NORTH ISLAND COLLEGE BOARD OF GOVERNORS
REGULAR MEETING
TO BE HELD IN C228, CAMPBELL RIVER CAMPUS
THURSDAY, MARCH 22, 2018 @ 2:00 PM

AGENDA

<table>
<thead>
<tr>
<th>Topic</th>
<th>Attachment</th>
<th>Action</th>
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<tbody>
<tr>
<td>1. CALL TO ORDER</td>
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<td>To adopt</td>
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<tr>
<td>1.1 Acknowledgement of First Nations Traditional Territory</td>
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<td>1.2 Adoption of Agenda</td>
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<td>2. CONSENT AGENDA</td>
<td>✓ To approve</td>
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<td>2.1 Minutes of the Regular Meeting of January 25, 2018</td>
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<td>2.2 Executive Committee Report</td>
<td>✓ Information</td>
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<td>2.3 Finance and Audit Committee Report</td>
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<td>2.4 Regional Highlights Report</td>
<td>✓ Information</td>
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<td>2.5 Correspondence and Information (Agenda item #5)</td>
<td>✓ Information</td>
<td>(2 mins)</td>
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<tr>
<td>3. BOARD BUSINESS</td>
<td>✓ To discuss</td>
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<td>3.1 Board Objectives/Action Items Log as of March 22, 2018</td>
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<td>3.2 Board Meeting and Planning Schedule 2018/19</td>
<td>✓ To approve</td>
<td>(5 mins)</td>
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<td>3.3 Roundtable Regional Reports</td>
<td>Information</td>
<td>(20 mins)</td>
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<td>4. REPORTS ON STRATEGIC ACTIVITIES</td>
<td>✓ Information</td>
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<td>4.1 President</td>
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<td>4.1.1 President’s Report, February and March 2018</td>
<td>✓ Information</td>
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<td>4.2 Vice President, Finance and Facilities</td>
<td>✓ Information</td>
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<td>4.2.1 Draft 2018/19 Budget</td>
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<td>4.2.2 Campbell River Campus Project Update (video)</td>
<td>Information</td>
<td>(4 mins)</td>
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<td>4.2.3 Tebo Lease Renewal</td>
<td>✓ To approve</td>
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<td>4.2.4 Deferral of Year End Surplus 2017/18</td>
<td>✓ To approve</td>
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<td>4.3 Vice President, Strategic Initiatives</td>
<td>Information</td>
<td>(5 mins)</td>
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<td>4.3.1 Strategic Initiatives Division Update</td>
<td>Information</td>
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<td>4.3.2 NIC Foundation Report</td>
<td>Information</td>
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<td>4.4 Chair, Education Council</td>
<td>✓ Information</td>
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<td>4.4.1 Education Council Report</td>
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5. **CORRESPONDENCE AND INFORMATION**  
   *(attachments)*  
   5.1 Board of Governors Calendar of Events 2018  
   5.2 NISU and Federation Membership Fees Letter, 2018-19  
   5.3 MAEST Letter of Appreciation to G. Phelps  
   5.4 2018/19 Government’s Mandate Letter

6. **NEXT MEETING DATES**  
   - Regular meeting – Thursday, April 19, 2018,  
     Comox Valley Campus

7. **ADJOURNMENT**  
   3:10 pm
MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN KOMOUX HALL BOARDROOM, COMOX VALLEY CAMPUS
THURSDAY, JANUARY 25, 2018

BOARD MEMBERS
PRESENT

J. Murphy, Community Member, Comox Valley Region, Vice Chair
J. Atherton, Community Member, Comox Valley Region
J. Bowman, President
R. Everson, Community Member, Comox Valley Region
K. Gibson, Faculty Representative
R. Grant, Community Member, Campbell River Region
J. Kortlever, Student Representative
D. Lightfoot, Chair, Education Council
E. Mosley, Community Member, Port Alberni Region (Via teleconference)
C. Reyno, Support Staff Representative

BOARD MEMBERS ABSENT

B. Bell, Community Member, Comox Valley Region
D. Lamb, Community Member, Campbell River Region, Chair
N. Schofield, Student Representative

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
K. Crewe, Director, Human Resources and Organizational Development
L. Domae, Vice President, Learning and Students
C. Fowler, Vice President, Finance and Facilities
R. Heidt, Vice President, Strategic Initiatives
T. Pather, Executive Director, Office of Global Engagement (Via teleconference)
R. Reid, Executive Assistant, Board of Governors

1. CALL TO ORDER

J. Murphy called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

J. Murphy acknowledged that the meeting is being held in the traditional territory of the K'ómoks First Nation.

1.2 Adoption of Agenda

Moved C. REYNO/Seconded K. GIBSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JANUARY 25, 2018 AS PRESENTED.

Motion carried
1.3 Welcome Board of Governors New Members / Oath of Appointment

J. Murphy welcomed new Comox Valley community representative Jane Atherton to the Board. J. Atherton read and signed her oath of appointment.

PRESENTATION: Education Council

D. Lightfoot, Chair of the Education Council (EdCo), provided a brief presentation of the structure and work of the Education Council. He invited the Board Members to participate in at least one Education Council meeting during the year.

2. CONSENT AGENDA

J. Murphy presented the consent agenda, reminding Board Members that any item can be pulled out for discussion and deliberation upon request.

2.1 Minutes of the Regular Meeting of November 23, 2017
2.2 Executive Committee Report
2.3 Finance and Audit Committee Report
2.4 Regional Highlights Report
2.5 Correspondence and Information (Agenda item #5)


Motion carried

3. BOARD BUSINESS

3.1 Board Objectives/Action Items Log as of January 25, 2018

J. Bowman presented a new matrix that incorporates the Board’s strategic objectives with action items addressing those objectives where there are some. He added that key performance indicators (KPIs) will be added as the Board goes through its objectives.

Referring to Objective #8 International Education and Internationalization, J. Bowman informed the Board that a special meeting is being planned for March 7, 2018 for the Board to have a strategic dialogue session regarding international education. He added that, as part of the Board’s objective of increasing visibility (Objective #9 People, Organization and Culture), a lunch social with students is also being planned on the same day.

Regarding the draft risk management policy, C. Fowler reported that the Finance and Audit Committee has discussed it at a previous meeting. He added that a draft policy may be presented to the Board at its regular meeting on March 22, 2018.

3.2 Roundtable Regional Reports

R. Grant participated in an EdCo meeting in December and was impressed by the work being done by it. He also requested C. Fowler to arrange periodic tours of the Campbell River campus for himself and D. Lamb as Campbell River community representatives as well as the City of Campbell River Mayor as the expansion project progresses in order for them to be prepared to answer questions from the public.

R. Everson, E. Mosley, J. Kortlever and B. Bell attended the official opening of the new Mount Waddington campus on January 18th. The event was well attended by students, employees and community members.

R. Everson attended a meeting on January 16, 2018 with J. Bowman, T. Bellavia, C. Fowler and L. Neel, Director of Aboriginal Education regarding the totem pole project for the Comox Valley campus. He is also involved with
coordinating a forthcoming multi-event project to be held in summer. He is exploring partnership possibilities for this project with various government agencies including the College.

J. Kortlever and E. Mosley attended the NIC Employee Recognition Event back in December 2017. J. Kortlever also attended an NIC Foundation Board meeting in December as the College Board’s representative.

E. Mosley met with Port Alberni high school counselors in December, noting the positive relationship between the high school and NIC.

J. Murphy met with members of the Senior Leadership Team to explore the possibility of parts of St. Joseph’s Hospital being used for student housing on a temporary basis. She also has been promoting the College at every opportunity she gets.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President’s Report, January 2018

J. Bowman expressed appreciation for everyone who supported and participated in some of the College’s events including the Employee Recognition Ceremony in December and the Mount Waddington Campus Open House and Official Opening on January 18.

J. Bowman also highlighted the launch of the NIC Business Program partnership agreement with McDonald’s Canada in November. He expressed appreciation for Bill Parkinson, Chair of the Business Program and Interim Dean, who spearheaded the agreement. He also noted the development of the Aboriginal Service Plan which will support Aboriginal learners across the region.

4.1.2 International Student Enrolment, Winter 2018

J. Bowman referred to a memo he sent to the College community regarding unprecedented growth in international student enrolment in Winter 2018. He expressed appreciation for faculty and staff in quickly and efficiently providing support for the students.

T. Pather reported that the situation is not unique to NIC as other institutions are experiencing similar challenges with regards to international student numbers. He cited a number of factors that contributed to the increase in international students including a confluence of various market demands and changes in Canada’s immigration policies. L. Domae also reported that the College has begun a series of additional courses to accommodate both domestic and international student needs which started in mid-January. These courses run on Friday evenings and Saturdays.

The College is making short and long-term plans to respond to future intakes including a full 14-week spring/summer term, better understanding students’ academic qualifications, ensuring programming that will require students to commit to a full academic year and growing international enrolment across campuses and programs.

Background information and questions that the Board may want to consider in preparation for the special meeting on March 7 will be provided by end of February.

4.2 Vice President, Learning and Students

4.2.1 Fall/Winter Cumulative Stable Enrolment Report

L. Domae highlighted parts of the stable enrolment report including a 3% increase in domestic student headcount on par with the previous year and increase of about 43% in international student headcount. Several factors affect the numbers including the provision of one-time only funding by the Ministry for particular programs. L. Domae explained that headcount is driven by both funding from the government and market demand in that government provides the base operating grant for regular course offerings and additional funding for programming to meet recognized market labour demands.
4.2.2 Request for Cancellation – Academic Credentialed Programs

L. Domae presented a recommendation from senior administrative teams to cancel a number of credentialed programs that either do not meet labour or student demand and or no longer relevant. The Education Council supports the cancellation of these programs.

