

<p><b>NORTH ISLAND COLLEGE BOARD OF GOVERNORS</b>  <b>REGULAR MEETING</b>  <b>TO BE HELD IN THE BISTRO, CAMPBELL RIVER CAMPUS</b>  <b>THURSDAY, DECEMBER 1, 2022 @ 1:00 PM</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	Adoption of Agenda	To adopt	
1.3	North Island Students Union Presentation	✓ Information	(15 mins)
<b>2. CONSENT AGENDA</b>			
2.1	Minutes of the Regular Meeting of November 3, 2022	✓ To approve	
2.2	Executive Committee Report, November 17, 2022	✓ Information	
2.3	Governance and Board Development Committee Report, November 16, 2022	✓ Information	
2.4	Finance and Audit Committee Report, November 18, 2022	✓ Information	
2.5	Correspondence and Information (Agenda item #5)	✓ Information	(5 mins)
<b>3. BOARD BUSINESS</b>			
3.1	Board Bylaw #4 – Domestic Tuition and Fee Bylaw	✓ To approve	
3.2	Board Bylaw #6 – International Tuition and Fee Bylaw	✓ To approve	
3.3	Island Pre-Health Science Credentials	✓ To approve	
3.4	New Course Tuition and Lab Fees	✓ To approve	
3.5	Board Members Roundtable Discussion	Information	(40 mins)
<b>4. REPORTS ON STRATEGIC ACTIVITIES</b>			
4.1	President		
4.1.1	President’s Report, December 2022	Information	(5 mins)
4.2	Vice President, Finance and College Services		
4.2.1	Second Quarter Financial Statements	✓ Information	
4.2.2	Third Quarter Financial Forecast	✓ Information	(10 mins)
<b>5. INFORMATION (<i>attachments</i>)</b>			
5.1	College Highlights Report, December 2022		
5.2	Updated Board Workplan 2022/23		
5.3	AEST Acknowledgment Letter – NIC IAPR 21/22		
5.4	Commonly used acronyms		
5.5	Link to Board <a href="#">bylaws</a> and <a href="#">policies</a>		

*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.*

6.

**NEXT MEETING DATES**

- Regular meeting – Thursday, February 9, 2023,  
Port Alberni campus
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7.

**ADJOURNMENT**

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2:30 pm

Thank you for accepting a presentation from North Island Students' Union (NISU). It is always a pleasure to deepen the understanding and connections between our organisations.

NISU has had cause for celebration this year. We held a referendum to review the definition of full-time studies, for the extended health and dental plan. Since the plan inception in 2015, nine or more credits or six months or longer trades training has been considered full time. Thanks to 88% of members voting in favour, beginning fall 2023, members will be included with six credits or more. This will allow NISU to offer more learners extended health and dental coverage and reduces barriers for students who receive services with the Department of Accessible Learning. These members previously faced an arduous opt in system and will now be included automatically. NISU will be working with the Office of the Registrar to have these changes in place for the fall semester.

NISU is hosting a by-election for a vacancy on the Board of Directors, in the role of Services Director, the day this submission is due and will report orally on December 1. All six Director positions end annually on April 30. During covid times NISU, like NIC, really missed the relationship building that comes from being on campus. Student engagement was harder to facilitate and it's such a pleasure to be back on campus and connecting with learners. NISU has also reviewed the Clubs policy so students can connect through special interests and hobbies while at NIC, strengthening community and connections. We are preparing for the arrival of student housing and our future planning is cognisant that the needs of residents will differ from students who live off campus. It's a very exciting time and NISU is thrilled that dreams of housing at NIC are coming to fruition.

NISU is aware that it is time to review tuition bylaws and wants to take some time to thank the Board for leadership regarding international tuition fees. For background, at the November 28, 2019, Board of Governors meeting a motion was passed to increase domestic tuition by 2%. What NISU has been so excited by was that international tuition was also increased by 2%, with a two year commitment, showing equity for our membership. NIC stepped into a leadership position for institutions across the province at that moment. International students have historically faced insecure financial planning with

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regards to education, without a tuition fee policy to protect them. It has been a concern for the British Columbia Federation of Students (BCFS) for years. The research document produced in 2018 by the BCFS shows how damaging the lack of policy has been for international students, with tuition increasing 600% since 1991 (BCFS, 2019). In 2019, international students made up 19.7 % of students enrolled in BC, yet they provided 49.1% of the tuition fee revenue (BCFS, 2019). Offering a set tuition fee increase lets our international members have a level of security that the education they start at NIC can be completed without surprise increases.

The current fulsome funding review for post-secondary education in BC has come at a relevant moment in time. Included with this package is NISU's funding review submission to the province which highlights our hopes and requests for the funding review. NISU and the BCFS had the privilege of attending a day of information sharing with Don Wright and Rachel Franklin who are conducting the post-secondary funding review. During that knowledge exchange it was such an honour and source of pride for NISU to be able to share that NIC has taken the initiative to cap international tuition increases at 2%, annually. Reading the funding review document produced by NIC was a great source of appreciation. NIC attracts a diverse section of learners and the future looks bright as NIC continues to adapt to the market and strive for excellence.

NIC is an educational leader whose focus on equity and inclusion is reflected in policy and budget decisions. NISU applauds you and encourages you to continue offering fairness and equity for international students by committing to another two years of 2% tuition increase, for all students.

Sincerely,

North Island Students' Union Board of Directors and staff

Nicholas McCann – Anderton - Accessibility and Equity Director

Alfie Esperanza - Community Director

Mercedes Dysserick - Communications Director

Alex McColm - Federation and Governance Relations Director

Vincent Michaud - Internal Relations Director

Vacant – Services Director

Rebecca Lennox - Organiser, Advocacy

Joanne Probert - Organiser, Services

Carissa Wilson - Executive Director

**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD IN THE KWA'LILAS HOTEL, PORT HARDY  
THURSDAY, NOVEMBER 3, 2022**

**BOARD MEMBERS  
PRESENT**

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

**ALSO PRESENT**

M. Allison, Director, College Governance and Strategy  
T. Bellavia, Vice President, Academic  
C. Fowler, Vice President, Finance and College Services  
R. Reid, Executive Assistant, Board of Governors

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**1. CALL TO ORDER**

J. Atherton called the meeting to order at 9:30a.m.

**1.1 Acknowledgement of First Nations Traditional Territory**

J. Atherton 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 Members and Oaths of Appointment**

The Board welcomed new Board Members J. Kim and S. Thakur, both student representatives, who read and signed the Oath of Appointment.

**1.3 Adoption of Agenda**

**Moved M. ERICKSON / Seconded S. HUMBLE: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF NOVEMBER 3, 2022 AS PRESENTED.**

**Motion carried**

## 2. CONSENT AGENDA

J. Atherton reminded Board Members that any items under the consent agenda may be lifted from it for further discussion and deliberation.

**Moved N. ARSENAULT / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF NOVEMBER 3, 2022.**

**Motion carried**

## 3. BOARD BUSINESS

### 3.1 Board Committee Appointments

**Moved V. PUETZ / Seconded P. TRASOLINI: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS CONFIRMS THE FOLLOWING STANDING COMMITTEE MEMBERSHIPS AND BOARD REPRESENTATION:**

#### Executive Committee

Jane Atherton, Committee Chair  
Patricia Trasolini  
Eric Mosley  
Lisa Domae

#### Finance and Audit Committee

Valery Puetz, Committee Chair  
Eric Mosley  
Murray Erickson  
Jaewon Kim

#### Governance and Board Development Committee

Patricia Trasolini, Committee Chair  
Barry Minaker  
Shelley Humble  
Nancy Arsenault

#### NIC Foundation Board

Sunny Thakur

#### Education Council

Rylee LaTrace

**Motion carried**

## 4. INFORMATION

The Board received the following information items:

- 4.1 AEST Appreciation Letter to A. McCubbin
- 4.2 Updated Board Workplan 2022/23

## 5. NEXT MEETING DATES

- 5.1 Regular meeting – Thursday, December 1, 2022, Campbell River campus

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**6. ADJOURNMENT**

The regular meeting adjourned at 9:48 a.m.

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Jane Atherton, Chair

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Rachel Reid, Executive Assistant

DRAFT

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
DECEMBER 1, 2022**

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

The Executive Committee met on November 17, 2022 at 9:00 am with J. Atherton (chair), E. Mosley, P. Trasolini, L. Domae and R. Reid attending.

**Adoption of agenda**

J. Atherton called the meeting to order at 9:00 am and acknowledged that the meeting is being held in the traditional territories of the combined 35 First Nations of the Nuuchah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

J. Atherton requested the addition of an item on Executive Committee membership. The committee adopted the agenda as amended.

**Board meeting schedule for December 1, 2022**

The committee reviewed and updated the December 1 schedule.

The committee also approved a request from the North Island Student Union (NISU) to present an update on NISU, its directors as well as the positive feedback that NIC is getting around the province at the Board meeting of December 1.

**Draft regular and in-camera meeting minutes of November 3, 2022**

The committee reviewed the draft minutes which will be included in the December 1, 2022 meeting agendas.

**Draft Board business meeting agendas for December 1, 2022**

In discussing how to improve the conduct of meetings, the committee considered the following:

- Understand meeting participants' mindset at the start of each meeting;
- Include the Government's mandate letter a standing agenda item;
- Encourage strategic and generative discussions during the morning education sessions.

**Board Standing Committees' Terms of Reference**

As directed by the Executive Committee, L. Domae researched other BC colleges' appointments of committee chairs and found out that committee chairs are largely appointed Board Members (not elected). The committee requested L. Domae to update all standing committees' terms of reference to reflect the provision that committee chairmanship is restricted to appointed Board Members.

**Board Member Recruitment and Remuneration**

J. Atherton expressed interest in meeting with the Crown Agencies and Board Resource Office (CABRO) senior staff to discuss appointment processes, recruitment of First Nations candidates, competency matrix and board remuneration. A meeting will be scheduled between CABRO senior staff, J. Atherton and L. Domae.



### **Signing Authority Matrix**

J. Atherton requested an update on the College's signing authority matrix. L. Domae reported that the signing authority matrix will form part of a review of the Board's bylaws and policies. A framework for a revision of the Board's bylaws and policies will be discussed at the Governance and Board Development committee meeting slated for late January 2023. She further noted that a policy framework that ties the Board's legal and fiduciary responsibilities to its policies is needed before a fulsome policy review is done.

### **Executive Committee Membership**

J. Atherton reported that S. Humble has expressed interest in joining the Executive Committee. Following a discussion of the Committee's terms of reference, the Committee welcomes S. Humble to its membership and looks forward to her joining the next Committee meeting.

The next committee meeting is tentatively scheduled for Thursday, January 26, 2023.

## 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 2.3 Governance and Board Development Committee Report**

Committee members Patricia Trasolini (chair), Barry Minaker and Shelley Humble met on November 16, 2022 at 3:00 p.m. with Lisa Domae (President) and Rachel Reid (Executive Assistant) as resource persons.

#### **Adoption of Agenda**

P. Trasolini called the meeting to order at 3:01pm and 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.

The agenda was adopted as presented.

