
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD VIA VIDEOCONFERENCE
THURSDAY, MAY 27, 2021**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair
P. Chakraborty, Student Representative
L. Domae, President
M. Erickson, Faculty Representative
S. Frank, Community Member, Comox Valley Region
W. Gus, Chair, Education Council
D. Hoogland, Support Staff Representative
A. McCubbin, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region, Chair
V. Puetz, Community Member, Campbell River Region
C. Scarlatti, Student Representative
P. Trasolini, Community Member, Campbell River Region

BOARD MEMBERS ABSENT

R. Everson, Community Member, Comox Valley Region
J. Murphy, Community Member, Comox Valley Region

ALSO PRESENT

T. Bellavia, Acting Vice President, Academic
C. Fowler, Vice President, Finance and Facilities
R. Heidt, Vice President, Strategic Initiatives
K. Kuhnert, Associate Vice President, Student Services and Registrar
M. Herringer, Executive Director, International Education
K. Crewe, Director, Human Resources and Organizational
Development
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Manager, Institutional Research & Planning
C. Wiens, Planning and Communications Officer

IN THE GALLERY

Members of North Island Students Union (NISU), NIC Faculty
Association (NICFA) and CUPE (support staff union)

1. CALL TO ORDER

E. Mosley called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

E. Mosley acknowledged that the meeting is being held in the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

1.2 Adoption of Agenda

Moved C. SCARLATTI / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF MAY 27, 2021 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of April 29, 2021
- 2.2 Executive Committee Report, May 20, 2021
- 2.3 Governance and Human Resources Committee Report, May 20, 2021
- 2.4 April 2021 College Highlights Report
- 2.5 Correspondence and Information (Agenda item #5)

Moved C. SCARLATTI / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF MAY 27, 2021.

Motion carried

3. BOARD BUSINESS

3.1 Board Bylaw #3 – Powers, Duties and Benefits of the President

The Board reviewed Bylaw #3 as presented by the Governance and Human Resources Committee and agreed to provide further clarity by replacing “them” with “the President” in the paragraph under Duties and Powers of the President so that the paragraph reads:

The President as Chief Executive Officer, under the direction of the Board, has the power and duty to supervise and direct instructional, administrative and other staff of the institution and exercise powers and perform duties assigned to the President by the Board.

Moved B. MINAKER / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES BOARD BYLAW # 3, 2021 – A BYLAW TO ESTABLISH THE POWERS, DUTIES AND BENEFITS OF THE PRESIDENT OF NORTH ISLAND COLLEGE AS AMENDED.

Motion carried

3.2 Standing Committees’ Terms of Reference

3.2.1 Executive Committee

Some of the proposed improvements to the Executive Committee’s terms of reference (TOR) are:

- Merging the Executive and President’s Performance and Compensation (PPCC) committees into one Executive Committee as both have similar composition and operations;
- Duties and responsibilities of the former PPCC around evaluating the President/CEO performance were added to the Executive Committee TOR;
- Human resources type of responsibilities around Board recruitment and succession plans were moved from the Governance and Human Resources Committee TOR to the Executive Committee.

The Board agreed to the proposed improvements as well as to removing the bullets under Composition and Operations in the Executive Committee to avoid repeating the committee membership.

Moved P. TRASOLINI / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE EXECUTIVE COMMITTEE TERMS OF REFERENCE AS AMENDED.

Motion carried

3.2.1 Governance and Board Development Committee

Some of the proposed improvements to the Governance and Board Development Committee's TOR are:

- Renaming the committee from Governance and Human Resources Committee to Governance and Board Development Committee as the committee determined that its work actually focuses around policy review and board education/development;
- Moving its human resources duties around Board recruitment and succession plans to the Executive Committee which has already been undertaking these duties.

Moved D. HOOGLAND / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE GOVERNANCE AND BOARD DEVELOPMENT COMMITTEE TERMS OF REFERENCE AS PRESENTED.

Motion carried

3.3 BUILD 2026 College Strategic Plan

L. Domae presented BUILD 2026, acknowledging the work of the College Planning Committee, Communications and Planning Officer C. Wiens, Digital Designer C. Guiot and Institutional Research & Planning Manager W. Skulmoski as well as the hundreds of members of the College community that participated in the development of the strategic plan.

L. Domae highlighted the following features of the plan:

- Mission statement evolved into "Working together, NIC builds healthy and thriving communities, one student at a time" which references that NIC works with communities in the regions that it serves;
- The vision is to deliver the Province's best individualized education and training experience for students by year 2026;
- There are a total of 26 commitments grouped under nine action statements;
- Key attributes of the plan are engagement, integration, flexibility and adaptability, transparency and accountability;
- Introduction and use of metrics in the strategic plan is the first ever in the College's history;
- Leads and teams will be assigned to work in an integrated manner to achieve outcomes based on metrics and where there are no existing benchmarks, teams will work to develop them.

The plan's document will be finalized and co-launched with NIC's Indigenization Plan in June, following approval of BUILD 2026.

J. Atherton joined the meeting at 1:20 pm.

Moved M. ERICKSON / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES BUILD 2026: NIC'S STRATEGIC PLAN 2021-2026, AS PRESENTED.

Motion carried

The Board expressed its appreciation for the work of all who participated in developing the strategic plan.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, May 2021

L. Domae acknowledged the challenges that students are facing both in Canada and abroad, adding that she participated in an online international student orientation on April 29.

4.2 Acting Vice President, Academic

4.2.1 Final (Full-time Equivalent) FTE Report for Year End March 31, 2021

T. Bellavia noted that this year's report not only provides quantitative measurements against the Ministry's required targets but also includes qualitative elements to describe a full narrative of how NIC employees were able to offer relevant programming despite the challenges brought about by the pandemic.

The following were highlighted and discussed:

- NIC enrolled 2,069 domestic student FTEs and 315 international student FTEs for a total of 2,384 FTEs;
- When compared to year 2019/2020, this year's FTEs is a decrease of approximately eight percent (8%) FTEs but this is largely due to the pandemic restrictions around international travel (decrease in international student FTEs is 34 percent);
- Target FTEs are not based on the College's capacity but are historical/legacy-based – the College hopes that with the upcoming funding review, the Ministry will also review target FTEs and base them on each institution's capacity;
- One-time only funding targets are more realistic in that the target FTEs are based on cohort programming;
- Approximately 30,000 students in both credit and non-credit courses would comprise the over 2,000 FTEs reported.

Moved P. TRASOLINI / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2020/21 FINAL FTE ENROLMENT REPORT.

Motion carried

5. INFORMATION

The Board received the following information items:

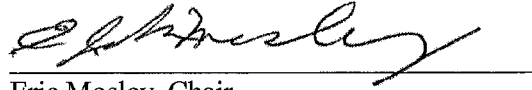
- 5.1 Order-in-Council 292 dated May 17, 2021 – reappointments for E. Mosley, R. Everson, S. Frank and B. Minaker
- 5.2 AEST letter of appreciation for R. Hunt dated May 17, 2021
- 5.3 Emeritus designation to Linda Jay dated May 19, 2021
- 5.4 Commonly used acronyms
- 5.5 Link to Board [policies](#) and [bylaws](#)


6. **NEXT MEETING DATES**

6.1 Regular meeting – Thursday, June 17, 2021

7. **ADJOURNMENT**

The regular meeting adjourned at 2:10 p.m.


Eric Mosley, Chair


Rachel Reid, Executive Assistant