

NORTH ISLAND COLLEGE BOARD OF GOVERNORS REGULAR MEETING

To be held at the Port Alberni Campus, room N110

October 2, 2025 @ 1:00 pm

AGENDA

	TOPIC	ATTACHMENT	ACTION
1.	CALL TO ORDER		
1.1	Acknowledgement of First Nations Traditional Territory		
1.2	Welcome Board of Governors New Members		
1.3	Oath of Appointment (All Board Members)	✓	
1.4	Declaration of Possible Conflict of Interest		
1.5	Declaration of Confidential Space		
1.6	Election of Chair		
1.7	Election of Vice-Chair		
1.8	Adoption of Agenda		To adopt
2.	CONSENT AGENDA		
2.1	Minutes of the Regular Meeting of June 19, 2025	✓	To approve
2.2	Executive Committee Meeting Minutes, September 15, 2025	✓	Information
2.3	Governance and Board Development Committee Meeting Minutes, September 15, 2025	✓	Information
2.4	Finance and Audit Committee Meeting Minutes, September 22, 2025	✓	Information
2.5	Correspondence and Information (Agenda item #5)	✓	Information
3.	BOARD BUSINESS		
3.1	Revised Budget 2025/2026	✓	Information
3.2	Program Cancellations	✓	To approve
3.3	Strategic Planning		Information
3.4	Draft Agendas – Board of Governors Strategic Sessions, Thursday October 23 rd and Friday October 31 st 2025	✓	Information
3.4	Board Members Roundtable Discussion		Information
4.	REPORTS ON STRATEGIC ACTIVITIES		
4.1	President		
4.1.1	President's Report	✓	Information
4.2	Vice President, Finance and College Services		
4.2.1	Financial Information Act Report	✓	To approve

4.2.2	NIC Five Year Capital Plan Priorities	✓	To approve
4.2.3	Fiscal Year 2024/25 First Quarter Financial Statements	✓	Information
4.3	Vice President, Academic		
4.3.1	Fiscal Year 2025/26 Enrolment Report	✓	Information
4.4	Chair, Education Council		
4.4.1	Education Council Report	✓	Information
5.	INFORMATION (<i>attachments</i>)		
5.1	Board Workplan, 2025-2026		
5.2	College Highlights		
5.3	146207 – NIC - Appointment Letter to B. Johnson		
5.4	146207 – NIC – Appointment Letter to B. Turner		
5.5	146207 – NIC – Thank you Letter to P. Trasolini		
5.6	146207 – NIC – Thank you Letter to V. Puetz		
5.7	Commonly used acronyms		
5.8	Link to Board bylaws		
6.	NEXT MEETING DATES		
6.1	Thursday October 23 rd and Friday October 31 st 2025: Board Strategic Sessions – Comox Valley Campus (Board members only)		
	Regular Meeting – Thursday, December 4, 2025, Campbell River Campus		
7.	ADJOURNMENT		



North Island College Board of Governors

Oath of Appointment

I have read and understood the Board's Code of Conduct and Conflict of Interest Bylaw and I agree to comply with all of its terms.

A real, potential or apparent conflict with my duty as a Board Member of the North Island College (NIC or College) may arise because (list below if any):

I, _____ (print name), declare that:

Other than disclosed above, I do not have any relationships or interests that could compromise, or be perceived to compromise, my ability to exercise judgment with a view to the best interests of NIC.

I have read and considered the Code of Conduct and Conflict of Interest Bylaw and agree to conduct myself in accordance with its terms.

I agree to promptly provide an updated Declaration annually or as may be required by changed circumstances.

I sincerely promise and swear that I will truly, faithfully and impartially, to the best of my ability execute the duties and responsibilities of my position as a Board Member of the College.

Signature

Date



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
KMX 146 Boardroom, Comox Valley Campus
June 19th, 2025 @ 1:00 pm

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region, Vice Chair
A. Brady, Chair, Education Council
L. Domae, President & CEO
S. Does, 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
T. McManus, Student Representative
C. Moglove, Community Member, Campbell River Region
V. Puetz, 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

L. Domae, President & CEO
K. Makunike, Student Representative

ALSO PRESENT

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

1. CALL TO ORDER

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

1.2 Adoption of Agenda

Moved S. Dore / Seconded N. Arsenault: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JUNE 19, 2025, AS PRESENTED.

Motion carried

1.3 Declaration of Possible Conflict of Interest

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

2. CONSENT AGENDA

2.1 Minutes of the Regular Meeting of April 17, 2025

2.2 Executive Committee Report, June 10, 2025

2.3 Governance and Board Development Committee Report, June 5, 2025

2.4 Finance & Audit Committee Report, June 6, 2025

2.5 Correspondence and Information (Agenda item #5)

Moved J. Langille / Seconded N. Arsenault: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 19, 2025.

Motion carried

3. BOARD BUSINESS

3.1 North Island College 2025 Mandate Letter

T. Bellavia presented the 2025 North Island College Mandate Letter, received from Minister Kang, Post-Secondary Education & Future Skills on June 10th, 2025. He highlighted the following priorities from the letter:

- Review and ensure that all existing programming is relevant, sustainable, contributes to economic growth and is financially accessible for British Columbians.
- Implement plans and strategies to minimize greenhouse gas emissions and manage climate risk, as per the *Climate Change Accountability Act*
- Continued partnership with Indigenous partnerships and commitment to reconciliation
- Explore and implement strategies to ensure efficiency, optimization of services, reduce expenses and generate revenue to ensure long-term financial sustainability.
- Development and implementation of strategies to ensure safety, protection and fair treatment for all students, staff and faculty on campuses.

Moved J. Langille/ Seconded R. Kishi: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ACKNOWLEDGES ITS COMMITMENT TO PROVINCIAL GOVERNMENT’S DIRECTION TO THE COLLEGE, AS STATED IN THE NORTH ISLAND COLLEGE 2025 MANDATE LETTER OF JUNE 10, 2025, AND AUTHORIZES THE BOARD CHAIR TO SIGN THE MANDATE LETTER ON IT’S BEHALF.

Motion carried

3.2 2024/25 Full-time Equivalent (FTE) Enrolment Report

W. Skulmoski provided a summary of the 2023/24 Full-time Equivalent (FTE) Enrolment Report, which is an annual reporting requirement to the Ministry of Post-Secondary Education & Future Skills (PSFS). He noted that this report was reviewed by the Leadership and Education Teams and submitted to the Ministry by the deadline of May 21st, 2025. He highlighted the following points from the report:

- Total enrolment is down by 1%, domestic enrolment is down by 3% and international enrolment is up by 6%.
- A contributing factor to the decline in domestic enrolment is lower one-time funding for programs.
- Health programming enrolment has seen 40% growth over last year, with growth in Trades and Technical programs as well.

In response to a question regarding the decline in one-time funding programs, T. Bellavia noted that the College frequently applies for funding opportunities, and the decrease this year is a result of lack of funding opportunities rather than the College’s application success rate.

In response to a question as to whether further decline in one-time funding is anticipated, W. Skulmoski noted that historically, rates of enrolment from one-time funded programs fluctuated from 11-21%, and is difficult to predict as funding is one-time, with no guarantee of future funding.

Moved S. Dores/ Seconded M. Erickson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2024/25 FINAL FULL-TIME EQUIVALENT (FTE) ENROLMENT REPORT.

Motion carried

3.3 2024/25 Institutional Accountability Plan & Report (IAPR)

W. Skulmoski presented the 2023/24 Institutional Accountability Plan & Report (IAPR), noting that this is another annual reporting requirement for the Ministry.

W. Skulmoski added that this report speaks to NIC’s goals, objectives and achievements, as well as the College’s alignment with Ministry directives and mandates. He noted that this report was written prior to the College receiving its 2025 Mandate Letter, so Minister Kang’s Mandate Letter of January 16th, 2025 as well as other available mandate material was used for reference.

The IAPR is a distillation of what the College has achieved over the past year, with focus on alignment with Ministry priorities. The College achieved 20 out of 23 accountability framework measures in the 2023/24 year.

In response to a question as to feedback from the Ministry following submission of the IAPR, W. Skulmoski noted that both informal and formal written feedback is provided.

Moved N. Arsenault/ Seconded S. Dores: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT FOR THE 2024/25 REPORTING CYCLE.

Motion carried

3.4 BUILD 2026 Strategic Plan and Year 4 Dashboard

T. Bellavia presented the *BUILD* 2026 Strategic Plan and Year 4 Dashboard and highlighted that the dashboard is a representation of the work done by the staff, faculty and administration of the College. He noted that 26 measurables are complete, 7 are measured on an annual basis, and 2 measurables are behind at this time.

T. Bellavia also presented a proposed amendment for Year 5 for section 5.4 Global Learning. Due to the continued changes and decisions implemented by Immigration, Refugee and Citizenship Canada (IRCC) the recommended targeted number of new international students has been reduced from 214 to 75, due to the new reality of international education in Canada.

Moved N. Arsenault/ Seconded N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE *BUILD* 2026 STRATEGIC PLAN AND YEAR 4 DASHBOARD AND THE *BUILD* 2026 PROPOSED AMENDMENT (YEAR 4 REPORT 2).

Motion carried

3.5 Board Members Roundtable Discussion

Many Board members attended the final College Conversation of the academic year on May 20th, 2025, as well as the Employee Recognition event in Campbell River on May 30th, 2025. Board members also participated in their respective Committee meetings in preparation for the final Board meeting of the 2024-2025 academic year.

Convocation ceremonies were a highlight for many Board members who enjoyed participating and celebrating students for their achievements. This is the last Board of Governors meeting for P. Trasolini and V. Puetz, whose terms on the Board expire on July 31st, 2025.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report

T. Bellavia emphasized that this has been a challenging year for academic programming and has impacted many individuals. He thanked the College's staff, faculty and administration for their continued efforts and dedication to North Island College.

He also highlighted that 2024-25 had the highest number of graduates in the College's history, such that a second ceremony in the Comox Valley had to be added. He thanked Registrar Michelle Badger, the Student Services team Facilities team, and anyone who volunteered for their efforts to celebrate students on their accomplishments. T. Bellavia also highlighted the College's Indigenous partners and artists who created ceremonial paddles for convocation ceremonies at each campus: Karver Everson for Comox Valley, William Henderson for Campbell River, Gord Dick for Port Alberni and Mervyn Child for Mixelakwila.

T. Bellavia noted that as the College heads into Year 5 of *BUILD* 2026, and in alignment with the College's 50-year anniversary, consultation for the College's next strategic plan will begin.

4.1.2 Strategic Development

As the College enters the final year of *BUILD* 2026 and Working Together plans, the Leadership Team has begun planning for the development of a new strategic plan, to be implemented in 2026. M. Allison presented the Strategic Planning Process Framework and Timelines documents, which outline the key activities, engagement, outputs and milestones for the upcoming strategic planning process. She noted that strategic planning will align with NIC's 50th anniversary, therefore the strategic planning process has been branded as NIC 50 + 5 to combine 50th anniversary celebration and reflection with strategic consultation for the next five years.

The Institutional Research team, led by W. Skulmoski, has begun an environmental scan, which includes social, technical, economic, environmental and political factors, both internally and externally.

M. Allison anticipates that the new strategic plan will integrate accountability of Indigenization, reconciliation and decolonization into one plan, rather than separate plans *BUILD* 2026 and Working Together were. The strategic planning process will also include a review, alignment and development of the College's supporting plans, frameworks and strategies.

A new strategic planning committee will be created, and strategic planning consultations will be aligned with College community engagement and Board of Governors events.

M. Allison also reviewed the timeline for the strategic planning process, which includes Board of Governors approval, for targeted launch in June 2026.

Moved S. Dores/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE STRATEGIC PLANNING PROCESS FRAMEWORK AND TIMELINE.

Motion carried

4.2 Vice President, Finance & College Services

4.2.1 Fiscal Year 2024/25 Audited Financial Statement

C. Fowler presented the fiscal year 2024-25 Audited Financial Statements and noted that the Audit Findings Report is included in the Board agenda package, section 5. Information. He added that the audit letter is currently unsigned as the statements are considered drafts until the Board signs the letter. After the Board Chair signs, the College will sign and submit to the Ministry.

C. Fowler noted that the Finance & Audit Committee reviewed and recommended the 2024-25 Audited Financial Statements at their meeting on June 6th, 2025. KPMG also attended this meeting, reviewed the Audit Findings Report, and met privately with Board members for discussion.

C. Fowler explained that the Audited Financial Statements show a deficit of 552,240.00; although the College planned for a balanced budget, multiple factors contributed to this deficit, including the voluntary retirement incentive program, increased employee benefit costs, increased janitorial costs and the expensing of the Campbell River Student Housing Business Case. He noted that the Finance & Audit Committee have requested additional financial reporting throughout the fiscal year to monitor these expenses in the future.

J. Langille emphasized that items such as the voluntary retirement incentive program and expensing of the Campbell River Student Housing Business Case, are one-time expenses, and that recurring expenses such as employee benefits and utility costs need to be monitored as they are recurring.

Moved R. Kishi/ Seconded N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FISCAL YEAR 2024/25 AUDITED FINANCIAL STATEMENTS.

Motion carried

4.3 Chair, Education Council

4.3.1 Education Council Report

A. Brady provided a brief report on the Education Council, and noted that the June 6th, 2025, meeting was cancelled as quorum could not be reached. Any items on the June agenda will be brought forward to Fall 2025.

Additionally, A. Brady participated in Curriculum Committee meetings, Planning & Standards meetings, College Conversations and convocation ceremonies. She also attended the Academic Governance Council meeting, and is working with the Registrar's office to update election procedures for both Education Council and Board of Governors.

5. INFORMATION

The Board received the following information items:

- 5.1 Board Workplan 2025/2026
- 5.2 College Highlights – June 2025
- 5.3 Fiscal Year 2024/2025 Audit Findings Report

- 5.4 Sexualized Violence Prevention and Response Policy Annual Report
- 5.5 Summary of Student Award Candidates
- 5.6 Commonly used acronyms
- 5.7 Link to Board bylaws and policies

6. NEXT MEETING DATES

- 6.1 Regular meeting – October 2, 2025 at the Port Alberni Campus

7. ADJOURNMENT

MOVED M. Erickson/ SECONDED N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF JUNE 19, 2025.

Motion carried

Time: 2:32p.m.

N. Arsenault, Chair

E. Haagerup, Executive Assistant



North Island College Board of Governors
October 2, 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 of
September 15, 2025

Committee members Nancy Arsenault (Acting Chair), Shelley Does, Jerad Langille, Corinne Stavness and Lisa Domae, President met on September 15th, 2025 with Emily Haagerup, Executive Assistant, Leadership Team & Board Operations attending as resource person.

Territorial Acknowledgment

N. Arsenault called the meeting to order at 2:47p.m. 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

Draft Regular Meeting Minutes, June 19th, 2025

The Executive Committee reviewed the regular meeting minutes of June 19th, 2025 with no amendments.

Draft Board Daily Schedule, October 2nd, 2025

The Executive Committee reviewed the draft daily schedule for the Board of Governors meeting on October 2nd, 2025.

Draft Board Meeting Regular Agenda, October 2nd, 2025

L. Domae reviewed the draft regular meeting agenda for the Board of Governors meeting on October 2nd, 2025. N. Arsenault requested that a standing item, Declaration of Confidential Space, be added to section 1. Call to Order on all Board of Governors agendas.

The Executive Committee approved the draft regular agenda for the October 2nd 2025 Board meeting as presented.

Strategic Planning

The Executive Committee discussed the Board's approach to strategic planning, and N. Arsenault proposed a modular approach to strategic planning-related sessions; a modular approach would focus

each session and organize materials for accessibility and clarity. The Executive Committee agreed that Board members who miss strategic planning sessions should review materials and connect with their mentor for further information.

Board Strategic Sessions, October 23rd and October 31st 2025

L. Domae reviewed the draft Strategic Session agendas, which are scheduled for Thursday October 23rd 2025 and Friday October 31st 2025. She noted that the sessions have been split across two weeks to accommodate Board member availability and guest presentations.

Student Housing Opening & Minister Sunner visit

L. Domae reviewed the schedule for the opening of tul'al'twx student housing on Friday September 19th, and noted that the Honourable Jessie Sunner, Minister of Post Secondary Education and Future Skills will be in attendance. In addition to attending the opening celebrations, Minister Sunner will also be meeting with college personnel and community leaders.

L. Domae noted that the K'ómoks First Nation (KFN) will be leading an opening celebration from 10:00am-12:00pm, including addresses by Chief Nicole Rempel, reveal of KFN artists, naming of the official places, and cultural dances.

L. Domae and Minister Sunner will then provide opening remarks at 12:30pm, followed by celebration, lunch and strategic consultation sessions with community.

Next meeting dates:

The Executive Committee's next meeting is tentatively scheduled for Thursday October 9th, 2025 at 10:30a.m.

The regular meeting was adjourned at 3:12p.m.



North Island College Board of Governors
October 2, 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 September 15, 2025**

Committee members Shelley Does (Chair), Nancy Arsenault and Vicky White met on September 15th, 2025 with Lisa Domae, President & CEO and staff Melanie Allison, Director, College Governance & Strategy, and Emily Haagerup, Executive Assistant, Leadership Team & Board Operations attending as resource persons.