Moved R. GRANT/Seconded R. EVerson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CANCELLATION OF CREDENTIALS FOR:

- EXERCISE & WELLNESS CERTIFICATE
- PRACTICAL NURSING ACCESS CERTIFICATE
- DRAFTING CERTIFICATE
- HEAVY EQUIPMENT OPERATOR FOUNDATION CERTIFICATE
- AIRCRAFT SHEET METAL MANUFACTURING TECHNICIAN CERTIFICATE


Motion carried.

4.3 Vice President, Finance and Facilities

4.3.1 2018-19 Budget Preparation

C. Fowler reported that budget planning assumptions were re-considered due to the unexpected increase in international enrolment. He added that a more solid draft budget will be presented to the Board at its March meeting and a final budget for the Board’s approval in April.

4.3.2 Financial Projections to Year End 2017/18

C. Fowler presented the year end projections noting that additional services have been factored in to support the increase in student enrolment.

The Board discussed the possible allocation of expected surplus to capital funding by year end. Senior management will provide recommendations to the Board at its March meeting on where and how expected surplus can be allocated.

4.3.3 Third Quarter Financial Statements 2017/18

C. Fowler reported that the Finance and Audit Committee reviewed the statements at its meeting the previous week. He highlighted two sources of surplus revenue: one from realized gains on investment and the other from international education tuition.

The meeting discussed market increases over the last year compared to NIC investment’s gains which is lower than the Canadian average. C. Fowler explained that the College’s investment policy directs investments toward a lower risk conservative portfolio. J. Murphy commented that an analysis of the College’s investment portfolio could benefit from knowing what other post-secondary institutions’ investment policies are.

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division Update

R. Heidt reported that the Centre for Applied Research, Technology and Innovation (CARTI) has just submitted a renewal application to the Natural Sciences and Engineering Research Council of Canada (NSERC) to continue the Industrial Research Chair in Aquaculture for five more years. He also highlighted the digital signage initiative across campuses, the high school partnership initiative as well as a special new feature on the NIC website that links prospective military students at the 19 Wing Comox to information on programs offered by the College.
4.4.2 NIC Foundation Report

R. Heidt reported that the BC Societies Act has formally accepted the North Island College Foundation’s new constitution and bylaws. The documents outline the matching fund policy between the College and Foundation and what is expected of the Foundation.

4.5 Chair, Education Council

4.5.1 Education Council Report

D. Lightfoot reported that the Education Council (EdCo) met in December which was a busy curriculum meeting and in January when the meeting was held at the new Mount Waddington campus which was a retreat type of meeting looking at strategic objectives, processes and policies. He added that the EdCo will endeavor to hold a retreat type meeting every January and at least one EdCo meeting at another campus outside of the Comox Valley campus.

5. CORRESPONDENCE AND INFORMATION

The Board received the following information items:

5.1 Board of Governors Calendar of Events 2018
5.2 NIC Year in Review 2017
5.3 NIC Campbell River Campus Expansion Newsletter
5.4 CICan 2018 Conference at a Glance
5.5 CICan 2018 Rural Colleges Symposium
5.6 President’s 2018/2019 Budget Newsletter

6. NEXT MEETING DATES

6.1 Special meeting – Wednesday, March 7, 2018
6.2 Regular meeting – Thursday, March 22, 2018, Komox Hall, Comox Valley Campus
6.3 In-camera meeting – Thursday, March 22, 2018, immediately following the regular meeting

7. ADJOURNMENT

The meeting adjourned at 2:45 p.m.

Jane Murphy, Acting Chair
Rachel Reid, Executive Assistant
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
March 22, 2018

Vision: North Island College is a premier community and destination college, in a spectacular west-coast environment, that inspires and prepares students for success in a rapidly changing world.

AGENDA ITEM: Regular Meeting

2.2 Executive Committee Report

The Executive Committee met on Wednesday, March 7, 2018 with Derek Lamb, Roy Grant, Bruce Bell, John Bowman and Rachel Reid in attendance.

The Committee reviewed the following items:

- Board member appointments;
- Meeting agendas and schedule of activities for March 22, 2018;
- Draft minutes of the January 25, 2018 Board meeting;
- Board objectives, 2018;
- Executive Committee meeting dates for the rest of 2018;
- Draft 2018/19 Board Meeting and Planning Schedule.

Chair Updates

D. Lamb reported on his participation at the BC Colleges’ joint meeting of Board Chairs and Presidents on February 26th. He noted that a few issues that were discussed and highlighted were international education, early childhood education in relation to government’s push for more child care spaces, indigenous education and student housing. He noted that the meeting was very positive.

D. Lamb also updated the Committee of recommendations to the Ministry of candidates for new Board Member appointees to fill vacant positions in Mount Waddington and, in July, in Comox Valley.

President’s Report

J. Bowman seconded D. Lamb’s observation of the February 26th joint meeting, adding that there are efforts to enable colleges to have some financial flexibility in order to fund infrastructure like student housing. On the funding announcement by the Provincial Government for student housing, he reported that the College is finalizing a business case for submission that will show the College’s ability to finance a mortgage as well as provide student support services. Because the project proposal will be smaller in comparison with other institutions, a partnership maybe possible but not a P3 partnership similar to the construction of the regional hospitals. J. Bowman also reported that there is positive feedback from both Island Health and St. Joseph’s Hospital about the possibility of an interim student residence at St. Joe’s.
J. Bowman reported that Advanced Education, Skills and Training Minister Melanie Mark is planning on visiting the Campbell River campus on the week of March 26th. Members of the Executive Committee are invited to join the visit.

There are two remaining Committee meetings left for year 2017/18: April 5th and May 31st. R. Reid will confirm quorum for those two meetings.
Members present: K. Gibson (Chair), E. Mosley; B. Bell

Member absent: N. Schofield

Resources: C. Fowler (VP, Finance & Facilities), S. Fleck (Director, Finance), R. Reid (EA to BOG); Liette Bates-Eamer and Sarah Burden (KPMG; via phone); J. Wallace (Purchasing Manager; for a portion of the meeting only)

Call to Order

K. Gibson called the meeting to order at 2:01 pm.

Approval of Agenda

The Committee approved the agenda as presented.

2017/18 Audit Plan

C. Fowler introduced Liette Bates-Eamer and Sarah Burden of KPMG who were joining the meeting via phone to speak about this year’s audit plan for the College. Bates-Eamer reported that the audit team will monitor issues and advise the College should there be adjustments that are needed to be made. The team will be on site at the College again in April and will join the Finance and Audit Committee meeting on May 29th for a final report.

C. Fowler highlighted an expanded definition of “related party transactions” of the Public Sector Accounting Standards that now includes members of key management personnel and close members of their family. The College is in the process of coming up with a form, whether a checklist or a more detailed form to fill out in order to determine if there has been material, non-arms-length transactions that need to be disclosed.

A brief discussion ensued surrounding the College’s investment portfolio.

Draft 2018/19 Budget

C. Fowler provided a summary of the draft 2018/19 budget which shows a large increase in international education numbers over 2017/18. He summarized efforts being made by the Senior Leadership Team in managing this year’s international education numbers and its impacts. He pointed out that despite the numbers, it may not be the basis for budget in future years. K. Gibson observed that management has used available information in order to draft the 2018/19 budget. She inquired about increases in expenditures relate to the increase in international education revenues. C. Fowler highlighted a few expenditure items that have increased like wages and salaries, advertising and promotion (overseas education fairs), donation to the Foundation (to top up study abroad grants and bursaries) and general fees and services (largely due to agent fees).

The committee agreed that it can be difficult to estimate international student numbers and that there are additional costs for providing student support like tutoring and the Learning Commons.
RFP for Investment Manager
J. Wallace provided an update to the committee regarding new trade agreements that Canada is a party to and which affect the purchasing and procurement for PSIs. He noted that he will be talking to subject matter experts and other PSIs on how to roll out a request like this, whether through a request for proposals or through requesting quotes from identified vendors. He acknowledged that the new rules require the College to be specific with its mandatory requirements, be careful with the process and to manage risks for a search like this.

C. Fowler will report back to the Committee with recommendations on how to proceed with the RFP.

Risk Management Planning
C. Fowler reported that a risk register will be drafted by the Senior Leadership Team in April.

Large Payment Report
The Committee briefly discussed the large payment report.

Adjournment
The meeting adjourned at 3:47 pm.
Student Employment Services (SES)

Submitted by Anita Budisa-Bonneau

8th Annual Career Fair

NIC is hosting our annual Career Fair event on Thursday, March 22nd from 11:00-3:00pm at the Courtenay Filberg Centre. We hope that most of our students will be able to take advantage of this event to explore career paths, learn about upcoming employment opportunities and develop their networking skills with industry stakeholders.

This year, for the first time, Student Employment Services introduced sponsorship options for the Career Fair and we are very pleased with the employer response! Our event was sold out three weeks prior to the date, which is another first.

