

<p style="text-align: center;">NORTH ISLAND COLLEGE BOARD OF GOVERNORS REGULAR MEETING TO BE HELD VIA TELE & VIDEOCONFERENCE THURSDAY, APRIL 23, 2020 @ 1:00 PM</p>
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AGENDA

	Topic	Attachment	Action	Time
1.	CALL TO ORDER			(2 mins)
1.1	Acknowledgement of First Nations Traditional Territory			
1.2	Adoption of Agenda		To adopt	
2.	CONSENT AGENDA			(10 mins)
2.1	Minutes of the Regular Meeting of February 6, 2020	✓	To approve	
2.2	Executive Committee Report	✓	Information	
2.3	Finance and Audit Committee Report	✓	Information	
2.4	Governance and Human Resources Committee Report	✓	Information	
2.5	Board Objectives, 2020	✓	Information	
2.6	2020/2021 NISU Fee Letter	✓	Information	
2.7	President's Report, March 2020	✓	Information	
2.8	College Highlights Report	✓	Information	
2.9	Education Council Report	✓	Information	
2.10	Strategic Initiatives Division/NIC Foundation Update	✓	Information	
2.11	Correspondence and Information (Agenda item #5)	✓	Information	
3.	BOARD BUSINESS			(15 mins)
3.1	Government Mandate Letter, 2020/2021	✓	To approve	
3.2	Board Meeting / Planning Schedule, April, May, June 2020	✓	To approve	
4.	REPORTS			
4.1	President			(30 mins)
4.1.1	COVID-19 Pandemic Impacts and Planning		Information	
4.2	Executive Vice President, Academic and COO			(10 mins)
4.2.1	Approval of Credential and Tuition: Indigenous Language Fluency Certificate	✓	To approve	
4.3	Vice President, Finance and Facilities			(10 mins)
4.3.1	Budget 2020-2021	✓	Information	
4.3.2	Related Party Disclosure	✓	For action	

5. CORRESPONDENCE AND INFORMATION

(attachments)

- 5.1 Message from AEST Minister Melanie Mark re COVID-19 pandemic
 - 5.2 NIC Letter of Support for Port Alberni Dry Dock Project
 - 5.3 2019 Board of Governors Bursary Report
 - 5.4 Commonly used acronyms
 - 5.5 MAEST Media Release: Here2Talk counselling service
 - 5.6 Link to [Board Policies](#) and [Bylaws](#)
-

6. NEXT MEETING DATES

- Regular meeting – Thursday, May 28, 2020,
Komoux Hall Boardroom, Comox Valley Campus
-

7. ADJOURNMENT

2:30 pm

**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE KOMOUX HALL BOARDROOM
THURSDAY, FEBRUARY 6, 2020**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region
D. Bellrose, Student Representative
J. Bowman, President
M. Erickson, Faculty Representative
R. Everson, Community Member, Comox Valley Region
S. Frank, Community Member, Comox Valley Region
B. Harsell, Chair, Education Council
D. Hoogland, Support Staff Representative
A. McCubbin, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region, Vice Chair
V. Puetz, Community Member, Campbell River Region
J. Sawatzky, Student Representative

VIA TELECONFERENCE

J. Murphy, Community Member, Comox Valley Region, Chair
R. Hunt, Community Member, Mount Waddington Region

BOARD MEMBER ABSENT

P. Trasolini, Community Member, Comox Valley Region

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
C. Fowler, Vice President, Finance and Facilities
R. Heidt, Vice President, Strategic Initiatives
M. Herringer, Executive Director, International Education
K. Kuhnert, Associate Vice President, Student Services and Registrar
R. Reid, Executive Assistant, Board of Governors
W. Skulmoski, Manager, Institutional Research & Planning

1. CALL TO ORDER

E. Mosley called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

E. Mosley acknowledged that the meeting is being held in the unceded traditional territory of the K'omoks First Nations.

1.2 Welcome Board of Governors New Member/Oaths of Office

E. Mosley welcomed the new Comox Valley community representative, Sharlene Frank, to the Board. S. Frank read and signed her oath of appointment.

1.3 Adoption of Agenda

E. Mosley suggested making the NIC Faculty Association presentation as agenda item 1.4 NIC Faculty Association Delegation.

Moved D. HOOGLAND/Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 6, 2020 AS AMENDED.

Motion carried

1.4 NIC Faculty Association (NICFA) Delegation

NICFA President Shirley Ackland introduced members of NICFA's executive team and presented the priorities of the faculty association moving forward.

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of November 28, 2019
- 2.2 Executive Committee Report
- 2.3 Finance and Audit Committee Report
- 2.4 College Highlights Report
- 2.5 Correspondence and Information (Agenda item #5)

Moved J. ATHERTON/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF FEBRUARY 6, 2020.

Motion carried

3. BOARD BUSINESS

3.1 Comox Valley Student Housing Business Case

J. Bowman thanked staff who worked on putting together the business case for approval by the Board and the Ministry. The following points were raised:

- Indigenous Education Council and K'omoks First Nation members were consulted regarding the design of the buildings and support for students among others;
- The College will be the signatory to the debt financing;
- Over time, interest rates may become lower than the anticipated 3.5%;
- Rental revenue will cover debt repayments but efficiencies may have to be found in operations should rental revenue occasionally fall short;
- Debt financing will not preclude the College from pursuing other funding opportunities.

Moved M. ERICKSON/Seconded R. EVERSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE STUDENT HOUSING BUSINESS CASE FOR SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING ON FEBRUARY 6, 2020.

Motion carried

3.2 Governance and Human Resources Committee Report

D. Hoogland referred to the report, adding that the Committee will be meeting soon to start the review of Board policies. She enjoined other Board Members to review the bylaws and policies through their committees.

3.3 Draft Board Objectives, 2020

J. Bowman noted that the objectives are a product of the Board's annual retreat held in October 2019 and were included in the Board's meeting agenda of November 28, 2019. He suggests bringing back the objectives to the Board's June 11, 2020 meeting to review the Board's ongoing progress based on the draft objectives.

Moved D. BELLROSE/Seconded J. ATHERTON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE 2020 BOARD OBJECTIVES AS PRESENTED.

Motion carried

3.4 Board Meeting and Planning Schedule, 2020

J. Bowman presented the schedule for 2020 which will be regularly updated throughout the year.

3.5 Roundtable Board Member Reports

A. McCubbin, B. Harsell, D. Hoogland, J. Atherton and J. Sawatzky attended the NIC Employee Recognition event held on December 6, 2019 at the Crown Isle Resort.

D. Bellrose and J. Sawatzky helped organize and participated in the NIC student retreat held on Quadra Island on January 18 and 19. B. Minaker, E. Mosley and M. Erickson participated in the Plan2025 Committee meeting on January 22, 2020.

E. Mosley, A. McCubbin, B. Harsell, D. Hoogland, D. Bellrose, J. Murphy, J. Sawatzky, M. Erickson and V. Puetz were present at the official opening of the Campbell River campus on January 31, 2020. J. Murphy noted that, prior to the opening, she and members of the Senior Leadership Team (SLT) met with Transportation Minister Claire Trevena to brief her on the Comox Valley student housing and the Aboriginal Gathering Place projects. J. Murphy noted that the meeting was well received by the Minister.

J. Murphy, J. Atherton, A. McCubbin and E. Mosley attended the official announcement of the Health Care Assistant (HCA) program space at the former St. Joe's Hospital on February 3rd. Advanced Education, Skills and Training (AEST) Minister Melanie Mark led the event.

D. Hoogland invited Board Members to the student open house events at the Port Alberni and Comox Valley campuses on February 19 and 20, respectively. M. Erickson met with the recently appointed chair of the Comox Valley Chamber of Commerce.

R. Everson reiterated the role of the College in the communities it operates and how it impacts the growth of those communities and its families.

B. Harsell highlighted the work of Education Council (EdCo) in indigenizing programs by including relevant language in faculty qualifications such as requiring faculty to work with indigenous knowledge keepers and including indigenous cultural content in course descriptions.

J. Atherton attended a meeting of the NIC Foundation Board and a nursing student's leadership project featuring a comedy show on Medical Assistance in Dying (MAiD). R. Hunt volunteered to be part of the working group created following the September 2019 Post-Secondary Indigenous Board Members Gathering held in Vancouver.

J. Murphy and J. Bowman participated in a phone meeting with AEST Executive Lead Tony Loughran regarding regional representation, competencies and future needs of the NIC Board of Governors.

E. Mosley highlighted funding approval of the food hub project in Port Alberni. NIC has played an active role in the research involved in converting the former Port Fish building into a regional seafood-processing hub for small producers to handle and process finfish, shellfish and seaweed. The College is in

the initial stages of working with Community Futures to develop courses to assist local producers with food production and distribution improvements.

B. Harsell left the meeting at 1:46 pm.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, February 2020

J. Bowman noted that a global theme coming from his report is the success the College has had in building relationships with elected officials. He cited the participation of cabinet ministers and MLA Ronna Rae Leonard in various College events. J. Bowman also reported a chat with Katrine Conroy, Minister of Children & Family Development to seek support for a future capital funding application to build or expand a daycare building in conjunction with the Comox Valley student housing project.

4.2 Executive Vice President, Academic and COO

4.2.1 Program Cancellation: Coastal Forest Resource Certificate

L. Domae noted that the Coastal Forest Worker Certificate approved by the Board in April 2019 expanded and updated the curricula, replacing the Coastal Forest Resource Certificate which has not been offered since 2017. She added that EdCo already approved cancellation of the Coastal Forest Resource Certificate.

Moved M. ERICKSON/Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE CANCELLATION OF THE COASTAL FOREST RESOURCE CERTIFICATE PROGRAM, EFFECTIVE FEBRUARY 6, 2020.

Motion carried

4.2.2 Approval of Credential, Tuition and Fees: Coastal Forest Technology Diploma

The proposed diploma program builds on the Coastal Forest Resource Certificate and will be initially offered on a pilot basis in September at the Campbell River campus. L. Domae reported that the University of British Columbia (UBC) has expressed interest in developing a transfer agreement that will enable students to transfer to a UBC bachelor's degree program. D. Hoogland noted that applied programs such as this diploma provides opportunities for students to integrate applied education into an academic degree program should they wish to pursue higher studies.

Moved R. EVERSON/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL, COASTAL FOREST TECHNOLOGY DIPLOMA;

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE TUITION FEE FOR ALL RFT 101 – 108, 110 – 117, 200 – 207 AND 208-214 AT \$121 PER CREDIT;

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE LAB FEE OF \$65.00 FOR EACH OF RFT LABS 100, 101, 102, 104, 105, 106, AND 107;

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE LAB FEE OF FEE OF \$97.50 FOR EACH OF RFT LABS 103 AND 108;

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE LAB FEE OF \$50.00 FOR EACH OF RFT LABS 112, 201 AND 209;

EFFECTIVE FEBRUARY 6, 2020.

Motion carried

4.2.3 Fall/Winter Cumulative Stable Enrolment Report

L. Domae highlighted the following:

- Domestic enrolment is down 4% while international enrolment is up 9%;
- Downward trend in domestic enrolment is typical across the sector within the province;
- Significant decline in domestic enrolment shows in Adult Basic Education (ABE), Business and University Transfer programs while increased enrolment is noted in cost-recovery and one-time funded programs;
- NIC will be developing a Strategic Enrolment Management Review process to address challenges in domestic enrolment;
- Funding for programs, particularly one-time only funding, dictate how staff and faculty are hired to support those programs;
- Delivering in-community programs usually means fewer students per class.

Members of the Board raised the following points:

- The College should be prepared to admit a fair share of students if the downward trend of domestic enrolment reverses;
- The work in strategic enrolment management is critical in understanding where students go.

4.3 Vice President, Finance and Facilities

4.3.1 Third Quarter Results and Projection to Yearend 2019/20

C. Fowler reported a forecast deficit by fiscal yearend 2019/20 of around \$750,000. He attributed the forecasted deficit to reduced funding to support ABE programs, the implementation of the Employer Health Tax (EHT) and one-time expenditures coming out of the Campbell River campus project. C. Fowler added that planning for the next fiscal year's budget should allow for lower funding targets for ABE and EHT.

J. Murphy commented that she does not remember the College having a deficit at yearend previously. She stressed the need to understand why the College is incurring a deficit and ensure the College is taking appropriate steps to prevent future deficits. A. McCubbin expressed concern about the decrease in cash in the portfolio which he thinks will be repeated once the College undertakes the construction of the Comox Valley student housing. C. Fowler added that some of the expenses already incurred in the development of the Comox Valley student housing business case and the purchase of kitchen equipment for the Campbell River campus have also affected cash flow. The capital campaign for the Campbell River campus will be able to pay back a substantial portion of the campus' investment in equipment for the Campbell River campus.

J. Sawatzky joined the meeting at 2:57 pm.

4.3.2 2020/2021 Budget Preparation

C. Fowler provided a summary of the budget preparation for fiscal year 2020/2021, noting that the final budget will go to the Board for approval in April.

4.3.3 Campbell River Campus Project Summary

C. Fowler presented the report and noted that the provincial and federal funding for the project did not cover the cost of additional classrooms, equipment and other costs associated with program expansion and growth.

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Update

R. Heidt reported that the College's Centre for Applied Research, Technology and Innovation (CARTI) recently received a grant for a project that will investigate the effectiveness of kelp in mitigating the environmental impacts of logging operations on coastal areas.

4.5 Chair, Education Council (EdCo)

4.5.1 Education Council Report

The Board received the Education Council Report for February 2020.

5. INFORMATION

The Board received the following information items:

- 5.1 Board of Governors Calendar of Events 2020
- 5.2 Commonly used acronyms
- 5.3 President's Newsletter, January 2020
- 5.4 Order-in-Council #619: R. Everson and E. Mosley's reappointments, S. Frank's appointment
- 5.5 Link to [Board Policies](#) and [Bylaws](#)

6. NEXT MEETING DATES

- 6.1 Regular meeting – Thursday, March 19, 2020, Port Alberni Campus
- 6.2 In-camera meeting – Thursday, March 19, 2020, Port Alberni Campus

7. ADJOURNMENT

The meeting adjourned at 3:09 pm.

Eric Mosley, Vice Chair

Rachel Reid, Executive Assistant

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
March and April 2020

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

March 4, 2020

The Executive Committee met on Wednesday, March 4 with Jane Murphy (via teleconference), Eric Mosley, Jane Atherton, Rob Everson, John Bowman and Rachel Reid attending to discuss the following items:

- Board meeting agendas and schedule for March 19, 2020;
- Draft meeting minutes of February 6, 2020;
- Other Board business.

President's Report

J. Bowman reported that the Senior Leadership Team (SLT) will be meeting shortly to discuss contingency planning in the wake of the virus COVID-19 outbreak. He reported that colleges and universities have been following directions from government and sharing what their contingency plans are within the sector. J. Bowman added that SLT has been constantly updating the College community on general information around prevention of the spread of the disease.

J. Bowman briefly reported on the announcement of the provincial budget which includes a new access grant that is needs-based to assist students enrolled in programs under two year, continuing messaging on capital building, funding for Early Childhood Care and Education (ECCE) seats and support for former youth in care. He added that the College is still expecting to receive additional funding by fiscal yearend.

Activities for March 19, 2020

Tentative plans for the morning session of March 19 include:

- A presentation from ECCE faculty and students;
- Visit to the Tebo Centre;
- A discussion on the draft Plan20-25;
- An informal lunch meeting with members of the Port Alberni business community.

To accommodate a more fruitful discussion of Plan20-25, J. Bowman proposed moving the in-camera meeting from the morning session to the afternoon following the regular meeting.

J. Murphy requested to include a brief overview of the First Nations communities in the Port Alberni region as well as any partnership the College might have with them. She also asked that

an informal employee meet-and-greet be accommodated that day either during the visit to the Tebo Centre or during the lunch break.

Other Board Business

a) Planning for Advocacy Trip

J. Bowman proposed continuing this annual advocacy trip this year in light of the implementation of the new College strategic Plan 20-25 by the Board in April. He added that the trip will also be an opportunity to advocate for key strategic items like the Comox Valley student housing project and equitable funding for rural colleges like NIC.

b) Government's Mandate Letter, 2020

J. Bowman noted that although this year's letter does not stray far from last year's themes, there are a couple of new ideas being promoted by government for policy development: Gender-Based Analysis Plus lens and the Framework for Improving British Columbians' Standard of Living. The College will consider these themes when going forward, particularly in the context of the new Plan20-25. J. Murphy requested that the key points raised in the mandate letter be presented alongside the Board's and President's objectives for 2020.

c) Governing in the Public Interest, May 19, 2020

The names of the four newest board members will be forwarded to the organizers for possible participation at this year's conference organized by the Crown Agencies and Board Resourcing Office. These are Arlo McCubbin, Patricia Trasolini, Valery Puetz and Sharlene Frank.

Adjournment

The meeting adjourned at 9:53am.

April 9, 2020

The Executive Committee met on Thursday, April 9 with Jane Murphy, Eric Mosley, Jane Atherton, John Bowman and Rachel Reid attending via teleconference to discuss the following items:

- Proposed Board meeting and planning schedule for April, May and June 2020;
- NIC responses and plans vis-à-vis the COVID-19 pandemic;
- Draft agendas for April 23, 2020 Board meeting.

President's Report

J. Bowman provided a timeline of events from Government's direction surrounding the pandemic early March and what the College has been doing since then to support students and staff. He reported that the Ministry has been holding weekly phone conferences with the post-secondary institutions to provide direction and support. Since moving to online and other alternative modes of program delivery, a number of NIC students continue to complete their program requirements. J. Bowman noted that some programs that require face-to-face

interactions like practicums, lab and shop work were suspended. The College is now looking to the Fall term's program delivery based on various scenarios, whether in classrooms or alternate modes of delivery.

J. Bowman reported that the college recently received one-time only funding for both programming and as grant for assisting domestic students. SLT will report on this at the April 23rd Board meeting.

The Committee also discussed the following:

- Majority of students in semester-based programs like University Transfer were able to complete their programs;
- The College's current budget is balanced but its fiscal status will continue to be volatile going forward;
- Intake of international students for the spring/summer term has been deferred to Fall;
- Faculty have adjusted to online and other modes of program delivery;
- NIC's capital projects like the Comox Valley student housing and the Aboriginal Gathering Place in Campbell River could provide much needed employment in the construction sector post-COVID 19.

Proposed changes to Board meeting dates

With the cancellation of the March 19th Board meeting, J. Bowman proposed bringing forward key decision items from the March meeting to the April 23rd meeting which will be conducted via phone or videoconferencing. He also proposed new meeting dates May 28th and June 25th (instead of June 11th) going forward.

Port Alberni Floating Dry Dock Project

J. Bowman will be providing a letter of support for the Port Alberni project and will share the letter with the Board at a future meeting.

Adjournment

The meeting adjourned at 9:47 am.

BOARD OF GOVERNORS



Finance and Audit Committee
 Monday, March 2, 2020 3:00pm
 Komoux Hall Boardroom, Comox Valley Campus

Members present: M. Erickson (Chair), E. Mosley, A. McCubbin

Resources: C. Fowler (VP, Finance & Facilities), S. Fleck (Director, Finance), R. Reid (EA to BoG)

Call to Order

M. Erickson called the meeting to order at 3:00pm.

KPMG Audit Plan

C. Fowler introduced Liette Bates-Eamer and Julie Robinson of KPMG who were joining the meeting via phone to speak about this year's audit plan for the College. C. Fowler noted that the Office of the Auditor General (OAG) will be working with KPMG in an oversight audit capacity on this year's audit.

L. Bates-Eamer reported that KPMG completed the audit planning in December and will be back on site at fiscal yearend in early May to work with the College's Finance staff. They will provide an audit findings report to the committee at its meeting of May 25, 2020.

Referring to the audit plan, L. Bates-Eamer noted that they will be focusing on fraud risk, review of accounting estimates and address standard inquiries that are done on an annual basis such as compliance with laws and regulations. L. Bates-Eamer and J. Robinson left the meeting at 3:22pm.

The committee discussed asset retirement obligations (ARO) which is a new standard to be applied beginning April 1, 2021. The committee raised the following points:

- The College may not be impacted by asbestos-related issues given the newer buildings within its campuses;
- The College may have to consider increasing liability until retirement of assets of buildings;
- The College has already begun some of the work around ARO.

Campbell River Campus Aboriginal Gathering Place

C. Fowler briefly updated the Committee on the timeline of the Aboriginal Gathering Place construction project. An agenda item related to the project will go to the Board's March 19th in-camera agenda for the Board's approval.

Draft 2020/2021 Budget

C. Fowler reported a number of measures to mitigate the current draft budget deficit including adding an administration fee for every project submitted to one-time only funding, reducing costs for travel in certain project-based items and advocating for a one-time adjustment to tuition fees for some programs. In the future, senior management will also consider expansion of international education programming in the Campbell River and Port Alberni campuses to augment revenue.

The committee raised the following points:

- Objectives within the new Plan20-25 should be supported by future budgets;
- The College should maintain a conservative attitude towards its investment portfolio and be careful about increasing investment returns;
- The draft budget is on its way to becoming a balanced budget by yearend.

The draft budget will be presented to the Board at its March 19th meeting and a final budget for approval at its April 23rd meeting.

Policy Review

The committee agreed to postpone review of Board policies EL 6, 7 and 8 as well as College policies 6-18 and 1-09 to its April 6th meeting.

Large Payment Report

The Committee received the report for payments over \$50,000.

The meeting adjourned at 4:35pm.

Murray Erickson
Committee Chair

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS
MARCH 2020**

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
2.4 Governance and HR Committee Report**

February 7, 2020

Committee members Danielle Hoogland (chair), Jane Atherton, Barry Minaker and Jenny Sawatzky met on February 7, 2020 with John Bowman and Rachel Reid as resource persons.

2020 Committee work plan & schedule

The committee adopted the proposed work plan and schedule outlining meetings and agenda items until May 2020.

