



NORTH ISLAND COLLEGE BOARD OF GOVERNORS REGULAR MEETING

To be held in Room C210, Port Alberni Campus
Thursday, April 20, 2023 @ 1:00 pm

AGENDA

	TOPIC	ATTACHMENT	ACTION	TIME
1.	CALL TO ORDER			
1.1	Acknowledgement of First Nations Traditional Territory			
1.2	Declaration of Possible Conflict of Interest			
1.3	Government Mandate Letter			
1.4	Adoption of Agenda		To adopt	(5 mins)
2.	CONSENT AGENDA			
2.1	Minutes of the Regular Meeting of February 9, 2023	✓	To approve	
2.2	Governance and Board Development Committee Report, February 23 and March 23, 2023	✓	Information	
2.3	Executive Committee Report, February 23 and March 23, 2023	✓	Information	
2.4	Finance and Audit Committee Report, April 6, 2023	✓	Information	
2.5	Correspondence and Information (Agenda item #5)	✓	Information	(5 mins)
3.	BOARD BUSINESS			
3.1	Board of Governors Workplan, 2023/2024	✓	To approve	
3.2	2023/2024 NISU Fee Letter	✓	To approve	
3.3	Finance & Audit Committee Terms of Reference	✓	To approve	
3.4	Board Bylaw #5 - Reimbursement for Travel and Out-of-Pocket Expenses	✓	To approve	
3.5	Board Members Roundtable Discussion		Information	(20 mins)
4.	REPORTS ON STRATEGIC ACTIVITIES			
4.1	President			
4.1.1	President's Report, April 2023		Information	(5 mins)
4.2	Vice President, Finance and College Services			
4.2.1	Budget, Fiscal Year 2023-2024	✓	To approve	
4.2.2	Fiscal Year 2022/2023 Financial Results (verbal update)		Information	(10 mins)
4.3	Vice President, Academic			
4.3.1	Tuition approval: Nursing 201	✓	To approve	
4.3.2	Credential approval: Instrumentation & Electrical Automation Technician Diploma	✓	To approve	

4.3.3	Tuition approval: Instrumentation & Electrical Automation Technician Diploma	✓	To approve
4.3.4	Program name approvals	✓	To approve (15 mins)
4.4	Chair, Education Council		
4.4.1	Education Council Report	✓	Information (3 mins)
5.	INFORMATION (<i>attachments</i>)		
5.1	Current Board Schedule and Workplan (2022-23)		
5.2	College Highlights Report, April 2023		
5.3	2023 Endowment Fund Report – Board Bursary		
5.4	Letter from Post-Secondary Education Minister dated March 21, 2023		
5.5	Commonly used acronyms		
5.6	Link to Board bylaws and policies		
6.	NEXT MEETING DATE		
	Regular Meeting – June 29, 2023 Comox Valley Campus		
7.	ADJOURNMENT		2:45 pm



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Room N110, Port Alberni Campus
Thursday, February 9, 2023

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

ABSENT

S. Thakur, Student Representative
P. Trasolini, Community Member, Campbell River Region, Vice Chair

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
C. Fowler, Vice President, Finance and College Services
K. Kuhnert, Vice President, Students & Community Engagement
A. Mayboudi, Associate Dean, Arts, Sciences & Technology
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Institutional Research & Planning
C. Wilson, Executive Director, North Island Students' Union

1. CALL TO ORDER

J. Atherton called the meeting to order at 1:05 p.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 Declaration of Possible Conflict of Interest

J. Atherton reminded Board Members to refer to the Board's bylaw on conflict of interest guidelines should there be a need to declare a conflict of interest on any of the agenda items.

1.3 Government Mandate Letter

A link to the Government's mandate letter to the College was received by the Board.

1.4 Adoption of Agenda

Moved S. HUMBLE / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 9, 2023 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

Moved V. PUETZ / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF FEBRUARY 9, 2023.

Motion carried

3. BOARD BUSINESS

3.1 Executive Committee Terms of Reference

J. Atherton provided the following highlights of the updated terms of reference:

- Removed redundancies;
- Removed references to the review of President's employment contract as it can not be reviewed nor re-opened once signed by all parties;
- Widened reporting of emerging issues and risk

B. Minaker reminded Board Members that the Governance and Board Development Committee is tasked to review all Board committees' terms of reference.

Moved S. HUMBLE / Seconded J. KIM: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE EXECUTIVE COMMITTEE TERMS OF REFERENCE AS PRESENTED.

Motion carried

3.2 Governance and Board Development Committee Terms of Reference

S. Humble presented the amended committee terms of reference, noting that the only update is the requirement that the committee chair be an appointed Board Member. She added that once the Board adopts a governance manual, the committee will resume reviewing other committees' terms of reference as provided for in the Governance and Board Development Committee's terms of reference.

MOVED S. HUMBLE / SECONDED V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE GOVERNANCE AND BOARD DEVELOPMENT COMMITTEE TERMS OF REFERENCE AS PRESENTED.

Motion carried

3.3 Port Alberni Campus Master Plan

Board Members present in-person at this meeting received a presentation on the Port Alberni campus master plan as well as went on a tour of the Tebo Vocational Centre as part of their education session in the morning.

MOVED E. MOSLEY / SECONDED M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PORT ALBERNI CAMPUS MASTER PLAN AS PRESENTED ON FEBRUARY 9, 2023.

Motion carried

C. Fowler noted that the next steps following the Board's approval of the campus master plan is a concept plan for a proposed Trades building which will be submitted to Government along with the master

plan. The Board's approval of the master plan would show Government the Board's support of the plan and subsequent funding request for the construction of a new Trades building. N. Arsenault suggested broadening the language of the Vision for Port Alberni Campus.

3.4 Joint Meeting with Indigenous Education Council

J. Atherton and L. Domae met with the Chair of the Indigenous Education Council (IEC) I. Caplette prior to the start of this meeting. IEC has requested that, instead of a structured meeting agenda, the joint meeting scheduled for March 10 have overarching goals such as:

- Introductions of boards' members;
- Roles and responsibilities of both boards;
- How membership is populated in both boards;
- Extent of the Board of Governors' willingness and ability to adopt Indigenous governance and practices;
- Understanding what consensus-building looks like and how the two boards can work together.

IEC likewise requested that the joint meeting be held strictly in-person.

3.5 2022/23 Fiscal Year Credit Enrolment Report

W. Skulmoski presented the report at the Winter term stable enrolment date, highlighting the following:

- Total headcount including both domestic and international students increased by one percent almost at par with the previous year;
- International student headcount is higher by 36 percent while domestic student headcount is lower by three percent;
- There are fewer domestic students this year but are taking more or longer courses;
- Last year was record enrolment for domestic students and so the current report compares to a very high comparator year;
- There is a potential for the numbers to grow given that some one-time funded courses are still to be launched in the next few weeks.

On questions around the decline in enrolment numbers for Adult Basic Education (ABE), the following comments were shared:

- The College is required to provide access to ABE;
- Enrolment has been declining across the sector in the last few years;
- Decline in enrolment could be attributed to a number of factors including community members' preference to secure employment as opposed to choosing the ABE path towards university studies;
- ABE is a necessary service that provides access to most post-secondary programs.

3.6 Board Members Roundtable Discussion

Most Board Members participated in their respective standing committee meetings as well as the January 6 site blessing of the future Comox Valley Student Housing.

J. Kim, R. LaTrace and M. Erickson attended several meetings, both College and Board committees. J. Kim also met with members of the Leadership Team regarding the Island Pre-Health Science Credentials.

J. Atherton met with other BC colleges' board chairs who all shared the same concerns around Government's future ready skills directive and its base funding model in line with the ongoing funding review. She and L. Domae also met with Post-Secondary Education and Future Skills Minister S.

Robinson with whom they shared similar funding concerns. L. Domae added that Minister Robinson is expecting colleges to deliver future ready skills and is looking for post-secondary institutions to collaborate with each other.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 BUILD 2026 Year 2, Report 1 and Dashboard Review

L. Domae provided highlights on the strategic plan's second year, report 1 and other updates:

- The reporting period covers September to December 2022;
- There are 56 deliverables with seven completed, 45 on track, two behind and two where the College is waiting for data;
- The College is moving forward with the Province's audit process on quality assurance;
- The launch of the NIC brand strategy is underway;
- Investments are being made around employee development through the People Plan as well as in teaching and learning and campus planning;
- The College signed a new memorandum of understanding with the North Island Students' Union (NISU).

L. Domae added that under the strategic plan's Reconciliation, employees have not had training yet as the College is seeking the teachings of Elders to provide content for an NIC-specific Indigenous intercultural competency training.

The report will be published on the College's [engage site](#) and will be open to anonymous comments.

4.2 Vice President, Finance and College Services

4.2.1 Third Quarter Financial Statements

C. Fowler reported that by this third quarter, the College is in pace with its budgeted deficit of \$790,000 noting a significant drop in investment income compared to the previous year. He added that revenue from Continuing Education and contract training is expected to make up for the decline in overall domestic tuition revenue.

R. LaTrace left the meeting at 2:45pm.

4.2.2 Fourth Quarter Financial Forecast

C. Fowler reported that the public post-secondary sector is projecting deficits in both fiscal years 2022/23 and 2023/24. He noted that in the case of NIC, steps were taken in 2020 to mitigate the impact of the pandemic which helped the College reduce overall costs and avoid large deficits over the last few years. This proves that the College, although small, is forward-thinking and able to make prudent fiscal decisions which should bode well for its advocacy amid the sector-wide funding review.

4.3 Chair, Education Council

4.3.1 Education Council (EdCo) Report

W. Gus referred to her report, highlighting the following:

- EdCo approved course revisions, new courses and new programs at its last meeting in December 2022;
- Curriculum Committee met for two days but the work is expected to be smoother once the new program Curriculog is implemented;
- There are two new members as a result of the recent byelection.

5. INFORMATION

The Board received the following information items:

- 5.1 Post-secondary Governance Workshop, April 17, 2023
- 5.2 Updated Board Schedule and Workplan 2022/23
- 5.3 CICan Annual Conference, April 23-25, 2023
- 5.4 Ministry Letter re NIC IAPR, January 25, 2023;
- 5.5 Commonly used acronyms
- 5.6 Link to Board bylaws and policies

Two-night accommodations have been booked for all board members to attend the Post-secondary Governance Workshop scheduled for April 17. Efforts will be made for groups to travel or carpool.

J. Atherton reiterated that the Executive Committee has directed staff to canvass the Board for interest in attending the CICan conference to be held Montreal. The Executive Committee will then decide who will attend based on interest, availability and the members' remaining term on the Board.

6. NEXT MEETING DATES

The next scheduled meeting is a joint meeting with Indigenous Education Council on Friday, March 10, 2023, Comox Valley Region. The next regular meeting is on April 20 at the Port Alberni campus.

7. ADJOURNMENT

MOVED V. PUETZ / SECONDED M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF FEBRUARY 9, 2023.

Motion carried

Time: 3:04 p.m.

Jane Atherton, Chair

Rachel Reid, Executive Assistant



North Island College Board of Governors
April 20, 2023

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

AGENDA ITEM: Regular Meeting
2.2 Governance and Board Development Committee Report

Committee members Patricia Trasolini (chair), Barry Minaker, Shelley Humble and Nancy Arsenault met on February 23 and March 23, 2023 with Lisa Domae (President), Melanie Allison (Director, College Governance and Strategy) and Rachel Reid (Executive Assistant) as resource persons.

Territorial Acknowledgment

P. Trasolini started both meetings by calling the meetings to order and acknowledging that the committee 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.

February 23, 2023

Adoption of Agenda

The committee adopted the agenda as presented.

Committee Business

BOG Development Priorities

L. Domae presented a document that aims to track the priorities and goals identified by the Board following its annual evaluation in 2022. The Board, through the Committee, can use the document to determine what goals the Board has reached by the next evaluation cycle and what the Board would like to achieve going forward.

Committee members suggested the following:

- Add a column indicating the leads for each priority/goal;
- Determine which goals/priorities are to be led by Board standing committees with support from the President's office;
- Create a checklist for new board members that includes a mentorship component with a senior Board/Committee Member as mentor for new members as part of a comprehensive onboarding process in addition to the initial new member orientation.

Discussion about the document will be included in the next meeting agenda.

L. Domae raised the need for Board Members to advocate on the College's behalf, particularly for capital projects such as the Tebo Centre replacement. She proposed that advocacy be included in the 2023 annual Board evaluation process.

N. Arsenault suggested that for community engagement events, factors such as where the Member is based and whether the Member's competencies and skills could be relevant to the event should be considered.

The Board continues to have a vacancy for a representative from the College region north of Campbell River. L. Domae suggested holding a Board meeting annually at the Mixalakwila campus to heighten the Board's presence there. The joint meeting with the Indigenous Education Council scheduled for March 10 is also an opportunity to advocate for representation from the region. However, the Committee also acknowledged that appointments to the Board are ultimately decided by the Minister and that cross appointments between the Board and IEC would not be possible due to the specific provisions for appointment and election to the Board in the College & Institute Act.

Board Governance Manual Update

L. Domae reported that staff met with WATSON Inc. project leads to develop a plan with three main components: review of current board operations, review of key documents (bylaws and policies) and develop a governance authority matrix outlining who does what and levels of participation. A draft project plan and timelines will be provided to Committee members.

Standing/Future Agenda Items

Establishment of a whistleblower policy (2024)

P. Trasolini noted that research was done a few years ago regarding the development of a whistleblower policy. She added that Committee members would like to participate in the development of such a policy. M. Allison reported that there is guidance from the BC Province which will be included in the next Committee agenda.

Review and consideration of transition to paperless Board operations

P. Trasolini asked for an update on the transition. M. Allison reported that the College is currently transitioning to Sharepoint online but is taking a while because of the amount of data the College holds. A staged plan/transition strategy in consultation with the College's Business Application Services will be included for consideration in a future Committee agenda. The Committee also acknowledged that, aside from inherent challenges to transitioning to paperless operations, the Board also must agree unanimously in making the transition.

The Committee agreed that a paperless Board operation has to:

- Help Board Members in being more efficient in their work and;
- Make Board Members feel comfortable with the tools they would be expected to use.

Time: 10:00 am

March 23, 2023

Adoption of Agenda

P. Trasolini requested adding an agenda item – Debrief of joint meeting with the Indigenous Education Council.

The committee adopted the agenda as amended.

Committee Business

Policy Framework: Governance Manual Development Update

L. Domae presented a governance framework report and draft governance authority matrix from WATSON Inc, highlighting the firm's main recommendation that the Board transition from a policy-based governance framework to a responsibility-based governance framework. Another recommendation is for the Board to move away from the its Executive Limitations and Board-Staff Relationship policies to a governance authority matrix.

L. Domae added that the timing of establishing a responsibility-based governance framework would work well given that the Board is expecting new appointments by the fall and that the Board will be going on its annual retreat in November possibly using the forthcoming governance manual as a retreat material.

