
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE STAN HAGEN THEATRE
COMOX VALLEY CAMPUS
THURSDAY, SEPTEMBER 23, 2021**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair
L. Domae, President
M. Erickson, Faculty Representative
S. Frank, Community Member, Comox Valley Region
W. Gus, Chair, Education Council
D. Hoogland, Support Staff Representative
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

P. Chakraborty, Student Representative
R. Everson, Community Member, Comox Valley Region
A. McCubbin, Community Member, Comox Valley Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
B. Babu, incoming Student Representative
T. Bellavia, Vice President, Academic
K. Crewe, Associate Vice President, People, Equity and Inclusion
C. Fowler, Vice President, Finance and College Services
K. Kuhnert, Vice President, Students and Community Engagement
R. LaTrace, incoming Support Staff Representative
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Manager, Institutional Research & Planning
C. Wiens, Director, Public Affairs & Communications

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 1:01 p.m. He acknowledged the presence of members of the unions as well as incoming Board Members R. LaTrace and B. Babu who will be officially welcomed to the Board in November.

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 Nuuchahnulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

1.2 Oath of Appointment

E. Mosley requested all Board Members present to sign the form provided to them. All Board Members present during the meeting signed their respective Oaths of Appointments.

1.3 Election of Chair

L. Domae assumed the role of Presiding Officer for the purpose of conducting the elections for Board Chair. She opened the floor for nominations to the position of Chair of the North Island College (NIC) Board of Governors.

P. Trasolini nominated E. Mosley to the position of Chair. E. Mosley accepted the nomination.

L. Domae called a second and a third time for nominations to the position of Chair. Hearing none, L. Domae declared E. Mosley as Chair of the NIC Board of Governors by acclamation for the period of September 23, 2021 to September 30, 2022.

1.4 Election of Vice Chair

E. Mosley opened the floor for nominations to the position of Vice Chair of the NIC Board of Governors. B. Minaker nominated J. Atherton to the position of Vice Chair. J. Atherton accepted the nomination.

E. Mosley called a second and a third time for nominations to the position of Vice Chair. Hearing none, E. Mosley declared J. Atherton elected as Vice Chair of the NIC Board of Governors by acclamation for the period of September 23, 2021 to September 30, 2022.

1.5 Adoption of Agenda

Moved M. ERICKSON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF SEPTEMBER 23, 2021 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of June 17, 2021
- 2.2 Executive Committee Report, September 10, 2021
- 2.3 Finance and Audit Committee, September 14, 2021
- 2.4 Governance and Board Development Committee, September 8, 2021
- 2.5 September 2021 College Highlights Report
- 2.6 Correspondence and Information (Agenda item #5)

Moved P. TRASOLINI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF SEPTEMBER 23, 2021.

Motion carried

3. BOARD BUSINESS

3.1 Annual Board Evaluation Results

As Chair of the Governance and Board Development Committee, D. Hoogland presented the highlights of the 2021 annual board evaluation, emphasizing that information culled from the evaluation will inform the Board's annual retreat and work plan for the following calendar year.

E. Mosley noted that the highlights of the evaluation could be discussed in depth in a future Board education session held in the morning of its meeting day. J. Atherton requested that a discussion be planned for how individual board member performance could be evaluated. V. Puetz also requested that the education sessions allow for more interaction from the Board Members.

3.2 Joint Meeting with Indigenous Education Council (IEC)

L. Domae reported that the IEC, through its chair, requested that the proposed joint meeting be postponed to a later date when in-person meetings can be held safely. The Board acknowledged the IEC's request to postpone the proposed joint meeting and looks forward to holding a meeting with the IEC in the near future.

3.3 Draft Board Retreat Agenda, October 28/29, 2021

A recommendation to postpone this year's in-person annual retreat was put forward based on the following considerations:

- Hotel venue requires proof of vaccination/vaccine passport;
- The College is not in a position to ask Board Members whether they are vaccinated or not;
- The retreat facilitator requires that in-person attendees be fully vaccinated;
- Based on the previous year's experience of a virtual retreat, Board Members would rather hold an in-person retreat than pivot to a virtual one.

Points raised during the discussion were:

- Plans for an in-person retreat may be revisited in early spring of 2022;
- In deciding to move forward with an in-person retreat, all Board Members should be given the opportunity to participate;
- Putting the postponement of the in-person retreat to a vote will not answer the question of how to implement the retreat given safety requirements of the hotel and meeting venues, facilitators and any venue where food will be served;
- Despite many unknown factors, the Board should constantly re-visit both the in-person joint meeting with IEC and the in-person annual retreat until they both can take place;
- Morning education sessions should be more fulsome and interactive with sessions covering items in the draft Board retreat agenda such as governance and Indigenization topics to be included in the near future.

After a lengthy discussion, the Board decided to postpone this year's annual retreat and reschedule when circumstances will allow in-person participation.

3.4 Roundtable Board Member Reports

Board Members reported on their participation in their respective committee meetings.

P. Trasolini, W. Gus and D. Hoogland participated in the Welcome Back events held in various campuses during the first week of September.

E. Mosley reported conducting an exit interview with retiring Board Member Jane Murphy over the summer. He will be forwarding the results of that interview to the Governance and Board Development Committee. E. Mosley and L. Domae met with MLA for North Island Michele Babchuk on September 20th and will be meeting with other MLAs to advocate on behalf of the College.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, September 2021

L. Domae reported that following BC Provincial Public Health guidelines, the College welcomed students back to campus in September. She noted that the College is reporting an increase in domestic enrolment of eight percent. L. Domae added that prior to the pandemic, about 90 percent of programs were delivered face-to-face. Currently, an approximate third of the programs are each delivered digitally, in-person or a combination of both.

