



# Okanagan College Board of Governors Open Session Meeting Agenda

May 21, 2025 at 8:45am  
Room S103B, Kelowna 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
<p>8:45am</p> <p><b>1. CALL TO ORDER</b></p> <p>1.1. Inspire Moment (N. Fassina)</p> <p><b>2. 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>3. APPROVAL OF AGENDA</b></p> <p><u>Recommended Motion:</u>  <b>"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the May 21, 2024 Open Session meeting agenda and thereby approves the consent agenda."</b></p> <p>3.1. Consent Agenda</p> <p>3.1.1 Open Session Minutes – March 11, 2025</p> <p>3.1.2 Policy Workplan and Progress Report</p> <p>3.1.3 Education Council Chair Report</p> <p>3.1.4 Investment Policy Review</p> <p>3.1.5 Record of Decision – Revised Forgiveness of Foundation Receivable</p> <p><u>Motion approved on April 14, 2025:</u>  <b>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the forgiveness of the 2024-25 receivable from the Okanagan College Foundation for the revised capital campaign expenses of \$460,180."</b></p>	<p>1-4</p> <p>5-12</p> <p>13-18</p> <p>19</p> <p>20-21</p> <p>22</p> <p>D. Safinuk CARRIED</p>

**Okanagan College Board of Governors**  
**Open Session Meeting Agenda**  
 May 21, 2025 at 8:45 AM

<i>Timing</i>		<i>Pages</i>
	3.1.6 Line of Credit  <u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve a short-term line of credit with TD Canada Trust in the amount of \$2.5 million as recommended by the Finance, Audit and Risk Committee.”</i></b>	23-24
8:50am	<b>4. REPORTS</b>	
	4.1. Chair Report (D. Safinuk)	
8:55am	4.2. President’s Report and Analysis (N. Fassina)	25-33
9:10am	4.3. Governance Committee Report (A. Alexander)	
	4.3.1 Governance Review (A. Alexander)	
9:15am	4.3.1.1. Code of Conduct  <u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT Okanagan College Board of Governors approve the revised Code of Conduct for Okanagan College Board Members Policy as recommended by the Governance Committee.”</i></b>	34-41
9:20am	4.3.1.2. Role of the Chair  <u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT Okanagan College Board of Governors approve the revisions to the Role of the Chair as recommended by the Governance Committee.”</i></b>	42-45
9:25am	4.3.2 Violent and Threatening Behaviour Policy (C. Morcom)  <u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT Okanagan College Board of Governors approve the revised Violent and Threatening Behaviour Policy as recommended by the Governance Committee.”</i></b>	46-51

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<i>Timing</i>		<i>Pages</i>
9:40am	4.4. Education Council	
	4.4.1 New Program (J. Garrett)	52-57
	<u>Recommended motion:</u>	
	<b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Associate of Science: Data Analytics Emphasis as recommended by Education Council and as presented.”</i></b>	
	4.4.2 Program Revisions (J. Garrett)	58-64
	<u>Recommended motion:</u>	
	<b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions as recommended by Education Council:</i></b>	
	<ul style="list-style-type: none"> <li>• <b><i>Building Employment Skills and Training</i></b></li> <li>• <b><i>Legal Administrative Assistant Certificate – Litigation</i></b></li> <li>• <b><i>Legal Administrative Assistant Certificate – Corporate / Conveyancing</i></b></li> </ul>	
9:55am	<b>5. NEW BUSINESS</b>	
	5.1. Block Transfer Agreement with Vancouver Community College (S. Lenci)	65-71
	<u>Recommended motion:</u>	
	<b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following Block Transfer Agreement from Vancouver Community College to the third-year of the Okanagan College School of Business Bachelor of Business Administration as presented.”</i></b>	
10:05am	5.2. Aircraft Maintenance Engineer Tuition Rates (S. Lenci)	72-73
	<u>Recommended motion:</u>	
	<b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the tuition rates established for the Aircraft Maintenance Engineer Category “M” program as presented.”</i></b>	
	<b>6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA</b>	
10:15am	<b>7. ADJOURNMENT</b>	

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**NEXT MEETING DATES**

<b>Tuesday, June 10, 2025</b> <i>virtual</i>	Finance, Audit and Risk Committee Human Resource and Compensation Committee ( <i>tentative</i> ) Campus Planning Committee Executive Committee
<b>Tuesday, June 17, 2025</b> <i>Vernon campus</i>	Strategy and Assessment
<b>Tuesday, September 16, 2025</b> <i>virtual</i>	Finance, Audit and Risk Committee Campus Planning Governance Committee Human Resource and Compensation Executive Committee
<b>Tuesday, September 23, 2025</b> <i>Salmon Arm campus</i>	Regular Open Session Regular Closed Session

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**Okanagan College Board of Governors  
Regular Open Session**

**Tuesday, March 11, 2025**  
Room PE C02, Penticton Campus

*Draft Minutes for approval May 21, 2025*

**IN ATTENDANCE**

**Board Members**

- Andrea Alexander, Vice Chair (Acting Chair)
- Neil Fassina, President and Ex-officio
- Cindy Battersby
- Dustyn Baulkham
- Gurjit Chand
- Sheri Hamilton
- Kevin Fukushima
- Ben Harris
- Jillian Garrett
- Roger Wheeler

**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**

- Dale Safinuk, Chair
- JoAnn Fowler

ACTION

**1. CALL TO ORDER**

Quorum was established and the meeting was called to order at 10:30a.m.

The Acting Chair shared regrets from D. Safinuk and J. Fowler.

D. Baulkham gave the land acknowledgement.

The Acting Chair welcomed J. Baker, D. Robinson, and S. Mansiere.

**2. DECLARATION OF CONFLICT**

J. Garrett, K. Fukushima, R Wheeler declared a conflict on agenda item # 4.2.3 Integrated Resource Plan – Operating Budget.

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ACTION

3. APPROVAL OF AGENDA

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the March 11, 2025 Open Session meeting agenda and thereby approves the consent agenda.”***

G. Chand  
CARRIED

3.1. Consent Agenda

3.1.1 Open Session Minutes – December 10, 2024

3.1.2 Board Chair Report

3.1.3 Education Council Chair Report

3.1.4 2024 Employee Survey Results

3.1.5 2025/26 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 2025/26 on behalf of the Okanagan College Students’ Union and the Vernon Students’ Association Okanagan College as presented.”***

4. REPORTS

4.1. Governance Committee Report

The Governance Chair noted the Committee met on March 4, and reviewed and are recommending the Academic Year Policy for the Board’s approval.

The Committee also reviewed the Board Knowledge and Skills matrix and had no changes to recommend. The matrix will be circulated for members’ updates.

4.1.1 Academic Year Policy

The Provost and Vice President Academic provided an overview of the updates to the policy. The updated policy affords more flexibility for scheduling to support student decision-making.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Academic Year Policy as recommended by the Governance Committee.”***

E. Balili  
CARRIED

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ACTION

4.2. Finance, Audit and Risk Committee Report

D. Baulkham provided a report on behalf of the Finance, Audit and Risk Committee, noting the Committee met on March 4.

The Committee is recommending the proposal to forgive the Foundation’s receivable up to \$415,000 pending the College’s year end position.

In February and March, the Committee reviewed and is recommending approval of the operating budget (with deficit) and capital budget for 2025/26, and the 2025/26 Risk Register Summary. The Committee is also recommending that the Board approve the Fraud Policy (new) and the Safe Disclosure Policy (renewal).

4.2.1 Forgiveness of Foundation Receivable

The CFO and Vice President Corporate Services noted forgiveness of the Foundation’s receivable is proposed to the Board annually. This years amount is higher than last year due to the number and scale of the campaigns underway including the Recreation and Wellness Centre and Centre fof Food, Wine and Tourism. The amount proposed reflects the maximum amount that would be forgiven. A year-end assessment of the amount will be completed.

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 \$415,000, pending Okanagan College’s year-end financial position as recommended by the Finance, Audit and Risk Committee.”**

D. Baulkham  
CARRIED

4.2.2 Return on Investment Presentation

The Executive Director provided a presentation. In return for support from the Foundation, the College provides a core operating budget and support team. It is important for donors to know that the value of the donation is realized.

A member asked about using the Foundation’s supports in years when the college is not as capital intensive. The Executive Director noted that there are normally program-specific campaigns.

4.2.3 Integrated Resource Plan

The President outlined the Integrated Resource Planning (IRP) process and how strategy drives the resource plan. The process includes integrating foundational plans across divisions with unit plans, and Leadership Council identifying priorities for the organization from strategic and operational lenses to allocate resources most effectively.

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The President provided an overview of the financial operating context including primary revenue lines that consist of base grant and tuition lines that are provincially regulated. The President also outlined the compounding demands on PSIs, including funding, restrictions on Trades-based funding, government mandates, additional responsibilities and recurring operating expenses. This year, additional pressures from federal immigration policies are affecting international recruitment. Continuous investment in Inspire is also required.

The President noted that the College is required to deliver a balanced budget. Any deficit requires approval from the Ministry and that has been received for next year.

The CFO & Vice President Corporate Services provided an overview of the preliminary budget and development process. Following the IRP process the College’s budget is balanced however with the estimated enrolment impact a deficit is predicted due to decreased international tuition. The proposed budget assumes that the College is able to realize the costs of the Early Retirement Incentive Program in the current fiscal year.

The CFO outlined that capital budgets are separate due to the fact that they’re government allocated. From the capital budget, only the equipment refresh is funded by the College. Sometimes there are clawbacks to capital budgets but there is no indication of a clawback at this point.

The President clarified that the Board is voting on a deficit budget, not a structural deficit.

*Absentions from R. Wheeler and K.Fukushima were acknowledged on the vote for the operating budget due to perceived conflict.*

Motion:

**“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025/26 Integrated Resource Plan with an operating budget of \$150,576,444, resulting in a \$8.3M deficit, as recommended by the Finance, Audit and Risk Committee and as presented.”**

B. Harris  
CARRIED

**“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025/26 Integrated Resource Plan with a capital budget of \$36,452,150 as recommended by the Finance, Audit and Risk Committee and as presented.”**

D. Baulkham  
CARRIED

4.2.4 Risk Management Report and Summary

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The CFO and Vice President Corporate Services noted this report is embedded in the Integrated Resource Planning process and looks at the high-level risks. It is a living document updated quarterly. An overview of the risks was provided.

In response to a member’s question whether the risk of employee reduction had been considered, another member highlighted that employee reduction is embedded in enrolment risk.

A member asked about capital projects and carrying the risk of increased costs due to tariffs. It was noted the College carries those risks but conversations with the Ministry are ongoing.

Motion:

**“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025/26 Risk Register Summary as recommended by the Finance, Audit and Risk Committee.”**

D. Baulkham  
CARRIED

4.2.5 Fraud Policy

The CFO & Vice President Corporate Services noted that a recommendation was made during the last audit to establish a Fraud Policy. It was noted there are fraud elements embedded in College financial controls and processes but this document establishes an institutional policy. The policy was developed based on guidelines from the Office of the Comptroller. Training will be rolled out following the policy’s approval.

Motion:

**“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Fraud Policy as recommended by the Finance, Audit and Risk Committee.”**

S. Hamilton  
CARRIED

4.2.6 Safe Disclosure Policy

The CFO & Vice President Corporate Services noted that the updated policy aligns with updated requirements under the Public Interest Disclosure Act (PIDA). Education and communication will be rolled out with the Fraud Policy.

Motion:

**“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Safe Disclosure Policy as recommended by the Finance, Audit & Risk Committee.”**

B. Harris  
CARRIED

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4.3. Human Resource and Compensation Report

The Acting Chair noted that in the Committee Chair's absence they chaired the last Human Resource and Compensation Committee which met on March 4. The Committee reviewed the Employee Survey Results which are included on today's consent agenda.

4.4. President's Report and Analysis

The President provided an overview of the report.

A member asked about the Employee Experience Survey and resulting Action Plan. The Associate Vice President noted that there is a draft Action Plan and that information will be shared to indicate the College's responses and efforts.

4.4.1 Third Quarter Financial Statement

*The meeting recessed at 11:50a.m.*

The President noted that the third quarter financials statements will be updated to reflect the year-end projection which will be closer to zero surplus.

*The meeting resumed at 12:17p.m.*

4.5. Education Council

4.5.1 New Programs

The Education Council Chair presented the microcredentials noted the programs are run out of Continuing Studies and Corporate Training.

The Office Basics Microcredential program funding comes from Westbank First Nation, while the Community Administrator Microcredential comes from Lower Similkameen Indian Band. Should the programs are successful, the intent would be to make them available to other Indigenous communities.

The Acting Chair asked if members were opposed to voting on both motions at the same time. No members indicated they were opposed.

The following motions were omnibussed:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Office Basics Microcredential as recommended by Education Council and as presented."***

*E. Balili*  
CARRIED

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Community Administrator Microcredential as recommended by Education Council and as presented."***

*D. Baulkham*  
CARRIED

4.5.2 Program Revisions

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The Education Council Chair outlined the program revisions as follows:

- Reduced admission requirements for the Bachelor of Business Administration (BBA) and business diplomas and certificate programs.
- Aligning the delivery model for the BBA Entrepreneurship specialty with other specialities in business programs. Reducing unique courses in the program to increase accessibility and streamline operations.
- Clarification for students in BBA Finance program descriptions and adding the minimum qualifications to teach the program.
- Business Certificate programs – Small Business Development Option and Small Business Computer Accounting Option. The Education Council Chair highlighted concerns from Education Council about a lack of consultation from the Program Advisory Committee regarding changes to the programs and informing students of the program outcomes.
- Clarifying program description included in student facing materials for the Bachelor of Computer Information Systems Degree and Computer Information Systems Diploma, as well as the addition of program learning outcomes.
- Updates to english and math admission requirements for the Pharmacy Technician program to meet the requirements for accreditation.

A member inquired about the BBA reduction in admission requirements and the Education Council Chair clarified that students admitted to a program vary in their knowledge in the first year of their program, and further noted this change aligns with UBC Okanagan.

Motion:

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

- ***Bachelor of Business Administration***
- ***Bachelor of Business Administration: Entrepreneurship Specialty***
- ***Bachelor of Business Administration: Finance Specialty***
- ***Business Administration Diploma***
- ***Business Studies Certificate***
- ***Business Studies Certificate: Small Business Computer Accounting Option***

D. Baulkham  
CARRIED

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- ***Business Studies Certificate: Small Business Development Option***
- ***Bachelor of Computer Information Systems Degree***
- ***Computer Information Systems Diploma***
- ***Pharmacy Technician Certificate”***

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

No other business was raised.

**6. ADJOURNMENT**

The meeting was adjourned at 12:37p.m.

