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**MINUTES OF THE REGULAR MEETING OF THE  
NORTH ISLAND COLLEGE BOARD OF GOVERNORS  
HELD IN THE STAN HAGEN THEATRE, COMOX VALLEY CAMPUS  
THURSDAY, OCTOBER 22, 2020**

**BOARD MEMBERS  
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair  
J. Bowman, President  
P. Chakraborty, Student Representative  
M. Erickson, Faculty Representative  
R. Everson, Community Member, Comox Valley Region  
S. Frank, Community Member, Comox Valley Region  
W. Gus, Interim Chair, Education Council  
D. Hoogland, Support Staff Representative  
A. McCubbin, Community Member, Comox Valley Region  
B. Minaker, Community Member, Comox Valley Region  
J. Murphy, Community Member, Comox Valley Region  
V. Puetz, Community Member, Campbell River Region  
C. Scarlatti, Student Representative  
P. Trasolini, Community Member, Campbell River Region

**BOARD MEMBER ABSENT**

R. Hunt, Community Member, Mount Waddington Region  
E. Mosley, Community Member, Port Alberni Region, Chair

**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 North Island Students Union (NISU)

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**1. CALL TO ORDER**

J. Atherton called the meeting to order at 1:05 p.m.

**1.1 Acknowledgement of First Nations Traditional Territory**

J. Atherton acknowledged that the meeting is being held in the unceded traditional territory of the K'omoks First Nations.

## **1.2 Welcome and Oath of Appointment**

The Board welcomed new Board Members W. Gus, P. Chakraborty and C. Scarlatti who read and signed their respective Oaths of Appointments.

## **1.3 Adoption of Agenda**

**Moved D. HOOGLAND / Seconded J. MURPHY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF OCTOBER 22, 2020 AS PRESENTED.**

**Motion carried**

## **2. CONSENT AGENDA**

- 2.1 Minutes of the Regular Meeting of September 24, 2020
- 2.2 Executive Committee Report, October 8, 2020
- 2.3 Board Planning and Meeting Schedule 2020/2021
- 2.4 Correspondence and Information (Agenda item #5)

**Moved A. MCCUBBIN / Seconded S. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF OCTOBER 22, 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 a call for expressions of interest for membership in the Presidential Search Advisory Committee (PSAC) was sent out to the College community and the committee is reviewing applications received. The PSAC membership will be finalized in the coming week.

### **3.2 Board Committee Appointments**

Membership to the board committees are as follows:

#### Executive Committee

- Eric Mosley, Committee Chair
- Jane Atherton
- Jane Murphy
- Rob Everson
- Patricia Trasolini
- John Bowman

#### Finance and Audit Committee

- Murray Erickson, Committee Chair
- Arlo McCubbin
- Valery Puetz
- Chris Scarlatti

Governance and Human Resources Committee

- Danielle Hoogland, Committee Chair
- Jane Atherton
- Barry Minaker
- Ross Hunt
- Sharlene Frank

President's Performance & Compensation Committee

- Eric Mosley, Committee Chair
- Jane Atherton
- Jane Murphy
- Rob Everson

**3.3 Board Retreat Topics/Objectives November 2020**

Following feedback from the Board regarding a desire for the annual retreat to be held in person, the following details are proposed:

- Retreat venue will be held November 26 and 27 at the Port Alberni campus, Room S108 to accommodate an in-person retreat with physical distancing and access to technology;
- A regular business meeting will be held on November 26<sup>th</sup> to support regular board business;
- A consultant, tentatively engaged to facilitate the retreat, will be working with an ad hoc committee of the Board to develop the retreat agenda and objectives.

The ad hoc Planning Retreat Committee is established with E. Mosley, J. Atherton, J. Bowman, D. Hoogland and W. Gus as members. The committee is tasked to finalize plans and details for the annual retreat.

V. Puetz expressed her desire to participate virtually.

**3.4 Roundtable Board Member Reports**

J. Atherton attended the virtual launch of the Okanagan Charter and encourages the College to be early supporters of the charter which calls institutions to embed health into all aspects of campus culture, across the administration, operations and academic mandates as well as to lead health promotion action and collaboration locally and globally.

J. Murphy noted that the pandemic has highlighted the need for more health care workers which further stresses the College's role in training health care workers who are expected to provide the care that the public, particularly the seniors, need and deserve. V. Puetz seconded J. Murphy's comment on the role of the College in training individuals that will support the needs of local community, citing that her agency constantly look to the College for social work program graduates.

