
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD VIA TELE/VIDEOCONFERENCE
THURSDAY, APRIL 23, 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
J. Murphy, Community Member, Comox Valley Region, Chair
J. Sawatzky, Student Representative
P. Trasolini, Community Member, Comox Valley Region

BOARD MEMBER ABSENT

R. Hunt, Community Member, Mount Waddington Region
V. Puetz, Community Member, Campbell River Region

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
K. Crewe, Director, Human Resources and Organizational
Development
L. Domae, Executive Vice President, Academic and Chief Operating
Officer
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

1. CALL TO ORDER

J. Murphy called the meeting to order at 1:03 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. She also acknowledged the College's leadership in continuing to support students and thanked Board Members for their engagement despite the cancellation of the March Board meeting.

J. Bowman provided a few guidelines in conducting the virtual meeting to help capture everyone's participation. He also acknowledged the work of the College's Senior Leadership Team (SLT), deans, managers, faculty and support staff during the last few weeks of the pandemic.

1.2 Adoption of Agenda

Moved P. TRASOLINI / Seconded E. MOSLEY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF APRIL 23, 2020 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of February 6, 2020
- 2.2 Executive Committee Report
- 2.3 Finance and Audit Committee Report
- 2.4 Governance and Human Resources Committee Report
- 2.5 Board Objectives, 2020
- 2.6 2020/2021 NISU Fee Letter
- 2.7 President's Report, March 2020
- 2.8 College Highlights Report
- 2.9 Education Council Report
- 2.10 Strategic Initiatives Division/NIC Foundation Update
- 2.11 Correspondence and Information (Agenda item #5)

Moved E. MOSLEY / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF APRIL 23, 2020.

Motion carried

3. BOARD BUSINESS

3.1 Government Mandate Letter, 2020/2021

J. Murphy presented the Mandate Letter, noting that it only requires a Board motion and the Chair's signature to signify commitment.

J. Bowman highlighted the following specific directions raised in the 2020/2021 Mandate Letter:

- Adopting the Gender-Based Analysis Plus (GBA+) lens and the Framework for Improving British Columbians' Standard of Living to policy development;
- Advancing reconciliation with Indigenous Peoples by incorporating the Declaration on the Rights of Indigenous Peoples Act and Calls to Action of the Truth and Reconciliation Commission within the College's specific mandate and context;
- Moving towards a low-carbon economy through the CleanBC initiative;
- Engaging with Ministry staff to identify opportunities for collaborations and partnership having Canada's Digital Supercluster located within the Province.

The Board authorized J. Murphy to sign the letter on its behalf.

Moved D. BELLROSE / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ACKNOWLEDGES ITS COMMITMENT TO GOVERNMENT'S DIRECTION TO THE COLLEGE AS STATED IN THE GOVERNMENT'S MANDATE LETTER OF FEBRUARY 26, 2020.

Motion carried

3.2 Board Meeting / Planning Schedule, April, May, June 2020

J. Bowman proposed the addition of a May 28th meeting and moving the previously scheduled June 11th meeting to June 25th. The regular schedule will resume at the start of the school year in September.

The Board approved the new meeting schedule for the remainder of the academic year 2019/2020.

4. REPORTS

4.1 President

4.1.1 COVID-19 Pandemic Impacts and Planning

J. Bowman provided a brief summary of the report and chronology of events around the pandemic and how the College responded to those events. He then requested members of the SLT to comment on their respective areas.

K. Kuhnert reported that students continue to face barriers as they prioritize family care and income generation. She added that the College's counselors and advisors have been working hard to reach out to students to provide information on where and how to access financial aid and other resources. A campus life committee focuses on supporting students' mental health and well-being particularly those who are most vulnerable. Information on the Federal government's financial assistance to students and the Province's Here2Talk 24-hour counseling program are posted on the College's website, on the student portal and social media.

T. Bellavia highlighted major areas of concern in Aboriginal Education:

- Aboriginal elders and advisors facing difficulty in providing culturally responsive support because of physical distancing protocols;
- Challenges in submitting applications for funding for in-community programming for some First Nations communities.

M. Herringer reported that prospective students from countries like India face difficulties in accessing funds to apply for study permits, stay at home orders, travel restrictions and suspension of the required English language testing IELTS. These restrict students' ability to complete admission requirements. Digital delivery of programs and online testing are not universally feasible because of different time zones among countries as well as the varying levels of prospective students' understanding of how technology works. M. Herringer also reported a significant decline in applications for the Fall intake. He added that continuing students largely chose to remain in Canada as they are mostly concerned about not being able to come back once they leave the country.