Taylor McManus, Naeem Shaikh, Murray Erickson, Kuda Makunike and John Jack sent regrets.

Territorial Acknowledgment

S. Does called the meeting to order at 2:06p.m. and acknowledged that the meeting is being held in the traditional territories of the combined 35 First Nations of the Nuuchahnulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

Adoption of Agenda

The Committee adopted the agenda as presented.

Committee Business

Board Governance Manual

Deferred to next Governance & Board Development Meeting.

Proposed Education Session: October 2nd 2025

For the Board Education Session on October 2nd, 2025, L. Domae proposed a workshop on the College's Environmental Scan, led by W. Skulmoski, Director, Institutional Research, in collaboration with M. Allison, Director, College Governance & Strategy, who will discuss next steps for the College's strategic planning process and how this relates to the environmental scan.

Draft Strategic Session Agendas: October 23rd and October 31st

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

October 23rd will have presentations from Tony Loughran, Assistant Deputy Minister, Governance, Legislation and Engagement, Kim Horn, Assistant Deputy Minister & Executive Financial Officer, and Pari Johnston, President & CEO of Colleges & Institutes Canada.

October 31st will feature Teresa Budd from Watson Board Advisors, with presentations and workshops focused on governance.

The Governance and Board Development Committee discussed the Board's role in strategic planning and agreed that a modular approach to strategic planning would be beneficial to organization and clarity.

Information

- [Governance Manual](#)

Next meeting dates:

The Governance & Board Development Committee's next meeting is tentatively scheduled for Thursday October 9th at 9:00a.m.

The meeting was adjourned at 2:43p.m.



North Island College Board of Governors October 2, 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 of September 22, 2025

Committee members Jerad Langille (chair), Brenda Johnson, Roger Kishi, Bruce Turner and Claire Moglove met on September 22nd 2025 with Colin Fowler, Vice President, Finance & College Services, Jesse McGillis, Executive Assistant, Leadership Team & Board Operations and Emily Haagerup, Executive Assistant, Leadership Team & Board Operations attended as resource persons.

Territorial Acknowledgment

J. Langille called the meeting to order at 3:33pm 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

Fiscal Year 2025-2026 Second Quarter Forecast

C. Fowler presented the fiscal year 2025-2026 second quarter forecast, which is a quarterly reporting requirement from the Ministry for all public post-secondary institutions. C. Fowler reviewed the second quarter forecast and noted that the College is currently projecting a deficit of \$1.6 million for fiscal year 2025/2026. As per Ministry requirements, this forecast will be submitted on October 1st, 2025.

Fiscal Year 2025-2026 First Quarter Financial Statements

C. Fowler presented the fiscal year 2025-2026 first quarter financial statements, which span April to June 2025. C. Fowler noted that these statements show a deficit, which is expected due to the timing of tuition revenue in September and January in relation to the College's fiscal year, which operates April 1st-March 31st.

Five-Year Capital Plan Priorities

C. Fowler reviewed the College's Five-Year Capital Plan Priorities, which included the following categories as defined by the Ministry:

New Priority Capital Builds

- Campbell River Future Ready Innovation Centre
- Comox Valley Health Sciences Building
 - C. Fowler noted that this project would be the replacement for the Village portable spaces.
- Port Alberni Trades Training Facility
 - C. Fowler noted that this project would replace the need for rental of the Tebo space in Port Alberni, and allow trades programming to be offered on-campus at Rogers St.

Student Housing Projects

- Port Alberni Student Housing
 - C. Fowler noted that a demand study was conducted for Port Alberni Student Housing, with results indicating sixty-eight single student beds and fourteen family units.
 - Campbell River Student Housing

Routine Capital Projects:

- Comox Valley Warehouse Renovation
- Security Camera Infrastructure
- Campbell River Roof Replacement
- Campbell River Welding Fume Extraction
- Comox Valley Air Handling Unit Replacement
- Campbell River Access Road Paving

Carbon Neutral:

- Fluorescent Lighting Replacement

Moved: R. Kishi / Seconded: C. Moglove: That the Finance and Audit Committee reviewed and recommended the Five-Year Capital Plan Priorities to the Board of Governors for approval.

Motion carried

Financial Information Act Report

C. Fowler presented the Financial Information Act Report and noted that this report (Statement of Financial Information (SOFI)) is required by all public organizations. The report includes:

- A report showing each employee with remuneration over \$75,000
- A report showing amounts paid to suppliers of goods and services that are more than \$25,000
- A schedule of Guarantees and Indemnity agreements
- The College's Audited Financial Statements (approved by the Board of Governors on June 19th, 2025)

Moved: R. Kishi / Seconded: B. Johnson: That the Finance and Audit Committee reviewed and recommended the Financial Information Act Report to the Board of Governors for approval.

Motion carried

Information

Update on the Centre of Excellence in Early Learning

C. Fowler updated the Finance & Audit Committee on the status of the Centre of Excellence in Early Learning project, which will provide an additional 75 new childcare spaces on the first floor and learning and classroom spaces for Early Childhood Care and Education (ECCE) programming on the second floor.

He noted that due to procurement delays, the anticipated completion date of this project is March/April 2026, but the project is still on budget at this time. The architect is Stantec and the builder is Kinetic Construction Ltd.

In response to a question regarding the relationship between the College and Beaufort Children's Centre, C. Fowler explained that Beaufort Children's Centre prioritizes childcare spaces for NIC students, then NIC staff and faculty, then community members. Beaufort Children's Centre is a non-profit organization run by the Beaufort Child Care Society and will expand their operations to staff and operate the increased 75 new childcare spaces.

Next meeting dates:

The Finance & Audit Committee's next meeting is scheduled for Friday November 21st 2025 at 3:00p.m.

The meeting was adjourned at 4:20p.m.



BOARD OF GOVERNORS – ACTION SHEET

October 2, 2025

Agenda #: 3.1

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

Agenda Item: Revised 2025-26 Budget

Action Required: For Information

**Draft Motion/
Recommendation:** N/A

Background/History/Executive summary:

On April 17th, 2025 the Board of Governors approved NIC's balanced budget for fiscal year 2025/26. The budget anticipated a significant reduction in the number of international students (from 640 student full-time equivalents in fiscal 2024/25 to a budget of 467 in fiscal 2025/26).

The significant changes to the Federal government rules regarding students studying in Canada had a more significant impact to NIC than anticipated in the 2025/26 budget passed in April. The number of international student FTEs was anticipated to be closer to 325 for fiscal 2025/26.

As such, on September 5th, 2025, in a Special Closed Board of Governors Meeting, the Board approved a revised 2025-2026 Budget and made this decision public. The revised 2025-2026 Budget is now attached for information.

Attachments:

1. Revised 2025-26 budget

Action: For Information

**NORTH ISLAND COLLEGE
2025-26 BUDGET PROJECTIONS
CONFIDENTIAL**

	Actuals FY 24/25	Budget FY 25/26	Revised Budget 25/26	Projection FY 26/27
Revenues				
Province of BC revenues				
Base operating grant	36,101,387	36,337,669	36,337,669	36,337,669
Trades Training BC Grant	2,759,584	2,583,080	2,583,080	2,583,080
Routine capital	130,000	191,184	191,184	191,184
Leases	443,495	382,779	382,779	382,779
Aboriginal Service Plan	324,314	250,000	250,000	250,000
Literacy grants (CALP)	303,361	0	0	0
Student aid	1,266,348	633,000	633,000	633,000
Educational partnerships	568,508	914,000	914,000	914,000
Provincial contracts	426,984	727,265	727,265	727,265
	42,323,981	42,018,977	42,018,977	42,018,977
Federal Government grants and contracts	888,230	1,710,063	1,710,063	1,710,063
Student fees				
Base funded programs	4,763,710	4,792,000	4,792,000	4,887,840
Cost recovery program	1,385,644	944,219	944,219	963,103
International Education	9,724,791	7,232,843	5,034,818	1,975,198
	15,874,145	12,969,062	10,771,037	7,826,141
Sales of goods				
Bookstore revenue	595,283	570,000	570,000	570,000
Student Housing Revenue	0	1,415,339	650,000	2,407,898
Cafeteria revenue	458,770	341,000	341,000	341,000
	1,054,053	2,326,339	1,561,000	3,318,898
Contract services	1,934,537	2,015,246	2,015,246	2,015,246
Investment income	739,364	670,000	670,000	670,000
Realized Gains/Losses on Investment	1,794,712	100,000	100,000	100,000
Other income	1,969,873	1,071,368	1,071,368	1,071,368
Total Operating Revenue	66,578,895	62,881,055	59,917,691	58,730,693
Amortization of deferred capital revenue	3,134,848	4,241,097	4,241,097	4,241,097
Total Revenue	69,713,743	67,122,152	64,158,788	62,971,790
Expenditures				
Salaries, benefits, other personnel costs	49,966,423	48,976,855	48,359,240	47,302,653
Advertising and promotion	801,297	814,348	814,348	814,348
Books and periodicals	180,766	377,588	377,588	377,588
Cost of good sold	899,842	556,900	556,900	556,900
Equipment costs	2,068,625	2,432,258	2,432,258	2,532,258
Facilities costs	3,868,930	2,950,645	2,950,645	3,237,645
Financial service charges	266,857	354,134	354,134	354,134
General fees and services	2,655,254	1,994,425	1,644,425	1,614,072
Student awards	2,403,126	1,319,080	1,319,080	1,319,080
Supplies and general expenses	1,433,266	1,229,482	1,229,482	1,229,482
Travel	1,423,506	917,085	917,085	917,085
Grant transfers	349,061	0	0	0
Amortization of capital assets	3,949,030	5,199,352	5,199,352	5,199,352
Total Expenditures	70,265,983	67,122,152	66,154,537	65,454,597
Revenue less Expenditures	(552,240)	0	(1,995,749)	(2,482,807)

Key Assumptions:

1. The budget passed in April assumed 467 full time equivalent (FTE) of international students. The revised budget has an assumption of 325.
2. The budget passed in April assumed an 80% occupancy rate for Student Housing. The revised budget has reduced the occupancy rate to 40% in the first year of operations.
3. The adjusted expenditures are the direct cost reductions related to reduced section offerings as a result of reduced international student numbers, and lower spending on Housing operations.

BOARD OF GOVERNORS – ACTION SHEET

October 2, 2025

Agenda #: 3.2

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

Agenda Item:

Program Cancellations

Action Required:

For Approval

Draft Motion/ Recommendation:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE CANCELLATION OF THE FOLLOWING PROGRAMS, EFFECTIVE FALL 2026:

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

Background/History/Executive summary:

Policy 3-20: Suspension, Relocation or Cancellation of Academic Credential Programs and the College and Institute Act outlines that the power to cancel an academic program is held by the Board of Governors. The Board must seek advice from Education Council on any academic program cancellation before making a final decision.

Consultations, discussions, and recommendations have occurred with the Leadership and Education Teams on September 9 and 10.

Advice on the cancellation of the programs occurred at a special meeting of Education Council on September 12. At the September 12 meeting, the Council voted on and passed all motions recommending program cancellations to the Board.

Seeking Board of Governors' approval to cancel the following credentials, effective Fall 2026

- Tourism and Hospitality Management Certificate
- Tourism and Hospitality Management Diploma - Hospitality Management Option

- Tourism and Hospitality Management Diploma – Tourism Management Option
- Tourism and Hospitality Management – Post Graduate Certificate
- Tourism and Hospitality Management – Post Graduate Diploma
- Tourism and Hospitality Management Diploma – Adventure Guiding Option
- Computer Information Systems Certificate (CIS)
- Metal Jewelry Design Certificate
- Computing Accounting Assistant Certificate (CAAC)
- Administrative Assistant Certificate (AAC)
- Aircraft Structures Technician Certificate

Policy analysis/strategic priority:

Foundation, Frame and Doorways

Attachments:

Please refer to attachments for the rationale on program cancellations.

Action:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE CANCELLATION OF THE FOLLOWING PROGRAMS, EFFECTIVE FALL 2026:

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

Program Cancellation Recommendations (Board of Governors)

Recommendation: Program Cancellation – Tourism and Hospitality Management

Tourism and Hospitality Management Certificate

Tourism and Hospitality Management Diploma - Hospitality Management Option

Tourism and Hospitality Management Diploma – Tourism Management Option

Tourism and Hospitality Management – Post Graduate Certificate

Tourism and Hospitality Management – Post Graduate Diploma

Tourism and Hospitality Management Diploma – Adventure Guiding Option

Consultation/Communication (if applicable)

- ☒ Department faculty and staff
- ☒ Registrar's Office
- ☒ Indigenous Education
- ☒ Student Services and Financial Aid
- ☒ Marketing and Communications

1. Program Summary

Program Credentials

Tourism and Hospitality Management:

Tourism and Hospitality Management Certificate

Tourism and Hospitality Management Diploma - Hospitality Management Option

Tourism and Hospitality Management Diploma – Tourism Management Option

Tourism and Hospitality Management – Post Graduate Certificate

Tourism and Hospitality Management – Post Graduate Diploma

Tourism and Hospitality Management Diploma – Adventure Guiding Option

Program Description

Learning will include exposure to various tourism sectors, including accommodation, food and beverage, adventure tourism, events and conferences, transportation, attractions, tourism services and travel trade.

Anticipated Cancellation Date

Fall 2026

2. Rationale

Include: May include, but not limited to, 3-year enrollment trend analysis, meeting Ministry mandate, student success and completion data, financial analysis (budget), labour market assessment, comparison with institution-wide program offerings (include applicable attachments)

Tourism & Hospitality Management programming, save the certificate in Adventure Guiding, has been primarily populated by international students. Since 2017/18 most students have been international. Reviewing enrolment data, 78% of enrolled students in 2023-24 were international. This percentage reflects the current composition of THM students. When the IRCC made changes to Post-Graduation Work Permit (PGWP) eligibility in the FALL of 2024, interest in said programs dropped precipitously. Without the possibility of a post-graduation work permit, international students are not communicating any interest in Tourism & Hospitality Management programming whatsoever. This is unfortunate, but without the possibility of paid employment after graduation, our THM programs are now out of reach for many international students. For domestic applicants, the same problem exists – though in this instance the impediment is flat sectoral growth. The *BC Labour Market Outlook* (2024 Ed.) indicates minimal job growth in occupational fields in TEER 2. Ministry projections suggest there will be only 360 job openings over the next decade, with an anticipated expansion of 150.¹ In contrast, citing the same time period, the *BC Labour Market Outlook* indicates a total of 5,550 new job openings for chefs.²

3. Work Plan for Cancellation

Include: May include, but not limited to, teaching out plan, labour implications, resource requirements

Having already suspended program intake last Fall, there are fewer than twenty continuing Tourism & Hospitality Management students (across all credentials). We are running the requisite courses this year to support program completion. A full audit has been done. After this year, only three THM courses will be made available to students. As indicated, those courses will support the Adventure Guiding certificate program – but could be made available to any THM students requiring additional credits.

Governance:

- a. Registrar's Office - 9/5/2025
- b. Education Team - 9/10/2025
- c. Leadership Team - 9/9/2025
- d. Education Council - 9/12/2025
- e. Board of Governors - 10/2/2025

¹ Pg. 53. <https://www.workbc.ca/sites/default/files/2025-02/BC%20LMO%20Report%202024.pdf>

² *ibid.*

Program Cancellation Recommendations (Board of Governors)

Recommendation: Program Cancellation – Computer Information Systems Certificate (CIS)

Consultation/Communication (if applicable):

- ☒ Department faculty and staff
- ☒ Registrar's Office
- ☒ Indigenous Education
- ☒ Student Services and Financial Aid
- ☒ Marketing and Communications

1. Program Summary

Program Credential: Computer Information Systems Certificate (CIS)

Program Description

North Island College offers a one-year Computer Information Systems Certificate (CIS)

learn about the essential elements of modern information systems, including hardware, software, and networking.

Anticipated Cancellation Date:

Fall 2026

2. Rationale

Include: May include, but not limited to, 3-year enrollment trend analysis, meeting Ministry mandate, student success and completion data, financial analysis (budget), labour market assessment, comparison with institution-wide program offerings (include applicable attachments)

Persistent low enrolment and disinterest among prospective students are the principal reasons for program cancellation. Since the program's inception, students have been unwilling to undertake a one-year certificate in CIS. From the time of the feasibility study until today, it would appear there has been a general shift away from programming (and IT) toward design-oriented programs. Enrollment patterns at NIC bear this out. CIS supported approximately two FTE whilst active. For comparative purposes, DGL growth has been near symmetrical for the same time-period. In 2017/18 DGL reported 33.79 student FTEs. In 2023/24 this number had grown to 91.90 student FTEs.

3. Work Plan for Cancellation

Include: May include, but not limited to, teaching out plan, labour implications, resource requirements

No workplan is required beyond removing the CIS program from the calendar. As mentioned above, several CPS courses used in support of CIS are also required in DGL. There are no continuing students.

