

Okanagan College Board of Governors
Open Session Meeting Agenda
 December 9, 2025

<i>Timing</i>		<i>Pages</i>
10:55am	4. REPORTS	
	4.1. Chair Report (D. Safinuk)	<i>verbal</i>
11:00am	4.2. President's Report and Analysis (N. Fassina)	38-42
11:10am	4.3. Finance, Audit, and Risk Committee Report (D. Safinuk)	
	4.3.1. Second Quarter (Q2) Financial Statements (C. Morcom)	43-50
11:25am	4.3.2. Domestic Tuition (C. Morcom)	51-52
	<u>Recommended motion:</u> "BE IT RESOLVED THAT the Okanagan College Board of Governors approves the domestic tuition increase of two percent in September 2026 as recommended by the Finance, Audit and Risk Committee."	
	4.3.3. International Tuition (C. Morcom)	53-55
	<u>Recommended motion:</u> "BE IT RESOLVED THAT the Okanagan College Board of Governors the approves a 4.8% increase to the international tuition rate for September 2029 as recommended by the Finance, Audit & Risk Committee."	
11:40am	4.3.4. Enterprise Risk Management Policy (C. Morcom)	56-61
	<u>Recommended motion:</u> "BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Enterprise Risk Management Policy as recommended by the Finance, Audit & Risk Committee."	
11:50am	<i>Recess</i>	
12:20pm	4.4. Human Resources & Compensation Committee Report (S. Hamilton)	
	4.4.1. Faculty and Instructor Qualifications Policy (S. Lenci)	62-66
	<u>Recommended motion:</u> "BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Faculty and Instructor Qualifications Policy as recommended by the Human Resource and Compensation Committee."	

Okanagan College Board of Governors

Open Session Meeting Agenda

December 9, 2025

Timing		Pages
12:30pm	4.5. Governance Committee Report (D. Safinuk) 4.5.1. Engagement Protocol (N. Fassina) <u>Recommended motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Advice Engagement Protocol as recommended by the Governance Committee."</i>	67-70
12:45pm	4.6. Education Council 4.6.1. Program Revisions (J. Garrett) <u>Recommended Motions:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs as recommended by Education Council and as presented:</i> <ul style="list-style-type: none"> • <i>Access to Practical Nursing Diploma</i> • <i>Practical Nursing Diploma</i> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs as recommended by Education Council and as presented:</i> <ul style="list-style-type: none"> • <i>Business Studies Certificate: Financial Services Specialty</i> • <i>Business Administration Diploma: Financial Services Specialty</i> • <i>Post-Baccalaureate Diploma in Accounting</i> • <i>Bachelor of Business Administration: Entrepreneurship Specialty</i> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs as recommended by Education Council and as presented:</i> <ul style="list-style-type: none"> • <i>Early Childhood Education Inclusive Child Care Certificate</i> • <i>Early Childhood Education Diploma</i> • <i>Early Childhood Education Certificate</i> • <i>Early Childhood Education Infant Toddler Certificate</i> • <i>Early Childhood Education Assistant Certificate</i> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs:</i> <ul style="list-style-type: none"> • <i>Esthetics and Spa Therapy Micro-credential</i> • <i>Nail Technician Micro-Credential."</i> 	71-106

Okanagan College Board of Governors
Open Session Meeting Agenda
 December 9, 2025

<i>Timing</i>		<i>Pages</i>
1:00pm	5. NEW BUSINESS	
	5.1. Okanagan College Foundation Annual Report 2024-25 (H. Jackman)	107-122
1:10pm	5.2. Annual Elections (C. Morcom)	123-127
	5.2.1. Chair	
	5.2.2. Vice Chair	
	6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA	
1:20pm	7. ADJOURNMENT	

NEXT MEETING DATES

Tuesday, February 10, 2026

via Zoom

Finance, Audit and Risk Committee

Tuesday, March 3, 2026

via Zoom

Finance, Audit and Risk Committee
 Campus Planning Committee
 Governance Committee
 Human Resource and Compensation Committee
 Executive Committee

Tuesday, March 10, 2026

Penticton Campus

Regular Open Session
 Regular Closed Session

Tuesday, May 12, 2026

via Zoom

Finance, Audit and Risk Committee
 Campus Planning Committee
 Governance Committee
 Human Resource and Compensation Committee
 Executive Committee

Wednesday, May 20, 2026

Kelowna Campus

Regular Open Session
 Regular Closed Session



Okanagan College Board of Governors Regular Open Session

Tuesday, September 23, 2025

Room SA130, Salmon Arm Campus

For approval: December 9, 2025

IN ATTENDANCE

Board Members

- Dustyn Baulkham, Acting Chair
- Neil Fassina, President & ex-officio
- Cindy Battersby
- Gurjit Chand
- JoAnn Fowler
- Kevin Fukushima
- Jillian Garrett
- Sheri Hamilton
- Ben Harris
- Allan Louis
- Carollynn Schafer
- Roger Wheeler

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

Regrets:

- Dale Safinuk, Board Chair
- Andrea Alexander, Vice Chair

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

The Acting Chair welcomed members and shared regrets from D. Safinuk and A. Alexander.

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.

Quorum was established and the meeting was called to order at 9:34a.m.

1.1. Inspire Moment

The President shared an Inspire Moment about CampOC.

ACTION

2. DECLARATION OF CONFLICT

There were no conflicts declared.

3. APPROVAL OF AGENDA

Motion:

“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.”

C. Battersby
CARRIED

3.1. Consent Agenda

3.1.1. Open Session Minutes – June 17, 2025

3.1.2. Employee Discrimination, Bullying and Harassment Policy Review

3.1.3. Capital Campaign Report

3.1.4. Climate Change Accountability Report

3.1.5. Education Council Chair Report

3.1.6. Institutional Accountability Plan Report 2023/24

Recommended motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Institutional Accountability Plan and Report 2023/24.”

3.1.7. Board Meeting Schedule

Recommended motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026 & 2027 Board Meeting Schedules as recommended by the Executive Committee.”

3.1.8. Board Annual Workplan

Recommended motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026 Board Workplan as recommended by the Executive Committee.”

4. REPORTS**4.1. Chair Report**

The Acting Chair provided a report noting the following:

- The Executive Committee met on Sept 16 and recommended that the Board approve the annual schedule and workplan.
- Over the summer, the Chair received an invitation to a general post-secondary meet-and-greet with BC Board Chairs and our new Minister.

ACTION

4.2. Finance, Audit and Risk Review Committee Report

- The Acting Chair noted the Finance, Audit and Risk Committee met on Sept 16 and received the first quarter financial statements referenced under the President's report.

4.3. Governance Committee Report

- The Governance Committee which met on September 16.
- The Governance Committee reviewed and are recommending that the Board approve two revised policies as Agenda items 4.3.1 & 4.3.2:
 - The Naming Policy
 - The Board Appeals Policy

4.3.1. Naming Policy

H. Jackman presented the updates to the policy. The updated policy will include naming of non-tangible assets such as schools and programs.

Naming will consider values, not credentials or research projects to preserve academic freedom and keep naming rights free from commercial influence. Consultation will take place for Indigenous naming under the policy.

A member asked about philanthropic naming and it was noted that a school could be named.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Naming Policy as recommended by the Governance Committee."

B. Harris
CARRIED

4.3.2. Board Appeals Policy

The President presented the Board Appeals Policy noting that it applies to suspensions or terminations for cause, and that the President is the only one able to make these types of student suspensions. Employees that seek to appeal will normally go through the legal system for wrongful dismissal. For employees the union is normally their representative. A possible outcome of an appeal is reinstatement.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Board Appeals Policy as recommended by the Governance Committee."

G. Chand
CARRIED

4.4. President's Report and Analysis

4.4.1. First Quarter Financial Statement

The President provided a report including the following highlights:

ACTION

- Provincially, there is a new Minister for post-secondary, with the same Deputy Minister and Chief of Staff.
- Federally, the President recently met with Member of Parliament Jolie, and Parliamentary Secretary Fuhr's portfolio. Announcements are anticipated around the defense strategy, which could relate to aerospace education opportunities.
- The Union of BC Municipalities Conference is this week in Victoria and it is the last one prior to municipal elections.
- Risk trends have increased around international enrolment challenges with respect to policy, caps on international enrolment, and delays with IRCC approval rates. The College may realize the full impact next year after international students in two-year programs have completed their programs.
- Aircraft Maintenance is anticipated to be removed from the list of programs eligible for post-graduate work permits.
- International enrolment is down this year however better than planned. The College planned for a worst case scenario and will continue similar planning for next year. The domestic curve is trending in the right direction and there was an increase in headcount this year.

A member asked about enrolment impacts across campuses and it was noted Kelowna saw the biggest impact. It was noted that Trades programs across all campuses are thriving however limited by available space.

A member asked about economic development advocacy locally and it was noted that the College is creating awareness around allied health, aerospace, and food, wine, and tourism.

A member asked about reception around the updated Smoking Policy and it was noted that feedback received has been positive both pre-and-post implementation.

A member asked about the impact of closure of print services. Managing employee expectations was a risk that was mitigated through a locker system to pick up print orders and identifying preferred print vendors. There is increased access to print services on each campus through the use of external vendors rather than shipping print projects from Kelowna.

4.5. Education Council

4.5.1. Program Revisions

The Education Council Chair provided an overview of the program revisions to the Commercial Aviation Diploma and Commercial Helicopter Certificate, highlighting the change from the previous format. Students may now take their flight training through any Transport Canada approved provider and complete their academic courses at OC.

Motions:

“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.”

ACTION

C. Battersby
CARRIED

“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.”

K. Fukushima
CARRIED

5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

The President indicated that there is a significant profit margin on CampOC and suggested that additional space may allow for more programming.

The President noted in relation to first quarter (Q1) financial projections the College had anticipated a more significant deficit and we are on track to budget.

6. ADJOURNMENT

The meeting was adjourned at 10:32a.m.

CARRIED



Okanagan College Board of Governors Special Open Session

Tuesday, October 7, 2025

Room S103B, Kelowna Campus

For approval: December 9, 2025

IN ATTENDANCE

Board Members

- Dale Safinuk, Board Chair
- Andrea Alexander, Vice Chair
- Dustyn Baulkham, Acting Chair
- Neil Fassina, President & ex-officio
- Cindy Battersby
- Gurjit Chand
- Kevin Fukushima
- Jillian Garrett
- Sheri Hamilton (*virtual*)
- Ben Harris
- Carollynn Schafer
- Roger Wheeler

Administration

- Curtis Morcom, CFO and Vice President, Corporate Services
- Samantha Lenci, Provost & Vice President Academic
- 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

Regrets:

- Allan Louis
- JoAnn Fowler
- Gill Henderson, Associate Vice President, People Services

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

The Chair welcomed members and guests and offered regrets for A. Louis.

Quorum was established and the meeting was called to order at 12:30p.m.

It was noted that the meeting is being held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

ACTION

1.1. Inspire Moment

The President shared an Inspire Moment about CampOC.

2. **DECLARATION OF CONFLICT**

There were no conflicts declared.

3. **APPROVAL OF AGENDA**

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the October 7, 2025 Special Open Session meeting agenda.”

B. Harris
CARRIED

4. **NEW BUSINESS**

4.1. Education Council

D. Baulkham and S. Hamilton joined the meeting at 12:33p.m.

The Education Council Chair outlined the Council’s Provisional Approval Committee process describing it as a great success.

An overview of the Sustainable Construction Management programs was provided with updates including a reduction in the number of credits and offering in a multi-modal delivery format. It was noted that the original daytime programming made it difficult for individuals already working in industry to complete the program.

In response to a member’s inquiry about the programs returning through the full Education Council prior to the next intake, the Education Council Chair explained that prior to the next intake, the program would return through Education Council. It was further clarified that any resulting program revisions from this process would return to the Board for approval.

A member asked about the program being paused for redesign and proposed as a new program in relation to Post-Secondary Institution Proposal System (PSIPS) approval, and whether this sets criteria for the reimagining of programs. The Provost noted that intake maybe suspended for a number of reasons such as curriculum, currency of instructors, a review of resources to run the program, and mode of delivery, and noted that PSIPS is generally triggered by a new program or significant content change.

The Provost and Vice President, Academic outlined the proposed tuition noting there are two special intensive courses included in the costing. The proposed total program tuition for the full programs was presented as:

- Certificate Domestic – \$8,291.07

- Certificate International - \$29,973.01
- Diploma Domestic - \$17,105.52
- Diploma International – \$61,259.59

The President congratulated Education Council on moving through the provisional approval process and indicated that today's Board meeting demonstrates Education Council and Board working together to act quickly when there is a need due to exceptional circumstances.

5. ADJOURNMENT

The meeting was adjourned at 12:52p.m.

ACTION

CARRIED



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 3.1.3

Title	Education Council Chair Report
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Report

Professional Development Session

Education Council will hold a professional development session at its December 2025 meeting to support members in fulfilling their governance obligations under the College and Institute Act. Topics will include:

- **Governance Training:** Delivered by Graeme Bowbrick, a Canadian lawyer, educator, and former politician, this session will focus on effective governance practices and Council's role as it relates to the Act.
- **Teaching and Learning Innovations:** Led by Paul Martin, Dean of Teaching and Learning Innovations, this session will explore program mapping and guidance on assessing learning outcomes as Education Council reviews, approves, and recommends effective curriculum.

Open Studies Presentation

At its October 2025 meeting, Education Council received a presentation from Associate Dean of Arts Andrew Pulvermacher regarding Open Studies opportunities at Okanagan College. This opportunity would provide community access to credit-bearing courses without requiring formal admission into a credentialed program.

The Open Studies initiative supports individual professional development, academic engagement, and credit accumulation that may later be applied toward a credential. It also increases institutional value and access to post-secondary education, responds to community learning needs, and accommodates diverse learner goals.

Reference Materials

- *None*

Prepared by

Jillian Garrett, Education Council Chair
November 25, 2025



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 3.1.4

Title	Board Policy Report		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan...	Values <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	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	Commitments <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input checked="" type="checkbox"/> Integration and focus

Background Statement

The Board reviews the College's policy workplan annually for policies within the Board's area of responsibility to ensure that policy review and renewal progress is being made. The Board received an update on the status of all College policies and the annual policy workplan in May 2025.

This report contains an update on Board Policy development during the 2025/26 cycle. A regular reporting cycle ensures to the Board that the policies it is responsible for are being developed and reviewed on a regular schedule.

Reference Materials

- 2025/26 Board Policy Workplan

Supporting Analysis

Throughout the year, Administration continuously assesses the policy needs of the institution and adjusts the policy workplan as required to prioritize policy development.

The following summary contains Board policies under development or review for the 2025/26 cycle. The attached workplan contains a list of all policies within the Board's responsibility for current and future review.

Board Policies:

Approved:

- Violent and Threatening Behaviour Policy (May 2025)
- Naming Policy (Sept 2025)

Pending approval:

- Enterprise Risk Management Policy (approval anticipated Dec 2025)

Policies under review:

- Code of Conduct for Employees (review/approval anticipated March 2026)
- Research Ethics Board Policy (anticipated for rescinding March 2026)
- Sexual Violence and Misconduct (anticipated March 2026; pending legislation updates)
- Tuition and Ancillary Fee Policy (anticipated March 2026)

Board Policies (on advice of Education Council):

Pending approval:

- Faculty Qualifications Policy (new anticipated December 2025)

Policies under development/review:

- Calendar Policy (review anticipated March 2026)
- Program Development Policy (new anticipated May 2026)
- Program Retirement Policy (new anticipated May 2026)

Board/Education Council Joint Approval:

Policies under development/review:

- Calendar Cross-listing Policy (review anticipated early FY-2026/27)

Alignment to the Strategic Plan Roadmap

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

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

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

Risk Implication & Mitigation Steps

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

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

Proposed and Prepared by		Kristen Wiebe, Governance and Privacy Coordinator		
Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	12/2/2025

OKANAGAN COLLEGE

Board Policy Workplan

as at Nov 2025

Cycle Development Legend:

- due for development, renewal or major review
- ongoing / annual review
- review completed
- ★ new policy

Policy Title	Current Review Cycle					LAST APPROVED	APPROVER - New Framework	Policy Type	Policy Sponsor	Executive Sponsor
	2025/26	2026/27	2027/28	2028/29	2029/30					
Academic Year					<input checked="" type="checkbox"/>	11-Mar-25	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
Admissions		<input checked="" type="checkbox"/>				21-May-24	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
Calendar - Crosslisting of Courses	<input checked="" type="checkbox"/>					2-Oct-14	Joint - Board/Ed Council	Academic Policies	Registrar	P&VP, Academic
Calendar - Inactive Course and Program	<input checked="" type="checkbox"/>					9-Jan-09	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
Borrowing				<input checked="" type="checkbox"/>		26-Sep-23	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
Code of Conduct for OC Board Members	★				<input checked="" type="checkbox"/>	21-May-25	Board	Human Resources Policies	President	President
Code of Ethical Practices (For Employees) (replace with Conflict of Interest (Employee))	<input checked="" type="checkbox"/>					31-Mar-21	Board	Human Resources Policies	AVP, PS	President
Faculty and Instructor Qualifications Policy	<input checked="" type="checkbox"/>					NEW	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
Employee Discrimination, Bullying and Harassment	○	○	<input checked="" type="checkbox"/>			30-Sep-22	Board	Risk Policies	AVP, PS	AVP, PS
Exempt Terms and Conditions			<input checked="" type="checkbox"/>			1-Jan-23	Board	Human Resources Policies	AVP, PS	AVP, PS
Finance Auditor	<input checked="" type="checkbox"/>					26-Jun-07	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
Fraud						11-Mar-25	Board	Financial Policies	Dir, Finance	CFO & VP, CS
Gift		<input checked="" type="checkbox"/>				NEW	Board	Financial Policies	President	President
Gift in Kind		<input checked="" type="checkbox"/>				NEW	Board	Financial Policies	Dir, Foundation	President
Graduation*		<input checked="" type="checkbox"/>				NEW	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
Indigenous Access			<input checked="" type="checkbox"/>			12-Mar-24	Board (on advice - EC)	Academic Policies	Registrar	P&VP, Academic
Indigenous Language on College Property, Use of				<input checked="" type="checkbox"/>		14-Mar-24	Board	Facilities Policies	Assoc Dir, Indigenization	President
Integrity in Research and Scholarship				<input checked="" type="checkbox"/>		21-May-24	Board	Academic Policies	P&VP, Academic	P&VP, Academic
Investment	○					12-Mar-24	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS
Involuntary Withdrawal & Re-Admission Policy	○	○	<input checked="" type="checkbox"/>	○		22-Jun-22	Board	Student Policies	Dean of Students	P&VP, Academic
Library Collections					<input checked="" type="checkbox"/>	21-May-24	Board (on advice - EC)	Facilities Policies	Dir, Library Services	P&VP, Academic
Media Relations				<input checked="" type="checkbox"/>		21-May-24	Board	Risk Policies	VP, E&CR	VP, E&CR
Naming Policy	★					23-Sep-25	Board	Administrative Policies	Dir, Foundation	Dir, Foundation
Policy and Procedure Framework Governing Policy		<input checked="" type="checkbox"/>				22-Mar-22	Board	Risk Policies	President	President
President's Selection			<input checked="" type="checkbox"/>			27-Sep-22	Board	Human Resources Policies	President	President
Prior Learning Assessment Recognition				<input checked="" type="checkbox"/>		21-May-24	Joint - Board/Ed Council	Academic Policies	P&VP, Academic	P&VP, Academic
Program Advisory Committee			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	21-May-24	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
Program Development Policy	<input checked="" type="checkbox"/>					NEW	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
Program Retirement Policy	<input checked="" type="checkbox"/>					NEW	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
Program and Service Standards (service areas) *Parts to be rescinded or replaced	<input checked="" type="checkbox"/>					26-Jun-07	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
Program Quality Review and Renewal * (replaces Program and Service Standards non-service areas)				<input checked="" type="checkbox"/>		12-Mar-24	Board (on advice - EC)	Academic Policies	P&VP, Academic	P&VP, Academic
Research Ethics Board	<input checked="" type="checkbox"/>					29-Mar-11	Board	Academic Policies	Dir, AR	P&VP, Academic
Risk Management	<input checked="" type="checkbox"/>					26-Sep-12	Board	Risk Policies	CFO & VP, CS	CFO & VP, CS
Safe Disclosure	★					11-Mar-25	Board	Risk Policies	CFO & VP, CS	President
Sexual Violence and Misconduct	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		22-Jun-22	Board	Human Resources Policies	Dean of Students	AVP, PS
Signing Authority				<input checked="" type="checkbox"/>		12-Dec-23	Board	Financial Policies	Dir, Finance	CFO & VP, CS
Student Non-Academic Conduct			<input checked="" type="checkbox"/>			22-Jun-22	Board	Student Policies	Dean of Students	P&VP, Academic
Traffic and Parking					<input checked="" type="checkbox"/>	24-Sep-24	Board	Facilities Policies	Dir, ABS	CFO & VP, CS
Transfer Credit				<input checked="" type="checkbox"/>		12-Mar-24	Joint - Board/Ed Council	Academic Policies	Registrar	P&VP, Academic
Tuition and Ancillary Fee	<input checked="" type="checkbox"/>					31-Mar-10	Board	Financial Policies	CFO & VP, CS	CFO & VP, CS

OKANAGAN COLLEGE
Board Policy Workplan
as at Nov 2025

Cycle Development Legend:

- due for development, renewal or major review
- ongoing / annual review
- review completed
- ★ new policy

Current
Review
Cycle

Policy Title	2025/26	2026/27	2027/28	2028/29	2029/30	LAST APPROVED	APPROVER - New Framework	Policy Type	Policy Sponsor	Executive Sponsor
Violent and Threatening Behaviour	★			<input checked="" type="checkbox"/>		21-May-25	Board	Human Resources Policies	Dir, ABS, + Dean, Students + AVP, PS	CFO & VP, CS + P&VP, Academic



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 3.1.5

Title	Pay Transparency Act Report		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan...	Values <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	Responsibilities <input type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	Commitments <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

Background Statement

In May 2024 the Pay Transparency Act was passed, placing new requirements on employers to address systemic discrimination in the workplace. Using a phased approach, provincially regulated employers above a certain size are required to complete and post pay transparency reports by November 1st each year. With effect from November 1, 2024, employers with 1,000 or more employees (as of January 1st) were required to begin posting this report.