The committee reviewed the two documents and commented as follows:

- The draft governance authority matrix is incomplete and includes items not relevant to the NIC Board;
- First bullet on page four of the Governance Framework Review report should not ask whether the model meets community expectations but rather refer to Ministry or Government expectations/requirements;
- The drafts were submitted just hours prior to the meeting – consultants need to submit the next iteration of documents at least five days before the committee or Board is expected to review them;
- Language must be clear and simple to understand.

N. Arsenault suggested to have the revised documents sent to the Board Members before they attend the Ministry-hosted workshop on April 17.

L. Domae suggested that the Board dedicate a portion of its morning education session on April 20 in order to have a fulsome discussion of the revised documents and the Board's path going forward if it decides to transition to a responsibility-based governance framework.

Board Member exit interviews

The committee discussed the exit interviews that were done with Board Members who have left in the last few years. Issues of confidentiality, purpose of exit interviews and how these relate to the forthcoming governance manual were deliberated upon.

The committee agreed to keep this item as a future agenda item and will revisit it once the governance manual is finalized.

On-boarding New Board Members

The committee received a sample schedule of on-boarding new board members. L. Domae recommended that the new Board Member orientation be included as part of the forthcoming governance manual.

Board Bylaw 5 – Reimbursement of Business-related Expenses to Board Members

Following updated rates by the BC Provincial Government in 2022 and the College's travel policy in February 2023, R. Reid presented two options by which the bylaw could be amended:

1. The bylaw could state that: "Board members incurring transportation, accommodation, meal and out-of-pocket expenses in the course of their duties as Members of the Board will be reimbursed in accordance with Provincial Government guidelines" which would eliminate enumerating and itemizing the per diem and mileage rates;
2. Update each rate based on the current Provincial and College rates.

L. Domae recommended that the Board Bylaw follow College policy. The committee agreed with L. Domae's recommendation.

BOG Governance and Development Priorities

L. Domae presented the document as updated with the committee's feedback, incorporating a column that identifies leads for each goal and action item. She added that it will be used as reference when designing the Board's annual evaluation slated for early summer.

Debrief of joint meeting with Indigenous Education Council (IEC)

The committee agreed that the joint meeting was generally positive but also recognized that the Board's governance and how it goes about its work fall largely within the legislative framework set out by the College and Institute Act and as directed by the Provincial Government. In order to continue building positive relationships with the IEC, the committee suggested that First Nations groups be invited to join the Board for lunch and its regular/open meetings in regions where the Board meetings will be held.

Future Agenda Items

Establishment of a whistleblower policy

L. Domae noted that the future governance manual may make a recommendation around the establishment of a whistleblower policy.

Review and consideration of transition to paperless Board operations

M. Allison reported that the College is gradually transitioning to Sharepoint Online. She will work with the College's Chief Information Officer on how Sharepoint Online can assist in the Board's work.

Information

L. Domae informed the committee that she will be part of a panel discussion on Indigenous Education at the Ministry-hosted workshop on April 17.

N. Arsenault suggested getting the Board Members together at the workshop. R. Reid will organize a dinner on Sunday, April 16.

Next meeting date

The next committee meeting date is on Thursday, June 12, 2023.

Time: 10:13 am.



North Island College Board of Governors
April 20, 2023

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

AGENDA ITEM: Regular Meeting
2.3 Executive Committee Report

Committee members Jane Atherton (chair), Patricia Trasolini, Eric Mosley, Shelley Humble and Lisa Domae met on February 23 and March 23, 2023 with Rachel Reid (Executive Assistant) as resource persons.

Territorial Acknowledgment

J. Atherton started both meetings by calling the meetings to order and acknowledging 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.

February 23, 2023

Adoption of Agenda

The committee adopted the agenda as presented.

Committee Business

March 10 joint meeting with the Indigenous Education Council (IEC) and Budget Presentation/Discussion

As agreed upon by the chairs of IEC and Board, some of the goals of the joint meeting are:

- Adopt Indigenous ways of running the meeting;
- Set the stage for how the two boards can work together in collaborative and respectful ways;
- Build relationships between the two boards by developing trust;
- Create a space that serves everyone with the hopes that a consensus can be built by the end of the meeting despite possible disagreements and difficult questions;
- Review of the two boards' roles and purposes.

The joint meeting will be preceded by an education session about the FY 2023/24 budget. Information about the joint meeting including reference materials will be sent to the Board in advance of the meeting.

BOG Development Priorities

L. Domae presented a document, for the Committee's information, that aims to track the priorities and goals identified by the Board that came out of its annual evaluation in 2022. The Governance and Board Development (GBD) Committee may use it to determine what areas of governance the Board may need to focus on next year.

J. Atherton suggested that the Board actively advocate for the College's funding from Government. L. Domae reported that the GBD Committee likewise suggested that Board Members not only advocate for the College but also find ways to connect with communities beyond College and community events. She will suggest to the GBD Committee to consider an advocacy strategy that will involve Board Members' participation by incorporating advocacy into the 2023 Board evaluation process.

Board Governance Manual Update

L. Domae reported that staff met with WATSON Inc. project leads to develop a project plan and timeline which will be provided to Committee members shortly. P. Trasolini noted that the GBD Committee has identified a tentative deadline of June or September for the Board to approve its governance manual. L. Domae added that the manual will be useful in both the new board member orientation and the annual retreat scheduled for November.

CABRO update: board appointments

J. Atherton noted that new board appointments could be announced before September 2023. L. Domae reported that, like NIC, other post-secondary boards have several vacancies. The recent change in ministerial appointments is one cause for the delay in board member appointments.

2023 CIGan Conference attendance

The Committee received a summary of responses from appointed Board Members regarding their interest in participating in the conference. Based on their remaining term on the Board and budget, P. Trasolini and S. Humble will represent the Board at this year's conference. L. Domae reported that the College won an award in the area of international education which will be presented at the CIGan conference.

Post-Secondary Governance Workshop attendance

Almost all Members have confirmed their attendance at the April 17 workshop to be hosted by the Ministry of Post-Secondary Education and Future Skills.

Future Agenda Items

Board Member exit interview

Results from exit interviews from former Board Members will be included in a future GBD Committee agenda.

Information

L. Domae reported that the site for the Comox Valley Student Housing has been cleared and that the College community has been informed throughout the process. The College is now closer to beginning construction on the site. J. Atherton commented that the communications plan around the site clearing was handled very well.

L. Domae also informed the Committee that MLA Josie Osborne will be visiting the Port Alberni campus in March with opportunities to advocate for her support on the Tebo Centre replacement. J. Atherton and E. Mosley will be joining L. Domae in this meeting with the MLA.

March 23, 2023

Adoption of Agenda

The committee adopted the agenda as presented.

Committee Business

Draft Board meeting schedule for April 20, 2023

On recommendation of the Governance and Board Development (GBD) Committee, the Executive Committee agreed to hold a session on the governance manual from WATSON Inc. This session will replace the proposed presentation by Genus Investment Management on the College's investment portfolio which will now be presented at a later meeting. The other education session will be on the College Brand and Marketing.

The April 20 education sessions and meetings will be held at the Port Alberni campus, Room C210.

Draft regular and in-camera meeting minutes of February 9, 2023

L. Domae informed the committee that staff will begin using updated visual standards for Board documents including minutes, agendas and briefing notes/reports.

Draft Board business meeting agendas, April 20, 2023

E. Mosley requested adding a recent correspondence from the Post-secondary Education and Future Skills Minister to the information section of the regular agenda.

BOG Development Priorities

L. Domae reported that the document now includes elements suggested by the GBD and Executive committees, adding that these priorities could be refreshed when the Board implements its annual evaluation process in June.

Draft BOG 2023/24 Workplan and Schedule

The draft workplan and schedule includes board meeting information and dates, potential education sessions, standing committee meeting dates and College/community events. This is included in the regular agenda for the Board's review and approval.

Governance Manual Update

L. Domae reported that the GBD Committee reviewed the draft report and governance authority matrix as submitted by WATSON Inc. The GBD Committee also directed WATSON to simplify language, include provisions relevant to the NIC Board and remove those that are not, and make sure that the manual aligns with the College and Institute Act and other applicable legislation. WATSON will also be requested to assist the Board in using the framework to:

- Outline how Board Members work together in setting a direction for the CEO/President;
- Realize that Board Members have responsibility to each other as a group.

L. Domae recommended a fulsome discussion of the report and authority matrix at the April 20 morning session for the Board to discuss and determine whether it would move from a policy-based governance philosophy to a responsibility-based governance philosophy as recommended by WATSON.

Future Agenda Items

J. Atherton requested a future Board education session on the ElderCollege, its organization and financial impacts on the College and its relationship with the College.

Information

J. Atherton shared that at a meeting of BC colleges' board chairs, there was a discussion around how Board Members, particularly student representatives, can be encouraged to participate in board meetings by setting aside time ahead of meetings to help them frame questions that they will feel comfortable in asking.

Next meeting date

The Executive Committee will meet on Monday, June 12, 2023.



North Island College Board of Governors
April 20, 2023

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

AGENDA ITEM: Regular Meeting
2.4 Finance & Audit Committee Report

Committee members Valery Puetz (committee chair), Eric Mosley and Murray Erickson met via BlueJeans and in-person on Friday, April 6, 2023 with Colin Fowler (VP, Finance & College Services), Sue Fleck (Director, Finance), Rachel Reid (Executive Assistant) and Ian Lusher (Portfolio Manager, Genus Capital Management) as resource persons.

Territorial Acknowledgment

C. Fowler called the meeting to order and acknowledged that the committee meeting was being held in the traditional territories of the combined 35 First Nations of the Nuuchahnulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

Adoption of Agenda

The committee adopted the agenda as presented.

Committee Business

Genus Investment Management presentation

C. Fowler introduced I. Lusher who provided a summary presentation of the College's long-term investment at March 31, 2023. Highlights of the presentation are:

- Target benchmark vs. actual per investment policy is fairly neutral with 55 percent fixed income and 45 percent equities;
- Fixed income yield is higher than benchmark;
- Overall portfolio performance is not as strong but in line with the 2022 global market performance;
- Despite the market being down in 2022, the College's investment portfolio is ahead of its benchmark in every long-term investment category;
- There is no need for the College to modify its diversification targets since the current mix has yielded conservative gains over the years.

I. Lusher will present the portfolio performance report to the College's Board of Governors at its morning session of June 29th.

I. Lusher left the meeting at 3:29pm.

On a question from the committee, C. Fowler reported that the College's contributions towards capital projects will be drawn near the end of those projects.

Financial Results FY 22/23

C. Fowler referred to the deficit approval letter from the Ministry for fiscal years 22/23 and 23/24 and reported that he will provide a verbal update at the Board meeting of April 20, 2023.

Draft Budget FY 23/24

C. Fowler reported that the draft budget has been updated since it was presented to the Board of Governors in March. The updated draft includes estimated costs for the College's projected settlement of union settlements.

The committee also discussed how the actual settlement costs will be reported in the College's financial statements. Having no other concerns, the committee will recommend approval of the draft budget FY 23/24 to the Board.

Committee Terms of Reference

The committee reviewed its terms of reference and agreed on the following:

- The committee chair must be an appointed Board Member;
- The committee will continue to review the College's long-term investment on an annual basis;
- Under Timetable, language will be updated to:
The Committee will establish an annual plan for its activities in the Fall of each year based on the Board's annual meeting and planning schedule
- Under Timetable, remove reference to meeting venue as circumstances will determine this.

The committee also directed staff to add the review of the long-term investment policy annually after the annual presentation by Genus in spring.

Regarding the selection of an external auditor, C. Fowler noted that the College's contract with the current auditor KPMG has exceeded five years, adding that the College is due to go through a procurement process. On suggestion by staff and given that FY 22/23 audit process is underway, the committee agreed to start the procurement process in January/February of 2024 for the new contract to begin auditing services in FY 24/25.

NIC Enterprise Risk Management Workplan

C. Fowler presented a workplan outlining the steps towards establishing an annual risk identification report/register that will be presented to the committee and Board beginning in 2024. He opined that the biggest risk area for any post-secondary institution is cybersecurity, adding that the College's Chief Information Officer C. Black will be invited to a future committee meeting to present a report with recommendations around how to avoid cybersecurity risks.

Board Bylaw 5 – Reimbursement for Travel and Out-of-Pocket Expenses

The committee received the bylaw as information only. The bylaw was reviewed by the Governance and Board Development Committee and will be included in the Board meeting agenda of April 20 for approval.

Standing/Future Agenda Items

- Long Term Investment Policy
- Board policy: review of amortization policies in the post-secondary sector (discussion from January 26, 2023)
- Annual risk report/register

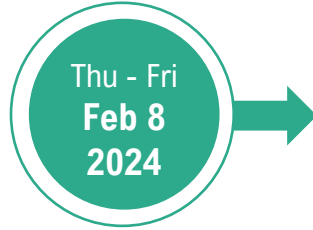
Next meeting date

The next Committee meeting will be on Monday, June 12 at 3:00 pm.

Time: 4:45pm

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.