C. Fowler reported that the deadlines for submitting financial reports and documents have been extended by the Ministry. C. Fowler added that the College is creating a safety plan for students to return to on-campus instruction for programs like Trades and Health and Human Services.

K. Crewe highlighted the following:

- Increased level of support for managers and employees transitioning to a variety of work modes either from home or from campus or a combination of both;
- Planning for staffing requirements for program delivery while considering wage continuity;
- Marked resiliency of employees amid the crisis and their dedication to support students.

The NIC Foundation is determining the economic impact of the crisis on its investments. R. Heidt reported that the investments positively rebounded in April and overall loss was minimal. He also reported that work on a fundraising campaign to support students is continuing and that a considerable sum of a bequeathed gift, largely unrestricted and could be used to fund gaps, has been granted to the Foundation.

4.2 Executive Vice President, Academic and COO

4.2.1 Approval of Credential and Tuition: Indigenous Language Fluency Certificate

T. Bellavia reported that the development of the proposed certificate program took a number of years with work done by Aboriginal Education Facilitator Sara Child and Director Kelly Shopland. The goal of the program is to gain language fluency initially in a couple of First Nations languages by a series of courses in fluency, reconciliation, language revitalization, ecology and an internship. Laddering opportunities for a degree completion with NIC's partners will be developed at a later time.

Moved B. MINAKER / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CREDENTIAL: INDIGENOUS LANGUAGE FLUENCY CERTIFICATE;

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE TUITION FEE OF \$158.38 PER CREDIT.

Motion carried

4.3 Vice President, Finance and Facilities

4.3.1 Budget 2020-2021

C. Fowler related that staff had been working on balancing the budget before the pandemic hit. The Ministry of Advanced Education, Skills and Training (AEST) recommended all post-secondary institutions to develop a pre-pandemic balanced budget for approval by their respective Boards. C. Fowler will be bringing updated budget forecasts throughout the year beginning in May to report on what implications the pandemic might have on the College's overall fiscal situation.

C. Fowler provided the following highlights on the 2020/2021 budget:

- Adoption of "low tuition adjustment" in Adult Upgrading programs to anticipate the Ministry's annual funding allocation model;
- Bargained wage increases will have a neutral impact on the budget;
- Transition to Employer Health Tax has less impact but need to assume that the Ministry will not provide funding gaps;
- Decrease of one-time only funding;
- Significant increase in amortization costs from major capital projects.

C. Fowler concluded that while there will be anticipated negative impacts from the pandemic and its consequences, the College will strive to find creative solutions to mitigate those impacts.

Moved M. ERICKSON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE FISCAL 2020/21 BUDGET AS PRESENTED. THE BUDGET AS PRESENTED DOES NOT INCLUDE THE FINANCIAL IMPACTS OF THE COVID-19 PANDEMIC. THOSE FINANCIAL IMPACTS WILL BE SHARED WITH THE BOARD AND THE MINISTRY THROUGH REGULAR UPDATES DURING FISCAL 2020/21.

Motion carried

4.3.2 Related Party Disclosure

The disclosure form is a Public Sector Accounting Board recommendation to ensure that key individuals do not knowingly gain personal benefits by influencing decisions made by the College. J. Murphy requested Board Members to submit the signed forms to R. Reid.

5. INFORMATION

The Board received the following information items:

- 5.1 Message from AEST Minister Melanie Mark re COVID-19 pandemic
- 5.2 NIC Letter of Support for Port Alberni Dry Dock Project
- 5.3 2019 Board of Governors Bursary Report
- 5.4 Commonly used acronyms
- 5.5 AEST Media Release: Here2Talk counselling service
- 5.6 Link to [Board Policies and Bylaws](#)

6. NEXT MEETING DATES

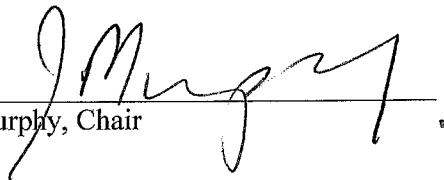
- 6.1 Regular meeting – Thursday, May 28, 2020, TBC
- 6.2 In-camera meeting – Thursday, May 28, 2020, TBC

7. ADJOURNMENT


**Moved D. HOOGLAND / Seconded J. ATHERTON: THAT THE BOARD OF GOVERNORS OF
NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF APRIL 23, 2020.**

Motion carried

Time: 2:28 pm.



Jane Murphy, Chair



Rachel Reid, Executive Assistant