



**Minutes of the Regular Meeting of the  
North Island College Board of Governors**

Q'ə pix ʔidaʔas, Gathering Place

Campbell River Campus

Thursday December 5, 2024

**BOARD MEMBERS PRESENT**

N. Arsenault, Community Member, Comox Valley Region, Vice  
Chair  
A. Brady, Chair, Education Council  
L. Domae, President & CEO  
S. Dores, Community Member, Campbell River Region  
M. Erickson, Faculty Representative  
R. Kishi, Community Member, Comox Valley Region  
J. Langille, Community Member, Comox Valley Region  
K. Makunike, Student Representative  
T. McManus, Student Representative  
C. Moglove, Community Member, Campbell River Region  
N. Shaikh, Support Staff Representative  
C. Stavness, Community Member, Comox Valley Region  
P. Trasolini, Community Member, Campbell River Region, Chair  
V. White, Community Member, Port Alberni Region

**ABSENT**

J. Jack, Community Member, Port Alberni Region

**ALSO PRESENT**

M. Allison, Director, College Governance & Strategy  
T. Bellavia, Vice President, Academic  
K. Crewe, Associate Vice President, People, Equity and Inclusion  
C. Fowler, Vice President, Finance and College Services  
E. Haagerup, Executive Assistant, Leadership Team & Board  
Operations (recording)  
K. Haggith, Associate Vice President, College Experience  
K. Kuhnert, Vice President, Students & Community Engagement  
J. McGillis, Executive Assistant, Leadership Team & Board  
Operations  
S. Milligan, Faculty Member  
J. Wrye, President, NICFA

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## **1. CALL TO ORDER**

P. Trasolini called the meeting to order at 1:01 p.m.

### **1.1 Acknowledgement of First Nations Traditional Territory**

P. Trasolini 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.

### **1.7 Adoption of Agenda**

**Moved S. Dores / Seconded M. Erickson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF DECEMBER 5, 2024, AS PRESENTED.**

**Motion carried**

## **2. CONSENT AGENDA**

### **2.1 Minutes of the Regular Meeting of October 3, 2024**

### **2.2 Governance and Board Development Committee Report, November 25, 2024**

### **2.3 Finance & Audit Committee Report, November 22, 2024**

### **2.4 Finance & Audit Committee Report, November 27, 2024**

### **2.5 Correspondence and Information (Agenda item #5)**

**Moved S. Dores/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA DECEMBER 5, 2024.**

**Motion carried**

## **3. BOARD BUSINESS**

### **3.1 Bylaw No. 4 – Domestic Tuition and Fee Bylaw**

K. Kuhnert reviewed the revisions to Bylaw No. 4 Domestic Tuition and Fee Bylaw, noting that these updates include all new fees and a 2% fee increase, which is set by the tuition limit policy.

**Moved C. Moglove/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES BYLAW NO 4, 2025-2026 DOMESTIC TUITION AND FEE BYLAW (SCHEDULE A & B) WHICH INCLUDES A 2% INCREASE TO DOMESTIC TUITION AND MANDATORY FEES WITH THE EXCEPTION TO THE EMPLOYMENT TRANSITION PROGRAMS.**

**Motion carried**

### **3.2 Bylaw No. 6 – International Tuition and Fee Bylaw**

K. Kuhnert reviewed Bylaw No. 6 International Tuition and Fee Bylaw, noting that this bylaw is not bound by the tuition limit policy, and the decision was made to increase fees by 3%. She highlighted that this fee increase only applies to tuition.

**Moved J. Langille/ Seconded V. Puetz: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES BYLAW NO 6, 2025-2026 INTERNATIONAL TUITION AND FEE BYLAW, WHICH INCLUDES A 3% INCREASE AS OUTLINED IN SCHEDULE “A”.**

**Motion carried**

### **3.3 Policy 1-07 Fundraising**

K. Kuhnert brought forth the recommended revisions to Policy 1-07 Fundraising, noting that this policy was developed in 1995, prior to the NIC Foundation being a separate entity. The revised policy now distinguishes the NIC Foundation as a separate entity and defines the Foundation’s relationship with the College and the requirement for NIC Foundation goals to align with those of the College.

