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**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD VIA VIDEOCONFERENCE  
THURSDAY, NOVEMBER 25, 2021**

**BOARD MEMBERS  
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair  
B. Babu, Student Representative  
L. Domae, President  
M. Erickson, Faculty Representative  
W. Gus, Chair, Education Council  
R. LaTrace, 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  
V. Puetz, Community Member, Campbell River Region  
C. Scarlatti, Student Representative

**BOARD MEMBERS ABSENT**

R. Everson, Community Member, Comox Valley Region  
P. Trasolini, Community Member, Campbell River Region

**ALSO PRESENT**

M. Allison, Director, College Governance & Strategy  
T. Bellavia, Vice President, Academic  
K. Crewe, Associate Vice President, People, Equity and Inclusion  
C. Fowler, Vice President, Finance and College Services  
K. Kuhnert, Vice President, Students and Community Engagement  
R. Reid, Executive Assistant, Board of Governors  
C. Wiens, Director, Public Affairs & Communications

**IN THE GALLERY**

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

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**1. CALL TO ORDER**

E. Mosley called the meeting to order at 1:01 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.

## **1.2 Oath of Appointment**

E. Mosley welcomed new members Benson Babu, student representative and Rylee LaTrace, support staff representative to the Board and requested them to read and sign the Oath of Appointment.

## **1.3 Adoption of Agenda**

**Moved J. ATHERTON / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF NOVEMBER 25, 2021 AS PRESENTED.**

**Motion carried**

## **2. CONSENT AGENDA**

- 2.1 Minutes of the Regular Meeting of September 23, 2021
- 2.2 Executive Committee Report, October 13 and November 10, 2021
- 2.3 Finance and Audit Committee, November 16, 2021
- 2.4 Governance and Board Development Committee, October 13, 2021
- 2.5 November 2021 College Highlights Report
- 2.6 Information (Agenda item #5)

**Moved C. SCARLATTI / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF NOVEMBER 25, 2021.**

**Motion carried**

## **3. BOARD BUSINESS**

### **3.1 Board Committee Appointments**

**Moved C. SCARLATTI / Seconded A. MCCUBBIN: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS CONFIRMS THE FOLLOWING STANDING COMMITTEE MEMBERSHIPS AND BOARD REPRESENTATION:**

#### Executive Committee

Eric Mosley, Committee Chair  
Jane Atherton  
Patricia Trasolini  
Lisa Domae

#### Finance and Audit Committee

Arlo McCubbin, Committee Chair  
Murray Erickson  
Valery Puetz  
Christopher Scarlatti

#### Governance and Board Development Committee

Patricia Trasolini, Committee Chair  
Barry Minaker  
Rylee LaTrace  
Benson Babu

NIC Foundation Board  
Arlo McCubbin

Education Council  
Rotating participation depending on availability

**Motion carried**

### **3.2 Board Bylaw #4 – Domestic Tuition and Fee Bylaw**

K. Kuhnert presented an updated 2022/23 Domestic Tuition and Fee Bylaw for the Board's consideration and approval, adding that the bylaw follows the Ministry of Advanced Education and Skills Training's (AEST) policy on a two percent limit for tuition and mandatory fee increases. C. Fowler noted that the overall two percent increase subsidizes only a portion of the College's inflationary pressures for operating costs.

**Moved J. ATHERTON / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW NO. 4, 2022 - DOMESTIC TUITION AND FEE BYLAW WHICH INCLUDES A 2% INCREASE TO DOMESTIC TUITION AND MANDATORY FEES WITH THE EXCEPTION OF THE EMPLOYMENT TRANSITIONS PROGRAMS.**

**Motion carried**

### **3.3 Roundtable Board Member Reports**

Board Members reported on their participation in their respective committee meetings.

A. McCubbin also provided a brief update on the NIC Foundation on whose Board of Directors he sits as the Board's representative. E. Mosley is actively recruiting prospective candidates for Board appointments in conjunction with the Province's appointment guidelines. M. Erickson participated in the College's co-op student placement program and is participating in a committee facilitating the request for proposals for a marketing group to provide services to the College.

## **4. REPORTS ON STRATEGIC ACTIVITIES**

### **4.1 President**

#### **4.1.1 President's Report, November 2021**

L. Domae highlighted the following in her verbal report:

- Low numbers of COVID-19 cases in the region have not necessitated the implementation of a College-wide mandatory vaccination policy among employees except for those working in the health sciences where required by the BC Public Health Officer;
- A projected increase in domestic enrolment is expected to continue in the Winter semester;
- International student enrolment is expected to increase in the Winter term as processing of study permits continue to improve;
- The Ministry has recently requested post-secondary institutions to reduce non-essential travel to support the Province's emergency measures put in place following flooding in parts of southwestern BC but in-person classes and staff on campus will remain to continue supporting students.

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

### **4.2.1 Second Quarter Financial Statements for FY 2021/022**

C. Fowler reported that the College is on track to meet the deficit target of \$1.5 million noting that the deficit may come in lower than the target by end of fiscal year 2021/2022. He added that the third quarter statements in January will include an updated budget forecast.

### **4.2.2 2022/2023 Budget Development Process and Timeline**

C. Fowler presented an outline of the budget development process and the principles that guide it, adding that the pandemic will continue to affect the College's budget development process.

### **4.2.3 Comox Valley Childcare Centre Project**

C. Fowler reported that the College has received funding from the Ministry of Children and Families for additional childcare spaces to the Comox Valley campus as well as notional funding support from the AEST to support an expansion of the College's Early Childhood Care and Education program to create teaching and learning spaces on campus. The College has selected an architectural firm to provide an indicative design for the building project which will form part of the College's business case to be submitted to the Province for funding approval.

### **4.2.4 Comox Valley Student Housing Project**

C. Fowler updated the Board on the Comox Valley Student Housing Project which is currently pending final approval by the Treasury Board. He noted that the project costs have been adjusted upon request by the AEST to reflect current costs. Total project cost remains at \$65.9 million with the Ministry increasing grant funding by \$2.9 million.

## **4.3 Chair, Education Council (EdCo)**

### **4.3.1 Education Council Report**

The Board congratulated W. Gus for her re-election as EdCo Chair and received the Education Council report as presented.

## **5. INFORMATION**

The Board received the following information items:

- 5.1 2022 Education Council meeting schedule
- 5.2 Commonly used acronyms
- 5.3 Link to Board bylaws and policies

## **6. NEXT MEETING DATES**

- 6.1 Regular meeting – Thursday, January 27, 2022

## **7. ADJOURNMENT**

The regular meeting adjourned at 2:23 p.m.

  
Eric Mosley, Chair

  
Rachel Reid, Executive Assistant