



# Okanagan College Board of Governors

## Open Session Meeting Agenda

September 24, 2024 at 12:45pm  
Room PC248, Penticton Campus

*The meeting will be held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.*

Timing	Pages
12:45pm	
<p><b>1. CALL TO ORDER</b></p> <p><b>2. APPROVAL OF AGENDA</b></p> <p><u>Recommended Motion:</u>  <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the September 24, 2024 Open Session meeting agenda and thereby approves the consent agenda."</i></b></p> <p>2.1. Consent Agenda</p> <p>2.1.1 Open Session Minutes – June 18, 2024</p> <p>2.1.2 Employee Discrimination, Bullying and Harassment Policy Update</p> <p>2.1.3 Board Annual Workplan</p> <p><u>Recommended motion:</u>  <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025-2026 Board Workplan as recommended by the Executive Committee."</i></b></p>	<p>1-2</p> <p>4-6</p> <p>7-8</p> <p>9-13</p>
12:50pm	
<p><b>3. DECLARATION OF CONFLICT</b></p> <p><i>As per Board Bylaws section 14.2, a Board member will immediately upon becoming aware of a potential, real, or perceived conflict of interest situation, disclose the conflict to the Chair. The member and the Chair will follow the <a href="#">Procedures for Disclosure</a> under the <a href="#">Code of Conduct for Okanagan College Board of Governors Policy</a>.</i></p> <p><b>4. REPORTS</b></p> <p>4.1. Chair Report (D. Safinuk)</p> <p>4.2. Finance, Audit and Risk Review Committee Report (D. Safinuk)</p> <p>4.2.1 Domestic Tuition (C. Morcom / N. Fassina)</p> <p><u>Recommended Motion:</u></p>	<p>14-15</p>

**Okanagan College Board of Governors**  
**Open Session Meeting Agenda**  
 September 24, 2024 at 12:45 PM

<i>Timing</i>		<i>Pages</i>
	<b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase in domestic tuition and mandatory fees of two per cent, effective September 2025 pending no change in limit in accordance with the BC Tuition Limit Policy as recommended by the Finance, Audit and Risk Committee.”</i></b>	
1:40pm	4.3. President’s Report and Analysis (N. Fassina)	16-23
	4.3.1 First Quarter Financial Statement	24-25
1:30pm	4.4. Education Council	
	4.4.1 Academic Schedule 2025-26 (J. Garrett)	26-30
	<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the variances to the Academic Schedule 2025-26 as recommended by Education Council and as presented.”</i></b>	
	4.4.2 New Program (J. Garrett)	31-33
	<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Window and Door Quality Retrofit Micro-credential as recommended by Education Council.”</i></b>	
	4.4.3 Program Revision (J. Garrett)	34-37
	<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Pharmacy Technician Certificate as recommended by Education Council and as presented.”</i></b>	
	<b>5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA</b>	
1:45pm	<b>6. ADJOURNMENT</b>	

## NEXT MEETING DATES

**Tuesday, October 22 &  
 Wednesday, October 23, 2024**  
*Kelowna campus*

Professional Development

**Okanagan College Board of Governors**

**Open Session Meeting Agenda**

September 24, 2024 at 12:45 PM

**Tuesday, December 3, 2024**

*virtual*

Finance, Audit and Risk Committee

Campus Planning

Governance Committee

Human Resource and Compensation

Executive Committee

**Tuesday, December 10, 2023**

*Kelowna campus*

Regular Open Session

Regular Closed Session

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## Okanagan College Board of Governors Regular Open Session

**Tuesday, June 18, 2024**

Room SA136, Salmon Arm Campus

*Draft Minutes for Approval September 24, 2024*

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### IN ATTENDANCE

#### Board Members

- Dale Safinuk, Chair
- Andrea Alexander, Vice Chair
- Cindy Battersby
- Juliette Cunningham
- Neil Fassina, President and Ex-officio
- JoAnn Fowler
- 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 Gill Henderson, Associate Vice President, People Services
- Joanna Campbell, Manager, Executive Office
- Helen Jackman, Executive Director, Okanagan College Foundation
- Kristen Wiebe, Governance and Privacy Coordinator

### REGRETS

- Dustyn Baulkham
- Jillian Garrett

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#### ACTION

### 1. CALL TO ORDER

Quorum was established and the meeting was called to order at 8:36a.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.

#### 1.1. Inspire Moment

The President shared an Inspire moment about convocation.

*A. Alexander joined the meeting at 8:37a.m.*

## ACTION

**2. APPROVAL OF AGENDA**Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the June 18, 2024 Open Session meeting agenda and thereby approves the consent agenda.”***

C. Battersby  
CARRIED

## 2.1. Consent Agenda

## 2.1.1. Open Session Minutes – May 21, 2024

**3. DECLARATION OF CONFLICT**

There were no conflicts declared.

**4. REPORTS**

## 4.1. Chair Report

The Chair noted the Executive Committee met on June 11.

The Chair attended the Post Secondary Board Governance workshop from June 13-14 and highlighted the themes of reconciliation, where and how education is delivered, and that the speed of change is accelerating and Boards need to keep up. The Chair also noted the importance of leaning into the Board's committees.

*T. Lee joined the meeting at 8:44a.m.*

## 4.2. Finance, Audit and Risk Committee Report

The Chair gave a report on behalf of the Finance, Audit and Risk Committee. The Chair noted that the Committee received the annual report from the auditors and that it was a qualified audit opinion. The Committee also received an update on the investment portfolio.

## 4.2.1. Okanagan College Audited Financial Statements 2023/24

The CFO & Vice President Corporate Services provided an overview of the statements noting the College ended up with a 860,000 year end surplus.

*M. Kavanagh joined the meeting at 8:51p.m.*

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Okanagan College financial statements for fiscal year ending March 31, 2024 as recommended by the Finance, Audit and Risk Committee.”***

C. Battersby  
CARRIED

*ACTION*

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**5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA**

The Board Chair thanked Matt Kavanagh and Destiny McNish for their contributions during each of their terms.

**6. ADJOURNMENT**

The meeting adjourned at 8:53a.m.

CARRIED



# BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024

Agenda #: 2.1.2

<b>Title</b>	Employee Discrimination, Bullying and Harassment Policy		
<b>Action and/or Recommendation</b>	For Information		
<b>Meets OC's Inspire Plan...</b>	<b>Values</b> <input type="checkbox"/> Students First <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Respect <input type="checkbox"/> Courage <input checked="" type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

## Background Statement

The Board has oversight of the Employee Discrimination, Bullying and Harassment policy under the College's Policy and Procedure Framework.

The College must annually review the policy statement and procedures under WorkSafe BC's policy that outlines the duties of employers. Upon an initial review of this policy, scheduled on the Board's workplan for September, it was determined that additional consideration for updates to the procedures and potentially the policy, could be required based on their application over the past year. That review and the appropriate consultations are currently underway and any updates to the policy, if applicable, will return to the Board in December for approval.

## Reference Materials

- Link to [Employee Discrimination, Bullying and Harassment Policy](#)
- Link to [Policies Workers Compensation Act](#) (refer to Policy Item P2-21-2 Employer Duties Workplace Bullying and Harassment)

## Supporting Analysis

Any proposed changes to this policy will be recommended through the appropriate Committee and approved by the Board of Governors. The Board would receive an update if any substantive changes are made to the procedures following their approval by the Executive Team.

## Alignment to the Strategic Plan Roadmap

**Effective and Efficient.** The policy and procedures are being reviewed following the use of this policy since its last review in 2023.

## Risk Implication & Mitigation Steps

Reviewing this policy regularly supports the effective application of this policy and procedures and ensures any gaps are identified and can be addressed as needed. The review also meets legal requirements for the College.

### Proposed and Prepared by

Gillian Henderson, Associate Vice President People Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		



# BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024

Agenda #: 2.1.3

<b>Title</b>	Board Annual Workplan 2025-26		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025-2026 Board Workplan as recommended by the Executive Committee.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input type="checkbox"/> Students First <input type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

## Background Statement

The Board’s annual workplan has been revised in alignment with the annual schedule approved in May 2024 and is attached for the Committees’ reference. The workplan will be included on the September regular Open meeting agenda as part of the consent agenda.