The Pay Transparency Regulation sets out the requirements for completing pay transparency reports. The BC Government has provided a simple, online reporting tool for employers to create pay transparency reports. This tool was used to create the attached report which is our second annual Pay Transparency Report for the fiscal year ending on March 31, 2025, as this aligns with other reporting we do for the HR Information Database, and so the relevant data can be easily found.

Reference Materials

- Pay Transparency Report 2025

Supporting Analysis

In terms of the attached report the following comments can be made:

- We do not have enough employees who have identified themselves as non-binary to be included in the report due to reporting guidelines. Specifically, where there are fewer than 10 individuals, no report is generated as it does not meet the minimum disclosure requirement.
- At OC, there is a disparity between genders in pay distribution, with more men occupying the highest-paid positions and more women in the lowest-paid positions. This can be seen on page 3 graphic of the Pay Transparency Report showing the percentage of each gender in each pay quartile.

A further analysis of the distribution by employee group, and the applicable maximum and minimum pay scales provides further context:

Employee Group	Men	Women	Prefer Not to Answer	Pay Scales Minimum	Pay Scales Maximum
Exempt	18%	62%	20%	\$ 68,446*	\$ 215,078*
OCFA Faculty	48%	40%	12%	\$ 71,846	\$ 115,129
BCGEU Vocational Instructors	39%	50%	11%	\$ 71,846	\$ 115,129
BCGEU Support Staff	32%	54%	14%	\$ 41,605	\$ 89,180
Overall	35%	50%	15%	n/a	n/a

* Based on usual initial placement on salary scale

- For instance, analysis shows that out of 770 BCGEU support staff members, 413 are women—representing 20% of the overall workforce. Women are more likely to occupy lower-paying positions, which consequently lowers the average earnings for women overall.
- Except for OCFA Faculty, women comprise over half of the employees in each group, with women making up 50% of all OC staff. This indicates that women are likely disproportionately overrepresented in lower pay scales.

At the Executive level women account for 67% of the Executive group, and at the level of Deans and Directors women account for 53% of the group. The Pay Transparency report further identifies that women occupy 45% of the highest paid jobs and 51% of the lowest paid jobs.

Alignment to the Strategic Plan Roadmap

The report relates to our EDISJ goals and is a part of understanding the environment of OC.

Risk Implication & Mitigation Steps

Reputational: The public reporting of this data will potentially result in questions from community and the unions regarding the gender inequity superficially identified. It is also likely that the Government may introduce further legislation requiring employers to undertake further analysis or action.

Proposed and Prepared by:

Gill Henderson, Associate Vice President People Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executive Team	10/9/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Human Resource & Compensation Committee	12/2/2025

Okanagan College

Pay transparency report

Employer details

Employer:	Okanagan College
Address:	1000 KLO Road, Kelowna, BC
Reporting Year:	2025
Time Period:	April 1, 2024 - March 31, 2025
NAICS Code:	61 - Educational services
Number of Employees:	1000 or more



Hourly pay

Mean hourly pay gap¹



In this organization women's average hourly wages are 9% less than men's. For every dollar men earn in average hourly wages, women earn 91 cents in average hourly wages. *

Median hourly pay gap²



In this organization women's median hourly wages are 22% less than men's. For every dollar men earn in median hourly wages, women earn 78 cents in median hourly wages. *

Explanatory notes

1. "Mean hourly pay gap" refers to the differences in pay between gender groups calculated by average pay. Hourly pay does not include bonuses and overtime.
2. "Median hourly pay gap" refers to the differences in pay between gender groups calculated by the mid range of pay for each group. Hourly pay does not include bonuses and overtime.



Overtime pay

Mean overtime pay³



In this organization women's average overtime pay is 3% more than men's. For every dollar men earn in average overtime pay, women earn \$1.03 in average overtime pay. *

Median overtime pay⁴



In this organization women's median overtime pay is 2% less than men's. For every dollar men earn in median overtime pay, women earn 98 cents in median overtime pay. *

Mean overtime paid hours⁵

Difference as compared to reference group (Men)

Women	2
Prefer not to say / Unknown	27

In this organization the average number of overtime hours worked by women was 2 more than by men. *

Median overtime paid hours⁶

Difference as compared to reference group (Men)

Women	0
Prefer not to say / Unknown	2

In this organization the median number of overtime hours worked by women was 0 less than by men. *

Percentage of employees in each gender category receiving overtime pay



Explanatory notes

- "Mean overtime pay" refers to overtime pay when averaged for each group.
- "Median overtime pay" refers to the middle point of overtime pay for each group.
- "Mean overtime paid hours" refers to the average number of hours of overtime worked for each group.
- "Median overtime paid hours" refers to the middle point of number of overtime hours worked for each group.



Bonus pay

Mean bonus pay⁷

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

Median bonus pay⁸

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

Percentage of employees in each gender category receiving bonus pay

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.



Percentage of each gender in each pay quartile⁹

Upper hourly pay quartile (highest paid) †



Upper middle hourly pay quartile †



Lower middle hourly pay quartile †



Lowest hourly pay quartile (lowest paid) †



■ Men
■ Women
■ Prefer not to say / Unknown

In this organization, women occupy 45% of the highest paid jobs and 51% of the lowest paid jobs.

† This pay quartile was reduced to suppress gender categories consisting of less than ten (10) employees.

Explanatory notes

- 7. "Mean bonus pay" refers to bonus pay when averaged for each group.
- 8. "Median bonus pay" refers to the middle point of bonus pay for each group.
- 9. "Pay quartile" refers to the percentage of each gender within four equal sized groups based on their hourly pay.

*** In accordance with the Pay Transparency Act and reporting rules designed to protect the anonymity and privacy of respondents, one or more gender categories has been excluded due to insufficient numbers to meet disclosure requirements.**



BOARD OF GOVERNORS – BRIEFING NOTE

December 2, 2025

Agenda #: 3.1.6

Title	2025 Board Professional Development Survey		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan...	Values <input checked="" type="checkbox"/> Students First <input checked="" type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input checked="" type="checkbox"/> Relationships <input type="checkbox"/> Distinction	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	Commitments <input type="checkbox"/> Inclusive & Equitable Access <input checked="" type="checkbox"/> Life-long learning partnerships <input checked="" type="checkbox"/> Integration and focus

Background Statement

In October 2025, the Board hosted a two-day Professional Development Session. A survey was distributed to collect feedback from each day of the session.

The Governance Committee is asked to review the attached feedback and provide advice on what was considered successful; where improvements might be made; and suggest any follow up or insights on what could be incorporated into future professional development sessions of the Board.

Reference Materials

- 2025 Board PD Professional Development Feedback

Supporting Analysis

The surveys included several questions to rate the various sessions on a Likert scale along with opportunities to provide written feedback on each topic. The responses are summarized by question. The report indicates that all sessions on both days received positive ratings. The majority of respondents rated every session either Very Good or Excellent.

This survey results will be shared at the next meeting of the Board of Governors.

Alignment to the Strategic Plan Roadmap

Individualized life-long learning partnerships. Integration and focus. A review and discussion of the session feedback will inform improvements to the Board’s learning and engagement at future professional development sessions.

Risk Implication & Mitigation Steps

Governance. Ensuring the Board is supported in professional development and applying the knowledge and skills learned to be effective Governors mitigates governance risks.

Proposed and Prepared by

Neil Fassina, President

Kristen Wiebe, Governance Coordinator

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Governance Committee	12/2/2025
	<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.

OC Board of Governors Professional Development Session

Day 1 - October 21, 2025

DAY 1 – OVERALL

Total Respondents: 12

#1: How would you rate Day 1 of the PD Session overall:



#2: Please provide any comments or suggestions on Day 1 overall:

- Enjoyed the financial training. Recommend that be included in some form every PD opportunity.
- I enjoyed the detailed financial training and the lunch was wonderful.
- Valuable insight and information about financials and what to look for and understanding it. Great job.
- Going over the Financial Statements was very useful.
- Learnt a lot on financials.
- Good flow of topics.
- Great engagement.
- Very informative – great snacks!
- The information was valuable, but it was a little much to spend that many hours on financial statements. My brain got foggy towards the end.

OC PULSE STRATEGIC DASHBOARD

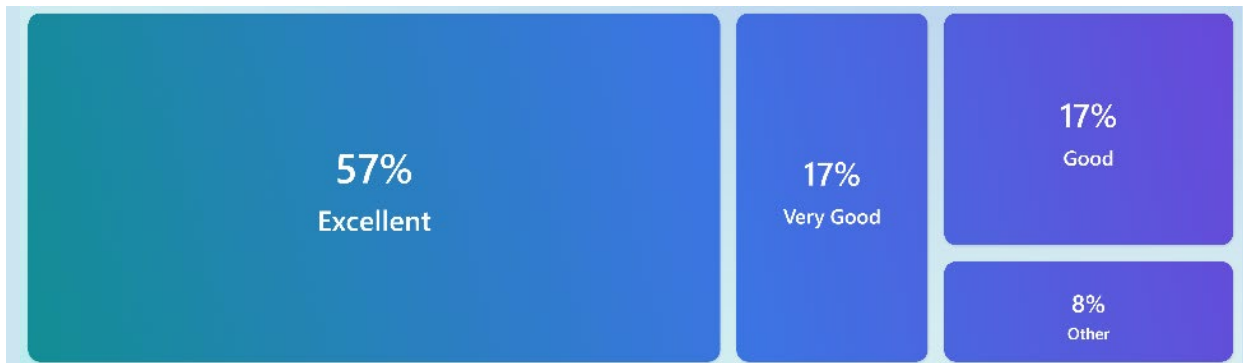
#3: Comments or feedback on the session - OC Pulse Strategic Dashboard:

(Note: no rating is requested as this would normally be part of the annual strategic assessment in May; however any feedback is appreciated)

- Good information.
- Good info.
- Was good.
- Informative.
- Great time used for the session and informative. Enjoyed the campus tour as well done by the staff.
- I loved it, I love statistics though. It was very informative.
- Initially a great start at determining internal and external environmental factors which will assist in guiding direction of college.
- I found it extremely useful to look at the data provided. I would like to see in the future a department breakdown for data that shows a trend that might be worth looking further into.
- Great to have one! A few measures could be swapped out for others with higher strategic value.
- This is very exciting and will be a valuable tool for the Board in the future.

BOARD FINANCIAL ESSENTIALS

#4: Please rate the session – Board Financial Essentials:



#5: Comments or feedback on the session – Board Financial Essentials:

- Financial training is a great topic to help educate board members.
- Great to have the financial literacy.
- Well done and lots of information 🙌.
- Was a great overview.
- It was good.
- Again helpful and useful.
- See above.
- I personally found it to be a very educational experience. I now feel more confident to be able to critically analyze our organization's finances.
- This session was very informative and will help me be more effective in reviewing financial statements.
- I think it could have been shortened a bit. It was a lot of financial info.

#6: Comments or feedback on the session - Board Financial Essentials Learning Activity:

- Informational, recommend switching up learning activities for future.
- The case study was useful, but the red light green light exercise didn't provide insight we hadn't already been given.
- Worthwhile and learned new information.
- This should become mandatory part of new board member orientation.
- The financial analysis was too fast. The session in regards to OC financials was fun.
- Fun. Good idea to continue this as ongoing.
- Enjoyed it.
- Engaging.
- I really enjoyed these activities – they were a great way to engage with the content.

CAMPUS RECRUITMENT TOUR

#7: Please rate the session – Campus Recruitment Tour:

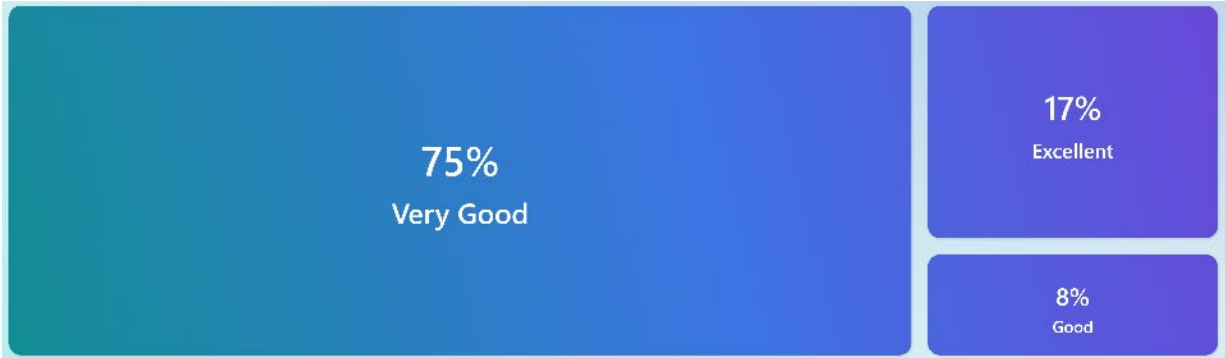


#8: Comments or feedback on the session – Campus Recruitment Tour:

- It was great to go on the tour with the students. Their guided tour introduced me to many different student services and learning centers.
- This is a great way for board members to see the campus through the eyes of a student.
- Learned more about programs and such.
- Good tour.
- For me personally, as I'm a student there was no new information for me. Although it was very useful to see how the recruitment team approaches prospective students.

ENGAGEMENT & PARTICIPATION

#9: How would you rate your overall personal engagement with the professional development content on Day 1?



#10: How would you rate the opportunities for participant input during the Day 1 sessions?



#11: If applicable, please provide:

- 1) Comments on how your personal engagement or participation was supported within the Day 1 format.
- 2) Suggested improvements that would have supported your personal engagement or participation within the Day 1 format.

- Enjoyed connecting with the other Board members throughout the day. I always learn from the other Board members.
- I loved the Kahoot game and other opportunities to win prizes. The sessions were informative, and the time lines were good for preventing boredom.
- I found the incentives might have played a positive role in making me and others more engaged.
- No improvements that I can think of.
- I typically don't ask too many questions but also someone has already asked the question. Appreciate the information that is discussed and others' perspective. Small groups are good to have more engagement sometimes for others to share their thoughts and ask more questions.

Day 1 - October 21, 2025

12 respondents

#12: Please feel free to provide any other general comments/feedback. Note: an opportunity to provide feedback on the evening session will be provided on the Day 2 survey.

- It was a worthwhile day and appreciated the learning opportunities.
- Another well-organized PD session with good information.
- The day was excellent.
- Thanks for all the work that went into this PD session!

OC Board of Governors Professional Development Session

Day 2 - October 22, 2025

DAY 2 – OVERALL

Total Respondents: 12

1: If you attended the sessions on Oct 21, please feel free to offer any feedback on the Fireside Chat:

- The Fireside Chat was excellent. Thanks to Jenn for facilitating the discussions. The speakers were informative and real. I believe it is very important for the college to have conversations with community members on a regular basis.
- Great to have the panel. Really valuable input regarding the role of the college in economic development and labour needs.
- I really enjoyed this. Very interesting to hear from folks in government agencies about the interfaces between regional economic development priorities and current/future college programming.
- I really enjoyed the chat. It was very informative to hear a community perspective on how OC can grow.
- Wonderful way to connect and learn.

2: How would you rate Day 2 of the PD Session overall:



3: Please provide any comments or suggestions on Day 2 overall:

- Excellent tour of programs.
- Love the tour. We need to do it on other campuses.
- Amazing to see the classes and labs and the important work that is being done by staff and the learning by the students. Great understanding of the programs offered at OC and when that discussion happens with the board and education council regarding programs.
- More time during tour.
- Hear from students.
- The collective bargaining process was very enlightening.
- Gillian's update was excellent. Much appreciated.
- Very engaging.

COLLECTIVE BARGAINING IN BC

4: Please rate the session – Collective Bargaining in BC:

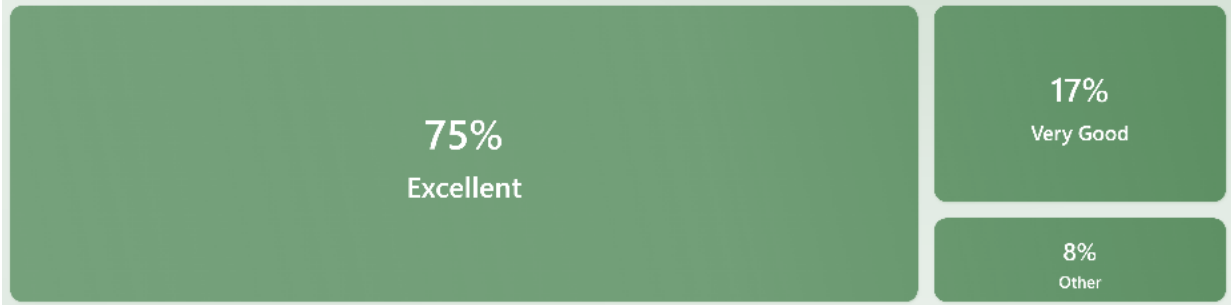


5: Comments or feedback on the session – Collective Bargaining in BC:

- Good information on the bargaining process and the Board’s responsibility.
- Important piece to understand the Board’s responsibility when it comes to this area. Appreciate Gill’s knowledge and presentation.
- Great presentation.
- Informed and engaging.
- Very informative.
- This was very informative.
- Good info.

LEARNING / LAB LEARNING ENVIRONMENT TOUR

6: Please rate the session – Learning / Lab Learning Environment Tour: *(Health Care Assistant, Practical Nursing Simulation Lab, Electronic Engineering, and Water Engineering)*



7: Comments or feedback on the session – Learning / Lab Learning Environment Tour:

- These types of tours should happen annually.
- It was amazing to see the students in a regular lab environment doing their class work. I had no idea all the different technology we have to support these programs.
- It was great to see the students at work.
- Cool to see how the students learn.
- It was great to see these specialized learning spaces.
- Love the health labs.
- Enjoyed the hands-on learning activities.
- Loved this.
- Really enjoyed the tour.

DAY 2 – ENGAGEMENT & PARTICIPATION

8: How would you rate your overall personal engagement with the professional development content on Day 2?



9: How would you rate the opportunities for participant input during the Day 2 sessions?



10: If applicable, please provide:

- 1) Comments on how your personal engagement or participation was supported within the Day 2 format.
- 2) Suggested improvements that would have supported your personal engagement or participation within the Day 2 format.

- Great. Enjoyed it.
- Like tour other campuses.
- Participants' participation was encouraged.
- Appreciated that the collective bargaining session was structured to be inclusive for faculty members.

Day 2 - October 22, 2025

12 Respondents

11: Please feel free to provide any other general comments/feedback.

- Thanks for all the college staff that organized the tour and the staff that presented their program areas. All staff were inviting and enthusiastic about their program.
- The PD sessions were great – thank you for all the work that went into making the days engaging and informative.
- Great two days. Appreciate the work that went into this. Great two days of variety of interactions.
- Well done. Interesting content.
- I appreciate Kristen's hard work on making the sessions comfortable.
- Let's do more tours.



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 3.1.7

Title	Course Cancellations		
Action and/or Recommendation	For Approval <u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the cancellation of the following courses:</i> <ul style="list-style-type: none"> • <i>BUAD 233 Financial Planning Fundamentals</i> • <i>BUAD 360 Canadian Financial Institutions</i> • <i>MATH 136 Mathematics for Analytical Chemistry Technology</i> • <i>MATH 149 Math for Network & Telecom Engineering Tech II</i> 		
Meets OC’s Inspire Plan...	Values <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	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	Commitments <input checked="" type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input checked="" type="checkbox"/> Integration and focus

Background Statement

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending that the Board approve the cancellation of the following inactive courses:

- BUAD 233 Financial Planning Fundamentals
- BUAD 360 Canadian Financial Institutions
- MATH 136 Mathematics for Analytical Chemistry Technology
- MATH 149 Math for Network & Telecom Engineering Tech II

Reference Materials

None

Supporting Analysis

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;

Further, the Act states in section 19(1)(d) that a board may “determine courses or programs to be offered or cancelled at the institution.”

Improves Student Experience and Transparency

- All active courses are listed in the Academic Calendar which students use to plan their studies. Listing courses that are no longer offered creates confusion and expectations that the College may not be able to meet. Removing inactive courses ensures the calendar reflects current course offerings, helping students make informed decisions in planning their studies.

Maintains Academic Quality and Relevance

- Removing courses that are inactive due to outdated content ensures curriculum offerings remain current and relevant to industry and student needs.

Alignment to the Strategic Plan Roadmap

- Effective and Efficient. Maintaining inactive courses in scheduling systems adds unnecessary administrative burdens. Removing courses when they are no longer offered simplifies the calendar, course scheduling, advising, and student planning.
- Supports Sustainability. Including only active courses in the academic calendar ensures transparency in offerings and enables more accurate budget allocations.

Risk Implication & Mitigation Steps

Student Pathway Disruption: Mitigated by consulting with subject matter experts who are knowledgeable about student programs to review any disruptions as a result of cancelling the courses.

Proposed and Prepared by

Jillian Garrett, Education Council Chair

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	10/16/2025 - 11/20/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	12/2/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Samantha Lenci, Provost	12/2/2025



Okanagan College Board of Governors President's Report

December 2025

INTRODUCTION

My December report addresses activities that have taken place between October and December 2025.

Executive Summary: Members will note that my December report addresses a series of updates. I would draw to the attention of the Board significant announcements in the Strategic Highlights Section of the report. These include a provincial investment in Skilled Trades and the announcement of a system wide review of post-secondary. Verbal updates will be provided during the meeting of these two announcements as details are not available at the time of writing.