#### **Committee Business**

##### a. Board Meeting Evaluation

A board meeting evaluation was distributed to Board Members following the business meetings on October 6 and the results were submitted to P. Trasolini for discussion with the Governance and Board Development Committee.

Committee members made the following comments and suggestions:

- Instead of a survey form, Board Members will be encouraged at the end of the business meetings to provide feedback about the meetings;
- Board Members need to feel comfortable about expressing their opinions so feedback is entirely voluntary and personal boundaries will be respected;
- Board Members will also have the option of providing feedback privately with either the Board Chair, the Governance and Board Development Committee Chair or the President;
- Lessons learned from the recently concluded annual retreat will be used to build confidence among Board Members and improve governance by improving member participation.

##### b. Establish Board policies review timelines

P. Trasolini requested that a timeline be established around the review of Board bylaws and policies, particularly the Board-Staff Relationship and Executive Limitations policies. L. Domae suggested engaging external governance expertise for the policy review as staff does not have the capacity to undertake the work. She added that a policy framework will also be established in

order to guide both the reconceptualization and review of the Board policies moving forward.

c. November 3-4, 2022 Board retreat debrief

The Committee reviewed the summary of feedback provided by WATSON Inc. who facilitated the governance workshop on November 4. A highlight of the feedback from participants is the desire from Board Members for ongoing governance training. L. Domae reported that based on the retreat feedback and this year's board evaluation, she will develop a matrix to respond to the needs identified by Board Members in the annual survey.

L. Domae will meet with WATSON Inc. to debrief the retreat. She will also ask for information around decolonizing Robert's Rules of Order which will be included in the agenda for the joint meeting with the College's Indigenous Education Council scheduled for March 10, 2023.

The Committee will ask Board Members what other topics for further education they would like to see in future board education sessions.

**Future agenda items**

- Board bylaws and policies framework;
- Board member exit interview;
- Establishment of a whistleblower policy (2024);
- Review and consideration of transition to paperless Board operations.

Time: 3:58 pm

## NORTH ISLAND COLLEGE BOARD OF GOVERNORS

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one student at a time.*

**AGENDA ITEM:      Regular Meeting**  
**2.4      Finance and Audit Committee Report**

Committee members Valery Puetz, Eric Mosley, Murray Erickson and Jaewon Kim met via Microsoft Teams and in person on Friday, November 18, 2022 at 3:00 pm with Colin Fowler (VP, Finance & College Services), Sue Fleck (Director, Finance), Rachel Reid (EA to BoG) as resource persons.

Call to Order

C. Fowler called the meeting to order at 3:01pm and 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.

The agenda was approved as presented.

Draft Second Quarter 22/23 Financial Statements

C. Fowler highlighted the following:

- Cash and cash equivalents look healthy, indicating that the College's operations may have stabilized following the pandemic;
- Long term investment numbers are down but are normal given current market activity;
- Deficit is reflective of funding amounts that are yet to be received and recorded.

C. Fowler added that majority of tuition revenue will be realized between September and April.

Draft Third Quarter Financial Forecast

C. Fowler presented a draft third quarter financial forecast noting that the budgeted projection may be tweaked to reflect the return of international students to the college. The forecasted deficit may be reduced but not by much since the revenue was budgeted conservatively.

Email from the Ministry

C. Fowler shared an email from the Ministry of Advanced Education and Skills Training providing a funding update on the Comox Valley Student Housing Project.

The meeting adjourned at 3:22 pm.



## NORTH ISLAND COLLEGE

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### BYLAW NO. 4 2023-2024 Academic Year

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#### DOMESTIC TUITION AND FEE BYLAW

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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:

1. 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.
2. 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.
3. Programs which require specialized supplies or facilities may have fees levied to cover those additional costs.
4. Tuition and Fees for programs offered in partnership with other post-secondary institutions will be established with the partner institution(s).
5. The Tuition fee model will strive for simplicity.
6. Proposed Tuition and Fees for new programs will be brought forward to the Board as part of the credential approval process.
7. 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, 2023-2024 Academic Year, "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 1<sup>ST</sup> day of DECEMBER, 2022.

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Chair, Board of Governors

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Executive Assistant, Board of Governors

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BYLAW NO. 4  
2023-2024 Academic Year

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SCHEDULE “A”

DOMESTIC TUITION FEES

Effective for courses and programs with start dates after August 15, 2023

Adult Basic Education (except ABE Fundamental) .....	\$124.88/credit
Adult Basic Education (Fundamental).....	\$127.36/course
Department of Accessible Learning .....	\$127.36/credit
English as a Second Language (Beginner).....	\$187.40/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 .....	\$136.22/credit
Indigenous Language Fluency Certificate .....	\$168.04/credit
Arts and Science (except as listed below).....	\$108.98/credit
BIO 113 .....	\$155.32/credit
BIO 250 .....	\$136.22/credit
CHN 101, 102 .....	\$136.22/credit
CPS 104.....	\$136.22/credit
CPS 110, 113, 114, 127, 128, 129 .....	\$155.32/credit
ENG 170.....	\$136.22/credit
ENR 151 .....	\$136.22/credit
GEO 220.....	\$136.22/credit
LRN 100.....	\$155.32/credit
MAT 122 .....	\$136.22/credit
MAT 156 .....	\$155.32/credit
PHY 215, 216.....	\$168.04/credit
Business (except as listed below) .....	\$108.98/credit
BUS 360, 370, 375 .....	\$136.22/credit
BUS 500 .....	\$155.32/credit
Cooperative Education.....	\$108.98/credit
Digital Design & Development (except as listed below).....	\$108.98/credit
DGL 105, 114, 204, 214 .....	\$136.22/credit
DGL 409 .....	\$155.32/credit



Fine Arts (except as listed below).....	\$108.98/credit
Professional Photography Certificate .....	\$8,750.82/program
Professional Potter Advanced Diploma.....	\$11,200.92/program
Metal Jewellery Design Certificate .....	\$6,216.81/program
Health (except as listed below).....	\$108.98/credit
Activity Assistant Certificate .....	\$2,859.71/program
Community Mental Health Worker.....	\$5,389.42/program
Pre-program Pathway Course – CMH 150.....	\$961.81/course
Practical Nursing Access and Diploma (PNS) .....	\$168.04/credit
NUR 170, 173 .....	\$168.04/credit
Hospital Unit Clerk Certificate .....	\$5,045.01/program
Human Services (except as listed below).....	\$108.98/credit
Early Childhood Care & Education Certificate .....	\$88.68/credit
Landscape Horticulture Fundamentals.....	\$1,554.19/program
Tourism and Hospitality (except as listed below).....	\$108.98/credit
Adventure Guiding Certificate .....	\$10,089.93/program
THM 175, 276, 300, 320 .....	\$136.22/credit
THM 340, 390 .....	\$155.32/credit
TMA 225 .....	\$186.42/credit
Trades and Technology:	
Apprenticeships (except as listed below).....	\$103.52/week
Landscape Horticulture Level 2 .....	\$3,166.95/program
Lather Interior Systems Mechanic.....	\$568.86/level
Professional Cook Level 1.....	\$2,545.34/program
Professional Cook Level 2.....	\$1,090.86/program
Professional Cook Level 3 .....	\$727.24/program
Welding Level B.....	\$1,454.48/program
Welding Level A .....	\$727.24/program
Foundation and other programs:	
Aircraft Structures Technician (AME-S) Certificate.....	\$3,272.58/program
Aquaculture Technician Certificate.....	\$3,885.24/program
Aquaculture Technician Diploma AQT 200, 201, 202, 203, 204, 205, 206.....	\$531.52/course
Aquaculture Technician Diploma AQT 207, 208 .....	\$164.60/course
Automotive Collision & Refinishing Technician Foundation Harmonized Cert .....	\$4,546.62/program
Automotive Service Technician Foundation Harmonized Certificate.....	\$2,545.34/program
Carpentry Foundation Harmonized Certificate .....	\$2,181.72/program
Coastal Forest Technology Diploma .....	\$128.38/credit
Coastal Forest Worker Certificate .....	\$4,979.18/program
Culinary Business Operations Certificate.....	\$108.98/credit
Culinary Business Operations Diploma .....	\$108.98/credit
Electrician Foundation Harmonized Certificate .....	\$2,181.72/program
Electronics Technician Core Diploma.....	\$3,272.58/program
Fabricator-Welder Foundation Harmonized Certificate .....	\$2,908.96/program
Furniture Design and Joinery Certificate.....	\$3,272.58/program

Foundation and other programs (continued):

Heavy Mechanical Trades Foundation Certificate .....	\$4,041.44/program
Industrial Automation Technician Certificate .....	\$3,272.58/program
Motor Sport & Power Equipment Technician Foundation Certificate .....	\$2,525.90/program
Parts & Warehousing Person Foundation.....	\$2,971.30/program
Plumbing & Piping Trades Foundation Harmonized Certificate .....	\$2,545.34/program
Welder Foundation Harmonized Certificate.....	\$2,545.34/program
Underground Mining Essentials Certificate .....	\$9,280.19/program
Prior Learning Assessment (for above as applicable) .....	75% of tuition

NORTH ISLAND COLLEGE

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BYLAW NO. 4  
2023-2024 Academic Year

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SCHEDULE "B"

LAB AND SUPPLY FEES

Effective for courses and programs with start dates after August 15, 2023

Mandatory Fees

Learner Resource Fee:

Credit-based tuition .....	\$5.70/credit
Program-based tuition .....	\$19.08/month

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

Lab Fees

Adult Basic Education

BIO 060 .....	\$13.12/course
CHE 051, 060 .....	\$13.12/course
PHY 050, 060 .....	\$13.12/course

Arts and Science

ANT 260 .....	\$63.37/course
BIO 102, 103, 110, 111, 160, 161, 200 .....	\$13.12/course
BIO 211 .....	\$146.98/course
BIO 203, 215, 230 .....	\$65.92/course
BIO 250 .....	\$129.30/course
CHE 110, 111, 200, 201 .....	\$13.12/course
CHE 152 .....	\$65.92/course
CPS 104 .....	\$129.30/course
CPS 100, 101, 102, 146 .....	\$13.12/course
CPS 113, 114, 127, 128, 129 .....	\$26.32/course
ENR 100, 101 .....	\$64.64/course
ENR 151 .....	\$152.34/course
MAT 181, 182 .....	\$13.12/course
PHY 100, 101, 120, 121 .....	\$13.12/course
PHY 215, 216 .....	\$126.77/course
SSA 100, 101 .....	\$65.92/course

Business

BUS 170 .....	\$13.12/course
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Digital Design & Development

DGL courses .....	\$26.32/course
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## Fine Arts

FIN 110, 111, 210, 211, 292.....	\$39.51/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.....	\$65.92/course
Metal Jewellery Design Certificate .....	\$225.21/program
Professional Photography Certificate .....	\$131.87/program
Professional Potter Advanced Diploma.....	\$372.96/program

## Health

CMH 150, 160, 165, 170, 175 .....	\$26.32/course
ECC 124, 125 .....	\$26.32/course
HCA 120 .....	\$13.12/course
NUR 109.....	\$131.87/course
NUR 119, 175, 209, 219, 375.....	\$26.32/course
NUR 309.....	\$98.89/course
PNS 106, 116, 126, 236, 246.....	\$126.77/course

