
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD VIA VIDEOCONFERENCE
THURSDAY, NOVEMBER 26, 2020**

**BOARD MEMBERS
PRESENT**

J. Atherton, Community Member, Comox Valley Region, Vice Chair
J. Bowman, President
P. Chakraborty, Student Representative
M. Erickson, Faculty Representative
S. Frank, Community Member, Comox Valley Region
W. Gus, 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. Everson, Community Member, Comox Valley Region
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 (COO)
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), NIC Faculty
Association (NICFA) and CUPE (support staff union)

1. CALL TO ORDER

J. Atherton called the meeting to order at 1:00 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 Adoption of Agenda

Moved J. MURPHY / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF NOVEMBER 26, 2020 AS PRESENTED.

Motion carried

2. CONSENT AGENDA

- 2.1 Minutes of the Regular Meeting of October 22, 2020
- 2.2 Minutes of Special Meeting, October 15, 2020
- 2.3 Executive Committee Report, November 9, 2020
- 2.4 Retreat Planning Committee Reports, October 27, November 5, and November 16, 2020
- 2.5 Governance and Human Resources Committee Report, November 4, 2020
- 2.6 Finance and Audit Committee Report, November 13, 2020
- 2.7 Board Planning and Meeting Schedule 2020/2021
- 2.8 Fall 2020 Stable Enrolment Report
- 2.9 Strategic Initiatives Division / NIC Foundation Report
- 2.10 Education Council Report
- 2.11 College Highlights Report
- 2.12 Correspondence and Information (Agenda item #5)

Moved P. TRASOLINI / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF NOVEMBER 26, 2020.

Motion carried

3. BOARD BUSINESS

3.1 Presidential Search Process Update

J. Murphy, as Chair of the Board's Presidential Search Advisory Committee (PSAC), updated the Board with progress on the work of the PSAC, adding that a long list of candidates is expected to be reviewed by the committee in January.

3.2 Annual Board Evaluation Survey Results Summary

The Board received the results summary of the annual Board evaluation.

3.3 Board Bylaw #4 – Domestic Tuition and Fee Bylaw

K. Kuhnert presented Board Bylaw #4 – Domestic Tuition and Fee Bylaw with an increase of 2%, which is within the Provincial government's tuition limit policy. The increase applies to all courses and programs except for employment transitions developmental programs that currently charge tuition at the maximum rate allowed by the Ministry.

Moved D. HOOGLAND / Seconded J. MURPHY: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW NO. 4, 2021 - DOMESTIC TUITION AND FEE BYLAW WHICH INCLUDES A 2% INCREASE TO DOMESTIC TUITION AND MANDATORY FEES WITH THE EXCEPTION OF THE EMPLOYMENT TRANSITIONS PROGRAMS.

Motion carried

3.4 Board Bylaw #6 – International Tuition and Fee Bylaw

International tuition and fees are not bound by the Ministry's tuition limit policy. However, a 2% increase to tuition and fees is proposed with no increase to the international service fee. The recommendation also includes approval for two years of fee increases in order to provide cost predictability for both students and agents.

Moved M ERICKSON / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE BYLAW 6, – INTERNATIONAL TUITION AND FEE BYLAW, WHICH INCLUDES A 2% INCREASE FOR 2021 AND 2022 TO INTERNATIONAL TUITION AND MANDATORY FEES.

Motion carried

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, November 2020

J. Bowman highlighted challenges brought on by the pandemic. He assured the Board that the College is following safety guidelines from the Provincial government, adding that the College has risen to those challenges. Acknowledging his retirement in early 2021, J. Bowman took the opportunity to express his gratitude to members of the College community who were critical to the success of NIC.

4.2 Vice President, Finance and Facilities

4.2.1 Parking Lot Lease, Port Alberni Campus

C. Fowler informed the board that the lease with the City of Port Alberni for the Port Alberni campus parking area has expired. An approval of the lease renewal from the Board of Governors is required before going to the Ministry for final approval.

Moved P. TRASOLINI / Seconded A. MCCUBBIN: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE ACQUISITION THROUGH LEASE OF SPACE AT PART OF LOT 1, DISTRICT LOT 92, ALBERNI DISTRICT, PLAN 27429 UNTIL MARCH 31, 2028 TO CONTINUE TO PROVIDE PARKING FOR STUDENTS AND GUESTS FOR THE PORT ALBERNI CAMPUS.

Motion carried

4.2.2 Second Quarter Financial Statements, 2020/21

The second quarter financial statements report a forecast deficit of \$1.7 million by fiscal yearend 2020/21. C. Fowler noted timing issues as to the receipt of operational funding grants from the Province as well as increases in equipment costs, part of which is expected to be capitalized by fiscal yearend.

4.2.3 Fiscal 2020/21 Forecast Projections

C. Fowler noted that in the forecast projections, the projected deficit is over \$2.2 million. He reported that the slight improvement in numbers for domestic enrolment offset the decrease in international enrolment. Additional yearend funding from government either to fund safety protocols or micro-credentials is possible but J. Bowman noted that the Provincial government is also forecasting a deficit so any additional funding could be unlikely.

