

<p><b>NORTH ISLAND COLLEGE BOARD OF GOVERNORS</b>  <b>REGULAR MEETING</b>  <b>TO BE HELD IN KWA'LILAS HOTEL, PORT HARDY</b>  <b>THURSDAY, NOVEMBER 3, 2022 @ 9:30AM</b></p>
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**AGENDA**

Topic	Attachment	Action	Time
<b>1. CALL TO ORDER</b>			
1.1 Acknowledgement of First Nations Traditional Territory			
1.2 Welcome to New Board Members and Oath of Appointment - Jaewon Kim and Sunny Thakhur			
1.3 Adoption of Agenda		To adopt	(5 mins)
<b>2. CONSENT AGENDA</b>			
2.1 Minutes of the Regular Meeting of October 6, 2022		✓ To approve	
2.2 Executive Committee Report, October 20, 2022		✓ Information	
2.3 Correspondence and Information (Agenda item #4)		✓ Information	(5 mins)
<b>3. BOARD BUSINESS</b>			
3.1 Committee Appointments		To approve	(5 mins)
<b>4. INFORMATION (attachments)</b>			
4.1 AEST Appreciation Letter to A. McCubbin			
4.2 Updated Board Workplan 2022/23			
<b>5. NEXT MEETING DATES</b>			
- Regular meeting – Thursday, December 1, 2022, Campbell River campus			
<b>6. ADJOURNMENT</b>			10:00am

*North Island College is honoured to acknowledge 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.*

**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD IN Q̄apixidaʔas (THE GATHERING PLACE), CAMPBELL RIVER CAMPUS  
THURSDAY, OCTOBER 6, 2022**

**BOARD MEMBERS  
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Chair  
N. Arsenault, Community Member, Comox Valley Region  
L. Domae, President  
M. Erickson, Faculty Representative  
W. Gus, Chair, Education Council  
S. Humble, Community Member, Campbell River Region  
B. Minaker, Community Member, Comox Valley Region  
E. Mosley, Community Member, Port Alberni Region  
V. Puetz, Community Member, Campbell River Region  
C. Scarlatti, Student Representative  
P. Trasolini, Community Member, Campbell River Region, Vice  
Chair

**BOARD MEMBERS ABSENT**

B. Babu, Student Representative  
R. LaTrace, Support Staff Representative

**ALSO PRESENT**

T. Bellavia, Vice President, Academic  
C. Fowler, Vice President, Finance and College Services  
K. Kuhnert, Vice President, Students and Community Engagement  
R. Reid, Executive Assistant, Board of Governors  
W. Skulmoski, Director, Institutional Research & Planning  
E. Young, Communications Officer, Public Affairs &  
Communications

**IN THE GALLERY**

J. Kim, incoming student representative-elect  
S. Thakur, incoming student representative-elect  
C. Wilson, North Island Students Union (NISU)

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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 was being held in the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

**1.2 Welcome to New Board Member and Oath of Appointment**

The Board welcomed new Board Member N. Arsenault who read and signed the Oath of Appointment.

### **1.3 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.

### **1.4 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 J. Atherton to the position of Chair. V. Puetz supported the nomination. J. Atherton accepted the nomination.

L. Domae called a second and a third time for nominations to the position of Chair. Hearing none, L. Domae declared J. Atherton as Chair of the NIC Board of Governors by acclamation for the period of one year from October 2022 to 2023.

### **1.5 Election of Vice Chair**

J. Atherton opened the floor for nominations to the position of Vice Chair of the NIC Board of Governors.

B. Minaker nominated P. Trasolini to the position of Vice Chair. E. Mosley supported the nomination. P. Trasolini accepted the nomination.

J. Atherton called a second and a third time for nominations to the position of Vice Chair. Hearing none, J. Atherton declared P. Trasolini elected as Vice Chair of the NIC Board of Governors by acclamation for the period of October 2022 to 2023.

### **1.6 Adoption of Agenda**

J. Atherton thanked E. Mosley for his leadership over the last two years. E. Mosley in turn thanked J. Atherton and P. Trasolini for their support during his time as Chair.

**Moved S. HUMBLE / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF OCTOBER 6, 2022 AS PRESENTED.**

**Motion carried**

## **2. CONSENT AGENDA**

J. Atherton reminded Board Members that any items under the consent agenda may be pulled out for discussion and deliberation.

B. Minaker requested clarification on the portion of Executive Committee report around the Board's fiduciary duties in relation to the President's expenses. L. Domae noted that the fiscal year 2021/22 audit findings report by the external auditors recommended that a policy be created on expense authorization of the President's expenses. C. Fowler added that staff will research what policies other colleges have in place.

