



**Minutes of the Regular Meeting of the  
North Island College Board of Governors**  
Held in Qəpixʔidaʔas (The Gathering Place)  
Campbell River Campus  
Thursday, September 28, 2023

**BOARD MEMBERS PRESENT**

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

**ABSENT**

C. Moglove, Community Member, Campbell River Region

**ALSO PRESENT**

M. Allison, Director, College Governance & Strategy  
T. Bellavia, Vice President, Academic  
T. Budd, Lead, WATSON Inc.  
S. Chauhan, incoming student representative-elect  
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  
K. Wingwiri, incoming student representative-elect  
Members of North Island Students' Union (NISU) Executive and  
North Island College Faculty Association (NICFA)

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**1. CALL TO ORDER**

J. Atherton called the meeting to order at 1:08 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 also thanked outgoing student representatives J. Kim and S. Thakur and welcomed student representatives-elect S. Chauhan and K. Wingwiri as guests.

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## **1.2 Welcome Board of Governors New Members**

J. Atherton welcomed J. Langille and V. White who were present at this meeting as well as C. Moglove who was unable to attend.

## **1.3 Oath of Appointment (All Board Members)**

J. Atherton requested all Board Members to read and sign the Oath of Appointment form. This is a practice done annually during the Board's inaugural meeting.

## **1.4 Declaration of Possible Conflict of Interest**

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

## **1.5 Election of Chair**

L. Domae, as Presiding Officer for the purpose of conducting the elections for Board Chair, opened the floor for nominations to the position of Chair of the North Island College (NIC) Board of Governors.

J. Atherton nominated P. Trasolini to the position of Chair. N. Arsenault supported the nomination. P. Trasolini accepted the nomination.

L. Domae called a second and a third time for nominations to the position of Chair. Hearing none, L. Domae declared P. Trasolini as Chair of the NIC Board of Governors by acclamation for the period of one year from September 2023 to 2024.

## **1.6 Election of Vice Chair**

P. Trasolini opened the floor for nominations to the position of Vice Chair of the NIC Board of Governors.

J. Atherton nominated S. Dores to the position of Vice Chair. N. Arsenault supported the nomination. S. Dores accepted the nomination.

P. Trasolini called a second and a third time for nominations to the position of Vice Chair. Hearing none, P. Trasolini declared S. Dores as Vice Chair of the NIC Board of Governors by acclamation for the period of one year from September 2023 to 2024.

## **1.7 Adoption of Agenda**

J. Atherton proposed to alternate agenda items under Reports on Strategic Activities and Board Business based on Watson Inc. lead consultant T. Budd's availability for 3.2 Governance Authority Matrix.

**Moved S. DORES / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF SEPTEMBER 28, 2023 AS AMENDED.**

**Motion carried**

## **2. CONSENT AGENDA**

**Moved S. DORES / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF SEPTEMBER 28, 2023.**

**Motion carried**

## **3. REPORTS ON STRATEGIC ACTIVITIES**

### **3.1 President**

#### **3.1.1 President's Report**

L. Domae thanked College staff and faculty and highlighted some of her and College activities since June:

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- Student orientation and marketplace events at all campuses;
  - The first College Conversation of the academic year covered update reports on enrolment, BUILD 2026, Comox Valley Student Housing Project and the National Day for Truth and Reconciliation;
  - Copies of the updated BUILD 2026 and its Year 2 Dashboard have been distributed to over 250 community partners and stakeholders and follow-up meetings are underway;
  - Attended the Union of British Columbia Municipalities annual forum;
  - College’s Facilities staff addressed fires both in the Comox Valley and Port Alberni regions, ensuring that there was continued program delivery at both campuses;
  - Work around cybersecurity continues as staff is developing risk management policy and risk register for the Board’s approval, adding that information on the Board’s education session around cybersecurity in June is included in the Information section of this meeting’s agenda;
  - Site blessing of the future Centre of Excellence for Early Learning was attended by Minister Robinson, Board Members, faculty and staff.

### **3.2 Vice President, Finance and College Services**

#### **3.2.1 Financial Information Act Report, Year Ended March 31, 2023**

C. Fowler presented the report which is a requirement under the Province’s Financial Information Act. Some of the particular requirements in creating the report include reporting on contracts as well as board and staff remuneration above \$75,000 all on cash basis as opposed to accrual basis.

