

**NICOLA VALLEY INSTITUTE of TECHNOLOGY**

**Board of Governors**

**MINUTES**

Meeting #2023/05 – October 3, 2023

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

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

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

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**CHAIR:**

Melissa Louie

**BOARD OF GOVERNORS:**

Joseph Bevan

Sharon Bond

Lara-Lisa Condello

Carla George

Sashia Leung

Maynard McRae

Melanie Nelson

Jonathon Nolie

Kayla Pretti

Kathleen Smith

**EX-OFFICIO:**

Aruna Gore, Education Council Chair

Ken Tourand, President & CEO

**LEADERSHIP TEAM:**

John Chenoweth, VP, Academic

Sue Sterling-Bur, VP, Students

Paul Grewal, Interim AVP, Finance

Brandon Williams, Dean, Trades/CE

Amanda Street, Registrar

**ELDERS COUNCIL:**

Mia Hunt [Heiltsuk Nation]

Tom Oleman [Stl'atl'imx, Tsklapmux & Tsilicotin]

**REGRETS:**

Dale Calder

Lennard Joe

**RECORDER:**

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

**Opening Prayer: Elder Tom Oleman**

**STUDENT PANEL:** Angela Nabess – Associate of Arts Criminology Degree Program  
Jonathon Nolie – Bachelor of Social Work Degree Program

**1. Adoption of Agenda**

**B23/75 It was moved and seconded that**

the regular meeting agenda be adopted with additional items. **Motion Carried.**

**Additions:** Policy #B.1.5 Signing Authority added under # 9 and Oath of Office for Kayla Pretti & Jonathon Nolie under B23/77.

## 2. Board Information

### **B23/76** Announcements.

Sashia is resigning from the Board as of Oct 18<sup>th</sup>. Melissa acknowledged and thanked Sashia for her dedication and leadership. Sashia said it has been an amazing journey and it was a privilege to serve with such amazing leaders.

### **B23/77** It was moved and seconded that

the Board accept the Oath of Office completed by the newly appointed member of the Board Sharon Bond and newly appointed student representatives Kayla Pretti and Jonathan Nolie.

### **Motion Carried.**

Note: Kathleen Smith is also a newly appointed member of the Board. She was immediately appointed to the ARM Committee & signed her Oath of Office prior to her first meeting in August.

**B23/78** The Circulation File Folder is posted on the Board portal and IYooq sites.

## 3. Consent Agenda

### **B23/79** It was moved and seconded that

the Board approve the consent agenda with item B23/84 e) removed from the consent agenda for further discussion. **Motion Carried.**

**B23/80** Board minutes of June 13, 2023.

**B23/81** Executive Minutes.

**B23/82** Correspondence.

- a) Tech-Related Seat Expansion [Ministry of Post Secondary Education & Future Skills, PSFS].
- b) Letter of Appreciation to the NVIT Finance Department [PSFS].
- c) Community Adult Literacy Program (CALP) funding [PSFS].
- d) Education Quality Assurance (EQA) Designation [PSFS].
- e) ~~Briefing Note—HR Information Security.~~
- f) Letter of Appreciation to Paul Donald [PSFS].
- g) 2023/24 Operating Grant & FTE Target [PSFS].
- h) Aboriginal Service Plan program funding [PSFS].

**B23/82 e)** Ken reviewed the HR Information security briefing note adding that it developed as an FYI to the Board as a result of the Auditor General's report. There was a suggestion that the document be placed on the next agenda of the Audit & Risk Management Committee for further review.

### REGULAR AGENDA:

## 4. President's Report

**B23/83** Ken reviewed his President's Report to the Board.

Melissa, Sue & Ken provided updates on their recent meeting with Minister Selina Robinson. Ken, Sue and three students also attended a town hall meeting with Premier Eby and Min. Robinson.

**B23/84** Ken reviewed the Key Performance Indicators Report. 50% of the fiscal year is gone and only two areas are below the 50% level. One is the development of Education Plan that is a bit behind because of faculty vacations that occur in the summer. The second is the onboarding / offboarding process for employees and this is a bit behind as a result of the increased turnover and the focus on the recruitment and hiring of many new employees.

#### **5. Elders Council Report**

**B23/85** Mia – student orientation was nice and it's good to have the students back at NVIT. She has been really busy in person and on the phone with students. She has been teaching students how to make cedar roses & bracelets. She did an interview on TV for TRC/orange shirt day. She will be doing ribbon skirt & ribbon shirt workshops. The student society is paying for a crockpot workshop. After students cook their meal, they can keep the crockpots.

Tom – It's a pleasure to work with the students. He's pushing them to get their Master's and Doctorates and be able to work in upper management. He believes that everyone should be able to sing at least one song, do a cleansing ceremony and support a spiritual ceremony.

#### **6. Education Council Report**

**B23/86** Aruna provided an update on the Education Council. The Education Council has new members including 4 new student representatives. The EdCo Board Bylaws were approved. The EdCo will elect a new chair and vice-chair at the Oct meeting.

#### **7. Audit & Risk Management Committee [ARM]**

**B23/87** Paul reviewed the Audit & Risk Management minutes of August 22<sup>nd</sup> & September 21<sup>st</sup>, 2023.

**B23/88** It was moved and seconded that

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

**B23/89** The renewal of short-term debt was approved by the ARM committee and provided for information.

**B23/90** The Ministry approved an increase in Board remuneration rates of 15%, retroactive to April 1<sup>st</sup> and the Quarter 1 Board honoraria was updated to include the increase.

**B23/91** The ARM Committee approved the updated policy # 5.5 Board Honoraria at the August meeting.

**B23/92** RFP for Auditors – the RFP is posted approximately every five years. The RFP is currently listed on BC Bid and closes near the end of October.

**B23/93** The Financial Planning, Operations & Policies was provided for information and is an overview of what the finance department does and is responsible for.

**B23/94** The Information Security was provided for information.

**B23/95** The Fraud Risk Review was provided for information.

**B23/96** Quarter 2 Financial Forecast

The Q2 Financial Forecast required Board approval and was due to the Ministry by October 2<sup>nd</sup>. The Board Audit & Risk Management Committee reviewed, approved, and signed off the forecast prior to the due date.

**B23/97** Statement of Financial Information (SOFI) report.

The SOFI report required Board approval & was due to the Ministry by Sept 30<sup>th</sup>. The Board Audit & Risk Management Committee reviewed & signed off the SOFI report prior to the due date.

**B23/98** The Carbon Neutral Emissions was provided for information only.

## **8. NVIT Risk Register**

**B23/99** It was moved and seconded that

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

The Board was informed of a possible cybersecurity threat to NVIT's MYNVIT portal. If the portal is not able to be patched it will be shut down externally. Staff and students will still be able to access the portal when on campus.

## **9. Policy Approval**

**B23/100** It was moved and seconded that

the revised Policy #2. Ends Policy be approved. **Motion Carried.**

**B23/100a)** It was moved and seconded that

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

The Interim AVP Finance was added, and the Chief Financial Officer was removed.

## **10. Adjournment**

**B23/101** It was moved and seconded that

the regular meeting be adjourned at 7:16pm. **Motion Carried.**

**DATE OF NEXT MEETING:** Tuesday November 28<sup>th</sup>, 2023, 5:00pm  
Hiyam Housing – Squamish Nation  
336 W. 4<sup>th</sup> Street, North Vancouver

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