
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE THIRD COURSE BISTRO, CAMPBELL RIVER CAMPUS
THURSDAY, MARCH 31, 2016**

BOARD MEMBERS

PRESENT

B. Bell, Community Member, Comox Valley Region, Chair
J. Bowman, President
R. Everson, Community Member, Comox Valley Region
K. Gibson, Faculty Representative
R. Grant, Community Member, Campbell River Region
D. Lamb, Community Member, Campbell River Region, Vice Chair
D. Lightfoot, Chair, Education Council
J. Murphy, Community Member, Comox Valley Region
K. Nelson, Community Member, Mount Waddington Region
G. Phelps, Community Member, Comox Valley Region
C. Reyno, Support Staff Representative

Via telephone

R. Johnson, Community Member, Port Alberni Region

BOARD MEMBERS ABSENT

P. Hoefgen, Student Representative
U. Ishimwe, Student Representative
V. Mundy, Community Member, West Coast Region

ALSO PRESENT

C. Baert, Vice President, Finance and Facilities
S. Bate, Executive Assistant, Office of the President (Recorder)
(R. Reid, Executive Assistant to the Board of Governors – Absent)
T. Bellavia, Acting Vice President, Learning and Students
K. Crewe, Director, Human Resources and Organizational
Development
R. Heidt, Vice President, Strategic Initiatives
T. Pather, Executive Director, International Education

1. CALL TO ORDER

B. Bell called the meeting to order at 1:00 p.m. He acknowledged that the meeting was being held on the traditional lands of the local First Nations.

1.1 Welcome Board of Governors New Member – Rob Everson – B. Bell officially welcomed Rob Everson, Comox Valley Community Representative and read out the highlights from the March 21st media release on R. Everson’s appointment. He asked that R. Everson read the Oath of Appointment.

1.2 Oath of Appointment - R. Everson read and signed his Oath of Appointment.

1.3 Adoption of Agenda – J. Bowman advised the Board that the GHR Committee proposed that Item 2.4 Governance and Human Resources Committee (GHRC) would be deferred to the next Board meeting on June 9, 2016.

J. Bowman reported that letter from NISU had been received on March 30, 2016 and a copy of the letter was provided to all Board members. The letter was added to the agenda for the Board's information as agenda item 4.13 - Letter from NISU dated March 30, 2016 re Tuition Limit Policy and Learner Resources Fee.

Moved G. PHELPS /Seconded R. GRANT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPTS THE REGULAR AGENDA OF MARCH 31, 2016 AS AMENDED.

Motion Carried

1.4 Minutes of the Regular Meeting of January 28, 2016

Moved J. MURPHY/Seconded R. GRANT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE MINUTES OF THE REGULAR MEETING OF JANUARY 28, 2016 AS CIRCULATED.

Motion Carried

2. BOARD BUSINESS

2.1 Board Action Items Log as of March 31, 2016 - The Board received the March 31, 2016 Action Items Log. J. Bowman noted that there were no content changes but that some of the timelines had been pushed ahead.

2.2 Board Planning and Meeting Schedule 2016-2017 - J. Bowman reported that J. Murphy had noted there was no Board meetings scheduled at the Port Alberni Campus. He noted that the Board Planning and Meeting Schedule would be updated to reflect either a November 2016 or January 2017 Port Alberni Campus meeting. B. Bell asked that all Board members put the meeting dates into their calendars.

Moved D. LAMB/Seconded K. NELSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE MEETING AND PLANNING SCHEDULE SEPTEMBER 2016 - JUNE 2017 AS AMENDED (PA CAMPUS MEETING DATE TO BE DETERMINED).

Motion Carried

2.3 Executive Committee Reports

2.3.1 February 11, 2016 – J. Bowman highlighted the planned provincial government relations meetings in Victoria, May 2-4. He reported that AVED Minister Wilkinson and JTST Minister Bond have confirmed meeting dates and times. He noted that follow-up telephone calls will occur next week with those Ministers' offices who have not yet confirmed meeting dates and times. B. Bell noted that J. Bowman and he will be meeting with D. McRae, MLA Comox Valley next week to enlist his assistance in finalizing meetings.

2.3.2 March 23, 2016 - J. Bowman reported that NIC has received another \$70,000 of targeted one-time year-end funding from the BC government for various programs and services for a total of approximately \$500,000. Media releases will be sent out from the government in due course.