L. Domae also presented the first installment of *BUILD 2026*'s dashboard which she plans on presenting to the Board three times a year to show the College's progress in achieving the goals of the strategic plan. The dashboard covers the first four months of *BUILD 2026* and reports areas where activity has either been achieved, started or not yet begun. L. Domae indicated that the project or initiative-based goals will have status bars that show how the College is moving along in achieving those goals while other goals like student satisfaction will have targets to either "maintain" or "increase."

W. Skulmoski explained that actual numbers were used in producing the progress indicated in the bar charts but for areas that could not be measured quantitatively like "overall mental wellbeing", a benchmark has been established. He added that some of the initiatives are new and could take some time before a realistic target could be established.

The Board will continue to provide input to L. Domae regarding the dashboard.

4.2 Vice President, Finance and College Services

4.2.1 Financial Information Act Report

C. Fowler presented the College's fiscal year 2020/21 Financial Information Act report which was reviewed by the Finance and Audit Committee at its September 14 meeting. He added that the reporting format is prescribed by the Act which is based on cash-basis reporting and includes information on employees earning more than \$75,000 annually and suppliers that have been paid more than \$25,000 for the fiscal year.

Moved V. PUETZ / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2021 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.

Motion carried

4.2.2 NIC 5-Year Capital Plan Priorities

C. Fowler presented the College's 5-year capital plan which was earlier submitted as draft to the Ministry pending approval by the Board. The following projects are included in the plan listed according to priority:

1. Comox Valley Campus Student Housing;
2. Comox Valley Academic Building (to replace Village Portables);
3. Port Alberni New Trades Building;
4. Campbell River Campus Student Housing.

Among the capital projects, the College has done detailed design work for the Comox Valley Campus Student Housing project the business case of which was initially submitted to the Ministry in 2020. The project cost has now been updated as requested by the Ministry prior to submission to the Treasury Board for its deliberation this year.

Moved C. SCARLATTI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FIVE-YEAR CAPITAL PLAN (22/23 to 26/27) FOR FINAL SUBMISSION TO THE MINISTRY.

Motion carried

4.2.3 Comox Valley Campus Student Housing Project Revised Budget

C. Fowler presented the changes in the revised budget for the Comox Valley Campus Student Housing project which includes an overall increase of \$6.3 million. An increase in debt financing by \$1.2 million and a reduction in internal financing by \$1.2 million have kept NIC's contribution to the project the same.

C. Fowler explained that the interest rate assumption for debt financing has gone down since the its submission in 2020. Despite the transition to digital program delivery, he added that there continues to be a need for housing as the vacancy rates in the region has remained low.

4.2.4 Sale of Vigar Road Property Update

C. Fowler reported that the Ministry has granted approval for the sale of the Vigar Road Property following the Board's approval in June. The sale has now been finalized. Proceeds of the sale, restricted to capital spending, will be used for the Gathering Place and other projects in the Campbell River campus.

4.2.5 First Quarter Financial Statements 2021/2022

C. Fowler presented the first quarter financial statements for fiscal year 2021/2022, noting that the College has not yet drawn resources from long-term assets to mitigate its projected deficit.

4.2.6 FY 2021/2022 Budget Projections

C. Fowler presented the budget projections for fiscal year 2021/2022 noting the following:

- The 20 percent drop (compared to the last fiscal year) in international enrolment resulted in a significant impact to the College's revenue but is mitigated by the increase in domestic enrolment by eight percent;
- Long-term investment income has reported a capital gain which further offset losses in international tuition revenue;
- Additional savings were found in this year's administrative re-structure, lower travel costs and other non-salary areas;
- Projected budget deficit stays at \$1.56 million.

Updated budget projections will be reported to the Board at its meeting in January 2022.

4.3 Vice President, Academic

4.3.1 Fall 2021 Stable Enrolment Report

T. Bellavia presented the Fall stable enrolment report which captures enrolment information in credit courses at a stable enrolment date which is typically 10 days into a semester and the last day when students are allowed to withdraw from registration and still be able to claim refund.

The information in the report is based on headcount, not full-time equivalents (FTEs) and does not include information from non-credit/vocational training courses. W. Skulmoski clarified that vocational training courses, some of which are delivered in the Mixalawkila campus, have volatile enrolment numbers because they commence later during the semester. He added that the headcount numbers are based on the campuses where the courses are delivered and due to the pandemic and the need to transition to digital delivery, a new category of “campus” now includes those that fall under digital learning.

4.4 Chair, Education Council (EdCo)

4.4.1 Education Council Report

The Board received the Education Council report as presented by W. Gus.

5. INFORMATION

The Board received the following information items:

- 5.1 Election Timeline Fall 2021
- 5.1 President’s Awards 2021
- 5.3 AEST Letter and Orders-in-Council – B. Minaker, R. Everson, S. Frank, E. Mosley reappointments
- 5.4 AEST Appreciation Letter to Jane Murphy
- 5.5 AEST Letter re Governing in the Public Interest training opportunity
- 5.6 Link to Board bylaws and policies
- 5.7 Commonly used acronyms

6. NEXT MEETING DATES

- 6.1 Regular meeting – Thursday, November 25, 2021

7. ADJOURNMENT

The regular meeting adjourned at 3:13 p.m.


Eric Mosley, Chair


Rachel Reid, Executive Assistant