



**BOARD OF GOVERNORS
REGULAR MEETING
September 27, 2016; 8:30 a.m.
Room 130, Salmon Arm Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the September 27, 2016, OC Board open session meeting agenda is approved"</i>		8:30 a.m.
2 OATH OF NEW MEMBERS (R. Gakhal, R. Janyk, G. Morgan)		8:35 a.m.
3 DECLARATION OF CONFLICT		8:40 a.m.
4 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented"</i>		
4.1 MINUTES – June 28, 2016	A	
4.2 WRITTEN REPORTS		
4.2.1 President's Report (J. Hamilton)	B	
4.2.2 Education Council Chair (R. Janyk)	C	
4.3 INFORMATION		
4.4 APPROVALS		
5 BUSINESS ARISING FROM THE MINUTES		8:43 a.m.
5.1 Board Policy Development Process (J. Hamilton)		
5.2 Sexual Violence and Discrimination, Bullying and Harassment Policies (J. Hamilton)		
6 PRESENTATIONS/DELEGATIONS		
6.1 Foundation Annual Report (K. Butler)	D	9:00 a.m.
6.2 Regional Dean Report (J. Ragsdale)	E	9:10 a.m.

OC Board of Governors
Open Session Meeting AGENDA
Room 130, Salmon Arm Campus, September 27, 2016

6.3	Student Survey (A. Coyle)	F	9:25 a.m.
7	NEW BUSINESS/RESOLUTIONS		9:40 a.m.
7.1	Finance, Audit and Risk Review Committee (B. McGowan)		
7.1.1	Chair Report		
7.1.2	Statement of Financial Information	G	
	<u>Recommended Motion</u> <i>"BE IT RESOLVED that the Okanagan College Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2016, as recommended by the Finance, Audit and Risk Review Committee"</i>		
7.1.3	Line of Credit	H	9:50 a.m.
	<u>Recommended Motion</u> <i>"BE IT RESOLVED that the Okanagan College Board of Governors approve a capital line of credit with TD Canada Trust in the amount of \$5 million as recommended by the Finance, Audit and Risk Review Committee"</i>		
7.2	Education Council (R. Janyk)		9:55 a.m.
7.2.1	Program Proposals	I	
	<u>Recommended Motions:</u> <i>"BE IT RESOLVED THAT the Board of Governors approve the program revision: Associate of Arts: Women's Studies Emphasis, as recommended by Education Council and as presented"</i>		
7.3	Five Year Capital Plan (R. Daykin)	J	10:00 a.m.
	<u>Recommended Motions:</u> <i>"BE IT RESOLVED that the Okanagan College Board of Governors approve the Five-Year Capital Plan 2017/18 to 2021/22 as presented."</i>		
8	VERBAL REPORTS		10:15 a.m.
8.1	Board Chair Report (C. Denesiuk)		
8.2	President's Report (J. Hamilton)		
8.3	Governance Chair Report (L. Thurnheer)		
9	INFORMATION		
9.1	Connections 2016 Video		10:25 a.m.
9.2	Enrolment Update (A. Hay)		10:40 a.m.
10	TOPICS FOR NEXT MEETING		
11	OTHER BUSINESS		
12	FOR THE GOOD OF THE INSTITUTION		
13	DATE OF NEXT MEETING November 29, 2016, Kelowna Campus		
14	ADJOURNMENT		10:45 a.m.

**Consent Agenda Resolutions
Attachment A**

Item 4.1

Recommended Motion

“BE IT RESOLVED THAT the June 28, 2016, open session minutes be approved.”

Dial In Information for Conferencing:

Toll Free: 1-866-314-4154

Kelowna: 250-862-5656

Vernon: 250-503-2652

Salmon Arm: 250-804-8859

Penticton: 250-490-3690

Participant: 0119676

**MINUTES OF REGULAR MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS
Open Session**

**Tuesday, June 28, 2016, 1 p.m.
Room PC 204, Penticton Campus**

Members Present:	C. Denesiuk (Chair) C. Bransfield C. Derickson J. Hamilton (President) S. Johal S. Lupul (<i>teleconference until 3:11 p.m.</i>) J. Maciel (<i>until 2:34 p.m.</i>) D. Manning L. Thurnheer
Regrets:	A. Beaumont C. Gerbrandt S. Jung B. McGowan A. Hay
Board Secretary:	L. Le Gallee
Vice Presidents:	R. Daykin C. Kushner
Directors:	A. Coyle
Observers:	A. Kirkpatrick for J. O'Brien (Administrative Association) T. Walters (OCFA) R. Vilene (BCGEU Support Staff)
Regrets:	M. Moffat, Student Observers P. Bradley, Student Observer T. Thiessen, Student Observer C. McRobb, BCGEU Vocational
Guests:	J. Campbell, D. Lomas, C. Rawson

There being a quorum present, the Chair called the meeting to order at 1:06 p.m.

The Chair recognized that the meeting was occurring on the traditional Okanagan Nation territory.

The Chair presented the President with a gift and acknowledged his recent award of the Distinguished Service Award from Colleges and Institutes Canada (CICan).

1. APPROVAL OF AGENDA

Motion: J. Maciel/S. Johal

“BE IT RESOLVED THAT the June 24, 2016, OC Board open session meeting agenda is approved”.

MOTION CARRIED

2. ELECTION OF VICE CHAIR (R. Daykin)

The Chair recognized that this was D. Manning's last meeting as Vice Chair as his term on the Board will be complete on July 31, 2016.

The VP, Finance and Administration conducted the election of a new Vice Chair.

First call for nominations: C. Denesiuk nominated C. Derickson. He accepted.

Second call, none. Third call, none. C. Derickson was declared Vice Chair from August 1, 2016 to January 30, 2017.

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. CONSENT AGENDA

Motion: C. Derickson/S. Johal

"BE IT RESOLVED THAT the Consent Agenda be approved"

Items approved:

"BE IT RESOLVED THAT the May 24, 2016, open session minutes be approved"

"BE IT RESOLVED THAT the Board of Governors approve the appointment of Jan O'Brien as observer for the Administrator's Association for the period June 30, 2016, to June 30, 2017"

MOTIONS CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATION/DELEGATIONS

7. NEW BUSINESS/RESOLUTIONS

7.1 Policies (C. Rawson)

A Committee consisting of Leadership Team, faculty and students was struck over a year ago to develop a policy on sexual violence. Legislation has been introduced and will be effective in 2017 that mandates all post-secondary institutions must have a sexual violence policy. Okanagan College is one of the first to bring their policy forward. The Policy will apply to students, employees and Board of Governors members.

Best practices have been examined in the sector, Ontario has been an example as institutions were mandated some time ago to have policies in that province.

7.1.1 Executive Committee Chair Report (C. Denesiuk)

a) Sexual Violence and Misconduct Policy

Definitions are within the policy, there are clear procedures for reporting with a commitment by the College to cooperate in a criminal investigation.

Highlights included:

- Confidentiality is priority within the policy although privacy legislation is trumped when there is an incident of safety;
- Complainants will be protected and accommodated (5.2 of the Policy);
- The Policy will be reviewed every three years with the President reporting to the Board on a yearly basis;

- There is a roll out plan. Funding has been received to run bystander training and self defense courses as well a website has been developed. There will be an information session for students at orientation in the Fall.

Comments included:

- This Policy would apply to guest lectures and visiting professors in that it applies to the College Community and College- related activities as defined in the Definitions of the Policy.
- A member suggested that “*may* be subject to discipline” should be changed to “*shall be/will be* subject to discipline”. This change would apply to the Discrimination, Bullying and Harassment Policy as well. This was clarified as disciplinary action is often discretionary (past practice, behaviour and years of unblemished conduct are considered). This change would have to be considered by Legal Counsel;
- There isn't a specified amount of time to respond to complaints as these issues are often complex and availability of complainant might be an issue. There will be acknowledgement of receipt of the complaint and the respondent will be provided with information. Resources will be provided to both the complainant and the respondent.

Motion: C. Derickson/D. Manning

“BE IT RESOLVED that the Okanagan College Board of Governors approve the Sexual Violence and Misconduct Policy as recommended by the Executive Committee”

MOTION CARRIED

1 abstention

b) Discrimination, Bullying and Harassment Policy

Amendments in this Policy are due to the *Sexual Violence and Misconduct Policy*. Information on confidentiality, definitions and resolutions to the investigation process have been added as well as review of the Policy on an annual basis.

The Faculty Union representative raised a concern that the report will not be released with the union (or the complainant), a grievance will have to proceed with insufficient information. The A/Director of HR explained that Director of Legal Affairs has advised that the report should not be released and that the VP has the power to uphold or dismiss the report despite recommendations. The report could be accessed with a FOIPP (under the *Freedom of Information and Protection of Privacy Act*) request and through the normal grievance/arbitration process. She stated there would be further discussion with HR, Legal and outside legal counsel with regard to the administrative procedures in relation to the new policy.

The A/Director of HR clarified that in the past there was no reference to an investigation report, under the Collective Agreement reports were released to the Union. In this case the Collective Agreement does not apply. The Director of Legal Affairs has instructed that this report is not to be released due to its confidential nature.

The Board Chair noted that the policies can be revised at a future date. The President noted that guidelines are expected from the Ministry that may inform this discussion around the issues noted.

The Board directs administration to address the issues raised at the meeting about Section 11 and report back to the Board.

The A/Director of HR noted that there has been employee training on discrimination, bullying and harassment, and some departments have brought in Worksafe BC people to address issues. Broader face-to-face training has been advocated by HR.

The Faculty Representative shared his concern that OCFA was not notified sooner of the policy revision. The A/Director of HR noted that it was unfortunate she was called away from the College and was unable to meet with them earlier. Bargaining units are not normally involved with the development of policies. Administration will meet with the bargaining units with regard to Section 11 of the Policy.

Motion: C. Derickson/D. Manning

“BE IT RESOLVED that the Okanagan College Board of Governors approve the revised Discrimination, Bullying and Harassment Policy as recommended by the Executive Committee”.

MOTION CARRIED

1 opposed

7.2 Finance, Audit and Risk Review Committee (J. Maciel)

7.2.1 Chair Report

No report.

7.2.2 Line of Credit

Motion: S. Johal/D. Manning

“BE IT RESOLVED that the Okanagan College Board of Governors approve a Line of Credit with TD Canada Trust in the amount of \$1 million as recommended by the Finance, Audit and Risk Review Committee and as presented here”

MOTION CARRIED

7.3 Education Council (C. Bransfield)

7.3.1 Program Proposals

Motion: C. Bransfield/D. Manning

“BE IT RESOLVED THAT the Board approve the program revision Associate of Science-Chemistry Emphasis, as recommended by Education Council and as presented”

MOTION CARRIED

Motion: C. Bransfield/S. Johal

“BE IT RESOLVED THAT the Board approve the new program Aboriginal Community Support Worker Certificate, as recommended by Education Council and as presented”

MOTION CARRIED

Motion: C. Bransfield/J. Maciel

“BE IT RESOLVED THAT the Board approve the new program Leadership and Change Certificate, as recommended by Education Council and as presented”

MOTION CARRIED

T. Walters left at 2:30 p.m.

7.4 Accountability Plan (A. Coyle)

Motion: S. Johal/C. Derickson

“BE IT RESOLVED THAT the Board of Governors approve the draft Accountability Plan and Report 2015-2016 to 2018- 2019 as presented”.

MOTION CARRIED

J. Maciel, R. Vilene, J. Campbell left at 2:34 p.m.

Break at 2:34 p.m.

Reconvened at 2:46 p.m.

The Accountability Plan is an annual requirement by the Ministry. It contains information with regard to whether the College has met or achieved targets set out by the Ministry. Aboriginal FTEs will be reported fully later in the year.

7.5 Regional Dean Report (D. Lomas)

The Campus has hosted a number of community initiatives recently. Such as: a solar fair; showcased the facility and programs; a Community Summit welcoming immigrants to the community.

In terms of facilities, the Regional Dean stated that they are pleased to receive the funding for a child and family development centre.

She noted that: the Viticulture Diploma will begin in September 2017. The Regional Dean will be retiring as of December 2016 so thanked the Board for all their support for the Penticton Campus.

8. VERBAL REPORTS

8.1 Board Chair Report (C. Denesiuk)

The Chair attended the Foundation AGM this past week, she noted that they have some new members to their Board.

8.2 President's Report (J. Hamilton)

The President's Report was included in the agenda, nothing to add.

He noted that as approved in the Budget for 2016/17 parking rates will be increasing. Consultation has occurred with Regional Deans with additional College-wide consultation to occur this Fall. This is expected to result in better use of parking facilities on all campuses.

