



Okanagan College Board of Governors Regular Open Session

Tuesday, December 9, 2025

S103B Executive Office Boardroom Kelowna Campus

Approved March 10, 2026

IN ATTENDANCE

Board Members

- Dale Safinuk, Board Chair
- Andrea Alexander, Vice Chair (*virtual*)
- Dustyn Baulkham, Acting Chair
- Neil Fassina, President & ex-officio
- Cindy Battersby
- Gurjit Chand
- JoAnn Fowler
- Kevin Fukushima
- Jillian Garrett
- Sheri Hamilton
- Ben Harris
- Annabelle Lee
- Amanda Louie (*virtual*)
- 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

- Allan Louis

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

Quorum was established and the meeting was called to order at 10:50a.m.

Members A. Alexander and A. Louie were acknowledged as joining virtually.

C. Gilchrist, E. Booi, and M. Beselt were welcomed as guests.

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.

2. DECLARATION OF CONFLICT

A. Lee declared a conflict on the tuition discussion.

3. APPROVAL OF AGENDA

Meeting attendance for the minutes was updated and it was noted that the consultation boxes for the course cancellations should have been ticked.

Motion:

“BE IT RESOLVED THAT Okanagan College Board of Governors approves the December 9, 2025 Open Session meeting agenda and thereby approves the consent agenda.”

D. Baulkham
CARRIED

3.1. Consent Agenda

3.1.1. Open Session Minutes – September 23, 2025

3.1.2. Special Open Session Minutes – October 7, 2025

3.1.3. Education Council Chair Report

3.1.4. Board Policy Report

3.1.5. Pay Transparency Report

3.1.6. Professional Development Session Feedback

3.1.7. Course Cancellations

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the cancellation of the following 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.”***

4. REPORTS

4.1. Chair Report

The Chair welcomed new student member, Annabelle Lee, noting the oath of office was taken at the start of the Closed meeting. The Chair noted they had the opportunity to connect for an onboarding meeting on December 2. The Chair also reported:

- The Executive Committee also met on December 2.
- The OC Foundation Board meeting was on December 4.

- Special thanks to members who have attended a number of fall events on behalf of the Board, including:

- The Fall Convocation Ceremonies on October 18.
- Student Awards ceremonies in Kelowna, Penticton, and Vernon in November.
- And thanks in advance to those who plan to attend the convocation ceremonies on January 24.

4.2. President's Report and Analysis

The President provided a report, highlighting:

- The province's investment in funding in Skilled Trades training. The President noted that the first priority is to update band rates as equal to cost of delivery. Over time Skilled Trades program delivery has been supplemented with non-Trades grant funding at an estimated amount of \$1M. It is anticipated the College will be able to offer programs at cost-recovery and that additional seats will be created.
- A focus on federal advocacy in the past quarter for the College to position the College as a partner in Canada's sovereignty and defence strategy.
- The partnership with KF Aerospace and purpose-built facility for Aircraft Maintenance Engineer training. The space will allow the College to double its program capacity and produce graduates more quickly to meet industry needs.

The President thanked the Chair for the opportunity to work together and for their service on the Board.

4.3. Finance, Audit, and Risk Committee Report

The Committee Chair noted they met on December 2 and reviewed the second quarter financials, and domestic and international tuition to make recommendations to the Board. The Committee also received and are recommending approval of the updated Enterprise Risk Management Policy.

4.3.1. Second Quarter (Q2) Financial Statements

The CFO and Vice President Corporate Services (CFO & VPCS) noted the financial statements are filed with government at the end of September and are based on stable enrolment. The College is still projecting an \$8.7M deficit. Ending the year on a deficit budget is new to the College.

4.3.2. Domestic Tuition

The CFO & VPCS outlined the proposed tuition increase of 2% effective September 2026.

A member asked if a changes to tuition are anticipated as a result of the post-secondary review. It was noted that possible impacts to tuition are currently unknown but changes would return to the Board. Currently provincial policy around tuition predictability for the duration of a program only applies to international tuition.

A. Lee abstained from the vote due to a conflict.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the domestic tuition increase of two percent for September 2026 as recommended by the Finance, Audit and Risk Committee.”

C. Battersby
CARRIED

4.3.3. International Tuition

The CFO and Vice President, Corporate Services outlined the proposed tuition increase of 4.8% effective September 2029, noting that the International student market is changing. It was noted theses amounts could be reassessed by the Board in future.

Motion:

“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.”

G. Chand
CARRIED

4.3.4. Enterprise Risk Management Policy

The CFO and Vice President, Corporate Services outlined the revisions to the policy noting that it has been moved to the updated Policy Framework template, has better defined roles and responsibilities, and reflects the policy’s implementation over the past couple years.

Motion:

“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.”

K. Fukushima
CARRIED

4.4. Human Resources & Compensation Committee Report

The Chair provided the report, noting that the Committee met on December 2 and discussed the annual report on Pay Transparency (in the consent agenda), and reviewed and are recommending the Faculty and Instructor Qualifications Policy for the Board’s approval.

4.4.1. Faculty and Instructor Qualifications Policy

The Provost & Vice President, Academic outlined the new policy which reflects practices already occurring. It was noted this is a Board policy being brought

forward on advice of Education Council. Minor changes from their review were incorporated into the final version of the policy.

