

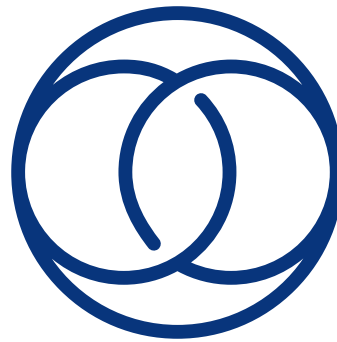


# Thriving Together - People Plan Dashboard

**YEAR 1 REPORT   YEAR 2 PRIORITIES**

NORTH ISLAND COLLEGE





We're honoured to acknowledge 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.

# How the Dashboard Works






YEAR 1 COMMITMENTS		PROGRESS UPDATE	STATUS
* <b>A. EMPLOYEE EXPERIENCE AND WELL-BEING</b> We will instill health and wellness more intentionally into college structures and operations (BUILD 2026).			
* <b>OUTCOME A.1 My work/life harmony is supported.</b>			
* a. We will create processes and guidelines for a remote-work program that ensures fairness and consistency.	NIC's Remote Work Program was developed through a consultative process in 2023/24 and launched in May 2024.		Complete

**YEAR 1 GOAL**  
A cohesive goal statement for each item

**PROGRESS UPDATE**  
Recent accomplishments, highlights or barriers toward achieving the goal

**STATUS**  
Current goal status at a glance

\*Numbering aligns with the itemized commitments in the Thriving Together - People Plan, identified below as Year 1 Commitments.

<b>LEGEND</b>					
	Complete		On track		Behind
	No data yet		Not started		

## THRIVING TOGETHER REPORTING

Current Report

PLAN YEAR	YEAR 1	YEAR 2	YEAR 3
	2023/24	2024/25	2025/26
Measurement Period	November 2023 to August 2024	September 2024 to August 2025	September 2025 to August 2026
Reporting Date	September 2024	September 2025	September 2026

# THRIVING TOGETHER — PEOPLE PLAN DASHBOARD

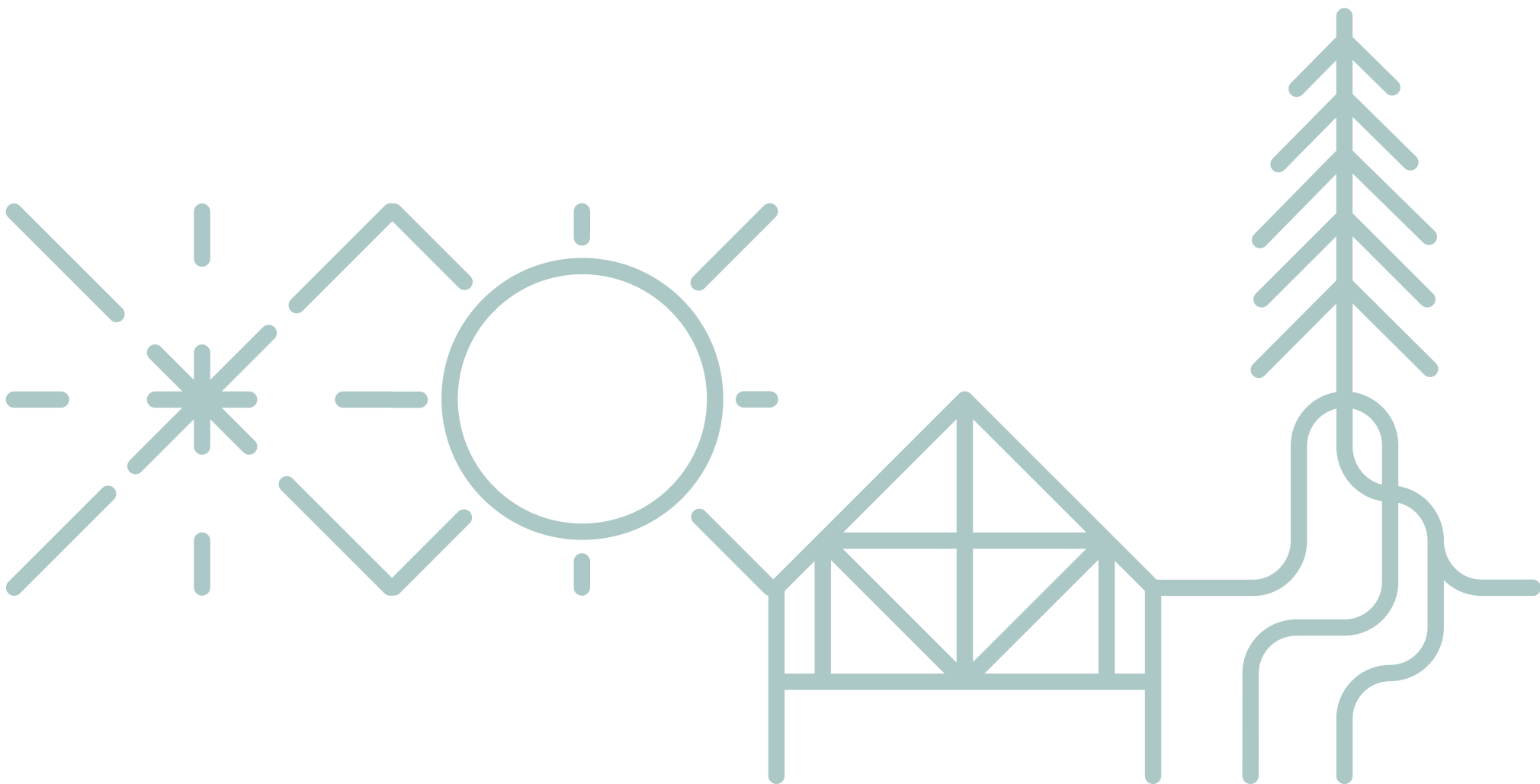
YEAR 1 REPORT: NOVEMBER 2023 – AUGUST 2024

