



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in the Komoux Hall Boardroom,
Comox Valley Campus
Thursday, June 28, 2023

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region
J. Atherton, Community Member, Comox Valley Region, Chair
L. Domae, President
S. Does, Community Member, Campbell River Region
M. Erickson, Faculty Representative
R. LaTrace, Support Staff Representative
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region
V. Puetz, Community Member, Campbell River Region
S. Thakur, Student Representative
P. Trasolini, Community Member, Campbell River Region, Vice Chair

ABSENT

W. Gus, Chair, Education Council
J. Kim, Student Representative

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
A. Carrel, Vice Chair, Education Council
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
K. Kuhnert, Vice President, Students & Community Engagement
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Director, Institutional Research & Planning
Members of North Island Students' Union (NISU) Executive

1. CALL TO ORDER

J. Atherton called the meeting to order at 1:02 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

J. Atherton acknowledged that the meeting was being held in the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

J. Atherton acknowledged E. Mosley's participation on the Board of Governors for seven years in various capacities including as Board Chair for two years. E. Mosley will retire from the Board in July.

J. Atherton also congratulated J. Kim and S. Thakur on their graduation from their programs as well as J. Kim receiving the President's awards for academic excellence and community engagement.

1.2 Declaration of Possible Conflict of Interest

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

1.3 Adoption of Agenda

Moved S. DORES / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JUNE 29, 2023 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

J. Atherton reminded Board Members of the annual evaluation survey which will be made available during the first half of July.

Moved V. PUETZ / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 29, 2023.

Motion carried

3. BOARD BUSINESS

3.1 Government Mandate Letter, 2023/24

The Board received its letter of direction for 2023/24. An education session on this year's letter will be scheduled for September.

Moved B. MINAKER / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ACKNOWLEDGES ITS COMMITMENT TO PROVINCIAL GOVERNMENT'S DIRECTION TO THE COLLEGE AS STATED IN THE GOVERNMENT'S LETTER OF DIRECTION OF JUNE 22, 2023 AND AUTHORIZES THE BOARD CHAIR TO SIGN THE SAID LETTER OF DIRECTION ON ITS BEHALF.

Motion carried

3.2 2022/23 Full-time Equivalent Enrolment Report

W. Skulmoski highlighted the following on this report:

- The document is the College's report to Government regarding its domestic student full-time equivalent (FTE) enrolments against Ministry targets;
- Domestic student FTEs declined by two percent over the previous year;
- Although domestic student FTEs declined over the previous year, there is an actual nine percent increase over pre-COVID 2019/20 levels;
- International student FTEs grew by 46%, the third highest after two years of decline following COVID impacts;
- The College enrolled the highest numbers in Trades and Health and Human Services programs;
- Domestic student enrolment continues to decline in both Adult Basic Education and University Transfer, a trend common across the post-secondary sector.

On questions from the Board, the following responses were provided by members of the Leadership Team:

- Revenue from international enrolments provides partial funding for student services both domestic and international;

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- Mode of program delivery is evolving as students continue to request online delivery following increased demand for online courses during the pandemic;
 - Because the report measures FTEs, it does not reflect the number of students that are enrolled part-time in one or more courses so the College’s student population may be increasing but not in terms of FTEs;
 - The definition of what a “campus” means may include “hyflex” which ensures contact hours with instructors for courses that are also delivered virtually;
 - The recent announcement of Government’s Future Ready Plan projects increased demand for micro-credentials which the College is prepared to deliver.

Moved N. ARSENAULT / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2022/23 FINAL FTE ENROLMENT REPORT.

Motion carried

3.3 2022/23 Institutional Accountability Plan & Report (IAPR)

W. Skulmoski highlighted the 2022/23 IAPR:

- The report is the Board’s report to Government which describes the College’s accomplishments against Ministry’s targets;
- NIC achieved all targets except Total Student Spaces and Developmental Student Spaces targets, adding that Developmental Student Spaces target has been historically difficult to achieve;
- The report is aligned with the College’s strategic plan *BUILD 2026* showing how the College is performing against its own goals as well as against Government’s goals.

Noting that the *BUILD 2026* dashboard is in the next agenda item but is included in the IAPR, the meeting moved to the following agenda item prior to considering approval of the draft IAPR.

