
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD VIA VIDEOCONFERENCE
THURSDAY, APRIL 29, 2021**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair
P. Chakraborty, Student Representative
L. Domae, President
M. Erickson, Faculty Representative
R. Everson, Community Member, Comox Valley Region
S. Frank, Community Member, Comox Valley Region
A. Carrel, Vice Chair, Education Council
D. Hoogland, Support Staff Representative
A. McCubbin, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region, Chair
J. Murphy, Community Member, Comox Valley Region
V. Puetz, Community Member, Campbell River Region
C. Scarlatti, Student Representative
P. Trasolini, Community Member, Campbell River Region

ALSO PRESENT

T. Bellavia, Acting Vice President, Academic
C. Fowler, Vice President, Finance and Facilities
R. Heidt, Vice President, Strategic Initiatives
K. Kuhnert, Associate Vice President, Student Services and Registrar
M. Herringer, Executive Director, International Education
K. Crewe, Director, Human Resources and Organizational
Development
R. Reid, Executive Assistant, Board of Governors

IN THE GALLERY

Members of North Island Students Union (NISU), NIC Faculty
Association (NICFA) and CUPE (support staff union)

1. CALL TO ORDER

E. Mosley called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

E. Mosley acknowledged that the meeting is 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.

E. Mosley also welcomed A. Carrel, Education Council Vice Chair, who is attending the meeting on behalf of W. Gus (Chair).

1.2 Adoption of Agenda

The agenda was amended to include, under item 3. Board Business, a review of the status of the New President Transition Committee which was created by the Board of Governors at its meeting of January 21, 2021.

Moved P. TRASOLINI/ Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF APRIL 29, 2021 AS AMENDED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of March 25, 2021
- 2.2 Executive Committee Report, April 15, 2021
- 2.3 Governance and Human Resources Committee Report, April 9, 2021
- 2.4 Finance and Audit Committee Report, April 16, 2021
- 2.5 April 2021 College Highlights Report
- 2.6 Correspondence and Information (Agenda item #5)

Moved J. MURPHY / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF APRIL 29, 2021.

Motion carried

3. BOARD BUSINESS

3.1 Appointment of New President

E. Mosley welcomed Lisa Domae as the College's new President following a thorough selection process that began in late 2020. He reported that Lisa Domae began her new role on April 12, 2021.

3.2 Board Meeting and Planning Schedule, 2021

A new regular meeting of the Board of Governors was added to the 2020/2021 schedule for May 27, 2021 with the goal of finalizing and approving the College's strategic plan, BUILD 2026. L. Domae advised the Board to participate in the development of the draft strategic plan via the [Engage NIC](#) website.

E. Mosley reported that the Executive Committee has requested a joint meeting with the Indigenous Education Council (IEC) at a date convenient to the IEC.

3.3 Annual Board Evaluation

D. Hoogland reported that the Governance and Human Resources Committee is recommending the use of the same online survey tool from the last few years in order to be able to evaluate how the Board has been performing based on year-to-year data. She stressed that the evaluation this year is critical as new elected Board Members are expected to be onboarded in the Fall.

The following suggestions were made to improve the survey:

- Add a question on how the Board can assure the best outcomes/success for students;
- Edit the statement under Management Oversight referring to “feedback to senior management” to reflect that the President/CEO is the lone employee of the Board.

D. Hoogland also reported that the Committee is also looking at using meeting evaluations and exit surveys as part of Board development.

C. Scarlatti joined the meeting at 1:15 p.m.

3.4 Regional Roundtable Reports

A. McCubbin participated in meetings of the NIC Foundation Board, adding that the Foundation continues to actively campaign for donations towards the COVID-19 Student Hope Campaign.

D. Hoogland, E. Mosley, C. Scarlatti, J. Atherton and P. Trasolini participated in the 2021 CIG Conference, noting that the sessions under the conference theme “Changing Narratives” created conversations around the role of post-secondary institutions going forward during and post-pandemic. They hope that the rest of the Board would be able to access the resources shared during the conference.

