
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD IN THE STAN HAGEN THEATRE, COMOX VALLEY CAMPUS
THURSDAY, SEPTEMBER 24, 2020**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair
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
R. Hunt, Community Member, Mount Waddington Region
A. McCubbin, Community Member, Comox Valley Region
B. Minaker, Community Member, Comox Valley Region
E. Mosley, Community Member, Port Alberni Region, Chair
J. Murphy, Community Member, Comox Valley Region
J. Sawatzky, Student Representative

BOARD MEMBER ABSENT

V. Puetz, Community Member, Campbell River Region
P. Trasolini, 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

IN THE GALLERY

W. Gus, Interim Education Council Chair
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 1:04 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 Oath of Appointment

J. Murphy read the Oath of Appointment and requested all Board Members present to sign the form provided to them. All Board Members signed their respective Oaths of Appointments.

1.3 Election of Chair

J. Bowman assumed the role of Presiding Officer for the purpose of conducting elections. He opened the floor for nominations to the position of Chair of the North Island College (NIC) Board of Governors.

S. Frank nominated E. Mosley to the position of Chair. E. Mosley accepted the nomination.

J. Bowman called for a second and a third time for nominations to the position of Chair. Hearing none, J. Bowman declared E. Mosley as Chair of the NIC Board of Governors by acclamation.

1.4 Election of Vice Chair

J. B opened the floor for nominations to the position of Vice Chair of the NIC Board of Governors. R. Everson nominated J. Atherton to the position of Vice Chair. J. Atherton accepted the nomination.

J. Bowman called a second and a third time for nominations to the position of Vice Chair. Hearing none, J. Bowman declared J. Atherton elected as Vice Chair of the NIC Board of Governors by acclamation.

J. Bowman and E. Mosley thanked J. Murphy for her service as Board Chair for two years, B. Harsell as Education Council (EdCo) Chair, D. Bellrose and J. Sawatzky as student representatives.

1.5 Board Committee Appointments

E. Mosley will be contacting Board Members regarding their interest in Board committees.

1.6 Adoption of Agenda

Moved J. ATHERTON / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF SEPTEMBER 24, 2020 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of June 25, 2020
- 2.2 Executive Committee Report, September 10, 2020
- 2.3 Finance and Audit Committee Report, September 15, 2020
- 2.4 Governance and Human Resources Committee Report, July 16 and September 1, 2020
- 2.5 College Highlights Report
- 2.6 Correspondence and Information (Agenda item #5)

Moved J. MURPHY / Seconded S. FRANK: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF SEPTEMBER 24, 2020.

Motion carried

3. BOARD BUSINESS

3.1 Presidential Search Process Update

J. Murphy, as Chair of the Board's Presidential Search Committee, reported that the committee has met and agreed on using a similar selection process adopted in 2012 including the creation of a Presidential Search Advisory Committee (PSAC) with a broader composition to include representation from the Indigenous Education Council in addition to representatives from the College's faculty, staff, administrations and students. She added that invitations to join the PSAC will be sent out in the next few weeks to start the process.

The executive search firm Leaders International has been retained to support the process in addition to support from the College's Director, Human Resources and Organizational Development K. Crewe.

3.2 Board Meeting and Planning Schedule

J. Bowman noted that some of the topics under Board education will be fleshed out during the forthcoming annual retreat.

3.3 Board Retreat Topics/Objectives October 22/23, 2020

It was proposed that a virtual retreat format be adopted for this year's retreat. J. Bowman reported that Scott Borland of Cygnus Management Consultants has been tentatively engaged to facilitate the retreat. He added that the draft topics presented in the agenda are preliminary and were identified through discussions with both the Executive and Governance and Human Resources committees.

Board Members requested the following topics to be prioritized:

- COVID-19 recovery planning including identifying possible opportunities for the College within the current pandemic environment;
- College finance in the context of the pandemic including the pandemic's impacts on enrolment and tuition revenues;
- A preliminary discussion around government advocacy noting that the Provincial elections will be held on October 24th with final results to be announced thereafter.

3.4 Roundtable Board Member Reports

Board Members reported participating in their respective committee meetings held during the last few months. S. Frank had registered to participate in the previously scheduled Indigenous Post-Secondary board Member Gathering. The event was postponed due to the Provincial elections.

J. Murphy shared her thoughts on the challenges around meeting health care service needs in both acute and long-term care during the time of the pandemic. She stressed the importance of NIC to be able to grow health and human services program to meet those needs.

E. Mosley noted a number of residential developments and plans for senior housing happening in the Port Alberni region.

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, September 2020

The Board received the President's Report for September 2020.

4.1.2 Recovery Planning Assumptions

J. Bowman presented a set of assumptions that the College will continue to consider moving forward.

4.2 Vice President, Finance and Facilities

4.2.1 College COVID-19 Safety Plans

C. Fowler noted that the main pillar of the College's safety plan is the digital delivery mode of teaching and learning. Some of the safety measures currently being undertaken by the College are:

- Increased cleaning frequency of high touch areas;
- Takeout windows at bookstores;
- Buildings locked and closed to the public.