Review of governance policies

Committee members raised the following points:

- Each policy needs to be reviewed both individually and with knowledge that policies are interconnected;
- Policies need to be written with clear and concise language;
- In reviewing current policies or deliberating on possible new policies, consider: how should members conduct themselves in meetings, what is the board's role external to meetings, can we subsume role of chair into members' general roles.

The committee reviewed Governance Policy #1 – Governing Philosophy (formerly Governing Style & Commitment), using the Ministry of Advanced Education, Skills and Training's Governing in the Public Interest, module 1.

February 27, 2020

Committee members Danielle Hoogland (chair), Jane Atherton, Barry Minaker and Jenny Sawatzky met on February 27, 2020 with John Bowman and Rachel Reid as resource persons.

The committee reviewed work that was done at its last meeting on February 7, emphasizing that GP 1 should focus on “who” the Board is and “how” it conducts itself. It reviewed and amended GP policies 1 and 2 which will be submitted to the Board at its next meeting on March 19 for final review and approval.

Board of Governors Objectives 2020

A. Board Meetings

1. Strengthen board discussion regarding strategic and governance topics by dedicating additional board-day meeting time in the morning for “Committee of the Whole” work. (e.g. dialogue regarding major issues, special presentations, and engagement with community, students, college employees, etc.).
 - Committee of the Whole format adopted beginning September 2019 and is ongoing.

B. Board Development/Education

2. Strengthen board member orientation and ongoing development with additional education, information and discussion sessions regarding:
 - a. Governance: board types (public post-secondary institutions, others) , NIC board processes, policies, member roles and fiduciary responsibilities, government mandate;
 - New Board Member orientation held January 23, 2020 for S. Frank;
 - Comox Valley Student Housing Business Case approved by Board, February 6, 2020;
 - Governance & HR committee currently leads review of board policies with other board committees also reviewing policies related to their work;
 - Board to discuss Government's Mandate Letter, 2020/21 at April 23, 2020 meeting;
 - b. College: programs, services, administrative structure and roles, finance; use of technology to support access; news media relations; use of social media; marketing and communications plans;
 - Committee of the Whole session, February 6, 2020: News media relations and use of social media presentation, Comox Valley Student Housing Business Case Review;
 - NICFA presentation at start of regular meeting, February 6, 2020.
 - c. Roles and Relationships: Education Council, Indigenous Education Council (IEC) and NIC Foundation (NICF);

Date updated: Wednesday, April 15, 2020

Blue text - pending/in progress activity; Green - completed.

- Planned for in upcoming meetings.
- d. North Island First Nations' Cultures;
 - Planned for in upcoming meetings.
- e. Truth and Reconciliation Commission Calls to Action, and U.N. Declaration on the Rights of Indigenous People (UNDRIP)
 - .Planned for in upcoming meetings
- f. Other

C. Planning, Oversight and Performance Assessment

3. Participate in the development of, review and final approval of the new five-year strategic plan (College Plan20-25).
 - Ongoing, approval of Plan20-25 scheduled for Board meeting of May 28, 2020.
4. Determine appropriate measures for monitoring, assessing and reporting on the College's overall progress, as well as the President's, and Board/members' performance as part of the annual and multi-year planning, objective setting and review/reporting processes.
 - Annual Board Meeting and Planning Schedule maintained and regularly updated;
 - Plan20-25 to include assessment measures;
 - President's Performance and Compensation Committee managing the President's annual performance assessment.
5. Develop governance level "Dashboard" with key indicators for each college strategic plan priority to monitor status and assess progress, draw from the performance indicators in the Institutional Accountability Plan and Report (IAPR).
 - Preliminary list of KPIs presented at November 28, 2019 Board meeting, draft dashboard to be presented at May 28, 2020 Board meeting.
6. Hold at least one special Board meeting session to provide an opportunity for comprehensive review of important topics by the Board (e.g. Student Housing, Aboriginal education, Innovation).
 - Comox Valley Student Housing Business Case Review, February 6, 2020.

D. Board Engagement

7. Continue having student, faculty and staff presentations at Board meetings to support engagement and Board development.
 - Ongoing when able.
8. Develop and implement opportunities for Board Members to engage with business communities, and other community stakeholders/partners (e.g. First Nations, non-profit organizations).
 - Ongoing.
9. All Board members to be active in attending college and community events.
 - Ongoing; Board members regularly invited to attend college and community events.
10. Invite employees to attend Board meetings and hold meet and greet/mix and mingle opportunities with employees and students.
 - Ongoing when able.

E. Advocacy and Government Relations

11. Continue to engage in advocacy and to develop effective government relationships with local, regional, provincial and federal government partners (mayors, councilors; provincial MLA's and federal Members of Parliament).
 - Provincial government advocacy planned for May 2020 now postponed.



February 28, 2020

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 2020/2021 academic year are:

North Island Students' Union membership fee	\$14.12/month
	\$56.47/semester
	\$4.28/credit

Federation membership fee (BCFS)	\$2.65/month
	\$9.52/semester
	\$0.71/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 November 2, 2019.

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,

A handwritten signature in dark ink, appearing to read 'Andrew Dalton', with a large, stylized circular flourish at the end.

Andrew Dalton
Executive Director



**PRESIDENT'S REPORT
TO THE BOARD OF GOVERNORS
March 19, 2020**

Prepared by John Bowman

This report covers the time period from February 7, 2020 to March 18, 2020. 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.

College Plan20-25 Process

The first draft Plan20-25 ([available click here](#)) was published on January 15. Since that time, it has been discussed in detail by members of the College Plan Committee at four meetings held on February 11, 13, 14 and March 17.

College employees, students and members of the college community were also invited (through a [media release](#)) to provide feedback on the draft Plan20-25 by completing an [on-line survey](#).

Feedback provided by the College Plan Committee has been used in the development of second draft College Plan20-25 (dated March 11) which was reviewed by the Senior Education Team (March 12) and College Education Council (March 13) and will be reviewed with the Board of Governors (March 19). The feedback provided through these meetings will be considered for incorporation into a final draft Plan20-25 to be reviewed a meeting of the College Plan Committee on April 1.

College Mandate Letter, 2020/21

On February 26, the College received its Mandate Letter, 2020/21 from the Minister of Advanced Education and Skills Training Hon. Melanie Mark. The Mandate Letter sets out the government's priorities and expectations for the College in the coming year. New and notable references within the Mandate Letter include a focus on:

- [Gender-Based Analysis Plus](#) (GBA+)
- [Framework for Improving British Columbians' Standard of Living](#), Economic Plan 2019-20
- [BC Declaration on the Rights of Indigenous Peoples Act](#)
- [Clean BC Plan](#)
- [Canada's Digital Technology Supercluster](#)

The Minister asks that the College incorporate in our plans and make substantive progress on four specific priorities:

1. Supporting lasting reconciliation with Indigenous peoples;
2. Contribute to an accessible and relevant post-secondary system;
3. Develop and recognize flexible learning pathways for students; and
4. Strengthen workforce connections for student and worker transitions.

Provincial Government Budget, 2020/21

The provincial government tabled its budget for the 2020/21 fiscal year in the Legislature on February 18. Details are available on-line [here](#). New and notable in the budget for the post-secondary education system is the creation of an [Access Grant](#).

STUDENTS

Student Housing

The Business Case for the Housing Commons, Comox Valley Campus was formally submitted to the Ministry of Advanced Education, Skills & Training on February 6. Ministry staff are in the process of reviewing the business case and have advised us they will be in contact to discuss our submission in the next few weeks.

We are continuing work to prepare for the next steps in the project that would follow confirmation of the provincial government's funding approval including development of a communications plan and preparation for the procurement process to select a contractor to complete design and construction of the project.

Provincial Access Grant Announcement

On March 10, the Hon. George Heyman, Minister of Environment and Climate Change Strategy visited the Comox Valley Campus to publicly announce, on behalf of the provincial government, the new needs-based Access Grant program. Ronna-Rae Leonard, MLA Courtenay-Comox, also joined Minister Heyman for the announcement. The BC Access Grant complements the Canada Student Grant for Full-time Students, and enables BC students receive up to \$4,000 a year to help with the cost of programs leading to a degree or certificate.

Comox Valley ElderCollege (CVEC)

On March 16, I met with the Executive Committee of Comox Valley ElderCollege. During the meeting, we discussed the draft College Plan 20-25 and other topics of interest to ElderCollege. I also drew the winner from the CVEC's first online membership survey.

COMMUNITIES

North Island College Foundation (NICF)

On March 9, I attended a regular meeting of the NICF Board of Directors. The agenda for the meeting included presentations by Investment Management firms; and reports from the Chair, Executive Director, Treasurer and Secretary, and various Board Committees. We also discussed plans for the upcoming joint meeting of the NICF Board of Directors and the College Board of Governors on April 23.

PEOPLE

New Employee Orientation

On February 11, I participated in an orientation and welcome session for new employees at the Comox Valley Campus. It was my pleasure to meet and chat with new members of the college faculty, staff and administration.

Canadian Union of Public Employees (CUPE)

On March 9, I met with Michelle Waite, President of CUPE Local 3479. We discussed several matters relative to operational staff and I provided update on our progress regarding some of the major college initiatives.

Campus Town Hall Meetings

I participated in a Town Hall Meeting via Skype with the M̓ixalāk̓wila Campus in Port Hardy. The topics discussed at the meeting included: Program and Service Updates; College Budget 2020/21; Comox Valley Student Housing; and, the draft College Plan20-25.

COLLEGE

College Board of Governors

On February 7 and 27, I participated in meetings of the Governance and Human Resources Committee. The meeting agendas included a detailed review of College Board Governance Policies GP-1 and GP-2.

On March 4, I facilitated a meeting of the Board Executive Committee. The meeting agenda included a review of the draft agendas for the Board's March 19th business meeting and a review of minutes from the February 6th Board meeting. Other Board business included the planning for an advocacy trip to Victoria in April, government's 20/21 Mandate Letter and new Board member committee membership.

In addition, on March 4, the President's Performance and Compensation Committee met to review my draft President's Performance 2019 Year in Review Report and draft President's Performance Objectives, 2020/21.

MLA Ronna-Rae Leonard Meeting

On February 24, I met with Courtenay-Comox MLA Ronna-Rae Leonard to brief her regarding the College's Business Case for the Housing Commons at the Comox Valley Campus.

OTHER

Irving K. Barber B.C. Scholarship (IKBBCS) Society

On February 10, I attended a regular meeting of the Society Board of Directors. The agenda included Committee Reports (Indigenous Awards, Women in Technology Scholarships, Transfer Scholarships, International Scholarships and Communications) and Finance Reports.

BC Colleges (BCC)

On February 11, I participated in the BCC Council of Presidents (COP) Executive Committee meeting via teleconference.

On February 24, a face-to-face meeting of the COP was held at Camosun College in Victoria. Agenda items included a roundtable discussion on "Reimagining Post Secondary" with AEST DM Baskerville and Senior Executive Team. The guest speaker at lunch was Jim Beatty who discussed the current BC political environment. In the evening, a networking reception for government representatives and industry leaders was held at the Fairmont Empress Hotel.

On February 25, I joined BC's other 10 college presidents to celebrate the fourth-annual [BC Colleges Day](#). The goals of the day were to raise the profile of BC Colleges, grow the relationships between College Presidents and respective Ministers/MLAs, and to provide an opportunity for Ministers and Legislative MLAs to understand BC Colleges and College specific priorities.

A COP meeting was held in the morning of February 25 with AEST Minister Mark joining the presidents for a working breakfast. At the meeting, she was gifted with a booklet on BC Colleges Indigenous Success stories. Other agenda items included the strategic retreat discussion and a presentation on Cyber Security.

Kapi'olani Community College

On February 28, I was pleased to meet with the visiting delegation of faculty and administrators from [Kapi'olani Community College](#). NIC and Kapi'olani Community College have a long-standing partnership. During their visit, members of the College leadership teams, faculty and staff discussed what it means to become an Indigenous serving institution, possible partnership opportunities, field schools, student/faculty/administrator movement. The day ended with dinner and cultural sharing at K'omoks First Nation.

Vacation

I was on vacation February 17-21.

**NORTH ISLAND COLLEGE BOARD OF GOVERNORS
COLLEGE HIGHLIGHTS REPORT
MARCH 2020**

ACCESS AND REGIONS

Peer Tutoring

Submitted by Erin McConomy, Coordinator, Peer Tutoring, Writing and Math Supports

This semester we have 26 active peer tutors in a wide variety of disciplines including Business, Math & Sciences, Psychology, ABE, Aircraft Structures Technician, Health Care Assignment, Practical Nursing, and Early Childhood Care and Education. Tutors have been booked for a total of over 160 student appointments in which they support student content and skills learning, including general study skills as well as area specific skills.

We have seen an increase this semester in the number of tutors available at both the Port Alberni and Campbell River campuses (2 and 8 respectively) allowing us to provide greater supports to students in those campuses.

New this semester, NIC tutors have been going to the local Comox Valley high schools to help support Dual Credit students with the courses they are taking, specifically English and Psychology. We are working to create a supportive culture in which students of all levels and abilities are encouraged to ask for support to gain success, whatever that looks like to them individually.

Writing Support

Submitted by Erin McConomy, Coordinator, Peer Tutoring, Writing and Math Supports

Writing Support continues to be busy, especially at the Comox Valley and Campbell River campuses. We have had over 325 student appointments in the Comox Valley and over 110 in Campbell River so far this semester, including appointments at the Aboriginal Lounge in both locations.

In addition to individual writing support appointments, our writing support faculty went into 2 classes to provide in-class workshops tailored to the individual needs of faculty members and their students.

The winter semester is typically slower than the fall at WriteAway, the provincial online writing support platform. NIC students have submitted a total of 40 submissions so far this term, which equates to approximately 4% of the total submissions WriteAway has received. One NIC learner has this to say about their experience with WriteAway:

[The person who helped me] was an amazing tutor who gave a surprising quick and thorough response to my submission. I was not expecting you to get back to me so fast! You can tell that [the tutor] put a lot of effort into reading through my assignment and writing thoughtful comments. I can't believe more people don't make use of this tool! If I have time, I will definitely be handing in my second draft.

Math Support

Submitted by Erin McConomy, Coordinator, Peer Tutoring, Writing and Math Supports

Faculty math support at the Comox Valley has had over 110 appointments thus far, including some bookable appointments, offered for the first time this semester. Campbell River and Port Alberni have had a combined total of 40 appointments.

The statistics review sessions offered at the Comox Valley campus last semester have been continued and extended to the other campuses this semester, serving over 30 students between the three campuses so far.

In addition, faculty in these areas participated in a total of eight orientations this semester, and two dual credit information nights, speaking to a total of at least 225 students.

MIXALAKWILA CAMPUS- Port Hardy

Submitted by Donna Merry, Regional Manager, Mixalakwila Campus

Forestry Strike

The Mount Waddington region was hit hard by the United Steel Workers (USW) forestry workers' strike action and is breathing a collective sigh of relief now that a contract agreement has been reached. Many staff, faculty and students were directly affected by the strike action, and others by secondary impacts in the community, which weren't assisted by strike pay. Through the challenging months students have kept their focus and moved forward in their studies. It has been a remarkable year.



Pride Events at Campus

In spring 2019, NIC MX raised the pride flag at campus with the support of students from NIC and Port Hardy Secondary School, and community members. NIC's Mixalakwila campus supported the Port Hardy Pride committee by providing in-kind space for meetings and by partnering with Sacred Wolf Friendship Centre to host the first annual Pride Day events in Port Hardy- which gathered 100+ members and allies of the LBBTQ2S community to celebrate diversity.

Reconciliation Discussions

MX campus staff regularly engage in discussions about reconciliation, the TRC Calls to Action and UN Declaration of the Rights of Indigenous Peoples (UNDRIP), led by Sara Child, faculty and Aboriginal Education Facilitator, as well as classroom activities lead by Maggie Sedgemore, Campus Elder. On April 2, we will be visited by Cst. Mullen to learn how the RCMP is addressing reconciliation in the region.



Awí'nakola Pathway (land-based learning)

The Awí'nakola pathway grew out of reconciliation discussions within the Learning Council and is being offered this semester with instruction provided by Jo Medley, ABE instructor, and Wade Charlie, Kwak'waka culture and language expert and hereditary chief of the 'Nakwaxda'xw first nation. "Awí'nakola" means "we are one with the land and the sea". The students engage in classes Monday through Wednesday, with Tuesday afternoons focused on learning local practices and skills. The class recently helped to prepare locally hunted deer meat

into deer sausage ready to be smoked and sampled the following week. Over upcoming weeks, they will learn how to prepare and soften the hide for making medicine pouches, learning the language of their activities and sharing their knowledge of these practices. The class is engaged and learning from each other as well as the instructors.

Campus Luncheons

Every week students and staff join together for a simple lunch, generously supported by Campus Elder and member of the Kwakiult First Nation Maggie Sedgemore. Maggie prepares gourmet soups, often with traditional foods such as halibut or salmon, served with seaweed and eulachon oil (t'lina, pronounced “gleetna”) garnishes. Many students have had a chance to try these traditional foods for the first time. Students sometimes assist with the food preparation, and the activity has provided ways for students who are having difficulty to engage with the college in a restorative way. The weekly lunch brings students and staff together in a valuable, unstructured way and builds a sense of community at the campus. This activity also grew from reconciliation discussions on campus.

Community Outreach

NIC actively connects with community stakeholders to foster stronger linkages and grow new opportunities. Regular discussions with the school district and First Nations education coordinators help to build stronger partnerships and pathways for students. The Aboriginal Student Liaison and Education Advisor, Sandra Mountain, visits the high schools monthly and attends First Nations Education Steering Committee meetings quarterly. We'll be offering a youth summer camp on Sointula this summer through a connection with the Sointula Resource Centre. The college also connects regularly with the regional library, Chambers of commerce, Sacred Wolf Aboriginal Friendship Society, municipal governments and economic development organizations to stay current on learning needs in the region. The Learning Council, comprised of many of these organizations and more will reconvene this spring.

Local Representation

Regional Manager Donna Merry is part of the executive of three local boards: Vancouver Island North Training and Attraction Society which focuses on developing the local labour pool and attracting new talent to the north island; Mount Waddington Health Network which focuses on the social determinants of health and brings together a broad network of service organizations in the region; and the Mount Waddington Literacy Society. NIC supports the Mount Waddington Food Network and Neighbourhood Small Grants programs by stewarding their funds and providing meeting space for these community-building volunteer organizations.

Graduation 2020

MX campus is looking forward to graduating 30-35 students in June, from the Early Childhood Care and Education (ECCE) Certificate, Health Care Assistant (HCA) Certificate and Tourism Management Certificate programs. These students have studied full or part time, face-to-face, online and many evenings to complete their programs. Most of the ECCE students, including the small cohort at Alert Bay, are already working full time in the child care field. Most of the tourism students are employed in the field and completing their final courses online. The majority of the first cohort of HCA students who completed in August 2019 have been hired into positions in health care. The second cohort will complete in June.



Looking to the Future

NIC is actively pursuing funding to offer more cohort-based programming in the fall: Indigenous Language Fluency Certificate, Community Mental Health Worker Diploma and Human Service Worker-Education Assistant/Community Service Worker Certificate and is hopeful that these applications are successful to support this dynamic community.

TRADES AND TECHNICAL PROGRAMS

Highlights

PROGRAM OFFERINGS

Coastal Forest Worker Certificate

January 2020 saw the conclusion of the Coastal Forest Worker pilot offered in partnership with the Huu-ay-aht First Nation in Port Alberni. This 5-month cohort was an impressive example of collaborative programming between NIC, Huu-ay-aht First Nations and Western Forest Products. Graduates are now prepared to work safely and productively in a range of entry-level forestry and harvesting positions. For some of the students, this is a starting point of their careers in this ever-evolving industry while others will go on to explore the newly developed technologist program slated for the 2020 Fall term in Campbell River.

Brent Ronning, Education, Employment & Training Manager for Huu-ay-aht had this to say:

“The program was a huge success for HFN - in no small part thanks to the stewardship of Coleen MacLean.”

Student Ethan Little commented:

“I just graduated from high school last year, so when Brent phoned me about the Coastal Forest Worker program last summer I was interested. The course was four months and I wish it was longer! I really liked the people who were in the class with me, knowing they were there made it easier to go. An Elder and a few of Huu-ay-aht’s Foresters did a cultural part of the program. I think my favourite parts of the course were the wildland fire fighting, archaeology, and timber cruising. The training was done at my level.

The personal impacts this course had for me? It gave me lots of confidence, lots of motivation. This certificate can be used towards a Forest Worker diploma, which I’d like to take.”

Hatchery Operations Certificate

The Hatchery Operations Certificate program also came to a close mid-February. This was also another successful collaboration between NIC and the Homalco First Nation who received funding under the Indigenous Communities Stream of WorkBC’s Community Workforce Response Grant Program to support students seeking training in Hatchery Operations. Through theory and hands-on experience at local hatcheries and NIC’s new aqua lab, graduates are now successfully finding work at various hatcheries, including Homalco’s Orford Bay, where they will play a vital role in preserving fish stocks and supporting their communities social and economic development.



The two-week run of the Women in Construction Trades at our Port Alberni campus was another notch in Trades and Technical programs' tool belt. In addition to our lead instructor, Jim Lawson, students heard from six guest presenters/trades people in Parts Management, Auto-body Mechanics, Plumbing/Pipefitting, Painting/Interior Finishing, Electrical and Commercial Truck Driving. These industry specialists offered valuable personal insight into their career/workplace demands and rewards. They were all enthusiastic about sharing their experiences, were very frank in their discussions about the challenges that women face in their field and were all very proud of their personal accomplishments in what are/were commonly thought to be, male dominated industries.

Each student also earned their Level 1 Occupational First Aid certificate and were introduced to Doug Podetz from the Industry Training Authority who spoke about apprenticeship opportunities and demands.



