



Okanagan College Board of Governors Regular Open Session

Tuesday, March 12, 2024

Meeting held via Zoom

Approved May 21, 2024

IN ATTENDANCE

Board Members

- Dale Safinuk, Chair
- Andrea Alexander, Vice Chair
- Juliette Cunningham
- Neil Fassina, President and Ex-officio
- JoAnn Fowler
- Amolkdeep Kaur
- Matt Kavanagh
- Tina Lee
- Destiny McNish

Administration

- Curtis Morcom, CFO and Vice President, Corporate Services
- Samantha Lenci, Provost & Vice President Academic
- Jenn Goodwin, Associate Vice President, College Relations
- Helen Jackman, Executive Director, Okanagan College Foundation
- Gill Henderson, Associate Vice President, People Services
- Kristen Wiebe, Governance and Privacy Coordinator
- Joanna Campbell, Manager, Executive Office

REGRETS

- Dustyn Baulkham

ACTION

1. CALL TO ORDER

Quorum was established and the meeting was called to order at 11:01a.m. It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

2. APPROVAL OF AGENDA

A member suggested that the items 2.1.2 Annual Programming Plan and 2.1.3 Skills Training BC Training Plan be moved from the consent agenda for discussion. The President asked that these items be removed from the agenda since they have not been reviewed by Education Council. An update will be provided in May.

Motion:

"BE IT RESOLVED THAT Okanagan College Board of Governors approves the March 12, 2024 Open Session meeting agenda as amended and thereby approves the consent agenda."

C. Battersby
CARRIED

2.1. Consent Agenda

2.1.1. Open Session Minutes – December 12, 2023

2.1.2. 2024/25 Student Society Fees Collection Request

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors agrees to collect student fees for Okanagan College for 2024/25 on behalf of the Okanagan College Students' Union and the Vernon Students' Association - Okanagan College as presented."

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. REPORTS

4.1. Chair Report (D. Safinuk)

The Chair thanked members for preparing for the meeting and welcomed the new member representing faculty and instructional employees. It was noted that M. Kavanagh took the oath of office during the Closed Session on March 12.

The Chair noted an opportunity to meet with Brenda Bailey, the interim Minister of Post-Secondary Education and Future Skills in February.

The Chair noted that the Executive Committee met on March 5.

The Chair thanked members who represented the Board at the Winter convocation ceremonies at the Kelowna campus on January 27 with special thanks to J. Cunningham and A. Alexander for speaking on behalf of the Board.

4.2. Finance, Audit and Risk Committee Report

The Committee Chair reported that the Finance, Audit and Risk Committee met on February 13 and March 5. It was noted that in February, the Committee reviewed the draft budget and risk register and are recommending the budget for approval today. In March, they discussed and are recommending forgiveness of the OC Foundation receivable, the Risk Register and the budget.

4.2.1. Forgiveness of Foundation Receivable

The CFO & Vice President, Corporate Services noted that forgiveness of the Foundation receivable comes in front of the Board each year. With three campaigns running concurrently the amount requested has increased compared to last year. It is positive for donor relations to have administrative fees be covered by the College.

The Executive Director, Okanagan College Foundation expressed gratitude for support received from the College and provided an overview of the impact of the return on investment.

A member asked about Foundation branding in relation to fundraising and it was noted that the College's brand is important to donors. The President thanked the OC Foundation for paying special attention to donor relations.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors forgive the receivable of the Okanagan College Foundation for actual capital campaign expenses up to \$300,000 as recommended by the Finance, Audit and Risk Committee."

J. Cunningham
CARRIED

4.2.2. Integrated Resource Plan

The President outlined the Integrated Resource Planning (IRP) cycle and how resources are balanced to inform creation of the plan. It was noted that embedded within the roadmap are foundational plans. As the budget is developed each year, Leadership Council makes decisions to align resources with institutional plans.

The President noted that revenue is primarily regulated, that expenses are both regulated and market-driven, and that base funding does not cover either growth or inflation. The President noted that the budget must be balanced and include investment in the Inspire Plan. The College also needs to work towards bridging the structural deficit while building its strategic risk reserve.