8.3 Reports from Conferences

8.3.1 Colleges and Institutes Canada (CICan) (C. Denesiuk, J. Hamilton, C. Derickson, S. Lupul)

S. Lupul attended a number of sessions on entrepreneurship. The conference was good, he found the time spent with other Board members valuable.

C. Derickson found that Okanagan College is very well respected in the sector. He attended a workshop on 360° Board evaluations identifying strengths and weaknesses facilitated by Douglas College. He won free registration to next year's conference.

The President attended sessions on indigenization as did the Board Chair. He will share this information with the College's task group.

It was noted that Board member, C. Gerbrandt, facilitated the Governor's Forum. Positive feedback was received on this workshop.

The VP, Finance and Administration, noted that it was a quality conference, the networking was valuable.

S. Lupul signed off at 3:11 p.m.

9. INFORMATION

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

C. Gerbrandt and B. McGowan have been reappointed to July 31, 2019.

The Chair acknowledged that C. Bransfield will not be continuing as Education Council Chair as this was his last meeting. He thanked the Board on behalf of Education Council for the great advisory work that occurs between the two governing bodies.

The Chair acknowledged D. Manning's retirement and presented him with a letter.

13. DATE OF NEXT MEETING: September 27, 2016, Salmon Arm Campus

14. ADJOURNMENT

Motion to adjourn: C. Derickson/D Manning

MOTION CARRIED

The meeting adjourned at 3:17 p.m.



President's Report

to the

Okanagan College Board of Governors

September 2016

Learner Readiness and Success

- Following the approval by the Board of the new Sexual Violence and Misconduct Policy and the revised Bullying and Harassment Policy a number of employees were trained as facilitators to conduct the workshop "Being More Than a Bystander". Starting this fall the workshop will be offered through the year to students and employees on every campus. The training will review what to do if someone you know is at risk and how you can you help prevent sexual assaults.

Teaching, Programming and Applied Research

- In June, Okanagan School of Business faculty - Kerry Rempel, Dean Warner and Dr. Kyleen Myrah received an honourable mention at the Administrative Sciences Association of Canada National conference in Edmonton for their case, "Howard Industries: A social enterprise worth continuing?".
- The fall Roundabout learning series has begun. This is a jointly sponsored series by Learning & Teaching and IT Services. Topics this round include Intro to Project Management, Registrar Spotlight, Prezi, How to Prevent Plagiarism and Copyright Case Studies.

Indigenization

- The 8th Annual Aboriginal PowWow took place in the courtyard of the Kelowna campus on September 15th. Elders and artisans, dancers and drummers, from across the BC Interior presented a cultural celebration highlighting the rich heritage, cuisine and artwork of the Indigenous people in our region.

Community Engagement and Service

- The annual Salmon Arm Campus Golf Tournament was held on July 7th with fifty-two golfer's participating. More than \$13,000 was raised to support scholarships and bursaries for Salmon Arm students.
- On August 30, Tim Walters, an English professor at the Salmon Arm campus, and President of the Okanagan College Faculty Association (OCFA), set out to walk 160 km from the Penticton campus to the Salmon Arm campus to raise money for student Gary Baker, a father of four, who recently suffered a massive brain aneurysm. Tim's efforts inspired a remarkable outpouring of generosity from within and outside of the College, raising over \$11,000.

- This summer marked the 25th year Okanagan College has partnered with Toyota Technical College. Over the summer 110 students spent time improving their collision repair skills and learning English
- Orientation events kicked off the start of the academic year on September 6th at all of our campuses. These events provided students with the chance to meet new friends, discover their campus and learn about resources available to them. I was on hand at the Salmon Arm campus Orientation day, where they put my smile to work in a 'Take a Selfie with the President' contest.
- This summer, more than 1,500 children and teens converged on Okanagan College for fun, interactive learning camps as part of the CampOC and TeenOC initiatives coordinated by the College's Continuing Studies Department. There were over 100 different programs scheduled on the Kelowna, Penticton and Vernon campuses.
- On September 13, two Okanagan College Alumni, Heather Stewart and Sarah Comba, received the Okanagan College Alumni Association's Distinguished Alumni and Young Alumni Awards, respectively. These are OCAA's highest honours.

Organizational Sustainability

- I recently made a change to the reporting structure for Human Resources. While the HR Director previously reported directly to me, I have asked Roy Daykin to assume responsibility for the department. I believe this change will ensure the department receives the necessary support to meet its requirements under the Strategic Plan.
- Once again this year we held our annual employee learning conference, Connections, in late August. More than 400 employees gathered from all four regions to attend a plenary session and participate in a wide array of workshops, ending the day with an Employee Expo and social.

Education Council - Report to the Board September 2016

Candidates for Graduation – June 27, 2016 Education Council Operations Committee Meeting

Program	# of Students
Account Assistant Certificate (BC Campus)	1
Administrative Assistant Certificate (September 7, 2015 to June 17, 2016)	25
Administrative Assistant Certificate – Salmon Arm (September 7, 2015 to June 17, 2016)	12
Administrative Assistant Certificate – Vernon (September 7, 2015 to June 17, 2016)	9
Administrative Assistant Fundamentals Certificate	2
Adult Basic Education Intermediate Level Certificate	1
Advanced Skills Certificate	1
Basic Skills A Certificate	1
Basic Skills B Certificate	15
British Columbia Adult Graduation Diploma	9
Certified Dental Assistant Certificate	23
Culinary Arts Certificate (September 8, 2015 to June 17, 2016)	13
Early Childhood Education Certificate	2
Early Childhood Education Certificate – Infant and Toddler	8
English for Academic Purposes Certificate	6
Health Care Assistant Certificate (January 4, 2016 to June 22, 2016)	22
Health Care Assistant Certificate (Out of Sequence)	1
Human Service Work Diploma - Kelowna	21
Human Service Work Diploma - Salmon Arm	14
Legal Administrative Assistant Certificate – Corporate/Conveyancing (January 28, 2016 to June 16, 2016)	6
Legal Administrative Assistant Certificate – Corporate/Conveyancing (BC Campus)	1
Legal Administrative Assistant Certificate – Litigation (BC Campus)	1
Office Assistant Certificate (February 15, 2015 to June 23, 2016)	12
Office Assistant Certificate (Out of Sequence)	4
Office Assistant Certificate (BC Campus)	2
Pastry Arts Certificate (September 8, 2015 to June 17, 2016)	18
Preparing for Access to Careers and Education Certificate	9
Supported Access to Modified Education Certificate – Human Service Worker	1
Supported Access to Modified Education Certificate – Office Assistant Certificate	1
Therapist Assistant Diploma	26
Trades/Technology Teacher Education Diploma (Out of Sequence)	1
Welder Foundation Certificate (November 9, 2015 to May 27, 2016)	14
Heavy Mechanical Foundation Certificate (September 8, 2015 to June 30, 2016)	15
Bachelor of Business Administration (Out of Sequence)	1
Automotive Service Technician Certificate (Out of Sequence)	1
Criminal and Social Justice Diploma (Out of Sequence)	1
Associate of Arts Degree (Out of Sequence)	1
Total	301

Candidates for Graduation – September 15, 2016 Education Council Meeting

Program	# of students
Adult Basic Education Advanced Level Certificate (Out of Sequence)	1
Associate of Arts (Out of Sequence)	1
Bachelor of Business Administration (Out of Sequence)	1
Electrician Pre-Apprenticeship Certificate – Kelowna (January 5, 2016 to June 17, 2016)	13
English for Academic Purposes Certificate	13

Bachelor of Business Administration (Out of Sequence)	1
Medical Administrative Assistant Certificate - Distance Education	1
Welder Foundation Certificate – Kelowna (January 5, 2016 to July 15, 2016)	12
Plumbing & Piping Trades Certificate – Kelowna (February 15, 2016 to July 29, 2016)	11
Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate – Penticton (February 9, 2016 to July 29, 2016)	12
Plumbing & Piping Trades Certificate - Kelowna (February 9, 2016 to July 29, 2016)	17
Welder Foundation Certificate (Out of Sequence)	2
Electrician Pre-Apprenticeship Certificate – Salmon Arm (February 15, 2016 to July 29, 2016)	13
Business Administration Diploma – Distance Education (Out of Sequence)	1
Bachelor of Business Administration (Out of Sequence)	1
Heavy Mechanical Foundation Certificate (Out of Sequence)	1
Electrician Pre-Apprenticeship Certificate (Out of Sequence)	1
Office Assistant Certificate – Distance Education	1
Human Service Work Diploma (Out of Sequence)	1
Welder Foundation Certificate – Vernon (February 16, 2016 to July 29, 2016) (1 st class)	11
Welder Foundation Certificate – Vernon (February 16, 2016 to July 29, 2016) (2 nd class)	11
Total	126



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Okanagan College Foundation Annual Report 2015-16 and Audited Financial Statements to March 31, 2016

DATE

September 27, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The Okanagan College Foundation is the fundraising arm for Okanagan College. The Executive Director for the Foundation is Kathy Butler, who is also the Director of Advancement & Alumni for Okanagan College. The Foundation is a separate entity from Okanagan College, but falls under the Advancement & Alumni portfolio.

The purpose and mission of the Foundation is to “*advance the power of education by engaging individuals and communities in contributing to Okanagan College.*” The Foundation supports Okanagan College by:

- Helping students with scholarships, bursaries, awards and other financial supports;
- Building relationships with donors;
- Supporting capital projects and programs; and
- Managing financial resources responsibly and ethically.

At the end of each fiscal year (March 31), an independent audit of the Okanagan College Foundation is conducted. Grant Thornton LLP conducted the audit for 2015-16. A copy of the audited financial statements is attached with this submission.

After the completion of the audit, the Okanagan College Foundation produces and distributes its annual report each summer. The report is distributed to all donors and to key stakeholders. Along with the annual reports, donors also receive personalized fund reports. These reports show the balance of each donor’s award and also serve as invoices for donors who may need to “top up” their funds in preparation for distribution to students at the annual awards receptions held each November.

The 2015-16 Annual Report for the Foundation can be found electronically at:

<https://issuu.com/okanagancollege/docs/oc-foundation-annual-2016-final2>

ACTION REQUIRED

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

For information.

STRATEGIC PLAN ¹ALIGNMENT

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

Not required.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Kathy Butler, Director Advancement & Alumni /
Executive Director, Okanagan College Foundation

*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 Foundation

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Independent Auditors' Report

Grant Thornton LLP
200 - 1633 Ellis Street
Kelowna BC V1Y 2A8

T (250) 712-6800
(800) 661-4244 (Toll Free)
F (250) 712-6850
www.GrantThornton.ca

To the Directors of
Okanagan College Foundation

We have audited the accompanying financial statements of Okanagan College Foundation, which comprise the statement of financial position as at March 31, 2016, and the statement of changes in net assets, the statement of operations, and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

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

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Okanagan College Foundation as at March 31, 2016, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

Kelowna, Canada
June 2, 2016

Grant Thornton LLP
Chartered Professional Accountants

Okanagan College Foundation
Statement of Financial Position
For the Year Ended March 31

	2016	2015
Current assets		
Cash and cash equivalents	\$ 3,742,768	\$ 5,730,123
Receivables	10,563	12,008
Investment portfolio (Note 3)	6,946,711	7,473,914
Life insurance policies (Note 4)	79,235	69,839
	<u>\$ 10,779,277</u>	<u>\$ 13,285,884</u>
Liabilities		
Current liabilities		
Payables and accruals	\$ 1,250	\$ 600
Loan payable (Note 5)	280,000	346,841
	<u>281,250</u>	<u>347,441</u>
Net Assets		
Unrestricted	46,430	50,928
Restricted		
Capital Campaign	895,337	3,422,950
Scholarship and program Support	1,454,107	1,170,428
Endowment	8,102,153	8,294,137
	<u>10,498,027</u>	<u>12,938,443</u>
	<u>\$ 10,779,277</u>	<u>\$ 13,285,884</u>

Approved on behalf of the Board:

Director

Director

Okanagan College Foundation
Statement of Changes in Net Assets
For the year ended March 31

	Unrestricted	Restricted			2016	2015
	Operating	Capital campaign	Scholarship and program support	Endowment	Total	Total
Balance, beginning of year	\$ 50,928	\$ 3,422,950	\$ 1,170,428	\$ 8,294,137	\$ 12,938,443	\$ 11,127,536
Net (expense) revenue	(6,362)	(2,558,766)	218,626	(93,914)	(2,440,416)	1,810,907
Interfund transfers	1,864	31,153	65,053	(98,070)	-	-
Balance, end of year	\$ 46,430	\$ 895,337	\$ 1,454,107	\$ 8,102,153	\$ 10,498,027	\$ 12,938,443