**Moved R. Kishi/ Seconded V. Puetz: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE REVISIONS TO POLICY 1-07 FUNDRAISING AS PRESENTED.**

**Motion carried**

### **3.4 Policy 1-08 Community Consultation**

K. Kuhnert recommended the rescission of Policy 1-08 Community Consultation, and explained that this policy now considered redundant, as it is now covered by the *Colleges and Institutes Act* as well as the College’s own engagement-related policies.

**Moved C. Moglove/ Seconded N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RESCINDS NIC POLICY 1-08 COMMUNITY CONSULTATION PROCESS.**

**Motion carried**

### **3.5 Policy 5-01 Crisis Communications**

K. Kuhnert recommended the rescission of Policy 5-01 Crisis Communications, and explained that this policy now considered redundant, as the original purpose of this policy is now covered by the College’s Emergency Operations Centre (EOC) and by the procedures outlined within the College’s Emergency Response Plan (ERP). She noted that these procedures were developed under the guidelines of the BC Emergency Management System.

**Moved S. Dores/ Seconded V. White: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RESCINDS NIC POLICY 5-01 CRISIS COMMUNICATIONS.**

**Motion carried**

### **3.6 Board Members Roundtable Discussion**

Sub-committee chairs J. Langille and S. Dores both welcomed new members into the Finance & Audit and Governance & Board Development Committees respectively and took the opportunity to review the roles and responsibilities of each sub-committee.

Multiple Board members attended the College Conversation on November 7<sup>th</sup>, 2024, in addition to their respective sub-committee meetings.

R. Kishi noted that he attended a provincial affordable housing conference, which provided valuable information that may help the College's student housing projects, and N, Shaikh attended a conference focused on the Colleague software that the College utilizes.

P. Trasolini noted that she had a brief meeting with Anne Kang, Minister of Post Secondary and Future Skills, and multiple Board members met with MLA Brennan Day at the Comox Valley Campus on November 28, 2024, and will be meeting with MLA Anna Kindy at the Campbell River Campus on December 12, 2024.

## **4. REPORT ON STRATEGIC ACTIVITIES**

### **4.1 President**

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

L. Domae presented her report, noting a continued focus has been on advocacy and government relations work, as the College enters a time of change both provincially and federally. L. Domae met with newly appointed Minister Kang, of Post Secondary and Future Skills, and discussed the challenges that NIC is facing, and the needs of remote and rural communities may create opportunities for growth at the College.

With BC College presidents, L. Domae also met with Premier David Eby to learn his priorities for post-secondary education. She welcomed MLA Brennan Day to the Comox Valley Campus on November 28<sup>th</sup>, 2024, and is scheduled to meet with MLA Anna Kindy on December 12, 2024. L. Domae noted that Minister of Health Josie Osborne was re-elected as MLA for the Mid Island-Pacific Rim region and looks forward to discussion on how the healthcare situation can be addressed with education. A meeting with MLA Osborne has been requested and suggested for when the Board next meets in Port Alberni. She added that thank you and congratulatory letters have been sent to outgoing and incoming officials respectively. L. Domae also extended her thanks to North Island College Faculty Association President J. Wrye for her advocacy efforts.

In response to a question as to how the Board can contribute to advocacy efforts on the College's behalf, L. Domae responded that she will continue to work with the Board so that their voices and relationships in community can advocate for NIC. She added that continued support for student housing, community engagement and Board member insight is greatly appreciated.

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

### **4.2.1 Campbell River Student Housing Business Case**

C. Fowler reviewed the draft Campbell River Student Housing Business Case, which was provided for the Board's information. He explained that a Class D estimate has been obtained for all four design options and that they are currently awaiting feedback from the Ministry, which will determine design, cost and next steps. As ministry procedure has changed, a Class C estimate, which is more accurate, will be done when the final business case is submitted.

C. Fowler explained that financial modelling has been done on all four design models to examine potential revenue and costs. All four designs are financially viable and scalable in size, however other factors such as cost to build and soil viability will also influence which design option is selected.

In response to a comment on the challenge of housing and funding opportunities, C. Fowler noted that the College will continue to explore options for funding, including potential opportunities through the Canada Mortgage and Housing Corporation (CMHC).