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

Part 1: Strategic Highlights

Investment in Skilled Trades: On November 14, Premier David Eby announced that the BC Government would be investing \$241 million over three years to double funding for skilled-trades training to strengthen the province's training system. The announcement noted that the investment would be supported through partnerships with unions, industry, and post-secondary institutions. We are awaiting further details on how this will support us at an institution level.

Post-Secondary System Review: Jessie Sunner, Minister of Post-Secondary Education and Future Skills announced on November 25, that the province was launching an independent review of the post-secondary system to ensure the long-term sustainability of the system. The review aims to identify and address financial pressures caused by reduced federal study permits, global inflation, and declining domestic enrolment. The goal is to stabilize institutions in the short term and create a foundation for financial resilience while keeping education accessible, affordable, and aligned with labour market needs. Recommendations are expected by March 15, 2026, following consultations with institutions, students, faculty, staff, and Indigenous partners.

OC Student Union: The OCSU engaged in the institutional resource planning process by presenting to the Leadership Council on November 28. They highlighted some concerns related to program stability, improving communication, and disruptions cause by construction and non-college students. The Provost and Dean of Students will work to address the concerns at the regular meetings they continue to hold with OCSU.

Canadian Bureau for International Education: I recently attended the annual Canadian Bureau of International Education (CBIE) conference in Quebec City. I was reappointed to their Board of Directors at the annual general meeting held in November.

Post Secondary Employers' Association: I have been re-elected to the Board of PSEA. As we enter a bargaining year for all unions this will provide valuable insight and support for the College.

Meeting with MP Stephen Fuhr (Kelowna): MP and Secretary of State Stephen Fuhr (Lib.) was on campus for the first time since his election last spring, on Oct. 16. Working with the federal Minister of Defence, Secretary Fuhr is leading defence procurement for the government. The meeting was an opportunity to provide an update on OC's expansion of Aircraft Maintenance Engineering (AME) programs and partnership with KF Aerospace, while exploring the potential for partnerships federally.

Federal Government Engagement: On October 27-28, I joined a delegation of college and university presidents in Ottawa to advocate for Canada's post-secondary system. During the visit, we met with several federal officials, including MP and Secretary of State Stephen Fuhr, to discuss key priorities for the sector.

ERM Update: The Enterprise Risk Management (ERM) Policy has been reviewed by the Finance, Audit and Risk Committee and will be presented to the Board of Governors this month. The Policy provides clear direction to guide decision making related to the updated ERM Framework.

Mitigating Workforce Reductions: In November, OC invited eligible employees to consider a voluntary early retirement incentive program (ERIP) as a means of identifying opportunities to make workforce reductions while mitigating potential layoffs. This is the second ERIP opportunity for employees in 2025; applications are due Dec. 12, and employees who express interest will be notified whether their application has been accepted by mid-January.

Union of BC Municipalities: Along with Jenn Goodwin, VP College Relations, I attended the annual UBCM conference in Victoria in September. The week-long conference brings together elected officials from municipal, First Nations and provincial governments.

KF Aerospace announcement: KF Aerospace is set to build for Okanagan College, a \$22-million aerospace training campus at Kelowna International Airport. Expected to open in 2027, the 42,000-sq-ft facility will include classrooms, workshops, and a hangar for hands-on aircraft maintenance training. It will house our three Aircraft Maintenance Engineering programs and increase enrolment from 30 to 140 students by 2028. Funded by a \$17M contribution from the BPL Legacy Association and \$5M from the College, the project aims to meet growing demand in Canada's \$34B aerospace industry and create new opportunities for skilled aviation professionals.

City of Gastronomy: On Oct. 31, "World Cities Day," Kelowna was named to the UNESCO Creative Cities Network as a City of Gastronomy. This announcement follows a rigorous application process co-led by the City of Kelowna, Tourism Kelowna and Okanagan College, with support from Westbank First Nation. As Canada's first City of Gastronomy, Kelowna joins a group of 60 cities internationally recognized for food production and agriculture, food security, culinary excellence and distinction. OC's Centre for Food, Wine and Tourism was a critical component to the application, as was our commitment to continued programming related to food and beverage.

Part 2: Operational Highlights

Financial Position (Q2): As noted in agenda item [#4.3.1](#), for Q2 (September 30, 2025), OC is projecting a deficit of \$8.7m. Overall, as of the stable enrolment date in September, OC was trending 20.6% more than budgeted in international tuition and 0.6% lower in domestic tuition which contributed to an overall increase of \$3.1m in tuition.

Program updates: After months of industry consultation, and thoughtful redesign led by the program faculty members, the Sustainable Construction Management Certificate and the Sustainable Design and Construction Management Diploma are now officially open for applications. This newly redesigned program will start in Fall 2026 with primarily online and evening course offerings to better accommodate working professionals looking for a career change. Congratulations to the Department Chair, Ashley Lubyk, and his team.

Staffing Updates (Senior Leadership): On December 1st, Meghan Cabrera started her role as OC's new Director, Strategic Enrolment Management. Meghan originally joined OC in 2023 as the Associate Director Recruitment & Enrolment Management.

College Events:

Convocation (October): More than 200 graduates were celebrated at two fall convocation and commencement ceremonies on Oct. 18, held at the Kelowna campus. Graduates across all portfolios crossed the stage, and awards were presented to students recognized for their academic achievements in 2025-26. Winter convocation and commencement ceremonies will take place on Jan. 24, in Kelowna.

Capital Projects:

Centre for Food, Wine and Tourism (CFWT): Construction of the CFWT continues on budget and on time for substantial completion in March 2027. Ongoing structural work progresses alongside mechanical and electrical rough-ins. Strong collaboration continues between work sites to minimize disruption to the campus. Follow construction progress for the Centre for Food, Wine & Tourism on the [live construction feed camera](#).

Don Folk Family Recreation and Wellness Centre: All foundation formwork and prep was completed and the pre-engineered steel building package was delivered in late October with erection beginning in mid-November. It is progressing quickly now and is on track to be completed for September 2026. For live construction updates, follow this [webcam link](#).

Penticton Student Housing: The Penticton Student Housing project is now fully enclosed with windows installed and roofing nearing completion. Drywall installation began in late September. The project remains on track for student occupancy in fall 2026. Follow this [webcam link](#) to view live construction of the Penticton Housing.

Other Operational Updates:

Integrated Resource Plan Initiation 26/27: Leadership Council, with Executive Team oversight, has worked to ensure strategic and operational needs are priority. A draft Integrated Resource Plan is presented to the Finance, Audit, and Risk Committee in February, and for final approval by the Board in March 2026.

School District Engagement: On Oct. 30, I attended the all-School Districts Superintendents' annual meeting with Samantha Lenci and Jenn Goodwin. The joint-session with approximately 35 school district senior leaders from across the region was an opportunity to raise awareness of opportunities for youth (middle and high school students) to engage in College programs through dual credit, samplers, etc. The VP, Enrolment and College Relations and Director, Strategic Enrolment Management are continuing to meet regularly with school district administrators and career counsellors.

College Events:

Student Recruitment Activities: The student recruitment team (OC Future Student Advisors) completed 58 PSBC school visits, plus multiple local school visits and info sessions. The team also participated in major community and career events, including the KF Aerospace open house, Try a Trade, Merritt LINB, TOTA Summit, Abbotsford Trades Expo.

As compared to last year, the recruitment team has collected 14 per cent more leads, and continues to be engaged in events and activities in the region as well as through Alberta and B.C., with a goal of bringing new students to the College. At the Free Application Nights hosted at each OC campus this fall, over 200 students submitted their application. Over 100 students attended campus tours from organizations such as YMCA, KSS Health Classes, and Mount Sentinel (Nelson).

Part 3: Communication and Advocacy Updates

Student Awards Ceremonies: Fall awards celebrations were held in Penticton, Vernon and Kelowna. Over \$700,000 in donor awards were distributed to deserving students from all programs. The theme was 'fit for the future' with student and alumni speakers, along with panel discussion from Deans moderated by Camp OC participant, Zach Carter.

OC Foundation – FBT campaign: On October 4, Elevate: An Okanagan Experience signalled the start of Okanagan College Foundation's fundraising efforts for the Centre for Food, Wine and Tourism slated to open in 2027. The event raised \$250,000 and showcased the Okanagan's finest Chefs supported by OC student Chefs who worked alongside industry mentors throughout the night. Watch a recap of the night [HERE](#).

Thrive Here Campaign: The Thrive Here campaign for the Recreation and Wellness Centre at the Kelowna campus has only \$480,000 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.

Annual Gratitude Report: The OC Foundation's Gratitude Report was sent to all donors in November, featuring inspiring stories and transformational gifts from the last year. A copy is included for the Board of Governors.

Giving Tuesday: This event, held on December 2 and hosted by the OC Foundation, focused on food security, creating opportunities for the OC Community to support the student pantries on each campus.

Employee Awards: Returning for a second year, the Employee Excellence Awards and Long Service Awards events were held on October 31. This was an opportunity to celebrate those employees nominated for their significant contributions in the past year along with those employees reaching milestones years of service (10, 15, 20, 25, 30 and 40 years).

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 September, 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.

- September 23: [New mentorship platform goes live for OC trades students and industry mentors](#)
- October 1: [Justice Institute of British Columbia begins EMR and Paramedic training at OC's Vernon campus](#)
- October 6: [The future is calling — and OC is making it easier to answer. Apply for free this October](#)
- October 8: [Red Dot Players roll back the years with toe-tapping Chautauqua 1925](#)
- October 16: [Okanagan College recognizes grads at convocation and commencement ceremonies](#)
- October 16: [ELEVATE delights guests and fuels the next generation of culinary talent](#)
- October 18: [Okanagan College students celebrate Convocation and Commencement ceremonies](#)
- October 20: [From students to supporters — A full circle moment!](#)
- October 20: [Shopping for a cause: Sweet Repeats Consignment Co. partners with Okanagan College Foundation to support students](#)
- October 21: [New flexible ECE programs at Okanagan College open doors for students and meet growing demand for childcare professionals](#)
- October 22: [Community thrives here: OC Foundation releases 2024–2025 Gratitude Report](#)
- October 30: [Health Care Assistant program in Lillooet returns in January 2026, building on success of first community-based cohort](#)
- November 5: [Future builders showcase skills through BCIT's ACE Certificate program delivered in partnership with OC](#)

- November 7: [Canadian Ecopolitics in the Anthropocene: New podcast features OC's Dr. Rosalind Warner](#)
- November 20: [The BPL Legacy Association and Okanagan College partner to expand access to aerospace training, education programs](#)
- November 21: [OC and RRC Polytech win national innovation award for collaborative applied research](#)
- November 21: [OC celebrates outstanding success at Queen's I.C.B.C Business Competition](#)
- December 2 [Okanagan College unveils sustainable construction programs to respond to industry needs](#)

Recent & Upcoming College Events:

Date	Activity	Location
December 1	Careers Hub Virtual Drop-In	Virtual
December 2	OC Foundation Giving Tuesday	All
December 4	On-Campus Student Appreciation	Kelowna
December 4	OCSU Happy Holidays	Salmon Arm
December 5	Last day of classes	All
December 6	National Day of Remembrance & Action on Violence Against Women	All
December 9 to 18	Final Exam Period	All
January 5	First Day Fuel-Up	Kelowna
January 5	Winter Welcome Lunch	Kelowna
January 8	Grocery Bingo	Kelowna
January 13	Okanagan College Sustainable Design & Construction Management Technology Information Session	Virtual
January 24	Winter Convocation	Kelowna
February 4	Careers Expo	Kelowna
February 24	Trades Fuel-Up	Kelowna
February 26 & March 31	Okanagan College Sustainable Design & Construction Management Technology Information Session	Virtual



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 4.3.1

Title	Second Quarter Financial Statements 2025-26		
Action and/or Recommendation	For Discussion		
Meets OC's Inspire Plan...	Values <ul style="list-style-type: none"> <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 	Responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient 	Commitments <ul style="list-style-type: none"> <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

Background Statement

Okanagan College, and all other organizations within the BC Public Sector, must provide to government, financial projections and statements on a quarterly basis. The Board approved the Second Quarter Finance Forecast 2025-26 at the September 23, 2025 meeting. Okanagan College submitted the Second Quarter Financial Statements 2025-26, as attached, to government by the October 1, 2025 deadline.

Reference Materials

- Second Quarter 2025-26 Financial Graphs
- Second Quarter 2025-26 Statements as submitted to government

Supporting Analysis

The financial information presented in September 2025 in the Second Quarter Financial Forecast did not change before submission of the Second Quarter Financial Statements to the Ministry as attached. It is submitted to the Committee for information to ensure transparency of the College's financial situation.

Alignment to the Strategic Plan Roadmap

Financial Sustainability

Integrated Resource Planning and Assessment System

Risk Implication & Mitigation Steps

Financial: Ongoing monitoring of the budget helps to mitigate financial risk.

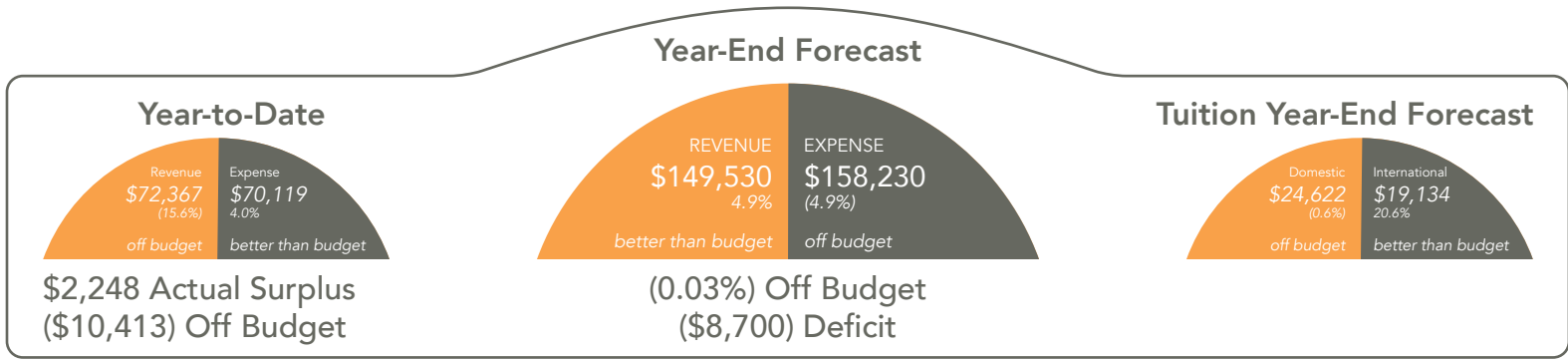
Proposed and Prepared by

Jackie Dueck, Director, Financial Services

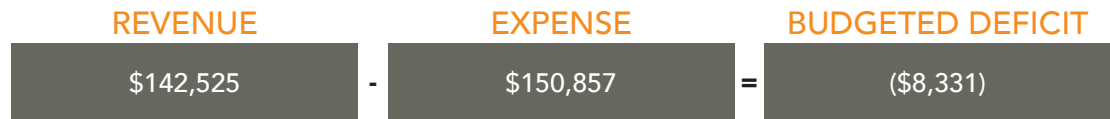
Curtis Morcom, CFO & Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	11/26/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finance, Audit, and Risk Committee	12/2/2025
	<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.

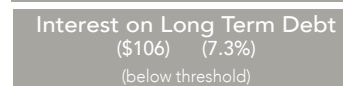
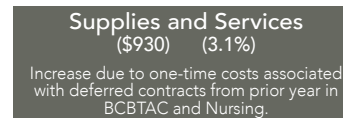
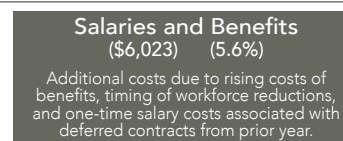
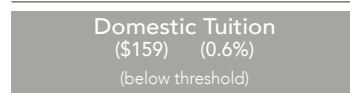
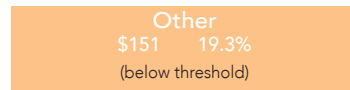
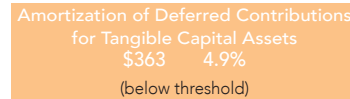
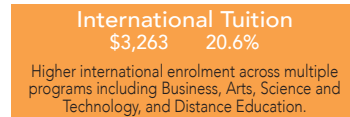
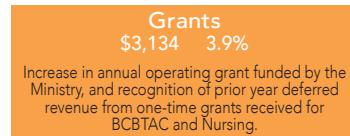
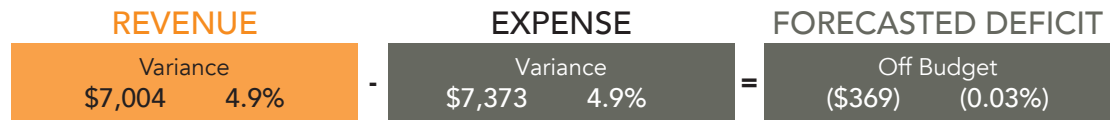
(amounts in \$000s)



Approved Budget



Q2 Year-End Forecast Variance to Approved Budget



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 2, September 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 Q2	Budget Q2			Q2 Forecast Year End 2025-26	Budget Approved 2025-26			
REVENUE									
Grants	42,835	44,605	(1,770)	-4.0%	83,364	80,230	3,134	3.9%	1
Domestic tuition and mandatory fees	10,931	18,589	(7,659)	-41.2%	24,622	24,781	(159)	-0.6%	
International tuition and mandatory fees	9,234	11,533	(2,299)	-19.9%	19,134	15,871	3,263	20.6%	2
Contract services	1,177	2,544	(1,367)	-53.7%	3,882	3,631	251	6.9%	
Ancillary service sales	3,127	3,777	(650)	-17.2%	8,694	8,694	0	0.0%	
Investment income	657	502	155	30.9%	1,090	1,090	0	0.0%	
Other	659	461	198	42.9%	938	787	151	19.3%	
Amortization of deferred contributions for tangible capital assets	3,748	3,721	27	0.7%	7,805	7,442	363	4.9%	
TOTAL REVENUE	72,367	85,732	(13,365)	-15.6%	149,530	142,525	7,004	4.9%	
EXPENSE									
Salaries and benefits	51,318	52,101	783	1.5%	114,292	108,268	(6,023)	-5.6%	3
Supplies and services	12,750	14,714	1,964	13.4%	30,920	29,990	(930)	-3.1%	4
Interest on long term debt	426	689	263	38.2%	1,572	1,465	(106)	-7.3%	
Amortization of tangible capital assets	5,625	5,566	(59)	-1.1%	11,446	11,132	(314)	-2.8%	
TOTAL EXPENSE	70,119	73,071	2,952	4.0%	158,230	150,857	(7,373)	-4.9%	
SURPLUS (DEFICIT)	2,248	12,661	(10,413)	-11.5%	(8,700)	(8,331)	(369)	-0.03%	

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 higher international enrolment across multiple programs including Business, Arts, Science and Technology, and Distance Education.
3. Salaries and benefits: exceeds budget due 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.