## Reference Materials

- Board Annual Workplan 2025

## Supporting Analysis

The Board annual workplan mirrors the “seasonality” of operations for the College’s reporting responsibilities to the Board and the Government of BC. This consists of quarterly meetings in May, September, December and March with a number of items distributed throughout the year as required.

## Alignment to the Strategic Plan Roadmap

A workplan supports the Board in meeting their strategic and operational responsibilities.

## Risk Implication & Mitigation Steps

Not applicable.

**Proposed and Prepared by** Neil Fassina, President

<b>Consultation History</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual, Title</b>	<b>Date</b>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Committee	9/17/2024
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

		Okanagan College Board of Governors Workplan 2025					
Board Only Workplan Items	Committee to Board Items						
		March	May	June	September	December	As required
<b>March</b>							
Board Evaluation: (2) Completion by Board Members)		Board					
Forgiveness of Foundation Receivable Loan		FAR / Board					
Foundation Receivable Loan ROI Presentation		FAR / Board					
Integrated Resource Plan: Enterprise Risk Management Report		FAR / Board					
Integrated Resource Plan: Review and Approval		FAR / Board					
Programming: Annual Programming Plan		Board					
Programming: Skilled Trades BC Training Plan		Board					
Q3 Financial Statement		FAR / Board					
Safe Disclosure and Litigation Report		FAR / Board					
Student Association Fees Collection Request		Board					
Employee Engagement Survey 2024: (1) Results and Preliminary Action Plan		HRC / Board					
<b>May</b>							
Audited Financial Statement Review and Approval			FAR / Board				
Board Evaluation: (3) Review Results			GOV / Board				
Board Succession Plan review			GOV / Board				
Employee Engagement Survey 2024: (2) Action Plan			HRC / Board				
Executive Compensation Disclosure Statement			Board				
Executive Expense Report			FAR / Board				
Governance Framework: Board Bylaw bi-annual review (2025)			GOV / Board				
Governance Framework: Role of the Chair bi-annual review (2025)			GOV / Board				
Line of Credit Approval			FAR / Board				
Mandate Letter from the Ministry Review			Board				
President's Goals (final report) and Evaluation			HRC / Board				
Professional Development needs presented to Board			GOV / Board				
Risk management report			FAR / Board				
<b>June</b>							
President's Evaluation and Performance-Based Increase				HRC / Board			
Strategic Planning: Operational Dashboard(s) year in review				Board			
Strategic Planning: Year in review and strategic discussion				EXEC / Board			
<b>September</b>							
Annual Meeting Schedule Approval					EXEC / Board		
Environmental Social Governance: Carbon Report					CP / Board		
Five Year Capital Plan Approval					CP / Board		
Foundation Capital Plan Update					Board		
Policy review: Sexual Violence and Misconduct Policy Tri-annual Review (2025)					HRC / Board		
Q1 Financial Statement					FAR / Board		
Q2 Financial Forecast					Board		
Safe Disclosure and Litigation Report					FAR / Board		
SOFI (Statement of Financial Information) Review					FAR / Board		
Tuition Review and Increase Approval: Domestic					FAR / Board		
Tuition Review and Increase Approval: International					FAR / Board		
<b>December</b>							
Board Policy Report						GOV / Board	
Elections: Chair and Vice Chair						Board	
Employee Engagement Survey 2024: (3a) Progress Report						HRC / Board	
Executive Expense Report						FAR / Board	
Foundation Annual Report						Board	
Honorary Fellows and Distinguished Service Award Nominations						EXEC / Board	
President's Goals - six month report						HRC / Board	
Q2 Financial Statement						FAR / Board	
Risk management report						FAR / Board	
Sexual Violence and Misconduct Policy Annual Report						HRC / Board	
Student Non-Academic Misconduct Policy Annual Report						Board	
Pay Transparency Act Report						HRC / Board	
<b>As required</b>							
Bargaining							HRC / Board
Board / Committee workplan review							EXEC / Board
Lease Agreement approvals							CP / Board; FAR / Board
Master Capital Plan Review and Approval							CP / Board
Policy Review: Terms and Conditions for Excluded Staff Policy Review							HRC / Board
Policy review: Employee Discrimination, Bullying and Harassment Policy					HRC / Board		
<b>2026</b>							
Accessibility Plan (2023-2026)			Board				
Committee Terms of Reference review			Committees / Board				
Employee Engagement Survey 2024: (3) Final Progress Report					HRC / Board		

OC Board of Governors - Committee Workplan 2025

	February	March	May	June	September	December	As required
<b>All Committees</b>							
<b>As required</b>							
Action items review							All Committees
Board / Committee workplan review							
<b>Executive</b>							
<b>June</b>							
Strategic Planning: Year in review and strategic discussion							
<b>September</b>							
Integrated Resource Plan: Assumptions Discussed							
Annual Meeting Schedule Approval							
<b>December</b>							
Honorary Fellows and Distinguished Service Award Nominations							
<b>As required</b>							
Approve Regular and Special Board Agendas							
<b>Campus Planning</b>							
<b>September</b>							
Five Year Capital Plan Approval							
Environmental Social Governance: Carbon Report							
<b>As required</b>							
Construction and Renovation Projects							
Land Acquisitions / Disposals							
Long Term Maintenance Plans							
Lease Agreement approvals							
Master Capital Plan Review and Approval							
<b>Governance</b>							
<b>March</b>							
Competency Matrix reviewed for alignment with Board needs							
Elections: Student Members elected (Annual)							
<b>May</b>							
Board Professional Development needs identified							
Board Succession Plan review							
Competency Matrix reviewed for potential recruitment gaps							
Professional Development needs presented to Board							
Board Policy Workplan and Annual Review							
Board Evaluation: (3) Review Results							
Governance Framework: Board Bylaw bi-annual review (2025)							
Governance Framework: Code of Conduct bi-annual review (2025)							
Governance Framework: Role of the Chair bi-annual review (2025)							
<b>September</b>							
Board Member Service Terms and Competency Review							
Call to Board for Recruitment of Members							
Member Orientation							
Board Evaluation: (1) Process and form review							
<b>December</b>							
Board Policy Report							
Potential Board Candidates identified to CABRO							
<b>As required</b>							
Board Professional Development Sessions							GOV/October
Candidates contacted for support of application process							GOV/October
Orientation materials reviewed							
Potential Board Candidates reviewed for competencies							GOV/October
Committee appointments reviewed and recommended to the Chair							
<b>2026</b>							
Elections: Preferred Board qualifications developed for elected members (2026)							

OC Board of Governors - Committee Workplan 2025

	February	March	May	June	September	December	As required
<b>Finance, Audit and Risk</b>							
<b>February</b>							
Integrated Resource Plan: Enterprise Risk Management Report Draft							
Integrated Resource Plan: Pitch and Draft Review							
<b>March</b>							
Forgiveness of Foundation Receivable Loan							
Foundation Receivable Loan ROI Presentation							
Integrated Resource Plan: Enterprise Risk Management Report							
Integrated Resource Plan: Review and Approval							
Q3 Financial Statement							
Q4 Financial Statement Forecast							
Safe Disclosure and Litigation Report							
<b>May</b>							
Executive Expense Report							
Audited Financial Statement Review and Approval							
Investment Portfolio: year-end review							
Line of Credit Approval							
Risk management report							
Investment Policy Annual Review							
<b>June</b>							
Q1 Financial Forecast							
<b>September</b>							
Safe Disclosure and Litigation Report							
Integrated Resource Plan: Risk Management update							
Q1 Financial Statement							
SOFI (Statement of Financial Information) Review							
Tuition Review and Increase Approval: Domestic							
Tuition Review and Increase Approval: International							
<b>December</b>							
Audit Strategy Discussion							
Executive Expense Report							
Investment Portfolio: mid-year review							
Q2 Financial Statement							
Q3 Financial Forecast							
Risk management report							
<b>As required</b>							
Lease Agreement approvals							
<b>Human Resources and Compensation</b>							
<b>March</b>							
Report: Employee Turnover, Wellness, Headcount Data, Recruitment Activity							
Employee Engagement Survey 2024: (1) Results and Preliminary Action Plan							
<b>May</b>							
Compensation and Benefits Analysis							
President's Goals for upcoming year							
President's Goals (final report) and Evaluation							
Employee Engagement Survey 2024: (2) Action Plan							
<b>June</b>							
President's Evaluation and Performance-Based Increase							
<b>September</b>							
Executive Succession Planning							
Benefit Usage Analysis							
Policy review: Sexual Violence and Misconduct Policy Tri-annual Review (2025)							
<b>December</b>							
President's Goals - six month report							
Sexual Violence and Misconduct Policy Annual Report							
Employee Engagement Survey 2024: (3a) Progress Report							
Report: Employee Turnover, Wellness, Headcount Data, Recruitment Activity							
Pay Transparency Act Report							
<b>As required</b>							
Policy Review: Terms and Conditions for Excluded Staff Policy Review							
Policy review: Employee Discrimination, Bullying and Harassment Policy Bargaining							
<b>2026</b>							
Employee Engagement Survey 2024: (3) Final Progress Report							



# BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024  
Agenda #: 4.2.1

<b>Title</b>	Domestic Tuition Rates 2025-26		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase in domestic tuition and mandatory fees of two per cent, effective September 2025 pending no change in limit in accordance with the BC Tuition Limit Policy as recommended by the Finance, Audit and Risk Committee.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input type="checkbox"/> Students First <input type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

## Background Statement

The BC government has a tuition limit policy for domestic tuition and mandatory fees as noted on the [Ministry of Post-Secondary Education and Future Skills website](#).

The maximum annual increase allowable since September 2005 has been 2%.

## Reference Materials

- None

## Supporting Analysis

The 2024-25 tuition limit has not yet been publicized by government but the expectation is that the Ministry will maintain the 2% increase maximum.

Administration is recommending a domestic tuition fee increase of 2%. This assists with partially offsetting some of the inflationary costs of the College and keeps the College on par with other BC post-secondary institution’s domestic tuition rates. After reaching a historic high of 7% in 2022, the general inflation rate in BC remained elevated at 3.9% in 2023. This has significantly impacted OC’s ability to keep pace in purchasing goods and supplies used in academic programing (i.e trades material such as lumber, welding supplies, electrical, etc.)

A 2% increase in domestic tuition will result in approximately \$320,000 increased tuition revenue for 2025-26.

## Alignment to the Strategic Plan Roadmap

*Financial Sustainability.*

## Risk Implication & Mitigation Steps

**Financial:** If domestic tuition rate is not increased by 2% for 2025-26, the College loses the associated revenue this year as well as the compound revenue going forward. Over a 4-year period, this would amount to approximately \$1.4M.

**Proposed and Prepared by** Curtis Morcom, CFO & Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	8/22/2024
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leadership Council	8/29/2024
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/10/2024
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit & Risk Committee	9/17/2024
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



# Okanagan College Board of Governors President’s Report

September 2024

## INTRODUCTION

My September report addresses matters that have taken place between May and September 2024.

**Executive Summary:** Members will note that my September report includes proportionately more updates than a typical president’s report because the 2024 summer season has been particularly eventful. In particular, the College has made significant progress towards a series of capital projects – either nearing completion or initiation. Similarly, significant progress has been made in relation to the Indigenous OC plan with a series of foundational documents coming together over the summer months.

Okanagan College’s enrolment environment has shifted significantly with newly introduced federal regulations and restrictions on international students. Although domestic enrolment is relatively “flat,” the college will face enrolment pressures over the coming years until such time as stability is reestablished relative to international students.

As would normally be the case, administration is proposing new domestic tuition in [agenda Item 4.2.1](#). Members will note, however, that international tuition will be proposed later in the fall, as administration is still working through projections related to international student numbers in relation to the requirement to post up to four years of international tuition projections.

In the sections that follow, I address a series of strategic highlights, operational highlights, and points for potential advocacy and communication for Board members. I have endeavored to highlight the importance of different Board agenda items throughout the report.

## Part 1: Strategic Highlights and Questions

**Strategic Enrolment – Domestic (Fall 2024):** Early data on domestic enrolment in Arts, Business and Science & Technology indicates small declines in headcount for each portfolio, and an overall dip of approximately 140 students. Further analysis is required as headcount does not reflect how many courses each student is taking.

Trades, Health and Social Development enrolment numbers are not available at this early date in part because, within these areas, programming does not follow the same calendar (start dates are through the year). Enrolment analysis for fall semester in these areas will be possible toward the end of 2024.

*(Table reflects point in time, headcount, Sept. 4, 2024)*

Program	2023 Total	2024 Total
Associate of Arts	573	551
Associate of Science	291	274
BBA	733	689
BUAD	398	348
CIS Degree	96	90
<b>TOTAL</b>	<b>2091</b>	<b>1952</b>

**Strategic Enrolment – International (Fall 2024):** With respect to international students, overall enrolment is consistent with 2023, with the majority of students attending the Kelowna campus. Early indications, however, highlight a significant drop in new or incoming international students for Fall 2024. The college anticipates this decrease being the result of new international student regulations introduced by the federal government. It is anticipated that further changes will be introduced by the federal minister of immigration in the fall 2024. A stabilization of international recruitment and enrolment will likely only take place after all federal regulations have been announced and enacted.

On a positive note, the population of international students at the Salmon Arm site, while still the smallest number, has nearly doubled from Fall 2023. Students are registered in the Human Service Worker (HSW) program primarily, with a smaller number in Early Childhood Education.

The majority of international students at OC come from India, followed by China and Nigeria. OC attracts students from over 60 countries annually.

*(Table reflects point in time, headcount, Sept. 4, 2024)*

Campus	2023 Total	2024 Total
Kelowna	1608	1584
Penticton	119	122
Vernon	220	296
Salmon Arm	20	38
Distance	1	
<b>TOTAL</b>	<b>1968</b>	<b>2040</b>

**International Education Quality Assurance:** Okanagan College received our Education Quality Assurance (EQA) designation from the Government of British Columbia for 2024/25. This designation identifies quality post-secondary institutions that may enroll international students on study permits. To receive and maintain EQA designation, an institution must meet or exceed certain quality assurance standards, both on application or re-application and while holding EQA designation. A new EQA Policy and Procedures will come into effect across the province on January 1, 2025, and OC will be renewing under these updated requirements by the end of March.

**BC Provincial Nominee Program:** Changes to the provincially administered Provincial Nominee Program (PNP) will impact OC international students seeking permanent resident status post-graduation. As of January 2025, only graduates with Bachelor, Master’s and PhD credentials will be eligible for the “Graduate” stream. Individuals with Associate Degrees, Diplomas or other certificates will be have the option to apply under the “Worker” pathway, which requires relevant work experience and a job offer from a relevant sector (e.g. health authority, skilled worker). While this has an impact on international students at OC, several programs are still legitimate pathways to PR status. International Education is working with other departments and portfolios to establish clear supports and updated information for students seeking guidance from the College.

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## Part 2: Operational Highlights

### 2023/24 Achievements or Other Operational Highlights

#### **Capital Projects**

**Centre for Food, Wine and Tourism:** The College completed a full tender process and selected PCL as the construction lead, with GEC as the architect. The College has worked with GEC in the past on the Health Sciences Build as well as the Kelowna Student Housing project. The final design has been completed and has been vetted by the construction lead and a 3<sup>rd</sup> party quantity surveyor. This process confirmed that the project has experienced significant cost escalations over the original business case. A comprehensive value engineering exercise was

undertaken to establish a new baseline budget. Other sources of funding were also identified, including from the Ministry and fundraising. The new budget is proposed in agenda item 4.3.2 (closed) at \$61.3m, up from \$48.8m. The next phase will be to complete construction documents and begin tendering late in 2024. Site construction is expected to commence early spring 2025, with anticipated completion of Summer 2027.

Roly Russell, Parliamentary Secretary for Rural Development, and Brittney Anderson, Parliamentary Secretary for Tourism, attended a [groundbreaking ceremony at the Kelowna campus](#) on June 24, celebrating the start of construction of the new Centre for Food, Wine and Tourism at Okanagan College. Also present at the event were several industry leaders and representatives, as well as local government officials.

