
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THIRD COURSE BISTRO, CAMPBELL RIVER CAMPUS
THURSDAY, SEPTEMBER 26, 2019**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region
J. Bowman, President
N. Chaudhary, Student Representative
M. Erickson, Faculty Representative
B. Harsell, Chair, Education Council
D. Hoogland, Support Staff Representative
V. Jain, Student Representative
A. McCubbin, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
J. Murphy, Community Member, Comox Valley Region, Chair
V. Puetz, Community Member, Campbell River Region
P. Trasolini, Community Member, Comox Valley Region

VIA TELECONFERENCE

E. Mosley, Community Member, Port Alberni Region, Vice Chair

BOARD MEMBERS ABSENT

R. Everson, Community Member, Comox Valley Region
R. Hunt, Community Member, Mount Waddington Region

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
D. Bellrose, Student
L. Domae, Executive Vice President, Academics and COO
C. Fowler, Vice President, Finance and Facilities
R. Heidt, Vice President, Strategic Initiatives
M. Herringer, Executive Director, International Education
K. Kuhnert, Associate Vice President, Student Services and Registrar
R. Reid, Executive Assistant, Board of Governors
J. Sawatzky, Student

1. CALL TO ORDER

J. Murphy called the meeting to order at 1:00 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 Wei Wai Kum and We Wai Kai First Nations.

1.2 Welcome Board of Governors New Members

J. Murphy welcomed new community representatives Arlo McCubbin, Valery Puetz and Patricia Trasolini to the Board. The three new members read and signed their oaths of appointment. J. Murphy

also thanked the two outgoing student representatives, V. Jain and N. Chaudhary, for their participation on the Board for the past year.

1.3 Oath of Appointment (All Board Members)

J. Murphy requested all Board Members present at the meeting to sign the Oaths of Appointment provided to them. All Board Members signed their respective Oaths of Appointment.

1.4 Election of Chair

J. Bowman assumed the role of Presiding Officer for the purpose of conducting the election of Chair of the NIC Board of Governors. He opened the floor for nominations for the position of Chair of the NIC Board of Governors.

J. Atherton nominated J. Murphy for the position of Chair. J. Murphy accepted the nomination.

J. Bowman called a second and a third time for nominations for the position of Chair. Hearing none, J. Bowman declared J. Murphy elected as Chair of the North Island College Board of Governors by acclamation.

1.5 Election of Chair

J. Bowman opened the floor for nominations for the position of Vice Chair of the NIC Board of Governors.

D. Hoogland nominated E. Mosley for the position of Vice Chair. E. Mosley accepted the nomination.

J. Bowman called a second and a third time for nominations for the position of Vice Chair. Hearing none, J. Bowman declared E. Mosley elected as Vice Chair of the North Island College Board of Governors by acclamation.

1.6 Board Committee Appointments

J. Murphy outlined the expectation that Board Members join and participate in at least one standing committee of the Board. She thanked B. Minaker for representing the Board on the Education Council and asked Board Members to let her know of their interest in participating in a committee or representing the Board on the Education Council.

1.7 Adoption of Agenda

J. Murphy suggested allotting more time for discussing the Board Workplan and moving up agenda item 3.5 Draft Board Retreat Agenda to 3.1, followed by 3.2 Board Objectives and Workplan, 2019/20 so that the section on Board Business is as follows:

- 3.1 Draft Board Retreat Agenda
- 3.2 Board Objectives and Workplan, 2019/20
- 3.3 2019 Board Evaluation Results Summary
- 3.4 Debrief of the Joint Meeting with Education Council and Aboriginal Education Council of June 14, 2019
- 3.5 Proposed Board Meetings Structure

Moved J. ATHERTON /Seconded V. JAIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF SEPTEMBER 26, 2019 AS AMENDED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of June 13, 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 V. JAIN /Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF SEPTEMBER 26, 2019.

