

**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE KOMOUX HALL BOARDROOM
THURSDAY, FEBRUARY 6, 2020**

**BOARD MEMBERS
PRESENT**

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

VIA TELECONFERENCE

J. Murphy, Community Member, Comox Valley Region, Chair
R. Hunt, Community Member, Mount Waddington Region

BOARD MEMBER ABSENT

P. Trasolini, Community Member, Comox Valley Region

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
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
W. Skulmoski, Manager, Institutional Research & Planning

1. CALL TO ORDER

E. Mosley called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

E. Mosley 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 Member/Oaths of Office

E. Mosley welcomed the new Comox Valley community representative, Sharlene Frank, to the Board. S. Frank read and signed her oath of appointment.

1.3 Adoption of Agenda

E. Mosley suggested making the NIC Faculty Association presentation as agenda item 1.4 NIC Faculty Association Delegation.

Moved D. HOOGLAND/Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF FEBRUARY 6, 2020 AS AMENDED.

Motion carried

1.4 NIC Faculty Association (NICFA) Delegation

NICFA President Shirley Ackland introduced members of NICFA's executive team and presented the priorities of the faculty association moving forward.

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of November 28, 2019
- 2.2 Executive Committee Report
- 2.3 Finance and Audit Committee Report
- 2.4 College Highlights Report
- 2.5 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 FEBRUARY 6, 2020.

Motion carried

3. BOARD BUSINESS

3.1 Comox Valley Student Housing Business Case

J. Bowman thanked staff who worked on putting together the business case for approval by the Board and the Ministry. The following points were raised:

- Indigenous Education Council and K'omoks First Nation members were consulted regarding the design of the buildings and support for students among others;
- The College will be the signatory to the debt financing;
- Over time, interest rates may become lower than the anticipated 3.5%;
- Rental revenue will cover debt repayments but efficiencies may have to be found in operations should rental revenue occasionally fall short;
- Debt financing will not preclude the College from pursuing other funding opportunities.

Moved M. ERICKSON/Seconded R. EVERSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE STUDENT HOUSING BUSINESS CASE FOR SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING ON FEBRUARY 6, 2020.

Motion carried

3.2 Governance and Human Resources Committee Report

D. Hoogland referred to the report, adding that the Committee will be meeting soon to start the review of Board policies. She enjoined other Board Members to review the bylaws and policies through their committees.

3.3 Draft Board Objectives, 2020

J. Bowman noted that the objectives are a product of the Board's annual retreat held in October 2019 and were included in the Board's meeting agenda of November 28, 2019. He suggests bringing back the objectives to the Board's June 11, 2020 meeting to review the Board's ongoing progress based on the draft objectives.

Moved D. BELLROSE/Seconded J. ATHERTON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE 2020 BOARD OBJECTIVES AS PRESENTED.

Motion carried

3.4 Board Meeting and Planning Schedule, 2020

J. Bowman presented the schedule for 2020 which will be regularly updated throughout the year.

3.5 Roundtable Board Member Reports

A. McCubbin, B. Harsell, D. Hoogland, J. Atherton and J. Sawatzky attended the NIC Employee Recognition event held on December 6, 2019 at the Crown Isle Resort.

D. Bellrose and J. Sawatzky helped organize and participated in the NIC student retreat held on Quadra Island on January 18 and 19. B. Minaker, E. Mosley and M. Erickson participated in the Plan2025 Committee meeting on January 22, 2020.

E. Mosley, A. McCubbin, B. Harsell, D. Hoogland, D. Bellrose, J. Murphy, J. Sawatzky, M. Erickson and V. Puetz were present at the official opening of the Campbell River campus on January 31, 2020. J. Murphy noted that, prior to the opening, she and members of the Senior Leadership Team (SLT) met with Transportation Minister Claire Trevena to brief her on the Comox Valley student housing and the Aboriginal Gathering Place projects. J. Murphy noted that the meeting was well received by the Minister.

J. Murphy, J. Atherton, A. McCubbin and E. Mosley attended the official announcement of the Health Care Assistant (HCA) program space at the former St. Joe's Hospital on February 3rd. Advanced Education, Skills and Training (AEST) Minister Melanie Mark led the event.

D. Hoogland invited Board Members to the student open house events at the Port Alberni and Comox Valley campuses on February 19 and 20, respectively. M. Erickson met with the recently appointed chair of the Comox Valley Chamber of Commerce.

R. Everson reiterated the role of the College in the communities it operates and how it impacts the growth of those communities and its families.

B. Harsell highlighted the work of Education Council (EdCo) in indigenizing programs by including relevant language in faculty qualifications such as requiring faculty to work with indigenous knowledge keepers and including indigenous cultural content in course descriptions.

J. Atherton attended a meeting of the NIC Foundation Board and a nursing student's leadership project featuring a comedy show on Medical Assistance in Dying (MAiD). R. Hunt volunteered to be part of the working group created following the September 2019 Post-Secondary Indigenous Board Members Gathering held in Vancouver.

J. Murphy and J. Bowman participated in a phone meeting with AEST Executive Lead Tony Loughran regarding regional representation, competencies and future needs of the NIC Board of Governors.

E. Mosley highlighted funding approval of the food hub project in Port Alberni. NIC has played an active role in the research involved in converting the former Port Fish building into a regional seafood-processing hub for small producers to handle and process finfish, shellfish and seaweed. The College is in

the initial stages of working with Community Futures to develop courses to assist local producers with food production and distribution improvements.