## Human Services

HSW 136 .....	\$26.32/course
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## Tourism & Hospitality

THM 119 .....	\$634.08/course
THM 219 .....	\$951.12/course
THM 170, 175, 276 .....	\$158.27/course
THM 275 .....	\$259.40/course

## Trades & Technology

Aircraft Structures Technician.....	\$263.82/program
Aquaculture Technician Certificate.....	\$140.76/program
Aquaculture Technician Diploma	
AQT 201, 202, 204, 205, 206.....	\$54.12/course
Automotive Collision & Refinishing Technician Foundation Harmonized Cert .....	\$318.36/program
Automotive Service Technician Harmonized.....	\$164.87/program
Carpentry Foundation Harmonized .....	\$1,034.82/program
Coastal Forest Resource Technology Diploma	
RFT 100, 101, 102, 104, 105, 106, 107.....	\$68.97/course
RFT 103, 108.....	\$103.45/course
RFT 112, 201, 209.....	\$53.06/course
Coastal Forest Worker Certificate	
CFW courses (except CFW-113) .....	\$70.34/course
Culinary Business Operations Certificate.....	\$811.81/program
Culinary Business Operations Diploma .....	\$351.78/program
Electrician Foundation Harmonized Certificate.....	\$98.89/program
Electronics Technician Core Certificate.....	\$98.89/program
Fabricator-Welder Foundation Harmonized Certificate.....	\$164.87/program
Furniture Design and Joinery Certificate .....	\$131.87/program
Heavy Mechanical Trades Foundation Certificate .....	\$351.47/program
Industrial Automation Technician Diploma .....	\$98.89/program
Landscape Apprenticeship.....	\$149.14/level
Landscape Fundamentals.....	\$1,554.19/program
Lather Interior Systems Mechanic.....	\$238.98/program
Motor Sport & Power Equipment Technician Foundation Certificate.....	\$159.18/program
Parts & Warehousing Person Foundation Certificate.....	\$90.19/program
Plumbing & Piping Trades Foundation Harmonized Certificate .....	\$98.89/program

Trades & Technology (continued)

Professional Cook 1.....	\$32.94/program
Professional Cook 2.....	\$64.63/program
Professional Cook 3.....	\$50.67/program
Welding Level A .....	\$94.17/program
Welding Level B.....	\$188.41/program
Welder Foundation Harmonized Certificate.....	\$329.72/program

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS**  
**December 1, 2022**

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

**AGENDA ITEM:                    3.2     Regular Meeting**  
**BOARD BYLAW NO. 6 – INTERNATIONAL**  
**TUITION AND FEE BYLAW**

International fees are excluded from the Ministry of Advanced Education tuition limit policy. The draft revised bylaw has been updated to include a 2% increase to tuition for all program areas for the next two academic year.

The proposed 2% tuition increase is consistent with the annual domestic tuition and fee increases and provides two years of predictable tuition to students and agents. On the recommendation of the Office of Global Engagement, the Mandatory International Service Fee will not be increased for the next two academic years.

**Action:**

For the Board's approval.

**Suggested Resolution:**

***THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE  
BYLAW 6, INTERNATIONAL TUITION AND FEE BYLAW, WHICH INCLUDES A 2%  
INCREASE FOR THE 2023-24 AND THE 2024-2025 ACADEMIC YEARS TO  
INTERNATIONAL TUITION FEES.***

# NORTH ISLAND COLLEGE

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## BYLAW NO. 6

2023-2024 Academic Year

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### INTERNATIONAL TUITION AND FEE BYLAW

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This bylaw establishes principles for a sustainable international 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 International Tuition and Fees:

#### **Principles:**

1. 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, full cost of the course or program, including a contribution to the operation of support services, and tuition and fees for comparable programming at other BC and Canadian institutions.
2. Province of BC policy requires that international tuition and fees are set at a level that covers the full cost of the course or program, including the cost of support services.
3. Programs that require specialized supplies or facilities may have fees levied to cover those additional costs.
4. Tuition and Fees for programs offered in partnership with other post-secondary institutions will be established with the partner institution(s).
5. The tuition fee model will strive for simplicity.
6. Proposed International Tuition and Fees for new programs and courses will be brought forward to the Board as part of the credential approval process.

#### **Scope:**

This bylaw applies to international tuition and fees for:

- All courses and programs that lead to a credential;
- Adult Basic Education (ABE) courses and programs; and
- Academic English Language courses.

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. 6, 2023-2024 Academic Year, “International Tuition and Fee Bylaw”.
2. Tuition and fees payable by international students to North Island College shall be those set out in Schedule “A” and “B” attached hereto. For laboratory and supply fees, please refer to Bylaw 4, “Domestic Tuition and Fee Bylaw”.
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 1st day of DECEMBER, 2022.

\_\_\_\_\_  
Chair, Board of Governors

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Executive Assistant, Board of Governors



NORTH ISLAND COLLEGE

BYLAW NO. 6

2023-2024 Academic Year

SCHEDULE "A"

INTERNATIONAL TUITION AND FEES

Effective for courses and programs with start dates after August 15, 2023

*Enrolment in fewer than three courses requires Office of Global Engagement department approval.*

**Academic program tuition by credit, program, month or course**

All courses charged per credit, except as noted .....	\$487.08/credit
Early Childhood Care and Education.....	\$432.96/credit
Metal Jewellery Design Certificate.....	\$8,784.04/program
Professional Photography Certificate.....	\$17,919.21/program
Professional Potter Advanced Diploma .....	\$17,919.21/program
Adventure Guiding Certificate.....	\$17,919.21/program

**Trades and Technology:**

Apprenticeships:

Professional Cook Level 1 .....	\$11,940.32/program
Professional Cook Level 2 .....	\$5,117.28/program
Professional Cook Level 3 .....	\$3,411.52/program

Foundation & other Trades programs:

Aircraft Structures Technician Certificate .....	\$15,351.84/program
Automotive Service Technician Foundation Harmonized Certificate .....	\$11,940.32/program
Carpentry Foundation Harmonized Certificate.....	\$10,234.56/program
Culinary Business Operations Certificate .....	\$14,770.23/program
Culinary Business Operations Diploma.....	\$14,770.23/academic year
Electrician Foundation Harmonized Certificate.....	\$10,234.56/program
Electronics Technician Core Certificate .....	\$15,351.84/program
Fabricator-Welder Foundation Harmonized Certificate .....	\$13,646.08/program
Furniture Design and Joinery Certificate .....	\$15,351.84/program
Heavy Mechanical Trades Foundation Certificate .....	\$13,646.08/program
Industrial Automation Technician Diploma.....	\$15,351.84/program
Plumbing and Piping Trades Foundation Harmonized Certificate.....	\$11,940.32/program

Other programs ..... \$1,705.76/month

Prior Learning Assessment (for above as applicable)..... 75% of tuition fee

**English Language Pathway** ..... \$2,841.38/course

*Note: Bylaw 4 – “Domestic Tuition and Fee Bylaw” will apply to international dual credit high school students.*

**NORTH ISLAND COLLEGE**

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**BYLAW NO. 6,  
2023-2024 Academic Year**

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**SCHEDULE “B”**

**INTERNATIONAL STUDENT SERVICES FEES**

**Effective for courses and programs with start dates after August 15, 2023**

**For laboratory, supply and other mandatory fees, please refer to Bylaw 4, “Domestic Tuition and Fee Bylaw”.**

Mandatory International Service Fee:

Credit-based Tuition.....	\$30.60/credit
Program-based Tuition.....	\$102.00/month

# NORTH ISLAND COLLEGE

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## BYLAW NO. 6, 2024

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### INTERNATIONAL TUITION AND FEE BYLAW

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This bylaw establishes principles for a sustainable international 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 International Tuition and Fees:

#### **Principles:**

1. 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, full cost of the course or program, including a contribution to the operation of support services, and tuition and fees for comparable programming at other BC and Canadian institutions.
2. Province of BC policy requires that international tuition and fees are set at a level that covers the full cost of the course or program, including the cost of support services.
3. Programs that require specialized supplies or facilities may have fees levied to cover those additional costs.
4. Tuition and Fees for programs offered in partnership with other post-secondary institutions will be established with the partner institution(s).
5. The tuition fee model will strive for simplicity.
6. Proposed International Tuition and Fees for new programs and courses will be brought forward to the Board as part of the credential approval process.

#### **Scope:**

This bylaw applies to international tuition and fees for:

- All courses and programs that lead to a credential;
- Adult Basic Education (ABE) courses and programs; and
- Academic English Language courses.

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. 6, 2024, “International Tuition and Fee Bylaw”.
2. Tuition and fees payable by international students to North Island College shall be those set out in Schedule “A” and “B” attached hereto. For laboratory and supply fees, please refer to Bylaw 4, “Domestic Tuition and Fee Bylaw”.
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 1st day of DECEMBER, 2022.

\_\_\_\_\_  
Chair, Board of Governors

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Executive Assistant, Board of Governors

NORTH ISLAND COLLEGE

BYLAW NO. 6, 2024

SCHEDULE "A"

INTERNATIONAL TUITION AND FEES  
Effective for courses and programs with start dates after August 15, 2024

*Enrolment in fewer than three courses requires Office of Global Engagement department approval.*

**Academic program tuition by credit, program, month or course**

All courses charged per credit, except as noted .....	\$496.82/credit
Early Childhood Care and Education.....	\$441.60/credit
Metal Jewellery Design Certificate.....	\$8,959.72/program
Professional Photography Certificate.....	\$18,277.59/program
Professional Potter Advanced Diploma .....	\$18,277.59/program
Adventure Guiding Certificate.....	\$18,277.59/program

**Trades and Technology:**

Apprenticeships:

Professional Cook Level 1 .....	\$12,179.02/program
Professional Cook Level 2 .....	\$5,219.58/program
Professional Cook Level 3 .....	\$3,479.72/program

Foundation & other Trades programs:

Aircraft Structures Technician Certificate .....	\$15,658.74/program
Automotive Service Technician Foundation Harmonized Certificate .....	\$12,179.02/program
Carpentry Foundation Harmonized Certificate.....	\$10,439.16/program
Culinary Business Operations Certificate .....	\$15,065.63/program
Culinary Business Operations Diploma.....	\$15,065.63/academic year
Electrician Foundation Harmonized Certificate.....	\$10,439.16/program
Electronics Technician Core Certificate .....	\$15,658.74/program
Fabricator-Welder Foundation Harmonized Certificate .....	\$13,918.88/program
Furniture Design and Joinery Certificate .....	\$15,658.74/program
Heavy Mechanical Trades Foundation Certificate .....	\$13,918.88/program
Industrial Automation Technician Diploma.....	\$15,658.74/program
Plumbing and Piping Trades Foundation Harmonized Certificate.....	\$12,179.02/program

Other programs ..... \$1,739.86/month

Prior Learning Assessment (for above as applicable).....	75% of tuition fee
<b>English Language Pathway</b> .....	\$2,898.20/course

*Note: Bylaw 4 – “Domestic Tuition and Fee Bylaw” will apply to international dual credit high school students.*

**NORTH ISLAND COLLEGE**

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**BYLAW NO. 6, 2024**

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**SCHEDULE “B”**

**INTERNATIONAL STUDENT SERVICES FEES**

**Effective for courses and programs with start dates after August 15, 2024**

**For laboratory, supply and other mandatory fees, please refer to Bylaw 4, “Domestic Tuition and Fee Bylaw”.**

Mandatory International Service Fee:

Credit-based Tuition.....	\$30.60/credit
Program-based Tuition.....	\$102.00/month



NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
December 2022

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

**AGENDA ITEM:                   Regular Meeting**

**3.3   New Programs Credential Approval:**

- 1. Associate of Science – Island Pre-Health Science**
- 2. Advanced Diploma – Island Pre-Health Science**

Program Summary

Program Length:	2 + 1 = 3 years.
Program Outcome/Credential:	Associate of Science/Advanced Diploma
Anticipated Start Date:	Fall 2023
Education Council Approval Date:	18 November 2022

Program Description

The Island Pre-Health Science Program, comprising a 2-yr. Associate of Science Degree and a 1-yr. Advanced Diploma is designed to prepare students for entry into medical and health science related degree programs on Vancouver Island and across British Columbia.