Motion carried

3. BOARD BUSINESS

3.1 Draft Board Retreat Agenda October 24-25, 2019

Cygnus Management Consultants has been engaged to facilitate the 2019 retreat, build the agenda and work with the Board in drafting its annual workplan. J. Bowman briefly discussed the draft retreat agenda noting that the 2019 Board evaluation feedback will be utilized to draft specific action items. Sessions on team-building, familiarization of governance policies and roles, administrative structure and strategic dialogue will be incorporated into the retreat.

3.2 Board Objectives and Workplan, 2019/20

J. Murphy noted that the current objectives were developed based on what the Board considered as priorities during the 2018 Board retreat. One goal for this year's retreat is to draft a new set of objectives for the coming year.

Some of the points raised when discussing the workplan were:

- Development of governance level dashboard with key indicators (overall a.): J. Bowman has discussed developing key performance indicators (KPIs) with the Senior Leadership Team and will bring those KPIs to the Board in November; J. Murphy suggested in-depth discussion at the forthcoming Board retreat to clarify what Board Members can do to support the College's strategic priorities;
- Special Board education sessions (#2 i.): Board Members to suggest other topics for further Board education;
- Support staff presentation (#2 j.): A presentation from student employment services is planned for the November Board meeting;
- Use of technology to support access and success (#3 k.): Presentation on Instructional Television (ITV) planned for early 2020;
- Meeting with business communities in service region (#3 m.): Plan to meet with Port Alberni business leaders when Board meets at the Port Alberni campus;
- Aboriginal Education and Indigenization (#4): Continue to meet with the Aboriginal Education Council (AEC) annually;
- Advocate for policy of creating new programs to support Aboriginal communities (#4 q.): Aboriginal Service Plan (ASP), as determined by the AEC, is submitted yearly for funding requests to support programs specific to Aboriginal communities' needs; at the joint meeting of June 14, 2019, K. Shopland, Aboriginal Education Director, presented NIC activities and programming in support of the Truth and Reconciliation (TRC) Calls to Action;
- Development of risk registry and policy (#7 x.): Risk Management Policy will be brought to the Board for approval in November.

Discussion ensued around the Board's role in approving the annual Institutional Accountability Plan and Report (IAPR). The meeting acknowledged that while the KPIs in the report are prescribed by government, efforts can be made in streamlining the report to provide clarity in how the report relates to the College's strategic priorities.

3.3 2019 Board Evaluation Results Summary

Scott Borland of Cygnus Management Consultants conducted the 2019 Board evaluation survey and interviews and will also act as this year's retreat facilitator. J. Atherton, as chair of the Governance and Human Resources Committee, reiterated that the evaluation results will form part of the basis of the Board's annual objectives. She noted the following:

- Response rates for both online survey and phone interviews were excellent;
- Two retiring Board Members' perspectives were captured;
- About 80% of respondents commented on the new member orientation;
- Online survey results dovetailed into the phone interviews;

Hiring a third party consultant is a good investment and the information derived from the evaluation is valuable in assessing the Board's work and developing its future workplan.

B. Minaker emphasized the need for the Board to improve its understanding of what is operational and what is related to the Board's role. J. Bowman reported that part of the Plan 20-25 process is to determine KPIs and other measures that can be tracked and monitored over time.

3.4 Debrief of the Joint Meeting with Education Council and Aboriginal Education Council of June 14, 2019

D. Hoogland commented that having a conversation around indigenization with faculty and students present at the joint meeting helped in learning what indigenization actually means from both teaching (through faculty) and learning (through students) perspectives. J. Murphy added that faculty showed commitment in operationalizing indigenization through programs and curriculum.

B. Minaker noted from the joint meeting that there could be a number of exceptional Aboriginal teachers who may not be qualified to teach based on conventional standards. He added that tapping into that resource would help in demystifying the classroom for Aboriginal students.

The College's efforts at providing orientation around indigenization include an international student orientation on Aboriginal culture and indigenization with the goal of raising awareness among international students around truth and reconciliation with First Nations peoples. J. Murphy requested that a discussion around the TRC Calls to Action and the Board's role in supporting it be included in the Board retreat agenda.

