



Okanagan College Board of Governors Regular Open Session

Tuesday, March 10, 2026

S103B Executive Office Boardroom Kelowna Campus

Approved June 23, 2026

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 (*virtual*)
- Sheri Hamilton
- Ben Harris
- Annabelle Lee
- Amanda Louie
- 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
- Joanna Campbell, Manager, Executive Office
- Kristen Wiebe, Governance and Privacy Coordinator
- Helen Jackman, Executive Director, Okanagan College Foundation

REGRETS

- Jenn Goodwin, Associate Vice President, College Relations

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

Quorum was established and the meeting was called to order at 10:45a.m.

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

2. DECLARATION OF CONFLICT

Members B. Harris and A. Lee declared conflicts on the student societies fees.

Members R. Wheeler and K. Fukushima declared conflicts on the Integrated Resource Plan.

3. APPROVAL OF AGENDA

The following items were moved from the consent agenda for discussion:

- Open Session Minutes - December 9, 2025
- Executive Terms of Reference
- Student Society Fees

The following item was added to Other Business:

- Board Professional Development Dates

Motion:

"BE IT RESOLVED THAT Okanagan College Board of Governors approves the March 10, 2026 Open Session meeting agenda as amended and thereby approves the consent agenda."

G. Chand
CARRIED

3.1. Consent Agenda

3.1.1. Record of Decision – Amended Tuition for Sustainable Construction Management Programs

3.1.2. Campus Planning Committee Terms of Reference Review

Motion

"BE IT RESOLVED THAT THE Okanagan College Board of Governors approve the renewal of the Campus Planning Committee Terms of Reference as recommended by the Campus Planning Committee."

4. REPORTS

4.1. Chair Report

The Chair reported that the Executive Committee met on March 3 and provided several updates:

- The Chair and President met with the Crown Agencies Board Resourcing Office (CABRO) on March 9 to discuss Board recruitment and raised the topic of board honorarias.
- Appointed members will have received notice of a Diversity Survey from CABRO which is distributed every two years. Members were encouraged to complete the survey which is anticipated to be sent out on March 12.

The Chair represented the Board at the Winter 2026 Convocation ceremonies at the Kelowna campus on January 24 and thanked members who attended the Touchdown Kelowna event on February 23.

4.2. President's Report and Analysis

The President provided the following highlights from the report:

- The Post Secondary Review Report by Don Avison is anticipated to be available at the end of March.
- The Aircraft Maintenance Engineering programming partnership with KF Aerospace which contributes to the College's long-term strategy.
- The Shuswap Nation Tribal Council House of Learning Partnership which consisted of 11 nations.
- Touchdown Kelowna's importance for the College as its in-kind contributions of student housing, meeting rooms, and training at Kelowna Secondary School provides the College recruitment opportunities in markets in Calgary and Edmonton.

A member asked about the in-kind contribution value for Touchdown Kelowna and it was noted that it is approximately \$250K however the realized return is the exposure the College gets from the partnership.

A member asked about uptake for Penticton Student Housing. It was noted while there is currently some uncertainty, seasonal rentals have been positive and Kelowna and Vernon are almost full for the summer. Salmon Arm is a challenge and the College continues to seek community partnerships to fill rentals.

4.3. Finance, Audit, and Risk Committee Report

The Committee Chair noted they met on February 10 and March 3 and thanked the CFO & Vice President Corporate Services' team for their work with the auditors. On February 10, the Committee reviewed the financial summary for Q3, and on March 3, the Committee reviewed and supports:

- The Integrated Resource Plan including the operating budget with the proposed deficit for approval, as well as the capital budget.
- Forgiveness of the Okanagan College Foundation's receivable up to \$460,000.
- The 2026/27 Risk Register Summary.
- The Committee's Terms of Reference for renewal including one revision.

4.3.1. Integrated Resource Plan 2026-27

The President provided context for the budget noting that it does not include new funding for Skilled Trades. New priorities identified in the mandate are paid from the College's base grant. The budget cycle process was outlined as a past, present, future process to budget planning that starts in September.