3.4 BUILD 2026 Updates and Dashboard Review

L. Domae presented the agenda item, highlighting the following:

- Of the 55 goals in *BUILD 2026*, ten are complete, 44 are on track and one is delayed;
- A new goal – creation of a risk registry – has been added to the plan with M. Allison as the lead;
- Achievements of Year 2 of the Plan include \$5M earned in one-time only funding and delivered 438 domestic full-time equivalent students in regional skills training, economic recovery and Indigenous-led programming across the region, site blessing of the future Comox Valley Student Housing and the Board’s approval of the Port Alberni campus master plan;
- Some targets were made sharper by combining measures that create better initiatives including a measure based on a province-wide data collection around anti-racism;
- The College’s People Plan has completed the consultation phase;
- NIC’s brand soft launch is scheduled for Fall 2023.

L. Domae shared that the College received funding for a capital project. The Minister will make a public announcement in late September.

L. Domae added that she is actively advocating with local politicians for the Tebo Trades Building replacement as included in the five-year capital plan submission to the Ministry. She also reported that the Island Pre-health Diploma has now received a commitment for ongoing funding for 20 seats.

Moved P. TRASOLINI / Seconded M. ERICKSON: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVE THE AMENDED *BUILD 2026*, STRATEGIC PLAN AND YEAR 2 DASHBOARD.

Motion carried

Moved S. DORES / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT FOR THE 2022/23 REPORTING CYCLE.

Motion carried

3.5 Board Members Roundtable Discussion

Most Board Members participated in their respective standing committee meetings as well as the College's graduation ceremonies and College Conversations during the months of May and June. Part of this roundtable discussion is a sharing of personal information in line with the Board's efforts at adopting Indigenous practices during its meetings.

E. Mosley also attended the Alberni Valley Learning Council which is a group led by the College and consists of the region's community organizations who share what they do and what their needs may be. He added that the Council is an avenue for members to seek advice on funding opportunities and share knowledge beneficial to the community.

P. Trasolini attended a meeting of BC colleges' board chairs on J. Atherton's behalf.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Annual Performance Objectives, 2023/24

L. Domae presented her annual objectives which are based on the College's strategic plan *BUILD 2026*.

Moved S. THAKUR / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PRESIDENT'S PERFORMANCE OBJECTIVES, 2023/24.

Motion carried

4.2 Vice President, Finance and College Services

4.2.1 Audited Financial Statements, Year Ended March 31, 2023

Referring to the audited financial statements, C. Fowler reported that fiscal year 2022/23 ended with a deficit of about \$740,000, less than what was previously projected.

Moved E. MOSLEY / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL YEAR 2022/23 FINANCIAL STATEMENTS.

Motion carried

4.2.2 Comox Valley Campus Fire Incident

C. Fowler reported on a fire in the Comox Valley campus on June 15 in the area by the Komoux Hall where portables were located. An insurance adjuster is assessing the damage to help the College determine how to go forward following the destruction of two portables and damage to the others. E. Mosley noted that the replacement of the portables (the Village) has been part of the College's five-year capital plan that is submitted annually to Government. C. Fowler commented that the College will provide Government a concept plan on replacement and lease costs as well as services and programs affected by the fire.

4.3 Chair, Education Council

4.3.1 Education Council (EdCo) Report

The Board received the June 2023 Education Council Report. On behalf of W. Gus, A. Carrel reported approvals made by the EdCo at its last two meetings.

5. INFORMATION

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2023-24);
- 5.2 College Highlights Report, June 2023;
- 5.3 FY 2022/23 Audit Findings Report;
- 5.4 Sexual Violence and Misconduct Policy Annual Update;
- 5.5 PSFS Future Ready Action Plan Letter, May 2, 2023;
- 5.6 President's Awards, 2022/23 Summary;
- 5.7 Commonly used acronyms;
- 5.8 Board bylaws and policies.

6. NEXT MEETING DATE

The next regular meeting is Thursday, September 28, 2023, Campbell River Region.

7. ADJOURNMENT


Moved S. DORES / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF JUNE 29, 2023.

Motion carried

Time: 2:42 p.m.



Jane Atherton, Chair



Rachel Reid, Executive Assistant