

## NORTH ISLAND COLLEGE BOARD OF GOVERNORS REGULAR MEETING

To be held at the Port Alberni Campus, Room C210

April 17<sup>th</sup>, 2025 @ 1:00 pm

### AGENDA

	TOPIC	ATTACHMENT	ACTION	TIME
<b>1.</b>	<b>CALL TO ORDER</b>			
1.1	Acknowledgement of First Nations Traditional Territory			
1.2	<a href="#">Declaration of Possible Conflict of Interest</a>			
1.3	Adoption of Agenda		To adopt	(5 mins)
<b>2.</b>	<b>CONSENT AGENDA</b>			
2.1	Minutes of the Regular Meeting of February 6 <sup>th</sup> , 2025	✓	To approve	
2.2	Executive Committee Meeting Minutes, April 3 <sup>rd</sup> , 2025	✓	Information	
2.3	Governance and Board Development Committee Meeting Minutes, April 3 <sup>rd</sup> , 2025	✓	Information	
2.4	Finance and Audit Committee Meeting Minutes, April 4 <sup>th</sup> , 2025	✓	Information	
2.5	Correspondence and Information (Agenda item #5)	✓	Information	(5 mins)
<b>3.</b>	<b>BOARD BUSINESS</b>			
3.1	Board of Governors 2025/2026 Workplan	✓	To approve	
3.2	North Island Student Union (NISU) Fee Letter	✓	To approve	
3.3	Board Members Roundtable Discussion		Information	
<b>4.</b>	<b>REPORTS ON STRATEGIC ACTIVITIES</b>			
4.1	President			
4.1.1	President's 2024/2025 Report on Goals & Objectives	✓	To approve	
4.1.2	President's 2025/2026 Goals & Objectives	✓	To approve	
4.2	Vice President, Finance and College Services			
4.2.1	NIC Budget Fiscal Year 2025/2026	✓	To approve	
4.3	Vice President, Academic			
4.3.1	New West Coast Service Model		Information	
4.4	Chair, Education Council			

4.4.1	Education Council Report	✓	Information
<b>5.</b>	<b>INFORMATION (<i>attachments</i>)</b>		
5.1	College Highlights April 2025		
5.2	Gifted Names for Comox Valley Student Housing		
5.3	Order in Council – Reappointment of N. Arsenault, S. Does, C. Stavness		
5.4	Commonly used acronyms		
5.5	<a href="#">Link to Board bylaws</a>		
<b>6.</b>	<b>NEXT MEETING DATES</b>		
6.1	Regular Meeting – June 19 <sup>th</sup> , 2025 at the Comox Valley Campus		
<b>7.</b>	<b>ADJOURNMENT</b>		2:45 pm



## Minutes of the Regular Meeting of the North Island College Board of Governors

KMX 146 Boardroom

Comox Valley Campus

Thursday February 6, 2025

### BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region, Vice 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  
 R. Kishi, Community Member, Comox Valley Region  
 J. Langille, Community Member, Comox Valley Region  
 C. Moglove, Community Member, Campbell River Region  
 N. Shaikh, Support Staff Representative  
 C. Stavness, Community Member, Comox Valley Region  
 P. Trasolini, Community Member, Campbell River Region, Chair  
 V. White, Community Member, Port Alberni Region

### ABSENT

K. Makunike, Student Representative  
 T. McManus, Student Representative  
 V. Puetz, Community Member, Campbell River Region

### ALSO PRESENT

M. Allison, Director, College Governance & Strategy  
 T. Bellavia, Vice President, Academic  
 K. Crewe, Associate Vice President, People, Equity and Inclusion  
 C. Fowler, Vice President, Finance and College Services  
 E. Haagerup, Executive Assistant, Leadership Team & Board Operations (recording)  
 K. Haggith, Associate Vice President, College Experience  
 K. Kuhnert, Vice President, Students & Community Engagement  
 J. McGillis, Executive Assistant, Leadership Team & Board Operations  
 C. Fehr, President, CUPE 3579  
 C. Wilson, Executive Director, NISU  
 M. Jiwaji, Associate Director, Student Life

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## 1. CALL TO ORDER

P. Trasolini called the meeting to order at 1:00 p.m.

### **1.1 Acknowledgement of First Nations Traditional Territory**

P. Trasolini 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 Adoption of Agenda**

**Moved N. Arsenault / Seconded R. Kishi: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 6, 2025, AS PRESENTED.**

**Motion carried**

## **2. CONSENT AGENDA**

### **2.1 Minutes of the Regular Meeting of December 5, 2024**

### **2.2 Executive Committee Meeting Minutes, January 23, 2025**

### **2.3 Governance and Board Development Committee Meeting Minutes, January 23, 2025**

### **2.4 Finance & Audit Committee Meeting Minutes, January 24, 2025**

### **2.5 Correspondence and Information (Agenda item #5)**

**Moved M. Erickson/ Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF FEBRUARY 6, 2025.**

**Motion carried**

## **3. BOARD BUSINESS**

### **3.1 2024/25 Fiscal Year Credit Enrolment Report (at Winter Term Stable Enrolment Date)**

T. Bellavia presented the 2024/25 Fiscal Year Credit Enrolment Report at Winter Term Stable Enrolment Date of January 15<sup>th</sup>, 2025, and thanked W. Skulmoski, Director, Institutional Research & Planning for his work on this report.

He noted that this report is a point in time comparison on enrolment to the previous year at winter term stable enrolment date (January 17<sup>th</sup>, 2024). In comparison with last year:

- Total headcount is lower by 86 students (2%)
- Domestic student headcount is lower by 117 students (3%)
- International student headcount is higher by 30 students (4%)

T. Bellavia noted that key considerations on enrolment include the changing federal government regulations, including those from Immigration, Refugee and Citizenship Canada (IRCC) on international students, and availability of one-time funding for domestic students.

### **3.2 Board of Governors Evaluation**

N. Arsenault presented the Board of Governors Evaluation, which is intended to provide Board members an opportunity to assess the effectiveness of the Board and reflect on opportunities for individual growth and development.

N. Arsenault noted that feedback from Board members has been incorporated and requested the Board of Governors approval to adopt and pilot the Board of Governors evaluation. She thanked the Governance and Board Development Committee for their work on this document and process.

**Moved C. Stavness/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RESOLVES THAT ALL BOARD MEMBERS WILL ACTIVELY PARTICIPATE IN THE FOLLOWING EVALUATION AND PROCESSES TO ENSURE CONTINUOUS GROWTH, ACCOUNTABILITY, AND ALIGNMENT WITH THE BOARD'S STRATEGIC GOALS:**

- 1. Annual Board Evaluation: All Board members will complete a comprehensive online evaluation of the Board in approximately February each year.**
- 2. Biennial Self-Evaluation and Interview with the Board Chair or designate: Each Board member will participate in a one-on-one interview with the Board Chair or designate every two years, in April, to discuss their self-evaluation and receive feedback, with the exception of Student representatives, who will be interviewed annually.**

**Motion carried**

### **3.3 Proposed Amendments to the 2024/25 Board Workplan**

L. Domae reviewed the proposed amendments to the 2024/25 Board Workplan:

- At the request of the Indigenous Education Council (IEC), to defer the Joint Indigenous Education Council and Board of Governors Meeting on March 5<sup>th</sup> 2025.
- To hold a virtual Education Session on the Draft 2025/26 Budget on Thursday March 13<sup>th</sup>, 2025.
- To move the next Board of Governors meeting from Thursday May 1<sup>st</sup> to Thursday April 17<sup>th</sup> to better align with the start of the fiscal year.

**Moved N. Arsenault/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PROPOSED AMENDMENTS TO THE 2024/25 BOARD OF GOVERNORS WORKPLAN.**

**Motion carried**

### **3.6 Board Members Roundtable Discussion**

Multiple Board members attended the College Conversation on December 6<sup>th</sup>, 2024, in addition to their respective sub-committee meetings.

J. Jack updated the Board on the Oomiiqsu Centre which is being opened close to North Island College in Port Alberni, to provide a culturally appropriate approach to help keep families together.

C. Moglove noted that she was reappointed as Parliamentarian for the Union of British Columbia Municipalities (UBCM) for September 2025.

Many Board members noted that they attended their respective sub-committee meetings and multiple Board members met with MLA Brennan Day at the Comox Valley Campus on November 28, 2024, and with MLA Anna Kindy at the Campbell River Campus on December 12, 2024.

#### **4. REPORT ON STRATEGIC ACTIVITIES**

##### **4.1 President**

##### **4.1.1 *BUILD* 2026 Strategic Plan and Year 4 Report 1 Dashboard**

L. Domae presented the *BUILD* 2026 Strategic Plan and Year 4 Report 1 Dashboard and gave her thanks to the College community for the progress made to date. She reminded the Board that twenty-three objectives are data points that measure health and wellness (not actions for completion). L. Domae noted that we are behind on one objective, which is the cultural competency modules, currently being piloted by members of the College community. The Indigenous Education Council (IEC) hopes that the Board of Governors will also participate in these modules when they are released.

L. Domae explained that the Dashboard will be brought back to the Board in June 2025 for further updates and amendments.

In response to a question regarding the strategic direction for 2026, L. Domae noted that further consultation needs to be done with the College and larger communities and Board of Governors in the 2025/26 year to determine the focus of the next strategic plan.

In response to a question regarding dual credit, T. Bellavia noted that dual credit is under the Ministry of Education, and that changes have been made to dual credit policies. This framework has now been changed again, which makes enrolment easier, and the high schools will be reimbursed. He noted that the Deans and departments have met with high schools to support this framework moving forward as this is a very important pathway.

In response to a question on changes in the post-secondary landscape and lower university admission standards, T. Bellavia explained that in a competitive sector, North Island College's advantage is local quality instruction, and how we adapt and innovate in response to change.

The group had a fulsome discussion on the role of Marketing, recruitment, and advisor relationships on student recruitment and retention at the College. In response to a question on the role of Strategic Enrolment Management (SEM) T. Bellavia noted that SEM focuses on quality assurance and accountability, modality and mix of high demand programs, and aligned business practices, which include areas such as Marketing and recruitment.

#### **4.1.2 Minister Kang Mandate Letter, January 16, 2025**

L. Domae reviewed the Mandate Letter sent to Anne Kang, Minister of Post-Secondary Education and Future Skills (PSFS) on January 16<sup>th</sup>, 2025. She noted areas of focus include the skilled labour shortage, training opportunities, and finding structural solutions to changes in international student demand.

L. Domae noted that she will continue to work with Minister Kang to advocate on the impact of regulation changes on post-secondary.

#### **4.2 Vice President, Finance & College Services**

##### **4.2.1 Fiscal Year 2024/25 Third Quarter Financial Statements**

C. Fowler reviewed the second quarter financial statements for the 2024/25 fiscal year and noted that the statements show a current surplus of \$1.4million, which positions the College to enter a financially challenging time from a good position. C. Fowler explained that this surplus is due to significant realized gains of \$1.7million from the College's investment portfolio. However, he cautioned that realized gains cannot be budgeted for due to their unpredictability, and without the current realized gains, the College would be in a small deficit position at the end of the third quarter.

C. Fowler noted that he anticipates a balanced budget for 2024/25. He explained that the College intends to balance its budget in future years, however continued changes to international student regulation, enrolment and post graduation work permits, and the resulting reduction in international tuition revenue may impact this.

#### **4.3 Vice President, Academic**

##### **4.3.1 Health Science, Diploma**

T. Bellavia presented the new credential, Health Science Diploma for the Board to approve. He explained that this two-year credential was designed to complement the existing Island Pre-Health Science Advanced Diploma. This credential is built with existing courses at the College and designed to provide a laddering opportunity to bridge students into the Island Pre-Health program, or move directly into employment opportunities in the Healthcare field.

In response to a question as to how this credential relates to future Health Science programming at North Island College, A. Brady explained that this health science diploma is designed for accelerated health programs, midwifery and dental hygienist and more. She noted that further programming in areas such as public health and health academia are also being considered for future.