Lead instructor Jim Lawson: *All of the Women in Trades students expressed their appreciation for the opportunity to experience a day in the shops as NIC students. "Not only was it fun, but it was made very clear that this is a skillset I could master and make a good living at."*

Awards

On February 21st the Executive Board of Directors for Pacific AME Association presented Aircraft Structures student, Griffin Windsor, with the \$500 2020 Pacific AME Association Bursary. Each year the association awards this bursary to students who excel in their field and who would benefit from some financial assistance. Griffin was very grateful to be the recipient of such recognition. Congratulations Griffin! (seen here with fellow classmates and instructor David Nilson)



Events

Open Houses

The Port Alberni and Comox Valley campuses held their annual Open Houses February 19th and 20th. These events are our foremost opportunity to connect hundreds of high school students with our trades faculty through discussion and hands-on demos. Port Alberni welcomed over 150 students and Comox Valley saw over 1,000 students exploring the various NIC displays and delving into the many different opportunities available for entering post-secondary education at North Island College.

The Bistro at NIC

Chef Xavier Bauby and the Professional Cook Students have been busy...

- **January 10th** was the official opening of the Bistro for lunch service at the Campbell River Campus. The first two weeks saw the students easing into the atmosphere of a professional restaurant and with the menu varying weekly they had the opportunity to practice and showcase their skills. Since then the Bistro has rapidly built a strong base of support from the community and campus faculty and staff. Many of the clientele being repeat customers. Currently the Bistro is sold out for bookings right up to the last day of service, March 12th. It has been a great success and Chef Bauby is very proud of his students' accomplishments with reservations already pouring in for the start of the *Evening Service* in April.

A few items from the Bistro Menu:



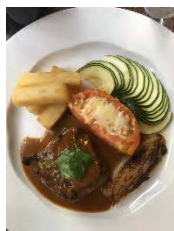
Leek Potato
Puree



French Onion
Soup



Bistro Salad



New York Steak



Poached Salmon



Apple Tart

- **January 27th** Chef and his students hosted a *chocolate* demonstration with Guest Chef Greg Hook from Chocolate Arts in Vancouver. This workshop was offered by *Cacao Barry*, one of the top 3 Chocolate Companies in the world. The Culinary students had a 3 ½ hour personal workshop followed by another 3-hour session for chefs invited by NVICA (North Vancouver Island Chef Association) chapter.
- **February 21st** Six volunteer students and Chef Xavier were in attendance for the Western Conference of the Chefs Association where they prepared appetizers for the evening event. In addition to the NIC booth, five other Chefs from the Comox Valley were also present. Students were given the opportunity to assist each Chef at their individual tables:
 - Chef Ronald St Pierre from Locals
 - Chef Avi Steinberg, VIU
 - Chef Jonathan Frazier from Blue Spruce
 - Chef Palardy from Gourmet Trail
 - Chef Pierre Conroy, Graduate of NIC

The following night, an additional six Culinary students and Chef Xavier went to cater an appetizer evening at The Shelter Point Distillery as part of the same conference. Again, the students provided assistance with preparation and presentation to the guest chefs:

- Chef Ronald St Pierre from Locals
 - Chef Yolanda McLaren, Custom Gourmet Catering.
- Chef and the Culinary Arts students will also be looking forward to the upcoming Global Flavors event on March 13th with the students from NIC's Tourism and Hospitality Management program accompanied by their instructor Pedro Acosta at the 40 Knots Winery.

Forestry Networking and Social Event

On February 13th, NIC hosted the Campbell River Forest Education Association's (CRFEA) Forestry Education Event. The focus of the event was to show appreciation to industry leaders for their support and input into the development of the Coastal Forest Worker Certificate program and the newly developed Coast Forest Technology Diploma program set to be launched in September 2020. The event provided attendees a chance to re-connect and network with their colleagues from the Forestry sector while updating them on the Carihi and NIC forestry programs, and how they can link to each other.

This well attended event generated overwhelming positive interest in NIC's new Coastal Forest Technology program, including interest in much-needed employer sponsored students. Thank you to CRFEA directors for their support and firm belief in the forest industry and the need for continuing and regional education.

A special *Thank You* is also extended to Chef Xavier Bauby and his Culinary Arts students for their catering expertise!

How Are We Doing?

The beginning of the 2020 Winter Term has seen the wrap up of 5 Apprenticeship cohorts in Carpentry, Heavy Mechanical, Electrical and Plumbing but that doesn't mean Trades and Technical programs will be slowing down.

In total, January through May will see the startup of four Foundation programs in Carpentry (both Comox Valley and Port Alberni), Electrical, Welding and Plumbing and Piping. Additionally, there are 5 Apprenticeship Levels in Carpentry, 6 Electrical, 2 Heavy Mechanical and 2 Plumbing.

But wait! THERE'S MORE...Trades and Technical also has Professional Cook Level 1 in Port Alberni and Professional Cook 2, Aquaculture Technician and two cohorts of the Trade Sampler at the Campbell River Campus.

Looking Ahead

There are two new exciting developments in our future!

Metal Fabricator Foundation Program

Last offered in 2016, September 2020 will see the re-launch of the Metal Fabricator Foundation Program at the Campbell River campus. The program is 23 weeks in duration and offers pre-apprenticeship training in Metal Fabrication but is also for current welders seeking to expand their skill set for employment in this Red Seal trade. Graduates will find a wide variety of entry-level positions throughout industry in metal fabrication shops, construction, mining and boat building.

Coastal Forest Technology Diploma Program

This 2-year diploma program has been designed and developed in direct response to the skills and training needs identified by industry leaders. Focused on applied and experiential learning graduates will be prepared to keep pace with the latest practices and technologies demanded by the BC Forestry Sector.

Recent feedback from Association of BC Forest Professionals (ABCFP) states:

“The Association of BC Forest Professionals welcomes the launch of the new coastal forest technology diploma program to serve students on Vancouver Island seeking to become Registered Forest Technologists. As the provincial regulator for all forestry professionals, the ABCFP is pleased that North Island College is seeking accreditation for the program, a move that will benefit students by providing a clear and direct pathway into the forestry profession,” Christine Gelowitz, RPF, ABCFP CEO.

OFFICE OF GLOBAL ENGAGEMENT

Port Alberni ECCE Cohort

Submitted by Mark Herringer

Our first international ECCE cohort of 13 students has settled exceptionally well at the Port Alberni campus and in-community. (see attached photo). The students are supported by the PA campus faculty and staff as well as regular visits from the International Student Advisors (ISA) and the Global Engagement Liaison (GEL) from the Comox Valley OGE office.

International students and the OGE were very pleased to be involved with the Student Life department and NISU in the Thrive Week activities in February. ISA's and GEL's supported the open house events at both CV and PA campuses with information sessions on study abroad and how to transition from BC high schools to NIC as an international student. Plans are in the works for a Holi celebration at each campus later in March.

OGE Manager Operations, Jennifer Barth, is a member of the Welcoming Communities Coalition in both CV and CR. This coalition is coordinated by the Immigrant Welcome Centre and brings together local stakeholders in each community for the purpose of identifying projects and efforts to build welcoming and inclusive communities on North Vancouver Island.



Partner Visits from Japan and Hawaii

Submitted by Mark Herringer

The office of the Executive Vice President Academic and COO hosted two partner groups on campus February 27-29 from Japan and Hawaii.

The Japan group from Mio Wakayama, Kyoto University of Foreign Studies and a representative from Vancouver Island University were hosted for lunch at the Third Course Bistro together with representatives from NIC and Campbell River Mayor Andy Adams to begin discussions around the proposed research project titled: 'From Mio: Rediscovering Japanese Canadian Transpacific Historiographies for Glocal Community Building'. The representatives then visited City Hall and the Campbell River Museum and on Friday, joined by a representative from Wakayama University and our visitors from Hawaii at K'omoks first nation for dinner, cultural experience, singing and dancing.

As noted on Friday, four representatives from Kapi'olani Community College visited NIC to explore with NIC, challenges and opportunities in discussion around themes related to becoming indigenous serving institutions. Participants from Kapi'olani were joined by four Elders in Residence, Kelly Shopland, Neil Cruickshank, Mark Herringer and Lisa Domae for a day-long discussion comparing institutional experience and considering how to maintain sustainable exchange and dialogue.



Photo: Paddle gifted from Nawa'a Napoleon, Dean of Humanities at Kapi'olani.

COVID 19 Update

Submitted by Mark Herringer & Junko Leclair

Due to COVID-19, international recruitment has become even less predictable. Many institutions are re-routing or extracting their international recruitment staff travelling overseas and revisiting recruitment strategy, with the hope that we continue to recruit students to meet the mandate of our respective institutions. The virus has made an impact on our international recruitment season. NIC has certainly experienced the effect of COVID-19, and this has restricted a lot of face-to-face recruitment opportunities in many Asian countries. It also has a significant impact on partner visits in Asia. Despite the lack of presence, OGE continues to seek any available chance to recruit, connect, and maximize our reach to students and partners.

COVID-19 has also led to the postponement of the Asia Pacific Association of International Education (APAIE) conference to March 2021 which was to be held this month in Vancouver. This was the first time in its history that this conference was to be held on this side of the Pacific and NIC was (and will be) a participant in the Canada Pavilion and had organized pre- and post- APAIE partner visits from Germany, France, Belgium and Canada to NIC during this time. We anticipate still seeing some of those partner visits, but some have cancelled. NIC will now prepare for the conference next year in Vancouver.

Recruitment and Representatives Update

Submitted by Junko Leclair

After the departure of Sophia Duong, our former Vietnam representative, international recruitment team is now fully staffed again. Linh Main Dieu has replaced Sophia and now she is in training to take over Vietnam, Philippines and Indonesia. Linh will begin her recruitment in Vietnam, take over Philippines from me at the next available occasion to meet together in the Philippines, and she has joined me in Indonesia to research and open the market for NIC.

Our India representative, Agnel Worth, continues to be active in India, Bangladesh and Sri Lanka. Our China representative, Victor Liu, has restricted recruitment opportunity at this point. We have cancelled our participation in Taiwan fairs though he continues to recruit online through our trusted agents and school counsellors.

Illume Student Advisory visited Africa, Bangladesh, Pakistan and India, and they continue their recruitment journey to available Middle East countries. We recently hired a consultant, Ewerton Lacerda, to introduce NIC to Latin America and Caribbean, especially Colombia, Mexico and Jamaica. Applications are trickling in from Colombia and Mexico for NIC and we hope to expand our reach in these countries over the next few years.

STUDENT SERVICES AND REGISTRAR

Student Services

Submitted by Felicity Blaiklock

The international student cohort for Early Childhood Care and Education was welcomed January 21st at the Port Alberni campus. The students received tours of the community and of the NIC campus, and were treated to a pizza lunch. This was a great opportunity for staff, faculty and the students to connect, and has resulted in an easier transition for the students, who have settled in nicely.

NIC's first Thrive Week was a success. Thrive Week originated at UBC 10 years ago with the goals of promoting mental health literacy, creating a supportive campus culture, and ensuring that faculty, staff and students have the resources to help them understand mental health issues and improve coping skills. We received permission from UBC to start our own Thrive Week using the framework already established. Thrive Week took place the week of February 3, 2020 and featured a variety of interactive, educational, and fun events throughout all NIC's campuses. Staff, faculty and students took part in the development and coordination of events, and over 300 students, staff and faculty participated in the events themselves. Some highlights include:

- ✚ Cookies, Coffee and Kindness events in Campbell River and Port Alberni where students wrote down what makes them thrive on a board, and in return they were given free coffee and treats. Both campuses also hosted Art Therapy sessions, and Campbell River had a gratitude tower in the student commons.



- ✚ Comox Valley Campus offered a free breakfast to all students, as well as a number of other events, such as Minute to Win It games, yoga, and a nature walk.
- ✚ Port Alberni supplied fruit and snacks every day, and hosted several events including yoga, meditation, a campus trail walk, DIY Stress Balls, Colour Me Happy, Movie and Popcorn, and a Coffee, Cookies, and Connections event for our trades students at the Tebo campus.
- ✚ Mixelakwila campus students participated in time management and study skills workshops and cheered on classmates in fun minute-to-win challenges. They added their claims for what makes them thrive to the Thrive Tower, and students and staff joined together for lunch prepared by their very own campus Elder Maggie Sedgemore. A yoga session was also enjoyed as part of the day's activities.
- ✚ Thrive goodie boxes with a variety of resources left in all employee staff rooms campus-wide.
- ✚ NISU provided a breakfast on all campuses.
- ✚ A group of BSN Year 3 students organized games and information tables on the CV campus all week.
- ✚ The NIC library created an incredible week-long schedule of events that incorporated book displays, activities such as art therapy and knitting, daily affirmations and wellness 'kits' that could be checked out for group or individual use.



Plans to formally adopt the **Okanagan Charter** at NIC are under way.

The Okanagan Charter is an International Charter for Health Promoting University and Colleges and calls on post-secondary schools to embed health into all aspects of campus culture and to lead health promotion action and collaboration locally and globally.

Created in June 2015, the Charter provides institutions with a common language, principles, and framework to become health and wellbeing promoting campuses.

With the development of the NIC College Plan 20-25 and the on-going work of the Mental Health and Well-being committee, President Bowman recognized that this was an opportune time to promote and enhance the many ways in which NIC is already committed to the health and well-being of our campus communities.

Library and Learning Commons (LLC) Update

Submitted by Mary Anne Guenther

Members of the NIC Library & Learning Commons are planning to present at the annual Vancouver Island Library Staff Conference (VILSC) on Friday, May 1, 2020 at the University of Victoria.

This year's conference theme is Healthy Communities and we are planning to present two 'Lightening Talks' on how the Library & Learning Commons has repeatedly demonstrated a continued commitment to develop and support healthy communities for both students and staff. The presentation will focus on our initiatives in developing wellness and self-care programming including the *LNAP* (Late Night Against Procrastination), *Thrive Week* and *Love Your Library* events. We will also discuss how we have created

environments that promote well-being and inclusivity through collection development and online resources such as *21 Things You May Not Know About the Indian Act*, *LGBTQ2+*, and *Mindfulness*.

The Campbell River campus library is hosting a *Love your Library* week, which kicks off on March 2nd with free printing, extended hours to 8:00 pm and pizza. Generous donations from the Student Association and Thrifty Foods will cover refreshments and food throughout the week. Other events include a poetry contest and *Food for Fines*, the proceeds of which give back to NISU for students in need. Additional staff from CV will be on hand for drop-in research and citation help throughout the week and two workshops on prepping for summer work and study skills are being held.



Each year, the North Island College welcomes high school students throughout the region onto campus to showcase the varied and unique opportunities that are available to students after high school. There were over a hundred faculty and staff members who came together to make the event happen. We are certain the success of the day is rooted to our shared dedication to student success and our pride in NIC. The College hosted two events:

[Port Alberni Open House](#), Feb 19 welcomed over 150 high school students.

[Comox Valley Open House](#), Feb 20 welcomed over 1,000 high school students.

[Watch the video from Open House 2020](#)

Key achievements:

- Increased attendance of Timberline Secondary (SD72) students from 1 bus in 2019 to 3 buses in 2020.
- Discontinued student goody bags, low-value merchandise and print material giveaways.
- Reformatted the [event guide](#) to support student's ability to navigate the event
- Increased the number of classroom sessions from 41 in 2019 to 47 in 2020
- McDonald's donated products and services tell us they served over 1100 cups of coffee.
- Introduced [Comox Valley online schedule of sessions](#)
- Supported attendance of sessions with well received MacBook Air competition
- Supported social media engagement with High School audience through [Instagram competition](#)

Attendees from the Following School Districts:

SD70 Alberni

SD72 Campbell River

SD71 Comox Valley

SD47 Powell River

SD69 Qualicum

SD85 Vancouver Island North

SD84 Vancouver Island West

What the counsellor said

Greg Freethy, [District Lead - Career Education Programs Alberni District Secondary School \(SD70\)](#)

"... since this event we have seen a huge increase in the number of students visiting the ADSS Career Centre to access information regarding NIC courses and programs that might be available to them next year (with Dual Credit opportunities) and beyond. In other words, the current format and purpose of the North Island College Open House event is working!"

We asked students what the best thing about the day was, they told us:

"Meeting Chef Xavier Bauby and learning about culinary"

"I touched a pig's heart"

"Science, the prof was very passionate, and I loved it."

"The Fine Arts tour and button-making"

"Learning about psychology and love"

"Falling in Carpentry"

Kathleen Kuhnert Associate Vice-President, Student Services

Alex Khan, Director Marketing & Communications

NIC School of Fine Art + Design (SFAD)

Update on WINTER Activities 2020 for NIC Board of Governors

Gordon Hutchens recipient of a Carter Wosk Award of Distinction in Applied Art and Design



Gordon Hutchens (middle) received his award from Judson Beaumont (right), a Carter Wosk Alumnus and BC Achievement vice chair Christopher Gaze

The **Carter Wosk Award** honours Gordon Hutchens' career as a master potter and describes him as a producer of a "wide variety of work from sculptural to functional and utilizes an extremely broad range of techniques." Hutchens' pottery "allows everyday objects to transcend their practical nature with magic and beauty," states the ceremony program.

An instructor at NIC since 1999 and a Denman Island resident, Hutchens has exhibited his work around the world, in 25 one-man shows and more than 70 group exhibitions. NIC Fine Art Diploma Program is fortunate to have Gordon teach ceramic courses, sharing his years of research and experience with the students is a privilege for our program.

Internationally acclaimed designer back in class at NIC



Internat

Local graphic designer Laura Prpich is sharing her knowledge and talent with students enrolled in NIC's Interactive Media-Communication Design diploma.

Prpich is an internationally respected designer who returned to the classroom with two new items on her résumé — JUNO Awards judge and global lecturer.

Prpich travelled to Kuwait's Sheikh Jaber Al Ahmad Cultural Centre at the invitation of -ing Creatives — a respected education NGO in the global creative community — to lecture and run a workshop on sustainability in package design.

Prpich was also invited to judge the 'Best Album Artwork' category for the 2019 JUNO Awards.

NIC School of Fine Art + Design (SFAD)

Update on WINTER Activities 2020 for NIC Board of Governors

EcoPoxy Art Casting Workshop a Success!



The two workshops welcomed over 80 participants to the Shadbolt Studios

NIC's School of Fine Art + Design hosted two successful workshops at Shadbolt Studios: EcoPoxy Art Casting and a Live Edge Tables Workshop. Both events were free and open to the public and were an excellent opportunity to learn new material practices and techniques. It was also great to see several NIC students in the crowd. This event was sponsored and facilitated by Industrial Plastics and Paints, EcoPoxy, Island Valley Prototyping and NIC's School of Fine Art and Design. A great collaboration of education and industry!

ART EVENT 2020!!!



Art Event 2020, the annual art show featured new work from first and second-year students in Fine Art + Design programs and disciplines, including fine art, photography and interactive media. The exhibition showcased artwork created in a wide range of mediums: printmaking, video, painting, drawing, ceramics, photography, graphic design, digital media and sculpture. A great opportunity to celebrate our students' hard work and development. This show was open for three days welcoming the high school groups on NIC Open House Day, the opening celebration welcomed over 300 people, and the Saturday viewing greeted over 90 visitors. A successful event connecting the arts and culture community. A thank you to our students, faculty and staff for all your hard work to bring this great event to fruition.

Art Event 2020 posters designed by Marlee Pestel (IMG Student)


NIC School of Fine Art + Design (SFAD)

Update on WINTER Activities 2020 for NIC Board of Governors

Figure Drawing Course open to the public

**ARTS 5124
FIGURE DRAWING**

This is a non-instructional program for students to work independently on observation skills and techniques in drawing and painting with the model.



Dates: Sunday, Jan. 26 - March 22*
Times: 1:00 pm - 4:00 pm
Location: Shadbolt Studios Rm 109
Maximum number of students: 20
Cost: \$30
Students must be registered in ARTS 5124 to participate.


School of Fine Art & Design

Students are required to bring their materials.
Easels & drawing or painting boards are available for use.
No prerequisite. Students must be 18 yrs or older to register.
For further information contact Linda.Perron@nic.bc.ca

*No session February 16 & 23, 2020
There will be no sessions to other studios during the life drawing sessions.

**ARTS 5124
FIGURE DRAWING**

This is a non-instructional program for students to work independently on observation skills and techniques in drawing and painting with the model.



Dates: Sunday, Oct. 6 - Sunday, Nov. 24*
Times: 1:00 pm - 4:00 pm
Location: Shadbolt Studios Rm 109
Maximum number of students: 20
Cost: \$30
Students must be registered in ARTS 5124 to participate.

School of Fine Art & Design

Students are required to bring their materials.
Easels & drawing or painting boards are available for use.
No prerequisite. Students must be 18 yrs or older to register.
For further information contact Linda.Perron@nic.bc.ca

*No session October 13, 2019
There will be no sessions to other studios during the life drawing sessions.

Fall 2019 + Winter 2020 NIC School of Fine Art + Design featured Figure Drawing classes, a series of eight 3- hour non-instructional classes that were open to the community, an opportunity to build figure drawing skills working with live models. Registration was only \$30 each term; the fine art department's effort to make this learning exchanges accessible to the community. The classes welcomed participants from the community, NIC student body and administration.

Comox Valley Art Gallery Project Room: featured *BESIDE* new work from NIC Sculpture and Integrated Art Practices course



North Island College Fine Art students studying Sculpture and Integrated Practices have collated their work in an incubator project with the support of the Comox Valley Art Gallery Project Room. This is a visual representation, of a diverse group of artists, showcasing the primary concerns that they have worked on throughout this past academic year.

"Working side by side with clay, plaster, metal, video, text and wax we wove our processes together. We inspired and energized each other. Our individual understandings expanded through discussion, storytelling, critiques and sharing".