**Moved J. LANGILLE / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2023 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.**

**Motion carried**

#### **3.2.2 NIC 5-Year Capital Plan Priorities**

C. Fowler presented the College’s capital plan priorities for submission to the Ministry, which includes the College’s most pressing capital needs. At the top of the list are:

- The Comox Valley Health Science Building which is envisioned to replace the portables and discontinue a leasehold space;
- Port Alberni Trades Training Facility which would replace the current lease space for Trades programs;
- Campbell River Future Ready Innovation Centre which would increase spaces for classrooms, shops and wet lab.

C. Fowler likewise noted that accessibility upgrades and security camera infrastructure are being planned for all NIC campuses and learning centre. A privacy impact assessment would have to be conducted as part of the process for establishing the security infrastructure across campuses.

C. Fowler added that funding for a Campbell River Student Housing would come from a different funding envelope.

**Moved J. ATHERTON / Seconded S. THAKUR: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE’S FIVE-YEAR CAPITAL PLAN (2024/25 to 2028/29) FOR FINAL SUBMISSION TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.**

**Motion carried**

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### 3.2.3 First Quarter Financial Statements FY2023/24

The Board received the report. C. Fowler noted that while a deficit is showing on the report, revenues and funding are yet to be received in the next few months. He added that the second quarter report would provide a more accurate financial picture.

### 3.2.4 First Quarter Financial Forecast FY2023/24

The Board received the First Quarter Financial Forecast FY2023/24 report which is forecasting that the College will be on budget at fiscal yearend.

M. Allison joined the meeting at 2:00 pm.

### 3.2.5 Fires at Comox Valley Campus Briefing

C. Fowler provided a verbal update on the fires that transpired within the Comox Valley Campus over the last few months. He reported that renovations are being done around the campus' shipping area to temporarily accommodate office spaces that were lost due to the fire at the Village until the College can determine permanent spaces.

T. Budd joined the meeting at 2:05pm.

P. Trasolini acknowledged the presence of T. Budd and redirected the meeting back to Board Business: Report from Closed Meeting of June 29, 2023 and Governance Authority Matrix.

## **4. BOARD BUSINESS**

### **4.2 Report from Closed Meeting of June 29, 2023 – Governance Manual**

The Board approved its Governance Manual at its Closed Meeting of June 29, 2023, formally adopting a responsibility-based governance model. At the meeting, the following resolutions were passed:

THAT THE BOARD OF GOVERNORS ADOPT THE NORTH ISLAND COLLEGE BOARD MANUAL DATED JUNE 23, 2023;

THAT THE BOARD OF GOVERNORS RESCIND THE CURRENT BYLAW #2 – CONFLICT OF INTEREST AND APPROVE A NEW BYLAW #2 – BOARD CODE OF CONDUCT AND CONFLICT OF INTEREST BYLAW;

THAT THE BOARD OF GOVERNORS RESCIND THE FOLLOWING POLICIES:

- Policy SR-1: President/CEO's Role
- Policy SR-2: Monitoring the President and CEO's Performance
- Policy EL-1: General Executive Constraint
- Policy EL-2: People Treatment
- Policy EL-3: Emergency Executive Succession Policy EL-4: Compensation and Benefits
- Policy EL-5: Communication and Counsel to the Board
- Policy EL-6: Financial Requirements
- Policy EL-7: Budgeting/Forecasting
- Policy EL-8: Asset Protection
- Governance Process Policy
- Student/Employee Appeals to the College Board of Governors Policy.

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#### **4.3 Governance Authority Matrix**

T. Budd commented that the Governance Authority Matrix is the last piece of the Board's Governance Manual which should be read with the manual but is an easy reference to show which key governance players are responsible for the actions that are outlined in the matrix.

**Moved N. ARSENAULT / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE GOVERNANCE AUTHORITY MATRIX DATED SEPTEMBER 28, 2023 FOR INCLUSION IN ITS GOVERNANCE MANUAL.**

**Motion carried**

L. Domae noted that T. Budd will join the board at its retreat in November to conduct a governance workshop.

M. Allison and T. Budd left the meeting at 2:11pm.

#### **4.4 Sexualized Violence Prevention and Response Policy**

K. Kuhnert presented the amended policy which the Board's Governance and Board Development Committee has reviewed at its meeting of September 14, 2023 and now recommends for approval. Some revisions to the policy are:

- Updated language and flowcharts;
- Updated list of resources and processes;
- Updated position titles.