CARRIED



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025  
Agenda #: 3.1.2

<b>Title</b>	Policy Workplan and Progress Report		
<b>Action and/or Recommendation</b>	For Information		
<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 checked="" type="checkbox"/> Integration and focus

### Background Statement

The Governance Committee reviews the policy workplan annually for policies within the Board's area of responsibility to ensure that review and renewal timelines are properly maintained.

A regular reporting cycle ensures the Board that all College policies (Board, Administrative, Academic) are being developed and reviewed on a regular schedule. The attached Policy Development and Renewal Summary includes policies renewed or developed as of April 2025, while the Policy Workplan includes a list of policies prioritized for the upcoming 2025/26 development cycle.

In addition, a quantitative summary of the policy work completed over the past year is included below.

Policies	Board	Board on Advice	Joint			2024/25
			Board/EdCo	Education Council	Admin	
New	3	1	1	0	1	6
Reviewed	3	3	0	1	3	10
Rescinded	0	0	0	0	0	0
<b>Total 2024/25</b>						<b>16</b>
Pending Review	1	0	0	1	3	5

As the Policy Workplan is intended to be a living document, the Board may note that in addition to the number of policies reviewed and developed over the past year that there are several policies in the Policy Workplan that are noted as in progress and are nearly complete.

### Reference Materials

- 2025/26 Policy Workplan
- 2024/25 Policy Development and Renewal Summary

## Supporting Analysis

Throughout the year, Administration has continuously assessed the policy needs of the institution and adjusted the policy workplan as required to prioritize policy development.

## Alignment to the Strategic Plan Roadmap

**Responsibility of Effective and Efficient.** Continued achievement towards the policy and procedure framework and policy and procedure renewal plan. Updated policies and procedures support the College in carrying out its operational and strategic mandates. This report also aligns with the following roadmap deliverables:

- College process and procedure continuous improvement framework.
- Comprehensive renewal of all OC policies.

A regular review of the updated Policy Workplan supports progressing the development of new policies, renewal of existing policies, and rescinding of obsolete policies consistent with the College's values, responsibilities, responsibilities, commitments, and modern state of practice.

## Risk Implication & Mitigation Steps

**Governance Risk associated with unclear oversight responsibilities.** Administration prioritizes policy development where required as it identifies potential governance gaps related to the approval authority for each policy.

**Operational Risk associated with outdated policies.** Administration regularly contributes to an "exhaustive" list of Board, Academic, and Administrative policies managed by the Office of Policy Coordination.

## Proposed and Prepared by

Kristen Wiebe, Governance and Privacy Coordinator

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	4/30/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	5/5/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	5/13/2025
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

# OKANAGAN COLLEGE Policy Workplan

as at April 2025

**Status map:**

- review recently completed / new policy
- in progress / nearly complete
- delayed from previous year
- reprioritized
- annual review

**Cycle Development Legend:**

- due for development, renewal or major review ( pending approval)
- carried over from previous year
- ongoing / annual review
- review completed

Policy Title	Status map	2024/25	2025/26	2026/27	2027/28	LAST APPROVED	APPROVER - New Framework	Policy Type under Framework	Policy Sponsor	Executive Member
<a href="#">Academic Year</a>		●				11-Mar-25	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
<a href="#">Admissions</a>		●		<input checked="" type="checkbox"/>		21-May-24	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
<a href="#">Fraud</a>		★				11-Mar-25	Board	Financial Policies	Dir, Finance	CFO & VP, CS
<a href="#">Integrity in Research and Scholarship</a>		★				21-May-24	Board	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Library Collections</a>		●				21-May-24	Board (on advice - EC)	Facilities Policies	Dir, Library Services	P&VP, Academic
<a href="#">Program Advisory Committee</a>		★			<input checked="" type="checkbox"/>	21-May-24	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Safe Disclosure</a>		●				11-Mar-25	Board	Risk Policies	CFO & VP, CS	President
<a href="#">Traffic and Parking</a>		★				24-Sep-24	Board	Facilities Policies	Dir, ABS	CFO & VP, CS
<a href="#">Prior Learning Assessment Recognition</a>		★				21-May-24	Joint - Board/Ed Council	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Alcohol Service and Consumption</a>		●				18-Dec-24	Administrative	Risk Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Emergency and Critical Incident Management</a>		★				19-Feb-25	Administrative	Risk Policies	Dir, ABS	CFO & VP, CS
<a href="#">Use of Materials Protected by Copyright</a>		●				11-Sep-24	Administrative	Risk Policies	Dir, Library Services	P&VP, Academic
<a href="#">Registration and Courses</a>		●				6-Jun-24	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Employee Discrimination, Bullying and Harassment</a>		●	○	○	<input checked="" type="checkbox"/>	30-Sep-22	Board	Risk Policies	AVP, PS	AVP, PS
<a href="#">Investment</a>		●	○			26-Oct-10	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Involuntary Withdrawal &amp; Re-Admission Policy</a>		○	○	○	<input checked="" type="checkbox"/>	22-Jun-22	Board	Student Policies	Dean of Students	P&VP, Academic
<a href="#">Health and Safety</a>		●	○	○	○	29-Jun-22	Administrative	Risk Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Tuition and Ancillary Fee</a>			<input checked="" type="checkbox"/>			31-Mar-10	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Facility Rental</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			14-Dec-16	Administrative	Facilities Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Hospitality</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			30-Sep-14	Administrative	Financial Policies	Dir, Finance	President
<a href="#">Kilometre Reimbursement</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	3-May-19	Administrative	Financial Policies	Dir, Finance	CFO & VP, CS
<a href="#">Promotions and Marketing</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NEW	Administrative	Risk Policies	VP, E&CR	VP, E&CR
<a href="#">Travel</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			9-Mar-16	Administrative	Facilities Policies	Dir, Finance	CFO & VP, CS
<a href="#">Faculty and Instructor Qualifications Policy</a>			<input checked="" type="checkbox"/>			NEW	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Program and Service Standards (service areas)</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			26-Jun-07	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Program Vitality</a>			<input checked="" type="checkbox"/>			NEW	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Research Ethics Board</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			29-Mar-11	Board	Academic Policies	Dir, LAR	P&VP, Academic
<a href="#">Risk Management</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			26-Sep-12	Board	Risk Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Violent and Threatening Behaviour</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1-Jul-05	Board	Human Resources Policies	Dir, ABS, + Dean, Students + AVP, PS	CFO & VP, CS + P&VP, Academic
<a href="#">Accessibility Academic Accommodation for Students</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			28-Oct-19	Administrative	Student Policies	Dean of Students	P&VP, Academic
<a href="#">Brand</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NEW	Administrative	Risk Policies	VP, E&CR	VP, E&CR
<a href="#">Capital Asset and Surplus Disposal</a>		<input checked="" type="checkbox"/>	★			30-Apr-25	Administrative	Financial Policies	Dir, Finance	CFO & VP, CS
<a href="#">Emerita / Emeritus Status Policy</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			27-May-20	Administrative	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Equity, Diversity, Inclusion and Social Justice (EDISJ)</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NEW	Administrative	Human Resources Policies	AVP, PS	AVP, PS
<a href="#">Records Management</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NEW	Administrative	Risk Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Smoking and Cannabis Use</a>			<input checked="" type="checkbox"/>			4-Aug-22	Administrative	Facilities Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Social Media</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			7-Jan-16	Administrative	Risk Policies	VP, E&CR	VP, E&CR
<a href="#">Grading Practices/Graduation (separate to *new: Graduation Policy + Course Grading Policy)</a>				<input checked="" type="checkbox"/>		2005 - Board	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Standardized Grading System (new: *Course Grading Policy)</a>				<input checked="" type="checkbox"/>		2005 - Board	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Borrowing</a>						26-Sep-23	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Code of Conduct for OC Board Members</a>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	22-Jun-22	Board	Human Resources Policies	President	President
<a href="#">Code of Ethical Practices (For Employees) (replace with Conflict of Interest (Employee))</a>			<input checked="" type="checkbox"/>			31-Mar-21	Board	Human Resources Policies	AVP, PS	President
<a href="#">Exempt Terms and Conditions</a>					<input checked="" type="checkbox"/>	1-Jan-23	Board	Human Resources Policies	AVP, PS	AVP, PS

# OKANAGAN COLLEGE Policy Workplan

as at April 2025

**Status map:**

- review recently completed / new policy
- in progress / nearly complete
- delayed from previous year
- reprioritized
- annual review

**Cycle Development Legend:**

- due for development, renewal or major review ( pending approval)
- carried over from previous year
- ongoing / annual review
- review completed

Policy Title	Status map	2024/25	2025/26	2026/27	2027/28	LAST APPROVED	APPROVER - New Framework	Policy Type under Framework	Policy Sponsor	Executive Member
<a href="#">Finance Auditor</a>			<input checked="" type="checkbox"/>			26-Jun-07	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Gift</a>				<input checked="" type="checkbox"/>		NEW	Board	Financial Policies	President	President
<a href="#">Gift in Kind</a>				<input checked="" type="checkbox"/>		NEW	Board	Financial Policies	Dir, Foundation	President
<a href="#">Indigenous Access</a>					<input checked="" type="checkbox"/>	12-Mar-24	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
<a href="#">Indigenous Language on College Property, Use of</a>						14-Mar-24	Board	Facilities Policies	Assoc Dir, Indigenization	President
<a href="#">Media Relations</a>						21-May-24	Board	Risk Policies	VP, E&CR	VP, E&CR
<a href="#">Naming Building, Facilities and Other Physical Assets</a>			<input checked="" type="checkbox"/>			30-Mar-11	Board	Facilities Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Policy and Procedure Framework Governing Policy</a>				<input checked="" type="checkbox"/>		22-Mar-22	Board	Risk Policies	President	President
<a href="#">President's Selection</a>					<input checked="" type="checkbox"/>	27-Sep-22	Board	Human Resources Policies	President	President
<a href="#">Program Quality Review and Renewal (replaces Program and Service Standards non-service areas)</a>						12-Mar-24	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
<a href="#">Sexual Violence and Misconduct</a>			<input checked="" type="checkbox"/>			22-Jun-22	Board	Human Resources Policies	Dean of Students	AVP, PS
<a href="#">Signing Authority</a>						12-Dec-23	Board	Financial Policies	Dir, Finance	CFO & VP, CS
<a href="#">Student Non-Academic Conduct</a>					<input checked="" type="checkbox"/>	22-Jun-22	Board	Student Policies	Dean of Students	P&VP, Academic
<a href="#">Calendar - Crosslisting of Courses</a>			<input checked="" type="checkbox"/>			2-Oct-14	Joint - Board/Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Transfer Credit</a>						12-Mar-24	Joint - Board/Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Accommodation of Employees</a>			<input checked="" type="checkbox"/>			9-Sep-10	Administrative	Human Resources Policies	AVP, PS	AVP, PS
<a href="#">College Events</a>			<input checked="" type="checkbox"/>			NEW	Administrative	Facilities Policies	VP, E&CR	VP, E&CR
<a href="#">Flag</a>						6-Dec-23	Administrative	Facilities Policies	CFO & VP, CS	CFO & VP, CS
<a href="#">Flexible Work</a>					<input checked="" type="checkbox"/>	1-Dec-22	Administrative	Human Resources Policies	AVP, PS	AVP, PS
<a href="#">Guide and Service Dog</a>				<input checked="" type="checkbox"/>		5-Sep-18	Administrative	Student Policies	Dir, ABS	CFO & VP, CS
<a href="#">Permanent Art Collection</a>				<input checked="" type="checkbox"/>		NEW	Administrative	Risk Policies	President	President
<a href="#">Privacy Policy</a>						21-Mar-23	Administrative	Risk Policies	President	President
<a href="#">Procurement</a>						15-Nov-23	Administrative	Financial Policies	Dir, Finance	CFO & VP, CS
<a href="#">Sponsorship</a>					<input checked="" type="checkbox"/>	7-Apr-22	Administrative	Financial Policies	Dir, Foundation	President
<a href="#">Student Complaint (concerning Employee Conduct or Performance)</a>					<input checked="" type="checkbox"/>	2-Nov-22	Administrative	Student Policies	Dean of Students	AVP, PS
<a href="#">Student Death Response</a>			<input checked="" type="checkbox"/>			26-Mar-21	Administrative	Student Policies	Dean of Students	P&VP, Academic
<a href="#">Student Wellbeing and Support</a>				<input checked="" type="checkbox"/>		22-Jun-22	Administrative	Student Policies	Dean of Students	P&VP, Academic
<a href="#">Tuition Waiver for Employees</a>			<input checked="" type="checkbox"/>			10-Oct-07	Administrative	Human Resources Policies	AVP, PS	AVP, PS
<a href="#">Use of Information Technology Resources</a>						19-Apr-23	Administrative	Risk Policies	Dir, IT	CFO & VP, CS
<a href="#">*Course Grading</a>				<input checked="" type="checkbox"/>		NEW	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">*Graduation</a>				<input checked="" type="checkbox"/>		NEW	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Academic Achievement Awards</a>				<input checked="" type="checkbox"/>		2005 - Board	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Academic Integrity</a>						4-Dec-23	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Attendance</a>						1-Feb-24	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Calendar - Inactive Course and Program</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			9-Jan-09	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Education Decisions Appeals</a>						1-Feb-24	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Final Examination</a>						1-Feb-24	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Final Grade Appeal</a>						1-Feb-24	Ed Council	Academic Policies	Registrar	P&VP, Academic
<a href="#">Student Progression</a>						4-Apr-24	Ed Council	Academic Policies	Registrar	P&VP, Academic

# OKANAGAN COLLEGE

## 2024/25 Policy Development and Renewal Summary

### Administrative

#### New Policies

Emergency and Critical Incident Management

#### Review Completed

Alcohol Service and Consumption

Use of Materials Protected by Copyright

#### Annual Review

Health and Safety Policy

#### Rescinded

*None*

### Board

#### New Policies

Fraud

Traffic and Parking

#### Reviewed

Integrity in Research and Scholarship<sup>1</sup>

Investment

Safe Disclosure

#### Annual Review

Employee Discrimination, Bullying and Harassment

#### Replaced

<sup>1</sup> *Scholarly Integrity Policy (D.3.1) (2008)*

<sup>1</sup> *Scholarly Misconduct Policy (D.3.2) (2008)*

<sup>1</sup> *Conflict of Interest in Research Policy (D.3.5) (2011)*

#### Rescinded

*None*

## Board (on advice -EC)

### New Policies

Program Advisory Committee

### Reviewed

Academic Year  
Admissions  
Library Collections

### Rescinded

*None*

## Joint - Board/Ed Council

### New Policies

Prior Learning Assessment Recognition<sup>2</sup>

### Reviewed

*None.*

### Rescinded

*None*

### Replaced

<sup>2</sup> OC Calendar – Admissions: Prior Learning Assessments

## Ed Council

### New Policies

*None*

### Reviewed

<sup>3</sup>Registration and Courses

### Replaced

<sup>3</sup> OC Calendar Registration and Courses; OUC Policies (2005)



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025

Agenda #: 3.1.3

<b>Title</b>	Education Council Chair Report
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### Report

I am pleased to announce that I will continue as Education Council Chair for 2025-26, and I would like to express my heartfelt gratitude to Joanna Campbell, Kristen Wiebe, and Elaine Booï, Education Council Governance Administrator, for their significant contributions to the Education Council governance review and restructuring. Without their efforts this work would not have been completed as efficiently and effectively as it has been.