– Collective Statement

Artists: Mona Baker, Janina Brugman, bobbi denton, Tina Filippino, James Kormansek, Bran Mackie, Spencer Sheehan-Kalina, Kelly Wilson



NIC School of Fine Art + Design (SFAD)

Update on WINTER Activities 2020 for NIC Board of Governors

New Alumni Exhibition at SFAD Exhibition Satellite Space @ Lewis Center



NIC School of Fine Art + Design opens a new show at the satellite exhibition space at Lewis Center featuring Alumni Artists: Sarah Bergeron, TaraLee Houston and Jessie Zelko. A great project that connects our arts and culture programming with the larger community.

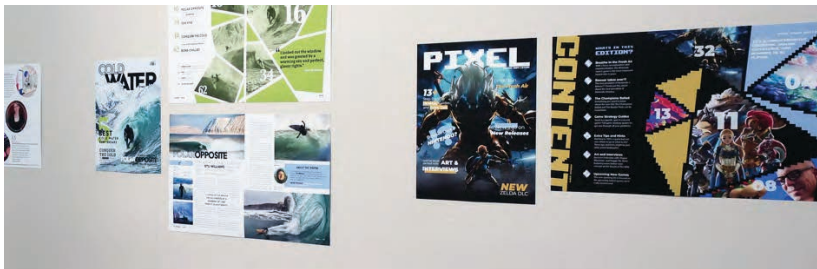
Digital Design and Development the new face of NIC's Interactive Media

DGL

Digital Design and Development will be the new name.

The faculty have been working hard over the past two years to revise the programs curriculum ensuring to align with industry demands. The new course coding will be DGL is already posted the NIC website ready for the coming academic year.

Raven Hall Gallery Exhibition showcases work by Digital Design + Development Students



A new show at the Comox Valley campus exhibition space Raven Hall Gallery. Featuring new works by current students in the Digital Design + Development: Communication Design Diploma. The work

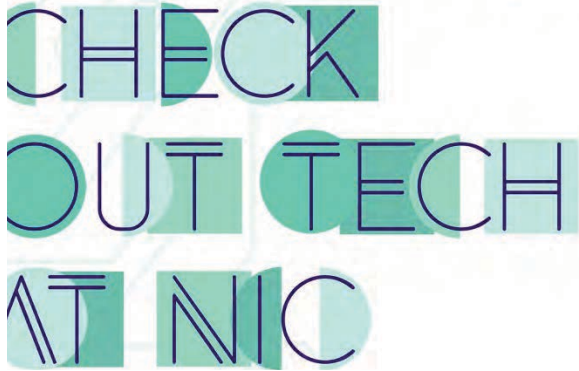
NIC School of Fine Art + Design (SFAD)

Update on WINTER Activities 2020 for NIC Board of Governors

UPCOMING EVENTS

Tech Day at North Island College

Do you love creating? Problem solving? Idea sharing?



TECH DAY is a joint venture of North Island College Programs that connect to the Tech Industry: Interactive Media, Professional Photography, Computer Information Systems, Engineering Foundations and Industrial Automation. This event will host SD71 Secondary students in three waves of activities: Info Sessions + Campus Tours + Grad Show Tours. An event to showcase the diverse tech opportunities that North Island College has to offer!

=

Interactive Media Grad Show + Advisory Panel



SAVE THE DATE!

Interactive Media Grad Show + Advisory Panel May 1st!

Come and celebrate the IMG students! The students will showcase their portfolio work. Event is free and everyone is welcome. Stay tuned for event details.

Artist Talk: France Trépanier



France Trépanier is a visual artist, curator and researcher of Kariien Kena:ka and Ancestry. Her practice is often informed by strategies of collaboration. Sometimes, the public is invited to intervene and transform the artwork. Sometimes it is within the creative process itself that the collaboration is realized. France creates installations, using video and the web and produces scale drawings. Her artistic and curatorial work has been presented in many spaces in Canada and in Europe. Her artworks are included in various public and private collections, including the Museum of Civilization in Quebec, the Indigenous Collection of the Indigenous-Crown Relations and Northern Affairs Canada and the Inuit Centre Art Collection. **Artist Talk March 12 6:30-7:30. Stan Hagen**

NIC School of Fine Art + Design (SFAD)

Update on WINTER Activities 2020 for NIC Board of Governors

Fine Arts Students to participate in Central Island Arts Tour



Fine Arts Students will be participating in the Central Island Arts Guide + Tour May 29, 30 +31 (10am -4pm) @ Shadbolt Studios 109

This weekend event is organized Comox Valley Arts Council that feature central island artists (Parksville to Campbell River), the council creates an essential and comprehensive Arts Guide to makers, creators and arts service providers in the region. Fine Arts Students who choose to participate will set-up booths showcasing their works in the Shadbolt Studios. It is an opportunity for community members to meet the artists and learn about their creative processes. **Event is free. everyone is**

NIC Artist-in-Residence Brendan Tang

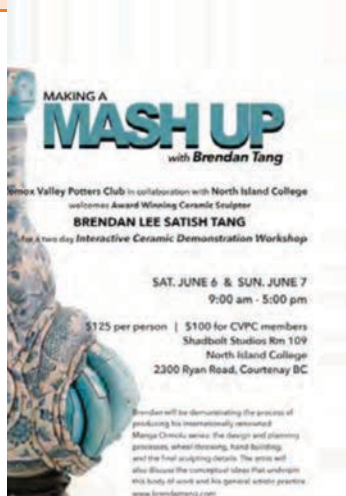


Brendan Lee Satish Tang will be the NIC Artist-in-Residence May/June 2020.

Brendan Tang is a visual artist who is internationally recognized for his sculptural ceramic work. He received an MFA from Southern Illinois University Edwardsville, a BFA from the Nova Scotia College of Art and Design.

Tang's work explores issues of identity and the hybridization of our material and non-material culture while simultaneously expressing a love of both futuristic technologies and ancient traditions. Although he is primarily known for his ceramic work, Tang continues to produce and exhibit work in a wide variety of mixed and multiple. Tang will be utilizing the Shadbolt Studios over a 6-week period to develop

Upcoming workshop: Making a MASH



Comox Valley Potters Club in collaboration with NIC School of Fine Art + Design welcomes award winning ceramic sculptor Brendan Tang for a two-day Interactive Ceramic Demonstration Workshop

Sat June 6 + Sun June 7 9am-5pm

\$125 per participant / \$100 for CVPC members

Shadbolt Studios Rm 109

Everyone is welcome.

Registration Contact: Ellen Statz ellen250@shaw.ca

Brendan will be demonstrating the process of producing his renowned Manga Ormolu series: the design and planning processes, wheel-throwing, hand-building and final sculpting details. The artist will discuss the conceptual ideas that underpin this body of work and his general practice. **www.brendantang.com**

CAMPAGNOLO LECTURE RETURNS WITH SENATOR MURRAY SINCLAIR

Canadian Senator Murray Sinclair will be the featured speaker at the annual Campagnolo Lecture in Restorative Justice.

The Campagnolo Lectures are hosted by the Comox Valley Community Justice Centre, in partnership with North Island College and School District 71.

"We are honoured to have Senator Sinclair join us this year to share his thoughts and experiences on restorative justice, Aboriginal law and the Truth and Reconciliation commission," said Bruce Curtis, chief administrator of the Community Justice Centre.

Called to the Manitoba Bar in 1980, Senator Sinclair has had a distinguished career with a legal practice focusing on civil and criminal litigation, human rights law and Aboriginal law. He was the first Aboriginal Judge appointed in Manitoba and served as co-chair of the Aboriginal Justice Inquiry in Manitoba and as Chief Commissioner of the Truth and Reconciliation Commission (TRC).

As head of the TRC, he participated in hundreds of hearings across Canada, culminating in the issuance of the TRC's report in 2015. He also oversaw an active multi-million dollar fundraising program to support various TRC events and activities, and to allow survivors to travel to attend TRC events.

Upon his retirement from the Bench in 2015, he was asked by Manitoba's Indigenous community to allow them to nominate him to an appointment to Canada's Senate. He was appointed to the Senate in 2016 and has sat on the Senate Standing Committees on Aboriginal Peoples, Fisheries and Oceans, Legal and Constitutional issues, Rules, and Ethics and Conflicts of Interest. He has also



acted as a Mediator, makes numerous public appearances on matters relating to Indigenous issues and the Senate of Canada.

"Reconciliation is about atonement. It's about making amends. It's about apology. It's about recognizing responsibility. It's about accounting for what has gone on," said Sinclair. "But ultimately it's about commitment to maintaining that mutually respectful relationship throughout, recognizing that, even when you establish it, there will be challenges to it."

The lecture is taking place Thursday, March 5 at the Sid Williams Theatre, starting at 7:30 pm.

Tickets to the event are available through the Sid Williams box office:
<https://www.sidwilliamstheatre.com>.

To see a full list of past Campagnolo speakers and video of their lectures visit
<http://www.communityjusticecentre.ca/events/>.

Introduction

*Kelly Shopland, Director
Aboriginal Education*

Gilakas'la,

As we begin a new year, we are welcoming many new projects at NIC with a focus on Indigenization and Reconciliation.

The development of a new Aboriginal Education operational plan for Reconciliation, Indigenization and Decolonization continues. Following our work with the Regional Aboriginal Education Advisory committees, we met with NIC administrators, faculty and staff. It was inspiring to see so many people come forward to discuss how NIC can fulfill the responsibilities to the Indigenous Education Protocols, as well as the TRC Calls to Action and UNDRIP. This feedback will be incorporated into our draft plan, which we expect to have complete later this spring.

One step has already been taken, with the renaming of the Aboriginal Education Council to the Indigenous Education Council. This official name change took place in January and will be reflected throughout NIC in the coming year.

This year also marks a significant step forward for a major project at our Campbell River campus – a new Gathering Place. More details on the project will be unveiled in the coming months. I want to thank all the members of the community, students and Elders for their input and feedback on how to create a welcoming and respectful space for indigenous teachings and events to take place.

While these are major projects taking place around NIC, we know there are also examples of the great work being done by our students, faculty and staff.

If you know of an event, activity or project, please share it with us: ab.ed@nic.bc.ca

PROGRAMS AND COURSES HIGHLIGHT

NIC developing Indigenous Language Fluency Certificate

NIC is expanding its Indigenous language offerings with the development of new certificate, set to launch this fall.

"This new certificate is a response to local Indigenous communities and individuals from those communities who were concerned about the critical state of their languages," said Sara Child, NIC Aboriginal Education Facilitator and developer of the certificate. "For most communities the only fluent speakers are well into their 70's, there are a very few adult speakers. In addition, there is little to no support for language learning for adults or programming that leads to fluency in the language."

The certificate expands on NIC's current Indigenous language offerings in Nuuchah-nulth and Kwak'waka, which also incorporate Indigenous ways of knowing and being along with language teaching.

"The framework for the certificate will support the infusion of culture and draw on local fluent elders and knowledge keepers,"

said Child. "By adopting an Indigenized, experiential approach, drawing on local Indigenous knowledge systems, ways of knowing, protocols, methodology, pedagogy and land-based learning we intended to provide a pathway to healing. The program also supports a multi-faceted, multi-disciplinary, intergenerational process and offers an opportunity for students to gain an understanding of the integral link between language, culture and wellness."

The curriculum is in its final development stage and is expected to be approved this spring for a first offering in September 2020.

"When our communities approached NIC it was with the hope and determination that we would develop a unique certificate rooted in the restoration of those vital aspects of our Indigenous knowledge's and ways of being," said Child. "That request presents many challenges and we hope to provide a program that will help to unearth those ways of being encoded in our language



NIC Aboriginal Education Facilitator Sara Child is leading the development of a new Indigenous Language Certificate program at NIC.

that have been buried under decades of colonized education. We are navigating new ground. I have no doubt that this will be an empowering journey a journey that will change the perspectives of our students and their communities, and transform how we do education."



Students in NCN 096 celebrate their last class of the fall semester. Photo and story submitted by Roz Latvala, ABE instructor, Wahmeesh Centre, Tsaxana, BC.

Discovering a road to reconciliation on the West Coast

Since 2013, North Island College has had a presence in the Nuuchah-nulth community of Tsaxana.

We were the recipients of an Aboriginal Special Service Project and over two years graduated 10 students in a program designed for the community, Cultural Heritage and Resource Management.

We have had an ongoing upgrading program through the Adult Basic Education department.

Now, the College has heard the voice of the community – "It is time to recover our language!"

Thus, in the 2019 fall semester with the support of both a community instructor and

an elder, twenty students registered to take NCN 096 (Fundamental Course in Nuuchah-nulth language).

At the conclusion of the fourteen-week course, the students attended a community meeting and introduced themselves in Nuuchah-nulth with their traditional names.

Those students without Nuuchah-nulth ancestry adopted a wildlife name. Support for the course translated into a request to the instructors to continue learning to the next level (NCN 097) this semester.

So, thank you North Island College for getting us started on the reconciliation road and a better future for us all on the West Coast.



PROGRAMS AND COURSES HIGHLIGHT

NIC business student named UBC Sauder Ch'nook Scholar

by UBC Sauder School of Business

Chris Scarlatti knows the value of hard work. A resident of Courtenay, Scarlatti worked minimum wage jobs for more than two decades, picking up invaluable skills and expertise that would one day lead him into his new phase of education.

"I went back to college and decided that since I was good with mathematics, I'd pursue a business degree in accounting," said Scarlatti.

Scarlatti enrolled in the Bachelor of Business Administration program at NIC. Once he was in the program, his horizons widened. "They [faculty at NIC] started to push me to strive for new goals," said Scarlatti.

It was at the encouragement of an Aboriginal advisor at NIC that he applied to the Ch'nook Scholars Program at the UBC Sauder School of Business — a coveted opportunity that gives Indigenous post-secondary business students in British Columbia the financial means, mentorship and connections to succeed in their studies and careers.

The program, which began in 2007, complements post-secondary education and aims to equip students with leadership skills and business knowledge. Scarlatti knew the scholarship would take his new academic journey to the next level.

"When I got the acceptance letter, I nearly hit the roof. I couldn't believe it," recounted Scarlatti.

The scholarship provides Scarlatti with the financial means to continue his studies at NIC.

"Knowing that there was extra help to pay for tuition and books — it meant that I could pick up an extra course each semester which I couldn't afford before. This helps me accelerate my studies a bit more," said Scarlatti, who's pursuing his dream of becoming a Chartered Professional Accountant.

Scarlatti draws inspiration from people who continue to help him surmount personal and financial hurdles. When he attains his CPA, he wants to give back by working with not-for-profit companies.



He's also determined to tell more Indigenous business students about the Ch'nook Scholars Program, and wants to ensure that organizations across BC recognize the talent that comes from colleges and communities just like his.

[Read the full story and learn more about the Ch'nook Scholars Program at the UBC Sauder School of Business.](#)



NIC Elder in Residence June Johnson (right) is joined by NIC faculty and staff for TRC Talks in the Campbell River Aboriginal Students' Lounge. TRC Talks provide staff the opportunity to reflect on, and learn more about the TRC's Calls to Action, local Laichwiltach history and culture and the ways we can create a more welcoming environment for Indigenous learners.



MEET NIC'S ABORIGINAL ADVISORS

NIC's Aboriginal Educational Advisors are available to help students with education planning, career goals and funding sources.

Sandra Mountain Mixelakwila campus

Why did you become an advisor?

Advising for me is a culmination of years of working in assessments, admissions, accessibility, financial aid and other departments. I want to share that experience on how the post secondary system works from start to finish. I thrive on personal interactions and establishing relationships with students that span their time with us. I enjoy the opportunity to inform, mentor and support a variety of students to achieve their goal, no matter what that goal may be. Education is my passion so I am excited to share that with others. To sum up what informs my work, in a quote....

"So many of our dreams at first seem impossible, then they seem improbable, and then, when we summon the will, they soon become inevitable." - Christopher Reeve

What services and supports do you offer for students?

Because Port Hardy is a smaller community, I wear a few different hats. I can provide information and guidance on:

- how to apply and necessary requirements such as assessments or sponsorship letters
- prerequisites and upgrading
- course and career planning
- financial aid



I also take part in high school advising in Port Hardy and Port McNeill, community liaison and outreach and recruitment initiatives and sit on the First Nations Education Committee. You'll also see me out in the community attending events and representing the College.

What's something you would like students to know?

First, I am excited to be living on the Island — that is my own dream come true! I feel really welcomed by the community. I look forward to building the NIC presence here and expanding educational opportunities. I truly believe education is empowering; it develops the whole person and improves the quality of our lives. And it can be fun!

Most importantly, I believe it should be available to everyone, no matter their level or previous history. Education is a gift we give ourselves and in turn, it benefits us all. I look forward to meeting potential and current students, so come by and say hello!

Gila'kasla!

NIC Elder in Residence awarded Honorary Fellow

NIC Elder in Residence and Bachelor of Science in Nursing faculty member Dr. Evelyn Voyageur has been named a 2020 Honorary Fellow by Douglas College - the highest honour presented by the College.

Dr. Voyageur attended Douglas College and graduated with a diploma in general nursing. From there, she began her career as a Registered Nurse.

Through her career, Dr. Voyageur became a leader in Indigenous Health Care, founding the Native and Inuit Nurses Association of BC, co-authoring a number of publications on cultural safety and nursing, and leading NIC in its development of in-community training and indigenization of curriculum for student nurse.

"Dr. Voyageur's contributions to health care, post-secondary education and Indigenous communities reflect the values and passion that Douglas College strives to promote in our students," said Dr. Kathy Denton, President of Douglas College. "Her dedication to supporting and mentoring future generations of nurses is truly inspiring."

The Honorary Fellow is the latest recognition Dr. Voyageur has received for her work. She has received the Indspire Award for Outstanding Career Achievement, the CNA Top Nurses of Canada Award and an ARNBC Lifetime Achievement Award. She was also the first Indigenous nurse to receive Health Canada's First Nations and Inuit Health Branch Award of Excellence in Nursing.

"Evelyn is an inspiration to all of us in the Faculty of Health and Human Services," said Dr. Kathleen Haggith, NIC dean of health and human services. "Her wisdom and teachings profoundly affect the direction of our Bachelor of Science in Nursing program."

Education Council Report for the Board March 2020

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.

February 2020

Policy and Standards

- None

Approved Curriculum

New Programs:

- None

Program Revisions:

- Criminology Diploma

New Courses:

- None

Course Revisions:

- FRE 145, 146, 265, 266
- SPN 100. 101. 200. 201

Course Deactivations

- None

Correspondence/Information

- (Verbal) Report from Aboriginal Education (K. Shopland)
- Elections Rules and Regulations November 2019 (K. Kuhnert)
- Appointment of Anne Cumming & Jennifer Evans to the Research & Ethics Board

The next Education Council meeting will be held on April 17, 2020 at 12:30 am in KMX 146.

Respectfully

Brad Harsell

Chair, Education Council

Vice President Strategic Initiatives Report to the Board of Governors

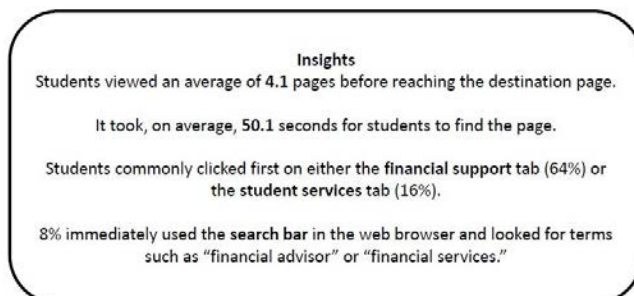
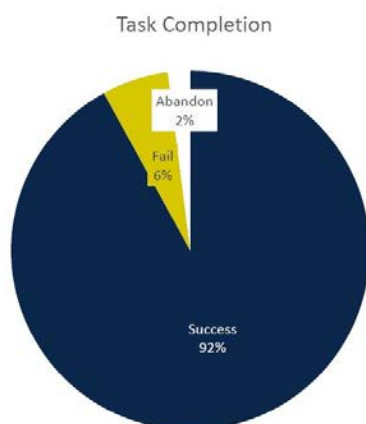
March 19, 2020
 Prepared by Randall Heidt

This report covers the time period from January 31, 2020 to March 11, 2020. It is an overview of the activities and events of the NIC Foundation and Strategic Initiatives Division during this time period. The information is provided under the related NIC Plan 2020 Strategic Priority headings and may fall under more than one priority.

Strategic Priority #9: College Identity and Brand

NIC website is easy to use: 80% of surveyed students say

We recently worked with Academica and its StudentVu group to conduct a third-party review of NIC's website to better understand overall impressions, appeal, and usability for prospective students. The results were good overall, with 80% of students describing NIC's website as "easy to use." We will be making continuous improvements to the website over the next year based on the results from Academica, which surveyed more than 125 high school and college students from across Canada. We also utilized Academica's Loop11 software to



video track prospective students as they executed three tasks, such as booking an appointment with a Financial Aid Advisor, determining the cost of dental fees, and identifying the prerequisites for the Engineering Foundations Certificate program. A total of 92% of prospective students said booking an appointment with a Financial Aid Advisor was somewhat or very easy to complete (see above).

Future Academica projects planned

We are now in negotiations with Academica on several other future projects, including:

- evaluating perceptions of current marketing and communications promotional materials, including the view book,
- Testing of current ads and taglines for effectiveness
- Testing of new creative, taglines and messaging to maximize ROI

Special thanks to Wes Skulmoski, NIC Manager of Institutional Research and Planning, Casey Black, Director Information Technology and Application Services, Fetze Elgersma, Interim Manager of

Application Services and Alex Khan, Director of Marketing and Communications for their help with the Academica project. The data gathered from the Academica research will inform future plans, strategies and decisions for the Marketing and Communications department.

