

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS
REGULAR MEETING
TO BE HELD VIA VIDEOCONFERENCING
THURSDAY, NOVEMBER 25, 2021 @ 1:00 PM**

AGENDA

	Topic	Attachment	Action	Time
1.	CALL TO ORDER			
	1.1 Acknowledgement of First Nations Traditional Territory			
	1.2 Oath of Appointment (R. LaTrace and B. Babu)	✓	To sign	
	1.3 Adoption of Agenda		To adopt	(5 mins)
2.	CONSENT AGENDA			
	2.1 Minutes of the Regular Meeting of September 23, 2021	✓	To approve	
	2.2 Executive Committee Report	✓	Information	
	2.3 Finance and Audit Committee Report	✓	Information	
	2.4 Governance and Board Development Committee Report	✓	Information	
	2.5 College Highlights Report	✓	Information	
	2.6 Correspondence and Information (Agenda item #5)	✓	Information	(5 mins)
3.	BOARD BUSINESS			
	3.1 Board Committee Appointments	✓	To confirm	
	3.2 Board Bylaw #4 – Domestic Tuition and Fee Bylaw	✓	To approve	
	3.3 Roundtable Board Member Reports		Information	(30 mins)
4.	REPORTS ON STRATEGIC ACTIVITIES			
	4.1 President			
	4.1.1 President’s Report		Information	
	4.2 Vice President, Finance and College Services			
	4.2.1 Second Quarter Financial Statements for FY 2021/2022	✓	Information	
	4.2.2 2022/2023 Budget Development Process and Timeline	✓	Information	
	4.2.3 Comox Valley Childcare Centre Project Update	✓	Information	
	4.2.4 Comox Valley Student Housing Project Update	✓	Information	(40 mins)
	4.3 Chair, Education Council			
	4.3.1 Education Council Report	✓	Information	(3 mins)
5.	INFORMATION (<i>attachments</i>)			
	5.1 21/22 Education Council meeting schedule			
	5.2 Commonly used acronyms			
	5.3 Link to Board bylaws and policies			

6.

NEXT MEETING DATES

- Regular meeting – Thursday, January 27, 2022
Comox Valley Campus
-

7.

ADJOURNMENT

2:30 pm



**North Island College
Board of Governors**

Oath of Appointment

The following Oath of Office is to be sworn, signed and dated before the Board at the commencement of all members' first meeting with the Board. The Ministry suggests that either the Board Chair, or, if an institution prefers, a Commissioner of Oaths would be appropriate administrators of the Oath.

I, _____, sincerely promise and affirm that I will truly, faithfully and impartially, to the best of my ability, execute the duties and responsibilities of my position as a Member of the Board of North Island College. I have read and agree to abide by the Governance Process Policy and the Conflict of Interest Bylaw of the Institution.

(Signature)

Date

**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE STAN HAGEN THEATRE
COMOX VALLEY CAMPUS
THURSDAY, SEPTEMBER 23, 2021**

BOARD MEMBERS

PRESENT

J. Atherton, Community Member, Comox Valley Region, Vice Chair
L. Domae, President
M. Erickson, Faculty Representative
S. Frank, Community Member, Comox Valley Region
W. Gus, Chair, Education Council
D. Hoogland, Support Staff Representative
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
P. Trasolini, Community Member, Campbell River Region

BOARD MEMBERS ABSENT

P. Chakraborty, Student Representative
R. Everson, Community Member, Comox Valley Region
A. McCubbin, Community Member, Comox Valley Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
B. Babu, incoming Student Representative
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. LaTrace, incoming Support Staff Representative
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Manager, Institutional Research & Planning
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)

1. CALL TO ORDER

E. Mosley called the meeting to order at 1:01 p.m. He acknowledged the presence of members of the unions as well as incoming Board Members R. LaTrace and B. Babu who will be officially welcomed to the Board in November.

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 requested all Board Members present to sign the form provided to them. All Board Members present during the meeting signed their respective Oaths of Appointments.

1.3 Election of Chair

L. Domae assumed the role of Presiding Officer for the purpose of conducting the elections for Board Chair. She opened the floor for nominations to the position of Chair of the North Island College (NIC) Board of Governors.

P. Trasolini nominated E. Mosley to the position of Chair. E. Mosley accepted the nomination.

L. Domae called a second and a third time for nominations to the position of Chair. Hearing none, L. Domae declared E. Mosley as Chair of the NIC Board of Governors by acclamation for the period of September 23, 2021 to September 30, 2022.

1.4 Election of Vice Chair

E. Mosley opened the floor for nominations to the position of Vice Chair of the NIC Board of Governors.

B. Minaker nominated J. Atherton to the position of Vice Chair. J. Atherton accepted the nomination.

E. Mosley called a second and a third time for nominations to the position of Vice Chair. Hearing none, E. Mosley declared J. Atherton elected as Vice Chair of the NIC Board of Governors by acclamation for the period of September 23, 2021 to September 30, 2022.

1.5 Adoption of Agenda

Moved M. ERICKSON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF SEPTEMBER 23, 2021 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of June 17, 2021
- 2.2 Executive Committee Report, September 10, 2021
- 2.3 Finance and Audit Committee, September 14, 2021
- 2.4 Governance and Board Development Committee, September 8, 2021
- 2.5 September 2021 College Highlights Report
- 2.6 Correspondence and Information (Agenda item #5)

Moved P. TRASOLINI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF SEPTEMBER 23, 2021.

Motion carried

3. BOARD BUSINESS

3.1 Annual Board Evaluation Results

As Chair of the Governance and Board Development Committee, D. Hoogland presented the highlights of the 2021 annual board evaluation, emphasizing that information culled from the evaluation will inform the Board's annual retreat and work plan for the following calendar year.

E. Mosley noted that the highlights of the evaluation could be discussed in depth in a future Board education session held in the morning of its meeting day. J. Atherton requested that a discussion be planned for how individual board member performance could be evaluated. V. Puetz also requested that the education sessions allow for more interaction from the Board Members.

3.2 Joint Meeting with Indigenous Education Council (IEC)

L. Domae reported that the IEC, through its chair, requested that the proposed joint meeting be postponed to a later date when in-person meetings can be held safely. The Board acknowledged the IEC's request to postpone the proposed joint meeting and looks forward to holding a meeting with the IEC in the near future.

3.3 Draft Board Retreat Agenda, October 28/29, 2021

A recommendation to postpone this year's in-person annual retreat was put forward based on the following considerations:

- Hotel venue requires proof of vaccination/vaccine passport;
- The College is not in a position to ask Board Members whether they are vaccinated or not;
- The retreat facilitator requires that in-person attendees be fully vaccinated;
- Based on the previous year's experience of a virtual retreat, Board Members would rather hold an in-person retreat than pivot to a virtual one.

Points raised during the discussion were:

- Plans for an in-person retreat may be revisited in early spring of 2022;
- In deciding to move forward with an in-person retreat, all Board Members should be given the opportunity to participate;
- Putting the postponement of the in-person retreat to a vote will not answer the question of how to implement the retreat given safety requirements of the hotel and meeting venues, facilitators and any venue where food will be served;
- Despite many unknown factors, the Board should constantly re-visit both the in-person joint meeting with IEC and the in-person annual retreat until they both can take place;
- Morning education sessions should be more fulsome and interactive with sessions covering items in the draft Board retreat agenda such as governance and Indigenization topics to be included in the near future.

After a lengthy discussion, the Board decided to postpone this year's annual retreat and reschedule when circumstances will allow in-person participation.

3.4 Roundtable Board Member Reports

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

P. Trasolini, W. Gus and D. Hoogland participated in the Welcome Back events held in various campuses during the first week of September.

E. Mosley reported conducting an exit interview with retiring Board Member Jane Murphy over the summer. He will be forwarding the results of that interview to the Governance and Board Development Committee. E. Mosley and L. Domae met with MLA for North Island Michele Babchuk on September 20th and will be meeting with other MLAs to advocate on behalf of the College.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, September 2021

L. Domae reported that following BC Provincial Public Health guidelines, the College welcomed students back to campus in September. She noted that the College is reporting an increase in domestic enrolment of eight percent. L. Domae added that prior to the pandemic, about 90 percent of programs were delivered face-to-face. Currently, an approximate third of the programs are each delivered digitally, in-person or a combination of both.

L. Domae also presented the first installment of *BUILD 2026's* dashboard which she plans on presenting to the Board three times a year to show the College's progress in achieving the goals of the strategic plan. The dashboard covers the first four months of *BUILD 2026* and reports areas where activity has either been achieved, started or not yet begun. L. Domae indicated that the project or initiative-based goals will have status bars that show how the College is moving along in achieving those goals while other goals like student satisfaction will have targets to either "maintain" or "increase."

W. Skulmoski explained that actual numbers were used in producing the progress indicated in the bar charts but for areas that could not be measured quantitatively like "overall mental wellbeing", a benchmark has been established. He added that some of the initiatives are new and could take some time before a realistic target could be established.

The Board will continue to provide input to L. Domae regarding the dashboard.

4.2 Vice President, Finance and College Services

4.2.1 Financial Information Act Report

C. Fowler presented the College's fiscal year 2020/21 Financial Information Act report which was reviewed by the Finance and Audit Committee at its September 14 meeting. He added that the reporting format is prescribed by the Act which is based on cash-basis reporting and includes information on employees earning more than \$75,000 annually and suppliers that have been paid more than \$25,000 for the fiscal year.

Moved V. PUETZ / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2021 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.

Motion carried

4.2.2 NIC 5-Year Capital Plan Priorities

C. Fowler presented the College's 5-year capital plan which was earlier submitted as draft to the Ministry pending approval by the Board. The following projects are included in the plan listed according to priority:

1. Comox Valley Campus Student Housing;
2. Comox Valley Academic Building (to replace Village Portables);
3. Port Alberni New Trades Building;
4. Campbell River Campus Student Housing.

Among the capital projects, the College has done detailed design work for the Comox Valley Campus Student Housing project the business case of which was initially submitted to the Ministry in 2020. The project cost has now been updated as requested by the Ministry prior to submission to the Treasury Board for its deliberation this year.

Moved C. SCARLATTI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FIVE-YEAR CAPITAL PLAN (22/23 to 26/27) FOR FINAL SUBMISSION TO THE MINISTRY.

Motion carried

4.2.3 Comox Valley Campus Student Housing Project Revised Budget

C. Fowler presented the changes in the revised budget for the Comox Valley Campus Student Housing project which includes an overall increase of \$6.3 million. An increase in debt financing by \$1.2 million and a reduction in internal financing by \$1.2 million have kept NIC's contribution to the project the same.

C. Fowler explained that the interest rate assumption for debt financing has gone down since the its submission in 2020. Despite the transition to digital program delivery, he added that there continues to be a need for housing as the vacancy rates in the region has remained low.

4.2.4 Sale of Vigar Road Property Update

C. Fowler reported that the Ministry has granted approval for the sale of the Vigar Road Property following the Board's approval in June. The sale has now been finalized. Proceeds of the sale, restricted to capital spending, will be used for the Gathering Place and other projects in the Campbell River campus.

4.2.5 First Quarter Financial Statements 2021/2022

C. Fowler presented the first quarter financial statements for fiscal year 2021/2022, noting that the College has not yet drawn resources from long-term assets to mitigate its projected deficit.

4.2.6 FY 2021/2022 Budget Projections

C. Fowler presented the budget projections for fiscal year 2021/2022 noting the following:

- The 20 percent drop (compared to the last fiscal year) in international enrolment resulted in a significant impact to the College's revenue but is mitigated by the increase in domestic enrolment by eight percent;
- Long-term investment income has reported a capital gain which further offset losses in international tuition revenue;
- Additional savings were found in this year's administrative re-structure, lower travel costs and other non-salary areas;
- Projected budget deficit stays at \$1.56 million.

Updated budget projections will be reported to the Board at its meeting in January 2022.

4.3 Vice President, Academic

4.3.1 Fall 2021 Stable Enrolment Report

T. Bellavia presented the Fall stable enrolment report which captures enrolment information in credit courses at a stable enrolment date which is typically 10 days into a semester and the last day when students are allowed to withdraw from registration and still be able to claim refund.

The information in the report is based on headcount, not full-time equivalents (FTEs) and does not include information from non-credit/vocational training courses. W. Skulmoski clarified that vocational training courses, some of which are delivered in the Mixalawkila campus, have volatile enrolment numbers because they commence later during the semester. He added that the headcount numbers are based on the campuses where the courses are delivered and due to the pandemic and the need to transition to digital delivery, a new category of “campus” now includes those that fall under digital learning.

4.4 Chair, Education Council (EdCo)

4.4.1 Education Council Report

The Board received the Education Council report as presented by W. Gus.

