
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE STAN HAGEN THEATRE, COMOX VALLEY CAMPUS
THURSDAY, JUNE 25, 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
V. Puetz, Community Member, Campbell River Region
J. Sawatzky, Student Representative
P. Trasolini, Community Member, Comox Valley Region

BOARD MEMBER ABSENT

R. Hunt, Community Member, Mount Waddington 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

IN THE GALLERY

Members of NIC Faculty Association, CUPE (support staff union)
and North Island Students Union

1. CALL TO ORDER

J. Murphy called the meeting to order at 1:02 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

On L. Domae's request, agenda items 4.2.1 Institutional Accountability Plan and Report (IAPR) 2019/2020 and 4.2.2 Final FTE Report for Year Ended March 31, 2020 will be moved up the agenda to follow agenda item 2 Consent Agenda.

Moved J. ATHERTON / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JUNE 25, 2020 AS AMENDED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of May 28, 2020
- 2.2 Executive Committee Report, June 12, 2020
- 2.3 Finance and Audit Committee Report, June 15, 2020
- 2.4 Governance and Human Resources Committee Report, June 11, 2020
- 2.5 College Highlights Report
- 2.6 Board Objectives, 2020
- 2.7 Correspondence and Information (Agenda item #5)

Moved P. TRASOLINI / Seconded R. EVERSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JUNE 25, 2020.

Motion carried

3. REPORTS

3.2 Executive Vice President, Academic and COO

3.2.1 Institutional Accountability Plan and Report (IAPR) 2019/2020

The report is an annual document submitted to the Ministry that describes what plans and actions were taken in response to Government's Mandate Letter, what progress have been made towards achieving the goals and objectives of the Ministry as established by the accountability framework performance measures as well as a report on the College's achievements and outcomes based on its strategic plan.

L. Domae reported that the College met 23 out of the 25 performance measures, adding that the performance measures that were not met were the overall FTE target and the targets for developmental programs. Aside from regularly receiving positive feedback from the Ministry regarding NIC's annual report, L. Domae added that the College also excels in student satisfaction with quality of instructions and has achieved performance measures related to student employability.

T. Bellavia reported that the Indigenous Education Council continues to develop the Indigenous programs and services framework. The framework will be included in a future Board agenda for information.

Moved M. ERICKSON / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT FOR THE 2019/20 REPORTING CYCLE.

Motion carried

3.2.2 Final FTE Report for Year Ended March 31, 2020

L. Domae informed the Board that, on their approval, the report will be submitted to the Ministry. It measures the number of full-time equivalent domestic students enrolled against the FTE targets to achieve as directed by the Ministry. L. Domae reported a decrease by five per cent in domestic and international enrolments, adding that the decline in international FTE was planned in order to balance the sharp increase in 2018. The decline in domestic FTE enrolment is mostly evident in two program areas: Trades and Adult Basic Education.

Moved D. HOOGLAND / Seconded M. ERICKSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE 2019/20 FINAL FTE ENROLMENT REPORT.

Motion carried

4. BOARD BUSINESS

4.1 Board Planning and Meeting Schedule 2020/2021

J. Bowman noted the absence of special agenda items and presentations. Given the impact of the pandemic to College operations, such items will be added as the Board progresses through the year. J. Bowman also suggested delaying the decision on where the Board retreat will take place, how long and what Board education sessions will be included until later in the summer.

J. Murphy emphasized the importance of the Board retreat, taking the time to learn about matters important to the Board and directly hearing from students, faculty and staff through various presentations. B. Harsell suggested that, given the current health and safety environment surrounding the pandemic crisis, video conferencing be considered when inviting students, faculty and staff for presentations.

Moved J. ATHERTON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE BOARD PLANNING AND MEETING SCHEDULE FOR ACADEMIC YEAR 2020/2021.

Motion carried

4.2 Roundtable Regional Reports

E. Mosley reported the reopening of a mill in Port Alberni which is projected to hire local residents. He also reported a seafood processing plant that has been reconfigured as a “food hub” with operations to provide cooking facilities and freezing and cooling facilities that are expected support new businesses.

J. Murphy reported that a new long-term care facility is being built in Courtenay which is expected to hire locals, particularly graduates of NIC’s health and human services programs. She also noted other developments through Island Health including repurposing a portion of St. Joe’s hospital and the launch of a new dementia village.