Okanagan College Foundation
Statement of Operations
For the year ended March 31

	Unrestricted		Restricted			2016	2015
	Operating	Capital campaign	Scholarship and program support	Endowment	Total		
Revenue							
Donations							
Capital campaign	\$ -	\$ 1,363,540	\$ -	\$ -	\$ 1,363,540	\$ 1,474,547	
Annual awards	-	1,000	478,521	-	479,521	322,993	
Program support	-	79,260	106,011	-	185,271	225,827	
SIDIT grant revenue	-	-	75,000	-	75,000	50,000	
Endowment contributions	-	-	113,600	142,832	256,432	242,938	
Investment income	-	-	279,253	273,560	552,813	561,912	
Unrealized (loss) gain	-	-	-	(519,702)	(519,702)	497,760	
Forgiveness of loan payable	-	412,136	-	-	412,136	-	
Gaming event revenues	-	-	34,722	-	34,722	34,708	
Other revenues	26,911	-	-	-	26,911	23,223	
Increase in cash surrender value of life insurance policies	-	-	-	9,396	9,396	9,061	
	<u>26,911</u>	<u>1,855,936</u>	<u>1,087,107</u>	<u>(93,914)</u>	<u>2,876,040</u>	<u>3,442,969</u>	
Expenses							
Scholarships and bursaries	7,973	500	680,354	-	688,827	739,299	
Okanagan College program support and other	25,000	4,068,907	120,842	-	4,214,749	453,566	
Fund raising expenses	-	345,295	6,146	-	351,441	373,442	
Gaming event expenses	-	-	15,413	-	15,413	16,123	
Investment management fees	-	-	39,070	-	39,070	43,088	
Other expenses	300	-	6,656	-	6,956	6,544	
	<u>33,273</u>	<u>4,414,702</u>	<u>868,481</u>	<u>-</u>	<u>5,316,456</u>	<u>1,632,062</u>	
Net (expense) revenue	<u>\$ (6,362)</u>	<u>\$ (2,558,766)</u>	<u>\$ 218,626</u>	<u>\$ (93,914)</u>	<u>\$ (2,440,416)</u>	<u>\$ 1,810,907</u>	

Okanagan College Foundation

Statement of Cash Flows

For the year ended March 31

2016

2015

Cash provided by (used in) operating activities

Net (expense) revenue	\$ (2,440,416)	\$ 1,810,907
Items not affecting cash		
Increase in cash surrender value of life insurance policies	(9,396)	(9,061)
Gain on disposal of investments	(148,623)	(97,632)
Unrealized loss (gain) on investments	519,702	(497,760)
Forgiveness of loan payable	(412,136)	-
	<u>(2,490,869)</u>	<u>1,206,454</u>
Changes in non-cash working capital		
Decrease in receivables	1,445	28,002
Increase (decrease) in payables and accruals	650	(16,942)
	<u>(2,488,774)</u>	<u>1,217,514</u>

Cash provided by (used in) investing activities

Purchase of investments	(454,270)	(704,912)
Proceeds from disposal of investments	610,394	369,619
	<u>156,124</u>	<u>(335,293)</u>

Cash provided by financing activities

Advances of loan payable	345,295	346,841
	<u>345,295</u>	<u>346,841</u>
(Decrease) increase in cash and cash equivalents during the year	(1,987,355)	1,229,062
Cash and cash equivalents, beginning of the year	5,730,123	4,501,061
	<u>5,730,123</u>	<u>4,501,061</u>
Cash and cash equivalents, end of the year	\$ 3,742,768	\$ 5,730,123
	<u>\$ 3,742,768</u>	<u>\$ 5,730,123</u>

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2016

1. Nature of organization

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

2. Summary of significant accounting policies

Basis of presentation

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

Fund accounting

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

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

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

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

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

Donations and donated property

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

(continued)

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2016

2. Summary of significant accounting policies (continued)

Cash and cash equivalents

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

Investments

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

Life insurance policies

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

Contributed services and supplies

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

Financial instruments

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

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

Subsequent measurement - At each reporting date, the Foundation measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which are measured at fair value. The Foundation has also irrevocably elected to measure its investments in bonds at fair value. All changes in fair value of the Foundation's investments in equities quoted in an active market and in bonds are recorded in the statement of operations. The Foundation uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost (which approximates fair value for cash and cash equivalents) are cash and cash equivalents, receivables, payables and accruals, and loan payable. Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant credit, liquidity or market risks arising from these financial instruments.

(continued)

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2016

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

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

Use of estimates

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

Items subject to management estimate include the allowance for doubtful accounts.

3. Investment portfolio

Current marketable securities are managed by RBC Phillips Hager & North.

	<u>2016</u>	<u>2015</u>
Fixed income	\$ 2,201,738	\$ 2,240,715
Equities	<u>4,744,973</u>	<u>5,233,199</u>
	<u>\$ 6,946,711</u>	<u>\$ 7,473,914</u>

4. Life insurance policies

The Foundation has been given life insurance policies under which it is the owner and beneficiary. The policies are treated as an investment and shown as an asset to the extent of the cash surrender values. The total coverage provided under the policies owned by the Foundation is approximately \$290,000 (2015 - \$290,000).

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2016

5. Loan payable

Under the Capital Campaign Loan Agreement between the Foundation and Okanagan College, the College may provide funds to the Foundation, up to a maximum of \$750,000, by way of one or more loans so as to cover the costs to be incurred by the Foundation in operating and running the Capital Campaign.

The term of the loan is four years – April 1, 2013 to March 31, 2017.

The loan(s) shall be made free of interest provided that the Foundation shall comply strictly with the terms of the agreement.

The Foundation shall repay all loans made to the Foundation pursuant to the terms of this Agreement on the following basis:

- On March 31 in each year of the term, repayment of a minimum of 20% of the pledge payments that are received, to a maximum amount of all outstanding loans; and
- Full repayment of all loans at the end of the term.

The balance outstanding of the loan payable under the Capital Campaign Loan Agreement as at March 31, 2016 was \$280,000 (2015 - \$346,841).

Okanagan College forgave approximately 20% of the pledges payable in the amount of \$412,951 for the fiscal year ending March 31, 2016 (2015 – \$nil).

6. Endowment funds

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

The Vancouver Foundation is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2016 was \$500,000 (2015 - \$500,000). Investment income received by the Foundation from the fund for the year was \$23,635 (2015 - \$22,153).

The Community Foundation of the South Okanagan is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2016 was \$160,000 (2015 - \$160,000). Investment income received by the Foundation from the fund for the year was \$7,772 (2015 - \$7,574).

(continued)

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2016

6. Endowment funds (continued)

The Central Okanagan Foundation holds endowment funds for the benefit of the Foundation. The fund balance at March 31, 2016 was \$103,000 (2015 - \$103,000). Investment income received by the Foundation from the fund for the year was \$3,605 (2015 - \$10,500).

The Community Foundation of the North Okanagan holds endowment funds for the benefit of the Foundation. The fund balance at March 31, 2016 was \$100,000 (2015 - \$100,000). Investment income received by the Foundation from the fund for the year was \$4,982 (2015 - \$4,880).

The Shuswap Community Foundation is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2016 was \$100,000 (2015 - \$100,000). Investment income received by the Foundation from the fund for the year was \$6,450 (2015 - \$5,900).

The Revelstoke Community Foundation is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2016 was \$5,000 (2015 - \$5,000). Investment income received by the Foundation from the fund for the year was \$250 (2015 - \$250).

As the investments in community foundations, totaling \$968,000 (2015 - \$968,000) are not controlled by the Foundation, these investments have not been recognized in the financial statements.

7. Related party transactions

Included in donations revenue is \$178,967 (2015 - \$135,199) received from Okanagan College to be used towards annual awards and other program support.

During the year, Okanagan College approved \$412,951 (2015 - \$nil) for forgiveness of loan payable.

During the year, the Foundation awarded to Okanagan College grants in the amount of \$25,000 (2015 - \$nil) to fund operations, \$120,842 (2015 - \$151,867) to fund specific programs and transferred \$4,068,907 (2015 - \$301,699) raised in the capital campaign and other to support the trades renewal and expansion project, the Centre of Excellence building, and other program support.

Included in payables and accruals are amounts due to Okanagan College in the amount of \$1,250 (2015 - \$nil) relating to the above transactions. Included in receivables are amounts due from Okanagan College in the amount of \$nil (2015 - \$865) relating to the above transactions.

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

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2016

8. Financial instruments risks

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

Currency risk – Currency risk is the risk that the fair value of a financial instrument will fluctuate because of changes in foreign exchange rates. The Foundation is exposed to this risk on its investments in U.S. and international equities quoted in an active market.

Interest rate risk - Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk with respect to investment in fixed income instruments.

Other price risk – Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices (other than those arising from interest rate risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk on its investment in equities quoted in an active market.

9. Comparative Figures

Certain of the comparative figures in the notes to the financial statements have been adjusted to conform to current year financial statement presentation.

**2015-
2016**

June 23, 2016

Alf Kempf, President
Kathy Butler, Executive Director



[ANNUAL REPORT OF THE DIRECTORS]

The past year has been both challenging and gratifying. The challenges have largely emanated from a volatile investment market and an uncertain economy. While the Okanagan demonstrates signs of prosperity and generous support for our campaign and student awards, at a broader level the Canadian economy has slowed, particularly in the resource sector in neighbouring provinces, with a corresponding impact on philanthropy. Several companies once favourable to supporting our trades training campaign have put us on hold until things improve. The Foundation's own returns from investments are also notable, as this year's unrealized capital losses in our portfolio indicate. The impact of the volatile investment market is also seen in gifts from donors who traditionally make their contributions through securities: when markets are down, so too are larger donations. Things are starting to turn in a more positive direction but the pace of change is still slow and donors are still feeling cautious.

With that cautionary tale told, we are still very pleased about the progress for **Bright Horizons: Building for Skills Campaign** in pursuit of our seven million dollar campaign goal. At March 31, 2016, cash and pledges totaled just over \$6.2 million. We hope to successfully reach the target with a few more key gifts by the end of June, but we know too well that prospective donors don't always share our timeline. We owe a great deal to the Campaign Cabinet so ably chaired by Dennis Gabelhouse and supported by Honorary Chair Ben Stewart and Community Ambassador Mike Roberts, with the team of dedicated volunteers, directors and staff who collectively have made this effort so successful. The countless hours of conversations, visits, emails, preparing and presenting proposals and donor recognition is truly impressive. We look forward to the official opening and donor appreciation event anticipated sometime in September. It will be a grand, very satisfying culmination of a lot of work and community support.

As donor Les Bellamy puts it, the support being raised through the Bright Horizons campaign will inspire and nurture the students who will literally build our communities in the coming decades—a sentiment shared by many of our campaign donors, like Bellamy's fellow home builder Jim Lamb.

[ANNUAL REPORT OF THE DIRECTORS]

“The thousands of men and women who will train at Okanagan College are the ones who are going to be building our homes and communities. I am proud to be a part of this project and a part of the future of the Okanagan.” – Les Bellamy

“I was able to learn my trade and build a business because people supported me and helped me learn along the way. And now I’m a firm believer that we need to invest in the next generation and ensure they know how to build it right the first time.” – Jim Lamb

The Foundation made good on its capital contributions to the College this year, with just over \$4.2 million being transferred, which also had the effect of lowering our net total assets to \$10, 779,277 down from \$13,285,884 at the end of the 2014-2015 fiscal year. And once again, the College supported the fundraising efforts by forgiving \$412,136 of the loan to fund the campaign. We are grateful to the College for this support as well as all the other operating and administrative support the Foundation receives throughout the year.

It has also been a good year for student awards, with thirty new awards established including a very generous donation of \$250,000 from The Joyce Foundation to support trades bursaries and improve tutoring and literacy for trades students, bringing the total to \$479,521 received for the year. On the disbursement end, there were 464 individuals who received 624 student awards from the Okanagan College Foundation valued at a total of \$688,827– an average of just over \$1100 each. The impact of this can hardly be put into words. Each of the recipients has their own story of how an award has impacted their life.

Consider, for example, the impact that receiving an award has on the life of a trades student like Rachel Broe, a young single mother overcoming obstacles to pursue her dream of becoming a Red Seal Chef.