5. INFORMATION

The Board received the following information items:

- 5.1 Election Timeline Fall 2021
- 5.1 President’s Awards 2021
- 5.3 AEST Letter and Orders-in-Council – B. Minaker, R. Everson, S. Frank, E. Mosley reappointments
- 5.4 AEST Appreciation Letter to Jane Murphy
- 5.5 AEST Letter re Governing in the Public Interest training opportunity
- 5.6 Link to Board bylaws and policies
- 5.7 Commonly used acronyms

6. NEXT MEETING DATES

- 6.1 Regular meeting – Thursday, November 25, 2021

7. ADJOURNMENT

The regular meeting adjourned at 3:13 p.m.

Eric Mosley, Chair

Rachel Reid, Executive Assistant

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS
NOVEMBER 2021**

**AGENDA ITEM: Regular Meeting
 2.2 Executive Committee Report**

October 13, 2021

The Executive Committee met on October 13, 2021 at 11:00 am with E. Mosley (chair), J. Atherton, P. Trasolini, L. Domae and R. Reid attending.

Adoption of agenda

L. Domae will provide a brief update under Board Business.

Meeting Minutes

The draft meeting minutes of September 23, 2021 have been distributed to Board Members for their review.

Board Business

President's update

L. Domae reported a possible visit of the Campbell River campus by the Advanced Education Minister in early November. The Minister's visit is tentative at this time and will still have to be confirmed. (NB: This visit has been delayed until at least the spring of 2022 when the Gathering Place would have been opened by Indigenous communities.)

L. Domae also updated the committee with information on Provincial guidelines on mandatory vaccination.

Board workplan 2022

L. Domae informed the committee that staff has been working with WATSON Inc to arrive at a mutually-agreed upon arrangement for an in-person governance training session. As a result, it is now possible to make it happen for Friday, November 26th, adding that aside from the governance training sessions, there will be opportunities for ongoing orientation as well as developing a draft workplan for 2022. Details around the Board's meeting day on November 25th, the sessions on November 26th and meeting invites will be communicated to all Board Members shortly.

Board succession planning

E. Mosley reported that his and L. Domae's meetings with the College region's MLAs indicated that the local politicians will support the Board with its request for Board Member appointments particularly in the Campbell River and North Island regions where a few Board community representatives have and will retire within the year. Past Board Chair J. Murphy has offered help with reaching out to potential candidates and E. Mosley will take up her offer on the Board's behalf.

The Crown Agencies and Board Resourcing Office (CABRO) is expected to communicate to the Board of upcoming reappointments and new appointment/s before the end of October for the Board to submit requests by December. Appointment/s and reappointments are expected to take place in July of 2022.

Committee appointments

The committee reviewed the current committees' membership and, based on the committees' terms of reference, made suggestions on who could be a good fit to each committee. E. Mosley will contact Board Members for their consent before finalizing committee membership at the November 25 meeting.

The committee will recommend to the Board that any actionable items discussed outside of the regular and in-camera meetings (for example, the Board Members-only sessions) will be brought forward as agenda items in the next regular or in-camera meetings.

Letters of request

The committee agreed on a standard response for letters of request that are operational in nature. The committee is reminded that the Board's sole employee is the President, and anything related to the operations of the College will need to be referred to the President. E. Mosley added that the Board is not an independent body that can make decisions on health protocols as these are within the purview of the Provincial government.

Time: 12:41 p.m.

November 10, 2021

The Executive Committee met on November 10, 2021 at 11:00 am with E. Mosley (chair), J. Atherton, P. Trasolini, L. Domae and R. Reid attending.

Adoption of agenda

The agenda was adopted as presented.

November 25 Board Meeting Agenda and Schedule

The committee reviewed the draft regular agenda and schedule for November 25, noting that there are no items that need to go to an in-camera session. The Board will not have an education session on the morning of November 25th but will have a full-day governance training session on November 26th.

Board Business

November 26 board governance training

L. Domae reported meeting with WATSON Inc facilitator, Natasha Himer, to discuss priority contents of the in-person governance training including interactive sessions.

A discussion on the Board's workplan will be scheduled for the morning session of the Board's January 27, 2022 meeting.

Committee appointments

E. Mosley reported that membership to the Board's standing committees is now confirmed. A. McCubbin has agreed to stay on as the Board's representative on the NIC Foundation Board of Directors. Board representation at Education Council (EdCo) will be rotated among Board Members so that everyone would have attended at least one meeting. A copy of the EdCo meeting schedule will be included in the Board agenda for information. L. Domae will also meet with EdCo Chair W. Gus to determine ways for

the two – Board of Governors and EdCo – to learn and support what each do without having a Board Member sit as a representative on EdCo.

Board succession

The committee discussed potential candidates to the Board to be recommended to the Crown Agencies and Board Resourcing Office (CABRO). E. Mosley will contact those candidates to encourage them to apply on the CABRO website.

E. Mosley and L. Domae will meet with CABRO executives in January to discuss appointments. The committee noted that the Board will submit a request for appointments to CABRO in December.

Next Committee meeting date

The committee agreed to meet on January 13, right after the scheduled meeting with CABRO executives. A joint meeting with the NIC Foundation Board of Directors will be scheduled sometime in spring of 2022.

Time: 12:07 p.m.

Finance and Audit Committee
Tuesday, November 16, 2021 10:30am
Village Annex 1 Meeting Room/Via BlueJeans

Members present: M. Erickson (Chair), A. McCubbin, C. Scarlatti

Resources: C. Fowler (VP, Finance & Facilities), S. Fleck (Director, Finance), R. Reid (EA to BoG)

Call to Order

M. Erickson called the meeting to order at 10:39 am.

Second Quarter Financial Statements FY 2021/2022

C. Fowler highlighted the following from the second quarter financial statements for the current fiscal year:

- Cash and cash equivalents include first payment for the Childcare expansion project from the Ministry of Children and Families, proceeds from the sale of the Vigar Road property and partial payment of operating grant from the Ministry of Advanced Education and Skills Training (AEST);
- NIC's long term investment show market gains, up from second quarter of last fiscal year;
- Significant change in Deferred Capital Contribution (DCC) is due to sale of the Vigar Road property, restrictions on those funds and how the proceeds are recorded both in the College's and AEST's statements;
- Increase in accounts payable is due to International Education receivables from international students who have registered and paid their deposits;
- Deficit is lower compared to last year's second quarter statements.

2022/2023 Budget Development Process and Timeline

C. Fowler expects that there will be no significant budget adjustments that will need to be made if the deficit remains lower than budgeted. He added that the College would still need to receive approval from AEST to run a deficit for fiscal year 2022/2023.

Project Updates

Comox Valley Student Housing

C. Fowler reported that the total project cost has not changed since the College submitted the re-costed project budget to the Ministry to reflect current costs. He added that the College's borrowing will be lower as AEST is recommending a lower debt figure on the project.

Discussion ensued around the pros and cons of rental rates that include utilities as cost of utilities increase at a different rate than rent which is likely to be covered by rent control. The committee will review rental rates and operating costs at a future meeting.

The committee supports the provision of funding supports for students in need through the NIC Foundation.

Early Childcare Centre

Aside from the first payment from the Ministry of Children and Families, the College also received notional approval from the AEST for instructional space to deliver Early Childhood Care and Education (ECCE) programs.

The committee discussed what the relationship would be between the College and Beaufort Childcare Centre when the project is completed. The Centre is an independent organization so an agreement would have to be put in place.

Large Payments Report

The Committee received the large payments report for the period September to October 2021.

The meeting adjourned at 11:43 am.

Murray Erickson
Committee Chair

NORTH ISLAND COLLEGE BOARD OF GOVERNORS

*Working together, North Island College builds healthy and thriving communities,
one student at a time.*

AGENDA ITEM: Regular Meeting 2.4 Governance and Board Development Committee Report

October 13, 2021

Committee members Danielle Hoogland (outgoing chair), Sharlene Frank, Jane Atherton and Barry Minaker met on October 13, 2021 at 3:00 p.m. with Lisa Domae (President/CEO), Melanie Allison (Director, College Governance and Strategy) and Rachel Reid (Executive Assistant) as resource persons. Board Member Patricia Trasolini joined the meeting as incoming committee member.

Adoption of Agenda

The committee adopted the agenda as presented.

Committee Business

a. GP 9 – Student/Employee Appeals to College Board of Governors, Executive Limitations (EL) and Board-Staff Relationship (SR) policies review

D. Hoogland led the discussion on how to proceed with the committee's review of the remaining Board policies GP 9, EL and SR policies. She reported that the process adopted when the former governance policies 1 to 8 were reviewed was to convene a smaller subcommittee/working group that met frequently to review those policies throughout the year and eventually consolidated them into the now Governance Process Policy which the Board approved in 2020.

L. Domae suggested that the committee set the direction around policy review and assign staff to present a draft of the work for the committee to consider. She added that a review of GP 9 will be prioritized and reviewed by the Office of the President.

D. Hoogland noted a document included in a 2018/19 committee binder that listed College policies that implicate the Board of Governors and requested that the work around that be reviewed. R. Reid will update the said binder and provide to the committee at a future meeting.

b. Board member exit interview

Board Chair E. Mosley will be sharing this information to the committee at a future meeting.

c. Individual Board Member Self-assessment

The committee received a sample individual board member self-assessment from a BC college.

D. Hoogland encouraged committee members to consider the following:

- Will a set of individual self-assessment tools be part of a broader conversation – whether to use separately or part of the annual evaluation or part a more fulsome 360 evaluation similar to the Board’s 2019 evaluation;
- How frequently Board Members will want to assess their individual performance;
- Consider if regular check-ins of individual Board Members with either the Board Chair or President will suffice;
- Creation of a buddy system/mentorship for individual Board Members to have someone to bounce ideas off to or debrief after sensitive issues are discussed in confidential sessions;
- Include an activity in the annual retreat around individual self-evaluation.

The committee requested that the Board Chair explore implementing a regular check-in of individual Board Members with the Board Chair and/or the President.

d. Board Member Orientation

The committee hopes that with the College’s migration to Microsoft Teams, Board information that is not available publicly online could be accessed by Board Members through the portal. At the April 9, 2021 meeting, NIC’s Chief Information Officer C. Black confirmed that the Board will be included in the College’s migration to Microsoft Team and assured that the goal of migrating to the new platform is to assist the Board in performing its work.

Information

a. WATSON Inc alternative proposal to deliver board governance sessions

L. Domae informed the committee that plans are underway to engage a consultant to facilitate full-day governance training sessions on Friday, November 26th with the hopes of providing a general orientation to all Board Members as well as developing an initial draft of the Board’s 2022 workplan. Following the planned governance sessions on November 26th, the Board could also consider how it wants to move forward with ongoing, regularly-scheduled orientation sessions.

The committee expressed its support of the planned in-person governance training sessions.

Future agenda items

a. Establishment of a whistleblower policy

At the committee’s December 10, 2020 meeting, K. Crewe reported that the Post-Secondary Employers' Association (PSEA) is in the process of developing policy/guidelines around whistleblowers. The committee requested that K. Crewe provide an update on any development around this.

b. Review and consideration of transition to paperless Board operations

D. Hoogland referenced a survey done among Board Members regarding their preferences with regards to how information is to be communicated to the Board, whether paperless or by print copies. She hoped that this discussion will continue in tandem with the Board's migration to Microsoft Teams.

Time: 4:18 p.m.

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS
COLLEGE HIGHLIGHTS REPORT
NOVEMBER 2021**

TRADES AND TECHNICAL PROGRAMS

**Report to the BOG
November 2021**

Well goodbye heatwave and hello to trees now bare and grey having been battered by the winds and stripped of their once spectacular display of brilliant yellow, red and orange hues that ushered in our fall term. Winter is on the way indicative of the steady drop in temperature and increasingly random appearances of the sun.

We had an exciting fall start with a mix of the usual suspects in Apprenticeships and Foundations. Numbers were either at capacity or very close to it for the Plumbing, Carpentry, Heavy Mechanical and Electrical Apprenticeships. Foundations rocked impressive enrolments in the Automotive, Electrical, Fabricator-Welder, Joinery and Heavy Mechanical programs.

The first cohort of the Welder Foundation Enhanced program kicked off in late August and was followed by the second cohort beginning October 18th. While these students earn their Welding Foundation credentials they also gain valuable foundation skills for trades, employment and workforce strategies, industry certificates in Occupational First Aid Level one and Forklift training followed by a Trades Internship.

The Heavy Mechanical Micro-credential program also launched at the end of summer. This program is unique as it provides a “Trade Sampler” module allowing students to get their feet wet by exploring a mixed bag of industry certifications and introductory theory & applied skills training over a number of trades before they dive into the Heavy Mechanical applications with instructor Matt Wheatley on their way to their Heavy Mechanical Foundation Harmonized certificate.