**Moved C. SCARLATTI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF OCTOBER 6, 2022.**

**Motion carried**

### **3. BOARD BUSINESS**

#### **3.1 Annual Board Evaluation Results**

On behalf of the Governance and Board Development Committee, L. Domae highlighted a number of areas that showed marked improvements over the last four years of consecutive surveys. She likewise acknowledged that there are still some areas that the Board needs to improve on. The information derived from the survey will inform the Board's annual retreat in November.

#### **3.2 Draft Board Retreat Agenda, November 3 & 4, 2022**

L. Domae provided a brief on activities scheduled for the Board's annual retreat, highlighting the regional update, community lunch event, field trip to the Tsaxis Big House in Fort Rupert and the governance workshop to be facilitated by Watson Inc.

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

Board Members attended their respective committee meetings in September. N. Arsenault and M. Erickson volunteered at the student orientation in the Comox Valley campus, S. Humble volunteered at the student orientation held in the Campbell River campus while E. Mosley and W. Gus attended the one in Port Alberni.

N. Arsenault also expressed appreciation for the board member orientation that she attended with L. Domae, E. Mosley and P. Trasolini.

E. Mosley, aside from participating in the Executive Committee meetings, also virtually met with board chairs from other BC colleges.

Several Board Members also attended the grand opening of Q̓əp̓ixidaʔas The Gathering Place on September 29.

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

#### **4.1 President**

##### **4.1.1 President's Report**

L. Domae reported on community events and activities that have been held as part of building relationships both internally and externally, an area of focus in BUILD 2026. College events like the grand opening of Q̓əp̓ixidaʔas The Gathering Place in partnership with the We Wai Kai and Wee Wai Kum First Nations is an example of the College's efforts at connecting with government, First Nations, local industries and the not-for-profit groups.

L. Domae also reported that she has been appointed by the Ministry to the BC Council on Admissions & Transfer (BCCAT), joined the Post-Secondary Employers Association (PSEA) board of directors as well as led the BC rural colleges group of presidents' meeting in the summer.

At the provincial government level, the College is undertaking two initiatives: the funding review and BC Future Ready / Skills for the Future. L. Domae stressed that because a significant portion of programming is funded by one-time only funding, it is important for engagement with both community and government to grow.

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

### **4.2.1 Financial Information Act Report**

C. Fowler presented the report which is a requirement under the Financial Information Act. C. Scarlatti noted that because he is not only a Board Member but also sits on the Education Council (EdCo), the expenses attributed to him on the report includes all expenses related to his positions on both the Board and EdCo.

**Moved C. SCARLATTI / Seconded S. HUMBLE: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2022 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.**

**Motion carried**

### **4.2.2 NIC 5-Year Capital Plan Priorities**

C. Fowler noted that the projects listed on the submission fall under two categories: routine capital projects and new priority projects or whole asset replacement and renewal projects. He further added that Ministry funding for these projects is separate from Ministry funding of major capital projects.

On queries about the priority listing of the projects, C. Fowler reported that the Ministry ultimately decides on which projects will be funded. He added that the NIC Foundation could possibly support funding of capital projects just like it did with the Campbell River campus renovation project.

**Moved C. SCARLATTI / Seconded V. PUETZ: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE COLLEGE'S FIVEYEAR CAPITAL PLAN (23/24 TO 27/28) FOR FINAL SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING.**

**Motion carried**

### **4.2.3 First Quarter Financial Statements 2022/23**

The Board received the first quarter financial statements for fiscal year 2022/23 for information.

## **4.3 Vice President, Academic**

### **4.3.1 2022/23 Fiscal Year Credit Enrolment Report**

T. Bellavia presented the report on unduplicated head counts for students both international and domestic at the Fall term stable enrolment date compared with the previous year. He highlighted the following:

- Overall student headcount is virtually unchanged;
- Domestic student enrolment is slightly down by three percent;
- International student enrolment is up by 24 percent.

By program areas, T. Bellavia noted increases in trades and technology (50 percent) and health and community care (74 percent).

Responding to a question about program cancellation, T. Bellavia explained that the process to cancel a program takes about five years with steps to either initially suspend the program based on declining enrolment or retooling the program to bring it back.

L. Domae informed the Board that targets for international students are provided for by government's international education mandate that was created in 2008. She added that the larger mandate for public

post-secondary institutions is to provide opportunities for Canadian students to study abroad, noting that Canadian students lag behind in international study experience.

