



Okanagan College Board of Governors Regular Open Session

Tuesday, March 11, 2025

Room PE C02, Penticton Campus

Approved May 21, 2025

IN ATTENDANCE

Board Members

- Andrea Alexander, Vice Chair (Acting Chair)
- Neil Fassina, President and Ex-officio
- Emmarith Balili
- 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.

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

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 year's amount is higher than last year due to the number and scale of the campaigns underway including the Recreation and Wellness Centre and Centre for 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.

ACTION

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

ACTION

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

ACTION

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

ACTION

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

ACTION

- ***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