
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE KOMOUX HALL BOARDROOM
THURSDAY, NOVEMBER 28, 2019**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region
D. Bellrose, Student Representative
J. Bowman, President
M. Erickson, Faculty Representative
B. Harsell, Chair, Education Council
D. Hoogland, Support Staff Representative
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region, Vice Chair
J. Murphy, Community Member, Comox Valley Region, Chair
V. Puetz, Community Member, Campbell River Region
J. Sawatzky, Student Representative
P. Trasolini, Community Member, Comox Valley Region

BOARD MEMBERS ABSENT

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

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
K. Crewe, Director, Human Resources and Organizational
Development
C. Fowler, Vice President, Finance and Facilities
D. Graham, Facilities Management
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
K. Shopland, Director, Aboriginal Education

1. CALL TO ORDER

J. Murphy called the meeting to order at 1:01 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 Welcome Board of Governors New Members/Oaths of Office

J. Murphy welcomed new student representatives, Darius Bellrose and Jenny Sawatzky, to the Board. She noted that D. Bellrose and J. Sawatzky had already joined the Board at its annual retreat held in October. The two new members read and signed their oaths of appointment.

D. Bellrose left the meeting at 1:04 pm.

1.3 Adoption of Agenda

Moved E. MOSLEY/Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF NOVEMBER 28, 2019 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

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

Moved J. ATHERTON/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF NOVEMBER 28, 2019.

Motion carried

3. BOARD BUSINESS

3.1 Board Committee Appointments

The Board received the listing of committee appointments for 2019/2020.

3.2 Board Bylaw #4 – Domestic Tuition and Fee Bylaw

K. Kuhnert presented the proposed bylaw that follows government's tuition limit policy restricting annual increases to two percent. She added that the increase in tuition fees excludes developmental programs Employment Transition Construction Access and Employment Transition Kitchen Assistant, which already charge tuition at the maximum rate allowed by government. The bylaw also includes a few minor corrections in lab fees.

Moved E. MOSLEY/Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW NO. 4, 2020 - DOMESTIC TUITION AND FEE BYLAW WHICH INCLUDES A 2% INCREASE TO DOMESTIC TUITION AND MANDATORY FEES WITH THE EXCEPTION OF THE EMPLOYMENT TRANSITIONS CONSTRUCTION ACCESS AND EMPLOYMENT TRANSITION KITCHEN ASSISTANT PROGRAMS.

Motion carried

3.3 Board Bylaw #6 – International Tuition and Fee Bylaw

K. Kuhnert reported that although Bylaw #6 is not bound by government's tuition limit policy, staff is recommending the increase to be consistent with the domestic bylaw. Regarding international tuition and

fees, M. Herringer confirmed that the College remains competitive compared to other rural colleges of similar size and are supportive of international students.

Moved M. ERICKSON/Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW 6, 2020 – INTERNATIONAL TUITION AND FEE BYLAW, WHICH INCLUDES A 2% INCREASE TO INTERNATIONAL TUITION AND MANDATORY FEES.

Motion carried

3.4 Roundtable Board Member Reports

J. Atherton attended the NIC Foundation board meeting on November 18 as the Board of Governors' representative, the Plan20-25 regional forum in Comox Valley on November 6 as well as the NIC Foundation's donor reception on November 13 at the Comox Valley campus. She noted the impact of the donor reception as the event provided a venue for award recipients to express how the bursaries and awards helped them in achieving their personal goals. M. Erickson attended the Comox Valley Foundation gala event, the School of Business networking event and the parent-student night held in the Comox Valley campus on November 20. V. Puetz and J. Sawatzky attended the NIC Foundation's donor reception in Campbell River on October 29. J. Sawatzky also participated in the Plan20-25 regional forum in Campbell River on November 7.

D. Hoogland spearheaded the parent-student information night on November 20 at the Comox Valley campus. She reported on the highlights of the night including a presentation she made on pathways, programs and partnerships. D. Hoogland noted that the information night saw 35 on-the-spot applications and more than 70 students who attended with their parents and guardians. D. Hoogland also attended a brown bag lunch event hosted by the Comox Valley Social Planning Society where attendees shared their thoughts and concerns within the region, particularly housing. As part of her professional development, she also attended a conference in Toronto on strategic enrolment, management and marketing, adding that the one takeaway from the conference is the need to brand the College to attract the future generation of students entering the post-secondary system. J. Atherton requested that a presentation be made to the Board at a future meeting on college branding.

P. Trasolini also attended the Plan20-25 regional forum in Comox Valley and related how pleased she was to hear from the community how the College is responding to its needs. She also attended the Culinary Olympics Team BC dinner event held on November 22 and participated in her first Education Council meeting on November 8 as the Board's representative.

