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**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD IN KWALILAS HOTEL, PORT HARDY, BC  
FRIDAY, APRIL 26, 2019**

**BOARD MEMBERS**

**PRESENT**

J. Atherton, Community Member, Comox Valley Region  
J. Bowman, President  
M. Erickson, Faculty Representative  
R. Grant, Community Member, Campbell River Region  
D. Hoogland, Support Staff Representative  
R. Hunt, Community Member, Mount Waddington Region  
B. Minaker, Community Member, Comox Valley Region  
E. Mosley, Community Member, Port Alberni Region, Vice Chair  
J. Murphy, Community Member, Comox Valley Region, Chair

**VIA TELECONFERENCE**

D. Lamb, Community Member, Campbell River Region

**BOARD MEMBERS ABSENT**

N. Chaudhary, Student Representative  
R. Everson, Community Member, Comox Valley Region  
B. Harsell, Chair, Education Council  
V. Jain, Student Representative

**ALSO PRESENT**

K. Crewe, Director, Human Resources and Organizational Dev't.  
L. Domae, Executive Vice President, Academics and COO  
C. Fowler, Vice President, Finance and Facilities  
R. Heidt, Vice President, Strategic Initiatives  
K. Kuhnert, Associate Vice President, Student Services and Registrar  
R. Reid, Executive Assistant, Board of Governors

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**1. CALL TO ORDER**

J. Murphy called the meeting to order at 8:32 a.m.

**1.1 Acknowledgement of First Nations Traditional Territory**

J. Murphy acknowledged that the meeting is being held in the unceded traditional territory of the Kwakiutl First Nations.

**1.2 Adoption of Agenda**

The Board agreed to the following amendments to the agenda:

- Addition of Domestic Enrolment Trends under Board Business 3.4;
- Addition of Strategic Plan20-25 Update under President, 4.1.1;

- Moving 4.2.2 Comox Valley Campus Student Service Renovation under Executive Vice President, Academic and COO to 4.3.3 under Vice President, Finance and Facilities; and
- Moving 5.6 Surplus Operating Fund from Correspondence and Information to 4.3.4. under Vice President, Finance and Facilities.

**Moved J. ATHERTON/Seconded R. GRANT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF APRIL 26, 2019 AS AMENDED.**

**Motion carried**

## **2. CONSENT AGENDA**

- 2.1 Minutes of the Regular Meeting of March 21, 2019
- 2.2 Executive Committee Report
- 2.3 Governance and Human Resources Committee Report
- 2.4 Finance and Audit Committee Report
- 2.5 College Highlights Report
- 2.6 Correspondence and Information (Agenda item #5)

**Moved R. GRANT /Seconded E. MOSLEY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF APRIL 26, 2019.**

**Motion carried**

## **3. BOARD BUSINESS**

### **3.1 Board of Governors Workplan and Schedule, 2019/20**

J. Bowman reminded the Board of the upcoming joint meeting with the Aboriginal Education Council and Education Council on Friday, June 14 following the Board's regular meeting on June 13.

J. Murphy requested that the Board's 2018/19 goals and objectives be included in future meeting agendas as a reference as well as a benchmark for how well the Board has been achieving goals both individually and collectively.

### **3.2 2019 Board Evaluation Process**

J. Atherton, as chair of the Governance and Human Resources Committee, provided a summary of the process undertaken by both the Board and committee to initiate a more in-depth evaluation process than the regular annual online survey. The committee has reviewed the proposal by and recommends engaging Cygnus Management Consultants in embarking on this year's Board evaluation process. A one-on-one phone interview with Board Members form part of the process and J. Atherton enjoined Board Members to use the phone interviews as an opportunity to be candid about their thoughts with regards to the Board's performance.

**Moved J. ATHERTON/Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES CYGNUS MANAGEMENT CONSULTANTS' PROPOSED WORK PLAN AS PRESENTED TO UNDERTAKE THE 2019 BOARD EVALUATION PROCESS.**

**Motion carried**

### **3.3 Roundtable Board Member Reports**

R. Hunt joined the meeting at 9:00 a.m.

Board Members reflected on the previous day's activities which included a reconciliation dialogue with First Nations educators and the naming ceremony for the Mixalakwila campus in Port Hardy. They appreciated learning more about the communities that the College serves and what the Board, both as a group and individually, can do to support the Truth and Reconciliation Calls to Action.