The Coastal Forest Worker Certificate and Technology programs kicked into high gear at the beginning of September in conjunction with the return of the second year RFT students. Coleen MacLean oversees the details for these programs and had this to say: *With a 100% summer employment rate in 2021, our 2022 cohort of 20 students returned in September for the 2nd and final year of the program. While our first year students (2023 cohort of 12) are again focused on core knowledge and applied entry level skills, second year students focus on synthesizing the science, decision-making, and practical skills required for registration as Forest Technologists in Training. With concurrent cohorts running, we are now able to advance our application for accreditation with TAC and the ABCFP.*



Second Year student in RFT 200 Forest Health looking at Root Rot indicators.
(Rain or shine – they're out there!)

Trades and Technical programs offered a funded Women in Trades short program from September 20th to October 1st. Aimed to inspire women interested in pursuing a career in the trades, these ladies were introduced to an orientation of Welding & Fabrication, Heavy Mechanical, Automotive, Parts & Warehousing, Carpentry and they joined one of our newest instructors, Miles Hemingway, for Auto Collision and Refinishing. To make the experience very “real world”, we took a vehicle and backed it into one of the gates, ran over the fire hydrant and then gave it a few good deep scratches for authentication purposes. This is where Miles and his students took over to perform the necessary repairs to the Dean’s Jeep so THEY could put it back without being caught. Okay, that may not be exactly what took place, however, these ladies made quite an impression.

Take it away Miles: *The Women in Trades students attended an 8-hour course on automotive polishing. The course covered preparing a vehicle for polishing, a 2-stage wet sanding process using pneumatic sanders, and then finally a 3-stage polishing process. All the attendees completed the course in remarkable time and met amazing standards. We also covered removing body side moldings, cleaning panels, preparing and re installing moldings. The effort and attention to detail everyone put forth was above and beyond. I explained to the students afterword that they all possessed incredible skills and would excel in any trade that they chose. **Here is the vehicle they brought back to life.***



Once again, the teaching kitchen is full of life with the unmistakable banging of pots and flurry of activity that could only be attributed to the Culinary Arts students sharpening their skills to put their talents on full display. Chef Xavier Bauby is leading a Professional Cook Level 1 cohort that’s joined by the Culinary Business Operations Certificate and Diploma program students. But wait...also in the kitchen, Chef Allan Aikman is putting his group of Professional Cook Level 1 students through the paces of their apprenticeship. We are in a no-win situation here. We may as well give up now and just spring for a permanent wardrobe of stretchy pants and afternoon naps. There is no saving us from ourselves. With both Chefs in cahoots, we have fallen victim to the wares on their criminally crafted specialty menus. Week after week we are ceaselessly subjected to the likes of French Onion Soup, Oven Baked Lasagna,

Seafood Tacos, BBQ Spareribs, Korean Fried Chicken and more. They pulled out all the stops for the Traditional Thanksgiving Meal. Brine spiced citrus turkey with cornbread and sausage stuffing, orange cranberry sauce, buttermilk rolls, roasted fall vegetables...the torture was relentless...and it sold out! We have been advised that no mercy will be shown for the Holiday Luncheon.



VS



Professional Cook Level 3 students joined Chef Xavier on November 1st and Chef Sunshine Layton will be stepping in to assist with the Culinary Arts programs that are already underway.

It would be completely unacceptable if we failed to call attention to these fabulous ladies in the Caf! Where would we be without them. Every morning these smiling faces greet students, faculty and staff ready to serve them up a breakfast treat, hot coffee, tea or sometimes just a cheerful “Good Morning” to start the day. Sarah and Mel make a fantastic team and their upbeat happy attitudes are infectious. Betcha can’t walk away without your day being just that much better!



The Fabricator-Welder Foundation program in Port Alberni wrapped up on October 15th. Instructor Karl Plautz reflected: *“The fab course became somewhat of a self-discovery for the students that really brought them to the world of Metal Fabrication as many individuals are under the impression that Welding and Metal Fabrication are one in the same thing. The applied mathematics proved to be a challenge to the students but as they progressed through the course many students were able to merge their ideas with the math concepts and come to an understanding that one feeds the other and this is how it all comes together. They had epiphanies of sorts and it was a unique and interesting transformation from my perspective. We had one 15-year-old student that was in an alternative version of high school who became one of the best students possessing a terrific positive attitude, excelled academically, and had advanced leadership skills. I feel the program was a great success as we contributed to positive change in their career paths!”*

The Automotive Collision and Refinishing Technician Foundation program kicked off on November 1st and instructor Miles Hemingway wasted no time getting students up to speed with safety orientations in PPE, workplace hazards, WHIMIS, and WorkSafe. From there they proceeded to familiarize themselves with the shop spaces they will be using and went on to complete an assignment on recognizing facilities and equipment in their surroundings such as safety exits, identify and locate fire extinguishers, location and procedure if first aid is needed, hazardous waste storage, and location and use of eye wash facilities.

Moving right along, students were introduced to hand tools and shop equipment that they will not only be using throughout their program but will also encounter during their career.

“This first portion on safety and tools will give students the knowledge to perform the entry level practical assignments as they move from the classroom to the hands-on!”

Fast gaining momentum, the micro-credentials just keep coming! Already on the books was the Motion Picture Accounting Clerk Micro-credential and now we’ve added three more to the Film and TV Crew training. Motion Picture Grip Micro-credential, Motion Picture Lighting Micro-credential and Motion Picture Set Construction Micro-credential. These 10-week funded programs aim to put students a step ahead in the film industry. Each level of training explores the crucial roles crew members play and the responsibilities that they can expect to encounter when they pursue one of these career paths.

A Sneak Peek At What’s To Come!

With the fall term fast closing behind us, here is what is on the horizon for 2022! There’s no moss in sight as January kicks off with Carpentry Apprenticeship Levels 1 and 4, Plumbing Apprenticeship Level 4, two cohorts of Electrical Apprenticeship Level 2 and a Level 3. Professional Cook Level 1 is back at the Port Alberni campus and the Welding Apprenticeships are scheduled for Campbell River. It doesn’t stop there....We have three Carpentry Foundation programs lined up for Campbell River, Comox Valley and Port Alberni. Electrical Foundation, Heavy Mechanical Foundation, Welding Foundation will be rolling out in Campbell River **AND** we are excited to have an Automotive Service Technician Foundation program with new instructor Jaylene van der Merwe. Watch for her profile in the next report!

Plumbing and Piping Foundation will be at the Comox Valley campus led by instructor Eric Skehor as will another Plumbing Apprenticeship Level 2 and two more cohorts of Carpentry Apprenticeship Level 2 with instructors Rob Laird and Erik Hardin.

There is also a Trade Sampler Micro-credential scheduled in January that is already filling up and Chef Sunshine Layton will be leading a Prep Cook cohort in February.

Yes, there’s still more, but we’ll save that for next time!

Goodbye 2021

This has been another year full of challenges and exciting changes. Trades and Technical programs would like to extend a very sincere thank you to **all** of our Faculty and Staff that have worked through these challenges, took them in stride and used them to improve the student experience in our programs. We thank everyone for their support and may the best be yet to come in the year ahead.

Cheers everybody!

OFFICE OF GLOBAL ENGAGEMENT (OGE)**International Education Updates**

Submitted by Jennifer Barth, Manager, Operations

International Education Week 2021

On behalf of the OGE team we would like to invite you to join us in celebrating International Education Week (IEW) from November 15- 19. IE Week gives us an opportunity to bring focus to some of the great work that NIC is involved in internationally, raise awareness of our intercultural opportunities and challenges in our classrooms, on campus and in our communities, try some good food, and learn more about each other. At NIC, a series of student led activities, global engagement events and mobility opportunities and even menu options have been planned for the week at our Comox Valley, Port Alberni and Campbell River campuses and many online options for those at our Mixelakwila campus or for those not able to attend on campus events. For full information, go to <https://www.nic.bc.ca/international/education-week/>

New International Students for January 2022

OGE hosted an information session and travel advisory review for our expected students for January 2022 semester. The event was well attended and the students were very engaged. Our online orientation event has been finalized for Tuesday, January 5 and will be inclusive of all new international students from each campus. We are working on safety plans for small welcome sessions on campus for Comox Valley on January 6, Campbell River on January 7 and in Port Alberni on January 24.

Student Engagement and Activities

In September, the OGE fully launched the new International Peer Connector (IPC) program. The IPC program provides on-campus work opportunity for 3-5 international students. The purpose of the program is to connect new international students with continuing international students to provide mentorship and settlement support. IPC's also help with engagement events and activities such as the new international student orientation, cultural celebration events, and intercultural sharing events. For the Fall semester we had 3 continuing international students supporting our new students and we are actively recruiting new IPC's for January.

Also this semester, OGE worked with two of our 4th year BSN students to provide meaningful connections with our international students with the goal of promoting health, wellness and social contact with domestic students. The BSN students worked with OGE to host various events including a "Work Smart Not Hard" event on November 9th. At this event the BSN students shared various stress buster tips, study tips and self-care information. The students are also engaged with other departments as we collaboratively plan a Living Library for Spring 2022.

Projects & Partnerships

Submitted by Romana Pasca, Manager, International Projects, Partnerships & Global Education

Global Skills Opportunity – Study Abroad Scholarships for NIC students

NIC has been successful in securing study abroad scholarships funding totaling more than \$500,000CAD. Two Global Skills Opportunity funding grants have been confirmed at NIC and will be distributed between 2021 and 2025 to develop a versatile and sustainable study abroad program.

The **Learning and Working Together to Build 2026** project has received \$500,000 CAD to build on NIC's expertise in international exchange opportunities to provide diverse opportunities for experiential and place-based learning, while the **Passage from Northwest Canada: Students from northern BC, Yukon and Northwest Territories Go Global** has received \$700,000CAD to offer students from a group of five post-secondary institutions across northwestern Canada to create new joint international learning opportunities.

Both projects will focus on four key themes related to Indigenization, decolonization, internationalization and environmental sustainability, and will prioritize encouraging students that traditionally have not engaged in outbound mobility to travel and learn abroad.

These opportunities are funded by Global Skills Opportunity, the Government of Canada's Outbound Student Mobility Pilot Program.

NIC Virtual Exchange Opportunities in development for 2022

OGE is working with several faculty to develop and offer virtual exchange opportunities for NIC students:

COSTA RICA: part of **ENG-096** will be taught from Costa Rica, with the NIC instructor being located there and co-teaching about Indigenous issues in Latin America from local Elders, sharing experiences learned there while students in both countries study the spoken and written texts of Indigenous authors in a shared virtual classroom.

JAPAN: Over a two-week period, NIC students enrolled in **HIS-225** will use technology to connect with Japanese students and faculty in a Virtual Field School: Pacific Rim Connections in Mio, Wakayama prefecture. Mio is the place from which thousands of Japanese-Canadians emigrated to coastal BC. Through these connections, students will learn about this coastal Japanese town and region which has such great impact on BC's history. Students at NIC will also reciprocate this knowledge by helping students in Japan to understand the history of BC with an emphasis on the stories and lives of Japanese-Canadians who settled here.

BELGIUM: part of the **BUS 418**, students will be able to join students around the world in a business game *Str@tvision Plus* to participate in a virtual finance & accounting competition between enterprises. Students will be able to work in culturally diverse teams, improve their inter-cultural communication skills, experience culturally diverse work environments.

Enrolment & Recruitment

Submitted by Junko Leclair, Manager, International Enrolment & Recruitment

Enrollment for January 2022

January 2022 international student number is looking optimistic with around 280 paid students currently on our list. A large backlog continues to exist in study permit processing, and we have so far received 42 study permit approvals. OGE expects to see a large number of study permit approvals to come in over the next one and a half months. The progress on study permit approval will determine the expected number of enrolled students in different campuses. Our current predicted enrollment for January 2022 is around 120 and many others will likely be deferred to the next intake.

World-wide Recruitment and Study Permit Trend

The interest in international education remains high across the world. There were 330,000 new study permit applications from June to August of this year. 730,000 new applications were filed between January and August - a 27% increase over 2019. 22% of these applications this year are from India. While some countries have opened up for in-person events and fair, such as India, majority of countries continue to be in lockdown hence virtual events are the mainstream of our recruitment events.

STUDENT SERVICES AND REGISTRAR

Student Services

Submitted by Felicity Blaiklock, Director, Student Affairs

Orientation

Our Fall 2021 Orientation session was a great success. This fall, we were able to hold some in-person events on each campus along with virtual pre-sessions throughout the summer culminating in the 'Welcome to NIC' virtual event. We recorded over 300 participants in the virtual events which included peer drop-ins, navigating NIC's digital learning platform and program information sessions. held virtually on May 3 for students enrolled in spring/summer courses.