OKANAGAN COLLEGE
STATEMENT OF FINANCIAL POSITION AS AT SEPTEMBER 30, 2025
(with comparative figures as at March 31, 2025)

	SEPTEMBER 2025	SEPTEMBER 2024	MARCH 2025
Financial assets			
Cash and cash equivalents	\$ 41,504,000	\$39,233,312	\$43,032,330
Investments	16,631,312	14,801,990	15,214,709
Accounts receivable	1,587,315	3,121,888	2,295,651
Inventory for resale	222,836	447,027	369,323
	<u>59,945,463</u>	<u>\$57,604,217</u>	<u>\$60,912,013</u>
Financial liabilities			
Accounts payable and accrued liabilities	15,814,183	17,935,246	22,233,991
Long term debt	32,072,131	18,545,790	32,296,392
Deferred revenues	23,518,116	2,739,083	18,494,222
Asset Retirement Obligation	570,220	550,870	570,220
Employee future benefit obligations	13,350,600	12,807,100	13,350,600
Deferred contributions for tangible capital assets	173,290,734	158,227,960	166,261,686
	<u>258,615,984</u>	<u>210,806,049</u>	<u>253,207,111</u>
Net financial debt	<u>(198,670,521)</u>	<u>(153,201,832)</u>	<u>(192,295,098)</u>
Non-financial assets			
Prepaid expenses	1,639,479	1,059,154	2,116,957
Tangible capital assets	227,763,960	205,562,430	217,403,327
	<u>229,403,439</u>	<u>206,621,584</u>	<u>219,520,284</u>
Accumulated surplus	<u>\$ 30,732,918</u>	<u>\$ 53,419,753</u>	<u>\$ 27,225,186</u>

OKANAGAN COLLEGE
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE SIX MONTHS ENDED SEPTEMBER 30, 2025
 (with comparative figures for 2024-2025)

	2025-2026 Approved Budget	2025-2026 Approved Budget Year-to-Date	2025-2026 Actual to 30-Sep-25	2025-2026 Approved Budget Year-to-Date Variance	2025-2026 Approved Budget Actual as a % of	2025-2026 Projected to 31-Mar-26	2025-26 Projected Variance	2025-26 Projected as a % of Budget	2024-2025 Approved Budget	2024-2025 Actual to 30-Sep-24	2024-2025 Actual as a % of Budget	2024-2025 Actual to 31-Mar-25	Variance CYTD Actual PYTD Actual
REVENUE													
Grants	\$ 80,229,841	\$ 44,605,142	\$ 42,834,898	\$ (1,770,245)	53.4%	\$ 83,363,557	\$ 3,133,716	103.9%	\$ 76,969,357	\$ 50,036,672	65.0%	\$ 83,940,145	\$ (7,201,774)
Domestic tuition and mandatory fees	24,781,306	18,589,472	10,930,640	(7,658,832)	44.1%	24,622,468	(158,838)	99.4%	25,315,497	18,186,407	71.8%	25,381,920	(7,255,767)
International tuition and mandatory fees	15,871,173	11,532,684	9,233,524	(2,299,160)	58.2%	19,134,433	3,263,260	120.6%	28,793,866	21,238,645	73.8%	30,734,659	(12,005,121)
Contract services	3,630,956	2,543,508	1,176,637	(1,366,871)	32.4%	3,882,385	251,429	106.9%	4,030,767	2,226,848	55.2%	3,568,052	(1,050,211)
Ancillary service sales	8,693,776	3,777,349	3,127,405	(649,944)	36.0%	8,693,776	-	100.0%	6,200,997	2,512,885	40.5%	6,177,930	614,520
Investment income	1,090,000	501,824	657,079	155,255	60.3%	1,090,000	-	100.0%	1,090,000	1,068,608	98.0%	2,263,332	(411,529)
Other	786,560	460,801	658,543	197,742	83.7%	938,043	151,483	119.3%	703,578	772,142	109.7%	1,502,998	(113,599)
Amortization of deferred contributions for tangible capital assets	7,441,871	3,720,936	3,748,176	27,240	50.4%	7,804,844	362,973	104.9%	6,795,773	3,127,640	46.0%	6,757,096	620,537
	142,525,483	85,731,716	72,366,901	(13,364,815)	50.8%	149,529,506	7,004,023	104.9%	149,899,835	99,169,847	66.2%	160,326,132	(26,802,945)
EXPENSE													
Salaries and benefits	108,268,390	52,101,014	51,318,441	782,573	47.4%	114,291,719	(6,023,329)	105.6%	108,765,733	51,008,316	46.9%	113,117,001	(310,125)
Supplies and services	29,990,466	14,714,209	12,749,825	1,964,384	42.5%	30,920,180	(929,714)	103.1%	29,548,084	12,720,170	43.0%	31,834,789	(29,655)
Interest on long term debt	1,465,199	689,222	425,728	263,494	29.1%	1,571,520	(106,321)	107.3%	1,592,963	130,724	8.2%	958,399	(295,004)
Amortization of tangible capital assets	11,132,483	5,566,242	5,624,940	(58,698)	50.5%	11,446,087	(313,604)	102.8%	9,993,055	4,539,409	45.4%	9,859,991	(1,085,531)
	150,856,538	73,070,687	70,118,934	2,951,753	46.5%	158,229,506	(7,372,968)	104.9%	149,899,835	68,398,620	45.6%	155,770,180	(1,720,314)
Surplus (deficit)	(8,331,055)	12,661,029	2,247,967	(10,413,062)		(8,700,000)	(368,945)		-	30,771,227		4,555,952	(28,523,259)
Unrealized gain (loss) on marketable securities	-	-	1,259,765						-	698,264		718,972	561,501
Accumulated surplus, beginning of period	5,208,349		27,225,186			27,225,186			-	21,950,262		21,950,262	5,274,924
Accumulated surplus, end of period	\$ (3,122,706)		\$ 30,732,918			\$ 18,525,186			\$ -	\$ 53,419,753		\$ 27,225,186	\$ (22,686,834)

OKANAGAN COLLEGE
STATEMENT OF CASHFLOWS
FOR THE SIX MONTHS ENDED SEPTEMBER 30, 2025
(with comparative figures as at March 31, 2025)

	SEPTEMBER 2025	SEPTEMBER 2024	MARCH 2025
Net cash inflow (outflow) related to the following activities			
Operating activities			
Surplus (deficit)	\$ 2,247,967	\$ 30,771,227	\$ 4,555,952
Adjust for non-cash items:			
Realized loss (gain) on disposal of investments	-	(170,422)	(170,422)
Actuarial adjustment on long term debt	(32,092)	-	(160,939)
Accretion expense	-	-	19,350
Amortization of deferred contributions for tangible capital assets	(3,748,176)	(3,127,640)	(6,757,096)
Amortization of tangible capital assets	5,624,940	4,539,409	9,859,991
	<u>4,092,639</u>	<u>32,012,575</u>	<u>7,346,836</u>
Changes in non-cash working capital:			
Accounts receivable	708,336	1,881,982	2,708,219
Prepaid expenses and deposits	477,478	542,429	(515,374)
Inventory for resale	146,487	40,874	118,578
Accounts payable and accrued liabilities	(6,419,808)	(12,157,856)	(7,859,111)
Deferred revenues	5,023,894	(16,921,274)	(1,166,135)
Employee future benefit obligations	-	-	543,500
	<u>4,029,026</u>	<u>5,398,730</u>	<u>1,176,513</u>
Capital activities			
Acquisition of tangible capital assets	(15,985,574)	(12,086,705)	(29,248,183)
	<u>(15,985,574)</u>	<u>(12,086,705)</u>	<u>(29,248,183)</u>
Investing activities			
Purchase of investments	(156,837)	(1,819,260)	(2,211,272)
Proceeds from disposal of investments	-	850,000	850,000
	<u>(156,837)</u>	<u>(969,260)</u>	<u>(1,361,272)</u>
Financing activities			
Deferred contributions for tangible capital assets	10,777,940	4,359,531	16,022,714
Proceeds of long term debt	-	16,420,885	30,332,426
Repayment of long term debt	(192,885)	(192,886)	(192,885)
	<u>10,585,055</u>	<u>20,587,530</u>	<u>46,162,255</u>
(Decrease) increase in cash and cash equivalents	(1,528,329)	12,930,295	16,729,313
Cash and cash equivalents at beginning of year	43,032,330	26,303,017	26,303,017
Cash and cash equivalents at end of year	<u>\$ 41,504,000</u>	<u>\$ 39,233,312</u>	<u>\$ 43,032,330</u>

OKANAGAN COLLEGE
STATEMENT OF FINANCIAL POSITION AS AT SEPTEMBER 30, 2025
GAAP Format
(with comparative figures as at March 31, 2025)

	OPERATING FUND	SPECIFIC PURPOSE FUND	CAPITAL FUND	SEPTEMBER 2025	SEPTEMBER 2024	Change Increase/(Decrease)		MARCH 2025
ASSETS								
Current assets								
Cash	\$ 36,489,109	\$ -	\$ -	\$ 36,489,109	\$ 34,260,869	\$ 2,228,240	6.5%	\$38,052,834
Cash equivalents	5,014,891	-	-	5,014,891	4,972,443	42,448	0.9%	4,979,496
Investments	16,631,312	-	-	16,631,312	14,801,990	1,829,322	12.4%	15,214,709
Accounts receivable and other	1,358,024	229,291	-	1,587,315	3,121,888	(1,534,573)	-49.2%	2,295,651
Prepaid expenses	1,629,319	10,160	-	1,639,479	1,059,154	580,325	54.8%	2,116,957
Inventory	222,836	-	-	222,836	447,027	(224,191)	-50.2%	369,323
Interfund activity	(4,261,075)	4,247,525	13,550	-	1	-	0.0%	-
	57,084,416	4,486,976	13,550	61,584,942	58,663,372	2,921,570	5.0%	63,028,970
Long term sinking fund receivable	-	-	2,423,011	2,423,011	2,037,095	385,916	18.9%	2,198,034
Tangible capital assets	-	-	227,763,960	227,763,960	205,562,430	22,201,530	10.8%	217,403,327
Total assets	57,084,416	4,486,976	230,200,521	291,771,913	266,262,897	25,509,016	9.6%	282,630,331
LIABILITIES AND NET ASSETS								
Current liabilities								
Accounts payable and accrued liabilities	14,184,078	1,630,105	-	15,814,183	17,935,246	(2,121,063)	-11.8%	22,233,991
Deferred revenues	23,518,116	-	-	23,518,116	2,739,083	20,779,033	758.6%	18,494,222
	37,702,194	1,630,105	-	39,332,299	20,674,329	18,657,970	90.2%	40,728,213
Asset retirement obligation	-	-	570,220	570,220	550,870	19,350	3.5%	570,220
Long term debt	-	-	34,495,142	34,495,142	20,582,885	13,912,257	67.6%	34,494,426
Employee future benefit obligations	13,350,600	-	-	13,350,600	12,807,100	543,500	4.2%	13,350,600
Deferred contributions for tangible capital assets	-	-	173,290,734	173,290,734	158,227,960	15,062,775	9.5%	166,261,686
Total liabilities	51,052,794	1,630,105	208,356,096	261,038,995	212,843,144	48,195,852	22.6%	255,405,145
Net Assets								
Invested in tangible capital assets	-	-	21,844,425	21,844,425	28,237,811	(6,393,386)	-22.6%	18,275,029
Unrestricted surplus	19,382,222	-	-	19,382,222	34,618,150	(15,235,928)	-44.0%	19,873,506
Restricted surplus	-	2,856,871	-	2,856,871	3,370,893	(514,022)	-15.2%	2,427,251
	19,382,222	2,856,871	21,844,425	44,083,518	66,226,854	(22,143,336)	-33.4%	40,575,786
Employee future benefit obligations	(13,350,600)	-	-	(13,350,600)	(12,807,100)	(543,500)	4.2%	(13,350,600)
Total fund balance at end of period	6,031,622	2,856,871	21,844,425	30,732,918	53,419,754	(21,599,836)	-40.4%	27,225,186
Total liabilities and fund balances	\$ 57,084,416	\$ 4,486,976	\$ 230,200,521	\$ 291,771,913	\$266,262,897	25,509,016	9.6%	\$282,630,331



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 4.3.2

Title	Domestic Tuition Rates 2026-27		
Action and/or Recommendation	For Approval <u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the domestic tuition increase of two percent in September 2026 as recommended by the Finance, Audit and Risk Committee.”</i>		
Meets OC’s Inspire Plan...	Values <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	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	Commitments <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

Background Statement

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

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

Reference Materials

- None

Supporting Analysis

The 2025-26 tuition limit has not yet been publicized by government but the expectation is that the Ministry will maintain the 2% increase maximum.

Administration is recommending a domestic tuition fee increase of 2%. This assists with partially offsetting some of the inflationary costs of the College and keeps the College on par with other BC post-secondary institutions’ domestic tuition rates. After reaching a historic high of 7% in 2022, the general inflation rate in BC remained elevated at 3.9% in 2023 and has stabilized around 2% in 2024 and into 2025.

Due to the type of goods and supplies we purchase, the inflation for Higher Ed typically runs 2 to 3 times that of the Consumer Price Index (CPI). The increased inflation in 2022 and 2023 significantly impacted OC’s ability to keep pace in purchasing goods and supplies used in academic programming (i.e trades material such as lumber, welding supplies, electrical, etc.). The effects of this are still being felt by the College now.

A 2% increase in domestic tuition will result in approximately \$367,000 increased tuition revenue for 2026-27.

Alignment to the Strategic Plan Roadmap

Financial Sustainability.

Risk Implication & Mitigation Steps

Financial: If domestic tuition rate is not increased by 2% for 2026-27, the College loses the associated revenue this year as well as the compound revenue going forward. Over a 4-year period, this would amount to approximately \$1.48M.

Proposed and Prepared by

Curtis Morcom, CFO & Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC Executive Team	11/19/2025
	<input type="checkbox"/>	<input type="checkbox"/>	Leadership Council	11/28/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	11/21/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	12/2/2025
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 4.3.3

Title	International Tuition Rate 2029-30		
Action and/or Recommendation	For Approval <u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors the approves a 4.8% increase to the international tuition rate for September 2029 as recommended by the Finance, Audit & Risk Committee.”</i>		
Meets OC’s Inspire Plan...	Values <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	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	Commitments <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

Background Statement

International tuition rates are reviewed annually in the fall and set for the applicable September intake. Unlike domestic tuition, the [B.C.’s tuition limit policy](#) does not apply to international tuition.

The following factors are considered in determining international student tuition rates:

- The impact of increases on current international students
- Tuition transparency and predictability for students
- That fees charged provide adequate coverage of the cost of courses, services and supports for international students
- Okanagan College’s international market position as an institution of choice
- Okanagan College’s financial sustainability

Reference Materials

- None

Supporting Analysis

Post-secondary institutions receive base funding from the provincial government each year, which is calculated based on the expected number of domestic students served. It is expected that international education programs are funded through international student tuition. For this reason, institutions assess their international student tuition rate on an annual basis, to ensure that it enables the provision of the educational services and supports that are required by international students.

Additionally, the provincial government [announced new measures](#) in July 2024 designed to provide tuition transparency to international students. Under the new requirements, institutions must have rates set for incoming students that provides them with information about the cost of their tuition for each year of their program (for a total of up to four years).

In December 2024, the Board of Governors approved an annual 4.8% increase in international tuition rates until September 2028 to ensure the College breaks-even on direct instructional costs. Also approved was a one-time increase of 40% for any new international students starting in September 2026 to ensure new international tuition rates include tertiary costs associated with program delivery.

September 2029 will be the first semester that all international students will be paying the same tuition rate as all international students will have registered to start courses in September 2026 or later. A 4.8% tuition rate increase is being suggested to maintain consistency in annual increases and because it is a fair increase in terms of inflation and escalated costs. As the College adjusts its operations to reflect a decrease in international students over the coming years, these values will be reassessed. In the event the College can lower the amounts while remaining financially sustainable, recommendations to do so will be made in future years.

Table 1. Tuition rates per three credit course including proposed increase for 2029/30

	Approved tuition rate increases				For approval
	2025/26	2026/27	2027/28	2028/29	2029/30
Returning students (those who started a program in 2024/25 or earlier)	4.8%	4.8%	4.8%	-	-
	\$1,777	\$1,862	\$1,951	-	-
Students starting a program in Fall 2025	4.8%	4.8%	4.8%	4.8%	-
	\$1,777	\$1,862	\$1,951	\$2,045	-
Students starting a program in Fall 2026	-	40%	4.8%	4.8%	4.8%
	-	\$2,488	\$2,607	\$2,732	\$2,863
Students starting a program in Fall 2027	-	-	4.8%	4.8%	4.8%
	-	-	\$2,607	\$2,732	\$2,863

Alignment to the Strategic Plan Roadmap

Financial Sustainability

Risk Implication & Mitigation Steps

Financial: For each year that international tuition is not adjusted to reflect the cost of inflation and the full costs associated with program delivery, there is increasing pressures on College operations and finances. International tuition rates need to be at a level that is sustainable and recovers costs.

Reputational: Increasing international tuition rates comes with inherent risks of opposition and concern from students and the OC community. To ensure transparency of costs for international students, the College is setting international tuition rates four years in advance.

Proposed and Prepared by

Curtis Morcom, CFO & Vice President, Corporate Services

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	11/19/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	12/2/2025
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025
 Agenda #: 4.3.4

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

Background Statement

The Enterprise Risk Management (ERM) Policy has undergone a significant rewrite to replace the 2012 Risk Management Policy and to align with OC’s Enterprise Risk Management Framework adopted in 2023.

The ERM Policy establishes a structured, institution-wide approach to identifying and managing risk to support the College’s strategic and operational objectives. The policy outlines roles, responsibilities, and the ERM Guidelines (framework). It emphasizes proactive, consistent risk practices across all levels of the organization, from daily operations to strategic planning. The policy supports informed decision-making, enhances resilience, and ensures the responsible use of resources.

Reference Materials

- Revised Enterprise Risk Management Policy

Supporting Analysis

The ERM policy has been updated to reflect a holistic approach to managing Risk in alignment with the B.C. Public Sector Risk Management Guidelines and ISO 31000 standards. The framework reflects the continued evolution from a traditional risk management approach that focuses on identifying and reducing specific hazards and losses to a modern ERM framework that considers all types of risks and focuses on loss prevention as well as informed decision making to enhance resilience and ensure the responsible use of resources.

Updates to the policy include:

- Moving the policy to the new policy template.

- Including updated and expanded definitions to reflect modern ERM framework aligned with ISO standards.
- Defined policy principles that reflect the foundation of the policy.
- Better defined roles, responsibilities and oversight of the policy.
- A new section on Risk Management to inform how risk is monitored.
- Updated Reporting information to better indicate the reporting process to the Finance, Audit and Risk Committee.

Alignment to the Strategic Plan Roadmap

Effectiveness and Efficiency- Effective Risk Management practices strengthen decision making, protect people and assets, enhance organizational resilience, and ensure the responsible use of College resources.

Organizational Resilience- Enterprise Risk Management includes Business Continuity Management which supports preparation, response, and recovery from business disruptions.

Risk Implication & Mitigation Steps

Operational: A comprehensive Enterprise Risk Management program fulfills legislative requirements for the College to ensure effective processes for identifying, monitoring and managing risk.

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"/>	Leadership Council	8/28/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Team	10/29/2025
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	12/2/2025
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



ENTERPRISE RISK MANAGEMENT POLICY

Policy Area:	Board		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	CFO & Vice President Corporate Services		
Policy Contact:	Director, Ancillary & Business Services		
Applies to:	Okanagan College Employees and Board members		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors		
Approval Date:			
Effective Date:			
Replaces or New:	Risk Management Policy (E.1.14) (2012)		
Last reviewed:	July 2025	Scheduled review date:	July 2030

Procedures: *None. Please refer to the Enterprise Risk Management Guidelines*

1. Policy Statement

Okanagan College is committed to managing risk in a proactive, systematic, and consistent manner to support the achievement of its strategic and operational objectives. The College is continuously exposed to a wide spectrum of Risks and effective Risk Management practices strengthen decision-making, protect people and assets, enhance organizational resilience, and ensure the responsible use of College resources.

2. Purpose

The Okanagan College Enterprise Risk Management Policy outlines the approach to risk management at the College and provides a framework for developing an informed and risk-aware culture. A coordinated Risk Management approach is critical to the achievement of the College's strategic goals and key directions.

3. Scope and Application

This Policy refers to the oversight of Risk Management at Okanagan College which is operationalized through the Okanagan College Enterprise Risk Management (ERM) Guidelines. Risk Management is a College-wide activity. Employees and members of the Board of Governors contribute to the

identification and management of Risk, through Risk Management processes that are integrated into planning, and overall Risk Management practices embedded in all activities of the College.

Enterprise Risk Management applies to but is not limited to business continuity planning and by extension, planning around financial resources, emergencies, contracts, and security.

4. Definitions

Enterprise Risk Management Guidelines (or ERM Framework)	Means a structured set of principles, processes, and best practices used to identify, analyze, evaluate, treat, monitor and communicate risks that could impact the College's ability to achieve its objectives. The ERM Guidelines provide a comprehensive framework for integrating Risk Management into all areas of the organization from strategic planning to daily operations. ERM Guidelines cover risk governance, risk appetite, roles and responsibilities, risk assessment methodologies, mitigation strategies, and continuous monitoring and reporting.
Employees	Means any person employed by (or who has an appointment with) the College.
ISO 31000 (International Organization for Standardization)	Means the international standard that provides principles and guidelines for risk management. It outlines a comprehensive approach to identifying, analyzing, evaluating, treating, monitoring and communicating risks across an organization.
Risk	Means the probability of loss (i.e financial, property, human, liability) or other negative event. At an enterprise level it describes the effect that uncertainty can have on Okanagan College's ability to execute its strategies and/or achieve its business objectives. Risk encompasses the potential for positive as well as adverse results.
Risk Appetite	Means the continually reviewed statement that expresses the amount and type of risk that the College is willing to pursue or retain to achieve its mission and strategic objectives. The College statement is updated at a minimum once every three (3) years.
Risk Management	Means a coordinated set of activities and methods used to direct the College and control the risks that can affect its ability to achieve objectives. This term is used interchangeably with the term Enterprise Risk Management (ERM).
Risk Owners	Means a College Employee who has been given the authority to manage a particular risk and is accountable for doing so.

5. Policy Principles

- 5.1 Okanagan College's Enterprise Risk Management Framework will be aligned with the Risk Management Guideline for the B.C. Public Sector and the ISO 31000 international standards of Risk Management.
- 5.2 Risk Monitoring occurs on a continual basis across the College and is managed through administrative controls including College policies, procedures, guidelines and established best practices.

- 5.3 Risks will be managed under the Enterprise Risk Management Guidelines which establish:
- a) The principles and processes to identify, analyze, evaluate, treat, monitor and communicate risks across the College;
 - b) How the College's risk appetite, risk tolerance, and key risk indicators (KRIs) are determined;
 - c) A matrix of categories of risks and magnitude of impact ratings;
 - d) Risk treatment strategies to avoid, mitigate, transfer, or accept risk;
 - e) Risk governance (roles and responsibilities); and
 - f) Reporting requirements.

6. Roles and Responsibilities

Policy and ERM Framework Oversight

- 6.1 The CFO & Vice President, Corporate Services shall be responsible for implementing and maintaining the ERM Framework. The CFO & Vice President, Corporate Services will:
- a) Implement methodologies and strategies to monitor, mitigate and manage Risk; and
 - b) Ensure that Employees and members of the Board of Governors understand the value of Risk Management and adopt best practices across the institution.
 - c) Ensure that the ERM Framework is updated as required based on changes to B.C. public sector risk management recommendations and the ISO 31000:2018 international standards of Risk Management.
- 6.2 The Board Finance, Audit and Risk Committee provides oversight of Risk Management.

Risk Management

- 6.3 The College's Executive Team establishes risk categories, the Risk Appetite statement, and produces reports to the Board.
- 6.4 The College's Leadership Council are normally Risk Owners and manage risk and contribute to the ERM Framework through the College's integrated resource planning cycle.
- 6.5 Employees are responsible for applying sound risk management within the scope of their duties and responsibilities; and reporting risks with causes, impacts, or mitigations beyond their scope of responsibility or available resources to the Leadership Council member in their area.

7. Reporting

- 7.1 The CFO & Vice President, Corporate Services will provide regular reports to the Board Finance, Audit and Risk Committee that include
- a) An overview of current and significant strategic and operational risks; and
 - b) An overview of Administration's efforts taken to mitigate strategic or operational risk identified as high or extreme.
- 7.2 The CFO & Vice President, Corporate Services will report to the Board Finance, Audit and Risk Committee on any significant emergent risks on a timely basis.