Governance:

- a. Registrar's Office - 9/5/2025**
- b. Education Team - 9/10/2025**
- c. Leadership Team - 9/9/2025**
- d. Education Council - 9/12/2025**
- e. Board of Governors - 10/2/2025**

Program Cancellation Recommendations (Board of Governors)

Recommendation: Program Cancellation – Metal Jewellery Design Certificate

Consultation/Communication (if applicable)

- ☒ Department faculty and staff
- ☒ Registrar's Office
- ☒ Indigenous Education
- ☒ Student Services and Financial Aid
- ☒ Marketing and Communications

1. Program Summary

Program Credential: Metal Jewellery Design Certificate

Program Description

North Island College offers a one year Metal Jewellery Design Certificate Program

This unique certificate provides you with the technical skills and industry knowledge needed to conceptualize and create jewellery for artistic expression or as a source of income.

Anticipated Cancellation Date

Fall 2026

2. Rationale

Include: May include, but not limited to, 3-year enrollment trend analysis, meeting Ministry mandate, student success and completion data, financial analysis (budget), labour market assessment, comparison with institution-wide program offerings (include applicable attachments)

Over the past few years, the MJD program has struggled to be fully cost-recovery. Tuition cost was \$6760.00 per student for 32 weeks.

- Fiscal 2025 - zero dollars net
- Fiscal 2024, deficit of \$1576.91.
- Fiscal 2023, deficit of \$1664.00.

The certificate program tuition was such that it was challenging to break even on the program with a full cohort of 12 students. As instructional materials and equipment costs are increasing faster than tuition, this is not a sustainable situation.

The program has been revised to become a series of stackable, non-credit micro-credentials of seven weeks each. The content has been streamlined and overall hours reduced, from 760 hours to 154 hours per micro-credential. These changes increase accessibility of the program: students can choose to take one or all of the micro-credentials in a calendar year, as their schedules and budgets allow.

3. Work Plan for Cancellation

Include: May include, but not limited to, teaching out plan, labour implications, resource requirements

There is no teaching out plan - the certificate program was complete before the program was suspended.

Governance

- a. Registrar's Office - 5/15/2025**
- b. Education Team - 9/10/2025**
- c. Leadership Team - 9/9/2025**
- d. Education Council - 9/12/2025**
- e. Board of Governors - 10/2/2025**

Program Cancellation Recommendations (Board of Governors)

Recommendation: Program Cancellation – Office Administration

Administrative Assistant Certificate

Computing Accounting Assistant Certificate

Consultation/Communication (if applicable)

- ☒ Department faculty and staff
- ☒ Registrar's Office
- ☒ Indigenous Education
- ☒ Student Services and Financial Aid
- ☒ Marketing and Communications

1. Program Summary

Program Credentials

Office Administration:

Administrative Assistant Certificate (AAC)

Computing Accounting Assistant Certificate (CAAC)

Program Description

North Island College offers a one-year Administrative Assistant Certificate (AAC) and a one-year Administrative Assistant Computing Accounting Assistant Certificate (CAAC) where students can develop essential computer skills, keyboarding, word processing, records management, organization, teamwork and communication. This certificate builds your expertise in client management and key administrative tasks, setting a strong foundation for career growth.

As a graduate of the Administrative Assistant Computing Accounting Assistant program, you will be able to track accounts, work comfortably in an office environment and process a variety of business transactions expediently and efficiently.

Anticipated Cancellation Date

Fall 2026

2. Rationale

Include: May include, but not limited to, 3-year enrollment trend analysis, meeting Ministry mandate, student success and completion data, financial analysis (budget), labour market assessment, comparison with institution-wide program offerings (include applicable attachments)

The critical issue with the Office Administration program is asymmetric enrolment and graduation rates, and a drastically changing (and changed) work environment. Since 2018, 63% of Office Administration students enrolled in an OA credential at NIC (of the three active credentials) have graduated from OAC 1 – the foundational OA certificate. On average, over the same period, the AAC certificate produced 6.8 graduates a year. The CAAC certificate produced fewer than that (i.e. approximately 6.2). Our objective is to focus attention on the foundational certificate only. In contrast to the CAAC and AAC certificates, the OAC1 certificate has produced an average of 20 graduates per year over the same period. Average class enrolments in the CAAC and AAC certificates indicate a general disinterest among students.

3. Work Plan for Cancellation

Include: May include, but not limited to, teaching out plan, labour implications, resource requirements

The College suspended intake for said certificates last Fall. Continuing students in the affected certificates are being supported. In all instances, the goal is to facilitate program completion by the end of academic year 2025-26. A workforce adjustment has already occurred.

Governance

- a. Registrar's Office - 9/5/2025**
- b. Education Team - 9/10/2025**
- c. Leadership Team - 9/9/2025**
- d. Education Council - 9/12/2025**
- e. Board of Governors - 10/2/2025**

Program Cancellation Recommendations (Board of Governors)

Recommendation: Program Cancellation – Aircraft Structures Technician Certificate

Consultation/Communication (if applicable)

- ☒ Department faculty and staff
- ☒ Registrar's Office
- ☒ Indigenous Education
- ☒ Student Services and Financial Aid
- ☒ Marketing and Communications

1. Program Summary

Program Credential: Aircraft Structures Technician Certificate

Program Description

North Island College offers a one-year Aircraft Structures Technician Certificate.

Basic theory of flight, aircraft systems, construction and Transport Canada regulatory requirements while learning to build and repair aircraft structures.

Anticipated Cancellation Date:

Fall 2026

2. Rationale

Include: May include, but not limited to, 3-year enrollment trend analysis, meeting Ministry mandate, student success and completion data, financial analysis (budget), labour market assessment, comparison with institution-wide program offerings (include applicable attachments)

The Aircraft Structures Technician Certificate program was launched at North Island College (NIC) to support the growth of the regional aircraft sector. The North Island region was the home base for numerous aircraft-related operations, including fixed-wing and propeller aircraft, driven by the demands of the resource and exploration industries. The NIC program was designed in response to the anticipated need for a skilled workforce and to meet the sector's evolving workforce and capacity requirements.

While the North Island region experienced growth in the aircraft sector throughout the 1990s, by 2008, development began to slow due to shifts in the regional economy. As mentioned, enrolments in the program have not met program targets since its inception. Despite this, NIC remained

committed to sustaining the program, recognizing the already confirmed investments of capital, curricula, and faculty development that aligned with industry standards.

However, over the past two decades, the persistent low enrolments, combined with the need for significant updates to the curriculum and modern training equipment, have led to the decision to recommend the cancellation of the program. This action reflects the challenges of maintaining a program that requires ongoing investment in both resources and infrastructure, whilst enrolments waver as influenced by the region's changing economic landscape.

As noted, a key factor in determining the viability of the program is student enrolment levels, with the institution required to serve 16 students per Aircraft Structures intake. NIC's program fill rate has been consistently low with an overall fill rate of 48% over two decades, which is not sustainable. This enrolment shortfall is further strained by the additional investment required to modernize the programming; the estimated required investment exceeds \$200,000.00.

Year	Registrations
2010	10
2011	3
2012	8
2013	5
2014	11
2015	9
2016	7
2017	11
2018	11
2019	5
2020	Intake Cancelled
2021	Intake Cancelled
2022	9

Implications (including costs) for action and/or inaction on students, faculty, space, timing, budget, college and employer/community stakeholders.

The cancellation of the program results in cost-savings to the faculty and institution whilst providing the opportunity to utilize the shop space for other in-demand trades and youth-in-trades programming.

3. Work Plan for Cancellation

Include: May include, but not limited to, teaching out plan, labour implications, resource requirements

Considerable time and effort have been invested in collaborating with funders, industry, inclusive of 19 Wing Comox and over the years faculty (three individual faculty members) to explore various program models, potential sponsorship opportunities, and overall sustainability. However, no advancements were achieved and changes to the program model were not permissible given Transport Canada accreditation requirements. Discussions have taken place with industry who from a business perspective understand the rationale for the program cancellation.

Governance:

- a. Registrar's Office - 9/4/2025**
- b. Education Team - 9/10/2025**
- c. Leadership Team - 9/9/2025**
- d. Education Council - 9/12/2025**
- e. Board of Governors - 10/2/2025**

Board of Governors Strategic Session Day 1 - October 23 2025

NIC Comox Valley Campus

tul'al'txw Gathering Place (TBC)

Purpose/Objectives

THURSDAY OCTOBER 23		
Time	Activity & Presenters/Facilitators/Guests	Venue
9:45am – 10:00am	Arrival: Coffee, tea and snacks	Gathering Place
10am – 10:15am	Welcome and Agenda Review <i>Fernanda Pare, NIC Elder in Residence (TBC)</i>	Gathering Place
10:15 am-11:15am	Ministry of Post-Secondary Education & Future Skills (PSFS) Overview College Board Governance - <i>Tony Loughran, Assistant Deputy Minister, Governance, Legislation & Engagement</i> Fiduciary Responsibility - <i>Kim Horn, Assistant Deputy Minister, Finance, Technology & Management Services & Executive Financial Officer</i>	Gathering Place
11:15-12:30	Structural Shifts - Colleges in Canada and the State of the Nation <i>Pari Johnston, President & CEO, College & Institutes Canada (CICan)</i>	Gathering Place
12:30pm – 1:30pm	Lunch	
1:30-4:30pm	Opportunities and Challenges – Driving NIC and the College Sector Forward <i>Pari Johnston, President & CEO, College & Institutes Canada (CICan)</i>	Gathering Place
5:00-7:00pm	Optional Dinner	

Board of Governors Strategic Session Day 2 - October 31 2025

NIC Comox Valley Campus

tul'al'txw Gathering Place (TBC)

Purpose/Objectives

FRIDAY, OCTOBER 31		
Time	Activity & Presenters/Facilitators/Guests	Venue
9:45am – 10:00am	Arrival: Coffee, tea and snacks	Gathering Place
10am – 10:15am	Welcome and Agenda Review <i>Fernanda Pare, NIC Elder in Residence (TBC)</i>	Gathering Place
10:15 am-12:30pm	College Board Governance 101 <i>Teresa Budd, Consultant, Watson Board Advisors</i>	Gathering Place
12:30pm – 1:30pm	Lunch	
1:30-3:30pm	Board Governance in Challenging Times <i>Teresa Budd, Consultant, Watson Board Advisors</i>	Gathering Place
3:30pm	Meeting adjournment.	

President's Report on Administrative Leave

Purpose

This report outlines the activities and outcomes of the first period (2 months) of my administrative leave, taken in the spring/summer of 2025.

Background

The President's employment agreement provides for a four-month administrative leave in each 5-year period. The administrative leave must be of mutual benefit to the President and the College and must be approved by the Board Chair or designate in writing.

To accommodate the operational needs of the College given the severity of the unplanned enrolment and financial impacts of the federal government's policy changes to international education, in February 2025 Board chair Patricia Trasolini approved my taking this leave in two, two-month periods. With her support, the first two-month period was scheduled for the spring/summer of 2025 with the second two-month leave carried forward to 2026/2027.

The plan was to combine this leave with another two months of vacation in July and August 2025. Unfortunately, the accelerated severity of continued international policy changes on the financial health of the institution required me to return to work and I was unable to take all my planned vacation.

Leave Objectives and Outcomes

In the first two-month period of my leave, I achieved the following:

1. Japanese Canadians on Vancouver Island project

The Japanese Canadians on Vancouver Island applied research project is model for how social innovation can drive experiential learning and community development (BUILD 2026 Goal 9.3 Social and Economic Development of the Region – to be a hub for knowledge, service and innovation in the north Island). I am the principal investigator, through the CARTI, on two grants totaling \$280K for a research and publication project that investigates, documents and presents the history of pre-World War II Japanese Canadian settlement on Vancouver Island. This project will be conducted over a two year period.

During the leave period, I advanced this project by:

- coordinating the project with the funder – managing the budget and doing financial reporting;
- conceptualizing and coordinating the creation of two peer-reviewed books, one single authored by a colleague and another co-edited by us both;
- assembling author teams to research and write the chapters in the co-edited book;
- working with UBC Press to develop and submit proposals for both books;
- hiring and managing a team of 6 NIC student research assistants who support historical applied research, interviewing, and writing;

- supervising the collection and summarization of RCMP Custodian of Enemy Property files;
 - guiding 2 student research assistants taking BUS 500 with faculty member Ali Bowman and doing field work in Japan;
 - being a visiting scholar at NIC's international partner, the Kyoto University of Foreign Studies (KUFS), including presenting my research to students and faculty and fostering partnerships between NIC and KUFS;
 - hosting an academic symposium in August 2025 attended by 100 people in-person with another 50 online at NIC's Comox Valley campus and featuring scholars from Japan, the United States and Canada.
 - single authoring a chapter for a book about Japanese Canadians from Vancouver Island and other places who were interned in Grand Forks, BC.
2. Support the Office of Global Engagement in developing NIC's capacity-building agreements internationally (BUILD 2026 Goal 5.4 Global Learning – Revitalize and diversify international engagement);

During the leave period, I advanced international partnerships in Japan including:

- supporting the NIC – Ka'apiolani Community College partnership at Nakamura Gakuen university in Fukuoka, Japan
- developing NIC's partnership with Nakamura Gakuen university in Fukuoka, Japan
- developing a new partnership agreement with Wakayama University
- enhancing the three-way partnership with the town of Mihama, Wakayama and the Kyoto University of Foreign Studies
- meeting with Government of Canada officials at the Canada Pavillion at the World Exposition in Osaka and developing a joint presentation at the Expo
- exploring the international possibilities of NIC's Seaweed Innovation Centre.

I wish to thank the Board of Governors for this opportunity and Tony Bellavia, who acted as President during this first portion of my leave.

BOARD OF GOVERNORS – ACTION SHEET

October 2, 2025

Agenda #: 4.2.1

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

Agenda Item: Financial Information Act report (attachment)

Action Required: For Approval

Draft Motion/ Recommendation: **THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2025 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.**

Background/History/Executive summary:

All “public bodies”, which includes the public post-secondary sector, must prepare statements of information in accordance with the Financial Information Act, and in the prescribed format. The key reports that are disclosed in the Statement of Financial Information (SOFI) are:

- A report showing each employee earning more than \$75,000;
- A report showing amounts paid to suppliers of goods and services that are more than \$25,000;
- A schedule of Guarantees and Indemnity agreements; and
- NIC’s audited financial statements that were approved by the Board in June.

Policy analysis/strategic priority:

The SOFI report is prepared in a format directed by the Act as well as procedures prepared by the Ministry of Finance.

Attachments:

1. SOFI report as required under the Financial Information Act.

Action: For Approval

Recommended Board Motion:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2025 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.

NORTH ISLAND COLLEGE

STATEMENT OF FINANCIAL INFORMATION (SOFI)

FOR THE YEAR ENDED MARCH 31, 2025

Financial Information Regulation (FIR) Schedule 1

**NORTH ISLAND COLLEGE
MANAGEMENT REPORT
FIR SCHEDULE 1, SECTION 9 (3)
FOR THE YEAR ENDED MARCH 31, 2025**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility. The Board meets with management and the external auditors once a year or as needed.

The external auditors, KPMG, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Financial Information Act. Their examination includes a review and evaluation of North Island College's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Governors.

On behalf of North Island College:

Colin Fowler
Vice President, Finance & College Services
October 2, 2025

Nancy Arsenault
Chair, Board of Governors
October 2, 2025

**NORTH ISLAND COLLEGE
MANAGEMENT REPORT
FIR SCHEDULE 1, SECTION 9 (1)
FOR THE YEAR ENDED MARCH 31, 2025**

The undersigned represents the Board of Governors of North Island College and approves all statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

On behalf of North Island College:

Nancy Arsenault
Chair, Board of Governors
October 2, 2025

**NORTH ISLAND COLLEGE
SCHEDULE OF DEBTS
FIR SCHEDULE 1, SECTION 4
FOR THE YEAR ENDED MARCH 31, 2025**

The outstanding amount of debt secured by debt instruments is NIL.

