



# Okanagan College Board of Governors

## Open Session Meeting Agenda

September 23, 2025 at 9:30am  
 Room SA130, Salmon Arm 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
9:30am	<p><b>1. CALL TO ORDER</b></p> <p>1.1. Inspire Moment</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>	
9:35am	<p><b>3. APPROVAL OF AGENDA</b></p> <p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the September 23, 2025 Open Session meeting agenda and thereby approves the consent agenda.”</i></b></p> <p>3.1. Consent Agenda</p> <p>3.1.1 Open Session Minutes – June 17, 2025</p> <p>3.1.2 Employee Discrimination, Bullying and Harassment Policy Review</p> <p>3.1.3 Capital Campaign Report</p> <p>3.1.4 Climate Change Accountability Report</p> <p>3.1.5 Education Council Chair Report</p> <p>3.1.6 Institutional Accountability Plan Report 2023/24</p> <p><u>Recommended motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Institutional Accountability Plan and Report 2023/24.”</i></b></p>	<p>1-3</p> <p>4-9</p> <p>10-11</p> <p>12-25</p> <p>26-35</p> <p>36-37</p> <p>38-39</p>

**Okanagan College Board of Governors**  
**Open Session Meeting Agenda**  
September 23, 2025

<b>Timing</b>		<b>Pages</b>
	3.1.7 Board Meeting Schedule <u>Recommended motion:</u> <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026 &amp; 2027 Board Meeting Schedules as recommended by the Executive Committee."</i></b>	40-43
	3.1.8 Board Annual Workplan <u>Recommended motion:</u> <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026 Board Workplan as recommended by the Executive Committee."</i></b>	44-49
9:45am	<b>4. REPORTS</b>	
	4.1. Chair Report (D. Safinuk)	
	4.2. Finance, Audit and Risk Review Committee Report (D. Safinuk)	
9:55am	4.3. Governance Committee Report (D. Safinuk)	
	4.3.1 Naming Policy (H. Jackman) <u>Recommended Motion:</u> <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Naming Policy as recommended by the Governance Committee."</i></b>	50-58
10:10am	4.3.2 Board Appeals Policy (N. Fassina) <u>Recommended Motion:</u> <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Board Appeals Policy as recommended by the Governance Committee."</i></b>	59-70
10:20am	4.4. President's Report and Analysis (N. Fassina)	71-77
	4.4.1 First Quarter Financial Statement	78-79
10:35am	4.5. Education Council	
	4.5.1 Program Revisions (J. Garrett) <u>Recommended Motion:</u> <b><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Commercial Aviation Diploma as recommended by Education Council and as presented."</i></b>	80-91

**Okanagan College Board of Governors**  
**Open Session Meeting Agenda**  
 September 23, 2025

<i>Timing</i>		<i>Pages</i>
	<b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Commercial Helicopter Pilot Certificate as recommended by Education Council and as presented.”</i></b>	
10:45am	<b>5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA</b>	
10:50am	<b>6. ADJOURNMENT</b>	

**NEXT MEETING DATES**

<p><b>Tuesday, October 21 &amp; Wednesday, October 22, 2025</b>  <i>Kelowna campus</i></p>	<p>Professional Development</p>
<p><b>Tuesday, December 2, 2025</b>  <i>virtual</i></p>	<p>Finance, Audit and Risk Committee                      Campus Planning                      Governance Committee                      Human Resource and Compensation                      Executive Committee</p>
<p><b>Tuesday, December 9, 2025</b>  <i>Kelowna campus</i></p>	<p>Regular Open Session                      Regular Closed Session</p>



## Okanagan College Board of Governors Regular Open Session

**Tuesday, June 17, 2025**

Meeting held via Zoom

*Draft Minutes for Approval September 23, 2025*

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### IN ATTENDANCE

#### Board Members

- Dale Safinuk, Board Chair
- Andrea Alexander, Vice Chair
- Neil Fassina, President & ex-officio
- Cindy Battersby
- Dustyn Baulkham
- Gurjit Chand
- JoAnn Fowler
- Kevin Fukushima
- Jillian Garrett
- Sheri Hamilton
- Roger Wheeler
- Carollynn Schafer
- Amanda Louie
- Allan Louis

#### Regrets

- Emmarith Balili
- Ben Harris

#### Administration

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

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#### ACTION

### 1. CALL TO ORDER

Quorum was established and the meeting was called to order at 9:32a.m.  
*It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.*

The Chair welcomed members and guests to the meeting and offered regrets from B. Harris and E. Balili. Members provided introductions.

#### 1.1. Inspire Moment

The President gave an Inspire Moment.

## ACTION

Three new Board Members took their oath of office:  
*Carollynn Schafer, Allan Louis, Amanda Louie*

## 2. DECLARATION OF CONFLICT

No conflicts were declared.

## 3. APPROVAL OF AGENDA

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the June 17, 2025 Open Session meeting agenda and thereby approves the consent agenda.”***

C. Battersby  
 CARRIED

### 3.1. Consent Agenda

3.1.1. Open Session Minutes - May 21, 2025

3.1.2. Mandate Letter

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the 2025 Mandate Letter.”***

## 4. REPORTS

### 4.1. Chair Report

### 4.2. Finance Audit and Risk Report

The Chair provided a combined Chair and Committee report, noting attendance at OC Cultivates on May 28, and June convocation ceremonies. The Chair thanked members who attended ceremonies and S. Hamilton and C. Battersby for providing an address on behalf of the Board.

The Chair indicated that the Board renewed the President’s contract earlier in the Spring and thanked the President for his continued leadership.

The Chair shared that they met with two new members last week for orientation and welcomed them to the Board. The Chair also noted their attendance at the OC Foundation AGM and Board meeting on on June 12, as well as at a meeting with the President of the OC Faculty Association on the presentation included on the agenda as item #6.1.

The Finance, Audit, and Risk and Executive Committees met on June 10, and reviewed and approved the first quarter forecast, and the audited financial statements for 2024/25. The Committee also received an update from RBC PH&N on the College’s investment portfolio.

## ACTION

## 4.2.1. Okanagan College Audited Financial Statements 2024/25

The CFO and Vice President Corporate Services thanked the auditors and Financial Services team for their work during the audit. An overview of the audited financial statements and notes affecting the statements was given.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Okanagan College financial statements for fiscal year ending March 31, 2025 as recommended by the Finance, Audit and Risk Committee.*”**

S. Hamilton  
CARRIED

## 4.3. Board Bylaws

The Chair noted that the bylaws were circulated by email on May 26. The President provided an overview of the governance review conducted in May and June and highlighted changes to:

- Clarifying language around presentations and delegations
- Recording procedures for voting – abstentions will now include names and reasons in the minutes.
- Clarifying language was also added to the Resolution by Written Procedure to outline the moving and seconding member as the first and second member casting a vote.

A member asked for clarification on how members are excused from a meeting and it was noted that a member may be excused through the Chair.

Motion

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Bylaws Relating Generally to the Conduct of the Affairs of Okanagan College as recommended by the Governance Committee.”***

A. Alexander  
CARRIED

## 4.4. Education Council

## 4.4.1. New Programs

The Education Council Chair presented the new program, noting it is an introductory program with no admission requirements that is designed for community and homeowners for the installation of solar panels. A member noted the curriculum was adopted from Nova Scotia Community College (NSCC).

Motion

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Solar Photovoltaic Systems Introduction and Installation Microcredential as recommended by Education Council.”***

D. Baulkham  
CARRIED

The Education Council Chair highlighted the are entry requirements for the program noting that participants are required to be a Red Seal electrician. The intention of the program is upskilling and both Microcredentials presented today

## ACTION

qualify for the BC Future Skills Grant. It was also noted that the courses must be taken sequentially as each course is a prerequisite for the previous course.

Motion

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Solar Photovoltaic Systems for Professionals Microcredential as recommended by Education Council.”***

C. Battersby  
CARRIED

#### 4.4.2. Program Revisions

The Education Council Chair noted that the co-op placement requirement was removed to make the program more competitive. Admission requirements have been updated as for similar business programs and post-secondary standards.

Minimum qualifications to instruct within the program were also updated. A member asked these qualifications and the EdCo Chair noted the department determines the topic area that is related and normally require a Masters degree or higher.

Motion

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Tourism Management Diploma as recommended by Education Council and as presented.”***

S. Hamilton  
CARRIED

## 5. NEW BUSINESS

### 5.1. Okanagan College Capital Plan

The CFO & Vice President Corporate Services noted that the College Capital Plan project has taken place over 8-10 months and thanked Leadership and the campus communities for participating. It was noted this is a requirement of the ministry and was last completed in 2018. Many projects within the 2018 Plan were completed.

The College Capital Plan needed to be reviewed and refreshed to align with the Inspire Plan. Each year the Five-Year Capital Plan is submitted to the Ministry as well and is informed by the College Capital Plan.

The Plan includes accessibility audits at each campus, wayfinding, and maps as well as student-focused study spaces with access to technology.

Over the next several years the College could anticipate decline in capital spending, with funding allocated towards smaller projects.

The CFO and Vice President Corporate Services highlighted that the Plan is a living document that is usually refreshed every five years; however, the next review is dependent on the success of projects contained within the current Plan, and achievements within the Inspire Strategic Plan. It was clarified that, given the

## ACTION

breadth of the plan it will evolve and the Campus Planning Committee will be engaged as appropriate.

A member asked how accessibility will be achieved and it was noted the College is prioritizing projects from the accessibility audit over the next several years.

A member asked about Indigenous inclusion in the Plan. It was noted that Indigenous ways of knowing are included and that the Indigenous OC Plan will be aligned with this.

A member inquired about capital funding and it was noted that funding allocated to capital must be used for that purpose. The College Capital Plan informs OC Foundation planning as well.

A member asked if the report is shared with local Councils and it was noted this is included as part of a roadshow. The President's 2025/26 outreach goals includes scheduling visits with Chiefs and Councils and municipalities.

Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Okanagan College Capital Plan 2025 as presented."***

*D Baulkham  
CARRIED*

## 6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

### 6.1. Okanagan College Faculty Association Presentation

The Chair outlined context for the presentation.

The Okanagan College Faculty Association (OCFA) President gave a presentation, noting their appreciation for the opportunity. It was suggested that morale is low and in decline and that the card messages are a reflection of responsibilities of the Board. It was highlighted that the overall message is about more than an enrolment crisis but indicative of a loss of trust and leadership. The OCFA President noted a commitment to students and communities and noted that transparency is important to the OC Community.

A member inquired as to what transparency looks like and the OCFA President offered that faculty would like to gain an understanding of the financial situation and contribute to decisions. The Chair highlighted that faculty have an opportunity to provide input at Education Council.

The Chair noted respect for the faculty at the institution and that noted that this appreciation is shared by executive leadership at the College. It was noted that the employee survey feedback is an opportunity to build on the relationships between leadership and faculty. The Chair further offered that the President has this included that in goals for this year and noted that the Board supports this continued improvement.

The Chair expressed appreciation for the messages from the OCFA.

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It was noted that every decision of the board is student-centred, and suggested that this is a shared commitment with the OCFA. It was acknowledged that faculty are important to student success and delivering programming.

The Chair noted that the Board will continue to hold leadership accountable for ensuring the College is successful, and thanked the President, OCFA for the presentation.

**7. ADJOURNMENT**

The meeting was adjourned at 10:45a.m.

*ACTION*

CARRIED



## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 3.1.2

<b>Title</b>	Employee Discrimination, Bullying and Harassment 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 checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Respect <input type="checkbox"/> Courage <input checked="" type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

### Background Statement

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

The College must annually review the policy statement and procedures under WorkSafe BC's policy that outlines the duties of employers. This year's review has taken place, and it has been determined that the policy and procedures are working as intended.

### Reference Materials

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

### Supporting Analysis

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

### Alignment to the Strategic Plan Roadmap

**Effective and Efficient.** The policy and procedures are reviewed annually based on their applications over the past year.

### Risk Implication & Mitigation Steps

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

**Proposed and Prepared by**

Gillian Henderson, Associate Vice President People Services

<b>Consultation History</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual, Title</b>	<b>Date</b>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	09/08/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Human Resource & Compensation Committee	09/16/2025
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		



## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 3.1.3

<b>Title</b>	Okanagan College Foundation: Capital Campaign 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 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

Okanagan College Foundation engages community and inspires donors to contribute to the College's capital projects (as well as programs, strategic initiatives and student awards). Provincial government typically provides 75-90% of the funding for new capital projects, with community fundraising providing the balance. Community support is vital to ensuring students have access to world-class learning facilities which reflect the quality of the College's education and help prepare students for the world of work.

Capital campaigns are multi-million-dollar, multi-year projects, focused around four key phases:

1. R&D and Planning: research and analysis of prospects, development of campaign strategy.
2. Quiet Phase: cultivation of major gifts prior to public launch, this is important to create the momentum required to reach the goal.
3. Public Phase: higher profile in market, to inspire gifts and achieve the campaign goal.
4. Closed: campaign goal is celebrated, ongoing stewardship of donors to ensure pledges are fulfilled, and encourage future gifts.

OC Foundation has three capital campaigns at various stages of implementation:

Campaign	Capital community Campaign Goal	Status
Sunflower Campaign: Vernon campus childcare centre	\$1.15M	Goal met, closing event Oct 2024 \$1.15M secured
Thrive Here: Kelowna Campus Recreation and Wellness Centre	\$14M	Public phase launched Oct 2023 \$650,000 to community goal.
Food Wine Tourism Centre Kelowna Campus	\$6.5M Capital goal	Quiet phase Expectancies: \$1M NOTE: comprehensive campaign goal for phase 1 \$11M and includes program and student support alongside the capital goal.

Both the OC Foundation Board and the Board of Governors have important roles to play in the success of these campaigns. The OC Foundation Board provides governance oversight of campaign strategy and implementation, and members of both Boards can have considerable impact as campaign champions and play an important role in making introductions and referrals to relevant prospects.

### Reference Materials

- Okanagan College Foundation 2024-5 Capital Campaign report

### Supporting Analysis

Looking ahead to 2026-7, and as part of the Foundation’s strategic plan, we anticipate developing an Institutional Campaign supporting the College’s Inspire Plan, Capital Master Plan, Accessibility and Inclusion Strategy and student needs. The campaign will include support for capital projects, program development, applied research, and student supports. It will focus on opportunities in a number of priority sectors across our region, these are currently being determined.

### Alignment to the Strategic Plan Roadmap

**Community.** By developing reciprocal relationships with community, the Foundation advances and supports the Inspire Plan and helps community donors fulfill their philanthropic goals.

**Effective and Efficient.** The Foundation’s revenues support the priorities of the College set out in the Inspire Plan and the Capital Master Plan.

**Inclusive and equitable access.** The Foundation’s revenues also directly support student success and equitable access by providing financial awards, scholarships, and bursaries.

### Risk Implication & Mitigation Steps

**Financial.** If the Foundation fails to effectively steward existing donors and cultivate new relationships which inspire the community to give, there is a risk that campaign goals will not be achieved. Mitigation strategies focus on Advancement Team capacity, expertise and systems improvement, feasibility studies, community awareness campaigns.

**Reputational and Financial.** If the culture of philanthropy is not enhanced within the College, opportunities to maximise philanthropic revenues will be reduced. Mitigation strategies seek to leverage OC leadership as subject matter experts and supporting the ambassadorial role of the OC Leadership, OC Board of Governors as well as the OCF Board.

### Proposed and Prepared by

Helen Jackman, Director of Advancement and Executive Director, Okanagan College Foundation

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/15/2025
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

# Capital Campaign Report 2024-25

Okanagan College Foundation

Report to the Okanagan College Board of Governors

September 2025

# Capital Campaign Status 2024-25



Campaign	Total project \$M	Government Funding	Community Campaign Goal	Secured @ August 31, 2025	Amount to Secure	Campaign Phase
Sunflower Campaign: Childcare Centre Vernon campus	\$2,750,000	\$1,600,000	\$1,150,000	\$1,150,000	\$0	Closed May 2025
Thrive Here: Recreation and Wellness Centre Kelowna Campus	\$18,000,000	\$4,000,000	\$14,000,000	\$13,350,000	\$650,000	Public phase launched Oct 2023
Food, Wine, Tourism Centre: Kelowna Campus	\$61,000,000	\$54,500,000	\$6,500,000	\$1,000,000	\$5,500,000	Quiet phase (additional program goal \$4.5M phase 1/\$10M phase 2)
<b>Total</b>	<b>\$81,750,000</b>	<b>\$60,100,000</b>	<b>\$21,650,000</b>	<b>\$15,500,000</b>	<b>\$6,150,000</b>	

# Sunflower Campaign





# Thank You!



Your generous support helped make it possible to provide accessible, high-quality childcare to student families. By removing significant barriers to education, you are empowering parents to pursue their academic goals with confidence.