CAMPBELL RIVER

UCLUELET

CAMPBELL RIVER

PORT ALBERNI

COMOX VALLEY

MIXALAKWILA

COMOX VALLEY

BOARD DEVELOPMENT & EDUCATION

- Joint meeting with NIC Foundation

BOARD BUSINESS

- ***Officer Elections***
- Standing Committee Reports
- New Appointed Member Oaths

ORGANIZATIONAL PERFORMANCE

- Fiscal Year 22/23 Enrolment Report

FIDUCIARY

- ***Statement of Financial Information (SOFI)***
- Q1 Financial Statements
- Q2 Financial Forecast

CAMPUS/CENTRE DEVELOPMENT

- ***5-Year Capital Plan Priorities***

BOARD DEVELOPMENT & EDUCATION

- Annual Board Retreat

BOARD BUSINESS

- ***Committee Appointments***
- New Elected Member Oaths

Items that are in this font and italicized require Board approval

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports

FIDUCIARY

- ***Bylaw 4: Domestic Tuition and Fees***
- Q2 Financial Statements
- Q3 Financial Forecast

ONGOING AS REQUIRED

ORGANIZATIONAL PERFORMANCE

- ***Strategic Plan Approval***

PROGRAMMING

- ***Credential Approval***
- ***Program Cancellation***

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- Triennial Bylaw & Policy Review

ORGANIZATIONAL PERFORMANCE

- ***BUILD 2026*** Dashboard Review
- Fiscal Year Enrolment Report

FIDUCIARY

- Q3 Financial Statements
- Q4 Financial Forecast

FIDUCIARY

- ***New Programming Tuition and Fees***

CAMPUS/CENTRE DEVELOPMENT

- ***Lease Approval***
- ***Land Sale***

BOARD DEVELOPMENT & EDUCATION

- Fiscal Year Draft Budget Presentation

BOARD BUSINESS

- Joint meeting with Indigenous Education Council

EMPLOYEES

- ***Collective Agreement Ratification***

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- ***Board Workplan 2024/25***
- ***Mandate Letter, if received***

FIDUCIARY

- ***Budget 2024/25***

STUDENT ASSOC. FEES

- ***Direct institution to collect fees***

BOARD DEVELOPMENT & EDUCATION

- Topic TBD

BOARD BUSINESS

- Standing Committee Reports
- ***2023/24 Institutional Accountability Plan & Report***
- ***President's objectives/goals 2024/25***

ORGANIZATIONAL PERFORMANCE

- ***BUILD 2026*** Updates & Dashboard Review
- ***2023/24 Full-time Equivalent Enrolment Report***

FIDUCIARY

- ***2023/24 Audited Financial Statements***

	September 2023	November 2023	Dec 2023/Jan 2024	February 2024	March 2024	April-May 2024	June 2024
Board committee meetings to be held virtually and/or in the Komoux Hall Boardroom (venue and dates are subject to change)							
Executive	Sep 14 9am	Oct 19 & Nov 23 9am	Jan 25 9am	Feb 29 9am	Mar 28 9am		Jun 13 9am
Governance & Board Development	Sep 14 11am	Oct 19 & Nov 23 11am	Jan 25 11am		Mar 28 11am		Jun 13 11am
Finance & Audit	Sep 15 3pm	Nov 24 3pm	Jan 26 3pm		Mar 29 3pm		Jun 14 Campbell River 3pm
Community Engagement Events (optional)							
						Apr 29-May 1 Calgary, AB CICan Conference	
NIC College Engagement Events (optional)							
						May Location TBA Employee Recognition Event	Jun Comox Valley Graduation
							Jun Campbell River Graduation
							Jun Port Alberni Graduation



BOARD OF GOVERNORS – ACTION SHEET

April 20, 2023

Agenda #: 3.2

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

Agenda Item: 3.2 2023/2024 NISU Fee Letter

Action Required: For Information/Approval

Background/History/Executive summary:

North Island Student Union (NISU) has provided notice to the Board of Governors their recommendation to increase its membership fees in the attached letter dated February 2023. Further they advised that the audited financial statement have been made available and approved by their members at the Semi-Annual General meeting held November 22, 2022. NISU has indicated they remain in good standing as recognized by the BC Societies Act.

Policy analysis/strategic priority:

This recommendation is in accordance with the BC College & Institute Act (Section 21) https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01#section21

Attachments

February 2023, letter to North Island College Board of Governors, from Carissa Wilson, Executive Director, NISU.

Action:

That the Board of Governors of North Island College direct the College to collect membership fees and remit the same to the North Island Student Union, as outlined in their February 2023 letter for the academic year 2023-2024 and as per the College & Institute Act.



February 2023

To the North Island College Board of Governors,

In accordance with the *College & Institute Act*, please accept this notice regarding collection of North Island Students' Union and British Columbia Federation of Students membership fees.

As determined by a majority of members of the Students' Union who voted in referenda to establish this fee structure, including the provision for Consumer Price Index increases, the fees for the 2023 - 2024 academic year are:

Students' Union membership fee	\$15.23 per month \$60.93 per semester \$4.64 per credit
Federation membership fee	\$2.89 per month \$10.59 per semester \$0.80 per credit

As required by the Students' Union bylaws and the *College & Institute Act*, the audited financial statements have been made available & approved by our members at the Semi-Annual General Meeting, November 22, 2022. The Act does not require the statements to be shared to this Board.

Further, the Students' Union remains a society in good standing as recognized by the *Societies Act*.

Please continue to remit fees to the Federation:

207 245 Columbia Street East
New Westminster, BC V3L 3W4

Sincerely,

Carissa Wilson
Carissa Wilson
Executive Director
North Island Students' Union
778-585-NISU(6478)
theoffice@nisu.ca

2022 - 2023 NISU Board of Directors

Nicholas McCann-Anderton, Chairperson, Accessibility Director
Vincent Michaud, Co-Chairperson, Internal Relations Director
Alfie Esperanza, Community Director
Mercedes Dysserinck, Communications Director
Alex McColm, Federation & Governance Director
Mary Rickinson, Services Director

**TERMS OF REFERENCE
NORTH ISLAND COLLEGE BOARD
FINANCE AND AUDIT COMMITTEE**

Purpose

The Finance and Audit Committee is a standing committee of the Board established to assist the Board in meeting its financial accountability and oversight responsibilities and its statutory obligations under the College and Institute Act.

Composition and Operations

- A. The Committee is composed of at least three Board members, at least two of whom have been appointed by the Provincial Government. The Board will confirm appointments to the Committee. The Chair of the Committee, who is an appointed Board Member, will be appointed by the Chair of the Board. All appointments to the Committee are for a term of one year. Re-appointments are permitted.
- B. In order to fulfill their responsibilities, Committee members will be financially literate and sufficiently versed in financial matters to understand public sector accounting practices, budget development and major judgments involved in preparing financial statements. At least one member will have an accounting designation or a strong background in finance, accounting and/or auditing.
- C. A majority of members will constitute quorum.
- D. The President, the Vice President, Finance and College Services, the Director, Finance and the Executive Assistant to the Board will be resources to the Committee and will, as directed by the Committee, attend meetings of the Committee.

Duties and Responsibilities

Management is responsible for financial management and reporting, risk management and internal controls of the College. The Committee's role is one of oversight.

The Committee has the responsibility for:

Financial Reporting

- A. Recommend and deliver reports to the Board of Governors:

For approval:

- Annual consolidated budget
- Annual audited financial statements
- Annual financial information act requirements
- Appointment of auditors
- Appointment of investment manager
- Appointment of independent advisors as needed
- Financial policies and banking resolutions requiring Board approval

- Matters of acquisition or disposal of real property including facility leases

For information:

- Quarterly financial statements, reports and forecasts
 - Significant financial planning, management and reporting issues
 - Reports from auditors and administration on internal control issues, risk management and other matters within the mandate of the Committee.
- B. Conduct or authorize investigations into any matters within the Committee's scope of responsibilities.
 - C. Review the quarterly financial statements prepared by management. Review of the statements will include discussion with management of results compared to budget and prior year results to provide assurance that the financial reports reflect the financial position of the College.
 - D. Review with management any other financial reports that require Board approval.
 - E. Meet with management prior to the presentation of the annual operating budget to the Board to review the proposed budget, including assumptions used in the preparation of the budget and ensure that potential risks have been identified and strategies developed to address those risks. Upon completion of the Committee's assessment of the budget and budgeting process, the Committee will be in a position to communicate its review and recommendation with respect to the budget to the Board of Governors.

External Audit

- A. Recommend the appointment of the external auditor to the Board.
- B. Direct the external auditor to prepare an annual auditor's report and perform other audit services and oversee the audit by:
 - reviewing the terms and conditions of the audit engagement letter including the objectives and scope of the audit work;
 - reviewing materiality limits and areas of audit risk;
 - reviewing proposed staffing, timetable and fees for the audit; and
 - reviewing with the auditors the results of the annual audit examination including, but not limited to:
 - difficulties encountered or restrictions imposed by management during the annual audit;
 - significant accounting or financial reporting issues;
 - the auditor's evaluation of the College's system of internal accounting controls and procedures;
 - key management estimates material to the financial statements;
 - the post-audit or management letter containing any findings or recommendations of the external auditor including management's response and subsequent follow up to any identified internal accounting control weaknesses; and,
- C. Meet at least once annually with the External Auditor without management present.

Risk Management

Periodically review and assess reports provided by management and the external auditor that provide information:

- about significant proposed changes in financial reporting and accounting policies and practices proposed by the College;
- on new or pending developments in accounting and reporting standards that may impact the College;
- confirming that the College's internal controls were assessed during the annual audit and are deemed sufficient to support production of accurate financial statements and reports; and
- on the external auditor's assessment of financial risks and uncertainties and the systems management uses to identify and manage risk and prevent financial mismanagement.

Investment Management

Review and report annually to the Board of Governors on the compliance with the Long-Term Investments policy including but not limited to:

- an annual review of the Long-Term Investment policy;
- review of the performance of the investment manager to ensure that the investments are being managed in accordance with the Long-Term Investment Policy; and
- periodically recommend the (re-)appointment or replacement of the investment manager.

Accountability

- A. The Committee will maintain minutes of all meetings and report to the regular or in-camera meetings of the Board of Governors as appropriate.
- B. The Committee will review its terms of reference at least once every three years and recommend any changes to the Board of Governors.

Timetable

The Committee will establish an annual plan for its activities in the Fall of each year based on the Board's annual meeting and planning schedule

**TERMS OF REFERENCE
NORTH ISLAND COLLEGE BOARD
FINANCE AND AUDIT COMMITTEE**

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- C. A majority of members will constitute quorum.
- D. The President, the Vice President, Finance and College Services, the Director, Finance and the Executive Assistant to the Board will be resources to the Committee and will, as directed by the Committee, attend meetings of the Committee.

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- Appointment of independent advisors as needed
- Financial policies and banking resolutions requiring Board approval

- Matters of acquisition or disposal of real property including facility leases

For information:

- Quarterly financial statements, reports and forecasts
 - Significant financial planning, management and reporting issues
 - Reports from auditors and administration on internal control issues, risk management and other matters within the mandate of the Committee.
- B. Conduct or authorize investigations into any matters within the Committee's scope of responsibilities.
- C. Review the quarterly financial statements prepared by management. Review of the statements will include discussion with management of results compared to budget and prior year results to provide assurance that the financial reports reflect the financial position of the College.
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 - reviewing materiality limits and areas of audit risk;
 - reviewing proposed staffing, timetable and fees for the audit; and
 - reviewing with the auditors the results of the annual audit examination including, but not limited to:
 - difficulties encountered or restrictions imposed by management during the annual audit;
 - significant accounting or financial reporting issues;
 - the auditor's evaluation of the College's system of internal accounting controls and procedures;
 - key management estimates material to the financial statements;
 - the post-audit or management letter containing any findings or recommendations of the external auditor including management's response and subsequent follow up to any identified internal accounting control weaknesses; and,
- C. Meet at least once annually with the External Auditor without management present.

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Periodically review and assess reports provided by management and the external auditor that provide information:

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- on the external auditor's assessment of financial risks and uncertainties and the systems management uses to identify and manage risk and prevent financial mismanagement.

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Review and report annually to the Board of Governors on the compliance with the Long-Term Investments policy including but not limited to:

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- B. The Committee will review its terms of reference at least once every three years and recommend any changes to the Board of Governors.

Timetable

~~A.——The Committee will establish an annual plan for its activities in the Fall of each year based on the Board's annual meeting and planning scheduleThe meeting schedule will be set in September for the year. Changes to scheduled meeting times will be approved by the Chair. Every effort will be made to ensure adequate notice of any change to the meeting schedule.~~

~~B.A. Meetings will be held in the Boardroom of Komoux Hall unless another meeting location is scheduled in advance. Committee members may join the meeting by conference call.~~

NORTH ISLAND COLLEGE

BYLAW NO. 5, 2023

A BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF BUSINESS-RELATED EXPENSES TO MEMBERS OF THE BOARD OF GOVERNORS.

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. 5, 2023, "Reimbursement of business-related expenses to Members of the Board of Governors".
2. Members of the Board shall be reimbursed for business travel and out-of-pocket expenses necessarily incurred in duties carried out on behalf of the Board. The amount payable in respect of such expenses shall be established in accordance with the regulations set out in Schedule "A" attached hereto.

Approved the XX day of APRIL, 2023

Board Chair
Governors

Executive Assistant, Board of

NORTH ISLAND COLLEGE

BYLAW NO. 5, 2023

**NORTH ISLAND COLLEGE
SCHEDULE "A" TO BOARD BYLAW NO. 5, 2023
REIMBURSEMENT TO MEMBERS OF THE BOARD OF GOVERNORS FOR BUSINESS
TRAVEL AND OUT-OF-POCKET EXPENSES**

1. Incidental travel and out-of-pocket expenses for Board of Governors business shall be reimbursed on presentation of original receipts.
2. The cost of overnight accommodation while on College business shall be reimbursed in accordance with government rates wherever possible.

When overnight accommodation costs are not incurred, the Board member may claim a payment in lieu of hotel receipt in the amount of \$34.93 per day.

3. Meal per diem amounts while on travel status may be claimed for each meal that is appropriate for the trip up to a maximum of \$55.12 per day. All rates include tips and taxes. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner. Meal per diem amounts may only be claimed by Board members for themselves. Reimbursement of meals for other than the claimant will not be allowed unless the expense is a business meeting expense.

Part day meal per diem amounts are:

Breakfast	\$13.26
Lunch	\$15.34
Dinner	\$26.52

For travel in the United States, the meal per diem amounts will be at the rate outlined above, but will be considered to be US\$ amounts. For international travel, a daily per diem meal rate of US\$65 per day will apply. Part day meal per diem amounts are as follows (in US\$):

Breakfast:	\$15.95
Lunch:	\$21.35
Dinner:	\$27.70

Meal per diem amounts exclude alcoholic beverages.

When meals are provided by event organizers, per diem amounts will not be reimbursed.

4. A kilometre allowance shall be paid at the rate of \$0.57 per kilometre.

5. Where alternative methods of travel are available, the most economical method will be reimbursed. Board members will not be reimbursed for travel within their campus regions. Receipts are required for reimbursement of out of pocket travel costs such as ferries, airfare and automobile rentals.
6. Expenses may be paid in advance using the College credit card. If this option is not available, out of pocket expenses are reimbursed upon the submission of authorized expense claims and receipts.
7. Only in exceptional circumstances will advances be considered by the Vice President responsible for Finance upon submission of a budget prior to travel.

DRAFT

NORTH ISLAND COLLEGE

BYLAW NO. 5, 2023

A BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF BUSINESS-RELATED EXPENSES TO MEMBERS OF THE BOARD OF GOVERNORS.

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. 5, 2023, “Reimbursement of business-related expenses to Members of the Board of Governors”.
2. Members of the Board shall be reimbursed for business travel and out-of-pocket expenses necessarily incurred in duties carried out on behalf of the Board. The amount payable in respect of such expenses shall be established in accordance with the regulations set out in Schedule “A” attached hereto.

Approved the XX day of APRIL, 2023

Board Chair

Executive Assistant, Board of Governors

NORTH ISLAND COLLEGE

BYLAW NO. 5, ~~2017~~2023

NORTH ISLAND COLLEGE
SCHEDULE "A" TO BOARD BYLAW NO. 5, ~~2017~~2023
REIMBURSEMENT TO MEMBERS OF THE BOARD OF GOVERNORS FOR BUSINESS
TRAVEL AND OUT-OF-POCKET EXPENSES

1. Incidental travel and out-of-pocket expenses for Board of Governors business shall be reimbursed on presentation of original receipts.
2. The cost of overnight accommodation while on College business shall be reimbursed in accordance with government rates wherever possible.

When overnight accommodation costs are not incurred, the Board member may claim a payment in lieu of hotel receipt in the amount of ~~\$3034.75~~93 per day.

