

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Audit & Risk Management Meeting #2020/01 – January 27, 2020

Teleconference Call, 3:30pm

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

ARM MEMBERS: Paul Donald [A/RM Chair]
Lennard Joe
Melissa Louie
Maynard McRae
Tessa Quewezance

STAFF: Ken Tourand [President]
Ernie Gran [AVP, Finance & Administration]
Pat Brown [Recorder]

GUESTS: Brent Ashby, Lead Audit Engagement Partner, KPMG
Debbie MacKinnon, Audit Senior Manager, KPMG.

1. Call to Order

1.1 Call to Order

Board ARM Chair Paul Donald called the meeting to order at 3:35pm.

Paul welcomed guests Brent Ashby & Debbie MacKinnon to the meeting.

1.2 Adoption of Agenda

It was moved and seconded that

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

1.3 Review and Adoption of Minutes

It was moved and seconded that

the December 12, 2019 minutes be approved as presented. *Motion Carried.*

2. *Financial Reporting and Statutory Items*

2.1 **2020 KPMG Audit Plan**

Brent Ashby reviewed the Audit Plan.

Discussion:

- Question: Brent asked if the ARM committee had concerns about fraud risks at NVIT?
Answer: There are no concerns from any ARM member.
- Question: Are there any updates that KPMG need to be aware of related to the data breach?
Answer: Finance was not impacted and NVIT is 85% fully operational.
Paul expressed kudos to Ken, Ernie & the IT team for mitigating the risks of the cyberattack.
- A new Revenue standard is effective April 2022 and NVIT must ensure the recognition of revenue aligns with related performance obligations.
- The Asset Retirement Obligations standard is effective as of 2021 and NVIT has an obligation to review legal agreements related to tangible capital assets.

2.2 **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:

- FTE is 39% higher than the prior year. NVIT has exceeded the AEST FTE target by 16%.
- Question: How are the salary increases funded?
Answer: Union employee salary increases, as per the Collective Agreement, are funded by government. Exempt staff salary increases are determined by government & funded within the existing budget.
- Management expects to end the year in a surplus position.

2.4 **Annual Investment Report**

It was moved and seconded that

the Annual Investment Report be accepted and recommended to the Board for approval. ***Motion Carried.***

The annual investment report is consistent with prior years.

2.5 Tuition Memo

It was moved and seconded that

the proposed revised tuition rates be accepted and recommended to the Board for approval. ***Motion Carried.***

Discussion:

- Question: Are the invigilation fees comparable to other institutions?
Answer: Yes, a research of other institutions' invigilation fees was conducted.
- The Board student reps & NVIT Student Society were given opportunity to share this information with students and submit feedback to the President's office. No responses were received.

3. *Other Reports*

3.1 No additional reports.

4. *Board Governance*

4.1 No discussion.

5. *Other*

5.1 No additional items to discuss.

6. *In-Camera Meeting*

6.1 No in-camera meeting was necessary.

7. *Adjournment*

7.1 **It was unanimously agreed that**

the ARM Committee meeting be adjourned at 4:20pm. ***Motion Carried.***

**NEXT ARM MEETING: ARM/Board Teleconference Meeting
Monday March 30, 2020**