4.3 College Plan20-25/Covid-19

J. Bowman presented the concept/outline for a Covid-19 Recovery Plan 2020/21 to 2022/23. J. Murphy expressed concern over the projections but supported having a plan in place to better respond to the challenges the College will face in the next few years. She added that the plan does not only speak of recovery but also provides responses to possible scenarios arising out of the current crisis.

C. Fowler reported that the Ministry anticipates deficit projections from all post-secondary institutions in the province and is directing all institutions to utilize their reserves as the Ministry will not provide additional funding to assist institutions in the short term. C. Fowler noted that NIC has limited reserves to utilize and does not have the same flexibility as bigger institutions who have sizeable assets. J. Bowman emphasized the need for the College to be proactive in going forward by having conversations around how to manage spending and planning for annual budget deficits amid increasing costs to operate. J.

Murphy enjoined the Board and senior management to consider what opportunities may arise out of the crisis to better position the College.

L. Domae left the meeting at 2:10 pm.

5. REPORTS (Continued)

5.1 Vice President, Finance and Facilities

5.1.1 Audited Financial Statements for Year Ended March 31, 2020

C. Fowler provided a summary of the audited financial statements for year 2019/2020, adding that the College received a clean audit opinion from KPMG requiring no further adjustments to be made to the statements. C. Fowler noted that the year's budget ended in a deficit brought about by a decrease in funding for Adult Upgrading programs, a decrease in funding support for the Employer Health Tax and the completion of major capital projects including the Campbell River campus project.

The Board briefly discussed the investment portfolio as a revenue source.

C. Fowler informed the Board that the Office of the Auditor General has begun an oversight role beginning this fiscal year 2020/2021.

Moved R. EVERSON / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2020.

Motion carried

5.1.2 Budget 2020/2021 Update

C. Fowler provided two scenarios going forward in fiscal 2020/2021: the first was presented to the Board at its May 28th meeting and assumes a 30 per cent decrease in tuition revenue from September to March while the second scenario assumes the same decrease in tuition revenue from international students but a lower 25 per cent reduction in domestic tuition revenue. He added that the College will continue to seek to find solutions to mitigate its financial challenges.

5.1.3 Comox Valley Student Housing Project Update

Given that the July 2020 date for receiving Provincial funding approval will not be met, it will be necessary to delay the target opening date of September 2023, instead of the original target of September 2022. Because of the one-year delay, the Ministry has suggested increasing the contingency budget to 14 per cent of the total project cost. A. McCubbin commented that the Board should monitor its investment portfolio given the continuing challenge of anticipated annual budget deficits while moving forward with the housing project.

Moved E. MOSLEY / Seconded R. EVERSON: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INCREASE OF \$4 MILLION TO THE CONTINGENCY BUDGET FOR THE COMOX VALLEY STUDENT HOUSING PROJECT.

Motion carried

5.2 Vice President, Strategic Initiatives

5.2.1 Strategic Initiatives Division/NIC Foundation Update

R. Heidt reported on the \$1 Million cash gift received from the Mailman Family Foundation as well as another large bequeathed gift received in the last month. He also provided a status update on the marketing and communications initiatives, emphasizing messaging around safety on campus and advances in online education. R. Heidt also reported on plans to redesign the website and renewed recruitment initiatives based on the work done by Academica.

5.3 Chair, Education Council

5.3.1 Education Council Report

B. Harsell reported that the Education Council (EdCo) has completed two virtual meetings since the start of the pandemic and has become efficient in conducting business in a virtual format. He highlighted the Access to Practical Nursing Diploma that recognizes a student's previous experience in the health care system and allows that experience to transition to a Practical Nursing program.

6. INFORMATION

The Board received the following information items:

- 6.1 Commonly used acronyms
- 6.2 Link to Board Policies and Bylaws
- 6.3 Learner Resource Fee Report
- 6.4 2020 President's Letters to Student Awards Recipients

7. NEXT MEETING DATE

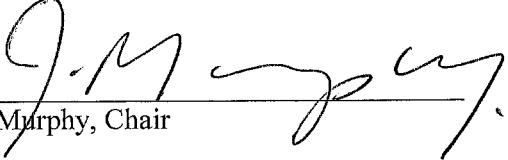
- 7.1 Regular meeting – Thursday, September 24, 2020, TBC
- 7.2 In-camera meeting – Thursday, September 24, 2020, TBC


8. ADJOURNMENT

Moved J. ATHERTON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF JUNE 25, 2020.

Motion carried

Time: 2:54 pm.


Jane Murphy, Chair


Rachel Reid, Executive Assistant