

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Meeting #2025/07 – November 25, 2025 5:00 PM

NVIT Vancouver
200 - 4355 Mathissi Place, Burnaby BC

DATE: _____

BOARD MEMBER'S SIGNATURE: _____

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CHAIR:

Lennard Joe [zoom]

BOARD OF GOVERNORS:

Verna Billy-Minnabarriet [zoom]
Crystal Henderson
Jonathon Nolie

Sharon Bond [zoom]
Elaine Herbert
Denise Williams [zoom]

Carla George [zoom]
Harvey McLeod [zoom]

Darwin Hanna [zoom]
Melissa Moses [zoom]

EX-OFFICIO:

John Chenoweth, President & CEO

Tom Willms, Education Council Chair [zoom]

SENIOR MANAGEMENT TEAM:

Aruna Gore, AVP, Academic [zoom]

Paul Grewal, CFO

ELDERS COUNCIL:

Mia Hunt

REGRETS:

Shane Coutlee

Melanie Nelson

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

Opening Prayer by Elder Mia Hunt, followed by a moment of silence for the loved ones lost recently.

1. Adoption of Agenda

B25/87 It was moved and seconded that

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

2. Board Information

B25/88 a) Announcements.

The Board welcomed Crystal Henderson & she provided a brief background on herself.

B25/89 It was moved and seconded that

the Board accept the Oath of Office completed by the newly elected staff representative Crystal Henderson. **Motion Carried.**

3. Consent Agenda

B25/90 It was moved and seconded that

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

B25/91 Board minutes of October 7th, 2025.

B25/92 Correspondence.

- a) Student letters of appreciation for awards.
- b) BC Achievement Foundation Award of Distinction for Lifetime Achievement to Harold Calla.

REGULAR AGENDA:

4. Presentation – Course Dog

B25/93 Amanda Street, Registrar and Jennifer Lisle, Manager of Educational Pathways, demonstrated the new Coursedog software, which will help streamline course scheduling at NVIT. After this meeting the presentation material was emailed out to Board members. The Board expressed their desire to be kept abreast of the progress of Coursedog.

5. President's Report

B25/94 John reviewed his presentation & highlights included Open Houses at both campuses, Mastercard Foundation update and the CICAN-Indigenous Protocol update.

Board members will receive a Christmas gift and are invited to the employee Christmas party at either campus. Pat will send out the information for the parties and determine the best method of delivering the gifts to the Board members.

B25/95 2026 Board Retreat – discussed in the in-camera meeting.

6. Elders Council Report

B25/96 Elder Mia provided a report on the activities of the Burnaby Campus Elders. Mia has been teaching students to use crockpots and make cedar bracelets. Elder Tom Oleman has been doing drum making workshops. James Beck and Brenda Ferguson are working on food hampers for students.

The meeting took a 10-minute nutrition break at 6:15pm and resumed at 6:30pm.

7. Education Council Report

B25/97 Tom reported that highlights of the recent Education Council meeting included the approval of NVIT's micro-credential framework. Congratulations were extended to Tom on the achievement of his doctorate and his re-election as Chair of Education Council for another term.

8. Audit & Risk Management Committee

B25/98 It was moved and seconded that

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

The Quarter 2 financial results showed that NVIT is on track to meet its FTE target. A \$10 million donation from the MasterCard Foundation was received in October.

9. Information Technology Report

B25/99 Highlights of the IT report included the retirement of SharePoint, the implementation of new software for tracking student disabilities, and new microphones & Wi-Fi equipment will be installed to address the issues with sound quality in hybrid classrooms.

10. Donation to Language program in Larry Antoine's name

B25/100 NVIT is exploring setting up a scholarship in Larry Antoine's name targeted for language students. Larry was a past Elder and Language instructor who recently passed away.

11. Election of Officers

B25/101 It was moved and seconded that

the President conduct the election of officers (Chair, Vice-Chair, two Executive). **Motion Carried.**

Nominations were called in, in turn, for each of the following positions:

Chair: Lennard Joe was declared chair by acclamation.

Vice-Chair: Denise Williams was declared vice-chair by acclamation.

Executive Committee: Verna Billy-Minnabarriet and Sharon Bond were declared Executive members by acclamation.

B25/102 It was moved and seconded that

the Board appoint Darwin Hanna (Chair), Melanie Nelson (Vice-Chair), Carla George, Crystal Henderson, and Jonathon Nolie as members of the Audit & Risk Management Committee. **Motion Carried.**

John turned the chair over to Lennard Joe.

12. Board Appointment to Education Council

B25/103 It was moved and seconded that

the Board appoint Crystal Henderson as the Board a representative to Education Council.

Motion Carried.

13. Adjournment

B25/104 It was unanimously agreed that

the regular meeting be adjourned at 7:33pm. ***Moton Carried.***

DATE OF NEXT MEETINGS:

**Board Meeting ~ Tuesday February 3rd, 2026, 4:00pm
Zoom Meeting**

Please submit expense claims and meeting dates attended to Pat.