BC Ferries is our Platinum sponsor, WorkBC (Ministry of Advanced Education, Skills & Training) and The Job Shop are our two Gold Sponsors and Grieg Seafood is our Silver Sponsor. The online Career Fair booklet with all the details from the exhibiting employers is now available for the public in the event listing as well as being posted on myNIC for students.

Event Summary

40 Employers in total:

- Nine in tourism and hospitality: Old House Hotel & Spa, Best Western, Chances – Match Eatery, Browns Bay, Black Rock Oceanfront Resort, Wickanninnish Inn, Tofino Resort, North Coast Resort Hotels (DBA April Point and Painters Lodge), Dolphins Resort
- Five in finance industry: MNP, Coast Capital Credit Union, First Credit Union and First Insurance, CIBC, Interfor (Hiring for Accounting co-op positions)
- Seven in education/health and community care: Island Health, SD 71, Beacon, Communitas, Milieu, Classic Lifecare, Kardel
- Three in customer service/retail: Costco, All in One Party Shop, McDonalds
- Six Service Providers: Work BC, Job Shop, Comox Military Family Resource Centre (CMFRC), Skilled Trades Employment Program (STEP), North Island Employment Foundations (NIEFS), Chartered Professional Accountants of BC

CareerCentral

SES recently launched an online career platform, CareerCentral. Students can now book appointments online, access online job boards that are exclusive to NIC students, view career-related events and access resources online to help create job searching tools like resumes/cover letters, etc.

CareerCentral provides an online tool that is easy to use for all NIC students across our region as well as providing a better tool for employers to connect with NIC talent. This will have a positive impact for our students who are interested in connecting with industry and making a successful transition to the workplace after or during their studies.
Library & Learning Commons

Submitted by Mary Anne Guenther, Librarian

The Library & Learning Commons (LLC) has been exceptionally busy this semester. Saturday/Sunday hours at the CV campus have been well received, with record attendance this past weekend of 155 and 82 people respectively (March 10-11). With the scheduling of a librarian on Saturdays, research help and library instruction classes are scheduled and weekly citation workshops are being held.

Following the popularity of laptop lending at other post-secondary institutions and with the support of IT, the LLC has purchased four laptops for student lending, which will be piloted during the summer semester.

Many of the library staff members will be attending the 3rd annual Vancouver Island Library Workers Conference on April 27th at the University of Victoria. This year’s conference theme is Transformation and keynote speakers include Indigenous artist Carey Newman in conversation with UVic Anthropology professor Andrea Walsh, entitled “Translation to Transformation: Reflections on Alternative Histories and Record Making.”

This past year, campus libraries have put together numerous amazing displays, honoring International Women’s Day, Autism Awareness, 130 years of National Geographic, Louis Riel and various topics such as aquaculture, business, forestry, recreational reading, cooking, jewellery making and social media.

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**Program Offerings**

Winter has been very busy in the Faculty of Trades and Technical Programs with the ITA awarding additional funding to support demand/waitlists. The following foundation and apprenticeship classes are beginning in January, February, and March:

**Programs starting in January 2018**

- Carpentry Foundation – CVC
- Carpentry Foundation – PAC
- Carpentry Apprentice Level 2 – CVC
- Electrical Foundation – CRC
- Electrical Apprentice Level 2 – CRC
- Electrical Apprentice Level 3 – CRC
- Heavy Mechanical Foundation – CRC
- Heavy Mechanical Level 3 – CRC
- Plumbing Foundation – CVC
- Welder Foundation – CRC

**Programs starting in February 2018**

- Electrical Foundation – CRC
- Heavy Mechanical level 2 – CRC

**Programs starting in March 2018**

- Carpentry Apprentice Level 3 – CVC
- Carpentry Apprentice Level 4 – CVC
- Electrical Apprentice Level 2 x 2 offerings – CRC
- Electrical Apprentice Level 3 – CRC
- Electrical Apprentice Level 4 – CRC
- Plumber Apprentice Level 2 x 2 offerings – CVC
- Professional Cook Level 2 – CRC
**Film Programming at NIC**

Film Programming, in collaboration with the Vancouver Island North Film Commission (INFilm) and industry programming, was launched at NIC in November 2017 and concluded in February 2019!

February 2nd, 2018 – North Island College celebrated the completion of its TV and Film Crew Training program, a pilot project that has prepared more than 135 students for careers in an industry hungry for behind-the-scenes talent.

The college held a special event with graduates, instructors and industry and government representatives to mark the successful program Friday, Feb. 2 at Vancouver Island Film Studios in Parksville. Two professional sets built by NIC students will be on display.

“Delivery of this training was possible due to the subject matter experts, industry and government partners who have been instrumental to this project’s success,” said Cheryl O’Connell, dean of Trades and Technical Programs at NIC.

“The pilot initiative has created a regional workforce ready, qualified and excited to advance their careers in the world of TV and film,” O’Connell added.

NIC launched development of the program last year, after the federal and provincial governments allocated almost $500,000 to deliver TV and film crew training.

The Vancouver Island North Film Commission (INfilm), which provides liaison and location services to film, television, commercial and media companies filming from Nanaimo northwards, played an essential role in helping NIC develop the pilot program.

INfilm commissioner Joan Miller said a lack of local, qualified crew has been a barrier to attracting more professional filming projects to Vancouver Island, due to increased costs production companies face from bringing in crew from elsewhere.

“We all had a stake in this program’s success,” said Miller. “To quote a colleague from the film industry, ‘supporting this program is a no brainer.’”

“The program was common-sense driven, creating employment opportunities by focusing on transferable existing skills,” Miller continued. “This fills a current need for more local, qualified, trained film crews while
providing certificates that can be used in many sectors.”

Students received hands-on set construction, film grip, set lighting and production assistant training. The first group of students completed training in Campbell River last fall. The second wave completed their program this month in the Parksville area.

In addition to intensive, specialized training for different roles on set, graduates also received key certifications they need to work on productions, such as the Motion Picture Industry Orientation ticket.

According to figures released by the province, a record-breaking $2.6 billion in motion picture production expenditures was recorded in BC in the 2016/17 fiscal year. The Hallmark Channel’s hit TV show *Chesapeake Shores* begins filming its third season in the Parksville-Qualicum Beach area this spring.

“We are incredibly proud of what these students were able to accomplish in just a few weeks,” said film grip instructor Jeff Smith. “I expect to see many of them working and earning solid wages on film or TV projects right here in BC.”

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<th>Program</th>
<th>Final Combined Registrations – January 2018</th>
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<tr>
<td>Production Assistant – Film Training</td>
<td>41</td>
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<tr>
<td>Carpentry and Set Construction – Film Training</td>
<td>31</td>
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<tr>
<td>Lighting – Film Training</td>
<td>34</td>
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<tr>
<td>Grip – Grip Training</td>
<td>31</td>
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<tr>
<td><strong>Total Registered</strong></td>
<td>137</td>
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<td><strong>Total Number of Student Completions</strong></td>
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**Prep Cook Certificate**

Students celebrate program completion in March with a Spring Buffet in Campbell River! The program was launched in November and students have been engaged in expanding core competencies aligned with entry level culinary positions.

*Campbell River Prep Cook students join Port Alberni Culinary Professional Cook Level One students for a Community Taste Event in Port Alberni on Friday, March 2nd.*

This event gave students an opportunity to profile their culinary talents while networking and engaging with potential employers. A great evening was had by all!
Trades Sampler

In collaboration with School District 72, the Trades Sampler program launched in January 2018. Fifteen students are enrolled in the program which encompasses a review and reinforcement of Trades Math, applied lessons specific to Electrical, Welding, Carpentry, Culinary and orientation to Heavy Mechanical and Automotive, with the program running through to late April.

Fun Friday in the Trades Sampler

Submitted by D. Camerin, SD 72

It’s a fun Friday with Trades Sampler students learning about the Prep Chef program and cooking up a storm in the kitchen.

Meanwhile, down in the shop area the first group of Trades Sampler students take the practical exam for their forklift ticket.

We’re excited to hear the results from Skills Canada as one Trades Sampler student competes in carpentry and a Train in Trades student competes in the electronics program.

All of these students are well on their way to a career path of their choosing and SD72 is proud of the ongoing relationship with North Island College as they come together to offer great opportunities to our youth.

Skills Canada BC Gold Medal Winners!

Two NIC dual-credit students won gold in the March 9th Skills Canada BC regional competition. Joe Pigeon in Welding, and Kaleb Link for Electronics

Regional Competitions allow BC students from grade 6 to grade 12 to showcase their talents in the skilled trades and technologies.

Students in secondary grades compete in a variety of skills competitions, with those in the lower grades competing in a series of Junior Skills Competitions specially designed for their skill levels.

Winners in each competition area are awarded gold, silver or bronze medals, with the majority of those gold medal winners qualifying to compete in the annual Provincial Competition.

Regional Competitions, which are hosted by post secondary institutions and secondary schools located within each region, are attended by thousands of student spectators.

Donations

The North Island Hospital Project has kindly donated various sizes of steel-toed gum boots, high-viz vests, hard hats, and safety glasses to North Island College. Island Health has requested these items be given to NIC Trades students in need.

E&B Helicopters has donated a section of a fuselage from a Bell 206 Jet Ranger helicopter. It will be used by our Aircraft Structure Technician students to perform repairs.
Welcome to our new Faculty and Staff

Matt Melgaard – Port Alberni Campus – Carpentry

NIC welcomes carpentry instructor Matt Melgaard to Port Alberni this month, bringing experience and a passion for lifelong learning to meet a community request for carpentry training.