“I was completely overwhelmed when I found out about this support for my education, it was a life-changing moment. Cooking has always been my passion. But my son is my top priority. So receiving a bursary like has

[ANNUAL REPORT OF THE DIRECTORS]

taken the stress out of going back to school. It has allowed me to focus on my future and get the most out of this amazing life opportunity.”

– Rachel Broe

Or imagine what how vastly different the student experience would be for someone like Vernon’s Leighton Coombs, graduating this year from the Bachelor of Business Administration Degree program. According to Leighton, he was able to stay active as a volunteer, mentoring local youth, because of a bursary he received from the Canadian Federation of University Women (CFUW).

“Receiving support from donors in the community meant I didn’t have to take on more hours at work and forgo being active in the community. That made for a much richer experience while I was in school, and the connections I made in the community will serve me well in my future in business.” – Leighton Coombs

Yvonne Topf, President of the Kelowna CFUW Chapter, spoke at Okanagan College’s annual Student Awards reception on Nov. 19, 2015. Yvonne highlighted the fact that investing in education sends a powerful message to our future leaders like Leighton.

“As donors, and as citizens, we are all aware that you only get out of an organization what you put in; not a bad message for the students of today as they contemplate the future. Okanagan College is an inspiration to the people of the Okanagan and we must keep helping them achieve their goals: we all benefit in the long run.” – Yvonne Topf

We are very fortunate to be surrounded by so many people who recognize the power of both giving and receiving. We are very grateful for the volunteer support of Ret Tinning who retires this year after six years of dedicated, thoughtful service. We know Ret will remain an active ambassador in the South Okanagan, especially in light of upcoming projects at the Penticton Campus. Thank you Ret. To all of our directors, thank you for providing solid good

[ANNUAL REPORT OF THE DIRECTORS]

governance and donor stewardship. Your active role in cultivating and thanking donors provides a very powerful connection between the Foundation and community.

We must continually be in recruitment mode for leadership on our Board. The Recruitment Committee working hand in hand with the Governance Committee has been active in identifying new talent and we will welcome five new directors this year. It is an especially exciting time to be involved with our Foundation, as we explore what the future holds in terms of projects, fundraising, and friend-raising. Our upcoming planning study and strategic plan to be completed in 2016-17 will help inform our key directions for the next decade.

We look forward to the upcoming strategic planning process that will chart our course for several years into the future. We believe that our future will be no less demanding or successful than the past decade has been. We also believe that we are up to the challenge.

Finally, thank you to the staff of Okanagan College who provides us with support and guidance in innumerable ways. Thank you to Jim Hamilton and Tom Styffe and now Connie Denesiuk and the Board of Governors and to your Administrative Team. And special thanks to the Advancement Staff, our closest allies and supporters, who we simply could not thrive without their support.

We are truly thankful and feel very privileged to be part of this fine organization. Thank you.

Respectfully submitted,



Alf Kempf
President



Kathy Butler
Executive Director



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Regional Dean Report, Shuswap Revelstoke Region

DATE

Sept 27, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Regional Dean's report to the Board of Governors on the Shuswap Revelstoke 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)

None

For information only.

STRATEGIC PLAN ¹ALIGNMENT

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)

Charlotte Kushner, Vice President Students
Joan Ragsdale, Regional Dean, Shuswap Revelstoke

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



Shuswap Revelstoke Report to the Okanagan Board of Governors

September 2016

Submitted by Joan Ragsdale

This report provides a brief regional overview as well as a synopsis of activities over the past year and this fall.

Regional Overview

Wetyk! The Shuswap Revelstoke region delivers programs and courses on the traditional territory of the Secwepemc Nation in the northern most region of Okanagan College. Defined by rugged geography and strong entrepreneurial spirit, the communities in this region have diversified economies with forestry, transportation, manufacturing, tourism, agriculture and public services being the top economic drivers. The Shuswap Revelstoke region with a 2011 population of 52,177 represents approximately 13% of the College Region. The region has a rich Indigenous foundation with six percent of the regional population being of Aboriginal ancestry. The region is home to four First Nations Bands including, Adams Lake Band, Little Shuswap Band, Neskonlith Band and Splotsin First Nation, as well as a growing Metis community.

Like other parts of the Okanagan, the Shuswap Revelstoke region is experiencing growth. The population and economic impacts of this growth vary greatly at among the different communities and among the four First Nations in the region. The larger communities of Salmon Arm and Revelstoke are increasing, whereas, the smaller more rural communities, such as Sicamous and Malakwa, continue to experience economic and population downturns. Since 2006 the population of Salmon Arm has grown by 9.1%. In contrast, the population of Sicamous has decreased by 8.8%. Another difference is the age demographic in which the growth is occurring. For example, Salmon Arm population statistics indicate a trend toward an older population, whereas Revelstoke and First Nations community statistics indicate younger population growth. Despite these differences the two School Districts in the region are both starting to see an overall increase in student enrolments at the elementary level. Furthermore, all communities which have undergone recent labour market studies consistently report significant skill shortages in a variety of areas. These factors, when looked at together, provide a strong rationale for robust post-secondary education options close to home.

2015/16 Highlights

This past year was one of transition for the campus in Salmon Arm and the centre in Revelstoke. Recruitment of a new Regional Dean, restructuring of some resources, and strong engagement in the Strategic and Master Capital Plans were just some of activities undertaken. In addition, a significant amount of research was put into the final phase of analyzing the feasibility of a downtown community campus. After significant consultation and research it was determined that the most appropriate strategy moving forward is to direct efforts to increasing enrolments and developing new programs to take advantage of the capacity at the existing Salmon Arm campus. To achieve results in this area, the short term focus will be on increasing student enrolments, re-invigorating community engagement and establishing sustainable short and long term programming plans.

Despite lower enrolments, the campus and centre experienced several highlights over the year, some of which include:

- **Aboriginal Services.** Perhaps one of the most significant highlights for the region was the strong involvement with Indigenous communities and students. This resulted in a continuing upward trend of Aboriginal student participation in college programs and courses as well as an increased number of culturally inclusive events. Over 19 events were held from January to May alone with 100s of students participating. Highlights of the year included a Candlelight Vigil, Louis Riel Day and Multicultural Day. The Candlelight Vigil involved working with several community groups and provided an opportunity for communities to come together and view the newly released documentary on missing and murdered Aboriginal women. As some students have family members who are currently missing, this event was very meaningful. The 6th Annual Louis Riel Day involved over 125 participants and saw for the first time a Welcome to the Territory by Secwepemc Elders. The event culminated in Metis people being invited on reserve to share traditions and dancing, which was a significant first for these communities. Multicultural Day was also a great success with over 200 people in attendance, including local Syrian families, and Aboriginal community members from as far as Chase, Enderby, Vernon and Sicamous.
- **BookFest.** The first annual BookFest occurred in October. Spearheaded by Miki Andrejevic, a local volunteer producer with extensive connections in the publishing industry, this event featured three outstanding authors including Elizabeth Hay, Eleanor Wachtel and Alix Hawley. As a result it attracted over 260 participants in an exceptionally short period of time and resulted in an incomparable learning experience for students and community alike. Strong community partnerships with the Prestige Harbourfront Resort, SALMAR, and Rotary were key to the success of the event.
- **Resistance and Revolution.** The local Arts faculty team continued to work on the development of the Associate of Arts Degree - Resistance and Revolution focus, receiving Educational Council approval in May. This unique stream is expected to capitalize on the growing interest in global activism and social entrepreneurial skills seen in the K-12 system.
- **Environmental Studies Diploma – Global Information Systems.** After significant development the first intake of the new Environmental Studies Diploma stream occurred. Andrew Perkins, the lead faculty for the program, was recognized for his leadership with the OC Strong Start award.
- **Culinary Arts, Revelstoke.** Trades programming remained strong over the year with the highlight being the addition of a Level One Professional Cook program in Revelstoke. Ten students including several dual credit high school students completed the program. This project benefited greatly from the Columbia Basin Trust which supported students in the program as well as providing a \$75,000 upgrade to the local Community Centre kitchen facilities. This investment not only benefited the students and general community, it has created the capacity for further culinary training, something the community is very interested in. We are proud to report that several of the students in the program have gained work in the growing tourism industry.

- **Campus life.** Campus life events continued to have positive impacts on student retention and engagement in the 2015/16 year. The highlight of the year, however, was the hosting of a year-end formal which saw students and staff dressing up and thoroughly enjoying the occasion.

Fall 2016/17

Enrollment and Recruitment

Because of a decrease in student enrolments in 2015/16, several recruitment and promotional activities were initiated over the past year and into the summer of 2016. In addition to regular recruitment activities, staff worked together to increase the profile of the College within the community. This involved several meetings with community leaders and organizations, several school visits and guest lectures by faculty, as well as an increased presence at community events (e.g. EcoFair, Fall Fair). The recruitment and program teams hosted a very successful Campus Open House in November, several school campus visits, a program spotlight pizza lunch in June with all of the Grade 12 students at Sullivan Campus, as well as several successful evening program information sessions. The development and dispersal of a region specific programming brochure also received a very favourable response, as has the updating of the campus website and implementation of targeted social media and radio campaigns.

As a result applications and headcounts are up 30% from this time last year. There is a:

- 9% increase in academic programming (Arts, Science and Business)
- 22% increase in Adult Basic Education, which is the strongest response across the College region
- 74% increase in continuing studies, with the majority of these in short term courses

In addition, Piping Foundation and Women in Trades programs are full and the numbers look strong for upcoming Trades programs. May saw a full cohort of 20 Health Care Assistant students. However, overall vocational program numbers are down, primarily due to the rotational nature of the Practical Nursing program which does not have its next intake until September 2017.

Although headcounts show strong growth there has also been a significant increase in part-time students, especially in academic studies. Therefore course registrations, although up from this time last fall, have not increased as significantly as headcounts.

The region is also excited to host five International Students the fall. This will build upon the English as a Second Language Settlement Assistance Services, which have been providing language acquisition training and tutoring to the many Syrian families being welcomed to Salmon Arm and Revelstoke. This development will be viewed very favourably by the community and we are hopeful this will be a new trend for the area.

Programming

Environmental Studies Diploma with its specialization in GIS, as well as the Resistance and Revolution Arts Focus will continue to be the academic program development focus for Salmon Arm this year. Both of these programs will require strong recruitment plans in order to engage students and raise awareness of these unique offerings. In addition to its regular programming, Revelstoke is hoping to offer an

Exploration to Trades program for youth and has already begun to work toward a September 2017 offering of Health Care Assistant.

It is looking to be a very robust year for Continuing Studies and Corporate Training across the region. Several initiatives are underway, primarily due to strong stakeholder partnerships with local Bands and the forest industry. These include:

- Fast Track To Office - currently there are three programs running including one on-reserve, with potential for two more.
- Forest Council Safety Training Program – this program focuses on Faller Certification and is expected to have at least two offerings across the region.
- Several initiatives with Aboriginal Skills and Employment Training Services (ASETS), including First Aid and Camp Cook training in Lillooet, and Tourism and Hospitality Training at Seton Portage.

Services

As a result of budget restructuring, there will be an increase in Success Centre hours as well as a small increase in facilities services at the Salmon Arm campus. In addition, there were some part time dollars secured to provide Financial Aid services across the region. These hours, and resulting increased personal contact, have been received very positively and are believed to be instrumental in reducing barriers for students and ensuring strong Adult Basic Education enrolments this fall.

Facilities

With respect to facility upgrades it was a very busy summer with:

- Flooring upgrades to several rooms completed at both sites
- Painting in various areas completed at both sites
- Restructuring of computer labs to accommodate larger class sizes in Salmon Arm
- Significant tree safety mitigation program at Salmon Arm which involved the removal of dangerous trees and several branches
- Highway signage improvements in Revelstoke.

In addition, the final student, staff and community feedback phase of the Master Capital Plan will be completed this month.

Looking to 2017

For the new Regional Dean the development of strong community relationships, providing leadership for effective recruitment and marketing activities, and the development of consistent mechanisms for improved communication and collaboration among employees on the Salmon Arm campus will be the focus moving forward. These initiatives are seen to be critical to the establishment of a collaborative campus vision which will drive short and long term planning and programming for the region.



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

2016 Student Satisfaction Survey

DATE

September 13, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

This is the seventh time Okanagan College has administered its Student Satisfaction Survey since 2007 – the survey is conducted every second year now, opposite the Community College Survey of Student Engagement (CCSSE). The survey asks students to rate the importance of various items or services and report their satisfaction as well. It also gathers information about motivations to enroll. The survey has a 95 per cent confidence level with a plus or minus 3.9 per cent confidence interval.