#### Identification of Policy Gaps

As mentioned in my previous report, I identified several gaps in policies required by the College and Institute Act, including

- 23(1)(c): reports after implementation by the institution without prior review by the education council of
  - (i) new non-credit programs, or
  - (ii) programs offered under service contract
- 23(1)(d): priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
- 23(1)(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
- 23(1)(f): evaluation of programs and educational services
- 23(1)(i): policies on faculty member qualifications

These gaps were discussed at the Academic Regulations and Policies committee, and the committee recommended that 23(1)(f) be prioritized for development in 2025-26 with the rationale that a policy to guide the evaluation of programs and educational services will inform several of the other policies to be developed. I look forward to participating in this vital work in the coming year.

### Reference Materials

N/A

### Prepared by

Jillian Garrett, Education Council Chair

May 13, 2025



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025  
 Agenda #: 3.1.4

<b>Title</b>	Investment Policy Review		
<b>Action and/or Recommendation</b>	For Information		
<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 Investment Policy is a guide for Okanagan College and the delegated Investment Manager on how to invest the College's cash reserves (non-endowment funds). The Investment Policy was revised and approved by the Board of Governors in March 2024.

This policy undergoes a general review annually to ensure it reflects appropriate direction for investments. The policy receives a more substantial review every five years with the next review scheduled for March 2029.

### Reference Materials

- Link to [Investment Policy](#)

### Supporting Analysis

As the Investment Manager for the College, Clayton Gall from RBC Wealth Management provides advice on any changes to the Investment Policy.

The Investment Policy was reviewed by the CFO and Vice President Corporate Services in consultation with Clayton Gall and determined that the current guidelines and principles remain appropriate and effective in supporting the College's financial objectives. As such, no changes to the policy are recommended at this time.

### Alignment to the Strategic Plan Roadmap

**Financial Sustainability:** Regular review of this policy ensures the effective management of the College's financial resources.

**Effective and Efficient:** The policy and procedures are reviewed annually based on their application over the past year in alignment with the reimagined policy and procedure framework and renewal plan.

## Risk Implication & Mitigation Steps

**Financial:** The College’s investments need to be sufficiently managed to ensure a stable investment income.

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

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	5/5/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit, and Risk Committee	5/13/2025
	<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.



## BOARD OF GOVERNORS – RECORD OF DECISION

May 20, 2025

Open Consent Agenda #: 3.1.5

<b>Decision Topic:</b>	Revised Forgiveness of Foundation Receivable
<b>Approved by / Date:</b>	Approved by electronic vote on April 14, 2025
<b>Approved Motion:</b>	<p><u>Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the forgiveness of the 2024-25 receivable from the Okanagan College Foundation for the revised capital campaign expenses of \$460,180.”</i></b></p>

### Summary of Decision

#### Type of Approval:

On March 11, 2025 the Board approved forgiveness of the OC Foundation’s campaign expenses up \$415,000 pending the College’s year-end financial position. At the fiscal year-end, additional expenses were realized from a donor event and the OC Foundation’s audit, which resulted in an increase in the total expenses proposed for forgiveness to \$460,180.

#### Rationale for Special Approval:

Electronic approval for the increased amount of the OC Foundation receivable ensured Okanagan College and the Foundation provided accurate information required for their respective fiscal year-end audits.



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025  
Agenda #: 3.1.6

<b>Title</b>	Line of Credit		
<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 a short-term line of credit with TD Canada Trust in the amount of \$2.5 million 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

Okanagan College holds an operating line of credit of \$2.5 million with TD Canada Trust at an interest rate of prime minus 0.5%. As of May 1, 2025, Canada’s prime rate of interest is 4.95%.

In September 2023, the Board approved the Borrowing Policy which under section 5.2 notes that *“the Line of Credit will be authorized annually by the Board of Governors by way of consent agenda at a Board meeting.”*

### Reference Materials

- Link to [Borrowing Policy](#)

### Supporting Analysis

The short-term line of credit of \$2.5 million is the amount that would be needed to bridge a payroll run for the College. The most likely need for the line of credit would be due to a short-term cash flow issue in terms of a timing issue in receiving funds from the government. As an example, the College may have a significant capital project underway (i.e Centre for Food, Wine and Tourism) where it is required to pay a significant amount to a contractor and for some reason government funding is delayed.

Any use of the line of credit would be reported to the Board. (Note: The College has never drawn on this line of credit).

## Alignment to the Strategic Plan Roadmap

**Financial Sustainability:** The line of credit ensures the ongoing operations of the College.

**Effective and Efficient:** The line of credit provides the College the ability to pay employees if ever there was a delay in funding.

## Risk Implication & Mitigation Steps

**Financial and Reputational:** The line of credit reduces financial and reputational risk if there were circumstances that the College was not able to fund a payroll run. The College mitigates this overall risk as regular cash flow projections, especially around capital projects, and communicates regularly with the Ministry on the status of projects.

### Proposed and Prepared by

Curtis Morcom, CFO and Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	5/5/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	5/13/2025
	<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 President's Report

May 2025

## INTRODUCTION

My May report addresses activities that have taken place between March and May 2025.

**Executive Summary:** Members will note that my May report addresses a series of updates related to enrolment within the operational section. Additionally, the focus of the college on mitigating workforce reductions as outlined in the strategic highlights section has created project slippage as outlined in the operational highlights section.

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

**2024 Executive Retreat:** Administration Executive held their annual strategic retreat on May 8 and 9. The focus of the retreat was on determining the ongoing viability of the Inspire Plan. Results of this assessment will be presented by the executive during the June Board strategy session.

**Federal Election:** With the recent re-election of the federal Liberals, there is a mix of old and new Members of Parliament in the OC region. The College has sent congratulatory messages to each of the elected members and will be setting up introductory meetings between regional MPs and the President.

Colleges and Institutes Canada has stated its intentions to continue messaging that investing in post-secondary institutions is not simply good policy, it is essential to the country's future. Similarly, Okanagan College will continue to communicate the impact of our programming particularly in key sectors such as health, construction, technology, hospitality and transportation/aviation, and their relevance to the regional economy. As an example, in April we announced the new Entrepreneurship specialty option as part of the Bachelor of Business Administration (BBA) program.

**Mitigating Workforce Reductions:** Since fall 2024, Okanagan College has been responding to changing student enrolment, including the impacts of federal policy changes on international students. Our focus at OC is on ensuring there continues to be a wide range of programs available at the College, and that students have supports and options available to pursue their chosen pathways. We must also work within available resources and align our operations to enrolment to be sustainable.

In late January, we invited eligible employees to consider early retirement and for those interested to submit an expression of interest. By April, there were 31 employees across OC who had confirmed their acceptance of early retirement. Their decision to retire has provided an immediate offset to nine layoffs in the Arts and Foundational Programs portfolio, and an additional six layoffs in the School of Business. Overall, we have reduced the potential layoffs from 35 positions in March, to 20 potential impacts at end of April. The additional 16 early retirements are across other portfolios and non-instructional areas and will support potential restructuring.

Administration continues to meet with the OCFA, BCGEU Vocational, BCGEU Support and the OCAA, with a focus on continuing our collective efforts to reduce the number of employees impacted by involuntary layoffs.

**Community Engagement:** Following events in Salmon Arm, Vernon and Penticton earlier this Spring, on April 8, OC held the “Doors Open at OC” event at the Kelowna campus, where we invited community members interested in learning about the College to join leadership, instructional staff and students on campus for conversation and tours. More than 50 people attended, including neighbours, community leaders, retired OC staff, alumni, prospective students and families, and representatives of local organizations.

**Community Messaging:** Communication is a key focus for the College as it navigates the difficult time of workforce reductions and other changes. To that end, communications are developed and released as soon as possible following the receipt of new information or confirmation of decisions. First and foremost, efforts are directed at having respect and care for those that may be personally impacted by the changes. The College continues to be committed to sharing information in a timely and transparent way, and has sent global messages to team members, students, various interested parties, and the media.

Not unexpectedly, concerns from the community about the changes have been directed to the College, and at times Minister Anne Kang and/or to the Board of Governors. A letter to the College was received on March 14 (see [Appendix A](#)), and a response has been sent to acknowledge the feedback, correct misinformation, raise awareness of ongoing collaborations between the school district and the College, and to offer direct follow up with a view to building good relationships in the community.

**Rural Community Immigration Pilot program:** Community Futures North Okanagan was awarded an agreement by the Government of Canada to operate the Rural Community Immigration Pilot (RCIP) in Vernon and Salmon Arm in February 2025 for the next three years. The purpose of the program is to create a path to permanent residence for skilled foreign workers who want to live and work in the region. Working with Community Futures Shuswap, five priority sectors have been selected (Health, Education, Trades and Transportation, Sales and Services, Manufacturing and Utilities). OC hosted information sessions at the Vernon campus, with virtual participation from Salmon Arm campus, and is working closely with the RCIP steering group to support student applications to the program and to incorporate RCIP information into international student recruitment promotions. Over 150 students attended the info sessions.

**International Plan / Quality Assurance Requirements:** Okanagan College has submitted an updated Internationalization Strategy to the Ministry of Post-Secondary Education and Future Skills and ensured alignment to provincial quality requirements in International Education. These are requirements to maintain compliance with the BC’s Education Quality Assurance (EQA) designation. Last year, the provincial government issued new EQA requirements, including confirming adherence to a provincial EQA Code of Practice. The Code of Practice includes such things as confirming institutions have a Critical Incident Policy, robust agent training and onboarding, and clear marketing practices.

An iterative and refined approach will be required for the college to consider how best to respond to the short term drop in international students in an ongoing, scalable, and sustainable manner. As members may appreciate, this will necessitate a college wide rethink about the role of international education at OC over the long term. The revised strategy submitted to the ministry represents the first iteration of a refreshed and refined approach.

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## Part 2: Operational Highlights

### 2024/25 Achievements

Members of the leadership team continue to successfully complete Inspire Roadmap Achievements that move the College closer to achieving the vision set out in the strategy. Not surprisingly, a number of the initiatives have experienced project slippage because of the need for leaders to focus on respectfully and professionally working

through workforce reductions. As a result, several of the initiatives scheduled to be completed before summer of 2025 will extend into the fall of 2025 and winter of 2026.

Since beginning the implementation of the Inspire plan, 57 roadmap achievements with a definitive project start and finish have been completed. An additional 28 achievement projects are on track to be completed before the end of 2025. Three remaining and outstanding achievement projects are scheduled to be completed in 2026. Provided that these projects remain on track for completion, the leadership team at OC will have completed 88 of 95 achievement projects slotted for the first three years of the Inspire plan. The remaining seven will be delayed into future years.

Further details regarding the outstanding projects and the implications for the successful implementation of Inspire will be discussed further at the June Board Strategy session.

**College Capital Plan:** The Executive Team has reviewed the draft report from ThinkSpace Architecture and provided comments for incorporation into the College Capital Plan. The Plan will be a flexible, living document that aligns with OC's long-term growth and development objectives. The draft Plan will be presented to the Board of Governors for final approval in June.

## Other Operational Highlights

**Strategic Enrolment Data Governance:** This spring, Recruitment & Enrolment Management, IT and College Relations have successfully implemented a coordinated engagement approach centralizing and streamlining email communications with student applicants. This was the anticipated next step following the group's efforts over the winter to select and launch a Customer Relationship Management database, which allows the College to track and measure application-to-enrolment conversion activities.

**Regional high school recruitment:** More than 2,000 high school students will have participated in *ExperienceOC* in Salmon Arm, Vernon, Kelowna and Penticton by the end of May. *ExperienceOC* is run in partnership with area high schools, and provides opportunities for grade 11 and 12 students to attend classes, tour campus and engage with OC team members. Recruiters and advisors are available to answer questions related to program planning and the application process.

The College is partnering with the school district in Vernon this spring to co-host Explore OC Health Day on June 12. Over 800 grade 9 students are planning to participate in the event, which will feature four health stations, a career activity field, and a keynote address from Alex Boyé focused on mental health.

**Domestic Recruitment:** Between March and May, Okanagan College's domestic recruitment team delivered over 30 targeted outreach events across the region to promote programs, build partnerships, and support applicant conversion. Activities included in-school presentations, campus tours and high school events, parent/community events, Plan Ahead retention events for students arriving Fall 2025, and job and career fairs. These initiatives helped generate 403 new leads, which have been added to the 3,313 contacts currently in our active nurturing pipeline.

**International Recruitment:** Recruiters visited Japan, the Philippines, Nepal, United Arab Emirates and India in March and April. Following a year of changes related to IRCC, recruitment efforts are focused in areas where there are short-term opportunities to convert applicants, equip partner institutions with updated OC information and program opportunities, and meet with agents. A study tour agreement was confirmed and signed that will see 18 ESL students from Japan attend OC this summer.

**Fall 2025 Application Update:** As anticipated, the number of new international student applications has continued to drop as institutions across the country experience the impacts of changes to federal immigration policies made in 2024. As of early May, OC had received 60 per cent fewer applications from students outside of Canada interested in beginning a new program at the College in Fall 2025 as compared to Fall 2024. Of those applications received, just over half of the applicants had paid deposits and accepted their offer of admission.

Domestically, OC continues to see a slight increase in the number of applications received as compared to the same time last year. As noted in the data below, we continue to monitor program and campus applications, offers and acceptance data carefully. The following data represents a comparison of year-over-year applications received as of April 28.

<b>Applicant Residency</b>	<b>Fall 2024</b>	<b>Fall 2025</b>
Domestic	2038	2392
International	820	306
<b>Total</b>	<b>2858</b>	<b>2698</b>

**Administrative Policy Update:** The Capital Asset and Surplus Policy was developed over the past year and approved by OC's Executive on April 30. This policy and associated procedures outline how surplus College capital assets (not including land or buildings) will be repurposed, sold, or disposed of at the end of their useful life. [Agenda Item #3.1.2](#) of the open meeting agenda outlines the policy workplan and progress report.