**NORTH ISLAND COLLEGE
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS
FIR SCHEDULE 1, SECTION 5
FOR THE YEAR ENDED MARCH 31, 2025**

Name

Accessible Learning Placement
Alberni Athletic Association
American Type Culture Collection
BC Health Authorities
Chernoff Thompson Architects
ChildCare BC
City of Courtenay
City of Port Alberni
Comox Valley Regional District
Evolve
First Nations Health Authority
Frosst Financial Corp.
Japanese Canadian Legacies Society
Kryterion Testing Solutions
Memorial University of Newfoundland
Ministry of Post Secondary Education and Future Skills
Mitacs Inc.
Mosaic Forest Management
National Advanced Placement & Prior Learning Program
Nebraska Book Company
Nelson Roofing
Okanagan College
PeopleAdmin Inc.
Providence Living Society
Providence Residential Society
Province of BC
RDH Building Science
Red Cross
Regional District of Nanaimo
River City Players Society
Ryerson University
SD 71 & City of Courtenay
Seniors Village 3 LLP-Pacific Reach Seniors
Shell Energy North America
Sid William Theatre Society
Sid William Theatre Society & City of Courtenay
SirsiDynix
StarRez
Tilley's Trucking Ltd.
Trane Canada
Truck Loggers Association
Tula Foundation
Urban Systems Ltd
Vancouver Island Health Authority (VIHA)

**NORTH ISLAND COLLEGE
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FIR SCHEDULE 1, SECTION 6
FOR THE YEAR ENDED MARCH 31, 2025**

A. Board of Governors

Name	Position	Remuneration	Expenses
Arsenault, Nancy	Vice Chair, Community Rep	2,000	4,306
Chauhan, Shubham	Student Rep	1,000	-
Dores, Shelley	Community Rep	2,000	1,437
Jack, John	Community Rep	1,500	229
Kishi, Roger	Community Rep	1,500	110
Langille, Jerad	Community Rep	2,000	1,493
Makunike, Kuda	Student Rep	1,000	-
McManus, Taylor	Student Rep	1,000	-
Moglove, Claire	Community Rep	2,000	3,878
Puetz, Valery	Community Rep	2,000	107
Stavness, Corinne	Community Rep	2,000	246
Trasolini, Patricia	Board Chair, Community Rep	2,500	1,266
White, Victoria	Community Rep	2,000	-
		22,500	13,072

B. Other Employees > \$75,000

Name	Remuneration	Expenses
Abdellah, Ibrahim	100,960	3,500
Alardah, Naser	113,441	3,500
Alessio, Montana	93,682	3,380
Allison, Melanie	129,947	3,375
Apperson, David	100,180	371
Avender, Paula	88,744	-
Badger, Michelle	145,721	7,252
Bailey, Laura	95,762	2,695
Baird, Niki	113,441	5,846
Balfry, Patrick	91,486	176
Banton-Smith, Samantha	105,627	12,129
Barner, Alena	81,158	2,934
Baron, Glenn	99,671	4,181
Batch, Cory	113,441	1,235
Batho, Catherine	113,441	918
Bauby, Xavier	113,441	559
Beaupre, Byron	113,441	343
Bellavia, Antonio	200,565	3,981
Bellham, Darin	105,568	9,763
Bennett, Marisa	122,738	2,792
Bennis, Othman	113,441	4,366
Blaak, Ryan	103,384	1,375

**NORTH ISLAND COLLEGE
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FIR SCHEDULE 1, SECTION 6
FOR THE YEAR ENDED MARCH 31, 2025**

B. Other Employees > \$75,000 (continued)

Name	Remuneration	Expenses
Black, Alisha	108,229	429
Black, Casey	161,218	3,897
Black, Lisa	77,849	88
Blacquiere, Ashley	84,014	1,145
Blair, Alexandra	98,314	1,146
Bonneville, Mark	82,919	1,644
Botica, Jennifer	113,441	5,002
Bottomley, Graysann	94,272	1,988
Bouras-Somerset, Angela	100,876	3,500
Bowler, Ray	81,454	-
Brady, Aisling	113,442	4,578
Bruderer, Alison	75,963	-
Buchanan, Heather	107,758	3,245
Budisa-Bonneau, Anita	113,441	10,953
Burkholder, Ingrid	75,664	2,031
Caraballo Acosta, Pedro	113,441	10,313
Carpenter, Katherine	83,136	756
Carrel, Alix	113,441	6,376
Charette, Nick	116,504	4,566
Charles, Melanie	92,103	2,897
Child, Sara	82,735	22,957
Connell, Katrina	113,441	-
Cormie, Gregg	97,394	-
Crewe, Ken	172,813	1,417
Crouch, Andrew	75,913	857
Cruickshank, Neil	186,265	8,976
Deagle, Heidi	114,249	1,285
Definney, Alana	101,094	-
Deveaux, Natalie	113,441	1,826
Diemer, Jason	114,781	52
Domae, Lisa	238,560	41,306
Edwards, Jason	96,402	-
Egeland, Erin	122,512	4,181
Elgersma, Fetze	120,463	-
Erickson, Murray	113,237	5,880
Evans, Jennifer	97,363	1,879
Fallis Starhunter, Jennifer	113,441	1,070
Faust, Sandra	113,441	-
Fleck, Susan	137,942	3,799
Fowler, Colin	200,705	4,442

**NORTH ISLAND COLLEGE
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FIR SCHEDULE 1, SECTION 6
FOR THE YEAR ENDED MARCH 31, 2025**

B. Other Employees > \$75,000 (continued)

Name	Remuneration	Expenses
Gaetz, Roslyn	113,441	689
Gallant, Lynette	113,441	3,277
Gannon, Gerald	104,780	3,500
Gardiner, Len	103,558	8,709
Gartner, Jacques	113,441	3,479
George, Darren	113,667	-
Gereluk, Theresa	113,232	612
Ghory, Alison	81,362	764
Gibson, Laurie	82,429	479
Girard, Elizabeth	102,065	3,580
Goodliffe, Rachel	113,442	4,983
Goudreau, Kelly	113,333	4,128
Grant, Andrew	76,723	815
Gray, Danean	121,591	2,500
Guiot, Claire	105,584	2,596
Gus, Wilma	113,237	13,927
Haagerup, Emily	80,971	105
Haggith, Kathleen	172,871	18,514
Hardin, Erik	113,441	3,484
Harper, Dale	76,923	350
Harris, Wendy	113,441	1,032
Harrison, Donna	78,536	1,670
Haugen, Robert	132,280	6,501
Hearnden, Margaret	115,043	18,942
Hemingway, Miles	85,435	5,535
Herringer, Mark	170,684	42,621
Hickey, Sean	108,195	1,368
Hinman-Smith, Daniel	113,441	-
Howie, Heather	103,311	4,722
Jiwaji, Meesbah	134,045	23,551
Johns, David	124,729	11,380
Johnsen, Kelly	150,672	10,590
Johnson, June	78,838	754
Johnston, Laura	93,874	11,622
Jurado, Robert	93,682	1,848
Karatsikis, Janelle	98,725	1,668
Kenny, Erin	130,795	1,356
Kerr, Andrea	104,094	6,519
Knaack, Liesel	145,739	5,012
Koehler, Brian	113,442	-

**NORTH ISLAND COLLEGE
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FIR SCHEDULE 1, SECTION 6
FOR THE YEAR ENDED MARCH 31, 2025**

B. Other Employees > \$75,000 (continued)

Name	Remuneration	Expenses
Kuhnert, Kathleen	200,565	4,734
Laird, Robert	113,441	1,695
Lawrence, Jeffrey	113,441	-
Leclair, Junko	106,910	59,701
Lightfoot, Dennis	112,573	-
Lowey Mackenzie, Kerri	113,441	3,952
Lu, Frank	113,322	680
MacKenzie, Rebecca-Anne	79,750	510
Madarasz, Christian	113,441	-
Marriott, Judith	116,893	9,646
Martens, Rebecca	86,448	1,120
Mayboudi, Ali	176,188	7,973
McConomy, Erin	113,441	5,116
McElroy, Ryan	113,441	3,550
McIntosh, Stephen	113,441	748
McKay, Elizabeth	113,441	745
McPherson, Barbara	127,937	5,199
McSavaney, Sean	78,914	119
Meiers, Janice	150,817	7,436
Melville, Kaitlyn	113,441	897
Merry, Donna	119,374	16,913
Michaud, Laurie	116,548	-
Milligan, Sandra	116,817	2,648
Moreau, Jocelyn	111,502	2,358
Morrison, William	113,356	1,670
Mun, Monica	86,479	3,500
Nadon, Francois	97,960	2,490
Nagel, Rhianna	96,311	12,732
Nagy, Melanie	126,374	2,468
Naugler, Diane	129,289	6,697
Nawaz, Shamaila	103,467	-
Neumann, Amber	85,381	4,050
Newton, Diane	118,370	3,813
Newton, Sean	114,043	3,500
O'Connell, Cheryl	163,155	12,357
O'Doherty, John	120,314	105
Paquet-Combe, Marie-France	113,441	-
Parkinson, William	113,441	-
Pasca, Romana	117,976	42,910
Perron, Linda	115,221	40

**NORTH ISLAND COLLEGE
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FIR SCHEDULE 1, SECTION 6
FOR THE YEAR ENDED MARCH 31, 2025**

B. Other Employees > \$75,000 (continued)

Name	Remuneration	Expenses
Petersen, Erin	84,868	508
Petr, Trevor	113,441	10,268
Pinel, David	113,441	1,475
Plautz, Karl	105,375	-
Pope, Amanda	88,770	249
Posner, Christopher	94,695	-
Price, Angela	98,826	9,627
Price, Michelle	85,287	5,291
Priest-Peries, Kathryn	114,125	853
Propp, Danita	113,441	720
Racey, Catherine	106,699	3,491
Ralph, Colin	92,077	843
Revai, Tina	104,325	740
Rizun, Hannah	108,004	-
Robbins, Nicole	79,593	-
Rowes, Amy	113,441	6,019
Roy, Vicky	102,051	9,789
Russell, Elizabeth	90,305	5,127
Schiller, Suzanne	113,441	2,886
Schmidlin, James	77,076	-
Scholtz, Antonie	113,441	-
Shopland, Kelly	140,924	24,463
Sibilleau, Denise	91,848	2,500
Sihota, Jasmail	89,176	132
Simms, Michelle	106,342	-
Simpson, Nadine	113,441	-
Skulmoski, Wes	125,913	356
Snell, Sheenagh	102,073	3,426
Stratford, James	113,237	2,900
Tabata, Naomi	132,191	14,912
Taylor, Debbie	93,735	783
Teale, Toni	81,247	5,596
Tilston, Caroline	79,010	1,245
Trudel, Anthony	113,442	2,725
Tulloch, Laurie	113,420	7,890
Udy, Christopher	90,505	-
Van Der Merwe, Jaylene	101,361	12,870
Van Hellemond, Sabrina	96,380	-
van Orden, Meindert	124,379	6,197
Vipond, Sara	107,491	3,730

**NORTH ISLAND COLLEGE
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FIR SCHEDULE 1, SECTION 6
FOR THE YEAR ENDED MARCH 31, 2025**

B. Other Employees > \$75,000 (continued)

Name	Remuneration	Expenses
Vogt, Rosemary	110,306	2,698
Walker, Robert	79,127	1,466
Wang, Sherrie	113,441	6,403
Ward, Kyle	113,441	743
Waters, Terry	78,372	-
Wedman, Donna	101,087	5,119
Wheatley, Aimee	107,701	2,455
Wheatley, Matthew	113,441	2,610
Whitton, Craig	140,687	7,340
Willers, Michael	113,441	-
Wilson, Megan	122,574	4,863
Wilson, Sherri	93,260	2,656
Wrye, Jennifer	113,235	3,753
Yells, Bryan	132,884	5,946
Yeudall, Sabrina	120,990	4,011
Zeinert, Logan	86,599	18,030
Zhao, Chunxiao	113,441	3,500
Zienowicz, Agata	95,116	127
	22,139,569	923,737

C. Other Employees < \$75,000

Consolidated Remuneration / Expenses < \$75,000	16,716,932	607,319
TOTAL	\$ 38,879,001	\$ 1,544,128

**NORTH ISLAND COLLEGE
SCHEDULE OF PAYMENTS FOR GOODS OR SERVICES
FIR SCHEDULE 1, SECTION 7
FOR THE YEAR ENDED MARCH 31, 2025**

A. Payments >\$25,000

Name	Payment
ABC Printing	59,680
Adam's the Tarp & Tool Co. Ltd	25,126
Advanced Listening Systems Ltd	27,781
Ainsworth Inc	206,116
Al Davison Ltd	33,279
Alberni Valley Refrigeration	31,280
Apply Board (Easy Education Inc.)	121,053
Aurora Roofing Ltd	368,084
Baiocco Ventures Ltd	47,822
Bartle & Gibson Co Ltd	26,828
BC Electronic Library Network	138,800
BC Hydro	394,765
BC Transit	98,706
BCNET	609,658
Bee-Clean Building Maintenance	737,202
Camosun College	39,713
Canadian Standards Association	27,709
Canam Consultants Ltd	30,575
Cengage Canada	41,811
Charter Telecom	58,694
Chernoff Thompson Architects	149,627
City of Courtenay	373,829
City of Port Alberni	160,705
College Pension Plan	2,455,287
Compugen Inc	487,889
Compugen Inc (Usd)	31,423
Consulab Educatech Inc	101,357
COSTCO Wholesale	34,221
Dale's Plumbing And Mechanical Ltd	54,883
Dawn Construction Ltd	1,183,317
Dependable Lawn Care Ltd	96,954
Designed Air Systems Ltd	29,085
Dialog BC Architecture	134,409
Digitel Systems	29,091
E.B. Horsman & Son	48,278
Edgett Excavating Ltd	30,279
Elimu International Education Connection	29,305
Employer Health Tax	751,498

**NORTH ISLAND COLLEGE
SCHEDULE OF PAYMENTS FOR GOODS OR SERVICES
FIR SCHEDULE 1, SECTION 7
FOR THE YEAR ENDED MARCH 31, 2025**

A. Payments >\$25,000 (continued)

Name	Payment
Explorance	32,468
Finning Canada	151,376
Footprints Security Patrol Inc	296,892
FortisBC-Natural Gas	168,922
Frame & Associates	41,584
Frosst Financial Corp	109,849
Goreto Educational Consultancy Pvt. Ltd.	37,225
Griffin Painting Ltd	187,711
Harbour West Consulting Inc	40,259
Hdr Architecture Associates, Inc	207,812
Hitec Printing Inc	68,864
Homalco First Nation	43,330
Homewood Health Inc	28,206
Hootsuite Inc	31,426
Houle Electric	308,145
IDP Education Ltd	87,013
Illume Student Advisory Services Inc	154,078
Industrial Plankton	288,670
Inland Truck & Equipment	275,128
Intello by Telus Business	69,440
Jones & Bartlett Learning, Llc	29,564
Kevin's Lawn Care	43,889
Kinetic Construction Ltd	3,685,323
Kings Printer	135,962
KPMG LLP T4348	77,117
Linde Canada Inc	78,426
Login Canada	91,004
Manulife Financial	3,887,574
McElhanney Consulting	28,497
McGraw-Hill Ryerson	40,100
McQueen Construction Ltd	307,382
Messer Canada Inc	39,359
Microserve V8205	343,207
Ministry of Energy And Climate Solutions	26,670
Modern Campus Ca, Inc	189,447
MPS	37,321
Municipal Pension Plan	1,040,113
Nelson Roofing & Sheet Metal Ltd	468,566

**NORTH ISLAND COLLEGE
SCHEDULE OF PAYMENTS FOR GOODS OR SERVICES
FIR SCHEDULE 1, SECTION 7
FOR THE YEAR ENDED MARCH 31, 2025**

A. Payments >\$25,000 (continued)

Name	Payment
Nicho Tan Consulting Inc	138,816
North West Environmental Group Ltd	51,345
Paul Willie	46,456
Peak Landscaping	49,563
Pickering Safety	34,316
Prismrbs	43,603
Providence Living	213,063
Purolator Inc	33,201
Raven Rescue Ltd	27,065
Receiver General (source deductions)	2,220,852
Ricoh Canada Inc	46,555
Roper Greyell Llp	45,566
Russell Food Equipment Ltd	37,298
Ryzuk Geotechnical	50,862
S.M.S. Summit Mechanical Systems Ltd	104,630
Safecare BC	27,520
School District #72	208,242
Scotiabank VISA	1,221,021
Shane Philip	34,028
Shell Energy North America (Canada) Inc	25,630
Skyblue Cleaning Corp	166,795
Snap-On Tools of Canada Co	52,797
Ssa Quantity Surveyors Ltd	38,367
Stantec Architecture Ltd	347,217
Staples Business Advantage	237,331
Starrez Inc	75,043
Start Global Consulting	81,153
Strathcona Recycling & Disposal	27,414
Super Save Disposal	45,986
Sysco Victoria	224,317
Te Rito Maioha Early Childhood New Zealand	55,258
TELUS Mobility	105,592
Travel Healthcare Insurance Solutions Inc	47,431
Tyco Integrated Fire And Security	99,106
Uline Canada	54,226
United Floors	42,858
University of Waikato	57,995
Urban One Design Build Inc	39,373,180

**NORTH ISLAND COLLEGE
SCHEDULE OF PAYMENTS FOR GOODS OR SERVICES
FIR SCHEDULE 1, SECTION 7
FOR THE YEAR ENDED MARCH 31, 2025**

A. Payments >\$25,000 (continued)

Name	Payment
Urban Systems Ltd	38,501
Vancouver Island Enterprises	29,744
Vancouver Island University	64,061
WorkSafe BC	73,952
	<hr/>
	68,481,994
	<hr/>

B. Consolidated Payments <\$25,000

3,101,740

C. Grants & Contributions

Consolidated Payments for Grants & Contributions > \$25,000	309,361
Consolidated Payments for Grants & Contributions < \$25,000	-
	<hr/>
	309,361
	<hr/>

TOTAL

\$ 71,893,095

**NORTH ISLAND COLLEGE
STATEMENT OF SEVERANCE AGREEMENTS
FIR SCHEDULE 1, SECTION 6(7)
FOR THE YEAR ENDED MARCH 31, 2025**

There was one new severance agreement made between North Island College and its non-unionized employees during the fiscal year of 2024/2025

This agreement represents a total of two months of compensation*

***"Compensation" means that the severance agreement was determined based on salary plus benefits.

**NORTH ISLAND COLLEGE
RECONCILIATION TO FINANCIAL STATEMENTS
FIR SCHEDULE 1, SECTION 6 & 7
FOR THE YEAR ENDED MARCH 31, 2025**

Prepared Under Financial Information Regulation, Schedule 1, Section 6 and 7

Total Schedule of Employee Remuneration and Expenses	38,879,001
Total Schedule of Suppliers of Goods and Services (includes Grants)	71,893,095
Total Financial Information Act Submission	\$ 110,772,096

Reconciling items

Capital fund expenditures not included in the Statement of Operations	(47,676,901)
Amortization of Capital Assets	3,949,030
Accrual Timing, Tax and other Differences	66,650
GST Rebates and Recoveries	1,907,139
Scholarships and Bursaries paid to Students	1,247,969
	\$ 70,265,983

Total Statement of Operations, Audited Financial Statements	\$ 70,265,983
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Explanation in terms of sections 7(1c) of the Financial Information Regulation:

The consolidated total differs from the related figures in the financial statements at March 31, 2025 for the following reason:

a) The financial statements are compiled on an accrual basis in accordance with generally accepted accounting principles whereas the consolidated total shows payments made during the fiscal year.