Orientation planning for winter 2022 is well underway and will feature a revised Orientation webpage with a variety of content to prepare students for classes, including pre-recorded videos and several live sessions leading up to the start of the term.

Thrive Month



October was Thrive Month at NIC. The goal of Thrive is to bring our College community together to do something fun, healthy and encourage physical and mental health. During the month, we offered over 50 in-person and virtual events for students and employees with over 200 participants overall. We plan to hold a second Thrive event in February 2022.

The CARE²: Student Mental Health and Well-Being at NIC

The CARE²: Student Mental Health and Well-Being has been launched on ENGAGE to encourage input

and feedback from the NIC Campus community. The CARE² Plan is the result of 2 years of work on the part of faculty, staff, students and administrators who formed the Mental Health and Well-Being committee. We are excited to add this plan to the suite of plans supporting BUILD 2026 and to focus on ways to support well-being, resilience and belonging.

CARE Teaching and Learning and Campus Community Grants:



across campuses

Back in May 2021, we were delighted to receive 14 applications for these grants designed to support employee initiatives to enhance health and well-being at NIC. We were able to fund 9 of the applications to a total of \$6300. We will be releasing more information in the winter (and hopefully begin a new round of grants), but the following projects have been completed or are in progress:

- Indigenous wellness Day for BSN students
- Project Popcorn – the purchase of a popcorn machine to be used for events



- Art work to create more welcoming spaces in the LLC (Campbell River), Registration (Port Alberni)
- Enhancement to the exterior of the Mixalakwa campus in Port Hardy

Sexualized Violence Education Team (SVET)

This fall, SVET/Student Life supported the Ministry's This "...Is Not Yes" campaign which aims to increase awareness about sexual violence prevention and available supports for post-secondary students. In addition, SVET is working on the development of an online Sexualized Violence Prevention and Response training for NIC employees. We are hoping to pilot/soft launch this training in the spring 2022 ready for the fall 2022.

Library

Submitted by Jennifer Evans, Collections Reference & Instruction Librarian

Library

In September 2021, we saw a return of students, staff and faculty to the NIC libraries. Whether borrowing books or laptops, using a study room, attending a workshop, or booking an academic support appointment, it was thrilling to see the space and services used in a way comparable to pre-COVID times. Some of the service modalities we launched during COVID have been permanently adopted including virtual reference appointments, virtual workshops, and virtual library orientations. Additionally, we participated in multiple inter-departmental campaigns and worked closely with faculty to provide information literacy instruction to their students.

Events & Workshops:

National Day for Truth and Reconciliation (September 2021)

To mark the National Day for Truth and Reconciliation, the LLC created an online guide with resources about the history of Truth and Reconciliation in Canada as well as Orange Shirt Day. All campus libraries featured displays with printed materials relating to Truth and Reconciliation and residential schools.

Thrive Month (Oct 2021)

The Library participated in the College's Thrive campaign that ran throughout the month of October. Our participation included offering mindfulness kits with guides on meditation, an online mindfulness guide with links to library collection titles that support mindfulness and guided meditation, Treat Tuesday where we handed out homemade treats every Tuesday, and Thrive Thursdays where we posted weekly mindfulness and 'tips to thrive' to our social media accounts.

Workshops

The Library offered twice-weekly citation workshops in September and October with 58 students registered.

Library Services

Library orientations

For the months of September and October, between the three campuses, library staff delivered information literacy orientations to 670 students.

Room Bookings

For the months of September and October, between the three campuses, study rooms were booked 1199 times.

Research Appointments

For the months of September and October, between the three campuses, students booked 238 research appointments.

Library Traffic

For the months of September and October, between the three campuses, 11,625 people walked through our doors.

Website Traffic

For the months of September and October, here were the top five most-visited library webpages:

APA Style Guide: 48,608

LLC homepage: 16,931

Student Tech Services: 10,197

MLA Guide: 6,621

Room bookings: 1,756

Library and Learning Commons (LLC) – WRITING AND MATH SUPPORTS, PEER TUTORING**Writing Support**

Submitted by Ben Hecht, Coordinator, Peer Tutoring, Writing and Math Supports

Given the return to campus (with ongoing COVID precautions) in September 2021, we have been offering our Writing Support service both face-to-face AND through online video appointments, by phone, and by email feedback during the Fall 2021 term. Appointments are available during the week and on Saturdays. In the Fall 2021 semester (so far), NIC students have booked **226 appointments with Writing Support**.

In addition to individual writing support appointments, Writing Support faculty is also **offering 8 online workshops** on a variety of writing-related topics throughout the semester.

Writing Support faculty has received requests to **provide 7 in-class presentations and workshops** tailored to the individual needs of NIC faculty and their students, as well.

Students are also taking regular advantage of Write Away, the provincial online writing support platform. NIC students have so far submitted a total of **51 submissions to Write Away** in the Fall 2021 term.

Math Support

Submitted by Ben Hecht, Coordinator, Peer Tutoring, Writing and Math Supports

Faculty math support is being offered face-to-face AND through online video appointments, phone, email, and video drop-in sessions. In Fall 2021, NIC students have booked **51 appointments with Math Support** (so far). Math support faculty are also **offering 4 workshops** on various mathematical topics throughout the Fall 2021 semester. These workshops are recorded as a resource for math students to watch asynchronously as well.

Peer Tutoring

In the Fall 2021 semester, the Learning Commons has **10 active peer tutors** working in a wide variety of disciplines including Business, Math & Sciences, English, Sociology, Digital Design, ABE, Health Care Assistant, and Practical Nursing.

Peer tutors are available for virtual appointments or face-to-face meetings, during which they support the content and skills learning of NIC students. As with math and writing support, these appointments are bookable online. All virtual appointments take place on the video platform, Blue Jeans. So far, Fall 2021 has seen NIC students booking **196 appointments with peer tutors**.

Peer tutor Braden Majic, who completed his studies with NIC this past Winter, offered these words about his experience peer tutoring:

“I have taken the time to reflect upon my past two years at North Island College (NIC), and multiple moments stand out as either valuable, relevant, or stimulating. The Peer Tutoring Program fits into all three categories. First, as an aspiring educator, I found great value in learning to tutor adults. Second, the training program offered was extremely relevant in the sense that I continuously utilize what was discussed. Finally, the discussions, journals, and opportunities to provide feedback were encouraging every step of the way. It truly has been an excellent learning experience as a Peer Tutor at NIC.”

Connecting Communities Through Research on Vancouver Island

SEA CUCUMBERS TO CREATE MORE SUSTAINABILITY

Sea cucumbers could be sustainable aquaculture superheros because of their seabed-cleaning qualities.

Sea cucumbers are like the vacuum cleaners of the ocean floor they feed on organic materials in the sediment, said Emaline Montgomery, lead researcher on the \$25,000 project funded by NSERC.

The organic material tends to collect at aquaculture sites, where fish and shellfish are in a more enclosed space, she said.

"After all, everybody poops," Montgomery said.

But this can have negative impacts on the environment.

Montgomery, whose research focuses on the co-cultivation of species for sustainability in aquaculture, says this is where sea cucumbers come in handy.

"The sea cucumber ultimately acts like little garbage trucks or recycling facilities to help Hoover up and clean up the sediments that might be overly enriched near farm sites," she said.

Canada doesn't have a robust way of growing sea cucumbers from juveniles to adults in hatcheries like it does with geoducks, oysters and clams.

Montgomery is working with the aquaculture industry to find ways of using existing infrastructure as containment systems, like nets that can be suspended underneath rafts or on the ocean floor.



Emaline Montgomery, NIC Lead Researcher for the sea cucumber project.



Sea cucumbers, like this one, could be aquaculture superheros in the help to clean up around shellfish and salmon farms.

"Using either recycled materials or net systems that already exist means we're lowering the barrier to entry for small growers," she said.

Montgomery sees her research as an innovative way to bring more sustainability to the industry.

"It's to everyone's best interest if we are able to improve the sustainability and health of our aquaculture industry, both from an environmental perspective but also providing new revenue streams and job opportunities for people," Montgomery said.

"If everything works as we are anticipating, sea cucumbers could be something that could be grown at any current aquaculture facility."

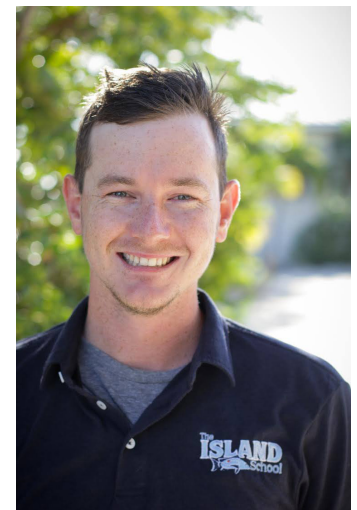
NEW SENIOR RESEARCH TECH

CARTI has hired a Senior Research Technician, Logan Zeinert.

Logan hails from New Zealand, but recently completed his masters degree at Memorial University in Newfoundland.

Logan has extensive marine surveying and aquaculture research experience and is an accomplished diver.

Logan will be working on both the Kelp Habitat project and the Central Coast Geoduck project while NIC researcher, Allison Byrne, is on maternity leave.



Logan Zeinert, CARTI's new Senior Research Technician

ARE YOU INTERESTED IN SUBMITTING A STORY TO OUR NEWSLETTER? PLEASE CONTACT APRIL WHALEN APRIL.WHALEN@NIC.BC.CA

Connecting Communities Through Research on Vancouver Island

PROJECT AUTOMATES FERMENTATION PROCESS

Electronics and Industrial Automation instructor, Cory Batch, worked with Wayward Distillery to develop an automated pH monitoring and control system for their fermentation process.

Batch was able to design and build a scaled down prototype which would closely resemble the system variables in place at Canada's first distillery to use 100% honey to produce their craft spirit line-up of gin, vodka, krupnik and rum.

Batch designed a stainless steel manifold which has a sensing port, sight glass and injection port where the pH could be sensed and corrected.

"At the heart of the system is a programmable logic controller which monitors and controls the flow rate of the fermentation solution through the manifold with a variable frequency drive and centrifugal pump," says Batch. "The signal from the pH transmitter is applied to an algorithm which allows for micro adjustments to the system by injecting a pH corrective solution through a diaphragm pump."

"A racking arm mounted inside the fermentation vessel is used to create a whirlpool effect and ensure proper mixing of the corrective solution," says Batch.

Initial system tests of the prototype have proven the pH can be controlled quite precisely to within 5/100 of the intended target value.

The \$25,000 project was funded by Natural Sciences and Engineering Research Council of Canada.



The prototype built to automate the fermentation process at Wayward Distillery.

Seaweed Processing

This past April, NIC joined Cascadia Seaweed Corporation at their ocean cultivated seaweed growing site in Gorge Harbour, near Cortes Island.

NIC biology and researcher, Amber Stroeder, and student research assistant, Tigerlily Coffey, examined Cascadia's on-site grading process during their commercial kelp harvest.

Cascadia's staff worked together to bring in sugar kelp and winged kelp.

NIC researchers were able to join the team in grading the kelp, sorting it into high grade food product and low grade fertilizer.

The timing of the harvest is important; bringing in the kelp too early means the seaweed has not reached optimal growth, too late and bio fouling or cultivation of other marine life occurs.

The two species of kelp are adapted to different environmental conditions, sugar kelp growing well within the enclosed bay of George Harbour and winged kelp better adapted to wave-exposed areas.

This project was funded by a \$25,000 NSERC Engage grant.

UPCOMING FUNDING DEADLINES

Please contact CARTI to discuss your ideas for research submissions in advance of the funder deadline or regarding any projects that may involve NIC. There may be additional funding programs that will suit your initiative. CARTI can search our database for funding that may align with your project idea. Additional information is available on the NIC CARTI portal site. You can contact CARTI at 250-923-9771 or carti@nic.bc.ca.

FUNDING PROGRAM	DEADLINE
NSERC - Engage and Applied Research Development Grant	Ongoing
INNOVATE BC - ISI Program: Hire A Student	Ongoing
Telus - Community Action Grants	Ongoing
LifeLabs - Community Investment Program	Ongoing

CONTACT US:

Naomi Tabata
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 250-923-9719

www.nic.bc.ca/research

BOARD OF GOVERNORS

2021/2022 Board Committee Appointments

Executive Committee

Eric Mosley, Committee Chair
Jane Atherton
Patricia Trasolini
Lisa Domae

Finance and Audit Committee

Arlo McCubbin, Committee Chair
Murray Erickson
Valery Puetz
Chris Scarlatti

Governance and Board Development Committee

Patricia Trasolini, Committee Chair
Barry Minaker
Sharlene Frank
Rylee LaTrace
Benson Babu

NIC Foundation Board

Arlo McCubbin

Education Council

Rotating participation depending on availability

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
November 25, 2021

*Working together, North Island College builds healthy and thriving communities,
one student at a time.*

AGENDA ITEM: **Regular Meeting**
3.2 BOARD BYLAW NO. 4 – DOMESTIC TUITION AND
FEE BYLAW

It is expected that the Ministry of Advanced Education and Skills Training (AEST) will confirm the continuation of the 2% limit for tuition and mandatory fee increases for the 2022/23 year.

