



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Qəpixʔidaʔas (The Gathering Place)
Campbell River Campus
Thursday, December 7, 2023

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region
J. Atherton, Community Member, Comox Valley Region
S. Chauhan, Student Representative
L. Domae, President
S. Does, Community Member, Campbell River Region, Vice Chair
M. Erickson, Faculty Representative
W. Gus, Chair, Education Council
J. Langille, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
V. Puetz, Community Member, Campbell River Region
P. Trasolini, Community Member, Campbell River Region, Chair
K. Wingwiri, Student Representative
V. White, Community Member, Port Alberni Region

ABSENT

R. LaTrace, Support Staff Representative
C. Moglove, Community Member, Campbell River Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
M. Jiwaji, Associate Director, Student Life
K. Kuhnert, Vice President, Students & Community Engagement
R. Reid, Executive Assistant, Board of Governors
Members of North Island Students' Union (NISU) Executive and
North Island College Faculty Association (NICFA)

1. CALL TO ORDER

1.1 Acknowledgement of First Nations Traditional Territory

P. Trasolini called the meeting to order at 1:00 p.m. and acknowledged that the meeting was being held in the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

1.2 Welcome Board of Governors New Members

P. Trasolini welcomed S. Chauhan and K. Wingwiri who were elected as student representatives to the Board for a term of one year.

1.3 Declaration of Possible Conflict of Interest

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

1.4 Adoption of Agenda

Moved V. WHITE / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF DECEMBER 7, 2023 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

Moved S. DORES / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF DECEMBER 7, 2023.

Motion carried

3. BOARD BUSINESS

3.1 Board Bylaw #4 Domestic Tuition and Fee Bylaw

K. Kuhnert presented the proposed bylaw, highlighting the following:

- The proposed two percent increase follows Ministry tuition limit policy;
- Changes were made to the Coastal Forest Certificate Program by moving from a program fee to a per course fee in line with the Coastal Forest Technology Diploma, reducing the overall program fee by \$700;
- Changes were made to the Culinary Business Operations Program by listing laboratory fees by course instead of by program which supports part-time students with no changes to overall tuition being paid.

Moved V. PUETZ / Seconded J. LANGILLE: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW NO. 4, 2024-2025 DOMESTIC TUITION AND FEE BYLAW WHICH INCLUDES A TWO PERCENT (2%) INCREASE TO DOMESTIC TUITION AND MANDATORY FEES WITH THE EXCEPTION TO THE EMPLOYMENT TRANSITIONS PROGRAMS.

Motion carried

3.2 NIC Enterprise Risk Management Policy & Framework

M. Allison presented the proposed enterprise risk management policy with the risk appetite statement template, adding that the Leadership Team will begin populating the risk appetite statement which will then be forwarded to the Board for review and approval.

Moved V. WHITE / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE AND ADOPT THE REVISED POLICY 2-21 ENTERPRISE RISK MANAGEMENT AND THE RISK APPETITE STATEMENT TEMPLATE AS PRESENTED ON DECEMBER 7, 2023.

Motion carried

3.3 Board Members Roundtable Discussion

Several Board Members attended their respective committee meetings and various College events and activities like the student winter celebration lunches.

P. Trasolini met virtually with fellow Board Chairs from other BC colleges on December 5th with senior staff from the Crown Agencies and Board Resourcing Office (CABRO). Discussing board appointments, CABRO senior staff encouraged boards to advocate for and nominate potential candidates for their boards. Board appointees whose terms are expiring are encouraged to contact CABRO if they are interested in joining another governance board.

Reflecting on the College events and projects that the College is undertaking, J. Langille referred to the People Plan and how the Leadership Team should be well supported given the work that major projects entail. J. Atherton shared that she taught a course in interior design guidelines in November at ElderCollege.

