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**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD VIA VIDEOCONFERENCE  
THURSDAY, JANUARY 27, 2022**

**BOARD MEMBERS  
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair  
B. Babu, Student Representative  
L. Domae, President  
M. Erickson, Faculty Representative  
W. Gus, Chair, Education Council  
R. LaTrace, Support Staff Representative  
A. McCubbin, Community Member, Comox Valley Region  
B. Minaker, Community Member, Comox Valley Region  
E. Mosley, Community Member, Port Alberni Region, Chair  
V. Puetz, Community Member, Campbell River Region  
C. Scarlatti, Student Representative  
P. Trasolini, Community Member, Campbell River Region

**BOARD MEMBERS ABSENT**

R. Everson, Community Member, Comox Valley Region

**ALSO PRESENT**

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

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**1. CALL TO ORDER**

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

**1.1 Acknowledgement of First Nations Traditional Territory**

E. Mosley acknowledged that the meeting is being held in the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated. He reminded attendees that only voting Board Members have the right to vote and asked that microphones be muted until ready to speak.

## **1.2 Adoption of Agenda**

**Moved B. Minaker / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE DISCUSS THE USE OF THE CONSENT AGENDA AND THE ITEMS INCLUDED IN IT PRIOR TO RECEIPT OF THE CONSENT AGENDA.**

**Motion carried**

**Moved J. ATHERTON / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JANUARY 27, 2022 AS PRESENTED.**

**Motion carried**

## **2. CONSENT AGENDA**

B. Minaker noted that there are items in the Consent Agenda that may merit more attention and discussion than merely receiving and approving those items by general consent. He commented that he learns more about the College through the College Highlights and committee reports. B. Minaker requested that the Board go through each item in the Consent Agenda.

J. Atherton stressed that any Board Member has the ability to move an item from the Consent Agenda to the general agenda for discussion. She noted that the mornings of scheduled Board meeting days are dedicated to board education and development sessions which could be the venue for additional topics of interest.

E. Mosley added that the agenda belongs to the Board and therefore Board Members can make changes to the agenda.

- 2.1 Minutes of the Regular Meeting of November 25, 2021
- 2.2 Executive Committee Report, January 13, 2022
- 2.3 Finance and Audit Committee, January 14, 2022
- 2.4 Governance and Board Development Committee, January 13, 2022
- 2.5 January 2022 College Highlights Report
- 2.6 Information (Agenda item #5)

**Moved C. SCARLATTI / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JANUARY 27, 2022.**

**Motion carried**

## **3. BOARD BUSINESS**

### **3.1 Roundtable Board Member Reports**

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

A. McCubbin, as the Board's representative on the NIC Foundation Board of Directors, reported that the Foundation Board is actively engaged in the review of its policies as well as in convening its standing committees. C. Scarlatti participated in a draft engagement policy framework with the Ministry of Advanced Education and Skills Training (AEST).

E. Mosley and L. Domae met with senior staff from the Crown Agencies and Board Resourcing Office (CABRO) and AEST regarding board succession. Reporting on this meeting with CABRO and AEST, E. Mosley noted the following:

- The NIC Board vacancy posting on the CABRO job board will be extended to February 6;
- To date, CABRO has received at least five applications;
- The Board may expect at least one appointment to be made prior to the July cut-off and a couple of more appointments to be made by July;
- The Board could potentially have more than the minimum requirement of eight appointees by July 2022.

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

##### **4.1 President**

###### **4.1.1 President's Report, January 2022**

L. Domae highlighted the following in her verbal report:

- Before the Christmas break, the BC Public Health Office (PHO) advised that on-campus instructions should continue in the 2022 Winter term;
- The College worked with the three unions NISU, NICFA and CUPE in determining how to safely proceed with the Winter term's opening dates, eventually receiving approval from both the PHO and AEST to proceed with the planned January staggered starts;
- The College welcomed 80 new international students from 16 different countries this Winter term;
- A January 21, 2022 letter from AEST and PHO confirmed support for in-person instructions in the post-secondary sector;
- Although formal parameters have not been established yet, the provincial funding review across the post-secondary sector is planned with a focus on economic recovery, stable funding and continued support for students.

###### **4.1.2 BUILD 2026 Dashboard**

L. Domae presented the second *BUILD 2026* dashboard for the September to December 2021 reporting period which incorporated feedback from the Board as well as the College Planning Committee. The next dashboard will be presented to the Board in June.

