



BOARD OF GOVERNORS

**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Komoux Hall Boardroom
Comox Valley Campus
Thursday, June 27, 2024

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region
J. Atherton, Community Member, Comox Valley Region
A. Brady, Chair, Education Council
S. Chauhan, Student Representative
L. Domae, President & CEO
S. Does, Community Member, Campbell River Region, Vice Chair
J. Langille, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
C. Moglove, Community Member, Campbell River Region
V. Puetz, Community Member, Campbell River Region
P. Trasolini, Community Member, Campbell River Region, Chair
V. White, Community Member, Port Alberni Region

ABSENT

M. Erickson, Faculty Representative
R. LaTrace, Support Staff Representative
C. Stavness, Community Member, Comox Valley Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
E. Haagerup, Executive Assistant, Leadership Team
K. Haggith, Associate Vice President, College Experience
R. Kishi, Community Member, Comox Valley Region
K. Kuhnert, Vice President, Students & Community Engagement
W. Skulmoski, Director, Institutional Research & Planning
Members of North Island Students' Union (NISU)

1. CALL TO ORDER

1.1 Acknowledgement of First Nations Traditional Territory

P. Trasolini called the meeting to order at 1:00 p.m. and 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.

P. Trasolini welcomed incoming Board of Governors member R. Kishi, who will begin his term on the Board effective July 31st, 2024. P. Trasolini thanked J. Atherton and B. Minaker for their time on the Board of Governors and acknowledged that this meeting would be their last.

P. Trasolini congratulated previous Student Representative, Jaewon Kim, for his acceptance to medical school at the University of British Columbia, directly from graduating North Island College.

1.2 Declaration of Possible Conflict of Interest

The Board acknowledged its bylaw on the code of conduct and conflict of interest guidelines should there be a need for Board Members to declare a conflict of interest on any of the agenda items.

Government Mandate Letter

The Board acknowledged the Government Mandate Letter of June 2023.

1.3 Adoption of Agenda

Moved S. DORES / Seconded J. ATHERTON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF June 27, 2024, AS PRESENTED.

Motion carried

2. CONSENT AGENDA

P. Trasolini noted that the attendance for the Board of Governors meeting on April 18th, 2024, has been updated in the minutes accordingly.

Moved V. PUETZ / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 27, 2024.

Motion carried

3. BOARD BUSINESS

3.1 2023/24 Full-time Equivalent (FTE) Enrolment Report

W. Skulmoski provided a summary of the 2023/24 Full-time Equivalent (FTE) Enrolment Report, highlighting the following:

- This is a Ministry reporting requirement, which is submitted at the end of each fiscal year.
- A four percent increase in total FTE's, with growth in international enrolment and a small decline in domestic enrolment, with a total of 2775 FTEs enrolled.
- Trends and factors that affect enrolment including one-time funding opportunities and scholarships awarded, were noted.

Moved J. LANGILLE / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FULL-TIME EQUIVALENT (FTE) ENROLMENT REPORT AS PRESENTED.

Motion carried

3.2 BUILD 2026 Strategic Plan and Year 3 Dashboard

L. Domae presented the BUILD 2026 Strategic Plan and Year 3 Dashboard, noting that earlier in the year, the Board of Governors approved the additional of three new items to this plan:

- 2.3 Information Technology: Improve NIC's cybersecurity risk mitigation and response capabilities.
- 2.4 Integrated Enrolment: Develop and implement an integrated, strategic enrolment-planning process.
- 2.5 Campuses and Centres: Develop a business case for an NIC Housing Commons at the Campbell River campus.

L. Domae highlighted the crowning achievement of this year was the work of C. Fowler and his team to deliver a balanced budget to NIC, which makes the strategic plan possible and allows for the addition of new items.

P. Trasolini extended her thanks and congratulations to the Leadership Team and C. Fowler's team for their work and the accomplishment of the dashboard plans to date.

L. Domae also extended her thanks to T. Bellavia and his staff for the completion of the Quality Assurance Audit Process (QAPA) and updated the Board on the ongoing progress of the Comox Valley Student Housing project.