**New Specialty – Bachelor of Business Administration:** OC announced an addition to the Bachelor of Business Administration (BBA) degree program, with a new entrepreneurship specialty being offered beginning this fall. Students in the program will study innovation and creativity, entrepreneurship and community focus.

**Smoke Free Campus:** Beginning in June, OC is removing the existing 'smoking gazebos' at each campus and transitioning to being fully smoke-free. This follows extensive student and employee engagement, including in-person discussions, online surveys and additional opportunities. An OC Smoke-free website has been launched which includes the rationale for moving to a smoke-free environment and information on cessation programs and supports. In the coming months, it will include the refreshed OC Smoke-free policy, and a map showing smoking receptacles to extinguish smoking paraphernalia.

**Staffing Updates:** In June two experienced, community-focused researchers will lead the Applied Research portfolio. Dr. Mary Butterfield is joining the College as the new Director, Applied Research and Kerry Rempel as Associate Director, Applied Research. Mary brings experience in grant and research administration through her work with the UBCO Faculty of Management and most recently as a senior advisor at Canadian Institute of Health Research (CIHR). Kerry Rempel has been with OC since 2004 as a business faculty member, an Associate Dean, and most recently as interim director of Applied Research.

**Women in Trades new initiatives:** Okanagan College is receiving \$873,000 over three years from the Government of Canada to support women in the skilled trades through the ACTION project: Apprenticeship Completion and Networking. The project will support retention and progression of female apprentices in construction and manufacturing trades. The program was announced on March 7 at OC's Penticton campus, during a forum on Women in Architecture, Construction and Engineering (ACE), in partnership with WeBC.

### **College Events:**

**Campus Conversations:** Members of the Executive hosted regular open staff meetings (Campus Conversations) at each campus – and virtually on April 11 & 14 to share updates on College strategies and priorities, and to answer questions about College operations from team members, regardless of topic. The meetings are scheduled throughout the year and in April were well-attended at all campuses.

**CampOC – March Break camps, summer registration:** OC hosted its first-ever Spring Break camps this past March, providing educational experiences to local youth. Three camps were offered to 37 campers at the Penticton campus, providing an early opportunity for children, youth and their families to become familiar with OC, while they have positive and exploratory experiences with our programming areas. CampOC kicks into full gear this July in Salmon Arm, Vernon, Kelowna and Penticton.

**RoboCup Junior:** Western Canada RoboCup Jr. Games is an educational activity that brings elementary, middle and secondary school students to OC each spring. Held on April 11 this year, the mission of the games is to promote science and technology and introduce them to relevant programs at the college level. This year's event saw over 40 students from Okanagan schools attend.

**2025 Skills Canada BC Provincial Skills Competition:** Okanagan College students earned nine medals at the recent provincial Skills Canada competition, across science and technology, business and a range of trades disciplines. The medal count for OC on April 16 in Abbotsford included three golds, four silvers and two bronzes. Skills Canada competitions bring together top students and to compete in hands-on, timed challenges designed to mirror real-world work environments. Gold medalists advance to the Skills Canada National Competition in Regina at the end of May. OC hosted the regional Skills Canada competition in Kelowna on Feb. 28.

**Capital Projects:**

**Centre for Food, Wine and Tourism (CFWT):** Construction is scheduled to begin in May 2025 with substantial completion by June 2027. Sub-trade tendering has been completed, and early analysis suggests budget is on track

**Don Folk Family Recreation and Wellness Centre:** All tendering for the project has been completed and the budget remains on target. Expected completion is Summer 2026. For live construction updates please follow this [webcam](#)

**Penticton Student Housing:** Groundwork is underway on the project with all concrete forms complete and plumbing rough-in installed. Project meetings are ongoing and include Indigenous design consultation. Insurance and utility coordination are in progress. Follow this [webcam](#) link to view live construction of the Penticton Housing.

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## Part 3: Communication and Advocacy Highlights

**Enactus:** OC's Enactus team, consisting of 27 students this year, blazed a trail of success at the Western Canada Enactus Regionals showcase in Edmonton on March 13 and 14, securing a podium finish in all three categories it competed in. The team clinched first place for its innovative 'Paper Trail' project and earned third-place recognition for both the 'Revive' and 'Safe Haven project' initiatives. Enactus OC teams advance to the National Exposition in Calgary in early May.

**Jill of All Trades:** The second [Jill of All Trades](#) event will be held on May 22, 2025 at the Kelowna campus. The College will welcome grades 9-12 students from across the Okanagan, Similkameen and Shuswap to learn about fulfilling a career in Trades from OC instructors and female industry mentors. The Jill of All Trades event features a range of hands-on workshops in sectors such as motor vehicle, manufacturing and construction trades, providing attendees with insight and practical skills.

**Foundation / Campaign Updates:**

**Thrive Here Campaign:** The Thrive Here campaign for the Recreation and Wellness Centre at the Kelowna campus has built a fund of \$13M, nearing its \$14M goal. The campaign is now entering the final phase, with community fundraising and recognition planned over the next six months aligned with the construction on site. On May 6, the Mayor joined us on campus to announce the City of Kelowna's commitment of \$4M to enhance the facility, and on May 7, we hosted a Champions' Dinner at Kelowna Yacht Club as part of the final community fundraising effort.

**Student Awards:** In 2024-25, the OC Foundation distributed \$1.25M in student awards and bursaries, and increase of 14% on the previous year, due mainly to significant new awards for trades students.

**Food, Beverage and Tourism – Brand campaign:** Okanagan College has received approval from the City of Kelowna to install a large exterior banner on our new student housing building at the Kelowna campus. Featuring the new brand campaign for food, beverage and tourism, the banner will include the words “The Okanagan is your College” and align to other promotional materials being released this spring. The focus of the campaign is to raise awareness of OC’s programs and of the new Centre for Food, Wine and Tourism opening in 2027. The campaign also paves the way for the OC Foundation \$25M fundraising campaign to support the building and the College’s vision to recognized nationally as a leader in food, wine, tourism education.

**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 middle of March, 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.

March 13	<a href="#">Message from OC President Neil Fassina</a>
March 14	<a href="#">Nothing Fishy about Char Donation</a>
March 20	<a href="#">Enactus OC: real-world heroes take the podium with award-winning innovations</a>
March 24	<a href="#">Early childhood educators partner on Outdoor Play guide</a>
March 27	<a href="#">Final stretch: \$1M left to cross finish line for Thrive Here campaign</a>
April 4	<a href="#">Okanagan College students earn IEEE SysCon research recognition</a>
April 10	<a href="#">OC students to face tough panel at mock media conference</a>
April 14	<a href="#">GeoVerra’s gift helps students navigate futures in engineering</a>
April 16	<a href="#">Thorpe and Friends celebrate 100th student award</a>
April 22	<a href="#">New entrepreneurship specialty kicks off this fall at OC</a>
April 24	<a href="#">From night shifts to digital cartography</a>
April 24	<a href="#">Okanagan College aims to stir up sustainable solutions to beverage sector by-products</a>
May 1	<a href="#">OC students win big at Skills Canada Provincials, showcasing excellence across the board</a>
May 2	<a href="#">ACTION Project provides support for female apprentices</a>
May 6	<a href="#">Okanagan College, City of Kelowna partnership “game-changing”</a>
May 7	<a href="#">BCIT and Okanagan College partner to provide an ‘ACE’ in the hole for future builders</a>
May 9	<a href="#">OC Cultivates lands at KF Centre for Excellence</a>

### **Recent & Upcoming College Events:**

<b>Date</b>	<b>Activity</b>	<b>Location</b>
May 1	Experience OC – Kelowna	Kelowna
May 2	Experience OC – Salmon Arm	Salmon Arm
May 7	Champions Dinner	Kelowna
May 7	Experience OC – Vernon	Vernon
May 8	Experience OC – Penticton	Penticton
May 22	Jill of All Trades	Kelowna
May 22	School District 67 Indigenous Grad	Penticton
May 28	OC Cultivates	Kelowna
June 4	OC Aircraft Maintenance & KF Aerospace Showcase	Kelowna
June 7	Spring Convocation – Kelowna	Kelowna

<b>Date</b>	<b>Activity</b>	<b>Location</b>
June 9	Spring Convocation – Vernon	Vernon
June 10	Spring Convocation – Salmon Arm	Salmon Arm
June 11	Spring Convocation – Penticton	Penticton



Tel 250-542-3331 Fax 250-549-9200  
1401 – 15<sup>th</sup> Street, Vernon, BC, V1T 8S8 [sd22.bc.ca](http://sd22.bc.ca)

March 14, 2025

**Delivery by EMAIL**

Board of Governors  
Okanagan College  
1000 KLO Road  
Kelowna BC V1Y 4X8

To the Okanagan College Board of Governors:

**Re: Support for Okanagan College Vernon Campus and Advocacy for Reestablishment of RAC**

At the March 12 2025 Board of Education Meeting, a motion was passed that the Board Chair write a letter on behalf of the Board of Education at School District 22 (Vernon) to express support for the Okanagan College Vernon campus, to outline concerns regarding recent changes at the Vernon campus, and to advocate for the reestablishment of the Regional Advisory Committee (RAC).

Okanagan College's Vernon campus has been an outstanding institution for our students to pursue their education, from dual credit opportunities to adult upgrading to post-secondary trades and academic programs. We value our strong partnership with the Vernon campus and history of working together with the goal of providing students a variety of quality opportunities to thrive and succeed. An important conduit for that community partnership and advocacy was the Regional Advisory Committee (RAC) under the direction of the Regional Dean. For many years, SD22 Board of Education had a trustee representative on the Vernon campus RAC, as did a variety of other key stakeholders in our community (municipal councils, businesses, non-profits, OKIB). As you may be aware, the RAC stopped meeting when the Regional Dean position ended. We were formally notified of its dissolution in November 2024. For SD22, and the other stakeholders, that committee was a vital opportunity to share our perspectives with each other on programming, student transitions, educational opportunities, student support services, as well as barriers and gaps as they relate to our students and our community. As an example, when SD22 closed the Open Door Program (a full-service program for students 17 and older who were working to complete their high school education), a part of the planning and decision-making process involved collaborating with the Regional Dean to ensure the adult students were each invited to connect to the Adult Upgrading (AU) program. An important piece of that restructuring was the knowledge that those students would be better served through the Vernon campus Adult Upgrading program. Throughout that transition, there was a shared understanding of the importance of those students to have fully taught alternatives, especially for the challenging math and science courses.

Since the closure of the Open Door program, we have heard of several changes to the Adult Upgrading program at the Vernon campus. In mid-September of 2024 there was a switch from an in-person to online and self-guided delivery models for some courses. More recently, there was a proposal to restructure Adult Upgrading course offerings to a hybrid/Hyflex model, where much student learning will be done online and instructor contact will be limited. Further, we have just been informed of a proposed reduction in the number of Adult Upgrading instructors at the Vernon campus to a skeleton group of three individuals who will be responsible for all of the subject areas that are currently being taught. It is our

concern that the final iteration of the restructuring will result in mainly online courses being offered to any student not based in Kelowna. As you can imagine, an online Adult Upgrading program will impose significant barriers to those Vernon area students who desire and require in-person learning, who have internet and technology challenges, and/or who are unable to travel to the Kelowna campus in order to access full-service programming.

Another restructuring change at the Vernon campus is the recent loss of the Vernon campus recruiter. This recruiter had deep knowledge of our students, schools, SD22 staff, as well as the local region. The value of having a recruiter who is embedded in our community and who has built strong relationships with relevant stakeholders cannot be stressed enough. Social capital is an important value in smaller communities like ours.

Given the clear direction of Okanagan College towards centralizing services out of the Kelowna campus like recruitment, staffing, and in-person programming, there is growing apprehension that this will be to the detriment to our Vernon area students, Vernon campus, and larger community. Students may feel their local options are limited if the Vernon campus is no longer able to meet their educational needs. We certainly understand that the federal policy changes introduced last year are having a significant impact. However, our concern about the Vernon campus started before the recent restructuring with the loss of the Regional Dean, the dissolving of the RAC, and changes to the Adult Upgrading program. As a result, and without the benefit of knowledge sharing through the RAC, there is uncertainty about the strategy Okanagan College is taking for managing the Vernon campus effectively so that it continues to be a vibrant community asset.

Our desire is that, given these uncertain times, there will be renewed energy for Okanagan College leadership to invest in rebuilding their partnerships with community stakeholders as they relate to the delivery and sustainability of the smaller community campus programs and services. The Vernon area is a community mobilized by interorganizational partnerships built on the knowledge that community members know their community best. We are motivated to come together to share concerns and collaborate on solutions to ensure the Vernon campus is able to meet the educational needs of our students now and in the future and we see the Regional Advisory Committee as an effective way to restart the conversation.

Yours truly,



Kelli Sullivan, Board Chair  
Board of Education  
School District No. 22 (Vernon)

Cc: Honorable Anne Kang, Minister of Post-Secondary Education and Future Skills  
Harwinder Sandhu, MLA Vernon-Lumby  
Steve Morissette, MLA Kootenay-Monashee (Cherryville)  
Tara Armstrong, MLA Kelowna-Lake Country-Coldstream  
Board of Education SD22 Trustees  
Karla Mitchell, Superintendent  
Adrian Johnson, Secretary-Treasurer



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025  
Agenda #: 4.3.1.1

<b>Title</b>	Code of Conduct for Okanagan College Board of Governors		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT Okanagan College Board of Governors approve the revised Code of Conduct for Okanagan College Board Members Policy as recommended by the Governance 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 Code of Conduct for Okanagan College Board of Governors sets out the minimum standards of conduct and principles that each member is expected to follow and is a governing policy complementary to section 14 of the Bylaws. The College and Institute Act requires that the Board is required to have processes in place to manage any potential conflict of interest situations. The Code of Conduct for OC Board Members and associated procedures describe how any potential or actual conflicts will be managed by the Board.

Under their Terms of Reference, it is the responsibility of the Governance Committee to review the Code of Conduct every two years and advise the Board on any areas of concern, best practices, and recommended changes. The Code of Conduct has been reviewed by Administration and proposed updates are outlined in the supporting analysis. The Committee has reviewed the draft revisions and provided feedback prior to recommending the proposed changes to the Board for approval.

### Reference Materials

- Draft Revised Code of Conduct for Okanagan College Board of Governors Policy
- Procedures for Disclosures

### Supporting Analysis

The proposed updates to the policy are primarily housekeeping in nature. Upon review of the policy, consideration was made to remove section 8.3 which outlines that students are not in conflict regarding tuition discussions.

In 1996, it was established that Student Board Members were not considered to be in conflict on issues related to fees and charges paid to the College by students. This was in response to discussions in the provincial legislature at the time elected members were added to the Board. As the discussions have

not resulted in a change to legislation or the Tuition Limit Policy to date, it is suggested that section 8.3 be removed and potential conflicts around tuition be considered on a case-by-case basis.

