



**Minutes of the Regular Meeting of the
North Island College Board of Governors**
Held in Room N110
Port Alberni Campus
Thursday, February 8, 2024

BOARD MEMBERS PRESENT

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

ABSENT

J. Langille, Community Member, Comox Valley Region
R. LaTrace, Support Staff Representative
K. Wingiri, Student Representative

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. Herringer, Executive Director, International Education
K. Kuhnert, Vice President, Students & Community Engagement
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Director, Institutional Research & Planning
Members of North Island Students' Union (NISU) and North Island
College Faculty Association (NICFA) Executive

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 C. Stavness who was appointed to the Board in December 2023 and A. Brady who was elected as Education Council Chair. C. Stavness and A. Brady signed their respective Oaths of Appointment.

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 Government Mandate Letter

The Board acknowledged the Government Mandate Letter of June 2023 and was informed that Government will not likely provide a new one for 2024, given the scheduled elections in October.

1.5 Adoption of Agenda

Moved J. ATHERTON / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 8, 2024 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

Moved V. PUETZ / Seconded C. STAVNESS: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF FEBRUARY 8, 2024.

Motion carried

Moved S. DORES / Seconded N. ARSENAULT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE MINUTES OF THE REGULAR MEETING OF DECEMBER 7, 2023 AS PRESENTED.

Motion carried

3. BOARD BUSINESS

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

N. Arsenault presented the proposed updated bylaw which references the College's Travel Expense Policy adding that the Governance and Board Development Committee recommends its approval.

Moved N. ARSENAULT / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW NO. 5 – REIMBURSEMENT FOR TRAVEL AND OUT-OF-POCKET EXPENSES.

Motion carried

3.2 Joint Meeting with Indigenous Education Council (IEC)

P. Trasolini and S. Dores met with Chair of the Indigenous Education Council Ian Caplette to draft an agenda for the March 14 meeting of the two boards. The joint meeting is envisioned to define what Indigenous governance would look like. Attendance and participation at the joint meeting from both boards is highly encouraged.

3.3 2023/24 Fiscal Year Credit Enrolment Report

W. Skulmoski provided highlights of the 2023/24 credit enrolment report:

- Overall enrolment is on par as the previous year;
- There was record high enrolment in particular programs like micro-credentials, one-time funded programs and Trades;
- International student headcount is up 45 percent while domestic student headcount is lower by six percent;
- Enrolment in one-time funded programs makes up for about 20 percent of total enrolment.

On a question from the Board about Indigenous Leadership courses, international students avail of Indigenous Leadership courses as electives. M. Herringer reported that the Office of Global Engagement worked with Indigenous Education to identify potential electives that international students may take which include introductory courses like Indigenous History in Canada.

Regarding the drop in domestic enrolment, W. Skulmoski reported that the decline is common across the BC post-secondary sector and may be attributed to several factors including an older demographic and higher cost of living. He added that the College is coming off very high numbers post-Covid.

3.4 Cybersecurity Governance Framework

L. Domae presented a cybersecurity governance framework that documents the Board's responsibilities to provide oversight of the College's cybersecurity risk management in accordance with provincial government direction.

Moved N. ARSENAULT / Seconded S. DORES: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE DOCUMENT - BOARD OF GOVERNORS ROLES AND RESPONSIBILITIES - CYBERSECURITY GOVERNANCE 2023/2024 AND ONGOING.

Motion carried

3.5 Board Members Roundtable Discussion

Several Board Members attended their respective committee meetings and College Conversation virtual town hall meetings.

P. Trasolini and S. Dores met with IEC Chair I. Caplette to discuss the agenda for the forthcoming joint meeting on March 14. N. Arsenaault attended the Comox Valley Chamber of Commerce awards, noting the participation of NIC at the awards ceremony.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 BUILD 2026 Strategic Plan and Year 3, Report 1 Dashboard

L. Domae presented the first report of Year 3 of the College's strategic plan, adding that the plan is on its way to be completed by 2026. Three new outcomes are being recommended as additions to the plan:

- Improve NIC's cybersecurity risk mitigation and response capabilities;
- Develop and implement an integrated, strategic enrolment planning process, and;
- Develop a business case for an NIC Housing Commons at the Campbell River campus.

On a question from the Board around the development of an integrated enrolment plan, T. Bellavia explained that the plan will consider where the College will be in the next five years to ensure that its programs continue to respond to community needs, respond to truth and reconciliation efforts and at the same time remain viable and of high quality leading to a robust overall learning experience for students. K. Kuhnert added that the provision of student supports and services will be aligned with the strategic enrolment planning process.

Moved J. ATHERTON / Seconded M. ERICKSON: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVE THE AMENDED BUILD 2026, STRATEGIC PLAN AND YEAR 3 REPORT 1 AND AMENDMENTS.

Motion carried

4.1.2 International Education: New Government Requirements

L. Domae reported that the recently imposed cap on study permits by the Federal government in January aims to reduce the number of international students in Canada and to spread them proportionately across the country. The directive also requires provincial governments to participate in the study permit approval process. Aside from reducing the number of international students quickly, the new regulations aim to attract students, likely to become permanent residents, to programs aligned with labour market demands and eliminate fraud and unethical practice in the treatment of international students.

