BOARD OF GOVERNORS
MEETING

TO: Members of the Board

FROM: Margaret Johnson
Secretary to the Board

SUBJECT: **BOARD FUNCTIONS**
March 28, 2017
7000 College Way, Vernon, B.C.

Time	Event	Location
9:30 a.m.	In Camera Meeting	Room E102/103, Vernon Campus
12:00 p.m.	Lunch *(provided)*	Room E102/103, Vernon Campus
1:00 p.m.	Open Session Meeting	Room E102/103, Vernon Campus

BOARD MEMBERS:

If you will not be attending the Board meeting

Please rsvp to Margaret Johnson mjohnson@okanagan.bc.ca (862-5472)

BOARD OF GOVERNORS
REGULAR MEETING
March 28, 2017, 1:00 p.m.
Room E102/103, Vernon Campus

AGENDA
OPEN SESSION

		Attachment	Approximate Time
1	**APPROVAL OF AGENDA** Recommended Motion ***"BE IT RESOLVED THAT the January 31, 2017, OC Board open session meeting agenda is approved".***		1:00 p.m.
2	**DECLARATION OF CONFLICT**		1:05 p.m.
3	**CONSENT AGENDA** Recommended Motion ***"BE IT RESOLVED THAT the Consent Agenda be approved as presented".***		
3.1	**MINUTES –** January 31, 2017	A	
3.2	**WRITTEN REPORTS**		
3.2.1	President's Report (J. Hamilton)	B	
3.2.2	Education Council Report (D. Silvestrone)	C	
3.3	**APPROVALS**		
3.3.1	Student Association Fee Collection Structure Recommended Motion ***"BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2017/18 on behalf of the Okanagan College Student Union and the Vernon Student Association as outlined in the submissions that are included in the agenda".***	D	
4	**BUSINESS ARISING FROM THE MINUTES**		
5	**PRESENTATIONS/DELEGATIONS**		
5.1	Regional Dean Report (J. Lister)	E	1:10 p.m.

6	**NEW BUSINESS/RESOLUTIONS**		
6.1	Finance, Audit and Risk Review Committee (B. McGowan)		1:20 p.m.
6.1.1	Okanagan College Budget 2017/18 Budget (R. Daykin) • Comments from Chair, Education Council (D. Silvestrone) • Comments from Chair, Finance, Audit and Risk Review Committee Recommended Motion ***BE IT RESOLVED THAT the Board of Governors approve the 2017/18 balanced operating budget of $107.8 million as recommended by the Finance, Audit and Risk Review Committee".***	F1	
6.1.2	2017/18 Capital Budget Recommended Motion: ***"BE IT RESOLVED THAT the Board of Governors, approve the 2017/18 capital budget of $17.7 million subject to receipt of funding as recommended by the Finance, Audit and Risk Review Committee".***	F2	
6.2	Forgiveness of Foundation Receivable Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the forgiveness of the loan from the Okanagan College Foundation for actual capital campaign expenses up to $450,000. The forgiveness of the loan must be done without creating a year end consolidated deficit for Okanagan College."***	G	1:35 p.m.
6.3	ITA Training Plan (A. Hay) Recommended Motion: ***"BE IT RESOLVED that the Okanagan College Board of Governors approve the ITA Training Plan as presented".***	H	
6.4	Annual Programming Plan (A. Hay) Recommended Motion: ***"BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2017/18 as recommended".***	I	1:45 p.m.
6.5	Education Council (D. Silvestrone) Program Revisions: ***"BE IT RESOLVED THAT the Board approve the program revision: Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge, as recommended by Education Council and as presented."*** ***"BE IT RESOLVED THAT the Board approve the program revision: Network and Telecommunications Engineering Technology Diploma, as recommended by Education Council and as presented."*** ***"BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Computer Information Systems, as recommended by Education Council and as presented."***	J	1:50 p.m.

"BE IT RESOLVED THAT the Board approve the revised schedule: Office Administration, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the schedule: Pharmacy Technician Certificate, as recommended by Education Council and as presented."

7 VERBAL REPORTS 2:00 p.m.

7.1 Board Chair Report (C. Denesiuk)

7.2 President's Report (J. Hamilton)

8 INFORMATION

9 TOPICS FOR NEXT MEETING

10 OTHER BUSINESS

11 FOR THE GOOD OF THE INSTITUTION

12 DATE OF NEXT MEETING May 23, 2017, Kelowna Campus

13 ADJOURNMENT 2:15 p.m.

Consent Agenda Resolutions
Attachment A

Item 3.1
Recommended Motion
"BE IT RESOLVED THAT the January 31, 2017 open session minutes be approved."

MINUTES OF REGULAR MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS

Open Session

Tuesday, January 31, 2017, 9 a.m.
Room S103B, Kelowna Campus

Members Present:	C. Denesiuk (Chair) A. Beaumont B. Berg R. Gakhal C. Gerbrandt J. Hamilton (President) M. Kananga J. Maciel B. McGowan D. Silvestrone L. Thurnheer
Board Secretary:	M. Johnson (L. Le Gallee – on leave)
Vice Presidents:	R. Daykin A. Hay C. Kushner
Directors:	A. Coyle
Observers:	T. Walters (OCFA) M. Beerkens sitting in for C. McRobb (BCGEU Vocational) R. Vilene, (BCGEU Support Staff) S. Wall, (Student Observer)
Regrets:	G. Morgan S. Johal C. Derickson L. Trenholm, Student Observers A. Penny, Student Observer
Guests:	B. Berchowitz, C. Kindlein (OCSU)

ELECTION OF CHAIR AND VICE CHAIR

R. Daykin, Vice President Employee & Corporate Services, called for nominations for Board Chair.
L.Thurnheer nominated C. Denesiuk to continue as Chair for another term.
No other nominations were received. Therefore, C. Denesiuk was declared Chair for the term January 1, 2017 to January 31, 2018.

R. Daykin, Vice President Employee & Corporate Services, called for nominations for Board Vice Chair.
B. McGowan nominated C. Derickson to continue as Vice Chair for another term.
No other nominations were received. Therefore, C. Derickson was declared Vice Chair for the term January 1, 2017 – January 31, 2018.

There being a quorum present, the Chair called the meeting to order at 12:10 p.m.

The Chair recognized that the meeting occurs on the traditional Okanagan territory and welcomed the members and guests.

1. APPROVAL OF AGENDA

Motion. R. Gakhal/A. Beaumont
"BE IT RESOLVED that to ensure quorum, New Business/Resolutions, 7.1 Education Council, will be moved up on the agenda to 5.1, 5.1.1 and 5.1.2, prior to the Student Union presentation".

MOTION CARRIED

Motion: C. Gerbrandt/A. Beaumont
"BE IT RESOLVED THAT the November 29, 2016, OC Board open session meeting agenda is approved".

MOTION CARRIED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. CONSENT AGENDA

Motion: B. McGowan/A. Beaumont
"BE IT RESOLVED THAT the Consent Agenda be approved as presented"

Items approved:
"BE IT RESOLVED THAT the November 29, 2016 open session minutes be approved".

MOTIONS CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. NEW BUSINESS/RESOLUTIONS

5.1 Education Council (D. Silvestrone)

5.1.1 Program Approvals

Motion: D. Silvestrone/C. Gerbrandt
"BE IT RESOLVED THAT the Board approve the new certificate program: Hospitality Service Training Certificate, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/J. Maciel
"BE IT RESOLVED THAT the Board approve the program revision: Carpentry and Joinery Foundation, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/J. Maciel
"BE IT RESOLVED THAT the Board approve the program revision: Residential Construction as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/R. Gakhal
"BE IT RESOLVED THAT the Board approve the program revision: Studio Woodworking, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/J. Maciel
"BE IT RESOLVED THAT the Board approve the program revision: Trades Technology Teacher Education, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/L. Thurnheer
"BE IT RESOLVED THAT the Board approve the program revision: Environmental Studies Diploma, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/R. Gakhal
"BE IT RESOLVED THAT the Board approve the program revision: Water Engineering Technology Diploma, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/A. Beaumont
"BE IT RESOLVED THAT the Board approve the program revision: Culinary Arts Certificate, as recommended by Education Council and as presented"

MOTION CARRIED

Motion: D. Silvestrone/R. Gakhal
"BE IT RESOLVED THAT the Board approve the program revision: Culinary Management Diploma as recommended by Education Council and as presented"

MOTION CARRIED

5.1.2 Academic Schedule
Motions: D. Silvestrone/R. Gakhal
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Adult Basic Education Schedule as recommended by Education Council and presented here"

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Adult Special Education Schedule as recommended by Education Council and presented here"

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Health Care Assistant Certificate Schedule as recommended by Education Council and presented here"

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Practical Nursing Diploma Schedule as recommended by Education Council and presented here"

MOTIONS CARRIED

It was noted that the Academic Schedule for Pharmacy Technician Certificate Program was provided in the EDCO report, but no motion or other documentation was submitted.

6. PRESENTATION/DELEGATIONS
6.1 Okanagan College Student Union (OCSU) (Samantha Wall)

The OCSU student delegation gave a presentation focused on student services and revenue.

Mental Health concerns are of increasing importance to the OCSU. They questioned why nurses were no longer available to students on campus. The Vice President, Students, clarified that the nurses were not OC employees and were grant funded by Interior Health. A suggestion was made to utilize the students in the nursing programs, but this raises the concern of liability. Okanagan College, through Student Services, is researching this issue to identify funding and prioritization.

The OCSU delegation was informed that the Director of Student Services is in the process of gathering data and information to improve student support. It was noted that in regards to education advising and counselling, there has been an increase in services to ensure coverage three days a week.

Okanagan College supports the proposal from the OCSU to hold an expo for students outlining services and support available to them. The Board Chair recommended discussions be held to organize such an event.

It was noted that the OCSU proposal from last year requesting support for Adult Basic Education students is now available to students.

The PowerPoint presentation and handout from the OCSU will be posted on Moodle.