S. Dores, V. White and W. Gus attended the Ministry-hosted Indigenous Board Members Gathering in Vancouver on October 16. S. Dores participated in a panel and expressed pride in representing NIC and talk about what the College offers in terms of services and programs for Indigenous students.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report

L. Domae identified engagement as a theme within the NIC community in the last few months, citing the following activities:

- Student winter celebration lunches at all campuses;
- Coffee chats and a series of employee events;
- Engagement with partners and collaborators;
- Support for *BUILD 2026* and its sub-plans, noting that Journeying Together recently received a CBIE award this year following an earlier award from CICan;
- Business trip to Japan to pave the way for NIC Indigenous students to study there;
- Office of Global Engagement received funding from Federal government for international capacity-building;
- On a business trip to Ottawa, advocated for NIC's work in sustainable seaweed aquaculture development;
- Centre for Applied Research, Technology and Innovation (CARTI) won its first ever innovation grant from the Canada Foundation for Innovation;
- Government's quality assurance process audit (QAPA) of NIC programs was completed in November – both audit report and NIC's response will be shared with the Board;
- The College's first ever People Plan was launched in October.

On a question from the Board, C. Fowler provided a brief update on the Comox Valley Student Housing Project.

4.2 Vice President, Academic

4.2.1 Program Name Change – Indigenous Education

T. Bellavia presented a proposal to rename the program Aboriginal Leadership Certificate to Indigenous Leadership Certificate, adding that this program name change was an initiative from the program's students. The program name change will take effect immediately and will be followed by updates in related course codes.

Moved V. PUETZ / Seconded J. LANGILLE: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE FOLLOWING PROGRAM NAME CHANGE: • INDIGENOUS LEADERSHIP CERTIFICATE.

Motion carried

4.3 Vice President, Finance and College Services

4.3.1 Second Quarter Financial Statement FY2023/24

C. Fowler noted that despite the second quarter statement showing a deficit of over a million dollars, the College is forecasting a deficit of less than \$200,000. He explained that a large amount of revenue is expected to be received in the next quarter including funding for negotiated wage settlements, reimbursement of costs related to BCNet services and international tuition. In terms of tuition revenues, C. Fowler noted that the College is slowly going back to pre-pandemic enrolment numbers.

4.3.2 Second Quarter Financial Forecast FY2023/24

C. Fowler presented the second quarter forecast which shows a smaller deficit for the fiscal year compared to the first quarter forecast. This second quarter forecast was approved by the Board's Finance and Audit Committee Chair and will be submitted to the Ministry. C. Fowler attributed the shrinking deficit to international tuition revenues that are higher than what was budgeted for.

4.4 Chair, Education Council

4.4.1 Education Council (EdCo) Report

Reflecting on her term on the Board as EdCo Chair, W. Gus recalled her early teaching days at NIC in Campbell River. She has also served as EdCo Chair for three terms and been on the Board for three years on an ex-officio capacity, adding that her first term started in the thick of the pandemic. W. Gus has begun her new role as Elder-in-Residence at the Port Alberni campus.

EdCo has elected A. Brady, math and science faculty, as its Chair. She will begin her term on both EdCo and the Board in the new year.

5. INFORMATION

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2023-24)
- 5.2 College Highlights Report, December 2023
- 5.3 Link to [Governance Manual](#)
- 5.4 2023 Board of Governors' Retreat Agenda
- 5.5 NIC & BC's *StrongerBC*: Future ReadyAction Plan
- 5.6 Commonly used acronyms
- 5.9 Link to Board bylaws

6. NEXT MEETING DATE

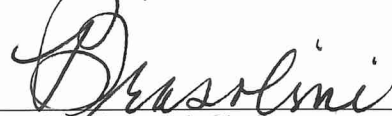
The next regular meeting is Thursday, February 8, 2024, Port Alberni Campus.

7. ADJOURNMENT

Moved J. ATHERTON / Seconded B. MINAKER: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF DECEMBER 7, 2023.

Motion carried

Time: 2:03 pm



Patricia Trasolini, Chair



Rachel Reid, Executive Assistant