



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Komoux Hall Boardroom
Comox Valley Campus
Thursday, April 18, 2024

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region
J. Atherton, Community Member, Comox Valley Region
A. Brady, Chair, Education Council
S. Chauhan, Student Representative
L. Domae, President
M. Erickson, Faculty Representative
J. Langille, Community Member, Comox Valley Region
V. Puetz, Community Member, Campbell River Region
C. Stavness, Community Member, Comox Valley Region
P. Trasolini, Community Member, Campbell River Region, Chair
V. White, Community Member, Port Alberni Region

ABSENT

S. Dores, Community Member, Campbell River Region, Vice Chair
R. LaTrace, Support Staff Representative
B. Minaker, Community Member, Comox Valley Region
C. Moglove, Community Member, Campbell River Region
K. Wingwiri, Student Representative

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
K. Kuhnert, Vice President, Students & Community Engagement
R. Reid, Executive Assistant, Board of Governors
S. Yeudall, Manager, Employee Relations
Members of North Island Students' Union (NISU) and North Island
College Faculty Association (NICFA)

1. CALL TO ORDER

1.1 Acknowledgement of First Nations Traditional Territory

P. Trasolini called the meeting to order at 1:00 p.m. and acknowledged that the meeting was being held in the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

1.2 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.

1.3 Government Mandate Letter

The Board acknowledged the Government Mandate Letter of June 2023.

1.4 Adoption of Agenda

Moved C. STAVNESS / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF APRIL 18, 2024, AS PRESENTED.

Motion carried

2. CONSENT AGENDA

N. Arsenault, through L. Domae, requested that the Executive Committee report of April 12, 2024, be amended to revise the last bullet under Joint meeting with Indigenous Education Council (IEC) debrief to read:

- To further advance the ongoing collaboration and initiatives underway between the NIC and the IEC, the IEC Board and NIC Board liaison will be encouraged to prepare a few months ahead of the next scheduled joint meeting.

Moved J. ATHERTON / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF APRIL 18, 2024.

Motion carried

3. BOARD BUSINESS

3.1 Board of Governors Schedule and Workplan, 2024/25

L. Domae provided a summary of the proposed schedule and workplan for academic year 2024/25, noting the following:

- The Indigenous Education Council (IEC) has invited the Board to hold their joint meeting in conjunction with IEC's annual retreat in March 2025;
- Proposed committee meeting dates would likely be updated as the Board gets closer to those dates;
- The workplan includes items that the Board is expected to review, consider or approve.

The Executive Committee at its meeting of April 12, 2024, reviewed the draft workplan and recommended its approval.

Moved J. LANGILLE / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPTS ITS SCHEDULE AND WORKPLAN FOR ACADEMIC YEAR 2024/25 AS PRESENTED.

Motion carried

3.2 Risk Appetite Statement

M. Allison presented the draft risk appetite statement which was created following the Board's approval of the Risk Management Policy in December. She noted that the statement takes a broad approach with the risk classification to be developed further by the College's working group. The Finance and Audit Committee at its April 10, 2024, meeting reviewed and recommended the statement for Board approval.

Moved C. STAVNESS / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES AND ADOPTS THE RISK APPETITE STATEMENT AS PRESENTED ON APRIL 18, 2024.

Motion carried

3.3 Public Interest Disclosure (Whistleblower) Policy

S. Yeudall presented the draft policy that the Public Interest Disclosure Act (PIDA) mandated all public sector employers to adopt. The policy defines specific categories of wrong doing, risk to health or safety, systemic mismanagement, a gross or serious misuse of public funds. It applies to both employees and former employees as well as board members and provides protection from reprisal.

On a question from the Board regarding protection for the general public, S. Yeudall responded that policies already exist for the College community to raise concerns about conduct.

The Governance and Board Development Committee reviewed and recommended the policy's approval at its meeting of January 19, 2024.

Moved C. STAVNESS / Seconded V. PUETZ: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER) POLICY AS PRESENTED.

Motion carried

3.4 2024 Standing Committee Membership

P. Trasolini referenced the list of committee members and acknowledged that C. Stavness recently joined the Governance and Board Development Committee.

Moved M. ERICKSON / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES ITS LIST OF STANDING COMMITTEE MEMBERSHIP AS PRESENTED.

Motion carried

3.5 Rescission of Board Policy 1-09 Land Use

C. Fowler outlined the reasons behind the proposed rescission of Policy 1-09 Land Use:

- The policy has not been updated since 1996 and has not kept up with changing legislation and government policies;
- The policy is deemed redundant as the College and Institute Act and related government policies such as the Ministry's Capital Asset Reference Guide (CARG) address issues of land use in the public sector;
- NIC Policy 7-02 Use of NIC Facilities and Campus Grounds provides supplementary principles around use of facilities.

The Governance and Board Development Committee at its April 12, 2024, meeting supported the rescission of Board Policy 1-09 Land Use.

Moved C. STAVNESS / Seconded J. ATHERTON: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS RESCIND POLICY 1-09 LAND USE POLICY.