Modelled on Selkirk College’s Rural Pre-Medicine program, NIC’s Island Pre-Health Science associate degree and diploma will support students wanting to pursue a career in the medical and health sciences sector, provide foundational courses in the social and health sciences and, prepare students for the rigours of medical school and cognate university programs.

In a written response to a presentation given by Dr Neil Cruickshank (Dean, Faculty of Arts, Science & Management) and Dr Aisling Brady (Instructor, Department of Math and Science) to the Joint Standing Committee (JSC) on Rural Issues/BC Doctors, in Victoria, the committee commented:

The JSC was very grateful for the opportunity to learn about the progress made to date by your team at North Island College. *The development of a pre-health academic entry program on Vancouver Island could be vital to reducing the health inequities that disproportionately affect and impact rural communities* (emphasis added).

**Required Courses:**

1. Associate of Science – Island Pre-Health Science

BIO 102 – Principles of Biology II  
BIO 103 – Principles of Biology I

BIO 200 – Cell Biology  
BIO 201 – Introduction to Biochemistry  
BIO 203 – Principles of Genetics  
BIO 215 – Introductory Microbiology  
CHE 110 – Chemical Principles I  
CHE 111 – Chemical Principles II  
CHE 200 – Organic Chemistry I  
CHE 201 – Organic Chemistry II  
ENG 115 – Essay Writing and Critical Analysis  
ENG 127 – Indigenous Literatures in Canada  
IPH 101 – Island Pre-Health I: Introduction to Health Science  
IPH 102 – Island Pre-Health II: Regional Issues in Health Science  
IPH 201 – Island Pre-Health III: Social Justice in Health Science  
IPH 202 – Island Pre-Health IV: Careers and Communication in Health Science  
MAT 102 – Calculus for Life Science  
MAT 151 – Finite Math  
MAT 181 – Calculus I (recommended); or  
MAT 182 – Calculus II (recommended); or  
PHY 100 – Introduction to Physics I (option for spring)  
PHY 101 – Introduction to Physics II (option for summer)  
PSY 130 – Introductory Psychology I  
PSY 131 – Introductory Psychology II  
PSY 202 – Health Psychology  
STA 115 – Introduction to Statistics

2. Advanced Diploma – Island Pre-Health Science

ABG 100 – Histories and Impacts of Colonization  
BIO 160 – Human Anatomy & Physiology I  
BIO 161 – Human Anatomy & Physiology II  
BIO 260 – Pathobiology I  
BIO 261 – Pathobiology II  
BIO 330 – Introduction to Indigenous and Pharmaceutical Medicines  
IPH 310 – Epidemiology and Population Health  
IPH 350 – Island Pre-Health Applied Research;  
PHI 230 – Contemporary Moral Issues  
PSY 204 – Research Methods in Psychology  
One of:  
NUR 410: Health and Wellness in First Nations Communities (\*choose 1 of 3)  
PSY 215 – Biological Psychology (\*choose 1 of 3)  
SOC 110 – Intro Soc (\*choose 1 of 3)  
One of:  
BIO 301 – General Biochemistry (\*choose 1 of 3)  
BUS 105 – Principles of Business (\*choose 1 of 3)  
WST 101 – Issues in Women's Health (\*choose 1 of 3)

## Program Rationale:

It has become more than evident that careers in the Health Sciences are needed to support our communities on Vancouver Island. As per the Future Jobs talk by Chris Holling (Director of Labour Marketing Forecasting for the Ministry of Advanced Education) in 2021 ‘Health care and social assistance’ is one of the greatest industry sectors seeing expansion in their growth of jobs as well as replacement of individuals in jobs in these sectors, followed by ‘professional, scientific and technical services’. Collectively, this corresponds to nearly 245,000 new or existing jobs across the province that are within some aspect of the health sciences and health science research, demonstrating a clear need to train students within this area.

Currently, undergraduate students that are on Vancouver Island have no clearly defined and focused educational programs that directs them to further studies in the health sciences, particularly professional degrees like medicine, dentistry and pharmacy. While post-secondary institutions on Vancouver Island offer degrees in biology and aspects of biological sciences, as well as Public Health (University of Victoria) there is no dedicated pathway or program unique to health sciences for the entire geographical area. Despite NIC’s excellent programming in Health and Human Services, there is still a gap in preparing students for degrees that fall within the Health Sciences, and particularly under a lens unique to North Vancouver Island.

There has been a clear need for more health care professionals in North and Central Vancouver Island ([REF](#)), with estimates of over 17,000 individuals in the Comox Valley without a primary care provider. In fact, UBC’s Entry-to-Practice Doctor of Pharmacy Program recognizes the need for more health care providers (in this case pharmacists) in regions outside the Lower Mainland and the Fraser Valley, and explicitly invites all applicants from underrepresented areas of BC meeting the admissions thresholds to an interview ([REF](#)). UBC’s Medical Program recognizes the urgent need for physicians in all parts of the province, particularly island and rural regions, and commits 32 seats annually to the Island Medical Program, a subsection of their Undergraduate Medical Program ([REF](#), [REF](#)). North Island College can play a pivotal role in providing an educational background that leads to these careers, through the Island Pre-Health Sciences program.

To bring students back to this region after their professional training, it is imperative that they learn about the communities around them and the importance of supporting the people of this region. As a result of this program we hope students will develop a sense of self and belonging to the community by the curriculum, by spending considerable time in-community working with health professionals and First Nations groups, and by living and playing in this region.

Health Sciences and Pre-Health Sciences are traditionally academically challenging programs, that unfortunately marginalizes Indigenous learners, black people, people of colour (collectively BIPOC), those with neurodiversity in their learning, and those with family obligations, particularly women ([REF](#), [REF](#)). While the program will be academically rigorous, we still envision it to be inclusive, have built in supports, various academic pathways that allow for more flexibility in student learning, and include curriculum that addresses the unique Indigenous cultures of Vancouver Island and the inherent inequities in the health sciences. Much of this will be driven by a unique program-specific coordinator, faculty that are trained in inclusive pedagogy, and program navigators as part of the Indigenous Scholars Program.

The Island Pre-Health Sciences program is an opportunity for North Island College to become a leader in providing a place-based approach in Pre-Health Sciences that focuses on preparing students for careers in this sector and most importantly, draws them back to their communities upon completion of their professional/post-NIC training. Students will learn about the unique features and needs of our communities, while preparing for rigorous professional programs or other degrees that will build the health sector on Vancouver Island.

Below is a synopsis of labour market demand for health science related occupations and vocations.

- Vancouver Island/Coast is British Columbia's second most populated region. Much of this area remains rural and sparsely populated. Most residents live in the capital region around Victoria and the mid-island region stretching from Duncan north to Campbell River.
- With its scenic location and mild climate, the region attracts retirees. In recent years younger people have moved into the area to avoid the competitive housing market in Mainland/Southwest. The region's population is older than the provincial average. Its labour force participation is the lowest among regions (59 percent in 2020).
- The Vancouver Island/Coast region accounts for about 16 percent of B.C.'s workers. Its unemployment rate (8.7 percent) was slightly lower than the B.C. average (8.9 percent) in 2020.
- The largest industries, by employment size, are other retail trade (excluding cars, online shopping and personal care); Construction; Food services and drinking places; Hospitals; and Provincial and territorial public administration.
- In the coming 10 years, the Vancouver Island/Coast region is expected to have 161,500 job openings, of which 69 percent will replace retiring workers. Employment demand is projected to increase by an annual average of 1.1 percent, a bit slower than the provincial average (1.3 percent).
- Employment opportunities in the region are dominated by service-based industries, which is reflected in the top 10 industries with forecasted job openings through 2031.
- The employment number in Ambulatory Health Care Services was 18,960 in 2021. From 8,710 openings in the next 10 years, 3,950 will be associated with the industry expansion and the rest due to replacement. The employment growth rate is expected to be 1.7 percent over the next 10 years.
- The employment number in hospitals was 22,140 in 2021. From 7,890 openings in the next 10 years, 3,640 will be associated with the industry expansion and the rest due to replacement. The employment growth rate is expected to be 0.9 percent over the next 10 years.

### **Domestic Tuition and Fees**

Tuition for this program will be charged by credit in keeping with current academic tuition and fees. Under this model, rates for pre-existing courses are subject to the Tuition Limit Policy and are therefore already established per current Bylaw 4. Tuition for the new courses are proposed under separate covers

## **International Tuition**

This program falls under the credit tuition category for academic programs per *International Tuition and Fees Bylaw No. 6, 2021*, therefore approval is not required. Tuition will be set at \$487.08/credit.

### **Action:**

Board of Governor's approval of the new, named credentials

Suggested Resolution:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE CREDENTIALS, WITH IMMEDIATE EFFECT:

1. ASSOCIATE OF SCIENCE DEGREE – ISLAND PRE-HEALTH SCIENCE;
2. ADVANCED DIPLOMA – ISLAND PRE-HEALTH SCIENCE.

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

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

**AGENDA ITEM:**                    **Regular Meeting**  
**3.4    New course Tuition and Lab fees**  
Approval of tuition for twelve (12) courses and  
Approval of lab fees for four (4) courses

**The appended eight courses, immediately below, are required in support and delivery of the Island Pre-Health Science program. All courses were approved at the 18 November 2022 Education Council meeting.**

1. IPH 101            Island Pre-Health I: Introduction to Health Science (1.5 credits)

An overview and introduction to foundational concepts in health science, including how we define and measure health, wellness, and disease. The social determinants of health will be explored and how policy can be used to promote health in populations.

2. IPH 102            Island Pre-Health II: Regional Issues in Health Science (1.5 credits)

An overview of health care systems in Canada and the roles of various health care providers. Issues specific to communities on Vancouver Island and other rural regions will be explored, with a focus on the impact of policy on the social determinants of health at the community level.

