



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Room N110, Port Alberni Campus
Thursday, February 9, 2023

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region
J. Atherton, Community Member, Comox Valley Region, Chair
L. Domae, President
M. Erickson, Faculty Representative
W. Gus, Chair, Education Council
S. Humble, Community Member, Campbell River Region
J. Kim, Student Representative
R. LaTrace, Support Staff Representative
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region
V. Puetz, Community Member, Campbell River Region

ABSENT

S. Thakur, Student Representative
P. Trasolini, Community Member, Campbell River Region, Vice Chair

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
C. Fowler, Vice President, Finance and College Services
K. Kuhnert, Vice President, Students & Community Engagement
A. Mayboudi, Associate Dean, Arts, Sciences & Technology
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Institutional Research & Planning
C. Wilson, Executive Director, North Island Students' Union

1. CALL TO ORDER

J. Atherton called the meeting to order at 1:05 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

J. Atherton acknowledged that the meeting was 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 Declaration of Possible Conflict of Interest

J. Atherton reminded Board Members to refer to the Board's bylaw on conflict of interest guidelines should there be a need to declare a conflict of interest on any of the agenda items.

1.3 Government Mandate Letter

A link to the Government's mandate letter to the College was received by the Board.

1.4 Adoption of Agenda

Moved S. HUMBLE / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 9, 2023 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

Moved V. PUETZ / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF FEBRUARY 9, 2023.

Motion carried

3. BOARD BUSINESS

3.1 Executive Committee Terms of Reference

J. Atherton provided the following highlights of the updated terms of reference:

- Removed redundancies;
- Removed references to the review of President's employment contract as it can not be reviewed nor re-opened once signed by all parties;
- Widened reporting of emerging issues and risk

B. Minaker reminded Board Members that the Governance and Board Development Committee is tasked to review all Board committees' terms of reference.

Moved S. HUMBLE / Seconded J. KIM: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE EXECUTIVE COMMITTEE TERMS OF REFERENCE AS PRESENTED.

Motion carried

3.2 Governance and Board Development Committee Terms of Reference

S. Humble presented the amended committee terms of reference, noting that the only update is the requirement that the committee chair be an appointed Board Member. She added that once the Board adopts a governance manual, the committee will resume reviewing other committees' terms of reference as provided for in the Governance and Board Development Committee's terms of reference.

MOVED S. HUMBLE / SECONDED V. PUETZ: 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 Port Alberni Campus Master Plan

Board Members present in-person at this meeting received a presentation on the Port Alberni campus master plan as well as went on a tour of the Tebo Vocational Centre as part of their education session in the morning.

MOVED E. MOSLEY / SECONDED M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PORT ALBERNI CAMPUS MASTER PLAN AS PRESENTED ON FEBRUARY 9, 2023.

Motion carried

C. Fowler noted that the next steps following the Board's approval of the campus master plan is a concept plan for a proposed Trades building which will be submitted to Government along with the master

plan. The Board's approval of the master plan would show Government the Board's support of the plan and subsequent funding request for the construction of a new Trades building. N. Arsenault suggested broadening the language of the Vision for Port Alberni Campus.

3.4 Joint Meeting with Indigenous Education Council

J. Atherton and L. Domae met with the Chair of the Indigenous Education Council (IEC) I. Caplette prior to the start of this meeting. IEC has requested that, instead of a structured meeting agenda, the joint meeting scheduled for March 10 have overarching goals such as:

- Introductions of boards' members;
- Roles and responsibilities of both boards;
- How membership is populated in both boards;
- Extent of the Board of Governors' willingness and ability to adopt Indigenous governance and practices;
- Understanding what consensus-building looks like and how the two boards can work together.

IEC likewise requested that the joint meeting be held strictly in-person.

3.5 2022/23 Fiscal Year Credit Enrolment Report

W. Skulmoski presented the report at the Winter term stable enrolment date, highlighting the following:

- Total headcount including both domestic and international students increased by one percent almost at par with the previous year;
- International student headcount is higher by 36 percent while domestic student headcount is lower by three percent;
- There are fewer domestic students this year but are taking more or longer courses;
- Last year was record enrolment for domestic students and so the current report compares to a very high comparator year;
- There is a potential for the numbers to grow given that some one-time funded courses are still to be launched in the next few weeks.