2.4 Governance and Human Resources (GHR) Committee Report – As noted in the adoption of the agenda, the GHR Committee agenda items were deferred to the June 9th Board of Governors meeting.

In response to G. Phelps, J. Bowman reported that the college has not conducted exit interviews in the past and suggested that the GHR Committee could add this to their next meeting agenda for follow up. R. Grant, Chair of the GHR Committee, agreed to the suggestion.

2.5 Annual Board Evaluation Survey – J. Bowman reported that the revised questionnaire was included in the Board agenda package for the Board’s information. R. Reid will send the link for the online survey in mid-April with a request that the Board members complete it by the end of April. He noted that the results of the questionnaire will be compiled for the June 9th Board meeting.

In response to B. Bell’s question regarding survey confidentiality, J. Bowman noted that the survey is done online, automatically tabulated and with no link to individuals’ names. B. Bell advised R. Everson that he could forego completing the survey, if he desired.

2.6 Finance and Audit Committee Report – D. Lamb, Chair of the Finance and Audit Committee, reported that the Committee met on February 24th and March 23rd to review the draft fiscal 2016/17 budget. They also reviewed the financial statements of the college and there were no issues. He noted that new activities were also discussed, they had detailed conversations and appropriate answers were provided by C. Baert.

2.7 Roundtable Regional Reports – B. Bell explained the Board’s roundtable regional reports process to R. Everson. Each member reported on their various events and activities in their communities and regions:

- J. Murphy reported that she had attended the Board’s two Executive Committee meetings. She is looking forward to the planning and meetings with the Ministers in Victoria. J. Bowman noted that on April 15th, he and other NIC administration will be meeting with J. Murphy to discuss future training opportunities and the future use of the St. Joseph’s Hospital site.
- D. Lamb reported that he attended the Campbell River Salmon Foundation Dinner and Auction event on March 12th. He will be attending the Nuyumbalees Cultural Centre Dinner and Art Auction event on April 2nd. He also noted that he has recently hired another NIC student for the summer.
- K. Gibson reported that she attended the NIC Hospitality/Tourism Students “Future of the Workforce” Conference. She noted that the students and the Tourism department did an excellent job. She also attended the Innovation Island presentation on their role in helping and supporting high tech and start-up companies and businesses.
- K. Nelson reported that she has officially joined an extremely active Rotary Club in Victoria. She recently attended a lecture with Dr. Jane Goodall.
- D. Lightfoot reported that an Academic Governance Council (AGC) meeting will be held at NIC on May 9th. He will be looking for a senior administrator to welcome delegates to NIC and for a representative of the K’omoks First Nation to the K’omoks traditional territory.
- R. Everson reported that he recently heard BC First Nations leader Arthur Manuel speak at NIC. He gave a very good well thought-out presentation.
- C. Reyno reported that she attended the “Future of the Workforce” Conference and acknowledged the great job done by the students. She also attended the Iona Campagnolo lecture with speaker Svend Robinson. She noted that NIC has entered two teams into the Snow to Surf race on April 24, 2016 and invited Board members to come out to cheer on the teams.
- G. Phelps reported that he recently completed training on dementia with a group called Positive Approach. He also volunteers with dementia patients at St. Joseph’s Hospital.
- R. Grant reported that he also attended the Campbell River Salmon Foundation Dinner and Auction event and noted it was very well done. He also highlighted the Culinary Arts Program’s Third Course Bistro and their multi-course dinners. He was amazed by the professionalism of the students and their

instructors as well as the culinary experience. He recently hired an NIC student and a Red Seal chef for the Riptide Pub. The chef has indicated his willingness to assist in our apprenticeship program.

3. REPORTS

3.1 President

3.1.1 President's Report - J. Bowman highlighted the following items from his report:

- **Aboriginal Education Advisory Council** - the outcome of the meeting was the approval of the 2016-2019 Aboriginal Service Plan. T. Bellavia reported that we should hear back from the Ministry in the June to July timeframe.
- **Campbell River Regional Learning Council** – J. Bowman reported that the Terms of Reference are being developed for this initiative and the group meets next on April 5th. He noted that he will be inviting D. Lamb and R. Grant to a larger group meeting to be held in the future.
- **Aboriginal Eco-tourism Program** – J. Bowman reported on the Program's community event at the K'omoks Big House. R. Everson was also in attendance.
- **Campbell River City Council Meeting** – J. Bowman reported he and C. Baert were pleased with the positive feedback from Council on the Campbell River Consolidation capital project. He noted that Mayor Adams will be signing a letter of support for the project.