Strategic Priority #7: Resources, Investment, Sustainability

Pieter de Reuver Foundation commits to helping more NIC students in 2020

One of North Island College's most generous donors has agreed to support NIC students again in 2020/21. More than 70 students will receive \$60,000 in scholarships, bursaries and completion awards next year from the Pieter de Reuver Foundation. This latest donation means more than 220 students will have benefitted from more than \$200,000 in funding since 2017 thanks to Pieter de Reuver, Salud Espiritu (centre photo) and the NIC Foundation. Special thanks to development officer Sherri Wilson for her excellent work assisting me with this very important donor.



Strategic Priority #8: Active Connections to Community

Minister Trevena officially opens Campbell River Campus

The Hon. Claire Trevena, Minister of Transportation and Infrastructure, officially opened the Campbell River campus on January 31.

More than 100 students, faculty, staff and community members attended the event and toured the 105,000 square feet of new and renovated spaces.

Prior to the event, Minister Trevena met for lunch with a select group representing the College to discuss student housing and the Indigenous Gathering Place for the Campbell River campus.



Strategic Priority #8: Active Connections to Community

Official opening of St. Joe's

The Hon. Melanie Mark, Minister of Advanced Education, Skills and Training, officially opened NIC's St. Joe's campus on Feb. 3. Minister Mark was joined by three other provincial cabinet ministers: Hon. Lisa Beare, Minister of Tourism, Arts and Culture; Hon. Judy Darcy, Minister of Mental Health and Addictions; and Hon. Katrine Conroy, Minister of Children and Family Development as well as Courtenay-Comox MLA Ronna-Rae Leonard. Minister Mark said she was impressed by the innovative partnership, which creates a unique learning experience for students.



Stevenson earns Chamber of Commerce award

I presented the Comox Valley Chamber of Commerce President's Merritt award to this year's winner, Pauline Stevenson. Pauline is the President of Excel Career College. She founded Excel in 1989 and has helped many students attain skills and jobs for more than 30 years. The President's Merritt award is chosen by the Chamber of Commerce and given to someone who has made significant contributions to the community. Pauline has also been nominated for the 28th annual RBC Canadian Women Entrepreneur Award.





February 26, 2020

Our Ref. 117546

Ms. Jane Murphy
Board Chair
North Island College
2300 Ryan Rd
Courtenay BC V9N 8N6

Dear Ms. Murphy:

I would like to extend appreciation on behalf of Premier Horgan and the Executive Council for your dedication, and that of your board members, in leading your institution and helping government deliver on our priorities to British Columbians.

Government remains focused on its three strategic priorities: making life more affordable, delivering better services, and investing in a sustainable economy.

Every public sector organization is accountable to the citizens of British Columbia. The expectations of B.C. citizens are identified through their elected representatives, the members of the Legislative Assembly.

This mandate letter, which I am sending in my capacity as Minister responsible for Advanced Education, Skills and Training, on behalf of the Executive Council, communicates those expectations for your institution. It sets out overarching government priorities that will inform your institution's policies and programs, as well as specific direction on priorities and expectations for the coming fiscal year.

Our goal is to build a strong, sustainable economy that works for everyone. We are committed to working with you and other public sector organizations to provide quality, cost-effective services to British Columbia families and businesses. By adopting the Gender-Based Analysis Plus (GBA+) lens and the Framework for Improving British Columbians' Standard of Living to policy development, we will ensure that equity is reflected in government budgets, policies and programs. You are encouraged to apply the GBA+ lens in your public post-secondary institution's operations and programs. In the same vein, appointments to agencies, boards and commissions reflect government's

... /2

direction to promote equity and leadership at senior levels in the public and private sectors, with a view to building strong public sector boards that reflect the diversity of British Columbia.

Two key priorities that will underpin lasting prosperity are advancing reconciliation with Indigenous Peoples and moving towards a low-carbon economy.

In November 2019, government passed the *Declaration on the Rights of Indigenous Peoples Act*, which represents a crucial step towards true and lasting reconciliation. In keeping with the Calls to Action of the Truth and Reconciliation Commission, the Act was developed in collaboration with the First Nations Leadership Council to create a framework for reconciliation in B.C. All public sector organizations are asked to incorporate the *Declaration on the Rights of Indigenous Peoples Act* and Calls to Action of the Truth and Reconciliation Commission within their specific mandate and context.

Announced in December 2018, the CleanBC plan puts our province on the path to a cleaner, better future – with a low-carbon economy that creates opportunities while protecting our clean air, land and water. As part of the new accountability framework established in CleanBC, and consistent with the *Climate Change Accountability Act*, I ask that your institution plans to align operations with targets and strategies for minimizing greenhouse gas emissions and managing climate change risk. Please be prepared to work with government to report out on these plans and activities.

The Crown Agencies and Board Resourcing Office (CABRO), with the Ministry of Finance, will continue to support you and your board on recruitment and appointments as needed, and will be expanding professional development opportunities in 2020/21. This will include online training modules and in-person conferences, as government works to support strong public sector boards that reflect the diversity of British Columbia.

Finally, having Canada's Digital Supercluster located in British Columbia creates an opportunity for industries, government ministries, crown agencies, public institutions and non-government organizations to collaborate in digital research and development projects. Should your institution intend to participate in or be a funder for Digital Supercluster projects, I encourage you to engage with Ministry of Advanced Education, Skills and Training staff to identify opportunities for collaborations and partnership with Government ministries and organizations. The Ministry of Advanced Education, Skills and Training will work with the Deputy Minister's Committee on the Digital Supercluster to ensure that projects are coordinated effectively across government.

This Mandate Letter confirms your institution's mandate under the *College and Institute Act*.

As the Minister Responsible for Advanced Education, Skills and Training, I ask that you make substantive progress on the following priorities and incorporate plans to complete them in the goals, objectives and performance measures section when you submit your 2019/20 Institutional Accountability Plan and Report:

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1. Support lasting reconciliation with Indigenous peoples, through initiatives that increase the participation and success of Indigenous learners and implementation of the education-related Calls to Action of the Truth and Reconciliation Commission.
2. Contribute to an accessible and relevant post-secondary system by:
 - Implementing initiatives to increase participation and success of students, including vulnerable and underrepresented groups, and promoting gender parity;
 - Ensuring student safety and inclusion;
 - Enhancing system innovation through participating in a post-secondary digital system strategy, including delivery of Education Planner and other digital learning activities and initiatives;
 - Providing programming that meets local, regional or provincial labour market and economic needs; and
 - Working with the Ministry to implement a student-centred international education framework that supports the success of domestic and international students.
3. Develop and recognize flexible learning pathways for students to access postsecondary education and skills training including:
 - Actively engaging with your local school districts to expand dual credit opportunities for students;
 - Supporting lifelong learning pathways across the public postsecondary system; and
 - Advancing and supporting open learning resources.
4. Strengthen workforce connections for student and worker transitions by:
 - Aligning programming with high opportunity and priority occupations (such as trades, technology, early childhood educators and health);
 - Increasing co-op and work-integrated learning opportunities;
 - Responding to the reskilling needs of British Columbians to support employment and career transitions; and
 - Supporting students' awareness of career planning resources (such as the Labour Market Outlook).

On behalf of the Province of British Columbia, I would like to acknowledge the progress made by public post-secondary institutions in delivering on the 2019/20 Mandate Letter priorities, many of which connect to the priorities for this year. As a key partner in B.C.'s Trades Training System, public post-secondary institutions also support the Industry Training Authority to improve outcomes for apprentices and ensure they have the skills to be successful in the trades now and in the future. I look forward to continued collaboration in these areas over the next year.

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Public post-secondary institutions are expected to meet or exceed the financial targets identified in the Ministry's Service Plan tabled under Budget 2020. In addition, institutions are expected to comply with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure programs are affordable.

The Ministry posts the annual reporting requirements for public post-secondary institutions on its website at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/mandate-letters>. This document outlines the statistical, financial and performance reports for the fiscal year. The 2020/21 list will be posted on the Ministry website in spring 2020. Your institution is expected to meet these requirements by providing the data and reports necessary for Government to carry out its responsibilities.

As Board Chair, you are required, upon resolution of your Board, to sign the Mandate Letter to acknowledge government's direction to your institution. The signed Mandate Letter is to be posted publicly on your institution's website in spring 2020.

I look forward to continuing to work with you and your Board colleagues to build a better B.C.

Respectfully,



Honourable Melanie Mark
Hli Haykwhl Wíi Xsgaak
Minister

Date: February 26, 2020

For Board Chair signature:

X_____

Jane Murphy
Board Chair
North Island College

Date Signed: _____

pc: Honourable John Horgan
Premier

Lori Wanamaker, Deputy Minister
Ministry of Finance

Heather Wood, 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 and CEO
North Island College

REVISED: April 14, 2020

Date/Location	Major Agenda Items	Other Topics/Activities
APRIL 23, 2020 Regular Board Meeting VIA TELECONFERENCE	<ul style="list-style-type: none"> • COVID-19 Impacts and Planning • Budget 2020/21 - Approval • Mandate Letter, 2020/2021 • President's Performance 2019 Year in Review 	
MAY 28, 2020 New/added Regular Board Meeting Comox Valley Campus	<ul style="list-style-type: none"> • Budget 2020/2021 - Update • President's Performance Objectives, 2020/21 • Investment Portfolio Presentation (tentative) 	<ul style="list-style-type: none"> • Governance Policy Review/Discussion • Draft Plan20-25 – Review/Discuss • Governance Dashboard: Key Performance Indicators • Sexual Violence and Misconduct Policy annual update/report
JUNE 25, 2020 new date, formerly June 11 Regular Board Meeting Campbell River Campus	<ul style="list-style-type: none"> • College Plan20-25 Approval • Final FTE Report, March 31, 2020 • Institutional Accountability Plan and Report (IAPR), 2019/2020 • Budget 2020/2021 - Update • Audited Financial Statements for Year Ended March 31, 2020 	<ul style="list-style-type: none"> • Governance Policy Review/Discussion • Employee Presentation: Aboriginal Advisors, Elders

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
April 23, 2020

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**
 4.1.1 COVID-19 Pandemic Impacts and Planning
 (attachments 3)

The following have been prepared for the Board of Governors information and discussion.

1. Chronological Overview/Summary of NIC COVID-19 Responses and Planning
2. COVID-19 Implications, Assumptions, Planning Issues
3. Services for Students During COVID-19

Updates regarding 2. and 3. will also be provided to the Board of Governors at subsequent meetings.

Chronological Overview/Summary of NIC COVID-19 Responses and Planning

Date	Event	NIC Responses/Planning
Jan 20-25	First COVID-19 case in in Canada (Jan 25).	<p><i>Monitoring and Increased Cleaning</i></p> <p>NIC's Health and Safety Manager begins monitoring the issue through the College and University Safety Association and weekly safety meetings for post-secondary managers.</p> <p>Janitorial service provider (Bee Clean) increases cleaning of hard surfaces (tables, door handles, etc) to help reduce the risk to staff and students.</p>
Jan 27-Feb 1	First case in BC (Jan 28).	<p><i>Communication and Preliminary Planning</i></p> <p>NIC sends email and posts message to all employees and students, sharing provincially provided COVID-19 information on the portal and safety precautions, including provincial links and Canadian government travel advisory pages.</p>
Feb 3-8 Feb 10-15	Second case in BC (Feb 4). World Health Organization names COVID-19 (Feb 11).	NIC continues to update portal.
Feb 17-22	Number of cases in BC rises to 5.	NIC updates information to employees and students online, based on new information from Provincial Health Officer. This includes advice from the BC Centre for Disease Control, as well as recommendations for staff, faculty or students returning from affected areas, or who have been in close contact with someone with COVID-19.
Feb 24-29		NIC sends all users email; continues to update online materials.

Chronological Overview/Summary of NIC COVID-19 Responses and Planning

Date	Event	NIC Responses/Planning
Mar 2-7	<p>Confirmed cases in BC rises to 27; First care home outbreak.</p> <p>Number of test confirmed cases in BC: 27.</p>	<p><i>NIC Response Team Created</i></p> <p>NIC creates a COVID-19 administrative response team that meets daily to assess the current information available and assess the risk to the College community. The meetings focus on reviewing recent events, determining required actions, and adjusting communication materials as events change.</p> <p>The response team begins to put together planning documents and processes to be ready should COVID-19 become a more serious local issue.</p> <p>NIC cancels Greece Field School, scheduled to begin in June, to focus on student safety and allow students time to find alternate ways to earn expected credits.</p> <p>NIC increases communications on website and distributes emails to update students and employees of precautions being taken at NIC, offer support, and ensure they know where information will be posted as the issue develops.</p>
Mar 9-14	<p>WHO declares COVID-19 outbreak a pandemic, BC enacts Provincial Co-ordination Plan (Mar 11).</p> <p>Non-essential travel outside of country not recommended; travelers asked to self-isolate for 14 days on return (Mar 12).</p> <p>Federal government warns against all international travel and limits inbound flights (Mar 13).</p> <p>Events 250+ people not allowed.</p> <p>Number of test-confirmed cases in BC: 64.</p>	<p><i>Contingency Planning Begins with Faculty, Staff, CUPE and NICFA</i></p> <p>NIC adds COVID-19 to the agenda of a meeting with exempt employees and distributes information for supervisors, managers and exempt employees to support them in answering staff questions or absences. The College also reviews procedures in place should more action be required or campuses need to close in short notice, updates its online communications and sends emails to faculty, employees and students to advise them of NIC planning processes, including possibility of contingency plans for campus closures, no events and gatherings, and interruption of regular program delivery. The emails also advise all that NIC will update website with additional information.</p> <p>SET begins planning for alternate instruction; work done to decide essential services (payroll, Information Technology, etc.), process for campus closures if required.</p> <p>Ministry of Advanced Education, Skills and Training hosts first conference call with College and University Presidents advising post- secondary institutions that education should continue and the need for consultation/ approval before making independent decisions.</p>

Chronological Overview/Summary of NIC COVID-19 Responses and Planning

Date	Event	NIC Responses/Planning
Mar 9-14 (continued)		<p>Faculty asked to postpone all non-essential travel, events and activities to focus on the challenge of alternate delivery.</p> <p>NIC employees and students directed to self-isolate for 14 days if travelling internationally.</p> <p>NIC employees provided links to resources, travel warnings and health insurance information, in case they are planning to travel for spring break.</p> <p>Three largest BC universities announce move to online only instruction.</p> <p>Faculty directed to start planning for alternate delivery, including digital delivery, to ensure learning continuity for students as they finish the semester.</p> <p>The Centre for Teaching and Learning Innovation (CTLI) provides support for faculty as they compress and condense learning. This unique approach involves focusing on essential learning and ending courses early, where possible, to support students in completing their courses.</p> <p>Planning and discussions with Post-secondary Employers' Association (PSEA) and unions.</p>
Mar 16-21	<p>Public Health Officials issue strict physical distance guidelines; tell people to stay home if they are able.</p> <p>Gatherings of more than 50 people banned in BC; business that cannot avoid large groups (bars, restaurants, casinos) shut down.</p> <p>Public Health Emergency Declared in BC; K-12 classes cancelled indefinitely; system asked to look at electronic/ digital learning; Prime Minister tells Canadians it's time to come home (Mar 17).</p> <p>Provincial State of Emergency begins; federal government announces Canada-US border shut to non-essential travelers (Mar 18).</p>	<p><i>Transition to Alternate Service and Instruction Delivery</i></p> <p>NIC's COVID-19 Response Coordination Team and Deans meet Mar 15 to plan for a transition to alternate delivery and assessment. Students asked to attend class once per course to learn what alternative delivery will look like. College support services, including counselling for students and employees and computer access, are available but gradually transition during the week from in person with social distancing to digital or by phone.</p> <p>Office of Global Engagement defers new Spring 2020 admissions to September.</p> <p>Two NIC students studying abroad in Scotland and Germany return to the Comox Valley (Mar 18).</p> <p>Posters created to inform social distancing.</p> <p>Career Fair and events of 50+ cancelled</p>

Chronological Overview/Summary of NIC COVID-19 Responses and Planning

Date	Event	NIC Responses/Planning
Mar 16-21 (continued)	<p>Federal government allows international students with approved study permits by Mar 18 to enter Canada, if they self-isolate for 14 days.</p> <p>BC orders personal service businesses shut down (Mar 21).</p> <p>Number of test confirmed cases rises to 424.</p>	<p>Students emailed to advise how to access all services remotely, including Library & Academic supports, Educational Advising, Registration, Accessible Learning Services, and Student Life support. Student Services continues to have minimal staff on campus with doors closed, answering phones, producing credentials and other essential tasks that can't be completed remotely.</p> <p>Website updated daily to inform all users.</p> <p>Faculty and staff sent email with resources, and explanations to answer key questions.</p> <p>Centre for Teaching and Learning Innovation and Information Technology teams support deans and faculty in rolling out alternate delivery. This includes daily workshops, check-ins, as well as extensive teaching and technology support as faculty adapt to digital tools and supports. Information Technology teams roll out network access, remote desktops, and computer supports to allow faculty and staff to work remotely.</p> <p>SLT and SET joint meeting to discuss and inform change in delivery</p> <p><i>All Face-to-Face Student Services and Instruction Suspended (Mar 19); Public Asked Not to Attend Campuses</i></p> <p>Most employees begin to voluntarily work from home, where possible. Key staff (Information Technology, Finance, Student Services) are required to remain on campus.</p> <p>NIC receives Public Sector Employees' Council letter asking employers to maintain employment and compensation continuity in Mar and Apr for employees whose work would not have otherwise been interrupted, save for the pandemic response (Mar 20). The decision will be revisited before the end of Apr.</p> <p>NIC sends message to exempt and tech teams thanking them for their work and filling in gaps normally served by employees.</p>

Chronological Overview/Summary of NIC COVID-19 Responses and Planning

Date	Event	NIC Responses/Planning
Mar 23-27	<p>International Flights restricted to four international airports (Mar 22).</p> <p>BC announces \$5B in financial help (Mar 23).</p> <p>National mandatory quarantine for travelers (Mar 26).</p> <p>Number of test confirmed cases in BC: 792.</p>	<p><i>Adaption to Alternate Delivery Continues; Colleges declared Essential Service</i></p> <p>All student services and instruction continue digitally, where possible. Conversations begin on planning for completion, where needed.</p> <p>Post-Secondary institutions across B.C. declared non-health essential service provider.</p> <p>Planning for Spring / Intersession proceeds.</p> <p>Campus Life Online group initiated to support students learning, mental health and connection from home.</p> <p>Students advised that withdrawal date is extended to end of course/program for current term and that the Academic Standing & Progression policy will be temporarily suspended for the Winter term.</p> <p>Planning and discussions with college presidents and the Ministry of Advanced Education, Skills and Training, Public Sector Employers' Association and unions continue.</p>
Mar 30 - Apr 3	<p>First prison outbreak; more care homes affected; BC tops 1,203 cases but by the end of week, the rate of new cases begin to drop.</p> <p>Provincial State of Emergency extended two weeks.</p> <p>Number of test confirmed cases in BC: 1,203.</p>	<p><i>Planning for Spring / Summer Offerings via Alternative Methods</i></p> <p>NIC receives emergency financial assistance from Ministry for students.</p> <p>Spring /Intersession announced on website (Mar 30).</p> <p>Planning for resumption of face-to-face instruction for applied, cohort-based programs (Health, Human Services, Trades and Technical) that began in the Winter semester.</p> <p>Centre for Teaching and Learning Innovation provides faculty with multiple options and support for digital delivery including, email, Blackboard Learn, BlueJeans and web delivery. Daily check-ins, training and support for teaching faculty continue.</p> <p>Continued technology and purchasing support for faculty and staff working remotely.</p> <p>Campus Life Online issues mental health challenges for students learning remotely, sharing supports and recipes and resources.</p>

**Chronological Overview/Summary
of NIC COVID-19 Responses and Planning**

Date	Event	NIC Responses/Planning
Mar 30 - Apr 3 (continued)		Continued communication with students and employees, via web and email. Continued discussions with college presidents and the Ministry of Advanced Education, Skills and Training, Public Sector Employers' Association and unions.
Apr 6-10	Second prison outbreak; self-isolation plans required for returning international travelers; BC parks closed. Federal government relaxes Post Graduate Work Permit requirements, allowing international students to take up to 50% of distance courses outside of Canada for Spring and Summer intakes (Apr 8). Number of test confirmed cases in BC: 1,336.	<i>Planning for Fall Semester 2020</i> Announcement to college community that June Graduation Ceremonies are postponed. Survey to students sent out for alternate Fall options. President's memo asking exempt employees not to approve requests for materials and labour support, unless they come from the provincial government. SET and SLT consider scenarios for program and service delivery in fall 2020 semester. Continued discussions with college presidents and the Ministry of Advanced Education, Skills and Training, Post-secondary Employers' Association and unions.
Apr 13-17	BC State of Emergency Extended to Apr 28. BC announces Here2Talk, a 24-7 online mental health support for post-secondary students. BC government presents new modelling indicating the pandemic is leveling off and planning will begin for relaxing some restrictions in the coming weeks (May/June). Number of test confirmed cases: 1618	Continued communication with students and employees, via web and email. Continued discussions with college presidents and the Ministry of Advanced Education, Skills and Post-secondary Employers' Association and unions.
Apr 20-25		

COVID-19 Implications, Assumptions, Planning Issues

April 23, 2020

The COVID-19 pandemic has affected all areas of North Island College and we expect it will continue to do so for much of the next 12 to 18 months, as the pandemic shifts and government policies and guidance change. The following represents some of the major implications and assumptions the College will be planning for over the coming weeks and months.

1. Instruction

- 1.1. Uncertain student enrolment; Lower Fall 2019 applications
- 1.2. Lost competitive advantages – location, cost of living, personal supports - to larger institutions
- 1.3. Supporting faculty with new and under-resourced Centre for Teaching and Learning Innovation
- 1.4. Digital learning not universally suitable for all students and programs
- 1.5. Technology hardware, software, IT challenges and limitations for employees and students
- 1.6. Physical distancing may reduce classroom, lab and shop capacity by 40%
- 1.7. Halted course and program development, industry connections, student networking, etc.