BOARD OF GOVERNORS – ACTION SHEET

October 2, 2025

Agenda #: 4.2.2

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

Agenda Item:

5-Year Capital Plan Priorities (attachment)

Action Required:

For Approval

**Draft Motion/
Recommendation:**

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

Background/History/Executive summary:

Each year, the Province requests a Five-Year Capital Plan submission from all public post-secondary institutions.

The timing of the Ministry's request for this information each year requires the work to be done over the summer months when the Board doesn't meet. It is our normal practice to submit the report in July in draft form to meet the Ministry's timeline but note that it still needs to go to the Board for approval. A final version of the plan will be submitted after approval by the Board. The Ministry understands that their timelines necessitate this process.

The attached Five-Year Capital Plan was reviewed and recommended for Board approval by the Finance and Audit Committee at their meeting on September 22, 2025.

The attached prioritized list of projects includes a total of nine projects, broken down into priority order in the following Ministry categories:

1) New Priority Investments

- This category of projects are new builds to replace outdated space, or for expansion purposes. NIC has 3 projects in this category:
 - I. A new Health Science building at the Comox Valley campus. This project will replace the Village portables with a new building. Estimated project cost is \$39.5M
 - II. A new Trades Training building at the Roger Street campus in Port Alberni to replace the leased space on Tebo Avenue. Estimated project cost is \$35M
 - III. A future ready innovation centre at the Campbell River campus that includes new classrooms and shops and a refreshed wet lab for applied research. Estimated project cost is \$5.5M.

2) Student Housing

- NIC has identified two student housing projects as priorities:

- I. An 82-bed housing project at the Port Alberni campus. The scope of this project is based on a demand study prepared for both the Port Alberni and Campbell River campuses.
- II. An 180-bed housing project at the Campbell River campus based on the student demand study results and the early architectural design work done based on support from the Province.

3) Routine Capital Projects

- There are 6 priority projects identified under this category that include expanded offices and working spaces, roof replacements, security upgrades, and shop upgrades.
- These are smaller, renovation projects that are priorities to the College but can't be funded through NIC's annual allocation of Routine capital funding.

4) Carbon Neutral Projects

- NIC has identified a project to replace outdated fluorescent lighting at the Comox Valley, Campbell River and Port Alberni campuses.

Policy analysis/strategic priority:

These projects are aligned with BUILD 2026 as part of the Foundational elements of NIC's strategic plan.

Attachments:

1. Project Overview summaries

Action: For Approval

Recommended Board Motion:

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



#	Institution	Campus	Project Category	Program Type	Priority in Category	Project Title	Project Description	# of beds (SH projects only)	Anticipated Approval Date (Month/Year)	Anticipated Construction Start Date (Month/Year)	Anticipated Occupancy Date (Month/Year)	Total Cashflow Forecast 2026/27	Total Cashflow Forecast 2027/28	Total Cashflow Forecast 2028/29	Total Cashflow Forecast 2029/30	Total Project Budget	Provincial Cashflow Forecast 2026/27	Provincial Cashflow Forecast 2027/28	Provincial Cashflow Forecast 2028/29	Total Provincial Budget	Project Fully Funded by the Province? (Yes/No)
1	NIC	Port Alberni	Student Housing	Student Housing	1 of 2	Port Alberni Student Housing	This project will provide new student housing space at NIC's Port Alberni campus with 14 beds of family housing and 68 single student beds	82	Apr-27	Jun-28	Jun-30	\$ 2,000,000	\$ 26,000,000	\$ 22,000,000	\$ 50,000,000	\$ 2,000,000	\$ 26,000,000	\$ 20,000,000	\$ 48,000,000	NO	
2	NIC	Campbell River	Student Housing	Student Housing	2 of 2	Campbell River Student Housing	The Housing project at Campbell River aims to improve access to education by providing a secure and supportive living environment for approximately 180 students	180	Apr-26	Sep-27	Sep-29	\$ 3,000,000	\$ 35,000,000	\$ 32,000,000	\$ 70,000,000	\$ 3,000,000	\$ 35,000,000	\$ 29,000,000	\$ 67,000,000	NO	
4															\$ -				\$ -		
5															\$ -				\$ -		
6															\$ -				\$ -		
7															\$ -				\$ -		
8															\$ -				\$ -		
9															\$ -				\$ -		
10															\$ -				\$ -		
Note: Please refrain from the use of formulas in the cells.												\$ 3,000,000	\$ 37,000,000	\$ 58,000,000	\$ 22,000,000	\$ 120,000,000	\$ 5,000,000	\$ 61,000,000	\$ 49,000,000	\$ 115,000,000	

Attachment 3: Prioritized List of Proposed Projects
5-Year Capital Plan Instructions (2026/27 to 2030/31)



#	Institution	Campus	Project Category	Program Type	Priority in Category	Project Title	Project Description	Anticipated Approval Date (Month/Year)	Anticipated Construction Start Date (Month/Year)	Anticipated Occupancy Date (Month/Year)	Total Cashflow Forecast 2026/27	Total Cashflow Forecast 2027/28	Total Cashflow Forecast 2028/29	Total Cashflow Forecast 2029/30	Total Project Budget	Provincial Cashflow Forecast 2026/27	Provincial Cashflow Forecast 2027/28	Provincial Cashflow Forecast 2028/29	Provincial Cashflow Forecast 2029/30	Total Provincial Budget	Project Fully Funded by the Province? (Yes/No)
1	NIC	Comox Valley	New Priority Investments	Health Sciences	1 of 3	Comox Valley Health Science Building	The project will replace portables with a new Health Science building	Sep-27	Jan/2029	Sep/2030	\$ 7,000,000	\$ 13,000,000	\$ 12,000,000	\$ 7,500,000	\$ 39,500,000	\$ 7,000,000	\$ 13,000,000	\$ 12,000,000	\$ 5,500,000	\$ 37,500,000	No
2	NIC	Port Alberni	New Priority Investments	Trades	2 of 3	Port Alberni Trades Training Facility	Replace outdated and insufficient Trades leased space with a new Trades building at the Roger St location	Oct-27	Apr/2029	Sep/2030	\$ 6,000,000	\$ 12,000,000	\$ 12,000,000	\$ 5,000,000	\$ 35,000,000	\$ 6,000,000	\$ 12,000,000	\$ 12,000,000	\$ 3,000,000	\$ 33,000,000	No
3	NIC	Campbell River	New Priority Investments	Trades	3 of 3	Campbell River Future Ready Innovation Centre	Increase classrooms and shops. Refresh wet lab for applied research	Apr-27	Apr/2028	Sep/2029	\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	\$ 5,500,000	\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 500,000	\$ 5,000,000	No
4															\$ -					\$ -	
5															\$ -					\$ -	
6															\$ -					\$ -	
7															\$ -					\$ -	
8															\$ -					\$ -	
9															\$ -					\$ -	
10															\$ -					\$ -	
Note: Please refrain from the use of formulas in the cells.											\$ 13,500,000	\$ 27,000,000	\$ 26,000,000	\$ 13,500,000	\$ 80,000,000	\$ 13,500,000	\$ 27,000,000	\$ 26,000,000	\$ 9,000,000	\$ 75,500,000	

Attachment 3: Prioritized List of Proposed Projects
5-Year Capital Plan Instructions (2026/27 to 2030/31)



#	Institution	Campus	Project Category	Program Type	Priority in Category	Project Title	Project Description	Anticipated Approval Date (Month/Year)	Anticipated Start Date (Month/Year)	Anticipated Completion Date (Month/Year)	Total Cashflow Forecast 2026/27	Total Project Budget	Provincial Cashflow Forecast 2026/27	Total Provincial Budget	Project Fully Funded by the Province? (Yes/No)
1	NIC	Comox Valley	Routine Capital	Other - please specify	1	Comox Valley Warehouse Renovation	Renovation to under-utilized warehouse space	Apr-26	May/2026	Sep/2026	\$ 1,600,000	\$ 1,600,000	\$ 1,500,000	\$ 1,500,000	NO
2	NIC	Multi-Campus	Routine Capital	Public Safety/ Security	2	Security Camera Infrastructure	Install security cameras at all campuses	Apr-26	May/2026	Dec/2026	\$ 1,800,000	\$ 1,800,000	\$ 1,700,000	\$ 1,700,000	NO
3	NIC	Campbell River	Routine Capital	Other - please specify	3	Roof Replacement	Complete the roofing work at the CR campus	Apr-26	May/2026	Sep/2026	\$ 1,425,000	\$ 1,425,000	\$ 1,375,000	\$ 1,375,000	NO
4	NIC	Campbell River	Routine Capital	Trades	4	Welding Fume Extraction	Replacement of the fume extraction units (smoke eaters)	Apr-26	May/2026	Sep/2026	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	YES
5	NIC	Comox Valley	Routine Capital	Other - please specify	5	Replace air handling units	To replace the main air intake units at the Komoux Hall building	Apr-26	May/2026	Sep/2026	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	YES
6	NIC	Campbell River	Routine Capital	Trades	6	Paving access road	Replace failing asphalt that accesses trades parking	Apr-26	May/2026	Sep/2026	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	YES
7											\$ -	\$ -	\$ -	\$ -	
8											\$ -	\$ -	\$ -	\$ -	
9											\$ -	\$ -	\$ -	\$ -	
10											\$ -	\$ -	\$ -	\$ -	
Note: Please refrain from the use of formulas in the cells.											\$ 5,625,000	\$ 5,625,000	\$ 5,375,000	\$ 5,375,000	

Attachment 3: Prioritized List of Proposed Projects
5-Year Capital Plan Instructions (2026/27 to 2030/31)



#	Institution	Campus	Project Category	Program Type	Priority in Category	Project Title	Project Description	Anticipated Approval Date (Month/Year)	Anticipated Start Date (Month/Year)	Anticipated Completion Date (Month/Year)	Total Cashflow Forecast 2026/27	Total Project Budget	Provincial Cashflow Forecast 2026/27	Total Provincial Budget	Project Fully Funded by the Province? (Yes/No)
1	NIC	Multi-Campus	Carbon Neutral	Other - please specify	1 of 1	Lighting Refresh	Replace fluorescent lights at NIC's 3 main campuses	Apr-26	May/2026	Sep/2026	\$ 667,405	\$ 667,405	\$ 637,405	\$ 637,405	NO
2												\$ -		\$ -	
3												\$ -		\$ -	
4												\$ -		\$ -	
5												\$ -		\$ -	
6												\$ -		\$ -	
7												\$ -		\$ -	
8												\$ -		\$ -	
9												\$ -		\$ -	
10												\$ -		\$ -	
Note: Please refrain from the use of formulas in the cells.											\$ 667,405	\$ 667,405	\$ 637,405	\$ 637,405	



BOARD OF GOVERNORS – ACTION SHEET

October 2, 2025

Agenda #: 4.2.3

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

Agenda Item:	1 st Quarter 25-26 Financial Statements (attachment)
Action Required:	For Information
Draft Motion/ Recommendation:	Not Applicable

Background/History/Executive summary:

Each quarter North Island College prepares a set of financial statements in the same format as the year-end audited financial statements (excluding the notes). The 1st Quarter statements for fiscal 2025/26 were reviewed at the Finance and Audit Committee on September 22, 2025.

The first 3 months of the fiscal year are a time when revenues are lagging due to the cyclical nature of NIC's operations. This generally drives a deficit in the 1st Quarter, which is what we are seeing this year. The deficit of \$1.360 million is up from the \$1.070 million from the 1st quarter of last year.

With international student enrolment down significantly from last year, NIC is projecting a deficit in FY 25/26 of approximately \$1.6M.

Policy analysis/strategic priority:

Providing regular updates on NIC's budget and finances is a Foundational element in BUILD 2026.

Attachments:

1. 1st Quarter 25/26 Financial Statements.

Action: For Information

**NORTH ISLAND COLLEGE
FINANCIAL STATEMENTS
For the three months ended June 30, 2025 and 2024**

North Island College
Index to the Financial Statements
For the three months ended June 30, 2025 and 2024

	<u>Page</u>
FINANCIAL STATEMENTS	
Statement of Financial Position	1
Statement of Operations and Accumulated Surplus	2
Statement of Remeasurement Gains and Losses	3
Statement of Cash Flows	4
Statement of Changes in Net Financial Assets (Net Debt)	5
Schedule 1 - Schedule of Expenses by Object	6

North Island College
Statement of Financial Position
As at June 30, 2025 and 2024

	June 2025	June 2024
Financial assets		
Cash and cash equivalents	\$ 3,313,037	\$ 8,089,034
Accounts receivable	961,016	1,396,668
Due from government organizations	290,688	938,580
Inventories held for resale	420,463	491,001
Portfolio investments	<u>16,848,259</u>	<u>19,715,975</u>
	21,833,463	30,631,258
 Liabilities		
Accounts payable and accrued liabilities	9,902,868	16,244,895
Due to government organizations	605,083	260,522
Employee future benefits	1,013,500	487,447
Leasehold inducements	-	-
Deferred revenue	397,500	1,085,885
Deferred contributions	13,373,282	13,961,406
Deferred capital contributions	<u>104,312,411</u>	<u>61,778,131</u>
	129,604,644	93,818,286
 Net financial assets (net debt)	(107,771,181)	(63,187,028)
 Non-financial assets		
Tangible capital assets	111,835,835	68,399,481
Prepaid expenses	<u>216,757</u>	<u>-</u>
	112,052,592	68,399,481
 Accumulated surplus	 <u>\$ 4,281,411</u>	 <u>\$ 5,212,453</u>
 Accumulated surplus is comprised of:		
Accumulated surplus	\$ 2,908,153	\$ 3,750,587
Accumulated remeasurement gains (losses)	<u>1,373,258</u>	<u>1,461,866</u>
	<u>\$ 4,281,419</u>	<u>\$ 5,212,453</u>

North Island College
Statement of Operations and Accumulated Surplus
For the three months ended June 30, 2025 and 2024

	Budget 2026	% of Budget	June 2025	June 2024
Revenue				
Province of British Columbia				
Base Operating grant	\$ 36,297,669	24	\$ 8,620,638	\$ 7,733,851
Industry Training Authority grant	2,583,080	26	663,368	700,560
Routine capital	191,184	21	40,348	57,468
Leases	382,779	30	114,620	107,499
Aboriginal service plan	250,000	73	182,916	34,063
Literacy grants	-		-	243,405
Student aid	673,000	3	22,300	582,222
Educational partnerships	914,000	9	84,750	624,167
Province of BC contracts	<u>727,265</u>	10	<u>74,378</u>	<u>25,500</u>
	42,018,977	23	9,803,318	10,108,735
Government of Canada	1,710,063	8	135,348	115,528
Tuition and student fees	12,969,062	31	4,030,856	4,327,593
Contract services	2,015,246	20	408,548	283,583
Sales of goods and services	2,326,339	7	174,420	165,812
Investment income	670,000	19	126,644	163,704
Realized gain(loss) from investments	100,000	(10)	(9,839)	10,044
Other income	1,071,368	22	238,101	539,182
Revenue recognized from deferred capital contributions	<u>4,241,097</u>	22	<u>914,965</u>	<u>591,244</u>
	67,122,152	24	15,822,361	16,305,425
Expenses (Schedule 1)				
Instructional and non-sponsored research	61,515,187	27	16,518,079	15,903,195
Ancillary services	2,208,181	16	345,081	302,650
Sponsored research	2,119,484	12	262,857	142,620
Special purpose	<u>1,279,300</u>	4	<u>56,819</u>	<u>1,027,241</u>
	67,122,152	26	17,182,836	17,375,706
Surplus for the year	-		(1,360,475)	(1,070,281)
Accumulated surplus, beginning of period	<u>4,268,628</u>		<u>4,268,628</u>	<u>4,820,868</u>
Accumulated surplus, end of period	<u>\$ 4,268,628</u>		<u>\$ 2,908,153</u>	<u>\$ 3,750,587</u>

North Island College
Statement of Remeasurement Gains and Losses
For the three months ended June 30, 2025 and 2024