The Procedures for Disclosure by OC Board of Governors are attached for information and at this time no changes are being proposed.

### Alignment to the Strategic Plan Roadmap

*Responsibility of Effective and Efficient.* With the relevant and appropriate Bylaws and supporting documents in place the Board can ensure that the work they do is conducted effectively, efficiently, and in alignment with best practice.

### Risk Implication & Mitigation Steps

**Legal.** The Code of Conduct for OC Board Members outlines expectations for members around conflicts of interest. A regular review of this document minimizes risk by ensuring that members are aware of their legal and ethical obligations to the Board.

**Operational.** A regular review of governing documents for the Board increases the likelihood of mitigating any risks associated with Board Operations.

### Proposed and Prepared by

Neil Fassina, President

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	5/13/2025
	<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.



## CODE OF CONDUCT FOR OKANAGAN COLLEGE BOARD OF GOVERNORS

Policy Area:	Board
Policy Number:	BCPL_2206N_BG/GOV
Policy Sponsor:	Board Chair
Policy Contact:	President
Applies to:	Okanagan College Board of Governors
Authority:	<i>College and Institute Act</i>
Approval Authority:	Board of Governors
Approval Date:	June 22, 2022
Effective Date:	June 23, 2022
Replaces or New:	New
Last reviewed:	<a href="#">May 2025</a> <del>June 2022</del> Scheduled review date: <a href="#">May 2029</a> <del>June 2027</del>

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Procedures: *Procedures for Disclosure by Okanagan College Board of Governors*

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### 1. Policy Statement

The effective governance of Okanagan College is contingent on Board Members fulfilling their roles and responsibilities with the highest standards of conduct.

Each Member is expected to follow the standards of conduct and principles described herein and set out in applicable legislation, policies, and procedures.

### 2. Purpose

This policy serves as the Board's commitment to establishing and maintaining high standards of conduct.

### 3. Scope and Application

This policy applies to all Board of Governors Members, including ex-officio members. To demonstrate determination and commitment to effective governance and the standards of conduct set out in this policy, each Member shall review the Code of Conduct for Okanagan College Board Members Policy and declare their compliance by signing an Oath of Office at the commencement of their Board appointment and annually thereafter.

## 4. Definitions

This policy's definitions are set out in the Bylaws of the Okanagan College Board of Governors.

<b>Board</b>	means the Okanagan College Board of Governors.
<b>Bylaws</b>	means the Okanagan College Board Bylaws.
<b>Chair</b>	means the individual elected as Chair of the Okanagan College Board pursuant to the election process outlined in the Bylaws.
<b>Confidential Information</b>	means any proprietary technical, business, financial, legal, or any other information which the College treats as confidential.
<b>Member</b>	means any individual appointed, elected, or serving ex-officio on the Board.
<b>Oath of Office</b>	means the oath outlined in section 17 of this policy.
<b>President</b>	means the individual appointed by the Board to act as the chief executive officer of the College.
<b>Perceived Conflict</b>	means a conflict of interest which could be said to exist where a Member's private interests would appear to a reasonable person to conflict with their duties even though there may not be an actual conflict.
<b>Potential Conflict</b>	means a conflict of interest that could arise where a Member has private interests such that, while no conflict has yet arisen, one could arise.
<b>Real Conflict</b>	means a conflict of interest between the public duty and private interests of a Member, in which their private and personal interests could influence the performance of their duties for personal gain.
<b>Related Person</b>	means a spouse, child, parent or sibling of Board members.
<b>Significant Financial Interest</b>	means any interest substantial enough that decisions of the College could result in a personal gain for the Member.
<b>Vice Chair</b>	means the individual elected as Vice Chair of the Okanagan College Board pursuant to the election process outlined in the Bylaws.

## 5. Duties of Members

### *Fiduciary duty*

- 5.1 Members have a duty to provide fiduciary oversight to the College under consideration of the following principles:
- Putting the interests of the College at the centre of decision making.
  - Behaving with integrity, demonstrating a strong commitment to ethical values, the College's values, and respecting the rule of law.
  - Ensuring open and respectful engagement with the College community;
  - Striving for outcomes that support a healthy community, including social, economic and environmental well-being; and
  - Implementing actions to achieve the College's mandate.
- 5.2 Members have a duty to be responsible first and foremost to the welfare of Okanagan College and must function primarily as a Member, not as a [representative member](#) of any particular

group. Members of specific groups such as faculty, instructional, support staff, or students may bring forward to Board discussions the views of their respective groups; however, in deliberations and voting they will always act in accordance with the best interest of Okanagan College as a whole.

### ***Duty of Care***

- 5.3 Members are expected to always act and make decisions in good faith in a prudent and diligent manner by:
- a) Informing themselves of the duties, ethics, and legal obligations of Members in general and conducting themselves according to such duties, ethics, and legal obligations;
  - b) Informing themselves specifically as to the policies, business, and affairs of Okanagan College and conducting themselves and exercising their judgment in light of such policies, business, and affairs;
  - c) Regularly attending meetings and adequately preparing for and executing the duties expected of them;
  - d) Using their level of knowledge and expertise effectively in dealing with the affairs of Okanagan College;
  - e) Exercising independent judgment; and
  - f) Speaking with one voice with recognition that the Chair or someone designated by the Chair represents the Board in public and Members must refer to the Chair for public comments about the Board and its decisions.

## **6. Compliance with the Law**

- 6.1 Members will act at all times in full compliance with ~~both the letter and the spirit of~~ all applicable laws.
- 6.2 No Member will commit or condone an unethical or illegal act or instruct another Member, employee, student, or supplier to do so.
- 6.3 Members are expected to be sufficiently familiar with any legislation that applies to their work to recognize potential liabilities and to know when to seek legal advice. If in doubt, Members are expected to ask the Chair for clarification.
- 6.4 Members will not only comply fully with the law but will also avoid any situation which could be perceived as improper or indicate a casual attitude towards compliance.

## **7. Conflicts of Interest**

- 7.1 In general, a conflict of interest exists for Members who use their position at the College to benefit themselves, friends or families. Conflicts may be Real Conflicts, Potential Conflicts or Perceived Conflicts.
- 7.2 A Member will not use their position with the College to pursue or advance the Member's personal interests, the interests of a Related Person, the Member's business associate, corporation, union or partnership, or the interests of a person to whom the Member owes an obligation.
- 7.3 A Member will not directly or indirectly benefit from a transaction with the College over which a Member can influence decisions made by the College.

- 7.4 A Member will not take personal advantage of any opportunity available to the College unless the College has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.
- 7.5 A Member will not use their position with the College to solicit clients for the Member's business, or a business operated by a Related Person, close friend, family member, business associate, corporation, union or partnership of the Member, or a person to whom the Member owes an obligation.
- 7.6 A Member will avoid any situation in which there is, or may appear to be, potential conflict of interest which could appear to a reasonable person to interfere with the Member's judgment in making decisions in the best interest of the College.

## 8. Disclosure of Conflict of Interest

- 8.1 All Members are expected to fully disclose all circumstances that could conceivably be construed as a real Conflict, Potential Conflict or Perceived Conflict.
- 8.2 Full disclosure enables Members to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.
- ~~8.3 — Student Members are not considered to be in conflict on issues related to fees and charges paid to the College by students and may engage in the full debate and vote on these issues.~~
- ~~8.4~~ 8.3 The process for determining whether a Board Member is in conflict is outlined in the Procedures for Disclosure by Okanagan College Board of Governors.

## 9. Outside Business Interests

- 9.1 Members will declare any Real Conflicts, Potential Conflicts or Perceived Conflicts at the time of appointment and annually thereafter. Notwithstanding any outside activities, Members are required to act in the best interest of the College.
- 9.2 No Member will hold a Significant Financial Interest, either directly or through a relative or associate, or hold or accept a position as an officer or member in an organization in a material relationship with the College, where by virtue of their position in the College, the Member could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the College, unless that interest has been fully disclosed in writing to the College.
- 9.3 These restrictions apply equally to interests in companies that may compete with the College in all of its areas of activity.

## 10. Confidential Information

- 10.1 Members have a duty to maintain the confidentiality of information received and discussions held in the course of their duties and to not use such information for any purpose outside that of undertaking the work of the Board.
- 10.2 Members will not, either during or following the end of their appointment, disclose Confidential Information to any outside person unless authorized by the Chair.
- 10.3 Similarly, Members will never disclose or use Confidential Information gained by virtue of their association with the College for personal gain, or to benefit friends, relatives, a Related Person, or associates.
- 10.4 If in doubt about what is considered confidential, a Member will seek guidance from the Chair.

## 11. Investment Activity

- 11.1 Members will not, either directly or through relatives or associates, acquire or dispose of any interest, including publicly traded shares, in any company while having undisclosed Confidential Information obtained in the course of work at the College which could reasonably affect the value of such securities.

## 12. Outside Employment and Association

- 12.1 A Member, who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the interest of the College, will discuss the implications of accepting such a position with the Chair recognizing that acceptance of such a position might require the Member's resignation from the Board.

## 13. Entertainment, Gifts, and Favours

- 13.1 It is essential to fair business practices that all those who associate with the College, as suppliers, contractors or Members, have access to the College on equal terms.
- 13.2 Gifts and entertainment will only be accepted or offered by a Member in the normal exchanges common to established business relationships for the College. An exchange of such gifts will create no sense of obligation on the part of the Member.
- 13.3 Members and Related Persons will not accept entertainment, gifts or favors that create or appear to create a favored position for doing business with the College. Any firm offering such inducement will be asked to cease.
- 13.4 Similarly, no Member will offer or solicit gifts or favors in order to secure preferential treatment for themselves or the College.
- 13.5 Under no circumstances will a Member offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Member experiencing or witnessing such an offer will report the incident to the Chair immediately.
- 13.6 Inappropriate gifts received by a Member will be returned to the donor.
- 13.7 Full and immediate disclosure to the Chair of borderline cases will always be taken as good-faith compliance with these standards.

## 14. Use of Okanagan College Property

- 14.1 A Member will require the College's approval by the CFO and Vice President, Corporate Services to use property owned by the College for personal purposes, or to purchase property from the College unless the purchase is made through means available to the public.
- 14.2 However, a Member will not purchase property owned by the College if that Member is involved in an official capacity in some aspect of the sale or purchase.

## 15. Breach of Duty

- 15.1 A Member found to have breached their duty by violating the minimum standards set out in the Board Bylaws, in this policy, or other applicable College policies may be liable to censure or a recommendation for dismissal to the Government or other actions as the Board determines is appropriate.

**16. Clarification on Ethical Behaviour**

16.1 Normally, the Board Chair or the Chair of the Governance Committee will be responsible to provide guidance on any item concerning standards of ethical behaviour. If required, the Board Chair may also seek legal advice.

**17. Oath of Office**

All Board members are required to take the following oath of office before the Board, at the commencement of each Member's first meeting with the Board and annually thereafter:

I \_\_\_\_\_, sincerely promise and swear (or affirm) that I will truly faithfully and impartially to the best of my ability execute the duties and responsibilities of my position as a Member of the Board of Governors of Okanagan College. I have read and agree to abide by the Bylaws of Okanagan College, the Code of Conduct for Okanagan College Board of Governors, and all applicable College policies and procedures.

**18. Related Acts and Regulations**

*Financial Administration Act*

*Freedom of Information and Protection of Privacy Act*

**19. Supporting References, Policies, Procedures and Forms**

*General conduct principles for public appointees*

**History / Revisions**

Date	Action
2025-05-13	Governance Review
2022-06-22	Approved by the Okanagan College Board of Governors: <i>Code of Conduct for Okanagan College Board of Governors Policy</i> Redrafted as policy from 2019 Board bylaws



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025  
 Agenda #: 4.3.1.2

<b>Title</b>	Role of the Chair		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT Okanagan College Board of Governors approve the revisions to the Role of the Chair as recommended by the Governance 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 Role of the Chair outlines the governance and leadership roles of the Chair they relate to the effective functioning and operations of the Board.

The Role of the Chair was developed for and approved by the Board as a new document during a governance review in 2022. At that time, it was established that the next governance review would take place in three years and as such was scheduled for May 2025.

Only two editorial changes are proposed to the Leadership and Governance sections of the document at this time. The Governance Committee has reviewed the proposed changes.

As the Role of the Chair will have been through its first governance review with non-substantive changes proposed, and as it is not expected that there would be significant changes to the role, it is recommended that this document be moved to a four-year review cycle going forward.

### Reference Materials

- Revised draft Role of the Chair (redline)

### Supporting Analysis

The Role of the Chair document has been reviewed to ensure it accurately reflects the Role of the Chair on the Board of Governors. It serves as an important document to ensure that members understand the Chair’s role on the Board, and for members considering a future Chair position to understand the expectations and role requirements.

## Alignment to the Strategic Plan Roadmap

**Responsibility of Effective and Efficient.** With the relevant and appropriate Bylaws and supporting documents in place the Board can ensure that the work they do is conducted effectively, efficiently, and in alignment with best practice.

## Risk Implication & Mitigation Steps

**Operational / Governance.** Having a clearly defined role and responsibilities of the Chair supports an effective Board by ensuring that Members understand the Chair's role as it relates to operations and governance. The Role of the Chair document also supports Board succession planning.

### Proposed and Prepared by

Neil Fassina, President

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	5/13/2025
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
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# Role of the Chair

## Okanagan College Board of Governors

May 2025 [\(Governance Review\)](#)

The principal role of the Board Chair is to provide leadership to the Board of Governors.

The Board Chair is accountable to the Board, acts as a direct liaison between the Board and the Administration, and represents the Board internally and externally, including acting as a spokesperson for Board decisions where appropriate.

### A. THE CHAIR'S RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

#### i) Leadership

- Lead the Board and be responsible for the effective management of the affairs of the Board;
- Serve as the official spokesperson for the Board;
- Liaise with and provide direction to the Board Secretary;
- Contribute to positive internal relationships by representing the Board of Governors at College community functions and activities;
- Foster good relationships between the College and the external community by representing the Board at community functions and activities;

#### ii) Communication

- Ensure effective relationships and communications among Members and between the Board and the President concerning matters impacting the College and the functioning of the Board;
- Act as the primary liaison between the Board and the President and manage appropriate communication between the Board and the President;
- Act as the primary liaison between the Board and the Minister;
- Ensure that the Vice-Chair and other Members are informed of current and pending Board issues and processes;

#### iii) Meetings

- Chair and facilitate all meetings of the Board after developing the agenda with the Executive Committee;
- Ensure that the Board deliberates upon appropriate topics with an effective distinction between governance and administration;
- Attend all committee meetings and serve as a full or ex officio Member as appropriate;

#### iv) Governance

- Appoint Committee Chairs and Committee members to Board Committees after having received recommendations from the Governance Committee considering the skills and abilities required to carry out ~~its~~ [the committee's](#) terms of reference;
- Ensure that Members respect the Bylaws, policies and practices of the Board and carry out their responsibilities as Members;
- Oversee any issues raised with regard to conflict of interest with Members;

- In conjunction with the President, the Governance Committee, and the Board Secretary, oversee the onboarding and orientation of incoming Members and the offboarding and exit transitions for outgoing Members;
- v) President
- Counsel the President on the Board's expectations and be available to act as a sounding board to the President;
  - Regularly liaise with the President;
  - Ensure that there is an appropriate policy and practice in place for the recruitment, selection, evaluation, and compensation of the President;
  - Oversee the annual evaluation of the President as part of the Human Resources and Compensation Committee;
  - Review and approve the President's leave requests.