E. Mosley attended the Alberni Valley Learning Council meeting, the Plan20-25 committee meeting on October 30 as well as the Plan20-25 regional forum on November 5 and Foundation donor reception on November 25 held in Port Alberni. He was impressed with the number of guests that attended the donor reception in Port Alberni. J. Murphy attended a sod-turning ceremony in Courtenay for a long-term care home where she was able to talk to Premier John Horgan and MLA Ronna Rae Leonard. She raised the issue of labour challenges in the province particularly in health care and the need for the College and other agencies to work together to help fill the gap.

3.5 Draft Board Objectives, 2020

J. Bowman presented the draft Board objectives for year 2020 which were generated from the annual retreat held in October. He requested the Board Members to forward their suggestions by January 3. J. Bowman aims to present another draft at the Board meeting on February 6.

3.6 Dashboard Key Performance Indicators

Following earlier discussions on establishing annual governance-level metrics or KPIs, J. Bowman presented a number of possible data elements that could be referenced in drafting the annual metrics. He

stressed that the indicators should remain at governance level and suggested looking at perhaps establishing a 5-year trend that would provide a visual representation to assess progress against the College's strategic plans. J. Bowman requested the Board to provide feedback and advice regarding the development of the dashboard that will house the KPIs. E. Mosley suggested that the Board discuss the issue in depth during one of its special sessions.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, November 2019

J. Bowman highlighted the meeting of Senior Leadership Team with School District #72 (SD72) led by its superintendent Jeremy Morrow. In the meeting, J. Morrow expressed satisfaction around the College's Campbell River campus renovation project and how it has positively impacted the Timberline High School of which J. Morrow was principal prior to being appointed as SD72 superintendent.

E. Mosley inquired about the dual credit program with School District #69 (Parksville/Qualicum Beach). T. Bellavia reported that two courses will be taught in SD69 classrooms beginning in January. To date, there are five dual credit programs in the Comox Valley and two in the Campbell River region. T. Bellavia added that the school districts approach the College with dual credit agreement as they are the ones who apply the credit to their students.

4.1.2 Employee Engagement Plan - Update

J. Bowman reported that an interim action plan was presented to the Board for information at its January 2019 meeting. There were twenty items on the plan, five of which are completed, 10 are in progress and five were deferred. A written report will be provided to the Board in a future meeting.

4.2 Executive Vice President, Academic and COO

4.2.1 Approval of Credential: Shellfish Aquaculture Technician Certificate

T. Bellavia acknowledged the work of C. O'Connell, Dean of Trades & Technical Programs and J. Ronquillo, Aquaculture Instructor, for bringing the proposed credentials Shellfish Aquaculture Technician and Hatchery Operations certificates through a consultative process with industry and First Nations communities, a feasibility study and to the Education Council. He noted that the program would provide skills for students to be employed in the central and northern Vancouver Island regions. T. Bellavia added that approval for the two credentials is requested from the Board while proposed tuition is under review and initial cohorts will be delivered on contract basis.

Moved E. MOSLEY/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE SHELLFISH AQUACULTURE TECHNICIAN CERTIFICATE PROGRAM.

Motion carried

4.2.2 Approval of Credential: Hatchery Operations Certificate

Moved V. PUETZ/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE HATCHERY OPERATIONS CERTIFICATE PROGRAM.

Motion carried

4.2.3 Approval of Credential and Tuition: Computer Information Systems

T. Bellavia acknowledged the work of Neil Cruickshank, Dean of Arts, Science & Technology and Brian Koehler, Computer Science Instructor for developing the certificate program which received funding

from government. The program has laddering options into a diploma program with Camosun College as well as employment opportunities for students upon completion of the program. Tuition for the program is set on a per credit basis for seven new courses to allow flexibility for students. The program will be initially offered at the Campbell River campus based on space considerations.

*B. Harsell noted that the Education Council (EdCo) approved the credential conditionally pending submission of additional documents. J. Murphy suggested a conditional approval by the Board pending final approval by EdCo.

Moved P. TRASOLINI/Seconded J. ATHERTON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CREDENTIAL: COMPUTER INFORMATION SYSTEMS CERTIFICATE PENDING FINAL APPROVAL BY THE EDUCATION COUNCIL;*
AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE TUITION FEE OF \$146.39 PER CREDIT (FOR LRN 110; MAT 155; CPS 113; CPS 114; CPS 127; CPS 129, and CPS 128) AND A LABORATORY FEE OF \$ 24.82 (FOR CPS 113; CPS 114; CPS 127; CPS 129; CPS 128).

Motion carried

4.2.4 Approval of Credential and Tuition: Employment Transition Grounds & Custodial Assistant

T. Bellavia reported that the program was developed in response to community input from employment agencies and community partners specifically in the Port Alberni region to train young adults with developmental challenges to prepare them for meaningful employment. He emphasized that despite the implementation of a tuition fee, students will have access to funding under the Adult Upgrading Grant. T. Bellavia also noted that because the program is “portable”, it can be offered on campuses other than the Port Alberni campus.