The Board requested that references be made to "college community" and not "campus community" as the intent is to involve the broader college regions' communities.

**Moved B. MINAKER / Seconded J. KIM: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE AND ADOPT THE REVISED SEXUALIZED VIOLENCE PREVENTION AND RESPONSE POLICY 3-34 AS PRESENTED ON SEPTEMBER 28, 2023.**

**Motion carried**

At 2: 25 pm, the meeting moved back to Agenda Item 3. Reports on Strategic Initiatives.

### **3. REPORTS ON STRATEGIC INITIATIVES (Cont'd)**

#### **3.3 Vice President, Academic**

##### **3.3.1 2023/24 Fiscal Year Credit Enrolment Report**

T. Bellavia highlighted the following on this report:

- The fiscal stable year report shows comparative numbers that reflect head counts of credit enrolments, different from the full-time equivalent (FTE) enrolment report which is the preferred reporting metric by the Ministry;
- The information provided may be broken down into three main themes: healthy increase in international student enrolment is offsetting the slight decline in domestic enrolment, the timing of one-time only funding and availability of funds impact reporting of domestic enrolment and various combinations of economic, labour market and demographic factors affect the NIC student population half of which are of working age.

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W. Skulmoski further clarified that the head counts culminate in FTE reporting as required by the Ministry and will go to the Board for approval prior to submission. Although head counts are a better metrics for short-term programming, the required reporting requirements from the Ministry are in FTEs.

V. Puetz joined the meeting while W. Skulmoski left the meeting at 2:43 pm.

### 3.3.2 Program Name Changes: Tourism & Hospitality Management

T. Bellavia commented that the proposed program name changes aim to align the College's credentials with the post-secondary education sector and develop consistent language between similar credentials.

**Moved M. ERICKSON / Seconded V. PUETZ: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE FOLLOWING PROGRAM NAME CHANGES:**

- **TOURISM & HOSPITALITY MANAGEMENT POST-GRADUATE CERTIFICATE**
- **TOURISM & HOSPITALITY MANAGEMENT POST-GRADUATE DIPLOMA**

**Motion carried**

### 3.4 Chair, Education Council

#### 3.4.1 Education Council (EdCo) Report

W. Gus reported that the Education Council (EdCo) met in September and approved amended policy 3-22 Program and Course Credentials to allow accreditation of micro credentials as well as revisions to the practical nursing pathway to diploma.

At 2:54 pm, the meeting moved to the remainder of 4. Board Business.

## **4. BOARD BUSINESS (Cont'd)**

### 4.4 Board Members Roundtable Discussion

Several Board Members attended their respective committee meetings and various College events and activities.

As a director on the Canadian Mental Health Association BC Division, J. Atherton shared that the organization will be bringing a care team to the Comox Valley to provide support and services for those going through a mental health crisis. She added that care teams across the province already report having a significant impact in the communities they serve.

V. Puetz provided an update on a Campbell River area housing project for women and children by the Campbell River and North Island Transition Society. The housing project is envisioned to provide long-term rentals for disadvantaged women and children.

New Board Members J. Langille and V. White both shared that they are alumni of the College and have come full circle with their membership on the Board.

S. Thakur and J. Kim noted that this is their last Board meeting as their terms as student representatives end in October. W. Gus shared that she will be an elder-in-residence at the Port Alberni campus in 2024 and will end her term as Education Council Chair by end of this year.

## **5. INFORMATION**

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2023-24)
- 5.2 College Highlights Report, September 2023
- 5.3 FY 2022/23 Audit Findings Report

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- 5.4 2023 Annual Board Evaluation Results
  - 5.5 Board of Governors education session on cybersecurity, June 2023
  - 5.6 PSFS appreciation letter to E. Mosley, August 2023
  - 5.7 OIC 443/2023 – new appointments and reappointments
  - 5.8 Commonly used acronyms
  - 5.9 Link to Board bylaws

**6. NEXT MEETING DATE**

The next regular meeting is Thursday, December 7, 2023, Campbell River Campus.

**7. ADJOURNMENT**


**Moved J. ATHERTON / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF SEPTEMBER 28, 2023.**

**Motion carried**

Time: 3:17 pm



Patricia Trasolini, Chair



Rachel Reid, Executive Assistant