“We heard from industry that there is a demand for skilled carpenters in the region,” said Cheryl O’Connell, NIC’s dean of Trades and Technical Programs. “We are happy to be able bring this program to Port Alberni.”

Through the 24-week Carpentry Foundation Harmonized certificate, students learn residential framing, footing and wall forming, site layout, work site safety and more.

“We’re thrilled to welcome Matt to the team,” said O’Connell. “We were able to find an instructor with a breadth of experience, both in the industry and in instruction. Matt will be a great resource for students as they begin their carpentry careers.”

Melgaard has previously taught at Vancouver Island University and in the Trades Skill Awareness and Knowledge program with School District 63 and Camosun College.

“I like working with students just starting out on the path to become a journeyperson,” said Melgaard. “I try to encourage my students to become lifelong learners. There’s so much you can do in carpentry, whether you want to get into general contracting, furniture building or do specialized construction like green building, you can really make it your own.”

Green building is something Melgaard studied after he got his ticket. “I started taking courses on insulated concrete forms, structurally insulated panels and then photovoltaics, solar hot water heaters – things like that,” said Melgaard. “That’s the great thing about this trade, there’s always more to learn if you’re interested in expanding your skills.”

Melgaard is also looking forward to working in Port Alberni. “I really like the community here,” he said. “I play rugby here all the time and I’m really excited about being able to teach in the community.”
**David Johns – Campbell River – Electrical Foundation**

Electrician instructor David Johns will be joining NIC’s faculty this month to teach its popular Electrical Foundation certificate.

“We’re thrilled to welcome David to our team here at NIC,” said Cheryl O’Connell, NIC’s dean of Trades and Technical Programs. “It’s very important for us to find expert faculty to lead trades and technical programs aligned with the labour market – David will be a great fit with the team.”

Johns is a Red Seal Electrician who is joining NIC from the Southern Alberta Institute of Technology (SAIT), where he’s been teaching for almost a decade.

“I enjoy the interaction with students,” said Johns. “I like to bring in demonstrations to show the applications of principles and theoretical concepts, being able to fully describe some of the funny, unique situations on the electrical side that students might not get from a textbook.”

“One of the exciting things about the trade is the variety of jobs that are available for qualified electricians,” noted Johns.

“Everything is becoming more electrified in every sector, so there’s great growth opportunities out there,” he said. “There’s also all the new technology that’s coming into play – things like solar and renewable energy resources; it’s a varied sector.”

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**OFFICE OF GLOBAL ENGAGEMENT (OGE)**

**NIC celebrates Holi**

*Submitted by Cathy Mutis*

On Tuesday, March 6, OGE sponsored a Holi festival event organized by several NIC international students from India.

Holi is a Hindu festival celebrating spring, the forgiveness of grudges, and new beginnings. It’s celebrated with coloured powder, which celebrants throw and smear on each other. There was also a DJ and lots of dancing. The event was well attended by both international and domestic students, community members, as well as NIC faculty and staff.
Snow Tubing Activity at Mount Washington

Submitted by Nadine Biggs

Twenty-four international students and peer mentors attended the “Snow tubing on Mount Washington” activity. This was a new experience for almost every student who participated.

It was the second group to attend an organized activity at Mount Washington Alpine Resort (snowshoeing took place in January).

One more group activity up the mountain will be organized before the end of the winter season.

Multi-Faith Panel Hosted by the NIC Office of Global Engagement

Submitted by Cathy Mutis

Local representatives of various spiritual and philosophical traditions were invited to present at the Stan Hagen Theatre at North Island College on Tuesday, March 20th at 6:30pm for an evening of sharing and discussion.

The event was hosted by the North Island College Office of Global Engagement and, in keeping with March 21st (the international day for the elimination of racial discrimination) was meant to raise awareness of the spiritual diversity in the Comox Valley and to promote mutual respect and understanding.

Within a 15-minute timeframe, representatives presented the main tenets of their faith/worldview while addressing how their tradition reaches across culture and language to touch a common humanity.

Speakers included representatives from the Buddhist, Humanist, Kwakwakawakw, and Islamic traditions.

A moderated discussion and Q&A session took place after the presentations.
STUDENT SERVICES AND REGISTRAR

Peer Tutoring

Submitted by Erin McConomy, Peer Tutor Coordinator

We currently have 32 active peer tutors in the peer tutoring program. These tutors have a combined total of over 600 hours of tutoring from January to the first week of March. Tutors in math, business, nursing, English, and trades have been the busiest this semester.

Two of our math tutors continue to offer drop-in math support to supplement the faculty math support offered through the Library & Learning Commons at both the Comox Valley and Campbell River campuses.

Writing Support

Submitted by Erin McConomy, Writing Support Faculty

The extended Writing Support introduced in January at the Comox Valley Campus (10am-6pm Monday-Friday) has been very popular and well used by students. Since the middle of January, Writing Support has had 400 student appointments, including 100 appointments in the first week of March alone. This is an average occupancy rate of 75% for the semester so far.

In addition to using the face-to-face writing support services, NIC students are still submitting their work to the online writing support provided by the WriteAway consortium to which we belong. NIC students have made 72 submissions to WriteAway so far this semester, which is a 225% increase over the number of NIC submissions from the same period last year.

Here is a NIC student’s comment on the WriteAway services they received this semester: “I love this program. The tutors help you a lot and make you think… I appreciate the feedback.”
<table>
<thead>
<tr>
<th>NIC Strategic Priority</th>
<th>Board Objectives</th>
<th>Action Items</th>
<th>Assigned to/Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Experiences and Success</strong></td>
<td>1. Review progress relative to all Plan 2020 priorities and goals.</td>
<td>- Monitor/review reports and Key Performance Indicators (KPI’s) (e.g. student outcomes and survey results).&lt;br&gt;- Cygnus Management Consultants to conduct 2018 presidential assessment (BOG in-camera meeting November 2017)</td>
<td>PPCC / Spring 2018</td>
</tr>
<tr>
<td></td>
<td>2. Increase awareness and understanding of Education Council role and processes.</td>
<td>- Members to attend at least one EdCo meeting&lt;br&gt;- Board members to attend Education Council meetings&lt;br&gt;- Education Council Chair to present educational briefing to Board</td>
<td>All / 2018&lt;br&gt;- J. Murphy, R. Grant &amp; J. Kortlever attended EdCo January 25, 2018</td>
</tr>
<tr>
<td></td>
<td>3. Increase awareness and knowledge of educational programming and student services through Board education activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access to learning and services across the region</strong></td>
<td>4. Increase Board members’ local engagement and region-wide visibility.</td>
<td>- Regional (PA, MW, CR) board members to attend Regional Learning Council meetings (BOG retreat – October 2017)</td>
<td>All / 2018</td>
</tr>
<tr>
<td><strong>Aboriginal Education and Indigenization</strong></td>
<td>5. Increase recognition and incorporation of appropriate First Nation protocols in governance related activities.</td>
<td></td>
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<tr>
<td></td>
<td>6. Increase knowledge and awareness through Board development and education (e.g. TRC Calls to Action related to post-secondary education).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIC Strategic Priority</td>
<td>Board Objectives</td>
<td>Action Items</td>
<td>Assigned to/Completed by</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
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</tr>
<tr>
<td>International Education and Internationalization</td>
<td>7. Support Global Engagement initiatives through attendance at related events.</td>
<td>Board to focus discussion on international education around strategic dialogue/planning at a higher Board level; T. Pather to make a presentation at future Board meeting (BOG retreat – October 2017)</td>
<td>J. Bowman / March 7, 2018</td>
</tr>
<tr>
<td></td>
<td>8. Engage in strategic thinking discussion regarding International Education in the context of College Mandate, Mission, and Values.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>People, Organization, Culture</td>
<td>9. Increase Board visibility with college employees and students through attendance at college and community events, etc.</td>
<td>Announcement and invitation to regular Board meetings to be posted on myNIC portal prior to meetings (BOG retreat – October 2017) Host Board of Governors “meet and greet” socials with employees and students on alternate years (BOG retreat – October 2017)</td>
<td>J. Bowman / Ongoing</td>
</tr>
<tr>
<td>Resources, Investment, Sustainability</td>
<td>10. Undertake government relations and advocacy initiatives.</td>
<td>Meet with MLAs and Cabinet ministers, highlight key priorities and issues.</td>
<td>Late spring 2018</td>
</tr>
<tr>
<td></td>
<td>11. Strengthen communication and collaboration with NIC Foundation (NICF).</td>
<td>NIC Board representative to become member and attend NICF Board of Directors meetings.</td>
<td>J. Kortlever sits as BOG rep</td>
</tr>
<tr>
<td></td>
<td>12. Support Campbell River Campus Capital Campaign.</td>
<td>Follow-up reports to Board (BOG in-camera meeting February 2016)</td>
<td>J. Bowman / Ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Update on fundraising campaign (BOG in-camera meeting, March 2014; BOG meeting September 2015)</td>
<td>J. Bowman / Ongoing</td>
</tr>
<tr>
<td>Active Connections to Community</td>
<td>13. Attend community events and foster relationships within regional communities.</td>
<td></td>
<td>All / 2018</td>
</tr>
<tr>
<td>College Identity and Brand</td>
<td>14. Individually and collectively communicate positive messages and success stories.</td>
<td></td>
<td>All / 2018</td>
</tr>
<tr>
<td>Other Areas</td>
<td>15. Develop and approve new Risk Management Policy.</td>
<td>Develop a Board-level policy on risk management (BOG retreat – October 2017)</td>
<td>J. Bowman / Spring 2018</td>
</tr>
<tr>
<td>NIC Strategic Priority</td>
<td>Board Objectives</td>
<td>Action Items</td>
<td>Assigned to/Completed by</td>
</tr>
<tr>
<td>-----------------------</td>
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<tr>
<td>16.</td>
<td>Evaluate committees’ performance (BOG meetings May and September 2015)</td>
<td>- All committees / Ongoing</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Policy and/or bylaw updates (unruly behavior in meetings) (GHR Committee meetings October 2014)</td>
<td>- GHR Committee / Ongoing</td>
<td></td>
</tr>
<tr>
<td>18. Investment Portfolio Management</td>
<td>RFP to be posted based on College Policy 6-15 Long Term Investments; Genus Capital to provide update on College portfolio (Finance &amp; Audit Committee meeting, November 2017)</td>
<td>- March 22, 2018</td>
<td></td>
</tr>
</tbody>
</table>
MEETING AND PLANNING SCHEDULE September 2018 – June 2019