ACTION REQUIRED

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

For information

STRATEGIC PLAN ¹ALIGNMENT

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

Not required.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Jan O'Brien, Allan Coyle

2016

STUDENT SATISFACTION SURVEY

OFFICE OF INSTITUTIONAL RESEARCH
OKANAGAN COLLEGE | JAN O'BRIEN

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Executive Summary

This report presents the results of the seventh Student Satisfaction Survey of Okanagan College students, conducted in the spring of 2016. This year's survey had a 28 per cent response rate, with a total of 574 responses, yielding a 95 per cent confidence level with plus or minus 3.9 per cent confidence interval. The sample was representative of the regions and programs.

Results from this year's survey have remained similar to results from previous years. Okanagan College remains the first choice institution for the majority of students, with only 11 per cent applying to other institutions. Motivations for enrollment at Okanagan College have also remained consistent with previous years' results. There was no significant difference between motivations to enroll at Okanagan College from those reported in the 2014 Student Satisfaction Survey.

The top two reasons survey respondents cited for coming to Okanagan College were availability of the program and affordable tuition. Eighty six per cent of respondents reported the availability of the program was important or very important to them. Eighty one per cent of respondents reported affordable tuition was important or very important to them, down slightly from 83 per cent in 2014, and up from 77 per cent in 2010. Overall, 55 per cent of respondents said affordable tuition fees were *very important* in 2016, a significant change from 47 per cent in 2014.

- 89% say Okanagan College is their first choice
- 86% say that availability of the program is important
- 81% say that affordable tuition is important
- 90% agree that attending Okanagan College has been a good experience
- 88% agree that Okanagan College has a good reputation in the community
- 91% agree the overall learning environment on campus is good
- 91% agree their campus is safe
- 90% agree they will achieve their education goals

Results from the survey have also illustrated persisting issues from previous years. Only 28 per cent of respondents agreed that there was adequate student parking on campus. Students at the Kelowna campus had the lowest percent of agreement on adequate student parking, with 67 per cent disagreeing that parking was adequate. An improvement in a previous ongoing issue was seen in this year's survey: in 2014 only 44 per cent of students agreed that the wireless network works well for me, and in 2016, 61 per cent of students agreed.

2016 Results

The Okanagan College Student Satisfaction Survey (SSS) has been conducted seven times in the last nine years. Since 2010, it has been conducted bi-annually, alternating with the Community College Survey of Student Engagement (CCSSE), an international survey used for benchmarking. Institutional Research developed the Student Satisfaction Survey in 2007 in consultation with Leadership Team and Executive to report on the key drivers of student satisfaction with programming, facilities, services, and campus life. It has been adapted over the years with additional questions relating to strategic planning and transportation. This year the campus life questions were excluded from the survey inadvertently due to a technical glitch with new survey software. They will be included in the next round or included in a separate survey.

The longitudinal data the survey provides have been valuable to observe changes in satisfaction with facilities and services, and providing quantifiable evidence of actions taken to address satisfaction levels. Institutional Research will conduct a review this year and will provide recommendations to executive for the next iteration of student surveys.

The student population in February 2016 was 6,207 after excluding foundational (ASE, lower levels of ABE and ESL, and Study Tours) and outbound exchange students. The survey was distributed to 2,060 students and 574 people responded to the survey, resulting in a 28 per cent response rate.

Year	Responses	Response Rate %	Confidence Level %	Confidence Interval +- %
2016	574	28	95	3.9
2014	420	26	95	4.6
2012	353	29	95	5.1
2010	485	40	95	3.45

The sample is representative of region, programming area, and Aboriginal status. Female respondents are marginally over represented in the sample. Trades students and students aged 20 to 24 years old are under represented in the sample. Additional information is available in Appendix A.

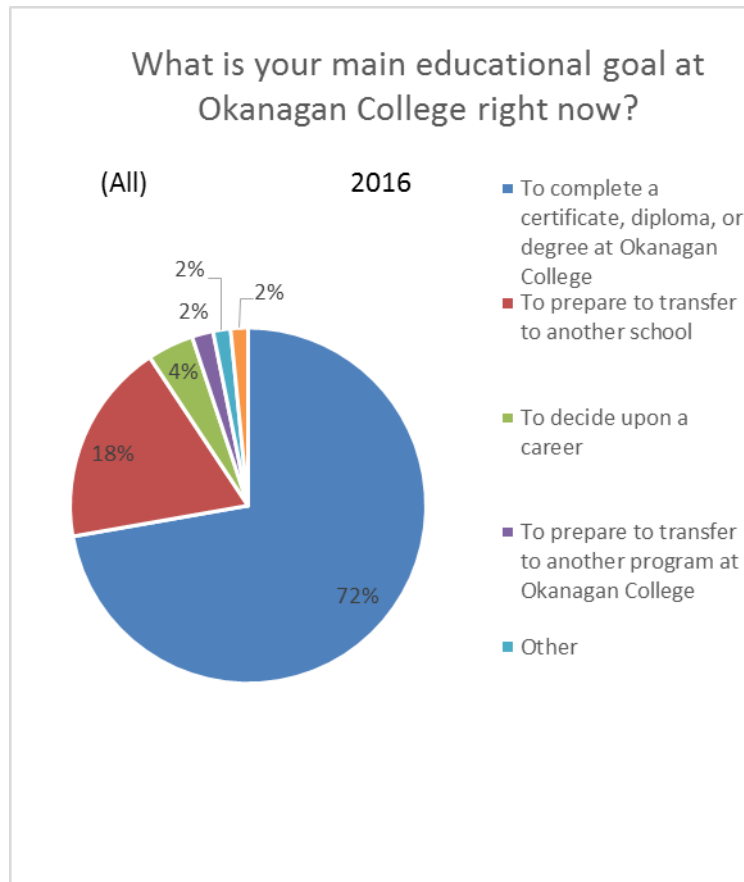
Campus	% of Population	% of Responses	Responses
<i>Kelowna</i>	68%	61%	353
<i>Vernon</i>	12%	14%	80
<i>Penticton</i>	10%	11%	65
<i>Salmon Arm/Revelstoke</i>	4%	4%	24
<i>Distance Education</i>	7%	9%	52
Grand Total	100%	100%	574

Trades student responses have increased by total amount and proportion of responses, but are still fewer than desired.

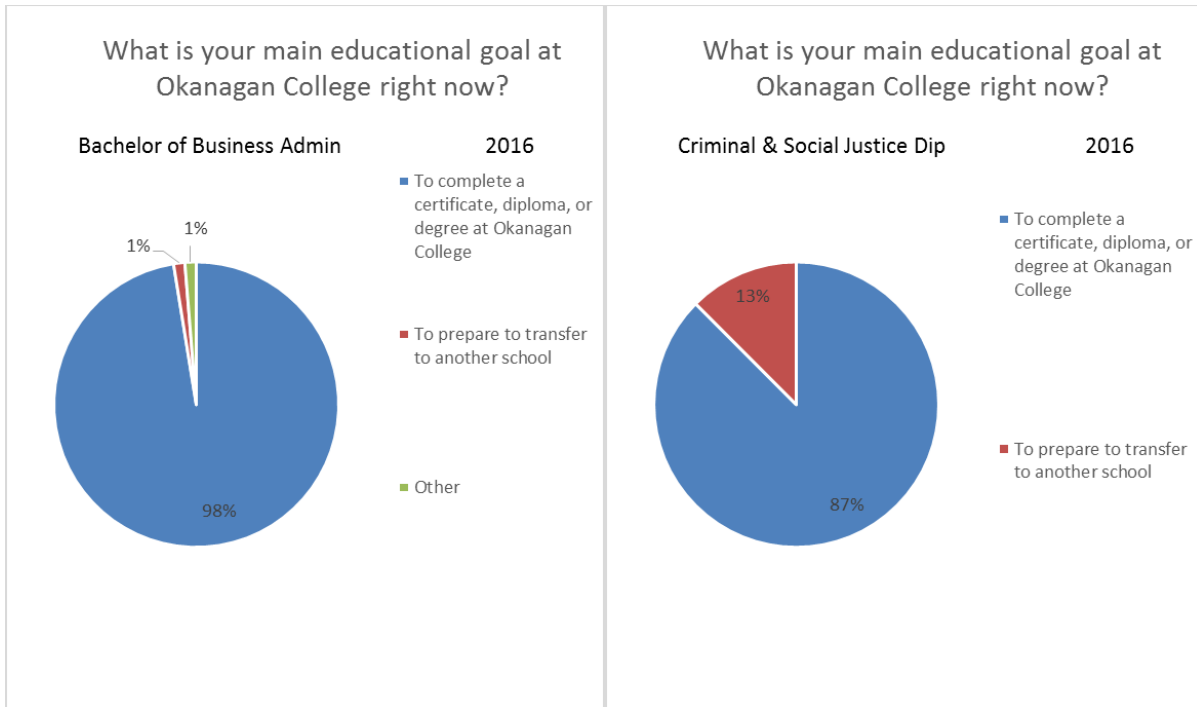
<i>Trades responses in 2016</i>	14%	8%	47
<i>Trades responses in 2014</i>	13%	2%	10

Educational Goals

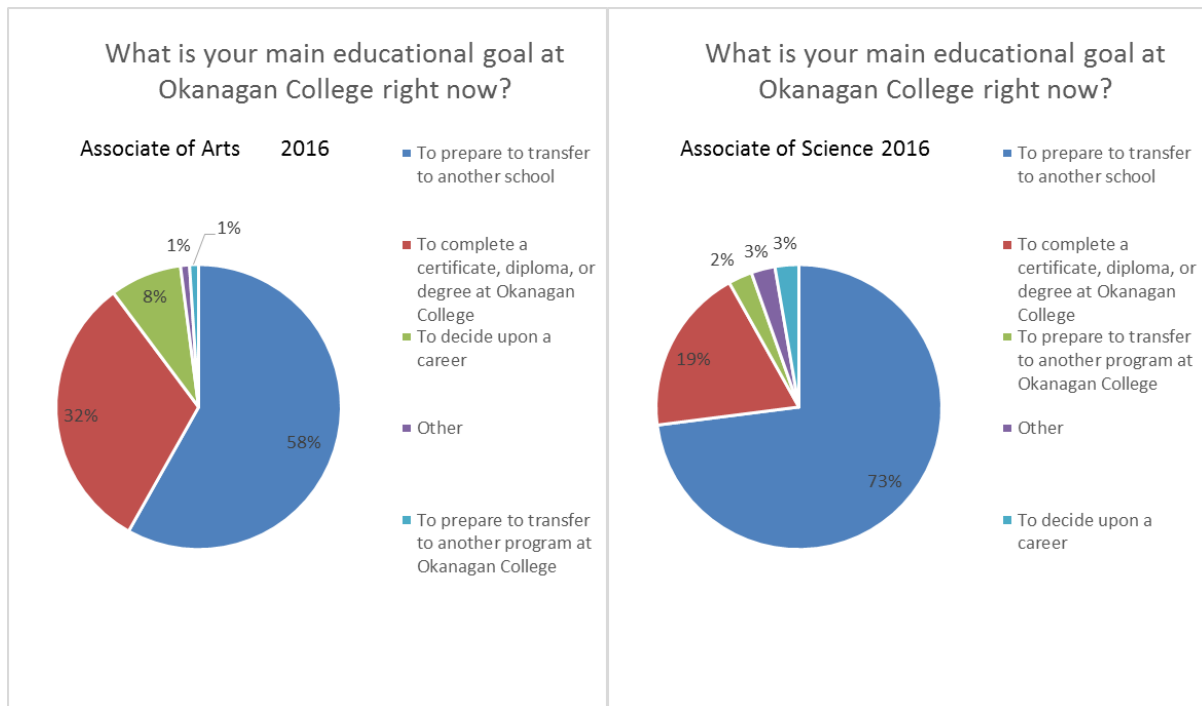
Most (72 per cent) students who enroll at Okanagan College are planning to complete a credential, while some (18 per cent) are planning to transfer. Often students' educational goals are dependent on the program enrolled. Most students in bachelor degree, diploma, or certificate programs are planning to complete the credential. Students in the Associate of Arts (58 per cent) or Science (73 per cent) degree programs are usually planning to transfer to another institution, most often to UBC Okanagan according to data from the Student Transitions Project.



Almost all (98 per cent) of surveyed students enrolled in the Bachelor of Business Administration program are planning to complete their degree at Okanagan College. Most Criminal and Social Justice Diploma students are planning to complete their diploma at the College while 13 per cent are planning to transfer. The transfer students, however, are likely to complete the diploma as well, and then transfer as a block credit to Simon Fraser or another university to complete a bachelor's degree there.