Ben left at 12:40pm

7. NEW BUSINESS/RESOLUTIONS

7.1 *Education Council (D. Silvestrone) moved to 5.1*

7.2 Finance, Audit and Risk Review Committee (B. McGowan)

7.2.1 Domestic Tuition Rate

Motion: B. McGowan/J. Maciel

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve to increase domestic tuition and mandatory fees by 2%, effective the fall 2017 semester."

The OCFA observer asked if it would be possible to view the budget projection, and if there are other options aside from increasing tuition. The VP Employee and Corporate Services noted that, even after the proposed 2% tuition increase, Okanagan College is still facing a budget gap of close to $1 million.

A 2% raise in tuition would result in an increase of approximately $65 per year for the average student.

Okanagan College is one of the only institutions in BC that discusses the possibility of tuition increases directly with the students prior to making a recommendation to the Board of Governors.

Through BC Colleges group, the Board Chair and President are engaged in ongoing advocacy on behalf of the Institution and our students with the Ministry and politicians.

MOTION CARRIED

7.2.2 International Tuition Rate

Motion: B. McGowan/J. Maciel

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve to increase international tuition by 5%, effective the fall 2017 semester."

The Director of International Education, has made the recommendation to increase international tuition rates by 5%. In making this recommendation, consideration has been given to both the market place, to ensure OC can still recruit students, and that the costs associated with recruiting and delivering instruction and services for international students are covered. Okanagan College tuitions sit at number nine out of fifteen post-secondary institutions and approximately. 15% lower than the next highest institution.

MOTION CARRIED

R. Gakhal left at 1:12 p.m.

8. VERBAL REPORTS

8.1 Board Chair Report (C. Denesiuk)

The Board Chair thanked the Board members who have represented the Board at recent events.

In January, the Board Chair participated in a Public Sector Board Governance Professional Development offering and in the BC Colleges meeting, both held in Vancouver.

8.2 President's Report (J. Hamilton)

The President informed the Board that Okanagan College, was very successful at the recent Canadian Home Builders Association Tommie Awards. In partnership with Wilden Developments, and UBCO, the College won the Fortis Award for Building Energy Efficiency and our new Trades Complex won the *Best Environmental Initiative in Construction (Residential or Commercial)* Award.

The Indigenization Project will soon be rolled out into the community and sub-committees will be developed to promote the project. Local and national aboriginal leaders, will be invited to speak at the College to provide further knowledge and exposure to indigenous issues.

The Internationalization Project was created in early 2016 with volunteers from within the Okanagan College employees group. To date, there have been seven focus groups, five town hall meetings, and numerous information booths set up to create awareness.

9. INFORMATION

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

The Okanagan School of Business shared its most recent accomplishment. Numerous groups of Enactus students competed at Queens University Inter-collegiate competitions and came home with a 1st place in HR Management, a 2nd in Management Information Systems and another 2nd in Accounting.

14. DATE OF NEXT MEETING: February 28, 2017, Kelowna Campus – only if required
March 28, 2017 in Vernon

15. ADJOURNMENT

Motion to adjourn: A. Beaumont

MOTION CARRIED

The meeting adjourned at 1:21pm

President's Report
to the
Okanagan College Board of Governors

March 2017

Learner Readiness and Success

- On January 30th Okanagan College Enactus students were presented with a $9,700 cheque from Interior Savings Credit Union in support of their initiative to promote seniors' wellness through tech-savvy training. Through the Silver Surfers program, Okanagan College Enactus students provide resources and coaching to enhance the abilities of seniors to use tablets to safely explore the Internet, learn to send emails, perform searches, take selfies, and video chat using Skype.

- Okanagan School of Business hosted its 10th Annual Business Expo and Employment Fair on February 1st.

- Two OC computer science students logged an impressive showing at Battlecode, MIT's longest running programming competition held on February 4th. Although it was OC's first time entering a team for the competition, our students placed 49th out of 1000 teams.

- Okanagan College once again welcomed Grade 11 students to campus on February 16th where they had a chance to sample College sessions and experience what it is like to be a student at Okanagan College.

- On February 26th, a team of four Okanagan College students placed second in case competition, The Winning Pitch, held in Victoria.

- OC's Enactus team has once again returned from the regional competition as winners with top-place finishes in the Financial Education, Entrepreneurship, and Youth Empowerment, as well as third in Ecoliving Green. The two regional winning teams, who competed March 2nd – 3rd, will now advance to the National Exposition in Toronto on May 2nd -4th. The national team, which presents on projects across their entire year will also compete on behalf of Okanagan College.

- Students from OC's HR degree program placed first at the HRC West competition held at Kwantlen Polytechnic University in Surrey on March 4th. This win marked the first victory for an Okanagan College team at the event, now in its fourth year.

Community Engagement and Service

- OC students Culinary Arts assisted eleven of Canada's top chefs in the 2017 Canadian Culinary Championships in Kelowna February 3rd -4th.

- On February 8th, I attended the annual "State of the City" luncheon hosted by Mayor Colin Basran and the Kelowna Chamber of Commerce.

- Regional Dean Heather Schneider and I presented to Kelowna City Council on February 20th.

- I had lunch with Premier Clark at a post-budget event hosted by Kelowna Chamber of Commerce on February 24th.

- On February 25th, the College's Salmon Arm campus raised a total of $625 for "The Coldest Night of the Year", a family-friendly walking fundraiser that raises money for the hungry and homeless in communities across Canada.

- Regional Dean Jane Lister and I made a presentation to Vernon City Council on February 27th.

- The 34th annual Spaghetti Bridge Competitions took place on campus on March 3rd. Four OC students had a first-place finish in the ASTTBC Team Building Competition. In addition to the post-secondary and secondary team building competitions, the event also features a heavyweight competition, which was deferred to March 17th due to an equipment malfunction.

- Okanagan College's Kelowna campus hosted the 20th annual SkillsBC Regional Trades and Technologies competition on Friday, March 3rd. More than 120 students in Grades 6-12 were on campus competing or participating in a variety of hands-on trades training demonstrations in the new Trades Complex.

- I visited Victoria from March 6th – 8th, where Minister Wilkinson declared March 7th BC Colleges Day. During this visit I had the opportunity to meet with MLAs throughout our campus region, AVED Deputy Minister and three Assistant Deputy Ministers, and institutional leadership from BC Colleges consortium members.

- From March 9th to 12th, the Okanagan College Red Dot Players presented "Sense and Sensibility" in the Kelowna campus theatre. The screenplay is an adaptation of Jane Austen's novel, written by Kate Hamill and directed by our very own English Professor, Jeremy Beaulne. The cast and crew were comprised of a group of the College's students, employees and alumni.

- On March 16th OC hosted its first Okanagan College Basketball Fundraiser, a March Madness NCAA Bracket Party.

- On March 23rd, I attended the 38th annual Okanagan School of Business Students Association (OBSA) Gala held in the CFL Atrium.

Teaching, Programming and Applied Research

- On March 22nd, I travelled to Neskonlith (near Chase, BC), where I met with Shuswap MLA Greg Kyllo to announce Okanagan College's Forestry Operators Training Program in partnership with the BC government

Indigenization

- I attended the Westbank First Nation Leadership graduation ceremony, where we honored the third cohort to complete the program on February 8th. The program has produced 32 graduates since Fall 2015.

- Okanagan College unveiled plans for a unique greenspace containing more than 50 local Okanagan plants that are of cultural and historical significance to the region's Indigenous people on March 15th. The garden, na'ʔkʷulamən (na - kool - a- min), is slated to open in July. Its name broadly translates

to “the things we do”, paying tribute to the close relationship between Indigenous people and the natural world.

- On March 18th Charlotte Kushner and I attended the annual Aboriginal Graduation Celebration, where I provided the opening remarks.

- I met with Chief Roxanne Lindley on March 27th to present a Memorandum of Understanding (MOU) agreement between OC and the Westbank First Nation (WFN) Council. The MOU signifies continued collaboration and engagement between WFN and Okanagan College’s Aboriginal Services department to work together on projects and programs that will increase access to post-secondary education.

Internationalization

- On February 20th, OC and UBCO leadership met to discuss ESL/International relationships, program linkages and institutional agreements, joint research, and the Aboriginal Education Council.

Organizational Sustainability

- OC’s Leadership team attended the Tommie Awards Gold Gala on January 28th, where Okanagan College’s Trades Complex received the Gold Award for Best Environmental Initiative in Construction. The Wilden Living Lab, a collaborative project between the College and four community partners, was recognized with the FortisBC Award for Building Energy Efficiency at the gala.

- I travelled to Vancouver February 8th & 9th, where I met with leadership from BCCAT, BCCIE, and the Ministry of Advanced Education.

- On March 1st, Kelowna-Lake Country MP Stephen Fuhr, announced a $332,485 investment from the Federal Government in a new trades training house at the College’s Kelowna campus.

- Roy Daykin and I held town hall meetings in March on each campus to discuss the proposed 2017-18 budget for the College. This allowed employees the opportunity to ask questions and provide feedback on the proposed budget.

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Education Council Report

DATE

March 22, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Education Council provides a report to the Board of Governors on the candidates who were approved for graduation.

Candidates for Graduation approved – March 9, 2017 Education Council Meeting

Program	# of Students
Accounting/Bookkeeping Certificate (September 6, 2016 – February 9, 2017)	10
Associate of Arts Degree	1
Bachelor of Business Administration	1
British Columbia Adult Graduation Diploma	1
Business Administration Diploma	1
Civil Engineering Technology Diploma	1
Culinary Arts Certificate (February 9, 2016 – February 3, 2017)	7
Early Childhood Education Certificate	1
English for Academic Purposes	2
Health Care Assistant Certificate (August 22, 2016 – February 22, 2017)	15
Metal Fabricator (Fitter) Certificate (September 12, 2016 – February 24, 2016	7
Office Assistant Certificate	2
Office Assistant Certificate (September 6, 2016 – February 10, 2017) Kelowna	4
Practical Nursing Diploma	1
Welder Foundation Certificate	2
Total	**56**

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For information only.

