



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

Komoux Hall 146 Boardroom

Comox Valley Campus

Thursday October 3, 2024

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region, Vice Chair
A. Brady, Chair, Education Council
L. Domae, President & CEO
S. Dores, 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
C. Moglove, Community Member, Campbell River Region
N. Shaikh, Support Staff Representative
V. Puetz, Community Member, Campbell River Region
C. Stavness, Community Member, Comox Valley Region
P. Trasolini, Community Member, Campbell River Region, Chair

ABSENT

V. White, Community Member, Port Alberni Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
C. Fehr, Vice President, CUPE
C. Fowler, Vice President, Finance and College Services
E. Haagerup, Executive Assistant, Leadership Team
K. Kuhnert, Vice President, Students & Community Engagement
K. Makunike, Student
T. McManus, Student
W. Skulmoski, Director, Institutional Research & Planning
C. Wilson, Executive Director, NISU

1. CALL TO ORDER

P. Trasolini called the meeting to order at 1:01 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 Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

1.2 Welcome Board of Governors New Members

P. Trasolini welcomed new appointed Board of Governors members, J. Jack and R. Kishi, and elected support staff representative N. Shaikh. She also acknowledged the new incoming student representatives, K. Makunike and T. McManus, who attended the meeting as guests.

1.3 Oath of Appointment

All Board members signed the Oath of appointment.

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 conducted the election of the Board Chair. L. Domae thanked P. Trasolini and called for nominations for the Board of Governors Chair for a one-year term of September 2024 to September 2025.

N. Arsenault nominated P. Trasolini for a second term as Board of Governors Chair.

L. Domae called a second time for nominations for the Board of Governors Chair. No further nominations were received. L. Domae called a third time for nominations for the Board of Governors Chair. No further nominations were received.

L. Domae declared that the nominations closed and announced P. Trasolini as Chair of the North Island College Board of Governors for the period of September 2024 to September 2025.

1.6 Election of Vice-Chair

P. Trasolini called for nominations for the Board of Governors Vice Chair for a one-year term of September 2024 to September 2025.

S. Dores nominated N. Arsenault as the Board of Governors Vice Chair.

P. Trasolini called a second time for nominations for the Board of Governors Vice Chair. No further nominations were received. P. Trasolini called a third time for nominations for the Board of Governors Vice Chair. No further nominations were received.

P. Trasolini declared that the nominations closed and announced N. Arsenault as Vice Chair of the North Island College Board of Governors for the period of September 2024 to September 2025. P. Trasolini thanked S. Dores for her time served as Vice Chair.

1.7 Adoption of Agenda

Moved M. Erickson / Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF OCTOBER 3, 2024, AS PRESENTED.

Motion carried

2. CONSENT AGENDA

2.1 Minutes of the Regular Meeting of June 27, 2024

2.2 Executive Committee Report, September 12, 2024

2.3 Governance and Board Development Committee Report, September 12, 2024

2.4 Finance & Audit Committee Report, September 13, 2024

2.5 Correspondence and Information (Agenda item #5)

Moved S. Dores/ Seconded V. Puetz: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OCTOBER 3, 2024.

Motion carried

3. BOARD BUSINESS

3.1 Draft Agenda – Board of Governors Strategic Session, October 24 & 25 2024

L. Domae reviewed the draft agenda for the annual Board of Governors Strategic Session, to be held on October 24th and 25th, 2024. The sessions will be held at the Campbell River Campus. qShe noted that the session on Friday October 25th will be devoted to updates on the status of the Comox Valley Student Housing Commons and the Campbell River Student Housing Business Case.

Other agenda items of note include a review of the College's Risk Register and a discussion on changing government directions for North Island College.

3.2 Board Members Roundtable Discussion

All Board members introduced themselves to the group, as this was the first meeting for several new members. Multiple Board members attended the Union of British Columbia Municipalities (UBCM) Conference from September 16-20th 2024.

R. Kishi noted that this was his first official meeting as a Board member, and he was interested in joining the North Island College Board of Governors due to the growth of housing projects on campuses, as he has experience in this area.

V. Puetz noted that both herself and Lisa were awarded the King Charles III Coronation Medal in June 2024.

N. Arsenault added that the Governance and Board Development Committee had been active throughout the summer working on the Board evaluation process. She thanked M. Allison for her work on this and looks forward to bringing to the full Board at the Strategic Session on October 24th, 2024.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Goals and Objectives, 2024-25

L. Domae welcomed the new Board members, and thanked M. Erickson for his re-election and thanked S. Chauhan for his term on the Board of Governors. She explained that twice annually, the Board will receive an update on the status of the BUILD Dashboard, including the progress of all objectives within this plan.

L. Domae presented her President's Report, which outlined her goals and objectives as North Island College's President. She noted that particular focus has been devoted to federal and provincial advocacy strategies, to ensure that all levels of government have an accurate and positive understanding of the College and the College's impact on the communities it serves.

L. Domae summarized her advocacy activity over the last few months, noting that she met regularly with MLAs and MPs within the North Island College region, as well as local elected officials including mayors and council. She noted the success of the Island Pre-Health program and welcomed MLA Babchuk to the Campbell River Campus to announce additional funding received for the Seaweed Innovation Lab. Parliamentary Secretary Russell also announced funding for the rural micro-credential program, the Applied Rural and Indigenous Community Economic Development Program.

In response to a question as to whether there were any outstanding announcements or approvals halted by the government's interregnum period, L. Domae responded that the rural micro-credential program had been the priority, and it was announced on September 19th, 2024, prior to the writ dropping.

Multiple Board members expressed their desire to support advocacy efforts on behalf of the College. L. Domae thanked the Board for their support and noted that Board members will be invited to advocacy meetings or events in their region.