YEAR 1 COMMITMENTS	PROGRESS UPDATE	STATUS
<b>A. EMPLOYEE EXPERIENCE AND WELL-BEING</b> We will instill health and wellness more intentionally into college structures and operations (BUILD 2026).		
<b>OUTCOME A.1 My work/life harmony is supported.</b>		
a. We will create processes and guidelines for a remote-work program that ensures fairness and consistency.	NIC's Remote Work Program was developed through a consultative process in 2023/24 and launched in May 2024.	Complete
b. We will implement remote-work options where operationally appropriate.	Applications for the Remote Work Program were received starting in June 2024, with over 35 applications approved by September 30, 2024.	Complete
<b>OUTCOME A.2 I feel a sense of belonging at work; my colleagues and I feel connected to each other across the institution.</b>		
a. We will continue to strengthen communication between administrators, staff and faculty and ensure communication dissemination is transparent and consistent across divisions.	Throughout 2023/24, elements of the People Plan were brought forward in College Conversations, and a "Weekly Wrap-Up" e-newsletter was implemented. An Operations Committee was formed to foster regular interdepartmental communications.	On Track
<b>OUTCOME A.3 My workplace is safe and inclusive.</b>		
a. We will review and update the respectful workplace policy and other employee-conduct policies to ensure safe, respectful workplaces.	Human Resources (HR) policies were reviewed, updated and/or developed and submitted for Board of Governors approval in June 2024, with the main changes occurring in the Human Rights (revised), Respectful Workplace (new) and Code of Conduct (revised) policies.  A new accommodation policy and guidebook is also being developed for implementation in 2024/25.	Complete
<b>OUTCOME A.6 My well-being, engagement and satisfaction are an ongoing priority.</b>		
a. We will implement the Canadian Mental Health Association (CMHA) "Not Myself Today" program.	The "Not Myself Today" (NMT) program launched in April, with recruitment of Ambassadors and roll-out of the NMT online resources. Module 1 was delivered in Spring 2024, with Modules 2 and 3 scheduled for 2024/25.	Complete
b. We will improve benefit-plan coverage and access to mental-health-care practitioners.	Significant improvements to the benefit plan's mental-health coverage were implemented for all employee groups in 2024. The amount of coverage was increased and the variety of eligible mental-health practitioners expanded to improve access to appropriate supports and treatments.	Complete