3. Meal per diem amounts while on travel status may be claimed for each meal that is appropriate for the trip up to a maximum of ~~\$4955.05~~12 per day. All rates include tips and taxes. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner. Meal per diem amounts may only be claimed by Board members for themselves. Reimbursement of meals for other than the claimant will not be allowed unless the expense is a business meeting expense.

Part day meal per diem amounts are:

Breakfast	\$1213.00 26
Lunch	\$1315.80 34
Dinner	\$2326.25 52

For travel in the United States, the meal per diem amounts will be at the rate outlined above, but will be considered to be US\$ amounts. For international travel, a daily per diem meal rate of US~~\$65~~65 per day will apply. Part day meal per diem amounts are as follows (in US\$):

Breakfast:	\$1515.95
Lunch:	\$2021.35
Dinner:	\$2527.70

~~Miscellaneous out of pocket expenses: \$5~~

Meal per diem amounts exclude alcoholic beverages.

When meals are provided by event organizers, per diem amounts will not be reimbursed.

4. A kilometre allowance shall be paid at the rate of ~~\$0.573~~ per kilometre.

5. Where alternative methods of travel are available, the most economical method will be reimbursed. Board members will not be reimbursed for travel within their campus regions. Receipts are required for reimbursement of out of pocket travel costs such as ferries, airfare and automobile rentals.
6. Expenses may be paid in advance using the College credit card. If this option is not available, out of pocket expenses are reimbursed upon the submission of authorized expense claims and receipts.
7. Only in exceptional circumstances will advances be considered by the Vice President ~~of~~ responsible for Finance ~~and Facilities~~ upon submission of a budget prior to travel.
8. ~~The rates contained within Schedule "A" to the Board Bylaw No. 5, 2017 come into effect June 8, 2017.~~

DRAFT



BOARD OF GOVERNORS – ACTION SHEET

April 20, 2023

Agenda #: 4.2.1

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

Agenda Item: 4.2.1 Fiscal 2023/24 Budget

Action Required: For Board Approval

Executive summary:

Each year, NIC prepares a budget for the upcoming fiscal year, which runs on an April 1st to March 31st cycle. Following the April 6th meeting, the Finance & Audit Committee recommends the approval of Budget 2023/24 to the Board of Governors.

A draft budget was discussed by the Board on March 10th, and with the College community on March 17th at one of our regular College Conversations. At that time, we were projecting a deficit of \$609,330. The budget coming forward today has a deficit of \$642,585, which is not significantly different from the draft in March. While there are some variances to the draft budget prepared in March, they do not impact the overall deficit in a material way.

The deficit projected in the Budget has been pre-approved by the Ministry (see attached approval letter). Note that the deficit approval letter for both 2022/23 and 2023/24 references some rounded numbers, and in 2023/24 our projected deficit is slightly higher than what the approval letter indicates. NIC provides quarterly financial updates to the Ministry and through that process we can fine-tune the projected deficit working with colleagues in government.

The budget includes new investments in ongoing programming of more than \$2M. Some of these investments are funded by Provincial grants, while others are funded by increased international student enrolments. It is encouraging to see that some of the new Provincial funding built into Budget 2023/24 appears to be ongoing funding sources rather than one-time only funding. This will help ensure that NIC can plan and hire with more certainty.

Though NIC's budget in 2023/24 is in a deficit position, it only represents approximately one percent of our total revenue. We are on a path towards a balanced budget in 2024/25, and the plan has the support of the Ministry of Post-Secondary Education and Future Skills. It is a strategic deficit that considers the training needs of the learners in our region, and balances those needs against our fiscal responsibilities.

Policy analysis/strategic priority:

The submission of NIC's 2023/2024 budget for Board approval follows the College & Institute Act Section 19 (5).

This budget supports NIC's *BUILD 2026* plan by building in \$0.685 million in targeted spending that will help move some targeted strategic plan initiatives forward. These investments touch on a number of the *BUILD 2026* commitments – there are investments in Healthy and Productive Workplaces, Program Response and Renewal, and the Social and Economic Development of the Region to name a few.

Attachments:

The three attachments include:

1. The budget summary
2. An updated version of the PowerPoint presentation from the March 10th Board meeting
3. Deficit approval letter from the Ministry of Post-Secondary Education and Future Skills

Suggested Resolution:

That the Board of Governors of North Island College approve the Fiscal 2023/24 Budget.

NORTH ISLAND COLLEGE 2023-2024 Budget - Draft

	<u>2023-2024</u>	<u>2022-2023</u>	<u>Change</u>
Revenues			
Province of BC revenues			
Base operating grant	\$32,364,859	\$29,847,087	\$2,517,772
Industry Training Authority grant	2,994,084	2,981,104	12,980
Routine capital	160,592	160,592	0
Leases	306,975	347,604	-40,629
Aboriginal Service Plan	259,057	374,938	-115,881
Literacy grants (CALP)	203,000	210,896	-7,896
Student aid (AUG, LDAB, SOS, AEF)	145,000	145,000	0
Educational partnerships (VIU, Island Health)	789,000	669,000	120,000
Provincial contracts	210,000	829,889	-619,889
	<u>37,432,567</u>	<u>35,566,110</u>	<u>1,866,457</u>
Federal Government grants and contracts	1,261,763	1,027,270	234,493
Student fees			
Base funded programs	4,261,606	4,781,634	-520,028
Cost recovery program	1,358,825	1,072,097	286,728
International Education	7,243,612	5,559,040	1,684,572
	<u>12,864,043</u>	<u>11,412,771</u>	<u>1,451,272</u>
Sales of goods			
Bookstore revenue	825,000	875,000	-50,000
Cafeteria revenue	341,000	217,600	123,400
	<u>1,166,000</u>	<u>1,092,600</u>	<u>73,400</u>
Contract services	2,851,313	1,721,210	1,130,103
Investment income	707,889	495,000	212,889
Realized Gains/Losses on Investment	50,000	275,000	-225,000
Other income	1,007,660	673,496	334,164
	<u>1,007,660</u>	<u>673,496</u>	<u>334,164</u>
Total Operating Revenue	57,341,235	52,263,457	5,302,778
Amortization of deferred capital revenue	3,599,832	3,270,257	329,575
	<u>3,599,832</u>	<u>3,270,257</u>	<u>329,575</u>
Total Revenue	60,941,067	55,533,714	5,632,353
Expenditures			
Salaries, benefits, other personnel costs	45,032,614	41,113,216	3,919,398
Advertising and promotion	827,941	686,435	141,506
Books and periodicals	448,411	344,098	104,313
Cost of good sold	680,000	689,500	-9,500
Equipment costs	1,826,988	1,752,021	74,967
Facilities costs	2,557,701	2,839,755	-282,054
Financial service charges	246,503	234,003	12,500
General fees and services	2,132,096	1,878,930	253,166
Student awards	824,480	656,759	167,721
Supplies and general expenses	1,457,145	1,306,741	150,404
Travel	980,669	743,434	237,235
Grant transfers	203,000	210,896	-7,896
Amortization of capital assets	4,366,104	3,870,678	495,426
	<u>61,583,652</u>	<u>56,326,466</u>	<u>5,257,186</u>
Total Expenditures	61,583,652	56,326,466	5,257,186
Revenue less Expenditures	<u>-642,585</u>	<u>-792,752</u>	<u>150,167</u>

Draft Budget 2023/24

April 20, 2023

PURPOSE OF THIS PRESENTATION

- As a companion piece to the main budget summary document.
- To articulate how the budget supports NIC's strategic plan – BUILD 2026.
- To highlight some of the key takeaways from the Budget.

WHAT IS A STRATEGIC DEFICIT?

- A modest deficit budget that strategically builds towards achieving NIC's goals and a balanced budget.
- Current projections are for a deficit budget of **\$642,585**.

WHY DOES A STRATEGIC DEFICIT MAKE SENSE NOW?

NIC is a provincial leader in the post-pandemic response to changing student demand.

- We are building back differently - Budget 2023/2024 invests in in-demand programming and BUILD 2026.

We are mid-way on a clear path to a balanced budget.

PATH TO A BALANCED BUDGET

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26
BUDGET							
Balanced budget within three years of the pandemic ending	Balanced	On Track	Actual: \$57K	Projected: (\$793K)	Projected: (\$643K)	0	\$100K

STRONG NET ASSET POSITION

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	
FINANCIAL HEALTH								
Long-term financial health (positive net asset position)	> \$2.8M	On Track	<div style="border: 1px solid red; padding: 5px;"> Projected: \$3.9 M \$2.8M \$4.1M \$4.1M \$4.2M </div> <div style="margin-top: 10px;"> Actual: \$5.4M Est. \$4.7M </div>					

GROWING & DIVERSIFYING EARNED REVENUE

Base Funding

Ministry & ITA Grants \$32.7M 57%

Earned Revenue

One-time program funding \$9.7M

International Tuition \$7.2M

Domestic Tuition \$4.3M

Cost Recovery Tuition \$1.4M

Sales of goods \$1.2M

Investments \$0.8M

Subtotal \$24.6M 43%

TOTAL \$57.3M

NEW INVESTMENTS IN PROGRAMMING

New Faculty & Staff Positions: Approx. \$1.58M

Based on demand, we are projecting new hires in the following:

- Associate of Arts
- Associate of Science
- Business (all credentials)
- Digital Design (all credentials)
- Early Childhood Education (all credentials)
- Island Pre-Health (all credentials)
- Student Services (Library, Learning Commons, Counselling, DALs)

NEW INVESTMENTS IN BUILD 2026

	Commitments	Goals		
1	People	1.1 Healthy & Productive Workplaces	People Plan development	\$75,000
		1.2 People Development	Canadian Mental Health Association's Not Myself Today program	\$10,000
		1.3 Employee Engagement and Collaboration	Internal communications staffing	\$40,000
2	Foundation	2.1 Teaching and Learning	Teaching and Learning specialist	\$50,000
		2.5 Campuses and Centres	Village replacement & Housing studies (PA & CR)	\$150,000
5	Rooms	5.5 Program Response & Renewal	Faculty to support program renewal	\$100,000
6	Windows	6.1 Brand and Identity	Brand refresh	\$30,000
		6.2 Marketing & Recruitment	Digital graphic design staff	\$40,000
			Recruitment activities	\$37,500
8	Environment	8.1 Climate and Sustainability	Carbon footprint assessment	\$15,000
9	Communities	9.2 Community Engagement	Community consultation & reporting - staff & resources	\$62,500
		9.3 Social & Economic Development of Region	Alumni Association staffing	\$75,000
			Total:	\$685,000



BOARD OF GOVERNORS – ACTION SHEET

April 20, 2023

Agenda #: 4.3.1

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

Agenda Item: 4.3.1 Tuition approval: Nursing 201 (NUR 201)

Action Required: For Board Approval

Executive summary:

Tuition fee for NUR 201 was incorrectly set at \$155.32/credit at the Dec 1, 2022, Board of Governors meeting. The fee should have been set to align with newly developed nursing courses 170 and 173 with a group 3 tuition rate of \$168.04/credit.

Policy analysis/strategic priority:

NUR 201 Transition to Bachelor Science Nursing (BSN) program option C was developed to support Licensed Practical Nurses entry into BSN program. This course is required for students admitted to the BSN 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.

The development of NUR 201 as part of option C aligns with several BUILD 2026 strategic priorities under Doorways, including increasing access to post-secondary studies, increasing the percentage of courses with multiple modes of delivery, and increasing the percentage of courses with more than one entry point per year.

Suggested Resolution:

That the North Island College Board of Governors approves the domestic tuition fee for NUR 201 at \$168.04/credit, effective Aug 15, 2023.



BOARD OF GOVERNORS – ACTION SHEET

April 20, 2023

Agenda #: 4.3.2

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

Agenda Item: 4.3.2 Credential Approval: Instrumentation and Electrical Automation Technician Diploma

Action Required: For Board Approval

Executive summary:

Program Summary:

Program Length: 2 years (9 months per year)
Program Outcome/Credential: Diploma
Anticipated Start Date: 2023 FALL
Education Council Approval Date: December 16, 2022

Program Description:

The Instrumentation and Electrical Automation Technician Diploma is a new credential that provides learners with theoretical and applied learning specific to the modern-day application of instrumentation and automation.

The new credential accounts for curricula updates as per industry standards and provides students with the option of enrolling in a two-year diploma program versus the former stand-alone Electronics Core Certificate and the Industrial Automation Technician Diploma program. The updated curriculum focuses on the electrical, instrumentation, and mechanical equipment found in today's industrial sectors.

Required Courses:

- ENG - 159 Professional Writing
- ELC - 105 Technical DC Circuit Analysis
- ELC - 107 Technical AC Circuit Analysis
- ELC - 110 Digital Electronics Analysis
- ELC - 120 Solid State Devices
- ELC - 130 Linear Circuit Analysis
- ELC - 140 Programmable Devices
- ELC - 150 Health, Safety and Environment
- ELC - 151 AutoCAD for Technicians
- ELC - 152 3D Modeling
- ELC - 153 Level 1 Electrical
- ELC - 202 Process Measurement
- ELC - 207 Process Control Devices & Systems
- ELC - 208 Electric Motor Control Systems
- ELC - 217 Programmable Logic Controllers I

- ELC - 218 Programmable Logic Controllers II
- ELC - 219 Variable Frequency Drive Analysis
- ELC - 221 Human Machine Interfacing
- ELC - 231 Industrial Power Electronics
- ELC - 236 Electrical Power Circuits and Machines
- ELC - 251 Fluid Power Controls
- ELC - 252 Process Equipment
- ELC - 253 Process Technology
- ELC - 271 Applied Capstone Project

**Students not having the current, valid First Aid, WHMIS, Confined Space and Forklift certifications are required to take these courses to meet the program requirements:

- FAC - 020 Emergency First Aid with CPR Level C
- FLO - 010 Forklift Operator
- WSF - 019 Orientation to WHMIS Online
- WSF - 024 Confined Space Pre-Entry-Online

Program Rationale:

The Instrumentation and Electrical Automation Technician Diploma program has been informed over a five-year period with multiple phases of development guided by the commitment to provide learners with access to a two-year diploma applicable to today's instrumentation and automation workforce needs. The new credential is a result of the culmination of faculty review, student feedback, and industry acknowledgment that North Island College's program is comprehensive and positioned for advancement through timely curricula development and the formalization of a two-year diploma program.

The first-year curriculum emphasizes the development of electrical and electronic skills. The second-year curricula and instruction are system-based and include programmable Automation Controllers (PACs), Variable Frequency Drives (VFDs), Proportional Integral Derivative (PID) controllers, Human Machine Interfaces (HMIs), Supervisory Control and Data Acquisition (SCADA) systems, and networking. The focus will be on practical skills and the interconnection of systems.