In addition, the Board Chair shall perform other such functions as may be ancillary to the responsibilities described above and as may be delegated to the Board Chair by the Board of Governors from time to time.

## B. SUPPORT

The Board Chair is supported by the Board Secretary; the Board Secretary reports to the Board Chair and to the President.

## C. REVIEW HISTORY

Date	Review
<a href="#">2025-05-21</a>	<a href="#">Governance Review</a>
2022-06-22	NEW: Approved by Okanagan College Board of Governors <i>Developed from Board Bylaws</i>



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025  
Agenda #: 4.3.2

<b>Title</b>	Violent and Threatening Behavior Policy		
<b>Action and/or Recommendation</b>	For Approval <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT Okanagan College Board of Governors approve the revised Violent and Threatening Behaviour Policy as recommended by the Governance Committee.”</i></b>		
<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 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

Okanagan College is committed to the prevention of violence and will take all reasonable steps to ensure person(s) at the College are safe from any act of violence. The Violent and Threatening Behavior Policy was last reviewed in 2005 and required updating.

The purpose of this policy is to define the roles and responsibilities of individuals and departments in responding to, or receiving reports of, violent or threatening behavior. This policy also provides guidelines for privacy and confidentiality when an incident occurs.

WorkSafeBC establishes the requirement to have a Violence Prevention Policy.

### Reference Materials

- Revised Violent and Threatening Behaviour Policy
- [Violent and Threatening Behaviour Policy](#) (2005)
- [WorkSafeBC - Violence Prevention Program Guide](#)

### Supporting Analysis

The Violent and Threatening Behaviour Policy has been updated to reflect Occupational Health and Safety legislation, government regulations, OC emergency response procedures and the new OC violence prevention program.

The Policy changes include:

- updated clarification of duties and responsibilities in the case of a violent or threatening act;
- ensuring information received as a complaint or as part of an investigation complies with the *Freedom of Information and Protection of Privacy Act*;

- the introduction of the Threat Assessment Team as part of the OC violence prevention program; and
- separation of policy from procedures.

The Procedures were approved by OC's Executive Team on March 19, 2025 and will be implemented upon this policy's approval by the Board.

### Alignment to the Strategic Plan Roadmap

**Effectiveness & Efficiency:** Violence prevention policies and procedures are developed to prevent and respond to incidents of violence and threatening behaviour.

**Employee Resilience:** Demonstrates the College's commitment to safety as well as prepares staff to identify, prevent and respond appropriately to violent and threatening behaviour.

### Risk Implication & Mitigation Steps

**Legal:** There are regulatory, hazard and legal risks associated with not a maintaining violence prevention policy.

#### Proposed and Prepared by

Curtis Morcom, CFO & Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	☒	☒	OC Joint Occupational Health & Safety Committee	1/31/2025
	☒	☒	Leadership Council	2/27/2025
	☒	☒	OC Executive Team	3/19/2025
	☒	☒	Neil Fassina, President	5/5/2025
	☒	☒	Governance Committee	5/13/2025



## VIOLENT OR THREATENING BEHAVIOUR POLICY

Policy Area:	Board
Policy Number:	<i>Assigned following approval</i>
Policy Sponsor:	CFO & Vice President, Corporate Services
Policy Contact:	Director, Ancillary and Business Services
Applies to:	Board Members, Employees, Students and all members of the College Community
Authority:	<i>College and Institute Act</i> <i>Workers Compensation Act: Occupational Health and Safety Regulation</i>
Approval Authority:	Board of Governors
Approval Date:	
Effective Date:	
Replaces or New:	Violent and Threatening Behaviour (E.2.2) (2005)
Last reviewed:	March 2025
Scheduled review date:	March 2029
Procedures:	<i>Procedures for Responding to Violent or Threatening Behaviour</i>

### 1. Policy Statement

Okanagan College (OC) is committed to ensuring a safe environment for all and will take all reasonable steps to ensure individuals at Okanagan College and on College Property are safe from acts of Violent or Threatening Behaviour.

### 2. Scope and Application

2.1 This policy applies to:

- a) All members of the College Community;
- b) Any Violent or Threatening Behaviour directed at a member of the College Community with or without Threat to personal safety;
- c) Any Violent or Threatening Behaviour with the potential to impact or damage College Property;
- d) Threats originating at the College or issued through computing or communication resources and directed at and/or committed by a member of the College Community.

### 3. Definitions

<b>College Community</b>	Means Students, Employees, members of the OC Board of Governors, contractors, volunteers and visitors.
<b>College Property</b>	Means all real or personal property including but not limited to campuses, facilities, land, buildings, parking lots, equipment, vehicles and other assets, whether owned or leased or used by the College and wherever located.
<b>Behaviours of Concern</b>	Means an individual's behaviours, communications, or a pattern of activity which alert a member of the College Community to the possibility of a concern. These behaviours may include, without limitation: <ol style="list-style-type: none"> <li>a) Individual is deliberately injuring themselves or others or damaging property;</li> <li>b) Individual is in a condition such that it is reasonable to believe they are incapable of taking the necessary measures to ensure their own basic care or safety or to be mindful of the safety of others;</li> <li>c) Individual is refusing or failing to appropriately manage their health condition[s];</li> <li>d) Individual's conduct is disorderly, lewd, or indecent; and</li> <li>e) Individual is demonstrating a consistent pattern of behaviours of concern that are disruptive to others or the educational process, even if not threatening.</li> </ol>
<b>Employee</b>	Means any person employed by (or on contract with) the College.
<b>Personal Information</b>	Means any information about an identifiable individual as defined by the Freedom of Information and Protection of Privacy Act.
<b>Student</b>	Means any person enrolled as a Student at Okanagan College.
<b>Threat Assessment</b>	Means a confidential analytical process to determine the nature of a threat and risk of violence posed by an individual, and the steps to be taken to mitigate that risk.
<b>Threat Assessment Team (TAT)</b>	Means a multidisciplinary team established to identify, assess, manage, and prevent threats to the College Community and College Property.
<b>Threats</b>	Means any statement or action, whether made in person or through any form, by an individual or group that may cause a reasonable person to believe the statement or action may result in harm to themselves or others.
<b>Threatening Behaviour</b>	Means behaviour that consists of or involves: <ol style="list-style-type: none"> <li>a) violence or threats against, or intimidation of, a person; or</li> <li>b) coercion or control of the person against whom the behaviour is directed.</li> </ol>
<b>Violent Behaviour</b>	Means the intentional use of physical or verbal force, threatened or actual, to cause or intend to cause, injury or damage to a person or asset.

#### 4. Principles

- 4.1 Violent or Threatening Behavior is strictly prohibited.
- 4.2 All members of the College Community are responsible for ensuring the College's working and learning environment are safe from acts of Violent or Threatening Behaviour.
- 4.3 The procedures for reviewing and managing the investigation of reported incidents made under this Policy are set out in the related *Procedures for Responding to Violent or Threatening Behaviour*.
- 4.4 All matters arising under this policy and the related procedures will be dealt with in a supportive, fair, unbiased and timely manner.

#### 5. Duties and Responsibilities

- 5.1 The CFO & Vice President, Corporate Services has oversight of this Policy. This includes incident consultation as required and receipt of an annual report of incidents addressed under this Policy.
- 5.2 The Manager, Security and Emergency Management is responsible for implementing, monitoring, and conducting a continuous review of emergency response procedures to reports of Violent or Threatening Behaviour.
- 5.3 The Manager, Security and Emergency Management participates in the Threat Assessment Team and will report annually to the CFO & Vice President, Corporate Services on all incidents and activities addressed under this policy.
- 5.4 The Manager, Risk and Safety Services is responsible for the administration of the College's Violence Prevention Program.
- 5.5 The Associate Vice President, People Services is responsible for conducting any further investigation that may be required where an Employee is involved.
- 5.6 The Dean, Students is responsible for conducting any further investigation that may be required where a Student is involved.
- 5.7 Primary responsibility for investigating reported incidents of Violent or Threatening Behaviour resides with the Threat Assessment Team (TAT). The Threat Assessment Team will assess and address at-risk behaviours, or threats, or Behaviours of Concern that could lead to violence or harm to College Property.

#### 6. Privacy and Confidentiality

- 6.1 Personal Information, whether oral or written, which is collected, received, or compiled from a complaint and through the course of an investigation and resolution process will be treated as confidential by the College.
- 6.2 All individuals involved in the complaint resolution and investigation process must keep confidential all information received about the complaint, except as expressly set out in this Policy, or as required by law.
- 6.3 The College and Employees shall make reasonable efforts to ensure the accuracy of the personal information that they collect and use under this Policy or its Procedures.
- 6.4 Where reasonable and necessary, the Manager, Security and Emergency Management or investigator may disclose such information to the appropriate individuals in order to:

- a) Protect health and safety;
  - b) Ensure a full and fair investigation into the complaint;
  - c) Implement corrective measures;
  - d) Obtain legal advice;
  - e) Inform law enforcement of reasonably suspected criminal activity or serious risk of bodily harm to an individual.
- 6.5 Any collection or disclosures of Personal Information under this Policy will be in accordance with privacy legislation.

## 7. Related Acts and Regulations

*BC Human Rights Code*

*Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165*

*Violence in the Workplace, section 4.27: Occupational Health and Safety Regulation*

## 8. Supporting References, Policies, Procedures and Forms

### **References:**

*Okanagan College Faculty Association Collective Agreement*

*BCGEU Collective Agreement*

*Terms and Conditions of Employment for Exempt & Excluded Employees*

### **Policies and Procedures:**

*Code of Ethical Practices Policy*

*Health and Safety Policy*

*Involuntary Withdrawal and Re-admission Policy*

*Employee Discrimination, Bullying and Harassment Policy*

*Procedure for Employee Complaints of Discrimination, Bullying and Harassment*

*Protection of Privacy Policy*

*Sexual Violence and Misconduct Policy*

*Student Non-Academic Misconduct Policy*

*Student Complaint Policy (Concerning Employee Conduct)*

*Student Well-Being Support Policy*

## History / Revisions

Date	Action
YYYY-MM-DD	Revision for approval by Board of Governors: <i>Violent and Threatening Behaviour Policy</i>
2025-06-28	Approved by Board of Governors: <i>Violent and Threatening Behaviour Policy (E.2.2)</i> <i>Supersedes OUC Harassment &amp; Discrimination Policy, March 1, 2004</i>



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025

Agenda #: 4.4.1

<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: Associate of Science Degree: Data Analytics Emphasis 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 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 following new programs:

- Associate of Science: Data Analytics Emphasis

### Reference Materials

- Proposal for New Program: Data Analytics Emphasis

### Supporting Analysis

Please see attached proposal for the new program.

## Alignment to the Strategic Plan Roadmap

The new program 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.

### Proposed and Prepared by

Jillian Garrett, Education Council Chair

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	☒	☒	Education Council	2/6/2025
	☒	☒	Neil Fassina, President	5/13/2025

**Okanagan College Education Council**  
**Proposal for New Program**  
**May 2025**

### Program Summary

<b>Name of Program:</b>	<b>Associate of Science: Data Analytics Emphasis</b>
<b>Program Outcome/Credential:</b>	Associate Degree
<b>Program Length:</b>	60 credits (20 courses)
<b>Education Council Approval Date:</b>	2/6/2025
<b>PSIPS review:</b>	Concluded April 25, 2025

### Program Outline

<b>Program description:</b>	<p>The Associate of Science Degree currently offers Emphasis pathways in Biology, Chemistry, Computer Science, Mathematics &amp; Statistics, and Mathematics &amp; Physics. This proposal introduces a new Emphasis in Data Analytics (DATA) to the Associate of Science Degree.</p> <p>The DATA Emphasis is designed for students seeking to build expertise in data analytics, machine learning, statistical modeling, and/or computational techniques. The DATA Emphasis incorporates foundational coursework in programming, probability, statistics, and applied data analytics, with options to study one of the advanced topics in statistics, machine learning, big data, the analytics of sports, or encryption.</p>
<b>Learners served by this program:</b>	The DATA Emphasis is designed for students interested in pursuing a Bachelor's degree in Data Science, Data Analytics, or related fields. In addition to this, students with interest in developing skills in data-driven decision-making for various sectors, or those interested in exploring interdisciplinary applications of analytics would be interested in this Emphasis.
<b>Career Outcomes and Pathways:</b>	Students completing the Associate of Science degree with a DATA Emphasis will be well-positioned to transfer into university degree programs in Data Science or Data Analytics. Provided students have some background in an applied field, such as Business, other opportunities may arise, such as transfer into degree programs in Business Analytics.
<b>Program Hours:</b>	60 credits
<b>Admission Requirements:</b>	Admission to the Associate of Science Degree
<b>Required Courses:</b>	<p><b>Associate of Science of Science Degree Course Requirements:</b>  Six 100-Level English credits. Students must complete two of the following:</p> <ul style="list-style-type: none"> <li>• ENGL100 - University Writing (3)</li> <li>• ENGL150 - Critical Writing and Reading: Poetry and Drama (3)</li> <li>• ENGL151 - Critical Writing and Reading: Short Fiction and the Novel (3)</li> </ul>

## Program Outline

- ENGL153 - Critical Writing and Reading: Narrative (3)

Six credits from the following recommended 100-Level Science courses:

Both of:

- MATH112 - Calculus I (3)
- MATH122 - Calculus II (3)

And either of these combinations:

Both of:

- CHEM111 - Principles of Chemistry I (3)
- CHEM121 - Principles of Chemistry II (3)

Or both of:

- CHEM112 - Introductory Chemistry I (3)
- CHEM121 - Principles of Chemistry II (3)

And either of these combinations:

Both of:

- PHYS111 - Calculus-Based Physics I (3)
- PHYS121 - Calculus-Based Physics II (3)

Or both of:

- PHYS112 - Introductory Physics I (3)
- PHYS122 - Introductory Physics II (3)

Six elective Arts or Science credits. The following Science elective courses are recommended:

Both:

- ASTR110 - Astronomy for the Physical Sciences I (3)
- ASTR120 - Astronomy for the Physical Sciences II (3)

Or both:

- ASTR111 - Astronomy I (3)
- ASTR121 - Astronomy II (3)

Or both:

- BIOL111 - Biology for Science Majors I (3)
- BIOL121 - Biology for Science Majors II (3)

Or both:

- COSC111 - Computer Programming I (3)
- COSC121 - Computer Programming II (3)

Or:

- COSC122 - Computer Fluency (3)

Or both:

- EESC111 - Earth Science (3)
- EESC121 - Natural History of the Earth (3)

Or both:

- GEOG111 - Introduction to Physical Geography: Climate & Vegetation (3)
- GEOG121 - Introduction to Physical Geography: Water & Landscapes (3)

### **Data Analytics Emphasis Course Requirements:**

Complete all of the following

- COSC111 - Computer Programming I (3)
- DSCI228 - Introduction to Applied Data Analytics (3)
- MATH122 - Calculus II (3)

## Program Outline

- MATH221 - Linear Algebra I (3)
- STAT203 - Introduction to Probability (3)
- STAT205 - Introduction to Mathematical Statistics (3)

In place of STAT 203 and STAT 205, a student may complete STAT 230. Students planning to transfer after second year, should consult the calendar of the university they plan to transfer to for second-year course requirements.

