.

**B23/119 It was moved and seconded that**

the Board appoint KPMG as auditor for the annual financial statements for 2023/24 and 2024/25 with the option to extend for an additional four years. **Motion Carried.**

**9. Ministry Funding Request**

**B23/120** The Ministry funding request that Ken submitted to the PSFS is for a \$14m lift over a five-year period.

**10. Sexual Violence Policy Review**

**B23/121** Amanda Street joined the meeting to review her power point presentation on the Sexual Violence Policy Review. The consultation groups included staff, students, faculty & Elders in person and online. The policy revisions will be presented to the Board in February and a website launch in 2024.

**11. Information Technology Report**

**B23/122** Paul reviewed the quarterly Information Technology Report. Upcoming activities include creating a cybersecurity policy and developing a cybersecurity incident response plan. The mynvit portal will be retired as it is not supported by Microsoft. Multi-Factor Authentication was initiated that links to phones.

**12. Logan Lake Miners Proposal**

**B23/123** The Logan Lake Miners Proposal was provided for information. The cost is \$20k per year and use of the bus. The Board was supportive and the President will explore further.

**13. Election of Officers**

**B23/124** 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: Lennard Joe was declared Chair by acclamation.

Vice-Chair: Melanie Nelson was declared Vice-Chair by acclamation.

Executive Committee: Carla George and Sharon Bond-Hogg were declared Executive members by acclamation.

**B23/125** It was moved and seconded that

the Board appoint Joe Bevan, Kathleen Smith, Sharon Bond-Hogg, Jonathon Nolie and Dale Calder to the Audit & Risk Management Committee.

A Chair will be determined at the first meeting of the ARM committee on December 7<sup>th</sup>.  
The President turned the chair over to Chair Melissa Louie.

**14. Board Appointment to Education Council**

**B23/126** It was moved and seconded that

the Board appoint Dale Calder as the representative to Education Council. **Motion Carried.**

**15. Adjournment**

**B23/127** It was moved and seconded that

the regular meeting be adjourned at 7:51pm. **Motion Carried.**

Board members were presented with sustainable lunch kits.

**DATE OF NEXT MEETING: Tuesday February 6<sup>th</sup>, 2024, 4:00pm, Zoom**

*Please submit expense claims and meeting dates attended to Pat.*