Together, we are creating a supportive campus environment where both children and parents have the space and resources to grow and succeed.

**Sunflower Childcare Centre**  
**smúkwa?xí scəcəmalla itskn snma?maya?tn**  
on Okanagan College's Vernon campus opened in October 2024, creating much-needed new childcare spaces for student parents, faculty and community.



## Seeds of an idea become reality

Thanks to the generosity of our donors, the Sunflower Childcare Centre offers a nurturing and enriching environment where our community's youngest members can grow and thrive. More than just good news for parents, the Centre stands as a shining example of what community and collaboration can achieve, transforming a seed of an idea into a vibrant reality.



Nestled on the beautiful Okanagan College - Vernon Campus, the Sunflower Childcare Centre enjoys a stunning lakeside location that creates an inspiring and serene environment for children. This picturesque setting enhances the Centre's thoughtfully designed outdoor play areas, encouraging exploration, creativity and connection with nature.

The centre is operated by a highly respected local non-profit organization, Maven Lane, whose expertise and commitment to quality are reflected in their programs, which are led by highly qualified and dedicated educators ensuring an exceptional learning environment for every child.



The centre offers early childhood care and education, including:

- **32 spaces** for children aged **3 to 5 years**
- **12 spaces** for **infants and toddlers**
- expansive outdoor play areas designed to stimulate physical activity and social interaction
- unique connection to the Indigenous garden, fostering cultural awareness and respect for the land

Parents can feel confident and focus on their studies, knowing that their children are well cared for.



The centre has also been helping future Early Childhood Educators by hosting six practicum students since opening in October 2024. In September 2025, 12 additional Okanagan College students will benefit from this convenient on-campus childcare, alleviating a significant barrier to their educational pursuits.



# Helping students and families bloom

Student parents like Sabina Parchment-Cooper, mother of a four-year-old boy, are grateful to the community for supporting childcare for their kids.

*"It feels good knowing the community is behind us," she says. "As a parent, I love that I get to go to school with Karim."*

Clara Cheung travels to Okanagan College every morning to work towards her Early Childhood Education diploma. Now, she can do so with her two-year-old son, Pak Sen, in tow.

*"This Centre has made a huge impact on my life. We don't have a car, so having my son attend a daycare on campus has been a huge help."*



*"We consistently hear from student parents on tours how grateful they are for the convenience and peace of mind of having their children nearby."*

~ Kimberly Rein, Team Lead Sunflower, Maven Lane

**167**  
donors

**\$1.15M**  
raised

**44**  
spaces

# Strong roots and big hearts

With the big hearts and support of individual donors, organizations, volunteers, and community members like you **\$1.15 million** was raised to complete the Sunflower Childcare Centre and we extend our heartfelt thanks.

## Campaign Fundraising Committee

Michael Tindall, Chair  
Sue Beaudry  
Kelly Chapman  
Lloyd Davies  
Gladys Fraser  
Kimberly Gilhooly  
Jim Hamilton  
Rob Phare  
Hollie Henderson  
Mandy Humphrey  
Helen Jackman  
Sasha Carter  
Samantha Blandon



## \$1,000-\$4,999

**Anonymous**  
Faction Projects Inc.  
Scotiabank  
Anna Hunt-Binkley  
Nixon Earthworks  
R.E. Postill & Sons  
Simola Customs  
SilverStar Mountain Resort  
JoAnn Fowler  
Gladys Fraser  
Donna Phillips  
Postill Equipment Ltd.  
Hugh Hamilton and Joanna Rainer  
Burton Yanovsky Family  
Larry Bell  
Ann and Barry Dorval  
Bryce Gilhooly  
Kimberly Gilhooly  
Spire Psychometrics Inc.  
Dr. Fred and Barbara Hartley  
Laurance and Dale Donovan  
Teresa and Brent Kisilevich  
Panadda Kosakarn and Carl Doige  
Ingrid Neumann  
Nadine and Wojciech Poznanski  
Ryley and Murray Shaw  
Maxton Industries  
Laurie and Brian Postill  
RBC Dominion Securities Vernon  
RE/MAX Priscilla & Company  
Toro's Liquor Store

## Leadership Donors (\$500,000+)

Lloyd Davies and Janet Armstrong

## \$25,000 to \$99,999

Foord Family Foundation  
Galbraith Family  
Stand Up for Charity Paddle  
Jean and Ken Finch

## \$5,000-\$24,999

Harold Wirick  
Irreverent Garden Party  
Glow Up  
Kal Tire  
Craig Neville and Bev MacNeill  
Rotary Club of Kalamalka, BC  
Tolko Industries Ltd.  
Retired Teachers Whine and Cheese  
Community Foundation North Okanagan  
Jim and Liz Hamilton  
Terry and Peter Leggat

*"We know the benefits of quality early childhood education for young children. We couldn't have done this without the inspiring support from the community."*

~ Sasha Carter  
Manager of Development,  
Okanagan College  
Foundation

Your contribution to the Sunflower Childcare Centre directly supports student parents and their families, ensuring their children are safe, nurtured, and thriving—allowing parents to focus on their education and future.

# THRIVE HERE

BUILDING RECREATION + WELLNESS



## MILESTONES

### Momentum is building

In 2023, the Folk family's transformational **\$5 million** gift inspired others to join, including Cliff and Lois Serwa (**\$1 million**) and the Torgerson Foundation (**\$500,000**). Their belief in the power of sport sparked a movement of generosity.

In May 2025, the City of Kelowna joined with **\$4 million**, allowing us to expand the design and create more opportunities for community members to access this space.



Construction is underway, and thanks to your support, the vision is coming to life. Scan to watch the construction live video:



## WHAT'S NEXT

- Sep–Oct 2025: Steel structure rises
- Nov–Jan 2026: Roof and wall panels go up
- Feb–Aug 2026: Building interior
- Sep 2026: Grand opening!

**The finish line is in sight, but we can't cross it without you.** Your gift today will help us open the doors and transform lives for generations.



## WE ARE ALMOST THERE!

Thanks to the incredible generosity of our community, we are just **\$650,000** away from our **\$14 million** goal to make the Don Folk and Family Recreation and Wellness Centre at Okanagan College's (OC) Kelowna campus a reality.

This Centre will be the heart of our campus – a vibrant hub where students thrive, children play, and families gather to cheer on their favourite teams. It will be a place where our whole community belongs.

### Inside the Centre:

- Multipurpose gymnasium
- Competition-size court for sports, events, and OC convocation ceremonies
- Retractable seating for 700+ spectators
- Fitness suite and state-of-the-art weight room
- Two-lane suspended indoor track
- Flexible fitness studios for a wide range of programs

**Together, we are building a space for wellness, connection, and lifelong memories.**

## Why community champions are saying “yes” to Thrive Here:

- For **resilience**: *“Sport is where I learned never to give up, to work hard, and make my dreams come true.”* — Cliff Serwa
- For **well-being**: *“This Centre will positively impact the health of thousands of students.”* — Lois Serwa
- For **belonging**: *“As an alumnus, knowing that students will have a place to connect and belong really resonated with us.”* — Bruce Callahan
- For **supporting youth**: *“This is an opportunity to help students be their healthiest and best selves.”* — Sam Ghessesow
- For **community**: *“Access to recreation and wellness is essential for building a vibrant community.”* — James Coble
- For **life lessons**: *“Teamwork and dedication are skills that will help young athletes succeed wherever life takes them.”* — Halle Torgerson
- For **confidence**: *“When you put on your trainers, it gives you a reason to believe you are more than your surroundings.”* — Paula Quinn

**These voices reflect a shared belief: when students and communities thrive, we all thrive.**

## WHAT'S NEXT

- Sep–Oct 2025: Steel structure rises
- Nov–Jan 2026: Roof and wall panels go up
- Feb–Aug 2026: Building interior
- Sep 2026: Grand opening!

Scan to watch the construction live video:



**The finish line is in sight, but we can't cross it without you.** Your gift today will help us open the doors and transform lives for generations.



*“I learned a lot through the resilience and perseverance in sports that is applicable in my everyday life. Sports put you in a situation that forces you to adapt and learn things on the fly. You may find yourself in a position to be challenged, but by putting yourself in these tough spots, you learn how to push yourself. You learn to overcome things.”* — Nick Pelletier, ultra-athlete and OC alum.



B E Y O N D  
E X T R A O R D I N A R Y

## Campaign Goal

To inspire donors to invest in Okanagan College's vision to become a global leader in food, beverage, tourism education, fuelling talent and innovation and elevating our region's reputation worldwide.



BEYOND  
EXTRAORDINARY

# ELEVATE

AN OKANAGAN EXPERIENCE

Join us for a tantalizing fundraising experience.

**October 4, 2025 | 5pm | Tickets: \$300 | Kelowna Campus**

We're just a month away from this extraordinary evening of exclusive chef collaborations, premium tastings, and a thrilling Black Box Competition.

Tickets are selling fast – Secure yours today!

[Learn more and buy your tickets here](#)



Presented by  
**OC FOUNDATION**



# ELEVATE

AN OKANAGAN EXPERIENCE

You're invited to ELEVATE – A tantalizing fundraising experience.

**October 4, 2025 | 5pm | Tickets: \$300**  
**Okanagan College, Kelowna Campus, 1000 KLO Rd**

Join us on October 4, as Okanagan College is transformed into a vibrant piazza with flavours of the Okanagan. Embark on a sensory journey, strolling from restaurant to restaurant, and indulge in creations from award-winning chefs and vintners. All while enjoying a captivating live performance by Andrew Johns.

Renowned Okanagan Chef Rod Butters and Mission Hill's Bram Bolwijn will curate an evening of exclusive chef collaborations, premium tastings and a thrilling Black Box Challenge.

Let's celebrate and elevate the Okanagan – together.

[Learn more and buy your tickets here](#)

Thank you to our sponsors



Presented by  
**OC FOUNDATION**



# The Board role in Advancement

## OC Board of Governors

- College sets priorities - the what
- *Ambassadors in community*
- *Connectors*
- *Stewards*

## OC Foundation Board

- Foundation steers fundraising strategy - the How
- Oversees Foundation policy
- Fiduciary governance
- *Ambassadors in Community*
- *Connectors*
- *Stewards*



## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 3.1.4

<b>Title</b>	2024 Climate Change Accountability 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 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

All provincial public sector organizations (PSO) are required to provide an annual Climate Change Accountability Report to government. This report must include summaries of Greenhouse (GHG) emissions, offset purchases, and reduction plans and actions. The information from all PSOs is compiled into a larger report showing the BC government's progress towards the targets set out in the [2018 CleanBC Plan](#) and [BC's Carbon Neutral Government Program](#).

### Reference Materials

- 2024 PSO Climate Change Accountability Report

### Supporting Analysis

Based on the BC Government targets set in the CleanBC Plan, Okanagan College set a target of 80% reduction in GHG emissions for 2050. The 2024 data shows the College has already reduced emissions by 35.5%. The report outlines the various steps the College is taking to achieve these goals including ensuring new buildings are built to sustainable standards, electrification of the College fleet vehicles, and reducing paper consumption.

This report is brought to the Campus Planning Committee today to fulfill the request of a previous Board member who requested more detailed information on sustainability actions taken by the College be made available to the Board. The College is in the process of developing the OC Pulse Data Summary Dashboard where sustainability data will be published. This will enable the information to be viewed by Board members and eliminates the need to bring future reports to a committee meeting.

### Alignment to the Strategic Plan Roadmap

#### *Sustainability*

## Risk Implication & Mitigation Steps

**Operational:** In order to ensure the College is meeting the [2018 CleanBC Plan](#) and [BC's Carbon Neutral Government Program](#), operational adjustments are required to reduce environmental impacts. These adjustments are made while ensuring there are not negative effects on other operations at the College.

**Reputational:** Continuing to implement actions that reduce the College's emissions increases the College's sustainability reputation.

### Proposed and Prepared by

Curtis Morcom, CFO & Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/8/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Campus Planning Committee	9/16/2025
	<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.



2025

# Carbon Neutral Action Report

Okanagan College





# 2024 PSO Climate Change Accountability Report

## Okanagan College

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### PART 1. Legislative Reporting Requirements

#### Declaration Statement:

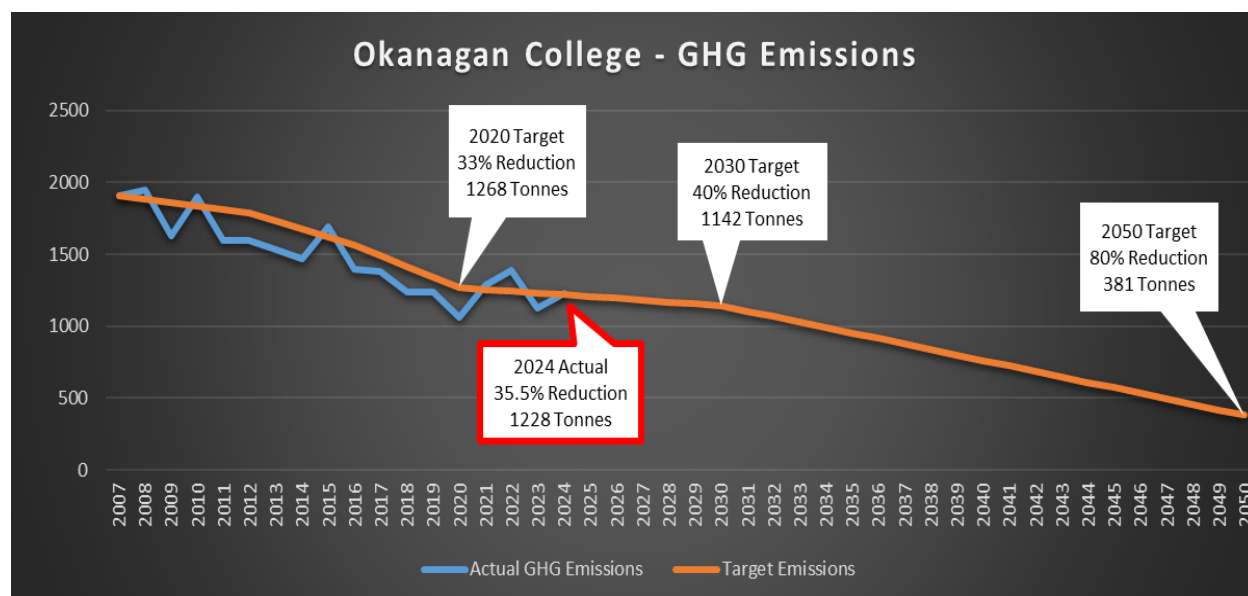
**This PSO Climate Change Accountability Report for the period January 1, 2024, to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to minimize our GHG emissions, and our plans to continue reducing emissions in 2025 and beyond.**

#### Overview

Okanagan College continues to develop and enhance its focus on sustainability from the perspective of an organization with responsibility for education, training, and community development.

This perspective has gradually changed our overall culture which in turn has fostered a shift in our normal operating practices and habits. We commute more sustainably (using both technology and active transportation options), print less and are also far more flexible in office arrangements – allowing for better space utilization. Some of these related emissions reductions (such as reduced commuting) are not tracked as part of the provincial carbon neutral program but are still considered significant climate victories for our community.

The quest for improvement is ongoing. The institution has established a goal to exceed the provincially mandated Bill 44 targets for carbon emissions with an annual carbon emission reduction target of eighty tons per year. Overall, we are managing to stay ahead of that pace with the exception of a handful of winter seasons where longer than usual cold snaps drove our heating-related emissions up significantly. This illustrates the importance of decarbonizing our heating systems wherever possible.



## Emissions Reductions: Actions and Plans

### A. Stationary Sources (e.g., buildings, power generation)

All the construction projects we engage in provide us with the infrastructure and opportunity to share construction best practices with our students and the communities we serve.

**Student Housing Projects** – There were four student housing projects on the go in 2024, all at different stages of construction. Two opened in May and September 2024, one opened January 2025 and the final one broke ground in fall 2024, to be occupied for September 2026. Step Code 4 was the goal for these projects, and while preliminary design was overbudget putting that goal in jeopardy, changes in design and project delivery model provided the opportunity to keep all the desired design elements including energy and carbon targets.

**Recreation and Wellness Centre** – The College and the City of Kelowna announced a creative partnership that will provide access to a recreation and wellness centre for college staff & students as well as the Okanagan community at large.

