

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region, Chair
A. Brady, Chair, Education Council
L. Domae, President & CEO
S. Dores, Community Member, Campbell River Region
M. Erickson, Faculty Representative
J. Jack, Community Member, Port Alberni Region
B. Johnson, Community Member, North Island Region
R. Kishi, Community Member, Comox Valley Region
J. Langille, Community Member, Comox Valley Region, Vice Chair
N. Shaikh, Support Staff Representative
C. Stavness, Community Member, Comox Valley Region
V. White, Community Member, Port Alberni Region
J. Whitehead, Student Representative
A. Ankit, Student Representative

ABSENT

C. Moglove, Community Member, Campbell River Region
B. Turner, Community Member, Comox Valley Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance & College Services
E. Haagerup, Executive Assistant, Leadership Team & Board Operations
K. Haggith, Associate Vice President, College Experience
K. Kuhnert, Vice President, Students & Community Engagement
J. McGillis, Executive Assistant, Leadership Team & Board Operations
W. Skulmoski, Director, Institutional Research & Planning

1. CALL TO ORDER

N. Arsenault called the meeting to order at 1:03 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

N. Arsenault recognized the Hupacasath and Tseshaht First Nations, on whose unceded territories the Board of Governors was gathered.

N. Arsenault expressed that NIC is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw, and Coast Salish traditions, on whose unceded territories the College's campuses are situated.

1.2 Welcome Board of Governors New Members

N. Arsenault welcomed newly elected student representatives Justin Whitehead and Ankit Ankit to their first meeting as Board members.

1.3 Oath of Appointment

All Board members completed the annual Oath of Appointment.

1.4 Declaration of Possible Conflict of Interest

The Board acknowledged its bylaw on the code of conduct and conflict of interest guidelines should there be a need for Board Members to declare a conflict of interest on any of the agenda items.

1.5 Declaration of Confidential Space

All Board members confirmed that they were in a confidential space and that no recording devices were in use.

1.6 Election of Chair

N. Arsenault asked L. Domae to lead the election of the Board Chair. L. Domae thanked N. Arsenault and called for nominations for the Board of Governors Chair for a one-year term of October 2025 to September 2026.

S. Dores nominated N. Arsenault as Board of Governors Chair. J. Jack seconded this nomination. N. Arsenault accepted the nomination.

L. Domae called a second time for nominations for the Board of Governors Chair. No further nominations were received. L. Domae called a third time for nominations for the Board of Governors Chair. No further nominations were received.

L. Domae declared the nominations closed and announced N. Arsenault as Chair of the North Island College Board of Governors for the period of October 2025 to September 2026. L. Domae noted that N. Arsenault has been serving as Acting Chair since July 31st, 2025, and thanked her for her time and effort during the interim period.

L. Domae asked N. Arsenault to resume chairing the meeting and the election of the Vice-Chair.

1.7 Election of Vice Chair

N. Arsenault called for nominations for the Board of Governors Vice Chair for a one-year term of October 2025 to September 2026.

S. Dores nominated J. Langille as the Board of Governors Vice Chair. C. Stavness seconded this nomination. J. Langille accepted the nomination.

N. Arsenault called a second time for nominations for the Board of Governors Vice Chair. No further nominations were received. N. Arsenault called a third time for nominations for the Board of Governors Vice Chair. No further nominations were received.

N. Arsenault declared the nominations closed and announced J. Langille as Vice Chair of the North Island College Board of Governors for the period of October 2025 to September 2026.

1.8 Adoption of Agenda

Moved V. White/ Seconded J. Jack: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF OCTOBER 2nd, 2025, AS PRESENTED.

Motion carried

2. CONSENT AGENDA

2.1 Minutes of the Regular Meeting of June 19th, 2025

2.2 Minutes of the Executive Committee Meeting of September 15th, 2025

2.3 Minutes of the Governance & Board Development Committee Meeting, September 15th, 2025

2.4 Minutes of the Finance & Audit Committee Meeting, September 22nd, 2025

Moved V. White/ Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF OCTOBER 2nd, 2025.

Motion carried

3. BOARD BUSINESS

3.1 Revised Budget 2025/2026

C. Fowler presented the revised budget for the 2025-2026 fiscal year, which was approved by the Board of Governors at a Special Closed Meeting on September 5th, 2025. He noted that the FY 2025-2026 budget was initially approved by the Board on April 17th, 2025. However, between April and August 2025, regulation changes from Immigration, Refugee and Citizenship Canada (IRCC) as well as severe study permit delays and denials had a more significant impact on the College than anticipated.

