

*NICOLA VALLEY INSTITUTE of TECHNOLOGY*

*Board of Governors*

**MINUTES**

Audit & Risk Management Meeting #2017/03 – August 28, 2017

Teleconference Call, 3:30pm

[1-877-385-4099, passcode: 3990546#]

**ATTENDANCE:** Paul Donald [A/RM Chair]  
Sashia Leung  
Yvonne Mensies

**STAFF:** Ken Tourand [President]  
Diane Black [Director of Finance]  
Marlie Worrin, [Manager, Budgets & Financial Reporting]  
Pat Brown [Recorder]

**GUEST:** Terena Hunt

Note: Confirmation of Terena's reappointment has not been received from BRDO or the Ministry to date.

**1. Call to Order**

**1.1 Call to Order**

Paul called the meeting to order at 3:30pm.

**1.2 Adoption of Agenda**

**It was moved and seconded that**

the A/RM Committee meeting agenda be adopted as presented. *Motion Carried.*

**1.3 Review and Adoption of Minutes**

**It was moved and seconded that**

the May 15, 2017 A/RM Committee meeting minutes be adopted as presented. *Motion Carried.*

**2. Financial Reporting and Statutory Items**

**2.1 Financial & FTE Report (MD&A)**

**It was moved and seconded that**

the Financial & FTE Report (MD&A) be accepted and recommended to the Board for approval.  
*Motion Carried.*

Discussion:

- As of the Aug 10<sup>th</sup> report, FTE is 5% lower than the previous year.
- The WED funding is confidential at this time pending an official announcement.
- The Educloud transition project is materially complete (Colleague ERP server relocation from Camosun to Q9 Data Center in Kamloops to reduce risk).

## 2.2 Statement of Financial Information (SOFI)

**It was moved and seconded that**

the Statement of Financial Information (SOFI) report be accepted and recommended to the Board for approval. *Motion Carried.*

Discussion:

- The SOFI report is an annual statutory requirement that requires Board approval and is due to the Ministry by September 30<sup>th</sup>.
- The due date for submission of the SOFI report is prior to the next Board meeting therefore Ken will send the SOFI report to the Board Executive for their approval.

## 3. *Other Reports*

### 3.1 Loan Refinancing

This item was provided for information only as the Board Executive Committee approved this at their meeting on August 25<sup>th</sup>.

### 3.2 KPMG External Penetration Testing

KPMG offered to perform a value added service as per the terms of the audit contract with NVIT. Management recognizes the duty to protect student and employee records stored within the IT systems, as well as the increased risk and sector focus in this area. A Penetration Test of IT systems was requested. Results were provided for ARM committee reference. It was noted that NVIT contracted with network security specialists to put KPMG's recommendations in place. NVIT is engaging with the contractor to consider measures in addition to those recommended as a result of the test.

Management suggested that the Board of Governors consider specifically adding this value added service to future audit contracts. The ARM Chair suggested that this may be required on a bi-annual basis.

### 3.3 Capital Projects Update

Diane provided an update on the capital project.

Discussion:

- WED funding was received and it is anticipated that no additional funding from the Building Legacy fund will be required.
- With the WED funding items that were scaled back will be added back in, i.e. solar panels on the roof & the backboards in the gym.
- The risk of wildfire was highlighted.

**4. Board Governance**

**4.1 Enterprise Risk Management**

Risk Management was discussed during the MD&A report.

**5. Other**

**5.1** The practice of the ARM Chair providing questions in advance of meetings for Management response will continue where necessary to expand on or clarify information presented by Management.

**6. In-Camera Meeting**

**6.1** No in-camera meeting was necessary.

**7. Adjournment**

**7.1** The ARM Committee meeting adjourned at 4:01pm.

**NEXT MEETING: ARM Teleconference Meeting  
Thursday September 21, 2017, 3:30pm**