This shared facility includes a gymnasium and flexible spaces suitable for competitive and recreational sports, as well as an indoor running track and weight room. It will be open for use in time for the 2026/27 school year.



**Centre for Food, Wine & Tourism** – This project began design work in 2024 and will break ground in spring 2025. The building will ultimately support programming in, culinary, business, viticulture, and tourism. Pursuit of sustainability targets include BC Energy step code 3, Rick Hansen Foundation Accessibility Certification, and WELL Building Standards. This project's design will also include a strong integration with the BC Transit hub directly in front of the building, which will help support our long-term transportation planning and related emissions.

**Additional Activities** – The College has also received another year of funding from FortisBC to support our Energy Analyst position. This partnership is specifically intended to identify energy reduction opportunities as well as help develop and implement an institutional 'Carbon Zero' action plan. This funding has been in place since December 2022 and the analyst continues to provide us with excellent information to help us make energy and carbon saving decisions. Deep energy audits of our most energy intensive buildings were started in fall 2023 with the final report currently under review leading to energy efficiency projects to begin in 2025.

## B. Mobile Sources (e.g., fleet vehicles, off-road/portable equipment)

**Fleet Electrification** – While Okanagan College did not add any new electric vehicles in 2024, we did implement an on-line fleet vehicle booking system which increased our EV fleet usage by more than 50%. As these vehicles are available for staff to reserve for intercampus travel, this means more opportunities for staff to ‘try-out’ electric vehicles, before making their own personal vehicle purchasing decisions. We are also now active participants in the BC EV Alliance Program which is intended to allow our EV charging infrastructure to support province-wide charging services to other provincial agencies.



## C. Paper Consumption

**Printing** – The pandemic-driven push to a more digital operating model has led to lasting change in our information management strategies. Most of us are now more comfortable with the digital data storage and communication mediums which has resulted in printing levels much less than pre-COVID and, as an added benefit, our space utilization has also improved in many areas as we continue to remove ‘no-longer-needed’ shelving and filing cabinets.

The College also started a pilot program with 100% recycled paper at the end of 2024 with the first paper deployed in early 2025.



## 2024 GHG Emissions and Offset Summary Table:

Okanagan College 2024 GHG Emissions and Offsets Summary	
<b>GHG emissions for the period January 1 - December 31, 2024</b>	
Total BioCO <sub>2</sub>	5.69
Total Emissions (tCO <sub>2</sub> e)	1234
Total Offsets (tCO <sub>2</sub> e)	1228
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2024 Reporting Year</b>	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO <sub>2</sub> e)	1228
Offset Investment (\$)	\$30,700

### Retirement of Offsets:

In accordance with the requirements of the Climate Change Accountability Act and Carbon Neutral Government Regulation, Okanagan College is responsible for arranging for the retirement of the offsets obligation reported above for the 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The College hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) ensuring that these offsets are retired on the College's behalf, the College will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

## PART 2. Public Sector Leadership

### A. Climate Risk Management

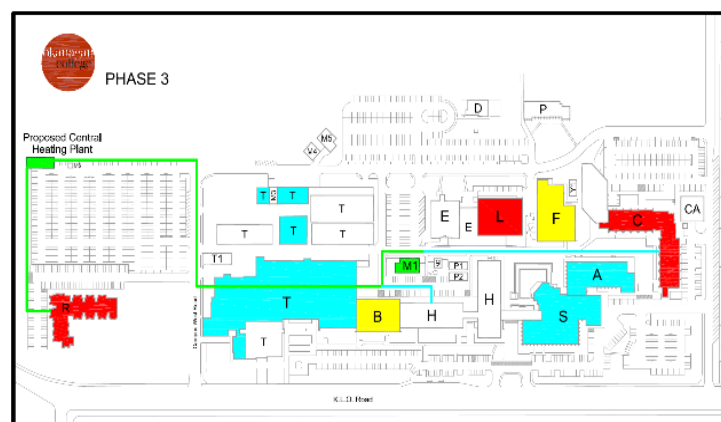
Unusual weather events again factored heavily in our 2024 operations. Extended hot and cold weather events helped us identify more limitations in several heating and cooling systems. Strategic replacements for some systems and deeper assessments for others continue to dominate our infrastructure planning. Changes in rainfall patterns have also required us to focus more on our stormwater management systems.

### B. Other Sustainability Initiatives & Success Stories

While our overall GHG reduction progress is comforting, the Paris Accord and follow-up 2018 report from the IPCC (Intergovernmental Panel on Climate Change) have illustrated that there is a global need for more ambitious targets. This point is supported by the continuation of unusual weather-related events which seem to be more frequent and more intense. This new reality continues to be the driving force behind the development of our carbon zero plan. While the plan is initially focusing on reducing scope 1 and 2 emissions, tackling the significant scope 3 emissions such as from commuting, purchasing and waste management will not be overlooked. The intent of the plan is to reduce our emissions while ensuring we impart a culture of sustainability into the entire college population and the communities we serve. This plan is also designed to align with the United Nations Sustainable Development Goals.



The first phase of this plan was driven by the pursuit of the Carbon Zero designation for the new Health Sciences Centre which required us to develop a strategic “Zero Carbon Transition Plan” for the entire Kelowna campus. This includes energy reduction strategies, deep energy retrofits to some of our older buildings as well as an expansion





of the central heat pump plant which uses treated effluent from the neighboring wastewater treatment plant as the heat source. The overall infrastructure plan is intended to be staged over a decade and expand to include all campuses, taking advantage of any infrastructure changes, partnerships, and funding opportunities as they materialize. When fully implemented this plan will account for a GHG reduction of approximately 65% of baseline emissions, which would be a big step towards the mandated 80% reduction by the year 2050.

**Sustainability Tracking, Assessment & Rating System (STARS)**

September 2024 was the starting point for the ‘performance period’ for the College’s next STARS rating. While we expect to see a significant improvement over our 2023 baseline rating, a drop in enrollment due to various external forces has led to many changes in operational and reporting structures which will surely have an impact on the final results. Regardless, the tracking, reporting and post report evaluation continue to act as powerful tools for fostering continuous improvement.



**Executive sign-off:**

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Signature	Date
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Name (please print)	Title
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## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 3.1.5

Title	Education Council Chair Report
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### Report

#### Governance Structure Update

This past spring, Education Council approved a revised committee structure as part of its overall governance review. The updated governance structure is in effect as of September 2025, and is anticipated to create efficiencies for Education Council in carrying out its governance responsibilities. Under Education Council's former governance structure, the initial review of curriculum proposals was previously the responsibility of Education Council's standing committees. Under the updated governance structure, this responsibility now lies within each academic area, which must meet the curriculum proposal expectations of Education Council. Resources for proposers, including an expectations checklist and proposer guide were developed over the summer. This shift is intended to ensure proposals are well-developed and have received the appropriate level of review before reaching Education Council. The updated committee framework includes:

- **Academic Governance Committee (AGC):** Focused on academic standards and effectiveness, the AGC supports the identification, review and recommendation of policies in alignment with the College's strategic plan.
- **Integrated Curriculum Proposal Review Committee (ICPR):** Reviews curriculum proposals ensuring alignment with institutional standards and academic priorities prior to Education Council review.
- **Provisional Approval Committee:** Provides an expedited, one-time-only approval of curriculum when normal timelines cannot accommodate the regular review process. This committee ensures urgent proposals maintain academic expectations while meeting external deadlines.

#### Education Council's 2025-2026 Annual Workplan

Education Council approved its 2025–2026 workplan which outlines key governance activities scheduled throughout the academic year. Council's activities include strategic planning, professional development, succession planning, member evaluations, and review of its governing documents. A review of Council's terms of reference is planned for September 2026, after one year of implementation, to ensure they meet the needs of Education Council and institutional goals.

#### Final Assessment Policy:

Education Council approved a revised Final Assessment Policy at its June 2025 meeting. This policy outlines expectations and procedures for final assessments, ensuring alignment with academic standards.

#### Key Changes and Student Benefits:

- **Clearer definitions and scope:** The revised policy clarifies what constitutes a Final Assessment which includes but is not limited to written final examinations, papers, projects, and presentations.

- Dedicated assessment period: Any Final Assessment may now take place during the Final Assessment Period instead of during regular lecture time. This change gives students time to focus on completing their Final Assessments without the added pressure of regular coursework.
- Coordinated scheduling: The Registrar's Office now oversees the scheduling of all Final Assessments instead of only written final examinations. This ensures students will not have more than three assessments due within a 24-hour period, reducing stress during the Final Assessment Period and allowing for better preparation.

These updates reflect Okanagan College's commitment to creating a learning environment that supports student well-being and encourages success. Education Council will continue the review of the Final Assessment Policy this year.

## Reference Materials

- [Final Assessment Policy](#) (link)

## Prepared by

Jillian Garrett, Education Council Chair  
September 12, 2025



## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 3.1.6

<b>Title</b>	Institutional Accountability Plan and Report 2023/24		
<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 Accountability Plan and Report 2023/24 as presented.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input 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 type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

### Background Statement

Each year, post-secondary institutions in British Columbia are required to submit an “Accountability Plan & Report” to the Ministry of Post Secondary Education and Future Skills in July.

### Reference Materials

- Link to [Accountability Plan and Report 2023/24](#)

### Supporting Analysis

The report includes the institution’s goals, objectives and performance measure results along with contextual information to describe the institution's role in providing service to their students and communities. The report is an instrument for communicating with both government and the public.

Submissions are reviewed at the Ministry level and are posted on the province’s website as well as the institution’s.

### Alignment to the Strategic Plan Roadmap

The Accountability Plan and Report is aligned with Inspire.

### Risk Implication & Mitigation Steps

**Reputational:** The report demonstrates how the College ensures students receive quality education and how it contributes to social and economic development within the wider public post-secondary system.

**Proposed and Prepared by**

Neil Fassina, President

<b>Consultation History</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual, Title</b>	<b>Date</b>
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
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	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



# BOARD OF GOVERNORS – BRIEFING NOTE

September 16, 2025

Agenda #: 3.1.7

<b>Title</b>	Annual Board Schedule		
<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 2026 and 2027 meeting dates as recommended by the Executive Committee.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input type="checkbox"/> Students First <input type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

## Background Statement

Per its Terms of Reference, the Executive Committee recommends to the Board approval of the annual schedule of Board meetings.

The proposed schedule reflects the Board’s next two-year meeting cycle to enable members greater ability to plan well in advance of Board and Committee meetings. The current schedule is approved through March 2026. The attached calendar outlines the meeting dates previously approved by the Board and proposed dates for 2026 and 2027.

## Reference Materials

- Board Meeting Schedule 2026-2027

## Supporting Analysis

The schedule reflects the Board’s annual workplan and the quarterly cycle that mirrors the “seasonality” of operations for the College’s reporting responsibilities to the Board and the Government of BC.

Quarterly meetings are now proposed to take place in June, September, December and March. The schedule also includes the Board’s Professional Development Sessions which take place in October.

In previous years, a regular meeting has been held in May, and the annual Strategic Assessment in June. A proposed change for the next two years of meetings is to hold Strategic Planning and Assessment in May, and a regular meeting in June. This update allows the Board to focus on Strategic Planning in May, while moving committees’ and regular Board work to the June regular meeting cycle to align with the approval of the audited financial statements following their completion in June by the Office of the Auditor General.

## Alignment to the Strategic Plan Roadmap

**Effective and Efficient.** The proposed schedule allows Board members to plan their schedules well in advance and complete the Board’s work in its annual workplan.

## Risk Implication & Mitigation Steps

**Operational.** The proposed schedule allows the Board to conduct the business outlined in its committee and Board workplans.

### Proposed and Prepared by

Neil Fassina, President

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Committee	9/16/2025
	<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.



# Okanagan College Board of Governors Meeting Schedule

October 2025 – December 2027

	Month	Regular Meeting	Strategy and Assessment / Professional Development	Committee Meetings						
				Campus Planning	Executive	Finance, Audit & Risk	Governance	HR & Compensation		
				<i>(virtual)</i>						
Approved dates to March 2026 (2025/26 Fiscal Year)	<b>October</b>		☑ <i>Professional Development</i> Tuesday, 10/21/2025 & Wednesday, 10/22/2025							
		No meeting			No committees					
	<b>December</b>	☑ Tuesday, 12/09/2025 (Kelowna)		☑	☑	☑	☑	☑	☑	
	<b>2026</b>									
	<b>February</b>	No meeting					☑ Tuesday, 02/10/2026			
<b>March</b>	☑			☑	☑	☑	☑	☑	☑	
	Tuesday, 03/10/2026 (Penticton)					☑ Tuesday, 03/03/2026				
<b>May</b>			☑ <i>Strategy &amp; Assessment</i> Wednesday, 05/20/2026 (Kelowna)			☑ Tuesday, 05/12/2026				
	☑			☑	☑	☑	☑	☑	☑	
<b>June</b>	Tuesday, 06/23/2026 (Salmon Arm)					☑ Tuesday, 06/16/2026				
<b>September</b>	☑	Tuesday, 09/29/2026 (Vernon)		☑	☑	☑	☑	☑	☑	
<b>October</b>			☑ <i>Professional Development</i> Tuesday, 10/27/2026 & Wednesday, 10/28/2026 (Kelowna)							
						No committees				
<b>December</b>	☑	Tuesday, 12/08/2026 (Kelowna)		☑	☑	☑	☑	☑	☑	
<b>2027</b>										
Proposed dates for Approval To December 2027	<b>February</b>					☑ Tuesday, 02/09/2027				
		No meeting			☑	☑	☑	☑	☑	

	Month	Regular Meeting	Strategy and Assessment / Professional Development	Committee Meetings					
				Campus Planning	Executive	Finance, Audit & Risk	Governance	HR & Compensation	
	<b>March</b>	Tuesday, 03/09/2027 (Penticton)		Tuesday, 03/16/2027					
	<b>May</b>		<input checked="" type="checkbox"/> Strategy & Assessment Wednesday, 05/19/2027 (Kelowna)		<input checked="" type="checkbox"/>				
	<b>June</b>	<input checked="" type="checkbox"/> Tuesday, 06/22/2027 (Vernon)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>September</b>	<input checked="" type="checkbox"/> Tuesday, 09/21/2027 (Salmon Arm)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>October</b>	No meeting	<input checked="" type="checkbox"/> Professional Development Tuesday, 10/26/2027 & Wednesday, 10/27/2027 (Kelowna)	No committees					
	<b>December</b>	<input checked="" type="checkbox"/> Tuesday, 12/14/2027 (Kelowna)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
					Tuesday, 12/07/2027				
Future Meeting Dates	<b>2028</b>								
	<b>February</b>	No meeting			<input checked="" type="checkbox"/>				
	<b>March</b>	<input checked="" type="checkbox"/> Tuesday, 03/07/2028 (Vernon)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>May</b>		<input checked="" type="checkbox"/> Strategy & Assessment Wednesday, 05/24/2028 (Kelowna)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	<b>June</b>	<input checked="" type="checkbox"/> Tuesday, 06/20/2028 (Penticton)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				Tuesday, 06/13/2028					



## BOARD OF GOVERNORS – BRIEFING NOTE

September 16, 2025

Agenda #: 3.1.8

<b>Title</b>	Board Annual Workplan		
<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 2026 Board Workplan as recommended by the Executive Committee.”</i></b>		
<b>Meets OC’s Inspire Plan...</b>	<b>Values</b> <input type="checkbox"/> Students First <input type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input type="checkbox"/> Relationships <input type="checkbox"/> Distinction	<b>Responsibilities</b> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	<b>Commitments</b> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

### Background Statement

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

### Reference Materials

- Board Annual Workplan 2026

### Supporting Analysis

The Board annual workplan mirrors the “seasonality” of operations for the College’s reporting responsibilities to the Board and the Government of BC. This consists of quarterly meetings with items distributed throughout the year to balance the Board’s workload and reporting requirements as required.

For 2026, it is proposed that the Strategic Assessment meeting cycle be moved to May, while a regular committee and meeting cycle be included in June to include the annual review of the Audited Financial Statements. This change better aligns with the review and completion of the audited financial statements from the Office of the Auditor General who are our auditors for the next three years.

Two new program-related items include a presentation during the Strategic Planning Session and a report on non-credit programs. Additionally and although it captures past data and information, the Institutional Accountability Plan and Report has been included as the Ministry requires approval of the Board.

## Alignment to the Strategic Plan Roadmap

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

## Risk Implication & Mitigation Steps

Not applicable.