3. IPH 201            Island Pre-Health III: Social Justice in Health Science (1.5 credits)

An introduction into how the health science field is impacted by privilege, and social, racial, and economic inequalities. Students will learn about colonial practices that affect Indigenous health and other historical practices that impact socially disadvantaged groups within the context of health and wellness. Complex and sensitive topics will be discussed to uncover biases and develop healthy strategies moving forward.

4. IPH 202            Island Pre-Health IV: Careers and Communication in Health Science (1.5 credits)

Examination of careers and communication skills needed within health science, with an emphasis on lived experience. Students will develop awareness and skills in communication and group process that are needed for effective teamwork. Students will be exposed to various pathways in health science, supported with guest lectures from community members. Professional program preparation will be incorporated throughout.

5. IPH 310      Epidemiology and Population Health (3 credits)

Introduction to and application of basic concepts of epidemiology, including study design, measures, and vital statistics. Concepts will be supported through the critical appraisal of published medical and epidemiological studies. In depth data analyses and case studies are explored during the tutorial.

6. BIO 330      Introduction to Indigenous and Pharmaceutical Medicines (3 credits)

An introduction to various methods and principles of healing and treatment of disease, taught from both biological and Indigenous perspectives. Key pharmacological principles will be explored, such as the pharmacokinetics and pharmacodynamics of drugs, and concepts surrounding pharmacotherapy. In addition, Indigenous medicines will be examined, including site selection, harvesting, preparation and delivery. Specific disease condition categories will be explored with respect to drug mechanisms of action, key pharmacological principles, and Indigenous medicines

7. BIO 301      General Biochemistry (3 credits)

A detailed overview of key foundational concepts in biochemistry including major anabolic and catabolic pathways of sugars, fats and amino acids; enzymes, their kinetics and inhibition; and hormone signaling. Fundamental biochemistry laboratory techniques and skills will be developed during the lab portion of the course.

8. IPH 350      Island Pre-Health Applied Research (3 credits)

Students will participate in an applied research project in health science. In consultation with the Island Pre-Health Science coordinator and community partners, students will work on a research project that focuses on a specific topic of interest or community problem, within a health science field. Students will create a research proposal for the semester, and conduct research in the form of literature reviews, data collection and analysis, and/or report writing. Oral and written presentation of their findings will be required.

**The appended three Global Studies (GLS) courses, below, will be offered in support of the Associate of Arts/Science Degrees and general University Studies. These particular courses will be used to advance experiential and global learning opportunities for NIC students. They were approved at the 10 September 2021 Education Council meeting.**

9. GLS 140      Fishing, Indigeneity and the Asia Pacific I (3 credits)

Fishing, Indigeneity and the Asia Pacific (Introductory) uses the Canadian fishing industry as a vehicle to explore issues of Indigenous sovereignty, trans-pacific migration, ethnic and intercultural relations, and globalization. Canada is a nation built on fish and the fishery remains culturally and economically integral to Indigenous and non-Indigenous Canadians. In a globalized framework, the land, sea and marine life will be considered from three perspectives: as relational to family networks in decolonized and Indigenous ways of knowing and being; as “property” from capitalist, settler colonial

perspectives; and as ways of knowing in East Asian cultures. Kwakwaka'wakw, Nuu-chah-nulth and Coast Salish fishers on Vancouver Island and the pre-World War II migration of Japanese fishers from Wakayama to their unceded, traditional territories will serve as a place-based case study.

10. GLS 240 Fishing Indigeneity and the Asia Pacific II (3 credits)

Fishing, Indigeneity and the Asia Pacific (Comprehensive) uses the Canadian fishing industry as a vehicle to explore issues of Indigenous sovereignty, trans-pacific migration, ethnic and intercultural relations, and globalization. Canada is a nation built on fish and the fishery remains culturally and economically integral to Indigenous and non-Indigenous Canadians. In a globalized framework, the land, sea and marine life will be considered from three perspectives: as relational to family networks in decolonized and Indigenous ways of knowing and being; as “property” from capitalist, settler colonial perspectives; and as ways of knowing in East Asian cultures. Kwakwaka'wakw, Nuu-chah-nulth and Coast Salish fishers on Vancouver Island and the pre-World War II migration of Japanese fishers from Wakayama to their unceded, traditional territories will serve as a place-based case study.

11. GLS 241 Field School: Fishing Indigeneity and the Asia Pacific II (3 credits)

This Field School is part of NIC's project, “Canada's West Coast Fishery: Indigeneity and the Asia Pacific” which uses the Canadian fishing industry as a vehicle to explore issues of Indigenous sovereignty, trans-pacific migration, ethnic and intercultural relations, and globalization. Students will participate in a Field School exploring these project themes in the Kansai region of Japan.

**The last course, below, will support the laddering of LPN students into the BSN program. This course was approved at the 10 December 2021 Education Council meeting**

12. NUR 201 Transition to BSN Program for Option C Admission (3 credits)

This course is required for students admitted to the Bachelor of Science in Nursing program through Option C (LPN Access to BSN Degree). This course is tailored to address the individual learning needs of the student with the intent to support successful transition into year 2 of the BSN program.

**Action:**

For approval.

**Suggested Resolution:**

**THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE THE FOLLOWING DOMESTIC TUITION AND LAB FEE, EFFECTIVE AUGUST 15, 2023:**



Course Name	Number of Credits	Tuition per Credit	Lab Fee	Total Course Cost
IPH 101 Island Pre-Health I: Introduction to Health Science	1.5	\$155.32* *Tuition Group II	n/a	\$232.98
IPH 102 Island Pre-Health II: Regional Issues in Health Science	1.5	\$155.32	n/a	\$232.98
IPH 201 Island Pre-Health III: Social Justice in Health Science	1.5	\$155.32	n/a	\$232.98
IPH 202 Island Pre-Health IV: Careers and Communication in Health Science	1.5	\$155.32	n/a	\$232.98
IPH 310 Epidemiology and Population Health	3	\$155.32	n/a	\$465.96
BIO 330 Introduction to Indigenous and Pharmaceutical Medicines	3	\$155.32	\$129.30	\$595.26
BIO 301 General Biochemistry	3	\$155.32	\$146.98	\$612.94
IPH 350 Island Pre-Health Applied Research	3	\$ 155.32	n/a	\$465.96
GLS 140 Fishing, Indigeneity and the Asia Pacific I	3	\$155.52	n/a	\$465.96
GLS 240 Fishing Indigeneity and the Asia Pacific II	3	\$155.32	n/a	\$465.32
GLS 241 Field School: Fishing Indigeneity and the Asia Pacific II	3	\$155.32	\$146.98	\$612.94
NUR 201 Transition to BSN Program for Option C Admission	3	\$155.32	\$26.32	\$491.64

### Proposed International Tuition

This program falls under the Academic tuition category per International Tuition and Fees Bylaw No. 6, 2021, therefore approval is not required. Tuition will be set at \$487.08/credit.

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS**  
**December 1, 2022**

*Vision:* By 2026, NIC will deliver BC's best individualized education and training experience.

**AGENDA ITEM:                      Regular Meeting**  
**4.2.1 Second Quarter Financial Statements for FY 2022/23**  
**(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 2<sup>nd</sup> Quarter statements.

**Statement of Financial Position**

While the focus tends to be on the Statement of Operations and the annual surplus or deficit, there are a few takeaways from the Statement of Financial Position:

- NIC's cash and cash equivalents remain healthy and are an indication that the College's operations have mostly stabilized coming out of the pandemic;
- Portfolio investments are down by close to \$1 million since September 2021. This is the result of worldwide market conditions as there have been no withdrawals from the investment portfolio in the last 12 months;
- The accumulated surplus account should be reviewed in isolation from the impact of accumulated remeasurement gains (losses), as those fluctuate with the market.

NIC's Statement of Financial Position remains in a strong overall position.

**Statement of Operations**

Overall, the Statement of Operations at September 30<sup>th</sup> shows a deficit of \$1.347 million compared with a deficit of \$0.807 million a year ago. However, there are 2 significant items that explain the larger deficit in the current fiscal year:

- NIC is awaiting funding of approximately \$200,000 that is received each year in support of the College's computer network costs. We have paid the network invoices but hadn't received the funding by the end of the 2<sup>nd</sup> quarter;
- Last year's 2<sup>nd</sup> quarter statements included a significant realized gain of \$295,727 and, this year, it is \$24,032.

If these two items are considered, the 2<sup>nd</sup> quarter deficits are quite comparable. Details on account balances that require a deeper dive are noted below.

### Tuition and Student Fees

	Sept 2022	FY 22/23 Budget	% of Budget	Sept 2021
<b>Domestic</b>	1,424,934	4,781,634	29.80%	1,724,190
<b>Continuing Education &amp; Contract Training</b>	468,071	1,232,097	37.99%	603,539
<b>International</b>	2,063,126	5,559,040	37.11%	1,731,873
<b>Total</b>	3,956,131	11,572,771	34.18%	4,059,602

Overall, tuition revenue is at about the same level as the 2<sup>nd</sup> quarter of last fiscal year. Within those numbers, the domestic student tuition revenue is down from the same time last year, as is the Continuing Education and Contract Training revenue figures. International tuition is up slightly over last year, and at this point the College is projecting tuition revenues to be within budget parameters. We will need to look at this more closely in the 3<sup>rd</sup> quarter as any significant deviation from budget will impact the projected deficit figure.

### Salary, Benefits, and Other Personnel Costs

Fund	Description	Sep-22 YTD Actual	Sep-21 YTD Actual	Variance
10	Operating "base"	14,291,794	13,773,289	518,505
11	Cost Recovery & Com Ed	629,909	618,525	11,384
15	Projects	1,904,490	1,464,019	440,470
16	Professional Development	119,732	89,877	29,855
18	Applied Research	126,318	114,584	11,734
19	Contract	369,232	251,227	118,006
23	Office of Global Engagement	1,527,868	1,462,336	65,532
32	Special Capital Projects	108,100	22,461	85,639
51	Bookstores	64,473	72,944	(8,471)
56	Cafeteria	59,799	51,409	8,390
<b>Total</b>		<b>19,201,716.04</b>	<b>17,920,671.55</b>	<b>1,281,044</b>

Salaries, Benefits and Other Personnel Costs are NIC's largest expenditure group and made up 70% of total spending in the 2<sup>nd</sup> quarter. The table above shows the different funds that these are broken down into. The bulk of these expenditures are in the main Operating Fund (Fund 10 above). This includes most of NIC's program delivery costs for domestic students, all student supports and administration. Segregating these costs into the Operating fund matches these expenditures against the base operating funding source from the Province, though that funding no longer fully funds these costs.

The increased costs in Fund 10 are mainly due to negotiated wage increases and step increases. These increases have been budgeted for. The increases in Funds 15 and 19 relate to one-time funding and contract spending that increases significantly over the latter half of Fiscal 21/22 and continued into the first half of Fiscal 22/23. This makes up approximately half of the increased spending in Salary, Benefit and Other Personnel costs shown in the table above.

### **Other Expenses**

There are variances in other Expense categories, but nothing that seems outside the norm. Overall, expenses are up by \$1.8M, but most of this is in Salaries and Benefits and has been budgeted for.

