



BOARD OF GOVERNORS

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

KMX 146 Boardroom

Comox Valley Campus

Thursday February 6, 2025

BOARD MEMBERS PRESENT

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

ABSENT

K. Makunike, Student Representative
T. McManus, Student Representative
V. Puetz, Community Member, Campbell River Region

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Vice President, Academic
K. Crewe, Associate Vice President, People, Equity and Inclusion
C. Fowler, Vice President, Finance and College Services
E. Haagerup, Executive Assistant, Leadership Team & Board
Operations (recording)
K. Haggith, Associate Vice President, College Experience
K. Kuhnert, Vice President, Students & Community Engagement
J. McGillis, Executive Assistant, Leadership Team & Board
Operations
C. Fehr, President, CUPE 3579
C. Wilson, Executive Director, NISU
M. Jiwaji, Associate Director, Student Life

1. CALL TO ORDER

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

1.1 Acknowledgement of First Nations Traditional Territory

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

1.2 Adoption of Agenda

Moved N. Arsenault / Seconded R. Kishi: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 6, 2025, AS PRESENTED.

Motion carried

2. CONSENT AGENDA

2.1 Minutes of the Regular Meeting of December 5, 2024

2.2 Executive Committee Meeting Minutes, January 23, 2025

2.3 Governance and Board Development Committee Meeting Minutes, January 23, 2025

2.4 Finance & Audit Committee Meeting Minutes, January 24, 2025

2.5 Correspondence and Information (Agenda item #5)

Moved M. Erickson/ Seconded C. Stavness: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF FEBRUARY 6, 2025.

Motion carried

3. BOARD BUSINESS

3.1 2024/25 Fiscal Year Credit Enrolment Report (at Winter Term Stable Enrolment Date)

T. Bellavia presented the 2024/25 Fiscal Year Credit Enrolment Report at Winter Term Stable Enrolment Date of January 15th, 2025, and thanked W. Skulmoski, Director, Institutional Research & Planning for his work on this report.

He noted that this report is a point in time comparison on enrolment to the previous year at winter term stable enrolment date (January 17th, 2024). In comparison with last year:

- Total headcount is lower by 86 students (2%)
- Domestic student headcount is lower by 117 students (3%)
- International student headcount is higher by 30 students (4%)

T. Bellavia noted that key considerations on enrolment include the changing federal government regulations, including those from Immigration, Refugee and Citizenship Canada (IRCC) on international students, and availability of one-time funding for domestic students.

3.2 Board of Governors Evaluation

N. Arsenault presented the Board of Governors Evaluation, which is intended to provide Board members an opportunity to assess the effectiveness of the Board and reflect on opportunities for individual growth and development.

N. Arsenault noted that feedback from Board members has been incorporated and requested the Board of Governors approval to adopt and pilot the Board of Governors evaluation. She thanked the Governance and Board Development Committee for their work on this document and process.

Moved C. Stavness/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RESOLVES THAT ALL BOARD MEMBERS WILL ACTIVELY PARTICIPATE IN THE FOLLOWING EVALUATION AND PROCESSES TO ENSURE CONTINUOUS GROWTH, ACCOUNTABILITY, AND ALIGNMENT WITH THE BOARD'S STRATEGIC GOALS:

- 1. Annual Board Evaluation: All Board members will complete a comprehensive online evaluation of the Board in approximately February each year.**
- 2. Biennial Self-Evaluation and Interview with the Board Chair or designate: Each Board member will participate in a one-on-one interview with the Board Chair or designate every two years, in April, to discuss their self-evaluation and receive feedback, with the exception of Student representatives, who will be interviewed annually.**

Motion carried

3.3 Proposed Amendments to the 2024/25 Board Workplan

L. Domae reviewed the proposed amendments to the 2024/25 Board Workplan:

- At the request of the Indigenous Education Council (IEC), to defer the Joint Indigenous Education Council and Board of Governors Meeting on March 5th 2025.
- To hold a virtual Education Session on the Draft 2025/26 Budget on Thursday March 13th, 2025.
- To move the next Board of Governors meeting from Thursday May 1st to Thursday April 17th to better align with the start of the fiscal year.

Moved N. Arsenault/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE PROPOSED AMENDMENTS TO THE 2024/25 BOARD OF GOVERNORS WORKPLAN.

Motion carried

3.6 Board Members Roundtable Discussion

Multiple Board members attended the College Conversation on December 6th, 2024, in addition to their respective sub-committee meetings.

J. Jack updated the Board on the Oomiiqsu Centre which is being opened close to North Island College in Port Alberni, to provide a culturally appropriate approach to help keep families together.

C. Moglove noted that she was reappointed as Parliamentarian for the Union of British Columbia Municipalities (UBCM) for September 2025.