On a question from a Board member, L. Domae noted that there are two goals that are behind, both of which relate to Indigenous Education:

- 5.1 Indigenous-Led Education: Maintain or increase % of Indigenous students satisfied with NIC's help on achieving educational goals, above or equal to 90%.

L. Domae noted that the Indigenous Education Council is looking at ways to increase support for Indigenous students in this area. It was also noted that a decrease in survey participants may have affected these results.

- 7.1 Reconciliation: 75% of employees complete NIC-specific Indigenous intercultural competency training.

L. Domae noted that staffing challenges have affected these core competency nodules, as well as finding an opportunity to meet with Indigenous communities for their feedback and support of this training.

Moved J. LANGILLE / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE BUILD 2026 STRATEGIC PLAN AND YEAR 3 DASHBOARD AS PRESENTED.

Motion carried

3.3 2023/24 Institutional Accountability Plan & Report

W. Skulmoski presented the 2023/24 Institutional Accountability Plan & Report (IAPR), noting that this is another annual reporting requirement for the Ministry.

W. Skulmoski added that this report speaks to NIC's goals, objectives and achievements, as well as the College's alignment with Ministry initiatives and mandates. He noted that NIC has achieved the 2023/24 accountability measures.

In response to a question from the Board about NIC's green initiatives, C. Fowler responded that there is a separate, public report that NIC prepares each year, which includes information on the college's carbon footprint and greenhouse gas emissions. This report could be included as an information item for the Board in future.

Moved V. PUETZ / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2023/24 INSTITUTIONAL ACCOUNTABILITY PLAN & REPORT AS PRESENTED.

Motion carried

3.4 Recission of NIC Policy 2-12 Progressive Discipline Misconduct or Inappropriate Behaviour

K. Crewe recommended the recission of Policy 2-12 Progressive Discipline Misconduct or Inappropriate Behaviour, noting that this policy was flagged during a policy review, as it has not been updated since its creation in 2000. Upon review of this policy, there are other conduct policies that speak to progressive discipline at NIC.

N. Arseneault, Chair of the Governance and Board Development Committee, noted that this is one policy in a larger policy review framework, and the Board can expect many policies to be strategically reviewed in the coming months. She thanked the Governance and Board Development Committee, M. Allison, Director, College Governance and Strategy and S. Yeudall, Manager, Employee Relations for their ongoing work on these policies.

Moved V. PUETZ / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RESCIND POLICY 2-12 PROGRESSIVE DISCIPLINE MISCONDUCT OR INAPPROPRIATE BEHAVIOUR AS PRESENTED.

Motion carried

3.5 NIC Policy 1-20 Code of Ethical Conduct

K. Crewe noted that Policy 1-20 Code of Ethical Conduct was created in accordance with a government initiative to ensure that post-secondary institutions had code of conduct policies in place.

Moved N. ARSENAULT / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES POLICY 1-20 CODE OF ETHICAL CONDUCT AS PRESENTED.

Motion carried

3.6 NIC Policy 2-08 Human Rights

K. Crewe noted that Policy 2-08 Human Rights applies to employees and students and has been updated to include gender expression and identity. He added that language on personal harassment has been changed to reflect a respectful workplace policy.

Moved J. LANGILLE / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES POLICY 2-08 HUMAN RIGHTS AS PRESENTED.

Motion carried

3.7 NIC Policy 2-XX Respectful Workplace and Prevention of Workplace Bullying and Harassment

K. Crewe presented Policy 2-XX Respectful Workplace and Prevention of Workplace Bullying and Harassment, noting that this policy is in compliance with WorkSafe BC. The goal of this policy is to enable employees to come forward with complaints utilizing this accessible policy.

Moved S. CHAUHAN / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE POLICY 2-XX RESPECTFUL WORKPLACE AND PREVENTION OF WOKPLACE BULLYING AND HARRASSMENT AS PRESENTED.

Motion carried

C. Moglove left the meeting at 1:47pm.

3.8 Board Evaluation and Design Process

N. Arseneault presented the Board Evaluation and Design Process, noting that the purpose of this process is to ensure consistent and aligned evaluation processes for the Board of Governors.

Watson, a Board Advisory firm, was contracted to create this document, which has gone through several reviews by the Governance and Board Development Committee to ensure fulsome assessment before being brought to the Board.