<b>Proposed and Prepared by</b>		Neil Fassina, President		
<b>Consultation History</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual, Title</b>	<b>Date</b>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Committee	9/16/2025
	<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 Workplan 2026

	March	May	June	September	December	As required
<b>Board Only Workplan Items</b>	<b>Committee to Board Items</b>					
<b>March</b>						
<i>Review</i>						
Foundation Receivable Loan ROI Presentation	FAR / Board					
<i>Approval</i>						
Forgiveness of Foundation Receivable Loan	FAR / Board					
Integrated Resource Plan: Enterprise Risk Management Report	FAR / Board					
Integrated Resource Plan: Operating & Capital Budgets	FAR / Board					
Student Association Fees Collection Request	Board					
<i>Information</i>						
Q3 Financial Statement	FAR / Board					
Safe Disclosure and Litigation Report	FAR / Board					
<b>May</b>						
<i>Strategy</i>						
Strategic Planning: Operational Dashboard(s) year in review		Board				
Strategic Planning: Programming		Board				
Strategic Planning: Year in review and strategic discussion		Board				
<i>Members</i>						
Board Evaluations		Board				
<b>June</b>						
<i>Review</i>						
Board Evaluation Results			GOV / Board			
Executive Expense Report			FAR / Board			
<i>Approval</i>						
Audited Financial Statements			FAR / Board			
Board Terms of Reference			GOV / Board			
Committee Terms of Reference: Campus Planning			CP / Board			
Committee Terms of Reference: Executive			Exec / Board			
Committee Terms of Reference: Finance, Audit and Risk			FAR / Board			
Committee Terms of Reference: Governance			GOV / Board			
Committee Terms of Reference: Human Resource & Compensation			HRC / Board			
Institutional Accountability Plan and Report			Board			
Line of Credit Approval			FAR / Board			
Mandate Letter from the Ministry			Board			
President's Evaluation and Performance-Based Increase			HRC / Board			
President's Goals (final report) and Evaluation			HRC / Board			
<i>Information</i>						
Accessibility Plan			Board			
<b>September</b>						
<i>Review</i>						
Employee Engagement Survey 2024: Final Progress Report				HRC / Board		
Integrated Resource Plan: Enterprise Risk Management Report				FAR / Board		
<i>Approval</i>						
Board / Committee Annual Meeting Schedule				Exec / Board		
Board / Committee Annual Workplan				Exec / Board		
Five Year Capital Plan				CP / Board		
Q2 Financial Forecast				Board		
SOFI (Statement of Financial Information)				FAR / Board		
Tuition Review and Increase Approval: Domestic				FAR / Board		
Tuition Review and Increase Approval: International				FAR / Board		
<i>Information</i>						
Foundation Capital Plan Update				Board		
Q1 Financial Statement				FAR / Board		
Safe Disclosure and Litigation Report				FAR / Board		
<i>Review &amp; Approval (if required)</i>						
Policy review: Employee Discrimination, Bullying and Harassment Policy				HRC / Board		

Board Only Workplan Items	Committee to Board Items					
<b>December</b>						
<i>Review</i>						
Executive Expense Report					FAR / Board	
<i>Approval</i>						
Honorary Fellows and Distinguished Service Award Nominations					Exec / Board	
<i>Advice</i>						
President's Goals - six month report					HRC / Board	
<i>Information</i>						
Foundation Annual Report					Board	
Non-credit Program Report					Board	
Pay Transparency Act Report					HRC / Board	
Q2 Financial Statement					FAR / Board	
Sexual Violence and Misconduct Policy Annual Report					HRC / Board	
Student Non-Academic Misconduct Policy Annual Report					Board	
<i>Members</i>						
Elections: Chair and Vice Chair					Board	
<b>As required</b>						
<i>Approval</i>						
Bargaining					HRC / Board	
College Capital Plan					CP / Board	
Foundation Naming Opportunities					Board	
Foundation Naming Rights					Board	
Lease Agreements					CP / Board; FAR / Board	

		Okanagan College Board Committee Workplan 2026						
		February	March	May	June	September	December	As required
<b>Committee Only Items</b>								
<b>Committee to Board Items</b>								
<b>Campus Planning</b>								
<b>March</b>								
Capital Updates								
Committee Terms of Reference: Campus Planning (Review)								
<b>June</b>								
Capital Updates								
Committee Terms of Reference: Campus Planning								
<b>September</b>								
Capital Updates								
Five Year Capital Plan								
<b>December</b>								
Capital Updates								
<b>As required</b>								
College Capital Plan								
Construction and Renovation Projects								
Land Acquisitions / Disposals								
Lease Agreements								
Long Term Maintenance Plans								
<b>Executive</b>								
<b>March</b>								
Agenda Approvals								
Committee Terms of Reference: Executive (Review)								
<b>May</b>								
Agenda Approvals								
<b>June</b>								
Agenda Approvals								
Committee Terms of Reference: Executive								
<b>September</b>								
Agenda Approvals								
Board / Committee Annual Meeting Schedule								
Board / Committee Annual Workplan								
<b>December</b>								
Agenda Approvals								
Honorary Fellows and Distinguished Service Award Nominations								
<b>Finance, Audit and Risk</b>								
<b>February</b>								
Integrated Resource Plan: Enterprise Risk Management Report Draft								
Integrated Resource Plan: Pitch and Draft Review								
<b>March</b>								
Committee Terms of Reference: Finance, Audit and Risk								
Forgiveness of Foundation Receivable Loan								
Foundation Receivable Loan ROI Presentation								
Integrated Resource Plan: Enterprise Risk Management Report								
Integrated Resource Plan: Operating & Capital Budgets								
Q3 Financial Statement								
Q4 Financial Statement Forecast								
Safe Disclosure and Litigation Report								
<b>June</b>								
Audited Financial Statements								
Committee Terms of Reference: Finance, Audit and Risk								
Executive Expense Report								
Integrated Resource Plan: Enterprise Risk Management Update								
Investment Policy (annual)								
Investment Portfolio: year-end performance								
Line of Credit Approval								
Q1 Financial Forecast								
<b>September</b>								
Integrated Resource Plan: Assumptions Discussed								
Integrated Resource Plan: Enterprise Risk Management Report								
Q1 Financial Statement								
Safe Disclosure and Litigation Report								
SOFI (Statement of Financial Information)								
Tuition Review and Increase Approval: Domestic								
Tuition Review and Increase Approval: International								
<b>December</b>								
Audit Strategy Discussion								
Executive Expense Report								
Integrated Resource Plan: Enterprise Risk Management Update								
Investment Portfolio: mid-year performance								
Q2 Financial Statement								
Q3 Financial Forecast								
<b>As required</b>								
Lease Agreements								
<b>2027</b>								
Risk Appetite Analysis								
Risk Appetite Approval								





## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 4.3.1

<b>Title</b>	Naming Policy		
<b>Action and/or Recommendation</b>	For Approval <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Naming 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 checked="" type="checkbox"/> Relationships <input checked="" 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 College’s Naming Policy has been reviewed per the policy renewal schedule and has resulted in proposed revisions to the policy. The policy continues to cover philanthropic naming, honorific naming, and functional naming.

The main proposed revision is to incorporate naming of non-tangible assets (schools, community programs and initiatives, or endowments, for example) alongside naming of tangible assets (buildings, classrooms, capital equipment, for example), which are already included in the current policy.

The Naming Policy has been updated to include that naming decisions will respect Indigenous naming protocols and reconciliation principles and align with the Okanagan College [Use of Indigenous Language on College Property Policy](#).

Related to the naming of non-tangible assets, the Policy clarifies that programs which confer credentials and research projects may not receive naming in order to protect the College’s academic freedom and avoid commercial influence. Sponsorships and student awards are also excluded from the policy’s scope.

### Reference Materials

- Current policy: [Naming Policy - Buildings, Facilities and Other Physical Assets \(2011, revised June 2021\)](#)
- Proposed revision: Naming Policy for Tangible Assets, Non-Tangible Assets, and Functional Naming

### Supporting Analysis

Revising the Naming Policy creates a clear framework for the naming of non-tangible assets (alongside tangible assets) which is typical in post secondary institutions, but which OC, to date, has not considered. The inclusion of non-tangible assets extends the range of opportunities which may

generate both profile and revenue for the College and is important in the context of considering a more comprehensive institutional campaign approach.

### Alignment to the Strategic Plan Roadmap

**Policy and Procedure Renewal Plan.** The review of this policy aligns with the College's continued review and renewal of policies ensuring they maintain currency and relevance.

**Revenue diversification.** The updates to this policy may provide opportunities for diversified revenue streams.

### Risk Implication & Mitigation Steps

**Reputational:** Failure to adhere to a consistent naming policy increases potential reputational risk to the institution.

**Financial:** The proposed revision includes non-tangible assets as naming opportunities which creates new possibilities for philanthropic revenue.

#### Proposed and Prepared by

Helen Jackman, Director Advancement and Executive Director  
Okanagan College Foundation

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leadership Council	8/28/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Team	9/3/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/9/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	9/16/2025
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



## NAMING POLICY FOR TANGIBLE ASSETS, NON-TANGIBLE ASSETS, AND FUNCTIONAL NAMING

Policy Area:	Board
Policy Number:	TBD
Policy Sponsor:	Director, Advancement
Policy Contact:	Advancement Department
Applies to:	Donors, honourees, local First Nations, Okanagan College Board of Governors, Okanagan College Foundation, and the OC Community
Authority:	<i>College and Institute Act</i>
Approval Authority:	Okanagan College Board of Governors
Approval Date:	September XX, 2025
Effective Date:	September XX, 2025
Replaces:	Naming Policy - Buildings, Facilities and Other Physical Assets, 2011
Last reviewed:	Month Year                      Scheduled review date:      Month Year

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Procedures:	<i>Procedures under development, in the interim enquiries or recommendations should be referred as follows: honorific naming to the President's Office; philanthropic naming to Advancement; functional naming to Facilities &amp; College Relations (tangible assets), Provost, VP Academic's Office (non-tangible assets).</i>
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### 1. Policy Statement

To recognize significant Philanthropic contributions, honour community members, or reflect operational purposes, Okanagan College may name Tangible assets, Non-Tangible assets, and apply Functional Naming, in alignment with the College's mission, values, and commitment to reconciliation, while ensuring transparency, ethical standards, and compliance with applicable laws.

### 2. Purpose

This policy establishes the framework for Naming Tangible assets, Non-Tangible assets, and Functional Naming at Okanagan College for Philanthropic, Honorific, or operational purposes. It ensures naming decisions support the College's mission to transform lives through education, to foster inclusivity, diversity, and reconciliation, and to maintain public trust, while complying with Canada Revenue Agency (CRA) regulations.

### 3. Scope and Application

- 3.1 This policy applies to:
- Naming of Tangible Assets.
  - Naming of Non-Tangible Assets.
  - Functional Naming of Tangible or Non-Tangible Assets for descriptive or operational purposes.
- 3.2 This policy also applies to all Naming decisions involving donors, honourees, and the Okanagan College community and includes consultation with local First Nation partners where appropriate.
- 3.3 Excluded from this policy are:
- Naming of academic programs that confer credentials (e.g., degrees, diplomas, or certificates) in order to protect academic freedom and avoid commercial influence.
  - Naming of research (e.g., projects or reports) in order to protect academic freedom and avoid commercial influence.
  - Naming associated with Sponsorships, unless explicitly integrated into a Gift Agreement for charitable purposes. Sponsorships are governed by Okanagan College's *Sponsorship Policy* and agreements.
  - Naming associated with student awards (annual or endowed) or other designated Gifts held and administered by Okanagan College Foundation through separate agreements.

### 4. Definitions

<b>Credential-Conferring Program</b>	Means an academic or vocational program leading to a formal credential, such as a degree, diploma, or certificate awarded by Okanagan College (e.g., "Associate of Arts Degree" or "Diploma in Business Administration").
<b>Functional Naming</b>	Means Naming of Tangible or Non-Tangible assets to reflect their purpose, location, or operational role (e.g., "Okanagan College Library" or "School of Business"), not tied to Philanthropic or Honorific Naming recognition.
<b>Gift</b>	Means a voluntary, irrevocable transfer of funds or property to Okanagan College, made without expectation of direct economic benefit or control, qualifying as a charitable donation under CRA regulations.
<b>Gift Agreement</b>	Means a formal, written agreement between the donor and Okanagan College specifying the terms of the Gift, including the purpose, payment schedule, and Naming recognition, if applicable.
<b>Honorific Naming</b>	Means Naming a Tangible or Non-Tangible Asset to honour an individual or entity for distinguished service, leadership, or contributions to Okanagan College or the broader community, without a financial Gift.
<b>Naming(s)</b>	Means the formal process of assigning a name to a Tangible or Non-Tangible Asset.

<b>Naming Term</b>	Means the duration for which an asset is named, this may be perpetual, time-limited (e.g., 25 years), or tied to the asset's existence or endowment term.
<b>Non-Tangible Assets</b>	Means intangible entities owned or administered by Okanagan College, such as academic units (e.g., schools or faculties), scholarships, endowments, professorships, lectureships, or programs that do not confer credentials (e.g., a non-degree research program or community initiative).
<b>Philanthropic Naming</b>	Means Naming a Tangible or Non-Tangible asset in recognition of a significant financial contribution from an individual, corporation, foundation, or other entity, as outlined in a Gift Agreement.
<b>Sponsorship</b>	Means a financial or in-kind contribution provided to Okanagan College in exchange for promotional or commercial benefits (e.g., branding, advertising, or event recognition), as distinguished from a charitable Gift. Sponsorships are governed by Okanagan College's Sponsorship Policy and agreements.
<b>Tangible Assets</b>	Means physical entities or items owned or administered by Okanagan College, including but not limited to buildings, classrooms, laboratories, libraries, courtyards, trades shops, restaurants, specialized facilities, equipment or items.

## 5. Naming Principles

### 5.1 Alignment with Mission and Values

Okanagan College's Naming decisions shall reflect its mission to transform lives through education, its commitment to inclusivity, diversity, and reconciliation, and its role as a public post-secondary institution fostering community engagement and educational excellence.

### 5.2 Reputational Integrity

Naming shall not compromise the College's reputation, academic integrity, or public trust. Due diligence shall be conducted to ensure proposed names align with ethical standards and community expectations.

### 5.3 No Implied Endorsement

Naming shall not imply endorsement of partisan political, ideological, or commercial interests, nor confer influence over academic, operational, or governance decisions. Philanthropic and Honorific Naming shall be distinct from Sponsorships, which provide promotional benefits.

### 5.4 Transparency and Accountability

Naming decisions shall be made transparently, with oversight by the Okanagan College Board of Governors or its delegated authority, ensuring fairness and consistency.

### 5.5 CRA Compliance

Philanthropic Naming shall comply with CRA regulations, ensuring Gifts are voluntary and irrevocable, with no donor control over the use of funds beyond the agreed purpose. Sponsorships shall be structured to distinguish them from and avoid confusion with charitable Gifts.

**5.6 Cultural Sensitivity**

Naming decisions shall respect Indigenous naming protocols and reconciliation principles, and will align with the Okanagan College *Use of Indigenous Language on College Property Policy*.

**6. Philanthropic Naming****6.1 Eligibility**

Philanthropic Naming is granted for significant financial contributions that advance the College's strategic priorities, such as supporting academic units, scholarships, endowments, or capital projects.

**6.2 Approval**

Philanthropic Naming shall be approved by the Okanagan College Board of Governors and is subject to the Provincial Government's approval based on its established criteria and restrictions.

**6.3 Minimum Thresholds**

The Board of Governors shall approve minimum Gift amounts or acceptable ranges for naming Tangible and Non-Tangible assets, proportional to the asset's scope, impact, and visibility on the advice of administration.

**6.4 Naming Term**

Philanthropic naming may be perpetual, time-limited, or tied to the asset's existence or term of the endowment. For Tangible Assets, the Naming Term may be limited to the asset's useful life.

**6.5 Revocation by College**

The College may revoke a Philanthropic Naming if:

- a) The donor fails to transfer the Gift by the agreed term.
- b) Continued association with the donor or honouree causes significant reputational harm, as determined by the Board of Governors.
- c) The named asset (e.g., a program, school, or facility) is discontinued, repurposed, or demolished.

**6.6 Donor-Initiated Revocation**

Only if included in the Gift Agreement, donors may request, with no refund of the Gift, revocation of a Philanthropic Naming in exceptional circumstances, such as:

- a) Significant reputational harm to the donor due to the College's actions or public perception.
- b) The College's material failure to use the Gift as agreed.

Donor-initiated revocations are subject to Board of Governors approval and may include the offer of an alternative recognition.