8. Related Acts and Regulations*ISO 31000 Risk Management Guidelines**Risk Management Guideline for the B.C. Public Sector**BC Government Core Policy Manual Chapter 14: Risk Management***9. Supporting References, Policies, Procedures and Forms***Okanagan College Enterprise Risk Management Guidelines***History / Revisions**

Date	Action
YYYY-MM-DD	Revision Approved by the Board of Governors: Enterprise Risk Management Policy (***)
2012-09-25	New policy approved by Board of Governors: Risk Management Policy (E.1.14)



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 4.4.1

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

Background Statement

Okanagan College currently relies on collective agreements to guide the hiring of faculty and instructors. However, the absence of a formal, college-wide policy outlining minimum qualifications for instructional roles, required under the College and Institute Act (23.1.i), presents a gap in the institution’s hiring framework. Addressing this gap offers a valuable opportunity to strengthen recruitment practices and promote consistency across departments.

Identified under the Okanagan College Board Policy Workplan for development in 2025/26, the Faculty and Instructor Qualifications Policy will establish a clear, structured, and transparent framework for setting and reviewing credentials during hiring. This will also ensure that all instructional staff meet the academic and professional standards required to uphold accreditation and regulatory expectations. In doing so, it reinforces the College’s commitment to delivering high-quality education and maintaining its reputation for excellence.

Reference Materials

- Faculty and Instructor Qualifications Policy

Supporting Analysis

Similar policies were reviewed from other institutions and best practices were incorporated in the draft.

The draft policy has been shared with several internal groups for feedback and advice as noted in the consultation section below. The changes during those consultations have been incorporated as appropriate.

Education Council Advice:

This policy falls within the items listed in [Article 23 of the College and Institute Act](#) which requires that "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy ...".

The draft policy was reviewed by Education Council on November 20, 2025. Minor edits requested by the Council have been incorporated. The Council expressed no concerns regarding the policy being forwarded to the Board for review and approval.

Alignment to the Strategic Plan Roadmap

Students first. This policy will ensure student receive the highest quality instruction.

Risk Implication & Mitigation Steps

Reputational: Having a clear qualifications policy in place ensure faculty and instructors have the qualifications required to teach in their area of speciality maintaining the reputation of the institution.

Proposed and Prepared by

Sam Lenci, Provost & Vice President Academic

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Human Resource & Compensation Committee	12/2/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Education Council	11/20/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Okanagan College Faculty Association	10/31/2025
	<input type="checkbox"/>	<input type="checkbox"/>	BCGEU (Vocational)	10/31/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provost Council	10/22/2025



FACULTY & INSTRUCTOR QUALIFICATIONS POLICY

Policy Area:	Academic		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Provost & Vice President Academic		
Policy Contact:	Provost's Office		
Stakeholders:	Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Okanagan College Board of Governors		
Approval Date:			
Effective Date:			
Replaces or New:	New		
Last reviewed:	November 2025	Scheduled review date:	November 2030
Procedures:	<i>None</i>		

1. Policy Statement

Okanagan College is dedicated to delivering excellence in teaching, fostering student success, and providing excellent educational support services. This policy will guide the College in appointing Faculty/Instructors with the appropriate credentials and experience to meet the academic, professional, and industry standards of their disciplines, as well as the requirements of the educational programs, courses, services, and community engagement activities in which they participate on behalf of the College.

2. Purpose

To ensure that all Faculty/Instructors possess the necessary qualifications and expertise to deliver high-quality education and uphold the College's academic standards.

3. Scope and Application

This policy applies to all Faculty/Instructors, including full-time, part-time, emeritus, and visiting instructional staff, and those responsible for the hiring of these employees.

If this policy conflicts with an existing collective agreement, the collective agreement takes precedence.

4. Definitions

College	Means Okanagan College.
Faculty /Instructor(s)	Means Faculty as defined under the College and Institute Act, including any faculty member or vocational instructor employed by Okanagan College and represented by the OC Faculty Association (OCFA) or the BC General Employees' Union (BCGEU) Vocational collective agreements.
Undergraduate Course(s)	Means a post-secondary course at the 100-level or above provided it is not classified as trades, apprenticeship, developmental, or vocational training.

5. Principles

- 5.1 That College students should receive instruction from Faculty/Instructors who meet the qualification criteria outlined below and are therefore appropriately qualified to teach in their subject area.
- 5.2 That to uphold the College's reputation and credibility, it is essential programs, and educational services are delivered by Faculty/Instructors who are subject matter experts. These individuals must possess the appropriate scholarly preparation and maintain professional currency including an applied knowledge of learning science to meet the expectations of learners and external peers involved in accreditation, program approval, and program review processes.
- 5.3 That at an institutional level the College ensures that Faculty/Instructors' academic and professional qualifications are diverse and inclusive, reflecting the diversity of our community and programs offered.
- 5.4 That established qualifications, skills and experiences can incorporate a broad range of perspectives that reflect the mission and vision of the College.

6. Qualification Criteria

- 6.1 The College recognizes that portfolios and departments are best placed to establish the specific qualifications required to teach each course and expects individuals to exercise discretion in accordance with the intent and spirit of this Policy when making hiring decisions.

Academic Qualifications:

- a) Faculty/Instructors teaching Undergraduate Courses are required to hold at least a master's degree in the relevant discipline. Exceptions may be made for individuals with a bachelor's degree and professional qualifications and/or substantial professional experience directly related to the subject area.
- b) Faculty/Instructors teaching trades, apprenticeship, developmental, or vocational training courses must meet the minimum qualifications as defined by regional accrediting bodies or relevant governing authorities.

Professional Experience:

- c) For disciplines or subject areas where professional practice is essential, Faculty/Instructors may substitute advanced academic credentials with substantial, demonstrable industry experience and/or recognized professional certifications.

- d) Substitutions of qualification criteria that recognize professional experience are contingent upon the hiring committee's evaluation of the candidate's practical expertise and with approval of the Provost and Vice President Academic.

Certifications and Licenses:

- e) For fields requiring licensure or certification (e.g. trades, healthcare), Faculty/Instructors must possess valid and current credentials relevant to their teaching assignments.

Demonstrated Expertise:

- f) Evidence of expertise may include clear, tangible, and verifiable proof of someone's skills, knowledge, or proficiency in a particular field or subject area. It goes beyond simply claiming to have expertise and involves showing results that one is capable and highly competent through actions, achievements, experience, or a parchment from an accredited higher education institution.

7. Verification of Credentials:

Credential Evaluation:

- 7.1 To ensure all documents are authentic, People Services, in collaboration with chairs of hiring committees, will verify all required credentials before employment

Documentation Requirements:

- 7.2 Candidates must provide official transcripts, copies of licenses or certifications, and a detailed curriculum vitae or resume highlighting relevant experience as requested.

Review:

- 7.3 To ensure compliance with evolving accreditation standards and institutional needs, qualifications and experience may be reviewed periodically.

8. Related Acts and Regulations

College and Institute Act

Okanagan College Faculty Association Collective Agreement

BC General Employees Union (Vocational) Collective Agreement

9. Supporting References, Policies, Procedures and Forms

None.

History / Revisions

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



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 4.5.1

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

Background Statement

The College and Institute Act states that the Board is expected to seek advice, particularly in its engagement with the Education Council.

To support timely and effective input from advisory groups, including the Education Council, the attached Engagement Protocol has been developed to ensure their advice can be considered appropriately by the Board.

In addition to the requirement for administration to seek advice on standard matters, this Protocol delegates authority to the Board Chair to direct the President to obtain advice on issues before they are formally presented to the full Board. This delegation does not limit the Board’s ability to request that the President seek further advice on any matter brought forward for its review.

Reference Materials

- Draft Board Advice Engagement Protocol

Supporting Analysis

In addition to the expectations outlined in the *College and Institute Act*, the principles of citizen-centred governance are outlined in the [Governing in the Public Interest](#) training module and the BC government’s document *Best Practice Guidelines for BC’s Public Sector Boards*. These resources outline the principles for governance, including citizen engagement as follows:

The principles behind citizen-centred governance call for insightful leadership and extend beyond the foundational practices of organizational oversight expected of appointees.

Because it is so important for public sector organizations to govern in the public interest, there are some important principles to uphold. *Governing in the Public Interest* highlights these principles as:

1. *Put the interests of citizens at the centre of decision making*
2. *Behave with integrity, demonstrate strong commitment to ethical values and respect the rule of law*
- 3. Ensure openness and respectful engagement with all citizens**
4. *Strive for outcomes that support healthy communities in British Columbia, including social, economic and environmental well-being*
5. *Implement actions to achieve the organization’s mandate*

Alignment to the Strategic Plan Roadmap

The Okanagan College Strategic Plan emphasizes collaboration with advisory groups through its focus on community partnerships, co-created programming, and regional alignment. The Board’s engagement with these groups supports the Plan’s goals of responsive education, inclusive access, and integrated decision-making. This alignment ensures that strategic initiatives are informed by diverse perspectives and local needs.

Risk Implication & Mitigation Steps

All (financial, legal, operational, reputational, security): Establishing this protocol helps ensure that advice to the Board is received in a timely manner and delivered consistently and to a high standard that reduces risks in all areas.

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	12/2/2025
	<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.

Board Advice Engagement Protocol (2025)

1. Purpose

This protocol establishes a clear and consistent framework for the Board of Governors to engage with designated advisory groups, in alignment with the College and Institute Act (Act).

Its purpose is to support informed decision-making that upholds academic integrity, reflects institutional priorities, and addresses community needs.

2. Scope

To ensure that both statutory obligations and discretionary consultations are addressed within the governance framework, this protocol applies to groups from which the Board is required, or wishes to, seek advice under the Act. Therefore, the scope is twofold:

- Those matters covered within **Section 19** of the Act that the Board **may** seek advice from any other organization or individuals it deems appropriate.
- Those matters covered within **Section 23** of the Act that the Board **must** seek advice from Education Council on.

3. Principles

- **Transparency:** Engagement processes must be open, traceable, and appropriately documented.
- **Respect for Roles:** The distinct advisory and approval responsibilities of Education Council and other advisory bodies must be acknowledged and respected, as outlined in the College and Institute Act.
- **Timeliness:** Advisory input must be solicited early enough to meaningfully inform decision-making, ensuring an efficient and well-informed process.
- **Accountability:** The Board is responsible for considering all advice received in its deliberations and decisions.

4. Framework

Strategic Direction

- Through strategic plan approval, the Board sets institutional priorities and directs administration to engage relevant advisory groups prior to recommending decisions that require Board approval.

DRAFT**Board Policy Workplan**

- The Board shall annually approve a policy workplan identifying policies slated for development, review, or revision that are the responsibility of the Board.
- The workplan will specify the designated policy approver and indicate whether advisory input is required.
- The approved workplan authorizes administrative staff to initiate policy development and consultation activities prior to review and discussion by the Board.

Required Advice:

- For matters requiring advice, such as under Section 23 of the Act, the Board delegates the authority to the President to initiate the advisory process through the appropriate advisory group prior to the material being considered by the Board. This ensures timely and responsive engagement with Education Council.

Emergent and Discretionary Advice

- The Chair of the Board is delegated the authority to instruct the President to initiate advisory processes as needed. This ensures timely and responsive engagement with advisory groups when addressing emerging issues or opportunities not covered by the strategic plan, policy workplan or matters requiring advice, such as Section 23 of the Act.

5. Documentation

Advice to the Board shall be documented and provided as:

- **No Advice or Non-Substantive Advice:** If an advisory group has reviewed a proposal and offers no or minimal input, this should be clearly stated, with a rationale for that input included in the material provided to the Board.
- **Substantive Advice:** If an advisory group wishes to provide significant input, the documentation should include details of the advice being provided with rationale for the advice. The description of the advice may include any additional perspectives considered by the advisory group to support the Board's contextual understanding of the advice.



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 4.6.1

<p>Title</p>	<p>Program Revisions</p>		
<p>Action and/or Recommendation</p>	<p>For Approval</p> <p><u>Recommended Motions:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs as recommended by Education Council and as presented:</i></p> <ul style="list-style-type: none"> • <i>Access to Practical Nursing Diploma</i> • <i>Practical Nursing Diploma</i> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs as recommended by Education Council and as presented:</i></p> <ul style="list-style-type: none"> • <i>Business Studies Certificate: Financial Services Specialty</i> • <i>Business Administration Diploma: Financial Services Specialty</i> • <i>Post-Baccalaureate Diploma in Accounting</i> • <i>Bachelor of Business Administration: Entrepreneurship Specialty</i> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs as recommended by Education Council and as presented:</i></p> <ul style="list-style-type: none"> • <i>Early Childhood Education Inclusive Child Care Certificate</i> • <i>Early Childhood Education Diploma</i> • <i>Early Childhood Education Certificate</i> • <i>Early Childhood Education Infant Toddler Certificate</i> • <i>Early Childhood Education Assistant Certificate</i> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs:</i></p> <ul style="list-style-type: none"> • <i>Esthetics and Spa Therapy Micro-credential</i> • <i>Nail Technician Micro-Credential.</i> 		
<p>Meets OC’s Inspire Plan...</p>	<p>Values</p> <ul style="list-style-type: none"> <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 	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient 	<p>Commitments</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inclusive & Equitable Access <input checked="" type="checkbox"/> Life-long learning partnerships <input checked="" type="checkbox"/> Integration and focus

Background Statement

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending that the Board approve revisions to the following programs:

- Access to Practical Nursing Diploma
- Practical Nursing Diploma
- Business Studies Certificate: Financial Services Specialty
- Business Administration Diploma: Financial Services Specialty
- Post-Baccalaureate Diploma in Accounting
- Bachelor of Business Administration: Entrepreneurship Specialty
- Early Childhood Education Inclusive Child Care Certificate
- Early Childhood Education Diploma
- Early Childhood Education – Infant Toddler Certificate
- Early Childhood Education Certificate
- Early Childhood Education Assistant Certificate
- Esthetics and Spa Therapy Micro-credential
- Nail Technician Micro-Credential

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

- (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- (f) evaluation of programs and educational services;
- (i) policies on faculty member qualifications;
- (m) qualifications for admission policies; and
- (n) criteria for awarding certificates, diplomas and degrees”

Reference Materials

Proposals for Program Revision attached

Supporting Analysis

See attached proposals for program revisions:

- Access to Practical Nursing Diploma (APN)
- Practical Nursing Diploma (PNSG)
- Business Studies Certificate: Financial Services Specialty (FINS)
- Business Administration Diploma: Financial Services Specialty (FINS)
- Post-Baccalaureate Diploma in Accounting (BUPBDA)
- Bachelor of Business Administration: Entrepreneurship Specialty (ENTR)
- Early Childhood Education – Inclusive Child Care Certificate (ECDEIC)
- Early Childhood Education Diploma (ECED)
- Early Childhood Education – Infant Toddler Certificate (ECEDIT)
- Early Childhood Education Certificate (ECEC)
- Early Childhood Education Assistant Certificate (ECEA)
- Esthetics and Spa Therapy Micro-credential (MCEST)
- Nail Technician Micro-Credential (MCNTE)

Alignment to the Strategic Plan Roadmap

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

Risk Implication & Mitigation Steps

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

Proposed and Prepared by

Jillian Garrett, Education Council Chair

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	10/16/2025 - 11/20/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	12/2/2025

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Access to Practical Nursing
Program Outcome/Credential:	Diploma
Program Length:	21 courses/52 weeks
Proposed Revision Effective:	Winter 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	The Access to Practical Nursing Diploma is designed for Health Care Assistants (HCA) and Resident Care Attendants (RCA) who want to transition into a Licensed Practical Nurse (LPN) role. Building on prior experience, this 52-week program equips students with the knowledge, skills, and judgment required to meet the competencies outlined by the British Columbia College of Nurses and Midwives (BCCNM). The curriculum emphasizes person-centered care, advocacy, and critical thinking through integrated classroom learning and clinical placements.
Program revision process:	Changes to the Access to Practical Nursing Diploma were made to align the program with current provincial curriculum requirements. This includes updating the admission requirements for eligible work experience, and lowering the minimum grade admission requirements for English, mathematics, and biology. Additionally, starting for intakes in 2027, admission will no longer be offered chronologically based on application date and will instead be on a first qualified basis.
Career Outcomes and Pathways:	Graduates can work as Licensed Practical Nurses in hospitals, clinics, long-term care facilities, and community health organizations. Specializations include acute care, palliative care, and health promotion. Completion of the program enables eligibility for the REx-PN licensure exam in British Columbia, opening pathways to advanced nursing roles or further education.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Admission Requirements	<p>A BC certificate in one of the following programs: Health Care Assistant (HCA), Resident Care Attendant (RCA) or Home Support/Resident Care Attendant (HS/RCA) or a current BC Care Aide Registry Number</p> <p>Minimum 600 Hours of work experience, within the last two years, in a care facility where care is provided to a group of gerontology clients.</p>	<p>A BC certificate in one of the following programs: Health Care Assistant (HCA), Resident Care Attendant (RCA) or Home Support/Resident Care Attendant (HS/RCA) or a current BC Care Aide Registry Number</p> <p>Minimum 600 Hours of work experience, within the last two years, in a care facility where care is provided to a group of gerontology clients.</p>

Proposed Revisions:**Current**

Work experience must be verified by an official employer letter. Individualized home care experience is not acceptable.

B.C. secondary school graduation, or equivalent (ABE, GED), or mature student status.

English Requirement:

A minimum grade of 70% in one of: English 12 or equivalent, English First Peoples 12, or an equivalent Provincial Level Adult Basic Education English course.

English Language Requirement:

Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the medium of instruction and is also one of the country's official languages. English as a Second Language/Additional Language courses are not included in this three-year calculation. Those not meeting this requirement must achieve scores identified in one of the two tests below:

Area of Proficiency	IELTS Academic	CELBAN
Reading	6.5	8
Listening	7.0	9
Writing	6.5	7
Speaking	7.0	8
Overall	7.0	

In addition to meeting English language requirements for the Practical Nursing program, graduates must be able to demonstrate a level of proficiency required to be performance ready as a condition for registration and practice in British Columbia. See BCCNM's website for details.

Proposed

Work experience must include providing care to multiple patients/residents at one time where prioritizing and critical thinking are required. Work experience must be verified by an official employer letter. Note that working in a home care environment where one person is cared for at a time will not meet this 600 hour requirement.

B.C. secondary school graduation, or equivalent (ABE, GED), or mature student status.

English Requirement:

A minimum grade of **65%** in one of: English 12 or [equivalent](#), English First Peoples 12, or an equivalent Provincial Level Adult Basic Education English course.

English Language Requirement:

Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the medium of instruction and is also one of the country's official languages. English as a Second Language/Additional Language courses are not included in this three-year calculation. Those not meeting this requirement must achieve scores identified in one of the two tests below:

Area of Proficiency	IELTS Academic	CELBAN
Reading	6.5	8
Listening	7.0	9
Writing	6.5	7
Speaking	7.0	8
Overall	7.0	

Proposed Revisions:**Current****Mathematics Requirement:**

A minimum of 67% in any of:

- Pre-Calculus Grade 11
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011
- Or a minimum grade of 70% in one of:
- Adult Basic Education IALG 011
- Both Math 084 and MATH 085

Biology Requirement:

- Both a minimum grade of 67% in a Grade 12 Biology course which includes human anatomy and physiology or Anatomy and Physiology 12 or an equivalent Provincial level Adult Basic Education Biology course and
- And, a minimum grade of 70% in Pre-Practical Nursing Anatomy and Physiology ([PNUR 113](#)) course. Please note that Biology 12 is a prerequisite for PNUR 113.

Other Requirements:

- CPR level "C"
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
- Either Red Cross Standard First Aid or St. John Ambulance Standard First Aid.

Proposed**Mathematics Requirement:**

A minimum grade of **60%** in any of:

- Pre-Calculus Grade 11
- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011
- Or a minimum grade of 60% in one of:
- Adult Basic Education IALG 011
- Both Math 084 and MATH 085

Biology Requirement:

- Both a minimum grade of **60%** in a Grade 12 Biology course which includes human anatomy and physiology or Anatomy and Physiology 12 or an equivalent Provincial level Adult Basic Education Biology course **and**
- And, a minimum grade of 65% in Pre-Practical Nursing Anatomy and Physiology ([PNUR 113](#)) course. Please note that Biology 12 is a prerequisite for PNUR 113.

Other Requirements:

- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Program Pre-practice Requirements:

- CPR level 'C'
- **Current immunizations as required by clinical partner sites and**

Proposed Revisions:**Current**

- Negative TB skin test or chest x-ray no more than 6 months before the date of application or adequate follow-up in the case of a positive test

Student Transportation and Accommodation:

- Student practicum placement sites are throughout North, Central and South Okanagan. Students must arrange their own transportation to and from practicum sites. In most cases, a driver's license and access to a reliable vehicle is required. While student preferences will be considered for the location of clinical experiences, Okanagan College reserves the right to assign and change a student's practicum placement. Travel and accommodation expenses are the student's responsibility.

Selection Process:

- Applicants who satisfy the admission requirements will be offered admission in chronological order, based on the date of application.

Proposed

recommended by BC Centre for Disease Control (2009): diphtheria and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella and influenza

- Negative Tuberculosis skin test or chest x-ray no more than 6 months before the date of application or adequate follow up in the case of a positive test
- Successful completion of all the BC Provincial Violence Prevention Curriculum (PVPC) including 8 hour in person classroom course. If previously completed, proof of completion along with annual refresher

There may be additional fees associated with other admission and program pre-practice requirements. These requirements are usually completed outside of regular class time. Students are responsible for submitting appropriate documentation by the due dates provided. The admissions office and/or department chair will provide further instructions.

Student Transportation and Accommodation:

- Student practicum placement sites are throughout North, Central and South Okanagan. Students must arrange their own transportation to and from practicum sites. In most cases, a driver's license and access to a reliable vehicle is required. While student preferences will be considered for the location of clinical experiences, Okanagan College reserves the right to assign and change a student's practicum placement. Travel and accommodation expenses are the student's responsibility.