Completed at least 1 of the following:

- DSCI235 - Sports Analytics (3)
- DSCI325 - Encryption Algorithms for Data Protection (3)
- DSCI420 - Mathematics for Machine Learning (3)
- DSCI400 - Machine Learning I (3)
- DSCI401 - Machine Learning II (3)
- STAT310 - Regression Analysis (3)
- STAT311 - Modern Statistical Methods (3)
- STAT443 - Time Series Analysis and Forecasting (3)
- DSCI300 - Data Wrangling and Visualization (3)
- DSCI310 - Mathematics Computation (3)
- COSC222 - Computer Data Structures (3)

### Graduation Requirements:

The Associate of Science Degree is granted upon the successful completion of the following courses:

- Two of the following:  
ENGL 100, ENGL 150, ENGL 151, or ENGL 153.
- MATH 112 and at least one other three-credit course in Mathematics. MATH 120 (Pre-Calculus) can be used for the second mathematics course, however, the student should be aware that some institutions will not accept this course for credit toward a science degree.
- At least 12 credits (4 courses) from:
  - BIOL 111 or BIOL 121
  - CHEM 111 or CHEM 112
  - CHEM 121
  - PHYS 111 or PHYS 112
- PHYS 121 or PHYS 122
- At least 24 other credits in Science, which shall include a minimum of six courses (18 credits) in Science at the second-year level taken in two or more subject areas.
- At least two three-credit courses in Arts other than English.
- At least two three-credit courses in Arts, Science or other areas.

A total of 60 credits (at least 20 courses) of first- and second-year courses with a minimum average of 60% calculated from all courses counting towards the Associate of Science degree.

## Program Outline

**Other comments:**

The DATA Emphasis was posted on the Post-Secondary Institution Proposal System (PSIPS) for 30 days for a peer review process and no comments were received from other institutions.

The DATA Emphasis is an additional Emphasis to the Associate of Science Degree. The tuition fees are consistent with other Associate of Science Degree Emphases.



## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025

Agenda #: 4.4.2

<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 the revisions for the following programs as recommended by Education Council and as presented:</i></b> <ul style="list-style-type: none"> <li>• <b><i>Building Employment Skills and Training Certificate</i></b></li> <li>• <b><i>Legal Administrative Assistant Certificate – Litigation</i></b></li> <li>• <b><i>Legal Administrative Assistant Certificate – Corporate / Conveyancing.</i></b></li> </ul>		
<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 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 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 programs:

- Building Employment Skills and Training
- Legal Administrative Assistant Certificate – Litigation
- Legal Administrative Assistant Certificate – Corporate / Conveyancing

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;
- (i) policies on faculty member qualifications; and
- (n) criteria for awarding certificates, diplomas and degrees”

### Reference Materials

Proposals for Program Revisions:

- Building Employment Skills and Training Certificate
- Legal Administrative Assistant Certificates

## Supporting Analysis

See attached proposals 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

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	3/6/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	4/3/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	5/13/2025

**Okanagan College Education Council**  
**Proposal for Program Revision**  
**May 2025**

### Program Revision Summary

<b>Name of Program:</b>	<b>Building Employment Skills and Training</b>
<b>Program Outcome/Credential:</b>	Certificate
<b>Program Length:</b>	80
<b>Proposed Revision Effective:</b>	Fall 2025
<b>Education Council Approval Date:</b>	03/06/2025

### Proposed Revised Program Outline

<b>Program description:</b>	This advanced Adult Special Education certificate helps students achieve their educational, vocational, and personal development goals. The program focuses on developing student success and work readiness skills, including employment awareness and appropriate workplace attitudes, values, and behaviors. Additionally, it enhances personal development through courses in communication, assertiveness, stress management, and conflict resolution. Students also gain employment exploration and community work experience.
<b>Program revision process:</b>	Accessible Education and Training (AET) is transitioning to a 3-semester system to better align with other college programs. This change will enhance the integration of AET students and faculty within the larger college community, thereby augmenting their sense of inclusivity and enriching their academic experience. The new system eliminates confusion of overlapping semesters, with courses now standardized at 80 hours per semester. The course <i>BEST 105 Work Experience</i> was developed and included in the program provide more structure to the work placement portion of the certificate. Additionally, program learning outcomes have been added for clearer student expectations.
<b>Career Outcomes and Pathways:</b>	The program equips students with essential skills for various career pathways. Graduates will be prepared for entry-level positions. The program's focus on employment awareness and workplace readiness ensures that students develop appropriate attitudes, values, and behaviors for the job market.

<b>Proposed Revisions:</b>	<b>Current</b>	<b>Proposed</b>
<input checked="" type="checkbox"/> <b>Hours:</b>	<b>74-110</b>	<b>80</b>
<input checked="" type="checkbox"/> <b>Program Outcomes:</b>	<i>None</i>	<p><b>Program Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate the soft skills needed to be a successful employee</li> <li>2. Students will understand their strengths, challenges and learning styles</li> </ol>

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> <b>Program Outline:</b>	<p><b>Semester 1</b></p> <ul style="list-style-type: none"> <li>• BEST101 - Communication and Personal Awareness</li> <li>• BEST102 - Workplace Skills</li> </ul> <p><b>Semester 2</b></p> <ul style="list-style-type: none"> <li>• BEST103 - Employment and Interpersonal Skills</li> <li>• BEST104 - Job Search and Customer Service Skills</li> </ul> <p><b>Semester 3</b></p> <p>Within the above courses there are learning outcomes that students are also required to participate in, for example tours of workplaces, mock interviews, job shadows and job placements throughout the year. These activities will take place out of classroom time arranged by the ASE liaison. Each student's experience in these activities will be unique and tailored to their individual career interests. Students are required to participate in at least 2 tours, 2 mock interviews, 2 job shadows of at least 3 hours each, and 1 job placement of at least 3 weeks of at least 4 hour shifts 3 times a week.</p>	<p>3. Explore different businesses and job opportunities in their community through tours, job shadows and work experiences.</p> <p><b>Semester 1</b></p> <ul style="list-style-type: none"> <li>• BEST101 - Communication and Personal Awareness</li> <li>• BEST102 - Workplace Skills</li> </ul> <p><b>Semester 2</b></p> <ul style="list-style-type: none"> <li>• BEST103 - Employment and Interpersonal Skills</li> <li>• BEST104 - Job Search and Customer Service Skills</li> </ul> <p><b>Semester 3</b></p> <ul style="list-style-type: none"> <li>• BEST105 - Work Experience</li> </ul>

**Okanagan College Education Council**  
**Proposal for Program Revision**  
**May 2025**

### Program Revision Summary

<b>Name of Programs:</b>	<b>Legal Administrative Assistant Certificate – Corporate/Conveyancing</b> <b>Legal Administrative Assistant Certificate – Litigation</b>
<b>Program Outcome/Credential:</b>	Certificate
<b>Program Length:</b>	One year
<b>Proposed Revision Effective:</b>	Fall 2025
<b>Education Council Approval Date:</b>	04/03/2025

### Proposed Revised Programs Outline

<b>Program descriptions:</b>	<p>There are two distinct programs for the Legal Administrative Assistant Certificate within the Office Administration department:</p> <ol style="list-style-type: none"> <li>1) Litigation, and</li> <li>2) Corporate/Conveyancing</li> </ol> <p>Students may choose to specialize in either Litigation or Corporate/Conveyancing, or they can complete both certificate programs to enhance their employment prospects and career advancement opportunities. These programs are independent and can be completed in any order. In addition to acquiring specialized knowledge in two key areas of law, students will gain expertise in legal office procedures.</p>
<b>Program revision process:</b>	<p>Changes in provincial legislation regarding personal injury lawsuits prompted the removal of the two 60-hour courses <i>LAA 120 Personal Injury</i> and <i>LSEC 120 Personal Injury</i> in the Legal Administrative Assistant Litigation Certificate. These courses will be replaced by courses in Employment Law: LAA115 - Employment Law and LSEC115 - Employment Law. The new courses were added per recommendations from industry and a Legal Firm focus group.</p> <p>There are no changes proposed to the program outline or courses for the Legal Administrative Assistant Corporate/Conveyancing Certificate program.</p> <p>The minimum qualifications required to teach both Legal Administrative Assistant Certificate programs were updated for clarity.</p>
<b>Career Outcomes and Pathways:</b>	<p>Both Litigation and Corporate/Conveyancing Certificates prepare students for employment as legal administrative assistants; however, students who complete both certificate programs will maximize employment and career advancement opportunities. Students will acquire the legal office work ethic and professionalism expected of legal administrative assistants.</p>

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> <b>Program Outline:</b>	<b>Legal Administrative Assistant - Corporate/Conveyancing</b> <ul style="list-style-type: none"> <li>• No changes</li> </ul>	<b>Legal Administrative Assistant - Corporate/Conveyancing</b> <ul style="list-style-type: none"> <li>• No changes</li> </ul>
<input checked="" type="checkbox"/> <b>Program Outline:</b>	<b>Legal Administrative Assistant - Litigation</b> <p>The Legal Administrative Assistant Litigation Certificate program consists of five academic courses including litigation legal office procedures, introductory and advanced litigation, family law, and personal injury. The program also includes a two-week practicum in a litigation law office. Graduates of this program will receive the Legal Administrative Assistant - Litigation Certificate.</p> <p>Students will complete either:</p> <ul style="list-style-type: none"> <li>• LSEC 116 - Litigation Legal Office Procedures</li> </ul> <p>Or both:</p> <ul style="list-style-type: none"> <li>• LAA 116 - Legal Office Procedures</li> <li>• LAA 145 - Introduction to the Canadian Legal System</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 117 - Introduction to Litigation</li> <li>• LAA 100 - Litigation Procedures I</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 101 - Advanced Litigation</li> <li>• LAA 140 - Conveyancing Procedures I</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 112 - Family Law</li> <li>• LAA 112 - Family Litigation Procedures</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 120 - Personal Injury</li> <li>• LAA 120 - Personal Injury</li> </ul> <p>And students will complete:</p> <ul style="list-style-type: none"> <li>• LSEC 130 - Litigation Law Office Practicum</li> </ul>	<b>Legal Administrative Assistant - Litigation</b> <p>The Legal Administrative Assistant Litigation Certificate program consists of five academic courses including litigation legal office procedures, introductory and advanced litigation, family law, and personal injury. The program also includes a two-week practicum in a litigation law office. Graduates of this program will receive the Legal Administrative Assistant - Litigation Certificate.</p> <p>Students will complete either:</p> <ul style="list-style-type: none"> <li>• LSEC 116 - Litigation Legal Office Procedures</li> </ul> <p>Or both:</p> <ul style="list-style-type: none"> <li>• LAA 116 - Legal Office Procedures</li> <li>• LAA 145 - Introduction to the Canadian Legal System</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 117 - Introduction to Litigation</li> <li>• LAA 100 - Litigation Procedures I</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 101 - Advanced Litigation</li> <li>• LAA 140 - Conveyancing Procedures I</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• LSEC 112 - Family Law</li> <li>• LAA 112 - Family Litigation Procedures</li> </ul> <p>Students will complete one of:</p> <ul style="list-style-type: none"> <li>• <b>LAA 115 - Employment Law</b></li> <li>• <b>LSEC 115 - Employment Law</b></li> <li>• <del>LSEC 120 - Personal Injury</del></li> <li>• <del>LAA 120 - Personal Injury</del></li> </ul> <p>And students will complete:</p> <ul style="list-style-type: none"> <li>• LSEC 130 - Litigation Law Office Practicum</li> </ul>

<b>Proposed Revisions:</b>	<b>Current</b>	<b>Proposed</b>
<input checked="" type="checkbox"/> <b>Faculty/Instructor Qualifications:</b>  <i>All Legal Administrative Assistant Certificate programs</i>	Provincial Instructor's Diploma, legal administration education plus at least 5 years of legal administration experience.	Provincial Instructor's Diploma, legal administration education plus at least 5 years of legal administration experience <b>as a legal assistant or paralegal.</b>



# BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025

Agenda #: 5.1

<b>Title</b>	Block Transfer Agreement with Vancouver Community College		
<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 Memorandum of Understanding between Okanagan College and Vancouver Community College for block transfer to the Okanagan College Bachelor of Business Administration (BBA) third Year.”</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

Okanagan College and Vancouver Community College (VCC) have collaborated on a Memorandum of Understanding intended to attract graduates of VCC’s Marketing Technology and Accounting Diploma programs to Okanagan College Bachelor of Business Administration Degree programs through block transfer admission.

The proposed agreement between Okanagan College and VCC allows students who have completed a Marketing Technology Diploma or Accounting Diploma program to transfer into the third year of the Bachelor of Business Administration Degree program. VCC students who are successful in meeting the graduation requirements of VCC’s Marketing Technology or Accounting Diploma programs are eligible to transfer directly into the third-year of an Okanagan College’s Bachelor of Business Administration Degree program.

Under [s25\(a\)\(i\)](#) of the College and Institute Act, agreements that include the transfer of courses or programs from another institution must receive joint approval by the Board of Governors and Education Council. Education Council has reviewed the proposed agreement on May 1, 2025 and is satisfied that all educational requirements for admission and the awarding of a credential through this student pathway are met.