Information on the tuition limit policy is available at the following website:
<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/tuition-limit-policy> .

The draft revision of Bylaw 4 (attached) applies a 2% increase to all program areas, in accordance with the Government’s tuition limit policy, with the exception of employment transitions programs.

The developmental programs listed below currently charge tuition at the maximum rate allowed by AEST:

- Employment Transition Construction Access
- Employment Transition Grounds & Custodial Assistant Certificate
- Employment Transition Kitchen Assistant

Action:

For the Board’s approval.

Suggested Resolution:

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.

NORTH ISLAND COLLEGE

BYLAW NO. 4, 2022

DOMESTIC TUITION AND FEE BYLAW

This bylaw establishes principles for a sustainable tuition fee model for courses and programs. Under the *College and Institute Act*, the Board of Governors is responsible for approving tuition fees.

North Island College will take into consideration the following principles when setting Tuition and Fees:

Principles:

Tuition and Fees are the students' contribution to the overall costs of instructional courses and programs including materials and supplies used in the course delivery.

In setting Tuition and Fees, the following factors will be taken into account: the Mission and Values of the College, program duration and operating costs, available provincial funding for the program, and tuition and fees for comparable programming at other BC institutions.

Tuition and Fees for courses and programs that do not receive provincial funding will be set at a level that covers the full cost of the course or program, including a contribution to the operation of support services.

Programs which require specialized supplies or facilities may have fees levied to cover those additional costs.

Tuition and Fees for programs offered in partnership with other post-secondary institutions will be established with the partner institution(s).

The Tuition fee model will strive for simplicity.

Proposed Tuition and Fees for new programs will be brought forward to the Board as part of the credential approval process.

Tuition and Fees will comply with the Province of British Columbia's Tuition Limit Policy.

Scope:

This bylaw applies to domestic tuition and lab and supply fees for:

- All courses and programs that lead to a credential;
- Department of Accessible Learning (DAL) courses and programs.

THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw shall be known and may be cited as Bylaw No. 4, 2022, "Domestic Tuition and Fee Bylaw".
2. Tuition and fees payable by students (international students excluded) to North Island College shall be those set out in Schedules "A" and "B" attached hereto.

3. Tuition and fees will be communicated to students by inclusion in the College Calendar and by posting on the College Website.
4. This bylaw will be reviewed at least once per year.

Approved the 25th day of NOVEMBER 2021.

Chair, Board of Governors

Executive Assistant, Board of Governors

BYLAW NO. 4, 2022

SCHEDULE "A"

DOMESTIC TUITION FEES

Effective for courses and programs with start dates after August 15, 2022

Adult Basic Education (except ABE Fundamental)	\$122.44/credit
Adult Basic Education (Fundamental).....	\$122.44/course
Department of Accessible Learning	\$122.44/credit
English as a Second Language (Beginner).....	\$183.74/credit
Employment Transition Construction Access Certificate	\$4,800.00/program
Employment Transition Grounds & Custodial Assistant Certificate.....	\$3,200.00/program
Employment Transition Kitchen Assistant Certificate	\$3,200.00/program
Indigenous Studies	
Aboriginal Leadership Certificate	
ABG courses	\$133.56/credit
Indigenous Language Fluency Certificate	\$164.76/credit
Arts and Science (except as listed below).....	\$106.86/credit
BIO 113	\$152.28/credit
BIO 250	\$133.56/credit
CHN 101, 102	\$133.56/credit
CPS 104.....	\$133.56/credit
CPS 110, 113, 114, 127, 128, 129.....	\$152.28/credit
ENG 170.....	\$133.56/credit
ENR 151	\$133.56/credit
GEO 220.....	\$133.56/credit
LRN 100.....	\$152.28/credit
MAT 122	\$133.56/credit
MAT 156	\$152.28/credit
PHY 215, 216.....	\$164.76/credit
Business (except as listed below).....	\$106.86/credit
BUS 360, 370, 375	\$133.56/credit
BUS 500	\$152.28/credit
Cooperative Education.....	\$106.86/credit
Digital Design & Development (except as listed below).....	\$106.86/credit
DGL 105, 114, 204, 214	\$133.56/credit
DGL 409	\$152.28/credit

Fine Arts (except as listed below).....	\$106.86/credit
Professional Photography Certificate	\$8,579.24/program
Professional Potter Advanced Diploma.....	\$10,981.30/program
Metal Jewellery Design Certificate	\$6,094.92/program
Health (except as listed below).....	\$106.86/credit
Activity Assistant Certificate.....	\$2,803.64/program
Community Mental Health Worker.....	\$5,283.75/program
Pre-program Pathway Course – CMH 150.....	\$942.96/course
Practical Nursing Access and Diploma (PNS)	\$164.76/credit
NUR 170, 173	\$164.76/credit
Hospital Unit Clerk Certificate	\$4,946.09/program
Human Services (except as listed below).....	\$106.86/credit
Early Childhood Care & Education Certificate	\$3,565.00/program
Landscape Horticulture Fundamentals.....	\$1,523.72/program
Tourism and Hospitality (except as listed below).....	\$106.86/credit
Adventure Guiding Certificate	\$9,892.09/program
THM 175, 276, 300, 320	\$133.56/credit
THM 340, 390	\$152.28/credit
TMA 225	\$182.78/credit
Trades and Technology:	
Apprenticeships (except as listed below).....	\$101.50/week
Landscape Horticulture Level 2	\$3,104.86/program
Lather Interior Systems Mechanic.....	\$557.71/level
Professional Cook Level 1.....	\$2,495.50/program
Professional Cook Level 2.....	\$1,069.50/program
Professional Cook Level 3	\$713.00/program
Welding Level B.....	\$1,426.00/program
Welding Level A	\$713.00/program
Foundation and other programs:	
Aircraft Structures Technician (AME-S) Certificate.....	\$3,208.50/program
Aquaculture Technician Certificate.....	\$3,809.06/program
Aquaculture Technician Diploma AQT 200, 201, 202, 203, 204, 205, 206.....	\$521.10/course
Aquaculture Technician Diploma AQT 207, 208	\$161.38/course
Automotive Collision & Refinishing Technician Foundation Harmonized Cert	\$4,457.52/program
Automotive Service Technician Foundation Harmonized Certificate.....	\$2,495.50/program
Carpentry Foundation Harmonized Certificate.....	\$2,139.00/program
Coastal Forest Technology Diploma	\$125.88/credit
Coastal Forest Worker Certificate	\$4,881.55/program
Culinary Business Operations Certificate.....	\$106.86/credit
Culinary Business Operations Diploma	\$106.86/credit
Electrician Foundation Harmonized Certificate	\$2,139.00/program
Electronics Technician Core Diploma.....	\$3,208.50/program
Fabricator-Welder Foundation Harmonized Certificate	\$2,852.00/program
Furniture Design and Joinery Certificate.....	\$3,208.50/program
Heavy Mechanical Trades Foundation Certificate	\$3,962.24/program
Industrial Automation Technician Certificate	\$3,208.50/program
Motor Sport & Power Equipment Technician Foundation Certificate	\$2,476.40/program

Foundation and other programs (continued):

Parts & Warehousing Person Foundation.....	\$2,913.10/program
Plumbing & Piping Trades Foundation Harmonized Certificate.....	\$2,495.50/program
Welder Foundation Harmonized Certificate.....	\$2,495.50/program
Underground Mining Essentials Certificate	\$9,098.23/program
Prior Learning Assessment (for above as applicable).....	75% of tuition

NORTH ISLAND COLLEGE

BYLAW NO. 4, 2022

SCHEDULE "B"

LAB AND SUPPLY FEES

Effective for courses and programs with start dates after August 15, 2022

Mandatory Fees

Learner Resource Fee:

Credit-based tuition	\$5.60/credit
Program-based tuition	\$18.72/month

*Note: Fee is levied on registration for post-secondary courses and programs

Lab Fees

Adult Basic Education

BIO 060	\$12.87/course
CHE 051, 060	\$12.87/course
PHY 050, 060	\$12.87/course

Arts and Science

ANT 260	\$62.13/course
BIO 102, 103, 110, 111, 160, 161, 200	\$12.87/course
BIO 211	\$144.10/course
BIO 203, 215, 230	\$64.63/course
BIO 250	\$126.77/course
CHE 110, 111, 200, 201	\$12.87/course
CHE 152	\$64.63/course
CPS 104	\$126.77/course
CPS 100, 101, 102, 146	\$12.87/course
CPS 113, 114, 127, 128, 129	\$25.81/course
ENR 100, 101	\$63.38/course
ENR 151	\$149.36/course
MAT 181, 182	\$12.87/course
PHY 100, 101, 120, 121	\$12.87/course
PHY 215, 216	\$124.29/course
SSA 100, 101	\$64.63/course

Business

BUS 170	\$12.87/course
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Digital Design & Development

DGL courses	\$25.81/course
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Fine Arts

FIN 110, 111, 210, 211, 292.....	\$38.74/course
FIN 115, 120, 121, 130, 131, 135, 140, 145, 200, 201, 215, 217, 220, 221, 230, 231, 235, 236, 245, 291, 293, 294, 295, 296, 297, 298.....	\$64.63/course
Metal Jewellery Design Certificate	\$220.80/program
Professional Photography Certificate	\$129.29/program
Professional Potter Advanced Diploma.....	\$365.65/program

Health

CMH 150, 160, 165, 170, 175	\$25.81/course
ECC 124, 125	\$25.81/course
HCA 120	\$12.87/course
NUR 105.....	\$129.29/course
NUR 115, 175, 206, 216, 375.....	\$25.81/course
NUR 306	\$96.96/course
PNS 106, 116, 126, 236, 246.....	\$124.29/course

Human Services

HSW 136, 166	\$25.81/course
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Tourism & Hospitality

THM 119	\$621.65/course
THM 219	\$932.48/course
THM 170, 175, 276	\$155.17/course
THM 275	\$254.32/course

Trades & Technology

Aircraft Structures Technician.....	\$258.65/program
Aquaculture Technician Certificate.....	\$138.00/program
Aquaculture Technician Diploma	
AQT 201, 202, 204, 205, 206.....	\$53.06/course
Automotive Collision & Refinishing Technician Foundation Harmonized Cert	\$312.12/program
Automotive Service Technician Harmonized.....	\$161.64/program
Carpentry Foundation Harmonized	\$1,014.53/program
Coastal Forest Resource Technology Diploma	
RFT 100, 101, 102, 104, 105, 106, 107.....	\$67.62/course
RFT 103, 108.....	\$101.43/course
RFT 112, 201, 209.....	\$52.02/course
Coastal Forest Worker Certificate	
CFW courses (except CFW-113)	\$68.97/course
Culinary Business Operations Certificate.....	\$795.90/program
Culinary Business Operations Diploma.....	\$344.89/program
Electrician Foundation Harmonized Certificate.....	\$96.96/program
Electronics Technician Core Certificate.....	\$96.96/program
Fabricator-Welder Foundation Harmonized Certificate.....	\$161.64/program
Furniture Design and Joinery Certificate	\$129.29/program
Heavy Mechanical Trades Foundation Certificate	\$344.58/program
Industrial Automation Technician Diploma	\$96.96/program
Landscape Apprenticeship.....	\$146.22/level
Landscape Fundamentals.....	\$146.22/program
Lather Interior Systems Mechanic.....	\$234.30/program
Motor Sport & Power Equipment Technician Foundation Certificate.....	\$156.06/program
Parts & Warehousing Person Foundation Certificate.....	\$88.43/program
Plumbing & Piping Trades Foundation Harmonized Certificate	\$96.96/program

Trades & Technology (continued)

Professional Cook 1.....	\$32.30/program
Professional Cook 2.....	\$63.37/program
Professional Cook 3.....	\$49.68/program
Welding Level A	\$92.33/program
Welding Level B.....	\$184.72/program
Welder Foundation Harmonized Certificate.....	\$323.26/program

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
November 25, 2021

*Working together, North Island College builds healthy and thriving communities,
one student at a time.*

AGENDA ITEM: Regular Meeting
4.2.1 Second Quarter Financial Statements for FY 2021/22
(attachment)

Background:

Each quarter-end the College prepares a set of financial reports to meet the requirements of NIC's inclusion in the Government Reporting Entity (GRE). This means that NIC's financial statements are consolidated within the GRE, and form part of the Province's summary financial statements (the Public Accounts).