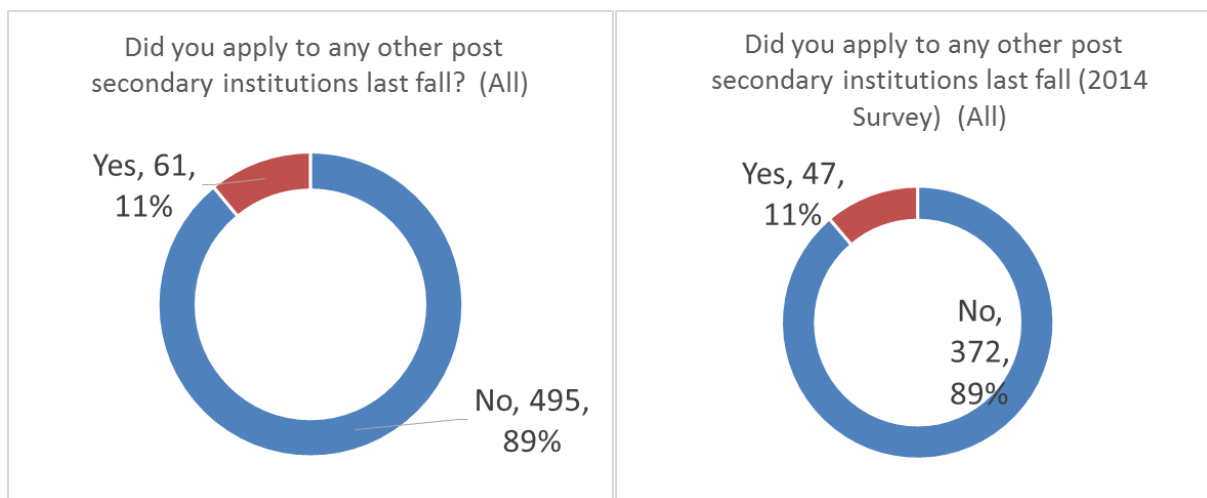


Eight per cent of Associate of Arts students are attending Okanagan College to decide upon a career, while only two per cent of Associate of Science students are. Most arts and science students are planning to transfer to university.

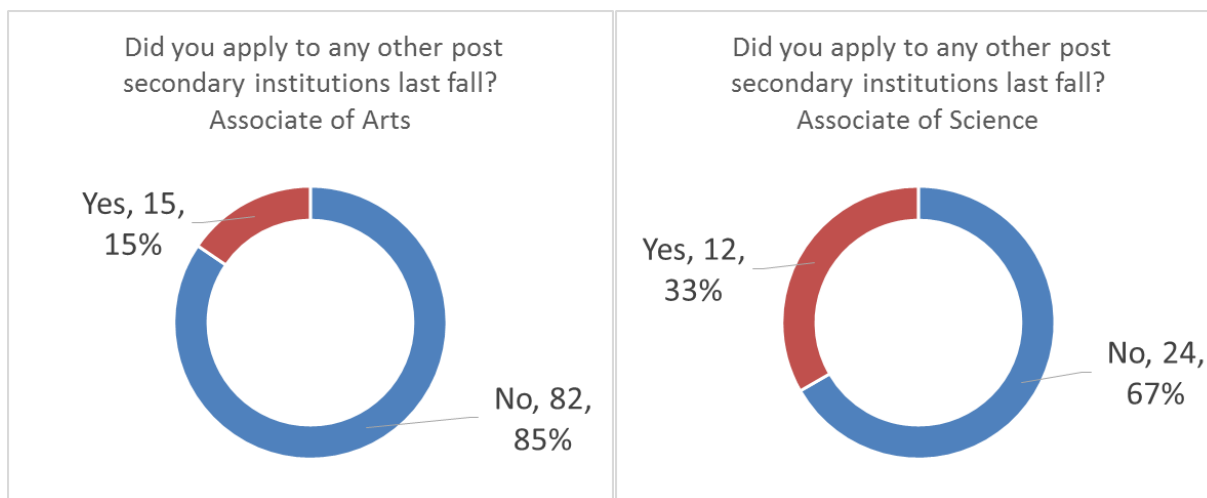


School of Choice

The majority of students who enrolled last fall did not apply to other post-secondary institutions. Results are identical to the previous survey.



Whether a student applies to another institution varies depending on the program. A higher percentage of Arts (15 per cent) and Science (33 per cent) students applied elsewhere.

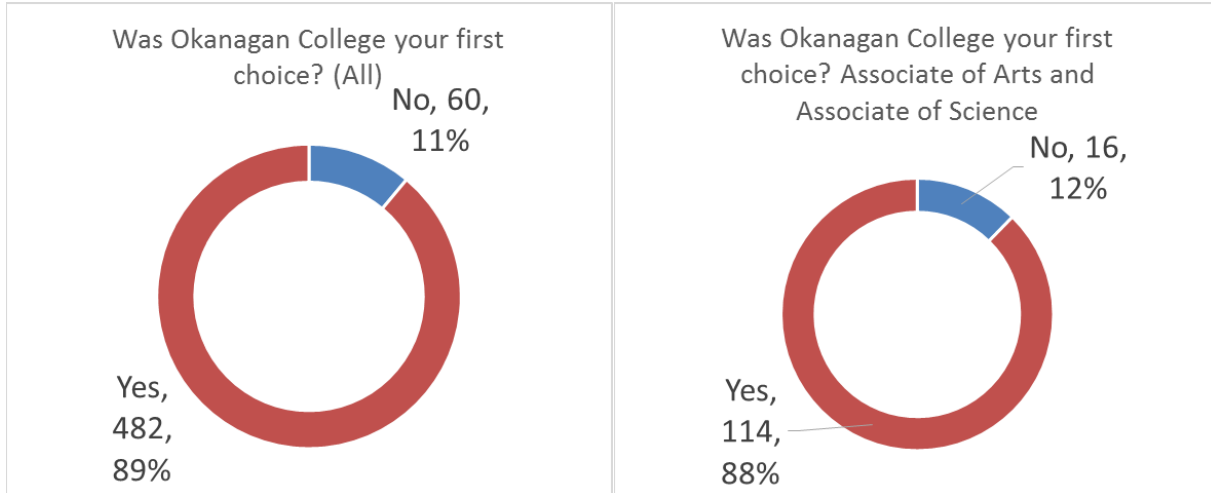


Most that applied to another school, applied locally to UBC Okanagan or Thompson Rivers. There was no distinction made by year of study so some of these are students may be applying to transfer.

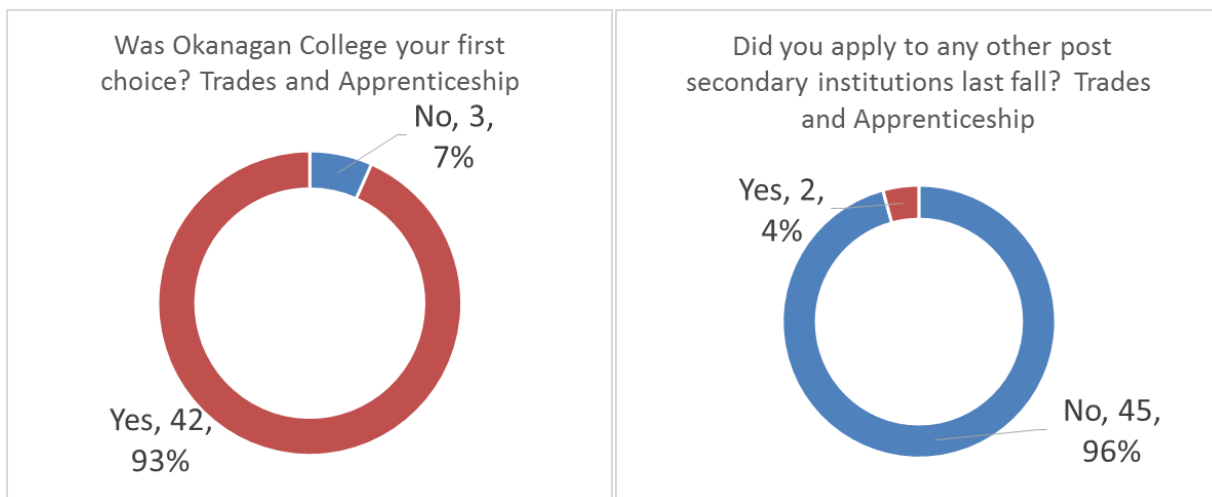
Year	2016
UBC - Okanagan	27
Thompson Rivers University	10
BCIT	6
University of Victoria	5
Simon Fraser University	4
UBC - Vancouver	3
Vancouver Island University	3
SAIT	3
MacEwan University	3
University of Calgary	2
Camosun	1
Camosun, NAIT, Seneca, Humber	1
College of Rockies	1
CPA PREP	1
NVIT	1
Red River College	1
Summit Pacific College	1
University of the Fraser Valley	1
Vancouver College of Dental Hygiene	1

First Choice

Eighty-nine per cent of students said that Okanagan College was their first choice. Filtering for the university transfer programs, Associates of Arts and Science, the results are similar with 88 per cent saying that the College was their first choice.



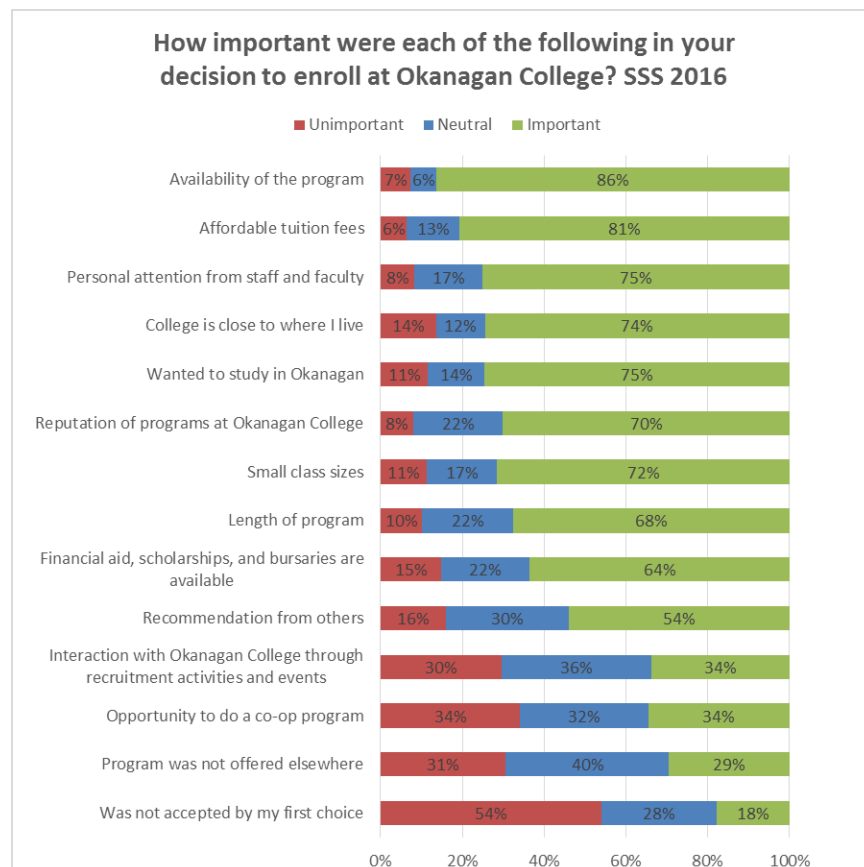
Okanagan College was the first choice of 93 per cent of trades students and only two survey respondents said they applied to another school.



Motivation to Enroll at Okanagan College

There was no significant change in the motivation to come to Okanagan College, the top five motivations from 2014 remain the top five in 2016. Availability of the program and affordable tuition fees are the two most important factors for students, including for Aboriginal and International students (see Appendix B for additional motivations charts). Overall, 55 per cent of respondents said affordable tuition fees were *very important* in 2016, a significant change from 47 per cent in 2014. Not being accepted by the first choice was *very unimportant* to 34 per cent in 2016 significantly up from 18 per cent in 2014.

Motivations varied by program area. For Arts students, affordable tuition was the top motivation, while for Science students, small class size was the top motivation, followed by affordable tuition. Affordable tuition was less important for Bachelor of Business Administration and Continuing Studies Certificate students, ranked sixth and fifth respectively, and availability of the program was first for both. Reputation of the program was the third most important motivation for BBA students; 83 per cent cited this as important to their decision to enroll; this percentage was higher than for other programming areas.