3.5 Proposed Board Meetings Structure

Based on the Board's desire to have more in-depth discussions as reflected by comments made in the 2019 Board evaluation, J. Bowman suggested restructuring the meeting days to accommodate board education sessions, special meetings or events and the in-camera meeting in the mornings prior to holding the regular meeting in the afternoon. The Board supported the proposed meetings structure.

3.6 Roundtable Board Member Reports

In June, J. Murphy attended graduation ceremonies in all campuses while J. Atherton and D. Hoogland attended the ceremony held at the Comox Valley campus. V. Jain completed his program this year and participated in the graduation ceremony at the Comox Valley campus.

J. Murphy joined the student welcome in September where she had the opportunity to talk about the work of the Board as well as the College's strategic plan.

In August, E. Mosley participated in the visit of AEST Minister Mark to the Port Alberni campus and joined J. Bowman during his presentation of the Plan 20-25 process to the Port Alberni City Council. He also attended the Port Alberni campus student orientation in September.

New members A. McCubbin, V. Puetz and P. Trasolini as well as D. Hoogland, B. Harsell and B. Minaker participated in the new member orientation held September 13, 2019.

B. Harsell and J. Atherton together with SLT members C. Fowler and R. Heidt met with MLAs Simon Gibson and Stephanie Cadieux on September 10th at the Comox Valley campus. B. Harsell and J. Atherton both noted positive feedback from the MLAs.

J. Atherton attended the opening of the new Health and Human Services program space at the St. Joseph's Hospital in Comox. She also participated in NIC Foundation meetings and its award selection panel.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, September 2019

J. Bowman highlighted information on the newly completed Campbell River campus project. L. Domae emphasized that more than physical space, the new facilities in the campus provide opportunities for students to engage in learning with each other and their instructors, adding that being able to run a broad range of programming at the campus creates a learning community for residents in the region. C. Fowler noted that the improvements brought about by the renovation project also benefit the Timberline High School as new shops and administration offices have been built for them.

An evening open house will be held on November 7th to introduce the community to the newly renovated campus and its facilities and an official government celebration is slated for January 2020.

J. Bowman also reported visiting the Vancouver Island University (VIU) campus in Nanaimo where a joint ecotourism Aboriginal program was offered. The program enrolled students from 27 First Nations communities. He highlighted the 20th anniversary celebration of the ElderCollege on September 13th which was marked by an additional \$20,000 donation for student bursaries.

4.1.2 College Plan 20-25 Process Update

A major survey is currently being conducted online for community members to share their thoughts on the future of the College. J. Bowman has been presenting the Plan 20-25 process to various municipalities, chambers of commerce and will be hosting community forums in November in locations throughout NIC's service region.

Referring to the chart on Integration/Alignment of College Plans/Operations, J. Bowman noted that the working draft will continue to capture annual activities by groups within the College as they relate to Plan 20-25. He further explained that the intent is to be able to annually measure successes from all groups within the College against the strategic priorities and goals in Plan 20-25. A first draft of Plan 20-25 will be published in late December.

4.2 Vice President, Finance and Facilities

4.2.1 Financial Information Act Report

The report was previously distributed to the Finance and Audit Committee members for review. B. Harsell inquired about a figure under Tangible Capital Assets – Disposals. C. Fowler will provide further information on this.

Moved M. ERICKSON /Seconded V. JAIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR THE YEAR ENDED MARCH 31, 2019 AS REQUIRED UNDER THE FINANCIAL INFORMATION ACT.

Motion carried

4.2.2 First Quarter Financial Statements 2019/20

C. Fowler noted that the Campbell River campus capital project directly affected the cash balance which is significantly lower compared to last year's first quarter statements. The timing of receipt of certain capital funding also affected the statements.

4.2.3 NIC 5-Year Capital Plan Priorities

C. Fowler reported that the document was submitted in draft form to the Ministry pending approval from the Board. The final document will be submitted to the Ministry upon Board approval.