<table>
<thead>
<tr>
<th>MONTH/LOCATION</th>
<th>IMPORTANT AGENDA ITEMS</th>
</tr>
</thead>
</table>
| September 20, 2018  
XXX, Port Alberni Campus + Community Reception | • Election of Chair and Vice-Chair  
• Board Committee Appointments  
• Banking Resolutions (if required)  
• Financial Information Act Report  
• BOG Retreat Agenda  
• Fall 2018 Stable Enrolment Report  
• First Quarter Financial Statements for 2018/2019 |
| October 25/26, 2018  
Campbell River Region | BOARD RETREAT – Board Development/Education |
| NOVEMBER 22, 2018  
Komoux Hall Boardroom, Comox Valley Campus | Joint Meeting with NIC Foundation Board  
• 2019/2020 Budget Guidelines and Ongoing Budget Development Timeline  
• Second Quarter Financial Statements for 2018-2019  
• 2019 Board of Governors Work Plan  
• Advocacy Planning  
• Bylaw 6 – International Tuition and Fee Bylaw  
• Bylaw 4 – Domestic Tuition and Fee Bylaw  
• President’s Annual Priority Performance Objectives 2018/2019 |
| JANUARY 24, 2019  
Komoux Hall Boardroom, Comox Valley Campus | • 2019-2020 Budget Preparation  
• Financial Projections to Year End 2018/2019  
• Third Quarter Financial Statements for 2018/2019  
• Fall/Winter Cumulative Stable Enrolment Report |
| MARCH 21, 2019  
C228 / Third Course Bistro, Campbell River Campus | • Board Planning and Meeting Schedule 2019/2020  
• Draft Government’s Mandate Letter 2019/2020  
• Investment Portfolio Presentation |
| APRIL 25, 2019  
Komoux Hall Boardroom, Comox Valley Campus | • 2018/2019 Budget Approval  
• Final FTE Report for Year End March 31, 2019  
• Board Evaluation Results  
• Audited Financial Statements for Year Ended March 31, 2018 |
| JUNE 13, 2019  
Komoux Hall Boardroom, Comox Valley Campus | • 2018/2019 Institutional Accountability Plan and Report Approval  
• 5-Year Capital Plan Priorities |

Version: March 2018
This report covers the time period from January 26, to March 22, 2018. It is intended to provide an overview (not an exhaustive list) of the activities and events that the President has participated in during the time period. Other information notes are also provided under the related NIC Plan 2020 Strategic Priority headings. In some cases, items may be related to more than one strategic priority.

**Student Experiences and Success**

**Student Housing Planning and Visioning**

On February 16, I participated in the Student Housing Planning and Advisory Committee meeting at the Comox Valley Campus. The workshop session explored many issues associated with the planning and operation of on-campus student housing. A representative of the Scion Group (the consulting firm assisting us with the housing project) presented preliminary results of the student survey and market demand analysis they have completed in support of preparation of the business case for student housing at the Comox Valley Campus.

**High Quality, Relevant, Responsive Curriculum and Programs**

**Film and TV Crew Training Wrap Up**

On February 2, I attended the celebration and wrap event for the Film and TV Crew Training program held at the Vancouver Island Film Studies in Parksville. The event was very well attended by representatives of the Island film and TV industry as well as regional community members. Through this successful program, 137 students were trained as Production Assistants, Lighting Technicians, Set Construction Carpenters and Grips.

**Access to Learning and Services Across the Region**

**Alberni Valley Learning Council (AVLC)**

On February 8, I attended the AVLC meeting at the Port Alberni campus. At the meeting, I presented the findings and actions stemming from my 2017 sabbatical project for the College as a whole and specific to the Alberni Valley region. The Council discussed the issues and regional priorities highlighted in my presentation as well as the connections to the AVLC Strategic Plan.

**Aboriginal Education and Indigenization**

**Aboriginal Education Council (AEC)**

On January 26, I attended the Aboriginal Education Council (AEC) meeting. The agenda included approval of the Aboriginal Services Plan (ASP) 2018/19 to 2000/21. I also discussed with the AEC our commitments and intentions regarding the Campbell River Campus Gathering Place and K’ómoks Totem Pole projects. Members of the Council expressed support for and a desire to be involved in both projects.
**International Education and Internationalization**

**Special Board Meeting, International Education**

On March 7, the College Board of Governors held a special meeting to discuss International Education. The agenda included brief presentations from current and former international students regarding their experiences at the College, an overview of international education trends nationally and provincially, the College’s international education strategic goals and action plan for 2018-2019, and financial information pertaining to international education.

**People, Organization, Culture**

**Campus Town Hall Meetings**

On January 30, February 6 and 7, I hosted campus Town Hall meetings at the Port Alberni, Campbell River and Comox Valley Campuses. During each Town Hall meeting, I provided an overview of recent developments and highlighted information regarding International Education, Student Enrolment, 2018/19 College Budget, Mount Waddington Campus Opening, Campbell River Campus Expansion and Renovation Project, and Student Housing at the Comox Valley Campus.

**Diversity Matters**

On February 20, I chaired a meeting of the Diversity Matters Working Group (DMWG). The meeting agenda focused on development and implementation of an online student survey to obtain feedback regarding diversity related issues at the College. Discussion also occurred regarding the process to analyze and report on employee feedback data garnered during the Campus Conversations held last fall. Results of the student survey and employee information will be summarized and presented in a report by the DMWG, for inclusion in the Annual Accountability Plan and Report (IAPR), June 2018.

**Resources, Investment, Sustainability**

**BC Provincial Budget 2018/19**

On February 20, the BC Government tabled the 2018/19 provincial budget in the Legislative Assembly. An overview of the provincial budget is available at this [link](#). Highlights from the budget for the post-secondary education system are:

1. new funding and policy support or institutions to build student housing;
2. funding for increased capacity at institutions to provide training in Early Childhood Education;
3. funding for Indigenous Skills Training ($30 million over three years); and
4. funding ($11 million) for increased technology education (Computer Science, Engineering, Information Technology and Science).

On March 2, I attended a briefing hosted by Finance Minister Carole James (in Courtenay) regarding the budget, and discussed with her colleges’ concerns regarding the “no deficits” policy as it relates to the annual amortization costs for self-funded investments in capital assets.

**NIC Foundation Board**

On February 22 and March 20, I attended the monthly meetings of the North Island College Foundation Board of Directors. Agenda topics included the NIC Foundation’s project support and goals for the current year such as fundraising events and activities, Elder College Leaving a Legacy presentation, awards, donor recognition, policy development and board development.
Active Connections to Community

Comox Valley Community Justice Centre (CJC) Partnership – Campagnolo Lectures

On March 5, Bruce Curtis, CJC Administrator and I signed a new formalized partnership agreement between NIC and the CJC to support the Campagnolo Lectures in Restorative Justice. The CJC launched an annual lecture series in Iona Campagnolo’s name in recognition of her many contributions and lifelong commitment to restorative justice.

Project Watershed – Kus Kus Sum

On February 6, I met with Comox Valley Project Watershed Chair Paul Horgen. The College and Project Watershed will be holding information sessions for students and employees about the Kus Kus Sum project on April 5th from 12:00 to 1:00pm and 3:00 to 4:00pm at the Comox Valley Campus. Kus Kus Sum is the name given to the environmental restoration project being undertaken for the former Field Sawmill site.

Other Topics

Vancouver Island Post-secondary Institution Presidents

On January 31, I attended a meeting in Victoria with the college and university presidents from Camosun College, University of Victoria, Vancouver Island University and Royal Roads University. The meeting agenda focused on the following topics: student pathways and flows between institutions; plans for student housing; supports for student mental health; institutional practices and strategies for Indigenous student success; sexual violence and misconduct; and, work integrated learning.

BC Colleges (BCC) Council of Presidents (COP) and Board Chairs Meeting

On February 26, Board Chair Derek Lamb and I attended the BC College Presidents and Board Chairs joint meeting at Camosun College in Victoria. The agenda featured discussions with AEST Minister Melanie Mark and Deputy Minister Shannon Baskerville regarding provincial priorities and the 2018/19 budget. Other senior ministry officials also attended to provide updates regarding key issues including student housing, the K-12 school curriculum changes and institution board member appointments process.