The program is of interest to graduates of the Electrical Foundation certification, individuals who hold minimal experience in the construction or industrial electrician sectors, or individuals who are entering with previous work experience yet lack formal technical education and training. Graduates of the Instrumentation and Electrical Automation Technician Diploma program can pursue employment as a technician in the instrumentation, control, and automation field found across heavy industries, in addition to those reliant on advanced mechanical equipment common to beverage, food, retail, transportation, and shipping. Graduates may also choose to transition into an apprenticeship at an advanced level with an industry sponsor.

The new program has been developed to meet technologist accreditation requirements as established and formalized through Technology Accreditation Canada (TAC).

Expected Enrollment:

SkilledTradesBC (formerly ITA) programming enrolment targets are 16 students per cohort. Given timelines, it may take a year to gain full enrolment potential.

Policy analysis/strategic priority:

The development of the Instrumentation and Electrical Automation Technician Diploma aligns with *BUILD 2026* strategic priorities under Doorways, including increasing access to post-secondary studies and increasing the percentage of courses with more than one entry point per year.

Suggested Resolution:

That the North Island College Board of Governors approve the credential, Instrumentation and Electrical Automation Technician Diploma, with immediate effect.



BOARD OF GOVERNORS – ACTION SHEET

April 20, 2023

Agenda #: 4.3.3

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

Agenda Item:

4.3.3 Tuition approval: Instrumentation & Electrical Automation Technician Diploma

Action Required:

For Board Approval

Executive summary:

The Instrumentation and Electrical Automation Technician Diploma program has been informed over a five-year period with multiple phases of development guided by the commitment to provide learners with access to a two-year diploma applicable to today’s instrumentation and automation workforce needs. The new credential is a result of the culmination of faculty review, student feedback, and industry acknowledgment that North Island College’s program is comprehensive and positioned for advancement through timely curricula development and the formalization of a two-year diploma program. The new program has been developed to meet technologist accreditation requirements as established and formalized through Technology Accreditation Canada (TAC).

The Instrumentation and Electrical Automation Technician Diploma credential accounts for curricula updates as per industry standards and provides students with the option of enrolling in a two-year diploma program versus the former stand-alone Electronics Core Certificate and the Industrial Automation Technician Diploma program.

The program is of interest to graduates of the Electrical Foundation certification, individuals who hold minimal experience in the construction or industrial electrician sectors, or individuals who are entering with previous work experience yet lack formal technical education and training. Graduates of the Instrumentation and Electrical Automation Technician Diploma program can pursue employment as a technician in the instrumentation, control, and automation field found across heavy industries, in addition to those reliant on advanced mechanical equipment common to beverage, food, retail, transportation, and shipping. Graduates may also choose to transition into an apprenticeship at an advanced level with an industry sponsor.

Policy analysis/strategic priority:

The development of the Instrumentation and Electrical Automation Technician Diploma aligns with *BUILD 2026* strategic priorities under Doorways, including increasing access to post-secondary studies and increasing the percentage of courses with more than one entry point per year.

Suggested Resolution:

That the North Island College Board of Governors approves the domestic tuition fee for Instrumentation and Electrical Automation Technician Diploma program fee at \$3,788.84/year and lab fee at \$525.00/year, effective Aug 15, 2023.



BOARD OF GOVERNORS – ACTION SHEET

April 20, 2023

Agenda #: 4.3.4

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

Agenda Item: 4.3.4 Program Name Approvals

Action Required: For Board Approval

Executive summary:

Appended are word changes to existing program names, *only*, and do not reflect any *substantive* or lexical changes to the credentials. The programs remain as they were intended. Any approved curricular changes were/are 'minor' (see [Policy 3-07](#)). The name changes bring the programming/credentials into internal and external conformity. With the prior, this represents the appropriate and logical laddering of NIC credentials from certificate to diploma, and from diploma to degree. And with the latter, the name changes ensure our suite of credentials align with established sectoral practices and naming conventions. The new names also better reflect program learning objectives and goals, and in most cases are more descriptive, concise and intuitive (than the old names). All this relates to ongoing quality assurance and enhancement.

Policy analysis/strategic priority:

The proposed program name changes are the byproduct of two years of review and directly relate to proposals generated from program review. They are designed to align with several *BUILD 2026* strategic priorities, proposals contained in NIC's Academic Plan, *Widening our Doorways* (WoD), and [Policy 3-11](#) 'Program Review.'

In terms of WoD, sections 5.5 **Program Response and Renewal** and 5.4 **Global Learning** relate directly to this action sheet. The goal is to better position NIC in both the domestic and international market, and with the latter to more accurately capture the intent and deliverables of the identified credentials. Clear, concise naming (and messaging) is important and cuts across many strategic goals and priorities.

Suggested Resolution:

That the North Island College Board of Governors approve noted program name changes for the following programs, effective immediately. (Notes/old name in parentheses and *italics*).

- **Business Administration Diploma – Management Option**
(*Business Administration Diploma – General Management Option*)
- **Bachelor of Business Administration – Management**
(*Bachelor of Business Administration – General Management*)
- **Business Administration – Post Graduate Diploma – Accounting**
(*Business Administration Post Degree Diploma – Pre-Professional Accountant*)
- **Business Administration – Post Graduate Diploma – Global Business Management**
(*Business Administration Post Degree Diploma – Global Business Management*)
- **Tourism & Hospitality Management Certificate - Hospitality Management Option**
(*Hospitality Management Option is added*)
- **Tourism & Hospitality Management Certificate - Tourism Management Option**
(*Tourism Management Option is added*)
- **Tourism & Hospitality Management Diploma – Hospitality Management Option**
(*Tourism & Hospitality Management Diploma – Hospitality Option*)
- **Tourism & Hospitality Management Diploma – Tourism Management Option**
(*Tourism & Hospitality Management Diploma – Sustainable Tourism Option*)

EDCO Chair Report to the North Island College Board of Governors

April 2023

On February 1st, the Curriculum Committee Chair, Jennifer Fallis Starhunter and I met with the Education Team to present our recommended timeline for the Curriculog submission process deadline.

I chaired the Education Council meeting of February 10th which was held via Bluejeans. Barb Biggs provided training in how to use the new Curriculog system to review and approve curricular items as part of our EdCo responsibilities.

I attended the Academic Quality Enhancement Working Group meeting held via Microsoft Teams on March 28th.

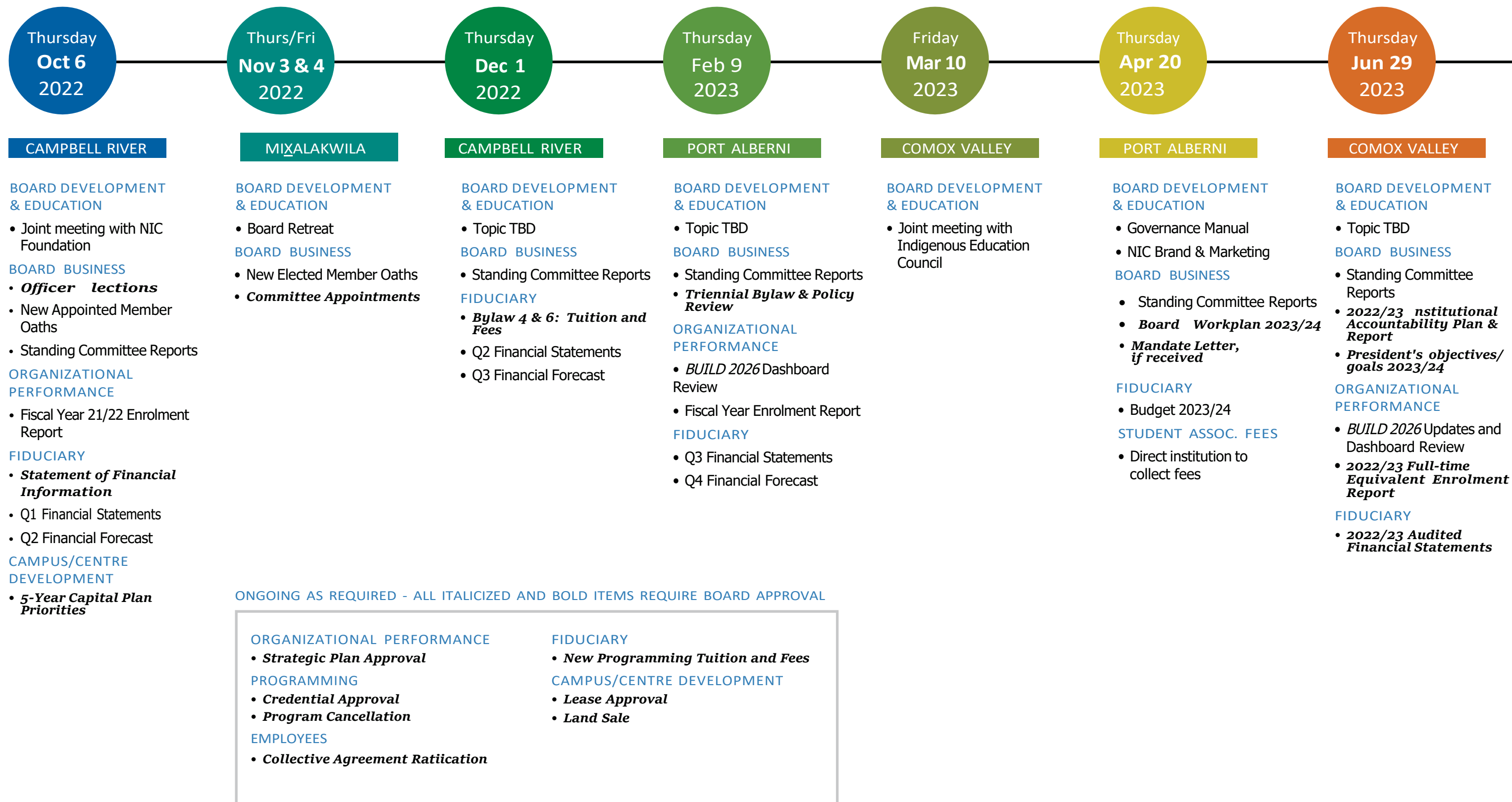
I joined the successful and well attended NIC Fest 2023 held at the Port Alberni campus on March 23rd.



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.



	October 2022	November 2022	December 2022 - January 2023	February 2023	March 2023	April - May 2023	June 2023
College Engagement Events (optional)							
		Nov 9 Online College Conversation	Dec 1 Campbell River Campus Student Soup Lunch		Mar 9 Comox Valley Campus Student End-of-Term Lunch	Apr 17 Vancouver, BC Post-Secondary Governance Workshop	Jun 5 Mixalakwa Graduation
		Nov 15 Port Alberni Campus Student Soup Lunch	Dec 14 Online College Conversation: Housing		Mar 16 Port Alberni Campus Student End-of-Term Lunch	Apr 23-25 Montréal, QC CICan Conference	Jun 13 Port Alberni Graduation
		Nov 29 Comox Valley Campus Student Soup Lunch	Jan 6 Comox Valley Campus Student Housing Site Blessing		Mar 17 Online College Conversation (TBC)	May 4 Online College Conversation (TBC)	Jun 15 Campbell River Graduation
			Jan 26 Online College Conversation		Mar 21 Campbell River Campus Student End-of-Term Lunch	May 26 Campbell River Campus Employee Recognition Event	Jun 19 Comox Valley Graduation
							Jun 22 Online College Conversation (TBC)
NIC Community Engagement Events (optional)							
	Oct 19 Campbell River Campus Youth Team Canada Culinary Sampler	Nov 3 Port Hardy, Kwa'lilas Hotel North Island Community Lunch	Dec 8 Campbell River Campus President's Community Luncheon				
	Oct 28 Clayoquot Campus, IISAAK Learning Lodge West Coast Community Lunch	Nov 23 Port Alberni Campus Campus Planning Session & Community Lunch	Dec 15 Campbell River Campus Culinary Program Holiday Lunch				

ACCESS AND REGIONS

Mixalakwila Campus Activities

Donna Merry, Regional Manager, Mixalakwila Campus and Continuing Education

REGIONAL OVERVIEW

We are grateful for the time and energy the student services and DALs teams have spent coming to visit Mixalakwila campus students this school year: special thanks to Craig, Mez, Niki, Roslyn and Ed, to Carissa of NISU, and always to Dana for his regular trips to keep our technology in tip-top shape.

It is an absolute pleasure to gather with students and staff for regular campus “soup lunches” this semester, prepared by Maggie Sedgemore, retired Campus Elder, and collectively supported by NISU, Indigenous Education, Student Life, and the Awi’nakola program. These gatherings provide opportunities to connect with students informally, check in on their experience and link them to services if needed.



Students from Awi'nakola, Marine Guiding Fundamentals and Resort Operations Fundamentals programs, with CET Regional Training Officer Jennifer Case.

PROGRAMMING ACTIVITIES

MIXALAKWILA CAMPUS

With significant funding from BHP Mining Group to deliver the Awi'nakola upgrading program at Mixalakwila campus, we have students on campus four days per week in this dynamic program. For the winter semester, the program was opened up to students who preferred to take one or two courses, rather than the full program. This change has increased enrolment in English, Kwak'wala language and culture courses, with most of the original students continuing to participate in the entire program. Some students are upgrading toward the Early Childhood Care & Education (ECCE) pathway program, while others are working towards their adult graduation certificate.

NIC is working with the tri-bands (Kwagu'ł First Nation, Quatsino First Nation and Gwa'sala-'Nakwaxda'xw Nations) to apply for funding to deliver a blended ECCE program starting in September. Several community members have been working on upgrading during the Winter semester, to enter an ECCE pathway program on April 18, which will include English 098 and ECC 168.

NIC is in discussion with Quatsino First Nation, Wuikinuxv Nation and Sacred Wolf Friendship Centre to deliver CET and Trades programs including Facilities Maintenance Worker, Carpentry Level 1, Clerical and Bookkeeping Skills, and Prep Cook with Essential Skills. These programs will commence before August 31, 2023 pending successful funding.

CONTINUING EDUCATION AND TRAINING (CET)

CET OVERVIEW

Bob Haugen, Director, Continuing Education & Training

The 2022/23 fiscal year has been an excellent year. We exceeded our financial goals, delivered an expanding range of funded applied skills training programs, upgraded some of our infrastructure and invested in developing new programs and curriculum.

We generated more than \$1.4 million dollars in tuition revenue from 11 one-time funded applied skills training programs delivered across our region and beyond. We also delivered Construction Trades and Facilities Maintenance Programs for Nuu-Chah-Nulth communities in the Port Alberni region and have expanded CET offerings at the Mixalakwila campus and in the Ucluelet Learning Centre.

Our core First Aid and Marine skills programs had strong enrollments for 2022/23 and our Board approved credentialed programs were also well subscribed.

The funding envelopes from the Community Workforce Response (CWR) Grant are reduced for the 2023/24 fiscal so we are looking for alternative funding sources for our fall programs. The mandate of CET is to meet the short-term training needs of the communities in our region, and we look for funding to meet these needs. To discover what the training needs are, we rely on our Community Learning Councils and this year we established a Learning Council in Campbell River and revived the Learning

Council in the Port Hardy region. Our plan for 2023/24 is to establish a Learning Council in the Comox Valley and explore the possibility of starting one in the Tofino/Ucluelet region.

