
**MINUTES OF THE REGULAR MEETING OF THE
NORTH ISLAND COLLEGE BOARD OF GOVERNORS
HELD VIA VIDEOCONFERENCE
THURSDAY, JANUARY 21, 2021**

**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, 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, Chair
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

ALSO PRESENT

T. Bellavia, Associate Vice President, Access and Regions
K. Brewster, ADM, Ministry of Advanced Education and Skills
Training (AEST)
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

E. Mosley called the meeting to order at 1:00 p.m.

1.1 Acknowledgement of First Nations Traditional Territory

E. Mosley acknowledged that the meeting is being held in the various unceded traditional territories of First Nations wherever participants to this virtual meeting are calling from.

1.2 Guest Presentation: Kevin Brewster, Assistant Deputy Minister, Ministry of Advanced Education and Skills Training (AEST)

K. Brewster provided a general picture of the post-secondary institution sector's financial well-being during the pandemic. He reported the following:

- All but five post-secondary institutions are reporting budget deficits;
- The AEST Minister signed a deficit approval for the sector which will be reviewed by the Ministry of Finance;
- The Ministry is looking at a two-year deficit approval with the second year expected to be notional depending on the pandemic and vaccine rollout;
- The Ministry expects all institutions to financially recover post-pandemic;
- The Ministry is working with Federal government in considering how best to implement a long-term international education strategy;
- Funding review will take a couple of years under the assumption that the review will be based on existing budget, with an outcome of fully understanding of how the base grant is being allocated to the institutions;
- NIC's Comox Valley Student Housing project is on the Ministry's priority list.

1.3 Adoption of Agenda

A letter from AEST Minister Anne Kang congratulating J. Bowman on his retirement and thanking him for his years of service in the post-secondary sector is added to the consent agenda. Arising from discussions in the morning session, item 5.3 Board of Governors Draft Priorities and Objectives 2021 is lifted from the consent agenda and added as item 3.6 under Board Business.

Moved C. SCARLATTI / Seconded P. TRASOLINI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ADOPT THE REGULAR AGENDA OF JANUARY 21, 2021 AS AMENDED.

Motion carried

2. CONSENT AGENDA

- 2.1 AEST Minister Congratulatory Letter to J. Bowman of January 21, 2021
- 2.2 Minutes of the Regular Meeting of November 26, 2020
- 2.3 Executive Committee Reports, December 9, 2020 and January 7, 2021
- 2.4 Governance and Human Resources Committee Reports, December 10, 2020 and January 7, 2021
- 2.5 Finance and Audit Committee Report, January 8, 2021
- 2.6 Board Planning and Meeting Schedule 2020/2021
- 2.7 Minister's Mandate Letter, November 26, 2020
- 2.8 January 2021 College Highlights Report
- 2.9 Correspondence and Information (Agenda item #5)

Moved J. MURPHY / Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE RECEIVES AND APPROVES THE ITEMS INCLUDED IN THE CONSENT AGENDA OF JANUARY 21, 2021.

Motion carried

3. BOARD BUSINESS

3.1 Presidential Search Process Update

J. Murphy, as Chair of the Board's Presidential Search Advisory Committee (PSAC), reported that the committee has narrowed down the list of candidates and will soon be interviewing those candidates with the aim of recommending a final short list to the Board.

3.2 New President Transition Team

D. Hoogland and C. Scarlatti volunteered to be part of the Transition Team. E. Mosley encouraged other Board Members to consider joining the Team.

Moved J. MURPHY/Seconded P. TRASOLINI: THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS ESTABLISHES AN AD HOC NEW PRESIDENT TRANSITION TEAM TO DEVELOP A PLAN FOR AND SUPPORT THE TRANSITION OF THE NEW PRESIDENT INTO THE ROLE, TO INCLUDE THE MEMBERSHIP AS FOLLOWS:

- **DIRECTOR, HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT;**
- **EXECUTIVE ASSISTANT TO THE PRESIDENT;**
- **EXECUTIVE ASSISTANT TO THE BOARD; AND,**
- **TWO OR THREE MEMBERS OF THE COLLEGE BOARD (WITH AT LEAST ONE FROM THE EXECUTIVE COMMITTEE)**

Motion carried

3.3 Appointment of Acting/Interim President

E. Mosley reported that arising from the in-camera session held earlier, the Board adopted the following resolution:

THAT THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS APPOINTS COLIN FOWLER, VICE PRESIDENT, FINANCE AND FACILITIES, TO SERVE AS ACTING/INTERIM PRESIDENT EFFECTIVE FEBRUARY 12, 2021 UNTIL SUCH TIME A NEW PRESIDENT IS APPOINTED.

3.4 Board Governance Policy

D. Hoogland, as Chair of the Governance and Human Resources Committee, introduced the proposed governance policy and provided a background the new policy that incorporates and improves from the former governance policies GP 1 to 8. The policy was presented at length during the Board's retreat of November 26, 2020.