The CFO & Vice President Corporate Services (CFO & VPCS) noted the budget cycle runs all year and starts with a base budget accounting for tuition and salary adjustments and amortization. The CFO & VPCS outlined initiatives to address the budget deficit.

The CFO & VPCS reminded the Board that the capital budget is separate. It was noted that capital reserves are anticipated to grow for student housing. It was clarified that the Routine Capital Allowance in the capital budget is government funded and the CFO & VPCS indicated increases are not anticipated in the short-term.

A member asked about design considerations made to the Centre for Food Wine and Tourism to reduce the spending amount. The CFO & VPCS noted that initial funding estimates when project was proposed were \$48M and it is now closer to \$61M. Provincial funding was increased however the College considered ways to scale down on cost. It was noted that \$61M is our upper limit and there are some cost pressures related to equipment but we are close to budget.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026-27 Integrated Resource Plan with a capital budget of \$57M as recommended by the Finance, Audit and Risk Committee and as presented."

D. Safinuk
CARRIED

A member asked about the College's reserve funds in relation to the projected deficit, and it was explained that the deficit amount is covered from the reserve fund.

A member asked about incorporation of the Inspire Plan. The CFO & VPCS noted the College is still moving forward with many items. A member asked about vacancy savings and whether that indicates a hiring freeze. The CFO & VPCS explained that vacancy savings are projected based on past data and certain positions taking longer to hire.

R. Wheeler, and K. Fukushima abstained from voting on the Operating budget due to conflict.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026-27 Integrated Resource Plan with an operating budget of \$148.5M resulting in a \$4.6M deficit, as recommended by the Finance,

D. Safinuk
CARRIED

Audit and Risk Committee and as presented and pending approval of the deficit by Treasury."

4.3.2. Risk Register Summary

The CFO & VPCS noted the Risk Register reflects a renewal of the Enterprise Risk Management Framework embedded in the annual Integrated Resource Planning process. Each department tracks major risks within their area that are reported to and considered by Leadership Council. An overview of the Risk Summary was provided including an update to focus on business continuity as an overarching risk versus specific climate risk.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2026/27 Risk Register Summary as recommended by the Finance, Audit and Risk Committee."

A. Alexander
CARRIED

4.3.3. Third Quarter (Q3) Financial Statements

The CFO & VPCS provided an overview of the College's financial position at the end of the third quarter for 2025/26.

4.3.4. Forgiveness of Foundation Receivable and Return on Investment Presentation

The CFO & VPCS noted the Okanagan College Foundation (OC Foundation) is a separate organization from the College with the sole purpose of raising funds for the College including funds for capital projects and financial awards. OC Foundation staffing costs fall under the College's operating budget and during large capital campaigns staffing is increased to support fundraising. The College has previously been in the position to forgive these contributions to the OC Foundation for larger capital campaign costs.

The Executive Director, OC Foundation gave a presentation on the return on investment from forgiveness of the receivable, noting that donors are able to realize the full value of their contribution versus its application to administrative costs.

The Executive Director, OC Foundation outlined the average return on investment for total operating dollars as a ratio of 4.7:1 compared to the industry average of 3.5:1. The support from the College contributes towards the expenses of additional fundraisers, a marketing specialist, and campaign events, which maximizes funds back to the College and its donors, and allows transparency in the use of donor funds. An operating reserve is available for years where forgiveness of the receivable may not be possible however forgiveness allows the OC Foundation to maintain their reserve.

The CFO & VPCS clarified that the \$460K was included in the 2025/26 third quarter financial statements.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve forgiveness of the 2025-26 receivable from the Okanagan College Foundation for actual capital campaign expenses up to \$460,000, pending Okanagan College's year-end financial position as recommended by the Finance, Audit and Risk Committee."

J. Fowler
CARRIED

The meeting recessed at 12:06p.m.

The meeting was called to order at 12:36p.m.