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

##### **4.3.1 Education Council Report**

W. Gus reported that faculty and students have moved to using the Brightspace instructional platform. She added that EdCo met on September 16, noting that EdCo continues to have six faculty vacancies following the October College elections.

#### **5. INFORMATION**

The Board received the following information items:

- 5.1. College Highlights Report
- 5.2. Election Timeline Fall 2022
- 5.3. NIC Funding Review Written Submission
- 5.4. President's Awards 2022
- 5.5. AEST Letter and Orders-in-Council – N. Arsenault
- 5.6. AEST Appreciation Letter to R. Everson
- 5.7. Sexualized Violence Prevention and Response Policy Annual Report
- 5.8. Journeying Together: Indigenization and Internationalization at NIC
- 5.9. Updated Board Workplan 2022/23
- 5.10. Link to Board bylaws and policies

#### **6. NEXT MEETING DATES**

- 6.1 Annual Retreat, November 3 & 4, 2022, Port Hardy region
- 6.2 Regular meeting – Thursday, December 1, 2022, Campbell River campus

#### **7. ADJOURNMENT**

The regular meeting adjourned at 2:38 p.m.

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Jane Atherton, Chair

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Rachel Reid, Executive Assistant

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
NOVEMBER 2022**

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

The Executive Committee met on October 20, 2022 at 10:30 am with J. Atherton (chair), E. Mosley, P. Trasolini, L. Domae and R. Reid attending.

**Adoption of agenda**

The committee adopted the agenda as presented.

**Board regular meeting agenda, November 3, 2022**

J. Atherton confirmed that appointments to the Board's standing committees will be ready for the November 3 regular business meeting, including the appointment of committee chairs.

**Board retreat agenda and activities**

L. Domae reported that preparations for the activities to be held on November 3 are being finalized. She also met with retreat facilitator, Natasha Himer of Watson Inc, to finalize details of the governance workshop for November 4<sup>th</sup>.



October 11, 2022  
Our Ref.126200

Andrew Peter McCubbin  
P.O. Box 1049  
Cumberland BC V0R 1S0

Dear Arlo McCubbin:

On behalf of the Government of British Columbia, I would like to take this opportunity to thank you for your service, dedication and commitment in carrying out your duties as a member of the Board of North Island College.

I appreciate the time you have invested with the Board over the last three years. Your involvement on the Audit and Finance Committee and the North Island College Foundation Board demonstrates a high level of commitment to the role and the integrity of the College. Your Accounting experience and skill set brought valuable insight to Board deliberations and contributed to successful outcomes. It is through the work of dedicated individuals like you that the post-secondary education system in this province continues to achieve success.

Again, thank you and my personal best wishes to you for the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Kang".

Honourable Anne Kang  
Minister

pc: Shannon Baskerville, Deputy Minister  
Ministry of Advanced Education and Skills Training

