

BOARD MEMBERS PRESENT

N. Arsenault, Community Member, Comox Valley Region, Vice Chair
A. Brady, Chair, Education Council
L. Domae, President & CEO
S. Dore, 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
T. McManus, Student Representative
C. Moglove, Community Member, Campbell River Region
V. Puetz, Community Member, Campbell River Region
N. Shaikh, Support Staff Representative
C. Stavness, Community Member, Comox Valley Region
P. Trasolini, Community Member, Campbell River Region, Chair
V. White, Community Member, Port Alberni Region

ABSENT

L. Domae, President & CEO
K. Makunike, Student Representative

ALSO PRESENT

M. Allison, Director, College Governance & Strategy
T. Bellavia, Acting President & CEO
K. Crewe, Associate Vice President, People, Equity & Inclusion
C. Fowler, Vice President, Finance and College Services
E. Haagerup, Executive Assistant, Leadership Team & Board Operations
K. Haggith, Acting Vice President Academic & Associate Vice President, College Experience
K. Kuhnert, Vice President, Students & Community Engagement
J. McGillis, Executive Assistant, Leadership Team & Board Operations
W. Skulmoski, Director, Institutional Research & Planning

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 S. Dores / Seconded N. Arsenault: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JUNE 19, 2025, AS PRESENTED.

Motion carried

1.3 Declaration of Possible Conflict of Interest

The Board acknowledged its bylaw on the code of conduct and conflict of interest guidelines should there be a need for Board Members to declare a conflict of interest on any of the agenda items.

2. CONSENT AGENDA

2.1 Minutes of the Regular Meeting of April 17, 2025

2.2 Executive Committee Report, June 10, 2025

2.3 Governance and Board Development Committee Report, June 5, 2025

2.4 Finance & Audit Committee Report, June 6, 2025

2.5 Correspondence and Information (Agenda item #5)

Moved J. Langille / Seconded N. Arsenault: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 19, 2025.

Motion carried

3. BOARD BUSINESS

3.1 North Island College 2025 Mandate Letter

T. Bellavia presented the 2025 North Island College Mandate Letter, received from Minister Kang, Post-Secondary Education & Future Skills on June 10th, 2025. He highlighted the following priorities from the letter:

- Review and ensure that all existing programming is relevant, sustainable, contributes to economic growth and is financially accessible for British Columbians.
- Implement plans and strategies to minimize greenhouse gas emissions and manage climate risk, as per the *Climate Change Accountability Act*
- Continued partnership with Indigenous partnerships and commitment to reconciliation
- Explore and implement strategies to ensure efficiency, optimization of services, reduce expenses and generate revenue to ensure long-term financial sustainability.
- Development and implementation of strategies to ensure safety, protection and fair treatment for all students, staff and faculty on campuses.

Moved J. Langille/ Seconded R. Kishi: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ACKNOWLEDGES ITS COMMITMENT TO PROVINCIAL GOVERNMENT'S DIRECTION TO THE COLLEGE, AS STATED IN THE NORTH ISLAND COLLEGE 2025 MANDATE LETTER OF JUNE 10, 2025, AND AUTHORIZES THE BOARD CHAIR TO SIGN THE MANDATE LETTER ON IT'S BEHALF.

Motion carried

3.2 2024/25 Full-time Equivalent (FTE) Enrolment Report

W. Skulmoski provided a summary of the 2023/24 Full-time Equivalent (FTE) Enrolment Report, which is an annual reporting requirement to the Ministry of Post-Secondary Education & Future Skills (PSFS). He noted that this report was reviewed by the Leadership and Education Teams and submitted to the Ministry by the deadline of May 21st, 2025. He highlighted the following points from the report:

- Total enrolment is down by 1%, domestic enrolment is down by 3% and international enrolment is up by 6%.
- A contributing factor to the decline in domestic enrolment is lower one-time funding for programs.
- Health programming enrolment has seen 40% growth over last year, with growth in Trades and Technical programs as well.

