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**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD IN KOMOUX HALL BOARDROOM, COMOX VALLEY CAMPUS  
THURSDAY, JUNE 13, 2019**

**BOARD MEMBERS  
PRESENT**

J. Atherton, Community Member, Comox Valley Region  
J. Bowman, President  
M. Erickson, Faculty Representative  
R. Everson, Community Member, Comox Valley Region  
R. Grant, Community Member, Campbell River Region  
B. Harsell, Chair, Education Council  
D. Hoogland, Support Staff Representative  
R. Hunt, Community Member, Mount Waddington Region  
D. Lamb, Community Member, Campbell River 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

**BOARD MEMBERS ABSENT**

N. Chaudhary, Student Representative  
V. Jain, Student Representative

**ALSO PRESENT**

T. Bellavia, Associate Vice President, Access and Regions  
L. Domae, Executive Vice President, Academics and COO  
C. Fowler, Vice President, Finance and Facilities  
R. Heidt, Vice President, Strategic Initiatives  
R. Reid, Executive Assistant, Board of Governors

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*Note: Comox Valley Community Foundation Board Chair Matthew Beckett and Member Colin Sauer presented the Comox Valley Vital Signs report at 11:30 a.m. NIC's Felicity Blaiklock, Director of Student Affairs and Kelly Muir, Student Life Manager, presented a report on NIC's mental health and well-being strategy at 1:00 p.m.*

**1. CALL TO ORDER**

J. Murphy called the meeting to order at 1:32 p.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 K'omoks First Nations.

## **1.2 Adoption of Agenda**

The Board amended the agenda as follows:

- Addition of 1.3 Acknowledgement of Retiring Board Members;
- Remove 5. Correspondence and Information from 2. Consent Agenda to enable discussion of some of the information items.

**Moved R. EVERSON /Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JUNE 13, 2019 AS AMENDED.**

**Motion carried**

## **1.3 Acknowledgement of Retiring Board Members**

J. Bowman and J. Murphy acknowledged the work of R. Grant and D. Lamb over the last six years of their terms as Board Members. Both R. Grant and D. Lamb have been actively involved at both Board and committee levels as well as outreach within the Campbell River community.

R. Grant thanked past and current Board Members and acknowledged the importance of team work at the Board and senior management levels. He will continue to support the fund-raising campaign for the Campbell River campus project.

## **2. CONSENT AGENDA**

- 2.1 Minutes of the Regular Meeting of April 26, 2019
- 2.2 Executive Committee Report
- 2.3 Finance and Audit Committee Report
- 2.4 Governance and Human Resources Committee Report
- 2.5 College Highlights Report
- 2.6 Correspondence and Information (Agenda item 5)

**Moved R. GRANT /Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 13, 2019.**

**Motion carried**

## **3. BOARD BUSINESS**

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

J. Murphy requested Board Members to contribute to the new column “status/update” on the work plan to track how well the Board, individually and collectively, is meeting its objectives. The following will be added to update the 2019 Board of Governors Work Plan:

- J. Atherton attended the Healthy Minds, Healthy Campuses 2019 Summit;
- Board community representatives actively advocate and engage with business, society and education leaders in their respective regions.

J. Bowman took note of the following:

- Employee meet and greet events and informal lunches with business leaders will be held at each campus over time;
- Board Members will be invited to join senior management when presenting at meetings of community and civic groups like chambers of commerce and the Rotary Club;
- Continue to include presentations and discussions of particular areas of interest included in the Board work plan such as distance learning, social media tools and marketing plan.

### **3.2 Roundtable Board Member Reports**

D. Hoogland and E. Mosley participated in this year's CICA conference held in Niagara Falls, Ontario. They both have written reports that will be distributed among the Board Members. Of particular interest to D. Hoogland was a landscape of post-secondary institutions across Canada: that students live within 50 kilometres of the 685 campuses and learning centres. She commented that it would be interesting to learn the number of students within the NIC catchment area that actually access its campuses and learning centre. Links to videos and materials from the CICA conference website will be circulated among the Board Members.

B. Minaker, J. Murphy, J. Atherton and D. Hoogland participated in the Aboriginal Cultural Sharing Day held on May 15 at the K'omoks Big House in Comox.

R. Grant attended the Industrial Automation capstone project demonstration held May 29<sup>th</sup> at the Campbell River campus. B. Harsell, who is also instructor for the Industrial Automation program, added that Campbell River councilor Ron Kerr was also present at the demonstration. R. Grant also actively supported the fund-raising campaign for the Campbell River campus and on June 7<sup>th</sup>, joined the annual Nanwakolas Golf Tournament which raises funds for a bursary for First Nations students.