Eric Mosley, Chair of the Board  
North Island College

Dr. Lisa Domae, President and CEO  
North Island College

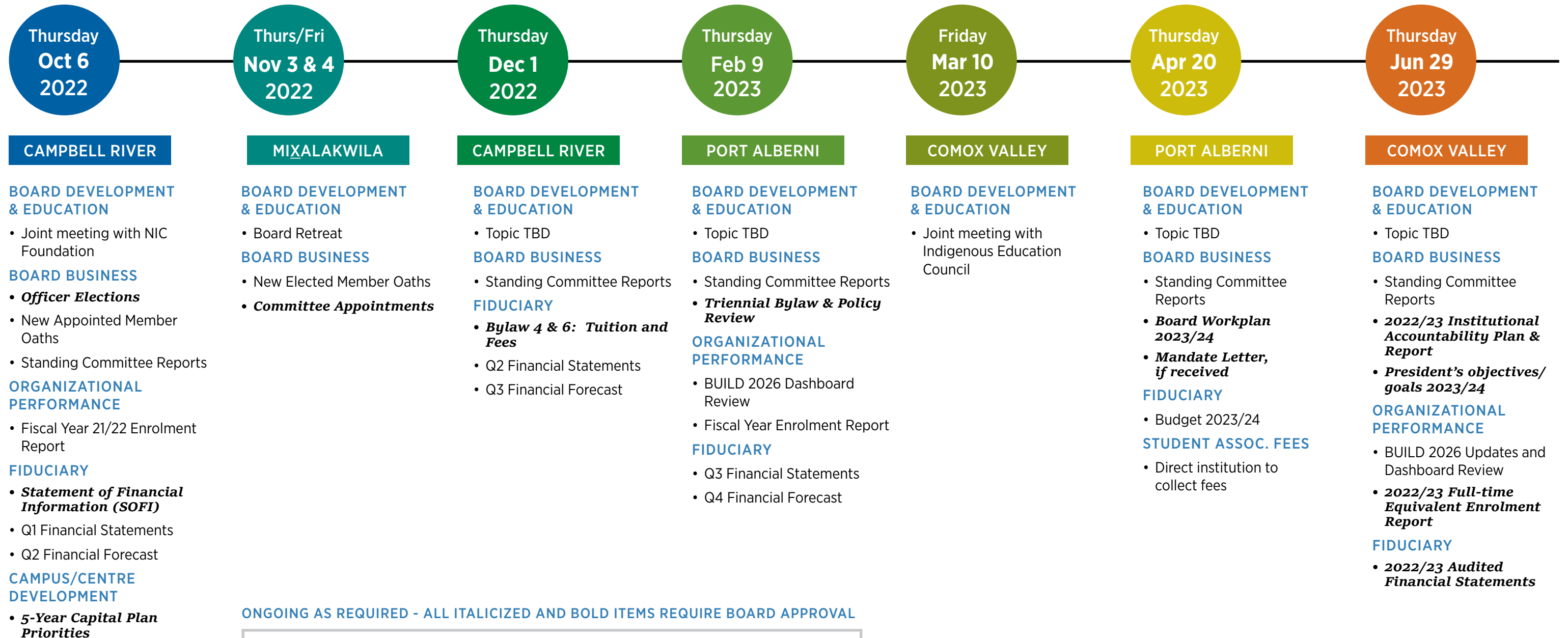
Rachel Reid, Executive Assistant to the Board  
North Island College





# NIC Board of Governor's 2022/2023 Workplan

**MISSION** Working together, NIC builds healthy and thriving communities, one student at a time.  
**VISION** By 2026, NIC will deliver BC's best individualized education and training experience.



ONGOING AS REQUIRED - ALL ITALICIZED AND BOLD ITEMS REQUIRE BOARD APPROVAL

<b>ORGANIZATIONAL PERFORMANCE</b> <ul style="list-style-type: none"> <li><b>Strategic Plan Approval</b></li> </ul> <b>PROGRAMMING</b> <ul style="list-style-type: none"> <li><b>Credential Approval</b></li> <li><b>Program Cancellation</b></li> </ul> <b>EMPLOYEES</b> <ul style="list-style-type: none"> <li><b>Collective Agreement Ratification</b></li> </ul>	<b>FIDUCIARY</b> <ul style="list-style-type: none"> <li><b>New Programming Tuition and Fees</b></li> </ul> <b>CAMPUS/CENTRE DEVELOPMENT</b> <ul style="list-style-type: none"> <li><b>Lease Approval</b></li> <li><b>Land Sale</b></li> </ul>
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	October 2022	November 2022	December 2022 - January 2023	February 2023	March 2023	April - May 2023	June 2023
<b>College Engagement Events (optional)</b>							
		<b>Nov 9</b> Online College Conversation	<b>Dec 1</b> Campbell River Campus Student Soup Lunch		<b>Mar 9</b> Comox Valley Campus Student End-of-Term Lunch	<b>Apr 23-26</b> Montréal, QC CICan Conference	<b>Jun 13</b> Port Alberni Graduation
		<b>Nov 15</b> Port Alberni Campus Student Soup Lunch	<b>Jan 26</b> Online College Conversation		<b>Mar 14</b> Port Alberni Campus Student End-of-Term Lunch	<b>May 26</b> Location TBA Employee Recognition Event	<b>Jun 15</b> Campbell River Graduation
		<b>Nov 29</b> Comox Valley Campus Student Soup Lunch			<b>Mar 16</b> Online College Conversation		<b>Jun 19</b> Comox Valley Graduation
					<b>Mar 21</b> Campbell River Campus Student End-of-Term Lunch		<b>Jun 22</b> Online College Conversation
<b>NIC Community Engagement Events (optional)</b>							
	<b>Oct 19</b> Campbell River Campus Youth Team Canada Culinary Sampler	<b>Nov 3</b> Port Hardy, Kwa'lilas Hotel North Island Community Lunch	<b>Dec 8</b> Campbell River Campus President's Community Luncheon				
	<b>Oct 28</b> Clayoquot Campus, IISAAK Learning Lodge West Coast Community Lunch	<b>Nov 23</b> Port Alberni Campus Campus Planning Session & Community Lunch	<b>Dec 16</b> Campbell River Campus Culinary Program Holiday Lunch				