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☐ Focusing on organizational sustainability
- ☒ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

None required

REPORT PREPARED AND SUPPORTED BY (include name and title)

D. Silvestrone- Director, Continuing Studies

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE
Student Association Fees

DATE
March 28, 2017

BACKGROUND INFORMATION
For example: • Purpose • History • Other relevant information

According to Section 21 of the College & Institute Act, "… on annual notice from a student society, the board must direct the institution to collect student society fees from members of the student society and remit them to the student society …"

ACTION REQUIRED
For example: • For consultation • For information • For approval (including resolution; see language below)

For approval.

Proposed Resolution:
"BE IT RESOLVED THAT the Okanagan College Board of Governors agrees to collect student fees for Okanagan College for 2017/18 on behalf of the Okanagan College Student Union and the Vernon Students' Association as outlined in the submissions that are included in the agenda"

STRATEGIC PLAN [1] ALIGNMENT
With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☐ Focusing on organizational sustainability
- ☒ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT
I support the motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)
J. Coble – Director, Student Services
C. Kushner – Vice President Students

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.
Material is to be submitted to the relevant Vice President for review and submission to the President

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the *College and Institute Act*, if the Student Society has met its obligations the Board of Governors must direct Okanagan College ("OC") to collect student society fees on behalf of the Student Association, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Association or the provincial or national student organization as may be agreed by the Board and the Student Association.

The Student Association must complete this form and submit it to the Board Secretary no later than **March 15, 2017** in order for OC to collect the fees for the **academic year 2017/2018**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Association. OC may deduct these expenses from the fees collected.

Student Association Name Vernon Students' Association – Okanagan College

With this Notice the Student Association requests that the Board direct OC to collect the following fees for the academic year **2017/2018.**

All Registered Students:

Students' Association Fee	$91.80	to a maximum of $91.80 per student per semester
	$8.91	per Adult Basic Education course
Capital Fund	$7.50	per student per semester

Registered Students enrolled in nine credits or more:

Extended Dental Plan	$70.00	per student per semester
Extended Health Plan	$60.00	per student per semester

Dental and Health Plan fees are not charged to Adult Basic Education Students.

Remit fees to: Vernon Students' Association – Okanagan College

Canadian Federation of Students' Membership Fee:

	_____	to a maximum of _____ per student per semester
	_____	per Adult Basic Education course to a maximum of _____

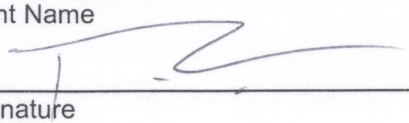
Remit fees to: _____

If the Student Association changes the amount of the student association fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Association certifies that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 15, 2017**.

The Student Association confirms that on February 27, 2017 (date) it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Association President

Tom Leneveu
Print Name



Signature

March 2, 2017
Date

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the *College and Institute Act*, if the Student Society has met its obligations the Board of Governors must direct Okanagan College ("OC") to collect student society fees on behalf of the Student Union, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Union or the provincial or national student organization as may be agreed by the Board and the Student Union.

The Student Union must complete this form and submit it to the Board Secretary no later than **March 15, 2015** in order for OC to collect the fees for the **academic year 2017/2018**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Union. OC may deduct these expenses from the fees collected.

Student Association Name Okanagan College Students' Union

With this Notice the Student Union requests that the Board direct OC to collect the following fees for the academic year **2017/2018.**

All Registered Students:

Students' Union Fee	58.92	to a maximum of 58.92 per student per semester
	5.66	per Adult Basic Education course
Media Fund	0.58	per student per semester

Registered Students enrolled in nine credits or more:

Extended Dental Plan	67.59	per student per semester
Extended Health Plan	58.11	per student per semester

Dental and Health Plan fees are not charged to Adult Basic Education Students.

Remit fees to: Okanagan College Students' Union

Canadian Federation of Students' Membership Fee:

	0.61	to a maximum of 8.98 per student per semester
	0.73	per Adult Basic Education course to a maximum of 8.98

Remit fees to: British Columbia Federation of Students, #202-1055 West Broadway, Vancouver BC, V6H 1E2

If the Student Union changes the amount of the student union fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Union certifies that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 15, 2017**.

The Student Union confirms that on November 20, 2016 it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Union President

Samantha Wall
Print Name

Signature

March 14 / 2017
Date

Okanagan College RECEIVED MAR 14 2017 BOARD OF GOVERNORS

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE
Regional Dean Report, North Okanagan Region

DATE
March 20, 2017

BACKGROUND INFORMATION
For example: • Purpose • History • Other relevant information

Regional Dean's report to the Board of Governors on the North Okanagan region.
Summary of significant events happening during the past year and this fall.

ACTION REQUIRED
For example: • For consultation • For information • For approval (including resolution; see language below)

For information only.

STRATEGIC PLAN [1] ALIGNMENT
With which Key Directions is this topic aligned?? (please choose all those that are applicable)

Key Directions:

- ☒ Support learner readiness and success
- ☒ Excelling in teaching, programming, and applied research
- ☒ Working with, and learning from, the Indigenous community
- ☒ Serving and engaging the community
- ☒ Focusing on organizational sustainability
- ☐ N/A - Not a Strategic Plan initiative

COMMENTS FROM THE PRESIDENT
None required

REPORT PREPARED AND SUPPORTED BY (include name and title)
C. Kushner - Vice President Students
J. Lister - Regional Dean, North Okanagan

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

REPORT TO OKANAGAN COLLEGE BOARD OF GOVERNORS
Vernon Campus
2016-2017

Submitted by: Jane Lister, Regional Dean

The following report outlines the key activities occurring at the Vernon Campus.

Supporting Learner Readiness and Success

The Regional Dean and employees of the Vernon campus have been working on improving access to post-secondary education by increasing the dual credit options available for high school students. Dual credit programming now includes all Trades programs, Health Care Assistant, Office Administration, Education Assistant, Nursing Unit Assistant and academic courses in Arts and Business. We have increased the dual credit participation to 50 students this year, up from 40 students last year – primarily through the academic options.

We have also initiated a project to bundle existing programming in a way which provides students with a complete package of courses designed to achieve a specific educational or career outcome. These "packages" have been popular as they give students a clear view of how to complete their studies, the pathways to further education, and the career options available at the conclusion of their studies on the Vernon campus.

The new Trades Building scheduled to be constructed over the next year will contribute to enhancing the student experience. During the past year much work has been done to both help secure the funding for this building (development of the business case) and start the project (planning, working with the project managers, BC Hydro, BC Transit for transit re-routing). The Trades building is a $6.2 million project and OC is required to contribute $750,000. Campus employees are working with the OC Foundation on a fund-raising campaign.

Excelling in Teaching, Programming and Applied Research

We are focused on providing a program mix that effectively responds to the needs of our region's students, employers and communities through:

- Assisting Continuing Studies to find Corporate Training opportunities within the local businesses and to develop an appropriate Corporate Training room within the Campus.
- Offering summer camps – in 2016 we offered seven summer camps and throughout the year we have been working on the development of a new Coding and Entrepreneurship camp for older teens to be offered this coming summer. This new camp is a partnership between Community Futures – North Okanagan and Okanagan College.
- Working with International on increasing the number of international students. We will be hosting an International Study Tour this summer.
- Providing a *Removing the Barriers – An introduction to the Trades* program for at-risk youth.

With respect to enrollments, a key challenge for the campus is the declining number of high school graduates and our need to maintain or increase student numbers. This year, we developed a new promotional campaign aimed at increasing our academic program headcount by 5%.

Our fall enrollments were very encouraging with Arts increasing by 22%, Science by 27% and Business by 8%. The winter terms enrollments stayed the same in Arts but dropped in Science (14%) and in Business (11%) indicating to us that retention to second term and second year is an issue. To that end, a committee was formed to focus on retention. This group analyzed student enrollment data and consulted with students about why they came to the Vernon Campus and why they left. The key finding was that students are satisfied with their experience at Okanagan College but they are leaving for a "greater variety of course offerings." The work of this committee is continuing in an effort to identify new retention strategies.

Work With, and Learning From, the Indigenous Community

During the 2016 summer, a group of Aboriginal students became very involved with Patchwork Farms in our Garden. These students engaged the local First Nations elders in their work in the garden and, together, they developed an Indigenous Garden project for this year. Work on this Indigenous Garden commenced late last fall and will resume in April.

The Regional Dean has been supporting Vernon campus administrative staff to complete Indigenous Culture Competency training. Last year, four administrative assistants completed this training (2015 – three assistants completed). We hope all of our administrative employees will have completed this training by the end of the 2017-18 year.

We are currently partnering with the Okanagan Indian Band to deliver a cohort of the Stepping Forward program, which provides 13 students from the band with a host of professional certifications and critical employment skills. The program has been extremely well received and we will be offering a second intake in the fall.

Serving and Engaging the Community

The Vernon campus staff continue to be involved with local groups and organizations in order to maintain relationships and gain knowledge on the labour market needs. We are involved in Workforce Development roundtables, economic development committees, social planning initiatives and other community consultations.

During 2016 the provincial government made a decision to not allow the land at the campus to be used for the proposed Amphitheatre project. The project was very controversial and as such the Regional Dean and campus employees dedicated much time and effort toward maintaining positive, local, neighbourhood relations.

We have actively trying to expand opportunities to rent campus space to community groups/organizations. In the 2016-17 year we exceeded the previous year's rental income and we have

developed plans for increasing rentals again, for the coming year. While the income is not substantial, the benefits derived from these facility rentals include: improved relationships with community partners, improved recruitment opportunities, an invigorated partnership with our food service provider, and an appreciation among students, employees and members of the community of the importance and value of these strong connections.

The English department organized a Spoken Fest event last summer at the campus that engaged the community and showcased local writers. They will be offering this festival again in August 2017. The Science Speaker series continues to be very popular and brings the community to the campus.

Our Enactus group has been active in the community with 20 active members at our Vernon campus. The students are involved in the CANSave program, which teaches financial literacy skills to elementary aged children, and they have implemented the CANSave program at two elementary schools to about 60 young students.