If a member of the College community tests positive for the coronavirus, it becomes a public health issue and therefore will need to be addressed through the office of the regional Medical Health Officer for North Island, Dr. Charmaine Enns.

4.2.2 Financial Information Act Report

C. Fowler presented a preliminary draft of the Financial Information Act Report. The Board decided to discuss and approve the final report at its next meeting.

4.2.3 First Quarter Financial Statements 2020/21

C. Fowler highlighted higher costs for the purchase of IT-related equipment to address the need to deliver programs digitally and online. He added that institutions, like NIC, within the post-secondary sector are facing deficit budgets going forward. He suggested inviting Kevin Brewster, Assistant Deputy Minister of the Ministry of Advanced Education, Skills and Training, as a resource person to a future Finance and Audit Committee meeting to clarify guidelines around surpluses, deficits and long-term investments.

4.2.4 NIC 5-Year Capital Plan Priorities

C. Fowler noted that the list of capital projects is the same as last year's with the addition of the expanded daycare/early education centre in the Comox Valley campus for which the College hopes to receive additional funding from the Ministry of Family and Child Development.

C. Fowler also recommended reducing the College's contribution to the Comox Valley Academic Building (Village Replacement) from \$6 million to \$4 million and to the Port Alberni New Trades Building (Tebo) from \$2 million to \$1 million. J. Murphy proposed to amend the suggested resolution to incorporate these reductions to the College's contributions.

Moved B. MINAKER / Seconded R. HUNT: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE'S FIVE YEAR CAPITAL PLAN FOR FINAL SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING WITH THE FOLLOWING AMENDED NORTH ISLAND COLLEGE CONTRIBUTIONS:

**\$4 MILLION FOR THE COMOX VALLEY ACADEMIC BUILDING; AND
\$1 MILLION FOR THE PORT ALBERNI NEW TRADES BUILDING.**

Motion carried

4.2.5 Line of Credit to Support COVID Operations

The Finance and Audit Committee supports and recommends the application for a line of credit with the College's bank for up to \$2 million to mitigate the financial impacts on the College of the economic downturn brought about by the pandemic. M. Erickson explained that the College may withdraw from the line of credit throughout the year and use proceeds from its long-term investment to repay the amount owing as revenues are anticipated to fall short by yearend.

Moved M. ERICKSON / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE COLLEGE ADDING A \$2 MILLION LINE OF CREDIT TO ITS BANKING ARRANGEMENT.

Motion carried

4.3 Executive Vice President, Academic and COO

4.3.1 Fall 2020 Enrolment Update

The following factors stemming from the pandemic contributed to the delay in presenting a Fall stable enrolment report:

- Programming that began in Spring/Summer had to pause and resume in October following developments around the pandemic;
- The need to provide flexibility around the last date a student can withdraw from a course and receive a refund of tuition, as students need more time to make decisions.

L. Domae reported that currently, overall numbers are down seven percent inclusive of all domestic and international enrolment but noted that domestic enrolment is only down by one percent. She added that enrolment activity is very fluid at the moment and that overall enrolment in both domestic and international students is down nationally. L. Domae added that because of safety protocols, there are a number of programs requiring face-to-face instruction that the College is unable to offer.

Amid competition among post-secondary institutions, NIC hopes to differentiate itself by focusing on its client demographic of mature students and modernizing access to education, acknowledging that distance learning has long been an NIC asset.

4.3.2 Widening Our Doorways

L. Domae presented Widening Our Doorways, a 10-point framework for NIC's learner-centric programs. J. Bowman suggested that the Board discuss each area in greater detail at subsequent meetings.

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Report

R. Heidt presented his report, highlighting a contribution to the Foundation from former Board Chair Derek Lamb's accounting firm.

4.5 Chair, Education Council

4.5.1 Education Council Report

B. Harsell introduced Wilma Gus who will be taking over as interim EdCo chair. He expressed gratitude for his time as EdCo Chair and Board ex-officio member.

5. INFORMATION

The Board received the following information items:

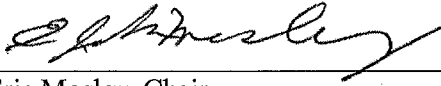
- 5.1 Election Timeline Fall 2020
- 5.2 President's Newsletter, Fall 2020
- 5.3 Enrollment Planning and Recruitment Newsletter, Fall 2020
- 5.4 AEST Indigenous Post-Secondary Board Member Gathering
- 5.5 2020 NIC Emeritus Recognition
- 5.6 AEST Guidelines for Post-Secondary Institutions, July 2020
- 5.7 AEST Here2Talk mental health counselling and referral service
- 5.8 2020 President's Award for Academic Excellence
- 5.9 Email from CVEC Past Chair re J. Bowman's retirement
- 5.10 Commonly used acronyms

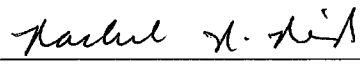
6. NEXT MEETING DATE

- 7.1 Annual Retreat, October 22/23, 2020 TBC
- 7.2 Regular meeting – Thursday, November 26, 2020 Comox Valley Campus

8. ADJOURNMENT

The meeting adjourned at 3:17 pm.


Eric Mosley, Chair


Rachel Reid, Executive Assistant