4.3 Executive Vice President, Academics and COO

4.3.1 Credential Name Change: Android Application Development Certificate (formerly Mobile Application Development Certificate)

L. Domae explained that the name change will provide greater clarity, ease the certificate into laddering opportunities and provide incentives for students who may wish to take either the Web + Mobile App Development Diploma, or the Advanced Digital Design and Development Diploma. She added that most graduates of the program get employment in Android application.

Moved V. PUETZ / Seconded S. FRANK: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVE THE CHANGE OF CREDENTIAL NAME MOBILE APPLICATION DEVELOPMENT CERTIFICATE TO ANDROID APPLICATION DEVELOPMENT CERTIFICATE, EFFECTIVE FALL 2021.

Motion carried

L. Domae introduced the next three new credentials as Industry Training Authority BC programs that were developed during the pandemic in response to labour market needs. Tuition and fees for all three programs are in line with the College's other trades program.

4.3.2 Approval of Credential, Tuition and Fee: Motor Sport and Power Equipment Technician Foundation

The certificate program will run for 20 weeks, providing students with 600 hours training in servicing and maintaining small equipment and a pathway to Red Seal certification. L. Domae reported that the program is fully funded by the Ministry. She expects high demand for the program and therefore continued funding from the Ministry.

Moved C. SCARLATTI / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL MOTOR SPORT AND POWER EQUIPMENT TECHNICIAN FOUNDATION CERTIFICATE, EFFECTIVE IMMEDIATELY;

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION AND FEES, EFFECTIVE IMMEDIATELY:

Course/Program Name	Program Cost
Motor Sport and Power Equipment Technician Foundation Certificate	\$2,380.30

Lab Name	Lab Cost per Program
Motor Sport and Power Equipment Technician Foundation Certificate Lab	\$150.00

AND FINALLY THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING INTERNATIONAL TUITION, EFFECTIVE IMMEDIATELY:

Course/Program Name	Program Cost
Motor Sport and Power Equipment Technician Foundation Certificate	\$8,037.00

Motion carried

4.3.3 Approval of Credential, Tuition and Fee: Parts and Warehousing Person Foundation Certificate

The proposed foundation program will provide over 20 weeks of training, 300 work-based hours towards a pathway to Red Seal apprenticeship and technical training credit. She noted that the popularity of the program has grown with the growth of Amazon.

Moved M. ERICKSON / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL PARTS AND WAREHOUSING PERSON FOUNDATION CERTIFICATE, EFFECTIVE IMMEDIATELY.

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION AND FEES, EFFECTIVE IMMEDIATELY:

Program Name	Program Cost
Parts and Warehousing Person Foundation Certificate	\$2,800.00

Lab Name	Lab Cost per Program
Parts and Warehousing Person Foundation Certificate Lab	\$85.00

AND FINALLY THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING INTERNATIONAL TUITION, EFFECTIVE IMMEDIATELY:

Program Name	Program Fee
Parts and Warehousing Person Foundation Certificate	\$8,037.00

Motion carried

4.3.4 Approval of Credential, Tuition and Fee: Automotive Collision and Refinishing Technician Foundation Harmonized

L. Domae noted that this particular harmonized credential has a longer training period at 34 weeks, adding that this will be the College's first program offering related to the automotive repair industry. The program has not received funding yet but with the projected high demand for the program, L. Domae is optimistic about securing funds.

Moved V. PUETZ / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE NEW CREDENTIAL AUTOMOTIVE COLLISION AND REFINISHING TECHNICIAN FOUNDATION HARMONIZED CERTIFICATE, EFFECTIVE IMMEDIATELY.

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING DOMESTIC TUITION AND FEES, EFFECTIVE IMMEDIATELY:

Program Name	Program Cost
Automotive Collision and Refinishing Technician Foundation Harmonized Certificate	\$4,284.54

Lab Name	Lab Cost per Program
Automotive Collision and Refinishing Technician Foundation Harmonized Certificate Lab	\$300.00

AND FINALLY THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE FOLLOWING INTERNATIONAL TUITION, EFFECTIVE IMMEDIATELY:

Program Name	Program Cost
Automotive Collision and Refinishing Technician Foundation Harmonized Certificate	\$14,466.60

Motion carried

5. INFORMATION

The Board received the following information items:

- 5.1 NIC Foundation 2020 Awards Program, appreciation letters from Board bursary recipients
- 5.2 Congratulatory letters to local MLAs, November 2020
- 5.3 Commonly used acronyms
- 5.4 Link to Board policies and bylaws

6. NEXT MEETING DATE

- 6.1 Regular meeting – Thursday, January 21, 2021

7. ADJOURNMENT


Moved C. SCARLATTI / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADJOURN ITS REGULAR MEETING OF NOVEMBER 26, 2020.

Motion carried

Time: 2.:06 p.m.



Jane Atherton, Vice Chair



Rachel Reid, Executive Assistant