



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Room C210, Port Alberni Campus
Thursday, April 20, 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
S. Humble, Community Member, Campbell River Region
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
P. Trasolini, Community Member, Campbell River Region, Vice Chair

ABSENT

W. Gus, Chair, Education Council
J. Kim, Student Representative
S. Thakur, Student Representative

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
I. Caplette, Chair, Indigenous Education Council
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
K. Kuhnert, Vice President, Students & Community Engagement
R. Lennox, Organiser, North Island Students' Union
R. Reid, Executive Assistant, Board of Governors
C. Wilson, Executive Director, North Island Students' Union

1. CALL TO ORDER

J. Atherton called the meeting to order at 1:01 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

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

1.3 Government Mandate Letter

The Board received a link to the Government's mandate letter to the College. A new mandate letter is expected to be received soon.

1.4 Adoption of Agenda

Moved S. HUMBLE / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF APRIL 20, 2023 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

On an inquiry about efforts at Indigenous core competency training for staff, T. Bellavia reported that the curriculum is currently being developed.

Moved B. MINAKER / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF APRIL 20, 2023.

Motion carried

3. BOARD BUSINESS

3.1 Board of Governors Workplan, 2023/2024

The Executive Committee recommends approval of the proposed workplan. Board Members made the following comments:

- Ample distribution of meeting and event venues across College campuses and regions;
- Board Members are encouraged to attend meetings and events in-person;
- Topics for board education sessions to be determined closer to meeting dates to allow for flexibility around choosing topics based on need and relevance.

Moved P. TRASOLINI / Seconded S. HUMBLE: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES ITS WORKPLAN FOR FISCAL YEAR 2023/2024 AS PRESENTED.

Motion carried

3.2 2023/2024 NISU Fee Letter

Moved E. MOSLEY / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE DIRECT THE COLLEGE TO COLLECT MEMBERSHIP FEES AND REMIT THE SAME TO NORTH ISLAND STUDENTS' UNION, AS OUTLINED IN THEIR FEBRUARY 2023 LETTER FOR THE ACADEMIC YEAR 2023-2024 AND PER THE COLLEGE AND INSTITUTE ACT.

Motion carried

3.3 Finance & Audit Committee Terms of Reference

The Finance & Audit Committee reviewed its terms of reference at its meeting of April 6, 2023. Minor amendments are recommended around the committee's timetable as well as appointment of a board appointee as chair of the committee.

Moved V. PUETZ / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE AS PRESENTED.

Motion carried

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

Moved S. HUMBLE / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES BOARD BYLAW #5 – REIMBURSEMENT FOR TRAVEL AND OUT-OF-POCKET EXPENSES AS PRESENTED.

Motion carried

3.5 Board Members Roundtable Discussion

Most Board Members participated in their respective standing committee meetings as well as the Ministry-hosted Post-Secondary Governance Workshop on April 17 in Vancouver. Of the workshop, Board Members cited the following takeaways:

- The workshop was well-received as it provided basic information essential for Board Members to understand their roles, annual workshops would be highly valued for this reason;
- Indigenization could include efforts to talk about oneself on a personal level during meetings;
- A session around Robert's Rules and Indigenous approaches, while opinions were varied, emphasized the importance of effective decision-making;
- A thought-starter to note is identifying what issues Board Members would want to advance in their respective colleges that can be done incrementally and what issues would not need to be prioritized;
- There is a desire to understand and be on the same page around what reconciliation, decolonization and Indigenization mean and how they can be made relevant in the Board's work;
- Cybersecurity is an emerging issue in the post-secondary sector.

P. Trasolini and J. Atherton attended the annual Campagnolo lecture series and dinner in March. J. Atherton attended the NIC Fest also held in March as well as an ElderCollege presentation on Medical Assistance in Dying (MAiD).

P. Trasolini and S. Humble will be attending the CICan Conference in Montreal in late April. They will be receiving an award of excellence on the College's behalf.

R. LaTrace noted that College business is largely relational in nature, which involves creating and maintaining relationships across various community sectors. She reflected on her role as NIC employee and Indigenous education navigator vis-à-vis her role as Board Member, adding that balancing the two roles has its challenges.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report 1, April 2023

L. Domae provided the following updates:

- The College and other post-secondary institutions look forward to Government's Budget 2023 and its commitment to invest in the sector for the next three years;
- Budget 2023 also includes funding for student housing which is a top Government priority;
- More one-time-only funding is expected but the College is in a strong position to respond to that type of funding because of its partnerships;
- The College received significant funding for seats in Health Care Assistant Certificate program for senior care;
- The student housing project at the Comox Valley Campus is slated to begin construction in late summer and a housing manager has been hired to begin the project's operational plan;

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- The College plans to undertake a demand study to determine the viability of another student housing project, this time at the Campbell River Campus;
 - Consultations have recently concluded for the creation of the College's People Plan the draft of which is already underway.

L. Domae also noted that this meeting marks the end of her second year as President. She looks forward to providing a fulsome report on the College's strategic plan *BUILD 2026* in June.