In response to a question on the location and format of the diploma, A. Brady explained that this diploma will be primarily based at the Comox Valley Campus utilizing existing courses and merged cohorts.

**Moved R. Kishi/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL, HEALTH SCIENCE, DIPLOMA (EFFECTIVE FEBRUARY 6 2025).**

**Motion carried**

#### **4.4 Chair, Education Council**

##### **4.4.1 Education Council Report**

A. Brady provided an update on recent Education Council meetings, which included new course revisions in Physics, omnibus changes in Business, resulting in a request for Principles of Business as a prerequisite for twenty-seven Business courses, which was granted.

She noted that the Education Council is now looking at the next academic year, including the timelines for course development and review processes.

#### **5. INFORMATION**

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2024-25)
- 5.2 Ref. Letter 137128 - Letter of Acknowledgment of Institutional Accountability & Planning Report (IAPR)
- 5.3 College Highlights Report, December 2024
- 5.4 Commonly used acronyms
- 5.5 Link to Board bylaws and policies

#### **6. NEXT MEETING DATES**

- 6.1 Regular Meeting – Thursday, April 17, 2025, Comox Valley Campus (TBC)

#### **7. ADJOURNMENT**

**Moved M. Erickson / Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF FEBRUARY 6, 2025.**

**Motion carried**

Time: 2:30 p.m.

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P. Trasolini, Chair

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





North Island College Board of Governors  
April 17, 2025

*Working together, North Island College builds healthy and thriving communities, one student at a time.*

**AGENDA ITEM:**

**Regular Meeting**

**2.2 Executive Committee Regular Meeting Minutes**

Committee members Patricia Trasolini (chair), Shelley Does, Nancy Arsenault, Jerad Langille, and Lisa Domae, President & CEO met on April 3<sup>rd</sup>, 2025 with Emily Haagerup, Executive Assistant, Leadership Team & Board Operations attending as resource person.

Committee member Corinne Stavness sent her regrets.

**Territorial Acknowledgment**

P. Trasolini called the meeting to order at 10:34a.m. and acknowledged that the meeting is being held in the traditional territories of the combined 35 First Nations of the Nuuchah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

**Adoption of Agenda**

The committee adopted the agenda as presented.

**Committee Business**

Draft Regular Meeting Minutes, February 6<sup>th</sup>, 2025

The Executive Committee approved the regular meeting minutes of February 6<sup>th</sup>, 2025 with no amendments.

Draft Board Daily Schedule, April 17<sup>th</sup>, 2025

L. Domae reviewed the draft daily schedule for April 17<sup>th</sup>, 2025, and the Committee discussed two discussion topics for the morning's Education Session: a joint discussion with the Chair of the Indigenous Education Council (IEC) or a presentation on Strategic Enrolment Management (SEM).

J. Langille provided a detailed update on the discussions at the Indigenous Education Council (IEC) Retreat held from March 3-5<sup>th</sup>, 2025.

The Executive Committee agreed that the Education Session on April 17<sup>th</sup> should be an opportunity for discussion with Indigenous Education Council Chair, Ian Caplette, and that the Strategic Enrolment Management (SEM) presentation could be held at the June 19<sup>th</sup> Board of Governors meeting.

#### Draft Board Meeting Regular Agenda, April 17<sup>th</sup>, 2025

L. Domae reviewed the draft regular meeting agenda for the Board of Governors meeting on April 17<sup>th</sup>, 2025. She noted that the focus of this meeting will be the approval of the College's 2025/2026 Budget and the 2025/2026 Board of Governor's Workplan.

The Executive Committee approved the draft regular agenda for the April 17<sup>th</sup> Board meeting as presented.

#### President's 2024/2025 Report on Goals and Objectives

L. Domae presented her President's 2024/2025 Report on Goals and Objectives, which is part of her performance evaluation process with the Board.

The Executive Committee thanked L. Domae for her report and efforts and recommended the President's 2024/2025 Report on Goals and Objectives to the Board of Governors for approval.

#### President's 2025/2026 Goals and Objectives

L. Domae presented her goals and objectives for the 2025/2026 academic year

She reviewed her goals, which include completing the Year 4 Dashboard for *BUILD 2026*, developing the College's next strategic plan, celebrate NIC's 50<sup>th</sup> anniversary, and opening tul'al'txw (House of Learning), NIC's student housing commons at the Comox Valley Campus.

The Executive Committee recommended the President's 2025/2026 Goals and Objectives to the Board of Governors for approval.

#### Board 2025/2026 Workplan

L. Domae reviewed the proposed dates for the 2025/2026 Board of Governor's Workplan and noted that *BUILD 2026* is heading into its final year. She noted that the workplan has been developed to integrate community engagement sessions into Board meetings in each community throughout the academic year. She also recommended that the Board Strategic Planning Session in October 2025 focus on strategic planning for the College.

The Executive Committee reviewed and recommended the 2025/2026 Board Workplan to the Board of Governors with no amendments.

#### Strategic Planning & NIC 50<sup>th</sup> Anniversary

L. Domae recommended that the Board of Governors begin strategic planning in the 2025/2026 year, for implementation of a new strategic plan for 2026-2031.

She emphasized that a new strategic plan would provide strength and focus for the College community amidst uncertainty. The College's 50<sup>th</sup> anniversary celebrations also provide an opportunity for engagement and consultation with the College community, external and community partners, and students and staff to contribute to the strategic planning process.

L. Domae explained that strategic planning consultations will be multi-layered to maximize efficient engagement. This includes consultations at NIC 50<sup>th</sup> anniversary celebrations, digital consultations, and campus-led events. Community engagement will be held in alignment with Board of Governors meetings.

A member of the committee recommended setting attendance or participation targets for these events, as data metrics of engagement could be helpful to the College's advocacy efforts.

Strategic Planning will be planned for the June Board meeting agenda.

L. Domae informed the Executive Committee that the opening of student housing at the Comox Valley Campus, tul'al'txw (House of Learning) will be held on Friday September 19<sup>th</sup> 2025. There will be a K'omoks First Nation-led event in the morning, followed by a community lunch, a Ministry-led opening, then opportunities for community celebration and strategic planning consultation. Official invitations will be sent in the coming weeks.

**Next meeting dates:**

The Executive Committee's next meeting is scheduled for Thursday June 5<sup>th</sup>, 2025 at 10:30a.m.

The regular meeting was adjourned at 11:23a.m.



North Island College Board of Governors  
April 17, 2025

*Working together, North Island College builds healthy and thriving communities, one student at a time.*

**AGENDA ITEM: Regular Meeting**

**2.3 Governance and Board Development Committee Meeting  
Minutes of April 3, 2025**

Committee members Shelley Does (Chair), Nancy Arsenault, Patricia Trasolini and Claire Moglove met on April 3<sup>rd</sup>, 2025 with staff Lisa Domae, President & CEO, Melanie Allison, Director, College Governance & Strategy, J. McGillis, Executive Assistant, Leadership Team & Board Operations and Emily Haagerup, Executive Assistant, Leadership Team & Board Operations attending as resource persons.

Kuda Makunike, Taylor McManus, John Jack and Vicky White sent regrets.

**Territorial Acknowledgment**

S. Does called the meeting to order at 9:00am and acknowledged that the meeting is being held in the traditional territories of the combined 35 First Nations of the Nuuchah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

**Adoption of Agenda**

The Committee adopted the agenda as presented.

**Committee Business**

Governance & Board Development Upcoming Agenda Item Review

S. Does reviewed upcoming agenda items for the Governance & Board Development Committee and timelines for each item.

Board orientation sessions: The committee discussed various structures that could be utilized for Board member orientation, including a general orientation to the College, and the opportunity for additional sessions on governance-related topics. It was also noted that the orientation needs of appointed members may differ from those of elected members, and that the mentor/mentee program could also be involved in the orientation process.

The committee recommended waiting for the results of the Board evaluation before making changes to the Board orientation framework and material.

Board governance manual: S. Does noted that the governance manual was launched in June 2023 and updated in October 2023. As review of the manual is recommended every three years, the Governance & Board Development committee may want to begin this work in Fall 2025 to allow adequate time for review.

S. Does also noted that all Board committees should review their Terms of Reference and the Governance & Board Development Committee should also review the BC Best Practice Guidelines.

*Action: E. Haagerup to add Terms of Reference review to committee meeting agendas in Fall 2025.*

Board of Governors Strategic Session: M. Allison informed the committee that the Leadership Team is starting to think about the College's next strategic plan and will likely focus on this at the Board Strategic Session in October 2025.

NIC Policy Framework: The Leadership Team continues to update the College's policies, with revisions and recissions as necessary. The next area of focus will be Finance policies, which will be reviewed by the Finance & Audit Committee.

### Board evaluation

The Board evaluation was approved by the Board of Governors at the February 6<sup>th</sup> 2025 meeting, and the Institutional Research team has built the first draft of the survey for the committee's review. The committee agreed that the survey should be open for a two-week period, with a reminder email sent to Board members halfway through the survey period. M. Allison noted that the survey is estimated to take approximately 25-45 minutes to complete.

The committee agreed that the survey should be divided into two categories: appointed or elected/ex-officio members. S. Does and N. Arsenault volunteered to pilot the survey and send feedback to M. Allison.

*Action: M. Allison and E. Haagerup to incorporate committee feedback into the survey and draft an introductory survey invitation email.*

### Board of Governors SharePoint site development

E. Haagerup reviewed the draft outline and structure of the Board of Governors SharePoint site and noted that each Board committee would have a separate SharePoint site.

The committee provided feedback on the structure and content of the SharePoint site and requested that the site be introduced with an orientation and with support from the IT department to minimize login or permission issues.

*Action: E. Haagerup to incorporate committee feedback on the structure and content of the Board of Governors SharePoint site and arrange for IT support in the implementation of the site.*

### Tentative Committee Meeting Dates 2025/2026

The committee reviewed the tentative committee meeting schedule for the 2025/2026 year. S. Does requested that any committee members with conflicts reach out to E. Haagerup to see if alternate dates can be identified.

**Future Agenda items:**

- Review results of Board evaluation
- Board member orientation and ongoing board development process to align with the Board Governance Manual and Governance Authority Matrix (as discussed by Committee January 19, 2024)
- Update on Board of Governors SharePoint site development

**Information**

- Previous committee report
- [Governance Manual](#)

**Next meeting dates:**

The Governance & Board Development Committee's next meeting is scheduled for June 5<sup>th</sup>, 2025 at 9:00a.m.

The meeting was adjourned at 10:07a.m.



## North Island College Board of Governors April 17, 2025

*Working together, North Island College builds healthy and thriving communities, one student at a time.*

### **AGENDA ITEM:                      Regular Meeting** **2.4      Finance & Audit Committee Meeting Minutes**

Committee members Jerad Langille (chair), Valery Puetz, Roger Kishi, and Naeem Shaikh met on April 4<sup>th</sup> 2025 with Colin Fowler, Vice President, Finance & College Services. Sue Fleck, Director, Finance, Jesse McGillis, Executive Assistant, Leadership Team & Board Operations and Emily Haagerup, Executive Assistant, Leadership Team & Board Operations attended as resource persons.

Murray Erickson sent regrets.

#### **Territorial Acknowledgment**

J. Langille called the meeting to order at 3:00pm and 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.

#### **Adoption of Agenda**

The committee adopted the agenda as presented.

#### **Committee Business**

##### Budget 2025/2026

C. Fowler presented the 2025/2026 budget and highlighted that this is a balanced budget. He also noted that the College received their interim budget letter on Tuesday April 1<sup>st</sup> 2025. C. Fowler then reviewed the revenues for the 2025/2026 budget, and noted the following changes:

- A reduction of \$273,000.00 in revenue from the Province of BC. This funding is for Community Adult Literacy Programs (CALP) and was previously distributed by North Island College to literary agencies. The Ministry is now sending this funding directly to agencies.
- A reduction of \$364,580.00 from the Trades Training Authority Grant. C. Fowler noted that this may put pressure on the College's base operating grant and other revenue sources to help fund Trades programming.
- C. Fowler noted an increase in revenue from Federal grants and contracts. This increase reflects the work of the Centre for Applied Research, Technology & Innovation (CARTI) to achieve additional funding for their programs, including their seaweed programs.
- C. Fowler reviewed student fees and noted that although there was a slight increase in domestic tuition, there was a decrease of \$2,765,196.00 due to declining international enrolment.