Many Board members noted that they attended their respective sub-committee meetings and multiple Board members met with MLA Brennan Day at the Comox Valley Campus on November 28, 2024, and with MLA Anna Kindy at the Campbell River Campus on December 12, 2024.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 BUILD 2026 Strategic Plan and Year 4 Report 1 Dashboard

L. Domae presented the *BUILD 2026 Strategic Plan and Year 4 Report 1 Dashboard* and gave her thanks to the College community for the progress made to date. She reminded the Board that twenty-three objectives are data points that measure health and wellness (not actions for completion). L. Domae noted that we are behind on one objective, which is the cultural competency modules, currently being piloted by members of the College community. The Indigenous Education Council (IEC) hopes that the Board of Governors will also participate in these modules when they are released.

L. Domae explained that the Dashboard will be brought back to the Board in June 2025 for further updates and amendments.

In response to a question regarding the strategic direction for 2026, L. Domae noted that further consultation needs to be done with the College and larger communities and Board of Governors in the 2025/26 year to determine the focus of the next strategic plan.

In response to a question regarding dual credit, T. Bellavia noted that dual credit is under the Ministry of Education, and that changes have been made to dual credit policies. This framework has now been changed again, which makes enrolment easier, and the high schools will be reimbursed. He noted that the Deans and departments have met with high schools to support this framework moving forward as this is a very important pathway.

In response to a question on changes in the post-secondary landscape and lower university admission standards, T. Bellavia explained that in a competitive sector, North Island College's advantage is local quality instruction, and how we adapt and innovate in response to change.

The group had a fulsome discussion on the role of Marketing, recruitment, and advisor relationships on student recruitment and retention at the College. In response to a question on the role of Strategic Enrolment Management (SEM) T. Bellavia noted that SEM focuses on quality assurance and accountability, modality and mix of high demand programs, and aligned business practices, which include areas such as Marketing and recruitment.

4.1.2 Minister Kang Mandate Letter, January 16, 2025

L. Domae reviewed the Mandate Letter sent to Anne Kang, Minister of Post-Secondary Education and Future Skills (PSFS) on January 16th, 2025. She noted areas of focus include the skilled labour shortage, training opportunities, and finding structural solutions to changes in international student demand.

L. Domae noted that she will continue to work with Minister Kang to advocate on the impact of regulation changes on post-secondary.

4.2 Vice President, Finance & College Services

4.2.1 Fiscal Year 2024/25 Third Quarter Financial Statements

C. Fowler reviewed the second quarter financial statements for the 2024/25 fiscal year and noted that the statements show a current surplus of \$1.4million, which positions the College to enter a financially challenging time from a good position. C. Fowler explained that this surplus is due to significant realized gains of \$1.7million from the College's investment portfolio. However, he cautioned that realized gains cannot be budgeted for due to their unpredictability, and without the current realized gains, the College would be in a small deficit position at the end of the third quarter.

C. Fowler noted that he anticipates a balanced budget for 2024/25. He explained that the College intends to balance its budget in future years, however continued changes to international student regulation, enrolment and post graduation work permits, and the resulting reduction in international tuition revenue may impact this.

4.3 Vice President, Academic

4.3.1 Health Science, Diploma

T. Bellavia presented the new credential, Health Science Diploma for the Board to approve. He explained that this two-year credential was designed to complement the existing Island Pre-Health Science Advanced Diploma. This credential is built with existing courses at the College and designed to provide a laddering opportunity to bridge students into the Island Pre-Health program, or move directly into employment opportunities in the Healthcare field.

In response to a question as to how this credential relates to future Health Science programming at North Island College, A. Brady explained that this health science diploma is designed for accelerated health programs, midwifery and dental hygienist and more. She noted that further programming in areas such as public health and health academia are also being considered for future.

In response to a question on the location and format of the diploma, A. Brady explained that this diploma will be primarily based at the Comox Valley Campus utilizing existing courses and merged cohorts.

Moved R. Kishi/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL, HEALTH SCIENCE, DIPLOMA (EFFECTIVE FEBRUARY 6 2025).

Motion carried

4.4 Chair, Education Council

4.4.1 Education Council Report

A. Brady provided an update on recent Education Council meetings, which included new course revisions in Physics, omnibus changes in Business, resulting in a request for Principles of Business as a prerequisite for twenty-seven Business courses, which was granted.

She noted that the Education Council is now looking at the next academic year, including the timelines for course development and review processes.

5. INFORMATION

The Board received the following information items:

- 5.1 Board Schedule and Workplan (2024-25)
- 5.2 Ref. Letter 137128 - Letter of Acknowledgment of Institutional Accountability & Planning Report (IAPR)
- 5.3 College Highlights Report, December 2024
- 5.4 Commonly used acronyms
- 5.5 Link to Board bylaws and policies

6. NEXT MEETING DATES

- 6.1 Regular Meeting – Thursday, April 17, 2025, Comox Valley Campus (TBC)

7. ADJOURNMENT

Moved M. Erickson / Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF FEBRUARY 6, 2025.

Motion carried

Time: 2:30 p.m.



P. Trasolini, Chair



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