2. Students

- 2.1. Family and childcare commitments trumping learning continuation
- 2.2. Financial hardship and rapid rate of emergency fund utilization
- 2.3. Greater mental health concerns and anxieties increases risk of students not completing studies
- 2.4. Housing in-security due to financial hardships and perceived risk to shared housing arrangements
- 2.5. Uncertainty, change and technology represent new challenges to students with disabilities
- 2.6. Fewer students able to complete admission requirements; online assessments

3. Indigenous Education

- 3.1. Lack of access to traditional, culturally informed applied instruction (land-based learning, Indigenous language)
- 3.2. Restricted access to traditional, culturally informed services and supports (lounges, food, and face-to-face Elder support)
- 3.3. Rapidly approaching Nation/agency funding deadlines and uncertainty about in-community programming
- 3.4. Lack of access to funding for programs delivered alternatively and living allowances
- 3.5. Difficulty supporting programs, supplying educational resources to protected communities

4. International Education

- 4.1. Rolling major country market shut-downs/stay at home orders and impact on long-term enrolment
- 4.2. Travel restrictions and costs, flight limitations and landing isolation
- 4.3. Limited study-permit processing and students' inability to complete admission testing
- 4.4. Study abroad restrictions and delayed federal funding
- 4.5. Distance delivery challenges off-shore (communication, bandwidth, time zone changes, technology, etc.)

5. Finance, Facilities and Health and Safety

- 5.1. Lower revenues and higher costs for 2020/21 budget
- 5.2. Difficulty meeting financial reporting deadlines in busiest months of the year while physical distancing
- 5.3. Lack of access to cleaning materials and supplies
- 5.4. Return to work will require increased employee guidance and training to ensure requirements can be met

6. Human Resources, Labour Relations, Collective Bargaining

- 6.1. Increased support for managers and employees as they transition to work-from-home/on-campus staffing models
- 6.2. Plan for staffing requirements, should provincial directives on wage continuity change.
- 6.3. Increased communication with unions to resolve areas of concern
- 6.4. Conclude collective bargaining processes via modified/expedited bargaining processes
- 6.5. Maintaining core human resources services, with physical distancing in place
- 6.6. Planning for return to face to face operations, as public health guidance and operations require

7. Office of Advancement, NIC Foundation, Marketing and Communications, CARTI

- 7.1. Determining economic impact to investments, scholarships, bursaries and staffing
- 7.2. Preliminary planning for a fundraising campaign to support students in need
- 7.3. Developing non-traditional donor engagement strategies, with physical distancing
- 7.4. Supporting student awards by maximizing investment returns and long-term sustainability
- 7.5. Supporting rapidly changing Spring, Intersession and Fall program promotion schedules, with physical distancing
- 7.6. Restructuring workload and resources to make up for daily COVID-19 communications demands
- 7.7. Difficulty increasing and completing applied research projects with community partners

Services for Students During COVID-19

In response to BC's Public Health Officer's guidelines, Student Services closed their doors to the public March 18, 2020 and began delivering services remotely. With the full support of our IT department, the majority of the staff were mobilized to work from home, with a small rotational staff on campus.

Student Affairs/Student Life

From the beginning of the COVID 19 pandemic, NIC identified the importance of a compassionate and supportive response towards our campus communities. Protecting and maintaining positive mental health has been addressed on a regular and on-going basis through the following:

- **Student Life@Home:** The Campus Life Advisory continues to plan informative, fun and supportive activities and events for students. These are communicated via a weekly newsletter, where representatives from across the College provide self-care tips, support service information and opportunities to connect and engage.
- **Proactive counselling:** Counsellors have been checking in with students, who they have seen over the past 3-4 months to offer support. They are also available by appointment to all students through BlueJeans or by phone.
- **Early Assist & Student Outreach:** Our online referral/support system continues to provide services to students struggling with academic and personal issues. The Student Life team then reaches out to follow up and support students, who have been previously identified.
- **Workshops, presentations, interactive sessions:** Support sessions have been offered on BlueJeans and current delivery platforms for students and faculty, including Self-Care in Unusual Times; Student Employment Services; Study Skills, mindfulness and meditation, as well as sessions on supporting students who experience barriers in testing environments as well as recognizing and referring students in distress.

Support Services for Students

Student Services are seeing increased student and prospect engagement as we finish the Winter term and prepare for Spring. These include video-and phone appointments, as well as a proactive phone campaign, where Education and Aboriginal Advisors contact every student registered in Spring term to establish a support contact and ensure students are prepared to persist with their studies. Advisors also communicate financial aid options and provide referrals to other services. Student feedback has been very appreciative.

In addition, Student Services continue to be available in the following ways:

- **Library & Learning Commons:** online research and reference support, expanded in-course services, E-Interlibrary loans will resume on May 1st. Writing and math support and student technical services.
- **Application and Assessment Services:** Domestic and international applications continue to be processed for Fall 2020. Assessment Services has moved placement testing online. Although there are barriers to this process, it allows some applicants to progress and meet admission requirements.
- **Registration Services & Student Records:** The Registration team continues to be on campus on rotational basis to answer phones, while students could already register and pay tuition through myNIC. Student Records is on site producing credentials and supporting students with necessary transcripts and documentation required for transitioning to work. Timetabling is ongoing and being supported remotely. The Fall timetable was posted on April 6th in preparation for May registration. Project work to advance the College is also ongoing with no major issues.
- **Emergency Funding:** In April, the provincial government announced \$140,000 in emergency funding and Here2Talk, a free 24/7 counselling service for students, which will augment the counselling and supports NIC already offers. In the first week of emergency funding availability, Financial Aid Advisors disbursed more than \$24,000 to support students with the highest need.

NORTH ISLAND COLLEGE BOARD OF GOVERNORS

April 23, 2020

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

4.2.1 Indigenous Language Fluency Certificate

Approval of Credential and Tuition

Summary:

Indigenous Language Fluency Certificate

The Indigenous Language Fluency Certificate is a multi-disciplinary certificate that consists of 10 courses and an internship which, through the use of authentic, culturally contextual experiences, provides students with a solid foundation to communicate proficiently in the Indigenous language and function effectively within real life – in intergenerational, cultural and land-based settings. The certificate includes two language options: Kwak'waka and Nuuchahnulth.

The Indigenous Language Fluency Certificate consists of 33 credits:

- 6 courses (18 credits) 3 introductory and 3 intermediate level courses in the language of specialization.
- 1 course (3 credits) Indigenous Language Revitalization and Technology: investigating the importance of technology to support individual and collective language acquisition goals and language revitalization.
- 1 course (3 credits) Pathways to Reconciliation and Social Action: exploring the history and impacts of colonization as they pertain to resistance and renewal.
- 1 course (3 credits) Indigenous Language Revitalization Strategies: exploring approaches to support successful language revitalization.
- 1 course (3 credits) Foundations in Indigenous Ecological Knowledge and Botany: (dual language course) examining the various categories of plants, plant use, the importance of Indigenous knowledge to Western culture, Indigenous plant conservation and cultural sustainability methods.
- 1 course (3 credits) Internship: The internship will provide students with the opportunity to consolidate and integrate their studies during their workplace experience.

Program Rationale:

North Island College is deeply committed to supporting the unique needs of Indigenous learners in each of the regions and communities we serve. This commitment is outlined in our College Plan 2020, Strategic Priority #4: Aboriginal Education and Indigenization, which mirrors the commitments of the Indigenous Education Protocol, prepared by Colleges and Institutions Canada (CICan) and signed by NIC in 2015. As an Indigenous serving institution, we are also committed to the Truth and Reconciliation Calls to Action, in particular the Call to Action #16 for post-secondary institutions to create Indigenous language degree and diploma programs.

NIC recognizes that in order to fulfill our commitment to the Truth and Reconciliation Calls to Action, Canada's endorsement of the United Nations Declaration of Rights for Indigenous People, and UNESCO's Social Determinants of Health and Sustainable Development Goals, it is vital to develop and implement programs that are relevant to the unique individual and collective needs of the local Indigenous communities we serve, that infuse Indigenous ways of knowing, being and doing, and that are grounded in Indigenous pedagogy. This articulated program will provide students with a relevant

pathway to higher education and support Indigenous communities, sustainable development, and holistic language revitalization goals.

This program is intended to fill a gap in Indigenous language learning on the North Island and Central Coast. The need to act quickly is underscored by the small and rapidly declining number of remaining fluent indigenous language speakers. Language learning is most effective when learners can practice the language outside the classroom setting while immersed in community, culture and the natural world. The more immersive the learning experience, the more proficient the speakers become, making language learning close to home an important goal.

The development of the certificate was guided by the [Indigenous Language Degree Framework](#) developed by the First Nations Education Steering Committee (FNESC) and the Indigenous Adult and Higher Learning Association (IAHLA); the framework is evidence-based and supported by a multi-institutional partnership in British Columbia. The intention of the framework developers is to create laddering opportunities for students that will lead from the first-year certificate to degree completion.

The proposed Indigenous Language Revitalization Certificate will support the development of language proficiency and strategic thinking around language learning among adult members of First Nations Communities. Students graduating from this program will provide the teachers, immersion camp leaders, family members and friends to encourage language acquisition in-community and among all age groups.

Tuition rate:

Tuition is being charged on a per credit basis, as outlined below. The program is comprised of 11 new courses with a proposed tuition rate of \$158.38 per credit. This rate is set to account for the significant budget costs associated with the delivery of this program. This includes maintaining a small cohort of a maximum of 25, the language courses being taught by a main instructor with an assistant and/or Elder in the class, an Ecological Knowledge course that will be co-taught by a Language Immersion and Indigenous Ecological Knowledge instructor, honorariums to hire language Elders and feasts.

Action:

- For the Board's approval of the credential and tuition.

Suggested Resolution:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CREDENTIAL: INDIGENOUS LANGUAGE FLUENCY CERTIFICATE;

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE TUITION FEE OF \$158.38 PER CREDIT

NORTH ISLAND COLLEGE BOARD OF GOVERNORS
April 23, 2020

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**
4.3.1 F20/21 Budget (*attachment*)

Background:

The fiscal year 2020/21 budget has now been completed, and is attached. It includes an analysis of significant variances from the 2019/20 budget.

The key budget assumptions are included below. However, the most significant item that will impact the financial results for North Island College in 20/21 is the impact of Covid-19. When the significant impacts of the pandemic became known during March 2020, direction was requested from the Ministry as to whether we take our balanced “pre-Covid 19” budget to the Board for approval. The Ministry directed us to take the “pre-Covid-19” budget to the Board for approval, but to then regularly update the Board and the Ministry regarding the financial impacts of the pandemic. They feel this is best approach to meet the requirements of NIC’s mandate letter while also keeping the Board updated regularly. It was also in alignment with the approach taken by the other public Colleges and Universities in BC.

NIC has begun the process of aggregating the impacts of Covid-19, with the initial focus being on the programs running through the Spring and Summer of 2020. We are now turning our attention to looking at the impacts for the remainder of fiscal 20/21. This will be a more challenging exercise as it is unclear when full face-to-face program delivery can resume.

Other budget assumptions that have been built into the budget are outlined below.

Budget Assumptions:

Below are some of the significant items impacting the College’s 2020/21 budget.

1. Since the Ministry reinstated the tuition-free policy for domestic students accessing Adult Upgrading programs on September 1, 2017, they have been providing NIC with tuition-reimbursement funding. This funding has always come to us in two separate allocations, one at the beginning of the year and documented in our budget letter, and the remainder late in the year and described as a “low tuition adjustment”. This has made it challenging to know how much to build into the budget each year.

Now that we have 3 years of experience with this funding allocation model, we recognize that some level of “low tuition adjustment” will likely always be some part of the model. So for Budget 20/21, we have built in \$256,850 as the “low tuition adjustment”, bringing

the total Provincial funding built into the budget for Adult Upgrading to \$650,263. The “low tuition adjustment” of \$256,850 is the lowest amount that NIC has received in the 3 years since the Province made Adult upgrading tuition-free, so building this amount into the budget seemed conservative.

2. The Collective Agreement for the Faculty Association expired on March 31st, 2019 and the Canadian Union of Public Employees (CUPE) agreement expired on June 30, 2019. Agreements reached with the Unions will be funded by increases in Provincial grant funding. NIC’s budget assumption for Fiscal 2020/21 is that bargained wage increases will have a neutral impact on the College budget. In practical terms, this means we have built in funding from the Province equal to the impact shown in Salary expenses (roughly \$1 million).
3. In 2019/20, NIC received \$200,000 for 20 student FTEs in a Computer Information systems certificate program. In fiscal 20/21, we have received a further \$200,000 for another 20 student FTEs in the same program, for a total of 40 funded FTEs in this program.
4. International enrolments have continued their upward trend in 2019/20, however the significant growth seen in Winter 2018 has subsided significantly. Overall, International enrolments are up 8% in 2019/20 over 2018/19 levels, and we are projecting similar growth in 2020/21. This increase is partially offset by the one-time impacts of moving to a per credit tuition model.
5. Effective January 1st, 2019 the Province introduced the Employer Health Tax (EHT). This new tax coincides with the elimination of Medical Service Plan (MSP) premiums, which was phased out over two years. Given the timing difference between the introduction of the EHT and the phasing out of the MSP, it was challenging to determine if the funding received from the Province would fully fund the EHT. Initially we thought there would be a large budget shortfall from the EHT of over \$200,000. Now with the experience of paying the EHT for over a year, we can see that the impact is much less than that (between \$25,000 to \$50,000). However, it should be noted that it’s unclear if the EHT allocation will be updated to reflect new hiring. If not, the funding pressure will increase over time.

Action:

For the Board’s review and approval.

Suggested Resolution:

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2020/21 BUDGET AS PRESENTED. THE BUDGET AS PRESENTED DOES NOT INCLUDE THE FINANCIAL IMPACTS OF THE COVID-19 PANDEMIC. THOSE FINANCIAL IMPACTS WILL BE SHARED WITH THE BOARD AND THE MINISTRY THROUGH REGULAR UPDATES DURING FISCAL YEAR 2020/21.

NORTH ISLAND COLLEGE

2020-2021 Budget - Draft

	<u>2020-2021</u>	<u>2019-2020</u>	<u>Change</u>
Revenues			
Province of BC revenues			
Base operating grant	\$27,429,603	\$26,671,881	\$757,722
Industry Training Authority grant	2,971,911	2,805,683	166,228
Routine capital	320,020	160,592	159,428
Leases	344,640	235,560	109,080
Aboriginal Service Plan	510,661	405,093	105,568
Literacy grants (CALP)	233,500	233,500	0
Student aid (AUG, LDAB, SOS, AEF)	383,899	317,399	66,500
Educational partnerships (VIU, Island Health)	789,000	789,000	0
Provincial contracts	1,116,455	1,215,332	-98,877
	<u>34,099,689</u>	<u>32,834,040</u>	<u>1,265,649</u>
Federal Government grants and contracts	725,963	622,130	103,833
Student fees			
Base funded programs	4,586,833	4,755,975	-169,142
Cost recovery program	1,314,132	1,349,782	-35,650
International Education	6,892,555	6,614,091	278,464
	<u>12,793,520</u>	<u>12,719,848</u>	<u>73,672</u>
Sales of goods			
Bookstore revenue	1,294,000	1,264,000	30,000
Cafeteria revenue	184,000	154,000	30,000
	<u>1,478,000</u>	<u>1,418,000</u>	<u>60,000</u>
Contract services	280,083	211,500	68,583
Investment income	543,350	613,350	-70,000
Other income	450,900	559,189	-108,289
	<u>450,900</u>	<u>559,189</u>	<u>-108,289</u>
Total Operating Revenue	50,371,505	48,978,057	1,393,448
Amortization of deferred capital revenue	2,911,442	2,263,015	648,427
	<u>2,911,442</u>	<u>2,263,015</u>	<u>648,427</u>
Total Revenue	53,282,947	51,241,072	2,041,875
Expenditures			
Salaries, benefits, other personnel costs	38,671,232	37,819,023	852,209
Advertising and promotion	744,989	761,220	-16,231
Books and periodicals	288,123	267,060	21,063
Cost of good sold	999,150	999,150	0
Equipment costs	1,234,312	1,162,745	71,567
Facilities costs	2,577,977	2,321,751	256,226
Financial service charges	232,695	187,595	45,100
General fees and services	1,833,265	1,817,446	15,819
Student awards	883,615	677,115	206,500
Supplies and general expenses	1,230,057	1,246,566	-16,509
Travel	763,662	963,386	-199,724
Grant transfers	233,500	233,500	0
Donation to Foundation	0	2,000	-2,000
Amortization of capital assets	3,590,370	2,782,514	807,856
	<u>3,590,370</u>	<u>2,782,514</u>	<u>807,856</u>
Total Expenditures	53,282,947	51,241,072	2,041,876
Revenue less Expenditures	0	0	0

Analysis of Key Variances

Provincial Funding

1. Unionized wage settlements to be funded by the Province, estimated funding is \$1.05 million.
2. Base funding for the Computer Information Systems program is \$200,000.
3. The ITA training plan funding has increased by \$166,228. Reflective of current program offerings.
4. Routine capital increase of \$159,428 reflects deferred Annual Capital Allowance amortized into revenue as a funding source for some of the capital costs for the Campbell River campus consolidation project.
5. Lease funding increase of \$109,080 reflects St. Joe's lease funding and additional Common area funding at the Mixalakwila campus.
6. The Aboriginal Service Plan increase reflects a deferral of programs and services into the new fiscal year.
7. All of these increases are partially offset by the decrease in Provincial contract funding of \$98,877 and a decrease of one-time funded Provincial initiatives of \$487,000 that are reflected in the base operating grant.

Student Fees

1. Projection of 8% growth in International students equates to a \$509,000 increase in tuition.
2. A 2% increase in tuition for domestic and international students results in a \$208,000 additional revenue.
3. These increases are partially offset by the impact to the change to a per credit tuition model for international students (\$363,000 decrease), and a decrease in both one-time and base-funded domestic programing resulting in a \$280,000 estimated decrease in tuition.

Investment Income

1. A withdrawal of \$4.7 million from long-term investments to fund the Campbell River campus consolidation and Student Housing will result in lower Investment income.

Amortization of Deferred Capital Revenue

- 1' This reflects the funding from the Provincial and Federal governments towards the Campbell River campus consolidation project, amortized into revenue. Offsets amortization expense increase, with the remainder coming from the Deferred Annual Capital Allowance (now called Routine Capital).

Salaries and Benefits

1. The impact of unionized wage increases estimated at \$1.05 million. The settlements will dictate the actual costs, this is simply an estimate based on settlements in other sectors.
2. The annualized cost of administrative salary increases budgeted at \$229,000.
3. A reduction in Provincial one-time funded programs decreases salary and benefit costs by \$341,000.
4. An overall decrease in Salary and benefit costs of \$86,000.

Facilities Costs

1. Additional janitorial costs in Campbell River (larger square footage, cafeteria) cost \$125,000.
2. St. Joe's lease costs are \$86,000, and janitorial and security at St. Joe's approximately \$45,000.

Student Awards

1. Increase reflects additional \$140,000 in Student assistance funding received from Province, and the \$66,500 for Aboriginal student assistance.

Amortization of capital assets

1. The increase of \$807,856 reflects the assets that were completed or bought during 2019/20. The most significant addition is the Campbell River campus consolidation project. Increase to amortization is funded by the amortization of deferred capital revenue of \$648,427 and deferred Annual Capital allowance of \$159,428.

PRACTICE GUIDANCE

Related Party Disclosures

Effective April 1, 2017

The Public Sector Accounting Board (PSAB) section 2200 recommends disclosure of related party transactions when:

- A transaction occurs between related parties at a value different from that which would have been arrived at if the parties were unrelated; and
- Transactions have a material financial effect on the financial statements.

A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include key management personnel, their close family members and entities controlled by them. Key management personnel are individuals who have authority and responsibility for planning, directing and controlling the activities of the entity.

Related party disclosure does not apply to restructuring transactions, transactions that are eliminated on consolidation for consolidated financial statements and those transactions that occur with an entity accounted for under the modified equity method (government business enterprises). Disclosure is not required for key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered.

Examples of related parties include:

- Entities within the [government reporting entity](#) are related to all ministries, agencies, Crown Corporations, school districts, health authorities, hospital societies, universities and colleges through common control.
- Key management personnel for a ministry include minister, deputy minister, associate deputy minister, or equivalent and above. Key management personnel for the Crown Corporations include members of the Board of Directors and management employees at the vice president level, or equivalent and above.
- Key management personnel include their close family members, such as spouse, parent, grandparent, grandchild, brother, sister, son, or daughter. It also includes entities controlled by them or their close family members.

Professional judgment is required to determine which related party transactions need to be disclosed.

For entities within the government reporting entity, all related party transactions that occur at non-arm's length, should be identified, measured and disclosed to OCG through the supplementary financial report template.

A declaration will be requested from each key management personnel to identify related party transactions that may have occurred at a value different from that which would have been arrived at if the parties were unrelated. Transactions will be assessed during the preparation of the annual financial statements and will be disclosed if they have a material financial effect on the financial statements.

If related party transaction meets the criteria for disclosure, the notes of the Summary Financial Statements in the Public Accounts may include details such as:

- Information about the nature of the relationship with related parties involved in related party transactions;
- The types of related party transactions that have been recognized;
- The amounts of the transactions recognized classified by financial statement category;
- The basis of measurement used;
- The amount of outstanding balances and the terms and conditions attached to them;
- Contractual obligations with related parties, separate from other contractual obligations;
- Contingent liabilities involving related parties, separate from other contingent liabilities; and
- The types of related party transactions that have occurred for which no amount has been recognized.

This Section is applied prospectively. PS 3420 Inter-entity transactions provides further guidance on how to account for and report related party transactions between public sector entities included in the government's reporting entity from the perspective of both the provider and the recipient.