COMOX VALLEY CAMPUS

Susan Murray, Regional Continuing Education & Training Officer

First Aid Training

First Aid training continues to be very busy with contracts, open courses and training for NIC programs. We are working on the programming for the 2023FA – 2024SU in preparation for the next training year. We have had an increase in requests for Emergency Medical Responder training with the need for additional EMR's at BCEHS and their introduction of the EMR bursary program (<http://www.bcehs.ca/careers/what-we-offer/bursary-programs>)

Regenerative Farming Program

The planning for this year's Regenerative Farming Program is in full swing with a revamped format. The 2023SP offering of the program will be based on the micro credential format with the lectures being done online plus a one-week bootcamp at Lentelus Farms and eight-week practicums at various farms in the students' home locations. This will allow us to offer the program anywhere in the province. If we receive funding, the 2023 spring offering will be offered in partnership with the Vancouver Island University (VIU) with students coming from the Cowichan Valley, Powell River and NIC regions.

Craft Brewing & Packaging Program

The Craft Brewing & Packaging program is set to be completed on May 19th and has been a great success. This fully funded provides the students with excellent credentials to continue their way to brew master status or work at local craft brewery establishments.

Microbrewing Operations Program

The first offering of the new microbrewing operations program went very well. Several of the students were those who had previously taken the Craft Brewing & Packaging Program and are on the current Craft Brewing & Packaging Program. This program aligns very well with the craft brewing but is also a very good stand-alone program.

Comox Valley Campus

Julian Benedict, Project Lead-Regional Continuing Education/Training Officer

NEW! Five new specialty courses for those working in Long Term Care

NIC's Continuing Education is expanding specialized training in Long Term Care. A series of new courses are currently being developed that will likely comprise a new applied post-grad certificate for Activity Assistants or perhaps a larger, comprehensive Diploma. Some of the topics Activity Assistants will consider include how to better help residents and their families combat depression, mental health, and grief and loss. Other topics will focus more on the staff, including Expanding Your Activity Toolbox, and A Well Workplace.

NEW! Appliance Repair and Maintenance Certificate

Continuing Education is currently developing an innovative new micro-credential focused on household appliance repair. Demand is significant for professionally trained staff in this sector, considering there is only one other BC institution that provides this type of training. The in-person course will likely be

part of a larger series of introductory Trades programming covering a variety of related subjects and held in the Port Alberni region. The curriculum is being developed by a subject area expert who has worked in appliance repair for over two decades in the Comox Valley.

RETURNING! Advanced Memory Care

This 8-week online course, designed specifically for healthcare workers supporting residents with dementia, is returning this Fall - back by popular demand! Students are encouraged to register on our waitlist now to secure a seat after registration opens on June 1 for the Fall 2023 semester. To learn more, visit: www.nic.bc.ca/memory-care.

Activity Assistant Certificate Program

Students seeking to expand their professional training for rewarding careers in Long Term Care have again filled our tri-intake online program. The Spring in-take (early May 2023 start) is now full, as we continue to attract students from Vancouver Island, the BC Interior, Northern BC and beyond. Employment in this field remains very robust, with many participants being offered conditional employment positions even before the program is finished. Our Spring semester will be taught by a new instructor who is both a graduate of the program, and trained by our long-time instructor who continues teaching in the Fall and Winter terms. To learn more, visit: www.nic.bc.ca/activity-assistant.

Animal Care Aide Program Certificate

The Animal Care Aide Program continues to be one of the most popular programs at the College. In the 2023-2024 academic year, the program will be offered both digitally (Fall 2023) and on-campus (Winter 2024). Polling suggests that Canadians are keeping their domestic animal's post-pandemic – with many more realizing the emotional and psychological benefits of animal husbandry. To learn more, and apply online for the Fall 2023 or Winter 2024 terms, visit: www.nic.bc.ca/animal-care.

Comox Valley Campus

Miriam Miller, ElderCollege Liaison

Comox Valley ElderCollege (CVEC)

Our CVEC members are enjoying their second year back to in-person classes post-Covid restrictions! Zoom classes have been adding value and provide accessibility for a variety of needs which express a core NIC value of inclusion. Our members explored so many topics this term (as always!) like planet formation, cannabis as medicine, a few financially related subjects; and other areas of life including



history, the arts, nature, and wellness. This picture is from our walking group that met at different Valley locations for several weeks.

This year, we featured a Saturday Lecture Series showcasing the brilliance of six BC women in a variety of areas titled *Herstory: BC Women of Note*. We added an opportunity for members to bring a guest at a special price, which opens up our exposure to our lovely community.

NIC passed the ElderCollege baton from Julian Benedict (who was the liaison for almost five years) on to Miriam Miller at the beginning of the Winter 2023 semester. It has been a steep learning curve and big shoes to fill, but Miriam is thoroughly enjoying the work with the ElderCollege Committee and the members of our community.

Port Hardy Campus

Jennifer Case, Regional Continuing Education & Training Officer

Wilderness Tourism Program

This four-month course began in February 2023, with online and classroom work, and will finish at the end of May with on-site visits to a variety of wilderness resort operations within the Mt. Waddington and Central Coast regional districts encompassing the unceded traditional territories of the Kwakwaka'wakw.

There are two cohorts within this program: Resort Operator Foundation & Marine Guiding Foundation. All students will participate in outdoor leadership, wilderness first aid, wildlife interpretation training and certification including bear viewing, marine mammals, and birding, and then split off into their specialized courses.

The Marine Guiding Foundation will prepare students to meet the professional and operating standards of the Sea Kayaking Guides Alliance of BC., and experience group ocean kayaking overnight excursions.

The Resort Operator Foundations will introduce students to the unique challenges of rural and remote tourism resorts, with a focus on real-life examples from lodge owners in the region.

Campbell River Campus

Sandy Rose, Regional Continuing Education & Training Officer

Hospital Unit Clerk (HUC)

It's been a successful term for the 13 HUC students completing and passing final exams. They are now transitioning to health care facilities to complete the 90-hour practicum placement during the months of April and May. Placements are a vital component to consolidate all the learning and hard work over the nine-month program. Students are providing very positive feedback about the program including glowing reviews of our new instructor who has excelled in this new role. An information session is scheduled for April and has seen the most interest to date which is encouraging as applications are down considerably for Fall 2023. The economy is likely a factor as this program does not qualify for student loans due to its part-time format. Employment opportunities remain very high as evidenced in placement sites understaffed and unable to provide preceptors for placements in some instances. One student has already attended an interview at the Campbell River Hospital even before completing the program which is a great indicator of the job market.

Heavy Equipment Operator (HEO) – Foundation & Level 1 Technical Training

We had 10 students complete the 11-week HEO Foundation and Level 1 Technical Training program on December 21st. As one of BC's identified high opportunity occupations and the anticipated growth in

the region, funding was secured through the CWRG – Short Terms Skills Training stream. Three weeks of work experience at the end of training was also provided, however the winter weather conditions were not ideal with all the ice and snow we had.

Wildfire Crew Member Training

A cohort of 20 committed, focused, and engaged students from across Vancouver Island and a few from the Mainland attended this well-rounded, 4.5-week Wildfire Crew Member training program during February and March. This popular program is designed to create a skilled, wildfire workforce to protect communities in BC and northern Alberta regions and exceeds the minimum required for these positions. Students are certified in First Aid, Power Saws, BC and Alberta curricula and many other certificates upon completion. The program was offered in a funded format through the CWR Grant – Skills Training for Economic Recovery and delivered by one of our seasoned instructors. Two of the attendees were scheduled to interview with BC Wildfire Service which has now moved to a year-round operation providing additional job opportunities. Many others were recruited by Strategic Natural Resource Consultants for the 2023 wildfire season. We wish the recruits best wishes as they use their newly acquired skills to attain employment in the Wildfire sector.



Industrial Sewing Program *NEW

CET is partnering with the City of Campbell River's Economic Development Office who will be applying for a CWR Grant to offer an exciting new program in Industrial Sewing this Fall. Vertical Madness will provide the instruction and run the program out of their facility at Robron Centre in Campbell River. This innovative program will run over eight weeks and will prepare students to enter the trade with the working knowledge needed to be employed within the industry. Students will be required to complete a marketable project incorporating all their newly acquired skills upon completion. Employment opportunities will be immediately available for students once successfully completing the program.

Wildfire Essentials *NEW*

A revised Wildfire program has been proposed for Fall 2023 delivery. The program will have all the meat and potatoes required for individuals seeking entry level employment but will get students out the

door in just three and a half weeks! This revision will focus on the BC curriculum preparing students for local employment.

Campbell River Campus

Lorraine Hagan, Regional Continuing Education & Training Officer

Marine Training

Marine training has seen significantly increased demand in all courses, not only on-campus classes but also contract delivery.

Contracts:

- Port Alberni – Marine Essentials
- Port Hardy – Marine Guiding & Resort Operator
- Adventure Guiding
- Trades at Homalco
- BC HYDRO (January and April)
- Kyuquot (March/April)
- Alert Bay (May)
- BC Ferries (June)

We anticipate continued demand over the Spring & Summer months, but this is generally reduced a bit as people are expected to be working in industry.

Our Marine Essentials and our 60GT Master Limited programs will be offered each term starting in the Fall.

We are planning a Marine Essentials PLUS skills training program designed to respond to the shortage of trained deckhands and staff for BC Ferries and other marine companies.

Metal Jewellery Design

Metal Jewellery Design (MJD) certificate program has had a successful return in the new studio and hosted a Grad Show & Sale as part of its 10th Anniversary Event, on April 13, 2023. This included a craft beer tasting and all NIC staff were invited. The sale portion is from 6:00 pm -7:30 pm and had current students and alumni present. The next information session for the program is planned for April 20th.

We are seeing increasing interest in the part-time general interest MJD courses and plan to revamp Fall courses to offer more core/beginner essential type courses and may introduce some courses where students are essentially booking the space for their own jewellery projects (to catch up on class work or for fun) with instructor assistance.

Campbell River ElderCollege (CREC)

Campbell River ElderCollege registration opened Feb 13, 2023. CREC is offering 24 courses with eight of those in the Spring term with in-person delivery. The next AGM is scheduled for May 3rd. CREC is also building curriculum for 2023FA courses with planned registration for Sept 25, 2023.

Port Alberni Campus

Leanne Moore, Regional Continuing Education & Training Officer

Meat Processing Fundamentals

In partnership with Alberni Clayoquot Regional District and funded by a CWR Grant, CET delivered an eight-week Meat Processing Fundamentals Program for eight students. This is the first time CET has offered this program which prepares successful participants for entry-level careers in supermarket meat departments, meat processing facilities, meat markets, farm-based production facilities, and abattoirs. Students will be prepared to be apprenticed as professional meat cutters once they have completed the program.



Heavy Equipment Operator (HEO) – Foundation & Level 1 Technical Training

Through funding provided by the Skills Training for Economic Recovery-Community Workforce Response Grant, CET is offering a 12-week Heavy Equipment Operator – Foundation & Level 1 Technical Training program at the Port Alberni campus. There are 10 students participating in the program. Through the program, participants are eligible to write both the Roadbuilder & Heavy Construction Foundation and HEO Level 1 SkilledTradesBC Exams. There is a three-week site-based component of the program where students will have an opportunity to experience operating equipment with employers in the industry.



Supported Carpentry Level 1 – NETP Partnership

The Supported Carpentry Level 1 program was completed at the end of December with 13 students writing the SkilledTradesBC Level 1 exam. In one of the projects for the program, the participants helped to assemble and build the foundations for the Walyaqil Tiny Home Village, a site managed by the Port Alberni Friendship Centre.

Since the program’s completion, many of the participants have been working in the construction industry.



(SUSAN QUINN/ Alberni Valley News)

ARTS, SCIENCE AND MANAGEMENT

Invertebrate Biology Field Trip

Submitted by Aisling Brady, Biology Faculty and Course Instructor

As part of BIO 211 Invertebrate Biology course, students participate in a compulsory four-day field trip to the West Coast of Vancouver Island to engage in hands-on learning about the invertebrates they are studying in the course. This year the class traveled to Ucluelet, and with the support from Bill Morrison at the NIC Ucluelet Centre, students completed seven of their eight labs. Students studied various invertebrate organisms and assemblages at a variety of beaches and the Ucluelet aquarium and documented the plankton composition collected from various-timed tows behind a boat. A highlight was spawning urchins to observe and record stages of embryonic development happening in real time under the microscope. As part of this course, students had an assignment exploring Indigenous use of invertebrates. The Clayoquot Biosphere Trust graciously funded and helped organize a public

information session led by Indigenous Knowledge Keeper, Dennis Hetu, on how invertebrates are used by the Toquaht Nation. Dennis is the Administrator of Lands, Public Works and Resources, and provided a wealth of information for the students to help them explore this topic and learn how practices have changed over time.



The BIO211 Class at Terrace Beach



Collecting data and setting up transects at Brown's Beach – students found at various spots along the water's edge.

Site briefing prior to collecting data (in the rain and hail!) at Little Beach



Observing organisms as part of their labs at the Ucluelet Aquarium



Collecting urchin gametes and observing embryonic development under the microscope.

HEALTH AND HUMAN SERVICES

Department of Accessible Learning (DAL) students finishing off another successful year in applied skills training programs in Campbell River

Kathy O'Donnell, Chair/Instructor, Department of Accessible Learning Programs



Chelsea @ Island Grind Josh @ MoreEatery Tristen @ WhiteSpot Kate @ Whislin' Waffle

Students in the Kitchen Assistant Program are in the final stretch of their 26 week program and are practicing their job skills in work experience placements in Campbell River restaurants, deli's and cafes. Over the past 10 years, the DAL has met the training needs for students with diverse learning needs in a variety of sectors including construction, grounds and custodial maintenance, and food services.

The Kitchen Assistant program gives students the opportunity to learn employability skills, acquire employment related certificates in a supportive learning environment in DAL, receive kitchen skills under the instruction of NIC's chef instructor, and practice these skills on work experience placements

in the local community. Many thanks to the Culinary Arts Program for this successful collaboration and support for DAL students, and to the local businesses for helping our students practice their skills and attain meaningful employment! Our thanks also to School District #72 (SD72) for supporting the participation of two students transitioning from high school.

This year, several students are thrilled to be moving directly into paid employment from their placements, others have chosen to pursue further their training in culinary, upgrade their education, and seek other employment opportunities.

TRADES AND TECHNICAL PROGRAMS

Let's do a quick refresh!

There are several foundation programs carrying over from the fall term. Electrical, under David Apperson wrapped up February 24th. Two Welding programs, one in Campbell River and one in Port Alberni finished mid-March and they wrote their SkilledTradesBC exams at each campus on March 24th. Professional Cook students Level 1 also wrote their SLE at the Campbell River campus March 16th with great success and many of the students carrying on to Level 2. Automotive foundations finished early in mid-April also at the Campbell River and Port Alberni campuses. Still in the books in Port Alberni is Furniture Design and Joinery which will finish in late May. We can't wait to show you the amazing products that come from this program under the direction of instructor Stephen McIntosh – they never disappoint, and the talent of these students always takes our breath away.