In addition, the Enactus group took the opportunity to become “celebrity servers” at our local Boston Pizza restaurant. They spent the evening serving pizza and pasta while chatting with diners about Enactus and the work they do in the community. By the end of the night they had raised more than $700 in tips to support their projects.

Focusing on Organizational Sustainability

We have been trying to meet operational challenges through improving facilities and this year Okanagan College invested in:

- Redeveloping an administrative office and meeting space
- Replacing the building envelope (especially where damaged by the birds)
- Replacing the entrance access to accommodate disability access
- Painting, flooring improvements and furnishing for E105, our corporate training room

Led by the Regional Dean, campus employees have also been working on determining ways to use the campus facilities more effectively during the summer months. As noted earlier our Campus rentals have increased with much of this rental coming in the summer months, but we have also developed a number of other initiatives. We have established some new summer camps for youth and children. An international study tour will be visiting and we may have an archeology field course during the spring term.

Work continues at Kalamalka Garden and Patchwork Farms. Last year we expanded the community programming to clients from nine non-profit organizations, received a donation of a greenhouse from Harnois Industries, sold approximately $1800 in produce and contributed much produce to local charities.

We all continue to work on reducing waste and conducts a waste audit each year in October. The volume of waste has significantly reduced in the past five years (552 litres in 2016 compared to 1,479 litres in 2012).

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

2017/18 Balanced Operating Budget & 2017/18 Capital Budget

DATE

March 14, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Okanagan College has developed a balanced budget plan for 2017/18 with $107.8 million in revenues and offsetting expenses.

The College has budgeted for $17.7 million in capital expenditures for 2017/18.

See Attachment: E1
Schedule 1: 2017/18 Proposed Statement of Operations
- 1a: 2017/18 Changes in Revenue
- 1b: 2017/18 Changes in Expenses

Schedule 2: Budget Planning Assumptions
Schedule 3: Budget – Summary of Changes
- 3a: Increased Costs to Maintain 2016/17 Operations
- 3b: New/Revised Programs
- 3c: International Growth
- 3d: Planned Revenue Increases
- 3e: New Initiatives

Schedule 4: 3-Year Projection

See Attachment: E2
Schedule 5: Capital Budget

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For approval.

2017/18 Budget:
Proposed Resolution:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 balanced operating budget of $107.8 million."

2017/18 Capital Budget
Proposed Recommendation:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 capital budget of $17.7 million subject to receipt of funding."

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned?? (please choose all those that are applicable)

Key Directions:

- ☒ Support learner readiness and success
- ☒ Excelling in teaching, programming, and applied research
- ☒ Working with, and learning from, the Indigenous community
- ☒ Serving and engaging the community
- ☒ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

I support the motion

REPORT PREPARED AND SUPPORTED BY (include name and title)

R. Daykin – Vice President, Employee and Corporate Services
A. Johnson – Director of Finance

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

Okanagan College
Schedule 1:

2017/18 Budget
Proposed Statement of Operations
(000's)

	2016/17 Approved Budget	2017/18 Proposed Budget
Revenue		
Grants	$ 56,172	$ 57,971
Tuition (Domestic & International)	29,961	34,360
Contracts & Other	3,788	4,730
Ancillary Business Services	5,037	5,492
Deferred Capital Contributions	5,182	5,212
Total Revenue	**$ 100,140**	**$ 107,765**
Expenses		
Salary and Benefits	$ 71,841	$ 76,432
Supplies and Services	21,447	24,413
Depreciation - Capital Assets	6,852	6,920
Total Expense	**$ 100,140**	**$ 107,765**
Surplus/(Deficit)	**$ -**	**$ -**

Okanagan College
Schedule 1a:

2017/18 Budget
Changes in Revenue
(000's)

Revenue - 2016/17		**$**	**100,140**
Grants:			**1,800**
Economic Stability Mandate/Dividend	1,000		
Adult Upgrading Grant (AUG)	400		
One time carry forward grants	400		
Tuition (Domestic & International):			**4,400**
New programs	900		
Adult Basic Education and tuition rate increase	900		
International growth and rate increase	2,600		
Contracts & Other			**900**
Ancillary Business Services:			**500**
Bookstore Distance Education, Parking, Cafeteria	500		
Deferred Capital Contributions			**25**
Revenue - 2017/18		**$**	**107,765**

Okanagan College
Schedule 1b:

2017/18 Budget
Changes in Expenses
(000's)

Expenses - 2016/17		**$**	**100,140**
Salary and Benefits:			**4,600**
Economic Stability Mandate/Dividend	1,000		
Step and benefit increases	700		
New international delivery	1,600		
New programs	900		
New one time contracts	400		
Supplies and Services:			**3,000**
Mandatory/contractual	1,000		
OC Adult Upgrading Bursary & Adult Upgrading Grant	500		
International commissions	400		
New initiatives	500		
New one time contracts	400		
Ancillary bookstore and food costs	200		
Depreciation - Capital Assets			**25**
Expenses - 2017/18		**$**	**107,765**

Okanagan College
Schedule 3:

2017/18 Budget
Summary of Significant Changes from 2016/17 Budget
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
2016/17 Approved budget	$ -		$ -
Increased Costs to Maintain 2016/17 Operations - Schedule 3a	(2,090)	-	(2,090)
2017/18 New/Revised Programs - Schedule 3b	(183)	14	(169)
International Growth - Schedule 3c	942	-	942
2017/18 Planned revenue increases - Schedule 3d	1,982	-	1,982
2017/18 New initiatives - Schedule 3e	(77)	(588)	(665)
2017/18 Balanced Budget	**$ 574**	**$ (574)**	**$ -**

Okanagan College
Schedule 3a:

2017/18 Budget
Increased Expenditures to Maintain 2016/17 Operations
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Mandatory and contractual	$ (1,454)		$ (1,454)
Compensation (government approved salary increases)	(519)		(519)
Ancillary business services	(117)		(117)
	$ (2,090)	**$ -**	**$ (2,090)**

Okanagan College
Schedule 3b:

2017/18 Budget
New/Revised programs
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Animation - new	$ -	$ (119)	$ (119)
Sustainable Construction Management Technology - revised	(183)	183	-
Trades and Technology Teachers Education - revised		(85)	(85)
Viticulture - new		35	35
	$ (183)	**$ 14**	**$ (169)**

Okanagan College
Schedule 3c:

2017/18 Budget
International Growth

(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Increase international tuition volume to current year actuals less costs of delivery, support costs and commissions	$ 330	$ -	$ 330
New international tuition growth less costs of delivery, support and commissions (see details below)	502	-	502
Increase in net contribution from international study tours	110	-	110
	$ 942	**$ -**	**$ 942**

New International Growth (000's)

New Tuition	$ 1,698
Less: Instructional Costs	$ (849)
Less: Support	$ (177)
Less: Commissions	$ (170)
Net Contribution	**$ 502**

Okanagan College
Schedule 3d:

2017/18 Budget
Planned Revenue Increases
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Increase in domestic tuition rates	$ 500	$ -	$ 500
Increase in international tuition rates less commissions	338	-	338
Domestic Adult Basic Education and English as a Second Language Tuition less Adult Upgrading Grant and OC Bursaries [1]	430	-	430
Increase in net revenue from Industry Training Authority programming	80	-	80
Increase in net revenue contracts	634		634
	$ 1,982	**$ -**	**$ 1,982**

[1] Assume 2016/17 actuals will continue in 2017/18.

Okanagan College
Schedule 3e:

2017/18 Budget - New Initiatives

(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
AACP increase in coordinator hours (OT); Salmon Arm courses Resistance & Revolution	$ (11)	$ (12)	$ (23)
Culinary Arts increased food costs and 15 weeks transition to new programming (OT)	(8)	(41)	(49)
Science lab support; shift to Human Kinetics	(39)		(39)
Gateway Program Administrator - pending Industry Training Authority Plan approval		(16)	(16)
Curriculum Development Support		(60)	(60)
Salmon Arm - Program enrolment/retention support (OT); cafeteria support	(6)	(28)	(34)
Project management resources	(97)	(1)	(98)
Increase part time Kelowna Learning Center coordinator; US exchange impact on databases (OT)	(16)	(50)	(66)
Conversion of part of the College's maintenance budget to capital	100		100
Institutional strategic plan initiatives		(180)	(180)
Instruction and service support initiatives		(200)	(200)
Total	**$ (77)**	**$ (588)**	**$ (665)**

Okanagan College
Schedule 4:

Proposed 2017/18 Budget and 3 Year Status Quo Projection
(000's)

	2017/18 Proposed Budget	2018/19 Projection	2019/20 Projection	2020/21 Projection
Revenue				
Grants	$ 57,971	$ 59,117	$ 59,117	$ 59,117
Tuition (Domestic & International)	34,360	34,360	34,360	34,360
Contracts and Other	4,730	4,730	4,730	4,730
Ancillary Business Services	5,492	5,492	5,492	5,492
Deferred Capital Contributions	5,212	5,212	5,212	5,212
Total Revenue	**$ 107,765**	**$ 108,911**	**$ 108,911**	**$ 108,911**
Expenditures				
Salary and Benefits	76,432	78,278	78,978	79,678
Supplies and Services	24,413	25,463	26,100	26,752
Depreciation - Capital Assets	6,920	6,920	6,920	6,920
Total Expense	**$ 107,765**	**$ 110,662**	**$ 111,998**	**$ 113,351**
Surplus/(Deficit)	**$ -**	**$ (1,750)**	**$ (3,087)**	**$ (4,439)**

Okanagan College
Schedule 5:

2017/18 Budget
Capital
(000's)

	2016/17	2017/18	Project Cost	Funding Notes
Ongoing Expenditures:				
OC Annual Furniture and Equipment Replacement	$ 1,400	$ 1,700		OC reserves
Routine Capital Projects	2,737	4,098		Provincial Funding (3.8m) + OC Reserves (.3m)
Project Expenditures:				
Vernon Trades Building	345	5,717	6,213	Federal Funding (2.7m) + Provincial Funding (2.9m) + Donations & OC Reserves (.7m)
Penticton Daycare	325	875	1,200	Ministry of Children and Family Development (.5m) + Donations (.7m)
Penticton Welding	-	1,600	1,600	OC Reserves (1.6m)
Trades Demonstration House	17	850	867	Federal Funding (.3 m) + OC Reserves & Donations (.5)
Health Sciences Center	-	2,835	18,900	Provincial Funding (15.4 m) + OC Reserves (2m) + Donations (1.6m)
Total Cost	**4,824**	**17,675**		

Funding:	
Federal	$ 2,649
Provincial	9,725
OC Reserves	4,530
Donations	771
Total	**$ 17,675**

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Forgiveness of Foundation Receivable

DATE

March 14, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Under an agreement between the Foundation and the College, the College advances the actual operating costs of the capital fundraising campaign on an annual basis to the Foundation. Funds to repay the loan are expected to come from donations received.