**6.7 Gift Agreement**

Philanthropic Naming's shall be documented in a Gift Agreement, specifying the gift amount, purpose, contribution date or pledge payment schedule, Naming Term, and conditions for revocation or alternative recognition. Where Gifts are received by the Okanagan College

Foundation, the Gift Agreement shall be between Okanagan College, Okanagan College Foundation and the donor.

#### 6.8 **Pledges**

A Philanthropic Naming conferred in recognition of a Gift is contingent on fulfillment of that pledge and shall be approved on that condition.

#### 6.9 **In-kind contributions**

A Philanthropic Naming may be conferred in recognition of an in-kind contribution. The College must accept and be in receipt of the in-kind contribution for Naming to be granted. The value will be determined by third party fair market value appraisal and will be considered as equal value for Naming recognition.

### 7. **Honorific Naming**

#### 7.1 **Eligibility**

Honorific Naming may recognize individuals or entities for exceptional contributions to Okanagan College, the Okanagan region, or society, such as distinguished service, leadership, academic excellence, or cultural impact.

#### 7.2 **Approval**

Honorific Naming shall be approved by the Okanagan College Board and is subject to the Provincial Government's approval based on its established criteria and restrictions.

#### 7.3 **Restrictions**

Honorific Naming shall not be granted to current employees, Board members, or elected officials in Canada, except in extraordinary circumstances approved by the Board of Governors.

#### 7.4 **Revocation**

The College may revoke an Honorific Naming if continued association with the honouree causes significant reputational harm, as determined by the Board of Governors.

- a) Honorees may request, revocation of a naming in exceptional circumstances, such a significant reputational harm to the honoree due to the College's actions or public perception
- b) Honoree-Initiated revocations are subject to Board of Governors approval and may include the offer of an alternative recognition.

### 8. **Functional Naming**

#### 8.1 **Purpose Functional Naming**

Purpose of Functional Naming is to assign a descriptive or operational name to Tangible or Non-Tangible Assets to reflect their purpose, location, or role (e.g., "Okanagan College Business Incubation Centre" or "School of Business").

#### 8.2 **Eligibility**

Functional names may be applied to any asset without a current Philanthropic or Honorific designation, prioritizing clarity and operational utility. Credential-conferring programs may use Functional names (e.g., "Diploma in Business Administration") and are excluded from Philanthropic or Honorific Naming.

### 8.3 **Approval**

Functional Naming approval is delegated to administration by the Board of Governors on the condition that it aligns with this policy, and the College's branding and strategic priorities.

### 8.4 **Modification**

Functional names may be changed as assets are repurposed, or as operational needs evolve.

## 9. **Alternative Recognition**

### 9.1 **Eligibility**

In cases of revocation (Philanthropic or Honorific) or partial Gift fulfillment, the College may offer alternative recognition proportional to the contribution; subject to Board approval and compliance with CRA regulations.

### 9.2 **Documentation**

Alternative recognition for Tangible or Non-Tangible assets shall be documented in an amended Gift Agreement or formal Board resolution.

## 10. **Compliance and Governance**

### 10.1 **Compliance**

All Naming decisions shall comply with federal and provincial laws, including CRA regulations for charitable donations, and Okanagan College's policies on Gift acceptance, ethical standards, and equity, diversity, and inclusion. Sponsorship agreements shall be distinct from charitable Gift Agreements to ensure compliance.

### 10.2 **Governance**

The Board of Governors, or its delegated authority, shall have final approval over all Naming decisions, ensuring consistency with this policy and institutional priorities.

### 10.3 **No Privileges**

Naming decisions shall not confer academic, operational, or governance privileges to the donor, honouree, or sponsor.

## 11. **Related Acts and Regulations**

*Canada Revenue Agency Guidelines for Charitable Donations*  
*Intellectual Property Program, Provincial Ministry Citizens Services*

## 12. **Supporting References, Policies, Procedures and Forms**

- Okanagan College:
  - *Capital Asset Surplus & Disposal Policy*
  - *Sponsorship Policy*
  - *Equity, Diversity, and Inclusion Principles*
  - *Strategic Plan*
  - Foundation Gift Acceptance Policy (available on request)
  - Foundation Awards Administration Acceptance Policy (available on request)
  - *Use Of Indigenous Language On College Property*
- *BC Government Naming Privileges Policy*

**History / Revisions**

Date	Action
YYYY-MM-DD	Revision Approved by Board of Governors: <i>Naming Policy for Tangible Assets, Non-Tangible Assets, and Functional Naming</i>
2021-06-01	Policy reviewed: <i>Naming Policy – Buildings, Facilities and Other Physical Assets (E3.3)</i>
2011-03-30	Revision approved by Board of Governors: <i>Naming Policy – Buildings, Facilities and Other Physical Assets (E3.3)</i>
2009-11-24	
2007-09-26	
2005-06-28	



# BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025  
 Agenda #: 4.3.2

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

## Background Statement

The Board Appeals Policy is established under Section 37 of the College and Institute Act, which grants students and employees the right to appeal a suspension decision for just cause made by the President.

This Policy and its procedures replace the Student and Employee Appeal Policy previously located in the Bylaws and moves it under the renewed Policy and Procedure Framework. The policy applies specifically to suspensions for just cause and outlines the principles, definitions, and procedural framework for submitting and reviewing appeals. It aims to ensure that appeals are conducted in a fair and equitable way, and in a timely manner for appellants in accordance with the timelines in the Procedures.

## Reference Materials

- Revised Board Appeals Policy
- New Procedures for Board Appeals
- Student and Employee Board Appeals (2018 Board Bylaws)

## Supporting Analysis

The Board Appeals Policy provides a final right of appeal for those individuals who receive a suspension for just cause. Just cause under the policy is defined as a fundamental breach of obligations to the College by a Student or Employee.

The policy clarifies the scope and expectations for the Board of Governors in reviewing and conducting an Appeal process and outlines the authority and functioning of, as well as principles that a Board Appeal Committee would follow in receiving and hearing appeals.

Procedures are attached that support of the application of this Policy. A form will be developed for the Governance Office to receive submissions from Appellants.

### Alignment to the Strategic Plan Roadmap

**Inclusive & Equitable Access.** The policy promotes equitable access to procedural fairness and justice for students and employees who wish to exercise their right of appeal for a suspension.

**Effective and Efficient Governance.** The renewed policy provides a structured and timely process for appeals, including defined roles, timelines, and responsibilities.

### Risk Implication & Mitigation Steps

The Board Appeals Policy mitigates the following risks for the institution:

**Legal Compliance:** Offers the right of appeal under Section 37 of the College and Institute Act.

**Reputational:** Perceived unfairness or inconsistency in handling appeals may damage the College’s reputation among the college community.

**Governance:** Lack of clarity or impartiality in the appeal process could undermine trust in the Board’s governance and decision-making structures.

**Privacy:** Mishandling of confidential appeal documentation could lead to breaches of privacy and obligations.

### 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	9/23/2025
	<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.



## APPEAL TO THE BOARD OF GOVERNORS POLICY

Policy Area:	Board
Policy Number:	To be assigned by Office of Policy Coordination
Policy Sponsor:	President
Policy Contact:	Governance & Privacy Coordinator
Applies to:	Students and Employees
Authority:	<i>College and Institute Act</i>
Approval Authority:	Board of Governors
Approval Date:	
Effective Date:	
Replaces or New:	Student and Employee Appeal Policy (2020 Board of Governors Bylaws)
Last reviewed:	Month Year                      Scheduled review date:      Month Year
Procedures:	<i>Procedures for Appeals to the Board of Governors</i>

### 1. Policy Statement

Section 37 of the College and Institute Act establishes the right for Students and Employees to Appeal to the Okanagan College Board of Governors a decision of the President to suspend them from the institution for Just Cause.

### 2. Purpose

This policy establishes the principles and other requirements to conduct an Appeal and ensure that individuals have the opportunity to present their case and seek a review of a Suspension decision in a fair, equitable and timely way.

### 3. Scope and Application

This policy applies to individuals appealing a Suspension from Okanagan College for Just Cause. For Students, this policy applies to non-academic misconduct and related decisions. Appeals for academic decisions should be made through the *Education Decisions Appeal Policy*. For Employees, College policies and Collective Agreements outline the applicable options for other appeals of misconduct and related decisions.

## 4. Definitions

<b>Appeal</b>	Means an appeal of a decision made by the President. For the purpose of this policy Appeals must be related to suspensions made under section 37 of the College and Institute Act which includes a Suspension for Just Cause.
<b>Appellant</b>	Means an individual who files an Appeal to a Suspension made by the President of the College.
<b>Board Appeal Committee</b>	Means the appeal committee established by the Board of Governors to hear Appeals made under this policy.
<b>Employee</b>	Means any person employed by (or who has an appointment with) the College. For the purpose of this policy also means Employees formerly employed by Okanagan College.
<b>Just Cause</b>	Means a serious offence where the College has determined the Appellant to have breached their contractual obligations as a Student or Employee in a fundamental way or where they have committed misconduct that has irreparably damaged their relationship with the College.
<b>Statement of Appeal</b>	Means the statements and supporting information required in order to conduct a review of decision through an Appeal process. For the purpose of this policy, includes all of the submission requirements outlined in <i>section 3.3 of the Procedures for Board Appeals</i> .
<b>Student</b>	Means any person enrolled as a student at Okanagan College. For the purpose of this policy also means Students formerly enrolled at Okanagan College.
<b>Suspension</b>	Means a formal action taken by the College to remove a Student or Employee from their academic, professional, or institutional activities. A Suspension is typically imposed as a result of a serious breach of contractual, academic, or behavioral obligations. For the purpose of this policy Suspension refers to those suspensions made for Just Cause.

## 5. Principles

This policy is established to ensure the following principles are applied during an Appeal to the Board of Governors made under Section 37 of the College and Institute Act:

- 5.1 That all individuals, regardless of their status or position within the institution, are treated in a fair and equitable way.
- 5.2 That there is transparency in the process to ensure all parties know how decisions are made and what is expected of them.
- 5.3 That timelines are established that are prompt and efficient.
- 5.4 That the privacy of individuals is protected.
- 5.5 That consistency is applied to ensure similar situations are treated in a similar way.
- 5.6 That the Board Appeal Committee is established to ensure it can operate in an impartial way and is free from any conflicts of interest.

**6. Appeals**

- 6.1 Appellants must file an Appeal based on the established timelines and grounds for appeal, and following the processes set out in the *Procedures for Appeals to the Board of Governors*.
- 6.2 The President's decision for Suspension will remain in force during any Appeal process.
- 6.3 On receipt of a Statement of Appeal, the Chair will initiate the Appeal process.
- 6.4 The Chair of the Board of Governors will act as the Chair of the Appeal Committee and will establish the Appeal Committee as outlined in the *Procedures for Board Appeals*.

**7. Decisions**

- 7.1 Any decisions by the Chair and the Appeal Committee are final and binding.
- 7.2 The Appeal Committee is an appellate tribunal and will not re-hear matters.

**8. Confidentiality**

- 8.1 All Appeal proceedings and related documentation will be kept confidential and will only be disclosed to individuals directly involved in the process.

**9. Records**

- 9.1 A record of Suspension and associated Appeals are included on an Appellant's official College transcript and/or personnel file, as applicable.
- 9.2 Any records related to a Suspension shall be removed from the Appellant's College records if an Appeal is successful.

**10. Related Acts and Regulations**

*None.*

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

*Appeal to the Board of Governors Form (to be developed)*

*Education Decisions Appeal Policy*

*Student Non-Academic Misconduct Policy*

*Academic Integrity Policy*

*Code of Ethical Practices Policy*

*Sexual Violence and Misconduct Policy*

**History / Revisions**

Date	Action
YYYY-MM-DD	Approval by Board, Education Council, Executive Team: <i>Title of Policy</i>



## Procedures for Appeals to the Board of Governors

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Parent Policy: *Appeal to the Board of Governors Policy*

Procedure Reference

Procedure Sponsor:

Procedure Contact: Governance & Privacy Coordinator

Applies to: Students and Employees

Approved by:

Effective Date:

Last reviewed: Scheduled review date:

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### 1. Purpose

These procedures outline the process for an Appeal to the Board of Governors for Suspensions under section 37 (1) or 37 (2) of the College and Institute Act.

### 2. Scope and Application

This Procedure applies to Appeals of the decision for Suspension by the President for Just Cause.

### 3. Initiating Review of an Appeal

- 3.1 A Suspension decision by the President may be reviewed if it meets at least one of the following grounds for appeal:
  - a) The Appellant has material evidence that was not reasonably available at the time of the President's decision.
  - b) The Appellant has provided evidence that there was a breach of the College's policies or procedures prior to the President making their decision that was not remedied through the President's decision-making process.
- 3.2 To request a review of a decision for Suspension, Appellants must submit a *Statement of Appeal* to the Governance Office.
- 3.3 The Statement of Appeal submission should include the following information:
  - a) A statement outlining the proposed ground(s) for appeal as applicable in section 3.1;
  - b) A statement of facts relevant to the ground(s) for appeal;
  - c) A statement of the relief which the Appellant seeks;

- d) Copies of all documents on which the Appellant intends to rely on; and
  - e) The names of any witnesses the Appellant wishes to identify in support of their Appeal.
- 3.4 Upon receipt of a Statement of Appeal, the Governance Office will provide a copy to the Board Chair.

#### **4. Procedures for Conducting the Appeal**

##### ***Preliminary Review of Appeal***

- 4.1 On receipt of a Statement of Appeal, the Board Chair will make an initial assessment of the Statement of Appeal to determine whether it may meet the grounds for appeal.
- 4.2 Where the Board Chair determines that the Appeal does not meet the grounds for appeal, the Appellant will be informed of the Board Chair's decision that the Appeal does not meet the criteria for further review. This decision is final.
- 4.3 Where the Board Chair determines that the Appeal may meet the grounds for appeal, the President will be provided with the Statement of Appeal.
- 4.4 After reviewing the Statement of Appeal, the President may modify their decision. The President will inform the Board Chair and the Appeal process may either be concluded by the Board Chair, or the Appeal may proceed.
- 4.5 Where the Appeal proceeds, the President's response to the Board Chair will also include a written response to the Appellant's Statement of Appeal.
- 4.6 The Board Chair will consider the Statement of Appeal and President's responses and determine whether the appeal will be heard by an Appeal Committee in writing or in person. Where an in-person hearing is conducted, the Board Chair will determine any witnesses that should be present at the hearing.
- 4.7 The Board Chair will inform the Appellant of any final decision made during the preliminary review of the Appeal, or that a hearing will proceed and the format for the hearing.

##### ***Appeal Committee***

- 4.8 Where an Appeal hearing will be conducted, the Chair will establish an Appeal Committee. The Appeal Committee will consist of the following membership:
- a) The Chair of the Board of Governors will act as the Chair of the Committee.
  - b) The Chair of the Human Resource and Compensation Committee.
  - c) A minimum of two, and up to four additional government-appointed Board members.
- 4.9 The Appeal Committee may, in its sole discretion, respond to the Appeal in the following ways:
- a) Dismiss the Appeal on a summary basis;
  - b) Request further written submissions from any party or witnesses to the Appeal;
  - c) Make a decision on the Appeal solely based on written submissions from the parties;
  - d) Take any other steps that the Appeal Committee deems appropriate in the circumstances in order to determine the result of the Appeal.

**Review of Written Submissions by Appeal Committee**

- 4.10 Where it is determined that the Appeal will be considered through written submissions, the Appeal Committee will review the Statement of Appeal and any responses from the President.
- 4.11 Following deliberations and any decision by the Appeal Committee, the Chair will inform the Appellant and President of the Appeal Committee's final decision.

**In-Person Hearing**

- 4.12 The Governance Office will inform the Appellant of the scheduled date of any in-person hearing.
- 4.13 The Appellant will acknowledge receipt to the Governance Office within two (2) days.
- 4.14 The in-person hearing will take place as follows:
- a) The Appellant may make opening statements stating their position with respect to grounds of appeal, including any relevant supporting facts, and outline any relief sought through the Appeal process.
  - b) The President may provide a response related to the Appellant's opening statements and Statement of Appeal.
  - c) After each party has had an opportunity to present, the Appeal Committee may pose questions to the Appellant, President, or other witnesses present at the hearing.
  - d) The Appellant and President will be invited by the Chair to make closing statements.
- 4.15 The Appeal Committee will consider the originating grounds for appeal, any written submissions, and statements of all parties present at the hearing.
- 4.16 The Appeal Committee will conduct its deliberations on the President's decision with only its membership present.
- 4.17 Following deliberations and any resulting decision by the Appeal Committee, the Chair will inform the Appellant and President of the Appeal Committee's final decision.