L. Domae reported the addition of milestones, data points and status categories to help focus on achieving the College's goals in five years. She also noted the addition of pandemic icons on goals the progress of which may be impacted by the ongoing pandemic. L. Domae stressed that, while the measurables may change to keep *BUILD 2026* current with evolving issues, its goals will remain the same.

Some of the comments raised by the Board include:

- Board Members could use information from *BUILD 2026* to let communities know that the College is actively participating in finding solutions for issues such as carbon emissions;
- By the end of the strategic plan's first year in May 2022, the report could track the plan's progress through the three reporting periods per year and then year to year, identifying both strengths and challenges along the way;
- The 26 commitments in *BUILD 2026* as well as its mission and vision statements could be part of the dashboard for readers to be reminded of those statements;

- The Board might devote some of its education sessions into a deeper dive into the plan's commitments in order to better understand them and determine how the Board can actively advocate for those commitments.

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

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

The College's third quarter financial statements forecast a significantly lower deficit than what was budgeted at the beginning of fiscal year 2021/2022. C. Fowler attributed the projected lower deficit to the increase in realized gains in the College's investment portfolio. He noted that for this quarter, cost recovery areas like those in Continuing Education and Training are performing better compared to the previous fiscal year.

### **4.2.2 Fiscal 2021/22 Forecast**

C. Fowler reported that the budget forecast for 2022/2023 is still very preliminary, noting that international student enrolment numbers are still unstable as study permit processing at the federal government level continues to be delayed. He reiterated that the realized gains in the investment portfolio has decreased the projected deficit to just over half a million.

C. Fowler added that the pivot to digital program delivery in 2020/2021 necessitated large purchases of computers and digital training aids, significantly impacting that fiscal year's budget. These costs have been appropriately budgeted in 2021/2022.

B. Babu left the meeting at 2:08 pm.

## **4.3 Vice President, Academic**

### **4.3.1 Fall 2021/Winter 2022 Stable Credit Enrolment Report**

Comparing figures from the previous year, T. Bellavia highlighted the following:

- Total student headcount is higher by one percent;
- Domestic student headcount is higher by two percent;
- International student headcount is lower by five percent.

On a query from the Board, W. Skulmoski reported that based on early data from six other post-secondary institutions, the College has higher FTE domestic enrolment increases among similar small, rural colleges while larger institutions like universities are reporting larger increases. W. Skulmoski, however, notes that the information is only preliminary as the sector is still collecting data from all post-secondary institutions in BC.

Regarding enrolments in one-time only funded programs, W. Skulmoski estimates that the number of students would be between 15 and 20 percent.

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

### **4.4.1 Education Council Report**

W. Gus reported that EdCo welcomes any representatives from the Board even on a rotating basis. R. LaTrace attended EdCo's meeting in December and has expressed willingness to continue attending those meetings unless another Board Member would like to do the same. A link to the EdCo meeting schedule will be sent to Board Members for their consideration.

## 5. INFORMATION

The Board received the following information items:

- 5.1 NIC Foundation 2021 Report to Donors
- 5.2 AEST Appreciation Letter to S. Frank
- 5.3 AEST & PHO Letter re In-campus Learning
- 5.4 Commonly used acronyms
- 5.5 Link to Board bylaws and policies

E. Mosley encouraged Board Members to consider donating to the NIC Foundation in support of students.

## 6. NEXT MEETING DATES

### 6.1 Proposed regular meeting – Thursday, April 7, 2022

L. Domae reviewed the Board's work cycle as well as the governance responsibilities the Board has based on the College and Institute Act. She proposed to collapse the previously scheduled meetings of March 24 and April 28 into one meeting on April 7 with plans to hold the next meeting towards the end of June.

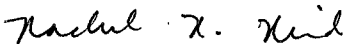
The Board agreed to hold its next meeting on Thursday, April 7, 2022 which will include a new meeting schedule and workplan for fiscal year 2022/2023 for the Board's review and approval. L. Domae will propose an annual schedule in accordance with the College and Institute Act that will have at least four meetings, each with at least one item for Board approval.

J. Atherton expressed concern that with the reduced number of meetings, there will be reduced opportunities for the Board to engage in education sessions which are typically scheduled in the mornings of the meeting day. L. Domae suggested finding other ways for the Board to hold those education sessions.

## 7. ADJOURNMENT

The regular meeting adjourned at 2:39 p.m.

  
Eric Mosley, Chair

  
Rachel Reid, Executive Assistant