The College has in the past, where room was available at year end, forgiven the loan from the Foundation. However, the full contribution is still made to the Foundation in the form of a donation. This allows the College to use the funds for a wider variety of purposes.

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For approval.

Proposed Resolution:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the forgiveness of the loan from the Okanagan College Foundation for actual capital campaign expenses up to $450,000. The forgiveness of the loan must be done without creating a year end consolidated deficit for Okanagan College."

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned?? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☒ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

I support the motion

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

REPORT PREPARED AND SUPPORTED BY (include name and title)

R. Daykin – Vice President, Employee and Corporate Services
A. Johnson – Director of Finance

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Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE
2017 – 2018 ITA Training Plan

DATE
March 2, 2017

BACKGROUND INFORMATION
For example: • Purpose • History • Other relevant information

ITA Training Plan

ACTION REQUIRED
For example: • For consultation • For information • For approval (including resolution; see language below)

Proposed Resolution:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the ITA Training Plan as presented."

See Attachment F: ITA Training Plan

STRATEGIC PLAN [1] ALIGNMENT
With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:
- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
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COMMENTS FROM THE PRESIDENT
I support the motion

REPORT PREPARED AND SUPPORTED BY (include name and title)
S. Moores - Dean, Trades & Apprenticeship
H. Banham – Dean, Okanagan School of Business
A. Hay, Ph.D., P. Eng - Vice President, Education

This document is intended to be a cover sheet only (eg one page)
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Material is to be submitted to the relevant Vice President for review and submission to the President

2017-2018 Trades and Apprenticeship Profile

In 2016-2017 Okanagan College received approval from the Industry Training Authority (ITA) to offer 125 Apprenticeship intakes and 29 Foundation intakes. During the fiscal year, a few adjustments were made with ITA approval, resulting in offering 124 Apprenticeship intakes and 30 Foundation intakes.

Additional funding that was secured in 2016-2017 through AVED and ITA was focused on Apprenticeship training. The following additional Apprenticeship intakes were funded through ITA; Welder - 32 seats, Plumber – 32 seats, Automotive Service Technician – 16 seats, Heavy Mechanical – 48 seats. AVED provided funding for the following Apprenticeship programs; Carpenter – 80 seats, Plumber – 16 seats, Welder – 16 seats and Professional Cook – 32 seats. In addition to our status quo funding we received funding to deliver three High School Gateway Trades Exploratory Programs in Kelowna, SD #23, Penticton, SD#67 and Sicamous, SD #83.

Okanagan College received funding from the ITA to develop and deliver an Electrician Apprenticeship Level 1 'Blended model' delivery program. This new model of delivery combines both face to face and online delivery for Level 1 Electrician Apprentices. This innovative, pilot program will commence delivery March 2017.

Okanagan College developed and delivered Steamfitter/Pipefitter Apprenticeship training for the first time in 2016-2017 for Level 1, 2, 3 and 4 with excellent interest, enrollment and results.

The demand for RACM, Carpentry, Plumbing, Electrical, Automotive Service Technician, and Aircraft Maintenance Technician (Mechanical) apprenticeship programs continue to be strong. Additionally we have seen stronger demand for the Automotive Collision Repair and Sheet Metal programs. The Welding program has seen a dramatic decrease in demand for Apprenticeship programming due to the employment opportunities in the oil and gas industries.

Foundation program enrollment has mirrored the trend of enrollments of Apprenticeship programming. Welding Foundation programming has seen considerable decrease in both enrollment and interest. With construction in the Okanagan region continuing to be strong this has resulted in strong demand for Construction related trades; Carpenter, Plumber, RACM and Sheet Metal Mechanic. Foundation programs are offered throughout the OC region and in the Merritt region in partnership with Nicola Valley Institute of Technology with the greatest concentration of programs in Kelowna.

2017-2018 Proposed Trades and Apprenticeship Training Plan

In November of 2016, the ITA requested that OC develop the 2017-2018 Training Plan based on a status quo budget compared to 2016/17. ITA has indicated that the focus for training will continue to be Apprenticeship and 'high demand trades' and the High School Exploratory Trades Sampler programs. Based on these criteria a proposed Training Plan was developed by the Trades and Apprenticeship office in consultation with the Okanagan School of Business (Culinary) and submitted to the ITA in December 2016.

The Table below provides an overview and comparison for 2016-2017 ITA and AVED funded programming, approved and actual and the proposed 2017-2018 Training Plan with the variance.

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The Table below provides an overview and comparison for 2016-2017 ITA and AVED funded programming, approved and actual and the proposed 2017-2018 Training Plan with the variance.

	2016-17								
Apprenticeship Programs	**2016-17 ITA Approved**	**2016-17 ITA Actuals**	**AVED Critical Seats Actuals**	**ITA Critical Seats Actuals**	**Learner Demand Fund Actuals**	**16-17 Total Actuals**	**17-18 Total Proposed**	**17-18 ITA Proposed to 16-17 ITA Approved Variance**	**17-18 ITA Proposed to 16-17 ITA Actuals Variance**
AME Maintenance Technician	2	2				2	2	0	0
AME Structural Technician	1	1				1	1	0	0
Automotive Paint Technician				1		1		0	(1)
Auto Refinishing Prep Technician	1	1				1	1	0	0
Automotive Glass Technician	1					0	0	(1)	0
Automotive Service Technician	11	11				11	11	0	0
Carpenter	15	15	5			20	19	4	(1)
Construction Craft Worker						0		0	0
Domestic/Commercial Gas Fitter						0	1	1	1
Construction Electrician	36	36				36	33	(3)	(3)
Heavy Duty Specialty (HMT, TT)	5	5		1		6	4	(1)	(2)
Heavy Mechanical Trades	10	10		2		12	9	(1)	(3)
Motor Vehicle Body Repair (MVBR)	3	1				1	2	(1)	1
Plumber/Pipefitter	11	11	1	2		14	12	1	(2)
Professional Cook Work Place	6	6				6	6	0	0
Professional Cook 1 Institution Entry	5	5				5	5	0	0
Professional Cook 2 Institution Entry	2	2	2			4	2	0	(2)
Refrigeration A/C Mechanic	4	4				4	4	0	0
RV Service Technician	3	3				3	4	1	1
Sheet Metal Worker	4	4			1	5	4	0	(1)
Steamfitter/Pipefitter		2				2	2	2	0
Multi Process Alloy Welder (MPAW)				1		1		0	(1)
Welder B	1	1		1		2	1	0	(1)
Welder	4	4	1			5	5	1	0
Apprenticeship Totals	**125**	**124**	**9**	**8**	**1**	**142**	**128**	**3**	**(14)**

Foundation Programs	**2016-17 ITA Approved**	**2016-17 ITA Actuals**	**AVED Critical Seats Actuals**	**ITA Critical Seats Actuals**	**Learner Demand Fund Actuals**	**16-17 Total Actuals**	**17-18 Total Proposed**	**17-18 ITA Proposed to 16-17 ITA Approved Variance**	**17-18 ITA Proposed to 16-17 ITA Actuals Variance**
Automotive Service Technician	3	3				3	3	0	0
Carpenter/Joiner	2	2				2	2	0	0
Construction Electrician	3	4				4	4	1	0
Heavy Mechanical Trades	2	2				2	3	1	1
Motor Vehicle Body Repair	1	1				1	1	0	0
Plumber/Pipefitter	3	3				3	4	1	1
Carpenter FDN (ResCon)	1	1				1	1	0	0
Welder	9	8				8	7	(2)	(1)
Refrigeration A/C Mechanic	2	2				2	2	0	0
RV Service Technician	1	1				1	1	0	0
Sheet Metal Worker		1				1	1	1	0
Studio Wood Worker	1	1				1	1	0	0
Pastry Arts	1	1				1	1	0	0
Foundation Totals	**29**	**30**	**0**	**0**	**0**	**30**	**31**	**2**	**1**

In-Depth Trades Sampler	**2016-17 ITA Approved**	**2016-17 ITA Actuals**	**AVED Critical Seats Actuals**	**ITA Critical Seats Actuals**	**Learner Demand Fund Actuals**	**16-17 Total Actuals**	**17-18 Total Proposed**	**17-18 ITA Proposed to 16-17 ITA Approved Variance**	**17-18 ITA Proposed to 16-17 ITA Actuals Variance**
	0	0	0	3		3	3	3	0

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Okanagan College Annual Programming Plan 2017/18

DATE

March 2, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The context for program planning for 2017/18 continues to reflect the current funding context and economic trends:

- Continued funding restraints will require adjustments to our program offerings and highly constrain our ability to offer new programming;
- The funding for Trades training is expected to be status quo;
- Similar enrolments are projected in university studies courses;
- The demand for business courses is positive with increased demand for international students;
- The demand for health studies is generally positive;
- The demand for technology programs is generally positive.

Given this situation, the programming plan for 2017/18 continues to follow the approach of the past few years. As such the plan is a combination of (a) continuance of current programming where possible, (b) taking advantage of targeted funding opportunities, (c) maintaining our Trades and Apprenticeship Training Plan as appropriate, and (d) considering offering some new programming on a revenue generating basis.

What follows is a compendium of programming that we are seeking to offer for 2017/18.