**5. Appeal Timelines**

- 5.1 An overview of timelines for the Appeal Procedures is outlined in the table below. Timelines may be extended in exceptional circumstances at the discretion of the Chair.

Appeal Procedure	Timeline <sup>1</sup>
Initiating an Appeal	A Statement of Appeal must be received by the Governance Office within <b>fifteen (15) days</b> of the Appellant receiving notice of the Suspension.
Preliminary Review	Within <b>ten (10) days</b> of receiving the Statement of Appeal, the Chair will conduct the Preliminary Review and communicate the decision to the Appellant.
Appeal Committee	An Appeal Committee will be established within <b>seven (7) days</b> of the Preliminary Review decision being communicated to the Appellant.

<sup>1</sup> Any references to "days" in this procedure refers to the number of business days.

Appeal Procedure	Timeline <sup>1</sup>
Hearing	The Appeal Committee will review the Appeal within <b>seven (7) days</b> for written submissions, or hold an in-person hearing <b>within ten (10) days</b> . The Appellant will acknowledge the date of any scheduled in-person hearing within <b>two (2 days)</b> of receipt.
Decision(s)	Following the Appeal Committee's review and deliberations on the Appeal, the Committee's decision will be communicated to the Appellant and President within <b>five (5) days</b> .

## 6. Related Acts and Regulations

*None.*

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

*Appeal to the Board of Governors Form* (to be developed)

*Education Decisions Appeal Policy*

*Student Non-Academic Misconduct Policy*

*Academic Integrity Policy*

*Sexual Violence and Misconduct Policy*

## History / Revisions

Date	Action
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YYYY-MM-DD	<i>New Procedure Approved by</i>	:
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## **SCHEDULE A**

### **Student and Employee Appeal Policy**

#### **I. Student Academic Appeal**

A student who wishes to appeal a decision or penalty relating to their academic standing (including, without limitation, Grade Appeals) may file an appeal pursuant to the College's policies in the Calendar. Any final appeal under those policies, if available, would be under the policy in the Calendar, the Final Appeal Tribunal.

A student only has the right of final appeal to the Board for discipline that involves *suspension for just cause* from the College by the President for academic misconduct, including pursuant to the *Academic Integrity Policy*, or other academic misconduct policies established by the College.

The process for an appeal to the Board of such a suspension by the President as a result of academic misconduct will follow the process set out below for Student Non-Academic Appeals.

#### **II. Student Non-Academic Appeals and Employee Appeals**

A student who has been suspended for just cause from the College by the President for non-academic misconduct, including but not limited to a breach of the *Student Non-Academic Conduct Policy*, or an employee who has been suspended from the College for just cause by the President pursuant to section 37 of the *College and Institute Act*, has the right of final appeal to the Board.

##### **a. Procedure**

A student or employee wishing to commence an appeal of their suspension must provide a written notice of appeal to the Board within thirty (30) days of the effective date of the President's decision. In the notice of appeal, the student or employee must:

- i. identify the ground(s) for appeal;
- ii. provide a statement of the underlying facts supporting the ground(s) for appeal; and
- iii. enclose copies of any document(s) upon which the student or employee intends to rely.

Within ten (10) days of receiving the student's or employee's appeal, the Board will appoint a committee of three (3) members of the Board to consider and determine the appeal (the "Appeal Committee"). The Appeal Committee's hearings and deliberations on appeals will be conducted in-camera, to protect the privacy and confidentiality of the student or employee and any other interested party.

The Appeal Committee will follow the principles of natural justice and procedural fairness, however it has the discretion to determine its own rules of procedure, and is not constrained by any other rules of procedure and evidence.

The Appeal Committee will appoint one member of the committee to act as Chair of the Appeal Committee.

### ***b. Grounds of Appeal***

The Appeal Committee is an appellate tribunal and does not re-hear matters. A student or employee may appeal a decision on one or more of the following grounds:

1. The President incorrectly determined that the conduct of the student or employee, as found by the President or admitted by the student or employee, constitutes misconduct;
2. The student or employee has material evidence that was not reasonably available at the time the President made the President's decision;
3. There was a breach of the College's procedures prior to the President making the President's decision which was not remedied through the President's decision making process;
4. The President erred in the President's assessment of the evidence; and
5. The discipline imposed by the President was excessive.

### ***c. Standard of Review***

The Appeal Committee will review the President's decision using the appropriate standard as follows:

1. Under the first enumerated ground of appeal the appropriate standard of review is correctness. The Appeal Committee may reverse or vary the President's decision or substitute its own decision;
2. Under the second enumerated ground of appeal if the Appeal Committee is satisfied that the material evidence was not reasonably available at the time of the President's decision and there is a substantial likelihood that it would affect the outcome, the Appeal Committee will send the matter back to the President for the President to reconsider;
3. Under the third enumerated ground of appeal the appropriate standard of review is whether a reasonable person, knowledgeable about the facts, would perceive that the process was unfair. If the Appeal Committee finds this to be the case then the matter will be referred back to the President for a reconsideration after remedying the procedural error in order to create a fair process;
4. Under the fourth enumerated ground of appeal the appropriate standard is reasonableness. The Appeal Committee may reverse or vary the President's decision only if the President's assessment of the evidence was unreasonable; and
5. Under the fifth enumerated ground of appeal the appropriate standard of review is reasonableness. The Appeal Committee may reverse or vary the President's decision only if the President's exercise of discretion as to the discipline imposed is unreasonable.

#### ***d. Determination of Appeal***

The Appeal Committee will provide a copy of the appeal to the President, who will be provided with thirty (30) business days to provide a response to the appeal to the Appeal Committee. A copy of the President's response will be provided to the appellant.

The Appeal Committee, in its sole discretion, may do any of the following in response to an appeal:

- i. dismiss the appeal on a summary basis;
- ii. request further written submissions from any party;
- iii. make a decision on the appeal based solely on written submissions from the parties;
- iv. conduct an oral hearing of the appeal; or
- v. take any other steps that the Appeal Committee deems appropriate in the circumstances in order to determine the appeal.

#### ***e. Oral Hearing***

Should the Appeal Committee determine that an oral hearing is required to determine the appeal, the Appeal Committee will set a date for the hearing and will notify the student or employee and any other interested party, at least ten (10) days in advance of the date of the hearing.

The Appeal Committee will determine its own rules and procedure for an oral hearing, including the attendance of witnesses and presentation of evidence. The Chair of the Appeal Committee will preside over an oral hearing, and will make any decisions on points of order or procedure as necessary, including the admissibility of evidence. The Appeal Committee may question the student or employee, or any witnesses, directly, and will permit the student or employee to present their case.

The Appeal Committee will make every effort to render a decision on the appeal within sixty (60) days of receipt of the notice of appeal by the Board. The Chair of the Appeal Committee will communicate the decision of the Appeal Committee in writing to the student or employee and the President, and to any other persons whose knowledge of the decision is essential to the implementation of the decision.

The Appeal Committee's decision on the appeal is final and binding, and is not open to review, question or appeal in any other forum.



# Okanagan College Board of Governors President's Report

September 2025

## INTRODUCTION

My September report addresses activities that have taken place between June and September 2025.

**Executive Summary:** Members will note that my September report addresses a series of updates including fall enrolment, welcoming activities for students, and the appointment of a new minister.

## Part 1: Strategic Highlights

**New Minister PSFS:** On July 21, Premier Eby announced a cabinet shuffle which included a new Minister for Post-Secondary and Future Skills. Jessie Sunner was first elected as the MLA for Surrey-Newton in 2024. She previously served as Parliamentary Secretary for Anti-Racism Initiatives. Prior to being elected to the legislature, Jessie was a human rights lawyer and trade unionist for the Hospital Employees' Union. She has been a strong advocate in the Surrey community for years, serving as Vice President of the Surrey Women's Centre and Vice Chair of the Surrey Police Board. Jessie has also served on the boards of the South Asian Bar Association, BC College of Social Workers, and the United Nations Association in Canada. Minister Sunner has indicated she plans to visit each post-secondary institution in the province this calendar year, and we look forward to hosting her on campus. At the time of writing, the Chief of Staff and Deputy Minister for PSFS have remained the same.

**UBCM:** The annual Union of BC Municipalities (UBCM) convention is being held in Victoria Sept. 22-26, 2025 and will be attended by municipal elected officials and staff, and provincial MLAs, candidates and ministry staff. Keynote speakers included the premier, leader of the opposition, and the Minister of State for Local Governments and Rural Communities. President Fassina and Jenn Goodwin are attending, and while in Victoria will be meeting with municipal officials from multiple OC communities, as well as MLAs and Ministers, Ministry staff, and provincial associations.

**ERM Update:** The College continues to improve our Enterprise Risk Management (ERM) framework as it rolls out throughout the organization, including improvements in our reporting to the Board. We continue to monitor and mitigate risks around enrolment, in particular international enrolment, as well as ongoing cyber risk. A primary objective of the ERM this year will be a refocus around business continuity planning and to complete an institution wide table-top exercise. Business continuity influences many aspects of or ERM and will make the institution more prepared dealing with enterprise-wide risks.

**Application and enrolment – Fall 2025 update:** Since May, OC has been monitoring application data for Fall 2025 on a weekly basis. Our data reporting systems are relatively new, and are a result of an institutional effort over the past 18 months to implement strategic enrolment management more broadly.

Tracking applications leading up to the start of the Fall semester allows us to compare learner interest and conversion (prospect, application, deposit paid, registration) ahead of stable enrolment (learners fully registered, paid, attending classes) in mid-September.

*New student applications + deposits paid:*

- Increase in deposits paid by domestic students compared to 2024
  - **2257** end of Aug. 2024, **2475** end of Aug. 2025
- Decrease in deposits paid by international students compared to 2024
  - **628** end of Aug. 2024, **249** end of Aug. 2025
- The College is projecting a decrease of approximately international 700 students overall in Fall 2025, based on decrease in new students and anticipated number of returning students.
- Decrease in international applications (new students) will impact enrolment in Business, Arts and Science; in some programs, small growth of domestic students may offset international decline.
- Applications to Health and Trades programs are relatively consistent, and in some programs, interest is growing.
- The decrease in new international student applications will be most strongly felt in Kelowna, although all campuses have experienced an overall decline in students.
- Improvements to the application and registration process for Adult Upgrading programs appears to have made it possible for students to be enrolled earlier in the year.
- Stable enrolment data indicates that domestic enrolment has increased slightly from September 2024 by approximately 80 students.

With respect to international student enrolment, in addition to accepting their offer, paying a deposit, and registering for classes, students must also secure their study permit ahead of the start of the semester. Permits are approved by the federal government, and the approval rate and time to process varies year over year. Early indications this year suggest an increase in processing time, which may further impact the number of new international students at OC this Fall. In early September, the International Education team works with students still waiting to receive a permit to support them to transfer to the winter semester, if possible, or to defer their offer until next year.

**Mitigating Workforce Reductions:** Earlier this year, OC launched a voluntary early retirement incentive program (ERIP) as a way to mitigate potential layoffs in portfolios and departments impacted by the decline in international student enrolment. Through ERIP and other strategies, the number of potential layoffs to instructional employees has been reduced significantly. In non-teaching areas, including corporate and campus services, restructuring has resulted in the elimination of approximately 20 positions. Where possible, the College is mitigating the impact on team members and restructuring vacant positions.

**Salmon Arm City Council:** President Fassina presented a regular update to Salmon Arm City Council on Aug. 25, providing an overview of College activities and future direction. Councillors asked questions related to interest in the new student housing building at the SA campus, as well as about the continued availability of programming locally. [Media coverage](#) of the presentation was positive.

## Part 2: Operational Highlights

**Five-Year Capital Plan:** The annual 5-Year Capital Plan was submitted to the Ministry by the July 4, 2025 deadline subject to Board approval. Projects include some necessary upgrades to a couple of the older buildings on our campuses and potential redevelopment opportunities for the Kelowna cafeteria following the completion of the Food, Wine and Tourism Centre. Also new to the Plan this year is improved wayfinding and accessibility on all campuses. The only IT-related project this year is hybrid classrooms with the technology to provide classes synchronously across all campuses.

**Financial Position:** The Q1 reporting deadline was June 30. At that time, the College projected a deficit of \$8.9m which was higher than budget by \$600K. Since the Q1 is prepared early in the fiscal year, the College anticipates coming back in line with the original budget projection by Q2. The main drivers of the increased deficit were timing of departures as well as increased costs relating to benefits. Q2 will provide a more accurate picture of the fiscal year as it will be prepared and presented to the Board after our stable enrolment date.

**Integrated Resource Plan Initiation 26/27:** Three years into the current Integrated Resource Planning cycle, the process has been updated for 26/27 to include additional involvement and oversight by OC's Executive Team to ensure priorities are considered and set based on strategic and operational priorities. The Finance, Audit and Risk Committee provides advice on the assumptions that inform early budget planning annually in September. A draft Integrated Resource Plan is presented to the Finance Audit and Risk committee in February.

**Physical Space Utilization Update:** Work on physical utilization of our campuses was done as part of the Capital Master Plan process. A dashboard was developed and the College is in the process of analyzing the data.

**STARS Update:** As a follow-up to our original submission in 2024, work is ongoing to collect data for the next reporting cycle. The new report will be coming to Board in December following which it will be submitted to STARS for scoring.

**New Dean, Trades & Apprenticeship:** OC is pleased to welcome Caitlin Hartigan as its new Dean of Trades & Apprenticeship. Caitlin brings an extensive background working within the skilled trades, including experience in leadership roles as the previous Director of Programming & Client Operations for Women Building Futures, and Trades Dean roles at Northwestern Polytechnic and Keyano College.

**New Associate Deans:** OC welcomed two new Associate Deans to its team in August. Steven Crema joined OC as the new Associate Dean, Science and Technology after 20 years in leadership roles at Fanshawe College. In Business, Dr. Agnes Weighill joined OC after a 20-year career including extensive work in community development, tourism, and international project leadership.

**Ancillary & Business Services (ABS) Updates:** ABS continues to find operational efficiencies, two of which have included the closure of the College's Print Services department and realignment of Campus Stores to ABS from Facilities. The realignment supports ABS's focus on e-Commerce initiatives within our campus bookstore locations, which create efficiencies in operations while offering service levels expected by students. The College also welcomed some new food vendors on our Penticton, Salmon Arm, and Kelowna campuses.

**Enrolment Council:** As part of OC's ongoing efforts to implement Strategic Enrolment Management, a new leadership group was launched this August, chaired by the VP, ECR. "Enrolment Council" is comprised of senior leaders at the College who are engaged in and support student recruitment and retention activities. When fully functional, the Council will receive and review institutional SEM data and provide analysis and recommendations that help OC achieve enrolment targets.

**June Convocation & Commencement ceremonies:** Close to 1000 students took part in convocation and commencement ceremonies at all four OC campuses June 7-11. "As I move forward, I carry with me the support of my classmates — now colleagues, and the guidance of my instructors — now mentors, and the experiences I gained at OC, which provided a safe and welcoming place to learn," said ECE graduate Madi Wightman. "As we move into classrooms, clinics, offices, or wherever life takes us next, remember why you started. Don't forget the people, the process, the laughter, or your passion for why you chose your field of study and why you chose OC."

## **Other Operational Highlights**

**Administrative Policy Updates:** The [Smoke-Free Policy](#) was developed and approved by OC's Executive on August 13. This policy and associated [procedures](#) support the College's new smoke-free campus environment which was effective as of September 1.

**Campus Tours/Student Recruitment:** The Recruitment and Enrolment Management team, which leads domestic student recruitment and education advising, hosted 30 tours over the summer months, bringing prospective students and groups to OC campuses. Guests included Westbank First Nations, students in the BCIT ACE program, and the Kelowna Community Resources Centre, as well as several others.

### **College Events:**

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

**Campus 'Welcome Back' meetings:** Campus Administration hosted opportunities for employees to gather during the first week of fall term, to enjoy social connection at work as well as to hear campus updates and exchange information. Included in the updates was information from JOHS committees, updates from IT and other service departments, and introduction of new team members.

**Smoke-Free campuses:** Okanagan College is smoke-free as of Sept. 1, 2025, supporting a healthier and cleaner environment for all. This initiative is part of our ongoing commitment to wellness and creating a safe, welcoming community for students, employees and visitors. All gazebos previously used for smoking have been permanently removed. In their place, designated smoking receptacles have been installed at select locations across campuses, to provide people a place to deposit their cigarettes safely. Resources are available to employees and students who are interested in quitting smoking, and more information about OC's transition to smoke-free is available [on our website](#).