B. Harsell left the meeting at 1:46 pm.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, February 2020

J. Bowman noted that a global theme coming from his report is the success the College has had in building relationships with elected officials. He cited the participation of cabinet ministers and MLA Ronna Rae Leonard in various College events. J. Bowman also reported a chat with Katrine Conroy, Minister of Children & Family Development to seek support for a future capital funding application to build or expand a daycare building in conjunction with the Comox Valley student housing project.

4.2 Executive Vice President, Academic and COO

4.2.1 Program Cancellation: Coastal Forest Resource Certificate

L. Domae noted that the Coastal Forest Worker Certificate approved by the Board in April 2019 expanded and updated the curricula, replacing the Coastal Forest Resource Certificate which has not been offered since 2017. She added that EdCo already approved cancellation of the Coastal Forest Resource Certificate.

Moved M. ERICKSON/Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE CANCELLATION OF THE COASTAL FOREST RESOURCE CERTIFICATE PROGRAM, EFFECTIVE FEBRUARY 6, 2020.

Motion carried

4.2.2 Approval of Credential, Tuition and Fees: Coastal Forest Technology Diploma

The proposed diploma program builds on the Coastal Forest Resource Certificate and will be initially offered on a pilot basis in September at the Campbell River campus. L. Domae reported that the University of British Columbia (UBC) has expressed interest in developing a transfer agreement that will enable students to transfer to a UBC bachelor's degree program. D. Hoogland noted that applied programs such as this diploma provides opportunities for students to integrate applied education into an academic degree program should they wish to pursue higher studies.

Moved R. EVERSON/Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL, COASTAL FOREST TECHNOLOGY DIPLOMA;

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE TUITION FEE FOR ALL RFT 101 – 108, 110 – 117, 200 – 207 AND 208-214 AT \$121 PER CREDIT;

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE LAB FEE OF \$65.00 FOR EACH OF RFT LABS 100, 101, 102, 104, 105, 106, AND 107;

THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE LAB FEE OF FEE OF \$97.50 FOR EACH OF RFT LABS 103 AND 108;

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE LAB FEE OF \$50.00 FOR EACH OF RFT LABS 112, 201 AND 209;

EFFECTIVE FEBRUARY 6, 2020.

Motion carried

4.2.3 Fall/Winter Cumulative Stable Enrolment Report

L. Domae highlighted the following:

- Domestic enrolment is down 4% while international enrolment is up 9%;
- Downward trend in domestic enrolment is typical across the sector within the province;
- Significant decline in domestic enrolment shows in Adult Basic Education (ABE), Business and University Transfer programs while increased enrolment is noted in cost-recovery and one-time funded programs;
- NIC will be developing a Strategic Enrolment Management Review process to address challenges in domestic enrolment;
- Funding for programs, particularly one-time only funding, dictate how staff and faculty are hired to support those programs;
- Delivering in-community programs usually means fewer students per class.

Members of the Board raised the following points:

- The College should be prepared to admit a fair share of students if the downward trend of domestic enrolment reverses;
- The work in strategic enrolment management is critical in understanding where students go.

4.3 Vice President, Finance and Facilities

4.3.1 Third Quarter Results and Projection to Yearend 2019/20

C. Fowler reported a forecast deficit by fiscal yearend 2019/20 of around \$750,000. He attributed the forecasted deficit to reduced funding to support ABE programs, the implementation of the Employer Health Tax (EHT) and one-time expenditures coming out of the Campbell River campus project. C. Fowler added that planning for the next fiscal year's budget should allow for lower funding targets for ABE and EHT.

J. Murphy commented that she does not remember the College having a deficit at yearend previously. She stressed the need to understand why the College is incurring a deficit and ensure the College is taking appropriate steps to prevent future deficits. A. McCubbin expressed concern about the decrease in cash in the portfolio which he thinks will be repeated once the College undertakes the construction of the Comox Valley student housing. C. Fowler added that some of the expenses already incurred in the development of the Comox Valley student housing business case and the purchase of kitchen equipment for the Campbell River campus have also affected cash flow. The capital campaign for the Campbell River campus will be able to pay back a substantial portion of the campus' investment in equipment for the Campbell River campus.

J. Sawatzky joined the meeting at 2:57 pm.

4.3.2 2020/2021 Budget Preparation

C. Fowler provided a summary of the budget preparation for fiscal year 2020/2021, noting that the final budget will go to the Board for approval in April.

4.3.3 Campbell River Campus Project Summary

C. Fowler presented the report and noted that the provincial and federal funding for the project did not cover the cost of additional classrooms, equipment and other costs associated with program expansion and growth.

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Update

R. Heidt reported that the College's Centre for Applied Research, Technology and Innovation (CARTI) recently received a grant for a project that will investigate the effectiveness of kelp in mitigating the environmental impacts of logging operations on coastal areas.

4.5 Chair, Education Council (EdCo)

4.5.1 Education Council Report

The Board received the Education Council Report for February 2020.

5. INFORMATION

The Board received the following information items:


- 5.1 Board of Governors Calendar of Events 2020
- 5.2 Commonly used acronyms
- 5.3 President's Newsletter, January 2020
- 5.4 Order-in-Council #619: R. Everson and E. Mosley's reappointments, S. Frank's appointment
- 5.5 Link to Board Policies and Bylaws


6. NEXT MEETING DATES

- 6.1 Regular meeting – Thursday, March 19, 2020, Port Alberni Campus
- 6.2 In-camera meeting – Thursday, March 19, 2020, Port Alberni Campus

7. ADJOURNMENT

The meeting adjourned at 3:09 pm.


Eric Mosley, Vice Chair


Rachel Reid, Executive Assistant