**Recreation and Wellness Centre:** The College conducted the design and construction tender process and selected local architect firm, MM Architects, and a local construction lead, TKI Construction. The budget was vetted by the construction lead and a 3<sup>rd</sup> party quantity surveyor. This process has confirmed the budget of \$18.7m is still appropriate. Construction documents and tendering will begin in late Fall with site construction to begin in early Spring 2025, with anticipated completion in Summer 2026.

**Kelowna Housing:** Over the summer, OC's new student housing building on K.L.O. became temporary home to 60 residents evacuated from a supportive housing building in downtown Kelowna. OC entered into a lease agreement with the Pathways Abilities Society and worked with Bird Construction and the City of Kelowna to achieve occupancy the week of April 29 so that our facility would be ready receive these residents. This temporary housing solution allowed the Pathways' residents time to find alternate housing as their downtown home will not be ready for some time. The Pathways residents moved out on August 15<sup>th</sup> as originally agreed and the College started welcoming students on August 31. Move-in was successful and the 360 beds (216 of which are new student housing) are full for the Fall and Winter term.

**Vernon Housing:** Joined by students, staff and members of the community, Premier David Eby and MLA Harwinder Sandhu (Vernon-Monashee) were on campus to cut the ribbon and officially open Vernon's new 101-bed student housing building on August 23.

On August 30<sup>th</sup>, partial occupancy was attained for the third and fourth floors of the Vernon Student Housing building. The 28 students who applied for housing were accommodated and moved in on September 2. Final approval for full occupancy is anticipated by the end of September, with minor deficiencies and landscaping to also be completed through September. The daycare will begin full operations at the end of September.

**Salmon Arm Housing:** Due to cold weather and trades availability, it was decided at the end of June to delay the opening of this project. Full occupancy of this building is expected at the end of November 2024. At the time of the decision to delay, the College had nine applications for housing. After notification of the situation, five students found their own housing options and the College planned for the remaining four students to stay in a nearby hotel.

**Penticton Housing:** Parliamentary Secretary Russell attended OC Penticton on July 8 to announce Government funding for student housing on that campus. The new facility, expected to open for students fall 2026, will house up to 101 students. Penticton's Mayor and members of council attended the event, as well as OC alum Annika Kirk, who spoke about her experience as a student, and how having on-campus housing will enable future students to more easily access post-secondary education.

An application to formally approve the project and allow construction has been submitted to Transport Canada. We expect a decision from them by the end of September. In the meantime, the design is being finalized and compared to our budget. The building will be very similar in design to the Vernon housing project (excluding the daycare). Tendering is expected to begin in the Fall and groundwork in Spring 2025.

### ***College Events:***

**Student Orientation / Campus Welcome Back events:** The first week of fall semester across OC included a range of orientation and welcome back events for students and staff. Outdoor BBQs, entertainment and games at each campus were well-attended and offered the opportunity for new and returning learners to socialize and connect with others at OC. Student Services, Registrar's Office, Indigenous Services, Library Services and others hosted drop-ins and provided information. Community resources, including Interior Health and support organizations for newcomers to Canada also participated in orientation. Campus Administration hosted 'Welcome back' meetings for staff.

**Program updates:** This summer CampOC ran over 120 different camps at all four campuses with 4500 registrations generating \$1.1m in revenue, making it the largest CampOC to date. The most popular camps were for children in grades 1-3 with an interest in science, cooking, Lego, and Minecraft. Our Trades team partnered with the CWB Welding Foundation to provide fully subscribed welding camps in Kelowna, Penticton and Vernon. Two camps were hosted in collaboration with Indigenous Services and incorporated a land acknowledgment and reflection art activities for campers.

### **Staffing updates:**

**Dean of Health & Social Development:** The College welcomed a new Dean of Health & Social Development on September 9, 2024. **Patrena Mackie** joins OC with over 17 years' experience in teaching and health care. She holds a Master of Education and a Bachelor of Nursing. We are very excited to welcome Patrena to OC and have her join our Senior Leadership Team.

**Director of International Education:** After 35 years of service to OC, **Gordon Shuster, Director of International Education**, retired at the end of August. With his departure, a new leadership structure has been put in place, with internal candidate Sakura Hirata named as the new Associate Director for the department. International Education is now reporting to Devin Rubadeau, Director of Strategic Enrolment Management. This shift means both domestic recruitment, which is led by Associate Director Meghan Cabrera, and International Education are within the SEM portfolio.

**Director, Analytics and Reporting:** **Sai Manda** was hired as Director, Analytics and Reporting and started August 2024. Sai brings a wealth of experience in data analytics within banking and retail and will help the College move forward in creating operational dashboards and streamlined reporting processes.

**Teaching & Learning Innovations Portfolio:** Over the past few months the Learning and Applied Research department has been re-established as two portfolios: Teaching & Learning Innovations and Applied Research. Teaching & Learning Innovations will incorporate Learning, Education Technology, and Library Services and will report to a new position, Dean Teaching & Learning Innovations. A search for the new Dean is currently underway and we anticipate having someone in the role by October 2024.

**Indigenous Teaching & Learning Advisor:** The College has created a new Indigenous Teaching & Learning Advisor position developed in consultation with local Indigenous communities. This is the first time the College has worked with local First Nations to collect feedback and direction on a position intended to bring Indigenous perspectives and ways of knowing and being into curriculum, program development, and library services, supporting the College's commitment to work with and learn from Indigenous communities.

### **Other Operational Highlights:**

**Convocation & Commencement:** More than 800 students crossed the stage at [five Convocation and Commencement ceremonies in June](#). For the second consecutive year, OC held ceremonies in Penticton, Vernon and Salmon Arm, and two ceremonies in Kelowna. Fall ceremonies take place in Kelowna on Oct. 5.

**Naloxone on campus / Overdose Guidelines:** The B.C. Government introduced new [Post-Secondary Overdose Prevention and Response Guidelines](#) on Sept. 3, following work this summer by a provincial working group. The guidelines include promoting awareness of overdose prevention and treatment services available on campus or in the community, the Lifeguard and Brave apps, take-home naloxone kits and drug-checking services, and ensuring students know they can call first responders for help without fear of academic repercussions. Additionally, the Ministry of PSFS has distributed nasal naloxone to all B.C. public post-secondary institutions. As of the beginning of the fall semester, Okanagan College has naloxone cabinets, automated external defibrillators and enhanced first-aid protocols in buildings throughout all campuses.

See: [B.C. taking action to prevent overdoses, make students safer on campus | BC Gov News](#)

**Campus Master Plan:** A vendor has been identified to complete this plan and a kick-off meeting was held with Executive in late June. Through the summer the vendor collected data and information and will begin their consultation with the campuses in September. It is anticipated that the work will be complete in early 2025.

**Financial Position (Q1):** As noted in [agenda item 4.3.1](#) The College is presently in a balanced position as at Q1. More accurate forecast information will be known at Q2.

**2025/26 Integrated Resource Plan Initiation:** Planning assumptions have been established and the IRP process will kick off in September 2024 as all departments will complete their budgets for review and discussion at Leadership Council. It is expected final budgets will be completed in December 2024.

**Careers Hub:** Launched in Sept. 2023, Careers Hub is an online portal and app for OC students and alumni to connect with employers. Additionally, Careers Hub includes access to a range of career skill-building resources. Students use the app to apply for Work Integrated Learning (WIL) and other employment opportunities, keep track of their work terms, connect with professional networks, apply for jobs and track applications, attend career events, and develop their career skills. Employers work with the Careers Hub team to help manage their WIL and other employment postings and connect with student talent through the *OC Annual Careers Expo & Employment Fair* and other on-campus employer activities. For details see [www.okanagan.bc.ca/careers-hub](http://www.okanagan.bc.ca/careers-hub).