**Overdose prevention:** Across B.C., taking steps [to prevent deaths due to toxic drugs is a priority](#) for post-secondary institutions and the broader community. Okanagan College has over 20 Naloxone and Automated External Defibrillator (AED) stations located at all four campuses, and at student orientation events information about drug safety and overdose prevention is made available. Student housing facilities are equipped with response stations, and Security and housing staff members receive specific training to be aware of what to do if an overdose occurs.

**Program updates:** This summer CampOC ran 130 different camps at all four campuses with 4800 registrations generating \$1.3m in revenue, making it the largest CampOC to date. This year's Camp OC focused on strengthening community connections including partnerships with the Kelowna Museum, Art Gallery, Father Pandosy Mission, and Don O'Ray Farms to deliver a new 'Field Trip Frenzy' camp. Guest speakers and organizations including the SPCA, Enactus, and local supercar enthusiasts, enriched on campus activities with unique learning opportunities for CampOC participants.

A revitalized Flight Academy for students in Grades 7–12 was another highlight at CampOC this year. Delivered in collaboration with the KF Centre for Excellence, Kelowna Flying Club, KF Aerospace, Transport Canada, and the Kelowna International Airport, the Flight Academy showcased the strength of industry partnerships in youth education.

**Applications Open 2025:** Okanagan College will host “Applications Open” again this fall, promoting the earliest opportunity for students to enroll in 2026/27 programs. The event is targeted to grade 12 students and anyone who is already planning to attend OC next fall. It offers a supportive environment for people to complete their applications and connect with the Recruitment Team.

### **Capital Projects:**

**Centre for Food, Wine and Tourism (CFWT):** All development and building permits were obtained and PCL mobilized onsite to begin construction on June 2. Parking lots at the front of Kelowna campus were temporarily closed over the summer and reopened before classes started in September. The KLO transit exchange changes have been postponed until summer 2026 to reduce construction congestion. Follow construction progress for the Centre for Food, Wine & Tourism on the [live construction feed camera](#).

**Don Folk Family Recreation and Wellness Centre:** Contaminated soil haul-out and foundation preparations continued through the summer. Construction drawings are nearing completion and foundation pours and steel erection preparation will take place in late October. The project is on schedule to be completed in August 2026. For live construction updates, follow this [webcam link](#).

**Penticton Student Housing:** The Penticton student housing project remains on schedule to summer 2026 completion. Underground utility rough ins, framing and window installation were completed this summer. Follow this [webcam link](#) to view live construction of the Penticton Housing.

### **Foundation / Campaign Updates:**

**Thrive Here Campaign:** The Thrive Here campaign for the Recreation and Wellness Centre at the Kelowna campus has only \$650,000 to go to our \$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.

**OC Foundation – FBT campaign:** The OC Foundation is in the quiet phase of fundraising for food, beverage and tourism focusing initially on the capital shortfall and investment in mid-term program development. The campaign brand *Beyond Extraordinary* has been developed along with a case for support. On October 4, a new signature fundraising event, [Elevate](#), will kick off the fundraising effort. The Kelowna campus will transform into an Okanagan-inspired piazza where 250 guests will embark on a sensory journey. Renowned Chef Rod Butters and Mission Hill's Bram Bolwijn will curate an evening of exclusive chef collaborations, premium tastings and a thrilling Black Box Competition.

In support of the College's fundraising efforts, members will note a renewed version of the Naming Policy in [Agenda Item 4.3.1](#).

**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 May, the following news releases have been provided to media and have been covered by various/numerous outlets. OC's coverage is consistently more positive than negative, due to the volume and frequency of stories about OC students and employees.

- May 9: [OC Cultivates lands at KF Centre for Excellence](#)
- May 12: [Okanagan College names veteran researchers to lead Applied Research department](#)
- May 15: [Books and beeswax: A sustainable success for National Champs Enactus OC](#)
- May 16: [Computer Information Systems students attend conference](#)
- May 23: [OC's Jill of All Trades inspires the next generation of female skilled trades professionals in the Okanagan](#)
- May 26: [Coyotes Win CCWS Championship](#)

- May 27: [Okanagan College to host student-led community Pride celebration](#)
- May 29: [Spirits, storytelling and cultural memory come to life in West Moon, by OC's Red Dot Players](#)
- June 2: [Big assist: Callahan Property Group gives major gift to recreation centre](#)
- June 5: [Vernon hosts hundreds of high schoolers at health careers event with global mental health advocate](#)
- June 6: [Spring Convocation and Commencement ceremonies to be held throughout the region](#)
- June 9: [Convocation week underway as 650 grads celebrate](#)
- June 11: [First ever Kevin Greenwood Memorial entrepreneurship award handed out](#)
- June 13: [High school students connect to health care careers at Okanagan College campus event](#)
- June 17: [Okanagan College president's contract renewed, made permanent](#)
- June 20: [Honouring National Indigenous Peoples Day](#)
- June 23: [Therapist Assistant students flex their skills with first-ever student led clinic at OC](#)
- June 23: [Saying farewell to Dean of Trades and Apprenticeship, Stephen Speers](#)
- June 27: [Dozens of programs at Okanagan College eligible for StrongerBC future skills grant](#)
- June 30: [The right fit](#)
- July 3: [JIBC brings EMR and Paramedic training to Okanagan College's Vernon campus](#)
- July 3: [Two Valleys, 80 Years Later](#)
- July 21: [New Associate Dean to join Okanagan College's Science & Technology Portfolio](#)
- July 22: [New Associate Dean in OC's School of Business](#)
- July 28: [New community members appointed to OC Board of Governors](#)
- July 29: [New Dean of Trades and Apprenticeship coming back to BC](#)
- Aug 6: [OC Adult Upgrading instructor helps learners rewrite their futures](#)
- Aug 15: [Temporary changes to Kelowna campus bus loop](#)
- Aug 19: [Message from President Neil Fassina](#)
- Aug 21: [Okanagan College Foundation debuts ELEVATE: an Okanagan experience](#)
- Aug 25: [Former OC prof involved in new documentary](#)

**Recent & Upcoming College Events:**

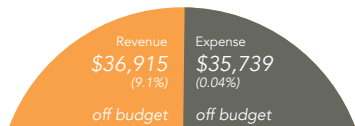
Date	Activity	Location
Sept 18	School of Business Information Session	Virtual
Sept 20	Outdoor Adventure #2 - Myra Canyon Rope Climbing	Kelowna
Sept 24	Connection Cafe Drop-in Wednesdays	Kelowna
Sept 24	Trades Fuel-Up Day	Kelowna
Sept 27	Outdoor Adventure #3 - Mission Creek Hike	Kelowna
Sept 29	OC Speakers series	Kelowna
Sept 30	National Day for Truth and Reconciliation	All
Oct 1	JIBC Welcome Event	Vernon
Oct 2	Campus Conversations	Salmon Arm & Vernon
Oct 3	Campus Conversations	Penticton & Kelowna

<b>Date</b>	<b>Activity</b>	<b>Location</b>
<b>Oct 4</b>	Outdoor Adventure #4 - Knox Mountain Hike & Picnic	Kelowna
<b>Oct 4</b>	ELEVATE: An Okanagan Experience Campaign Launch	Kelowna
<b>Oct 6</b>	Careers Hub Virtual Drop-In	Virtual
<b>Oct 6</b>	Day in the Life Speaker Series	Kelowna
<b>Oct 8</b>	Connection Cafe Drop-in Wednesdays	Kelowna
<b>Oct 9</b>	Day in the Life Speaker Series	Kelowna
<b>Oct 8</b>	Student Housing Celebration	Penticton
<b>Oct 14</b>	Free application night	Penticton
<b>Oct 18</b>	Convocation	Kelowna
<b>Oct 28</b>	Free application night	Salmon Arm
<b>Oct 29</b>	Free application night	Kelowna
<b>Oct 30</b>	Free application night	Vernon
<b>Oct 30</b>	Employee Awards Celebration	Kelowna
<b>Nov 6</b>	OC Foundation Fall Student Awards	Vernon
<b>Nov 13</b>	OC Foundation Fall Student Awards	Penticton
<b>Nov 18</b>	OC Foundation Fall Student Awards	Kelowna
<b>Nov 19-20</b>	International Education Week	Kelowna
<b>Nov 20</b>	OC Foundation Fall Student Awards	Kelowna
<b>Nov 22</b>	Enactus OC Winter Party	Kelowna
<b>Dec 2</b>	OC Foundation Giving Tuesday	All
<b>Dec 5</b>	Last day of classes	All
<b>Dec 6</b>	National Day of Remembrance & Action on Violence Against Women	All
<b>Dec 9 to 18</b>	Final Exam Period	All

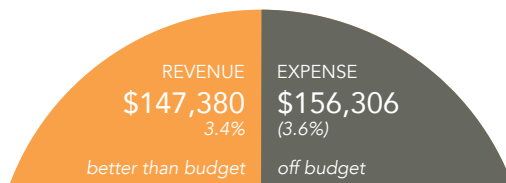
(amounts in \$000s)

## Year-End Forecast

### Year-to-Date

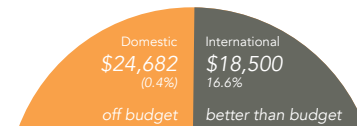


**\$1,176 Actual Surplus**  
**(\$3,727) Off Budget**



**(0.2%) Deficit**  
**(\$8,927) Deficit**

### Tuition Year-End Forecast



## Approved Budget

REVENUE	EXPENSE	BUDGETED DEFICIT
\$142,525	\$150,857	(\$8,331)

## Q1 Year-End Forecast Variance to Approved Budget

REVENUE	EXPENSE	FORECASTED DEFICIT
Variance \$4,854 3.4%	Variance \$5,450 (3.6%)	OFF Budget (\$595) (0.2%)

Favourable Favourable

**Grants**  
\$2,101 2.6%  
Increase in annual operating grant funded by the Ministry, and recognition of prior year deferred revenue from one-time grants received for BCBTAC and Nursing.

**International Tuition**  
\$2,629 16.6%  
Revised forecast for international enrolment, adjusted to reflect trend from prior year-end surplus.

**Other**  
\$148 18.8%  
(below threshold)

**Amortization of Deferred Contributions for Tangible Capital Assets**  
\$269 3.6%  
(below threshold)

**Investment Income**  
\$0 0.0%  
(below threshold)

**Domestic Tuition**  
(\$99) (0.4%)  
(below threshold)

**Contract Services**  
(\$149) (4.1%)  
(below threshold)

**Ancillary Services**  
(\$44) (0.5%)  
(below threshold)

**Salaries and Benefits**  
(\$4,300) (4.0%)  
Additional costs due to rising costs of benefits, timing of workforce reductions, and one-time salary costs associated with deferred contracts from prior year.

**Supplies and Services**  
(\$855) (2.8%)  
Increase due to one-time costs associated with deferred contracts from prior year in BCBTAC and Nursing.

**Interest on Dept**  
(\$18) (1.2%)  
(below threshold)

**Amortization of Tangible Capital Assets**  
(\$277) (2.5%)  
(below threshold)

Unfavourable

Unfavourable

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

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

LEGEND	Material	<Material
Favourable		
Unfavourable		

# Statement of Consolidated Operations 2025-26

## as at Quarter 1, June 30, 2025

### (Amounts in \$000s)

	A	B	Variance Favourable (Unfavourable) [A vs B]	Variance as a % of Budget	C	D	Variance Favourable (Unfavourable) [C vs D]	Variance as a % of Budget	Note
	Actual Q1	Budget Q1			Q1 Forecast Year End 2025-26	Budget Approved 2025-26			
<b>REVENUE</b>									
Grants	21,794	24,687	(2,892)	-11.7%	82,331	80,230	2,101	2.6%	1
Domestic tuition and mandatory fees	5,882	6,682	(800)	-12.0%	24,682	24,781	(99)	-0.4%	
International tuition and mandatory fees	5,159	3,228	1,931	59.8%	18,500	15,871	2,629	16.6%	2
Contract services	375	1,882	(1,507)	-80.1%	3,482	3,631	(149)	-4.1%	
Ancillary service sales	1,144	1,758	(614)	-34.9%	8,649	8,694	(44)	-0.5%	
Investment income	347	251	96	38.4%	1,090	1,090	0	0.0%	
Other	347	279	69	24.7%	935	787	148	18.8%	
Amortization of deferred contributions for tangible capital assets	1,866	1,860	6	0.3%	7,711	7,442	269	3.6%	
<b>TOTAL REVENUE</b>	36,915	40,627	(3,712)	-9.1%	147,380	142,525	4,854	3.4%	
<b>EXPENSE</b>									
Salaries and benefits	26,131	25,366	(765)	-3.0%	112,568	108,268	(4,300)	-4.0%	3
Supplies and services	6,388	6,899	511	7.4%	30,903	30,048	(855)	-2.8%	4
Interest on debt	426	689	264	38.2%	1,483	1,465	(18)	-1.2%	
Amortization of tangible capital assets	2,795	2,769	(26)	-0.9%	11,352	11,075	(277)	-2.5%	
<b>TOTAL EXPENSE</b>	35,739	35,723	(16)	0.0%	156,306	150,857	(5,450)	-3.6%	
<b>OPERATING SURPLUS (DEFICIT)</b>	1,176	4,904	(3,727)	-9.2%	(8,927)	(8,331)	(595)	-0.2%	

**Year End Forecast Variance to Budget Material Notes: threshold > \$400K and 2% of the budget line**

1. Grants: exceeds budget due to increase in annual operating grant funded by the Ministry, as well as recognition of prior year deferred revenue from one-time grants received for BCBTAC and Nursing.
2. International tuition and mandatory fees: exceeds budget due to revised forecast for international enrolment, adjusted to reflect trend from prior year-end surplus.
3. Salaries and benefits: exceeds budget due to rising costs of benefits, timing of workforce reductions, and one-time salary costs associated with deferred contracts from prior year.
4. Supplies and services: exceeds budget due to one-time costs associated with deferred contracts from prior year in BCBTAC and Nursing.



## BOARD OF GOVERNORS – BRIEFING NOTE

September 23, 2025

Agenda #: 4.6.1

<b>Title</b>	Program Revisions		
<b>Action and/or Recommendation</b>	<p>For Approval</p> <p><u>Recommended Motions:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Commercial Aviation Diploma as recommended by Education Council and as presented.”</i></b></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Commercial Helicopter Pilot Certificate as recommended by Education Council and as presented.”</i></b></p>		
<b>Meets OC’s Inspire Plan...</b>	<p><b>Values</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students First</li> <li><input checked="" type="checkbox"/> Community</li> <li><input type="checkbox"/> Respect</li> <li><input type="checkbox"/> Courage</li> <li><input type="checkbox"/> Relationships</li> <li><input type="checkbox"/> Distinction</li> </ul>	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reconciliation</li> <li><input type="checkbox"/> EDISJ</li> <li><input checked="" type="checkbox"/> Sustainability</li> <li><input type="checkbox"/> Resilience</li> <li><input checked="" type="checkbox"/> Effective and Efficient</li> </ul>	<p><b>Commitments</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Inclusive &amp; Equitable Access</li> <li><input checked="" type="checkbox"/> Life-long learning partnerships</li> <li><input checked="" type="checkbox"/> Integration and focus</li> </ul>

### 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:

- Commercial Aviation Diploma
- Commercial Helicopter Pilot Certificate

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

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

### Reference Materials

Proposals for Program Revisions:

- Commercial Aviation Diploma
- Commercial Helicopter Pilot Certificate

### Supporting Analysis

Improvements to the delivery model of the Commercial Aviation Diploma and Commercial Helicopter Pilot Certificate are recommended to enhance academic quality, operational efficiency, and financial

sustainability of the programs. The proposed changes introduce a more flexible structure, allowing students to complete aviation training with any Transport Canada-certified provider instead of one single partnership. Students are no longer required to complete the business and aviation components at the same time, which increases flexibility and helps eliminate scheduling barriers. Instead, a graduate of Transport Canada-certified provider will be admitted to the Commercial Aviation Diploma or Commercial Helicopter Pilot Certificate by a Prior Learning Assessment and Recognition (PLAR) and students have the opportunity to complete the academic portion of the program before, during or after their completion of a Pilot or Helicopter License.

Other revisions include:

- Updating the wording of the program description to reflect the revisions to program.
- Updating admission requirements to match other School of Business programs.
- Revising the program outline to only include academic business courses and exclude aviation.
- Updating the graduation requirements to indicate that a letter from a flight school is no longer required.
- Updating the residency requirements to indicate that academic credits must be completed at Okanagan College.