Still going are the Fabricator-Welder, Heavy Mechanical and Aircraft Structural Technician which will be drawing to a close in the late winter and spring terms.

And now 2023!!

Well, where do we start? Make sure you pay attention cause there's a quiz at the end! The Winter term kicked off with two Carpentry Apprenticeships, Plumbing Apprenticeship (Level 4 – which means RED SEAL), four Electrical Apprenticeships, Automotive Service Tech Level 2 (more on that in a bit), the maiden voyage of Motor Sport and Power Equipment (and we're not sure if it's the instructor or the students having more fun), another Electrical Foundation, Trade Sampler and then Carpentry and Plumbing foundation at the Comox Valley campus.

Right, well....*that* was just January.

And here we go....

Port Alberni didn't want to be left out so Professional Cook Level 1 started at the beginning of February under the leadership of Chef Sean McSavaney. We have Chef McSavaney doing double duty as he also oversees the Prep Cook program in Parksville. From here we move on to more Foundation programs. Heavy Mechanical with instructor Kyle Ward, Automotive Service Technician – Jaylene van der Merwe, and Parts and Warehousing – Coralee Zueff. We were also able to do two intakes of Women in Trades this term and it has been an absolute pleasure to be able to host these students.

Now let's add the Apprenticeship programs: Heavy Mechanical Levels 2, 3 and 4. Electrical 2, 3 and 4 in Campbell River (don't forget about the foundation programs!), Carpentry Level 1 & 3 and Plumbing Level 2 in Comox Valley. Oh wait, we also just started Professional Cook Level 2 in Campbell River with 13 students.

In April, we have Plumbing Apprenticeships Level 1, Carpentry Level 1 and 4 and two cohorts of Heavy Mechanical Levels 1 and 2.

Great news for the Coastal Forest Technology program!

Coleen MacLean-Marlow, Coordinator, Trades & Technical Programs

April and May are exciting months for the Coastal Forest Technology program. We are pleased to celebrate the Class of 2023 with a Canadian Institute of Forestry Silver Ring Ceremony. This is the second cohort to graduate from the program, and leads into the final Technology Accreditation Canada review scheduled for May 29th. We look forward to seeing NIC listed as an accredited program on the [BC Forest Professionals website](#), as well as other licensing bodies nationally. -

Featured Programs

Trade Sampler

We have a brand-new instructor this year, Ben Dorrington, with this perspective:

Building on previous years' Trades Sampler programs, 2023 saw a formalization of the course, both in content and assessment. Twelve weeks of a variety of trades, guided by Ben as the lead instructor, included core competency modules such as Jobsite and Personal Safety, Trades Math, Job Readiness, Teamwork, Study Skills, Communication, and Research. Students also received Forklift, First Aid, and Hazardous Materials training as part of our programming.

This cohort of 15 dual credit students from SD72, and two post-secondary students, each faced Trades with curiosity and enthusiasm. Using the BC apprenticeship modules as a guide, I began building a standardized set of resources, presentations and assessments that future NIC Trades Sampler instructors can use as a framework.

Over 12 weeks, the students have been on six field trips across a wide variety of trades and welcomed a number of industry visitors in as guest instructors. We covered the following trades programs: Carpentry, Electrical, Plumbing, Welding and Fabrication, Automotive, Heavy Mechanical, Automotive Collision Repair, HVAC and Sheetmetal, Industrial Automation, and Aircraft Structures. A total of 12 different trades.

Overall, the 2023 NIC Trades Sampler has been a huge success!

Women in Trades

There seems to be nothing instructor Jaylene van der Merwe can't do!

This winter Jaylene was involved in two women in trades cohorts at the College. We cannot say enough good things about the amazing guest instructors who were a part of this program. Whether coming from another institution or from industry, it was clear that they had spent time planning and prepping for their time with the class. Not only were they great resources to the students, sharing their experiences and passion for their work, they were also great resources to Jaylene as an instructor sharing information on the community of women in trades workers on Vancouver Island and throughout BC. All of them had planned their projects and the students were able to walk away with great pride in something they had built and great information to take home with them to consider a new outlook and

pathway in their future.

This is why we left this until now....

This Winter term, Jaylene launched the first Automotive Service Technician Apprenticeship Level 2 course at NIC. The course was run with 12 students and, judging from the stream of email inquiries, there is more interest in future courses now that we have run the initial gauntlet. There was a large amount of material to be covered from SkilledTradesBC and we were able to complete the theory and practical assessments within the seven-week period.

What stood out most throughout this course was the professionalism and eagerness to learn from the students. The Level 2 students were punctual, always prepared and asked questions to better understand the material. In the shop, they showed their learned skills, the work they performed was done effectively in a safe manner and they completed their technical data sheets with all relevant information.

The students rebuilt engines, rebuilt standard transmissions, performed final drive adjustments, performed starting and charging testing and explored electronic systems including suspension, steering and antilock brakes. The delivery was a success!

Guardianship and Land Protection

This one is pretty exciting!

In collaboration with the Homalco First Nations, NIC has the Guardianship and Land Protection Program.

This NIC program delivered at the Campbell River campus, focuses on theoretical and applied skills required to be a guardian of lands, waters, and natural resources. Guardians are vital in monitoring and supporting the protection of resources for present and future generations. This introductory program provides an orientation to guardianship models, protocols, and requirements in addition to guardian stewardship priorities, plans, safety, resource monitoring, and protection. This program gives students marine skills that are imperative to protecting land and water that is instrumental to wildlife and coastal ways of life.

We Oughta Be in Pictures!

In partnership with Island North Film Commission (InFilm), funding was obtained from the Province of BC through the CWR Grant, to deliver four micro-credential training programs, such as **Set Dresser**, **Set Construction**, **Lighting**, and **Grip** for eligible participants. InFilm, represented by Executive Director Joan Miller, was the contract holder for the CWR skills training grant. The fifth micro-credential offered was **Production Assistant**, funded by Warner Bros. Discovery Access Canada (Sponsorship Program) and REEL CANADA (the Reel Opportunities Program) for eligible participants between 18 to 30 years of age.

We had a total of 137 participants divided as follows: Lighting and Set Dresser had 35 participants each, Set Construction had 25 participants, and Grip had 30 participants. These programs started on December 5, 2022 and ended on March 3, 2023 (12 weeks), and were offered in a blended format with online classes and two weeks in-person (applied training) at Martini Film Studios in Langley, with the exception of Set Dresser which had one week in-person. Production Assistant had 12 participants also in a blended model that started on January 3 and ended on March 3 (eight weeks), with one week in-person at the same studio for applied training.

The passion of these students shone through:

Oleksandra Hrechanivska - MP Production Assistant grad from Vancouver

I'm new in Canada. I came to Vancouver with my husband because of war in Ukraine. We use an opportunity that Canadian government gave to Ukrainian refugee and their close relatives. I have an experience as a PA and an editor at Ukrainian TV. I have a bachelor degree as a journalist. I choose this way because my granny was a chief-editor and a TV host. My school holiday I spent at TV studio. Also, I worked as an event manager in Moscow for 4 years.

Michael O'Donnell – MP Lighting grad from Cortes Island

I am super excited! I just graduated from the 3 month micro credential program from NIC and Infilm to be a lighting technician in the film industry! Certified Lighting Technician Baby!!! They call us Lamp Op's. I just got back from the last 2 weeks in applied training at Martini Studios in Langley! We were training in a Netflix studio, and pretty much living in it! I met Gaffers, Directors, Cinematographers, Directors of Photography, Film Commissioners, Sound People and many more. I met a lot of new friends and bonded heavily with the crew. We all did. These friendships I will have forever. North Island College and INFILM gave us all such an amazing program and opportunity!

Michael G. Massiah – MP Lighting grad from Vernon

*Please permit me a moment to say **THANK YOU**.*

*First, **thank you**, for being involved in every aspect of the **North Island College's Micro Credential in Film - Lighting Program**.*

*From the **Instructors** and **Guests** to the **Deans** and **Vice- Presidents**, to all the staff at North Island College. - **THANK YOU!***

John Helme, Geoff and all your instructors and guests brought with you years of industry experience that could not have been substituted by any PowerPoints or textbook! The practical and effective solutions described and shown in person truly gave the entire learning journey a critical foundation on which one can build a career.

(here's what makes us smile....)

Upon returning from the practicum, I hand delivered my resume and cover letter to a Kelowna Production Office. Even though the rest of the production staff was on a Technical Scout at the time, while there, I spent a few moments introducing myself to the Production Coordinator, sharing some details about 'Take 2' (practicum), The NIC Micro Credential Program, my experience and my 'Transferrable Skills'.

I got a call from the ALM the following morning to come in for a Day Call on Friday. After a few hours, on site, I was upgraded to a show call for the next 3 weeks!



And then there was the end of an Era....

After 30 years, Tracy Parker put away her keyboard, hung up her phone and used the boots that were made for walking! Can you believe it? **TRACY RETIRED!**

Tracy first walked through our doors as a co-op student in 1994 and she never looked back. Tracy held numerous positions both at the Campbell River and Comox Valley campuses. From juggling the duties between reception and switchboard to manning the Office of the President, her professionalism, dedication and work ethic were obvious from the start. Tracy was one of the first to help move North Island College from the small downtown location in Campbell River to the “new” facility on Dogwood Street.

In 2001, Tracy took on the position of Department Secretary for Industrial Mobile Training, later to be named Continuing Education and Training. From there, she transitioned into Contract Training Services Officer where her exceptional skills led her to become the Manager of CE where she always had an open-door policy person. If you had a question, needed help or just wanted to have a friendly chat, Tracy never turned anyone away.

In 2016, once again, she was on the move! She took her stuffed cats, the ridiculously obvious fake plant and her chair and rolled up hallway to sit at the right hand of the Dean of Trades and Technical programs. Tracy was known for putting others before herself, going the extra mile without complaint and seeing any task through to the end. She was beyond dependable and always gave 100 percent to anything she did. We blinked and 30 years went by, but in that time, the friendships that have been forged along the way cannot be measured in minutes, hours or days.

Tracy is celebrating her retirement with a three-week Hawaiian Islands cruise. It won't be the same without her but for all she did while here, we say Mahalo Tracy! We wish you the very best. May you have many exciting adventures ahead of you.

OFFICE OF GLOBAL ENGAGEMENT

Young Africa Works Kenya (YAWK)

Submitted by Romana Pasca, Manager, Projects, Partnerships and Global Education

Jim Stratford, Welding Instructor in the NIC Trades program completed a visit to partner institutions in Kenya under the **Young Africa Works Kenya (YAWK)** project. This initiative brings NIC together with Vancouver Island University and the British Columbia Institute of Technology as partners with Kisii

National Polytechnic and Keroka Technical Training Institute to enhance the welding and mechanical trades programs while providing opportunities for the staff and faculty at NIC to apply their skills and knowledge internationally.

The 10-day visit to Kenya was part of the technical training and teaching expertise sharing following a collaboration on curriculum enhancement and CBET assessment for the welding program.



New partnership with Te Pūkenga, New Zealand

Submitted by Romana Pasca, Manager, Projects, Partnerships and Global Education

Te Pūkenga is our first signed partner in New Zealand. It is a new organization of work-based training organizations, institutes of technology and polytechnics in New Zealand. Basically the 16 formerly independent public institutions are now under one umbrella – the New Zealand Institute of Skills and Technology <https://www.xn--tepkenga-szb.ac.nz/>. This transition happened in September 2022 and Kelly Shopland, Romana Pasca and Mark Heringer met with Will Tredgiga, Head of International Development at EAIE last September – so they have been busy!

As Will Tredgiga, Head of International Development, noted on their national transition:

We have initiated the working group which will produce the organizational design for international education under Te Pūkenga. This involves us designing a new structure for staff responsibilities, which will ultimately allow us to realize our strategic goals - many of which are very much philosophically aligned with NIC. Over the next few months I expect Te Pūkenga will be appointing national leaders for a variety of functions for international education - these will be your key contacts for taking our MOU to the next level, initially with negotiating student and staff mobility. I expect that by NAFSA we will be in a position to have more solid and in-depth discussion on deepening collaboration. Thank you once again for connecting with us and furthering us to this point - signing one of Te Pūkenga's very first international MOU's!

So, this begins our consideration of New Zealand as a new option for study abroad, virtual exchange (COIL), exchange, etc. Kelly's team is also working on an Indigenous led agreement in discussions with a new partner - Waikato University in New Zealand.

STUDENTS AND COMMUNITY ENGAGEMENT

Student Affairs

Submitted by Craig Whitton, Director, Student Affairs

Campus Connections

Monthly trips to Mixalakwa commenced in January as an important part of an initiative to maintain strong inter-campus connections. Representatives from each department in the Student Affairs portfolio, including DALs and Student Life, have enjoyed spending time with students and staff in Port Hardy.

CARE Grant Projects Completed

The 2022/2023 CARE Grant projects are now complete. \$3000 was awarded to five innovative projects, which included artwork for Student Services and the Library & Learning Commons at the Campbell River campus, a staff trivia night hosted by CARTI, the development of campus walking trails at Campbell River and Comox Valley campuses, and cedar planters at the Campbell River campus. For the complete summary, [click here](#).



Applications will be open from April 1 to May 31 for the upcoming grant competition.

Accessibility for students

Craig Whitton has launched “Coffee with Craig”, an opportunity for students to chat over a cup of coffee with Craig about any obstacles they may be encountering and to let us know what is working well for them. Check-ins will take place every term at every campus.

Student Life

Submitted by Mez Jiwaji

Orientation

Student Life and NISU partnered to facilitate in-person events in CV, CR, PA, and MX. 700 folks participated in the Winter 2023 Orientation events across the different campuses. Virtual sessions were also included



North Island College’s Orientation Program (OP) goals include:

- facilitating the transition of new students into the institution
- preparing all students for the institution's educational opportunities and student responsibilities
- assisting all students in being prepared for their program regardless of the method of delivery
- initiating the integration of new students into the intellectual, cultural, and social facets of NIC

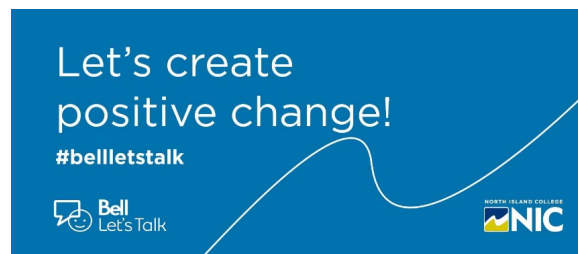
The inclusion of parents/guardians/families/supporters in support of the new student is part of the mission of the OP. The OP also contributes to institutional enrollment management, including retention.

