

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2017/03 – June 12, 2017

Lower Nicola Indian Band Boardroom  
[181 Nawishaskin Lane, Highway 8 West]

Date: \_\_\_\_\_

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

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BOARD MEMBERS PRESENT:

Faye Ahdemar  
Terena Hunt  
Jamie Sterritt  
Sandra Tiessen

Paul Donald  
William Sandy  
Charlene Taylor [via phone]  
Angela Wesley

Ken Tourand [non-voting]

BOARD MEMBERS REGRETS:

Shane Coutlee  
Sashia Leung

Crystal Howard  
Yvonne Mensies

Elaine Herbert [non-voting]

ELDERS:

Don Beauchesne

Rena Sam

Meeting called to order at 5:03pm. Opening Prayer by Elder Don Beauchesne.

BOARD MEETING AGENDA:

1. Adoption of Agenda

**B17/36** It was moved and seconded that  
the regular meeting agenda be adopted. *Motion Carried.*

2. Election of Officers

**B17/37** Vacancy on the Executive Committee will be filled next meeting.

**B17/38** Vacancy on the Audit & Risk Management Committee will be filled next meeting.

**B17/39** It was moved and seconded that

Paul Donald be appointed as Chair of the Audit & Risk Management Committee. *Motion Carried.*

### 3. *Board Information*

#### **B17/40** Announcements.

- Crystal Howard & Will Sandy are leaving the Board as the student representatives.
- Charlene is leaving after five years as ARM Chair and Board member.
- Angela Wesley is leaving after 7.5 years as a Board member, four of those years serving as the Board Chair. Ken presented a gift to Angela for her 7.5 years of membership on the NVIT Board.

#### **B17/41** Circulation file folder.

### **CONSENT AGENDA:**

#### **B17/42** It was moved and seconded that

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

Amendment: B17/45 President's Report was removed from the consent agenda to the regular agenda.

#### **B17/43** Board Minutes of February 17 & May 15, 2017.

#### **B17/44** Executive Report.

#### **B17/45** Moved to regular agenda item #3a.

#### **B17/46** Leadership Team Report.

#### **B17/47** 2017 – 2018 Board Meeting Dates.

#### **B17/48** Education Quality Assurance Designation.

#### **B17/49** 2016/17 Speakers Series.

#### **B17/50** Briefing Note: Central Date Warehouse & FTE's.

#### **B17/51** NVIT Bachelor of Social Work Site Visit Report.

#### **B17/52** Post-Secondary Election Platforms.

#### **B17/53** NVIT Quick Facts May 2017.

#### **B17/54** Correspondence:

- a) Tsimshian Pathways to Success Project Funding (AVED).
- b) Re-engineering Education & Training Funding (AVED).
- c) Skills Development Employment Benefit Funding (AVED).
- d) BC Association of Institutes & Universities [BCAIU] (UBC).
- e) En'owkin Centre re: Partnership Agreement (NVIT).
- f) Campus in Williams Lake (Williams Lake Band & NVIT).
- g) NVIT Canada Student Loans Program Repayment Rate Results (AVED).

### **REGULAR AGENDA:**

#### 3a. *President's Report*

- Future President's reports will be presented as a regular agenda item.
- Merritt and Vancouver grads numbers were lower than last year but well attended. Ken thanked Shane, Jaime, Paul, and Terena for attending.

#### 4. *Elders Council Report*

**B17/55** A report from the Elders Council.

- Rena reported that it has been a difficult time for the community with the passing of May Moses. Some Elders are still grieving.
- Rena expressed her pleasure regarding the Elders community garden.
- Rena will pick fruit this summer with Pat and Sandra for the Elders Food Bank.
- Finances are in good standing.
- Elders were involved at both grads.
- Rena expressed how proud she is of her grandson Wyatt McDonald who completed his Construction Certificate at NVIT. He won the BC Skills competition and competed nationally and is now employed in Merritt with a 4-year apprenticeship.

#### 5. *Education Council*

**B17/56** A report on the Education Council.

- The General Admission Requirements policy has been updated, to provide a framework for under age students who are less than 19 years of age prior to the first day of classes.
- Two programs sent to Board for approval.
- Strategies for Success (STSC 100) – no longer a mandatory course. Some Departments want flexibility within programming for students to enroll in program specific electives.

Discussion:

Faye, Will & Ken expressed their support of the mandatory format of STSC 100. Ken noted that the course was recommended by students through a student forum & that all Leadership Team members believe it should be a mandatory course. Education Council however is responsible for academic matters as defined in the College & Institute Act & as such has control over this decision.

#### 6. *Audit & Risk Management Committee*

**B17/57** Audit & Risk Management minutes of May 15<sup>th</sup>, 2017.

Audit Findings – Two matters were identified, both of which have been corrected:

- 16/17 - \$113k – recording of ASP revenue (corrected in 16/17)
  - 15/16 - \$34k – tuition JE posted backwards of \$49k (overstatement of revenue) combined with ASP revenue \$83k (understatement of revenue), for a net of \$34k
  - 14/15 -\$158k – ASP revenue
- The issues were determined to be not material to reissue 2014/2015, 2015/2016 financial statements.
- Management Letter identified that manual journal entries posted by Manager of Budgets & Financial Reporting are not reviewed. KPMG recommends review of journal entries by Director of Finance & Administration and that the review is documented. Internal procedures have been amended.
  - Auditor General attended meeting.