R. Everson met with J. Bowman to discuss women in trades training, advocacy to designate seats for First Nations students in Vancouver Island post-secondary institutions and the possibility of NIC offering an occupational health and safety training program. R. Everson pointed out that not all post-secondary institutions designate seats for First Nations students. He added that only BCIT in Vancouver offers a training program in occupational health and safety in the Province and having NIC delivery such program would attract students from Vancouver Island.

J. Atherton attended NIC Foundation board meetings as the Board representative. E. Mosley attended the Alberni Valley Learning Council meeting where M. Herringer, Executive Director of International Education, presented plans for international students to register and study at the Port Alberni campus. The same presentation was made at a City of Port Alberni council meeting.

J. Murphy and E. Mosley attended the NIC wildfire skills training program announcements separately in Campbell River and Port Alberni in May with the respective MLAs leading the events.

J. Murphy referred to the April 30 advocacy meetings in Victoria led by her, J. Bowman and E. Mosley, noting that Ministry of Advanced Education, Skills and Training (AEST) Minister Melanie Mark acknowledged the good working relationship the ministry has with the College. J. Murphy added that the meeting with Minister Mark stressed the importance of the College prioritizing its funding requests given that resources are limited.

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

### **4.1 President**

#### **4.1.1 President's Report, June 2019**

J. Bowman commented that his position as chair of the BC Colleges has enabled a closer relationship with the AEST and Minister Mark. He also reported on the College's year end celebration on May 31<sup>st</sup> which was highlighted by the emeritus recognition awards. J. Bowman also attended the BC Colleges retreat held in the Okanagan Valley and the Governing in the Public Interest one-day workshop held in Vancouver. The workshop announced the release of new governance curriculum that will include four modules in governance, risk management, finance and human resources.

J. Bowman also informed the Board that the NIC ElderCollege will be celebrating its 20<sup>th</sup> year anniversary on September 13.

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

### **4.2.1 Final FTE Report for Year Ended March 31, 2019**

L. Domae highlighted the following from the yearend report:

- Domestic student FTEs increased by two percent;
- International student FTEs increased by 39 percent;
- 1,509 FTEs are counted towards Government target of 2,302;
- NIC enrolled 1,254 FTEs that did not count toward government target;
- NIC met most of its targets despite no increase in base funding.

J. Bowman added that government FTE targets were established over 15 years ago and are not based on an institution's capacity to successfully meet those targets.

Regarding one-time only funding, L. Domae reported that about nine per cent of the total FTEs were produced by one-time only funding which is expected to be a significant funding source to deliver programs in the coming years. She also clarified that as NIC is largely an access-oriented institution, student retention numbers will depend on the type of program: higher retention rates in the BS Nursing program and lower retention rates in University Transfer and Adult Basic Education programs. L. Domae stressed that work to improve domestic student retention is underway through domestic enrolment planning.

**Moved D. LAMB /Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2018/19 FINAL FTE ENROLMENT REPORT.**

**Motion carried**

### **4.2.2 2018/19 Institutional Accountability Plan and Report (IAPR)**

The IAPR is an annual report mandated by the AEST to all post-secondary institutions whose metrics are aligned with both Government's Mandate Letter and the institution's strategic plans. L. Domae confirmed that NIC is meeting its obligations based on those metrics.

J. Murphy directed the Board's attention towards the section on performance plan relative to the College's strategic priorities as outlined by Plan2020. She emphasized that some of the key performance indicators included in the report may be used by the Board to establish its own goals but also cautioned that other KPIs may be too operational and therefore outside of the Board's governance mandate.

Discussion ensued around the following items:

- Implementation of Aboriginal education policy is dynamic and continues to change, following guidance from NIC's Aboriginal Education Council and evolving concepts of indigenization and reconciliation;
- Performance measures and the IAPR template are laid out by Government;
- Some metrics may be "assigned" to an individual or group to streamline accountability;
- Plan2025 may have fewer strategic priorities than Plan2020 in order to provide a broader institutional focus, with support plans integrating into Plan2025 and articulating more detailed priorities.

**Moved D. LAMB / Seconded E. MOSLEY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT FOR THE 2018/19 REPORTING CYCLE.**

**Motion carried**

#### 4.2.3 Approval of Lab Fees for PHY 215/216

L. Domae reported that the two courses augment the College's offerings in the Associate of Science degree. She added that Physics (PHY) is one area that continues to grow based on its alignment with applied science and engineering.