On questions around the decline in enrolment numbers for Adult Basic Education (ABE), the following comments were shared:

- The College is required to provide access to ABE;
- Enrolment has been declining across the sector in the last few years;
- Decline in enrolment could be attributed to a number of factors including community members' preference to secure employment as opposed to choosing the ABE path towards university studies;
- ABE is a necessary service that provides access to most post-secondary programs.

3.6 Board Members Roundtable Discussion

Most Board Members participated in their respective standing committee meetings as well as the January 6 site blessing of the future Comox Valley Student Housing.

J. Kim, R. LaTrace and M. Erickson attended several meetings, both College and Board committees. J. Kim also met with members of the Leadership Team regarding the Island Pre-Health Science Credentials.

J. Atherton met with other BC colleges' board chairs who all shared the same concerns around Government's future ready skills directive and its base funding model in line with the ongoing funding review. She and L. Domae also met with Post-Secondary Education and Future Skills Minister S.

Robinson with whom they shared similar funding concerns. L. Domae added that Minister Robinson is expecting colleges to deliver future ready skills and is looking for post-secondary institutions to collaborate with each other.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 BUILD 2026 Year 2, Report 1 and Dashboard Review

L. Domae provided highlights on the strategic plan's second year, report 1 and other updates:

- The reporting period covers September to December 2022;
- There are 56 deliverables with seven completed, 45 on track, two behind and two where the College is waiting for data;
- The College is moving forward with the Province's audit process on quality assurance;
- The launch of the NIC brand strategy is underway;
- Investments are being made around employee development through the People Plan as well as in teaching and learning and campus planning;
- The College signed a new memorandum of understanding with the North Island Students' Union (NISU).

L. Domae added that under the strategic plan's Reconciliation, employees have not had training yet as the College is seeking the teachings of Elders to provide content for an NIC-specific Indigenous intercultural competency training.

The report will be published on the College's [engage site](#) and will be open to anonymous comments.

4.2 Vice President, Finance and College Services

4.2.1 Third Quarter Financial Statements

C. Fowler reported that by this third quarter, the College is in pace with its budgeted deficit of \$790,000 noting a significant drop in investment income compared to the previous year. He added that revenue from Continuing Education and contract training is expected to make up for the decline in overall domestic tuition revenue.

R. LaTrace left the meeting at 2:45pm.

4.2.2 Fourth Quarter Financial Forecast

C. Fowler reported that the public post-secondary sector is projecting deficits in both fiscal years 2022/23 and 2023/24. He noted that in the case of NIC, steps were taken in 2020 to mitigate the impact of the pandemic which helped the College reduce overall costs and avoid large deficits over the last few years. This proves that the College, although small, is forward-thinking and able to make prudent fiscal decisions which should bode well for its advocacy amid the sector-wide funding review.

4.3 Chair, Education Council

4.3.1 Education Council (EdCo) Report

W. Gus referred to her report, highlighting the following:

- EdCo approved course revisions, new courses and new programs at its last meeting in December 2022;
- Curriculum Committee met for two days but the work is expected to be smoother once the new program Curriculog is implemented;
- There are two new members as a result of the recent byelection.

5. INFORMATION

The Board received the following information items:

- 5.1 Post-secondary Governance Workshop, April 17, 2023
- 5.2 Updated Board Schedule and Workplan 2022/23
- 5.3 CIGan Annual Conference, April 23-25, 2023
- 5.4 Ministry Letter re NIC IAPR, January 25, 2023;
- 5.5 Commonly used acronyms
- 5.6 Link to Board bylaws and policies

Two-night accommodations have been booked for all board members to attend the Post-secondary Governance Workshop scheduled for April 17. Efforts will be made for groups to travel or carpool.

J. Atherton reiterated that the Executive Committee has directed staff to canvass the Board for interest in attending the CIGan conference to be held Montreal. The Executive Committee will then decide who will attend based on interest, availability and the members' remaining term on the Board.

6. NEXT MEETING DATES

The next scheduled meeting is a joint meeting with Indigenous Education Council on Friday, March 10, 2023, Comox Valley Region. The next regular meeting is on April 20 at the Port Alberni campus.

7. ADJOURNMENT

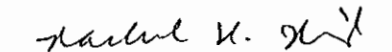
MOVED V. PUETZ / SECONDED M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF FEBRUARY 9, 2023.

Motion carried

Time: 3:04 p.m.



Jane Atherton, Chair



Rachel Reid, Executive Assistant