See Attachment G: Annual Programming Plan 2017-18

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For approval.

Proposed Resolution:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/2018 Annual Programming Plan as presented"

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:

- ☒ Support learner readiness and success
- ☒ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☐ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

I support the motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

A. Hay, Ph.D., P.Eng - Vice President, Education

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

Okanagan College Annual Programming Plan 2017/18

The context for program planning for 2017/18 continues to reflect the current funding context and economic trends:

- Continued funding restraints will require adjustments to our program offerings and highly constrain our ability to offer new programming;
- The funding for Trades training is expected to be status quo;
- Similar enrolments are projected in university studies courses;
- The demand for business courses is positive with increased demand for international students;
- The demand for health studies is generally positive;
- The demand for technology programs is generally positive.

Given this situation, the programming plan for 2017/18 continues to follow the approach of the past few years. As such the plan is a combination of (a) continuance of current programming where possible, (b) taking advantage of targeted funding opportunities, (c) maintaining our Trades and Apprenticeship Training Plan as appropriate, and (d) considering offering some new programming on a revenue generating basis.

What follows is a compendium of programming that we are seeking to offer for 2017/18.

A: Listing of Programming that will continue "unchanged" for 2017/18

Arts Programming[1]

- Associate of Arts Degree (Discipline emphases in Communications, Cross-cultural Studies, Economics, English, Environmental Studies, History, Modern Languages (French, German and Spanish), Philosophy, Philosophy/Politics/Economics, Political Science, Psychology, Sociology, Gender, Sexuality & Women's Studies) (varies by campus)
- Flexible Pre-majors in Anthropology, English, Psychology, Sociology (varies by campus)
- Diploma in Criminal and Social Justice (Penticton)
- Diploma in Environmental Studies (options of Interdisciplinary Environmental Arts, Environmental Management, Environmental Science, Kelowna; Geographic Information Science, Salmon Arm)
- Diploma in General Studies (varies by campus)
- Diploma in International Development (two options: International Development Governance Option with Emphasis in Women and Development, and Emphasis in Environment and Development; International Development Management Option) (Kelowna)
- Diploma in Communication, Culture, and Journalism Studies (varies by campus)
- Diploma in Journalism Studies (phased out as students graduate: Kelowna)
- Diploma in Media and Cultural Studies (phased out as students graduate: Kelowna)
- Diploma in Writing and Publishing (Vernon and Kelowna)
- Advanced Certificate in Communication (Kelowna)
- Concentration in Communication

Science Programming[1]

- Associate of Science (Biology, Chemistry, Computer Science, Mathematics and Statistics, Physics & Astronomy) – similar profile as 2015/16 (all campuses)
- Associate of Science with Emphasis in Biology, Chemistry, Computer Science, Mathematics and Statistics
- Flexible Pre-major in Biology (primarily Kelowna)
- Honours Bachelor of Science - Oenology and Viticulture (Brock University transfer program)
- Computer Information Systems – diploma and degree (Kelowna)
- General Studies diploma (varies by campus)
- Human Kinetics diploma (Penticton)

Business Programming

- Commercial Aviation Diploma (partnership with Southern Interior Flight Center; Kelowna and Vernon)
- Office Administration certificate programs (all campuses)
- Legal Administrative Assistant Certificate (Kelowna or on-line)
- Medical Administrative Assistant (on-line only)
- Bachelor of Business Administration (Kelowna – all years; Vernon – all years; Penticton – first and second years; Salmon Arm – first and second years)
- Diploma of Business Administration (varies by campus)
- Culinary Management Diploma (Kelowna)
- Business Studies Certificate (varies by campus)

[1] while the various elements of the programming remain unchanged, sections may be reduced or increased to account for shifts in student enrolment patterns

- Business Administration Certificate (varies by campus)
- Post Baccalaureate Diploma in Accounting (first year at all campuses and second year in Kelowna)
- Post Baccalaureate Diploma in Marketing (first year at all campuses and second year in Kelowna)
- Office Management Certificate (varies by campus)
- Post-Diploma Certificates (varies by campus)

Engineering Technology Programming

- Civil Engineering Technology Diploma (Kelowna)
- Electronic Engineering Technology Diploma (Kelowna)
- Mechanical Engineering Technology Diploma (Kelowna)
- Network & Telecommunications Engineering Technology Diploma (Kelowna)
- Water Engineering Technology Diploma (Kelowna)
- Civil Engineering Bridge program with UBC Okanagan
- Electronic Engineering Bridge program with UBC Okanagan
- Mechanical Engineering Bridge program with UBC Okanagan

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial) (all campuses)
- Volunteer Tutor Literacy Programs (Penticton, Kelowna, Vernon, Salmon Arm)
- Adult Basic Education Program Distance Education Courses (require redevelopment before offered; all campuses)
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A, Basic Skills Certificate B, Advanced Skills Certificate) (all campuses)
- Adult Special Education Preparing for Access to Careers and Education Certificate (PACE) (all campuses)
- Adult Special Education Supported Access to Modified Education Certificate (SAME) (all campuses)
- English as a Second Language: English for Access (two-level program) (Kelowna)
- English as a Second Language: English for Academic Purposes) (four-level program) (Kelowna)
- English for Specific Purposes (certificate program) (Kelowna)

Health and Social Development Programming

- Bachelor of Science in Nursing Years 1 and 2 (Kelowna)
- Certified Dental Assistant certificate (Kelowna)
- Early Childhood Education certificate and diploma (Kelowna)
- Health Care Assistant certificate (Kelowna (3), Penticton (1), Vernon (1), Salmon Arm (1))
- Human Service Work diploma (Kelowna, Vernon/Salmon Arm)
- Pharmacy Technician (Kelowna)
- Practical Nursing diploma (Kelowna (2), Penticton (1), Vernon/Salmon Arm (1))
- Therapy Assistant diploma (Kelowna)

Trades Apprenticeship Programs (offered in Kelowna except as noted)

- Automotive Glass Technician
- Automotive Painter
- Automotive Refinishing Prep Tech
- Automotive Service Tech
- Carpenter
- Construction Craft Worker (not scheduled for 2017/18)
- Construction Electrician (Kelowna and Penticton)

- Domestic/Commercial Gas Fitter
- Heavy Duty Equipment Technician
- Heavy Mechanical Trades (HDET, CTVT, TTT, DET)
- Motor Vehicle Body Repairer
- Plumber
- Professional Cook
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Mechanic (Penticton)
- Steamfitter/Pipefitter (Levels 1 and 2)
- Sheet Metal Worker
- Transport Trailer Technician (Commercial Trailer Mechanic)
- Truck & Trailer Mechanic
- Welder
- Multi-Process Alloy Welding

Trades Foundation Programs (offered in Kelowna except as noted)

- Aircraft Maintenance Engineer Category 'M' (Vernon)
- Aircraft Maintenance Engineer Category 'S'
- Automotive Collision Repair/Painting and Refinishing Technician
- Automotive Refinishing Prep Technician
- Automotive Service Technician
- Carpenter Foundation (formerly Residential Construction, locations to be determined)
- Carpentry/Joinery
- Culinary Arts
- Culinary Arts Dual Credit – Mt. Boucherie
- Electrical Pre-Apprenticeship (Kelowna, plus Salmon Arm, Vernon, and Penticton on a rotating basis)
- Heavy Mechanical Foundation Certificate
- Metal Fabricator (Fitter) Certificate
- Pastry Arts Certificate (Kelowna)
- Plumbing and Piping Trades (Kelowna, plus Salmon Arm, Vernon, and Penticton on a rotating basis)
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Technician (Penticton)
- Sheet Metal Worker
- Studio Woodworking
- Welder Foundation
- Welder B & A (limited offerings during transition to new Welding program format)

Trades Related Diploma Programs

- Advanced Culinary Arts (Kelowna)

Trades – Revenue Generating Programming (location offered is dependent on student demand)

- Airbrakes Theory and Assessment
- Airbrakes Theory only
- Basic Electricity
- Blueprint Reading
- Carpentry IP Refresher

- CFC Emissions
- Construction Safety Training Systems
- Cross Connection Control Backflow Preventer Tester License
- Cross Connection Control Examination
- Cross Connection Control Refresher Course
- Custom Paddle Building
- Designated Inspection Facility Operator
- Domestic/Commercial Gasfitter “B”/Gas Appliance Service Technician
- Electrical Code Course
- Electrical IP Refresher
- Forklift – recertification
- Forklift – 8 hour – some experience
- Forklift – 16 hour – non-experienced
- FSR A B C
- FSR A B C Recertification
- FSR LO Voltage
- Gateway to the Building Trades
- Motor Control Level 1
- Motor Control Level 2
- Night School Woodworking Level 1
- Night School Woodworking Level 2
- Night School Woodworking Level 3
- Night School Woodworking Level 4
- ONAN RV Generator Training
- Overhead Crane Operator
- Plumber IP Refresher
- Private/Commercial Vehicle Inspection
- Professional Cook Re-Assessment Challenge Exams Level 1, 2, 3
- RV Gas Certification
- R134a Retrofit procedures
- RV Owners Lifestyle Seminars
- Septic System Design
- Septic System Install
- Teen Camps
- Wiring for the Homeowner

Trades Partnership Programming

- Class One Driver Training (Taylor Pro)
- Class Two Driver Training (Taylor Pro)
- Class Three Driver Training (Taylor Pro)
- Driver Training – Building Confidence in Drivers – Class 5 (Taylor Pro)
- Rig Tech Apprenticeship training (Enform contract training)
- Excavator Operator Training Program (Taylor Pro)
- Multi Equipment Training Program (Taylor Pro)

- RV Driver Training (Taylor Pro)

Continuing Studies and Corporate Development Programming

- Advanced Geographical Information Systems
- Audio Engineering and Music Production
- Autism Spectrum Disorder
- AutoCAD Skills
- Bartending
- Basic Accounting
- Bookkeeping Bridging
- Bookkeeping
- Building Service Worker
- Computer Basics for Business
- Computer Proficiency for Business
- Dental Office Administrative Assistant
- Education Assistant
- Esthetics and Nail Technology
- Floral Design
- Gastroenterology Nursing Certificate
- Golf Course Maintenance
- Home Inspection
- Interior Decorating
- Introduction to Office Administration
- Landscape Horticulture
- Leadership Skills Certificate
- Leading in a Learner-Centred Organization Certificate
- Learner Centred Instructor Certificate
- Medical Device Reprocessing
- Medical Office Assistant
- Nursing Unit Assistant
- Occupational Health and Safety
- Palliative Care
- Professional Development for First Nations CEA's
- Project Management
- Production & Inventory Management
- Residential Building Drafting Technician
- Service and Support in a Learner-Centred Organization
- Simply Accounting
- Special Needs Worker
- Staffing Services Clerk
- Teaching English as a Second Language
- Teaching English to Speakers of Overseas Languages (with International Education)
- Viticulture
- Wine Sales

- Winery Assistant

In addition to certificate programs, Continuing Studies and Corporate Development will continue to offer a variety of non-credit subject area courses including business and leadership, computers and technology, wine and food studies, professional development, health, first aid & safety, languages & communication, horticulture, and leisure and lifestyle. Continuing Studies and Corporate Development will also continue to provide contract training to business and industry.