S. Hamilton left the meeting at 12:36p.m.

4.3.5. Finance, Audit and Risk Terms of Reference Review

The President outlined the revision that the Committee reviews material litigation in relation to overall risk from and not only the financial impacts.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Finance, Audit and Risk Committee Terms of Reference as recommended by the Finance, Audit and Risk Committee."

A. Alexander
CARRIED

4.4. Human Resources & Compensation Committee Report

The Committee Chair noted that the committee met last week and discussed the revised Code of Conduct Policy and revisions to the Terms of Reference and are recommending both for approval.

4.4.1. Code of Conduct Policy

The Associate Vice President, People Services outlined the revisions to the name change from Code of Ethical Practices to Code of Conduct, noting this provides clarity for employees. Other revisions include moving the policy to the new policy template, the addition of respectful workplace language, addressing the use of the College's confidential information particularly in reference to AI tools, addressing employee conduct related to the use of AI tools, and external research.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised Code of Conduct Policy to replace the Code of Ethical Practices Policy as recommended by the Human Resource and Compensation Committee."

C. Battersby
CARRIED

4.4.2. Human Resource and Compensation Committee Terms of Reference

The President outlined the updates including that the Human Resource and Compensation Committee may now receive approval to seek external advice from the Executive Committee instead of the Board, and adding that the

Committee will receive reports of suspensions made under the College and Institute Act.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Human Resource & Compensation Committee Terms of Reference as recommended by the Human Resource & Compensation Committee."

B. Harris
CARRIED

4.5. Governance Committee Report

The Committee Chair provided a report noting that they met on March 3 and reviewed and are recommending the revised Board Terms of Reference and Governance Committee Terms of Reference.

4.5.1. Board Terms of Reference Review

The President highlighted the revisions, including a fourth addition to the Defining Governance section that further describes what the Board already does related to foresight, and updates to Duties and Responsibilities which include a shared governance accountability and responsibility for academic quality where the Board will receive reports on material risks to achieving the College's educational mandate.

A member asked how committees are established. It was clarified that Committee composition is specified under the Board's governing documents such as Bylaws and Committee Terms of Reference.

A member inquired about the academic quality reporting. The President clarified that a report may primarily consist of risks related to College resources.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Board Terms of Reference as recommended by the Governance Committee."

4.5.2. Governance Committee Terms of Reference

The President outlined that the proposed revision includes the delegated responsibility to maintain a distinction between the College's two governing bodies. The Governance Committee will ensure that the Board and Education Council are carrying out their delegated responsibilities under the College and Institute Act and that the Governance Committee liaises with Education Council to make recommendations on behalf of the Board.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Governance Committee Terms of Reference as recommended by the Governance Committee."

C. Battersby
CARRIED

4.6. Education Council

4.6.1. New Courses

The Education Council Chair highlighted that course approvals fall under section 19(1)(d) of the College and Institute Act, and further commented that that implementation timelines and length of courses may require approval under short timelines for implementation.

It was noted that going forward, courses will be accompanied by a resource plan presented by the Provost and Vice President, Academic (Provost).

The Education Council Chair outlined three new courses under Accessible Education and Training (AET), noting they are a response to student demand and are proposed for implementation in Fall 2026.

The Provost noted that the resource plans are new and contain information provided by the Deans. It was highlighted that the AET course resource plans do not provide estimated tuition as these are provincially funded. Curriculum is built as part of the job of AET program planning by its instructors. Tuition will be included for courses or programs with new costs. The President noted that any resources for new courses and programs offered will be balanced with resources reallocated from retired or cancelled programs.

S. Hamilton joined the meeting at 1:07p.m.

The Education Council Chair suggested that proposals would not be reflected as one course replacing another and that departments are allocated budget to offer a certain number of courses.

The Education Council Chair noted that Math 081 is a replacement for two half-courses (084) and (086) with the rationale that it's more difficult for College systems to manage half-courses. It was noted that once current students are finished, a proposal for course cancellation for the two half-courses will come through.