### 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.

**Reputational:** Mitigated through partnership agreements and selection of preferred partners.

### Proposed and Prepared by

Jillian Garrett, Education Council Chair

### Consultation History

Reviewed	Recommended	Group/Individual, Title	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Education Council	9/18/2025
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	9/15/2025

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

### Program Revision Summary

<b>Name of Program:</b>	<b>Commercial Aviation Diploma</b>
<b>Program Outcome/Credential:</b>	Diploma
<b>Program Length:</b>	<b>30 credits</b>
<b>Proposed Revision Effective:</b>	Winter 2026
<b>Education Council Approval Date:</b>	09/18/2025

### Proposed Revised Program Outline

<b>Program description:</b>	The Commercial Aviation Diploma combines business education with professional flight training to prepare students for careers in the aviation industry. Students complete academic coursework through the College and gain flight experience with a Transport Canada-certified training provider. By integrating aviation training with business studies, graduates gain a competitive advantage for careers in the aviation industry with strong competencies in both flight training and business administration.
<b>Career Outcomes and Pathways:</b>	Graduates of the Commercial Aviation Diploma program are prepared for careers as commercial pilots in various sectors, charter companies, regional carriers and private corporations, and positions at major airline companies. The program also opens pathways into business management within aviation.

<b>Proposed Revisions:</b>	<b>Current</b>	<b>Proposed</b>
<input checked="" type="checkbox"/> <b>Hours:</b>	<b>60</b>	<b>30</b>
<input checked="" type="checkbox"/> <b>Program Description:</b>	The Commercial Aviation Diploma (CAD) program is for individuals who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.	<p>Successful pilots and business professionals share many qualities. They excel in communication, create strategic plans for success, evaluate situations, and anticipate changes. Elevate your passion for aviation with Okanagan College's Commercial Aviation Diploma (CAD) which gives you the business skills you need to grow your career.</p> <p>The Commercial Aviation Diploma (CAD) consists of two separate areas of study: aviation and flight training courses, and academic courses. The Commercial Pilot Licence is completed through any Transport Canada certified flight training provider and</p>

Proposed Revisions:	Current	Proposed
	<p>The Commercial Aviation diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The academic portion of the program is completed at Okanagan College and consists of eight 3-credit courses taken as part of this program.</p> <p>The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.</p> <p><b>Career Opportunities:</b> include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.</p>	<p>accepted by Okanagan College towards the Commercial Aviation Diploma. Note that a Private Pilot Licence is a prerequisite to the Commercial Pilot Licence. The academic portion of the program is completed at Okanagan College and consists of ten 3-credit courses which can be taken before, during or after the Commercial Pilot Licence.</p> <p>Graduates are employed as pilots with charter companies, regional carriers and private corporations. Their business administration skills can open doors to roles like airport administrator or operations manager and upon attaining sufficient flying hours, graduates will also have pilot job opportunities with major airline companies.</p>
<p>☒ <b>Admission Requirements:</b></p>	<ul style="list-style-type: none"> <li>• B.C. secondary school graduation (or its equivalent), or mature student status.</li> <li>• English 12 with minimum 60% or <a href="#">alternatives</a>.</li> <li>• <i>Students graduating from secondary school in or prior to 2012:</i> <ul style="list-style-type: none"> <li>○ Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education</li> </ul> </li> </ul>	<p><b>Regular Applicants</b></p> <ul style="list-style-type: none"> <li>• B.C. secondary school graduation (or equivalent).</li> <li>• English 12 or <a href="#">alternatives</a>.</li> <li>• Math requirement: A minimum of 50% in any of: <ul style="list-style-type: none"> <li>• Pre-calculus Grade 11</li> <li>• Foundations of Mathematics Grade 11</li> <li>• Principles of Mathematics 11</li> </ul> </li> </ul>

**Proposed Revisions:****Current**

mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.

- *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:*
  - A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.
- Proof of ability to meet Transport Canada Aviation Language Proficiency Requirements.

NOTE: Canadian private pilot training is included in the program and requires a minimum of two semesters of full-time attendance. Students must complete the Canadian Private Pilot Licence prior to continuing in the program. Students with a Canadian Private Pilot's licence at admission, with approval of Southern Interior Flight Centre, may be granted exemptions from the private pilots training courses and labs -AVIA 104, AVIA 105, AVIA 106, and AVIA 107. Contact the flying school for details.

**Program requirements:**

- A personal laptop is required. See the program for computer specifications.

**Proposed**

- Applications of Mathematics 11
- Apprenticeship and Workplace Mathematics Grade 11
- Apprenticeship Mathematics 11
- Adult Basic Education MATH 011
- Adult Basic Education MATH 080
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011
- Or a minimum score of 16/25 on the Okanagan College Mathematics Diagnostic Test.

**Mature Applicants**

- Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year.
- Secondary graduation will be waived for mature applicants.
- Mature applicants must meet the English and Mathematics requirements.

**Qualifying status:**

- Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants.
- Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites.
- Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Proposed Revisions:	Current	Proposed
<p>☒ <b>Program Outline:</b></p>	<p>Winter Intake Only (for private pilot's license)</p> <p>AVIA 104 - Introduction to Aviation Theory</p> <p>AVIA 105 - Aviation Language Proficiency</p> <p>AVIA 106 - Pilot Skills Lab I</p> <p>AVIA 107 - Pilot Skills Lab II</p> <p><b>Semester 1</b></p> <p>Fall intake - Commercial Aviation</p> <p>AVIA 112 - Navigation and Air Regulations I</p> <p>AVIA 113 - Meteorology I</p> <p>AVIA 114 - Flight and Aircraft Systems I</p> <p>AVIA 115 - Flight Lab I</p> <p>BUAD XXX – Course from prescribed list **</p> <p>BUAD XXX – Course from prescribed list **</p> <p><b>Semester 2</b></p> <p>AVIA 122 - Navigation and Air Regulations II</p> <p>AVIA 123 - Meteorology II</p> <p>AVIA 124 - Flight and Aircraft Systems II</p> <p>AVIA 125 - Flight Lab II</p> <p>BUAD XXX – Course from prescribed list **</p> <p>BUAD XXX – Course from prescribed list **</p> <p><b>Semester 3</b></p> <p>AVIA 212 - Advanced Flight Operations I</p> <p>AVIA 213 - Instrument Procedures</p> <p>AVIA 214 - Advanced Avionics</p> <p>AVIA 215 - Flight Lab III</p> <p>BUAD XXX – Course from prescribed list **</p> <p>BUAD XXX – Course from prescribed list **</p> <p><b>Semester 4</b></p> <p>AVIA 222 - Advanced Flight Operations II</p> <p>AVIA 225 - Flight Lab IV</p>	<p><b>Program requirements:</b></p> <ul style="list-style-type: none"> <li>A personal laptop is required. See the program for computer specifications.</li> </ul> <p>Complete all of the following</p> <ul style="list-style-type: none"> <li>BUAD111 - Financial Accounting I (3)</li> <li>BUAD116 - Marketing (3)</li> <li>BUAD123 - Management Principles (3)</li> <li>BUAD128 - Computer Applications I (3)</li> <li>BUAD251 - Personal Financial Planning (3)</li> <li>BUAD262 - Organizational Behaviour (3)</li> <li>CMNS112 - Professional Writing I (3)</li> <li>MATH114 - Business Mathematics (3)</li> </ul> <p>Completed at least 2 courses from:</p> <ul style="list-style-type: none"> <li>BUAD</li> </ul> <p>As well as the required courses, students select 2 additional BUAD courses as electives. Substitutes courses may be pre-approved by the department as appropriate.</p>

Proposed Revisions:	Current	Proposed
	<p>AVIA 226 - Human Factors            AVIA 227 - Aviation Skills            BUAD XXX – Course from prescribed list **            BUAD XXX – Course from prescribed list **</p> <p><b>Required Academic Courses</b></p> <p>Required academic courses**:            BUAD 111 - Financial Accounting I            BUAD 116 - Marketing            BUAD 123 - Management Principles            BUAD 128 - Computer Applications I            BUAD 251 - Personal Financial Planning            BUAD 262 - Organizational Behaviour            CMNS 112 - Professional Writing I            MATH 114 - Business Mathematics</p> <p><b>Notes</b></p> <p>* Aviation courses must be taken in the prescribed order and must be taken in concurrent blocks each semester as listed above. All semesters must be taken contiguously (with allowance for summer break). Students unable to meet this requirement must withdraw from the program.</p> <p>** 24 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.</p>	
<p>☒ <b>Graduation Requirements:</b></p>	<p>Successful completion of the required courses as listed in the program outline with a minimum graduating grade average of 60% <u>and a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot Licence, a Multi-Engine Instrument rating, and the IATRA written exam.</u></p>	<p>Successful completion of the required courses as listed in the program outline with a minimum graduating grade average of 60% <b>and official evidence of a Transport Canada Commercial Pilot Licence.</b></p>
<p>☒ <b>Residency Requirements:</b></p>	<p>100% of the program must be completed through OC.</p>	<p><b>All of the academic credits (50% of the program) must be completed through OC.</b></p>

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

### Program Revision Summary

<b>Name of Program:</b>	<b>Commercial Helicopter Pilot Certificate</b>
<b>Program Outcome/Credential:</b>	Certificate
<b>Program Length:</b>	<b>15 credits</b>
<b>Proposed Revision Effective:</b>	Winter 2026
<b>Education Council Approval Date:</b>	09/18/2025

### Proposed Revised Program Outline

<b>Program description:</b>	The Commercial Helicopter Pilot Certificate combines aviation training with business education to prepare students for success in the helicopter industry. The program includes flight training through a Transport Canada certified provider, and academic courses focused on business administration. Students develop strategic thinking, communication, and adaptability skill through this program. This blend of technical and business training gives graduates a competitive edge and prepares them to grow their careers in the aviation industry.
<b>Career Outcomes and Pathways:</b>	Graduates are prepared for careers as commercial helicopter pilots in industries such as tourism, emergency services, forestry, and transportation. With added business skills, they are also equipped to pursue administrative roles within the aviation sector.

<b>Proposed Revisions:</b>	<b>Current</b>	<b>Proposed</b>
<input checked="" type="checkbox"/> <b>Hours:</b>	<b>40</b>	<b>15</b>
<input checked="" type="checkbox"/> <b>Program Description:</b>	<p>The Commercial Helicopter Pilot Certificate (CHPC) will complement the objectives of the Commercial Aviation program, allowing students from both airplane and helicopter courses to share common ground school courses. This will educate students with the unique challenges of operating helicopters in Canada and internationally.</p> <p>This certificate follows the Transport Canada approved curriculum and shares courses with the Commercial Aviation Diploma. This includes fundamentals and advanced skills required for commercial helicopter pilots. Students will complete the</p>	<p>Successful pilots and business professionals share many qualities. They excel in communication, create strategic plans for success, evaluate situations, and anticipate changes. Elevate your passion for aviation with Okanagan College's Commercial Helicopter Certificate which gives you the business skills you need to grow your career.</p> <p>The Commercial Helicopter Certificate consists of two separate areas of study: aviation and flight training courses, and academic courses. The Commercial Helicopter Pilot Licence is completed through any Transport Canada certified flight training</p>

**Proposed Revisions:****Current**

program with the skills to take the Transport Canada Commercial Helicopter Pilots written and flight tests.

Okanagan College continues to incorporate business development skills with aviation course so students can advance their professionalism and work ethic within future career positions. By blending commercial helicopter pilot training skills with the Okanagan College School of Business, graduates will enter the industry with more advanced education than that of a general pilot.

This certificate will require two full semesters over one year with a total of 40 credits.

Graduates that successfully complete the Transport Canada written and in flight exams and accumulate a minimum of 100 hours of flight time, will be ready for employment as commercial helicopter pilots.

**Proposed**

provider and accepted by Okanagan College towards the Commercial Helicopter Pilot Certificate. The academic portion of the program is completed at Okanagan College and consists of five 3-credit courses which can be taken before, during or after the Commercial Helicopter Pilot Licence.

By blending commercial helicopter pilot training skills with business administration skills, graduates will enter the industry with more advanced education than that of a general pilot and be prepared to advance their professionalism within future career positions.

☒ **Admission Requirements:**

- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or [alternatives](#).
- *Students graduating from secondary school in or prior to 2012:*
  - Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- *Students entering Grade 10 in or after 2010 and/or*

**Regular Applicants**

- B.C. secondary school graduation (or equivalent).
- English 12 or [alternatives](#).
- Math requirement:
  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Apprenticeship Mathematics 11
  - Adult Basic Education MATH 011

**Proposed Revisions:****Current**

*completing the new mathematics curriculum:*

- A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- Category 1 Aviation Medical.
- Letter of recommendation from the Okanagan Mountain Helicopters FTU indicating successful completion of a personal interview, and proof of financial ability.
- Weight restriction of 200 lb or less, due to aircraft weight limitations.

**Program requirements:**

- A personal laptop is required. See the program for computer specifications.

**Proposed**

- Adult Basic Education MATH 080
- Adult Basic Education MATH 084 and MATH 085
- Adult Basic Education IALG 011
- A minimum of 50% in any of:
- Or a minimum score of 16/25 on the Okanagan College Mathematics Diagnostic Test.

**Mature Applicants**

- Mature applicants are at least 19 years of age and have been out of full-time secondary study for at least one year.
- Secondary graduation will be waived for mature applicants.
- Mature applicants must meet the English and Mathematics requirements.

**Qualifying status:**

- Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the business program as qualifying students subject to the availability of space after the admission and registration of qualified applicants.
- Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites.
- Qualifying first-year business students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying

Proposed Revisions:	Current	Proposed
		<p>year only if all outstanding course entrance requirements have been successfully completed.</p> <p><b>Program requirements:</b></p> <ul style="list-style-type: none"> <li>• A personal laptop is required. See the program for computer specifications.</li> </ul>
<p>☒ <b>Program Outline:</b></p>	<p><b>Notes:</b></p> <p>Aviation and helicopter courses must be taken in the prescribed order and must be taken in concurrent blocks each semester as listed below. Semester 2 must be taken immediately after Semester 1. Students unable to meet this requirement must withdraw from the program.</p> <p><b>Semester 1</b></p> <p>AVIA 104 - Introduction to Aviation Theory</p> <p>AVIA 105 - Aviation Language Proficiency</p> <p>HELI 110 - Pilot Skills Lab I</p> <p>AVIA 112 - Navigation and Air Regulations I</p> <p>AVIA 113 - Meteorology I</p> <p>AVIA 114 - Flight and Aircraft Systems I</p> <p><b>Semester 2</b></p> <p>AVIA 122 - Navigation and Air Regulations II</p> <p>AVIA 123 - Meteorology II</p> <p>AVIA 124 - Flight and Aircraft Systems II</p> <p>HELI 120 - Pilot Skills Lab II</p> <p>HELI 130 - Pilot Skills Lab III</p> <p>AVIA 226 - Human Factors</p> <p>AVIA 227 - Aviation Skills</p> <p><b>Required Academic Courses</b></p> <p>Complete at least 4 of the following:</p> <p>BUAD 111 - Financial Accounting I</p>	<p>Completed at least 5 of the following:</p> <ul style="list-style-type: none"> <li>• BUAD111 - Financial Accounting I (3)</li> <li>• BUAD116 - Marketing (3)</li> <li>• BUAD123 - Management Principles (3)</li> <li>• BUAD201 - Conflict Resolution and Negotiation (3)</li> <li>• BUAD251 - Personal Financial Planning (3)</li> <li>• BUAD262 - Organizational Behaviour (3)</li> <li>• CMNS112 - Professional Writing I (3)</li> <li>• MATH114 - Business Mathematics (3)</li> </ul> <p>Substitute courses may be pre-approved by the department as appropriate.</p>

<b>Proposed Revisions:</b>	<b>Current</b>	<b>Proposed</b>
	BUAD 116 - Marketing BUAD 123 - Management Principles BUAD 201 - Conflict Resolution and Negotiation BUAD 251 - Personal Financial Planning BUAD 262 - Organizational Behaviour CMNS 112 - Professional Writing I MATH 114 - Business Mathematics 12 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.	
<input checked="" type="checkbox"/> <b>Graduation Requirements:</b>	Successful completion of the required courses as listed in the program outline with a minimum graduating grade average of 60% and a letter from Okanagan Mountain Helicopters indicating satisfactory completion of aviation theory courses and Transport Canada Commercial Pilot License.	Successful completion of the required courses as listed in the program outline with a minimum graduating grade average of 60% and official evidence of Transport Canada Commercial Helicopter Pilot License.
<input checked="" type="checkbox"/> <b>Residency Requirements:</b>	100% of the program must be completed through OC.	All of the academic credits (50% of the program) must be completed through OC.