	June 2025	June 2024
Accumulated remeasurement gains, beginning of period	\$ 1,088,580	\$ 1,236,806
Unrealized gains (losses) attributed to:		
Pooled funds	274,839	235,104
Amounts reclassified to the statement of operations:		
Realized gain on pooled funds	<u>9,839</u>	<u>(10,044)</u>
Remeasurement gains(losses) for the period	284,678	225,060
Accumulated remeasurement gains (losses), end of period	<u>\$ 1,373,258</u>	<u>\$ 1,461,866</u>

North Island College
Statement of Cash Flows
For the three months ended June 30, 2025 and 2024


	June 2025	June 2024
Cash provided by (used in):		
Operations		
Surplus for the period	\$ (1,360,475)	\$ (1,070,281)
Items not involving cash:		
Amortization of tangible capital assets	1,171,807	761,959
Revenue recognized from deferred capital contributions	(914,965)	(591,244)
Change in employee future benefits	-	-
Gain on sale of tangible capital assets	-	-
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	(141,509)	276,789
Decrease (increase) in due from government organizations	1,618,463	3,096,434
Decrease (increase) in prepaid expenses	110,933	398,658
Decrease (increase) in inventories held for resale	(43,270)	(78,962)
Increase (decrease) in accounts payable and accrued liabilities	(2,706,973)	741,278
Increase (decrease) in due to government organizations	(154,904)	(702,139)
Increase (decrease) in deferred revenue	(2,425,999)	(1,843,312)
Increase in non-capital contributions	<u>(111,793)</u>	<u>150,109</u>
Net change in cash from operating activities	(3,598,210)	2,209,570
Capital activities		
Cash used to acquire tangible capital assets	(5,903,691)	(5,785,360)
Increase in deferred capital contributions	<u>9,227,799</u>	<u>7,854,162</u>
Net change in cash from capital activities	3,324,108	2,068,802
Investing activities		
Decrease (increase) in investments	(364,430)	(351,447)
Net remeasurement gains (losses)	<u>284,678</u>	<u>225,060</u>
Net change in cash from investing activities	(79,752)	(126,387)
Net change in cash and cash equivalents	(1,714,329)	3,081,704
Cash and cash equivalents, beginning of period	<u>5,027,367</u>	<u>5,007,331</u>
Cash and cash equivalents, end of period	<u>\$ 3,313,037</u>	<u>\$ 8,089,034</u>

North Island College
Statement of Changes in Net Financial Assets (Net Debt)
For the three months ended June 30, 2025 and 2024

	Budget 2026	June 2025	June 2024
Surplus for the year	\$ -	\$ (1,360,475)	\$ (1,070,281)
Acquisition of tangible capital assets	-	(5,903,691)	(5,785,360)
Amortization of tangible capital assets	5,199,352	1,171,807	761,959
Gain on sale of tangible capital assets	-	-	-
Proceeds on sale of tangible capital assets	<u>-</u>	<u>-</u>	<u>-</u>
	5,199,352	(4,731,884)	(5,023,401)
Acquisition of prepaid expenses	-	(325,136)	-
Use of prepaid expenses	<u>-</u>	<u>436,069</u>	<u>398,658</u>
	-	110,933	398,658
Net remeasurement gains (losses)	-	284,678	225,060
Change in net financial assets (net debt)	5,199,352	(5,696,748)	(5,469,964)
Net debt, beginning of period	<u>(102,074,433)</u>	<u>(102,074,433)</u>	<u>(57,717,064)</u>
Net debt, end of period	\$ <u><u>(96,875,081)</u></u>	\$ <u><u>(107,771,181)</u></u>	\$ <u><u>(63,187,028)</u></u>

North Island College
Schedule 1 - Schedule of Expenses by Object
For the three months ended June 30, 2025 and 2024

		% of		
	Budget 2026	Budget	June 2025	June 2024
Expenses				
Salaries and benefits	\$ 48,044,798	25	\$ 12,114,190	\$ 11,801,520
Other personnel costs	932,057	35	322,646	290,154
Advertising and promotion	814,348	25	202,568	200,617
Books and periodicals	377,588	23	87,640	130,330
Cost of goods sold	556,900	17	94,828	162,352
Equipment costs	2,432,258	59	1,444,170	1,177,134
Facility costs	2,950,645	26	779,901	931,185
Financial service charges	354,134	11	40,081	37,182
General fees and services	1,994,425	13	267,836	256,531
Student awards	1,319,080	4	53,096	724,380
Supplies and general expenses	1,229,482	21	259,942	218,900
Travel	917,085	37	337,631	337,600
Grant transfers	-	-	-	303,361
Donations to NIC Foundation	-	-	6,500	42,500
Amortization of tangible capital assets	<u>5,199,352</u>	23	<u>1,171,807</u>	<u>761,959</u>
	<u>\$ 67,122,152</u>	26	<u>\$ 17,182,836</u>	<u>\$ 17,375,705</u>

	BOARD OF GOVERNORS – ACTION SHEET October 2, 2025 Agenda #: 4.3.1 <i>Working together, North Island College builds healthy and thriving communities, one student at a time.</i>
Agenda Item:	2025/26 Fiscal Year Credit Enrolment Report (at Fall Term Stable Enrolment Date)
Action Required:	For Information
Draft Motion/ Recommendation:	Not Applicable
Background/History/Executive summary:	
<p>Fiscal-year credit enrolment is reported at the fall term stable enrolment date, providing a point-in-time comparison with the same date in the previous year. The fiscal year includes the spring, summer, fall, and winter terms; figures reflect all credit enrolment for those terms as recorded in NIC’s student records system at the applicable reporting date(s).</p> <p>The 2025/26 Fiscal Year Credit Enrolment Report compares enrolment as of September 11, 2025, with September 12, 2024, the respective fall term stable enrolment dates. Enrolment is expressed as unduplicated headcount (the number of unique students enrolled at NIC) and is not equivalent to full-time equivalent enrolment (FTE), which is calculated from course registrations in accordance with Ministry guidelines.</p>	
Policy analysis/strategic priority:	
<p>Aligned with <i>BUILD 2026</i> strategic priorities:</p> <ul style="list-style-type: none"> 7.3 Transparency and Accountability 2.4 Integrated Enrolment 	
Attachments:	
25/26 Fiscal Year Credit Enrolment Report at Fall Term Stable Enrolment Date	
Action:	
For the Board’s information.	

2025/26 Fiscal Year Credit Enrolment Report at Fall Term Stable Enrolment Date

Tables 1 and 2 summarize unduplicated student headcount in credit courses for the 2025/26 fiscal year as of the fall term stable enrolment date, alongside year-over-year (YOY) change from the same point in last year’s cycle.

Table 1 shows that as of the 2025 stable date, total headcount is 3,163 (2,667 domestic + 496 international). Compared with last year at this point, total headcount is down 263 (-8%), international is down 237 (-32%), and domestic is down 26 (-1%).

International enrolment continues to be constrained by federal policy changes and processing outcomes, including post-graduate work permit (PGWP) eligibility shifts, longer study-permit processing times/fewer permits processed, and higher refusal rates—and these headwinds are expected to persist through the remainder of this year and into next year. The first material impact to new international student intake appeared last winter (-37%), and conditions intensified this fall (-67%). Notably, this is a sharper fall-term decline than during the first year of the COVID-19 pandemic (-62%).

Lower international enrolment has constrained domestic instructional capacity in 2025/26. Domestic enrolment capacity has also been negatively affected by significantly reduced one-time provincial funding in recent years: one-time-funded domestic FTEs fell from 438 FTEs in 2022/23 to 255 FTEs in 2024/25. While it is too early in the enrolment cycle to forecast 2025/26 FTEs, current one-time funding levels are below last year’s. In addition, section reductions across programming and 12 program suspensions across Tourism, Business, and Trades have resulted in fewer available course offerings.

Table 2 reports unduplicated headcount by instructional area for all students (domestic + international) with YOY percentage change, highlighting international-enrolment-driven declines concentrated in University Studies & Applied Programs (specifically, Business, Digital Design, Tourism, and University Studies) and in Indigenous Education. Continuing Education & Training is down due to lower domestic enrolment from off-cycle, one-time-funded intakes not captured at the stable date and the suspension of the Metal Jewellery Design program.

Table 1 – 2025/26 FY Headcount and YOY % Change by Student Type

Student Type	2025/26 Fiscal Year Headcount (at Sept. 11 th)	% Change from Last Year (2024/25)
Domestic Students	2,667	-1%
International Students	496	-32%
Total	3,163	-8%

Table 2 – 2025/26 FY Headcount and YOY % Change by Instructional Area

Instructional Area *	2025/26 Fiscal Year Headcount (at Sept 11 th)	% Change from Last Year (2024/25)
Indigenous Education	245	-38%
University Studies & Applied Programs	1,394	-16%
Health & Community Care	710	2%
Trades & Technology	293	15%
Apprenticeship Training	424	-2%
Adult Upgrading	396	13%
Continuing Education & Training	172	-19%
Total (Unduplicated Headcount)	3,163	-8%

*Includes domestic and international students.

Total (Unduplicated Headcount) will not equal the sum of Instructional Area headcounts as students may be enrolled in more than one instructional area in a given fiscal year.

Report to Board of Governors from Education Council Chair

October 2, 2025, Port Alberni Campus

Report Prepared by: Education Council Chair, Aisling Brady

EDUCATION COUNCIL BUSINESS

Education Council met on September 12, 2025, to provide recommendations on program cancellations to the board for:

- Tourism and Hospitality Management Certificate
- Tourism and Hospitality Management Diploma - Hospitality Management Option
- Tourism and Hospitality Management Diploma – Tourism Management Option
- Tourism and Hospitality Management – Post Graduate Certificate
- Tourism and Hospitality Management – Post Graduate Diploma
- Tourism and Hospitality Management Diploma – Adventure Guiding Option
- Metal Jewelry Design Certificate
- Computer Information Systems Certificate (CIS)
- Computing Accounting Certificate
- Administrative Assistant Certificate
- Aircraft Structures Technician Certificate

Next meeting: Friday, October 17, 2025

Education Council election results on next page.

CHAIR DUTIES & MEETINGS:

- Participated in preparation meeting and orientation event in CV to increase student recruitment for Education Council and Board of Governors
- Working alongside Michelle Badger and Education Council sub-committee chairs to revise election procedures for college members to both Board of Governors and Education Council
- Met with Kathleen Haggith – Associate VP College Experience, to discuss the process for considering tuition in curriculum items coming through Education Council.
- Attended the September 5th College Conversation, September 12th Academic Town Hall, and September 19th Student Housing Opening Celebrations
- Attended Curriculum Committee and Planning and Standards Meetings and participated in drop-in conversation with Academic Governance Council on Friday, September 26th

Education Council Election Results and Current Membership:

Name	Role	Division
Aisling Brady* <i>Chair</i>	Faculty	Math & Science
Alex Blair*	Faculty	Math & Science
Alexia Birosh*	Student	Associate of Arts
Brooke McIntosh*	Support Staff	Senior Financial Aid & Awards Officer
Cheryl O'Connell	Admin	Dean, Trades & Technical Programs
Ethan Olson*	Student	Island Pre-Health
Jennifer Fallis Starhunter <i>Chair Curriculum & Fast Track</i>	Faculty	Math & Science
Jocelyn Moreau*	Faculty	Health Care Assistant
Judith Marriott <i>Chair Planning & Standards</i>	Faculty	Business Administration
Julia Barratto*	Faculty	Practical Nursing
Katherine Carpenter*	Faculty	Business Administration
Kelly Shopland	Admin	Executive Director, Indigenous Education
Meghan Sheehan*	Student	Business Administration
Michael Androschuk*	Faculty	Trades & Technical Programs
Michelle Badger	Admin	Registrar
Paris Gaudet	Support Staff	Program Officer
Rahul Kumar*	Student	Associate of Arts
Rebecca Mackenzie*	Faculty	Indigenous Leadership Certificate
Sandra Milligan*	Faculty	Math & Science
Tony Bellavia	Admin	Vice President, Academic
Non-Voting		
Naeem Shaik	Board of Governors Representative	Student Services
Lisa Domae	President	
Kara Foreman	Recording Secretary	

*New or re-elected members



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.



PORT ALBERNI

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- *Officer Elections*
- Standing Committee Reports
- New Appointed Member Oaths

ORGANIZATIONAL PERFORMANCE

- Fiscal Year 24/25 Enrolment Report

FIDUCIARY

- *Statement of Financial Information (SOFI)*
- Q1 Financial Statements

CAMPUS/CENTRE DEVELOPMENT

- *5-Year Capital Plan Priorities*



COMOX VALLEY

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- *Committee Appointments*
- New Elected Member Oaths



CAMPBELL RIVER

BOARD DEVELOPMENT & EDUCATION

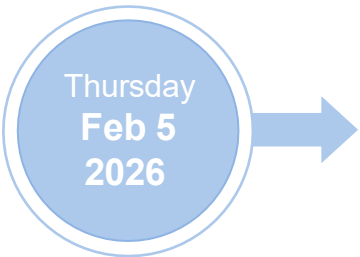
- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- *Bylaws 4 & 6: Tuition and Fees*

FIDUCIARY

- Q2 Financial Statements



COMOX VALLEY

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- Risk Register Review
- Triennial Bylaw & Policy Review

ORGANIZATIONAL PERFORMANCE

- *BUILD 2026* Dashboard Review
- Fiscal Year Enrolment Report

FIDUCIARY

- Q3 Financial Statements



JOINT BOARD MEETING

BOARD DEVELOPMENT & EDUCATION

- Fiscal Year Draft Budget Presentation



MIXALAKWILA

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- *Board Workplan 2026/27*
- *Mandate Letter, if received*

FIDUCIARY

- *Budget 2026/27*

STUDENT ASSOC. FEES

- *Direct institution to collect fees*



COMOX VALLEY

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- *2025/26 Institutional Accountability Plan & Report*
- *Annual Report on President's objectives/goals 2025/26*
- *President's objectives/goals 2026/27*
- *Approve new Strategic Plan*

ORGANIZATIONAL PERFORMANCE

- *BUILD 2026 Updates and Dashboard Review*
- *2025/26 Full-time Equivalent Enrolment Report*

FIDUCIARY

- *2025/26 Audited Financial Statements*

Items in this font and italicized require Board approval

ONGOING AS REQUIRED

ORGANIZATIONAL PERFORMANCE

- *Strategic Plan Approval/Updates*

PROGRAMMING

- *Credential Approval*
- *Program Cancellation*

FIDUCIARY

- *New Programming Tuition and Fees*

CAMPUS/CENTRE DEVELOPMENT

- *Lease Approval*
- *Land Sale*

EMPLOYEES

- *Collective Agreement Ratification*



College & Community 2025/2026 Upcoming Events

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.

	September 2025	October 2025	November 2025	Dec 2025/Jan 2026	February 2026	Mar/Apr 2026	May/Jun 2026
Board Committee Meetings to be held virtually and/or in the Komoux Hall Boardroom (venue and dates are subject to change)							
Executive	Sep 15 (Monday) 10:30am	Oct 9 10:30am	Nov 24 (Monday) 10:30am	Jan 22 10:30am		Apr 8 (Wednesday) 10:30am	Jun 4 10:30am
Governance & Board Development	Sep 15 (Monday) 9:00am	Oct 9 9:00am	Nov 24 (Monday) 9:00am	Jan 22 9:00am		Apr 8 (Wednesday) 9:00am	Jun 4 9:00am
Finance & Audit	Sep 22 (Monday) 3:00pm		Nov 21 3:00pm	Jan 23 3:00pm		Apr 2 (Thursday) 3:00pm	Jun 5 3:00pm
Community Engagement Events (optional)							
				Dec TBD Campbell River Campbell River Holiday Lunch			
NIC College Engagement Events (optional)							
	Sep 2 Comox Valley Student Orientation	Oct 2 Port Alberni Port Alberni Community Engagement Lunch	Nov TBD Online College Conversation	Dec TBD Online College Conversation	Feb TBD Online College Conversation	Mar TBD Online College Conversation	May TBD Location TBA Employee Recognition Event
	Sep 3 Campbell River Student Orientation	Oct 3 Tofino West Coast Community Engagement Lunch				Mar (dates TBC) All Campuses NISU/LT Student Celebration Lunches	Jun 12 TBC Port Alberni Convocation
	Sep 4 Port Alberni Student Orientation	Oct 21 Campbell River Campbell River Community Engagement Lunch					Jun 17 Campbell River Convocation
	Sep 5 Online College Conversation	Oct 30 Mixelakwila Mixelakwila/Port Hardy Community Engagement Lunch					Jun 16 Comox Valley Convocation

CONTINUING EDUCATION AND TRAINING

Trades Discovery for Homalco First Nation, Campbell River

Submitted by Donna Merry, Manager, Continuing Education

Continuing Education partnered with Homalco First Nation to deliver the Trades Discovery program in-community through the summer. The Nation was interested in providing a positive, uplifting experience for community members after a difficult spring season for the community when several young people lost their lives. The students and instructor worked throughout the program to create a new Youth Centre by fully refinishing an older building that had been stored for many years and had succumbed to wildlife infestation and water damage. The result is a bright and open space with new washroom facilities, new doors, floors and wall finishings and an accessible walkway. The students were involved in all aspects including the concrete work and new railing that you can see in the pictures. Further outcomes are increased confidence and skills in math and for two participants, a renewed commitment to complete high school. Five of the students are pictured, with the instructor, Neil Logan, far left and Brenda Murray on the left, a force-of-nature at Homalco who is also the training coordinator.