Motion carried

3.6 2024/25 NISU Fee Letter

K. Kuhnert provided a summary of the letter from the North Island Student Union (NISU), noting a new fee for space which was adopted in a referendum held during the NISU annual general meeting.

Moved M. ERICKSON / Seconded J. LANGILLE: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE DIRECT THE COLLEGE TO COLLECT MEMBERSHIP FEES AND REMIT THE SAME TO NORTH ISLAND STUDENTS' UNION, AS OUTLINED IN THEIR FEBRUARY 2024 LETTER FOR THE ACADEMIC YEAR 2024-2025 AND PER THE COLLEGE AND INSTITUTE ACT.

Motion carried

3.7 Ministry Letter to Board Chair, March 13, 2024

The Board received a letter from the Minister of Post-Secondary Education and Future Skills reiterating the Ministry's support for students across the province.

3.8 Board Members Roundtable Discussion

Several Board Members attended their respective committee meetings and College Conversation virtual town hall meetings.

J. Atherton shared information on a partnership between the Canadian Mental Health Association and the College on a Healthy Minds, Healthy Campuses initiative focused on Trades students. J. Langille reported that he has recently enrolled in a CPA audit committee certification program.

P. Trasolini reported meeting with senior staff from the Crown Agencies and Board Resourcing Office (CABRO) together with S. Dores and L. Domae. She also met with fellow Board Chairs across the province discussing board evaluation, decolonizing governance and the need for a sector-wide funding review. M. Allison and N. Arsenault also met with external consultants on improving board evaluation standards.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, April 2024

L. Domae reported on her 2023/24 goals and objectives for global engagement which align with *BUILD 2026*. She recently returned from Hawaii and New Zealand as part of her partnership development work to increase opportunities for NIC students to study abroad and gain "soft" skills that employers today demand. She signed a new agreement on NIC's behalf with the University of Hawaii, Maui College.

L. Domae also reported that the College has accessed \$1.5M from the Federal government under the Global Skills Opportunity Fund which is designed to increase students' competitiveness in global trade.

4.2 Vice President, Finance and College Services

4.2.1 Budget, FY 2024/25

C. Fowler presented the proposed budget for fiscal year 2024/25, highlighting the following:

- Increase in revenues is due to additional base program funding in Health and Human Services and Island Pre-Health which were previously funded as one-time only;
- Increase in international education tuition revenues;
- Reduction in contract services;
- Increase in student awards.

At its last meeting, the Finance and Audit Committee reviewed the draft budget and recommended its approval.

Board Members commented that stable base level funding from the Provincial government and the tuition limit policy without factoring in inflationary funding do not compensate for rising inflation and may become a concern in the long term.

Moved J. LANGILLE / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2024/25 BUDGET AS PRESENTED.

4.3 Vice President, Academic

4.3.1 New course tuition: Engineering 190 (ENR190)

T. Bellavia presented a proposal for new tuition for Engineering 190, which is a work term program that allows students to gain credit while completing their internship. The program itself was developed with input from local engineering firms and is optional, meaning that students would have the flexibility to structure the certificate program as needed. T. Bellavia confirmed that because this is a new course, the Provincial government's tuition limit policy does not apply.

Moved J. LANGILLE / Seconded V. PUETZ: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE DOMESTIC TUITION FEE OF \$155.32 PER CREDIT FOR ENR 190 ('ENGINEERING WORK TERM 1').

Motion carried

4.3.2 Quality Assurance Process Audit Response

T. Bellavia presented the College's response to the Ministry's Quality Assurance Process Audit (QAPA) which all provincial public institutions are required to participate in every seven years. On question from the Board, T. Bellavia confirmed that the QAPA process proved to be beneficial as it led faculty and administrators to reflect on the College's quality of teaching.

The Board acknowledged receipt of NIC's response to the QAPA Assessors' Report.

4.4 Chair, Education Council

4.4.1 Education Council (EdCo) Report

A. Brady reported that EdCo approved new courses related to principles of ecological monitoring which used to be micro credentials but are now considered courses. She also reported on course revisions in the Health Care Assistant program to align NIC learning outcomes with regulatory body outcomes.

5. INFORMATION

The Board received the following information items:

- 5.1 2023-24 Board Schedule and Workplan
- 5.2 2024 Board of Governors Bursary Endowment Fund Report
- 5.3 College Highlights Report, April 2024
- 5.4 Cybersecurity Roles and Responsibilities: A Strategic Governance Roadmap, February 8, 2024
- 5.5 Link to [Governance Manual](#)
- 5.6 Link to [Board bylaws](#)

6. NEXT MEETING DATE

The next regular meeting is on Thursday, June 27, 2024, in the Comox Valley Campus.

7. ADJOURNMENT

Moved J. ATHERTON / Seconded V. WHITE: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF APRIL 18, 2023.

Motion carried

Time: 2:45 pm


Patricia Trasolini, Chair


Emily Haagerup, Executive Assistant