Careers Hub, Sept. 2023-24	
Students and Alumni accessing Careers Hub	2,081
WIL Co-op Students (current students accepted or on work terms)	230
Employers accessing careers hub	738
Job Postings on Careers Hub	1,190

In 2024-2025, the Careers Hub team is focused on increasing the number of students, alumni, and employers accessing the Careers Hub app to fulfill WIL pathways, build employment experience, develop career skills, and benefit from OC student talent. Short, self-paced *OC WIL Online Learning Modules (WIL OLMs)* for students and employers are in final pilot testing with funding support from the Economic Trust of the Southern Interior of BC. Additional *OC WIL OLMs* will be tested with a community employer group and OC students this Fall. An *OC Careers Hub Instructor Toolkit* to integrate Careers Hub online resources into the classroom will be released this Fall along with training opportunities. An *OC Student Talent Employer Toolkit* along with Employer events are planned for 2025 along with expanded *Career Skills* resources for students and alumni. The OC Indigenous Intern Leadership Program (IILP) with funding from Vancouver Island University continues to promote pre/post-graduate transition support for Indigenous students with 2-year paid internships with leading employers, mentoring, post-graduation leadership training, and ongoing networking.

**Minister of State for Trade:** Okanagan College hosted Jagrup Brar, MLA for Surrey-Fleetwood and BC’s Minister of State for Trade, and Harwinder Sandhu, MLA for Vernon-Monashee, at the Vernon campus on July 17. In addition to taking a tour of the new student housing building, Minister Brar and MLA Sandhu led a Rural Roundtable with several local business and organization representatives. Jenn Goodwin and Samantha Lenci attended.

**Union of BC Municipalities (UBCM):** The annual UBCM convention was held in Vancouver Sept. 16-20, 2024 and was attended by municipal elected officials and staff, and provincial MLAs, candidates and ministry staff. Keynote speakers included the premier, leader of the opposition and several cabinet ministers. President Fassina attended and met with delegates from the OC region. BC Colleges held a reception for MLAs and council members which was attended by Jenn Goodwin.

**Retiring MLAs:** A letter of recognition will be sent on behalf of OC to current MLAs from the OC region who have announced publicly their decision **not** to seek a seat in the upcoming provincial election. These include Doug Clovechok (Columbia River - Revelstoke), Greg Kylo (Shuswap), Norm Letnick (Kelowna - Lake Country), Renee Merrifield (Kelowna-Mission), Ben Stewart (Westside-Kelowna), and Dan Ashton (Penticton).

**Provincial election 2024:** A provincial election is scheduled for Oct. 19, 2024 in British Columbia. Per the Election Act, the legislature is dissolved when the writ drops; effectively this means there will be a media blackout period on

provincial announcements related to programming and/or funding until a new government and cabinet is sworn in, following the election.

**Bargaining Updates:** The College has yet to receive direction from PSEA on the Government mandate, and this is not expected until sometime after the fall election. It is anticipated that the local bargaining tables will not commence until late Spring or early Summer 2025. Some initial consultation within the College's Leadership Team is underway to identify potential issues for inclusion in the College's bargaining plans.

**Talent Acquisition Strategy:** The College has recently received and reviewed a talent acquisition analysis report. This report highlighted the priority focus areas for the College as it relates to refining its approach to recruitment, selection, and onboarding of new employees. Following this review we have developed an ideal future state approach for recruitment and are developing an implementation plan. The College has hired a talent acquisition specialist who will focus on review and implementation of the report recommendations.

### ***Indigenous OC:***

**Indigenous OC Roadmap:** The Indigenous OC Roadmap is now complete. This roadmap outlines the college's commitments to deliverables between 2024 and 2029. The roadmap is undergoing some design work before being posted.

**Regional Indigenous Partnership Tables:** As part of OC's connection to community, regional Indigenous partnership tables have been created. The first meetings of these new tables is in October, signifying the completion of this achievement.

**President Advisory Council:** Terms of reference for the president's Indigenous Advisory council are nearing completion. It is anticipated that this council will be up and running during the 2024/25 academic year.

**Flag raising and name giving:** Planning is underway to host a Flag Raising Ceremony at the Vernon Campus in partnership with the Okanagan Indian Band (OKIB). Through this ceremony, OC will be granted the opportunity to fly the OKIB flag in recognition of the traditional lands on which the Vernon campus rests. Adding to the flag raising ceremony, OKIB will also be granting an Indigenous name to the Vernon student housing building.

**Indigenous Community Principles:** The college is nearing completion on a series of Indigenous Community engagement principles. This principles document outlines culturally appropriate steps for college instructional and support staff to follow when conceptualizing, developing, delivering, and assessing learning opportunities delivered in community.

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## **Part 3: Communication and Advocacy Highlights**

**Thrive Here Campaign:** The Thrive Here campaign for the Recreation and Wellness Centre at the Kelowna campus has secured \$11.8M (\$10M publicly announced) with \$2.2M to go with the community fundraising goal. New gifts this quarter totaled \$625,000. The theme for next six months is Success Thrives Here, focusing on the impact of sports of academic success, leadership skills and resilience.

**Sunflower Childcare Campaign:** We reached our \$1.15M community fundraising goal for the capital of the Sunflower Childcare Centre, with a final fundraising event in July – a sponsored paddle across Kal lake organised by the Postil family which raised \$27,000. This, combined with \$1.51M secured from the Province's Childcare New Spaces Fund, means that we will formally close the campaign in the Fall, with a donor celebration event and unveiling of the donor wall.

**Applications Open 2024:** Okanagan College will host a new event this fall, promoting the earliest opportunity for students to enroll in 2025/26 programs. Called "Applications Open," the event will be targeted to grade 12 students and anyone who is already planning to attend OC next fall. It will offer a supported environment for people to complete the application and connect with the Recruitment Team.

**Media and Public Relations:** Okanagan College continues to share stories about students, their achievements, and the impact of the College across our region. Since the end of May, the following news releases have been provided to media and have been covered by various/numerous outlets. OC's coverage is consistently more positive than negative, due to the volume and frequency of stories about OC students and employees.

- May 23: [Enactus OC has a strong showing at Canadian Nationals](#)
- May 27: [BC Anti-Racism Awareness Week, May 27-June 2, 2024](#)
- May 28: [OC professor named Business Woman of the Year](#)
- May 29: [OC Launches Survey to Assess Community Interest in Clean Energy Retrofitting](#)
- June 10: [Student finds a home in Computer Sciences at OC](#)
- June 13: [OC names Honorary Fellow for 2024 – Shelagh Turner, former CEO, Canadian Mental Health Association, Kelowna](#)
- June 14: [OC's beverage technology access centre receives renewed \\$1.75 million in federal grant funding](#)
- June 17: [Hundreds graduate in first of four Okanagan College campus convocation ceremonies](#)
- June 20: [OC celebrates 'construction kick off' for Recreation and Wellness Centre](#)
- June 21: [Rachel's Adventure: A Métis Student's Journey Through Study Abroad](#)
- June 24: [Construction underway for new Centre for Food, Wine and Tourism](#)
- July 3: [OC introduces InspirED with new, career-focused programs](#)
- July 10: [Student housing coming to Okanagan College Penticton campus](#)
- July 11: [OC Student Joshua's experience at the 2024 Human Security in Southeast Asia Conference](#)
- July 18: [Student housing project in Salmon Arm impacted by weather, trades availability; will open in January 2025](#)
- July 25: [Paddle fundraiser raises over \\$29,000 for Sunflower Childcare Centre](#)
- July 26: [More people will benefit from training grants](#)
- July 29: [Camp OC: Where Summer Fun Meets Support](#)
- July 31: [Okanagan College Welcomes New Dean of Health and Social Development](#)
- July 31: [New Associate Dean joins the School of Business](#)
- August 1: [Green Drinks: Fire Ecology and Wildfire Management Panel Discussion at Penticton OC](#)
- August 8: [Over 20 courses and programs at Okanagan College qualify for StrongerBC future skills grant](#)
- August 9: [College professor Celebrates Chinese Canadian history at Commando Bay 80th anniversary](#)
- August 12: [Okanagan College Alumni Success Story: Ben Deagazio](#)
- August 12: [Indigenous Innovators: Quest for Knowledge, Culture, and Creativity](#)
- August 13: [Okanagan College Delegation Engages Global Education Issues at BC International Education Week 2024](#)
- August 13: [Okanagan College School of Business Earns Prestigious 10-Year Re-accreditation](#)
- August 13: [Celebrating Gordon Shuster's Legacy and Welcoming New Leadership in International Education](#)
- August 14: [Okanagan College Welcomes New Board of Governors](#)
- August 14: [OC Community Fridge](#)
- August 20: [Tom Dyck joins OC Foundation Board of Directors](#)
- August 23: [Premier Eby officially opens OC student housing in Vernon, Kelowna](#)
- August 26: [Okanagan College welcomes new Associate Director of Data, Analytics & Reporting](#)