The Provost noted that cancellations are not referenced on the resource plan yet but the Board can expect to see these in future. She further noted that when reviewing the resource plans board members should consider the projected enrolment number.

A member asked about demand on the resource plan and publishing a break-even cost. The Provost noted that the intent of the resource plan is to ensure

alignment of College programming with available resources, and that Deans are expected to bring the resource plans to Provost Council.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new courses as recommended by Education Council and as presented:

- Global Awareness (LSIN 040)

- World History (LSIN 041)

- Mathematics 081 (MATH 081)."

C. Battersby
CARRIED

4.6.1. New Programs

The Education Council Chair outlined the Practical Analytics & Reporting Micro-credential, noting it is for students to develop foundational skills in data analytics. The proposed implementation date is September 2026 and the program reflects a repackaging of existing College courses which offers additional opportunity to fill them. The program was posted on the Post-Secondary Institution Proposal System for 30 days.

The Provost highlighted that graduates can leverage the micro-credential packaging as a wraparound credential.

A member asked if all three courses would be offered in one semester. The Provost clarified that they are normally offered in one semester however this would be clarified.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Practical Analytics & Reporting Micro-Credential (PARMC) subject to approval by the Post-Secondary Institution Proposal System (PSIPS), as recommended by Education Council."

A. Alexander
CARRIED

The Education Council Chair presented the new program: Bachelor of Computer Information Systems (BCIS) Degree - Cybersecurity Option and noted it was reviewed by a working group of cybersecurity engineers who noted this is one of the top demand skills in the country.

The Provost noted this will include a resource plan going forward and that the two new courses are supported by existing Faculty agreements for honours programs.

A member asked if there would be changes to tuition. The President clarified if tuition needed to be set it would return to the Board.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Bachelor of Computer Information Systems Degree - Cybersecurity Option as recommended by Education Council."

C. Battersby
CARRIED

The Education Council Chair noted the BCIS Honours option has two additional courses added to the existing four-year program. Admission requires a higher level of academic achievement and prepares graduates for graduate studies. Implementation is proposed for September 2026.

A member asked about Research Ethics Board approval requirements and the Provost clarified they are normally for primary research, not capstone projects.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Bachelor of Computer Information Systems Degree - Honours Degree Option as recommended by Education Council and as presented, and thereby approves the following new courses:

- ***COSC 491 Research Methods; and***
- ***COSC 492 Computer Information Systems Research Project***

The Education Council Chair outlined the new Community Cook Microcredential noting that it consists of basic cooking techniques using locally sourced ingredients. There is no admission requirement as the program is currently envisioned as a demand-based cohort model for remote communities. Students will develop foundational culinary skills and certification for entry-level food preparation roles. Ministry funding was received to develop this Micro-credential in partnership with the Tsal'alh First Nation.

The Provost outlined the program will be offered through community partners or by a program-offering minimum of six students at the College or in an appropriate community facility. The Provost clarified that these programs are reviewed either for cost-recovery or revenue depending on the format in which the program is offered.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Community Cook Microcredential as recommended by Education Council and thereby approves the new courses:

- ***CMCK 100 Orientation and Industry Certifications;***
- ***CMCK 101 Safety and Hygiene;***
- ***CMCK 102 Prep and Cold Kitchen Basics;***
- ***CMCK 103 Fruits, Vegetables and Grains;***
- ***CMCK 104 Proteins;***
- ***CMCK 105 Pasta and Sauces;***
- ***CMCK 106 Pastries, Sweets, and Breads; and***
- ***CMCK 107 Community Events and Celebrations."***

B. Harris
CARRIED

G. Chand
CARRIED

4.6.2. Program Revisions

The Education Council Chair noted that the program revisions to the BCIS Data Engineering and Artificial Intelligence (AI) Option include renaming the program and adding the minimum qualifications to teach.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revisions to the Bachelor of Computer Information Systems Degree Data Engineering and Artificial Intelligence (AI) Option and renaming from (BCIS) Database and Big Data Management Option as recommended by Education Council and as presented."