BC Colleges Day

On February 27, I represented BC Colleges at events held at the Legislative Assembly in Victoria. The program included a proclamation of February 27 as “BC Colleges Day”; recognition during the morning session of the Legislative Assembly by MLAs and Minister Mark; small group meetings between college presidents and MLAs during the day; a lunch time event in the legislative building rotunda featuring remarks by Minister Mark and myself on behalf of BC Colleges; and individual college information displays. During the evening, a reception was attended by approximately 30 MLAs from both the government and opposition. The day’s events provided many opportunities to raise awareness of BC Colleges and to foster relationships with Members of the Legislative Assembly.

Board Executive Committee

On March 7, I participated in the College Board Executive Committee meeting. I provided the Committee with brief updates on a variety of topics and we reviewed the schedule and agendas for the March 22, 2018 Board of Governors meetings.
Provincial Budget 2018/19

Advanced Education Highlights

The Province released its budget for Fiscal 2018/19 on February 20, 2018. The budget, fiscal plan and news release can be found at the following link:

http://bcbudget.gov.bc.ca/2018/default.htm

The Provincial Budget included some additional program funding for the Ministry of Advanced Education, Skills and Training. The Ministry had $18.5M added to their budget for Adult Basic Education and English Language Learning. This funding will be used to reimburse post-secondary institutions for the tuition that students would have paid for these programs. NIC has estimated that this will be $300,000 per year and that has been built into NIC’s base operating grant for 2018/19. A corresponding reduction to base funded tuition revenue has also been booked into the budget related to this policy change that began in September 2017.

Post-secondary seats in Technology programs was a key element of the Provincial budget. There was $67.7M added to Advanced Education’s budget over three years. It starts with $7M in 2018/19, and grows to $35.8M in 2020/21. NIC will be able to access up to 40 new student Full Time Equivalents (FTEs) by 2020/21, beginning with 20 FTEs in 2019/20. This equates to $400,000 in ongoing base FTE funding by 2020/21 if NIC’s request is approved.

The Ministry budget includes $7.39M over three years for Early Childhood Education seats in the post-secondary system. The Ministry will be working with a Committee of Human Services Deans and Directors, including Kathleen Haggith from NIC. The Ministry will issue a call for proposals and NIC will have an opportunity to respond to seek funding to expand program delivery. This hasn’t been built into the budget as we don’t know if the College will be successful in this proposal process.

The Ministry budget includes $2M per year for tuition reimbursement to institutions for youth formerly in care. This program would work similarly to the ABE tuition reimbursement program. The College would waive tuition for these students, and receive reimbursement from the Ministry under this program.

Lastly, the Provincial budget included $450M in new capital funding through a debt financing envelope for student housing. There is also $30M in the Ministry budget of direct capital grant funding for student housing for small rural Colleges. NIC is putting together a business case to articulate the need for student housing at the Comox Valley campus. This will be prepared for the June meeting of the Board.
## Revenues

<table>
<thead>
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<th></th>
<th>2018-2019</th>
<th>2017-2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province of BC revenues</td>
<td></td>
<td></td>
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<tr>
<td>Base operating grant</td>
<td>$22,972,315</td>
<td>$22,559,214</td>
<td>$413,101</td>
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<tr>
<td>Industry Training Authority grant</td>
<td>2,820,332</td>
<td>2,827,997</td>
<td>-7,665</td>
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<tr>
<td>Routine capital</td>
<td>160,592</td>
<td>160,592</td>
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<tr>
<td>Leases</td>
<td>227,604</td>
<td>223,168</td>
<td>4,436</td>
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<td>Aboriginal Service Plan</td>
<td>526,713</td>
<td>406,028</td>
<td>120,685</td>
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<td>Literacy grants (CALP)</td>
<td>202,500</td>
<td>200,000</td>
<td>2,500</td>
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<tr>
<td>Student aid (AUG, LDAB, SOS, AEF)</td>
<td>256,000</td>
<td>313,000</td>
<td>-57,000</td>
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<td>Educational partnerships (VIU, Emily Carr)</td>
<td>539,000</td>
<td>549,015</td>
<td>-10,015</td>
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<td>Provincial contracts</td>
<td>878,924</td>
<td>1,396,180</td>
<td>-517,256</td>
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<td></td>
<td>$26,583,980</td>
<td>$28,635,194</td>
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<td>Federal Government grants and contracts</td>
<td>553,656</td>
<td>473,583</td>
<td>80,073</td>
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<tr>
<td>Student fees</td>
<td></td>
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<tr>
<td>Base funded programs</td>
<td>4,635,361</td>
<td>4,698,515</td>
<td>-63,154</td>
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<td>Cost recovery program</td>
<td>1,189,275</td>
<td>1,193,859</td>
<td>-4,584</td>
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<td>International Education</td>
<td>6,435,290</td>
<td>3,277,564</td>
<td>3,157,726</td>
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<tr>
<td></td>
<td>12,259,926</td>
<td>9,169,938</td>
<td>3,089,988</td>
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<tr>
<td>Sales of goods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore revenue</td>
<td>1,264,000</td>
<td>1,261,000</td>
<td>3,000</td>
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<tr>
<td>Cafeteria revenue</td>
<td>148,500</td>
<td>148,500</td>
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<tr>
<td>Parking revenue</td>
<td>0</td>
<td>215,000</td>
<td>-215,000</td>
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<tr>
<td></td>
<td>1,412,500</td>
<td>1,624,500</td>
<td>-212,000</td>
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<tr>
<td>Contract services</td>
<td>77,950</td>
<td>292,950</td>
<td>-215,000</td>
</tr>
<tr>
<td>Investment income</td>
<td>613,350</td>
<td>595,350</td>
<td>18,000</td>
</tr>
<tr>
<td>Other income</td>
<td>593,831</td>
<td>651,014</td>
<td>-57,183</td>
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<tr>
<td>Total Operating Revenue</td>
<td>44,095,193</td>
<td>41,442,529</td>
<td>2,652,664</td>
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<td>Amortization of deferred capital revenue</td>
<td>2,025,872</td>
<td>1,993,721</td>
<td>32,151</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>46,121,065</td>
<td>43,436,250</td>
<td>2,684,815</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th></th>
<th>2018-2019</th>
<th>2017-2018</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, benefits, other personnel costs</td>
<td>33,232,738</td>
<td>31,326,693</td>
<td>1,906,045</td>
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<tr>
<td>Advertising and promotion</td>
<td>797,408</td>
<td>531,013</td>
<td>266,395</td>
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<tr>
<td>Books and periodicals</td>
<td>229,519</td>
<td>248,283</td>
<td>-18,764</td>
</tr>
<tr>
<td>Cost of good sold</td>
<td>1,006,350</td>
<td>1,006,350</td>
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<tr>
<td>Equipment costs</td>
<td>1,433,206</td>
<td>1,006,746</td>
<td>426,460</td>
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<td>Facilities costs</td>
<td>2,443,708</td>
<td>2,423,143</td>
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<td>Financial service charges</td>
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<td>General fees and services</td>
<td>1,597,241</td>
<td>1,541,310</td>
<td>55,931</td>
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<tr>
<td>Student awards</td>
<td>592,180</td>
<td>607,180</td>
<td>-15,000</td>
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<tr>
<td>Supplies and general expenses</td>
<td>783,816</td>
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<tr>
<td>Travel</td>
<td>835,959</td>
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<td>44,644</td>
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<td>Grant transfers</td>
<td>202,500</td>
<td>200,000</td>
<td>2,500</td>
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<td>Donation to Foundation</td>
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<td>167,895</td>
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<tr>
<td>Amortization of capital assets</td>
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<td>-125,695</td>
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<tr>
<td>Total Expenditures</td>
<td>46,121,065</td>
<td>43,436,250</td>
<td>2,684,815</td>
</tr>
<tr>
<td>Revenue less Expenditures</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>
Vision: North Island College is a premier community and destination college, in a spectacular west-coast environment, that inspires and prepares students for success in a rapidly changing world.

AGENDA ITEM: Regular Meeting
4.2.3 Port Alberni Tebo Campus lease renewal

Background:

The lease for NIC’s Tebo Avenue location expires on March 31, 2018. The College has negotiated a new 3-year lease with the City of Port Alberni, with an option to renew for another three years.

The lease is fully funded by the Ministry. The new lease rate will be $9,574.56 per month plus all applicable taxes. The rental rate will increase on April 1st of each subsequent year at a rate equal to the percentage increase in the BC Consumer Price Index. With the Board approval in place, the lease can then be submitted for ministerial approval as per the College and Institute Act.

The City of Port Alberni will approve a month to month lease while the lease moves through the Ministry approval process.

Action:

For the Board’s review and approval.

Suggested Resolution:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE ACQUISITION THROUGH LEASE OF 4751 TEBO AVENUE IN PORT ALBERNI FOR THREE (3) YEARS WITH AN OPTION TO RENEW FOR A FURTHER THREE (3) YEARS TO PROVIDE FACILITIES FOR THE COLLEGE PROGRAMS OPERATING OUT OF THE PORT ALBERNI CAMPUS.
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
March 22, 2018

Vision: North Island College is a premier community and destination college, in a spectacular west-coast environment, that inspires and prepares students for success in a rapidly changing world.