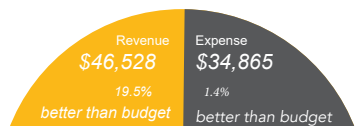
**Upcoming College Events:**

<b><u>Date</u></b>	<b><u>Activity</u></b>	<b><u>Location</u></b>
<b>September 17</b>	Services Fair	<b>Kelowna/Penticton</b>
<b>September 18</b>	Ask Us Anything	<b>Salmon Arm</b>
<b>September 18</b>	Connection Café Drop-in Wednesdays	<b>Kelowna</b>
<b>September 20</b>	Youth Exhibition Powwow	<b>Kelowna</b>
<b>September 24</b>	International Co-op Student IRCC Presentation	<b>Virtual</b>
<b>September 25</b>	Trades Lunch	<b>Salmon Arm</b>
<b>September 26</b>	OIB Flag Raising and Student Housing Name Giving Ceremony	<b>Vernon</b>
<b>October 5</b>	Fall 2024 Convocation	<b>Kelowna</b>
<b>October 25</b>	OC Cultivates	<b>Penticton</b>
<b>October 30</b>	Diwali Festival of Lights	<b>Kelowna</b>
<b>November 7</b>	Student Awards Reception	<b>Vernon</b>
<b>November 14</b>	Student Awards Reception	<b>Penticton</b>
<b>November 19</b>	Student Awards Reception (1 of 2)	<b>Kelowna</b>
<b>November 20</b>	International Education Week	<b>Kelowna</b>
<b>November 21</b>	Student Awards Reception (2 of 2)	<b>Kelowna</b>

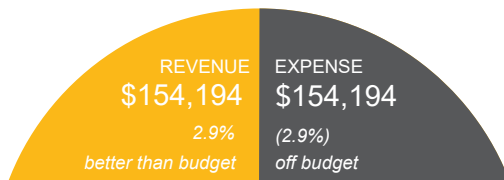
(amounts in \$000s)

Year-End Forecast

Year-to-Date (YTD)

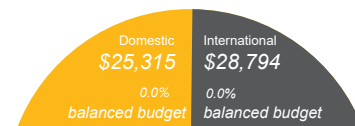


\$11,662 Actual Surplus  
\$8,085 Higher than Budget



0% Balanced Budget  
\$0 Balanced Budget

Tuition Year-End Forecast

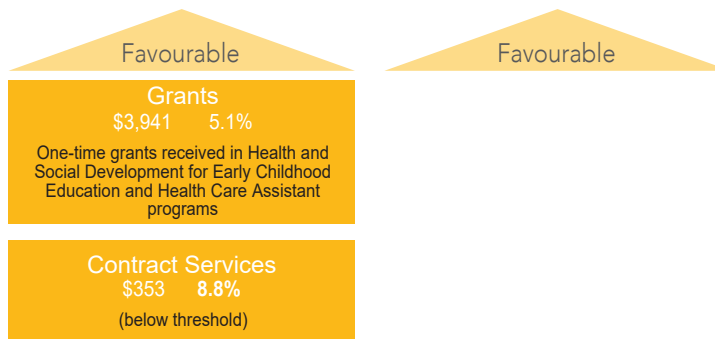


Approved Budget

REVENUE	EXPENSE	BUDGETED SURPLUS
\$149,900	\$149,900	\$0

Q1 Year-End Forecast Variance to Approved Budget

REVENUE	EXPENSE	FORECASTED SURPLUS
Variance \$4,294 2.9%	Variance (\$4,294) (2.9%)	Variance \$0 0.0%



Budget line items with a material variance forecast for year-end are explained in detail. A material variance is \$400K and 2% of the budget line object or the components within the line item are above the \$400K and 2% threshold.

Note: the size of boxes is for illustrative purposes only and are not to scale

LEGEND	Material	<Material
Favourable	<span style="background-color: #FFC000; width: 20px; height: 10px;"></span>	<span style="background-color: #FFD700; width: 20px; height: 10px;"></span>
Unfavourable	<span style="background-color: #333333; width: 20px; height: 10px;"></span>	<span style="background-color: #808080; width: 20px; height: 10px;"></span>



## Statement of Consolidated Operations 2024-25 as at Quarter 1, June 30, 2024 (Amounts in \$000s)

	A	B	Variance Favourable Unfavourable [A vs B]	Variance as a % of Budget	C	D	Variance Favourable Unfavourable [C vs D]	Variance as a % of Budget	Note
	Actual Q1	Budget Q1			Q1 Forecast Year End 2024-25	Budget Approved 2024-25			
<b>REVENUE</b>									
Grants	27,894	23,157	4,738	20.5%	80,910	76,969	3,941	5.1%	1
Domestic tuition and mandatory fees	6,344	6,553	(208)	-3.2%	25,315	25,315	0	0.0%	
International tuition and mandatory fees	7,051	4,193	2,858	68.2%	28,794	28,794	0	0.0%	
Contract services	1,823	1,980	(157)	-7.9%	4,384	4,031	353	8.8%	
Ancillary service sales	1,078	893	185	20.7%	6,201	6,201	0	0.0%	
Investment income	355	251	104	41.5%	1,090	1,090	0	0.0%	
Other	283	213	70	32.7%	704	704	0	0.0%	
Amortization of deferred contributions for tangible capital assets	1,699	1,698	1	0.0%	6,796	6,796	0	0.0%	
<b>TOTAL REVENUE</b>	<b>46,528</b>	<b>38,938</b>	<b>7,589</b>	<b>19.5%</b>	<b>154,194</b>	<b>149,900</b>	<b>4,294</b>	<b>2.9%</b>	
<b>EXPENSE</b>									
Salaries and benefits	26,459	26,842	383	1.4%	109,109	108,766	(343)	-0.3%	
Supplies and services	5,881	6,358	477	7.5%	33,077	29,548	(3,529)	-11.9%	2
Interest on debt	27	(337)	(364)	108.0%	2,015	1,593	(422)	-26.5%	3
Amortization of tangible capital assets	2,498	2,498	0	0.0%	9,993	9,993	0	0.0%	
<b>TOTAL EXPENSE</b>	<b>34,865</b>	<b>35,361</b>	<b>496</b>	<b>1.4%</b>	<b>154,194</b>	<b>149,900</b>	<b>(4,294)</b>	<b>-2.9%</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>11,662</b>	<b>3,577</b>	<b>8,085</b>	<b>20.9%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Year End Forecast Variance to Budget Material Notes: > \$400K and 2% of the budget line or the components within the line item are above the \$400 K and 2% threshold**

1. Grants: exceeds budget due to one-time grants received in Health and Social Development for Early Childhood Education and Health Care Assistant programs
2. Supplies and Services: exceeds budget due to costs associated with one-time grants received in Health and Social Development
3. Interest on debt: exceeds budget due to revised forecast on capital loan for Kelowna Housing



## BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024

Agenda #: 4.4.1

<b>Title</b>	Academic Schedule 2025-26		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the variances to the Academic Schedule 2025-26 as recommended by Education Council and as presented.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input checked="" type="checkbox"/> Students First <input type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

### Background Statement

In its advisory role to the Board, and as noted in the College and Institute Act s23(1)(h), the Education Council must seek advice from the Board on setting of the academic schedule.

Previous practice has been that setting of the annual Academic Schedule for publishing on the OC website has followed the [Academic Semester Schedule Policy](#). The policy outlines the minimum days required for instruction, add/drop and withdrawal dates, examination periods, grading periods and exceptions to the instruction days in consideration of statutory holidays. The policy does not include Distance Education courses.

Any exceptions to the Policy in setting the 2025-26 Academic Schedule are provided to the Board for approval on the advice of Education Council.