- C. Fowler outlined the new line item of Student Housing revenue and noted that as this will be a partial year with seven months of operation, this item has been built in as cost-neutral. C. Fowler anticipates a surplus in future years.

C. Fowler reviewed the expenditure for the 2025/2026 budget, and noted the following:

- A reduction in salary, benefits and other personnel costs, the result of workforce reductions in February 2025.
- A decrease in expenses in marketing and promotions, due to reductions in the Office of Global Engagement (OGE) promotional budget (no reductions to the Marketing department budget).
- C. Fowler noted an increase in equipment costs, due to the Centre for Applied Research, Technology and Innovation (CARTI) and one-time server costs.
- In response to a question as to what is covered by the line-item Financial service charges, S. Fleck noted that this includes banking and credit card fees.
- In response to a question as to how collective agreements and upcoming bargaining could impact on the expenditure of salary and benefits, C. Fowler noted that the College's operating grant is generally increased to accommodate bargaining costs.

Moved: R. Kishi / Seconded: N. Shaikh: That the Finance and Audit Committee reviewed and recommend the 2025/2026 Budget to the Board of Governors for approval on April 17<sup>th</sup>, 2025.

#### Risk Management & Internal Controls

C. Fowler presented the draft template for internal financial controls and risk management. This document will categorize risks in a matrix to assess efficiency and sufficiency of internal controls. He noted that this will be further developed after the fiscal year end.

J. Langille thanked C. Fowler and noted that this tool will provide a mechanism for C. Fowler to communicate with the Finance & Audit Committee, and help the committee exercise their fiduciary duty to the College.

C. Fowler will bring a completed template to a future Finance & Audit Committee meeting.

#### Update on Amortization Policy

C. Fowler reviewed the College's current amortization policy and noted that the current length of building amortization is 40 years, except for wood-frame buildings, which are 10-20 years. C. Fowler recommended removing the clause for wood-frame buildings and extending the amortization policy to 50 years. He noted that it would be pertinent to amend this policy with two large capital projects currently under construction and sought the Finance & Audit Committee's feedback.

The committee discussed amortization terms and recommended that C. Fowler investigate extending the amortization policy to 60 years, which is within the range of other post-secondary institutions' amortization policies. C. Fowler thanked the committee for their input and will bring the amortization policy to the Leadership Team for additional review and approval.



## **Information**

### Update on Comox Valley Student Housing Project

C. Fowler informed the committee that the Finance department has been working with Provincial Treasury regarding the borrowing of \$6.6 million, approved in the Student Housing budget.

The committee discussed the terms and interest rates of the short-term borrowing agreement with the Provincial Treasury, and C. Fowler emphasized that the Student Housing project remains on-time and on-budget.

C. Fowler noted that at the suggestion of the committee, he had followed up with Canada Mortgage and Housing Corporation (CMHC) for loan options, however this funding is not available to post-secondary institutions at this time.


### **Future Agenda Items:**

- Audited Financial Statements
- Update on Comox Valley Student Housing and Centre for Excellence in Early Learning

### **Next meeting dates:**

The Finance & Audit Committee's next meeting is scheduled for Friday June 6<sup>th</sup>, 2025 at 3:00p.m.

The meeting was adjourned at 4:32p.m.

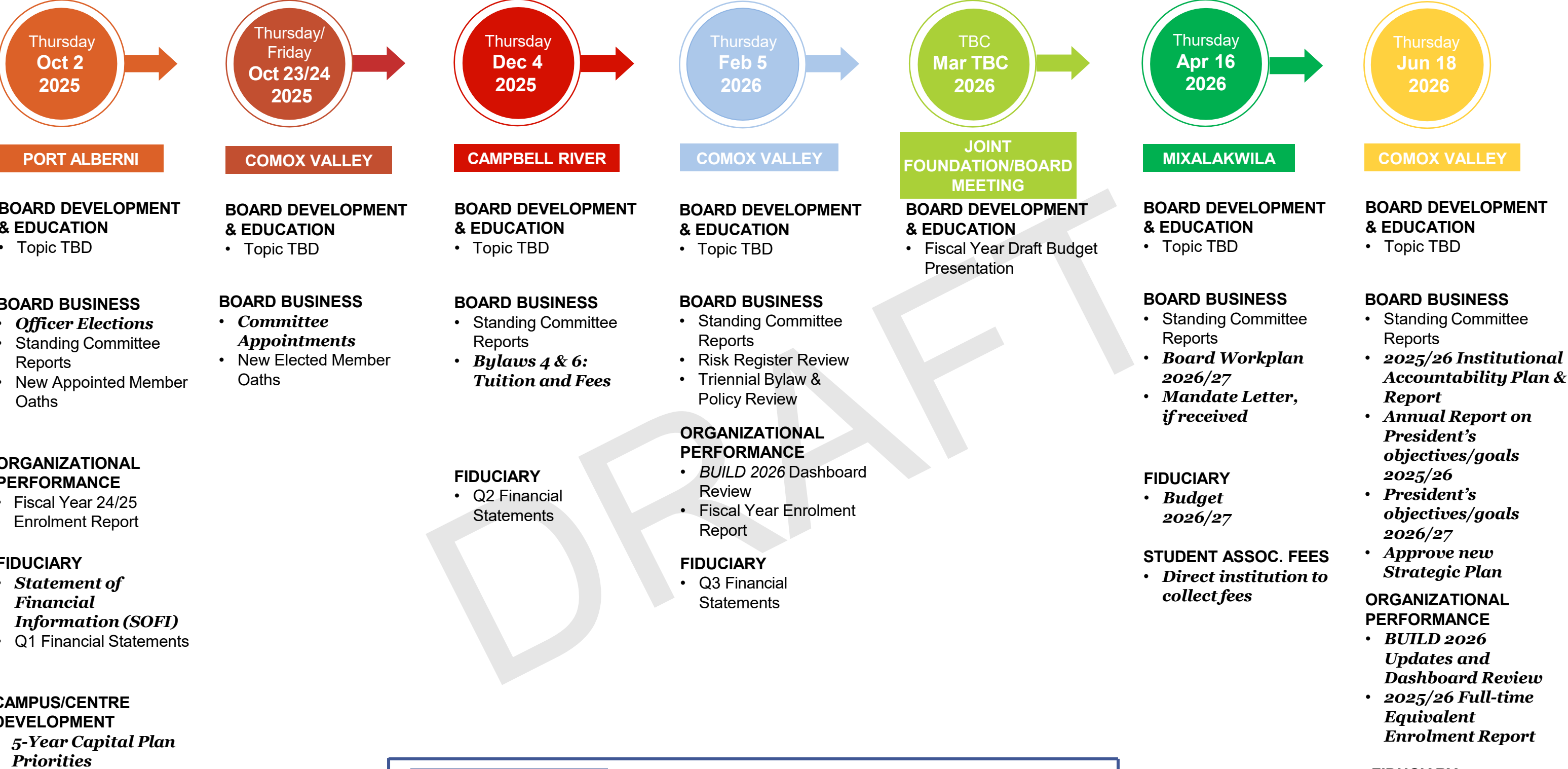
	<p><b>BOARD OF GOVERNORS – ACTION SHEET</b></p> <p>April 17, 2025</p> <p>Agenda #: 3.1</p> <p><i>Working together, North Island College builds healthy and thriving communities, one student at a time.</i></p>
<b>Agenda Item</b>	Board of Governors 2025-2026 Workplan
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPTS ITS WORKPLAN AND SCHEDULE FOR THE 2025/26 ACADEMIC YEAR AS PRESENTED.
<b>Background/History/Executive summary:</b>	
<p>The Board of Governors Workplan and schedule outlines the dates, times and location of Board meetings, as well as Board Committee meetings.</p> <p>The committee meeting dates are subject to change with committee member availability.</p> <p>The workplan also includes items that will be brought forth for Board review, consideration or approval.</p> <p>Included in the schedule are College and community engagement events which the Board is invited to. This section of the workplan is updated regularly throughout the academic year as events are scheduled.</p>	
<b>Attachments:</b>	
Board of Governors 2025-2026 Workplan	
<b>Action: For Board approval</b>	



# NIC Board of Governor's 2025/2026 Workplan

**MISSION** Working together, NIC builds healthy and thriving communities, one student at a time.


**VISION** By 2026, NIC will deliver BC's best individualized education and training experience.



Items in this font and italicized require Board approval

ONGOING AS REQUIRED

- |   |   |   |
|---|---|---|
| <b>ORGANIZATIONAL PERFORMANCE</b> <ul style="list-style-type: none"><li>• <i>Strategic Plan Approval/Updates</i></li></ul>            | <b>FIDUCIARY</b> <ul style="list-style-type: none"><li>• <i>New Programming Tuition and Fees</i></li></ul>                          | <b>EMPLOYEES</b> <ul style="list-style-type: none"><li>• <i>Collective Agreement Ratification</i></li></ul> |
| <b>PROGRAMMING</b> <ul style="list-style-type: none"><li>• <i>Credential Approval</i></li><li>• <i>Program Cancellation</i></li></ul> | <b>CAMPUS/CENTRE DEVELOPMENT</b> <ul style="list-style-type: none"><li>• <i>Lease Approval</i></li><li>• <i>Land Sale</i></li></ul> |   |

	<b>BOARD OF GOVERNORS – ACTION SHEET</b> April 17, 2025 Agenda #: 3.2 <i>Working together, North Island College builds healthy and thriving communities,          one student at a time.</i>
<b>Agenda Item</b>	North Island Student Union (NISU) Fees
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE DIRECT THE COLLEGE TO COLLECT MEMBERSHIP FEES AND REMIT THE SAME TO NORTH ISLAND STUDENTS' UNION, AS OUTLINED IN THEIR FEBRUARY 2025 LETTER FOR THE 2025-2026 ACADEMIC YEAR AND PER THE COLLEGE AND INSTITUTE ACT.
<b>Background/History/Executive summary:</b>	
<p>As per Section 21 of the College and Institutes Act, North Island College is to collect fees on behalf of the Student Union (provided they are in good standing). The North Island Student Union (NISU)'s audited financial statements were approved by their members at their Semi-Annual General Meeting on November 29<sup>th</sup>, 2024.</p> <p>The North Island Students Union (NISU) remains in good standing as recognized by the Societies Act.</p>	
<b>Attachments:</b>	
North Island Student Union Fee Letter	
<b>Action: For Board approval</b>	



February 2025

To the North Island College Board of Governors,

In accordance with the *College & Institute Act*, please accept this notice regarding collection of North Island Students' Union and British Columbia Federation of Students membership fees.

As determined by a majority of members of the Students' Union who voted in referenda, the most recent November 2, 2023, to establish this fee structure, including the provision for Consumer Price Index increases, the fees for the 2025 - 2026 academic year are:

Students' Union membership fee	\$19.55 per month \$78.21 per semester \$5.96 per credit
Spaces Fee	\$0.51 per month \$2.02 per semester \$0.15 per credit
Federation membership fee	\$3.70 per month \$11.25 per semester \$0.85 per credit

As required by the Students' Union bylaws and the *College & Institute Act*, the audited financial statements have been made available & approved by our members at the Semi-Annual General Meeting, November 29, 2024.

Further, the Students' Union remains a society in good standing as recognized by the *Societies Act*.