J. Langille noted that budgets are based on estimates and the budget passed on April 17th was based on the best estimates available at that time, with the revised budget based on the best information available as of September 5th, 2025.

C. Fowler added that the 2026/2027 projection is included for information and subject to change, such as from international enrolments.

3.2 Program Cancellations

As per Policy 3-20, Suspension, Relocation or Cancellation of Academic Credential Programs, and the College and Institute Act, Vice President Academic T. Bellavia brought forward the following programs for Board approval of cancellation:

- Tourism and Hospitality Management Certificate
- Tourism and Hospitality Management Diploma - Hospitality Management Option
- Tourism and Hospitality Management Diploma – Tourism Management Option
- Tourism and Hospitality Management – Post Graduate Certificate
- Tourism and Hospitality Management – Post Graduate Diploma
- Tourism and Hospitality Management Diploma – Adventure Guiding Option
- Computer Information Systems Certificate (CIS)
- Metal Jewellery Design Certificate
- Computing Accounting Assistant Certificate (CAAC)

- Administrative Assistant Certificate (AAC)
- Aircraft Structures Technician Certificate

T. Bellavia noted that consultation and discussion on these cancellations was brought to the Leadership Team on September 9th, 2025, and the Education Team on September 10th, 2025. On September 12th, 2025, the Education Council advised, voted on and passed motions to recommend the listed programs for cancellation by the Board of Governors.

The Board had a fulsome discussion of the rationale of cancellation for each program. T. Bellavia provided additional information from an academic perspective regarding student demand and enrolment, and how cancellation decisions were made in relation to the College's Mandate Letter to review all programming. Education Council Chair, A. Brady provided additional context of the Education Council perspective for each program.

Moved J. Jack/ Seconded V. White: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE CANCELLATION OF THE FOLLOWING PROGRAMS, EFFECTIVE FALL 2026:

- **TOURISM AND HOSPITALITY MANAGEMENT CERTIFICATE**
- **TOURISM AND HOSPITALITY MANAGEMENT DIPLOMA - HOSPITALITY MANAGEMENT OPTION**
- **TOURISM AND HOSPITALITY MANAGEMENT DIPLOMA – TOURISM MANAGEMENT OPTION**
- **TOURISM AND HOSPITALITY MANAGEMENT – POST GRADUATE CERTIFICATE**
- **TOURISM AND HOSPITALITY MANAGEMENT – POST GRADUATE DIPLOMA**
- **TOURISM AND HOSPITALITY MANAGEMENT DIPLOMA – ADVENTURE GUIDING OPTION**
- **COMPUTER INFORMATION SYSTEMS CERTIFICATE (CIS)**
- **METAL JEWELLERY DESIGN CERTIFICATE**
- **COMPUTING ACCOUNTING ASSISTANT CERTIFICATE (CAAC)**
- **ADMINISTRATIVE ASSISTANT CERTIFICATE (AAC)**
- **AIRCRAFT STRUCTURES TECHNICIAN CERTIFICATE**

Motion carried

3.3 Strategic Planning

M. Allison outlined that the College is developing its next strategic plan, which will guide the decisions and policies that shape North Island College's future. In the coming months, the Board will move through key planning sessions to understand the environmental context and help shape the College's vision for the future.

As part of this process, the Institutional Research and Planning team, led by W. Skulmoski, has developed a new Environmental Scan, which is a detailed document to help examine trends and changes in relation to the College's future.

M. Allison encouraged everyone to participate in the publicly posted Strategic Planning survey and noted that further information and strategic planning consultations with community partners, staff, faculty and students will follow.

3.4 Draft Agendas – Board of Governors Strategic Sessions, Thursday October 23rd and Friday October 31st, 2025

M. Allison reviewed the draft agendas for the Board Strategic Sessions, which will be held on Thursday October 23rd and Friday October 31st, 2025.

3.5 Board Members Roundtable

The Board members had a brief roundtable, and shared highlights including the opening of tul'al'twx Student Housing on September 19th, the Union of British Columbia Municipalities (UBCM), committee meetings and looking forward to the strategic planning process.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report

L. Domae thanked T. Bellavia for his support as Acting President during her research leave. She noted that due to the current circumstances the College is experiencing, past Chair Patricia Trasolini approved L. Domae to carry over two months of administrative leave to a future date. L. Domae updated the Board on her activities and the outcomes of her administrative leave, which included the Japanese Canadians on Vancouver Island research project and supporting the College's Office of Global Engagement by developing NIC's capacity-building international agreements.