YEAR 1 COMMITMENTS	PROGRESS UPDATE	STATUS
<b>B. RETENTION AND RECRUITMENT</b> We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees (BUILD 2026).		
<b>OUTCOME B.1 My workplace is recognized as an employer of choice.</b>		
a. We will consider and explore “adjacent benefits” for our employees in order to help attract potential applicants, such as discounts at local businesses or access to local attractions and leisure activities.	Ongoing work to expand adjacent benefits for NIC employees is underway, with an improved discount rate at the Comox Valley Aquatic Centre to be implemented in Fall 2024.	On Track
<b>OUTCOME B.2 Our hiring committees, candidates and new colleagues feel NIC’s recruitment process is timely, clear, consistent and supportive.</b>		
a. We will review current recruitment processes and will consult with hiring managers to create efficiencies and reduce the length of time from vacancy to hire.	The review of recruitment processes is underway, and consultation with hiring managers will occur in Fall 2024. A “Guide for Hiring Managers” will be developed and training provided in 2024/25 to support improved hiring processes.	On Track
b. We will ensure recruitment postings and hiring practices reference NIC Indigenization commitments and Truth and Reconciliation.	Redevelopment of the Careers website and posting resources is underway, in consultation with the Office of Indigenous Education.	On Track
<b>OUTCOME B.3 Underrepresented groups are well represented through our diverse employee community.</b>		
a. We will include information about accessibility in recruitment material to minimize barriers for employees with disabilities.	Redevelopment of the Careers website and posting resources is underway, in alignment with NIC Accessibility Plan commitments.	On Track
<b>OUTCOME B.4 My orientation and on-boarding process is comprehensive and ongoing through my career and when transitioning to new roles.</b>		
a. We will develop a comprehensive employee orientation and on-boarding program.	The orientation/on-boarding program is under redevelopment, with launch expected in 2024/25.	On Track
<b>OUTCOME B.5 I receive regular performance reviews to recognize, encourage and enhance my employee experience.</b>		
a. We will improve/develop performance-assessment processes, with a focus on learning and development and career progression to help build NIC’s workforce for the future.	A new performance-development program for excluded employees was launched in April 2024 for implementation in the 2024/25 performance year. The redeveloped performance-planning and review process for support staff is targeted for 2024/25.	On Track

YEAR 1 COMMITMENTS	PROGRESS UPDATE	STATUS
<b>B. RETENTION AND RECRUITMENT</b> continued		
<b>OUTCOME B.7</b> My supervisor supports and encourages my ongoing learning and development to grow my skills in my role.		
a. We will continue to enhance resources in the Centre for Teaching & Learning Innovation and support faculty to access services and professional development to support excellence in quality learning for students.	Additional ongoing staff resources were committed to CTLI for the 2023/24 academic year.	Complete
b. We will implement the Career Development Advisor position to support the identification and coordination of training and development opportunities for support staff.	The Career Development Advisor position was created and filled in Fall 2023, resulting in a significant increase in applications for career-development funding from support staff.	Complete
c. We will reintroduce a college-wide Professional Development day for all employees.	In 2024, Leadership Team committed to a College-wide PD day, with the first offering confirmed for Reading Week Winter 2025. Program and activity planning will occur in Fall 2024.	On Track
<b>C. OPERATIONAL AND SERVICE EXCELLENCE</b> We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute (BUILD 2026).		
<b>OUTCOME C.1</b> I receive clear communication about systems and processes. I know when and how procedures have changed, and I am offered training as needed to support me.		
a. We will provide clear communication channels for employees to give feedback on processes and procedures that may be improved.	College Conversations, Weekly Wrap-Up e-newsletters and project/plan updates on the Engage site support active information sharing and feedback. Increased utilization of and updates to the MyNIC Employee Resources pages are enhancing communication within the college community and facilitating employee input in areas such as the development and revision of college policies.	On Track
<b>OUTCOME C.2</b> My workplace leader provides me with proactive, transparent, consistent and effective communication on important institutional matters, so I understand what is happening, why and how it will affect me.		
a. We will continue to improve communication methods and systems allowing for authentic two-way communication that encourages respectful dialogue, feedback and collaboration.	Revisions to the Performance Development Program for excluded employees increases the focus on development and enhancement of communication and team building competencies for people leaders. Training resources will be developed in Year 2 to support this. Regular Operations Committee meetings, focused on updates and information sharing between departments, is having a positive impact on college-wide transparency.	On Track