B: Listing of Programming that is undergoing changes for 2017/18

Arts Programming

- An archeological field school is being planned for the Kalamalka Campus.
- New Communications course to support the new program in Animation.
- The Education Council approved Applied Degree in Writing & Publishing has been reviewed by the English Department. Consideration of resubmission to Degree Quality Assessment Board or further revision is underway.
- Review and potential revision to the Diploma in Environmental Studies (course changes to all options).
- Courses in Geography to support a new Viticulture program.
- Consideration of new courses in Modern Languages.
- The Associate of Arts Emphasis: Studies in Resistance and Revolution (year one) is being introduced to Salmon Arm as a pilot.
- Courses in Special Topics and courses in Directed Studies will be added to many departments' lists of course offerings.
- Distance Education course revisions across a number of Arts Departments.

Foundation Programs

- The Department of English as a Second Language is proposing to integrate English for Special Purposes (ESP) courses with English as a Second Language (ESL) and English for Academic Purposes (EAP) courses as a means of enhancing ESP student experience.

Science Programs

- Concentration in CIS for Business Administration
- Honors in Bachelor of Computer Information Systems

Business Programs

- Culinary Management Diploma

Engineering Technology Programming

- Sustainable Construction Management Technology Diploma – now two year program (Penticton); new intake planned for September 2017
- Trades Technology Teacher Education Diploma (Kelowna) - significant revision has been completed, looking to relaunch program for September 2017

Trades Foundation Programs

- Culinary Arts Certificate
- Heavy Mechanical (revised Heavy Duty/Commercial Transport program)

C: Listing of Programming that may be discontinued for 2017/18

- Elective course offerings where demand has been consistently low for several years in Arts, Science or Business
- "ArtsX" intake is delayed pending a review by departments and the Dean. No intake in 2017/18.

D: Listing of New Programming initiatives that will not require base OC funding for 2017/18

Programming that the Ministry of Advanced Education (AVED) has provided special funding for:

Health Programming

- Health Care Assistant Program – Revelstoke (funding request) – September 2017

Programming with funding from other sources:

Business Programming

- Viticulture Technology Diploma

Foundational Programming

- Volunteer Tutor ESL and Settlement Program (Citizenship & Immigration Canada) (Salmon Arm): application for continued funding anticipated upon expiration of contract

Continuing Studies and Corporate Development Programming:

- Aboriginal Community Support Worker Certificate Program
- BC Farm Adaptation Project (Revelstoke) – funding confirmed
- CIC Immigration ESL training (Revelstoke): Funding extended to March 2017 (joint undertaking with Arts & Foundational Programming
- Employment Services and Supports (multiple): Jobs, Tourism and Skills Training - funding to be confirmed
- Labour Market Partnership (w Accelerate Okanagan): Social Development and Social Innovation - funding to be confirmed
- Leadership for Innovation and Change Certificate
- Mobile Coding – (Kelowna) - funding confirmed
- Project Based Labour Market Training: Ministry of Social Development and Social Innovation (Revelstoke and Salmon Arm) - funding to be confirmed
- Project Based Training: Ministry of Jobs, Tourism and Skills Training) - funding to be confirmed
- Welcome BC (Revelstoke) – funding confirmed
- Youth Skills Link (Revelstoke and Splatsin First Nation): Service Canada - funding to be confirmed

Programming that can be offered on a revenue generating basis for 2017/18 (tuition rates are sufficient to cover the full delivery cost):

Arts, Business and Science Programming

- Various new sections of Humanities, Social Science, Fine Arts, Interdisciplinary Studies, Business and Science courses to diversify and expand offerings in programming (any campus, determined by student demand and subject to tuition revenue)
- Post-baccalaureate diploma in Professional Accounting (Kelowna, Vernon)

- Post Baccalaureate diploma in Marketing (first year Kelowna and Vernon – second year Kelowna)

Engineering Technologies

- Animation Diploma (Kelowna)

Okanagan College International Education Programming

- English for Special Purposes (curriculum designed to be responsive to various organizational and employer needs)

Trades Programming

- Welding/Metal Fabricating Shop Equipment Operator
- Timberframe Construction
- Backyard Structures - Timberframe
- Automotive Refinishing – ICBC Upgrading
- Automotive Glass Installer – ICBC Upgrading
- Overhead Crane Operator
- Rigging and Hoisting
- Plumbing Code Refresher
- Plumbing IP Refresher
- Designated Inspection Facility Operator
- Scissorlift Operator
- Waterpipe sizing
- Paintless dent repair
- Insulation

E: Listing of new programming initiatives that would require reallocation of OC funding for 2017/18 or new funding from AVED, the Industry Training Authority (ITA) or other sources

Arts Programming

- Expansion of second year of the Criminal & Social Justice diploma program (4 sections of Criminology, 1 section of Psychology, Penticton)
- New applied degree in partnership with UBC Okanagan's two-year Master of Social Work. Proposal to be submitted to Education Council 2017 for September 2018 potential offering. Requires DQAB review in 2017 (cost for submission).

- New Associate of Arts Degree Emphasis: Studies in Resistance and Revolution (Salmon Arm) second-year offering (subject to pilot)
- Additional sections of various Arts courses to match growth in International students (Business and Arts programs, Kelowna)

Science Programming

- Applied Ecology and Conservation Diploma program offered in partnership with En'Owkin Centre - may require further development depending on funding and regional needs. (Penticton)
- Analytical Chemistry Technology Diploma (Kelowna)

Engineering Technologies

- Sustainable Construction Management Technology Diploma (Penticton)

Foundational Programming

- ASE hours from 92% regular appointment to 100% to meet unmet student demand: additional 75 hours instruction (Penticton)

Trades Foundation Programming

- Steamfitter/Pipefitter (Kelowna)
- Collision Repair Diploma
- Electrician Level 1 Apprenticeship

Continuing Studies and Corporate Development

- Aboriginal Based Community Development partnerships – new funding sources have been identified

Education Council – Report to the Board
March 2017

Education Council met on March 9, 2017, and approved seven new courses, four course revisions, three program revisions, graduands and one revised schedule which are included in this report. Education Council discussed the 2017 – 2018 Annual Programming Plan and the 2017 – 2018 ITA Training Plan

March 9, 2017 Education Council meeting

Revised Programs

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the program revision: Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge, as recommended by Education Council and as presented."

Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge
Program revision:

- Admission requirements

Rationale:
To advise applicants that there is a prerequisite requirement for CHEM 111that will need to be met to enroll in the course.
Admission requirements:
Current:
Completion of Okanagan College's Electronic Engineering Technology diploma program with a minimum graduating grade average of 80%.
Proposed:
Completion of Okanagan College's Electronic Engineering Technology diploma program with a minimum graduating grade average of 80%. Students entering this bridge program are advised to complete either Chemistry 12 with a minimum 60% grade or Chemistry 11 with a minimum 75% grade to be eligible to enrol in CHEM 111.
Reason:
To reflect the required course prerequisite for CHEM 111.
Implementation date: Feb 2017
Costs: n/a

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the program revision: Network and Telecommunications Engineering Technology Diploma, as recommended by Education Council and as presented."

Network and Telecommunications Engineering Technology Diploma
Program revision:

- Addition of courses
- Deletion of courses
- Program outline
- Resequencing of courses
- Revision of courses

Rationale:
Through ongoing review of the diploma program and in consultation with the Program Advisory Committee, the department has identified several areas where program outcomes and industry expectations need to be re-aligned. This is an expected event as the information technology industry evolves so rapidly.
Program description:

This diploma program produces graduates who possess the skill set, attitude and knowledge to establish careers as certified technologists in the fields of local-area and wide-area voice, video and integrated data communications. Course work stresses messaging principles and provides insight into wired, wireless and fibre-optic signal propagation.

The rapid development and enrichment of global communications has produced a worldwide reliance on IP networks and the convergence of data and telecommunications has stimulated the need for larger and more integrated network implementations. Network and Telecommunications engineering technologists are trained to design, configure and support this telecommunications infrastructure. They are employed as network support specialists, network operations and telecommunications analysts, communications integrators, network administrators and consultants.

Graduates will possess the:

- skill sets, attitude and knowledge to establish careers and work efficiently as certified technologists in the fields of network and telecommunications engineering;
- understanding of how organizations function to provide effective integration of company operations and the networked corporate systems required today and in the future;
- necessary communication skills and knowledge of business operations required by corporate managerial roles or to start their own business as independent entrepreneurs;
- knowledge and practical experience to confidently challenge exams that form part of current industry certifications; and
- general theoretical skills required to pursue life-long learning and/or continue their education.