The CFO and Vice President, Corporate Services (CFO & VP, CS) described the budget development process and assumptions. The proposed budget includes an allocation from contingency funds to support projects that are new initiatives under the Inspire plan, including a renewed campus master plan.

A member suggested that both international and domestic tuition be posted. A member asked about international tuition fee regulation and it was noted that it is not anticipated at this time.

A member asked about the accessibility audit progress. The Associate, Vice President People Services noted that Salmon Arm, Penticton, Vernon, Revelstoke and Oliver reports will be complete at the end of the month with Kelowna's audit starting in April pending budget approval. Implementation will depend on the audit recommendations.

A member asked if domestic enrolment is systemic and about future outlooks. The President noted that a slight increase is anticipated over the next couple years. It was noted that high school enrolment is falling in our catchment areas but we expect to see an increase in the 25-55 age group. Strategic recruitment will focus on conversion to enrolment.

A member asked about the engagement of the Board and Student Unions with respect to budget development. It was noted that the Board Finance, Audit, and Risk Committee receives draft budgets for review in February and March, and the Okanagan College Students' Union (OCSU) presented their priorities at Leadership Council during the budget's development. The OCSU now has an opportunity earlier in the budget process whereas under the previous process of presenting to the Board, those presentations were made after the budget was nearly complete. The CFO & VP, CS provided an overview of student union feedback which included improved ancillary and food services, counselling, wellness, and a continuation of open learning resources.

Members inquired about the vacancy savings and filling vacant positions. The Associate Vice President, People Services noted challenges in the current labour market and that strategies are being developed for approaching talent pipelines.

Motions:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Integrated Resource Plan with an operating budget of \$149,784,000 as recommended by the Finance, Audit and Risk Committee and as presented."

J. Cunningham
CARRIED

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Integrated Resource Plan with a capital budget of \$37,215,000 as recommended by the Finance, Audit and Risk Committee and as presented."

A. Kaur
CARRIED

4.2.3. Risk Management Report and Summary

The CFO and Vice President Corporate Services noted that the Enterprise Risk Management Plan was renewed last March. The Risk Register is now better embedded into the Integrated Resource Plan process. Cyber risk is declining

due to the mitigation work the institution has done over the past year. Additionally, climate risk was added to this years' matrix as an overall environmental risk.

The President noted that domestic enrolment risk is a trend over time, and it's anticipated that this risk will persist.

A member asked about the declining risk of cyber attacks and it was noted that it is trending downward given the controls in place. The President suggested that cyber risk will be further mitigated through implementation of systems, data governance, and education of employees and that the College is a leader in both posture and response.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Risk Register as recommended by the Finance, Audit and Risk Committee."

D. McNish
CARRIED

The meeting recessed at 12:27p.m.

4.3. Human Resources and Compensation Committee Report

The meeting resumed at 12:45p.m.

The Board Chair gave the report in the Committee Chair's absence, noting the following:

- D. Baulkham is the new Chair of the Human Resource and Compensation Committee.
- On March 5, the Committee received an update on human resource metrics including the current demographics of employees, recruitments, and turnovers. The Committee also received an update on the Employee Survey that will be distributed later this year.
- The Committee reviewed and is recommending the Board approve the updates to the Sexual Violence Policy as item 4.3.1.

4.3.1. Sexual Violence and Misconduct Policy

The Associate Vice President, People Services provided an overview of updates to the policy definitions under the Intimate Images Act and procedures for reporting under that Act.

Motion:

"BE IT RESOLVED that the Okanagan College Board of Governors approve the revised Sexual Violence and Misconduct Policy as recommended by the Human Resource and Compensation Committee and as presented."

M. Kavanagh
CARRIED

4.4. Governance Committee Report

The Committee Chair gave the report noting that the Governance Committee met on February 23 and March 5.

- On February 23, the Committee provided advice to the Board Chair on updated Committee assignments.
- The Committee also discussed two upcoming PD opportunities for the Board including:
 - Post Secondary Governance Workshop in Vancouver – Thursday and Friday, June 13 & 14
 - Colleges and Institutes Canada (CICan) Conference in Calgary Monday, April 29 – Tuesday, May 1
 - The Committee Chair asked members to contact the Governance Office if they wished to submit an expression of interest for either opportunity.
- On March 5, the Governance Committee reviewed and are recommending multiple policies for approval by the Board including the Indigenous Access Policy, the Use of Indigenous Language Policy, the Transfer Credit Policy, and the Program Review and Renewal Policy.
- The Committee is also recommending that the Board rescind the Employee Members of the Board Policy.
- The Committee reviewed the Board’s competency matrix which will be distributed for member updates.