YEAR 1 COMMITMENTS	PROGRESS UPDATE	STATUS
<b>D. COMMUNITY AND CITIZENSHIP</b> We will serve the social and economic development needs of the people and region (BUILD 2026).		
<b>OUTCOME D.2 My campus is recognized for its distinct geography and demographic characteristics and maintains a strong NIC identity, with consistent processes and procedures.</b>		
a. We will ensure clear communication between campuses (particularly when changes occur in processes and procedures).	Regional campus participation in Operations Committee meetings is improving cross-college communications, including updates on changes to processes and procedures. College-wide participation on key committees and working groups is ensuring regional perspectives and cultures are reflected in college decisions and actions. Distinct campus identities are being emphasized in story-telling and profiling of college initiatives through the refreshed brand strategy and college communications.	On Track
<b>OUTCOME D.3 My colleagues and I are committed to Truth and Reconciliation.</b>		
b. We will include information about <i>Working Together</i> (Indigenization at NIC) and related opportunities in orientations for new employees.	The revised orientation/on-boarding program will include information on Working Together priorities, and Indigenous cultural training modules (under development by the Office of Indigenous Education) will be a mandatory training requirement for new employees.	On Track
<b>OUTCOME D.4 I belong to a diverse, equitable, inclusive and accessible institution.</b>		
a. We will develop an institutional DEI strategy and action plan.	The DEI Advisory Committee was formed in April 2024. The college-community consultation process/survey will take place in Fall 2024 to inform the development of the DEI Strategic Framework, which is targeted for completion by Spring/Summer 2025.	On Track





# THRIVING TOGETHER — PEOPLE PLAN DASHBOARD

## YEAR 2 PRIORITIES: SEPTEMBER 2024 – AUGUST 2025

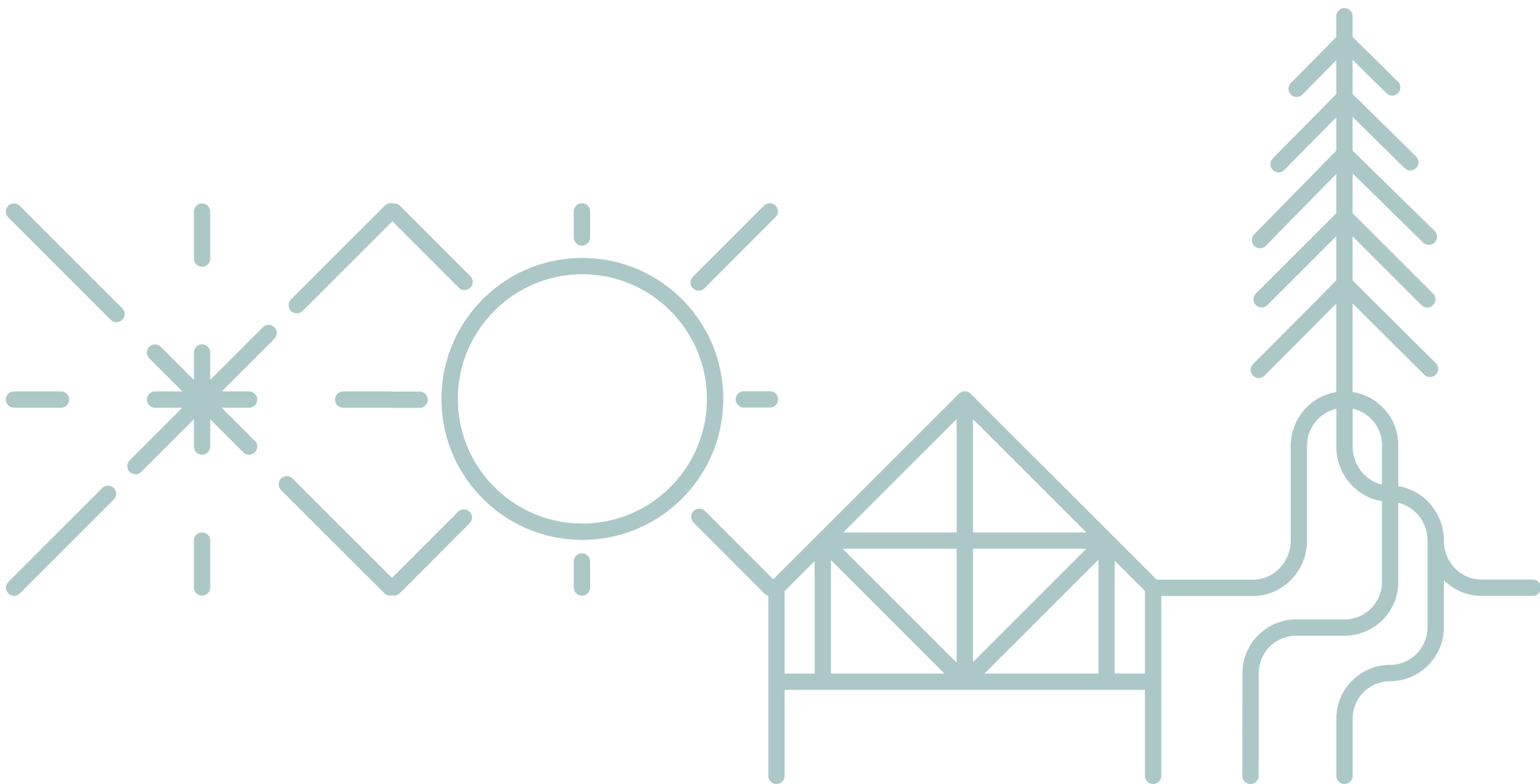
Several of the commitments initiated in Year 1 will continue into Year 2, as they require significant time to develop and implement.