AGENDA ITEM: Regular Meeting
4.2.4 Deferral of Fiscal 2017/18 surplus

Background:

At the January Board meeting, the 2017/18 forecast was presented that showed a surplus of $790,614. It was discussed that a portion of this surplus could be used to fund NIC’s required contribution towards the Campbell River campus expansion project.

As a follow-up, the attached letter was prepared seeking approval from the Ministry to earmark these funds for the project. The mechanism that the Ministry would use would be to write a letter to NIC restricting a portion of NIC’s operating grant for the project. This would be similar to other funding that the College receives that is restricted as to its use, such as Routine Capital funding. It wouldn’t be a reduction to the Operating grant, but rather a restriction on a use of a portion of the Operating grant. The Ministry contact James Postans indicated that the approval letter from the Ministry would indicate that this restriction would be subject to Board approval. The letter from the Ministry has not been approved yet.

Action:

For the Board’s review and approval.

Suggested Resolution:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE USE OF $600,000 OF THE COLLEGE’S PROJECTED SURPLUS TOWARDS COLLEGE’S REQUIRED CONTRIBUTION TO THE CAMPBELL RIVER CAMPUS EXPANSION PROJECT.
FINANCE AND FACILITIES DIVISION

James Postans  
Executive Director, Post-Secondary Finance  
Ministry of Adv Education, Skills and Tourism  
PO Box 9134  
Stn Prov Govt  
Victoria BC V8W 9B5

February 13, 2018

Dear Sir

Re: Surplus Funds from Realized Investment Gain and International Student Tuition

In our 3Q forecast submitted to the Ministry in December 2017, North Island College (NIC) identified surplus revenue as a result of a realized gain on investment of approximately $434,000. In addition, the College has seen a significant increase in the number of International students in the Winter semester of 2017/18. This has also led to an increase in revenues, and the College would like to use those excess revenues towards the Campbell River campus expansion project.

To assist with earmarking these funds for the renovation components of the project, we are seeking a stipulation under section 3410 of the Public Sector Accounting Board policies that would restrict $600,000 of NIC’s operating grant in 2017/18. The College further understands that this won’t impact future year’s operating grant funding from the Province, as it is the result of one-time events that are outside of our core activities.

Thank you for considering this request.

Colin Fowler  
Vice President, Finance and Facilities
Education Council was established in 1996 in response to the then new College and Institute Act. Clauses 14, 15 and 18 of the Act define the role and composition of an Education Council. The mandate of the Education Council at North Island College is to ensure educational quality. Education Council extends a standing invitation for members of the Board to attend Council meetings. This report is provided to update the Board on work done by the Council.

Policy and Standards
Three policies are currently under review, and will come forward to Education Council together this spring after public consultation. The policies are 3-06 Code of conduct, 3-30 Student Appeals, and 3-31 Student Complaint Resolution.

Approved Curriculum
The following new and revised curriculum were approved at the February and March meetings:

New Programs:
- Aboriginal Leadership Certificate
- Employment Transitions Culinary Assistant

Program Revisions:
- Hospital Unit Clerk Certificate
- Metal Jewellery Design Certificate

New Courses:
- ABG 100, 102, 103, 105, 110, 111, 115, 120, 125 (Aboriginal leadership courses)
- ACL 010, 012, 014, 016, 020, 030, 040, 042, 044 (Employment transitions courses)
- MJD 116 (Metal jewellery design course)
- NCN 096 (Introductory Nuu-chah-nulth language course)

Course Revisions:
- ENG 159, 160
- HUC 105, 106 (Hospital Unit Clerk courses)
- MJD 110, 112, 113, 114, 115, 120, 122, 123, 124, 125, 126

Note that revisions to two other courses, MJD 111 and 121, were approved by Fast Track for one offering, but will need to be tidied up and resubmitted to EdCo for approval before subsequent offerings.

The next Education Council meeting is in April 13, 2018.
Dennis Lightfoot
Chair, Education Council
<table>
<thead>
<tr>
<th>Month/Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 2018</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Board Meeting</td>
<td>1:00 pm</td>
<td>Third Course Bistro, Campbell River Campus</td>
</tr>
<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>NIC’s 8&lt;sup&gt;th&lt;/sup&gt; Annual Career Fair</td>
<td>11:00 am</td>
<td>Filberg Centre, Courtenay</td>
</tr>
<tr>
<td><strong>April 2018</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Write Here Readers Series: Jordan Abel</td>
<td>7:00 pm</td>
<td>Stan Hagen Theatre, Comox Valley Campus</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Write Here Readers Series: Jordan Abel</td>
<td>7:00 pm</td>
<td>Room S108, Port Alberni Campus</td>
</tr>
<tr>
<td>9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Education Council Meeting</td>
<td>12:30 pm</td>
<td>Komoux Hall Boardroom, Comox Valley Campus</td>
</tr>
<tr>
<td>11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Metal Jewellery Design Certificate Open House/Show</td>
<td>1:00 pm</td>
<td>Campbell River Campus</td>
</tr>
<tr>
<td>12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Human Service Students’ Burger and Beverage Auction Event</td>
<td>5:00 pm</td>
<td>The Prime Chophouse, Courtenay</td>
</tr>
<tr>
<td>19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Board Meeting</td>
<td>1:00 pm</td>
<td>Komoux Hall Boardroom, Comox Valley Campus</td>
</tr>
<tr>
<td>27&lt;sup&gt;th&lt;/sup&gt; to 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Forum for Colleges and Institutes Serving Rural, Remote, and Northern Communities</td>
<td></td>
<td>Best Western Hotel, Courtenay</td>
</tr>
<tr>
<td>29&lt;sup&gt;th&lt;/sup&gt; to May 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>CICan Annual Conference</td>
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<td>Victoria Conference Centre</td>
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<td><strong>May 2018</strong></td>
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<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>BC Secondary School Math Contest (TBC)</td>
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<tr>
<td>11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Education Council Meeting</td>
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<td>Komoux Hall Boardroom, Comox Valley Campus</td>
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<tr>
<td>June 2018</td>
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<tr>
<td>1st</td>
<td>Employee Year-end Celebration Event</td>
<td>TBC</td>
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</tr>
<tr>
<td>8th</td>
<td>Education Council Meeting</td>
<td>12:30 pm</td>
<td>Komoux Hall Boardroom, Comox Valley Campus</td>
</tr>
<tr>
<td>14th</td>
<td>Board Meeting</td>
<td>1:00 pm</td>
<td>Komoux Hall Boardroom, Comox Valley Campus</td>
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<tr>
<td>19th (tentative)</td>
<td>Graduation Ceremony</td>
<td>TBD</td>
<td>Port Alberni Campus</td>
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<tr>
<td>20th (tentative)</td>
<td>Graduation Ceremony</td>
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<td>Campbell River Campus</td>
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<td>21st (TBC)</td>
<td>BSN Pinning Ceremony</td>
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<tr>
<td>22nd (tentative)</td>
<td>Graduation Ceremony</td>
<td>TBD</td>
<td>Comox Valley Campus</td>
</tr>
</tbody>
</table>
February 6, 2018

North Island College
2300 Ryan Road
Courtenay, BC V9N 8N6

To the North Island College Board of Governors,

In accordance with the College and Institute Act, please consider this letter to be notice regarding collection of North Island Students’ Union membership fees and Federation membership fees.

As determined by a majority of the members of the Students’ Union who voted in the referenda to establish this fee structure, the fees for the 2018/2019 academic year are:

North Island Students’ Union membership fee
$12.83/month
$51.31/semester
$3.41/credit

Federation membership fees (combined BCFS and CFS)
$2.54/month
$9.14/semester
$0.68/credit

As required by the Students’ Union bylaws and the College and Institute Act, the most recent financial statements have been made available to our members at the Annual General Meeting on October 14, 2017.

Further, the Students’ Union remains in good standing and has not been struck from the Registry of Societies.

Please continue to remit fees to British Columbia Federation of Students*:

207-245 Columbia Street East
New Westminster BC
V3L 3W4

Thank you for your attention to this matter.

Sincerely,

Andrew Dalton
Executive Director

*Please make cheques payable to the British Columbia Federation of Students and note the change in address as the BCFS is relocating effective March 15, 2018.
January 25, 2018

Mr. Gregory T. Phelps
510 Robertson Pl
Courtenay BC V9N 8W5

Dear Mr. Phelps:

On behalf of the Government of British Columbia, I would like to take this opportunity to thank you for your service, dedication and commitment in carrying out your duties as a member of the Board of North Island College.

I appreciate the time you have invested with the Board over the last three years. It is through the work of dedicated individuals like you that the post-secondary education system in this province continues to achieve success.

Again, thank you and my personal best wishes to you for the future.

Sincerely,

Melanie Mark
Hli Haykwhl Wii Xsgaak
Minister

cc. Ms. Shannon Baskerville, Deputy Minister
Ministry of Advanced Education, Skills and Training

Mr. Derek Lamb, Chair of the Board
North Island College

Mr. John Bowman, President and CEO
North Island College

Ms. Rachel Reid, Executive Assistant to the Board
North Island College
February 1, 2018

Mr. Derek Lamb
Chair of the Board
North Island College
2300 Ryan Road
Courtenay BC V9N 8N6

Dear Mr. Lamb:

On behalf of Premier Horgan, thank you for your service to the people of British Columbia. The government remains committed to working with public post-secondary institutions to deliver on government’s commitments to British Columbians: to help make life more affordable for people, invest in services and build a strong, sustainable economy.