N. Arsenault thanked the Governance and Board Development Committee for their time spent on this item. In response to a question as to whether exit interviews were included in this design, N. Arsenault noted that they were not, and that she will bring this question to Watson for review. The next stage of this process is to draft the interview protocol with Watson.

Moved S. DORES / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE BOARD EVALUATION AND DESIGN PROCESS AS PRESENTED.

Motion carried

3.9 Board Members Roundtable Discussion

Several Board members attended the 2024 Post-Secondary Governance Workshop in June, hosted in Vancouver by the Ministry of Post-Secondary Education and Future Skills. Several members also attended the Governing in Public Interest meeting, in addition to their respective committee meetings.

Many of the Board members attended virtual College Conversations and the graduation ceremonies in June.

J. Langille noted that he enjoyed engaging with the auditors at the Finance & Audit Committee meeting and attended the Employee Recognition event on May 31st.

P. Trasolini attended the provincial Board Chairs meeting, respective committee meetings, all four graduation ceremonies, and recommended that the Board attend the next Employee Recognition event if possible, noting the diverse qualifications among staff and faculty at NIC.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Objectives/Goals 2024/25

L. Domae reported on her 2024/25 goals and objectives, which focus on completing the goals of the BUILD 2026 Strategic Plan, particularly the three new goals. She also noted the need for increased advocacy and relationships with government, as this will be a transition year and new relationships will need to be developed.

Moved S. DORES / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PRESIDENT'S OBJECTIVES AND GOALS 2024/2025 AS PRESENTED.

Motion carried

4.2 Vice President, Finance and College Services

4.2.1 Audited Financial Statement, Fiscal Year 2023/24

C. Fowler presented the audited financial statements for the Fiscal Year 2023/24, noting that the audit found no material misstatements and is a clean audit. He thanked the Leadership Team and the Board of Governors for their congratulations and support of the balanced budget.

He added that NIC finished the fiscal year with a small surplus and emphasized the importance of being financially self-sufficient. He noted that the surplus was smaller than projected. This is because NIC

applied to have a portion of the operating grant applied to the capitol fund, to partially finance science lab upgrades. This will decrease the amount of net amortization over the next few years, which allows the college to maintain a balanced budget.

J. Langille noted that the Finance & Audit Committee had an in-camera meeting with the auditors and was very pleased with the feedback received.

Moved J. LANGILLE / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE AUDITED FINANCIAL STATEMENTS, FISCAL YEAR 2023/2024 AS PRESENTED.

Motion carried

4.3 Chair, Education Council

4.3.1 Education Council Report

A. Brady provided a summary of the Education Council, noting that this report includes a list of course and program revisions that have been approved by the Education Council.

She noted that the Education Council will be revising their bylaws, as they have twenty-one voting members, two non-voting members, and one extra council seat due to the geographic nature of the area.

5. INFORMATION

The Board received the following information items:

- 5.1 2024-25 Board Schedule and Workplan
- 5.2 College Highlights Report
- 5.3 FY 2023/24 Audit Findings Report
- 5.4 Sexualized Violence Prevention and Response Policy Annual Report
- 5.5 Order-In-Council 201 of April 22, 2024: Reappointments J. Langille, C. Moglove and V. White
- 5.6 Order-In-Council 259 of May 21, 2024: New Appointments J. Jack and R. Kishi
- 5.7 Summary of Student Award Candidates, 2023/2024
- 5.8 NIC Housing Projects Update, April 18, 2024
- 5.9 Updated Indigenous Education Council Commitment Document, March 2024
- 5.10 Link to [Governance Manual](#)
- 5.11 Link to [Board bylaws](#)

6. NEXT MEETING DATE

The next regular meeting is on Thursday, September 26, 2024, in the Comox Valley Campus.

L. Domae noted that since the approval of the 2024/25 Board Workplan, some conflicts have arisen, and the September, April and June meeting dates may need to shift. Board members will be contacted regarding their availability and notified when an updated meeting schedule is confirmed.

7. ADJOURNMENT

Moved J. LANGILLE / Seconded J. ATHERTON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF JUNE 27 2024.

Motion carried

Time: 2:45 pm


Patricia Trasolini, Chair


Emily Haagerup, Executive Assistant