Commitments to be initiated in Year 2 are identified below.

OUTCOMES	YEAR 2 COMMITMENTS
<b>A. EMPLOYEE EXPERIENCE AND WELL-BEING</b>	
<b>A2</b> I feel a sense of belonging at work; my colleagues and I feel connected to each other across the institution.	a. We will provide opportunities for collaboration and interaction across departments, divisions, employee groups and campuses, including learning opportunities, cross-department working groups and informal events.
<b>A3</b> My workplace is safe and inclusive.	a. We will examine policies, procedures and systems that could constitute barriers to individuals in underrepresented groups.
<b>A4</b> I feel recognized, formally and informally, for my contributions.	a. We will examine how we recognize our employees, including formal and informal acknowledgment of contributions, and will determine where we can improve.
<b>A5</b> Indigenous ways of knowing and being are integrated into our culture and governance.	a. We will align the People Plan with Working Together – NIC’s Indigenization Plan, focusing specifically on the goals relating to employment.
<b>B. RECRUITMENT AND RETENTION</b>	
<b>B1</b> My workplace is recognized as an employer of choice.	c. We will design and conduct exit interviews to determine patterns of turnover and gain insight into the overall employee experience at NIC.
<b>B3</b> Underrepresented groups are well-represented throughout diverse employee community.	a. We will broaden and deepen our candidate pools for new hires, paying particular attention to attracting applicants from Indigenous communities and underrepresented groups.
<b>B7</b> My supervisor supports and encourages my ongoing learning and development to grow my skills in my role.	d. We will increase support of professional development for leaders and emerging leaders, creating new training opportunities and leveraging existing ones to support employee development aligned with leadership best practices.

## C. OPERATIONAL AND SERVICE EXCELLENCE

OUTCOMES	YEAR 2 COMMITMENTS
<b>C1</b> I receive clear communication about systems and processes. I know when and how procedures have changed, and I am offered training as needed to support me.	a. We will review key operational processes and procedures to ensure they are clear, effective and consistent. We will follow-up changes with clear communication and training as needed.
<b>D. COMMUNITY AND CITIZENSHIP</b>	
<b>D2</b> My campus is recognized for its distinct geography and demographic characteristics and maintains a strong NIC identity, with consistent processes and procedures.	b. We will provide opportunities for employees to spend time with colleagues on other campuses.
<b>D3</b> My colleagues and I are committed to Truth and Reconciliation.	a. We will promote the Working Together Working Group as a resource that can help us all increase our awareness and understanding of Indigenization. c. We will require that all employees complete the Indigenous core competency course (as it is completed).



# Thriving Together - People Plan