R. Grant suggested that College staff and faculty be directed to participate in a similar reconciliation dialogue. He referenced a session at a past CICA rural pre-conference forum where the Yukon College presented its Yukon First Nations 101 program available to its staff and faculty. J. Bowman assured the Board that plans for a similar program is underway at NIC.

J. Atherton requested that a portion of the orientation for new Board Members be dedicated to the Truth and Reconciliation Calls to Action. She also suggested indigenizing the way the Board conducts its meetings. D. Hoogland noted that there are a number of online resources on the issue that Board Members should be able to access on their own.

A document on the Truth and Reconciliation Calls to Action and what the College is doing to respond to it will be included in the June 13th Board agenda.

A number of Board Members participated in a special Board education session on April 17 on domestic student enrolment trends. J. Murphy and J. Atherton also attended the special event held in the afternoon of April 17 to honour the legacy of Dr. Lou Dryden, NIC's third president, and the naming of the Trades Building atrium after him. E. Mosley, B. Minaker and J. Murphy participated in a meeting of the Plan20-25 committee held April 9th.

J. Atherton attended an Education Council meeting April 5th.

R. Hunt reported on his work with a high school largely made up of First Nations staff and students. He highlighted the school's work on creatively and proactively communicating First Nations values, culture, history and language to its students, engaging students in a modern way and how that kind of unique work is being done in cooperation with the school district.

J. Murphy participated in the CAM Plan community lunch held at the Campbell River campus with guests from the City of Campbell River council and other community groups.

### **3.4 Domestic Student Enrolment Trends Presentation**

J. Murphy expressed appreciation for the presentation made by staff on April 17 on domestic student enrolment trends. She asked Board Members to consider an action plan to support the College in its efforts to grow domestic enrolment despite external factors that are beyond the College's control.

B. Minaker referenced Plan20-25 to guide the College on next steps in supporting the growth of domestic student enrolment. J. Bowman noted that Plan20-25 will be the high level strategic plan upon which all other plans like enrolment planning and multi-year program planning will be based. He stressed that enrolment is not the end goal but rather a process to be used in order to ensure that NIC students succeed. J. Bowman added that the Board's advocacy work is crucial in obtaining additional resources to plan and grow domestic enrolment.

D. Hoogland suggested adding an infographic showing the relationship between Plan20-25 and other College plans to the next meeting agenda.

J. Bowman noted that a review of total student contact hours would provide a better representation of a student's total activity at NIC across programs and courses.

M. Erickson remarked on the discrepancy of student numbers between base funded programs and one-time only funded programs. He requested identifying “controllable” factors that could be used to improve domestic enrolment. L. Domae also suggested looking at how the two sources of funding, base and one-time only, affect how the College delivers programs, courses and services annually.

R. Hunt inquired about the post-secondary institutions’ equivalent of a “red file student” at the School District level. L. Domae explained that post-secondary students are adult students who require a different level of support than a high school student but services are available for students who require coaching and mentoring.

D. Lamb joined the meeting at 9:50 a.m.

#### **4. REPORTS ON STRATEGIC ACTIVITIES**

##### **4.1 President**

###### **4.1.1 Strategic Plan20-25 Update**

J. Bowman updated the Board on current work being done on the development of Plan20-25, namely the online publication of the environmental scan which included key internal and external factors that need to be considered while developing the strategic plan and the College values week held for over a week in early April which garnered 190 participants with over 400 thoughts grouped into 20 major themes.

J. Murphy suggested stepping back and using the data that will be gathered during the strategic plan process in determining what bigger role the College is envisioning. She gave the example of whether the College aims to have more local community members acquiring post-secondary education. J. Bowman responded that J. Murphy’s suggestion will be incorporated in the next Board retreat including the Transforming for Tomorrow advocacy document from BC Colleges.

J. Bowman provided a summary of the agenda for the Board’s advocacy meetings on April 29 and 30 which will include topics on student housing, program priorities, equitable funding and capital infrastructure needs beyond student housing. J. Murphy and E. Mosley will join J. Bowman in Victoria.

Regarding support for students’ mental health in post-secondary campuses as specified in this year’s Government Mandate Letter, K. Kuhnert reported that a mental health strategy that includes support for students in crisis as well as crisis prevention is being developed. The College’s Director for Student Affairs will be invited to present an update on the development of a mental health strategy at the June Board meeting.