Selection Process for Intakes prior to December 2026:

- Applicants who satisfy the admission requirements will be offered admission in chronological

Proposed Revisions:	Current	Proposed
		<p data-bbox="1062 142 1385 212">order, based on the date of application.</p> <p data-bbox="1013 233 1438 302">Selection Process for Intakes after January 1, 2027:</p> <ul data-bbox="1013 317 1471 596" style="list-style-type: none"><li data-bbox="1013 317 1471 596">• This program admits on a First Qualified, First Accepted basis. Once an applicant meets all academic admission requirements, or shows they are enrolled in the required courses, offers are made in the order applicants qualify until the program is full.

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Practical Nursing
Program Outcome/Credential:	Diploma
Program Length:	28 courses/70 weeks
Proposed Revision Effective:	Winter 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	<p>The Practical Nursing Diploma prepares students with the knowledge, skills, and judgment required to provide safe, competent care across diverse health settings. The program emphasizes person-centered care, advocacy, and critical thinking through integrated, professional, and culturally sensitive learning experiences. Students progress through classroom instruction and extensive clinical placements, gaining hands-on experience in acute care, community care, and continuing care environments. Graduates are eligible to write the Regulatory Exam-Practical Nurse (REx-PN) for licensure in British Columbia. This 70-week program, offered at multiple campuses, equips learners to become collaborative healthcare professionals ready to meet the needs of individuals and families at all life stages.</p>
Program revision process:	<p>Changes to the Practical Nursing Diploma align the program with the current provincial curriculum requirements.</p> <p>Revisions include:</p> <ul style="list-style-type: none"> • Updating the program description to clarify the program’s connection to the British Columbia College of Nurses and Midwives (BCCNM). • Updating the admission requirements to reflect the provincial curriculum requirements including lowering minimum grade requirements for English, mathematics, and biology, and Practical Nursing Anatomy and Physiology. • Adding the minimum qualifications required to teach the program. • Additionally, starting for intakes in 2027, admission will no longer be offered chronologically based on application date and will instead be on a first qualified basis.
Career Outcomes and Pathways:	<p>Graduates can work as Licensed Practical Nurses in hospitals, clinics, long-term care facilities, and community health organizations. Specializations include acute care, palliative care, and health promotion. Successful completion enables entry into the REx-PN exam for licensure in B.C., opening pathways to advanced nursing roles or further education.</p>

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Qualifications to teach the Program:	None	<ol style="list-style-type: none"> 1. A Bachelor's Degree in Nursing. A Master's Degree is preferred. A Diploma in Nursing may be considered together with relevant experience. 2. Current active registration with the BCCNM is required. 3. An Instructor's Diploma is preferred, and will be required following appointment in accordance with the Collective Agreement. 4. Five or more years of work experience in Acute, Long Term and /or Community Care is required. Experience in pediatrics, mental health and/or obstetrics may be an asset. 5. Recent teaching experience an asset.
<input checked="" type="checkbox"/> Program Description	<p>The practical nursing program is designed to provide learners with the knowledge, skills, judgments, and attitudes to perform the full range of competencies as identified by the British Columbia College of Nursing Professionals. The program provides a learning experience that is integrated, professional, collaborative and culturally sensitive with an aim to prepare graduates to care for individuals and families at multiple life stages and in a variety of practice settings.</p> <p>Throughout the program, students will engage in learning activities that will further their development as practicing professionals and leaders. The program focuses on person-centered care, advocacy and critical thinking in preparation for a career in healthcare. Students will progress through a combination of courses and clinical placements to prepare them for subsequent work as a Practical Nurse. Upon successful completion of the program, graduates will be eligible to write the Regulatory Exam-Practical Nurse (REx-PN), required for licensure in B.C. Graduates of the program may obtain employment in community, continuing care, residential care or acute care settings.</p> <p>The overall length of the program is 70</p>	<p>The practical nursing program is designed to provide learners with the knowledge, skills, judgments, and attitudes to perform the full range of competencies as identified by the British Columbia College of Nurses and Midwives (BCCNM). The program provides a learning experience that is integrated, professional, collaborative and culturally sensitive with an aim to prepare graduates to care for individuals and families at multiple life stages and in a variety of practice settings.</p> <p>Throughout the program, students will engage in learning activities that will further their development as practicing professionals and leaders. The program focuses on person-centered care, advocacy and critical thinking in preparation for a career in healthcare. Students will progress through a combination of courses and clinical placements to prepare them for subsequent work as a Practical Nurse. Upon successful completion of the program, graduates will be eligible to write the Regulatory Exam-Practical Nurse (REx-PN), required for licensure in B.C. Graduates of the program may obtain employment in community, continuing care, residential care or acute care settings.</p> <p>The overall length of the program is 70</p>

Proposed Revisions:
 Admission Requirements
Current

weeks including built in program breaks; the length of instruction including preceptorship is 62 weeks.

Academic Admission Requirements

B.C. secondary school graduation, or equivalent (ABE, GED), or mature student status

English Requirement:

A minimum grade of 70% in one of: English 12 or equivalent, English First Peoples 12, or an equivalent Provincial Level Adult Basic Education English course.

English Language Requirement:

Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the medium of instruction and is also one of the country's official languages. English as a Second Language/Additional Language courses are not included in this three-year calculation. Those not meeting this requirement must achieve scores identified in one of the two tests below:

Area of Proficiency	IELTS Academic	CELBAN
Reading	6.5	8
Listening	7.0	9
Writing	6.5	7
Speaking	7.0	8
Overall	7.0	

In addition to meeting English language requirements for the Practical Nursing program, graduates must be able to demonstrate a level of proficiency required to be performance ready as a condition for registration and practice in British Columbia. See BCCNM's website for details.

Mathematics Requirement:

A minimum of 67% in any of:

- Pre-Calculus Grade 11

Proposed

weeks including built in program breaks; the length of instruction including preceptorship is 62 weeks.

Academic Admission Requirements

B.C. secondary school graduation, or equivalent (ABE, GED), or mature student status

English Requirement:

A minimum grade **65%** in one of: English 12 or equivalent, English First Peoples 12, or an equivalent Provincial Level Adult Basic Education English course.

English Language Requirement:

Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the medium of instruction and is also one of the country's official languages. English as a Second Language/Additional Language courses are not included in this three-year calculation. Those not meeting this requirement must achieve scores identified in one of the two tests below:

Area of Proficiency	IELTS Academic	CELBAN
Reading	6.5	8
Listening	7.0	9
Writing	6.5	7
Speaking	7.0	8
Overall	7.0	

In addition to meeting English language requirements for the Practical Nursing program, graduates must be able to demonstrate a level of proficiency required to be performance ready as a condition for registration and practice in British Columbia. See BCCNM's website for details.

Mathematics Requirement:

A minimum grade of **60%** in any of:

- Pre-Calculus Grade 11

Proposed Revisions:**Current**

- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

Or a minimum grade of 70% in one of:

- Adult Basic Education IALG 011
- Both Math 084 and MATH 085

Biology Requirement:

Both:

- A minimum grade of 67% in a Grade 12 Biology course which includes human anatomy and physiology or Anatomy and Physiology 12 or an equivalent Provincial level Adult Basic Education Biology course **and**
- A minimum grade of 70% in Pre-Practical Nursing Anatomy and Physiology (PNUR 113) course. Please note that Biology 12 is a prerequisite for PNUR 113.

Selection ProcessFall Intakes

- Applications will be accepted starting at 8:30 a.m. on the first business day in October and ending no later than 4:30 p.m. on the last business day in February. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.
- Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in February.
- The ranking of applications will take place in March and successful applicants will be notified by early April. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in

Proposed

- Foundations of Mathematics Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

Or a minimum grade of **60%** in one of:

- Adult Basic Education IALG 011
- Both Math 084 and MATH 085

Biology Requirement:

Both:

- A minimum grade of **60%** in a Grade 12 Biology course which includes human anatomy and physiology or Anatomy and Physiology 12 or an equivalent Provincial level Adult Basic Education Biology course **and**
- A minimum grade of **65%** in Pre-Practical Nursing Anatomy and Physiology ([PNUR 113](#)) course. Please note that Biology 12 is a prerequisite for PNUR 113.

Selection Process for Intakes prior to December 2026:Fall Intakes

- Applications will be accepted starting at 8:30 a.m. on the first business day in October and ending no later than 4:30 p.m. on the last business day in February. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.
- Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in February.
- The ranking of applications will take place in March and successful applicants will be notified by early April. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in

Proposed Revisions:**Current**

order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Winter Intakes

- Applications will be accepted starting at 9 a.m. on the first business day in April and ending no later than 4:30 p.m. on the last business day in July. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.
- Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in July.
- The ranking of applications will take place in August and successful applicants will be notified by early September. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking.
- Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Proposed

order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Winter Intakes

- Applications will be accepted starting at 9 a.m. on the first business day in April and ending no later than 4:30 p.m. on the last business day in July. Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English, and Grade 12 Biology admission requirements.
- Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in July.
- The ranking of applications will take place in August and successful applicants will be notified by early September. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Selection Process for Intakes after January 1, 2027:

- This program admits on First Qualified, First Accepted basis. Once an applicant meets all academic admission requirements, or shows they are enrolled in the required courses, offers are made

Proposed Revisions:	Current	Proposed
	<p data-bbox="527 913 925 945">Other Admission Requirements:</p> <ul data-bbox="527 966 982 1974" style="list-style-type: none"> <li data-bbox="527 966 982 1554">• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application. <li data-bbox="527 1627 722 1659">• CPR level "C" <li data-bbox="527 1680 982 1774">• Either Red Cross Standard First Aid or St. John Ambulance Standard First Aid. <li data-bbox="527 1795 982 1974">• Negative TB skin test or chest x-ray no more than 6 months before the date of application or adequate follow-up in the case of a positive test 	<p data-bbox="1055 136 1469 493">in the order applicants qualify until the program is full. High-school students can submit interim transcripts showing they're registered in required courses; students upgrading their courses can submit proof of enrolment; you may receive a conditional offer pending your final official transcript.</p> <p data-bbox="1015 514 1412 546">Other Admission Requirements:</p> <ul data-bbox="1015 567 1469 1155" style="list-style-type: none"> <li data-bbox="1015 567 1469 1155">• A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application. <p data-bbox="1015 1176 1469 1207">Program Pre-practice Requirements:</p> <ul data-bbox="1015 1228 1469 1995" style="list-style-type: none"> <li data-bbox="1015 1228 1201 1260">• CPR level 'C' <li data-bbox="1015 1281 1469 1375">• Either Red Cross Standard First Aid or St. John Ambulance Standard First Aid <li data-bbox="1015 1396 1469 1575">• Negative Tuberculosis skin test or chest x-ray no more than 6 month before the date of application or adequate follow-up in the case of a positive test <li data-bbox="1015 1596 1469 1837">• Current immunization as required by clinical partner sites and recommended by BC Centre for Disease Control (2009): diphtheria and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella, and influenza. <li data-bbox="1015 1858 1469 1995">• Successful completion of all the B.C. Provincial Violence Prevention Curriculum (PVPC) including the 8-hour in-person classroom course.

Proposed Revisions:**Current****Program Pre-practice Requirements:**

- Current immunization as required by clinical partner sites and recommended by BC Centre for Disease Control (2009): diphtheria and tetanus, polio, hepatitis B, measles, mumps and rubella (MMR), varicella, and influenza.
- Successful completion of all the B.C. Provincial Violence Prevention Curriculum (PVPC) including the 8-hour in-person classroom course.

There may be additional fees associated with other admission and program pre-practice requirements. These requirements are usually completed outside of regular class time. Students are responsible for submitting appropriate documentation by the due dates provided. The admissions office and/or department chair will provide further instructions. Students may proceed into clinical practice education experiences only after successful completion of ALL the program pre-practice requirements.

Proposed

There may be additional fees associated with other admission and program pre-practice requirements. These requirements are usually completed outside of regular class time. Students are responsible for submitting appropriate documentation by the due dates provided. The admissions office and/or department chair will provide further instructions. Students may proceed into clinical practice education experiences only after successful completion of ALL the program pre-practice requirements.

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Business Studies Certificate: Financial Services Speciality
Program Outcome/Credential:	Certificate
Program Length:	One year (18 credits/6 courses)
Proposed Revision Effective:	Fall 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	The Financial Services Specialty is one of the specializations of the Business Studies Certificate. Students select specific elective courses to meet the requirements for the Financial Services Specialty while completing the certificate. The Financial Services Specialty provides foundational knowledge for careers in the financial sector. Students complete core courses in business mathematics, financial accounting, and personal financial planning, along with electives such as financial management, Canadian income tax, retirement income planning, and insurance. Designed for flexibility, the program is ideal for those seeking entry-level roles or upgrading skills while employed.
Program revision process:	Changes to the Business Administration Diploma: Financial Services Specialty include updates to the program outline to reflect the removal of an inactive course, BUAD 250 Canadian Securities. The proposed revision supports current curriculum content for students planning their programs.
Career Outcomes and Pathways:	Graduates can pursue roles in banking, insurance, and financial planning, including positions such as financial services representative or investment assistant. Students may ladder into a Business Administration Diploma or Bachelor of Business Administration for advanced opportunities.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Program Outline:	Complete all of the following <ul style="list-style-type: none"> • MATH114 - Business Mathematics (3) • BUAD111 - Financial Accounting I (3) • BUAD251 - Personal Financial Planning (3) Completed at least 3 of the following: <ul style="list-style-type: none"> • BUAD195 - Financial Management (3) 	Complete all of the following <ul style="list-style-type: none"> • MATH114 - Business Mathematics (3) • BUAD111 - Financial Accounting I (3) • BUAD251 - Personal Financial Planning (3) Completed at least 3 of the following: <ul style="list-style-type: none"> • BUAD195 - Financial Management (3)

Proposed Revisions:**Current**

- BUAD208 - Canadian Income Tax I (3)
- BUAD234 - Retirement Income Planning (3)
- BUAD235 - Insurance and Estate Planning (3)
- BUAD298 - Small Business Management (3)

As 1 of the above 3 courses, students can also select BUAD 250 - Canadian Securities

Proposed

- BUAD208 - Canadian Income Tax I (3)
- BUAD234 - Retirement Income Planning (3)
- BUAD235 - Insurance and Estate Planning (3)
- BUAD298 - Small Business Management (3)

Removed: As 1 of the above 2 courses, students can also select BUAD 250 - Canadian Securities

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Business Administration Diploma: Financial Services Speciality
Program Outcome/Credential:	Diploma
Program Length:	Two years (60 credits/20 courses)
Proposed Revision Effective:	Fall 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	The Financial Services Specialty is one of the specializations of the Bachelor of Business Administration Diploma. Students select specific elective courses to meet the requirements for the Financial Services Specialty while completing their diploma. The Financial Services Specialty equips students with a strong foundation in general business and advanced financial skills. In addition to core courses in accounting, marketing, management, and financial management, students focus on financial planning, insurance, and investment strategies. The two-year program combines practical knowledge with industry-relevant coursework, enabling students to pursue roles in the financial sector.
Program revision process:	Changes to the Business Administration Diploma: Financial Services Specialty includes updates to the program outline to reflect the removal of an inactive course, BUAD 250 Canadian Securities, and revising the name of BUAD 223 Selected Topics: Financial Services to BUAD 223 Selected Topics: Finance to provide broader topic coverage, and alignment with current curriculum offerings to ensure the course remains relevant and accessible to students.
Career Outcomes and Pathways:	Graduates of the Business Administration Diploma with a Financial Services Specialty can pursue careers in banking, investment advising, and wealth management. The program also provides a pathway to transfer options into a Bachelor of Business Administration for advanced study.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Program Outline:	While satisfying all the requirements outlined above for the Business Administration diploma, students must include the following courses in their elective choices to specialize in Financial Services: <ul style="list-style-type: none"> • BUAD235 - Insurance and Estate Planning (3) 	While satisfying all the requirements outlined above for the Business Administration diploma, students must include the following courses in their elective choices to specialize in Financial Services: <ul style="list-style-type: none"> • BUAD235 - Insurance and Estate Planning (3)

Proposed Revisions:**Current**

- BUAD251 - Personal Financial Planning (3)
- Plus two of the following courses:
- BUAD176 - Professional Sales (3)
 - BUAD208 - Canadian Income Tax I (3)
 - BUAD334 - Events Planning (3)
 - BUAD234 - Retirement Income Planning (3)
 - BUAD223 - Selected Topics: Financial Services (3)
 - BUAD296 - Long-term Capital Management (3)
 - BUAD356 - Taxation and Investment Planning (3)
 - BUAD369 - Canadian Income Tax II (3)

As 1 of the above 2 courses, students can also select BUAD 250 - Canadian Securities

Proposed

- BUAD251 - Personal Financial Planning (3)
- Plus two of the following courses:
- BUAD176 - Professional Sales (3)
 - BUAD208 - Canadian Income Tax I (3)
 - BUAD334 - Events Planning (3)
 - BUAD234 - Retirement Income Planning (3)
 - **BUAD223 - Selected Topics: Finance (3)**
 - BUAD296 - Long-term Capital Management (3)
 - BUAD356 - Taxation and Investment Planning (3)
 - BUAD369 - Canadian Income Tax II (3)

Removed: As 1 of the above 2 courses, students can also select BUAD 250 - Canadian Securities

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Post-Baccalaureate Diploma in Accounting
Program Outcome/Credential:	Post-Baccalaureate Diploma
Program Length:	45 credits/15 courses
Proposed Revision Effective:	Fall 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	<p>The Post-Baccalaureate Diploma in Accounting is an accelerated program designed for students who already hold an undergraduate degree and want to build advanced accounting expertise. It includes 15 courses that meet the prerequisites for the Chartered Professional Accountants (CPA) Professional Education Program. Students gain knowledge in financial and management accounting, taxation, auditing, business law, and data analytics, complemented by strategic management and information systems. This program provides a strong foundation for professional accounting careers and enhances prior education with specialized skills.</p>
Program revision process:	<p>Changes to the Post-Baccalaureate Diploma in Accounting has been updated to align with the latest CPA competency requirements and streamlined to reduce program length. These changes aim to attract mature students seeking to transition into accounting or enhance their existing careers.</p> <p>Other revisions include:</p> <ul style="list-style-type: none"> • Updating the wording of the program description to reflect the accelerated format. • Updating the admission requirements to match other OC Business programs. • Revising the program outline to reduce the number of courses and to include the following new courses: <ul style="list-style-type: none"> ○ BUAD 130 Accelerated Financial Accounting (as a prerequisite) ○ As required courses: <ul style="list-style-type: none"> ▪ BUAD 252 Organizational Dynamics and People Practices ▪ BUAD 255 Financial Decision Making and Analysis ▪ BUAD 467 Accounting Capstone • Updating the graduation requirements to reference CPA program requirements. • Including the minimum qualifications required to teach the program. • Adding residency requirements.
Career Outcomes and Pathways:	<p>Graduates can pursue careers as accountants as the program fulfills CPA competencies requirements, enabling entry into the CPA Professional Education</p>

Program. It also opens pathways to senior financial roles and consulting positions, leveraging prior degrees with advanced accounting knowledge.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Qualifications to teach the Program:	<i>None</i>	CPA designation
<input checked="" type="checkbox"/> Program Description	<p>This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 20 courses required as prerequisites to the CPA Professional Education program.</p>	<p>This accelerated program is structured to meet CPA requirements for an accounting major and equip students with job-ready accounting skills in an accelerated format, allowing completion in as little as three semesters. It is designed for individuals who already hold a degree.</p>
<input checked="" type="checkbox"/> Admission Requirements	<p>Successful completion of a recognized Bachelor Degree. It is the responsibility of the student to confirm that their Bachelor Degree satisfies the degree prerequisite of the CPA Professional Education Program.</p> <p>Applicants who have completed post-secondary studies outside of Canada will require a World Education Service evaluation with International Credential Advantage Package of their credentials.</p> <p>Language and Math Requirements:</p> <p>All applicants must meet minimum Okanagan College admission requirements.</p> <p>English Requirements:</p> <p>English 12 with minimum 60% or alternatives</p> <p>Course exemptions:</p> <p>The following courses may be eligible for exemptions, subject to conditions below:</p> <ul style="list-style-type: none"> • BUAD 111 Financial Accounting I • BUAD 121 Financial Accounting II • BUAD 113 Canadian Business • BUAD 195 Financial Management • STAT 124 Business Statistics • BUAD 264 Management Accounting 	<p>Successful completion of a recognized Bachelor Degree. It is the responsibility of the student to confirm that their Bachelor Degree satisfies the degree prerequisite of the CPA Professional Education Program.</p> <p>AND</p> <p>Completion of BUAD 130 Accelerated Financial Accounting, or BUAD 111 Financial Accounting I and BUAD 121 Financial Accounting II, or equivalent – with a minimum 60% grade English Requirement</p> <ul style="list-style-type: none"> • English 12 or Alternatives. <p>Math Requirement:</p> <p>a minimum of 50% in any of:</p> <ul style="list-style-type: none"> • 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 • Adult Basic Education MATH 080 • Adult Basic Education MATH 084 and MATH 085 • Adult Basic Education IALG 011 <p>A World Education Service (WES) evaluation is strongly recommended</p>