3.2 Acting Vice President, Learning and Students - J. Bowman acknowledged T. Bellavia for stepping into the role of Acting Vice President, Learning and Students during L. Domae's absence.

3.2.1 Regional Highlights Report - T. Bellavia thanked faculty and staff members who contribute to the Regional Highlights Report and noted that it gives the Board an excellent glimpse into what the college is doing and what is going on. The Board received the Regional Highlights Report for March 2016. J. Murphy inquired about NIC's role in the Underground Mining Essentials Program in Lillooet. T. Bellavia noted that it is a NIC program that is being offered in Lillooet.

3.3 Vice President, Finance and Facilities

3.3.1 Pay Parking – Comox Valley (CV) Campus

C. Baert, VP Finance and Facilities, reported that as previously discussed in F2016/17, the college plans to implement paid parking at the CV Campus with a target date of July 1, 2016. She noted that J. Bowman had outlined the main reasons for implementing parking in his report to the Board in January 2015. She reported that the college has been working with a consultant who specializes in parking strategies and that a working group comprised of college administration, faculty, staff and students has been established to provide input into the parking implementation plan and Pay Parking Principles. She noted that the Board, at their meeting in November, had asked to review the principles as part of the approval process but details regarding the pay parking system including the setting of parking rates would be a management decision.

C. Baert reported that the parking revenue and expenses have been built into the budget on the assumption that pay parking will be approved. The parking revenue budget is offset by budgeted expenses for parking implementation and operations, including maintenance of the parking lots. G. Phelps asked if he could reference the college's sustainability program to find out more information. C. Baert reported that the colleges has had an Environmental Sustainability Team co-chaired by K. Crewe, Director of HR and Organizational Development and D. Graham, Director of Facilities Management. However, the team has

not been active for the past year. She noted that pay parking will reduce the pressure to create more parking, resulting in more retention of landscaped areas and less trees being cut down.

G. Phelps asked for clarification on Principle #3 and parking revenue being used to “support other College priorities.” J. Bowman responded that the college wants to maintain as much flexibility as possible, given the fiscal challenges that we have. C. Baert noted that the intention was to have generic language but that the focus of the revenue will be used primarily for maintenance of the parking lots. J. Bowman added that maintenance of parking lots is not funded by government. C. Baert reported that NIC is one of the few institutions in the province that does not have pay parking. G. Phelps noted that pay parking is an unintended consequence of being located beside the hospital.

C. Reyno raised concerns that pay parking only at the Comox Valley campus when we have five locations creates a disparity in education costs for students and also a disparity in wages for employees. In response to C. Reyno’s questions, C. Baert noted the following:

- With respect to parking at other campuses, there are maintenance costs for their parking lots but there is a lot of available parking in the surrounding area that is free making it difficult to implement pay parking. Many colleges have different parking policies at different campuses;
- Proposed parking rates will be reviewed by the working group and management. The focus of the working group is to make recommendations to management; and
- The working group recommended parking principles to management. The principles in the Board agenda package have some amendments and C. Baert explained the changes.

Moved D. LAMB/Seconded R. GRANT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE IMPLEMENTATION OF PAID PARKING AT THE COMOX VALLEY CAMPUS IN F16/17.

**Motion Carried
C. Reyno and K. Gibson Opposed**

Moved J. MURPHY/ Seconded D. LAMB: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ACCEPTS THE NIC PAY PARKING PRINCIPLES – COMOX VALLEY CAMPUS AS PRESENTED.

**Motion Carried
C. Reyno and K. Gibson Opposed**

3.3.2 2016/2017 Budget Approval – C. Baert presented the draft F2016/17 balanced budget for the Board’s review. She reported the Senior Leadership Team reviewed the budget and recommends it for approval. She noted that the Finance and Audit Committee met in February and March for detailed reviews of the budget.