**Moved R. GRANT / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE A TUITION FEE OF \$155.28 PER CREDIT AND LAB FEE OF \$117.14 FOR EACH COURSE: PHY 215 INTRODUCTION TO QUANTUM MECHANICS AND PHY 216 INTRODUCTION TO ELECTRICITY AND MAGNETISM EFFECTIVE AUGUST 15, 2019.**

**Motion carried**

#### 4.3 Vice President, Finance and Facilities

##### 4.3.1 Enterprise Risk Management Program

C. Fowler provided an outline of the progress being made in establishing a College-wide enterprise risk management program. J. Bowman added that a risk management policy will be brought to the Board in the Fall for approval.

J. Murphy requested the Board, through the Finance and Audit Committee, to consider its perspectives around what risk would mean for the College.

##### 4.3.2 Audited Financial Statements for Year Ended March 31, 2019

C. Fowler provided a brief summary of the audited financial statements highlighting that the College is in good financial standing and still maintains a substantial investment portfolio despite undertaking large capital projects during the last year.

**Moved D. LAMB / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2019.**

**Motion carried**

#### 4.4 Vice President, Strategic Initiatives

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

R. Heidt provided an update on the College's application to the City of Courtenay for a digital sign on the Comox Valley campus by Ryan Road. He also summarized work around the strategic marketing plan through its advisory committee which includes:

- Use of *Thoughtexchange* to obtain employee input;
- Video recording graduating students' best NIC moments for promotional purposes;
- Engaging through contract professional post-secondary marketing expertise to assist in evaluating the College website and other marketing tools and practices;
- Strategic marketing plan may be delayed based on the progress of Plan2025, this is to ensure that the marketing plan is integrated into Plan2025.

R. Heidt reported that the NIC Foundation held its annual general meeting on June 3<sup>rd</sup> and re-elected its executive with Ilona Horgen as chair and Garry Griffin as vice chair. He added that the Foundation Board now includes a Port Alberni community representative.

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

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

B. Harsell corrected one item on the report. Policy 4-14 should be Grade System Policy which allows the NIC grading system to align with transfer partner institutions. He also summarized the number of courses and programs that the EdCo reviewed over the last year. J. Murphy, on behalf of the Board of Governors, thanked the EdCo for their work. The Board received the Education Council Report for June 2019.

#### **5. INFORMATION**

The Board received the following information items:

##### **5.1 Board of Governors Calendar of Events 2019**

Referring to the Campbell River campus grand opening event, J. Bowman reported that since the project is both federally and provincially funded, the date may be moved depending on key government officials' availability and the Federal election happening in October.

##### **5.2 Learner Resource Fee Update Report**

##### **5.3 Annual Report on Sexual Violence and Misconduct Policy**

##### **5.4 BC Colleges Transforming for Tomorrow**

J. Murphy noted that the document will be used as an advocacy tool by BC Colleges. J. Bowman added that it will also be shared with the Plan2025 committee as reference material. B. Minaker commented that post-secondary institutions should have a role in advocating for climate change action.

##### **5.5 Lieutenant Governor's Medal Nomination Letter**

##### **5.6 Community Engagement Award Nomination Letters**

##### **5.7 Aboriginal Education Newsletter, Spring 2019**

##### **5.8 AEST directive re cash management policy**

J. Murphy noted that the directive was especially sent to all PSI board chairs. C. Fowler reported that NIC is working with other PSI partners on the development of a related policy.

#### **6. NEXT MEETING DATES**

##### **6.1 Regular meeting – Thursday, September 26, 2019, Venue TBC**

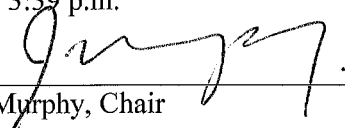
##### **6.2 In-camera meeting – Thursday, September 26, 2019, immediately following the regular meeting**

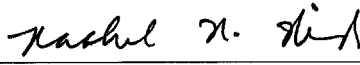
#### **7. ADJOURNMENT**

**Moved D. HOOGLAND/Seconded J. ATHERTON: THAT THE REGULAR MEETING OF THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS OF JUNE 13, 2019 BE ADJOURNED.**

**Motion carried**

Time: 3:39 p.m.

  
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Jane Murphy, Chair

  
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Rachel Reid, Executive Assistant