NIC is responding well to the challenges we face with stagnant operating grant funding and limited revenue sources to make up for that shortfall. While we do adapt to the challenges we face, it is becoming more difficult to balance NIC's budget given these constraints.

### **Action:**

For information

**NORTH ISLAND COLLEGE  
FINANCIAL STATEMENTS  
For the six months ended September 30, 2022 and 2021**

**North Island College**  
**Index to the Financial Statements**  
**For the six months ended September 30, 2022 and 2021**

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**North Island College**  
**Statement of Financial Position**  
**As at September 30, 2022 and 2021**

	<b>Sept 2022</b>	<b>Sept 2021</b>
<b>Financial assets</b>		
Cash and cash equivalents	\$ 8,423,350	\$ 9,621,628
Accounts receivable	953,251	724,789
Due from government organizations	191,441	235,890
Inventories held for resale	457,533	345,280
Assets held for sale	-	-
Portfolio investments	<u>16,403,862</u>	<u>17,345,659</u>
	26,429,437	28,273,246
<b>Liabilities</b>		
Accounts payable and accrued liabilities	11,854,284	10,393,414
Due to government organizations	930,034	412,108
Employee future benefits	462,138	459,798
Leasehold inducements	-	338,048
Deferred revenue	4,776,182	3,473,010
Deferred contributions	12,063,340	13,891,339
Deferred capital contributions	<u>39,697,911</u>	<u>40,337,240</u>
	69,783,889	69,304,957
 Net financial assets (net debt)	 (43,354,452)	 (41,031,711)
<b>Non-financial assets</b>		
Tangible capital assets	46,491,081	46,887,681
Prepaid expenses	<u>400,818</u>	<u>285,351</u>
	46,891,899	47,173,032
 <b>Accumulated surplus</b>	 <b><u>\$ 3,537,447</u></b>	 <b><u>\$ 6,141,321</u></b>
 Accumulated surplus is comprised of:		
Accumulated surplus	\$ 4,136,351	\$ 4,619,103
Accumulated remeasurement gains (losses)	<u>(598,904)</u>	<u>1,522,218</u>
	<b><u>\$ 3,537,445</u></b>	<b><u>\$ 6,141,321</u></b>

**North Island College**  
**Statement of Operations and Accumulated Surplus**  
**For the six months ended September 30, 2022 and 2021**

	Budget 2023	% of Budget	Sept 2022	Sept 2021
<b>Revenue</b>				
Province of British Columbia				
Base Operating grant	\$ 29,847,087	47	\$ 14,002,345	\$ 13,226,831
Industry Training Authority grant	2,981,104	59	1,752,236	1,509,260
Routine capital	160,592	81	130,000	130,000
Leases	347,604	44	152,021	173,004
Aboriginal service plan	374,938	61	230,571	122,289
Literacy grants	210,896	130	273,535	237,031
Student aid	145,000	46	66,437	49,726
Educational partnerships	669,000	27	181,000	272,179
Province of BC contracts	<u>829,889</u>	34	<u>280,632</u>	<u>330,115</u>
	35,566,110	48	17,068,777	16,050,435
Government of Canada	1,027,270	11	114,795	75,411
Tuition and student fees	11,572,771	34	3,956,131	4,059,602
Contract services	1,721,210	80	1,382,210	1,239,367
Sales of goods and services	1,092,600	55	597,346	437,707
Investment income	495,000	60	297,603	244,108
Realized gain(loss) from investments	275,000	9	24,032	295,727
Other income	673,496	121	815,826	664,661
Revenue recognized from deferred capital contributions	<u>3,270,257</u>	52	<u>1,684,669</u>	<u>1,576,026</u>
	55,693,714	47	25,941,389	24,643,044
<b>Expenses (Schedule 1)</b>				
Instructional and non-sponsored research	53,527,366	48	25,638,591	24,040,419
Ancillary services	1,026,367	39	396,352	459,096
Sponsored research	1,088,437	17	182,485	130,360
Special purpose	<u>844,296</u>	127	<u>1,070,703</u>	<u>820,180</u>
	56,486,466	48	27,288,131	25,450,055
<b>Surplus for the year</b>	<b>(792,752)</b>		<b>(1,346,742)</b>	<b>(807,011)</b>
Accumulated surplus, beginning of period	<u>5,483,093</u>		<u>5,483,093</u>	<u>5,426,114</u>
<b>Accumulated surplus, end of period</b>	<b><u>\$ 4,690,341</u></b>		<b><u>\$ 4,136,351</u></b>	<b><u>\$ 4,619,103</u></b>



**North Island College**  
**Statement of Remeasurement Gains and Losses**  
**For the six months ended September 30, 2022 and 2021**

	<b>Sept 2022</b>	<b>Sept 2021</b>
Accumulated remeasurement gains, beginning of period	\$ 766,998	\$ 1,543,213
Unrealized gains (losses) attributed to:		
Pooled funds	(1,341,870)	274,731
Amounts reclassified to the statement of operations:		
Realized gain on pooled funds	<u>(24,032)</u>	<u>(295,726)</u>
Remeasurement gains(losses) for the period	(1,365,902)	(20,995)
<b>Accumulated remeasurement gains (losses), end of period</b>	<b><u>\$ (598,904)</u></b>	<b><u>\$ 1,522,218</u></b>

**North Island College**  
**Statement of Cash Flows**  
For the six months ended September 30, 2022 and 2021

	Sept 2022	Sept 2021
<b>Cash provided by (used in):</b>		
<b>Operations</b>		
(Deficit) surplus for the period	\$ (1,346,742)	\$ (807,011)
Items not involving cash:		
Amortization of tangible capital assets	2,013,402	1,901,994
Revenue recognized from deferred capital contributions	(1,684,669)	(1,576,026)
Change in employee future benefits	(130,587)	(122,761)
Gain on sale of tangible capital assets	-	(7,591)
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	103,802	551,709
Decrease (increase) in due from government organizations	629,663	1,012,310
Decrease (increase) in prepaid expenses	-	205,241
Decrease (increase) in inventories held for resale	(150,999)	(85,049)
Decrease in Leasehold inducements	-	(33,273)
Increase (decrease) in accounts payable and accrued liabilities	(846,065)	1,190,772
Increase (decrease) in due to government organizations	614,200	297,595
Increase (decrease) in deferred revenue	2,342,290	1,318,451
Increase in non-capital contributions	<u>(1,683,843)</u>	<u>1,170,912</u>
Net change in cash from operating activities	1,207,194	5,824,284
<b>Capital activities</b>		
Cash used to acquire tangible capital assets	(929,510)	(1,824,881)
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>-</u>	<u>7,591</u>
Net change in cash from capital activities	(929,510)	1,954,139
<b>Investing activities</b>		
Decrease (increase) in investments	1,128,980	(468,541)
Net remeasurement gains (losses)	<u>(1,365,902)</u>	<u>(20,995)</u>
Net change in cash from investing activities	(236,922)	(489,536)
<b>Net change in cash and cash equivalents</b>	<b>(1,305,980)</b>	<b>6,481,876</b>
Cash and cash equivalents, beginning of period	<u>9,729,331</u>	<u>3,139,753</u>
Cash and cash equivalents, end of period	<u>\$ 8,423,350</u>	<u>\$ 9,621,628</u>

**North Island College**  
**Statement of Changes in Net Financial Assets (Net Debt)**  
**For the six months ended September 30, 2022 and 2021**

	<b>Budget 2023</b>	<b>Sept 2022</b>	<b>Sept 2021</b>
(Deficit) surplus for the year	\$ -	\$ (1,346,742)	\$ (807,011)
Acquisition of tangible capital assets	-	(929,510)	(491,594)
Amortization of tangible capital assets	3,870,678	2,013,402	1,901,994
Gain on sale of tangible capital assets	-	-	-
Proceeds on sale of tangible capital assets	<u>-</u>	<u>-</u>	<u>-</u>
	3,870,678	1,083,892	1,410,400
Acquisition of prepaid expenses	-	-	(19,226)
Use of prepaid expenses	<u>-</u>	<u>-</u>	<u>292,310</u>
	-	-	273,084
Net remeasurement gains (losses)	-	(1,365,902)	(20,995)
<b>Change in net financial assets (net debt)</b>	<b>3,870,678</b>	<b>(1,628,752)</b>	<b>855,478</b>
Net debt, beginning of period	<u>(41,725,700)</u>	<u>(41,725,700)</u>	<u>(40,486,059)</u>
Net debt, end of period	<u>\$ (37,855,022)</u>	<u>\$ (43,354,452)</u>	<u>\$ (39,630,581)</u>

**North Island College**  
**Schedule 1 - Schedule of Expenses by Object**  
**For the six months ended September 30, 2022 and 2021**

<b>Expenses</b>	<b>Budget 2023</b>	<b>% of Budget</b>	<b>Sept 2022</b>	<b>Sept 2021</b>
Salaries and benefits	\$ 40,226,720	46	\$ 18,658,689	\$ 17,455,561
Other personnel costs	1,010,471	54	543,027	433,857
Advertising and promotion	687,035	51	349,819	264,277
Books and periodicals	346,098	58	200,681	178,228
Cost of goods sold	689,500	35	238,249	307,369
Equipment costs	1,757,771	83	1,462,962	1,208,788
Facility costs	2,839,756	48	1,358,024	1,335,819
Financial service charges	234,002	33	77,417	119,529
General fees and services	2,151,165	26	558,241	729,631
Student awards	656,759	123	806,924	590,861
Supplies and general expenses	1,041,181	49	513,008	583,014
Travel	764,434	31	234,153	104,096
Grant transfers	210,896	130	273,535	237,031
Amortization of tangible capital assets	<u>3,870,678</u>	52	<u>2,013,402</u>	<u>1,901,994</u>
	<u>\$ 56,486,466</u>	48	<u>\$ 27,288,131</u>	<u>\$ 25,450,055</u>

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS**  
**December 1, 2022**

*Vision:* By 2026, NIC will deliver BC's best individualized education and training experience.

**AGENDA ITEM:**                      **Regular Meeting**  
**4.2.2 3<sup>rd</sup> Quarter Financial Forecast (attachment)**

**Background:**

Each quarter, the Ministry of Advanced Education and Skills Development requests a forecast from each post-secondary institution. The 3<sup>rd</sup> quarter projection is due to the Ministry on December 9<sup>th</sup>.

When we prepared the 2<sup>nd</sup> Quarter forecast, we requested approval to run a deficit to meet the Ministry's requirement to seek formal approval in the 2<sup>nd</sup> Quarter. We are still awaiting approval, but we expect to receive it. The Ministry is aware we have budgeted for a deficit and haven't raised any concerns with NIC's financial projections in the past.

At this point in the year, we are still projecting essentially the same deficit we had budgeted for at the beginning of the fiscal and in the 2<sup>nd</sup> Quarter update. There are few adjustments between account balances, but these are largely offsetting as we still feel that our overall deficit will be approximately the same as originally budgeted.

The 3<sup>rd</sup> Quarter forecast is attached. We will adjust it (if necessary) in January after the 3<sup>rd</sup> quarter actual results are in. We will inform the Board if there are any changes.