J. Murphy and J. Atherton commended the College for its work on supporting mental health for students as well as accessing grant opportunities to fund such initiatives.

J. Murphy announced her retirement from Providence Health Care and noted that the pandemic has highlighted how critical human resource needs are particularly in the health care industry, given that workers in the health care industry are either leaving or retiring at a higher rate than anticipated. She added that the situation in turn highlights the critical role that the College has in providing health care training programs.

Board Members who are members of standing committees reported their participation in their respective committee meetings. Some Board Members also joined the College town hall meetings of April 9 and 23.

3.5 New President Transition Committee

E. Mosley reported that the Board has consulted with L. Domae and concluded that the New President Transition Committee is no longer necessary to convene at this time.

Moved J. MURPHY / Seconded D. HOOGLAND: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS DISSOLVE THE NEW PRESIDENT TRANSITION COMMITTEE WHICH WAS CREATED ON JANUARY 21, 2021.

Motion carried

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President’s Report, April 2021

C. Fowler, as Interim President until April 9, reported attending a conference call with other college presidents and Advanced Education, Skills and Training Deputy Minister Shannon Baskerville. The meeting discussed directions received from the Provincial Health Officer and how the post-secondary sector will be guided as it reopens in the Fall. He also hosted a College town hall meeting on April 9 with topics on the budget and Fall planning during the pandemic.

L. Domae presented her report and highlighted the following during her first few weeks as President:

- Launch of BUILD 2026 on April 12
- Framing six priorities for the next 30 days around the strategic plan;
- Introductory and consultative meetings with stakeholders;
- With the help of the College’s Student Life, hosted a meaningful and thoughtful engagement with students;
- Hosted a town hall meeting on April 23rd with almost 200 College community members participating.

P. Chakraborty left the meeting at 1:37 p.m.

4.2 Executive Vice President, Academic and COO

T. Bellavia as Acting Executive Vice President, Academic, presented the following requests for fee and credential.

4.2.1 Tuition and Lab Fee Approval: DGL 105 – Digital Graphics

T. Bellavia provided information on the new course tuition and lab fee which was approved at the March meeting of the Education Council. He added that the proposed tuition for the new course does not fall under the Ministry’s tuition limit policy.

Moved D. HOOGLAND / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION, EFFECTIVE AUGUST 16, 2021.

Course Name	Course Code	Costing Unit	Cost/Unit	Total Course Cost
Digital Graphics	DGL 105	Credit	\$130.96	\$392.88

Lab Fee	Lab Code	Cost per Lab
Digital Graphics	DGL 105	\$25.31

Motion carried

4.2.2 Tuition and Lab Fee Approval: DGL 409 – Advanced Capstone Project 2

T. Bellavia reported that this course was developed based on feedback from community and industry partners as well as on demand for the program.

Moved D. HOOGLAND / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION AND LAB FEE, EFFECTIVE AUGUST 16, 2021:

Course Name	Course Code	Costing Unit	Cost/Unit	Total Course Cost
Advanced Capstone Project 2	DGL 409	Credit	\$149.30	\$895.80

Lab Name	Lab Code	Cost per Lab
Advanced Capstone Project 2	DGL 409	\$25.31

Motion carried

4.2.3 New Program Credential Approval: DIGITAL Design + Development Post-Graduate Certificate

T. Bellavia reported that the proposed certificate program is primarily designed for students to exit into employment, allows students to combine this with another certificate program and allows graduates from the program to work remotely in highly paid positions. M. Herringer added that the program could potentially attract international students because of the ability to combine this program with another one-year program.

Moved C. SCARLATTI / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL DIGITAL DESIGN + DEVELOPMENT POST GRADUATE CERTIFICATE, EFFECTIVE AUGUST 16, 2021.