C. Fowler highlighted the Comox Valley campus student housing project which is now in the indicative design phase. He also noted that the construction of the Campbell River Aboriginal Gathering Place will begin soon and the new academic building planned for the Comox Valley campus is envisioned to replace the portable classrooms.

B. Harsell commented on the Campbell River campus student housing project and encouraged the Board to support and consider non-traditional approaches to student housing ("village" type rather than apartment building).

C. Fowler added that the capital plan priorities list is submitted to the Ministry annually and is subject to change by the provincial and federal governments or what the College will consider as priorities in the future.

Moved M. ERICKSON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FIVE YEAR CAPITAL PLAN DATED JUNE 2019 FOR FINAL SUBMISSION TO THE MINISTRY.

Motion carried

4.3 Executive Vice President, Academic and COO

4.3.1 Fall 2019 Stable Credit Enrolment Report

The report is a snapshot of the stable enrolment date which is the last day a student is allowed to add or drop a course without academic penalty. L. Domae explained that the report does not include non-credit and continuing education programs. She highlighted the following:

- Headcount for students is down by 39 domestic students and up by 32 international students;
- Strong employment opportunities usually translate to lower registrations;
- There is difficulty in hiring faculty for program areas that are high in demand;
- Although fall enrolment is down, summer enrolment was up;
- Decline in headcount is more pronounced at some campuses compared to others;
- The College expects to increase enrolment in the Campbell River campus with the new facilities in place.

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Update

R. Heidt highlighted the success of the Lego robotics camps which saw over 700 students participating during the summer. He also reported on the improvements on the division's systems brought about by the

College's Business Applications Services. Regarding the strategic marketing plan, J. Bowman commented that data collection in relation to the marketing plan has been delayed so as not to conflict with the strategic plan survey.

4.5 Chair, Education Council (EdCo)

4.5.1 Education Council Report

B. Harsell reported that efforts to harmonize trades training across Canada is underway so that the same training may be taught across provinces. He also cautioned that the harmonization of trades training could create challenges in retaining trained tradespeople in the region as they will be able to work anywhere in the country. B. Harsell expressed appreciation for the implementation of electronic voting for representatives to both the Education Council and the Board.

5. INFORMATION

The Board received the following information items:

- 5.1 Board of Governors Calendar of Events 2019/20
- 5.2 Election Timeline Fall 2019
- 5.3 AEST Letter and Order-in-Council – A. McCubbin, V. Puetz, P. Trasolini's appointments; B. Minaker, R. Hunt's reappointments
- 5.4 President's Newsletter, August 2019
- 5.5 President's Awards for Academic Excellence, June 2019
- 5.6 AEST Letters of Appreciation to R. Grant and D. Lamb
- 5.7 BC Colleges Presidents Report: TTBC Awareness
- 5.8 PSEA letter re collective bargaining, July 2019
- 5.9 Ministers letter to PSI Board Chairs re Childcare Funding
- 5.10 AEST letter to PSI Presidents re Sexual Violence and Misconduct Awareness Campaign
- 5.11 AEST Indigenous Board Member Gathering Agenda, September 20, 2019

6. NEXT MEETING DATES

- 6.1 Annual Retreat, October 24-25, 2019, Mount Washington Alpine Resort
- 6.2 Regular meeting – Thursday, November 28, 2019, Comox Valley Campus
- 6.3 In-camera meeting – Thursday, November 28, 2019, Comox Valley Campus

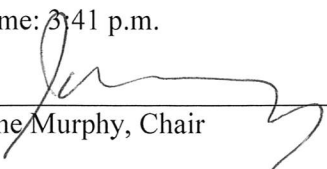
J. Bowman noted that the Board may be required to hold a special meeting to consider the Comox Valley student housing design plan on December 17.


7. ADJOURNMENT

Moved V. JAIN /Seconded N. CHAUDHARY: THAT THE REGULAR MEETING OF THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS OF SEPTEMBER 26, 2019 BE ADJOURNED.

Motion carried

Time: 3:41 p.m.


Jane Murphy, Chair


Rachel Reid, Executive Assistant