P. Trasolini thanked L. Domae for her report and continued work in support of North Island College's strategic and advocacy goals.

4.2 Vice President, Finance & College Services

4.2.1 Financial Information Act Report

C. Fowler introduced the Financial Information Act Report, including the Statement of Financial Information (SOFI), which all institutions are required to report. C. Fowler reviewed the key reports, which include the following:

- Report detailing all employees earning more than \$75,000.00
- Report detailing amounts paid to suppliers of goods and services over \$25,000.00
- Schedule of Guarantees and Indemnity agreements
- NIC's audited financial statements (approved by the Board on June 27, 2024)

Moved J. Langille/ Seconded M. Erickson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FINANCIAL INFORMATION ACT REPORT AS PRESENTED.

Motion carried

4.2.2 NIC Five Year Capital Plan Priorities

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

New Priority Capital Builds:

- Campbell River Innovation Centre
- Comox Valley Health Sciences Building
- Port Alberni Trades Centre

Student Housing Projects:

- Port Alberni Student Housing

Routine Capital Projects:

- Accessibility Updates
- Comox Valley Building Envelope Renewal
- Comox Valley Perimeter Roadway
- Comox Valley Warehouse Renovation
- Port Alberni Heat Pumps
- Port Alberni Roof Replacement
- Security Infrastructure

He noted that although the College can identify certain projects as high priority, this does not guarantee that the Ministry will select that project for funding. For example, the government could prioritize housing and childcare projects even if the College identified academic buildings as their highest priority.

C. Fowler noted that the Ministry requested that the Campbell River Student Housing Project not be included in the capital plan priorities, as a business case for this project had already been requested.

In response to a question regarding the correlation between capital projects and projected full-time equivalents (FTEs), C. Fowler explained that for some capital projects, such as replacing the Village at the Comox Valley Campus, the physical considerations of the space in question, including the condition and expiration of buildings, are weighed heavily against projected FTEs.

Moved V. Puetz/ Seconded S. Dores: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES NORTH ISLAND COLLEGE'S FIVE-YEAR CAPITAL PLAN PRIORITIES AS PRESENTED.

Motion carried

4.2.3 Fiscal Year 2024/25 First Quarter Financial Statements

C. Fowler reviewed the Fiscal Year 2024/25 First Quarter Financial Statements for the Board's information. He highlighted that the College's portfolio investments have increased over the past year and noted that the College has committed to contribute \$2,000,000 to the Comox Valley Student Housing Commons Project, and \$500,000 to the Centre for Excellence in Early Learning.

C. Fowler noted that the College's fiscal year is aligned with the government's fiscal year but noted that the College's business cycle is different; most of the College's expenditure is distributed throughout the year, while tuition revenue is primarily received in January, August and September.

4.3 Vice President, Academic

4.3.1 Fiscal Year 2024/25 Enrolment Report

W. Skulmoski, presented the Fiscal Year 2024/25 Enrolment Report, noting that this report is generated at the fall term stable enrolment date and provides a point in time comparison to the same date of the previous year. He highlighted that domestic student headcount is down by 5%, international student headcount is up by 11% and total headcount overall is down by 2%.

W. Skulmoski noted external factors, such as the timing of one-time funded programming, affect these numbers. In response to a question about the domestic headcount decline and whether this was a trend, W. Skulmoski responded that domestic headcount has been declining since the pandemic and is very impacted by one-time funding. He cautioned that the nature of one-time funding requires annual reapplication and therefore is not guaranteed.

W. Skulmoski noted that although international headcount is currently up by 11%, this trend may not continue due to the ongoing regulation changes being announced by Immigration, Refugee and Citizenship Canada (IRCC). He explained that international student headcount is particularly high because the 2023/24 year had the record highest international headcount in the history of the College, and continuing international students are carrying those numbers through into the 2024/25 year.

In response to a question about international enrolment due to Canada's reputation as a destination for international students, W. Skulmoski agreed and cautioned that new international enrolment numbers are lower.

In response to a question about the financial implications of the 37% decrease in Continuing Education and Training (CET), W. Skulmoski responded that the 37% decrease does not necessarily

reflect a 37% decrease in funding. He noted that funding for these programs is often delayed, and the start dates of CET programs may be later than other programming. T. Bellavia added that CET is a cost-recovery based program, and therefore expenses and revenue are directly linked, which minimizes financial impact.

T. Bellavia thanked W. Skulmoski for his work and attention to detail on enrolment patterns and institutional research.

4.4 Chair, Education Council

4.4.1 Education Council Report

A. Brady provided an update on the Education Council, noting that the first meeting of 2024/25 is scheduled for October 18, 2024. A. Brady is in the process of creating onboarding material and training opportunities, including College governance and the role of Education Council members.

5. INFORMATION

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2024-25)
- 5.2 Strategic Enrolment Management (SEM) Presentation, June 27, 2024
- 5.3 People Plan Presentation, June 27, 2024
- 5.4 PSFS Letter to Public Post-Secondary Institution Board Chairs
- 5.5 PSFS Appreciation Letter to J. Atherton, September 2024
- 5.6 PSFS Appreciation Letter to B. Minaker, September 2024
- 5.7 Commonly used acronyms
- 5.8 Link to Board bylaws and policies

6. NEXT MEETING DATES

- 6.1 Board Annual Strategic Session – Campbell River Region - Thursday October 24 and Friday October 25, 2024
- 6.2 Regular Meeting – Campbell River Campus - Thursday December 5, 2024

7. ADJOURNMENT

Moved V. Puetz / Seconded S. Dores: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF OCTOBER 3, 2024.

Motion carried

Time: 2:26 p.m.



P. Trasolini, Chair



Emily Haagerup, Executive Assistant