Program outline:

First Year	
Semester One	Semester One - proposed
NTEN 111 Computer Components and Peripherals	NTEN 111 Computer Components and Peripherals
NTEN 112 Computer Programming I	NTEN 112 Computer Programming I
NTEN 113 Voice and Data Communications Infrastructure	NTEN 113 Voice and Data Communications Infrastructure
NTEN 117 Networks and Telecommunications I	NTEN 117 Networks and Telecommunications I
CMNS 113 Technical Communication for Information Technology	CMNS 113 Technical Communication for Information Technology
MATH 127 Math for Network & Telecom Engineering Tech I	MATH 127 Math for Network & Telecom Engineering Tech I
Semester Two	Semester Two - proposed
NTEN 123 Network Applications of Analog and Digital Systems	NTEN 123 Network Applications of Analog and Digital Systems
NTEN 127 Local Area Network Management	NTEN 127 Local Area Network Management
NTEN 137 Routing and Switching I	NTEN 137 Routing and Switching I
CMNS 123 Analysis and Reporting for Information Technology	CMNS 123 Analysis and Reporting for Information Technology
MATH 149 Math for Network & Telecom Engineering Tech II	**NTEN 128 Scripting for Network and System Administrators**
One elective (3 credits)	One elective (3 credits)
Extended Semester (3 weeks)	Extended Semester (3 weeks)
NTEN 199 Topics in Internetworking	NTEN 199 Topics in Internetworking

Second Year	
Semester Three	Semester Three - proposed
NTEN 207 Enterprise Telecommunications	NTEN 207 Enterprise Telecommunications
NTEN 211 Virtualization for Enterprise System Administrators	NTEN 211 Virtualization for Enterprise System Administrators
NTEN 217 Routing and Switching II	NTEN 217 Routing and Switching II
NTEN 219 Linux Server Management	NTEN 219 Linux Server Management
Two electives (6 credits)	Two electives (6 credits)
Semester Four	Semester Four - proposed
NTEN 225 Internetwork Security I	NTEN 225 Internetwork Security I
NTEN 227 Carrier Telecommunications	NTEN 227 Carrier Telecommunications
NTEN 228 Scripting for Network and System Administrators	**NTEN 223 Internet of Things**
NTEN 299 Network Project	NTEN 299 Network Project
BUAD 231 Project Management in an Information Technology Environment	BUAD 231 Project Management in an Information Technology Environment

Implementation date: Aug 2017
Costs: n/a

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Computer Information Systems, as recommended by Education Council and as presented."

Bachelor of Computer Information Systems
Program revision:

- Resequencing of courses

Rationale:
Update the program outline to clarify course options.
Changes:

- From the Design and Development option, under the "One of" section, remove COSC 341 as it is a mandatory course in the Software Design and Development Option.
- From the Database Systems Option, remove the following:
  One of (if not chosen above):
  BUAD 335 Electronic Commerce
  COSC 360 Server-Side Web Systems
  COSC 341 User Experience
- Under Group 2 notation at the bottom of the calendar, add the following sentence:

This group does not include science courses.
Program outline:
Table of BCIS program revisions:

1. Remove or COSC 341 User Experience (341 is mandatory)

Before:	**Proposed:**
Third- and Fourth-Year courses for the Software Design and Development Option BUAD 123 Management Principles COSC 341 User Experience COSC 470 Software Engineering COSC 471 Software Engineering Project	Third- and Fourth-Year courses for the Software Design and Development Option BUAD 123 Management Principles COSC 341 User Experience COSC 470 Software Engineering COSC 471 Software Engineering Project

PHIL 331 Ethics of Computer Usage At least one of: COSC 318 Network Programming COSC 328 Linux Networking One of: COSC 331 Middleware Development or COSC 360 Server-Side Web Systems or COSC 341 User Experience Two of: COSC 404 Advanced Database Management Systems COSC 416 Topics in Database COSC 434 Database Administration At least one of: COSC 416 Topics in Database COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Two three-credit courses (not already chosen) from: COSC 318 Network Programming COSC 328 Linux Networking COSC 331 Middleware Development COSC 360 Server-Side Web Systems COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Eight other three-credit courses	PHIL 331 Ethics of Computer Usage At least one of: COSC 318 Network Programming COSC 328 Linux Networking One of: COSC 331 Middleware Development or COSC 360 Server-Side Web Systems (removed from here) Two of: COSC 404 Advanced Database Management Systems COSC 416 Topics in Database COSC 434 Database Administration At least one of: COSC 416 Topics in Database COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Two three-credit courses (not already chosen) from: COSC 318 Network Programming COSC 328 Linux Networking COSC 331 Middleware Development COSC 360 Server-Side Web Systems COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Eight other three-credit courses

2. Remove "**One of (if not chosen above): BUAD 335 Electronic Commerce or COSC 360 Server-Side Web Systems or COSC 341 User Experience**" from the Database Option of BCIS.

Before:	**Proposed:**
Third- and Fourth-Year courses for the Database Systems Option BUAD 123 Management Principles COSC 404 Advanced Database Management Systems COSC 416 Topics in Database COSC 434 Database Administration COSC 470 Software Engineering COSC 471 Software Engineering Project PHIL 331 Ethics of Computer Usage One of: BUAD 335 Electronic Commerce or COSC 331 Middleware Development or COSC 341 User Experience or COSC 360 Server-Side Web Systems At least one of: COSC 318 Network Programming or COSC 328 Linux Networking One of (if not chosen above): BUAD 335 Electronic Commerce COSC 360 Server-Side Web Systems COSC 341 User Experience At least one of: COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Two three-credit courses (not already chosen) from:	Third- and Fourth-Year courses for the Database Systems Option BUAD 123 Management Principles COSC 404 Advanced Database Management Systems COSC 416 Topics in Database COSC 434 Database Administration COSC 470 Software Engineering COSC 471 Software Engineering Project PHIL 331 Ethics of Computer Usage One of: BUAD 335 Electronic Commerce or COSC 331 Middleware Development or COSC 341 User Experience or COSC 360 Server-Side Web Systems At least one of: COSC 318 Network Programming or COSC 328 Linux Networking (removed here) At least one of: COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Two three-credit courses (not already chosen) from: COSC 318 Network Programming COSC 328 Linux Networking COSC 331 Middleware Development

COSC 318 Network Programming COSC 328 Linux Networking COSC 331 Middleware Development COSC 360 Server-Side Web Systems COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Eight other three-credit courses	COSC 360 Server-Side Web Systems COSC 417 Topics in Computer Networks COSC 419 Topics in Computer Science Eight other three-credit courses

3. Change the Group 2 specification in the BCIS Program Outline to:

Before:	**Proposed:**
"Group 2: refers to all courses in Communications and courses in other subjects which lead to an Associate of Arts Degree.	"Group 2: refers to all courses in Communications and courses in other subjects which lead to an Associate of Arts Degree. **This group does not include science courses.**"

Implementation date: Sept 2017
Costs: n/a

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the revised schedule: Office Administration, as recommended by Education Council and as presented."

Office Administration
Schedule 2017-2018

Accounting/Bookkeeping Certificate (20 weeks)
Kelowna

2017

September 4	Labour Day (no classes)
September 5	Orientation
September 6	Classes start
October 9	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 13	Statutory Holiday (no classes)
December ~~18~~ 19	Last day of classes before Christmas break
December 24 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2018

January ~~3~~ 2	Classes resume
February 8	Classes end

Administrative Assistant Certificate (37 weeks)
Kelowna, Salmon Arm, Vernon

2017

September 4	Labour Day (no classes)
September 5	Orientation
September 6	Classes start

October 9	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 13	Statutory Holiday (no classes)
December ~~18~~ 19	Last day of classes before Christmas break
December 24 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2018

January ~~3~~ 2	Classes resume
February 12	Family Day (no classes)
March ~~19 – 23~~ 26 - 29	Mid-Semester Break (no classes)
March 30 – April 2	Easter (no classes)
May 21	Victoria Day (no classes)
June ~~21~~ 19	Classes End

Office Assistant Certificate (17 weeks)
Kelowna, Salmon Arm, Vernon, Penticton

2017

September 4	Labour Day (no classes)
September 5	Orientation
September 6	Classes start
October 9	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 13	Statutory Holiday (no classes)
December 19	Last day of classes before Christmas break
December 24 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2018

January ~~3~~ 2	Classes resume
January 18	Classes end

Office Assistant Certificate (17 weeks)
Kelowna

2018

February 13	Classes start
March ~~20 – 24~~ 26 - 29	Mid-Semester Break (no classes)
March 30 – April 2	Easter (no classes)
May 21	Victoria Day (no classes)
June ~~22~~ 21	Classes End

Legal Administrative Assistant Certificate (Litigation - 19 weeks)
Kelowna only

2017

September 4	Labour Day (no classes)
September 5	Orientation
September 6	Classes start
October 9	Thanksgiving Day (no classes)

November 11	Remembrance Day (no classes)
November 13	Statutory Holiday (no classes)
December 19	Last day of classes before Christmas break
December 24 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2018

January ~~3~~ 2	Classes resume
January ~~29~~ 23	Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing 20 weeks)
Kelowna only

2018

January 30	Classes Start
February 12	Family Day (no classes)
March 30 – April 2	Easter (no classes)
May 21	Victoria Day (no classes)
June 19	Classes end

Recommended Motion:
Carry over from last report due to missing motion:
"BE IT RESOLVED THAT the Board approve the schedule: Pharmacy Technician Certificate, as recommended by Education Council and as presented."

Pharmacy Technician Certificate
Schedule 2017 - 2018

Kelowna

2017

April 10	Classes begin
April 14-17	Easter (no classes)
May 22	Victoria Day (no classes)
July 1	Canada Day
July 3	Statutory holiday (no classes)
August 7	BC Day (no classes)
August 25	Classes end
August 28	Earliest start date for Hospital and Community practica
September 4	Labour Day
October 9	Thanksgiving Day
November 11	Remembrance Day
November 13	Statutory holiday
December 22	College closes at 3 p.m.
December 23 – January 1	Christmas closure - Okanagan College closed to the public

2018

January 1	New Year's Day
February 12	Family Day
February 28	Last day to complete Hospital and Community practica