On a question regarding the status of the sector's funding review by Government, L. Domae indicated that Government's interim budget letter commits to continuing the funding review.

4.2 Vice President, Finance and College Services

4.2.1 Budget, Fiscal Year 2023-2024

C. Fowler reported that the proposed budget:

- Includes significant dollars provided by Government to fund wage settlements for both faculty (NICFA) and support staff (CUPE) unions;
- Has a projected deficit that is largely unchanged from the draft presented to the Board earlier in the year;
- Includes one-time only funding received in late March;
- Shows anticipated increases in Continuing Education and International Education revenues which are incorporated in the tuition revenues.

C. Fowler also informed the Board that the Ministry's deficit approval letter covers both fiscal years 2022/23 and 2023/24.

Moved P. TRASOLINI / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2023/24 BUDGET AS PRESENTED.

Motion carried

4.2.2 Fiscal Year 2022/23 Financial Results

C. Fowler reported that Finance staff are still working through the draft financial statements. He assured the Board that the College will be within budget with the projected deficit.

4.3 Vice President, Academic

4.3.1 Tuition approval: Nursing 201 (NUR201)

T. Bellavia provided information on NUR201 which is part of a suite of courses providing a transition for licensed practical nurses into the BS Nursing program. The updated proposed fee of \$168.04 per credit aligns with similar newly developed nursing courses.

Moved S. HUMBLE / Seconded P. TRASOLINI: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE DOMESTIC TUITION FOR NUR 201 AT \$168.04/CREDIT, EFFECTIVE AUGUST 15, 2023.

Motion carried

4.3.2 Credential approval: Instrumentation & Electrical Automation Technician Diploma

T. Bellavia presented the proposed new credential which is a two-year diploma that combines elements of the electronics technician core certificate and industrial automation technician diploma program. The credential can be accessed by dual credit students, prepares students to be job-ready and can also be used as a pathway into Red Seal certification.

Moved B. MINAKER / Seconded N. ARSENAULT: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE CREDENTIAL, INSTRUMENTATION AND ELECTRICAL AUTOMATION TECHNICIAN DIPLOMA, EFFECTIVE IMMEDIATELY.

Motion carried

4.3.3 Tuition approval: Instrumentation & Electrical Automation Technician Diploma

The proposed tuition for the new credential was reviewed and recommended by a tuition review panel. The tuition is comparable with other rural colleges and incorporates the actual costs of delivering the program.

Moved N. ARSENAULT / Seconded S. HUMBLE: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE DOMESTIC TUITION FEE FOR INSTRUMENTATION AND ELECTRICAL AUTOMATION TECHNICIAN DIPLOMA PROGRAM FEE OF \$3,788.84/YEAR AND LAB FEE OF \$525.00/YEAR, EFFECTIVE AUGUST 15, 2023.

Motion carried

4.3.4 Program name approvals

T. Bellavia reported that the program names, while they indicate minor changes to titles of credentials, support marketing of the programs and clarify language in terms of program laddering, learning objectives and naming conventions.

Moved M. ERICKSON / Seconded E. MOSLEY: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVE NOTED PROGRAM NAME CHANGES FOR THE FOLLOWING PROGRAMS, EFFECTIVE IMMEDIATELY:

- **BUSINESS ADMINISTRATION DIPLOMA – MANAGEMENT OPTION**
- **BACHELOR OF BUSINESS ADMINISTRATION – MANAGEMENT**
- **BUSINESS ADMINISTRATION – POST GRADUATE DIPLOMA – ACCOUNTING**
- **BUSINESS ADMINISTRATION – POST GRADUATE DIPLOMA – GLOBAL BUSINESS MANAGEMENT**
- **TOURISM & HOSPITALITY MANAGEMENT CERTIFICATE - HOSPITALITY MANAGEMENT OPTION**
- **TOURISM & HOSPITALITY MANAGEMENT CERTIFICATE - TOURISM MANAGEMENT OPTION**
- **TOURISM & HOSPITALITY MANAGEMENT DIPLOMA – HOSPITALITY MANAGEMENT OPTION**
- **TOURISM & HOSPITALITY MANAGEMENT DIPLOMA – TOURISM MANAGEMENT OPTION**

Motion carried

4.4 Chair, Education Council

4.4.1 Education Council (EdCo) Report

The Board received the April 2023 Education Council Report.

5. INFORMATION

The Board received the following information items:

- 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

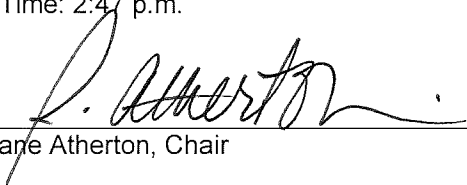
The next regular meeting is Thursday, June 29, 2023, Comox Valley Region.

7. ADJOURNMENT

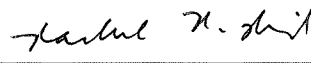
Moved S. HUMBLE / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF APRIL 20, 2023.

Motion carried

Time: 2:47 p.m.



Jane Atherton, Chair



Rachel Reid, Executive Assistant