D. Hoogland participated in the Comox Valley Social Planning Society's annual general meeting, noting that the non-profit group aim to find solutions to the challenges faced by the community.

## **4. REPORTS ON STRATEGIC ACTIVITIES**

### **4.1 President**

#### **4.1.1 President's Report, October 2020**

J. Bowman highlighted excerpts from each political party platforms that affect the post-secondary sector. He also reported on meeting with ElderCollege executives regarding programs that have transitioned to online offerings. Board Members expressed interest in attending the President's town hall meetings. J. Bowman will be inviting the Board to the virtual town hall meetings going forward.

#### **4.1.2 Fast Facts – COVID 19 Recovery Plan**

Prior to the pandemic, the College was already receiving per capita funding much less than the average funding given to rural colleges. The pandemic and ensuing loss of revenues exacerbated the issue and revealed structural deficiencies. The Board's role in supporting the College is to advocate for equitable funding (for ex., per capita funding similar to other similar rural colleges in the province).

The Board's executive consisting of the Board Chair, Vice Chair and President traditionally meets with local MLAs and cabinet ministers in Victoria on an annual basis in the spring to advocate for the College. Following the provincial election and expecting a better pandemic environment by 2021, the Board is hoping to continue with the annual practice by next spring. J. Bowman suggested meeting with newly-elected local MLAs by year end or early 2021 prior to planning for meeting other government officials in Victoria.

### **4.2 Vice President, Finance and Facilities**

#### **4.2.1 Financial Information Act Report**

On an inquiry from the Board, C. Fowler confirmed that checks and balances are in place to ensure that policies are followed when processing payments for expenses.

**Moved J. MURPHY / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE INFORMATION PREPARED BY THE COLLEGE FOR YEAR ENDED MARCH 31, 2020 AS REQUIRED UNDER THE *FINANCIAL INFORMATION ACT*.**

**Motion carried**

#### **4.2.2 Financial Forecast 2020/21**

C. Fowler reported a forecast deficit of approximately \$2 million by fiscal yearend 2020/21. He added that the expenditure reduction of about 1.8 million is offset by expenses related to online programming and safety measures on campuses. C. Fowler also reported that the College has not received additional funding to support the implementation of safety protocols to contain the spread of COVID-19 but was given approval by government to run a deficit for fiscal year 2020/21.

To maintain sustainable budgets in the next few years, the College's proposed contribution to its capital projects may need to be further reduced, ensuring that the College can make the transition to a balanced budget in three years while having the ability to implement its programs. Cash flow needs to be constantly monitored. C. Fowler reminded the Board that while the Board approved the application for a line of credit, the College will approach government to find out whether government can offer a funding mechanism with interest rates lower than what commercial banks offer.

### **4.3 Vice President, Strategic Initiatives**

#### **4.3.1 Strategic Initiatives Division/NIC Foundation Report**

R. Heidt presented an E-Expectations Trend Report showing high school students -- who make up more than 40% of the College's prospective students -- prefer to receive their information digitally. That is why NIC is working with Bell Media to increase its digital advertising. He noted that the click through rate to the NIC website was at 2%, which is four times more than the industry average of .05%. R. Heidt added that the College currently does not have software to identify direct correlations between online activity and recruited students.

### **4.4 Chair, Education Council (EdCo)**

#### **4.4.1 Education Council Report**

W. Gus reported that EdCo is now fully constituted with strong participation from students. She also highlighted a number of courses and programs that EdCo reviewed and approved at its last meeting.

## **5. INFORMATION**

The Board received the following information items:

- 5.1 Commonly used acronyms
- 5.2 Link to Board policies and bylaws

## **6. NEXT MEETING DATE**

- 6.1 Annual Board Retreat, Thursday and Friday, November 26, 27, 2020
- 6.2 Regular meeting – Thursday, November 26, 2020

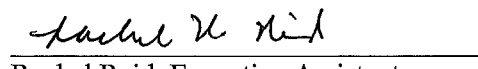
## **7. ADJOURNMENT**

**Moved J. MURPHY / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF OCTOBER 22, 2020.**

**Motion carried**

Time: 2.:47 p.m.

  
Jane Atherton, Vice Chair

  
Rachel Reid, Executive Assistant