Please continue to remit fees to the Federation:

207 245 Columbia Street East  
New Westminster, BC V3L 3W4

Sincerely,

*Carissa Wilson*


Carissa Wilson  
Executive Director  
North Island Students' Union  
778-585-NISU(6478)  
[theoffice@nisu.ca](mailto:theoffice@nisu.ca)

**2024 - 2025 NISU Board of Directors**

Anne Page, Accessibility & Equity Director  
Joel Fox, Co-Chairperson, Community Director  
Jaida Richardson, Co-Chairperson, Federation & Governance Director  
Lorainne Manyangadze, Communications Director  
Gracious Karumbidza, Internal Relations Director  
Aaron Henry, Services Director

[www.nisu.ca](http://www.nisu.ca)

2300 Ryan Road, Courtenay, BC V9N 8N6

	<b>BOARD OF GOVERNORS – ACTION SHEET</b> April 17, 2024 Agenda #: 4.1.1 <i>Working together, North Island College builds healthy and thriving communities, one student at a time.</i>
<b>Agenda Item:</b>	President’s 2024-2025 Report on Goals and Objectives
<b>Action Required:</b>	Approval
<b>Draft Motion/ Recommendation:</b>	THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE PRESIDENT’S 2024 -2025 REPORT ON GOALS AND OBJECTIVES.
<b>Background</b>	
<p>This report summarizes the results of the President’s Goals and Objectives for the 2024/2025 performance year. The 2024-2025 Report on the President’s Goals and Objectives is part of the President’s performance evaluation process.</p> <p>In accordance with the President’s contract and the Board Governance Manual, the Executive Committee leads:</p> <ol style="list-style-type: none"> <li>1) the development of the process for the President’s performance evaluation</li> <li>2) the annual evaluation itself and</li> <li>3) the annual compensation review.</li> </ol> <p>In accordance with Article 3 of the employment contract, the Board Executive Committee and the President developed a mutually agreed process for the five-year term which was approved in 2022.</p> <p>The President’s goals and objectives for 2024-2025 were approved by the Board of Governors at its June 2024 meeting.</p> <p>As the Public Sector Employers’ Commission has not yet provided direction on President/CEO compensation for the 2024/25 performance year, that part of the process will be deferred.</p> <p>The Executive Committee has reviewed and recommends the 2024-2025 Report on the President’s Goals and Objectives for the Board’s approval.</p>	
<b>Attachments:</b>	
Year 4 Report on President’s Goals, Objectives & Targets	
<b>Action:</b>	
For the Board of Governors approval	

## SUMMARY

2024/2025 brought great unexpected change and ongoing uncertainty to NIC, shifting the Leadership Team's focus to the enrolment and financial impacts of the federal government's changes to international education. Since October 2024, assessing the projected impacts to NIC has dominated my work. This makes achieving all my goals and objectives save one – my planned administrative leave – much more gratifying and is owed to the focus and determination of the Leadership Team and the NIC community.

President's Performance Period	# Objectives & Targets	# Completed	% Completed
April 12, 2024 – April 11, 2025	16	15	94%

### **BUILD 2026**

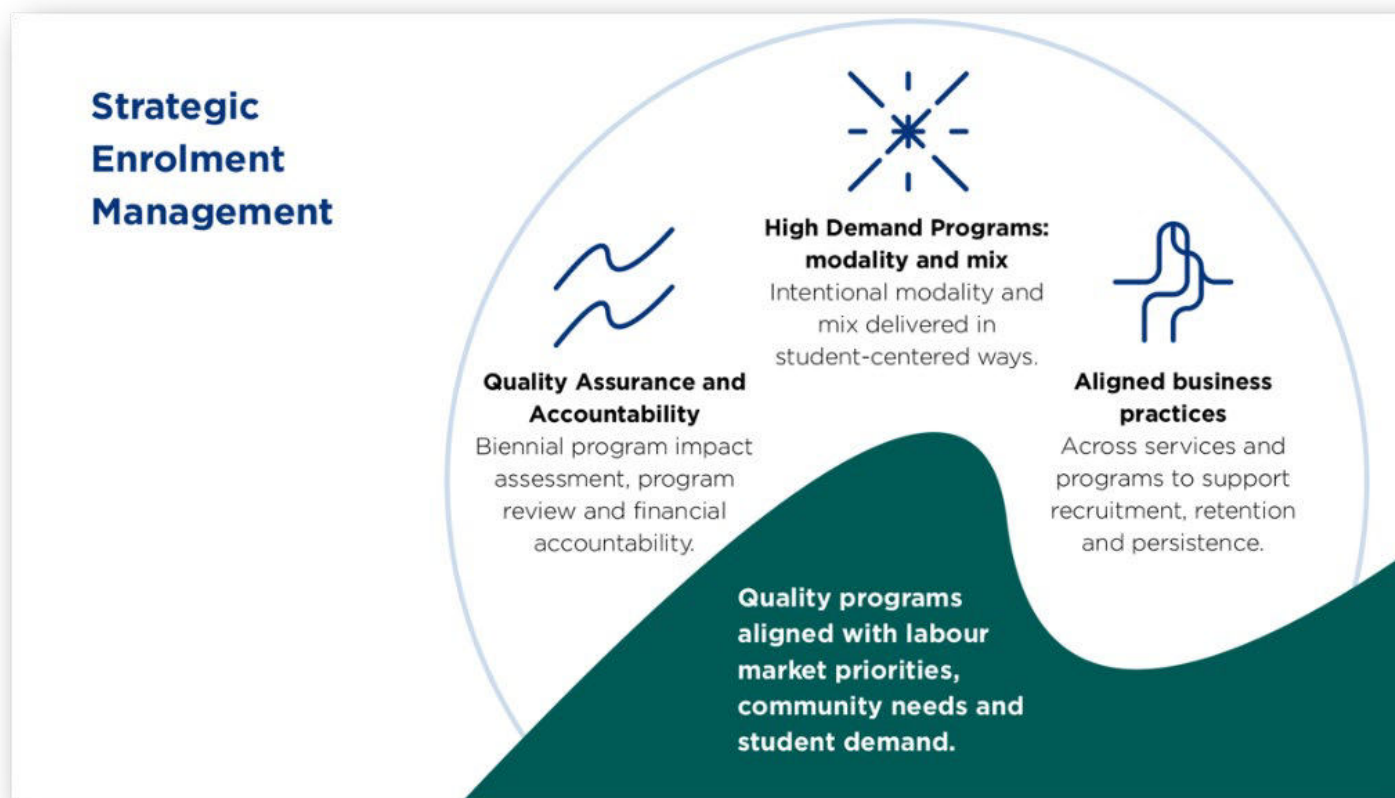
Written during the COVID-19 pandemic, BUILD 2026, NIC's future-forward strategic plan, was designed to build the college's capacity and resilience. While we did not expect it to be tested so soon after the pandemic, the strength of the commitments and action statements have guided us as we respond to significant federal and provincial change. At the end of its fourth year, the plan continues to align with provincial government priorities for post-secondary education and with *Working Together*, remains relevant and responsive to the First Nations and communities we serve.

BUILD 2026 is on track to be completed at the end of the 5-year period. The status of the plan's 58 goals are as follows:

Status	Number
Complete	24
On Track	33
To be completed 10	
To maintain $\geq$ target 23	
Behind	1

## Strategic Enrolment Management (SEM)

Added in February 2024, the decision to pursue an integrated, strategic enrolment management (SEM) planning process has proven particularly important during this time of uncertainty. Now conceptualized and contextualized to NIC, the planning process will ensure the college's focus is on program and college sustainability.






Goals	Objectives	Targets
1. BUILD 2026	a. Implement NIC's responsive, flexible, and measurable strategic planning framework	<p>Board of Governor's approval of the Year 3 BUILD 2026 Dashboard</p> <p><i>BUILD Year 3 Dashboard was approved by Board of Governors in June 2024.</i></p>
	b. Develop the business case for student housing in Campbell River	<p>Completion of a draft business case for student housing in Campbell River</p> <p><i>The draft business case submitted to Ministry of Post-Secondary Education and Future Skills for review and feedback in November 2024. Unfortunately, in Spring 2025 we learned that the business case would not proceed at this time given the financial situation of the province and the impact of American tariffs.</i></p>
2. Government Relations	a. Advocate for NIC with transitioning provincial and federal candidates/elected officials and public service.	<p>Implement a provincial and federal election advocacy strategy</p> <p><i>Following an extensive campaign, MLAs and MPs in the College region are poised to support NIC with key issues including international education and applied research.</i></p>
3. Government Mandate, Policy, and Direction	b. Institutional Accountability Plan and Report	<p>Government acknowledgement of NIC's performance in meeting the Mandate Letter</p> <p><i>The Ministry's January 15, 2024, letter regarding NIC's Institutional Accountability Plan and Report (IAPR) states "NIC has done an excellent job in addressing the 2023/24 Mandate Letter priorities."</i></p>

	c. Lasting and meaningful reconciliation with Indigenous peoples	NIC Indigenous Education Council (IEC) approval of the Year 3 results of Working Together, NIC's Indigenous Education Plan, the College's framework for the <a href="#">Declaration on the Rights of Indigenous Peoples Act action plan</a> <i>Working Together Year 3 Dashboard has been approved by the central, northern and west coast committees that together comprise the NIC Indigenous Education Council.</i>
	d. Cybersecurity	Increase NIC's National Institute for Standards and Technology (NIST) Cybersecurity Framework (CSF) score toward reaching target of 2.9 <i>NIC's 2024 NIST score is 2.65, up from 2.3 in 2023 and within reach of the 2.9 target.</i>
	e. Implement and maintain an effective fraud risk management strategy	Continue to implement NIC's Enterprise Risk Management framework by developing NIC's Enterprise Risk Register <i>NIC's risk register reporting format – with numerical scores – has been approved by the Finance and Audit Committee. It will continue to be presented to the Board of Governors at least twice-yearly.</i>
	f. StrongerBC Future Ready Action Plan	Implement the second phase of the Future Ready Skills grant <i>NIC offered 10 funded <a href="#">programs</a> in line with our \$380K funding allocation.</i>
	g. Indigenous Trades Training	Partner with First Nations to offer Indigenous-led trades and technical training <i>NIC's Indigenous Trades Training initiatives were presented to the NIC Indigenous Education Council and the NIC Board of Governors at their February 2025 meetings.</i>
	h. Provide culturally sensitive and safe learning	NIC Indigenous Education Council (IEC) approval of the Year 3 results of Working Together, NIC's Indigenous Education Plan

	environments for Indigenous learners to maximize their participation and success	<i>Working Together Year 3 Dashboard has been approved by the central, northern and west coast committees that together comprise the NIC Indigenous Education Council.</i>
	i. Develop and maintain protections for international students that support their fair treatment.	Implement the Board of Governors' approved 2% increase on international student tuition (to 2024/2025) <i>Implemented for 2024/25 academic year.</i>
	j. Meet or exceed financial targets as outlined by the Ministry	Deliver a balanced budget in fiscal year 2024/25 and/or meet or exceed financial targets as outlined by the Ministry. <i>3rd quarter financial statements indicate a surplus. NIC is on track to balance its revenues and expenses for fiscal year 2024/2025.</i>
	k. Comply with the Tuition limit policy	Recommend to the Board of Governors' tuition (2025/26) for domestic students that complies with the tuition limit policy <i>A 2% tuition increase for domestic students was approved by the Board of Governors in December 2024.</i>
4. Leadership Development	a. Administrative Leave	Undertake four-month administrative leave <i>Given the severe and unexpected impacts of the changes to international education, this objective has been deferred to 2025 and 2026. With the</i>


		<i>approval of the Board of Governors chair, the four-month leave has been rescheduled to the next two performance years and will be taken in May and June 2025. As part of this rescheduled plan, the Board chair has approved the carry forward of the other two months to 2026.</i>
	b. Develop and implement a senior administrative succession plan	<p>Completion and implementation of a leadership team succession strategy.</p> <p><i>The succession plan was first completed in 2023 with implementation underway. Per the Board's Governance manual, an updated plan for 2024 has been presented to the Board Executive Committee.</i></p>

	<b>BOARD OF GOVERNORS – ACTION SHEET</b> April 17, 2025 Agenda #: 4.1.2 <i>Working together, North Island College builds healthy and thriving communities,          one student at a time.</i>
<b>Agenda Item:</b>	President’s 2025-2026 Goals and Objectives
<b>Action Required:</b>	Approval
<b>Draft Motion/ Recommendation:</b>	THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE PRESIDENT’S 2025-2026 GOALS AND OBJECTIVES.
<b>Background</b>	
<p>The 2025-2026 President’s Goals and Objectives form part of the performance evaluation process and are accordingly built on the strategic plan and the government’s mandate letter for NIC.</p> <p>The Executive Committee has reviewed and recommends the 2025-2026 President’s Goals and Objectives for the Board’s approval.</p>	
<b>Attachments:</b>	
Presidents’ Goals and Objectives – 2025-2026	
<b>Action:</b>	
For the Board of Governors approval	

## OVERARCHING GOAL

2025/2026 is expected to see 2024/2025's uncertainty and international enrolment decline continue. Maintaining the sustainability of the College will continue to dominate the attention of the Leadership team as the policy landscape of international education and the financial situation of the college and province remain volatile. Accordingly, and with significantly fewer available resources, my efforts will focus on completing BUILD 2026 while developing NIC's next strategic plan. NIC's next strategic direction will be critical to shaping our future in a shifting and competitive post-secondary landscape.