Moved D. HOOGLAND/Seconded E. MOSLEY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CREDENTIAL: EMPLOYMENT TRANSITION/GROUNDS & CUSTODIAL ASSISTANT CERTIFICATE; AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE TUITION FEE OF \$3,200.00 FOR THE EMPLOYMENT TRANSITION/GROUNDS & CUSTODIAL ASSISTANT CERTIFICATE.

Motion carried

4.3 Vice President, Finance and Facilities

C. Fowler requested to move the discussion on the Campbell River campus Aboriginal Gathering Place up to item 4.3.1.

4.3.1 Campbell River Campus Aboriginal Gathering Place

D. Graham and K. Shopland presented plans for a new Aboriginal Gathering Place in the Campbell River campus slated for construction in year 2020. Renowned First Nations architect Alfred Waugh designed the new space as an indoor/outdoor space. The existing gathering place will remain at its current location while the new space will be connected to the campus building’s Aboriginal student lounge. C. Fowler informed the Board that the College is in discussions with government to fund the new space. K. Shopland reported that the project is well received by the First Nations communities in Campbell River, adding that community members have offered advice on sourcing materials and design for the new space’s interpretive landscaping.

**Per email communication from B. Harsell on December 4, 2019, Education Council gave final approval to the Computer Information Systems Certificate.*

A portion of the proceeds from the sale of the Vigar Road facilities will fund a portion of the new space.

D. Graham and K. Shopland left the meeting at 2:44 pm.

4.3.2 2020-21 Budget Development Principles

C. Fowler informed the Board that the College is now in its initial stages of budget development for fiscal year 2020/21. Some factors that may impact the budget development are funding for Adult Basic Education and Employer Health Tax.

4.3.3 Second Quarter Financial Statements 2019/20

C. Fowler noted that, in general, the financial statements of first and second quarters show a minor deficit because of the timing of salary and benefits costs and receipt of funding and tuition revenues. The current second quarter financial statements show the impacts of the Campbell River campus project expenses.

D. Bellrose re-joined the meeting at 2:58 pm.

4.3.4 Risk Management Policy

C. Fowler noted that post-secondary institutions are covered by the University, College and Institute Protection Program (UCIPP) which is not a traditional insurance program but offers government resources in terms of risk management and insurance. He added that the risk registry would be brought to the Board on an annual basis. The types of risk monitored by the risk registry are corporate-wide risks that prevent the College from achieving its goals.

J. Murphy suggested referencing risks that influence the College's reputation and strategic goals, not just operations.

Moved D. HOOGLAND/Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S RISK MANAGEMENT POLICY AS AMENDED WITH REFERENCE TO STRATEGIC RISKS.

Motion carried

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Update

R. Heidt reported that total scholarships and bursaries amount to over half a million dollars in 2019. He also highlighted the Dr. Lou Dryden campaign which is nearing its target of \$50,000.

4.5 Chair, Education Council (EdCo)

4.5.1 Education Council Report

B. Harsell reported that he has been re-elected as EdCo chair for another term with Aboriginal Education Facilitator Sara Child elected as vice chair from January to December 2020. He noted that EdCo has been working on assuring that the College is using current language and that courses continue to be relevant. Regarding indigenization of curricula, B. Harsell confirmed that EdCo continues to work within the parameters of indigenizing post-secondary education including indigenizing both learning outcomes and assessments. T. Bellavia added that K. Shopland will be working with the Aboriginal Education Council, its committees and a consultant to develop an Aboriginal framework that can be used by the College.

5. INFORMATION

The Board received the following information items:

5.1 Board of Governors Calendar of Events 2019-2020

5.2 2019 Board retreat documents and notes

5.3 Board Committee Membership, 2019-2020

- 5.4 AEST appreciation letter for PA campus visit August, 2019
- 5.5 Board of Governors bursary recipients, October 2019
- 5.6 Commonly used acronyms
- 5.7 Graphic recordings of Post-Secondary Indigenous Board Members Gathering, September 20, 2019

6. NEXT MEETING DATES

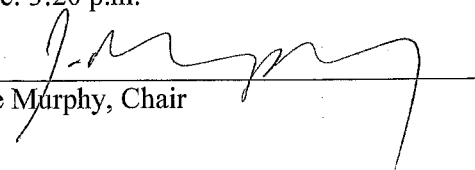
- 6.1 Special meeting – Tuesday, December 17, 2019, Comox Valley Campus
- 6.2 Regular meeting – Thursday, February 6, 2020, Comox Valley Campus
- 6.3 In-camera meeting – Thursday, February 6, 2020, Comox Valley Campus


7. ADJOURNMENT

Moved J. ATHERTON/Seconded D. BELLROSE: THAT THE REGULAR MEETING OF THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS OF NOVEMBER 28, 2019 BE ADJOURNED.

Motion carried

Time: 3:20 p.m.


Jane Murphy, Chair


Rachel Reid, Executive Assistant