Proposed Revisions:	Current	Proposed
	<ul style="list-style-type: none"> • BUAD 296 Long-term Capital Management <p>To be granted exemption an equivalent course must have been successfully completed within 10 years.</p> <p>Students cannot be granted more than five course exemptions within this program and must take appropriate alternative business courses to ensure diploma completion.</p> <p>Program requirements:</p> <p>A personal laptop is required. See the program for computer specifications.</p>	<p>for International degrees and may be requested.</p> <p>Program requirements</p> <p>A personal laptop is required. See the program for computer specifications.</p> <p>Recommended for Success</p> <p>If more than five years have passed since completing the financial accounting prerequisite courses (BUAD 130, or BUAD 111 and BUAD 112), students are encouraged to review the material or consider retaking the accounting courses. This program requires use of financial formulas and Microsoft Excel, students entering the program should be comfortable with this.</p>
<p>☒ Program Outline</p>	<p>Summer Session</p> <ul style="list-style-type: none"> • BUAD 111 - Financial Accounting I (3) • BUAD 121 - Financial Accounting II (3) <p>Semester 1</p> <ul style="list-style-type: none"> • BUAD 113 - Canadian Business (3) • BUAD 195 - Financial Management (3) • <u>BUAD 208 - Canadian Income Tax I (3)</u> • <u>BUAD 209 - Business Law (3)</u> • <u>BUAD 263 - Intermediate Accounting I (3)</u> <p>Semester 2</p> <ul style="list-style-type: none"> • <u>BUAD 273 - Intermediate Accounting II (3)</u> • BUAD 283 - Management Information Systems (3) • BUAD 296 - Long-term Capital Management (3) • BUAD 264 - Management Accounting (3) • <u>BUAD 369 - Canadian Income Tax II (3)</u> <p>Semester 3</p> <ul style="list-style-type: none"> • <u>BUAD 363 - Audit Planning (3)</u> • STAT 124 - Business Statistics (3) • <u>BUAD 340 - Strategic Management I (3)</u> 	<p>Complete all the following:</p> <ul style="list-style-type: none"> • BUAD 208 - Canadian Income Tax I (3) • BUAD 209 - Business Law (3) • BUAD 263 - Intermediate Accounting I (3) • BUAD 255 - Financial Decision Making and Analysis (3) • BUAD 252 - Organizational Dynamics and People Practices (3) • BUAD 273 - Intermediate Accounting II (3) • BUAD 352 - Data Analytics in Accounting (3) • BUAD 340 - Strategic Management I (3) • BUAD 363 - Audit Planning (3) • BUAD 365 - Cost Accounting (3) • BUAD 369 - Canadian Income Tax II (3) • BUAD 462 - Advanced Financial Accounting (3) • BUAD 463 - Internal Control & Auditing (3) • BUAD 466 - Advanced Managerial Accounting (3) • BUAD 467 - Accounting Capstone (3)

Proposed Revisions:	Current	Proposed
	<ul style="list-style-type: none"> • <u>BUAD 462 - Advanced Financial Accounting (3)</u> <p>Semester 4</p> <ul style="list-style-type: none"> • BUAD 352 - Data Analytics in Accounting (3) • BUAD 365 - Cost Accounting (3) • <u>BUAD 463 - Internal Control & Auditing (3)</u> • <u>BUAD 466 - Advanced Managerial Accounting (3)</u> 	
<input checked="" type="checkbox"/> Graduation Requirements	<p>Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.</p>	<p>Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.</p> <p>Students are responsible for determining if their grades meet CPA requirements.</p>
<input checked="" type="checkbox"/> Residency Requirement	<p>None</p>	<p>A minimum of 11 courses of the program must be completed through OC.</p>

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Bachelor of Business Administration: Entrepreneurship Speciality
Program Outcome/Credential:	Degree
Program Length:	120 credits/40 courses
Proposed Revision Effective:	Fall 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	The Entrepreneurship Specialty is one of the specializations of the Bachelor of Business Administration Degree (BBA). Students select specific elective courses to meet the requirements for the Entrepreneurship Specialty while completing their BBA. The specialty is designed for individuals seeking to gain experience in starting new ventures or launching new products or services within businesses. The program emphasizes innovation, creativity, and practical application through business projects. Students explore diverse business approaches and integrate social and environmental considerations into their work.
Program revision process:	Changes to the Business Administration Degree: Entrepreneurship Specialty includes updating the program description to provide clarity around graduation requirements and updating the program outline to separate the required courses for the Entrepreneurship Specialty from the BBA.
Career Outcomes and Pathways:	Graduates of the Entrepreneurship Specialty may pursue careers in startups, social enterprises, and corporate innovation roles or pursue their own ventures. Students gain skills in innovation, business planning, and strategic execution, preparing them for diverse entrepreneurial opportunities.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Program Description:	While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their business elective choices to specialize in Entrepreneurship.	While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their business elective choices to specialize in Entrepreneurship. Note: In the program requirements for the Bachelor of Business Administration degree, students must take BUAD 293 to meet the graduation requirements for the Entrepreneurship

Proposed Revisions:	Current	Proposed
☒ Program Outline:	<p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their business elective choices to specialize in Entrepreneurship.</p> <p>Complete All of the following:</p> <ul style="list-style-type: none"> • BUAD 111 - Financial Accounting I (3) • BUAD 116 - Marketing • BUAD 123 - Management Principles (3) • BUAD 128 - Computer Applications I (3) • BUAD 195 - Financial Management (3) • BUAD 209 - Business Law • BUAD 262 - Organizational Behaviour (3) • BUAD 264 - Management Accounting (3) • BUAD 269 - Human Resources Management (3) • BUAD 293 – Entrepreneurship (3) • BUAD 315 - Management Science (3) • BUAD 340 - Strategic Management I (3) • BUAD 425 - Business and Canadian Government Policy (3) • ECON 115 - Principles of Microeconomics (3) • ECON 125 - Principles of Macroeconomics (3) • CMNS 112 - Professional Writing I (3) • CMNS 122 - Professional Writing II (3) • MATH 114 - Business Mathematics (3) • PHIL 350 - Business Ethics (3) • <u>BUAD 176 - Professional Sales (3)</u> • <u>BUAD 200 - Digital Marketing (3)</u> 	<p>Specialty. BUAD 272 will not be accepted.</p> <p>Complete all of the following:</p> <ul style="list-style-type: none"> • BUAD 176 - Professional Sales (3) • BUAD 200 - Digital Marketing (3) • BUAD 212 - Idea Generation (3) • BUAD 298 - Small Business Management (3) • BUAD 336 - Services Design & Development (3) • BUAD 370 - Leadership (3) • BUAD 415 - New Product Development (3) • BUAD 493 - Entrepreneurship Experience I (3) • BUAD 494 - Entrepreneurship Experience II (3) <p>Recommended Electives</p> <ul style="list-style-type: none"> • BUAD 112 - Introduction to Entrepreneurship (3) • BUAD 215 - Restaurant Management (3) • BUAD 251 - Personal Financial Planning (3) • BUAD 309 - Social Entrepreneurship (3) • BUAD 319 - Introduction to Management Consulting (3) • BUAD 330 - International Business (3) • BUAD 345 - Consumer Behaviour (3) • BUAD 346 - Sustainable Management (3) • BUAD 401 - International Trade Management (3) • BUAD 470 - Customer Relationship Management (3) • BUAD 480 - Strategic Management II (3)

Proposed Revisions:	Current	Proposed
	<ul style="list-style-type: none">• <u>BUAD 212 - Idea Generation (3)</u>• <u>BUAD 298 - Small Business Management (3)</u>• <u>BUAD 336 - Services Design & Development (3)</u>• <u>BUAD 370 - Leadership (3)</u>• <u>BUAD 415 - New Product Development (3)</u>• <u>BUAD 493 - Entrepreneurship Experience I (3)</u>• <u>BUAD 494 - Entrepreneurship Experience II (3)</u>	
	Complete at least 1 of the following:	
	<ul style="list-style-type: none">• STAT 124 - Business Statistics (3)• STAT 121 - Elementary Statistics (3)	

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Early Childhood Education - Inclusive Child Care Certificate
Program Outcome/Credential:	Certificate
Program Length:	450 hours/5 courses
Proposed Revision Effective:	Winter 2026
Education Council Approval Date:	10/16/2025

Proposed Revised Program Outline

Program description:	The Early Childhood Education – Inclusive Child Care Certificate prepares learners to support children with diverse abilities in inclusive, culturally responsive environments. The program emphasizes the history and philosophy of inclusive care while teaching practical skills to create family-centered and community-based settings. Students learn strategies to engage children, promoting belonging and development for both children and families. Through coursework and practicum experience, graduates gain the knowledge and competencies required by the BC Early Childhood Educator Registry to work effectively as Special Needs Educators in early learning programs.
Program revision process:	<p>The Early Childhood Education – Inclusive Child Care Certificate was previously offered as the Early Childhood Education – Supported Child Care Certificate. The program, which was marked inactive in 2007, is being reintroduced in response to growing community demand. It has been updated and revised to better meet current industry and community needs and licensing standards as part of the provincial government’s Early Care and Learning Recruitment and Retention Strategy. This strategy supports employers to access wage enhancement funding depending on employee credentials.</p> <p>Revisions include:</p> <ul style="list-style-type: none"> • Updating the program description to better reflect the content of the program and clarify Special Needs Educator requirements. • Updating the program outline to reflect new and revised courses. • Updating the admission requirements to reflect current standards. • Updating the graduation requirements to reflect pass/fail model courses. • Adding the minimum qualifications required to teach the program. • Including residency requirements.
Career Outcomes and Pathways:	Graduates qualify for certification as Special Needs Educators through the BC Early Childhood Educator Registry. This credential enhances career opportunities in inclusive childcare settings, preschools, and community programs. It also serves as a pathway within the ECE Diploma, supporting advancement in early learning and family-centered care roles.

Proposed Revisions:	Current	Proposed
☒ Program Name	Early Childhood Education – <u>Supported</u> Child Care Certificate	Early Childhood Education – Inclusive Child Care Certificate
☒ Qualifications to teach Program	<i>None</i>	A Bachelor's Degree in Early Childhood Education or a related field. A Master's Degree is preferred.
☒ Program Description	<p>This program is for persons who have completed a basic (Level I) ECE Program, or who are registered with the Child Care Facilities Branch as Early Childhood Educators. This program meets the CCFB educational requirements for Special Needs Educators.</p> <p>Students are required to complete a total of five courses to qualify for certification as a Special Needs Educator.</p> <p>Successful completion of the one semester Certificate in Early Childhood Education Supported Child Care satisfies the requirements of the Early Childhood Registrar, Ministry of Children and Families (MCF) and the Ministry of Health, Community Care Facilities Licensing Branch (CCFB) for a License to Practice as a Special Needs Educator.</p> <p>For further information about mandated training requirements in the Province of B.C., please note the following web site:</p> <p>http://www.mcf.gov.bc.ca/childcare/ece/index.htm.</p>	<p>This program explores the history and philosophy of inclusive care, emphasizing the strengths and potential of working with children with diverse abilities. Learners develop foundational knowledge and practical skills to create inclusive, culturally responsive environments, engaging with children holistically to foster a sense of belonging for children and families. By the end of this program, learners will be equipped to create inclusive, family-centered, and community-based environments that promote the holistic development of young children.</p> <p>Graduates of the Inclusive Child Care certificate will meet the requirements of the British Columbia Early Childhood Educator Registry for achieving certification as:</p> <ul style="list-style-type: none"> • Special Needs Educator <p>More information about Becoming an Early Childhood Educator (ECE) in British Columbia is available from the Government of British Columbia.</p> <p>Upon successful completion of the required courses the learner will meet the BC Child Care Sector Occupational Competencies as required by the Early Childhood Educator Registry.</p>
☒ Program Outline	<p>Complete all the following:</p> <ul style="list-style-type: none"> • ECED 224 Inclusive Practice I • ECED 225 Inclusive Practice II • ECED 226 Working With Families and Community • ECED 227 Principles of Diversity • ECED 228 Practicum IV 	<p>Complete all the following:</p> <ul style="list-style-type: none"> • ECDE213 - Working with Families and Community • ECDE223 - Administration • ECDE224 - Inclusive Practice Theories • ECDE225 - Inclusive Practice Strategies • ECDE229 - Practicum IV

Proposed Revisions:	Current	Proposed
<p data-bbox="138 142 381 210">☒ Admission Requirements</p>	<p data-bbox="511 142 1015 283">Satisfactory completion of the Early Childhood Education Basic Program or a current Early Childhood Education License to Practice.</p> <p data-bbox="511 304 1015 472">Applicants without either pre-requisite may be admitted to components of the specialty program with written recommendation by the ECE Department Chair if space permits.</p> <p data-bbox="511 493 1015 850">Evidence of successful completion of a Red Cross Standard First Aid or St. John Ambulance First Aid course no more than 12 months prior to admission. It is recommended that students also complete a Child Safe course prior to admission or if the applicant has a current License to Practice, current certification in a First Aid Course approved by CCFB for licensure.</p> <p data-bbox="511 871 1015 1564">Applicants must complete, no more than three months before their date of admission, a criminal record check. The form will be mailed to applicants by the admission department. Prospective students who have been convicted of a criminal offense may be denied admission. Information on criminal record checks will be provided in orientation sessions. Please note: applicants who have a criminal record and are seeking a pardon are advised that this can be a lengthy process and that they should initiate the criminal record check procedure at their local RCMP detachment six months before date of admission. Failure to submit all required documentation by a specified deadline may result in denial of admission.</p> <p data-bbox="511 1585 1015 2003">Students in this program are expected to engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations. Notwithstanding all specific program prerequisites, Okanagan University College reserves the right to deny admission to any applicant when, in the opinion of OUC, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission OUC would jeopardize the</p>	<p data-bbox="1015 142 1477 241">Satisfactory completion of the ECE Certificate program or a current BC ECE Registry Certificate to Practice.</p> <p data-bbox="1015 262 1477 430">Applicants without either prerequisite may be admitted to components of the certificate program with written recommendation by the ECE department chair, if space permits.</p> <p data-bbox="1015 451 1477 556">Applicants must provide evidence of current First Aid that includes Child Safe & Infant CPR certification.</p> <p data-bbox="1015 577 1477 1144">A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.</p> <p data-bbox="1015 1165 1477 1617">Notwithstanding all specific program prerequisites, Okanagan College reserves the right to deny admission to any applicant when, in the opinion of Okanagan College, there is sufficient and substantiated evidence, medical or otherwise, to conclude that by granting admission Okanagan College would jeopardize the safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.</p>

Proposed Revisions:	Current	Proposed
	<p>safety of clients under student care or would otherwise be negligent in providing for the safety and well-being of clients, agency staff or other students.</p> <p>Students entering into the Early Childhood Education Supported Child Care Certificate program should see the OUC calendar for important OUC policy information on clinical, practicum and external placements.</p> <p>Failure to submit all required documentation by a specified deadline may result in denial of admission.</p>	
<input checked="" type="checkbox"/> Graduation Requirements:	<p>Minimum passing grade in all components is 70%.</p>	<p>Graduation requires successful completion of the courses in the program outline.</p> <p>Students must receive a pass in the practicum and a minimum grade of 70% in each course.</p>
<input checked="" type="checkbox"/> Residency Requirements:	<p><i>None</i></p>	<p>A minimum of 50% of the program must be completed through OC.</p>

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Early Childhood Education Programs: <ul style="list-style-type: none"> • Early Childhood Education Diploma • Early Childhood Education Certificate • Early Childhood Education Infant Toddler Certificate • Early Childhood Education Assistant Certificate
Program Outcome/Credential:	Diploma and Certificates
Proposed Revision Effective:	Winter 2026
Education Council Approval Date:	10/16/2025

Proposed Revised Program Outline

Program Overview:	The Early Childhood Education programs at Okanagan College prepare students to support the learning and development of young children in diverse settings. These programs combine theory with hands-on practicum experience, emphasizing inclusive, culturally responsive, and family-centered approaches. Graduates gain the knowledge and credentials required to work in licensed childcare settings, preschools, and community programs across British Columbia.
Program revision Process:	<p>During the review of the Early Childhood Education – Inclusive Child Care Certificate, it was noted at the October Education Council meeting that several Early Childhood Education courses have shifted from a pass/fail model to percentage grading.</p> <p>As a result, graduation requirements for the following programs are proposed to be updated to reflect this change:</p> <ul style="list-style-type: none"> • Early Childhood Education Diploma • Early Childhood Education Infant Toddler Certificate • Early Childhood Education Certificate • Early Childhood Education Assistant Certificate

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Graduation Requirements for the Early Childhood Education Diploma & Early Childhood Education Certificate	Pass/Fail	<p>Graduation requires successful completion of the courses in the program outline.</p> <p>Students must receive a pass in all practicums and a minimum grade of 70% in each course.</p>

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Graduation Requirements for Early Childhood Education - Infant Toddler Certificate	Pass/Fail	<p>Graduation requires successful completion of the courses in the program outline.</p> <p>Students must receive a pass in the practicum and a minimum grade of 70% in each course.</p>
<input checked="" type="checkbox"/> Graduation Requirements for Early Childhood Education Assistant Certificate	Pass/Fail	<p>Graduation requires successful completion of the courses in the program outline.</p> <p>Students must receive a minimum grade of 70% in each course.</p>

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Esthetics and Spa Therapy Microcredential
Program Outcome/Credential:	Microcredential
Program Length:	288 hour/6 courses
Proposed Revision Effective:	Winter 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	The Esthetics and Spa Therapy Microcredential is designed to prepare learners for careers in the growing spa and wellness industry. Combining theory with extensive hands-on training in a professional spa environment, the program covers skin care and facials, makeup foundations, eyelash and brow treatments, and hair removal techniques. Students also learn specialty spa services such as relaxation massage, hot stone therapy, body wraps and scrubs, along with introductions to aromatherapy and reflexology. Emphasis is placed on sustainability and eco-friendly practices. Graduates leave with the skills and confidence to excel in spas, salons, and wellness centers.
Program revision process:	Proposed changes to the Esthetics and Spa Therapy Microcredential aim to reduce cost and time barriers for entry. Industry consultation confirmed that completing the Spa Practitioner Foundations (SPF) Microcredential is no longer required for admission. Course hours were reviewed and adjusted based on feedback, with a stronger emphasis on practical, hands-on learning rather than theory. The revisions include: <ul style="list-style-type: none"> • Updating the program description to indicate the increased number of hours. • Updating the admission requirements to reflect new standards. • Updating the graduation requirements for clarity.
Career Outcomes and Pathways:	Graduates are prepared for employment in spas, salons, and wellness centers, offering esthetic and therapeutic treatments. Skills gained support careers in the beauty, wellness, and personal care industries.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Program Length	280 hours	288 hours

Proposed Revisions:	Current	Proposed
☒ Admission Requirements	<ul style="list-style-type: none">• Successful completion of the Spa Practitioner Foundations Micro-credential.• A combination of existing industry experience or prior learning will be considered.	<ul style="list-style-type: none">• Successful completion of the Beauty Council Beauty Safe General Trade Practice and Beauty Council Beauty Safe Level 2 Esthetics courses OR• Industry experience and completion of the Beauty Council Beauty Safe General Trade Practices Refresher Course
☒ Graduation Requirements	Learners must attain a minimum of 70% in each of the courses in the micro-credential.	Learners must pass each course with a minimum grade of 70% to receive the credential.

Okanagan College Education Council
Proposal for Program Revision
December 2025

Program Revision Summary

Name of Program:	Nail Technician Microcredential
Program Outcome/Credential:	Microcredential
Program Length:	288 hours/5 courses
Proposed Revision Effective:	Winter 2026
Education Council Approval Date:	11/20/2025

Proposed Revised Program Outline

Program description:	The Nail Technician Microcredential is a 288-hour program that provides comprehensive training for a career in nail technology. Learners gain theoretical knowledge and hands-on experience in natural nail care, including manicures and pedicures, as well as artificial nail enhancements and nail artistry. The curriculum emphasizes technical proficiency, creativity, and sustainability practices, preparing students to deliver high-quality services in professional settings. Included is training that takes place in a spa environment under the guidance of experienced instructors, ensuring graduates are equipped with the skills and confidence to excel in the beauty and wellness industry.
Program revision process:	<p>Proposed changes to the Nail Technician Microcredential aim to reduce cost and time barriers for entry. Industry consultation confirmed that completing the Spa Practitioner Foundations (SPF) Microcredential is no longer required for admission. Course hours were reviewed and adjusted based on feedback, with a stronger emphasis on practical, hands-on learning rather than theory.</p> <p>The revisions include:</p> <ul style="list-style-type: none"> • Updating the program description to indicate the increased number of hours. • Updating the admission requirements to reflect new standards. • Updating the graduation requirements for clarity. • Adding a new course NTE 104 Nail Technician Industry Essentials & Career Readiness to the program outline to enhance learner's career readiness.
Career Outcomes and Pathways:	Graduates are prepared for employment as nail technicians in spas, salons, and wellness centers, offering specialized nail care and design services. This microcredential program and can lead to advanced esthetics training, supporting career growth in the beauty and personal care industry.

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Program Length	270 hours	288 hours

Proposed Revisions:	Current	Proposed
<input checked="" type="checkbox"/> Program Outline	Complete all of the following <ul style="list-style-type: none"> • NTE100 - Nail Structure and Growth • NTE101 - Natural Nail Treatments - Manicures and Pedicures • NTE102 - Artificial Nails • NTE103 - Introduction to Nail Art 	Complete all of the following <ul style="list-style-type: none"> • NTE100 - Nail Structure and Growth • NTE101 - Natural Nail Treatments - Manicures and Pedicures • NTE102 - Artificial Nails • NTE103 - Introduction to Nail Art • NTE104 - Nail Technician Industry Essentials & Career Readiness
<input checked="" type="checkbox"/> Admission Requirements	<ul style="list-style-type: none"> • Successful completion of the Spa Practitioner Foundations Micro-credential. • Prior experience and learning will be considered as admission to this micro-credential. 	<ul style="list-style-type: none"> • Successful completion of the Beauty Council Beauty Safe General Trade Practice and Beauty Council Beauty Safe Level 2 Esthetics courses OR • Industry experience and completion of the Beauty Council Beauty Safe General Trade Practices Refresher Course
<input checked="" type="checkbox"/> Graduation Requirements	Learners must attain a minimum of 70% in each of the courses in the micro-credential.	Learners must pass each course with a minimum grade of 70% to receive the credential.



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 5.1

Title	Okanagan College Foundation Annual Report and Audited Financial Statements 2024-25		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan...	Values <input type="checkbox"/> Students First <input checked="" type="checkbox"/> Community <input type="checkbox"/> Respect <input type="checkbox"/> Courage <input checked="" type="checkbox"/> Relationships <input type="checkbox"/> Distinction	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input checked="" type="checkbox"/> Effective and Efficient	Commitments <input checked="" type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

Background Statement

Okanagan College Foundation leads the fundraising initiatives for Okanagan College. The Foundation exists only to advance the mission and priorities of Okanagan College and its students.

