



BOARD OF GOVERNORS

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

Room C210, Port Alberni Campus

April 17, 2025

BOARD MEMBERS PRESENT

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

ABSENT

S. Dores, Community Member, Campbell River Region
J. Jack, Community Member, Port Alberni Region
K. Makunike, Student Representative
T. McManus, Student Representative
C. Moglove, Community Member, Campbell River Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
M. Bennett, Associate Director, Indigenous & Regional Partnerships and Port Alberni Campus Administrator
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
E. Haagerup, Executive Assistant, Leadership Team & Board Operations
K. Kuhnert, Vice President, Students & Community Engagement
J. McGillis, Executive Assistant, Leadership Team & Board Operations

GALLERY MEMBERS

Alexandra Blair, Department Chair, Mathematics & Sciences
Alison Bruderer, Instructor, Social Sciences
Christian Madarasz, Instructor
Erin McConomy, Instructor, English
Judith Marriott, Department Chair, Business Administration
Lela Houghton, Senior Future Students Engagement Liaison
Liz Girard, Instructor, Accessible Education & Training
Wilma Gus, Department Chair, ABE

Meesbah Jiwaji, Associate Director, Student Life & Housing
Roberta Joehle, Library Assistant
Mike Chouinard, Communications & Content Officer
Natalie Deveaux, Faculty, Coordinator, Assessment Services
Carissa Wilson, Executive Director, NISU
Sarai Racey, Instructor, Biology & Public Health
Jen Wrye, President, NICFA

1. CALL TO ORDER

P. Trasolini called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

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

P. Trasolini welcomed members of the gallery to the meeting and reviewed the guidelines for observing a Board of Governors.

1.2 Adoption of Agenda

Moved J. Langille/ Seconded V. Puetz: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF APRIL 17, 2025 AS PRESENTED.

Motion carried

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.

2. CONSENT AGENDA

2.1 Minutes of the Regular Meeting of February 6, 2025

2.2 Executive Committee Meeting Minutes, April 3, 2025

2.3 Governance and Board Development Committee Meeting Minutes, April 3, 2025

2.4 Finance & Audit Committee Meeting Minutes, April 4, 2025

2.5 Correspondence and Information (Agenda item #5)

Moved M. Erickson/ Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF APRIL 17, 2025.

Motion carried

3. BOARD BUSINESS

3.1 Board of Governors 2025-2026 Workplan

L. Domae presented the draft Board of Governors Workplan for the 2025-2026 academic year. She noted that this workplan conforms to the requirements of the College and Institute Act and includes opportunities for Board engagement across College locations. The workplan also includes opportunities for joint meetings with the Indigenous Education Council (IEC) and NIC Foundation.

L. Domae noted that this workplan has been designed to align with NIC 50th Anniversary celebrations and community consultations for the College's next strategic plan after *BUILD 2026*.

The Executive Committee reviewed recommended the 2025-2026 Workplan at their meeting on April 3rd, 2025. Board sub-committee meeting dates will be finalized based on committee member availability, and L. Domae requested that any Board members with scheduling conflicts contact E. Haagerup directly.

Moved J. Langille/ Seconded M. Erickson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADAPTS ITS WORKLAN AND SCHEDULE FOR THE 2025/26 ACADEMIC YEAR AS PRESENTED.

Motion carried

3.2 North Island Students Union (NISU) Fee Letter

L. Domae noted that as per the College and Institute Act, the Board of Governors is required to direct the College to collect fees on behalf of the North Island Students Union (NISU). The North Island Student Union (NISU) is in good standing and their audited financial statements were approved by their members at their Semi-Annual General Meeting on November 29th, 2024.

Moved N. Shaikh/ Seconded R. Kishi: 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 2025 LETTER FOR THE 2025-2026 ACADEMIC YEAR AND PER THE COLLEGE AND INSTITUTE ACT.

Motion carried

3.3 Board Members Roundtable Discussion

Many Board members attended the College Conversation on March 31st, 2025, in addition to Board sub-committee meetings, and an Education Session on the draft 2025-2026 Budget. J. Langille attended the Indigenous Education Council (IEC) Retreat on March 3-5th, 2025 and shared ideas on how the IEC and Board of Governors could collaborate in the future.

Members of the Governance and Board Development Committee piloted the Board Evaluation and encouraged all Board members to participate in the Board evaluation survey, which was sent to Board members on April 14th and is open until April 28th.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report on 2024-2025 Goals and Objectives

L. Domae reviewed her President's Report on 2024-2025 Goals and Objectives, of which she was pleased to have completed 15 out of 16 objectives. She noted that the final objective was her administrative leave, which she has rescheduled for May-June 2025 and May – June 2026 in order to support the College through workforce adjustments and programming changes in the Winter 2025 semester.

L. Domae expressed her gratitude to the Leadership Team and College community for their commitment to North Island College and noted that these achievements are not just the President's achievements but the College's achievements.

Moved J. Langille / Seconded N. Arsenault: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PRESIDENT'S 2024 -2025 REPORT ON GOALS AND OBJECTIVES.

