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

Comox Valley Campus, KMX 146 Boardroom
June 18, 2026 at 1:00p.m.

**BOARD MEMBERS PRESENT**

N. Arsenault, Community Member, Comox Valley Region, Chair
A. Brady, Chair, Education Council
T. Bellavia, Acting President & CEO
S. Dores, Community Member, Campbell River Region
P. Gaudet, Support Staff Representative
E. Hardin, Faculty Representative
J. Jack, Community Member, Port Alberni Region
J. Langille, Community Member, Comox Valley Region, Vice Chair
B. Johnson, Community Member, North Island Region
C. Moglove, Community Member, Campbell River Region
C. Stavness, Community Member, Comox Valley Region
B. Turner, Community Member, Comox Valley Region
V. White, Community Member, Port Alberni Region
J. Whitehead, Student Representative

**REGRETS**

A. Ankit, Student Representative

**ALSO PRESENT**

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, Associate Vice President, College Experience
K. Kuhnert, Vice President, Students & Community Engagement
K. Shopland, Executive Director, Indigenous Education
A. Definney, Manager, Leadership Team Operations
W. Skulmoski, Director, Institutional Research & Planning

**GALLERY OBSERVERS**

There was one gallery observer in attendance.

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## 1. CALL TO ORDER

N. Arsenault called the meeting to order at 1:01p.m.

### 1.1 Acknowledgement of First Nations Traditional Territory

N. Arsenault 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

N. Arsenault invited any Board members to self-declare if they had an actual, potential or apparent conflict of interest at this time.

No declarations of conflict of interest were made by those present.

**1.3 Adoption of Agenda**

**Moved: S. Dores / Seconded: P. Gaudet: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JUNE 18, 2026, AS PRESENTED.**

**Motion carried**

**2. CONSENT AGENDA**

**2.1 Minutes of the Regular Meeting of April 16, 2026**

**2.2 Executive Committee Regular Minutes, June 4, 2026**

**2.3 Governance & Board Development Committee Minutes, June 4, 2026**

J. Whitehead requested that item 2.3 Governance and Board Development Committee Minutes be removed for separate discussion.

**2.4 Finance & Audit Committee Regular Minutes, June 5, 2026**

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

**Moved: N. Arsenault / Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 18, 2026, WITH THE EXCEPTION OF ITEM 2.3, WHICH WILL BE DISCUSSED AND CONSIDERED SEPARATELY.**

**Motion carried**

**2.3 Governance & Board Development Committee Minutes, June 4, 2026**

J. Whitehead proposed that Regular Board meetings be accessible to observers online via Microsoft Teams and that meeting details be provided to the North Island Students' Union, North Island College Faculty Association, and CUPE 3479, with standing invitations extended for in-person or online attendance at open Board sessions.

N. Arsenault thanked J. Whitehead for the proposal and noted that it introduced new items and a new motion that had not been received with supporting documentation for the Board to consider in advance of the meeting. She requested that the matter be referred to the Governance & Board Development Committee and brought forward to a future Board meeting for consideration. As this was a new motion, no amendments to the June 4, 2026 Governance & Board Development Committee meeting minutes were required.

**Moved N. Arsenault / Seconded V. White: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES CONSENT AGENDA ITEM 2.3 GOVERNANCE & BOARD DEVELOPMENT COMMITTEE MINUTES OF JUNE 4, 2026, AS PRESENTED.**

**Motion carried**

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## 3. BOARD BUSINESS

*W. Skulmoski joined the meeting at 1:13p.m.*

### 3.1 2025/26 Full-time Equivalent (FTE) Enrolment Report

W. Skulmoski summarized the 2025/2026 Full-time Equivalent (FTE) Enrolment Report, which is an annual reporting requirement to the Ministry of Post-Secondary Education and Future Skills (PSFS). He highlighted the following year-over-year changes compared to 2024/2025:

- Domestic enrolment was flat with a 0% change
- International enrolment is down 41% with a sharp decline from a previous all-time high FTE
- Total enrolment is down 10%, driven by the decline in international enrolment
- Foundation Trades and Apprenticeships was the highest ever with a 4% increase
- Adult Basic Education (ABE) increased by 9%
- Health Programs had its second highest enrolment, down 12% from the previous year

In response to a question as to how waitlisted students were accounted for in enrolment numbers, W. Skulmoski explained that only registered students contribute to enrolment data.

**Moved B. Turner / Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE 2025/26 FINAL FTE ENROLMENT REPORT.**

**Motion carried**

### 3.2 2025/26 Institutional Accountability Plan & Report (IAPR)

W. Skulmoski presented the 2025/2026 Institutional Accountability Plan and Report, which is an annual reporting requirement from the Ministry of Post-Secondary Education and Future Skills. This report outlines the institution's strategic planning and outcomes, as well as alignment with Ministry directives and mandate letters for both the previous year and the year ahead.