The Foundation's mission is to "***Inspire Giving to Transform Lives and Communities.***" The Foundation engages community to invest in Okanagan College's campuses, learning spaces, equipment, and programs, and creates opportunities for donors to help students fulfill their potential through education.

The Foundation is a charitable public foundation registered with the CRA and the BC Society Registry. As a separate legal entity from Okanagan College, the Foundation holds funds from donors in trust for designated projects, programs, and student awards.

Helen Jackman is the Executive Director of Okanagan College Foundation and Director of Advancement for Okanagan College. The staff dedicated to delivering the mission of the Foundation are employees of the College, within the Advancement department.

At the end of each fiscal year (March 31), an independent audit of the Okanagan College Foundation is conducted. Grant Thornton LLP conducted the audit for 2024-25. A copy of the audited financial statements to March 31, 2025 is [linked here](#) and attached with this submission.

After completion of the audit, the Foundation produces and distributes its annual Gratitude Report. The report is distributed to all donors and to key stakeholders. A copy of the 2024-25 Gratitude Report is [linked here](#) and a hard copy will be provided to the Board of Governors.

Reference Materials

- 2024-25 Okanagan College Foundation Audited Financial Statements
- [2024-25 Okanagan College Foundation Gratitude Report](#) (linked)

Supporting Analysis

The 2024-25 OC Foundation audited financial statements show:

- Total assets of \$31,937,216 compared to \$29,067,949 in 2023-24.
- \$10,828,358 designated for capital projects
- \$4,208,668 designated for program support
- \$16,096,021 is endowed, the returns from which support student awards

Revenue for the fiscal year totalled \$5,713,150, compared to \$5,234,773 in 2023-24.

Disbursement of \$1,250,581 in student awards, compared to \$1,170,825 in 2023-24.

The 2024-25 audited financial statements have been posted to the Okanagan College Foundation's [website](#).

The 2024-25 Gratitude Report has been distributed by mail to a select group of donors and was distributed electronically to all donors, was posted to the Okanagan College Foundation [website](#) and to OC This Week (the weekly internal newsletter).

Alignment to the Strategic Plan Roadmap

Community and Relationships. 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 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 plan and invest in campaigns and fundraising programs, steward existing donors and cultivate new relationships, there is a risk that revenue goals will not be achieved. Mitigation strategies focus on feasibility studies, community awareness campaigns, and effective staffing.

Financial: If the culture of philanthropy is not enhanced within the College, opportunities to o philanthropic revenues will be reduced. Mitigation strategies seek to enhance the culture of philanthropy. This includes leveraging the ambassadorial role of OC Executive, OC Leadership Council, OC Board of Governors and the OC Foundation Board.

Proposed and Prepared by

Helen Jackman, Executive Director, Okanagan College Foundation / Director, Advancement

Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Okanagan College Foundation Board	6/12/2025
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	12/2/2025

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OKANAGAN COLLEGE FOUNDATION
FINANCIAL STATEMENTS
MARCH 31, 2025

Okanagan College Foundation

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Independent Auditor's Report

Doane Grant Thornton LLP
200-1633 Ellis Street
Kelowna, BC
V1Y 2A8
T +1 250 712 6800
F +1 250 712 6850

To the Directors of
Okanagan College Foundation

Opinion

We have audited the financial statements of Okanagan College Foundation ("the Foundation"), which comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at March 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on other legal and regulatory requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these financial statements were prepared on a basis consistent with that applied in preparing the financial statements of the preceding year.

Kelowna, Canada
May 28, 2025

Doane Grant Thornton LLP
Chartered Professional Accountants

Okanagan College Foundation Statement of Financial Position

As at March 31, 2025

2025

2024

Assets

Current assets

Cash and cash equivalents	\$ 17,738,535	\$ 4,095,171
Investment portfolio (Note 3)	14,017,690	24,564,164
Receivables	19,407	255,273
Inventory	1,399	-
	<u>31,777,031</u>	<u>28,914,608</u>

Life insurance policies (Note 4)

160,185	153,341
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<u>\$ 31,937,216</u>	<u>\$ 29,067,949</u>
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Liabilities

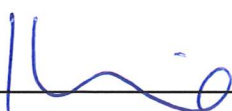
Current liabilities

Payables and accruals	\$ 63,598	\$ 400
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Net Assets

Unrestricted	120,766	81,556
Restricted		
Capital campaign	10,838,358	10,090,070
Scholarship and program support	4,208,668	3,381,277
Program Operating	609,805	-
Endowment	16,096,021	15,514,646
	<u>31,873,618</u>	<u>29,067,549</u>
	<u>\$ 31,937,216</u>	<u>\$ 29,067,949</u>

Approved on behalf of the Board:



Director



Director

Okanagan College Foundation
Statement of Operations
For the Year Ended March 31, 2025

	Unrestricted	Restricted				2025	2024
	Operating	Capital campaign	Scholarship and program support	Program operating	Endowment		
Revenue							
Donations							
Capital campaign	\$ -	\$ 1,317,743	\$ -	\$ -	\$ -	\$ 1,317,743	\$1,575,442
Annual awards	55,763	5,000	777,647	-	-	838,410	614,609
Program Support	-	66,961	420,029	-	-	486,990	343,998
Endowment contributions	-	-	41,149	-	226,493	267,642	396,686
Investment income	-	-	1,515,405	-	441,627	1,957,032	1,552,746
Unrealized gain	-	-	568	-	317,793	318,361	376,756
Forgiveness of line of credit payable	-	460,180	-	-	-	460,180	291,623
Gaming event revenues	-	-	59,948	-	-	59,948	59,055
Other revenues	-	-	-	-	-	-	15,000
Increase in cash surrender value of life insurance policies	-	-	-	-	6,844	6,844	8,858
	<u>55,763</u>	<u>1,849,884</u>	<u>2,814,746</u>	<u>-</u>	<u>992,757</u>	<u>5,713,150</u>	<u>5,234,773</u>
Expenses							
Scholarships and bursaries Okanagan College	2,750	-	1,247,831	-	-	1,250,581	1,170,825
program support and other	-	661,294	438,051	-	-	1,099,345	747,012
Fundraising expenses	-	465,180	-	-	-	465,180	283,444
Gaming event expenses	-	-	29,745	-	-	29,745	30,290
Investment management fees	-	-	60,886	-	-	60,886	55,295
Other expenses	-	-	1,344	-	-	1,344	4,720
	<u>2,750</u>	<u>1,126,474</u>	<u>1,777,857</u>	<u>-</u>	<u>-</u>	<u>2,907,081</u>	<u>2,291,586</u>
Net revenue	<u>\$ 53,013</u>	<u>\$ 723,410</u>	<u>\$ 1,036,889</u>	<u>\$ -</u>	<u>\$ 992,757</u>	<u>\$ 2,806,069</u>	<u>\$ 2,943,187</u>

See accompanying notes to the financial statements.

Okanagan College Foundation
Statement of Changes in Net Assets
For the Year Ended March 31, 2025

	Unrestricted	Restricted				2025	2024
	Operating	Capital campaign	Scholarship and program support	Program operating	Endowment	Total	Total
Balance, beginning of year	\$ 81,556	\$ 10,090,070	\$ 3,381,277	\$ -	\$ 15,514,646	\$ 29,067,549	\$ 26,124,362
Net revenue	53,013	723,410	1,036,889	-	992,757	2,806,069	2,943,187
Interfund transfers	(13,803)	24,878	(209,498)	609,805	(411,382)	-	-
Balance, end of year	\$ 120,766	\$ 10,838,358	\$ 4,208,668	\$ 609,805	\$ 16,096,021	\$ 31,873,618	\$ 29,067,549

Okanagan College Foundation Statement of Cash Flows

For the Year Ended March 31, 2025

2025

2024

Cash provided by (used in) operating activities

Net revenue	\$ 2,806,069	\$ 2,943,187
Items not affecting cash		
Increase in cash surrender value of life insurance policies	(6,844)	(8,858)
Gain on disposal of investments	(255,011)	(350,248)
Unrealized gain on investments	(318,361)	(376,756)
Forgiveness of line of credit payable	(460,180)	(291,623)
	<u>1,765,673</u>	<u>1,915,702</u>
Changes in non-cash working capital		
Decrease/(increase) in receivables	235,866	(241,992)
Increase in inventory	(1,399)	-
Increase in payables and accruals	63,198	-
Advances of line of credit	460,180	291,623
	<u>2,523,519</u>	<u>1,965,333</u>

Cash provided by (used in) investing activities

Purchase of investments	(6,202,154)	(15,305,390)
Proceeds from disposal of investments	17,322,000	6,764,945
	<u>11,119,846</u>	<u>(8,540,445)</u>

Increase/(decrease) in cash and cash equivalents during the year	13,643,364	(6,575,112)
Cash and cash equivalents, beginning of the year	<u>4,095,171</u>	<u>10,670,283</u>
Cash and cash equivalents, end of the year	<u>\$ 17,738,535</u>	<u>\$ 4,095,171</u>

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2025

1. Nature of organization

The Okanagan College Foundation (the "Foundation") raises funds from Okanagan College's alumni and from the community. The Foundation's purpose is to further the goals, objectives, and strategic interests of Okanagan College; stimulate and provide financial support for the development and expansion of educational programs, services, capital projects, and other initiatives as recommended by Okanagan College that support the mission and goals of Okanagan College; and provide financial support to enable students to participate in learning at Okanagan College and other institutions providing post-secondary education in Canada. The Foundation is a registered charity with the Canada Revenue Agency and accordingly is not subject to income tax. In accordance with its constitution and bylaws, the Foundation's operations are exclusively for charitable purposes.

2. Summary of significant accounting policies

Basis of presentation

The Foundation has prepared these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Foundation follows the restricted fund method of accounting for contributions. Accordingly, the resources and operations of the Foundation are segregated into various funds for accounting and financial reporting purposes, each with responsibility for the stewardship of the assets allocated to it.

Capital campaign fund – The fund includes contributions restricted by the donor for the purpose of funding Okanagan College capital projects and other programs.

Scholarship and program support fund – The fund includes contributions restricted by the donor for scholarships, bursaries, and student awards; earnings on the Endowment Fund allocated to fund annual awards; and program support donations.

Endowment fund – The fund includes those amounts relating to endowments, bequests and trust funds made available to the Foundation under trust agreements specified by donors and independent trustees for the purpose of providing scholarships, bursaries and assets for Okanagan College, the University of British Columbia, or any other educational institution in Canada.

Program operating fund – The fund includes earnings from cash held and, if needed, administration fee on capital and program donations internally restricted for the purpose of operating the Foundation.

Operating fund – The fund includes undesignated contributions and earnings that are available for use at the discretion of the Foundation.

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2025

2. Summary of significant accounting policies (continued)

Donations and donated property

Donations are recorded as received. Donated property is recorded at fair value, which is determined by appraisal. Donations pledged but not received and volunteered time have not been recorded.

Cash and cash equivalents

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

Investments

The Foundation has invested in marketable securities for revenue generation. Investments are recorded at fair value with unrealized and realized gains recognized in the statement of operations. Interest and dividend income are recognized when earned.

Life insurance policies

Life insurance policies owned by the Foundation, which are non-cancellable and whose premiums are fully funded, are included in assets to the extent of their cash surrender value.

Contributed services and supplies

Okanagan College provides administrative staff and necessary supplies for the Foundation's operations. Because of the difficulty in tracking and determining their fair value, contributed services and supplies are not recognized in these financial statements.

Financial instruments

The Foundation considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. A financial asset or liability is recognized when the Foundation becomes party to the contractual provisions of the instrument.

Initial measurement - The Foundation's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs, if applicable. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Financial assets and financial liabilities in related party transactions are initially measured at cost, with the exception of certain instruments which are initially measured at fair value. The Foundation does not have any assets or financial liabilities in related party transactions which are initially measured at fair value. Gains or losses arising on initial measurement differences are generally recognized in net income when the transaction is in the normal course of operations, and in equity when the transaction is not in the normal course of operations, subject to certain exceptions.

(continued)

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2025

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

Subsequent measurement - At each reporting date, the Foundation measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which are measured at fair value. The Foundation has also irrevocably elected to measure its investments in bonds at fair value. All changes in fair value of the Foundation's investments in equities quoted in an active market and in bonds are recorded in the statement of operations.

The Foundation uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost (which approximates fair value for cash and cash equivalents) are cash and cash equivalents, receivables, payables and accruals. Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant credit, liquidity or market risks arising from these financial instruments.

Impairment – Financial assets and financial liabilities recognized in related party transactions are subsequently measured based on how the Foundation initially measured the instrument. Financial instruments initially measured at cost are subsequently measured at cost, less any impairment for financial assets. Financial instruments initially measured at fair value, of which the Foundation has none, would be subsequently measured at amortized cost or fair value based on certain conditions.

For financial assets measured at cost or amortized cost, the Foundation regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Foundation determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in the statement of operations in the year the reversal occurs to the extent that the reversal of the impairment loss does not exceed the carrying value of the asset.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Certain items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. These estimates are reviewed periodically and adjustments are made to the Statement of Operations as appropriate in the year they become known.

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2025

3. Investment portfolio

Current marketable securities are managed by RBC Phillips Hager & North. Investments comprise the following:

			<u>2025</u>	<u>2024</u>
	<u>RBC/PH&N</u>	<u>CIBC</u>		
Fixed Income	\$ 3,202,443	\$ -	\$ 3,202,443	\$ 2,898,142
Equities	6,710,869	-	6,710,869	6,598,340
Other	1,039,924	-	1,039,924	1,026,846
Term Deposits	3,000,000	-	3,000,000	14,000,000
Student Investment Fund	-	64,454	64,454	40,836
Total Investments	\$13,953,236	\$ 64,454	\$14,017,690	\$24,564,164

4. Life insurance policies

The Foundation has been given life insurance policies under which it is the owner and beneficiary. The policies are treated as an investment and shown as an asset to the extent of the cash surrender values of \$160,185 (2024 - \$153,341). The total coverage provided under the policies owned by the Foundation is approximately \$290,000 (2024 - \$290,000).

5. Line of credit payable

Under the Capital Campaign Line of Credit Agreement between the Foundation and Okanagan College, the College may provide funds to the Foundation, up to a maximum of \$1,250,000, by way of a line of credit so as to cover the costs to be incurred by the Foundation in operating and running the Capital Campaign(s).

The line of credit payable shall be made free of interest provided that the Foundation shall comply strictly with the terms of the agreement.

The Foundation shall repay amounts owed on the line of credit payable pursuant to the terms of this Agreement on the following basis:

- On March 31 in each year, repayment of a minimum of 20% of the pledge payments that are received, to a maximum amount of all outstanding credit; and
- At any time forthwith upon demand from the College.

The balance outstanding of the line of credit payable under the Capital Campaign Line of Credit Agreement as at March 31, 2025 was \$nil (2024 - \$nil).

Okanagan College forgave approximately 35% (2024 – 18%) of the pledges received in the amount of \$460,180 for the fiscal year ending March 31, 2025 (2024 – \$291,623).

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2025

6. Endowment funds

The Foundation has invested with various community foundations funds donated for scholarship and bursary purposes. These investments are held in perpetuity by the respective community foundations and interest will be paid annually to the Foundation to fund the respective scholarships and bursaries.

The following table lists the foundations holding endowment funds for the benefit of the Foundation, the fund balances as at March 31 and the investment income amounts received by the Foundation during the fiscal year.

	<u>2025</u>		<u>2024</u>	
	Fund balance	Investment income	Fund balance	Investment income
The Vancouver Foundation	\$ 500,000	\$ 48,528	\$ 500,000	\$ 36,348
The Community Foundation of the South Okanagan	160,000	9,760	160,000	7,500
The Central Okanagan Foundation	107,742	4,412	104,030	4,343
The Community Foundation of the North Okanagan	100,000	7,300	100,000	6,798
The Shuswap Community Foundation	100,000	7,556	100,000	7,761
The Revelstoke Community Foundation	5,000	-	5,000	250
	\$ 972,742	\$ 77,556	\$ 969,030	\$ 63,000

As the investments in community foundations are not controlled by the Foundation, these investments have not been recognized in the financial statements.

7. Related party transactions

Included in donations revenue is \$156,886 (2024 - \$158,609) received from Okanagan College to be used towards annual awards and other program support.

During the year, Okanagan College approved \$460,180 (2024 - \$291,623) for forgiveness of the line of credit.

During the year, the Foundation awarded to Okanagan College grants in the amount of \$496,447 (2024 - \$575,583) to fund specific programs and transferred \$661,294 (2024 - \$197,008) raised in the legacy Health Sciences capital campaign for program support.

Transactions with related parties are recorded at the exchange amount, the amount of consideration agreed to between the related parties.

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2025

8. Financial instruments risks

The Foundation's main financial instrument risk exposure is market risk. Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

Currency risk – Currency risk is the risk that the fair value of a financial instrument will fluctuate because of changes in foreign exchange rates. The Foundation is exposed to this risk on its investments in U.S. and international equities quoted in an active market. There was no significant change in exposure from the prior year.

Interest rate risk - Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk with respect to investment in fixed income instruments. Interest rate risk was impacted in the 2025 fiscal year by fluctuations in market prices for fixed income investments and by decreases in Canadian interest rates, including prime lending rates for financial institutions.

Other price risk – Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices (other than those arising from interest rate risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk on its investment in equities quoted in an active market. There was no significant change in exposure from the prior year.

9. British Columbia Societies Act

The British Columbia Societies Act includes a requirement to disclose the remuneration paid to all directors, the ten highest paid employees, and all contractors who are paid at least \$75,000 annually. There are no items to disclose in the current year.

10. Comparative figures

Certain comparative figures from the prior year have been reclassified to conform to the presentation format adopted for the current year.



BOARD OF GOVERNORS – BRIEFING NOTE

December 9, 2025

Agenda #: 5.2

Title	Annual Election of Chair and Vice Chair		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan...	Values <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	Responsibilities <input type="checkbox"/> Reconciliation <input type="checkbox"/> EDISJ <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Resilience <input type="checkbox"/> Effective and Efficient	Commitments <input type="checkbox"/> Inclusive & Equitable Access <input type="checkbox"/> Life-long learning partnerships <input type="checkbox"/> Integration and focus

Background Statement

Elections for the Board Chair and Vice Chair are normally held annually during the last meeting of the calendar year.

The Chair and Vice Chair are elected for a one-year term and may serve up to three consecutive terms provided they remain under a government appointment by Order in Council.

The election process is governed by the Board Bylaws and in the absence of a rule or procedure, the process defers to Robert’s Rules of Order (Parliamentary Procedure). [Board Bylaws section 9.1](#) outlines the rules for the election of Chair and Vice Chair as follows:

- The Chair and the Vice Chair will be elected by the Board from those Members who are appointed by the Lieutenant Governor in Council annually.
- Any Member may nominate an appointed Member to these positions of the Board.
- The election of the Chair and Vice Chair requires the affirmative votes of a majority of voting Members present at a Board meeting in which a quorum is present. In the event no candidate obtains the necessary majority on the first ballot, the two candidates with the highest number of votes will be eligible for a second ballot.
- The elections will be conducted by secret ballot.
- In the event of a tie vote, the tie will be broken by drawing lots.
- If only one candidate is nominated, and that nominee is willing to serve, then that nominee will be elected without conducting a vote.
- If there is a vacancy in the office of the Chair or the Vice Chair, an election to fill that vacancy will be held during the next Regular Open meeting of the Board.

[Board Bylaws section 8.8](#) describes the voting rules at meetings as follows:

- At all meetings of the Board all questions will be decided, and all resolutions will be passed, by the votes of a majority of voting Members present at a meeting at which a quorum is present except where specified in the Bylaws.

Each Member present, except the President and Chair of Education Council, will be entitled to one vote on the Board. Voting by proxy is not permitted.

Reference Materials

- Role of the Chair

Supporting Analysis

Elections for Chair and Vice Chair are governed under the Board's Bylaws and election procedures are conducted based on Robert's Rules of Order. The election of Chair and Vice Chair is described in Bylaw [section 9.1](#).

Based on Robert's Rules of Order, the following procedures are used in elections of Chair and Vice Chair of the Board as follows:

1. The CFO & Vice President, Corporate Services chairs the meeting during elections.
2. The CFO & Vice President, Corporate Services calls for nominations for Chair and continues such calls until three successive calls produce no further nominations. At that point the CFO & Vice President, Corporate Services declares nominations closed.
3. Nominations require only a mover, not a seconder. The CFO & Vice President, Corporate Services asks nominees if they are prepared to stand and accepts nominations only where the reply is affirmative.
4. Voting, if necessary, is by secret ballot, tallied by officers appointed by the CFO & Vice President, Corporate Services. Note that elections require a majority of the votes cast and where no majority is obtained a run-off election is held between the two candidates with the greatest number of votes.
5. In the event of a tie during the runoff, the CFO & Vice President, Corporate Services will toss a coin and break the tie in secret (witnessed by the Vice President's assistant). The result of the election will be announced. No indication of the fact that there was a tie will be announced.
6. After the election, the CFO & Vice President, Corporate Services asks if ballots can be destroyed.
7. The vote itself is not announced.

Following the election of CFO & Vice President, Corporate Services repeats the process for the position of Vice Chair.

Alignment to the Strategic Plan Roadmap

Responsibilities and Commitments. Annual Elections of the Chair and Vice Chair will ensure that College continues to align with its mission, vision and values under effective Board leadership.

Risk Implication & Mitigation Steps

Operational. Elections are conducted to ensure continued leadership and oversight of the Board of Governors and the College.

Proposed and Prepared by

Neil Fassina, President

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



Role of the Chair

Okanagan College Board of Governors

May 2025

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

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

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

i) Leadership

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

ii) Communication

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

iii) Meetings

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

iv) Governance

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

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

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

B. SUPPORT

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

C. REVIEW HISTORY

Date	Review
2025-05-21	Revision approved by Okanagan College Board of Governors
2022-06-22	NEW: Approved by Okanagan College Board of Governors <i>Developed from Board Bylaws</i>