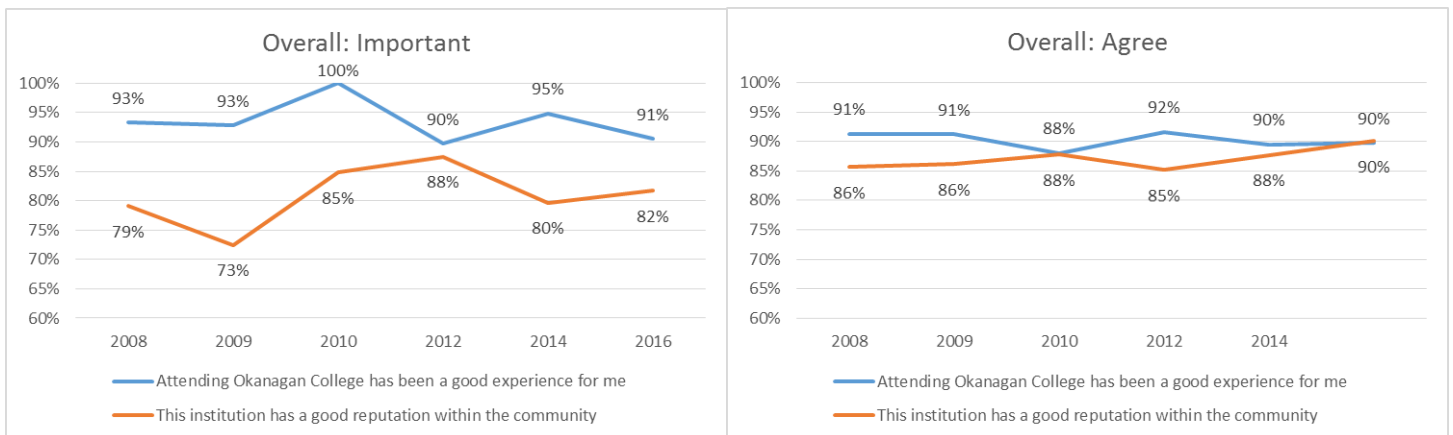


Results by Category: Overall

The Student Satisfaction Survey was originally conducted in 2007 to measure student satisfaction with Programs, Facilities, Services, and Campus Life; these categories were taken from the first Strategic Plan launched in 2006 called *Designing our Future*. There were some structural changes to the survey methodology after review. The section below demonstrates how the category questions have changed over time since 2008. Many have remained steady, while some have seen improvements and others some decline. These questions are asked in terms of how important each is to the student and to what extent the student agrees with the statement. The score is determined on a five-point scale, but condensed for reporting purposes. The scores for *important* and *very important* and the scores for *agree* and *strongly agree* are compressed to *important* and *agree* for ease of reporting.

There were no significant differences from 2014 to 2016 in the overall category questions. Ninety per cent of respondents agree that attending Okanagan College has been a good experience and that the College has a good reputation within the community.

Results for the “Overall” questions have not changed dramatically in the last eight years. As well, there is very little or no gap between the scores for *importance* and *agreement*.



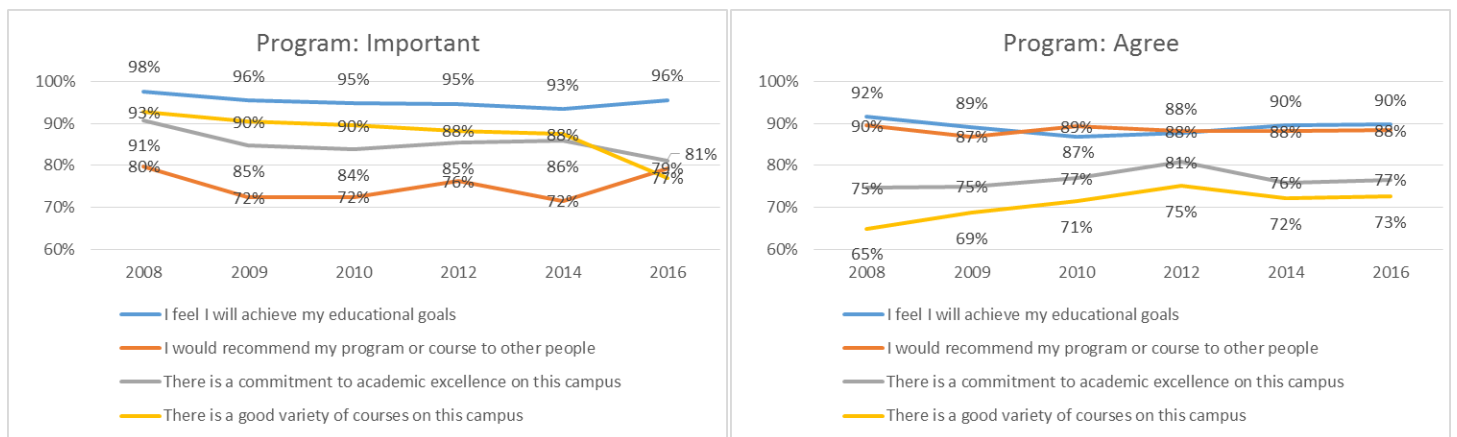
Results by Category: Program

The importance score for the question, “I would recommend my program or course to other people,” increased significantly between 2014 and 2016 from 72 to 79 per cent. In 2016, 88 per cent agreed that they would recommend their program or course to other people. The results are compared below with the CCSSE survey question (yes/no): Would you recommend this college to a friend or family member?

I would recommend the College/Program to others	
CCSSE (2015)	SSS (2016)
95%	88%

As well, there is a significant difference for the question, “there is a good variety of courses on this campus,” with 88 per cent saying this was important in 2014 and 77 per cent saying it was important in 2016. More respondents felt they would achieve their educational goals in the most recent survey: 53 per cent strongly agreed in 2016, up from 47 per cent in 2014.

By gender, more females agree that that they will achieve their educational goals. There were more Aboriginal students who answered neutral to the importance of achieving their educational goals; however, the sample who responded to this question is small. Arts students are most neutral when asked if they would achieve their educational goals. There is no significant difference by program division whether students would recommend their program.

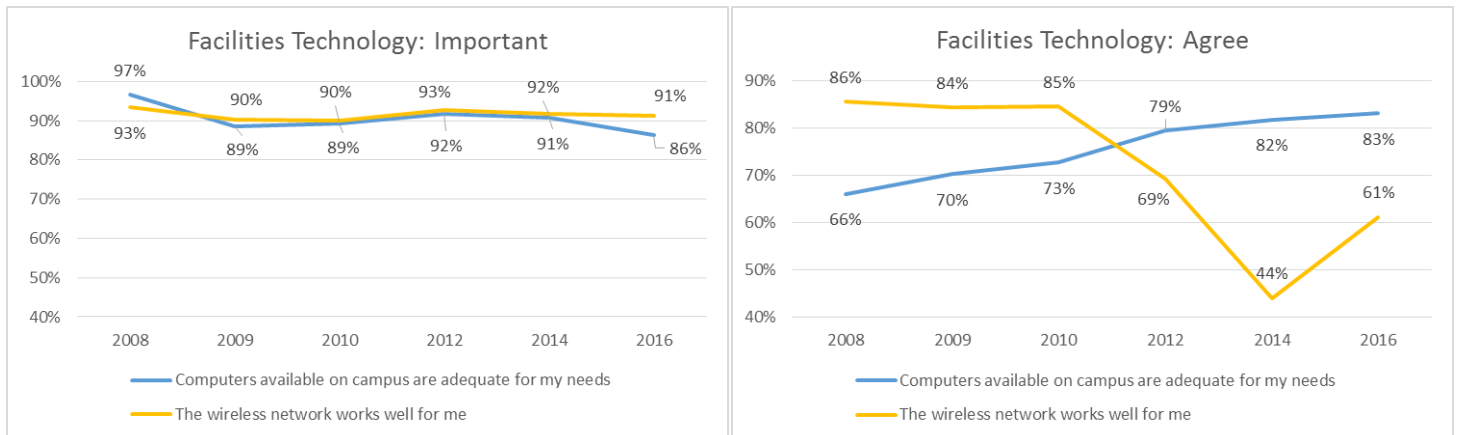


Results by Category: Facilities

Technology

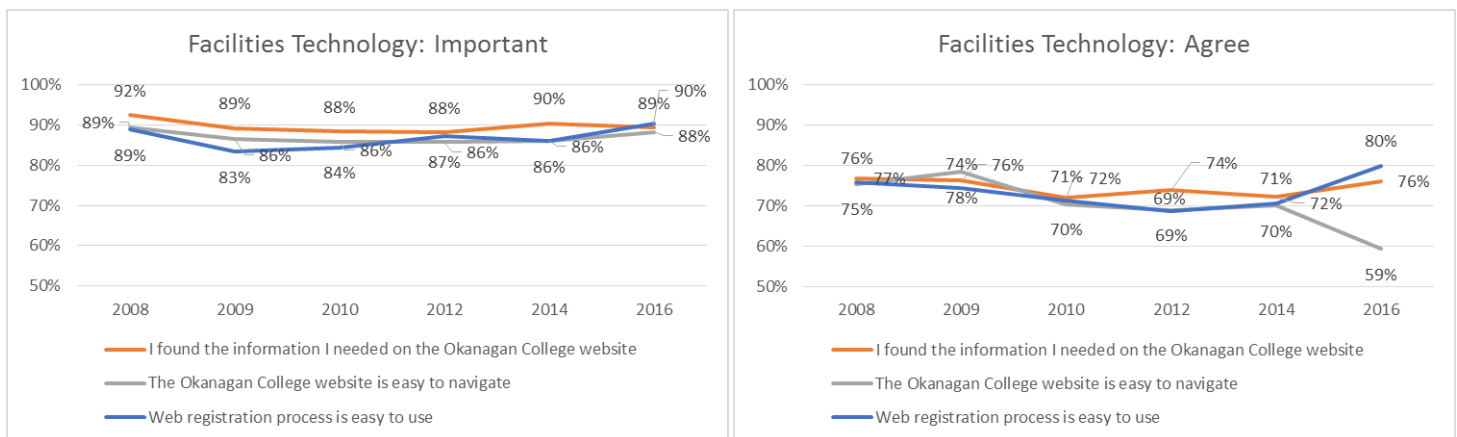
Computers and Network

The wireless network has remained important to students over time (between 93 and 91 per cent said it was important since 2008). Agreement with whether the network worked well had dropped in 2014 but regained in 2016. Tracking student satisfaction over time with variables has allowed us to determine the effectiveness of remedial action.



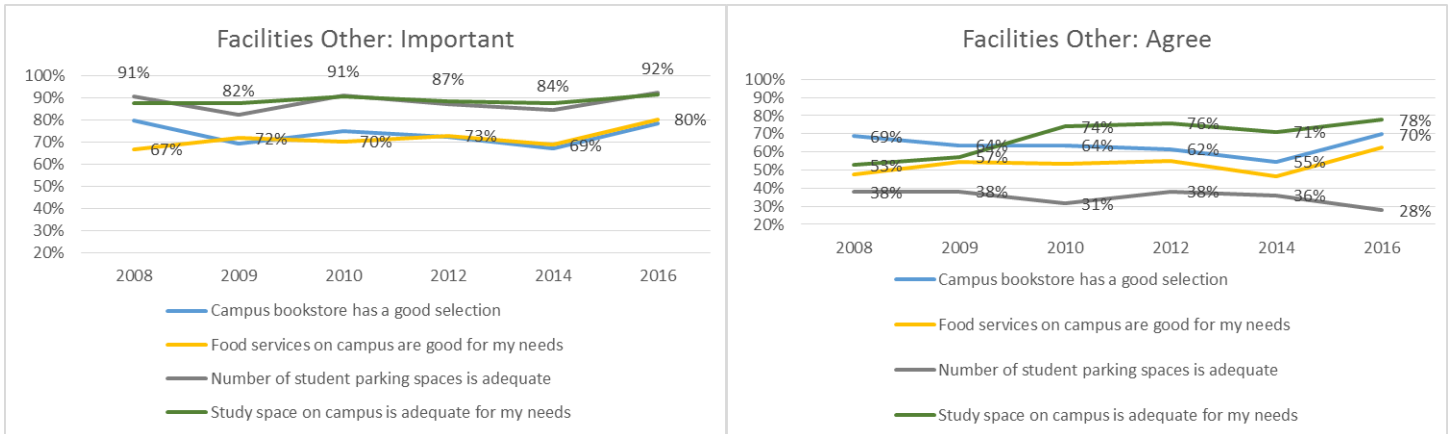
Website

As with many of the category questions, the website importance and agreement scores have been stable since 2008 with a small gap between scores. In 2016, there was less agreement that the Okanagan College website is easy to navigate with 59 per cent agreeing, down from 70 per cent in 2014. The percentage of those who said they found the information they needed on the website, increased from 72 per cent to 76 per cent.