G. Chand
CARRIED

The Education Council Chair provide an overview of the Licensed Practical Nursing program for implementation in the Fall 2026 semester, including updating the admission requirements to complete two-years' experience within the past five years, removal of the first aid requirement and adding the minimum qualifications to teach.

The Provost added that while the Board does not see a resource plan with the program revisions today, some program revisions will be accompanied by a resource plan.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revisions for the Licensed Practical Nursing (LPN) Orthopaedic Certificate as recommended by Education Council and as presented."

A. Alexander
CARRIED

The Education Council Chair highlighted an update to admission requirements for the Occupational Health and Safety Certificate removing the math requirement due to most students already receiving a waiver. The revisions are proposed for summer 2026 implementation.

A member asked about the recommendation to remove the requirement to pass final exams. The Education Council Chair suggested the final exams were not always a reflection of the student's ability.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revisions for the Occupational Health and Safety Certificate as recommended by Education Council and as presented."

A. Alexander
CARRIED

5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

5.1. Business Arising from Consent Agenda

5.1.1. Open Session Minutes – December 9, 2025

A revision was made to include J. Fowler on the list of members in attendance.

A. Louis abstained from the vote due to not attending the December meeting.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the December 9, 2025 Open Session Minutes as amended.”

5.1.2. Executive Terms of Reference

A member inquired about when the Executive Committee may act on behalf of the Board, and whether that decision would be brought to the Board retroactively.

The President explained that the Executive Committee is accountable to the Board and, in some cases, it may not be feasible for a time sensitive decision to be brought for retroactive approval. Further consideration will be given to the Committee exercising that delegated authority in event of emergencies in relation to their accountability to the Board the prior to the June meeting.

S. Hamilton left the meeting at 1:54pm

5.1.3. Student Society Fee Collection

A member made reference to the Student Societies' audited financial statements and inquired about the Board's governance responsibility around approving the collection of Student Societies' fees.

The President clarified that the Student Societies may request changes to their fees annually and Administration brings their proposals to the Board. Under the College and Institute Act, the Board receives notice of the fees with the liability to the Board being assurances that the Student Societies are meeting their legal obligations, following their bylaws, and whether a fraud risk exists.

Okanagan College Student Union and Vernon Student Association have been encouraged by Administration to conduct a review of their bylaws to ensure the fee rules around membership are clear and aligned prior to Administration supporting any future recommendations around the collection of Student Society fees.

5.1.3.1. Vernon Student Association Student Society Fee Collection 2026-27

R. Wheeler abstained from voting due to insufficient information.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors directs Okanagan College to collect student society fees for 2026/27 on behalf of the Vernon Students' Association Okanagan College."

B. Harris
CARRIED

5.1.3.2. OCSU Student Society Fee Collection 2026-27

R. Wheeler abstained from voting due to insufficient information.

B. Harris and A. Lee abstained from voting due to a conflict of interest.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors directs Okanagan College to collect student society fees for 2026/27 on behalf of the Okanagan College Students' Union."

C. Schafer
CARRIED

5.1.4. 2026 Board Professional Development Dates

A member proposed that the 2026 Board Professional Development dates be moved one week earlier to Tuesday, October 20 & Wednesday, October 21, 2026.

A member sought clarification on the process to revise the Board schedule and it was noted a written proposal could be circulated for approval, or the Board could make and approve a motion.

D. Safinuk abstained from voting due no longer being a Board member as of July 2026.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the revised 2026 Professional Development Session dates of Tuesday, October 20 and Wednesday, October 21, 2026."

G. Chand
CARRIED

5.2. Other Business

The President noted that an annual programming plan will come to the Board. The Provost and Vice President, Academic will seek advice on the programming plan from Education Council.

The Chair provided an update on student Board appeals.

6. ADJOURNMENT

The meeting adjourned at 2:05p.m.

CARRIED