**Action:**

For information

**NORTH ISLAND COLLEGE**  
**2022-2023 Forecast Updated November 2022**

	<u>Forecast 2022-2023</u>	<u>Budget 2022-2023</u>	<u>Change</u>	
<b>Revenues</b>				
Province of BC revenues	35,792,102	35,566,110	225,992	Some additional funding letters mostly related to Health Programs. Associated expenditures included below.
Federal Government grants and contracts	327,270	1,027,270	-700,000	
Student fees				Less Federal gov't grants this year and more community contracts. This reduction is offset by an increase in Contract service revenues.
Base funded programs	4,781,634	4,781,634	0	
Cost recovery program	1,232,097	1,232,097	0	
International Education	5,559,040	5,559,040	0	
	11,572,771	11,572,771	0	
Sales of goods	1,092,600	1,092,600	0	
Contract services	2,421,210	1,721,210	700,000	
Investment income	575,000	495,000	80,000	
Realized Gains/Losses on Investment	100,000	275,000	-175,000	
Other income	875,000	673,496	201,504	The increase here mainly relates to increased student awards (see below).
<b>Total Operating Revenue</b>	<b>52,755,953</b>	<b>52,423,457</b>	<b>332,496</b>	
Amortization of deferred capital revenue	3,270,257	3,270,257	0	
<b>Total Revenue</b>	<b>56,026,210</b>	<b>55,693,714</b>	<b>332,496</b>	
<b>Expenditures</b>				
Salaries, benefits, other personnel costs	40,963,397	41,237,191	-273,794	Some additional savings created by hiring lags partially offset by benefits pressures.
Operating Costs	5,334,167	5,434,811	-100,644	
Cost of good sold	689,500	689,500	0	
Equipment costs	2,098,752	1,757,771	340,981	Equipment cost pressures in IT and other areas partially offset by savings in agent fees and contract spending.
Facilities costs	3,032,844	2,839,756	193,088	Some cost pressures in janitorial and utilities offset by savings elsewhere.
Student awards	806,924	656,759	150,165	
Amortization of capital assets	3,870,678	3,870,678	0	
<b>Total Expenditures</b>	<b>56,796,262</b>	<b>56,486,466</b>	<b>309,796</b>	
<b>Revenue less Expenditures</b>	<b>-770,052</b>	<b>-792,752</b>	<b>22,700</b>	

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
 COLLEGE HIGHLIGHTS REPORT  
 DECEMBER 2022**

**TRADES AND TECHNICAL PROGRAMS**

**November 2022**

Where has the time gone? 2022 fall is winding down with 2023 fast approaching bringing with it another busy term for Trades and Technical programs. While the Foundation programs that began in the fall will carry through to the new year, several apprenticeship cohorts wrapped up in October and November with an additional nine completing in December.

***Special Event!***

The state-of-the-art teaching kitchen at NIC’s Campbell River campus was honored to be the chosen venue for hosting the Junior Culinary Team Canada for an amazing world class dining experience that took place two nights only in October. As the team prepared to compete in Luxembourg at the Expogast International Trade Show for Gastronomy, their guests were treated to a spectacular three-course meal of lobster scallop sphere, herb crusted salmon, chicken mushroom terrine, farro croquette, coconut lime roulade and frangipane strawberry tart roasted – and these are but a few of the items on the menu. All proceeds from the event support the team on their endeavors to Luxembourg to be followed by the Culinary World Olympics in 2024. As a Gold Medal competitive meal, there were no pictures to be had!

With front row seats, this event was a great opportunity for the current Professional Cook students to witness the culinary skills necessary for this intense level of competition and to encourage them to pursue challenges such as this in their future careers, especially our level 3 students who are set to write their Red Seal in December. The sky is the limit!

January is going to be chock-full of apprenticeships at the Campbell River (CR) and Comox Valley (CV) campuses. Carpentry Levels 2 and 3, along with Plumbing Level 4, are scheduled to begin January 3<sup>rd</sup>, while four Electrical Apprenticeships are scheduled to start January 9<sup>th</sup>. We have the first cohort of Automotive Service Technician Apprentice Level 2 happening on January 16<sup>th</sup> with instructor Jaylene Van Der Merwe. We haven’t even hit December yet and she already has nine eager students signed up.

January also has six foundation program starts. Parts and Warehousing Person will be held entirely online with instructor Coralee Zueff while Motor Sport & Power Equipment, Electrical and Heavy Mechanical foundation will all be at the Campbell River campus. Carpentry and Plumbing foundation will be in full swing at the Trades Training building in Courtenay. The Trade Sampler program still proves to be incredibly popular with Dual Credit students seeking to find the right fit for them in the industry and this cohort is no different with 20 students ready to explore Automotive, Electrical, Welding, Heavy Mechanical and more.

Further into the 2023 winter term, we have apprenticeships in Heavy Mechanical, Carpentry, Plumbing Electrical and Professional Cook. Women in Trades is back with two cohorts with flexible delivery dates to accommodate even the busiest schedules. Details will follow in our next report!

***New Additions!***

Andre Trindade is the newest recruit to the Trades and Technical programs. Andre joins Trades as our new Program Specialist and is currently coordinating the TV & Film Crew programs. This is not an easy task for Andre considering there are five cohorts to offer students in the training of their choice. Trades and Technical program's goal is inclusion and we aim to provide these unique and popular opportunities to as many individuals as possible which means Andre now has students from Vancouver Island, the Lower Mainland and Central BC regions in his charge.

Andre comes to the Trades and Technical programs with an abundance of customer service, administrative and program coordination experience. He has spent the last five years at BCIT as an Administrative Officer for International Student Recruitment, Administrative Assistant for Computing and Academic Studies and most recently as the Program Coordinator for that department. We are so happy Andre has brought his skills and talents to North Island College!

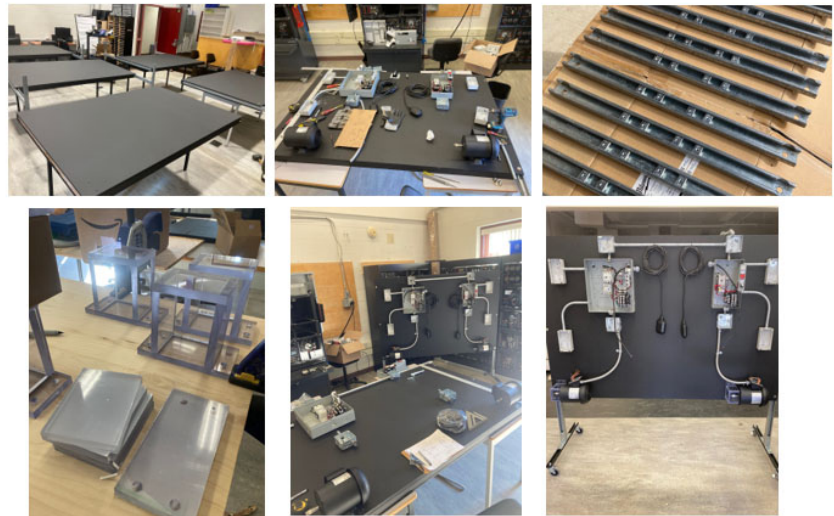
***And here we grow again!***

We are pleased to add instructor Jacques Gartner as a new member of the Plumbing faculty. Jacques moved from Alberta with his wife and three daughters and is excited to be relocating to Vancouver Island. He looks forward to supporting the delivery of Foundation and Apprenticeship programming. Jacques holds his a Bachelor of Education degree, and is a Red Seal Endorsed (RSE) Journeyman Plumber, RSE Journeyman Steamfitter/ Pipefitter, and RSE B Level Gasfitter. Welcome Jacques!

***And here's what the Electrical students have been up to....***

The motor control boards pictured below were designed and built internally by the electrical apprenticeship department in the CR campus. We had earlier determined that a hands-on real-world example of motor control was necessary for prospective electricians to experience the logistical constraints of field installations. Students are provided the main parts of the electrical system already assembled on a board, basic wiring diagram and a spool of wire. The process then allows students to remove covers of equipment and terminate to the actual locations in the same manner as what would be expected on a real job site. This real-world approach is in addition to standard lab equipment which has been used in the training program. Now, the lab equipment is used to prove the basic controls concept, while the motor board is used to solidify the application with real equipment. This equipment is intended to bolster existing hands-on training for Level 2, 3 & 4 electrical apprenticeship students here at NIC.

The process of this build is incredibly involved as there are literally a thousand parts to deal with before one gets to the finished functioning product. Aside from the true components, everything is built from scratch. There is a lot of finicky math and measurements that go into just one of these custom creations so we extend to our apprentices a well-deserved pat-on-the-back!





## OFFICE OF GLOBAL ENGAGEMENT

### Journeying Together

*Submitted by the Office of Global Engagement*

OGE organized a “Guidance from the Office of Indigenous Education and Elders on beginning the journey”, meeting with the Office of Indigenous Education for the “Journeying Together” plan. The meeting was held at the CR *q̄apixidaʔas*.

### CBIE Annual Conference in Toronto, Ontario

Mark Herringer delivered a presentation with Cynthia Konza from the Université du Montreal on inclusive practices in study abroad at the Canadian Bureau for International Education (CBIE) annual conference held early November. Mark focused on the work that Romana Pasca has been doing in engaging Indigenous faculty, staff and students in virtual and physical international mobility. Mark, Kelly Shopland and Romana’s submission “Pulling Together – Indigenizing International Education: a Vancouver Island perspective” was accepted as a presentation at the NAFSA conference (world’s largest international education conference) being held in May 2023 in Washington DC.

### Growing Partnerships in Tanzania

Romana Pasca, Manager of Partnerships, Projects and Global Education and Cheryl O’Connell, Dean of Trades and Technical programs were in Arusha, Tanzania for an orientation to our new four-year institutional strengthening partnership and partners from Nova Scotia Community College and Saskatchewan Polytechnic along with Tanzanian partners Mto wa Mbu and Kilwa Matoko vocational colleges. Partners in this project will develop micro-credentials and short-term programs to encourage girls and young women to engage in trades and essential skills programming. The teams will also work together to build appropriate institutional student support services.



### Recruitment & Marketing

Junko Leclair was in the United Arab Emirates, Tanzania, Uganda and Bangladesh this fall working to diversify our recruitment markets. In early 2023, Junko will make her first visit to India to maintain our market position there.

### RISIA Certifications

Our RISIA (allows for immigration advising to students) designated employees, Angie Price and Li Yan,

updated their training requirements at the CBIE conference in Toronto. The ~~RISIA~~ College of Immigration and Citizenship Consultants (CICC) governing body requires that all practitioners participate in a series of annual training requirements to maintain their designation. Our new advisor Agalya Kathirvelu will begin her RISIA training in 2023 to ensure our International Student Advisors are fully prepared to advise students on immigration matters related to their study permit.