The College achieved 18 out of 21 Accountability Framework performance measures for the 2025/2026 reporting cycle.

**Moved S. Dores / Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT FOR THE 2025/26 REPORTING CYCLE.**

**Motion carried**

*W. Skulmoski left the meeting at 1:39p.m.*

### 3.3 BUILD 2026 Strategic Plan and Year 5 Dashboard

T. Bellavia presented the penultimate and final dashboard for the *BUILD* 2026 Strategic Plan and noted that the last five years have seen significant change and growth for the college. On behalf of the Leadership Team, he thanked the faculty, staff and administration who have contributed to *BUILD 2026*. He noted that out of 58 measurables, 52 were completed and 5 are on track; however, 1 measurable is behind. Measurable 2.1.c the "Roadmap for Enhancing Quality Student Learning" will be finalized as part of the next strategic plan.

**Moved J. Langille / Seconded P. Gaudet: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE *BUILD 2026* STRATEGIC PLAN AND YEAR 5 DASHBOARD.**

**Motion carried**

## 3.4 Policy Approval Authority Update Recommendations

N. Arsenault noted that the items in section 3.4 pertain only to changes in approval authority. Review of the associated policies and any revisions will occur following confirmation of the appropriate approval authorities.

### 3.4.1 Approval Authority Update: Policy 5-02 Media Relations

T. Bellavia presented the recommended approval authority for Policy 5-02 Media Relations change from the Board of Governors to the Leadership Team. The rationale for this change is to ensure coordinately and timely operational oversight of media relations activity.

**Moved P. Gaudet/ Seconded B. Turner: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE AMENDMENT OF NIC POLICY 5-02 MEDIA RELATIONS TO CHANGE THE APPROVAL AUTHORITY FROM THE BOARD OF GOVERNORS TO THE LEADERSHIP TEAM.**

**Motion carried**

### 3.4.2 Approval Authority Update: Policy 1-06 Use of North Island College Developed Materials by Other Users

T. Bellavia presented the recommended approval authority for Policy 1-06 Use of North Island College Developed Materials by Other Users change from the Board of Governors to the Leadership Team. The rationale for this change is to align with information, privacy and records management frameworks, which provide operational and administrative guidance to employees.

In response to a question regarding the development and ownership of materials from the Indigenous Education Council (IEC), K. Shopland noted that once authority approval is updated, this policy would be reviewed and updated to take IEC materials into consideration.

**Moved J. Whitehead / Seconded V. White: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE AMENDMENT OF NIC POLICY 1-06 USE OF NIC DEVELOPED MATERIALS BY OTHER USERS TO CHANGE THE APPROVAL AUTHORITY FROM THE BOARD OF GOVERNORS TO THE LEADERSHIP TEAM.**

**Motion carried**

### 3.4.3 Approval Authority Update: Policy 1-17 Fair Dealing Policy (Copyright)

T. Bellavia presented the recommended approval authority for Policy 1-17 Fair Dealing Policy (Copyright) change from the Board of Governors to the Leadership Team. The rationale for this change is to align with information, privacy and records management frameworks, which provide operational and administrative guidance to employees.

**Moved S. Dores / Seconded B. Turner: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE AMENDMENT OF NIC POLICY 1-17 FAIR DEALING POLICY**

**(COPYRIGHT) TO CHANGE THE APPROVAL AUTHORITY FROM THE BOARD OF GOVERNORS TO THE LEADERSHIP TEAM.**

**Motion carried**

### 3.4.4 Approval Authority Update: Policy 3-28 Intellectual Property

T. Bellavia presented the recommended approval authority for Policy 3-28 Intellectual Property change from the Board of Governors to the Leadership Team. The rationale for this change is to align with information, privacy and records management frameworks, which provide operational and administrative guidance to employees on the use of institutional intellectual property and materials.

**Moved B. Johnson / Seconded P. Gaudet: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE AMENDMENT OF NIC POLICY 3-28 INTELLECTUAL PROPERTY TO CHANGE THE APPROVAL AUTHORITY FROM THE BOARD OF GOVERNORS TO THE LEADERSHIP TEAM.**

**Motion carried**

### 3.4.5 Approval Authority Update: Policy 3-20 Suspension, Relocation or Cancellation of Academic Credentialed Programs

T. Bellavia presented the recommended approval authority for Policy 3-20 Suspension, Relocation or Cancellation of Academic Credentialed Programs change from the Education Council to the Board of Governors. The rationale for this change is to align with the statutory authority of the Board of Governors under the College and Institute Act and reflects established practice in the post-secondary sector in BC.