Bell Let’s Talk Day

On January 23rd tabling events were held in CR, CV, PA, and MX; staff engaged with 180 people about mental health and wellness and encouraging help-seeking behaviours.

Objectives included:

- breaking down the barriers with students & the NIC college community mental



health & bring awareness to resources available

- raising awareness about Bell Let's Talk Day initiatives
- sharing information about resources and supports with students
- giving away free logo swag & increase involvement in activities
- connecting students with other students, faculty, and staff

Black History Month



The February 2023 theme for Black History Month was “Ours to tell”. This theme represented an opportunity to engage in open dialogue and a commitment to learning more about the stories Black communities in Canada have to tell about their histories, successes, sacrifices and triumphs.

Increased awareness and encouraged interaction through a social media campaign with informational posts.

Pink Shirt Day

On February 22nd Student Life partnered with the Library & Learning Commons and interacted with 200 people exploring the information material and receiving buttons. Information was shared through social media posts and encouraging engagement. Goals were:

- To promote anti-bullying strategies
- To share information about resources and supports with students
- To connect students with other students, faculty and staff
- To raise awareness of bullying in education settings

Coldest Night of the Year



On February 25th Student Life participated in the Campbell River CNOY#2023 as part of the *putting the brr in the vir (violence in relationships) committee*. The team set a fundraising goal of \$2,000.00 and raised \$2,705.00.

Thrive

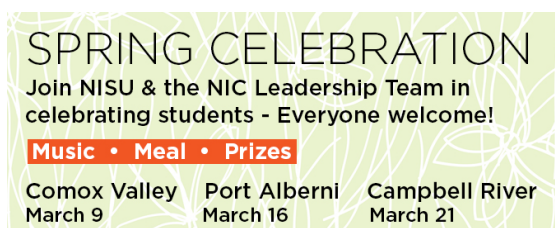
During the week of March 6th to 10th Student Life partnered with Library & Learning Commons, Human Resources, Office of Global Engagement, International Education, and North Island Students Union to deliver Thrive. Several activities took place including Grab and Go breakfasts, Movie nights, Mental

Health webinar, Potluck and Bhangra dancing, Grow Your Network social, Forest walks, Donut stress, Wildflower seeds, Colouring activities, Self-care activities and more. Student engagement at events over the week was over 600, employee engagement was over 150.

Thrive was started by UBC and adopted by many post-secondary institutions to celebrate community, encourage self-care and promote mental health literacy. The goal of Thrive is to bring students, faculty, and staff together to do something fun, healthy and encourage positive physical and mental health.

Spring Celebrations

NIC Leadership Team and NISU jointly fund the Spring Celebration events in March; these events provide an opportunity to engage and build relationships. The CV event was hosted during Thrive and paired with Bhangra dancing. All the events had a celebratory vibe to them.



The event reached out to 380 in CV, 125 in CR, and 120 in PA.

Other Highlights

- March 30/31- Trans Day of Visibility
- April - Intimate Partner Violence campaign (in partnership with the Sexualized Violence Education Team) and Consent Culture (campaign created by Elektra Watson, student in Campbell River)
- May- Mental Health Month

Library & Learning Commons Math & Writing Supports & Peer Tutoring

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

*During the period of September 1, 22 to March 31, 2023, our **LLC Math Support-service, LLC Writing Support-service, and LLC Peer Tutoring-service** saw the following user numbers:*

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 CV, CR, and PA. Math support faculty also run review workshops for particular math courses before midterm and final exams.

- NIC students made a total of 232 appointments with Math Support (available 17 hours per week) during the 2022 Fall term (Sept-Dec).
- So far, NIC students have made 205 appointments with Math Support (available 17 hours per week) in the first three months of the 2023 Winter term (January - March), alone.
- Math Support faculty delivered 2 end-of-term review workshops for STA115 students in December 2022 and 2 mid-term review workshops for the same course in February 2023. We are also planning to run these review workshops at the end of the Winter 2023 term.

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 Comox Valley and Campbell River campuses, and feedback is also available by email, only. 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 by NIC instructor request.

- NIC students made a total of 331 appointments with Writing Support (available 34 hours per week) during the 2022 Fall term (Sept - Dec).
- NIC students made 42 submissions to WriteAway between September and December 2022.
- Writing Support faculty delivered a series of eight online workshops to NIC students during the 2022 Fall term. During this time, we also delivered six customized in-class workshops by instructor request.
- So far, NIC students have made 263 appointments with Writing Support (available 34 hours per week) in the first three months of the 2023 Winter term (January - March), alone.
- So far, NIC students have made 53 submissions to WriteAway between January and March, 2023.
- Writing Support faculty have delivered eight online workshops to NIC students in addition to delivering 12 customized in-class workshops by NIC instructor request between January and March, 2023.

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 149 appointments with the 14 Peer Tutors that were active during the 2022 Fall term.
- So far, NIC students have made 90 appointments with Peer Tutors in the first three months of the 2023 Winter term (January to March), and there are currently 14 active Peer Tutors in the program.

Library

Submitted by Lynette Gallant, Coordinator, Library Services

Our Library Team is comprised of faculty, support staff and student employees. We have had a good semester with increased usage of our space and services. In addition to daily research desk hours, we offer both virtual and face-to-face bookable appointments for help with all aspects of research. Our institutional partnership with the provincial service AskAway offers our students an additional 73 hours of chat reference including evenings as well as Saturday and Sunday. This semester our NIC Library Faculty increased our Embedded Librarian service. This service allows librarians to team up with faculty

to provide students increased access points to research instruction throughout their Brightspace course. This semester we are embedded in Nursing, Business, English, HSW and GLS courses.

Winter 2023 Semester Library Traffic

Numbers do not tell the whole story, but they provide a view into the library world and some of the ways in which we contribute to positive student experience.

- Since January the Library Team has welcomed 29,879 students and faculty through our doors and into our spaces.
- We have delivered 56 class library orientations reaching 825 students.
- We have helped 166 students in research appointments.
- Students have booked library group and individual study rooms 2053 times.
- Our most popular library guide is our APA (American Psychology Association) citation guide. Since January it has gotten 80,516 views. Not surprisingly the highest use (February 26-with 1,614 views) coincides with academic paper writing submission times.

Partnering. Events

The Library Team regularly partners with NISU and Student Life to promote initiatives and further student engagement.

- This semester we hosted Thrive events at CV, PA and CR. Movie matinees and treats were a hit at the Port Alberni and Campbell River campuses. An evening movie and pizza at the Comox Valley campus helped students relax and share some fun.
- NIC Library joined with other post-secondary libraries March 6-10 for SDG week. This national collaboration increases awareness of the UN 17 Sustainable Development Goals. The library created an informative display and gifted native wildflower seeds to our students.
- Comox Valley, Port Alberni and Campbell River libraries provide an access point for students to pick up NISU supplied snacks.
- We are currently partnering with Student Life's Sexualized Violence Awareness Campaign to host an interactive art piece.

NIC Fest March 2023

Submitted by Diane Naugler, Executive Director, Future Students & Community Engagement

An engaging event series providing an on-campus experience that positions NIC as your first step on a path to a thriving and rewarding career through education and training.

- Drives community awareness, is lead-generating, authentic and aspirational with a clear and compelling brand message
- Is fun, inspiring, informative, and interactive
- Stimulates community conversation with and about NIC (word of mouth)
- Creates community connections between prospects and NIC Faculty, Staff, Services etc.
- Introduces current students and prospective students with some local employers & organizations who want to hire NIC students and graduates

GOALS and PERFORMANCE METRICS

Facilitate career conversations with regional employers (targeted program areas) to showcase their organizations & opportunities to students/guests/prospective students, answer any career-related questions and help them understand their educational pathway.	Employer survey post event
Build and strengthen community partnerships with regional employers	Employer survey post event
Demystify NIC as a local PSI option and generate awareness/interest in NIC programs	Attendee survey w/ learning outcome question
Grow program-specific leads lists captured through session attendance and contesting	Contact List Growth
Deliver a compelling theme with aspirational brand messages across all digital and traditional touchpoints (#YourNorth tie-in)	Attendance, Engagement
Drive traffic to NIC digital channels	Social Media Engagement, Website Traffic

Early feedback from participants and the community is positive. Completed applications to NIC received at all events. Contact lists grown for all represented programs.

March 15, Campbell River ~100 attendees

March 22, Comox Valley ~ 400-500 attendees, additional 84 attended keynote speaker



March 29, Port Alberni ~ 250 attendees





February 25, 2023

Dear Members of the NIC Board of Governors,

Endowments like yours are vital to the success of our scholarship and bursary program.

Last year, your endowment and others like it, helped generate \$343,000 in investment income which flowed directly to NIC students. While that was a substantial return, 2022 was also a year of anticipated market correction and our endowments did not produce the same yields we have appreciated in the past.

As the cost of living continues to rise, *your* investment in education shows our students that they will still have the financial support they depend on.

Your endowment is a treasured resource. We value and respect the generations of thoughtful donors like you who have entrusted us with your gifts and legacies to help ensure students can continue accessing post-secondary education at North Island College.

With gratitude,

Erin

On behalf of

The NIC Foundation team

BOARD OF GOVERNORS BURSARY

2023 Endowment Fund Report

Ms. Jane Atherton
 NIC Board of Governors
 2300 Ryan Rd
 Courtenay, BC V9N 8N6



FINANCIAL UPDATE

This year, the increased cost of living means that your investment in education will be even more meaningful to award recipients as they pursue new skills, education and training right here at North Island College.

Endowment Fund

\$90,296.91	Beginning balance January 1, 2022
\$2,400.00	New donations, January 1 to December 31, 2022
\$92,696.91	Endowment total December 31, 2022

Award Available

\$8,688.29	Opening Earnings as of January 1, 2022
(\$6,425.71)	Earnings/(Losses) January 1 to December 31, 2022
\$2,262.58	Total available for awards
\$2,250.00	Award balance to students in 2023
	Recommend 3 awards of \$750.00

The investment and allocation of all funds are managed in accordance with NIC Foundation's policies and procedures.

We are truly grateful for your continued support and investment in our students. If you would like to learn more about your fund or how you can grow your endowment please contact us any time or visit foundation.nic.bc.ca.

Diane Naugler
 Executive Director, NIC Foundation
 250-334-5240 | diane.naugler@nic.bc.ca

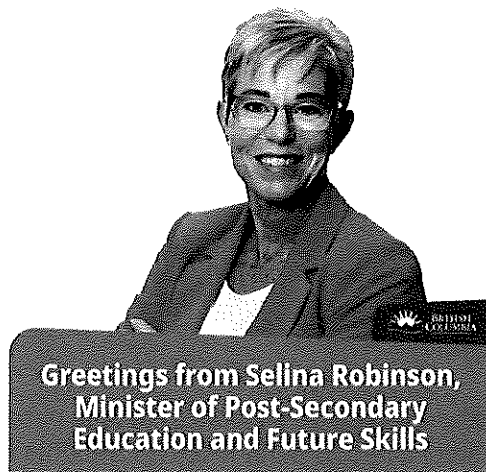
YOUR GIFT IN ACTION:



"The day I received the news that I was awarded a bursary, I immediately picked up the phone and called my mom; I needed to share the relief I felt after spending my whole summer working three jobs to save for tuition fees and life in the valley. This award reduces the economic load on my shoulders and allows me to focus even more on my studies. Thank you."

N. Moreno
 - 2022 bursary recipient

foundation.nic.bc.ca



March 21, 2023
Our Ref. 127931

Hello all,

It is a great privilege to work with you as we collaborate and take action on the challenges that students, apprentices, post-secondary institutions, labour unions, training providers and employers are facing right now. We know that British Columbians are faced with big challenges like accessing affordable education, securing student housing and filling the skills gap.

Our Government believes that every British Columbian deserves access to affordable post-secondary education and skills training. We know that nearly 80 per cent of the one million new job openings in BC over the next decade will require post-secondary education and training. That is why it is more important than ever to make education and training more accessible, affordable, and relevant for British Columbians—to help prepare people for the opportunities ahead and ensure that the services British Columbians rely on are provided.

Budget 2023 includes \$480 million for the *Future Ready: Skills for the Jobs of Tomorrow* plan, a responsive and timely plan, which will add thousands of training seats, offer a new short-term skills training grant and provide funding to assist small and medium-sized businesses in finding and implementing technology and practical solutions to current labour market challenges.

This Government and ministry are committed to investing in improving health and mental-health care, creating more affordable housing, growing a clean economy and delivering more help with costs – especially for families and British Columbians most affected by global inflation.

.../2

We are committed to implementing the *Declaration on the Rights of Indigenous Peoples Act Action Plan* (the *Action Plan*) developed with Indigenous Peoples, First Nations and organizations through intensive consultation. The *Action Plan* calls on this Ministry to recognize the integral role of Indigenous-led post-secondary institutes as a key pillar of BC's post-secondary system through the provision of core funding, capacity funding and the development of legislation.

There is a lot of good news ahead and actions that will benefit students, workers, and employers address the labour shortage. With your help and collaboration, we will support students, apprentices and learners across British Columbia throughout their educational journey in a variety of ways including, increasing affordable courses, providing supports for people who need it, building more student housing and expanding the BC Access Grant, while they work towards participating in the workforce.

I look forward to working together to remove barriers to people pursuing education and skills training, in all stages of their careers, and to build a skilled, flexible and diverse workforce in BC's changing economy.

As we work to ensure the next decade is filled with opportunity and prosperity for British Columbians, we will build a stronger BC together. I'm looking forward to meeting and working with you to achieve our shared goals and look forward to connecting with you while tracking our successes and refining this plan to achieve the goals we all look to achieve.

Sincerely,



Honourable Selina Robinson
Minister

pc: Eric Peters, Chief of Staff Eric.Peters@gov.bc.ca
Ministry of Post-Secondary Education and Future Skills

Kaitlyn Gorman, Executive Assistant Kaitlyn.Gorman@gov.bc.ca
Ministry of Post-Secondary Education and Future Skills

Commonly Used Acronyms

This is a partial 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)
	Ministry of Post-Secondary Education and Future Skills (new name 2023)
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; 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
VPA	Vice President, Academic
FASM	Faculty of Arts, Science & Management
FPSE	Federation of Post-Secondary Educators of BC
HHS	Health and Human Services (Faculty of)
IEC	Indigenous Education Council (formerly Aboriginal Education Council)

IRR	(Ministry of) Indigenous Relations and Reconciliation
ITA	Industry Training Authority BC (now Skilled Trades BC))
ITV	Interactive Television
IWC	Immigrant Welcome Centre
JEDC	(Ministry of) Jobs, Economic Development and Innovation
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
QAPA	Quality Assurance Process Audit
SIF	Strategic Investment Fund
STBC	Skilled Trades BC (formerly Industry Trades Authority)
SVM	Sexual Violence and Misconduct (Policy)
TLC	Teaching and Learning Committee
TLI	Teaching & Learning Innovation
UCIPP	University, College and Institute Protection Program
UT	University Transfer