L. Domae noted the following information on international students in Canada, particularly in NIC:

- There are about 175,000 international students in BC with over half of them studying at private institutions;
- The international student system is designed not to displace domestic students;
- About 80 percent of those international students in BC live and study in large urban areas like Vancouver and Victoria where perceived issues around health care and housing are more pronounced;
- International students in NIC represent only 13 percent of its student body, which makes up less than one percent of the entire provincial student body.

The new regulations that could affect the College are:

- Increased financial requirements of students;
- Requirement of letter of attestation in order for potential students to apply for a study permit (attestation letter was only required in the Province of Quebec prior to intake cap);
- Requirement of tuition transparency for international tuition and fees.

L. Domae noted that the Board, through its bylaw on international tuition and fees, already responds to the tuition transparency requirement as the international tuition and fees are reviewed and adopted every two years.

As recruitment for this year's Spring and Fall semesters is essentially done, the impacts of the new regulations may not be felt until the 2025/26 academic year.

Regarding accommodating international students to programs that respond to labour market demands, M. Herringer noted that while Health and Trades programs do respond to labour market demands, they pose barriers to international students that will need to be addressed.

On a question from the Board about consultations between governments and post-secondary institutions around proportionality of study permits across Canada, L. Domae confirmed that the BC government continues to consult with colleges on the issue.

4.2 Vice President, Academic

4.2.1 International tuition per credit, Coastal Forest Technology Diploma

T. Bellavia reported that the proposed international tuition per credit aligns with flexible per course credit fees.

Moved V. PUETZ / Seconded V. WHITE: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES THE INTERNATIONAL TUITION FEE OF \$245.00 PER CREDIT FOR COURSES WITHIN THE COASTAL FOREST TECHNOLOGY DIPLOMA.

Motion carried

4.2.2 Domestic tuition per credit, Trades and Technical Micro-credential Courses

T. Bellavia reported that the proposed domestic tuition per credit covers a variety of courses in micro-credential program offerings.

Moved S. DORES / Seconder V. PUETZ: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPROVES DOMESTIC TUITION FEE OF \$325.00 PER CREDIT FOR THE FOLLOWING COURSES OFFERED WITHIN TRADES AND TECHNICAL PROGRAM MICRO CREDENTIALS: ECM 200, ECM 201, ECM 202, ECM 203, GIS 111, GIS 115, GIS 116, RCT 100, 101,102,103,104,105,106,107,108,109,110, 120, 121,122,123, AND 124.

Motion carried

4.3 Vice President, Students & Community Engagement

4.3.1 Comox Valley and Campbell River Transit Strike

K. Kuhnert reported that the transit strike that began in mid-December had a major impact on the College's students' ability to attend classes. The College responded by increasing its emergency funding to include funding for transportation. The North Island Students Union also started a ride-sharing program.

The labour dispute has fortunately been resolved with the expectation that transit services will resume on Monday, February 12.

4.4 Vice President, Finance and College Services

4.4.1 Third Quarter Financial Statement FY2023/24

C. Fowler reported that the statements to December 31, 2023 shows a surplus due to investment earnings and increase in international student revenues.

4.4.2 Third Quarter Financial Forecast FY2023/24

C. Fowler reported that the College is forecasting a surplus of \$287,000. He added that the Provincial government will allow a portion of the operating grant via this surplus to be moved to capital funding.

4.5 Chair, Education Council

4.5.1 Education Council (EdCo) Report

A. Brady began her role as Chair of the Education Council in January, adding that at the EdCo meeting in December, a suite of courses and program revisions were approved and that EdCo is looking to review educational policies and create new ones where gaps could be identified. She also reported that EdCo will be looking at understanding what an EdCo membership means, given vacancies on the EdCo.

A. Brady also participated in the QAPA assessor reports feedback meetings.

5. INFORMATION

The Board received the following information items:

- 5.1 2023-24 Board Schedule and Workplan
- 5.2 College Highlights Report, February 2024
- 5.3 2024 Post-Secondary Governance Workshop, June 13-14, 2024

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- 5.4 [Link to CICan 2024 Annual Conference](#), April 29-May 1, Calgary AB
 - 5.5 Order-in-Council 691, C. Stavness appointment
 - 5.6 NIC Foundation 2023 Donor Impact Report
 - 5.7 Cybersecurity Presentation, December 7, 2023
 - 5.8 Office of the Auditor General of BC Report: Board Oversight of Cybersecurity Risk Management at VIU
 - 5.9 Commonly used acronyms
 - 5.10 [Link to Governance Manual](#)
 - 5.11 [Link to Board bylaws](#)

6. NEXT MEETING DATE

The joint meeting with Indigenous Education Council is Thursday, March 14, 2024 at the Florence Filberg Centre in Courtenay. The next regular meeting is Thursday, April 18, 2024, M̓ix̓alakwila Campus, Port Hardy.

7. ADJOURNMENT

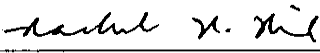
Moved J. ATHERTON / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF FEBRUARY 8, 2023.

Motion carried

Time: 3:05 pm



Patricia Trasolini, Chair



Rachel Reid, Executive Assistant