In response to a question regarding the decline in one-time funding programs, T. Bellavia noted that the College frequently applies for funding opportunities, and the decrease this year is a result of lack of funding opportunities rather than the College's application success rate.

In response to a question as to whether further decline in one-time funding is anticipated, W. Skulmoski noted that historically, rates of enrolment from one-time funded programs fluctuated from 11-21%, and is difficult to predict as funding is one-time, with no guarantee of future funding.

Moved S. Dores/ Seconded M. Erickson: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2024/25 FINAL FULL-TIME EQUIVALENT (FTE) ENROLMENT REPORT.

Motion carried

3.3 2024/25 Institutional Accountability Plan & Report (IAPR)

W. Skulmoski presented the 2023/24 Institutional Accountability Plan & Report (IAPR), noting that this is another annual reporting requirement for the Ministry.

W. Skulmoski added that this report speaks to NIC's goals, objectives and achievements, as well as the College's alignment with Ministry directives and mandates. He noted that this report was written prior to the College receiving its 2025 Mandate Letter, so Minister Kang's Mandate Letter of January 16th, 2025 as well as other available mandate material was used for reference.

The IAPR is a distillation of what the College has achieved over the past year, with focus on alignment with Ministry priorities. The College achieved 20 out of 23 accountability framework measures in the 2023/24 year.

In response to a question as to feedback from the Ministry following submission of the IAPR, W. Skulmoski noted that both informal and formal written feedback is provided.

Moved N. Arsenault/ Seconded S. Dore: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT FOR THE 2024/25 REPORTING CYCLE.

Motion carried

3.4 BUILD 2026 Strategic Plan and Year 4 Dashboard

T. Bellavia presented the *BUILD* 2026 Strategic Plan and Year 4 Dashboard and highlighted that the dashboard is a representation of the work done by the staff, faculty and administration of the College. He noted that 26 measurables are complete, 7 are measured on an annual basis, and 2 measurables are behind at this time.

T. Bellavia also presented a proposed amendment for Year 5 for section 5.4 Global Learning. Due to the continued changes and decisions implemented by Immigration, Refugee and Citizenship Canada (IRCC) the recommended targeted number of new international students has been reduced from 214 to 75, due to the new reality of international education in Canada.

Moved N. Arsenault/ Seconded N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE *BUILD* 2026 STRATEGIC PLAN AND YEAR 4 DASHBOARD AND THE *BUILD* 2026 PROPOSED AMENDMENT (YEAR 4 REPORT 2).

Motion carried

3.5 Board Members Roundtable Discussion

Many Board members attended the final College Conversation of the academic year on May 20th, 2025, as well as the Employee Recognition event in Campbell River on May 30th, 2025. Board members also participated in their respective Committee meetings in preparation for the final Board meeting of the 2024-2025 academic year.

Convocation ceremonies were a highlight for many Board members who enjoyed participating and celebrating students for their achievements. This is the last Board of Governors meeting for P. Trasolini and V. Puetz, whose terms on the Board expire on July 31st, 2025.

4. REPORT ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report

T. Bellavia emphasized that this has been a challenging year for academic programming and has impacted many individuals. He thanked the College's staff, faculty and administration for their continued efforts and dedication to North Island College.

He also highlighted that 2024-25 had the highest number of graduates in the College's history, such that a second ceremony in the Comox Valley had to be added. He thanked Registrar Michelle Badger, the Student Services team Facilities team, and anyone who volunteered for their efforts to celebrate students on their accomplishments. T. Bellavia also highlighted the College's Indigenous partners and artists who created ceremonial paddles for convocation ceremonies at each campus: Karver Everson for Comox Valley, William Henderson for Campbell River, Gord Dick for Port Alberni and Mervyn Child for Mixalakwa.

T. Bellavia noted that as the College heads into Year 5 of *BUILD* 2026, and in alignment with the College's 50-year anniversary, consultation for the College's next strategic plan will begin.