L. Domae also updated the Board of her progress on her 2025-2026 President's Goals, Objectives and Targets, which includes seven primary goals.

R. Kishi left the meeting at 2:29 p.m.

4.2 Vice President, Finance and College Services

4.2.1 Financial Information Act Report (SOFI)

C. Fowler reviewed the Financial Information Act Report, including the Statement of Financial Information (SOFI), which all institutions are required to report. C. Fowler reviewed the key reports, which include the following:

- Report detailing all employees earning more than \$75,000.00
- Report detailing amounts paid to suppliers of goods and services over \$25,000.00
- Schedule of Guarantees and Indemnity agreements
- NIC's audited financial statements (approved by the Board on June 19, 2025)

J. Langille noted that this report was recommended for Board approval by the Finance & Audit Committee at their September 22nd meeting.

Moved J. Langille/ Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2025, AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.

Motion carried

4.2.2 NIC Five Year Capital Plan Priorities

C. Fowler reviewed the College's Five-Year Capital Plan Priorities, which are classified into four categories:

1. New Priority Investments:

- Comox Valley Health Sciences Building
- Port Alberni Trades Training Centre (at Rogers St. Campus)
- Campbell River Future Ready Innovation Centre

2. Student Housing Projects:

- Port Alberni Student Housing
- Campbell River Student Housing

3. Routine Capital Projects:

- Comox Valley Warehouse Renovation
- Security Camera Infrastructure (Multi-Campus)
- Roof Replacement (Campbell River)
- Welding Fume Extraction (Campbell River)
- Replace Air Handling Units (Comox Valley)
- Paving Access Road (Campbell River)

4. Carbon Neutral Projects:

- Replacement of Fluorescent Lighting (Multi-Campus)

C. Fowler noted that this report is updated and submitted on an annual basis and was recommended for Board approval by the Finance & Audit Committee at their September 22nd meeting.

Moved J. Langille/ Seconded S. Dores: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FIVE-YEAR CAPITAL PLAN (FY 26/27 to 30/31) FOR FINAL SUBMISSION TO THE MINISTRY.

Motion carried

4.2.3 Fiscal Year 2025/26 First Quarter Financial Statements

C. Fowler reviewed the fiscal year 2025-2026 first quarter financial statements, which includes April-June 2025.

4.3 Vice President Academic

4.3.1 Fiscal Year 2025/26 Enrolment Report

W. Skulmoski, Director, Institutional Research and Planning, presented the Fiscal Year 2025/26 Enrolment Report, and explained that this report is generated at the fall term stable enrolment date and provides a point in time comparison to the same date of the previous year. W. Skulmoski noted that as of the 2025 stable enrolment date (September 11th, 2025) total headcount is down 8%, international headcount is down 32% and domestic headcount is down 1%. He added that these numbers align with trends across post-secondary institutions. W. Skulmoski also highlighted the variability of one-time funding, which has produced a downward trend in this area.

In response to a question about the decline in Indigenous Education, W. Skulmoski explained that international students had been enrolled in Indigenous specific courses as electives, and therefore the decline in international enrolment has also affected program enrolment in Indigenous Education.

4.4 Chair, Education Council

4.4.1 Education Council Report

A. Brady reported the results of the Education Council elections, and noted that she also met with A. Definney, M. Allison and E. Haagerup to revise recruitment methods for student elections to both the Board of Governors and Education Council, which resulted in strong student applications for both groups.

5. INFORMATION (attachments)

The Board received the following information items:

- 5.1 Board Workplan 2025/2026
- 5.2 College Highlights – October 2025
- 5.3 146207 – NIC - Appointment Letter to B. Johnson
- 5.4 146207 – NIC – Appointment Letter to B. Turner
- 5.5 146207 – NIC – Thank you Letter to P. Trasolini
- 5.6 146207 – NIC – Thank you Letter to V. Puetz
- 5.7 Commonly used acronyms
- 5.8 Link to Board bylaws and policies

6. NEXT MEETING DATES

- 6.1 Thursday October 23rd and Friday October 31st, 2025: Board Strategic Sessions – Comox Valley Campus (Board members only)
Regular Meeting – Thursday, December 4, 2025, Campbell River Campus

7. ADJOURNMENT

MOVED S. Dores/ SECONDED J. Whitehead: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF OCTOBER 2nd, 2025.

Motion carried

Time: 2:55 p.m.



N. Arsenault, Chair



E. Haagerup, Executive Assistant,
Leadership Team & Board Operations