4.4.1. Transfer Credit Policy

The Provost and Vice President Academic noted several policies need to be rescinded with the approval of the updated Transfer Credit Policy. Education Council made recommendations on the policy which were incorporated into the policy. It was noted that the policies will be rescinded by Education Council in April.

Motions:

“BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following policies as recommended by the Governance Committee:

- ***Transfer Credit Policy (2010);***
- ***ABE Transfer Credit Policy (2010);***
- ***General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit Policy (2011);***
- ***OC Calendar - Academic Requirements for Program Completion and Graduation section 5. Transfer Credits Towards a Degree, Diploma or Certificate Program.”***

M. Kavanagh
CARRIED

“BE IT RESOLVED that the Okanagan College Board of Governors approve the Transfer Credit Policy as recommended by the Governance Committee.”

D. McNish
CARRIED

4.4.2. Employee Members of the Board Policy

The President noted that this policy predated the new Okanagan College and that the procedures outlined in the policy are now covered elsewhere, including in the Election Rules and recruitment materials which were included in the Board package at the request of the Governance Committee. It was noted that the Registrar sets the Election Rules under the Act.

Motion:

“BE IT RESOLVED that the Okanagan College Board of Governors rescind the Employee Members of the Board Policy as recommended by the Governance Committee.”

D. McNish
CARRIED

4.4.3. Program Review and Renewal Policy

The Provost provided an overview of the policy and noted that there is a robust review process that includes external reviewers as well as accrediting bodies that provide program quality assurance.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Program Quality Review and Renewal Policy and as a result negate statements related to program reviews in the Program and Service Standards Policy as recommended by the Governance Committee.”

D. McNish
CARRIED

4.4.1. Indigenous Access Policy

The Provost, and Vice President Academic (Provost) noted that the intent of the policy is to provide Indigenous access to programming. A member inquired whether the Director, Indigenous Relations and Reconciliation had input on the policy.

The Education Council Chair noted concerns about how an assessment would be conducted. The Provost suggested that the assessments could be defined in a procedure. A member asked about the 90-day timeline for admissions and it was noted this date is different depending on the start date of each program.

Members discussed the inclusion of procedures with policy. It was noted that the Board’s role is to approve principles through policy and is not responsible for operations that would be outlined in procedures. A member suggested that the party accountable for operationalizing policy should be responsible for approving procedures.

A member offered that if the Director, Indigenous Relations and Reconciliation supports the consultations through the development of a policy the Board should have trust in the policy.

The Provost noted that the debate around assessments was important at Education Council, that we are moving in the right direction with the discussions and that the policy drives the intent. Education Council supports the policy and provides advice on certain policies.

The President highlighted the monumental change contained in the policy and willingness to accept Indigenous ways of knowing for admission to programs. It was suggested that the procedures will need proper consultation to be implemented effectively. A member asked who would be responsible to assess the prior learning and the President noted this process needs to be developed. The Director, Indigenous Relations and Reconciliation noted that Indigenous knowledge keepers will be consulted.

Motion:

“BE IT RESOLVED that the Okanagan College Board of Governors approve the Indigenous Access Policy as presented and rescind the policy statement made in the OC Calendar section 6 - Aboriginal Admission as recommended by the Governance Committee.”

C. Battersby
CARRIED

4.4.2. Indigenous Language Policy

The President noted that when there is naming on real property, we are acknowledging the local language. Non-movable assets will be local, and movable assets will use both n’sylxcin and Secwepemc. The Chair suggested this is a step in the right direction.

Motion:

“BE IT RESOLVED that the Okanagan College Board of Governors approve the Indigenous Language Policy as recommended by the Governance Committee.”

J. Fowler
CARRIED

4.5. President’s Report and Analysis

The President provided key highlights from his report.

4.5.1. Key Advocacy Statements

The President noted that the Advocacy section will always be included at the end of the President’s report. The Board has previously seen the statements included and these will be developed into a card.