## STUDENTS & COMMUNITY ENGAGEMENT

### STUDENT AFFAIRS

*Submitted by Craig Whitton, Director, Student Affairs*

Craig Whitton is now Director, Student Affairs (replacing Felicity Blaiklock who retired last August). Craig is coming to NIC from Alberta, where he served as Director of Student Learning and Development and, before that, the Student Resolution Officer for the Northern Alberta Institute of Technology (NAIT). Prior to his time at NAIT, Craig worked in Student Housing at the University of Alberta and the University of Guelph in Ontario in various roles. Craig has also been actively involved in our region's professional association – the Northwest Association of College and University Housing Officers – and he's very excited to bring his experience with student conduct, student housing, and general student services to contribute to the already excellent work done by Felicity and the team here at NIC.

### CARE<sup>2</sup> Plan

CARE grant projects are under way, with completion due on January 15<sup>th</sup> 2023. A total of \$3,500 in funds were awarded for six projects being undertaken to support mental health and well-being at the various NIC campuses in many creative ways.

### LIBRARY & LEARNING COMMONS

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

#### Writing Support

Our Writing Support faculty provide one-on-one support to NIC students, both face-to-face in person and online via Bluejeans. Students can book 45-minute appointments in the CV and CR campuses, and feedback is also available by email. In addition, Writing Support faculty fulfill NIC's institutional commitment to *WriteAway* as tutors while NIC students can submit their writing to this service for feedback. Finally, Writing Support faculty also offer a series of online workshops to NIC students as well as running customized in-class workshops upon NIC instructor request.

- NIC students made a total of 88 appointments with Writing Support (available 15 hours per week) during the 2022 Spring/Summer term (May-August);
- NIC students made 24 submissions to *WriteAway* between May and August 2022;
- Writing Support faculty delivered a series of eight online workshops to NIC students during the 2022 Spring/Summer term;
- NIC students have made 131 appointments with Writing Support (available 34 hours per week) in the first two months of the 2022 Fall term (September-October);
- NIC students have made 20 submissions to *WriteAway* during September and October 2022.

- Writing Support faculty have delivered five out of a scheduled eight online workshops to NIC students in addition to delivering three customized in-class workshops by NIC instructor request.

### **Math Support**

Our Math Support faculty provide one-on-one and small group support to NIC students, both face-to-face in person and online via Bluejeans. Students can book 30-minute appointments in the CV, CR, and Port Alberni (PA) campuses, and there are also scheduled online drop-in times (no appointment necessary).

- NIC students made a total of 69 appointments with Math Support (available seven hours per week) during the 2022 Spring/Summer term (May-August).
- So far, NIC students have made 132 appointments with Math Support (available 17 hours per week) in just the first two months of the 2022 Fall term (September-October).

### **Peer Tutoring**

Our Peer Tutors are available for virtual appointments via Bluejeans or face-to-face meetings on campus (60 minute-sessions), during which they support student content and skills learning one-on-one in a variety of disciplines including Business, Math & Sciences, English, Sociology, Digital Design, ABE, Practical Nursing, English, and Spanish.

- NIC students made a total of 50 appointments with six Peer Tutors who were active during the 2022 Spring/Summer term;
- So far, NIC students have made 91 appointments with Peer Tutors in the first two months of the 2022 Fall term (September-October), and there are currently 14 active Peer Tutors in the program.

## **STUDENT LIFE**

*Submitted by Meesbah Jiwaji, Associate Director, Student Life*

### **Orientation:**

NIC welcomed new and current students for Fall 2022:

- Four virtual sessions were held, providing information and connection;
- In-person events included a lunch and took place at all campuses. Marketplaces were held in the CR and CV campuses, with tabling events in PA and Mixalawila (MX) campuses. There were 450 attendees in CR, 140 in PA, 550 in CV and 20 in MX;
- Student Life thanks the Board of Governors and Leadership Team that participated in the chili lunch event in the CV and CR campuses.

### **Thrive**

The month of October was busy with Thrive events on all campuses:

- Student Life partnered with People, Equity and Inclusion, Office of Global Engagement, NISU and members of the NIC community to offer events that enhanced mental, emotional, physical, and spiritual well-being. The events included online mental health and inner strength workshops, a movie and pizza night, a turkey drawing contest, Forest Bathing, yoga, salsa dancing, and chair massages;
- Student Life partnered with NISU to offer a free lunch at the CR, CV and PA campuses;

- Drum-making and traditional Indigenous plants and medicines workshops were facilitated by Elders Daryle Mills and June Johnson.

### **Breaking the Closet**

Student Life partnered with Alfie Esperanza and Mercedes Dysserick, two BS Nursing Students for their Fourth-Year Leadership Course and JDEI (justice, diversity, equity, and inclusion) - focused project. Alfie and Mercedes created an audio book of twelve 2SLGBTQ+ stories from the NIC community to encourage empathy, connection and shared human experience; the book is available to all NIC students and employees through the Library and Learning Commons website until May 2023. This project included two book launch events on the Comox Valley and Campbell River campuses and featured live readings.

### **Workshops**

Two workshops were held this fall in partnership with the College of the Rockies and Selkirk College:

- *Starting a Conversation about Mental Health* was facilitated by our own Amy Rowes from NIC;
- *Active Bystander Intervention* was presented by the College of the Rockies. This workshop helps learners acquire the knowledge and skills needed to recognize and intervene in an incident of sexual violence, as well as discuss strategies for creating a safer campus community. It also uses the 4D's (Direct, Distract, Delegate, Delay) Active Bystander Intervention Model.

Two more workshops are scheduled for February and March 2023: *Supporting Survivors of Sexualized Violence* and *Starting a Conversation about Suicide*.

### **Other Activities**

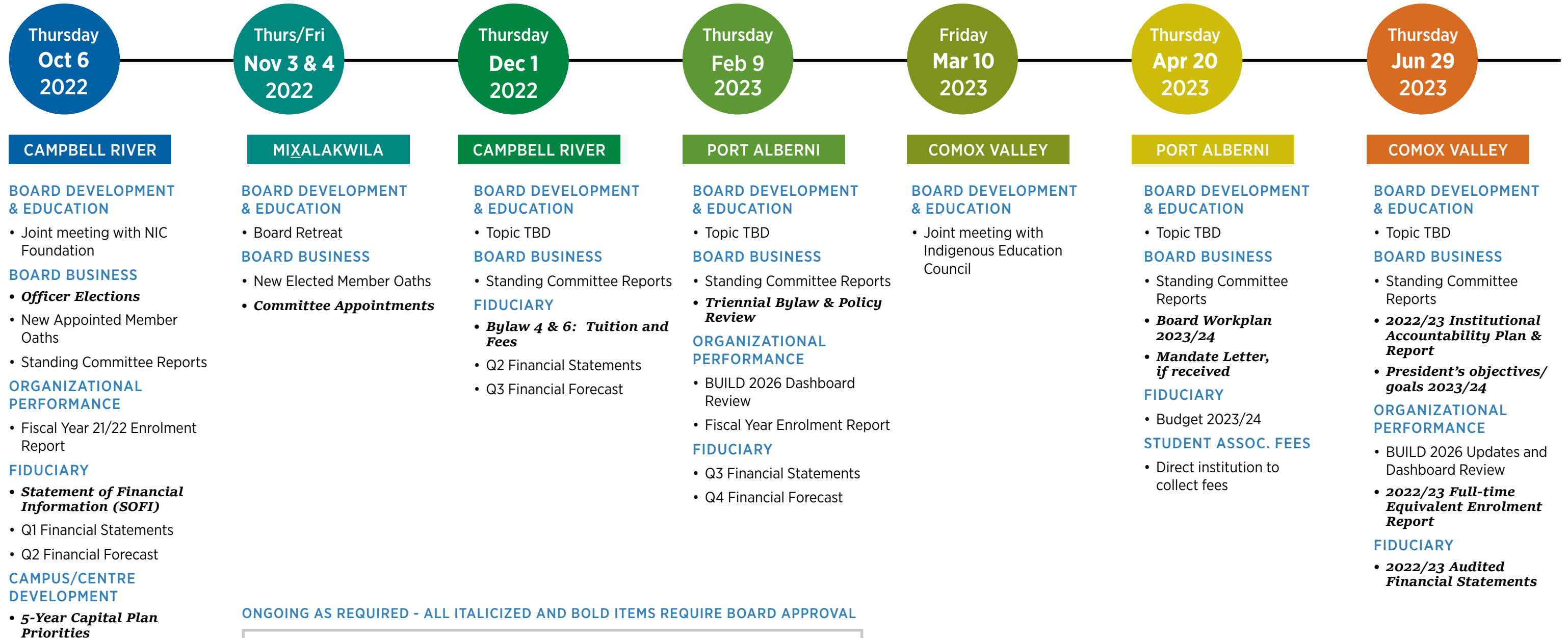
The Student Life team continues to support student through a weekly newsletter that is sent to all registered students featuring events, supports and recipes, and also through *Early Assist*, a one-stop-shop to connect students in need with campus and community resources. Students can self-refer or be referred to this service by others.



# 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

<p><b>ORGANIZATIONAL PERFORMANCE</b></p> <ul style="list-style-type: none"> <li><b>Strategic Plan Approval</b></li> </ul> <p><b>PROGRAMMING</b></p> <ul style="list-style-type: none"> <li><b>Credential Approval</b></li> <li><b>Program Cancellation</b></li> </ul> <p><b>EMPLOYEES</b></p> <ul style="list-style-type: none"> <li><b>Collective Agreement Ratification</b></li> </ul>	<p><b>FIDUCIARY</b></p> <ul style="list-style-type: none"> <li><b>New Programming Tuition and Fees</b></li> </ul> <p><b>CAMPUS/CENTRE DEVELOPMENT</b></p> <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					

November 23, 2022

Our Ref. 127035

Wes Skulmoski, Manager - Institutional Research & Planning  
North Island College  
2300 Ryan Road  
Courtenay, B.C. V9N 8N6

Dear Wes Skulmoski:

Thank you for North Island College's (NIC) Institutional Accountability Plan and Report (IAPR) for the 2021/22 reporting cycle. On behalf of the Ministry, I would like to extend my appreciation to you and your team for the time and effort involved in preparing the IAPR. The feedback in this letter is intended to assist you in the preparation of the 2022/23 IAPR submission.

Your institution's report was easy to read and the information was well-presented and comprehensive.

NIC has done an excellent job in addressing the 2021/22 Mandate Letter priorities and planning for the 2022/23 Minister Letter directives. Your reporting of initiatives related to providing access for vulnerable/underrepresented students and aligning programming with high demand occupations is particularly robust. To strengthen on-campus support for former youth in care, we invite institution representatives to join the Ministry-led Campus Navigator Community of Practice. If your institution does not have current representatives, please send an email to [tuitionwaiver@gov.bc.ca](mailto:tuitionwaiver@gov.bc.ca) to receive information and an invitation to join.

Thank you again for your continued dedication to providing an accountable, high-quality postsecondary education system for all British Columbians.

Sincerely,



Chelsea Chalifour  
Executive Director, Post-Secondary Governance, Analytics and Research

cc: Leila Hazemi, Director  
Research and Analytics

## Commonly Used Acronyms

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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
ET	Education Team
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
LT	Leadership Team
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
SIF	Strategic Investment Fund
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