Moved D. HOOGLAND / Seconded V. PUETZ: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES ITS BOARD GOVERNANCE POLICY DATED JANUARY 21, 2021.

Motion carried

3.5 Request for Support, City of Port Alberni

The Board received correspondence from the City of Port Alberni asking for the College's support in its bid as host city to the BC Summer Games in 2026.

Moved J. MURPHY/Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE ENDORSES THE CITY OF PORT ALBERNI'S BID TO HOST THE 2026 BC SUMMER GAMES AND SUPPORTS THE USE OF COLLEGE FACILITIES TO ACCOMMODATE PARTICIPANTS, AT NO COST TO THE HOST SOCIETY OR BC GAMES SOCIETY.

Motion carried

3.6 Board of Governors Draft Priorities and Objectives 2021

The Board's standing committees will review the objectives and recommend specific actions for the Board to take.

Moved J. ATHERTON/Seconded D. HOOGLAND: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES ITS DRAFT PRIORITIES AND OBJECTIVES, 2021.

Motion carried

4. REPORTS ON STRATEGIC ACTIVITIES

4.1 President

4.1.1 President's Report, January 2021

J. Bowman thanked the Board and Senior Leadership Team for their support and trust during his time at NIC. He affirmed that whatever achievements that occurred at the College during his leadership were a reflection of the team of professionals and educators that he worked with.

4.2 Vice President, Finance and Facilities

4.2.1 Third Quarter Financial Statements, 2020/21

The third quarter financial statements reflect a decrease in tuition revenues, retroactive costs associated with wage settlements, increase in equipment cost associated with digital program delivery and a slight decrease in travel expenses.

4.2.2 Fiscal 20/21 Financial Projections

C. Fowler reported that the projections will be updated to reflect a slightly lower deficit prior to submission to the Ministry. He noted that, in terms of long-term planning, the College will not only be looking at dedicating resources to digital program delivery but also at adopting online purchasing for its bookstore and other ancillary services.

4.3 Executive Vice President, Academic and COO

4.3.1 Fall/Winter Cumulative Stable Enrolment Report

L. Domae highlighted the following:

- Overall total headcount is at zero percentage change;
- Domestic enrolment is up six percent (up in all areas except developmental education);
- International enrolment is down 35 percent.

L. Domae also reported that the College received \$2.5M in one-time funding for new targeted programming. One-time funding accounts for over 12 percent of the College's total budget. She added that based on the College's experience during the pandemic, there is a market for remote learning,

including learners from outside the College's service regions and women who are able to fit remote learning in their daily lives.

P. Chakraborty left the meeting at 2:41 p.m.

4.3.2 Credential Name Changes: Culinary Business Operation Diploma and Culinary Business Operations Advanced Diploma

The proposed name changes will help clarify and distinguish the two credentials in terms of nomenclature and curriculum content. L. Domae added that the name changes would alleviate issues relating to international student visa applications as well as domestic student loans and funding envelopes. She added that the courses in both certificates are transferrable to other programs.

Moved P. TRASOLINI / Seconded C. SCARLATTI: THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE CHANGE OF CREDENTIAL NAME CULINARY BUSINESS OPERATIONS DIPLOMA TO CULINARY BUSINESS OPERATIONS CERTIFICATE, EFFECTIVE IMMEDIATELY;

AND FURTHER THAT THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE APPROVES THE CHANGE OF CREDENTIAL NAME CULINARY BUSINESS OPERATIONS ADVANCED DIPLOMA TO CULINARY BUSINESS OPERATIONS DIPLOMA, EFFECTIVE IMMEDIATELY.

Motion carried

4.4 Vice President, Strategic Initiatives

4.4.1 Strategic Initiatives Division/NIC Foundation Report

R. Heidt highlighted the NIC Foundation's Student Hope Campaign and expressed appreciation for the support by NISU. He reported that the Foundation Board has contributed to the campaign and encouraged the Board of Governors to do the same.

4.5 Chair, Education Council (EdCo)

4.5.1 Education Council Report

Based on EdCo policy, W. Gus officially started her chair position this January. She reported that EdCo will be holding a by-election for faculty representatives and chair of EdCo's Planning Standards Committee.

E. Mosley noted that the Board needs a representative on the EdCo and asked Board Members to consider volunteering for that position.

5. INFORMATION

The Board received the following information items:

- 5.1 Draft College Plan20-25
- 5.2 Widening Our Doorways Academic Plan
- 5.3 Board of Governors Draft Priorities and Objectives 2021
- 5.4 Commonly used acronyms
- 5.5 Link to Board [policies](#) and [bylaws](#)

6. NEXT MEETING DATE

6.1 Regular meeting – Thursday, March 25, 2021

7. ADJOURNMENT

The regular meeting adjourned at 2:56 p.m.



Eric Mosley, Chair



Rachel Reid, Executive Assistant