As part of this process, NIC prepares the attached financial statements in the same format as the year-end financial results. The following is an analysis of some of the significant items of note from the 2nd Quarter statements.

The College's current year (FY 21-22) budget projection updated in September 2021 shows a deficit of \$1.555 million, which is virtually unchanged from the Board approved budget deficit of \$1.556 million. Current year-to-date figures provide an indication that the deficit may come in lower than this recent projection. The current pandemic creates a level of instability that can impact financial results in a significant way, but the September 30, 2021 year-to-date deficit of \$0.662 million is an indication that NIC's deficit may be lower than projected.

Statement of Financial Position

NIC's Statement of Financial Position is improving overall considering the College's current deficit. Financial assets have increased by \$6.1M over the September 2020 balances. While liabilities are up by a similar amount, a significant portion of that is in Deferred Capital Contributions, an increase of \$2.6 million, which relates to the sale of the Vigar Road property. Further analysis on some of these balances follows below.

Cash and cash equivalents

2021/22	2019/20	Variance
9,621,628	3,650,655	5,970,973

The significant increase in cash and cash equivalents of almost \$6M is the result of a few significant items outlined below:

- The proceeds of the sale of the Vigar Road property of \$2.58 million is included in the current year balance. The net impact to the cash balance is significantly less due to the

costs of sale and the ongoing costs of the Gathering Place project, but it still had a positive impact on Cash.

- The Ministry of Children and Families provided their first payment for the Childcare expansion in the amount of \$2 million. NIC is in the initial planning stages for the project and construction won't begin for several months.
- The Ministry of Advanced Education and Skills Training (the Ministry) front-end loaded \$3 million of their base operating grant to the College at our request to assist with cash flow issues during the pandemic. The College received an additional \$3 million up front in the months April to June, and the Ministry will reduce this in September (already reflected) and January. At the end of September, this inflates our cash position by \$1.5 million. Given our current cash position, NIC will discontinue this practice in Fiscal 22/23. It was helpful during the middle of the pandemic to smooth out fluctuations in cash balances but doesn't appear to be needed going forward.

Due from Government Organizations

2021/22	2020/21	Variance
235,890	1,404,020	(1,168,130)

The current year balance in this account represents the norm, and last year's significant balance was due to an accrual related to retroactive funding for Faculty wage settlements.

Long-term Investments

FY 21/22	FY 20/21	Change
17,345,659	16,017,769	1,327,890

The gain in NIC's long-term investments represents market gains, some of which are unrealized gains. In addition, NIC generally reinvests annual dividend and interest earnings, which also increases the value of the portfolio. The revenue from those dividend and interest earnings are recorded on the Statement of Operations and are an important source of revenue in NIC's budget. But the cash from those returns can generally be reinvested.

Accounts Payable and Accrued Liabilities

FY 21/22	FY 20/21	Change
10,393,414	8,195,395	2,198,019

Accounts payable balances tend to fluctuate from period to period, but in this quarter the increase tells a story. International student receivables have increased by over \$1.5 million between the 2nd quarter in 2021 and the current year. This represents students that have paid deposits, are ready to register, but are waiting for their study permits to be approved.

Deferred Capital Contribution

FY 21/22	FY 20/21	Change
40,187,863	37,634,274	2,553,589

The increase in Deferred Capital Contributions is mainly due to the sale of the Vigar Road property, and the obligation from the Ministry to use those funds for the construction of the Aboriginal Gathering Place in Campbell River. This places a restriction on the funds, which is why they aren't recorded as revenue in the year the funds were received. The Ministry has indicated that setting up a Deferred Capital Contribution is the correct treatment given the restriction on the funds, and has also indicated there should be a gain on sale of asset because the Vigar Road property was sold to a party outside the GRE. We continue to discuss this with the Ministry and will keep the Finance & Audit Committee and the Board updated on those discussions.

Deferred Capital Contributions represent a liability to use the assets they funded for the purpose outlined by the granting agency (in most cases, the Ministry of Advanced Education and Skills Training). As the assets are amortized, the deferred contributions are amortized into revenue.

Statement of Operations

Overall the Statement of Operations at September 30th shows a deficit of \$0.662 million compared with a deficit of \$1.718 million a year ago. Last year's deficit was higher than anticipated due to a timing issue regarding some Provincial funding for collective agreement wage settlements. The timing of the Provincial election impacted the approval of this funding by Treasury Board. That said, the improvement this year is a promising sign that NIC's current year deficit may not be as high as budgeted.

Tuition and Student Fees

	Sept 2021	FY 21/22 Budget	% of Budget	Sept 2020
Domestic	1,724,190	4,781,634	36.06%	1,348,176
Continuing Ed & Training	603,539	1,188,371	50.79%	823,814
International	1,731,873	4,843,623	35.76%	2,186,145
Total	4,059,602	10,813,628	37.54%	4,358,135

Overall, NIC's Tuition and Student fee revenue has decreased slightly from last year, but there are some promising signs within this data. Domestic student tuition has increased, as NIC's interim student FTE report shows an increase of 175 over last year.

While Continuing Education shows a decrease over last year, there is a significant balance of deferred tuition which indicates that this decrease is just a timing issue. Continuing Education programs don't all run on semester-based timelines.

While International student tuition and fee revenue shows a decrease, we have a significant number of students that have paid deposits and are ready to register. This indicates that we will see an increase in International student numbers when the backlog of study permits get processed.

Salary, Benefits, and Other Personnel Costs

Fund	Description	Sep-21 YTD Actuals	Sep-20 YTD Actuals	Balance Available
10	Operating "base"	13,769,101	13,653,276	115,825
11	Cost Recovery & Com Ed	618,525	550,136	68,389
15	Projects	1,458,376	1,069,789	388,587
16	Professional Development	88,202	92,160	(3,957)
18	Applied Research	104,584	55,436	49,148
19	Contract	251,227	143,627	107,599
23	Office of Global Engagement	1,452,590	1,492,835	(40,245)
32,51,56	Ancillary (Bookstore, Cafeteria, Other)	146,814	187,485	(40,671)
		17,889,418	17,244,743	644,675

The above table provides a breakdown of salary, benefit and other personnel costs by fund. Base funded programs, support services and administration are included in Fund 10. While this fund includes 77% of the costs, it is not the area with significant growth from year to year. The largest growth is in the Projects and Contracts funds, which indicates the amount of one-time funded and contract training the College does. NIC is very reliant on these forms of funding to provide the services needed in the College region.

Equipment Costs

FY 2122	FY 2021	Change
1,208,788	1,844,383	(635,595)

There has been significant cost containment this fiscal year in equipment. Last year, the College needed to update laptops, audio/visual equipment, servers and other equipment to shift to digital delivery modes. The College will need to maintain that investment which will put pressure on future budgets, but it will likely not be as significant as the investment required in FY 20/21.

Action:

For information

**NORTH ISLAND COLLEGE
FINANCIAL STATEMENTS
For the six months ended September 30, 2021 and 2020**

North Island College
Index to the Financial Statements
For the six months ended September 30, 2021 and 2020

	<u>Page</u>
FINANCIAL STATEMENTS	
Statement of Financial Position	1
Statement of Operations and Accumulated Surplus	2
Statement of Remeasurement Gains and Losses	3
Statement of Cash Flows	4
Statement of Changes in Net Financial Assets (Net Debt)	5
Schedule 1 - Schedule of Expenses by Object	6

North Island College
Statement of Financial Position
As at September 30, 2021 and 2020

	Sept 2021	Sept 2020
Financial assets		
Cash and cash equivalents	\$ 9,621,628	\$ 3,650,655
Accounts receivable	720,789	699,808
Due from government organizations	235,890	1,404,020
Inventories held for resale	345,280	353,093
Assets held for sale	-	-
Portfolio investments	<u>17,345,659</u>	<u>16,017,769</u>
	28,269,246	22,125,345
Liabilities		
Accounts payable and accrued liabilities	10,393,414	8,195,395
Due to government organizations	412,108	442,339
Employee future benefits	459,798	370,512
Leasehold inducements	338,048	347,200
Deferred revenue	3,473,010	3,547,399
Deferred contributions	13,891,339	12,529,051
Deferred capital contributions	<u>40,187,863</u>	<u>37,634,274</u>
	69,155,580	63,066,170
Net financial assets (net debt)	(40,886,334)	(40,940,825)
Non-financial assets		
Tangible capital assets	46,887,681	47,271,326
Prepaid expenses	<u>285,351</u>	<u>171,224</u>
	47,173,032	47,442,550
Accumulated surplus	<u>\$ 6,286,698</u>	<u>\$ 6,501,725</u>
Accumulated surplus is comprised of:		
Accumulated surplus	\$ 4,764,481	\$ 5,321,486
Accumulated remeasurement gains (losses)	<u>1,522,218</u>	<u>1,180,239</u>
	<u>\$ 6,286,697</u>	<u>\$ 6,501,723</u>

North Island College
Statement of Operations and Accumulated Surplus
For the six months ended September 30, 2021 and 2020

	Budget 2022	% of Budget	Sept 2021	Sept 2020
Revenue				
Province of British Columbia				
Base Operating grant	\$ 28,098,978	47	\$ 13,226,831	\$ 13,349,385
Industry Training Authority grant	3,272,668	46	1,509,260	1,549,031
Routine capital	160,592	81	130,000	230,000
Leases	347,604	50	173,004	173,802
Aboriginal service plan	436,473	28	122,289	259,291
Literacy grants	210,896	112	237,031	210,896
Student aid	359,620	14	49,726	79,309
Educational partnerships	817,593	33	272,179	320,050
Province of BC contracts	<u>772,896</u>	43	<u>330,115</u>	<u>51,086</u>
	34,477,320	47	16,050,435	16,222,850
Government of Canada	1,058,752	7	75,411	112,245
Tuition and student fees	10,813,628	38	4,059,602	4,358,135
Contract services	1,493,284	83	1,239,367	173,185
Sales of goods and services	965,000	45	437,707	307,688
Investment income	450,020	54	244,108	180,533
Realized gain(loss) from investments	-		295,727	19,408
Other income	470,692	141	664,661	560,016
Revenue recognized from deferred capital contributions	<u>2,916,306</u>	59	<u>1,725,404</u>	<u>1,667,794</u>
	52,645,002	47	24,792,422	23,601,854
Expenses (Schedule 1)				
Instructional and non-sponsored research	51,209,109	47	24,044,419	24,034,278
Ancillary services	965,000	48	459,096	442,640
Sponsored research	1,083,584	12	130,360	66,309
Special purpose	<u>943,416</u>	87	<u>820,180</u>	<u>776,950</u>
	54,201,109	47	25,454,055	25,320,177
Surplus for the year	(1,556,107)		(661,633)	(1,718,323)
Accumulated surplus, beginning of period	<u>5,426,114</u>		<u>5,426,114</u>	<u>7,039,809</u>
Accumulated surplus, end of period	<u>\$ 3,870,007</u>		<u>\$ 4,764,481</u>	<u>\$ 5,321,486</u>

North Island College
Statement of Remeasurement Gains and Losses
For the six months ended September 30, 2021 and 2020

	Sept 2021	Sept 2020
Accumulated remeasurement gains, beginning of period	\$ 1,543,213	\$ (399,629)
Unrealized gains (losses) attributed to:		
Pooled funds	274,731	1,599,276
Amounts reclassified to the statement of operations:		
Realized gain on pooled funds	<u>(295,726)</u>	<u>(19,408)</u>
Remeasurement gains(losses) for the period	(20,995)	1,579,868
Accumulated remeasurement gains (losses), end of period	<u>\$ 1,522,218</u>	<u>\$ 1,180,239</u>

North Island College
Statement of Cash Flows
For the six months ended September 30, 2021 and 2020