##### **4.2 Executive Vice President, Academic and COO**

###### **4.2.1 Approval of Credential and Tuition: Coastal Forest Worker Certificate**

L. Domae reported that the College received funding from Provincial government to run the certificate program which will essentially arm students with tools to be employed in the forest industry. She added that a diploma program is being developed that will ladder into a degree program at the Vancouver Island University.

**Moved R. GRANT/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CREDENTIAL: COASTAL FOREST WORKER CERTIFICATE;**

**FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE TUITION FEE OF \$4,600.00 FOR THE PROGRAM AND A LAB FEE OF \$65.00 PER COURSE FOR THE COASTAL FOREST WORKER CERTIFICATE.**

**Motion carried**

### **4.3 Vice President, Finance and Facilities**

#### **4.3.1 NIC 2019/20 Budget Approval**

C. Fowler highlighted some of the additional funding received by end of 2018/19 fiscal year on March 30<sup>th</sup>. There is an expectation that funding for Adult Upgrading will be built into base funding; however, the process is uncertain at this time. J. Bowman added that equitable Adult Upgrading funding across the sector is part of the Board's advocacy with Provincial government.

R. Hunt suggested advocating for a firmer commitment between the College and the First Nations communities it serves to send Aboriginal students to NIC, apart from applying for funding through the Aboriginal Service Plan.

**Moved D. HOOGLAND/Seconded E. MOSLEY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2019/20 BUDGET AS PRESENTED.**

**Motion carried**

#### **4.3.2 Declaration of Related Party Transactions**

Board Members received and signed the Declaration of Related Party Transactions form which forms part of required Provincial government reporting.

#### **4.3.3 Surplus Operating Fund**

C. Fowler reported on an email communication stating that the Ministry will not be restricting further surplus operating funds for minor capital items until further review. Referring to a resolution the Board passed at its January 24, 2019 meeting restricting the College's projected surplus to capital project spending for the Campbell River campus and Comox Valley student services renovations, C. Fowler confirmed that the College will still be able to use the projected surplus to fund those capital projects.

#### **4.3.4 Comox Valley Campus Student Services Renovations**

C. Fowler reported that an additional 2,000 sq. ft. of space will be built into the new student services space. The renovation is expected to be completed before the start of the Fall term. K. Kuhnert noted that the expansion of the student services space has been planned for many years, adding that the new space will be student-centered and will flow with other services such as the Office of Global Engagement and the Tyee Hall where the cafeteria and student union offices are located.

### **4.4 Vice President, Strategic Initiatives**

#### **4.4.1 Strategic Initiatives Division/NIC Foundation Update**

R. Heidt reported that over 500 students availed of scholarships and bursaries in 2018/19 which is a new record for the College. New to the application process is an online mechanism which makes it easier for students to apply for bursaries and scholarships and staff to access the applications.

### **4.5 Chair, Education Council (EdCo)**

#### **4.5.1 Education Council Report**

The Board received the Education Council Report for April 2019.

## **5. INFORMATION**

The Board received the following information items:

- 5.1 Board of Governors Calendar of Events 2019
- 5.2 Foundational Training: Governing in the Public Interest
- 5.3 President's Newsletter, April 2019
- 5.4 Board of Governors Bursary Status Report 2018

5.5 Emeritus Designation Letters, 2019

**6. NEXT MEETING DATES**

6.1 Regular meeting – Thursday, June 13, 2019, Comox Valley Campus, Courtenay

6.2 In-camera meeting – Thursday, June 13, 2019, immediately following the regular meeting

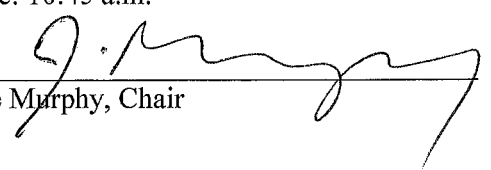
6.3 Joint meeting with Education Council and Aboriginal Education Council – Friday, June 14, 2019, Crown Isle Resort, Courtenay BC

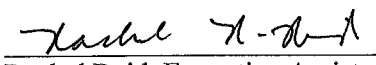
**7. ADJOURNMENT**

**Moved B. MINAKER/Seconded E. MOSLEY: THAT THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS OF APRIL 26, 2019 BE ADJOURNED.**

**Motion carried**

Time: 10:45 a.m.

  
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Jane Murphy, Chair

  
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Rachel Reid, Executive Assistant