Youth Academy

Submitted by Donna Merry, Manager, Continuing Education

This summer, 220 youth participated in 13 summer camp sessions, exploring fine arts, Lego robotics (Bot camp), computer coding (Code Con), Jr robotics (Bot Jr), all girls bot camp and advanced Lego robotics (Bot Extreme). Camps were held across the NIC region including at Courtenay, Campbell River and Port Alberni campuses, in Sointula and in-community with Wei Wai Kum First Nation. Four young camp leaders and several younger assistants did an amazing job leading the camps while gaining leadership and work experience through engaging the participants in indoor and outdoor activities during their break times. NIC received grant funding from the Humber and Telus Foundations to help keep the prices affordable for Youth Academy this year. Continuing Education Program Officer Sherryl Eagle coordinated the summer programming and is shown below packing away a small amount of the equipment required for such a busy summer.



HEALTH AND HUMAN SERVICES

Accessible Education and Training (AET)

Submitted by Liz Girard, Department Chair/Instructor

Campbell River (CR) Campus: Students in the Employment Transition Cohort who will be awarded their certificates have had two terms of focused study and individualized work experience.

The students have a great sense of accomplishment as they all passed their WHMIS tests and have had successful and enjoyable work experience. The Accessible Education and Training (AET) Work Study Assistant did an amazing job in finding work placements that matched our students' interests and then supported them towards independence at each site. We've had students placed at a grocery store, a senior's centre, a museum, a firehouse, two non-profit organizations, and a senior's home. The diversity in our work experience options is absolutely essential to match the diverse abilities in our program.



As inclusion in the larger community is a goal for our department, students on the Campbell River campus have attended a Community Advisory Committee meeting and been on field trips to different local businesses. Our visit to the airport gave students an opportunity to advocate for accessibility within the business facilities while also building awareness of their abilities.



We have also worked hard to build bridges with our local high schools to create awareness of our program offerings. High school students were toured on campus by current students and joined us for classes where college students shared their experiences in the program. This is important because it helps build communications and community with others and it'll help our program in the long run because it promotes the important work and learning we do. Our current students are proud of our program as well as their individual accomplishments and are eager to share North Island College's Accessible Education & Training program with our larger community.

In the 2025-2026 academic year, we have 26 students enrolled throughout 13 courses, which is 10 more students than we had last year. Eight (8) of our students identify as Indigenous (seven (7) of those eight (8) are new this year). Supported by the Accessible Education and Training (AET) department, the nursing students are organizing a Community Resource Fair as part of their 4th year project. The Campbell River AET students will be hosting a diversability showcase in December, supported by the CARE2 grant with the theme: "A healthy community is a diverse community where all individuals are included".

Comox Valley (CV) Campus: We had a collaborative activity on September 17th with the Adventure Guiding class where we played get to know you games and then went for a walk in the forest. All students got a buddy from the opposite class and found out what they had in common. Plans are being made for a cross program snow shoe outing for interested students in the winter. The Adventure Guiding students are learning about diverseabilities, and how to support people with varying needs in the wilderness and our AET students are building inclusivity through participation in larger campus activities. (See photos below)

This cohort is also having the 4th year nursing placement students plan the Community Resource Fair in the Comox Valley which is happening November 24th from 1:45 to 5:00 PM at the Stan Hagen Theater.



Liz Girard leading AET and Adventure Guiding student in a group reflection



Gregg Cormie leading the AET and Adventure Guiding students in a group walk into the forest



The two groups together at the end of the activity

Bachelor of Science in Nursing Option C (BSN-OC)

Submitted by Maddison Paetz, Instructor

The LPN Access to BSN Education cohort is strengthening their knowledge through reconciliation, planetary health, and experiential, place-based learning initiatives. They are engaging with organizations such as the Canadian Association of Nurses for the Environment (CANE) and the Planetary Health Alliance to bring the latest scholarship and case studies directly into BSN classrooms. These learning opportunities will build their knowledge and support their transition to leaders within the Health Care system.

Bachelor of Science in Nursing Option A (BSN-OA)

Submitted by Hollaye MFarlen, Department Chair/Instructor

BSN Department - Environment & Innovation -One Textbook at a Time!

The Bachelor of Science in Nursing (BSN) Department is making a move to electronic textbooks for several great reasons! We want to reduce our environmental footprint from the use of hardcover texts and delivery resources to make these available to faculty and students by moving to the offering of E-texts only in Semesters 1 and 2 of the BSN program. By collaborating with the publishers, we are able to offer students reduced pricing by packaging several textbooks as well as gaining many new student learning resources and faculty support materials all while promoting sustainable resource use and reducing our environmental footprint! The BSN Department will be

seeking further collaboration with other HHS programs to bring these benefits to a wider audience in the near future!

International Council of Nurses (ICN) Congress Conference – Helsinki 2025

In 2023 BSN faculty Cara Tilston, and Heidi Deagle attended the International Council of Nurses (ICN) Congress conference in Montreal. After the conference Cara and Heidi decided to put forward an abstract for a presentation for the 2025 ICN Congress Conference in Helsinki. Thanks to the NIC professional development funding we were able to attend and present our poster titled, “There is a Bat in the House: learning and teaching with a cultural humility mindset. Insights from Non-Indigenous nurse educators”.

This year’s theme, “Nursing power to change the world” was inspiring with over 5,000 nurses from around the world attending. Plenary sessions, workshops, and open forums with amazing presenters offered Cara, Heidi and Montana Alessio to explore and expand our knowledge through innovative experiences. These included creative simulations and a virtual experience (see photo below).

This experience, again, emphasized the importance and relevance of global health in our NIC/VIU curriculum.

Thank you, NIC for supporting our poster presentation and participation in this incredible learning opportunity. (Cara, Heidi, and Montana)



Cara Tilston, Montana Alessio, Heidi Deagle exploring the creative simulations and virtual experience simulation equipment.



Heidi Deagle and Cara Tilston poster presentation / Montana Alessio, Heidi Deagle, and Cara Tilston sampling the locally made confections

NUR 410: Health and Wellness in First Nations Communities – Field School

For one full week in June, 10 students, 2 BSN faculty, and Elder in Residence, Dr. Evelyn Voyageur, lived and learned in the remote coastal community of Rivers Inlet (Kitat) with the Wuikinuxv people. Following six weeks of an on-line learning journey, the group met in Port McNeil to board a chartered boat for the 3.5 hour journey across the Salish Sea. Participants included nursing students from both Vancouver Island University and NIC who selected this elective course as part of earning their degrees. Some of the many highlights included impactful sharing by Elders and other community members, learning about local history, harvesting plant medicines, witnessing the opening ceremony for a new cultural space (Nuyəmcí), playing lahal in the Big House, seeing grizzly bears (from a good distance!) and co-hosting a diabetes education lunch. Immersive, community-based learning is transformative and irreplaceable by other teaching modes. We express our sincere gratitude to the community of Wuikinuxv; thank you for your generous welcome, guidance, partnership and wise teachings.

On April 19, 2025, Paul Willie transitioned to the spirit realm. Paul was a treasured Noxsola (wise one), known to many of us at NIC. Paul generously shared his cultural knowledge, language, life lessons and philosophical insights, particularly within the nursing program. Paul was a key collaborator in the creation of NIC's land-based, Indigenous-led field school (NUR 410), which began almost twenty years ago in Katit (Rivers Inlet), home of the Wuikinuxv peoples. Paul's direct involvement with NIC continued right until his passing. His guidance, presence and consulting work for the Learning Our Way CARTI research project were integral to the project. Paul co-facilitated the delivery of continuing education field schools in Rivers, Kingcome, T'saxis and with the KyuquotKa:'yu:'k't'h'/Che:k'tles7et'h' Nation. He was a thoughtful guide for the Learning Our Way team, ensuring ethical, community-focused research processes. We are grateful for his many contributions to NIC student's, faculty and communities.



Iris Faraklas, BSN Faculty / Group Forest Walk

Health Care Assistant (HCA)

Submitted by Donna Wedman, Department Chair/Instructor

The Health Care Assistant (HCA) program hosted six cohorts in the 2024-2025 academic year, with the last finishing their practice experience this month. Four cohorts are starting this fall between three campuses – Comox Valley NIC at St. Joe's, Campbell River, and Port Alberni, including our second group of Comox Valley NIC at St. Joe's international students through the Office of Global Engagement.

The instructors have been pursuing a variety of professional development activities, and we anticipate sharing more with each other over the coming year. Recently six of our current instructors were able to attend a workshop with Island Health to update on current best practices in safe patient handling techniques, which will be taught in the personal care skills labs at each campus.



A recent practice experience group / Instructors at Island Health Safe Patient Handling Workshop (group in action)

Human Services (HSW)

Submitted by Meredith McEvoy, Instructor/Program Coordinator

Village Analogy Project

"Using the Village Analogy to Structure a Course Journey; Student Perspectives of their Learning Experience", is an interdisciplinary research initiative between Human Services (HSW) and Bachelor of Science in Nursing (BSN). Co-led by Meredith McEvoy (HSW) and Heidi Deagle (BSN) from the NIC Faculty of Health and Human Services, the project was inspired by Meredith and Heidi's time spent in Houpsitas with NIC's Learning Our Way program. In their teaching, Meredith and Heidi used a map of Houpsitas Village as an analogy to structure course modules and a journey through the course, including, "Getting Ready for the Journey", and in-class trip journalling. This approach was piloted in courses SSW 122: Social Welfare in Canada and NUR 213: Professional Practice III – Nursing Ethics to investigate its impact on student learning. Preliminary results from this research indicate that using such a visual guide and Indigenous community analogy positively impacts student learning and helps integrate Indigenous realities and perspectives. These preliminary results were presented to the Faculty of Health and Human Services Appreciate Day event on June 9, 2025.



Human Services Curriculum Development

The Human Services Department has been working on integrating the results of their Program Review (including the External Review Report) into departmental changes and curriculum updates. The work includes development of a department Mission, Vision, and Values, and a description of the student journey through their programs represented by the different stages of salmon development in a river (i.e. Spawning ground, calm pools, riffles, rapids, estuary, ocean). The department has put forward updates to their curriculum to the Curriculum Committee including new program learning outcomes and updated course learning outcomes. In May 2025 the department met with the Working Together Working Group to consult and is working towards a single Indigenized Education Assistant and Community Support Certificate to be offered at the Comox Valley and Port Alberni campuses in both blended and digital delivery formats. We have appreciated the opportunity to participate in both Program Review and the Quality Assurance Process Audit (at NIC in Fall 2023) to help us continue to improve the quality student learning experience for our students.

Values

	Cultural Responsiveness
	Relational Practice
	A Community of Belonging
	Decolonization, Anti-Oppression, Equity, and Social Justice
	Humility, Accountability, and Restorative Justice



TRADES AND TECHNICAL PROGRAMS

Report to BOG

And we're back! But truthfully, faculty and staff in Trades and Technical programs never left. While June brought a much-needed break for sun and relaxation for many across all NIC campuses, TNT carried on into and over the summer months.

Let's Recap!

Chef Xavier Bauby and Chef Jonathan Frazier wrapped up the Professional Cook Level 2 program at the end of June with Chef Jonathan pinch hitting for Chef X while he and his students were experiencing the Japanese culture across the globe.

Instructor Brent DiGiuseppe's Electrical Foundation began at the end of January with students making their exit in early July. Ryan McElroy, instructing Carpentry Foundation and Jacques Gartner delivering Plumbing Foundation released their students July 11th while Welding Foundation students hung in there until August 14th earning the envy of the Automotive Foundation students who did not make their exit until the 22nd.

That makes 1 Apprenticeship program (PC2) and 5 Foundations whose students put their dedication to succeed over the temptation cut and run for the lazy days of summer. But wait...there's one more! Instructor Kyle Ward jumped into Heavy Mechanical Foundation in February and he's still going strong with 16 students well on their way to a lucrative career in a highly sought-after Trade.

Our Culinary Business Operations Diploma students were well represented at convocation and we were thrilled to spend time with Chef Allan who joined us for the celebration.



So, what does the 2025 Fall term look like for Trades and Technical program? Well, here we go...

Let us start with our colleagues at the TEBO campus in Port Alberni. Instructor Jim Stratford has a full combined cohort of Welding Foundation students and “continuous entry” Welder “B” Level students. For anyone who is not familiar with how the “continuous entry” cohorts work, they are basically set up so NIC can accommodate both employers and apprentices who are working and not always able to conform to a “set” schedule due to projects and employee availability. This allows students to achieve their required certifications while not inconveniencing or jeopardizing employer commitments to jobsite timelines.

Next, we move on to our Automotive Foundation program under new instructor Dan Brochu – who is profiled at the end of the report - and Furniture Design & Joinery Foundation with Stephen McIntosh. TEBO is hopping!

The Trades Training building at the Courtenay campus has students in every classroom. September 2nd started with Jacques Gartner and Level 1 Plumbing apprenticeship; Ryan McElroy has a Carpentry Level 2 cohort along with Rob Laird and his Carpentry Level 3 students followed by Erik Hardin and his Level 4 apprentices who will achieve their Carpentry Red Seal certification after the successfully writing their SkilledTradesBC inter-provincial exam. The end of October we start again with Carpentry Levels 1, 2 & 4, while Plumbing apprentice levels 1 & 2 will also be running new cohorts into December.

And here we are at the Campbell River campus. Our Foundation programs have healthy cohorts in Welding, Automotive and Electrical and each have substantial wait lists which our Faculty anticipated given the present labour market. The Coastal Forest Certificate and Diploma programs are boasting 18 students while Professional Cook 1 and Culinary Operations Certificate programs have 12 students who will be making their way to the kitchen to put their theory into practice – and they never disappoint!

While Kyle Ward is nearing completion of his foundation program, the Heavy Duty Equipment Technician apprenticeships are just getting ramped up! Matt Wheatley’s cohort of Level 1 students and Byron Beaupre’s cohort of Level 2 students began at the beginning of the fall term and, with very little time in between, will be followed with an additional Level 3 and Level 2 in November. Electrical instructors are on their toes with Apprenticeship Levels 1, 3 and 4 September start-ups while November and December will meet the demands for Level 2 and new Level 4 students.

If you lost track along the way here’s a quick snapshot of what is happening in Trades for Fall 2025 across the NIC campuses:

- 6 Foundation Programs
- 2 Coastal Forest Programs
- 2 Culinary Arts Programs
- 20 Apprenticeship Programs

Another Exciting Development

Faculty has launched - with great success - the implementation of enhanced employability skill programming across Foundation and Level One Apprenticeship programs.

While core trades curriculum varies greatly from trade to trade there are core essential employability competency requirements across all trades programs. The faculty has developed core curricula to support new entrants into the trades while providing students with consistent foundational skills which are transferable across their training levels, their job site, and personal

life. The required competencies have been identified, and resources have been compiled into SCORM and Brightspace packages. With comprehensive curriculum now developed, our Coordinator of Trades and Technical Programs has now deployed this programming and we are proud to outline that we have instituted consistency in key and vital areas, such as safety, math review, rigging, hoisting, crane signals, ladders, scaffolding, communication, mentoring, and self-care, which is of utmost importance in both the theory and practical platforms .

We also have more on our Seaweed program, which is detailed below by Paris Gaudet.

The Faculty is very proud and pleased to be launching the second offering of NIC's Seaweed Program – Drawing global interest!

Seaweed education is thriving at North Island College. As the only post-secondary institution in Canada dedicated to seaweed-specific skills training and applied learning, NIC's Seaweed Production and Processing Program continues to make waves. The second delivery of the program has been a resounding success, reflecting growing interest in sustainable marine industries. Led by the Faculty of Trades and Technical Programs in collaboration with the Centre for Applied Research, Technology and Innovation (CARTI), the program exemplifies the powerful connection between hands-on training, industry engagement, and applied research.

Applications opened on May 20, 2025, and were actively promoted across NIC's social media channels. Program Officer Paris Gaudet hosted three virtual information sessions on June 3, 11, and 19, drawing over 200 registrants. In total, 160 applications were received from across Vancouver Island, British Columbia, Eastern Canada, and internationally including Scotland, Washington State, Oregon, and California.

Forty students were accepted into the 12-week online program, which launched on August 18, 2025. The curriculum includes two immersive, hands-on learning experiences:

- Port Hardy Applied Learning Week (September 22–26): Students will be based at NIC's Muxalakwila campus, engaging directly with the coastal ecosystems of northern Vancouver Island. This experience supports regional relationship-building, student engagement, and success, especially for learners from the Mt. Waddington region. Students will also participate in discussions with First Nations in the area to explore the cultural significance of seaweed and traditional harvesting practices. The week highlights the potential for advancing sustainable economic opportunities through seaweed production in remote coastal communities.
- West Coast Applied Learning Week (October 6–10): Students will travel to Tofino and Ucluelet to learn from First Nations and industry leaders about seaweed harvesting, processing, and its role in local economies. The week includes cultural learning sessions focused on traditional knowledge and the ecological importance of seaweed in West Coast marine environments.