She reported that the budget plans for an overall increase in operating revenue of approximately \$1.7 million. Most revenue sources are higher with the significant exception of Provincial Government Contracts which are down significantly. She discussed the new costs or revenues that have been built into the budget including negotiated labour settlements, contractual wage step increment increases, implementation of the Learner Resources Fee, and additional funding to cover foreign exchange costs which are in \$US.

She discussed the three placeholder budgets which include funding for initiatives that are anticipated but where implementation plans are to be developed. These include: \$350K of one-time funding from the Ministry to fund 3 different initiatives; \$159K for costs of the proposed capital fundraising campaign; and the \$175K for parking revenue pending finalization of the parking implementation plan. She also

provided details on various revenues and expenses line items. She acknowledged the Senior Leadership Team, Senior Educational Team and those responsible for managing department budgets. She gave special thanks to NIC's Budget Analysts, Jane Burch and Heather Buchanan for their work on the budget.

J. Bowman reported that he expects to hear from the Ministry very soon regarding the reallocation of the 40 FTEs (\$288K) from Emily Carr University of Art + Design to NIC as a result of the dissolution of the Fine Arts degree partnership. D. Lamb, Chair of the Finance and Audit Committee, expressed his support of the F2016/17 budget, as presented.

Moved D. LAMB/Seconded J. MURPHY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FISCAL 2016/17 BUDGET AS PRESENTED.

Motion Carried

3.3.3 College Policies

3.3.3.1 NIC Policy #6-15 Long Term Investments - C. Baert reported that in conjunction with the annual review of the Investment Program, the Finance and Audit Committee reviewed the current Investments Policy and noted that parts of the policy needed new and/or expanded language and the significant changes to the policy were noted in the Board agenda. D. Lamb reported that the policy was reviewed twice in great detail and with well thought out discussion.

R. Grant asked if 3% should be the threshold re: *the annual investment income from dividends and interests up to 3% of the market value of the investments can be budgeted to fund current operating costs*. C. Baert responded that the 3% is intended to be the portion of growth that we can depend on. In response to R. Grant's question if the Finance and Audit Committee looks at the 3% number on annual basis, C. Baert noted that the Committee is supposed to review the policy annually and that it would be brought back to the Board if the 3% was not achievable.

J. Murphy asked if the "Investment Manager" referred to in Principle #5 was an individual and if the person appointed by the Board of Governors can be renewed beyond the seven years. C. Baert responded the "Investment Manager" does not apply to an individual but to an organization that provides investment management. She noted that the appointment period had been changed from three to seven years because it made more sense for longer term investments.

Under "Definitions", C. Baert will add a definition of "Investment Manager."

Moved D. LAMB/ Seconded G. PHELPS: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES NIC POLICY #6-15 LONG TERM INVESTMENTS AS AMENDED TO REFLECT THE INCLUSION OF A DEFINITION OF "INVESTMENT MANAGER."

Motion Carried

3.3.3.2 NIC Policy #6-08 Operating Fund Contingency - C. Baert reported that the Senior Leadership Team and Finance and Audit Committee have reviewed NIC Policy #6-08 and have recommended that the policy be rescinded by the Board of Governors because it is no longer required. She noted that since the time the policy was adopted in 1997, more rigorous budgeting and financial monitoring processes have been established by the Province and the college also now falls under different accounting rules – Public Sector Accounting Board standards.

Moved D. LAMB/ Seconded G. PHELPS: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RESCINDS NIC POLICY #6-08 OPERATING FUND CONTINGENCY.

Motion Carried

J. Bowman expressed the appreciation and collective thanks of the Board of Governors and the Senior Leadership Team to C. Baert for the excellent work she has done while serving as NIC's VP of Finance and Facilities.

3.4 Vice President, Strategic Initiatives

3.4.1 NIC Foundation Report – R. Heidt, Vice President Strategic Initiatives, presented the NIC Foundation Report on behalf of S. Auchterlonie, Executive Director NIC College Foundation Board. He reported on the following:

- An electronic copy of the June 3rd Taste Campbell River Fundraiser document will be sent out to all Board members. He reported that D. Lamb's company - Chan Nowosad Boates - will sponsor the bar at the event and the document will be updated to reflect this;
- The college has received the first draft of the Fundraising Campaign Feasibility Report from The Goldie Company. It has been sent back to them for editing; and
- The college will host another Flavour event at the Coastal Black Winery on September 18th. More information on the event will be forthcoming.