Goals	Objectives	Targets
1. Responsive, flexible, and measurable strategic planning framework	a. BUILD 2026	Board of Governor's approval of the Year 4 BUILD 2026 Dashboard
	b. Development of NIC's next strategic plan	A draft strategic plan for the period following BUILD 2026
2. 50 <sup>th</sup> Anniversary	a. Mark NIC's 50 <sup>th</sup> year with legacy and future forward engagements	Celebrate NIC's achievements of the last half-century while casting its gaze forward to the next phase of the College's development
3. Student Housing	a. tul'al'twx (House of Learning)	Open tul'al'twx, NIC's student housing commons at the Comox Valley campus
4. Strategic Enrolment Management (SEM)	a. SEM Planning	Begin implementing the SEM planning process
5. Government Mandate, Policy, and Direction	a. Institutional Accountability Plan and Report	Government acknowledgement of NIC's performance in meeting the directions in the Mandate Letter
6. CARTI (Centre for Applied Research and Innovation)	a. Applied Research	As the principal investigator, advance CARTI's Japanese Canadians on Vancouver Island project during administrative leave
7. Leadership Development	a. Professional Development	Participate in Colleges and Institutes Canada professional development activities for Presidents

	<b>BOARD OF GOVERNORS – ACTION SHEET</b> April 17, 2025 Agenda #: 4.2.1 <i>Working together, North Island College builds healthy and thriving communities, one student at a time.</i>
<b>Agenda Item:</b>	4.2.1 Budget 2025-2026 (attachment)
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	<b>THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2025/26 BUDGET.</b>
<b>Background/History/Executive summary:</b>	
<p>Each year NIC prepares a budget for the upcoming fiscal year, which runs on an April 1st to March 31<sup>st</sup> cycle. The budget details were discussed at the Finance &amp; Audit Committee on April 4<sup>th</sup> and an early draft was presented to the Board of Governors on March 13<sup>th</sup> 2025. The draft budget was presented to the College community at the College Conversation held on March 31<sup>st</sup>, 2025. This is now the final budget and is coming forward for Board approval.</p> <p>This has been a challenging budget year across the post-secondary system in BC, and across Canada. Significant changes to the immigration rules for students studying in Canada has impacted the budgets of Colleges and Universities, and North Island College isn't immune from those changes.</p> <p>Budget 2025/26 includes an approximate \$2.8 million reduction to revenues from the reduced number of international students. This required NIC to make expense reductions of a similar amount in order to balance the budget. For context, this is 4.6% of NIC's overall budget. On the surface, that doesn't sound like a significant reduction. However, NIC is similar to most service industries, and salary and benefit costs make up 74% of NIC's overall budget.</p> <p>The majority of the reductions (over \$2.5 million) were the result of staffing reductions, and that has been challenging for NIC. To ease the burden of the required staffing reductions, NIC created a voluntary retirement incentive program on a one-time basis. These voluntary retirements made up approximately 50% of the staff reductions that NIC made to balance the budget.</p> <p>Immigration rules for students studying in Canada will continue to be a risk for future budgets at NIC. However, Budget 2025/26 puts us on a better footing to meet those challenges and take advantage of possible opportunities as a result of having a balanced budget. While there are risks in this current operating environment, we can respond to those opportunities better when on a solid financial footing.</p> <p>New to the budget in FY 25/26 is revenue from the Comox Valley student housing that will open in September 2025. The table below provides a breakdown of the impact of Housing on the FY 25/26 budget.</p>	

Housing Rents	1,415,339
Expenses	
Salary and Benefit Costs	550,163
Utilities and Maintenance	308,500
Interest Expense	102,881
Fees, Insurance, Other	<u>135,320</u>
Total Operating Costs	<u>1,096,864</u>
<b>Operating Income</b>	<b>318,475</b>
Principal Payment	117,684
Amortization	<u>86,272</u>
<b>Surplus</b>	<b>114,519</b>

**Policy analysis/strategic priority:**

Achieving a balanced budget is a key pillar in BUILD 2026.

**Attachments:**

NIC 2025-2026 Budget Summary

**Action:**

**THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2025/26 BUDGET.**



# NORTH ISLAND COLLEGE

## 2025-26 Budget - Draft

	<u>2025-2026</u>	<u>2024-2025</u>	<u>Change</u>
<b>Revenues</b>			
Province of BC revenues			
Base operating grant	\$36,337,669	\$36,601,494	-\$263,825
Trades Training BC Grant	2,583,080	2,947,660	-364,580
Routine capital	191,184	191,184	0
Leases	382,779	306,975	75,804
Aboriginal Service Plan	250,000	250,000	0
Literacy grants (CALP)	0	273,000	-273,000
Student aid	633,000	145,000	488,000
Educational partnerships	914,000	914,000	0
Provincial contracts	<u>727,265</u>	<u>553,037</u>	<u>174,228</u>
	42,018,977	42,182,350	-163,373
 Federal Government grants and contracts	 1,710,063	 1,443,642	 266,421
 Student fees			
Base funded programs	4,792,000	4,491,868	300,132
Cost recovery program	944,219	1,288,016	-343,797
International Education	<u>7,232,843</u>	<u>9,998,039</u>	<u>-2,765,196</u>
	12,969,062	15,777,923	-2,808,861
 Sales of goods			
Bookstore revenue	570,000	715,000	-145,000
Student Housing Revenue	1,415,339	0	1,415,339
Cafeteria revenue	<u>341,000</u>	<u>341,000</u>	<u>0</u>
	2,326,339	1,056,000	1,270,339
 Contract services	 2,015,246	 1,823,250	 191,996
 Investment income	 670,000	 707,889	 -37,889
Realized Gains/Losses on Investment	100,000	50,000	50,000
 Other income	 <u>1,071,368</u>	 <u>1,014,568</u>	 <u>56,800</u>
 <b>Total Operating Revenue</b>	 <b>62,881,055</b>	 <b>64,055,622</b>	 <b>-1,174,567</b>
 Amortization of deferred capital revenue	 <u>4,241,097</u>	 <u>3,577,428</u>	 <u>663,669</u>
 <b>Total Revenue</b>	 <b>67,122,152</b>	 <b>67,633,050</b>	 <b>-510,898</b>
 <b>Expenditures</b>			
Salaries, benefits, other personnel costs	48,976,855	50,943,558	-1,966,703
Advertising and promotion	814,348	939,298	-124,950
Books and periodicals	377,588	389,861	-12,273
Cost of good sold	556,900	682,000	-125,100
Equipment costs	2,432,258	1,619,457	812,801
Facilities costs	2,950,645	2,636,628	314,017
Financial service charges	354,134	246,503	107,631
General fees and services	1,994,425	2,365,333	-370,908
Student awards	1,319,080	1,319,080	0
Supplies and general expenses	1,229,482	1,185,833	43,649
Travel	917,085	942,002	-24,917
Grant transfers	0	273,000	-273,000
Amortization of capital assets	<u>5,199,352</u>	<u>4,090,497</u>	<u>1,108,855</u>
 <b>Total Expenditures</b>	 <b>67,122,152</b>	 <b>67,633,050</b>	 <b>-510,898</b>
 <b>Revenue less Expenditures</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>

## Report to Board of Governors from Education Council Chair

April 17, 2025, Port Alberni

**Report Prepared by:** Education Council Chair, Aisling Brady

### EDUCATION COUNCIL BUSINESS

Since February 6<sup>th</sup>, Education Council has had one meeting: April 4<sup>th</sup>. The following curricular items have been approved at our table:

#### Course Revisions

- ECC 104            Developmental Journey
- ECC 114           Partnerships Part I – Child Guidance
- ECC 116           Partnerships Part II – Advanced Guiding and Caring
- ECC 124           The Learning Child – Part I – Play & Curriculum
- ECC 136           Foundations of Professional Practice
- ECC 163           Child, Family and Community
- ECC 168           Health Safety and Nutrition in Childcare Settings
- ECC 204           Developmental Journeys – Part II – Advanced
- ECC 215           Partnerships – Advanced Part III
- ECC 255           Self & Others – Part III
- WDH 300          Welder Apprenticeship Harmonized Level 3

### CHAIR DUTIES & MEETINGS:

- Worked with Jennifer Fallis-Starhunter (Curriculum Committee Chair) on Curriculum Submission Deadlines, including a presentation at Education Team meeting
- Met with Tony Bellavia, Kathleen Haggith, and Michelle Badger, to learn about process with program revisions that went through for Associate of Arts and Associate of Science, following changes concerning PGWP eligibility; discussed information items to be brought forward for information to the Education Council table around program suspensions
- Participated in a variety of email discussions with other education council chairs across the province on the Academic Governance Council committee around recording council meetings, programming committee memberships, fast track committees, and processes around new program approvals

## **CONTINUING EDUCATION AND TRAINING (CET)**

### **Report to the Board of Governors**

*Submitted by Julian Benedict, Project Lead, Regional CET Officer, Helen Van Spronsen, Lorraine Hagan, CET Program Officer & Community Liaison, Leanne Moore, CET Program Officer & Community Liaison.*

### **Greenhouse Propagation & Production**

The Alberni-Clayoquot Regional District (ACRD), Hupačasath First Nation, and North Island College (NIC) have partnered to deliver a Greenhouse Propagation and Production course from February 18 to March 27, 2025 for 12 students. This initiative prioritizes food production skills for both Nation members and greenhouse workers in the Alberni Valley.

The program, funded by a Community Workforce Response Grant from the Province of British Columbia, aims to supply the labor market with skilled workers for entry-level positions. Graduates will gain the knowledge needed to secure employment at local greenhouse businesses or start their own.

NIC will provide instruction for both the in-class and hands-on portions, hosted at the Hupačasath Community Farm greenhouse. The program will offer lectures and practical experience in plant physiology, hydroponics, and sustainable agriculture, preparing participants for careers in horticulture and agriculture.



### **Wildfire Crew Member Training**

We are currently preparing a CWRG application in partnership with Tseshahat First Nation to offer Wildfire Crew Member training at the Port Alberni campus from June 4 – 25.

### **Online Courses**

Enrollment for online courses such as WHMIS, Transportation of Dangerous Goods, and Ed2Go remain strong and provide valuable certification for employment.

### **NEW! Solar PV, HVAC Home Remediation**

Port Alberni has been designated a “Transition Community” due to the recent closures of sawmills, which have significantly impacted many residents, resulting in job losses. In response, the City of Port Alberni, in partnership with CET-NIC, was successful in receiving a Community Workforce Response Grant to launch a new program: the SolarPV, HVAC, and Home Remediation Program. Starting February 24, 2025, this 10-week program, which has enrolled 10 participants, aims to equip individuals with foundational skills in photovoltaic (PV) solar panel installation, household mold and hazardous material remediation, and HVAC system installation. The course emphasizes safety, hands-on training, and adherence to industry standards, preparing participants for careers in renewable energy and environmental systems maintenance and installation. Additionally, the program serves as a stepping stone for further training in the Electrical, Plumbing & Heating and HVAC Trades.



### **Applied Rural & Indigenous Community Economic Development Micro-Credential Program**

The Ministry of Post-Secondary Education and Future Skills awarded North Island College funding to develop a micro-credential program to help create more skilled workforces that will promote economic resilience and support the current and future needs of rural and Indigenous communities.