	Sept 2021	Sept 2020
Cash provided by (used in):		
Operations		
(Deficit) surplus for the period	\$ (661,633)	\$ (1,718,323)
Items not involving cash:		
Amortization of tangible capital assets	1,901,994	1,960,841
Revenue recognized from deferred capital contributions	(1,725,404)	(1,667,794)
Change in employee future benefits	(122,761)	(67,168)
Gain on sale of tangible capital assets	(7,591)	-
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	555,709	(242,549)
Decrease (increase) in due from government organizations	1,012,310	(27,894)
Decrease (increase) in prepaid expenses	205,241	43,532
Decrease (increase) in inventories held for resale	(85,049)	(84,014)
Decrease in Leasehold inducements	(33,273)	(21,192)
Increase (decrease) in accounts payable and accrued liabilities	1,190,772	(1,086,238)
Increase (decrease) in due to government organizations	297,595	141,474
Increase (decrease) in deferred revenue	1,318,451	1,606,361
Increase in non-capital contributions	<u>1,170,912</u>	<u>2,438,646</u>
Net change in cash from operating activities	5,678,906	2,994,005
Capital activities		
Cash used to acquire tangible capital assets	(1,824,881)	(538,067)
Proceeds from deferred capital contributions	3,187,918	-
Proceeds on sale of assets held for sale	583,511	-
Proceeds on disposal of tangible capital assets	<u>7,591</u>	<u>-</u>
Net change in cash from capital activities	1,954,139	(538,067)
Investing activities		
Decrease (increase) in investments	(468,541)	(1,137,046)
Net remeasurement gains (losses)	<u>(20,995)</u>	<u>1,579,868</u>
Net change in cash from investing activities	(489,536)	442,822
Net change in cash and cash equivalents	6,481,876	1,180,437
Cash and cash equivalents, beginning of period	<u>3,139,753</u>	<u>2,470,219</u>
Cash and cash equivalents, end of period	<u>\$ 9,621,628</u>	<u>\$ 3,650,655</u>

North Island College
Statement of Changes in Net Financial Assets (Net Debt)
For the six months ended September 30, 2021 and 2020

	Budget 2022	Sept 2021	Sept 2020
(Deficit) surplus for the year	\$ -	\$ (661,633)	\$ (1,718,323)
Acquisition of tangible capital assets	-	(1,824,881)	(538,067)
Amortization of tangible capital assets	3,645,840	1,901,994	1,960,841
Gain on sale of tangible capital assets	-	(7,591)	-
Proceeds on sale of tangible capital assets	<u>-</u>	<u>7,591</u>	<u>-</u>
	3,645,840	77,113	1,422,774
Acquisition of prepaid expenses	-	(87,069)	(177,906)
Use of prepaid expenses	<u>-</u>	<u>292,310</u>	<u>221,438</u>
	-	205,241	43,532
Net remeasurement gains (losses)	-	(20,995)	1,579,868
Change in net financial assets (net debt)	3,645,840	(400,274)	1,327,851
Net debt, beginning of period	<u>(40,486,059)</u>	<u>(40,486,059)</u>	<u>(42,268,676)</u>
Net debt, end of period	<u>\$ (36,840,219)</u>	<u>\$ (40,886,333)</u>	<u>\$ (40,940,825)</u>

North Island College
Schedule 1 - Schedule of Expenses by Object
For the six months ended September 30, 2021 and 2020

Expenses	Budget 2022	% of Budget	Sept 2021	Sept 2020
Salaries and benefits	\$ 38,429,927	45	\$ 17,455,561	\$ 16,864,861
Other personnel costs	983,358	44	433,857	379,882
Advertising and promotion	782,632	34	264,277	152,160
Books and periodicals	361,924	49	178,228	153,641
Cost of goods sold	676,112	45	307,369	219,889
Equipment costs	1,659,538	73	1,208,788	1,844,383
Facility costs	2,745,906	49	1,335,757	1,873,096
Financial service charges	234,002	51	119,529	116,412
General fees and services	1,562,419	47	733,693	451,918
Student awards	732,354	81	590,861	566,054
Supplies and general expenses	1,471,260	40	583,014	477,835
Travel	704,941	15	104,096	48,309
Grant transfers	210,896	112	237,031	210,896
Amortization of tangible capital assets	<u>3,645,840</u>	52	<u>1,901,994</u>	<u>1,960,841</u>
	<u>\$ 54,201,109</u>	47	<u>\$ 25,454,055</u>	<u>\$ 25,320,177</u>

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
November 25, 2021

*Working together, North Island College builds healthy and thriving communities,
one student at a time.*

AGENDA ITEM: **Regular Meeting**
4.2.2 Budget Development Principles and Timelines
(attachment)

Background:

The College has begun working on the Fiscal 2022/23 budget and during these early stages of budget development, it is important to ensure the principles that guide the process align with NIC's strategic direction.

The attached document serves the following key purposes:

- It identifies the key guiding documents that are important during the budget development process;
- It sets out some of the key processes and timeline that are integral components of budget development.

These principles will serve as the framework document as the College moves through the budget process for Fiscal 2022/23.

Action:

For information only



Budget Development Principles and Timeline FY22-23

North Island College's current year (FY 21-22) budget projection updated in September 2021 show a deficit of \$1.555 million, which is virtually unchanged from the Board approved budget deficit of \$1.556 million. Current year-to-date figures provide an indication that the deficit may come in lower than this recent projection. The current pandemic creates a level of instability that can impact financial results in a significant way, but the September 30, 2021 year-to-date deficit of \$0.662 million is an indication that NIC's deficit may be lower than projected.

As we plan for Budget 22/23, it is important to ensure our budget principles are mindful of the College's deficit, while also creating a planning process that ensures the College can be responsive to the needs of the community.

Principles

1. NIC's strategic plan – Build 2026 will serve as a framework for budget decisions; as will NIC's Indigenization plan, and Widening our Doorways. In addition, the Ministry of Advanced Education, Skills and Training communicates priorities to all public post-secondary institutions in the form of a mandate letter. Priority will be placed on maintaining commitment to the long-term strategic directions outlined in these framework documents when making budget decisions.
2. Budget allocation decisions will be made in accordance with current College collective agreements and policies, and the requirements of the College and Institute Act. In addition, budget allocation decisions will be aligned with the evidence and measurables outlined in Build 2026, NIC's Indigenization Plan, and Widening our Doorways.
3. Resources may be reallocated as part of the budget development process to address internal pressure points. Budget reallocations are generally not significant and should be mindful of NIC's deficit by identifying funding sources for reallocation decisions.

Budget Timeline

Month	Budget Process
November	<p>November 15 – Review budget principles and timeline.</p> <p>Review budget assumptions regarding key revenue items – tuition rate, FTE targets, and Ministry funding assumptions.</p> <p>November 25 – Domestic and International tuition bylaws to the Board.</p>
December	<p>December 6 – Confirm key budget adjustments with the Leadership Team and begin building budget at departmental level.</p> <p>December 13 – Leadership team review of forecast for 21/22 and 22/23 projections.</p>
January	<p>January 17 – Leadership Team to review budget projection for 22/23 along with 3Q 21/22 results.</p> <p>Review forecast and 3Q financial results with Finance and Audit Committee (FAC).</p> <p>January 27 – Review forecast and 3Q financial results with Board.</p>
February	<p>February 7 – Draft budget to Leadership Team. Final decisions on resource allocation and budget adjustments.</p> <p>Budget Town Hall meetings (dates TBD).</p>
March	<p>March 7 – Leadership Team review and approve final draft budget.</p> <p>March TBD 1st draft budget prepared for Finance and Audit committee review.</p> <p>March 24 – 1st draft budget to Board.</p>
April	<p>April 4 Confirmation of Ministry funding. Make final budget adjustments, if needed.</p> <p>April TBD Final budget presented to FAC for review.</p> <p>April 28 – Budget presented to Board for approval.</p>

NORTH ISLAND COLLEGE				
2021-2022 Budget Projections				
		Forecast	Budget	Change
		2021-2022	2021-2022	
Revenues				
	Province of BC revenues	34,477,320	34,477,320	0
	Federal Government grants and contracts	1,058,752	1,058,752	0
	Student fees			
	Base funded programs	5,020,716	4,781,634	239,082
	Cost recovery program	1,188,371	1,188,371	0
	International Education	4,068,643	4,843,623	(774,980)
		10,277,730	10,813,628	(535,898)
	Sales of goods	965,000	965,000	0
	Contract services	1,543,284	1,543,284	0
	Investment income	745,746	450,020	295,726
	Other income	420,692	420,692	0
	Total Operating Revenue	49,488,524	49,728,696	(240,172)
	Amortization of deferred capital revenue	2,916,306	2,916,306	0
	Total Revenue	52,404,830	52,645,002	(240,172)
Expenditures				
	Salaries, benefits, other personnel costs	39,271,097	39,413,285	(142,188)
	Operating Costs	11,042,984	11,141,984	(99,000)
	Amortization of capital assets	3,645,840	3,645,840	0
	Total Expenditures	53,959,921	54,201,109	(241,188)
	Revenue less Expenditures	(1,555,091)	(1,556,107)	1,016

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
November 25, 2021

Working together, North Island College builds healthy and thriving communities, one student at a time.

AGENDA ITEM: Regular Meeting
4.2.3 Childcare Centre Project Update (attachment)

Background:

On May 3rd, 2021 the Ministry of Advanced Education and Skills Training (AEST) wrote to NIC to provide notional support for an Early Childhood Education and Childcare Centre. The notional support is for funding of \$3 million in addition to the \$3 million already approved by the Ministry of Children and Families to add 75 childcare spaces on campus. The additional \$3 million from AEST is to add the Early Childhood Education component to the project to create teaching and learning space in the same building with the expanded childcare spaces.

The funding is notional and does not constitute formal government approval. NIC still needs to submit a business case to move this project forward. To begin moving the project along, NIC went through a procurement process to select an architect for the indicative design stage. Stantec Architect Limited was chosen by the selection committee, and indicative design planning will start in November. Representatives from Beaufort Children's Center will be part of the planning process, along with staff and faculty from NIC.

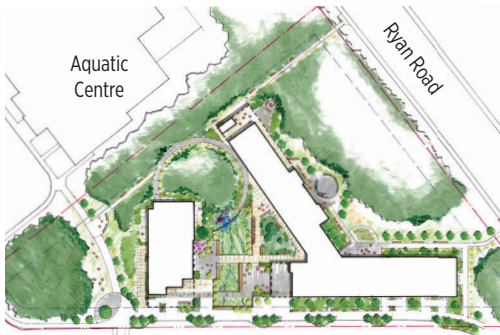
The estimated timeline that Stantec has proposed for this project is two years from the start of indicative design to project close out. That would have the project completing in late 2023 or early 2024, assuming there are no significant delays in getting the project approved by AEST. Ministry approval process for this project is more streamlined given the size of the budget. The project does not need to go to Treasury Board for approval; it can be approved within the Ministry.

The picture on the next page is an overhead shot of the proposed site of the project, alongside the existing childcare centre.

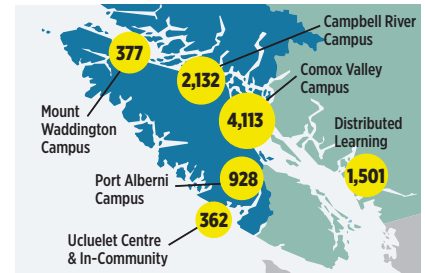
Action:

For information





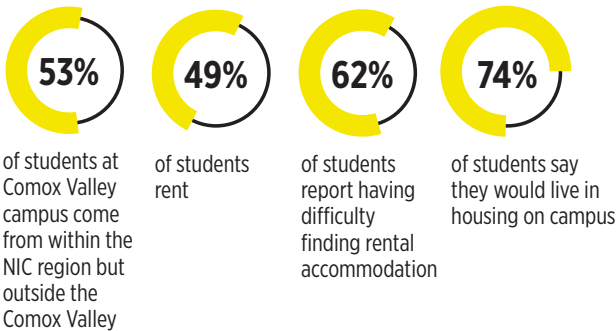
Housing Commons at NIC, Comox Valley is a multi-generational, Indigenized living-learning neighbourhood of 217 residents that is a place of self-development, informal gathering, support and rejuvenation for all students.



From 2019/20 Fast Facts

Housing Commons at NIC is located on the unceded territories of K'ómoks First Nation.

STUDENT DEMAND



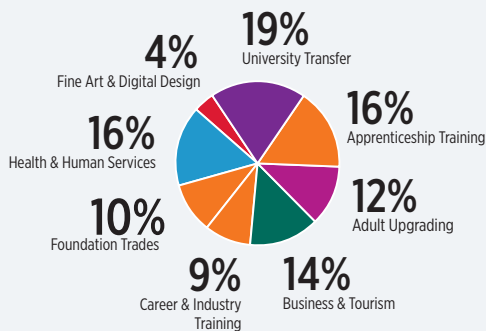
COMOX VALLEY VACANCY RATE



FIVE HOUSING GOALS

- 1 Increase the participation rate of a diversity of adult learners in the NIC region by reducing barriers to safe, secure and supportive living environment;
- 2 Create living-learning student communities;
- 3 Indigenization;
- 4 Promote stewardship of the natural environment; and
- 5 Financially self-sustaining.