Motion carried

4.1.2 President's 2025-2026 Goals and Objectives

L. Domae presented her President's 2025-2026 Goals and Objectives and emphasized that this is the last year of the *BUILD* 2026 Strategic Plan; she plans to focus on finishing this strategic plan, completing all objectives, and begin development of a new strategic plan.

L. Domae noted that 2025-2026 will be a monumental year for the College, with the celebration of NIC's 50th anniversary as well as the privilege of opening the Comox Valley Student Housing Commons, which has been gifted Indigenous names from K'omoks First Nation. The College will work with Elders to create audio recordings of these names from native speakers.

L. Domae emphasized that the celebrations for NIC's 50th anniversary and the opening of Comox Valley Student Housing Commons provide a valuable opportunity for community feedback and consultation for the College's next strategic plan, as well as engagement opportunities for the Board of Governors.

The 2025-2026 President's Goals and Objectives will also focus on the Strategic Enrolment Management (SEM) process, the College's mandate letter, professional development, research and community development projects. Upon comment from a board member emphasizing the need for continued advocacy work, L. Domae noted that the development of an advocacy strategy was included in the 2024-2025 President's Goals and Objectives, and both L. Domae and the Leadership Team will continue to advocate for the College.

Moved J. V. Puetz / Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PRESIDENT'S 2025-2026 GOALS AND OBJECTIVES.

Motion carried

4.2 Vice President, Finance & College Services

4.2.1 NIC Budget Fiscal Year 2025-2026

C. Fowler presented the 2025-2026 Budget for the Board of Governors approval. The draft budget was first presented to the Board of Governors during an Education Session on March 13th, to the College community at a College Conversation on March 31st, and the final draft was reviewed by

the Finance & Audit Committee at their meeting on April 4th, during which the Finance & Audit Committee reviewed and recommended the budget to the Board of Governors for approval. C. Fowler also noted that the College received an interim budget letter on April 2nd, 2025.

C. Fowler noted that the largest change to revenue is the reduction of international enrolment tuition and fees, due to the series of regulation changes implemented by Immigration, Refugee and Citizenship Canada (IRCC) throughout 2024. This reduction in international enrolment accounts for an approximate \$2.8 million reduction in revenue, which required the College to make expense reductions to balance the budget. The expense reductions were met through both workforce reductions and non-staffing reductions.

C. Fowler reviewed provincial funding sources, and noted that these amounts are relatively flat, with a reduction to the Trades Training BC Grant.

The Comox Valley Student Housing Commons has budgeted for a balanced year with no surplus as this will be a partial first year of operation, so a %15 vacancy rate was built into the budget for the first year, with expected returns in future years. In response to a question on financial reporting for the Student Housing Commons, C. Fowler noted that there will be individual financial reports available for housing related revenue and expenses.

In response to a question as to whether there has been any indication of financial support from government for post-secondary institutions in response to revenue reductions due to regulation changes from Immigration, Refugee and Citizenship Canada (IRCC), C. Fowler noted that there has been no indication of financial support from government to date.

Moved J. Langille / Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2025/26 BUDGET.

Motion carried

4.3 Vice President, Academic

4.3.1 New West Coast Service Model

T. Bellavia announced a new West Coast Service Model, which will provide programming opportunities and College connection with the West Coast region, including Tofino and Ucluelet. T. Bellavia thanked B. Morrison for his years of service and dedication to the West Coast region and Ucluelet Centre.

L. Domae and M. Bennett met with local mayors and Indigenous leadership for feedback on how the College can best serve their communities.

Transportation is a large barrier for these communities, so the College will be examining in-community programming opportunities and fund programming and in-community services by utilizing the funds that were previously allocated to the Ucluelet Centre building lease.

M. Bennett explained that NIC staff or faculty will be welcomed into community spaces, high school and Indigenous offices to meet with community members, students and First Nations and work towards meeting the needs of these communities while reducing barriers to education.

4.4 Chair, Education Council

4.4.1 Education Council Report

A. Brady, Chair Education Council, updated the Board on the work of the Education Council, including a recent meeting on April 4th, which discussed upcoming course revisions and the program review process. A. Brady also met with the Curriculum Committee Chair regarding the curriculum submission deadline to manage workflow and efficiency in the Fall semester.

A. Brady also met with T. Bellavia, K. Haggith and M. Badger, Registrar, regarding course revisions in relation to post-graduation work permit (PGWP) eligibility.

5. INFORMATION

The Board received the following information items:

- 5.1 College Highlights April 2025
- 5.2 Gifted Names for Comox Valley Student Housing
- 5.3 Order in Council – Reappointment of N. Arsenault, S. Dores, C. Stavness
- 5.4 Commonly used acronyms
- 5.5 Link to Board bylaws and policies

6. NEXT MEETING DATES

- 6.1 Regular meeting – Thursday June 19th, 2025 at the Comox Valley Campus

7. ADJOURNMENT

MOVED N. Arsenault/ SECONDED V. Puetz: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF APRIL 17, 2025.

Motion carried

Time: 2:00 p.m.



P. Trasolini, Chair, Board of Governors



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