S. Hamilton joined the meeting at 11:21a.m.

Motion:

“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.”

C. Battersby
CARRIED

4.5. Governance Committee Report

The Chair noted the Governance Committee met on December 2 and reviewed the feedback from the October Professional Development Session and discussed the Board Advice Engagement Protocol.

4.5.1. Engagement Protocol

The President outlined the Engagement Protocol noting the approach allows Administration to be proactive in seeking advice from Education Council rather than waiting for the Board to delegate seeking advice at the Board or through its committees.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Advice Engagement Protocol as recommended by the Governance Committee.”

J. Fowler
CARRIED

The meeting recessed at at 11:26a.m.

The meeting resumed at 12:01p.m.

4.6. Education Council

4.6.1. Program Revisions

The Education Council Chair outlined the proposals for revisions to the programs:

- Access to Practical Nursing (APN) Program – allows Health Care Assistants and Resident Care Attendants to transition to a Licensed Practical Nurse role. Revisions are curriculum to align with provincial requirements, and changes to admission to offer seats to applicants first qualified, changes to the grade entry requirements, and clarification on immunization and pre-practice requirements.
- Practical Nursing Diploma revisions include the program description, the same updates to admissions as the APN, and now includes minimum qualifications to teach the program.

Motion:

“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:

- ***Access to Practical Nursing Diploma***
- ***Practical Nursing Diploma***

The Education Council Chair provided the proposal for revisions to the business programs.

- The Business Certificate and Business Diploma revisions remove an inactive course and revise the name of the Special Topics course.
- The Post-Baccalaureate in Accounting Program was revised to be an accelerated program and update the program requirement to meet Chartered Professional Accountant (CPA) competency requirements in addition to housekeeping changes.
- The Entrepreneurship Specialty includes administrative changes to clarify the program description and graduation requirements.

Motion:

“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:

- ***Business Studies Certificate: Financial Services Specialty***
- ***Business Administration Diploma: Financial Services Specialty***
- ***Post-Baccalaureate Diploma in Accounting***
- ***Bachelor of Business Administration: Entrepreneurship Specialty***

The Education Council Chair provided the proposal for revisions to the Early Childhood Education (ECE) programs:

- The ECE Inclusive Child Care Certificate – is an inactive program last offered in 2007 which has been reviewed and reinstated to reflect community demand. Revisions include the program description, admission requirements, graduation requirements, minimum qualifications to teach, and residency requirements.
- The ECE Diploma, ECE Certificate, ECE Infant Toddler Certificate, and ECE Education Assistant include revisions to the grading system and graduation requirements, both of which were previously graded as pass/fail and are now a percentage.

C. Battersby
CARRIED

B. Harris
CARRIED

Motion:

- **Early Childhood Education Inclusive Child Care Certificate**
- **Early Childhood Education Diploma**
- **Early Childhood Education Certificate**
- **Early Childhood Education Infant Toddler Certificate**
- **Early Childhood Education Assistant Certificate**

The Education Council Chair provided the proposal for revisions to the micro-credentials, noting they were originally offered as three stackable micro-credentials, and will now be separated due to industry feedback. Revisions to the Esthetics and Spa Therapy Micro-credential include updates to the admission requirements and pre-requisites, an increased the number of program hours, and updates to the graduation requirements.

Revisions to the Nail Technician Micro-credential reflect similar admission and graduation requirements to the Esthetics and Spa Therapy Program, and incorporate industry feedback for more practical learning and less theory components. The program length has increased and a course for career readiness has been added.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions for the following programs:

- ***Esthetics and Spa Therapy Micro-credential***
- ***Nail Technician Micro-Credential.***

G. Chand
CARRIED

D. Baulkham
CARRIED

5. NEW BUSINESS

5.1. Okanagan College Foundation Annual Report 2024-25

The Executive Director, OC Foundation provided an overview of the annual report. It was highlighted that the OC Foundation operates as a separate organization to support the College. The revenue in OC Foundation is held in trust with a specified purpose based on donor direction. Approximately half of the funds are endowed and directed to student awards, while the remainder is for capital projects and program support. Highlights from this year's report include revenue of \$5.7M up from \$5.2M. Student awards are trending upward.

The Chair thanked the OC Foundation for their work to support the institution.

5.2. Annual Elections

The Chair asked the CFO & Vice President, Corporate Services to conduct elections.

The Board Chair vacated the role of Chair.

5.2.1. Chair

The CFO and Vice President, Corporate Services outlined the process for elections.

The CFO and Vice President called for nominations for the position of Chair.

- D. Baulkham was nominated for the role of Chair and accepted the nomination.
- A second and third call was issued. No additional nominations were received.
- D. Baulkham was acclaimed to the position of Chair.

5.2.2. Vice Chair

The CFO and Vice President, Corporate Services called for nominations for the position of Vice Chair.

- A. Alexander was nominated for the role of Vice Chair and accepted the nomination.
- A second and third call was issued. No additional nominations were received.
- A. Alexander was acclaimed to the position of Vice Chair.

The Chair resumed the role of Chair.

The Chair congratulated the incoming Chair and returning Vice Chair, and thanked members and administration for their support over the past year.

D. Baulkham thanked the outgoing Chair for his support.

6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

No other business was raised.

7. ADJOURNMENT

The meeting adjourned at 12:24p.m.

CARRIED