The program is an NIC-led joint venture with six other participating public rural colleges. NIC has formed an advisory committee to engage with local communities, industry experts, and First Nations to build a program and curriculum plan that best aligns with the visions and needs of those communities. The curriculum development will commence this spring with the first program projected to be offered in fall 2025.

### **Comox Valley Campus**

#### **NEW! Activity Assistant Certificate Program Expects to Partner with Two BC Colleges**

The North Island College Activity Assistant Certificate continues to be the preferred program for hundreds of students across the province annually. The Spring 2025 cohort (May start) is already over 50% full, as NIC anticipates a new partnership with two BC Colleges that will invite their HCA grads to take our program to expand their professional skills. More details will be announced shortly. Employment in this field remains very robust, with many participants being offered conditional employment positions even before they have completed their studies. NIC will be



applying to have this program covered under the Future Skills Grant (FSG) this Fall, if the funding program returns.

### **Animal Care Aide Program Returns to CV Campus this Fall**

After successfully delivering this program online for the last 5 years, the NIC Animal Care Aide program is returning its paws to the Comox Valley campus – with full in-person delivery beginning in October 2025. The instructor is hosting a special in-person Program Information Session on Wednesday, April 9, 2025 at CV campus – which has already been moved to a larger room to accommodate a large number of registrants. To learn more and apply online for the Fall 2025, visit: [www.nic.bc.ca/animal-care](http://www.nic.bc.ca/animal-care).

### **NEW! Small Business Fundamentals Program Completes First Program this March**

This intensive online program covers the core skills of creating, managing and expanding your own small business in Canada. Main topics include strategic planning, day-to-day operations, risk mitigation, marketing, employee recruitment and financial management. Our curriculum also covers best practices in reporting, insurance, liability and protecting your intellectual property. The program ran its first cohort in early January 2025 ending on March 1 with support from the Future Skills Grant (FSG). Due to its popularity, Continuing Education hopes to offer it again this Fall 2025. For more information, visit: <https://www.nic.bc.ca/programs/continuing-education-and-training/vocational-training/small-business-fundamentals/>

### **Advanced Digital Marketing with AI Integration Expanding Offerings this Spring**

This 12-week program is designed to prepare students for a sustainable career in digital marketing with the latest in Generative AI. Students will learn the fundamentals of targeted market segmentation, audience analysis using GAI tools, and crafting modern pitches to effectively communicate digital marketing stories. The program has scheduled its offerings under the Future Skills Grant (FSG) for several years now, but due to demand, it will be running a special unfunded cohort in May 2025. For more information and a full schedule, visit: <https://www.nic.bc.ca/programs/continuing-education-and-training/vocational-training/advanced-digital-marketing-with-ai-integration/>

### **First Aid program decentralization**

In the end of 2024, a full review of First Aid courses was done, looking at the data of sections scheduled, run or cancelled over the past ten years. First Aid instructors and Continuing Education Program Officers were consulted, and their feedback was taken into account as a full year plan was drawn up as a guide to future scheduling in all campus locations. Sections and marketing have been scheduled according to this plan as of April 2025. In the first stage of decentralizing First Aid programming, local CEPOs will now take on the marketing of First Aid sections being offered in their own locations. Scheduling, contracts and general marketing will continue to be done from the St Joe's campus.

### **Craft Brewing Foundations**

The current cohort of Craft Brewing Foundations is well underway with 13 students. It is being run with online lectures three evenings a week and a practical, in-person component each weekend. Students within the Comox Valley region meet with instructor Adam Chatburn in different breweries, and students beyond the local area attend an approved brewery local to them for intern work.

**NIC**  
CONTINUING EDUCATION  
AND TRAINING

**DID YOU KNOW...**

that NIC offers high quality  
First Aid training?

First Aid for: **RECREATION**  
HEALTHCARE  
CONSTRUCTION

Phone 250 334 9005  
Email: [firstaid@nic.bc.ca](mailto:firstaid@nic.bc.ca)

**Youth Academy**

Youth Academy is in the planning stages with many leaders and assistants from previous years requesting to return in 2025. We hope to run up to 23 sections this year, extend our outreach to offer a camp in either Port Hardy or Sointula and to offer subsidized camps on-location at two local First Nations. Camps offered will be Lego Robotics, STEM, Coding and Fine Art.

**Board Game Development and Design**

We have developed a GENI course in Board Game Development and Design in partnership with local businessman and entrepreneur, David Leverton, creator of the board game Dice Hockey Challenge. Students will learn the basics of board game design with a deep dive into the business skills needed in order to present a board game to a global market.

**Campbell River Campus****Marine Training**

Marine training enrolments are picking up after the winter season, with strong marketing ahead of fishing seasons. The expectation is that registrations will continue to come with courses running close to, if not at capacity. Contract requests are coming in regularly, including an ongoing contract in Whitehorse and a newly revived contract at Williams Lake.

**Metal Jewellery Design**

The 2024-25 cohort continues to do well as they move towards the completion of their program in April with a graduation event being planned for April 17, 2025. This group of Metal Jewellery Design Certificate students will be the last for the certificate program as it is being suspended for 25-26. However, a new series of micro-credentials with newly created courses will be launched very soon for Sept 2025 enrolment.

Weekend workshop jewellery classes have been well attended. New offerings in the works for late April & early May.

**Campbell River Elder College**

ElderCollege welcomed several new Course Leaders and hopes to see course offerings continue to grow. Memberships are strong and continue to grow. We expect another successful term. Soon, efforts will look ahead to Fall of 2025.

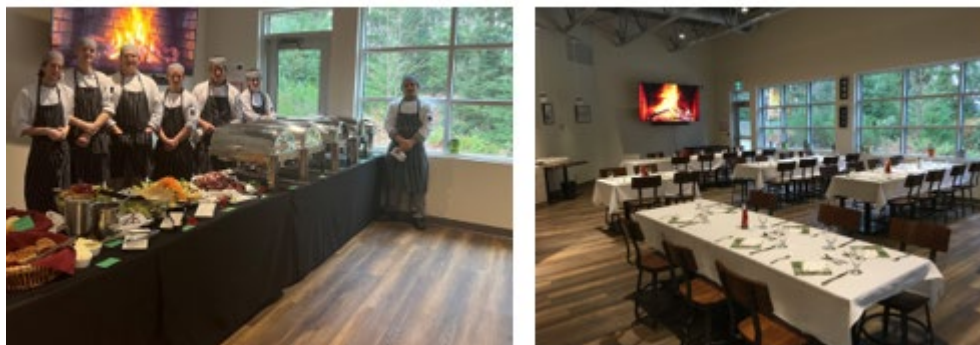
**TRADES AND TECHNICAL PROGRAMS****Report to the Board of Governors  
April 2025**

When we left off in November, we were seeing the final curtain call on the colors of fall as the trees lost the last of their multi-colored shrouds, laid bare in stark contrast to the simple beauty of the autumn kaleidoscope. Temperatures dipped warranting the need for cozy sweaters and warm scarves as the all too familiar unfailing winter rains set in once again.

The end of November and the beginning of December brought together the Trades and Technical programs' faculty who dedicated their time to renew our Program Advisory Committees (with support from Erik Hardin (carpentry) and David Johns (CTLI). Carpentry, Heavy Mechanical, Electrical, Culinary, Plumbing, Automotive, Welding and Metal Fabricator all took part in lively

discussions around what the programs offer, changes within industry and how to productively move forward.

Chef Xavier Bauby and his Professional Cook students opened the Bistro for another successful and popular fall service while Chef Jonathan Frazier was preparing his new cohort of Professional Cook level 1 students for an impressive buffet for the Office of Global Engagement and International students on December 4<sup>th</sup>.



This was but a warmup for the incredible yearly holiday buffet that hosted over 130 hungry guests who were not disappointed and cannot be credited with any weight loss on December 12<sup>th</sup>. Diners had their choice of 5 cold salads including Crunchy Asian Salad, Roasted Fingerlings Potato, Beet and Corn salad with Lemon & Chives and Market Fresh Grilled Vegetables with Balsamic Herb Dressing followed by the main entrees of Oven Roasted Duck Breast with Orange Gastrique, Fish Ballotine with Lobster Velouté, Squash Baked in Herbed Tomato Sauce & Asiago Cheese and more. Then if you waddled on over to the Carving Station you found Roasted Beef with Cabernet Sauce and Portabella Wellington with Roasted Cherry Tomato Sauce. Not full yet? Well, there were also Mennonite Style Dinner Rolls and a choice of Yule Log or Carrot Cheesecake. If we didn't need a treadmill before....



*Side Note: Did you know the Bistro opens up for the Spring service on April 24<sup>th</sup> – June 5<sup>th</sup>? Do you want tickets? So sorry, we're **SOLD OUT**!*

You know we have top notch culinary instructors when North Island College's Culinary program makes it into the **TOP 30** of best culinary schools in Canada according to University Magazine! NIC is lauded for its hands-on training and innovation, along with attributes such as integrating sustainability into the curriculum. Congratulations Chefs!

After we cruised through the holiday break and belted out the last verse of Auld Lang Syne, January 2<sup>nd</sup> came sneaking up fast and it was back to business. Trades and Technical Programs came into 2025 going strong with apprenticeship programs in Carpentry levels 2&3, Heavy Mechanical Level 4, Plumbing Level 4 and new Foundation intakes in Electrical, Carpentry and Automotive.

No signs of slowing in February either with more apprenticeships in Electrical levels 3 & 4, Heavy Mechanical level 2 and Carpentry with levels 2 & 4. Accompanying these intakes were Plumbing, Heavy Mechanical and Welding (along with continuous entry apprenticeship levels) foundation programs along with not one, but two Trade Sampler intakes accommodating 33 students anxious to find their perfect fit in the demanding trades industry.

March takes us to Plumbing Apprenticeship level 3, Electrical Apprenticeship level 1, Automotive Service Technician Apprenticeship level 2 and a Professional Cook 2 in Campbell River and another at the Rogers Street training kitchen in Port Alberni. Then we thought, “why not, let’s throw in another Electrical Foundation program just for fun”!

April and May bring apprenticeships in Electrical level 3, Heavy Mechanical level 3, Carpentry levels 1 & 3, Plumbing Level 4 and Metal Fabricator Level 2.

Are you keeping count? In addition to these new intakes there were and still are carry-overs from 2024 fall in Automotive Service Technician and Welding foundation-Campbell River and Port Alberni, Furniture Design and Joinery foundation in Port Alberni, Carpentry Foundation in Courtenay, Electrical, Heavy Mechanical and Fabricator-Welder foundation as well as our Coastal Forest Technology Diploma students in Campbell River.

### ***Special Features***

#### **Seaweed Production and Processing Micro-Credential Program Pilot Delivery Paris Gaudet, Program Officer | Faculty of Trades and Technical Programs**

On January 6, 2025, twelve students began a 9-week journey to learn about the seaweed industry. From an introduction to seaweed, to regulations and harvesting practices, and business commercialization, the program offered students a breadth and depth of knowledge to prepare them to work in this emerging sector. In addition to a field trip to the Klahoose First Nation kelp farm and beach walks, 24 industry speakers joined the class virtually and in-person to argument curriculum and provide valuable industry-based insight and technical data about the seaweed industry. Throughout the pilot delivery, students and industry held an active role in evaluating learning modules and activities to inform further program development and the alignment of programming with sectorial needs.

The culmination of the program was a Seaweed Showcase on March 7, 2025, that provided students with the opportunity to share reflections and present their seaweed business ideas. Industry partners, funders, instructors, NIC colleagues and leadership joined to celebrate student achievement and discuss next steps.