In response to a question as to what the determining factor for number of beds was, C. Fowler explained that the demand study was essential to show need in the community for this project. He added that the government has a budget for housing projects and will analyze how many beds are indicated in the Campbell River Student Housing Business Case in comparison to the entire sector. This financial decision will determine how many beds are approved for this project.

In response to a question as to how cost is determined for the project, C. Fowler explained that cost is determined per bed.

#### **4.2.1.1 Comox Valley Student Housing Commons – Update**

C. Fowler provided a brief update on the status of the Comox Valley Student Housing Commons project and highlighted that the project is currently on-time, on-budget and adhering to the original scope.

P. Trasolini commended C. Fowler and the project team for the progress and success of this project to date. K. Kuhnert noted that applications for the housing commons will open in early January 2025.

In response to a question as to whether the units would be furnished or not, K. Kuhnert confirmed that the units will be furnished but no personal effects will be provided.

In response to a question as a startup budget for the Housing Commons, C. Fowler explained that a vacancy rate has been built into budget forecasts, with a higher rate for the first year and additional contingencies for unexpected costs or higher than anticipated vacancy rates.

## **4.2.2 Fiscal Year 24/25 Second Quarter Financial Statements**

C. Fowler reviewed the second quarter financial statements for the 2024/25 fiscal year and noted that the statements show a current deficit of \$1.8million. C. Fowler explained that the second quarter tends to show a deficit each year. The College's biggest expenses, such as salaries and

benefits, are distributed equally throughout the year, while tuition revenue is not equally distributed. Most tuition revenue is received in August, September and January which creates a deficit in the second quarter.

He added that the decline in international enrolment also contributes to this deficit and the College is also awaiting insurance reimbursement from a previous claim. He advised that it may be wise to project a small contingency deficit in the future and noted that all deficits require Ministry approval.

#### **4.2.3 Fiscal Year 2024/25 Second Quarter Forecast**

C. Fowler reviewed the second quarter forecast and noted that they have forecast a balanced budget for 2024/25 but have also indicated a potential small deficit in the future, to help account for transitional costs to rebalance following changes in international enrolment.

#### **4.3 Vice President, Academic**

##### **4.3.1 Apprenticeship Tuition**

T. Bellavia reviewed the proposed domestic tuition for new apprenticeship level courses and noted that this is an increase of approx. 9%. This change was reviewed by a tuition review panel and the increase will help to balance providing affordable programming to students with the increased cost to the institution to run these programs.

In response to a question as to whether this program is run as cost-recovery, T. Bellavia noted that this program is not cost-recovery, but that the Ministry does provide funding on a per-seat basis.

**Moved R. Kishi/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE DOMESTIC TUITION FEE OF \$115.00 PER WEEK FOR NEW APPRENTICESHIP COURSES.**

**Motion carried**

#### **4.4 Chair, Education Council**

##### **4.4.1 Education Council Report**

A. Brady provided an update on recent Education Council meetings, which included a review of new program development. She also ran a new member orientation and generated a new onboarding resource for the Education Council members to review curriculum and their duties as responsibilities on the council.

#### **5. INFORMATION**

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2024-25)
- 5.2 Annual Strategic Session Agenda, October 24 & 25, 2024
- 5.3 List of Board Sub-committee members
- 5.4 College Highlights Report, December 2024
- 5.5 Commonly used acronyms

5.6 Link to Board bylaws and policies

**6. NEXT MEETING DATES**

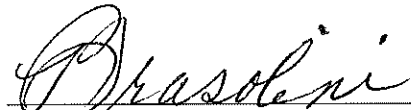
6.1 Regular Meeting – Thursday, February 6, 2025, Port Alberni Campus

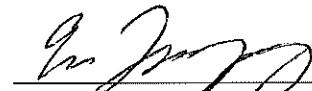
**7. ADJOURNMENT**

**Moved R. Kishi / Seconded M. Erickson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF DECEMBER 5, 2024.**

**Motion carried**

Time: 2:11 p.m.

  
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P. Trasolini, Chair

  
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E. Haagerup, Executive Assistant,  
Leadership Team & Board Operations