The Board had a fulsome discussion of the implications of changing the approval authority for this policy and T. Bellavia noted that the Board could still seek advice from Education Council on program decisions. He also noted that once the approval authority was confirmed, revisions to this policy would be brought to the Board of Governors for approval prior to any programs being brought for suspension or cancellation.

**Moved J. Whitehead / Seconded S. Dores: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE AMENDMENT OF NIC POLICY 3-20 SUSPENSION, RELOCATION OR CANCELLATION OF ACADEMIC CREDENTIALLED PROGRAMS TO CHANGE THE APPROVAL AUTHORITY FROM THE EDUCATION COUNCIL TO THE BOARD OF GOVERNORS.**

**Motion carried**

## 4. REPORT ON STRATEGIC ACTIVITIES

### 4.1 President

### 4.1.1 Acting President's Report

T. Bellavia acknowledged that the past year had been particularly challenging across the institution and, on behalf of the Leadership Team, expressed appreciation for the work and commitment of employees. This included a budget revision in September 2025, driven by significant declines in international enrolment resulting from federal IRCC policy changes, which required substantial institutional adjustments, including staffing reductions and the subsequent suspension of 15

programs. He advised that the suspended programs are progressing through the final phase of a three-phase review process, with additional updates anticipated in Fall 2026.

## 4.2 Vice President, Finance & College Services

### 4.2.1 Fiscal Year 2025/26 Audited Financial Statements

C. Fowler presented the 2025/2026 Audited Financial Statements, noting that the audit letter remains unsigned pending Board approval and execution. He advised that the Finance & Audit Committee reviewed and recommended the statements at its June 5, 2026 meeting. KPMG attended the meeting, presented the Audit Findings Report, and met in camera with Board members.

C. Fowler explained that the Audited Financial Statements show a deficit of $488,565.00, which is within the approval limit set by the Province. He explained that although the College planned at balanced budget at the outset of fiscal 2025/2026, international enrolment was lower than anticipated and the Board approved a revised budget on September 5, 2025, which included a further reduction in international tuition and a deficit projection of $2 million.

C. Fowler noted that revenue for fiscal 2025/2026 declined by $2.4 million, however, there are two additional factors that must be accounted for. The first was an accrual of just under $1 million related to future wage settlements for unionized staff, as per Ministry direction. The second was an increase of $1.4 million in revenue from deferred capital contributions, related to capital projects. When these items are adjusted for, NIC's revenues decreased by $4.8 million.

C. Fowler noted that deficit mitigation measures significantly reduced the projected deficit. J. Langille added that these measures are intended to achieve a structurally balanced budget by 2027/2028.

**Moved J. Langille / Seconded B. Johnson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES NIC'S FISCAL 2025/26 AUDITED FINANCIAL STATEMENTS.**

**Motion carried**

### 4.2.2 NIC Five-Year Capital Plan

C. Fowler reviewed the College's Five-Year Capital Plan Priorities, which are classified into four categories:

1. New Priority Investments:
   - Port Alberni Trades Training Centre (at Rogers St. Campus)
   - Comox Valley Health Sciences Building
   - Campbell River Future Ready Innovation Centre

2. Student Housing Projects:
   - Campbell River Student Housing
   - Port Alberni Student Housing

3. Routine Capital Projects:
   - Welding Exhaust Systems replacement
   - Repurposing space to meet student demand
   - Siding and window replacement
   - Heat Pump Replacement

The Five-Year Capital Plan was reviewed by the Finance & Audit Committee at its June 5, 2026, meeting and recommended to the Board for approval.

**Moved J. Langille / Seconded B. Turner: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE COLLEGE'S FIVE-YEAR CAPITAL PLAN (FY 27/28 to 31/32) FOR SUBMISSION TO THE MINISTRY.**

**Motion carried**

### 4.3 Chair, Education Council

#### 4.3.1 Education Council Report

A. Brady noted that the Education Council has developed an Academic Governance subcommittee, which will review educational policies and provide recommendations to the Vice President Academic's office, as well as guide academic governance.

## 5. INFORMATION

The Board received the following information items:

5.1 Board Members Roundtable Discussion
5.2 150244 - Letter to Public Post-Secondary Institution Board Chairs
5.3 Board Workplan 2025/2026
5.4 College Highlights – June 2026
5.5 Sexualized Violence Prevention and Response Policy Annual Report
5.6 Summary of Student Award Candidates, 2025/2026
5.4 Commonly used acronyms
5.5 Link to Board bylaws and policies

## 6. NEXT MEETING DATES

6.1 Regular meeting – October 1, 2026 at the Comox Valley Campus

## 7. ADJOURNMENT

**MOVED N. Arsenault / SECONDED J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF JUNE 18, 2026.**

**Motion carried**

Time: 2:50p.m.

N. Arsenault, Board Chair

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

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