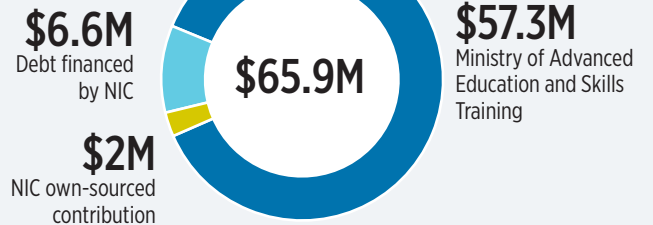
PROGRAM MIX AT COMOX VALLEY CAMPUS*



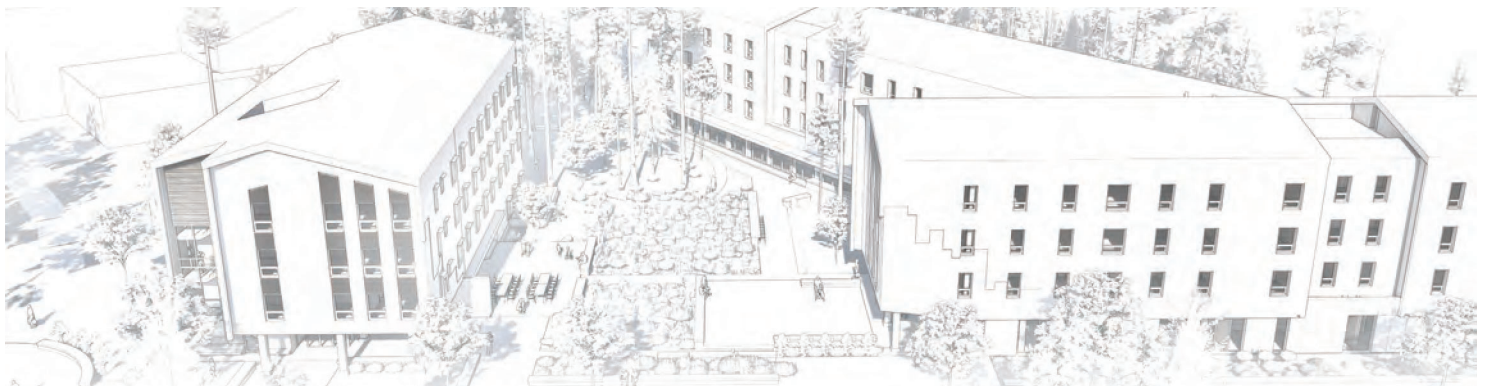
From 20/21 Fast Facts

* Based on student FTEs

PROJECT COSTS



As part of the BC Housing Strategy, NIC has developed a business case for Student Housing for the Ministry of Advanced Education and Skills Training. NIC currently has no on-campus student housing.

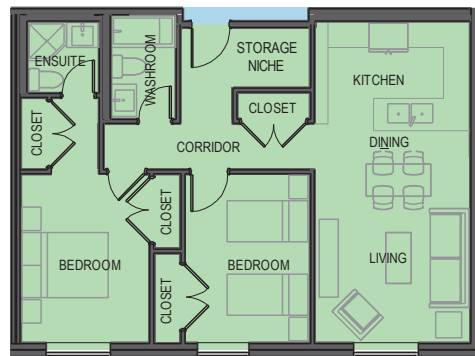


TWO FOUR-STOREY BUILDINGS WITHIN A PUBLIC COMMONS

- Rents inclusive of utilities & Wi-Fi
- Short & long tenures
- Gender neutral
- Accessible suites

FAMILY BUILDING (60 beds, in 20 two-bedroom suites)

- 19 two-bedroom suites
- 1 two-bedroom accessible suite; and
- Resident community spaces



Family Suite | 83.7m²

SINGLE STUDENT BUILDING (157 beds)

- 24 quad apartments (96 beds), with four bedrooms, a common room, galley kitchen and shared washroom facilities;
- 41 regular studio apartments (including two short-term suites at ground floor);
- 8 accessible suites, including two short-term housing suite at ground floor;
- 12 nano studio apartments; and
- Resident community spaces.



Quad Apartment | 102m² total, bedrooms 10.85m²



Studio Suite | 25m²



Nano Suite | 15m²

INDOOR COMMON SPACES

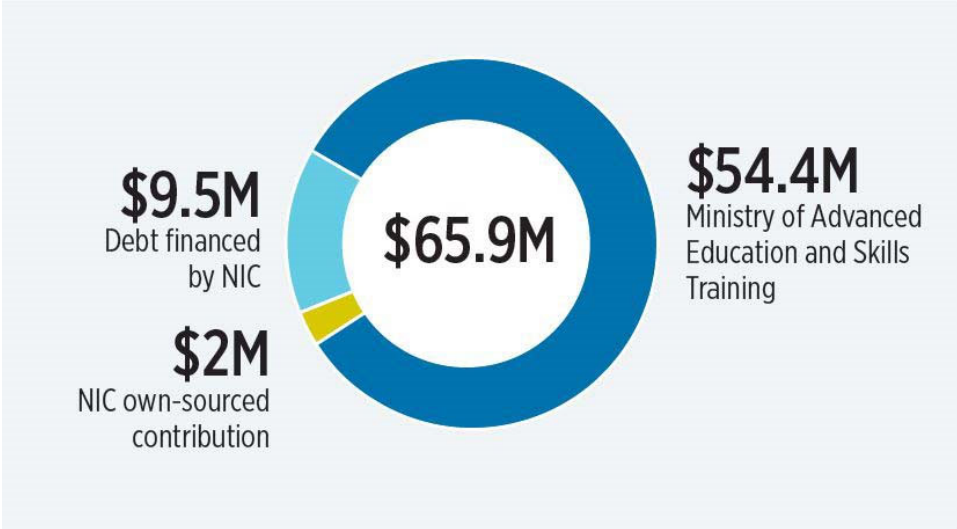
- A community common space
- An interfaith room
- Wellness/practice room;
- Housing services offices; and
- Campus security

OUTDOOR COMMON SPACES

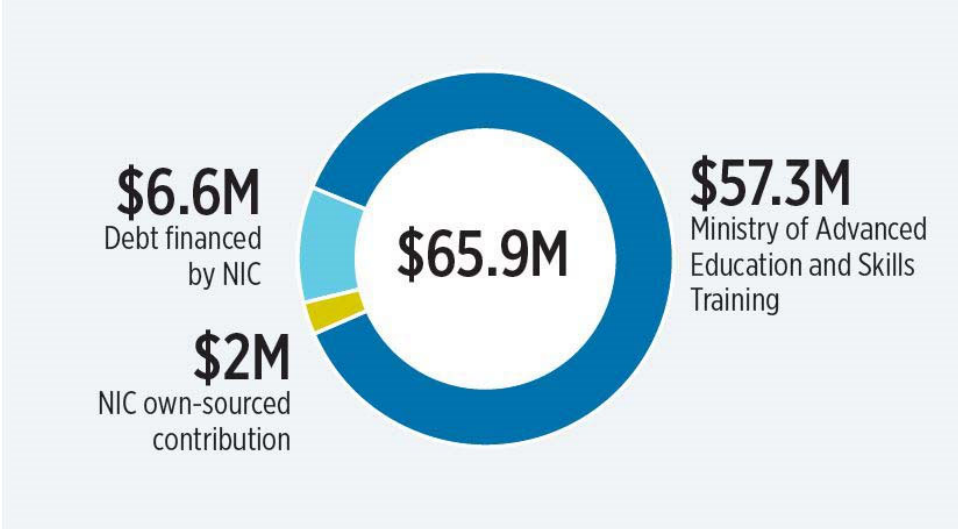
- Outdoor gathering space and amphitheatre;
- A natural contemplation space;
- Ceremonial space;
- Community food garden;
- Children's play areas; and
- Seating nodes

Student Housing Project Costs

September 2021



November 2021



EDCO Chair Report November 25, 2021

October 15th – Education Council met. The Planning and Standards Committee Chair, Judith Mariott reported that two policies were pending. EdCo approved the following course revisions:

MAT 102 Calculus for the Biological and Social Sciences

MAT 151 Finite Mathematics.

The Curriculum Committee Chair, Megan Wilson, spoke to the need for representation of students and Health and Early Childhood Education on the Curriculum Committee and noted that members do not need to sit on EdCo.

October 20th - I reported to the North Island College Faculty Association AGM. I advocated for the vacant faculty positions on EDCO.

October 22nd – I attended the Curriculum Committee meeting.

October 25th – I attended the meet and greet at the Port Alberni campus for the new Registrar, Michelle Badger.

November 5th – I provided an orientation for new EdCo members.

EdCo met and held elections. Alix Carrel and I were both re-elected to our respective positions as Vice-Chair and Chair.

Judith Mariott, Planning and Standards Committee Chair, reported that she expects that the two pending policies will be brought forward to the December meeting.

EdCo approved the following course revisions:

Digital Design & Development: DGL 105 Digital Graphics

Fine Arts: FIN 200 Video + Sound 1 and FIN 201 Video + Sound 2

Edco returned several course and program revisions for further clarification.

The EdCo executive is exploring a return to face to face meetings, possibly alternating with digital meetings.

The Curriculum Committee Chair, the EdCo Vice-Chair and I met with Tony Bellavia, VP Academic regarding process questions that have arisen in discussions.

Education Council meets on December 10th and looks forward to the appointment of a Board representative for the next year.

Respectfully submitted,

Wilma Gus

Education Council

MEETING SCHEDULE 2021 – 2022

Unless otherwise noted, meetings start at **12:30pm**. (end time varies)

Meeting Date	Time	Location
Friday, September 10, 2021	12:30pm	Bluejeans
Friday, October 15	12:30pm	Bluejeans
Friday, November 5	12:30pm	Bluejeans
Friday, December 10	12:30pm	Bluejeans
Friday, February 11	12:30pm	TBC
Friday, March 11	12:30pm	TBC
Friday, April 8	12:30pm	TBC
Friday, May 13	12:30pm	TBC
Friday, June 10	12:30pm	TBC

Please note that this schedule and/or meeting location may change. In this event, members will be notified.

Any questions or concerns, please contact the recording secretary, **Kara Foreman** at **250.334.5000, Ext 4477** or via email at kara.foreman@nic.bc.ca.

Commonly Used Acronyms

This is an incomplete list of acronyms commonly used at North Island College.

ABE	Adult Basic Education (formerly known as Adult Upgrading)
AEC	Aboriginal Education Council (now Indigenous Education Council)
AEST	(Ministry of) Advanced Education and Skills Training
AGC	Academic Governance Council. This is the group of EdCo chairs from all BC colleges and institutes (BCIT and the Justice Institute), which meets twice a year to discuss areas of common concern.
ASD	Access for Students with Disabilities. Now renamed to DALs.
AVP	Associate Vice President
AST	Arts, Science and Technology (Faculty of)
BCNet	Not-for-profit, shared services organization providing computer support and services to post-secondary institutions
BOG	Board of Governors
CABRO	Crown Agencies and Board Resourcing Office
CARTI	Centre for Applied Research, Technology and Innovation
CEO	Chief Executive Officer
CET	Continuing Education and Training
CICan	Colleges and Institutes Canada
COO	Chief Operating Officer
CR	Campbell River
CUPE	Canadian Union of Public Employees
CV	Comox Valley
DAC	Deans Advisory Council
DACSO	Diploma, Associate degree, and Certificate Student Outcomes; BC Student Outcomes conducts annual surveys of former students from British Columbia's post-secondary institutions
DALS	Department of Accessible Learning Services
DCC	Deferred Capital Contribution
DCWG	Department Chairs Working Group
EdCo	Education Council
EVPA	Executive Vice President, Academic
FBAS	Faculty of Business and Applied Studies
HHS	Health and Human Services (Faculty of)
IEC	Indigenous Education Council (former Aboriginal Education Council)

IRR	(Ministry of) Indigenous Relations and Reconciliation
ITA	Industry Training Authority BC (Trades programs)
ITV	Interactive Television
IWC	Immigrant Welcome Centre
JTT	(Ministry of) Jobs, Trade and Technology
MYPP	Multi-Year Program Plan
NIC	North Island College
NICFA	North Island College Faculty Association (Union)
NISU	North Island Students' Union
OGE	Office of Global Engagement (formerly International Education)
OIC	Order-in-Council
PA	Port Alberni
PSEA	Post-Secondary Employers' Association
PSEC	Public Sector Employers' Council Secretariat
PSI	Post-Secondary Institution
SET	Senior Education Team
SIF	Strategic Investment Fund
SLT	Senior Leadership Team
SVM	Sexual Violence and Misconduct (Policy)
TLC	Teaching and Learning Committee
TLI	Teaching & Learning Innovation
T&T	Trades & Technical (Faculty of)
UCIPP	University, College and Institute Protection Program
UT	University Transfer