4.1.2 Strategic Development

As the College enters the final year of *BUILD* 2026 and Working Together plans, the Leadership Team has begun planning for the development of a new strategic plan, to be implemented in 2026. M. Allison presented the Strategic Planning Process Framework and Timelines documents, which outline the key activities, engagement, outputs and milestones for the upcoming strategic planning process. She noted that strategic planning will align with NIC's 50th anniversary, therefore the strategic planning process has been branded as NIC 50 + 5 to combine 50th anniversary celebration and reflection with strategic consultation for the next five years.

The Institutional Research team, led by W. Skulmoski, has begun an environmental scan, which includes social, technical, economic, environmental and political factors, both internally and externally.

M. Allison anticipates that the new strategic plan will integrate accountability of Indigenization, reconciliation and decolonization into one plan, rather than separate plans *BUILD* 2026 and Working Together were. The strategic planning process will also include a review, alignment and development of the College's supporting plans, frameworks and strategies.

A new strategic planning committee will be created, and strategic planning consultations will be aligned with College community engagement and Board of Governors events.

M. Allison also reviewed the timeline for the strategic planning process, which includes Board of Governors approval, for targeted launch in June 2026.

Moved S. Dore/ Seconded J. Langille: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE STRATEGIC PLANNING PROCESS FRAMEWORK AND TIMELINE.

Motion carried

4.2 Vice President, Finance & College Services

4.2.1 Fiscal Year 2024/25 Audited Financial Statement

C. Fowler presented the fiscal year 2024-25 Audited Financial Statements and noted that the Audit Findings Report is included in the Board agenda package, section 5. Information. He added that the audit letter is currently unsigned as the statements are considered drafts until the Board signs the letter. After the Board Chair signs, the College will sign and submit to the Ministry.

C. Fowler noted that the Finance & Audit Committee reviewed and recommended the 2024-25 Audited Financial Statements at their meeting on June 6th, 2025. KPMG also attended this meeting, reviewed the Audit Findings Report, and met privately with Board members for discussion.

C. Fowler explained that the Audited Financial Statements show a deficit of 552,240.00; although the College planned for a balanced budget, multiple factors contributed to this deficit, including the voluntary retirement incentive program, increased employee benefit costs, increased janitorial costs and the expensing of the Campbell River Student Housing Business Case. He noted that the Finance & Audit Committee have requested additional financial reporting throughout the fiscal year to monitor these expenses in the future.

J. Langille emphasized that items such as the voluntary retirement incentive program and expensing of the Campbell River Student Housing Business Case, are one-time expenses, and that recurring expenses such as employee benefits and utility costs need to be monitored as they are recurring.

Moved R. Kishi/ Seconded N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FISCAL YEAR 2024/25 AUDITED FINANCIAL STATEMENTS.

Motion carried

4.3 Chair, Education Council

4.3.1 Education Council Report

A. Brady provided a brief report on the Education Council, and noted that the June 6th, 2025, meeting was cancelled as quorum could not be reached. Any items on the June agenda will be brought forward to Fall 2025.

Additionally, A. Brady participated in Curriculum Committee meetings, Planning & Standards meetings, College Conversations and convocation ceremonies. She also attended the Academic Governance Council meeting, and is working with the Registrar's office to update election procedures for both Education Council and Board of Governors.

5. INFORMATION

The Board received the following information items:

- 5.1 Board Workplan 2025/2026
- 5.2 College Highlights – June 2025
- 5.3 Fiscal Year 2024/2025 Audit Findings Report

- 5.4 Sexualized Violence Prevention and Response Policy Annual Report
- 5.5 Summary of Student Award Candidates
- 5.6 Commonly used acronyms
- 5.7 Link to Board bylaws and policies

6. NEXT MEETING DATES

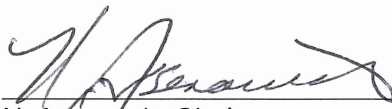
- 6.1 Regular meeting – October 2, 2025 at the Port Alberni Campus

7. ADJOURNMENT

MOVED M. Erickson/ SECONDED N. Shaikh: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF JUNE 19, 2025.

Motion carried

Time: 2:32p.m.



N. Arsenault, Chair



E. Haagerup, Executive Assistant