### Reference Materials

- Academic Schedule 2025-26

### Supporting Analysis

The Academic Schedule 2025-26 was developed in accordance with the Academic Semester Schedule Policy with the following exceptions:

- Fall 2025:
  - Inclusion of Truth and Reconciliation as a Statutory Holiday on September 30 (not currently referenced in the policy).
  - Includes 64 instruction days (under the policy the requirement is 65)
- Winter 2026:
  - Includes 63 instruction days (under the policy the requirement is 65)

- Summer 2026:
  - No exam period is scheduled as exams are held during regular class time (under the policy there are two exam days per session)
- Grade Appeals:

Deadlines will follow the Procedures for Final Grade Appeals, which is within 10 business days of the date on which the final grade was issued by the Registrar rather than the fixed date under the Academic Semester Schedule Policy (under the policy for Fall courses: this is the fourth Friday following the last day of instruction; and for Winter courses: the Friday following Victoria Day).

**Alignment to the Strategic Plan Roadmap**

**Student-First approach, student success and engagement.** The proposed schedules will allow students to receive the appropriate amount of instruction to meet course learning outcomes and successfully complete their programs.

**Risk Implication & Mitigation Steps**

**Instruction time.** The proposed adjustments to the schedules could impact the total days for classroom learning. This Registrar has ensured that students will not suffer a decrease in instruction time due to the adjusted schedules.

**Proposed and Prepared by** Jillian Garrett, Education Council Chair

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Registrar	9/4/2024
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Provost Council	9/4/2024
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	9/12/2024
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

# 2025-26 Academic Schedule

## Fall 2025

<b>Mon, Sep 1</b>	Statutory Holiday (no classes)
<b>Tue, Sep 2</b>	College-wide orientation day for academic programs
<b>Wed, Sep 3</b>	Classes begin
<b>Fri, Sep 12</b>	Last day to register for a course this term
<b>Fri, Sep 12</b>	Last day to receive a refund of tuition fees for course drop
<b>Fri, Sep 12</b>	Last day to drop a course without a withdrawal being recorded on the student's record
<b>Fri, Sep 12</b>	Last day to change course registration status from audit to credit
<b>Tue, Sep 30*</b>	Statutory Holiday (no classes)
<b>Mon, Oct 13</b>	Statutory Holiday (no classes)
<b>Fri, Oct 24</b>	Last day to withdraw from a course without academic penalty
<b>Fri, Oct 24</b>	Last day to change registration status from credit to audit
<b>Mon, Nov 10</b>	No classes
<b>Tue, Nov 11</b>	Statutory Holiday (no classes)
<b>Fri, Dec 5</b>	Last day of regularly scheduled classes
<b>Tue, Dec 9 - Thu, Dec 18</b>	Final exam period
<b>Sun, Dec 21</b>	Last day to submit final grades

For Final Grade Appeal information, see:

- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals\\*](#)

FALL									
	Instr. days (w/o optional day)	Study days prior to finals	Last day of exams to grades due	Last day exams to Winter Start	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<b>2025</b>	64*	2	3	16	11	11	14	14	14

*\*denotes deviation from Academic Semester Schedule Policy as of September 4, 2024*  
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Winter 2026

Mon, Jan 5	Classes begin
Fri, Jan 16	Last day to register for a course this term
Fri, Jan 16	Last day to receive a refund of tuition fees for course drop
Fri, Jan 16	Last day to drop a course without a withdrawal being recorded on the student's record
Fri, Jan 16	Last day to change course registration status from audit to credit
Mon, Feb 16	Statutory Holiday (no classes)
Tue, Feb 17 - Fri, Feb 20	Mid-semester study break (no classes, Saturday classes will be held)
Fri, Mar 6	Last day to withdraw from a course without academic penalty
Fri, Mar 6	Last day to change registration status from credit to audit
Fri, Apr 3 & Mon, Apr 6	Statutory Holiday (no classes)
Fri, Apr 10	Last day of regularly scheduled classes
Mon, Apr 13 - Wed, Apr 22	Final exam period
Sat, Apr 25	Last day to submit final grades

For Final Grade Appeal information, see:

- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals\\*](#)

WINTER									
	Winter instr. days	Study days prior to finals	Last day of exams to grades due	Last day exams to Summer I Start	Monday	Tuesday	Wednesday	Thursday	Friday
2026	63*	3	3	17	12	13	13	13	12

\*denotes deviation from Academic Semester Schedule Policy  
**2025-26 Academic Schedule**  
 as of September 13, 2024  
 page 2 of 3



**Summer Session I and II 2026**

<b>SUMMER I</b>	
<b>Mon, May 11</b>	Classes begin for Session I courses
<b>Fri, May 15</b>	Last day to register for a Session I course
<b>Fri, May 15</b>	Last day to receive a refund of tuition fees for Session I course drop
<b>Fri, May 15</b>	Last day to drop a Session I course without a withdrawal being recorded on the student's record
<b>Fri, May 15</b>	Last day to change Session I course registration status from audit to credit
<b>Mon, May 18</b>	Statutory holiday (no classes)
<b>Fri, Jun 5</b>	Last day to withdraw from a Session I course without academic penalty
<b>Fri, Jun 5</b>	Last day to change registration status for a Session I course from credit to audit
<b>Mon, June 22</b>	Last day of regularly scheduled classes for Session I
<b>Thurs, Jun 25</b>	Last day to submit final grades Session I
<b>Mon, Jul 1</b>	Statutory holiday (no classes)
<b>SUMMER II</b>	
<b>Mon, Jul 6</b>	Classes begin Session II
<b>Fri, Jul 10</b>	Last day to register for a Session II course
<b>Fri, Jul 10</b>	Last day to receive a refund of tuition fees for a Session II course drop
<b>Fri, Jul 10</b>	Last day to drop a Session II course without a withdrawal being recorded on the student's record
<b>Fri, Jul 10</b>	Last day to change Session II course registration status from audit to credit
<b>Fri, July 31</b>	Last day to withdraw from a Session II course without academic penalty
<b>Fri, July 31</b>	Last day to change registration status for Session II from credit to audit
<b>Mon, Aug 3</b>	Statutory holiday (no classes)
<b>Mon, Aug 17</b>	Last day of regularly scheduled classes for Session II
<b>Thu, Aug 20</b>	Last day to submit final grades Session II

For Final Grade Appeal information, see:

- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals\\*](#)

	<b>SUMMER I</b>				<b>SUMMER II</b>			
	Instr. Days (incl. final exams)*	Study days prior to finals	Last day of classes to grades due	Break betw. Session I & II	Instr. Days (incl. final exams)*	Study Days prior to finals	Last day of exams to grades due	Last day of classes to Fall 1 <sup>st</sup> Day
<b>2026</b>	30	N/A	3	13	30	N/A	3	22

\*denotes deviation from Academic Semester Schedule Policy



**BOARD OF GOVERNORS – BRIEFING NOTE**

September 24, 2024  
 Agenda #: 4.4.2

<b>Title</b>	New Program		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Window and Door Quality Retrofit Micro-credential as recommended by Education Council.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input checked="" type="checkbox"/> Students First <input checked="" type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input checked="" type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input checked="" type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

**Background Statement**

The College and Institute Act states in section 23(1) that “An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

- (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
- (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- (f) evaluation of programs and educational services;
- (m) qualifications for admission policies; and
- (n) criteria for awarding certificates, diplomas and degrees...”

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the new program: Window and Door Quality Retrofit Micro-credential.

**Reference Materials**

- Proposal for Window and Door Quality Retrofit Micro-credential

**Supporting Analysis**

Please see attached new program proposal.

**Alignment to the Strategic Plan Roadmap**

The new program(s) represents OC’s ability to pivot to meet the demands of the community and industry and provide prospective students with programming relevant to their needs.

**Risk Implication & Mitigation Steps**

**Lack of Participants:** Mitigated by strong collaboration with community partners. Strong marketing collateral and a solid marketing plan with dedicated resources to ensure the reach of promotions throughout the Okanagan Valley.

**Instructor Availability:** Mitigated through collaboration between programs and faculty to source subject matter experts who will be qualified to teach.