**Photo credit: Island Life Photographs**



**Trade Sampler 2025 – Mike Androschuk, Coordinator — Trades and Technical Programs**

The NIC Trade Sampler program has undergone a significant and highly successful restructuring, resulting in increased student capacity and enhanced program efficiency. By implementing a dual-cohort system, with morning and afternoon sessions, we have effectively doubled our student intake, now serving 32 (with one special case totaling 33) aspiring tradespeople, compared to the previous 16. This expansion allows us to extend valuable trade skills training across multiple trades, with core concentrations on Carpentry, Electrical, Cabinetmaking, Welding, Metal Fabricator, Automotive, Heavy Duty, and Auto CAD Principles, to a wider segment of our community, directly addressing the growing demand for skilled labour in our region. Notably, this increased capacity has been achieved without compromising the program's core objective of providing 300 hours of hands-on training for each student. We are also heavily emphasizing essential skills development (resume, cover letter, mock interview, job search, and math) throughout the program, ensuring students are well-rounded and prepared for the workforce.

By focusing on these key trades with extended module times, students are gaining a more comprehensive understanding and developing deeper skill sets. This targeted approach not only enhances the quality of our training but also minimizes faculty preparation time through streamlined, repeatable lesson plans. The result is a more efficient, impactful program that maximizes resource utilization and ensures our graduates are well-prepared to meet the demands of our regional workforce. Crucially, we are also dedicated to assisting students in their job search, providing resources and guidance for application processes, ensuring they transition smoothly into employment. This strategic shift represents a significant step forward in our commitment to providing accessible, high-quality trades education, and we are confident that it will yield substantial benefits for both our students and the community we serve.

**Coastal Forest Technology Diploma – Matt Neuwirth RFT, Coordinator, Coastal Forest Resource Programs**

In late February, the Coastal Forest Resource Technology Program participated in a field school trip to Costa Rica titled Empowering Communities: Climate Action and Resilience in Costa Rica. This transformative experience provided three 2nd year students and one faculty member with invaluable insights into sustainable practices, community-based solutions and environmental stewardship.

Throughout the trip, students engaged with a range of sustainability initiatives, including eco-tourism models, indigenous-led experiences and regenerative agro-forestry practices. Participants gained a deeper understanding of the complexities of environmental sustainability, recognizing that achieving sustainable outcomes requires a holistic approach that balances both positive achievements and ongoing challenges. For example, students acknowledged the paradox of traveling by plane to explore eco-friendly initiatives, reinforcing the importance of considering broader environmental impacts.

Students noted key takeaways that are directly applicable to forestry practices in British Columbia. They observed that Costa Rica's landscape lacks cohesiveness and is fragmented, which poses challenges like those faced in BC. This fragmentation can undermine sustainable practices, such as pesticide-free initiatives, as adjacent areas may still introduce contaminants into shared water sources. Recognizing this complexity reinforced the importance of landscape-level planning in both regions. The importance of landscape-level planning, as demonstrated in Costa Rica, mirrors BC's own forest landscape planning initiatives. Additionally, multi-layered planting strategies designed for drought mitigation and the development of community co-ops were identified as potential strategies that could be adapted locally. Students expressed excitement about exploring

cooperative models and implementing sustainable practices in their future work. This experience has encouraged students to reflect critically on their consumption habits, career goals and the broader impacts of their decisions. The opportunity to connect with Costa Rican communities has left a lasting impression, empowering students to apply these insights in meaningful ways moving forward.



**Everybody who now wants a sloth, raise your hand!**

### **Instrumentation and Electrical Automation Program – Cory Batch, Instructor**

On March 3<sup>rd</sup>, the students of the Instrumentation and Electrical Automation program recently went on a tour of the BC Hydro John Hart Underground Generating Station. The tour was to reinforce the Power Electronics, Controls and Instrumentation theory that is covered in the IEAT Diploma program. The tour was led by David Davidovichs (Project Director) and Chris Orrey (Maintenance Manager) of General Electric Vernova. Both David and Chris are graduates of the IEAT program from 2013 and 2017 respectively. David and Chris run the day-to-day operations of the plant, maintain the instrumentation and controls of the generators and its various Mechanical systems (alongside BC Hydro employees). On another interesting note, the protective relays and distribution controls systems in use at the generating station were manufactured by Schweitzer Engineering Laboratories (SEL), who also employ a past graduate of the IEAT program, Matt Willington.





And here we are! Spring has a mind to move in while Winter is refusing to release its stubborn grip, and who is caught in the middle of all this??? This bitter tug-o-war is wreaking havoc on everyday wardrobe choices making a mockery of any attempt at fashion sense let alone style. Hang in there. In the meantime....



## STUDENTS AND COMMUNITY ENGAGEMENT

### Healthy Trades Outreach & Support

*Submitted by Mez Jiwaji, Associate Director, Student Life & Housing*

The Healthy Trades program continues to make a positive impact across the college campuses. Between January and March, the initiative successfully engaged with over 168 students and community members, promoting health and wellness within the trades sector. The success of these initiatives underscores the importance of our localized approach to education and community engagement. The Healthy Trades program remains a key component of our commitment to supporting skilled tradespeople and fostering a culture of well-being in the workforce.

### Thrive Week in Partnership with the Office of Global Engagement, Indigenous Education and North Island Students Union

*Submitted by Mez Jiwaji, Associate Director, Student Life & Housing*

Thrive Week, held in collaboration with the Office of Global Engagement (OGE), Indigenous Education, and the North Island Students Union (NISU) between March 10 – 14, 2025, was a success. The week-long series of events focused on promoting mental health, emotional, physical and spiritual wellness, and cultural awareness. Highlights included a forest walk, culture sharing with Elders, massages, yoga, and dance parties. These partnerships exemplify our commitment to fostering inclusive, healthy and supportive campus environments.

**Student Housing: Recruitment Gathers Pace**

*Submitted by Mez Jiwaji, Associate Director, Student Life & Housing*

Our housing team's new members, Angie Price, Manager, Housing & Student Life, and Amy Drea, Housing Operations Analyst, were actively recruiting at NIC Fest and within the community in March. These efforts are part of our broader strategy to ensure that students have access to safe, inclusive, and welcoming housing options that deliver a high-quality living learning experience. The engagement at NIC Fest provided an excellent opportunity to connect with prospective students and their families, highlighting the importance of housing in supporting student success.

**New Website CMS and governance strategy**

*Submitted by Erin Kenny, Associate Director, Marketing & Future Students*

In March, Marketing and Future Students, in collaboration with the CMS Working Group, launched NIC's first website content management system (CMS). A CMS, in simple terms, is a piece of software that allows employees to update web content without any coding knowledge. A milestone for NIC, this software now gives 15 employees, across multiple departments, direct access to edit website content. This means timely updates, accurate information and more efficient workflows to support NIC's business processes.

The CMS software selected and procured by NIC is provided by Modern Campus. This vendor also provides the college's curriculum and academic calendar software. Notably, this gives us an important system connection that allows for integration from curriculum development through to content being published to nic.bc.ca.

With the migration to the new CMS, Marketing and Future Students also delivered a refreshed visual interface and user experience. The new look is not only aligned with NIC's brand strategy and identity but also meets global accessibility guidelines and legislation.

Finally, to ensure we maintain the integrity of the public website and corresponding policies, standards and legislation, Marketing and Future Students and the CMS Working Group launched an approved Website Governance Strategy and Framework. This framework establishes clear roles, responsibilities, compliance and technical requirements, and a governance structure that includes a new Website Advisory Group and Community of Practice.

**NIC Fest: NIC's annual education and career festival**

*Submitted by Erin Kenny, Associate Director, Marketing & Future Students*

This March, NIC hosted our third annual NIC Fest, education and career festival in Port Alberni, Campbell River and Comox Valley. NIC Fest is the college's largest recruitment event, welcoming prospective students and their supporters on-campus for the afternoon. Attendees had the chance to tour campus, meet faculty and service areas, join interactive sessions, demonstrations, visit a career fair to network with regional employers, and learn about the student experience. Attendees also had the chance to win a \$1000 tuition bursary courtesy of the NIC Foundation. One winner was selected from each campus community. 2025's event saw the highest number of visitors yet, with a 25% increase in attendance over the 2024 event.



## OFFICE OF GLOBAL ENGAGEMENT

*Submitted by Mark Herring, Executive Director, International Education*

### **Outbound Mobility:**

Between January and March 2025, the Office of Global Engagement facilitated a range of international experiential learning opportunities. A total of 23 students, including 19 Indigenous students, along with 2 administrative staff, 5 faculty members, and 1 Elder, participated in programs such as semester exchanges at Kapi'olani Community College in Hawaii, faculty mobility programs with one NIC faculty working on a Prior Learning Recognition Project with an university in Mexico, and field schools in Maui and Oahu, Hawaii, Costa Rica, and New Zealand. These initiatives were made possible through funding from Global Skills Opportunity (GSO), Canada's outbound student mobility program and Faculty Mobility Grant offered by the Government of Canada. Additionally, the Nuuchah-nulth Tribal Council provided financial support for the Rural Indigenous Teacher Pathway program in Maui.

Designed to be culturally responsive and meaningful, the short term opportunities were developed in collaboration with local Indigenous communities, including support and guidance from the Nuuchah-nulth, and Canadian post-secondary institutions such as Northern Lights College, Coast



Mountain College, Aurora College, Vancouver Island University, and Nova Scotia Community College. International partnerships were also integral, involving institutions like Te Whare Wānanga and Te Rito Maioha in New Zealand; Kapi'olani Community College and Maui Community College in Hawaii; and Global Learning Opportunities in Costa Rica.

### **Inbound Exchange:**

In Winter 2025, OGE hosted 3 exchange students from Mexico at Comox Valley campus studying Fine Arts, DGL and Psychology. In Campbell River, OGE hosted a research student from Belgium who worked with CARTI on seaweed aquaculture techniques.

### **International Projects:**



Romana Pasca, Manager Partnerships, Projects and Global Education, Mez Jiwaji, Associate Director Students Life and Mark Herringer, Executive Director OGE participated in The South Africa Skills Training Enhancement Program (SASTEP) Orientation from February 18-21 in Pretoria South Africa. The orientation included representatives from all 14 South African vocational institutions from the Eastern Cape and Limpopo region as well as all of the Canadian partner colleges. NIC is responsible for SASTEP 2 which focusses on 'Gender equality and inclusion in the classroom'. This is the first major project that NIC is leading and will be delivered with all 14 South African Partners together with Canadian partners, Nova Scotia Community College and Suncrest College.

### **Forum for Education Abroad:**

The Forum for Education Abroad is a large, US-based but internationally engaged study abroad association. Their annual conference in Toronto (March 18 – 21) was the first time it had been held outside of the USA. OGE and OIE were asked by the Forum and Education New Zealand together with representatives from UofT, Toronto Metropolitan University and others to help to establish a pre-conference day based on our experience in Indigenizing our international education work. Sara

Child, Romana Pasca and Mark Herringer all presented sessions at ‘Paving a Path Forward: Supporting Indigenous Students in Education Abroad’ to Indigenous and non-Indigenous leaders from Canada, US, Mexico and New Zealand. Further, Renae Leboe, Global Engagement Liaison, Romana and Sara all delivered sessions during the conference which greatly enhanced NIC’s reputation for our work in Indigenization and international education.