4.5.2. Indigenous OC Framework

This President noted this represents the visual of the Strategic Framework presented to the Board in December. The Director, Indigenous Relations and Reconciliation shared their appreciation for the College Relations team.

4.5.2. Reconciliation Summary

The President indicated that the next step of the Indigenous OC plan is to develop a roadmap that will feed into future President's reports. The report shows the past, present, and future of Indigenous activities at the College. The Director provided an update and shared an appreciate for all the work done. A member noted their appreciation for the resources allocated to the Indigenous OC Plan.

4.5.3. Third Quarter (Q3) Financial Statement

The President noted that the forecast from December is still accurate and anticipating a surplus for new initiatives. Additional operating grant for wages and an increase in International students. A number of previous deferrals were realized this year.

The Chair proposed members break from 2:50 to 2:55p.m.

4.6. Education Council Report

The Education Council Chair referenced Education Council's obligations under the College and Institute Act. The Education Council Chair presented a document at the table. A member requested a discussion regarding the inclusion of procedures as information with policies. Members noted they would appreciate time to consider new information rather than it being presented at the table. It was decided to move a discussion related to procedures to Other Business.

4.6.1. New Program

The Education Council Chair noted that the Animation Chair was instrumental in the program's development. It was noted there is potential for the program to serve as a dual credit pathway.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Video Game Prototyping Micro-credential as presented."

4.6.2. Program Revisions

The Education Council Chair gave an overview of the program revisions as follows:

- Audio Engineering and Music production: program renewal to update and align with current technology, updated number of hours. Students

A. Kaur
CARRIED

will be capable of moving to the job market for sound and movie production.

- Associate of Arts: Gender, Sexuality and Women's Studies Emphasis: includes a change to credits at 100 and 200 levels due to the College not being able to offer enough first year courses.
- Health Care Assistant Certificate: graduation requirements have changed as has the minimum passing grade.
- Infrastructure and Computing Technology Diploma: courses replaced, updating program outcomes for better student pathways.
- Kinesiology – admission requirements for math.
- UBC-Okanagan Mechanical Engineering Bridge – program updates to renew agreement between OC and UBC-Okanagan.
- Human Resources programs – updated for Chartered Human Resource Professional (CPHR) requirements.
- Water Engineering Technology Diploma – program outcomes for better student pathways. A member asked about employment for the program and another member suggested that students are recruited both in-region and to regions outside the Okanagan. Administration noted that staffing can be an issue for the program.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions as recommended by Education Council and as presented:

- ***Audio Engineering and Music Production Certificate***
- ***Associate of Arts: Gender, Sexuality and Women's Studies Emphasis***
- ***Health Care Assistant Certificate***
- ***Infrastructure and Computing Technology Diploma***
- ***Kinesiology Diploma***
- ***Okanagan College to UBC-Okanagan Mechanical Engineering Bridge***
- ***Bachelor of Business Administration: Human Resources Management Specialty***
- ***Post-Baccalaureate Certificate in Human Resources Management***
- ***Post-Baccalaureate Diploma in Human Resources Management***
- ***Water Engineering Technology Diploma***

J. Cunningham
CARRIED

5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

5.1. Procedures

Pursuant to a discussion regarding the materials handed out at the table by the Education Council Chair, the following motion was proposed and seconded from the floor.

Motion:

“BE IT RESOLVED THAT the Board of Governors directs Administration to provide procedures with policies presented to Education Council.”

T. Lee
WITHDRAWN

A member suggested that the motion was strongly worded and that the Board be provided with time to consider the proposal. The President noted that any such direction would require an amendment to the institution’s Policy and Procedure Framework Governing Policy. The President sought clarification that the proposed motion was at the direction, via motion, of Education Council. No confirmation was provided. The Education Council Chair identified the ability for Education Council to seek additional information from Administration during Education Council deliberations.

The motion was withdrawn.

The Chair suggested that Education Council may provide advice to the Board to meet its fiduciary responsibilities and that if additional information is required to make decisions it may be requested. The Chair suggested that the Policy and Procedure Framework be circulated to members.

6. **ADJOURNMENT**

The meeting adjourned at 3:37p.m.

CARRIED