**B17/58** It was moved and seconded that

the Quarter 1 Financial Forecast be approved. *Motion Carried.*

**B17/59** It was moved and seconded that

the 2016/17 Appointee Remuneration Committee (ARC) Board Remuneration be approved. *Motion Carried.*

**7. Executive Compensation Disclosure Statement**

**B17/60 It was moved and seconded that**

the Executive Compensation Disclosure Statement for 2016/17 be approved. *Motion Carried.*

**8. Five Year Capital Plan**

**B17/61 It was moved and seconded that**

the five-year capital plan be approved. *Motion Carried.*

Three items were included in the Five Year Capital Plan

- HVAC system – temperature has been an issue and in Spring 2017 one boiler reached end of life. A proposal has been submitted to address the entire boiler system totaling approx. 1.2 million.
- Ceremonial Arbor – Scaled back \$300,000.
- Vancouver Campus.

Discussion:

- Angela asked what was on last year's Five Year Capital Plan. Ken noted that 2016/17 Five Year Capital Plan included Paving Access Road and Parking, Geothermal/HVAC/Sports Field, Ceremonial Arbor and Permanent Vancouver Campus.
- Will HVAC be upgraded? Boiler will be replaced in 2017. A HVAC report is being developed & will weigh different replacements options, which hopefully supports a case for a full HVAC system upgrade.

**9. BCIT Lease Agreement**

**B17/62 It was moved and seconded**

the Board approve the renewal of the lease for the BCIT CARI Building. *Motion Carried.*

- Signed for 5 years.
- No rental fee. NVIT pays consolidated operating costs based on the square footage we occupy.
- Ken mentioned a discussion with BCIT President re: considering a new Aboriginal center to replace the CARI building. Talks are very preliminary but Ken noted that there may be an opportunity for NVIT to locate in the new building.

**10. Executive Assistant Diploma Program**

**B17/63** the Executive Diploma Program Report was presented for information.

It was noted that to offer a 2017 Fall intake, registration needed to open in early spring, so it went to the Board Executive in June for approval.

## 11. *Bridging to Technology Program*

### **B17/64 It was moved and seconded that**

the Board approve the Bridging to Technology Program. *Motion Carried.*

The program is a result of a partnership between First Nation Tech Council (FNTEC) and Ministry of Technology, Innovation and Citizen Services. FNTEC approached NVIT to develop an IT related bridging program. FNTEC pays for program development and NVIT delivers the program over 3 years in BC First Nation communities. NVIT gets to count the FTE generated by the program.

## 12. *Institutional Accountability Plan & Report*

### **B17/65 It was moved and seconded that**

the draft Institutional Accountability Plan & Report be accepted and approved in principle. *Motion Carried.*

The Board was asked to approve the document in principle because it was submitted in draft form to the Ministry on May 26<sup>th</sup> and they may suggest changes. The final copy must be submitted to the Ministry by July 14<sup>th</sup>.

- Requirement of all post sec that goes to ministry.
- Refined report by the Institutional Reporting office manager Rae Tiessen.
- Created page that link our strategic goals to ministry priorities.

## 13. *Capital Project*

### **B17/66 An update on the Centre of Excellence in Sustainability (COES).**

- Gustav Van Neikerk, from SSA Quantity Surveyors is our Project Manager and will provide project reports for the Board during construction.
- The project is \$196,000 – 600,000 over budget. Our contingency covers 3% and with two proposals bid and selected we are within that 3%.
- We received \$474,000 funding to kitchen equipment.
- Ledcor mobilized on site.
- Currently on schedule.

## 14. *FTE Report*

### **B17/67 An update on the FTE Report.**

The Ministry of Advanced Education changed the Ministry Final FTE Report template for the 2016/17 fiscal year to separate Industry Trade Authority (ITA)-funded FTE from AVED-funded FTE. The change ensures ITA-funded FTE are only reported one time, by the ITA. The change impacts NVIT's reported FTE by 27.35. NVIT's amended Final AVED FTE for 2016/17 is 477.79, which is 88.8% of the AVED target.

Angela asked if there are repercussions for not meeting FTE. Ken commented that there aren't and Leadership Team has taken the approach of running programs based on community need not FTE. We don't want to be below 90% of the FTE target and is confident that the programming approach addresses community needs and FTE.

**15. *Presidential Priorities 2017***

**B17/68** The Presidential Priorities 2017 document was provided to the Board for information.

**16. *2018 – 2023 Strategic Plan***

**B17/69** 2018 – 2023 Strategic Plan.

LT created new definitions and goals for each priority. Board members to review for a couple weeks. Ken will send out a date for final review.

**17. *Board Strategic Priorities – Board Effectiveness***

**B17/70** Board Strategic Priorities – Board Effectiveness.

Deferred to the next meeting.

**18. *Adjournment***

**B17/71** The regular meeting adjourned at 7:00 pm.

***DATE OF NEXT MEETING: Monday October 2, 2017, Merritt.***

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

*Note taker / recorder: Clint Garcia*