This Mandate Letter outlines the guiding principles of the government, which should inform the preparation of your 2018/19 Institutional Accountability Plan and Report (IAPR). This Mandate Letter also confirms your institution’s mandate, under the *College and Institute Act*, provides government’s annual strategic direction and sets out key performance expectations for the 2018/19 fiscal year.

The government made three key commitments to British Columbians. All ministries and public sector organizations are expected to work together to help government achieve these commitments.

Our first commitment is to make life more affordable. We look forward to working with you to support government’s agenda to help manage the daily cost of living for British Columbians.

Our second commitment is to deliver the services that people count on. Many of the programs and services that British Columbians access on a regular basis are delivered by public sector organizations. We want to build on programs that are working well, and make improvements where needed, to ensure British Columbians get quality and timely customer service from public sector organizations across the province.

Our third key commitment is to build a strong, sustainable, innovative economy that works for
everyone. The government believes that public sector organizations have a key role to play in supporting broad-based economic growth in every region of the province.

To support true and lasting reconciliation with Indigenous Peoples in British Columbia, our government is fully adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Calls to Action of the Truth and Reconciliation Commission (TRC). As you know there are a number of Calls to Action directed at post-secondary institutions. I ask that going forward your institution incorporates the UNDRIP and TRC Calls to Action, given the specific mandate and context of your institution.

As Minister of Advanced Education, Skills and Training, I am focused on ensuring every citizen in British Columbia can access quality, affordable and relevant education, so they can benefit from the opportunities our strong, sustainable and innovative economy provides. I was inspired after speaking with students, faculty and staff during my tour of all 25 public post-secondary institutions. The tour confirmed the importance of our robust post-secondary system and the partnerships between institutions, communities and our Ministry. But I also heard from students about the challenges they are facing – access and affordability; student housing; and mental health/sexual violence. We need to continue to work together to address these issues and create a strong and inclusive society and lift each other up.

While we have already made some progress, in order to support government’s key commitments, I ask that North Island College:

1. Actively participate in an engagement process with the Ministry and Indigenous partners to develop a comprehensive post-secondary strategy that responds to the TRC Calls to Action and UNDRIP.
2. Work closely and in collaboration with government to support the implementation of priority initiatives, including those outlined in my mandate letter (attached). **Specific actions include, but are not limited to:**
   a. Continue to implement tuition-free Adult Basic Education and English Language Learning programs to domestic students, and collaborate with partner organizations to effectively deliver these programs to meet the needs of adult learners.
   b. Continue to improve the education success of former youth in care who pursue post-secondary education, including implementation of the tuition waiver program and other supports at your institution.
   c. Expand technology-related programming and other programs that align with the growing knowledge-based economy.
3. Improve student mental health, safety and overall well-being, including creating greater awareness of available supports;
4. Align your institutional processes with the K – 12 curriculum changes to ensure the seamless transition of students entering post-secondary education;
5. Work closely with my Ministry to develop a balanced approach to international education.
6. Comply with government’s two percent cap on tuition and mandatory fee increases.
Consistent with the Accountability Framework for British Columbia's Post-Secondary Education System, North Island College will report publicly on efforts to fulfil this mandate direction and achieve targeted results and the outcomes of those efforts.

The Crown Agencies and Board Resourcing Office (CABRO) at the Ministry of Finance has lead responsibility for overseeing and maintaining the Public Sector Organizations Governance Framework, and provides leadership for the merit based appointment of qualified and competent individuals to the boards of public sector organizations.

North Island College is asked to work closely with CABRO through your ministry contact on board appointments, all governance matters including orientation and training of board members, and meeting public sector reporting requirements under the Budget Transparency and Accountability Act.

I would ask that each board member acknowledge the direction provided in this Mandate Letter by signing this letter. The Mandate Letter is to be posted publicly on your institution’s website on Budget Day on February 20, 2018.

I have appreciated your support as Board Chair to me as Minister responsible in the first few months of our government’s term in office. I look forward to ongoing dialogue and engagement going forward through our scheduled meetings and other communication channels between my ministry and your organization.

Once again, thanks to you and your Board of Governors for your commitment to public service. Together, we will work to build a better B.C.

Sincerely,

Melanie Mark
Hli Haykwhl Wíí Xsgaak
Minister

Date: February 1, 2018

Enclosures: Signature page template
Minister’s Mandate Letter
cc: Honourable John Horgan
Premier

Don Wright
Deputy Minister to the Premier and Cabinet Secretary

Lori Wanamaker
Deputy Minister
Ministry of Finance

David Galbraith
Associate Deputy Minister and Secretary to Treasury Board
Ministry of Finance

Shannon Baskerville
Deputy Minister
Ministry of Advanced Education, Skills and Training

John Bowman
President
North Island College
For Signature by all North Island College Board Members:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Derek Lamb (Board Chair)</td>
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<tr>
<td>Bruce C. Bell</td>
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<td>Jane Murphy</td>
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<td>Jane Marie Atherton</td>
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<td>Roy A. Grant</td>
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<td>Eric John Mosley</td>
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<td>Robert Everson</td>
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<td>Kim Gibson</td>
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<td>Jennifer Kortlever</td>
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<td>Nicolas Schofield</td>
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<td>Cathy Reyno</td>
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<td>Dennis Lightfoot</td>
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<td>John Bowman</td>
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</table>
July 18, 2017

Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Mark:

Congratulations on your new appointment as Minister of Advanced Education, Skills and Training.

It has never been more important for new leadership that works for ordinary people, not just those at the top.

It is your job to deliver that leadership in your ministry.

Our government made three key commitments to British Columbians.

Our first commitment is to make life more affordable. Too many families were left behind for too long by the previous government. They are counting on you to do your part to make their lives easier.

Our second commitment is to deliver the services that people count on. Together, we can ensure that children get access to the quality public education they need to succeed, that families can get timely medical attention, and that our senior citizens are able to live their final years with dignity.

These and other government services touch the lives of British Columbians every day. It is your job as minister to work within your budget to deliver quality services that are available and effective.

Our third key commitment is to build a strong, sustainable, innovative economy that works for everyone, not just the wealthy and the well-connected. Together, we are going to tackle poverty and inequality, create good-paying jobs in every corner of the province, and ensure people from every background have the opportunity to reach their full potential.
These three commitments along with your specific ministerial objectives should guide your work and shape your priorities from day to day. I expect you to work with the skilled professionals in the public service to deliver on this mandate.

As you are aware, we have set up a *Confidence and Supply Agreement* with the B.C. Green caucus. This agreement is critical to the success of our government. Accordingly, the principles of “good faith and no surprises” set out in that document should also guide your work going forward.

As minister, you are responsible for ensuring members of the B.C. Green caucus are appropriately consulted on major policy issues, budgets, legislation and other matters as outlined in our agreement. This consultation should be coordinated through the Confidence and Supply Agreement Secretariat in the Premier’s Office. The secretariat is charged with ensuring that members of the B.C. Green caucus are provided access to key documents and officials as set out in the agreement. This consultation and information sharing will occur in accordance with protocols established jointly by government and the B.C. Green caucus, and in accordance with relevant legislation.

British Columbians expect our government to work together to advance the public good. That means seeking out, fostering, and advancing good ideas regardless of which side of the house they come from.

Our government put forward a progressive vision for a Better B.C. that has won broad support with all members of the legislature. There is consensus on the need to address many pressing issues such as reducing health-care wait times, addressing overcrowded and under-supported classrooms, taking action on climate change, tackling the opioid crisis, and delivering safe, quality, affordable child care for all. As one of my ministers, I expect you to build on and expand that consensus to help us better deliver new leadership for British Columbians.

As part of our commitment to true, lasting reconciliation with First Nations in British Columbia, our government will be fully adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Calls to Action of the Truth and Reconciliation Commission. As minister, you are responsible for moving forward on the calls to action and reviewing policies, programs, and legislation to determine how to bring the principles of the declaration into action in British Columbia.

In your role as Minister of Advanced Education, Skills and Training I expect that you will make substantive progress on the following priorities:

- Provide greater access to adult basic education and English-language learning programs by eliminating fees.

- Reduce the financial burden on students by eliminating interest on B.C. government student loans and establish a $1,000 completion grant program to provide debt relief to B.C. graduates.
• Encourage excellence in B.C.’s graduate school programs by introducing a new graduate student scholarship fund.

• Work with the Minister of Education to support co-op, apprenticeship and work-experience programs for high school and undergraduate students.

• Work with the Minister of Transportation and Infrastructure to implement effective apprenticeship ratios on government-funded infrastructure projects, and increase participation of equity-seeking groups in the skilled workforce.

• Work with the Minister of Children and Family Development to improve the education success of former youth in care by expanding the tuition fee waiver program.

• Expand B.C.’s technology-related post-secondary programs, co-op programs, and work to establish technology and innovation centres in key areas of the economy.

• Develop more degree and certificate programs to increase the number of skilled workers in B.C.’s forestry sector, focusing on growing innovation and the manufactured wood products sector.

All members of Cabinet are expected to review, understand and act according to the Members Conflict of Interest Act and to conduct themselves with the highest level of integrity. Remember, as a minister of the Crown, the way you conduct yourself will reflect not only on yourself, but on your Cabinet colleagues and our government as a whole.

I look forward to working with you in the coming weeks and months ahead.

It will take dedication, hard work, and a real commitment to working for people to make it happen, but I know you’re up to the challenge.

Sincerely,

John Horgan
Premier