## Reference Materials

- Okanagan College and Vancouver Community College Memorandum of Understanding

## Supporting Analysis

VCC students who gain admission to OC under this agreement will have the opportunity to continue their education through the Okanagan College BBA Degree programs. This introduces a new source of transfer students which supports sustainable enrolment targets and contributes to the growth of Okanagan College's Bachelor of Business and Administration degree.

VCC supports this partnership and pathways for students as they do not offer a Bachelor of Business Administration Degree program. Additionally, VCC has similar class sizes and structure to Okanagan College making the transfer agreement more attractive for students who wish to continue in a similar environment versus a larger post-secondary institution in the Vancouver area. There is no cost to implement the block transfer agreement, and the agreement is anticipated to increase enrolment in third and fourth year business courses potentially resulting in more course choices for students.

The VCC Marketing Diploma and Accounting Diploma were reviewed against OC BBA admission and graduation requirements as follows:

- Courses included in the block transfer were reviewed by the appropriate faculty subject matter experts for course equivalency and appropriateness for Okanagan College's Bachelor of Business Administration Degree program.
- Prerequisites to third and fourth year BBA courses were reviewed and VCC students will need to complete certain courses before enrolling in some Bachelor of Business Administration Degree program courses.
- Residency and graduation requirements for students entering through a VCC block transfer are consistent with the BBA program.

## Alignment to the Strategic Plan Roadmap

**Students first.** Creating meaningful life-long educational opportunities of the highest quality for alumni, current, and future students is at the heart of everything we do. The block transfer represents and opportunity for VCC students to pursue further quality education opportunities at OC.

**Community Partnerships/Relationships:** This agreement represents a mutual exchange of knowledge, respect, and support between VCC and OC, and for prospective students.

## Risk Implication & Mitigation Steps

**Operational/Reputational:** There are operational or reputational risks due to students not being prepared for entry into Okanagan College's Bachelor of Business Administration Degree program. These risks are mitigated through a regular review of the program and admission requirements and ensuring effective onboarding of students into their third year.

### Proposed and Prepared by

Dr. Samantha Lenci, Provost & Vice President Academic

### Consultation History

Reviewed	Recommended	Group/Individual, Title	Date
☒	☒	Dean's Office, OC School of Business	4/9/2025

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Samantha Lenci, Provost and Vice President Academic	4/9/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	5/1/2025
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	5/13/2025



**MEMORANDUM OF UNDERSTANDING  
OKANAGAN SCHOOL OF BUSINESS**

**THIS AGREEMENT** is made as of April 1, 2025

**MEMORANDUM OF UNDERSTANDING between Okanagan College and Vancouver Community College regarding block transfer credit.**

This Memorandum of Understanding constitutes an agreement between Okanagan College and the Vancouver Community College. The participating units at the respective institutions are the Okanagan School of Business at Okanagan College and the School of Hospitality, Food Studies & Business at the Vancouver Community College.

**Agreement Objective**

Okanagan College (OC) agrees to facilitate the block transfer of credits for students with appropriate prerequisite qualifications from Vancouver Community College (VCC) into the 120-credit (40 courses) Bachelor of Business Administration (BBA) degree program at OC.

By this agreement, applicants from VCC who meet the requirements outlined below will be eligible for admission to OC with a block transfer into the 3<sup>rd</sup> year of the BBA degree program.

**Requirements**

Successful completion of one of the following two-year VCC diplomas:

- Marketing Technology Diploma
- Accounting Diploma

**Vancouver Community College agrees to:**

- make information about this agreement and the OC BBA degree option available to students.
- provide the opportunity for representatives of OC to visit appropriate forums at VCC to disseminate information about the OC BBA degree program.
- provide OC with updated information about the VCC diploma programs when changes occur.
- notify OC, with as much lead time as possible, about any changes to the VCC diploma program requirements that are anticipated or approved.

**Okanagan College agrees:**

- that applicants from VCC who meet the requirements outlined above will be eligible for admission to OC with block transfer credit into the 3<sup>rd</sup> year of the BBA degree program.
- to grant all applicants from VCC who meet the requirements outlined above transfer credits into the OC BBA as set out in Appendices A and B to this agreement.
- whenever possible, count any undefined transfer credits towards the BBA degree program requirements to avoid students from having to unnecessarily take courses to qualify for graduation.
- to provide VCC with updated information about the OC BBA degree program when changes occur.

- to notify VCC, with as much lead time as possible, about any changes to the BBA degree program that are anticipated or approved.

### Other Aspects of this Agreement

This block transfer agreement will be promoted by both OC and VCC and communicated to current and prospective students of both institutions, and to business and industry partners. Promotion will include, but not be limited to, publication in each institution's promotional and communication materials, use of logos, and direct linkages between institutional websites. Consent will be obtained before using the other party's logo or trademarks.

While transfer students from VCC will be eligible for both the OC academic exchange programs and the dual degrees offered by OC and their partners throughout the world, transfer students will not be eligible to take part in those programs until they have completed 9 credits at OC. This restriction can be waived by the Dean of the School of Business at OC on an individual basis.

### Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective business programs.

### Terms of the Agreement

This agreement shall be in place for an initial period of three years commencing April 1, 2025. At the end of this time, the agreement may be extended for an additional period subject to review and approval by OC and/or VCC. Either party may terminate this Memorandum of Understanding upon 90 days advance notice in writing.

OC in its sole discretion retains the right to limit the number of students admitted under this agreement.

**IN WITNESS WHEREOF**, this Agreement is executed by the Parties on the date first above written.

**OKANAGAN COLLEGE**, by its duly authorized signatories:

  
Christine Sjolander (Apr 9, 2025 15:35 PDT)

Dr. Christine Sjolander  
Associate Dean  
Okanagan School of Business

  
Samantha Lenci (Apr 9, 2025 18:48 PDT)

Dr. Samantha Lenci  
Provost and Vice President Academic  
Okanagan College

**VANCOUVER COMMUNITY COLLEGE**, by its duly authorized signatory:



David Wells  
Vice President of Academic and Research  
Vancouver Community College

**Appendix B: Bachelor of Business Administration (BBA-CPA) Personal Degree Plan (PDP)**

Graduation Requirement Checklist for Students Entering Business Administration after June 1, 2023

Name: \_\_VCC\_Accounting Diploma\_\_ Student # \_\_\_\_\_ Contact: \_\_\_\_\_

Required Courses				Notes
		<b>Credits</b>		
BUAD 111	Financial Accounting I	3	TC	1 ACCT 1035_____
BUAD 116	Marketing	3		2 _____
BUAD 123	Management Principles	3	CR	3 Course learning outcomes met with completed diploma
BUAD 128	Computer Applications I	3	TC	4 MGMT 1021_____
BUAD 195	Financial Management	3	TC	5 MGMT 2014_____
MGMT	Business Law	3	TC	6 MGMT 2017_____
BUAD 262	Organizational Behaviour	3		7 _____
BUAD 264	Management Accounting	3	TC	8 ACCT 2035_____
BUAD 269	Human Resources Management	3		9 _____
BUAD 272	Business Simulation or	3		10 _____
BUAD 293	Entrepreneurship (a)	3		11 _____
BUAD 315	Management Science	3		12 _____
BUAD 340	Strategic Management I	3		13 _____
BUAD 425	Business & Canadian Government Policy	3		14 _____
ECON 115	Principles of Microeconomics	3		15 _____
ECON 125	Principles of Macroeconomics	3		16 Course learning outcomes met with completed diploma_____
CMNS 112	Professional Writing I	3	CR	17 _____
CMNS 122	Professional Writing II	3		18 Course learning outcomes met with completed diploma_____
MATH 114	Business Mathematics	3	CR	19 _____
PHIL 350	Business Ethics	3		20 MATH 1111_____
STAT 124	Business Statistics (or STAT 121)	3	TC	
<b>Total Required Credits</b>		<b>60</b>	27	

Elective Courses				
Course #	Course Name			
ECON 1XX	MGMT 1002 Intro to Economics	3	CR	21 <u>Non-Business Elective, CMNS/ENGL recommended</u>
		3		22 <u>Non-Business Elective</u>
		3		23 <u>Non-Business Elective</u>
BUAD 121	ACCT 1045	3	TC	24 <u>Non-Business or Business Elective</u>
		3		25 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3		26 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3		27 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3		28 <u>Non-Business or Business Elective – 300 or 400 level</u>
BUAD 208	ACCT 2002	3	TC	29 <u>Business Elective</u>
BUAD 263	ACCT 2045	3	TC	30 <u>Business Elective</u>
BUAD 273	ACCT 2055	3	TC	31 <u>Business Elective</u>
BUAD 226	ACCT 2030	3	TC	32 <u>Business Elective</u>
BUAD 283	MGMT 2006	3	TC	33 <u>Business Elective</u>
BUAD 352	ACCT 2004	3	TC	34 <u>Business Elective – 300 or 400 level</u>
		3		35 <u>Business Elective – 300 or 400 level</u>
		3		36 <u>Business Elective – 300 or 400 level</u>
		3		37 <u>Business Elective – 300 or 400 level</u>
BUAD 3XX	ACCT 2040	3	CR	38 <u>Business Elective – 300 or 400 level</u>
BUAD 3XX	ACCT 2050	3	CR	39 <u>Business Elective – 300 or 400 level</u>
BUAD 3XX	ACCT 2060	3	CR	40 <u>Business Elective – 300 or 400 level</u>
<b>Total Elective Credits</b>		<b>60</b>	33	

<b>Total Credits for BBA</b>	<b>120</b>

## Appendix A: Bachelor of Business Administration (BBA-GEN) Personal Degree Plan (PDP)

Graduation Requirement Checklist for Students Entering Business Administration after March 1, 2021

**Name:** VCC Marketing Diploma \_\_\_\_\_ **Student #** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Required Courses	Notes
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		Credits		
BUAD 111	Financial Accounting I	3		1 _____
BUAD 116	Marketing	3	TC	2 MGMT 1006 _____
BUAD 123	Management Principles	3	TC	3 MGMT 1003 _____
BUAD 128	Computer Applications I	3	TC	4 MGMT 1021 _____
BUAD 195	Financial Management	3		5 _____
BUAD 209	Business Law	3		6 _____
BUAD 262	Organizational Behaviour	3		7 _____
BUAD 264	Management Accounting	3		8 _____
BUAD 269	Human Resources Management	3		9 _____
BUAD 272	Business Simulation or	3	TC	10 MKTG 2099 _____
BUAD 293	Entrepreneurship (a)	3		
BUAD 315	Management Science	3		11 _____
BUAD 340	Strategic Management I	3		12 _____
BUAD 425	Business & Canadian Government Policy	3		13 _____
ECON 115	Principles of Microeconomics	3		14 _____
ECON 125	Principles of Macroeconomics	3		15 _____
CMNS 112	Professional Writing I	3	CR	16 Course learning outcomes met with completed diploma _____
CMNS 122	Professional Writing II	3		17 _____
MATH 114	Business Mathematics	3	CR	18 Course learning outcomes met with completed diploma _____
PHIL 350	Business Ethics	3	CR	19 Course learning outcomes met with completed diploma _____
STAT 124	Business Statistics (or STAT 121)	3		20 _____
<b>Total Required Credits</b>		<b>60</b>		21

Course #	Course Name			
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CMNS 2XX	MKTG 2009	3	CR	21 <u>Non-Business Elective, CMNS/ENGL recommended</u> _____
		3		22 <u>Non-Business Elective</u> _____
		3		23 <u>Non-Business Elective</u> _____
BUAD 176	MKTG 2004	3	TC	24 <u>Non-Business or Business Elective</u> _____
BUAD 3XX	MKTG 1024	3	CR	25 <u>Non-Business or Business Elective – 300 or 400 level</u> _____
		3		26 <u>Non-Business or Business Elective – 300 or 400 level</u> _____
		3		27 <u>Non-Business or Business Elective – 300 or 400 level</u> _____
		3		28 <u>Non-Business or Business Elective – 300 or 400 level</u> _____
BUAD 283	MKTG 1011	3	TC	29 <u>Business Elective</u> _____
BUAD 200	MKTG 1034	3	TC	30 <u>Business Elective</u> _____
BUAD 231	MKTG 2068	3	TC	31 <u>Business Elective</u> _____
BUAD 200	MKTG 2078	3	TC	32 <u>Business Elective</u> _____
BUAD 210		3		33 <u>Business Elective</u> _____
BUAD 335	BMKT 2008	3	TC	34 <u>Business Elective – 300 or 400 level</u> _____
BUAD 344	BMKT 2077	3	TC	35 <u>Business Elective – 300 or 400 level</u> _____
BUAD 470	MKTG 2031	3	TC	36 <u>Business Elective – 300 or 400 level</u> _____
BUAD 3XX	MKTG 2005	3	CR	37 <u>Business Elective – 300 or 400 level</u> _____
BUAD 3XX	MKTG 2069	3	CR	38 <u>Business Elective – 300 or 400 level</u> _____
BUAD 3XX	MKTG 2006	3	CR	39 <u>Business Elective – 300 or 400 level</u> _____
		3		40 <u>Business Elective – 300 or 400 level</u> _____
<b>Total Elective Credits</b>		<b>60</b>		39

<b>Total Credits for BBA</b>	<b>120</b>
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## BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2025

Agenda #: 5.2

<b>Title</b>	Tuition Rates for Aircraft Maintenance Engineer 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 tuition rates established for the Aircraft Maintenance Engineer Category “M” program as presented.”</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 type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input checked="" type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input checked="" type="checkbox"/> Integration and focus

### Background Statement

The Aircraft Maintenance Engineer (AMEM) Category “M” program was approved by the Board on December 10, 2024. As a reminder, this program contributes to the Basic Training for Aircraft Maintenance Engineer - Mechanical students to receive their ‘AME-M’ license through Transport Canada.

At the time the program was approved, estimated tuition rates had not yet been calculated. The supporting analysis sets out the proposed fee structure for the new AMEM program.

### Reference Materials

- [BC Tuition Limit Policy](#)

### Supporting Analysis

The 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 policy sets out that Boards may establish tuition rates during the first year of a new program. The initial rates may increase under the province’s tuition policy thereafter which has historically been an increase of 2%.

Based on the estimated costs to run the program, approval is requested to set the AMEM tuition at \$12,892 for the full 74-week program.

## Alignment to the Strategic Plan Roadmap

Setting the appropriate program fees is aligned with the principles of *Financial Sustainability* and ensuring that the College has *Sustainable and Agile Programs and Credentials*.

## Risk Implication & Mitigation Steps

**Financial. Operational.** Operational, financial, and reputational risks are mitigated by setting tuition and mandatory fees appropriate to cover the costs of operating the program and providing services to students.

### Proposed and Prepared by

Samantha Lenci, Provost and Vice President Academic

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	5/13/2025
	<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.