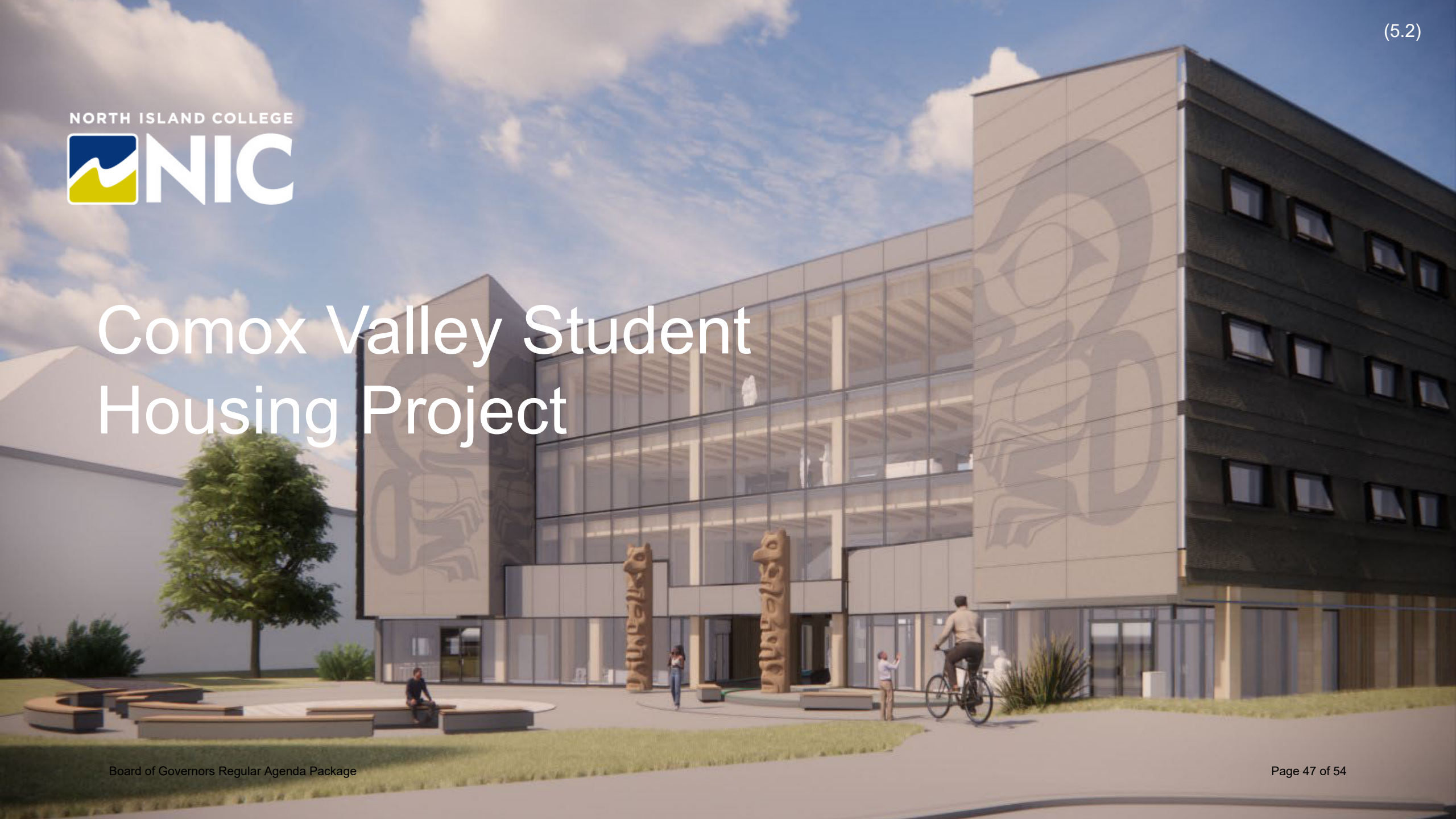
**Indigenous Speaker Series:**

OGE and the Office of Indigenous Education collaborated for two Indigenous Speaker Series events held in Qə pix ʔidaʔas (Campbell River campus) in Winter 2025. On January 23, VIU Elder-in-Residence Randy Fred spoke about the importance of Indigenization and Decolonization as steps in the healing journey. On March 13, Dr. Laura Cranmer, a VIU Honorary Research Associate, discussed how writing and collaborative creativity can uplift Indigenous individuals. Both events were attended by NIC staff, students, and members of the community.



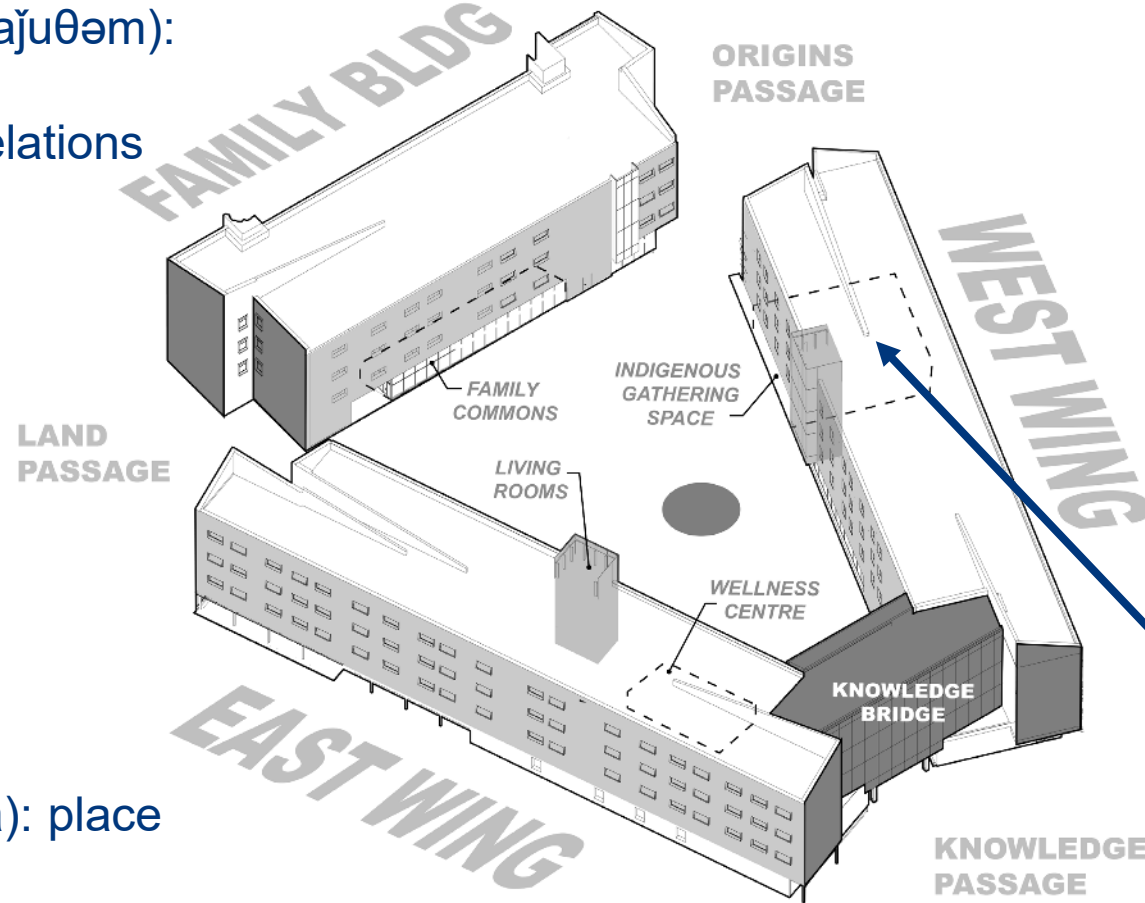


# Comox Valley Student Housing Project



# tu'al'txw (Pentl'ach): house of learning

ʔayəs kʷ ʃəʃənɣəgəs (ʔayʔaʃuθəm):  
place to live, home, house,  
community - place for all relations



t'emstan (Pentl'ach): place to  
live, home, house, community

qatʰənɣəgəs (ʔayʔaʃuθəm):  
place to gather together

gukwə'las (Kwak'wala): place  
to live, home, house,  
community





nanoke'ksila'as (Kwak'wala):  
reflecting together, a place to  
reflect

nonohotanape (?ay?ajuθəm):  
feast, inviting you all

qwultewal (Pentl'ach):  
dialogue, talk to each  
other



# Grand Opening of tul'al'txw



## Friday September 19

- Indigenous-led welcoming, naming ceremony, and blessing
- Celebration through dance, songs, and art
- Ministry announcements
- Lunch and community consultation

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 155, Approved and Ordered April 7, 2025



*Lieutenant Governor*

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective July 31, 2025, the appointments set out in the attached Appendices A to E are made.



*Minister of Post-Secondary Education and Future Skills*



*Presiding Member of the Executive Council*

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: College and Institute Act, R.S.B.C. 1996, c. 52, s. 9

Other: OIC 443/2023; OIC 649/2023; OIC 690/2023; OIC 691/2023; OIC 692/2023; OIC 259/2024; OIC 297/2024; OIC 322/2024; OIC 479/2024

O20887977

**APPENDIX A**  
**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

- 1 Nooruddeen T. Esmail and Stepan Vdovine are reappointed as members of the board of the British Columbia Institute of Technology for terms ending July 31, 2027.

**APPENDIX B**  
**COLLEGE OF NEW CALEDONIA**

- 1 Furqana Jameel Khan, Sonyia Ramona Rock, Ravi Saxena, David Cameron Schroeter and Judith Louise Vasily are reappointed as members of the board of the College of New Caledonia for terms ending July 31, 2027.

**APPENDIX C**  
**LANGARA COLLEGE**

- 1 Cole Rheaume is reappointed as a member of the board of Langara College for a term ending July 31, 2026.
- 2 Willa Choy and Nicholas Urban Smith are reappointed as members of the board of Langara College for terms ending July 31, 2027.

**APPENDIX D**  
**NORTH ISLAND COLLEGE**

- 1 Nancy Arsenault, Shelley Patricia Dores and Corinne Lea Stavness are reappointed as members of the board of the North Island College for terms ending July 31, 2028.

**APPENDIX E**  
**NORTHERN LIGHTS COLLEGE**

- 1 Penelope Lynn Berg, Timothy Burton Best, Sarah Lynn Canning and Kristen Randi Dawn Ghostkeeper are reappointed as members of the board of Northern Lights College for terms ending July 31, 2028.

## Commonly Used Acronyms

This is a partial list of acronyms commonly used at North Island College.

ABE	Adult Basic Education (formerly known as Adult Upgrading)
AEC	Aboriginal Education Council (now Indigenous Education Council)
	Ministry of Post-Secondary Education and Future Skills (new name 2023)
AGC	Academic Governance Council. This is the group of EdCo chairs from all BC colleges and institutes (BCIT and the Justice Institute), which meets twice a year to discuss areas of common concern.
ASD	Access for Students with Disabilities. Now renamed to DALs.
AVP	Associate Vice President
AST	Arts, Science and Technology (Faculty of)
BCNet	Not-for-profit, shared services organization providing computer support and services to post-secondary institutions
BOG	Board of Governors
CABRO	Crown Agencies and Board Resourcing Office
CARTI	Centre for Applied Research, Technology and Innovation
CEO	Chief Executive Officer
CET	Continuing Education and Training
CICan	Colleges and Institutes Canada
COO	Chief Operating Officer
CR	Campbell River
CUPE	Canadian Union of Public Employees
CV	Comox Valley
DAC	Deans Advisory Council
DACSO	Diploma, Associate degree, and Certificate Student Outcomes; conducts annual surveys of former students from British Columbia's post-secondary institutions
DALS	Department of Accessible Learning Services
DCC	Deferred Capital Contribution
DCWG	Department Chairs Working Group
EdCo	Education Council
ET	Education Team
VPA	Vice President, Academic
FASM	Faculty of Arts, Science & Management
FPSE	Federation of Post-Secondary Educators of BC
HHS	Health and Human Services (Faculty of)
IEC	Indigenous Education Council (formerly Aboriginal Education Council)

IRR	(Ministry of) Indigenous Relations and Reconciliation
ITA	Industry Training Authority BC (now Skilled Trades BC))
ITV	Interactive Television
IWC	Immigrant Welcome Centre
JEDC	(Ministry of) Jobs, Economic Development and Innovation
LT	Leadership Team
MYPP	Multi-Year Program Plan
NIC	North Island College
NICFA	North Island College Faculty Association (Union)
NISU	North Island Students' Union
OGE	Office of Global Engagement (formerly International Education)
OIC	Order-in-Council
PA	Port Alberni
PSEA	Post-Secondary Employers' Association
PSEC	Public Sector Employers' Council Secretariat
PSI	Post-Secondary Institution
QAPA	Quality Assurance Process Audit
SIF	Strategic Investment Fund
STBC	Skilled Trades BC (formerly Industry Trades Authority)
SVM	Sexual Violence and Misconduct (Policy)
TLC	Teaching and Learning Committee
TLI	Teaching & Learning Innovation
UCIPP	University, College and Institute Protection Program
UT	University Transfer