Motion carried

4.2.4 New Program Credential Approval: DIGITAL Design + Development Post-Graduate Diploma

T. Bellavia presented the proposed credential which is a two-year, 60-credit post-graduate diploma, developed through a feasibility study with consultation and feedback from community partners. He added that, similar to the certificate program, this diploma can be offered to international students.

Moved M. ERICKSON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL DIGITAL DESIGN + DEVELOPMENT POST GRADUATE DIPLOMA, EFFECTIVE AUGUST 16, 2021.

Motion carried

4.2.5 Tuition Approval: ENG 170 - Writing Digital Content

Moved C. SCARLATTI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION, EFFECTIVE AUGUST 16, 2021.

Course Name	Course Code	Costing Unit	Cost/Unit	Total Course Cost
Writing Digital Content	ENG 170	Credit	\$130.96	\$392.88

Motion carried

4.2.6 Tuition Approval - MAT 156, Applied Math and Statistics for Computing

T. Bellavia presented the new four-credit course which will initially be offered in the Campbell River campus.

Moved A. MCCUBBIN / Seconded J. MURPHY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION, EFFECTIVE AUGUST 16, 2021:

Course Name	Course Code	Costing Unit	Cost/Unit	Total Course Cost
Applied Math and Statistics for Computing	MAT 156	Credit	\$149.30	\$597.20

Motion carried

4.3 Vice President, Finance and Facilities

4.3.1 2021-2022 Budget Approval

C. Fowler presented the 2021-2022 budget and highlighted the following:

- The College received approval from the Ministry to run a deficit for the next three fiscal years;
- Contract funding fluctuates year to year;
- Domestic student numbers stabilized during the pandemic;
- International student numbers are down by about 30 percent;
- Base funding is up slightly;
- Technology cost is up largely due to the College's transition to digital mode for program delivery amid the pandemic;
- There is an accumulated surplus from fiscal year 2020-2021 which could be used to fund the next three years' deficit;
- Investment portfolio has around \$4 million in unrestricted funds that could be used to fund the deficit.

On questions from the Board, C. Fowler clarified the following:

- Investment income is projected to go down by about 17 percent if the College chooses to withdraw funds from the portfolio;
- Remeasurement loss of about \$400,000 last year at the beginning of the pandemic is excluded from the analysis of accumulated surplus.

Moved A. MCCUBBIN / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2021/22 BUDGET AS PRESENTED.

Motion carried

4.3.2 Draft FY 2020/21 Financial Statements

C. Fowler briefly reported on the draft financial statements which will go to the Board's meeting in June for approval.

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Report

R. Heidt highlighted the following from his report:

- A new College website was recently launched which now includes a new locator map on the front page, Indigenous welcome in various Indigenous languages and an improved current student page developed with the help of the student union, Student Services and Office of Global Engagement;
- Future website improvements will include improved image gallery and social media access
- The COVID-19 Student Hope Campaign is 86% of the way towards its \$50,000 goal.

4.5 Co-Chair, Education Council (EdCo)

4.5.1 Education Council Report

A. Carrel summarized the EdCo report for April, acknowledging L. Domae's attendance as President at its April 15 meeting. A. Carrel reiterated EdCo's invitation for Board Members to join its meetings.

5. INFORMATION

The Board received the following information items:

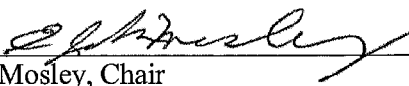
- 5.1 AEST Acknowledgment Letter dated April 7, 2021
- 5.2 Commonly used acronyms
- 5.3 Link to Board policies and bylaws


6. NEXT MEETING DATES

- 6.1 Regular meeting – Thursday, May 27, 2021
- 6.2 Regular meeting – Thursday, June 17, 2021

7. ADJOURNMENT

The regular meeting adjourned at 2:55 p.m.


Eric Mosley, Chair


Rachel Reid, Executive Assistant