OCG Contact Information: Megan Chomyn, Financial Accountant, at 778 698-9409 or by e-mail: Megan.Chomyn@gov.bc.ca

DECLARATION OF RELATED PARTY TRANSACTIONS INVOLVING KEY MANAGEMENT PERSONNEL

The Province of British Columbia complies with generally accepted accounting principles in the Public Sector Accounting (PSA) Handbook. These standards require disclosure of material transactions between related parties that occur at a value other than fair value. Fair value is the amount of consideration that is agreed upon in an arm's length transaction between willing parties under no compulsion to act.

A related party for the purposes of this disclosure include:

- entities within the governments reporting entity,
- key management personnel and their close family members, and
- entities controlled by key management personnel or their close family members.

Entities within the government's reporting entity include ministries, agencies, Crown Corporations, school districts, health authorities, hospital societies, universities and colleges.

Key management personnel are those individuals who have the authority and responsibility for planning, directing and controlling the activities of the entity. For core government, key management personnel include Ministers, Deputy Ministers, Associate Deputy Ministers and equivalent.

To provide appropriate audit evidence to support the information required for disclosure, please answer 'Yes' or 'No' to the following questions for the fiscal year ended March 31, 2020. To the best of your knowledge,

- are you aware of any transactions during the fiscal year between yourself and a government entity that occurred at a value different than fair value? ☐ Yes ☐ No.
- are you aware of any transactions during the fiscal year involving a government entity and a close family member that occurred at a value different than fair value? ☐ Yes ☐ No.
- are you aware of any transactions during the fiscal year involving a government entity and an entity controlled by you or a close family member that occurred at a value different than fair value? ☐ Yes ☐ No.

If you've answered yes to any of the above questions, please provide a brief description of the transaction(s) and the parties involved.

North Island College

Name
Title

Date signed



April 6, 2020

Dear post-secondary, skills and training community members,

The COVID-19 pandemic has presented an exceptionally challenging time for every person involved in B.C.'s post-secondary, skills and training sector. I know that some of you are being directly affected by this virus or are concerned about friends and family here and around the world. I recognize that many of you are worried about paying your bills, finishing your programs, returning home and being disconnected from your communities. I understand that our daily lives have been turned upside down and want you to know that our government is doing everything we can to fight this pandemic and keep one another safe.

Everything we are doing is about protecting students, faculty and staff while also supporting the shift in delivery of B.C.'s world-class learning and training programs. This is equally true for the post-secondary system, as well as the hundreds of organizations who play a vitally important role in skills training across B.C. This is a uniquely unsettling time, but I want to assure you that your education and training goals will be met.

I want to express my gratitude for the leadership and resilience you have shown as we navigate these trying and uncertain times together. I know that some applied programming, like trades and health, may be more challenging to deliver online and I appreciate your continuous efforts to adjust and find safe ways for everyone to finish their studies.

For apprentices and trades students, I want to assure you that the Industry Training Authority is working hard to address your unique needs by providing creative pathways to support your completion.

For Indigenous teachers and learners, we recognize that you are facing urgent and unique challenges. We remain committed to working with Indigenous communities and institutions to ensure that training and learning is flexible and responsive.

For international students who are not able to return home and be with loved ones, I recognize that you must feel especially isolated. Please know that our government will continue to do our best to support you as much as possible.

For those who are continuing to deliver core services, I applaud all that you are doing to keep students and staff safe and healthy in the midst of an evolving situation. You worked around the clock to quickly transition to online or alternative delivery methods, and I am confident your

... /2

swift actions helped reduce the risk for the hundreds of thousands of students, faculty and staff in every corner of the province. Whether it is supporting students, providing housing or food services, or keeping the lights on and the buildings clean – you are at the frontline of B.C.'s post-secondary system. Please know that I see you for the heroes that you are.

I want to thank all of you who are stepping up in innovative ways to support the provincial health and emergency management response. Namely producing the much-needed supplies and research to respond to COVID-19. Your efforts are saving lives.

As Premier John Horgan, Minister of Health Adrian Dix and Provincial Health Officer Dr. Bonnie Henry have been saying, no one is in this alone. We are going to get through this by paddling together. My ministry and the public service are working hard to ensure that you have the latest information available from provincial and federal health officials.

Our government continues to mobilize resources to better support students. We moved quickly to suspend payments on student loans, we are increasing emergency financial aid for students at every public post-secondary institution in the province, including Indigenous students, and will continue to find practical ways to support the post-secondary, skills and training sector.

We are asking everyone to do all they can to support our efforts in breaking the chain of transmission and flattening the outbreak curve. We continue to put new tools in place to support people in B.C. during this challenging time, and people can now download a self-assessment app for their phones at: <https://bc.thrive.health/>.

I also want to remind you that for non-health related information, including financial, child care and education supports, travel, transportation and essential service information, visit: www.gov.bc.ca/covid-19 or call 1 888 COVID19 (1 888 268-4319) between 7:30 a.m. and 8 p.m., seven days a week. For the latest medical updates, including case counts, prevention, risks and testing, visit: <http://www.bccdc.ca/> or follow @CDCofBC. For provincial health officer orders, notices and guidance, visit: www.gov.bc.ca/phoguidance. We encourage you to distribute this message within your community.

Under normal circumstances, B.C.'s post-secondary, skills and training sector excels at tackling some of the biggest social, economic and environmental challenges. While this may be one of the greatest challenges of the 21st century, I know in my heart that we will get through this together.

T'ooyaksim' N'iisim',



Honourable Melanie Mark

Hli Haykwhl Wii Xsgaak

Minister of Advanced Education, Skills and Training

AESt.Minister@gov.bc.ca // (250) 356-0179

OFFICE OF THE PRESIDENT



April 15, 2020

Shelley Chrest, Chair
Port Alberni Floating Dry Dock Project Committee
C/o Port Alberni Port Authority
2750 Harbour Road
Port Alberni, BC
V9Y 7X2

Dear Shelley,

Re: Support for Floating Dry Dock

On behalf of North Island College (NIC), I am pleased to provide this letter of support for the floating dry dock infrastructure project.

NIC is deeply committed to supporting the social, economic and human resource development of the communities in our service region.

Port Alberni has enjoyed a long and storied history in the forestry and marine trades sectors along with shipbuilding and ship repair services. Port Alberni is a resilient and diverse community with pride in its resource and manufacturing industries.

The availability of skilled tradespeople, the deep and sheltered waters, and affordable housing makes Port Alberni the ideal location for expansion of this industry.

The floating dry dock project represents a very real opportunity to create meaningful jobs that will support the increasing needs for marine vessel building and service on the west coast. These jobs are important for the Port Alberni community and especially for youth who are struggling to remain in and contribute to the community.

At NIC we look forward to being directly involved in this project to ensure it is environmentally sustainable and has the skilled people it will require to complete and operate successfully.

Sincerely,

A handwritten signature in blue ink that reads "John Bowman".

John Bowman
President

BOARD OF GOVERNORS BURSARY

Endowment Fund Status Report

For the period ending December 31, 2019 (unaudited)

NIC Board of Governors
Attn. Ms. Jane Murphy
2300 Ryan Rd
Courtenay, BC, V9N 8N6



FINANCIAL UPDATE

Your gift to education has the power to change lives, inspire future leaders, and create contributing citizens who will positively influence our communities today and for generations to come.

Endowment Fund

\$77,544.14	Opening balance January 1, 2019
\$4,250.79	New donations, January 1 to December 31, 2019
\$1,529.84	Board of Governors matching grant, March 2019
\$83,324.77	Endowment total December 31, 2019

Award Balance

\$14,917.87	Total lifetime investment income to date
(\$-11,320.00)	Total lifetime student awards distributed to date
\$3,597.87	Current investment income available for awards

Three awards of \$1,195 Award balance to students in 2020

The income earned on the endowment shall be used for the purposes authorized by the endowment agreement. The investment, management and the expenditure of all funds shall be in accordance with the Foundation's policies and procedures.

We are truly grateful for your support and investment in our students.
Please contact me any time if I can help answer questions about your fund.

Joleen Finnerty
Manager, Office of Advancement & NIC Foundation
250-334-5040 | joleen.finnerty@nic.bc.ca

HOW YOUR GIFT HELPS:

"Thank you from the bottom of my heart. Your contribution matters more to me than I can fully honour in this letter. Not only will this help with my tuition payments but it also bolsters my belief in my own success, which can be shaky at times, but the fact that you would make such a gesture to help me is astounding. It means more than you'll ever know."

NIC student recipient

GLOSSARY OF TERMS:

Board of Governors matching grant:

When funding is available, the NIC Board of Governors may make an annual matching contribution to endowment funds. When approved, the amount is applied on a pro rata basis to all endowment donations made during April 2018 to March 2019. Donations made after March 31, 2019 will be considered for matching in the following fiscal year.

Award balance to students in 2020:

This is the amount available rounded for ease of administration to student accounts. The remainder will be held in your fund balance.

foundation.nic.bc.ca

Commonly Used Acronyms

This is an incomplete list of acronyms commonly used at North Island College.

ABE	Adult Basic Education (formerly known as Adult Upgrading)
AEC	Aboriginal Education Council (now Indigenous Education Council)
AEST	(Ministry of) Advanced Education, Skills and Training
AGC	Academic Governance Council. This is the group of EdCo chairs from all BC colleges and institutes (BCIT and the Justice Institute), which meets twice a year to discuss areas of common concern.
ASD	Access for Students with Disabilities. Now renamed to DALs.
AVP	Associate Vice President
AST	Arts, Science and Technology (Faculty of)
BCNet	Not-for-profit, shared services organization providing computer support and services to post-secondary institutions
BOG	Board of Governors
CABRO	Crown Agencies and Board Resourcing Office
CARTI	Centre for Applied Research, Technology and Innovation
CEO	Chief Executive Officer
CET	Continuing Education and Training
CICan	Colleges and Institutes Canada
COO	Chief Operating Officer
CR	Campbell River
CUPE	Canadian Union of Public Employees
CV	Comox Valley
DAC	Deans Advisory Council
DACSO	Diploma, Associate degree, and Certificate Student Outcomes; BC Student Outcomes conducts annual surveys of former students from British Columbia's post-secondary institutions
DALS	Department of Accessible Learning Services
DCC	Deferred Capital Contribution
DCWG	Department Chairs Working Group
EdCo	Education Council
EVPA	Executive Vice President, Academic
FBAS	Faculty of Business and Applied Studies
HHS	Health and Human Services (Faculty of)
IEC	Indigenous Education Council (former Aboriginal Education Council)

IRR	(Ministry of) Indigenous Relations and Reconciliation
ITA	Industry Training Authority BC (Trades programs)
ITV	Interactive Television
IWC	Immigrant Welcome Centre
JTT	(Ministry of) Jobs, Trade and Technology
MYPP	Multi-Year Program Plan
NIC	North Island College
NICFA	North Island College Faculty Association (Union)
NISU	North Island Students' Union
OGE	Office of Global Engagement (formerly International Education)
OIC	Order-in-Council
PA	Port Alberni
PSEA	Post-Secondary Employers' Association
PSEC	Public Sector Employers' Council Secretariat
PSI	Post-Secondary Institution
SET	Senior Education Team
SIF	Strategic Investment Fund
SLT	Senior Leadership Team
SVM	Sexual Violence and Misconduct (Policy)
TLC	Teaching and Learning Committee
TLI	Teaching & Learning Innovation
T&T	Trades & Technical (Faculty of)
UCIPP	University, College and Institute Protection Program
UT	University Transfer



NEWS RELEASE

For Immediate Release

Ministry of Advanced Education, Skills and Training

2020AEST0024-000698

April 16, 2020

Free counselling service launches for post-secondary students

VANCOUVER – The Government of British Columbia has launched Here2Talk, a new mental-health counselling and referral service for post-secondary students.

The service offers confidential, free single-session services by app, phone or online chat, 24 hours a day, seven days a week.

“Until now, post-secondary students have never had access to 24/7 provincewide mental-health support services,” said Melanie Mark, Minister of Advanced Education, Skills and Training. “Students advocated for years to fill the gap in available mental-health counselling services in British Columbia. Over the past several months, we’ve been working together to develop this new free service. With the advent of COVID-19 and the increased stress it puts on students, we doubled down to get students the supports they so desperately need. I’m very excited to say that Here2Talk is now available for all 555,000 post-secondary students registered across B.C.”

For the first time, every student in B.C. has access to 24/7 mental-health services – whether the students are rural, urban, domestic, Indigenous, international, public, private, full-time, part-time or in trades training. Here2Talk will complement other supports on campus and in the community, including new virtual mental-health supports announced April 9, 2020, by the Ministry of Mental Health and Addictions.

“For too long, mental-health care was an afterthought in B.C., and many post-secondary students weren’t able to access the help they needed. Here2Talk is changing that,” said Judy Darcy, Minister of Mental Health and Addictions. “Now every student can access supports 24/7 without stigma or judgment – and it’s free, because access to mental-health care shouldn’t depend on the size of your bank account.”

Chat sessions with a trained counsellor can be accessed by downloading the Here2Talk app or visiting: here2talk.ca

Students can speak to a counsellor by phone, toll free at 1 877 857-3397 or direct 604 642-5212. Students calling from outside Canada can dial 1 604 642-5212 (international calling charges may apply).

Hundreds of students throughout B.C. provided feedback and ideas that were used to develop and tailor Here2Talk to deliver the kind of help students felt they needed. The on-demand service, operated by Morneau Shepell, will support students dealing with challenges such as depression, anxiety, loneliness, pressure to perform, crises, racism and relationships. Counsellors will also be equipped to refer students to local resources in their communities.

For the launch, web, phone and chat services are currently available in English and French. Phone services are also available in additional languages upon request.

Government is providing \$1.5 million per year for the service.

Improving mental health at post-secondary institutions is an integral part of government's actions outlined in A Pathway to Hope, B.C.'s roadmap for making the system of mental-health and addictions care better for people no matter where they live in the province. Implementing A Pathway to Hope is a shared priority with the BC Green Party caucus and is part of the Confidence and Supply Agreement.

Quotes:

Jonny Morris, CEO, Canadian Mental Health Association BC –

"Here2Talk means post-secondary students who need access to mental-health counselling services will have expanded virtual access to help anytime they need it, in a way that makes sense for them. Because it is designed for the post-secondary demographic, it provides targeted support for students at any time when they need to connect. This service stands to increase access to confidential student support provincially, while linking to existing services on campuses and in community."

Tanysha Klassen, chairperson, BC Federation of Students –

"Post-secondary education comes with lots of challenges and stress. This new service, Here2Talk, will help make a real difference in the lives of many students. Even though there are support services on some campuses and in the community, they're not always easy to access and some students feel uncomfortable asking for help. Here2Talk's chat, phone and online services will make it much easier for students to reach out for help when they need it."

Norah Joyce, Canada chief commercial officer and executive vice-president, Morneau Shepell –

"As the largest and the most fulsome provider of mental-health and well-being services in Canada, including for post-secondary students, we are excited to work with the government of British Columbia on this important partnership. We applaud its leadership in supporting the mental health of every student in this province through this program and are honoured to have been chosen to help provide it, especially now with anxiety related to COVID-19 impacting large sections of the population."

Quick Facts:

- Morneau Shepell administers the largest clinical network in Canada. It has delivered mental-health solutions since 1974 and serviced more than 20,000 organizations worldwide. It supports more than 3,800 people across all services in B.C. and more than 200 post-secondary institutions across North America.
- The 2016 National College Health Association survey of Canadian post-secondary students found a significant number of students are experiencing mental-health challenges:
 - 44.4% of surveyed students reported at some point in the previous 12 months they felt "so depressed it was difficult to function"

- 18.4% reported being “diagnosed or treated by a professional” for anxiety
- 13% had seriously considered suicide
- 2.1% had attempted suicide

Learn More:

For children and youth up to the age of 19, mental-health resources and supports are also available at: <https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/child-teen-mental-health>

Contact:

Sean Leslie
Communications Director
Ministry of Advanced Education, Skills and
Training
sean.leslie@gov.bc.ca
250 356-8485

Connect with the Province of B.C. at: news.gov.bc.ca/connect



Here2Talk

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Welcome to Here2Talk

Here2Talk is a Government of B.C. initiative that connects post-secondary students in B.C. with mental health support when they need it.

Through this program, all students registered with a B.C. post-secondary institution will have access to free and confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.



Accessing services



1 APP



Download on the
App Store

GET IT ON
Google play

2 PHONE

Canada-wide toll free:
1.877.857.3397

Canada-wide direct:
604.642.5212

Outside Canada
(International calling charges may apply)
+1.604.642.5212

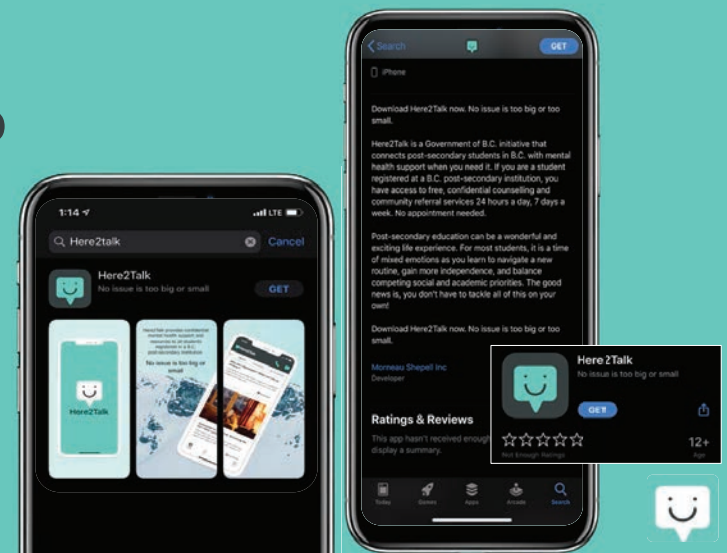
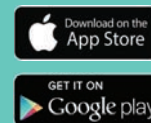
3 WEB



<http://www.here2talk.ca>

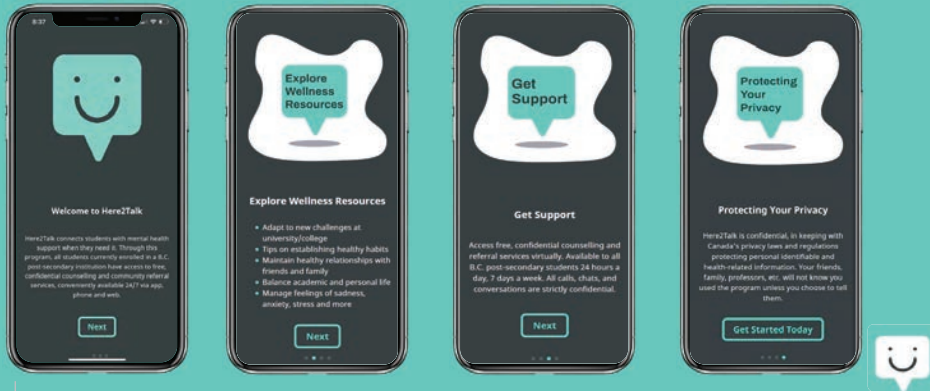
Get the free app today!

The free Here2Talk app is available for download, in English and French, from the Apple or Google Play app stores.



Upon download

After downloading the free Here2Talk app, the following splash pages appear to help orient users to key program features.

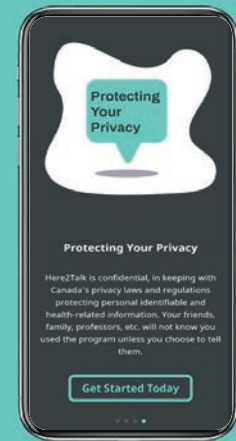


Confidentiality and Privacy

Use of this program is **free, voluntary and confidential**.

Any personal information collected in association with the provision of services will be treated in compliance with the privacy protection requirements of B.C.'s **Personal Information Protection Act (PIPA)**.

For more information, see the full **Privacy Agreement** language outlined in the **More** tab of the app and on the web.



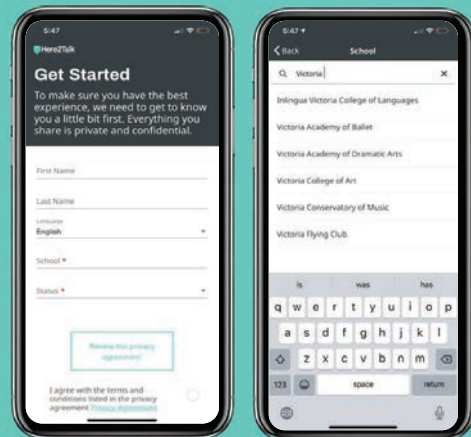
Getting started

The following basic profile information is gathered up front:

- Name
- Language
- School
- Status
- Confirmation of agreement with privacy agreement

Additional information is collected prior to initiating a chat session:

- Phone number
- D.O.B
- Gender identity
- Disclosure of risk

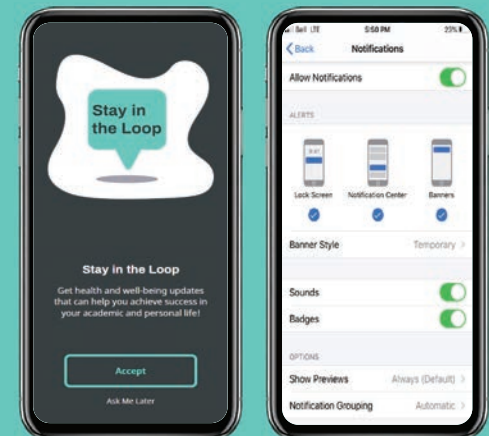


Healthy reminders

As an optional feature of the Here2Talk app, users can choose to receive **weekly mental health and wellbeing notifications** direct to their devices.

This feature is outlined in the welcome screens and can be turned on / off through the user's profile settings under the **More** tab.

Ensure to also 'allow notifications' in the **General Settings** of the device itself.