**Content Quality:** This risk is mitigated with the use of subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

<b>Proposed and Prepared by</b>		Jillian Garrett, Education Council Chair		
<b>Consultation History</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual, Title</b>	<b>Date</b>
	☒	☒	Curriculum Proposal Committee – Trades & Apprenticeship	5/14/2024
	☒	☒	Education Council	6/6/2024

**Okanagan College Education Council**  
**Proposal for New Program**  
**September 2024**

### Program Summary

<b>Name of Program:</b>	<b>Window and Door Quality Retrofit Micro-credential</b>
<b>Program Outcome/Credential:</b>	Microcredential
<b>Program Length:</b>	60-hour
<b>Education Council Approval Date:</b>	6/6/2024

### Program Outline

<b>Program description:</b>	This program is a 60-hour micro-credential that is designed to support quality installation best practices for windows and doors in retrofit construction projects. This micro-credential is a blend of virtual learning and hands-on experience that provides students with the required learning for quality and consistency in the retrofit industry. This training will make a difference in the quality installation knowledge and practices of retrofit window and door installation and contribute to Canada's net zero and clean economy goals.
<b>Learners served by this program:</b>	Construction professionals
<b>Career Outcomes and Pathways:</b>	<p>The micro-credential provides learners with a thorough understanding of the foundational learning related to window and door retrofit, focusing on meeting the priorities and needs of the construction industry. Key introductory topics include visual assessments, regulatory requirements, energy performance product features, building codes, barriers exterior conditions windows/doors.</p> <p>Upon successful completion, learners will be equipped with the fundamental skills and knowledge to continue their careers in the window and door retrofit industry.</p>
<b>Program Hours:</b>	60-hour
<b>Admission Requirements:</b>	<p>Co-requisites:</p> <ul style="list-style-type: none"> <li>• Retrofitting with a House as a System Approach</li> <li>• Best Practices for Window and Door Replacement Review</li> <li>• FIGA FENBC Region Replacement Installer Fundamentals Exam</li> </ul> <p>Recommended Pre-requisites:</p> <ul style="list-style-type: none"> <li>• Air Sealing &amp; Retrofits course</li> <li>• Participation in the industry</li> </ul>
<b>Required Courses:</b>	<p>The Micro-credential consists of the following courses:</p> <ul style="list-style-type: none"> <li>• WDQR 100 Intermediary Module 1 (theory component)</li> <li>• WDQR 200 Advanced Hands-on Module 2 (experiential learning)</li> </ul>
<b>Graduation Requirements:</b>	Successful completion of the micro-credential will be based on a minimum percentage (70%) for the modules.



# BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024  
Agenda #: 4.4.3

<b>Title</b>	Program Revisions		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Pharmacy Technician Certificate as recommended by Education Council and as presented.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input checked="" type="checkbox"/> Students First <input checked="" type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input type="checkbox"/> Relationships <input checked="" type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input checked="" type="checkbox"/> Inclusive & Equitable Access <input checked="" type="checkbox"/> Life-long learning partnerships <input checked="" type="checkbox"/> Integration and focus

## Background Statement

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending that the Board approve revisions to the following program: Pharmacy Technician Certificate.

The College and Institute Act states in section 23(1) that “An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- (f) evaluation of programs and educational services; and
- (n) criteria for awarding certificates, diplomas and degrees”

## Reference Materials

Proposal for Program Revisions: Pharmacy Technician Certificate

## Supporting Analysis

See attached proposal for program revisions.

## Alignment to the Strategic Plan Roadmap

- Increase meaningful work and purposeful lives for college graduates and alumni
- Improve student and alumni engagement
- Increase participation and success of historically and currently marginalized populations

**Risk Implication & Mitigation Steps**

**Content Quality:** Mitigated by consulting with subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

**Proposed and Prepared by** Jillian Garrett, Education Council Chair

<b>Consultation History</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual, Title</b>	<b>Date</b>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	4/4/2024
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Post-secondary Institution Proposal System (PSIPS)	8/1/2024
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**Okanagan College Education Council**  
**Proposal for Program Revision**  
**September 2024**

### Program Revision Summary

<b>Name of Program:</b>	<b>Pharmacy Technician Certificate</b>
<b>Program Outcome/Credential:</b>	Certificate
<b>Program Length:</b>	41 full-time weeks per year, depending on the Calendar year. The practicum is 360 hours completed in 10-11 weeks
<b>Proposed Revision Effective:</b>	January 2025 <i>The current programming will be retired in October when the current class graduates. The revised Pharmacy Technician Certificate (PHTE) will be accepting students for a Winter 2025 start.</i>
<b>Education Council Approval Date:</b>	<b>4/4/2024</b>

### Proposed Revised Program Outline

<b>Program description:</b>	<p>The Pharmacy Technician Certificate (PHTE) program prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession. The program includes theory, demonstrations, and practice in the classroom. Students will be placed in both community and hospital pharmacies to complete the program.</p>
<b>Program revision process:</b>	<p>Following a complete review, the PHTE programming was revised to improve the flow of courses and sequencing of learning concepts. Specific lab components were created to separate classroom theory from practical learning.</p> <p>Based on feedback during accreditation in 2023, and supported by preceptors and the Program Advisory Committee, the program will allocate additional time to the hospital sector by combining the community and hospital practicums.</p> <p>Additionally, the program has been lengthened to align with the 2024 draft accreditation standards that all PHTE programs are required to be 1000 hours in length for labs and theory and include a 360-hour practicum.</p> <p>The program was approved by Education Council in April 2024. Due to the significant revisions, the program was submitted to the Post-secondary Institution Proposal System (PSIPS) for approval prior to this proposal to the Board.</p>
<b>Career Outcomes and Pathways:</b>	<p>Program graduates will have completed the first step to becoming a regulated pharmacy technician.</p>

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> <b>Hours:</b>	<ul style="list-style-type: none"> <li>The length of the theory and lab practice portion of the program is approximately <u>26 full-time weeks</u> per year, depending on the Calendar year.</li> <li>The two practica, hospital and community, are <u>180 hours</u> each.</li> </ul>	<p>The length of the theory and lab practice portion of the program is approximately <b>41 full-time weeks</b> per year, depending on the Calendar year.</p> <ul style="list-style-type: none"> <li>The practicum is <b>360 hours completed in 10-11 weeks.</b></li> </ul>
<input checked="" type="checkbox"/> <b>Required Courses:</b>	<ul style="list-style-type: none"> <li>PHRM101 - Introduction to Pharmacy Practice</li> <li>PHRM102 - Medical Terminology</li> <li>PHRM103 - Pharmacy Law</li> <li>PHRM104 - Pharmacy Computer Applications</li> <li>PHRM105 - Communications and Employment Preparation</li> <li>PHRM106 - Pharmacology I</li> <li>PHRM107 - Drug Distribution</li> <li>PHRM108 - Pharmacology II</li> <li>PHRM109 - Product Preparation I</li> <li>PHRM110 - Product Preparation II</li> <li>PHRM111 - Hospital Practicum</li> <li>PHRM112 - Community Practicum</li> </ul>	<ul style="list-style-type: none"> <li><b>PHTE101 - Professional Pharmacy Practice I</b></li> <li><b>PHTE102 - Communications I</b></li> <li><b>PHTE103 - Pharmacology I</b></li> <li><b>PHTE104 - Pharmacy Calculations</b></li> <li><b>PHTE105 - Community Pharmacy Lab</b></li> <li><b>PHTE201 - Professional Pharmacy Practice II</b></li> <li><b>PHTE202 - Communications II</b></li> <li><b>PHTE203 - Pharmacology II</b></li> <li><b>PHTE204 - Sterile Products</b></li> <li><b>PHTE205 - Hospital Pharmacy Lab</b></li> <li><b>PHTE300 - Pharmacy Management</b></li> <li><b>PHTE301 - Practicum and Employment Preparation</b></li> <li><b>PHTE302 - Community and Hospital Practicum</b></li> </ul>
<input checked="" type="checkbox"/> <b>Graduation Requirements:</b>	<p>Students must complete and pass <u>PHRM 111 Hospital Practicum and PHRM 112 Community Practicum.</u></p> <p>Students must complete all other courses in the program outline with a minimum grade of 70%.</p>	<p>Students must complete and pass <b>PHTE 302 Community and Hospital Practicum.</b></p> <p>Students must complete all other courses in the program outline with a minimum grade of 70%.</p>