3.5 Executive Director, International Education

3.5.1 Bylaw No. 6 – International Tuition and Fee Bylaw - T. Pather, Executive Director, International Education was pleased to report that Bylaw No. 6 will result in lower costs to international students. He reviewed the changes to Bylaw No. 6 that included incorporating the new Learner Resources Fee, removing the old "International Student Services Fee per Term," reducing the Accommodation Placement Free, aligning tuition fees for special courses, and correcting a minor clerical error.

J. Murphy asked if the college expects to attract more international students with the new fees. T. Pather responded that the long term goal is to increase student enrolments at Port Alberni and Campbell River campuses and to diversify the student body. He noted it was important to the college that the students pay the same Learner Resources Fee regardless if they are international or domestic students.

Moved R. GRANT/Seconded K. GIBSON THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES BYLAW NO. 6, 2016 – INTERNATIONAL TUITION AND FEE BYLAW, AS PRESENTED.

Motion Carried

T. Pather reported on the renaming of the International Education Office to the Office of Global Engagement. He noted that the term International Education is often presumed to be for International Education students only. As the college moves forward with Plan 2020, he noted the importance of engaging domestic students and staff as well as international students. The name "Office of Global Engagement" is more inclusive and will be looking at serving international students experiencing Canadian post-secondary education as well as domestic students taking part in study and work abroad experiences.

He also discussed the recent developments and agreements in Paris, China, Norway and Japan.

He also reported that on March 21st, the college observed International Day for the Elimination of Racial Discrimination with a showing of the documentary "A Class Divided."

3.6 Chair, Education Council

3.5.1 Education Council Report– D. Lightfoot, Chair, Education Council reviewed his report. B. Bell noted that all Board of Governors are encouraged to attend Education Council meetings. The next Education Council meeting will be on April 15th.

4. INFORMATION

The Board received the following documents:

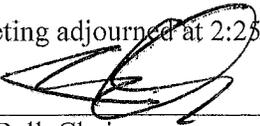
- 4.1 2016 Board of Governors Calendar of Events
- 4.2 NIC Board Chair Letter to AVED Minister Wilkinson dated February 1, 2016 re Visit to NIC Campbell River Campus, January 22, 2018
- 4.3 AVED Letter to Board Chair dated February 17, 2016 re review of draft 2016/2017 Mandate Letter
- 4.4 Order-in-Council dated February 25, 2016 re B. Bell's reappointment for a term ending July 31, 2018
- 4.5 Order-in-Council dated February 25, 2016 re R. Grant's reappointment for a term ending July 31, 2019
- 4.6 Order-in-Council dated February 25, 2016 re D. Lamb's reappointment for a term ending July 31, 2019
- 4.7 Order-in-Council dated February 25, 2016 re J. Murphy's reappointment for a term ending July 31, 2018
- 4.8 Order-in-Council dated February 25, 2016 re R. Everson's appointment for a term ending December 31, 2017
- 4.9 Letter from NISU dated February 11, 2016 re Collection of NISU and CFS Fees for 2016-2017
- 4.10 2016 Irving K. Barber Scholarship Society dated February 2, 2016 re Funding Allocation for One World International Scholarships
- 4.11 AVED Deputy Minister Letter to all Post-Secondary Institution Presidents dated March 3, 2016 re Clarification on Tuition Limit Policy
- 4.12 NIC President's Newsletter dated March 21, 2016 re 2016-2017 Budget
- 4.13 Letter from NISU to NIC Board of Governors dated March 30, 2016 re Tuition Limit Policy and Learner Resources Fee

5. NEXT MEETING DATES

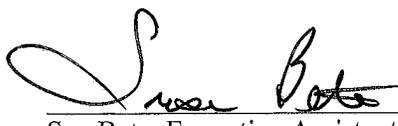
- 5.1 Regular Meeting – Thursday, June 9, 2016, Komoux Hall Boardroom, Comox Valley Campus
- 5.2 In-Camera Meeting – Thursday, June 9, 2016, immediately following the regular meeting

6. ADJOURNMENT

The meeting adjourned at 2:25 p.m.



Bruce Bell, Chair



Sue Bate, Executive Assistant