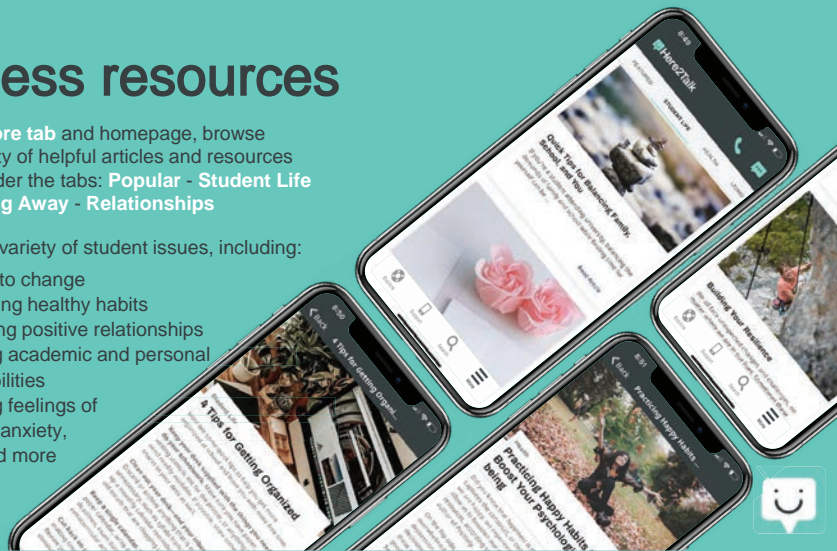


Wellness resources

From the **Explore** tab and homepage, browse through a variety of helpful articles and resources categorized under the tabs: **Popular** - **Student Life** - **Health** - **Living Away** - **Relationships**

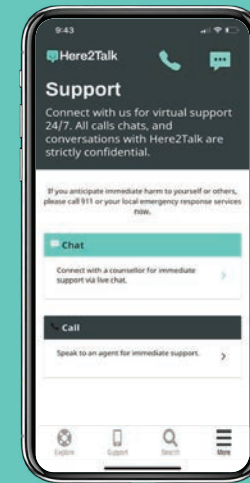
Topics cover a variety of student issues, including:

- Adapting to change
- Establishing healthy habits
- Maintaining positive relationships
- Balancing academic and personal responsibilities
- Managing feelings of sadness, anxiety, stress and more



Virtual support is just a click away

Confidential, real-time clinical support is available 24/7 via phone and online chat.



To access clinical services, click on the **Support** tab at the bottom of the screen, or the call/chat icons in the top right hand corner.

Here2Talk operates within a short-term, **single-session model**. Each time a call or chat is initiated, the first available provider will support the request.

Ongoing support and face-to-face counselling is **out of scope** for this program.



Robust clinical network

Hundreds of clinical providers, located within six call centers across Canada, are ready to provide support.

All counsellors supporting Here2Talk are required to meet the same qualification criteria:

- A minimum master's-level education.
- Membership in good standing with a professional accredited association according to their field of practice.
- Ongoing proof of active liability insurance.
- Intensive training and monitoring prior to supporting any students.
- Successful completion of an in-depth screening process with reference and background checks.
- Ongoing participation in professional development.

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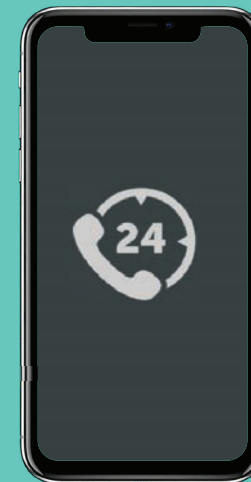


Call

Call in for real-time, **24/7 tele-support** in **English and French**.

Additional languages are available upon request and subject to availability.

After listening to an initial autoattendant message and selection option, callers are connected with a **live representative** to complete an intake assessment.



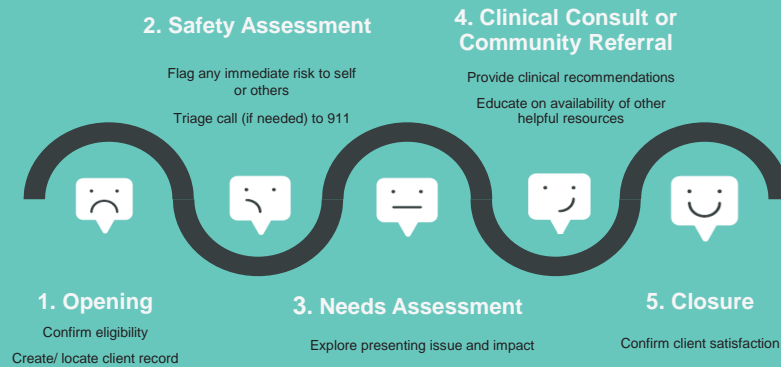
Canada-wide toll free:
1.877.857.3397

Canada-wide direct:
604.642.5212

Outside Canada:
(International calling charges may apply)
+1.604.642.5212



Call flow

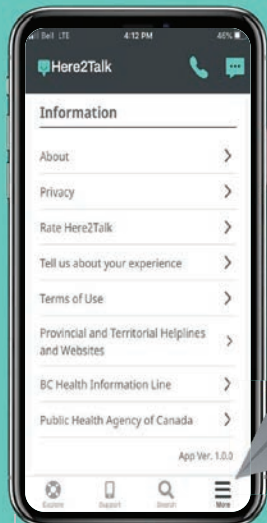
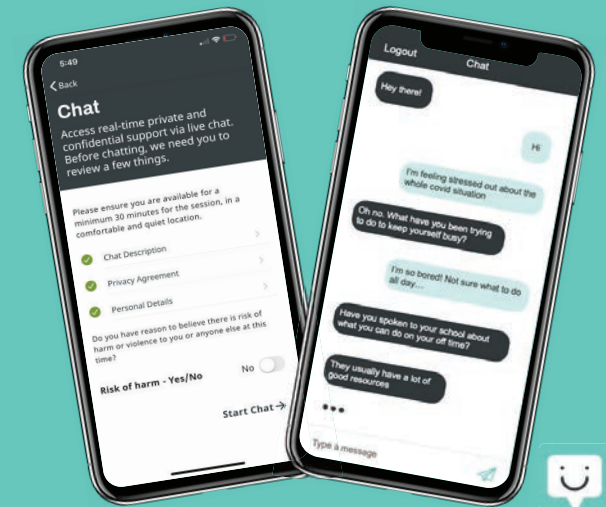


Chat

Chat is **text-based counselling** that is available online via app and web.

Chat services are offered in **English and French only**. If a different language is required, call in directly to make the request.

Before initiating a chat, users need to read the Chat Description and Privacy Agreement, as well as provide additional Personal Details details in their user profile.

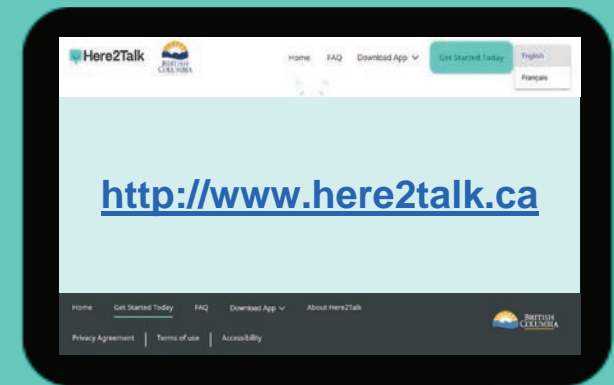


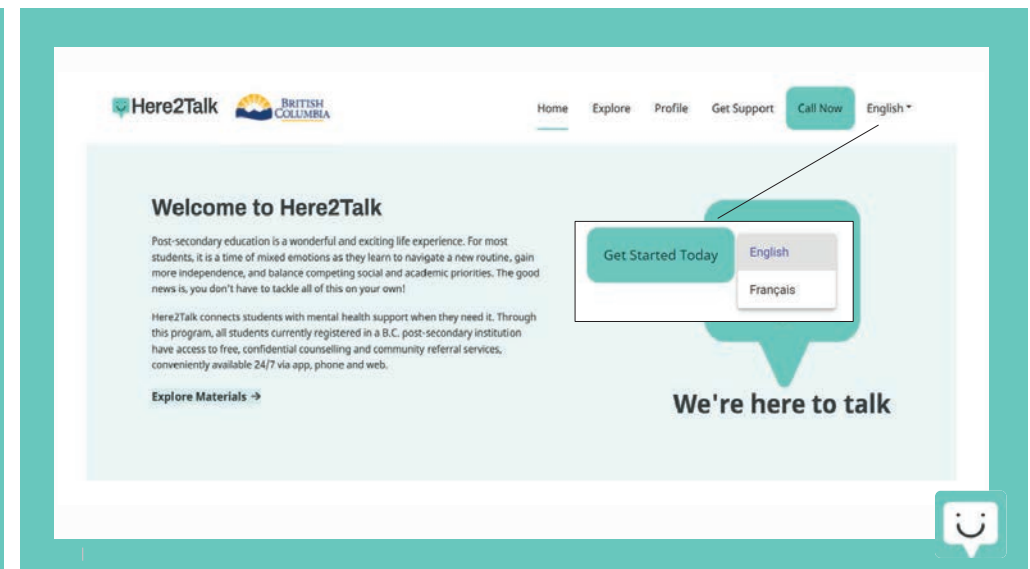
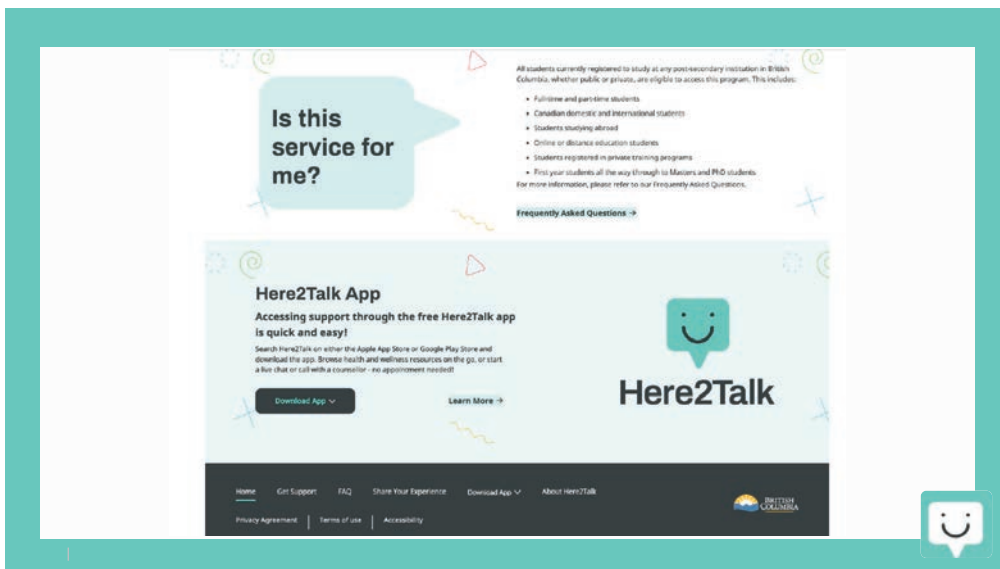
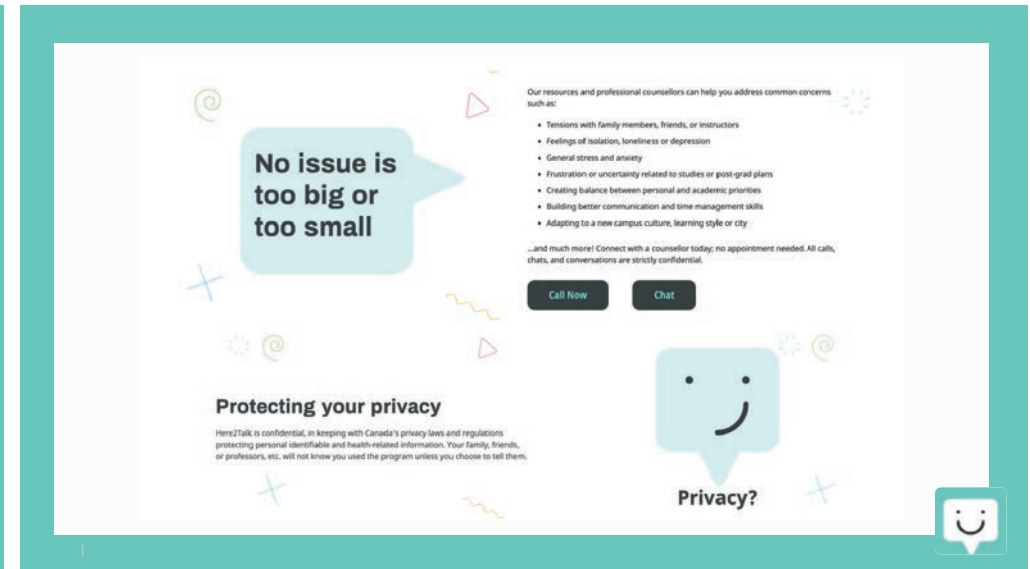
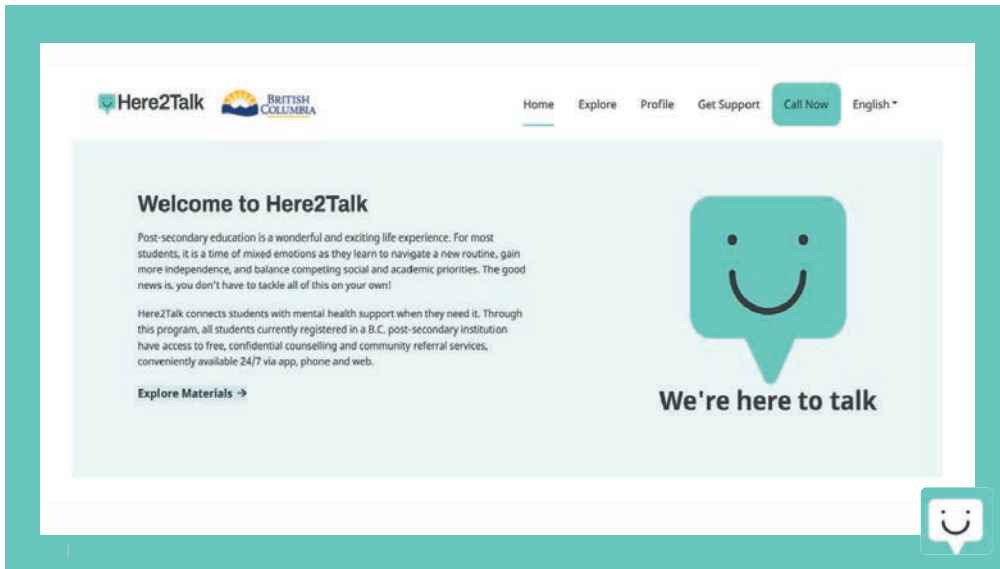
Looking for more information?

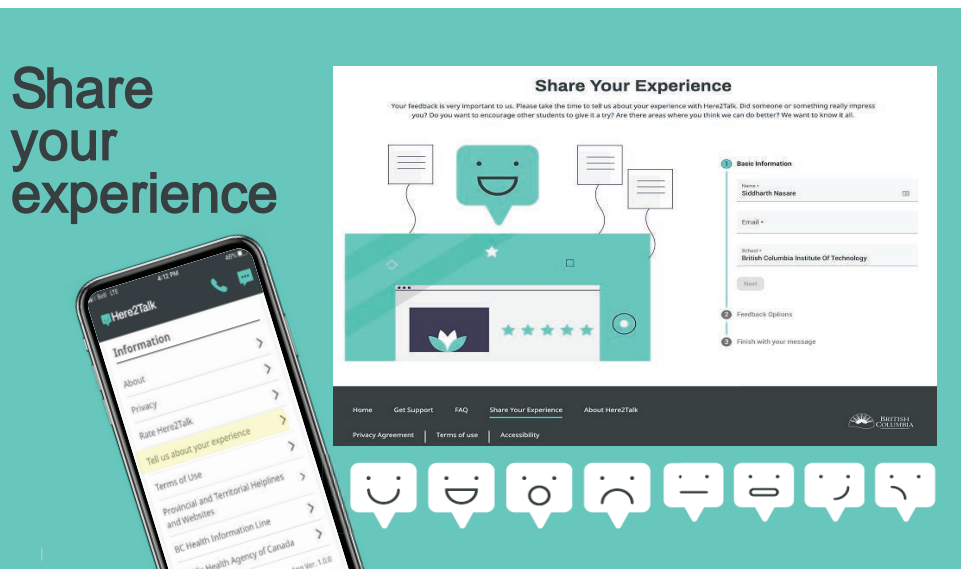
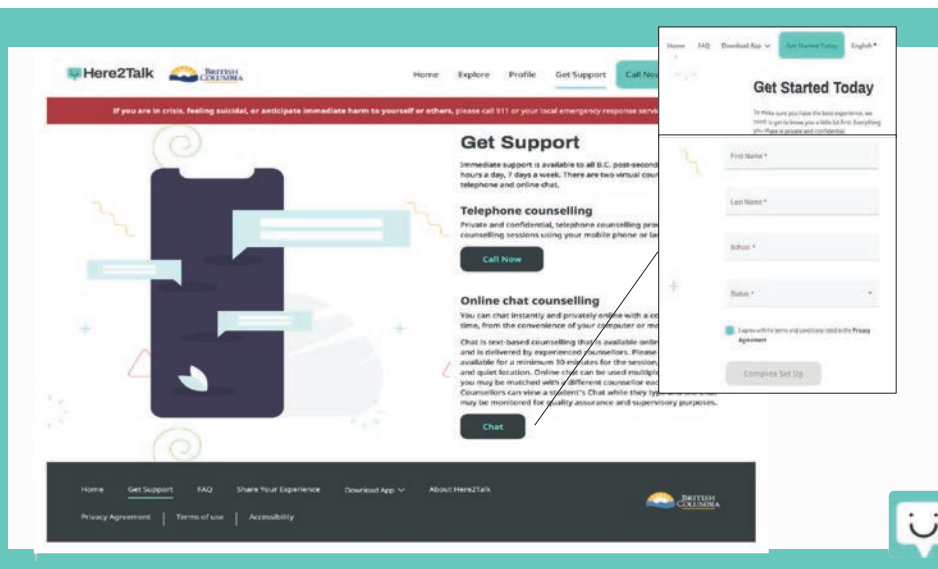
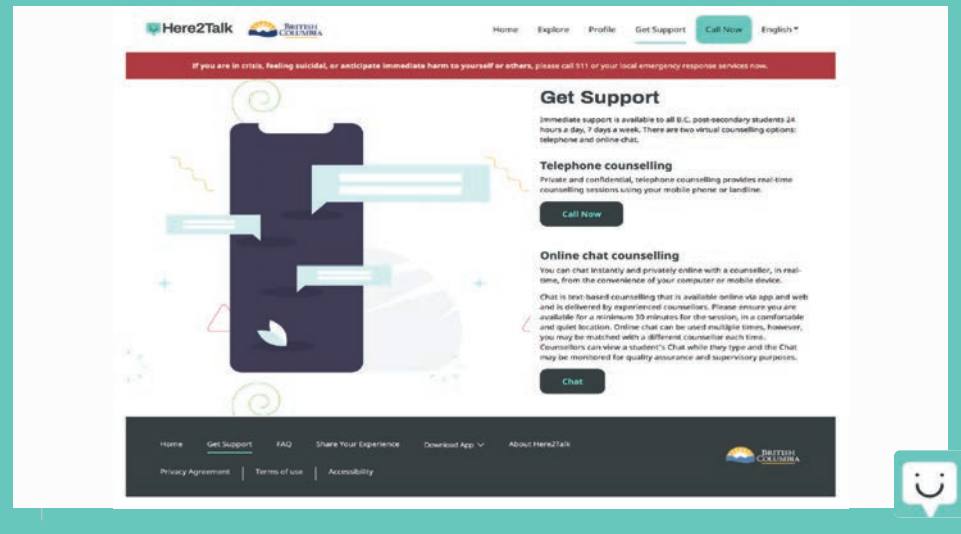
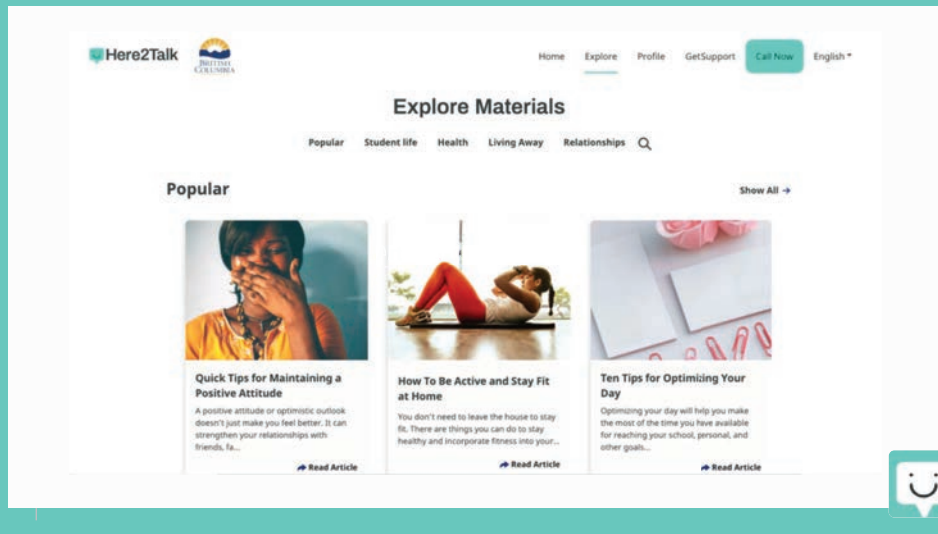
Web access

For the most part, the Here2Talk website mirrors the app content.

Like the app, the web content and chat feature are offered in **English and French only**.









Thank you!

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25