The program concludes on November 7, 2025, equipping graduates with the skills and knowledge to contribute meaningfully to the growing seaweed sector.

What else have we been up to?

Every year, prior to kicking into high gear, the Trades and Technical programs faculty and staff have our annual Faculty Meeting where we get together to review and discuss our programs and procedures, review updates in guidelines, policy, funding and student matters while engaging in lively conversations on what is working and what could use some improvement, and to hear suggestions and input from our team members that can enhance the NIC experience for our Trades and Technical students. This year we had an amazing turnout and talks were both informative and productive. But we also added a little bit of fun to the mix with some friendly competition. Lunch was organized by Melody White and her fabulous Caf staff...the catch...assembly was required! It was Build-A-Bear PIZZA-STYLE! The kitchen was a hub of activity as our hungry amateur Italianos demonstrated their culinary prowess.

Top winners were Joe Fornari (not fair, he really is Italian), Rob Laird and Jonathan Frazier. But if we are being honest, there were no leftovers!



The Faculty hosted our third dual credit student welcome and informational meeting on September 5 at the Campbell River campus. These informational meetings were launched Fall 2024 with great success thus the model continues to be rolled out for the start of each semester. Representatives from student services and student affairs joined our faculty and school district reps to provide dual credit learners with a customized orientation as they transition from High School to the College. The dedicated sessions provide the opportunity to welcome youth as college students while articulating the college requirements, expectations, and overall program rigor.

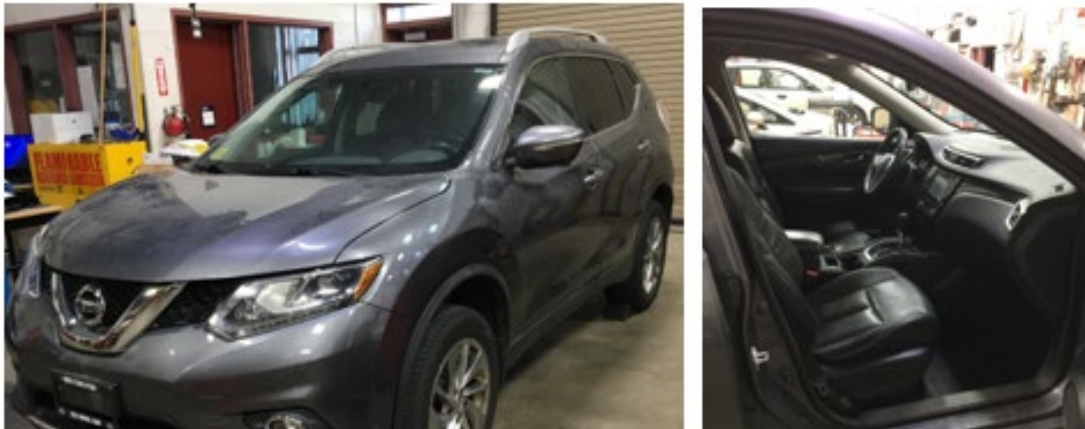
North Island Nissan Supports Automotive Service Technician Program

We are pleased to share that Mike Ball and North Island Nissan in Campbell River have generously donated a Nissan Rogue to our Automotive Service Technician program.

This gift reflects their strong commitment to education and the skilled trades. By providing our students with access to current industry vehicles, this donation enhances hands-on learning and ensures our graduates are well prepared to meet the demands of today's automotive sector.

Partnerships like this highlight the incredible impact community collaboration has in creating opportunities for students, strengthening our programs, and building a brighter future for the trades.

A sincere thank you to Mike Ball and the North Island Nissan team for their generosity and vision in supporting our students and programs.



A New Addition

Please welcome Dan Brochu to the Faculty of Trades and Technical Programs. Dan is our newest team member as Automotive Instructor at our Port Alberni TEBO campus. Dan has both a Red Seal Endorsement and a Blue Seal Endorsement from the Northern Alberta Institute of Technology where he was also an instructor for 19 years. During that time he successfully obtained his Bachelor of Business Administration Degree while completing several self-improvement courses including Becoming a Master Instructor, Coaching for Improvement, Effective Leadership and Communication Skills, Building Trust and many more. Dan will be teaching the foundation program over the next year but he also has experience in the Apprenticeship Levels. He is passionate about his career and he is passionate about sharing his experience with his students. We can't think of a better fit, welcome Dan!



The Faculty of Trades and Technical Programs would also like to announce Geoff Marr as the new Senior Administration Specialist. Geoff stepped into this position with ease, bringing an impressive educational background. Geoff began at NIC with the Electronics Technician Program and moved on to Simon Fraser University to achieve a Bachelor of Arts in English Literature and History followed by his Master of Education in Curriculum and Instruction in 2020. Geoff has integrated his enthusiasm for education and technology in the Senior Administration Specialist role touting a wealth of technical knowledge complimented by extensive understanding in curriculum design, evaluation, and implementation at a post-secondary level. His strong communication skills allow him to connect effectively and thoughtfully with students and colleagues given his diverse background. Among his other notable achievements he holds an Independent School Teaching Certificate and is a Youth Program Volunteer. (and he's a sharp dresser!) Geoff, we are so happy to have you on our team!

Have a great fall everyone!

OFFICE OF GLOBAL ENGAGEMENT

Office of Global Engagement Update

Submitted by Mark Herringer, Executive Director, International Education

The Office of Global Engagement is entering the 4th year of its Indigenizing international education plan, Journeying Together. You can find the year 3 annual report and dashboard here: <https://www.nic.bc.ca/about/global-engagement/index.html>. We are collecting the many stories that students and faculty have shared over the last few years in order to make them available on our web site – stay tuned.

In Japan, two of our Culinary Arts students, guided by their instructor and supported by a staff member, participated in a 2-week culinary arts field school with students and staff at Kapi'olani Community College in Hawai'i and Nakamura Gakuen University, in Fukuoka Japan. Together, they learned not only cooking techniques, but the deeper teachings that food carries about land, local stories, and tradition.

One NIC student traveled to France to University Savoie Mont Blanc, to complete one year in the double degree program, while two other NIC students are engaged in a semester abroad activities in France and Japan. All NIC students travelling abroad have received the One World International Scholarship through BC Scholarship Society.

In turn, NIC received 10 students on short term exchange, from France, Chile, Mexico, Vietnam, Japan, and Tunisia. Most of those students are staying in the new student residences.

We were also grateful to welcome a delegation from Kenya through the KBEST project with CICan. Their visit is part of knowledge sharing, and honoring each other's experiences, and exploring ways of collaboration.

OGE held another successful new international student orientation. This fall we are welcoming 68 new students (regular and exchange) from 19 countries into programs like Associate of Arts, Associate of Science, Social Services, Criminology, Health Care Assistant, Early Childhood Care and Education, Culinary, Business, Digital Design and Development and Fine Arts.

Study abroad story shared by Laurie Tulloch (ECCE) on behalf of Roberta Wesley:

Sharing this wonderful story today with you with Roberta's permission.

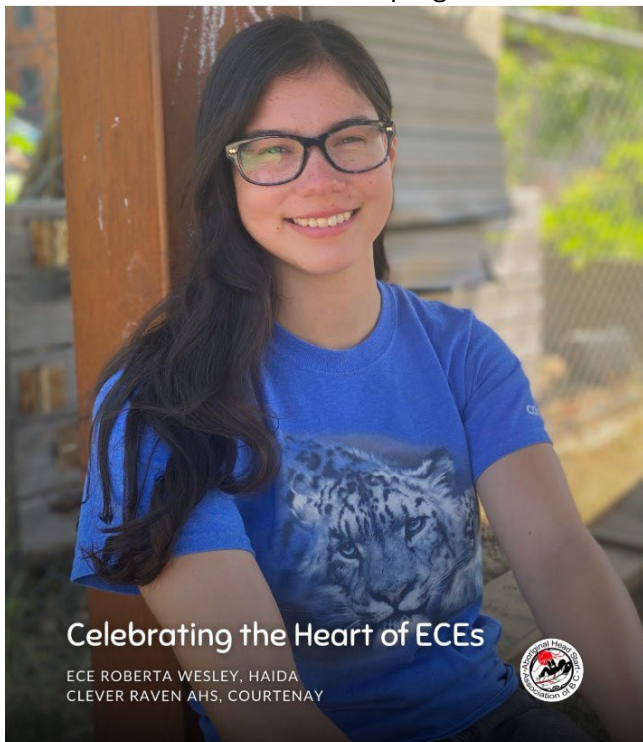
Roberta entered our program knowing about her indigeneity on only one side of her family. At the end of her certificate year she applied to enter the Diploma Program and was a successful applicant to our Early Childhood Field School to New Zealand which we shared with students and faculty from 3 other colleges.



In our pre-trip sessions we prepared our introductions to our fellow travelers and hosts while cedar weaving with Evelyn Voyageur. Roberta started asking questions about her unknown family connections and began to research with information Evelyn was able to share. I'll never forget the day Roberta excitedly shared she had found her village! At the same time Roberta began her infant toddler practicum at the Clever Raven Aboriginal Head Start Program.

On our first day in New Zealand Roberta introduced herself including her newfound Kincolith (Gingolx) identity and one of the students from Coast Mountain College replied, "We could be family!" A zoom call back to Canada later, Roberta had met her close relatives and spent the rest of the field school learning beside a distant cousin she didn't know she had. Earlier this week the following popped up on Facebook celebrating the heart of ECE's with "Auntie Roberta" who is now a practicing Head Start infant toddler educator.

'just one example of the importance of international indigenous learning experiences in our early childhood care and education programs and its' lasting impacts!



Celebrating the Heart of ECEs

ECE ROBERTA WESLEY, HAIDA
CLEVER RAVEN AHS, COURTENAY



STUDENTS AND COMMUNITY ENGAGEMENT

Updates from Student Life & Housing

Submitted by Meesbah Jiwaji, Associate Director, Student Life & Housing



Fall 2025 Orientation

This fall, NIC welcomed new and returning students through a series of engaging orientation activities, offered both virtually and in person across campuses. Rather than centering on a single large gathering, the focus was on smaller conversations and student-centered interactions designed to surface needs, build connections, and foster a sense of belonging from day one. This intentional approach ensured students had early access to resources, peer networks, and staff support as they began their studies.



Student Housing Opening

This September, NIC reached a major milestone with the opening of its first on-campus student housing community. The journey to opening required flexibility, collaboration, and a strong commitment to students. When construction delays meant housing units were not ready at the start of term, the housing team mobilized to provide temporary accommodations in ʔayəs kʷ ʃəɣnʷəgəs, the family building, and at the Holiday Inn, while ensuring that students still had access to housing orientation, community-building activities, and ongoing support.

The formal opening was celebrated with the K'ómoks First Nation, members of the Ministry, alongside NIC leadership, staff, and students. The event underscored housing as a culturally safe, welcoming, and inclusive space, one designed not only to meet immediate housing needs but also to foster belonging, wellbeing, and student success. With the doors now open, housing will become a hub for connection and learning, guided by NIC's values and grounded in strong relationships with Indigenous partners and the wider community.



Early Assist 2024–25

The Early Assist program continues to serve as a cornerstone of student support and retention at NIC. Between Fall 2024 and Spring 2025, 298 referrals were made (4% of NIC’s total student headcount), reflecting sustained engagement with the program. While most referrals came from faculty and staff, self-referrals are increasing, a sign of student awareness and self-advocacy. Referrals often combined academic and well-being concerns, underscoring the value of Early Assist as a holistic safety net. Students were most often connected to Counselling, Accessible Learning, Advising, and Financial Aid, highlighting the cross-campus collaboration that keeps students enrolled, supported, and on track for completion.

Referrals also reflected the diversity of NIC’s student body. International students represented nearly one-third of referrals overall, rising to 39% in winter. Indigenous students accounted for 21% of referrals in fall, with smaller numbers in later terms, while dual credit students consistently engaged, representing 1–3% of referrals across terms. These patterns emphasize the reach of Early Assist across different student groups and the importance of culturally responsive, targeted support strategies.

Healthy Trades Report

The Healthy Trades program expanded its reach and impact this year, addressing the unique wellness needs of trades students across all three NIC trades campuses. Highlights include:

- 20 Lunch + Learn sessions on topics ranging from harm reduction to study skills, with 374 participants;
- Free access to 19 recreation facilities, used over 2,800 times by 321 students, to support physical wellness;
- 68 trades student leaders engaged in peer leadership initiatives;
- 61 orientation visits and 19 end-of-program sessions, ensuring every trades cohort connected with NIC and community supports.

Healthy Trades also worked closely with Early Assist, with trades students accounting for 72 referrals (7% of decanal headcount). This close alignment reinforces how wellness programming supports retention and completion. The program continues to reduce stigma around mental health, strengthen community partnerships, and create trusted connections with trades students, helping them succeed in demanding programs and transition confidently into the workforce.

September 11, 2025
Our Ref. 146207

Brenda C. Johnson

Dear Brenda Johnson:

I am pleased to confirm your appointment as a member of the Board of North Island College, effective July 31, 2025, for a term ending July 31, 2026.

The Board's leadership role is integral to the success of North Island College, and to British Columbia's post-secondary education system. In agreeing to serve, you will be performing a valuable service to the success of our Province.

For information to assist you in your new role as a board member, please review the *Orientation for B.C. Public Post-Secondary Institution Board Members* document on the Ministry of Post-Secondary Education and Future Skills website at: www.gov.bc.ca. Additional resources on the appointment process are available on the Crown Agencies and Board Resourcing Office website at: www.cabro.bc.ca.

Government appointees are expected to meet high standards of conduct and to maintain and enhance public confidence in the operation of B.C.'s public post-secondary system. Board appointees must act with the intention to instill public confidence in the Board's actions and decisions.

Thank you again for your willingness to serve British Columbia. I am enclosing a copy of the Order in Council for your information. Best wishes for a successful term.

Sincerely,



Honourable Jessie Sunner
Minister

Enclosure

.../2

pc: Trevor Hughes, Deputy Minister
Ministry of Post-Secondary Education and Future Skills
psfs.deputyminister@gov.bc.ca

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Vanessa Geary, Assistant Deputy Minister
Crown Agencies and Board Resourcing Office
abc@gov.bc.ca

Emily Haagerup, Executive Assistant to the President and the Board
North Island College
emily.haagerup@nic.bc.ca

September 11, 2025
Our Ref. 146207

Bruce Wayne Turner

Dear Bruce Turner:

I am pleased to confirm your appointment as a member of the Board of North Island College, effective July 31, 2025, for a term ending July 31, 2026.

The Board's leadership role is integral to the success of North Island College, and to British Columbia's post-secondary education system. In agreeing to serve, you will be performing a valuable service to the success of our Province.

For information to assist you in your new role as a board member, please review the *Orientation for B.C. Public Post-Secondary Institution Board Members* document on the Ministry of Post-Secondary Education and Future Skills website at: www.gov.bc.ca. Additional resources on the appointment process are available on the Crown Agencies and Board Resourcing Office website at: www.cabro.bc.ca.

Government appointees are expected to meet high standards of conduct and to maintain and enhance public confidence in the operation of B.C.'s public post-secondary system. Board appointees must act with the intention to instill public confidence in the Board's actions and decisions.

Thank you again for your willingness to serve British Columbia. I am enclosing a copy of the Order in Council for your information. Best wishes for a successful term.

Sincerely,



Honourable Jessie Sunner
Minister

Enclosure

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September 11, 2025
Our Ref. 146207

Patricia Mary Trasolini

Dear Patricia Trasolini

On behalf of the Government of British Columbia, I would like to take this opportunity to thank you for your service, dedication and commitment in carrying out your duties as a member and former Chair of the Board of North Island College (NIC).

I appreciate the time you have invested with the Board over the last six years. You brought a wealth of leadership experience from your roles in K-12 education, and your insights have been invaluable. Your contributions to the Board, as well as the Executive, Governance & Board Development Committees, have demonstrated a deep commitment to both the role and to student success. Your stewardship and dedication to NIC will be greatly missed. It is through the work of dedicated individuals like you that the post-secondary education system in this province continues to achieve success.

Thank you, and my personal best wishes for your future endeavours.

Sincerely,



Honourable Jessie Sunner
Minister

pc: Trevor Hughes, Deputy Minister
Ministry of Post-Secondary Education and Future Skills
psfs.deputyminister@gov.bc.ca

Nancy Arsenault, Acting Chair
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September 11, 2025
Our Ref. 146207

Valery Puetz

Dear Valery Puetz:

On behalf of the Government of British Columbia, I would like to take this opportunity to thank you for your service, dedication and commitment in carrying out your duties as a member of the Board of North Island College.

I appreciate the time you have invested with the Board over the last six years. Your strong background in social services brought valuable insight to both Board and Audit & Finance Committee deliberations. Your experience and thoughtful perspectives were especially appreciated during challenging conversations. It is through the work of dedicated individuals like you that the post-secondary education system in this province continues to achieve success.

Thank you, and my personal best wishes for your future endeavours.

Sincerely,



Honourable Jessie Sunner
Minister

pc: Trevor Hughes, Deputy Minister
Ministry of Post-Secondary Education and Future Skills
psfs.deputyminister@gov.bc.ca

Nancy Arsenault, Acting Chair
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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