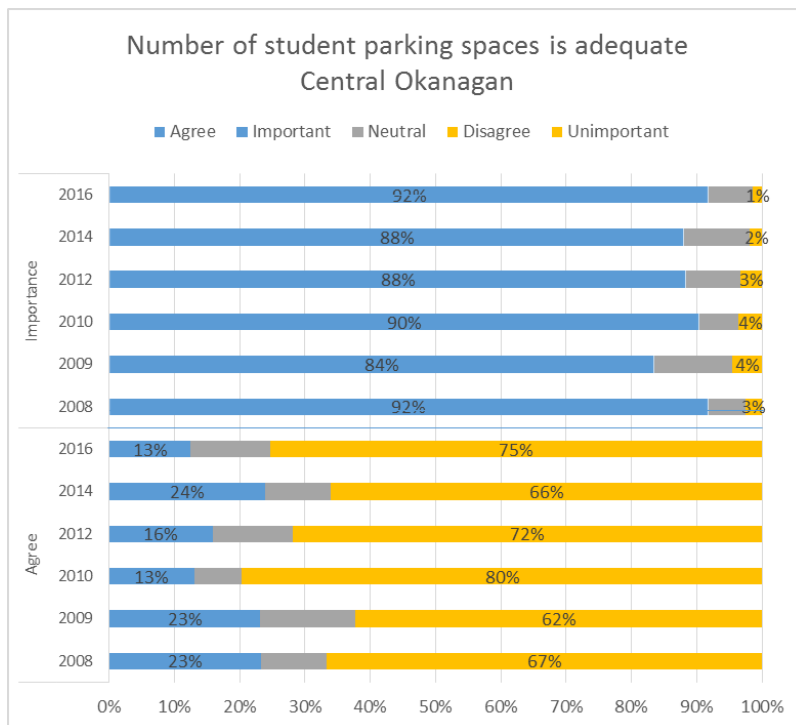


Facilities: Other

The importance of the bookstore, food services, study space, and student parking has remained high since 2008, fluctuating very little. Satisfaction with study space has improved since 2008 from 53 to 78 per cent, following the opening of new buildings on campuses. There was no gap between the importance and agreement scores of campus bookstore and food services. However, a large, continuing gap between the importance and the agreement with student parking persists; only 28 per cent agree or strongly agree that parking is adequate.

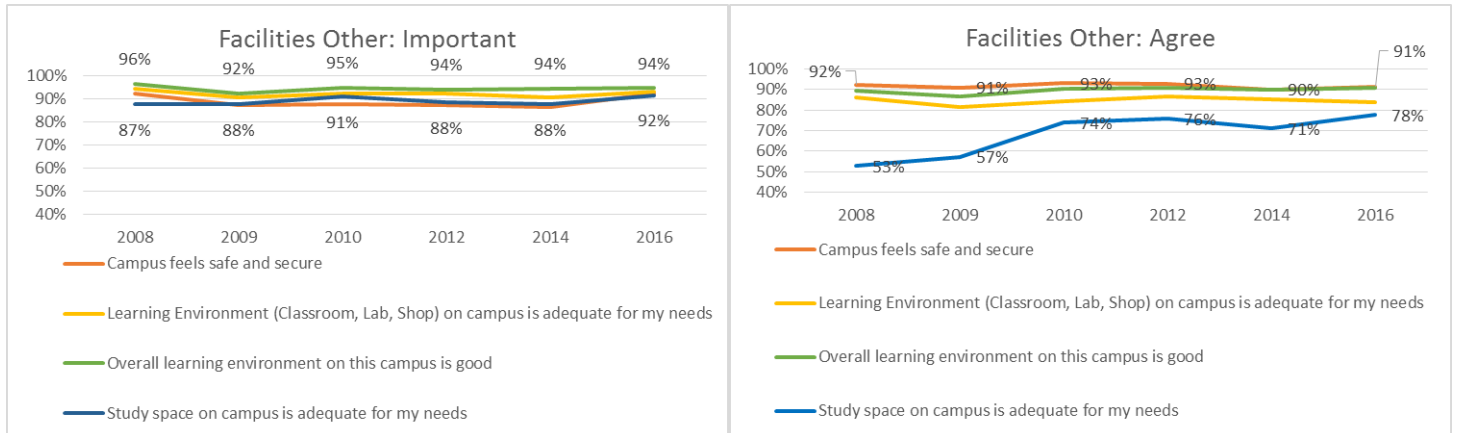


While parking is important at all of the campuses, the lower satisfaction is mostly localized to the Kelowna campus. However, Penticton has also seen a drop in satisfaction with student parking in 2016. Satisfaction with parking spaces was associated with the number of students on campus and as enrolment increased, satisfaction with parking decreased. Please see additional regional charts in Appendix C.



Facilities: Other

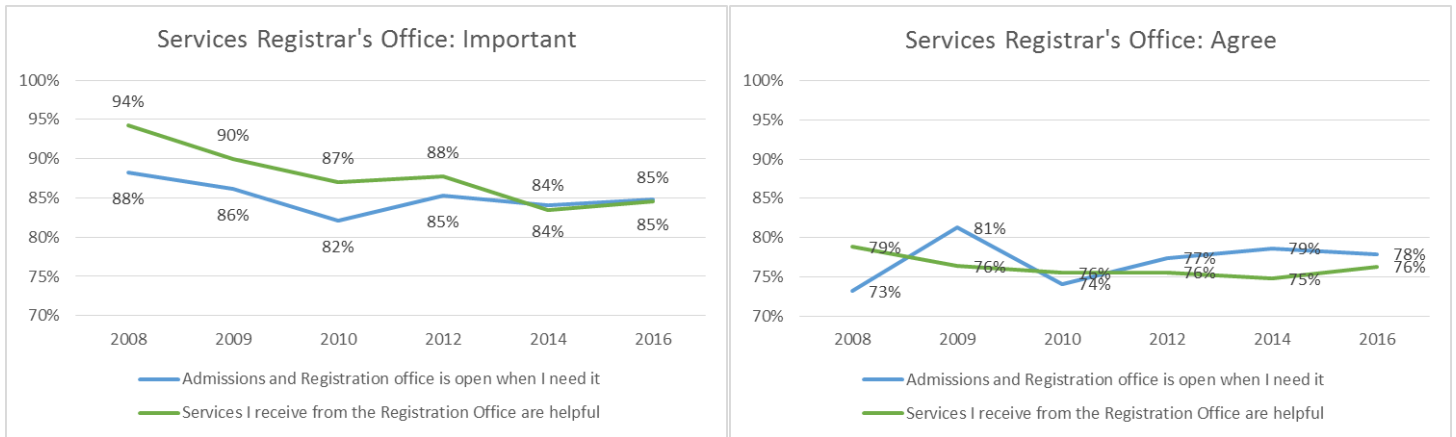
The rest of the facilities question results have remained stable since 2008 with little gap. The exception was the item: study space on campus is adequate for my needs, which has improved in agreement since 2008 from 53 per cent to 78 per cent in 2016. Ninety-one per cent agreed that the campus feels safe and secure and that the overall learning environment is good.



Results by Category: Services

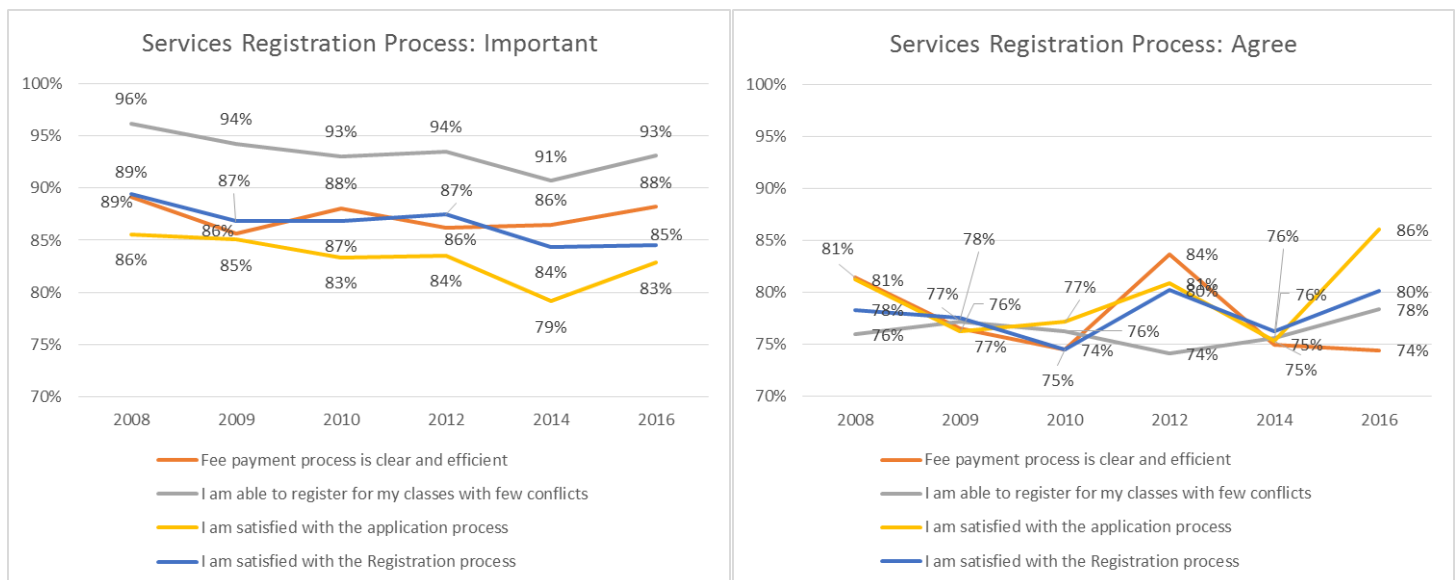
Services Registration Office

Since 2008, there has been a declining importance reported by respondents with the services from the Registration Office. Satisfaction with the office hours and service has remained stable.



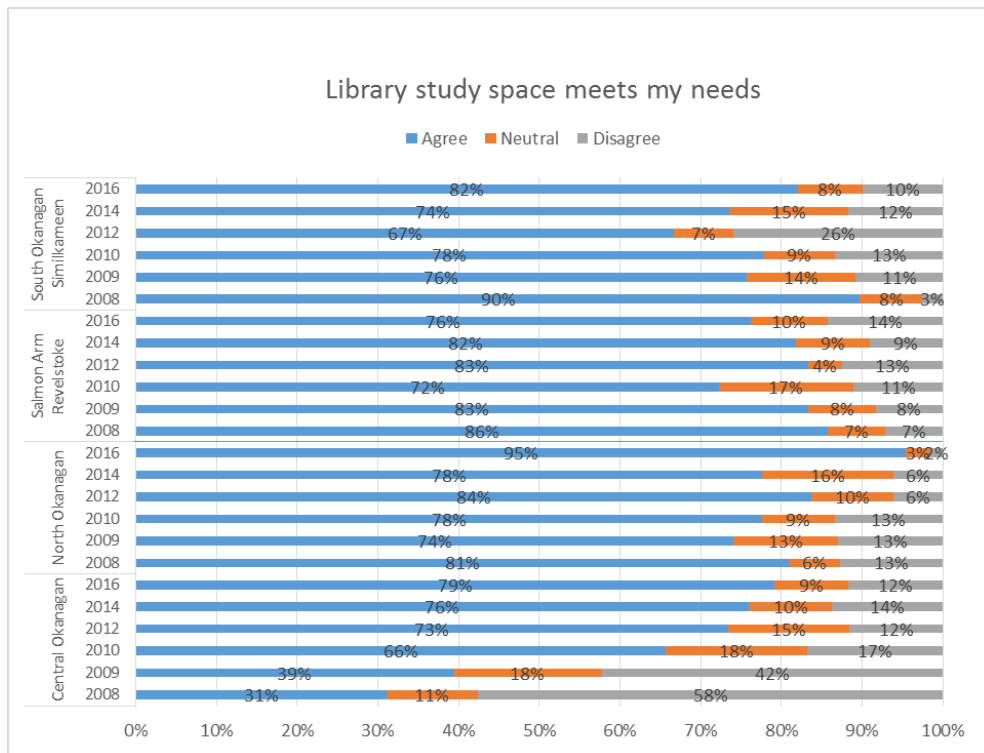
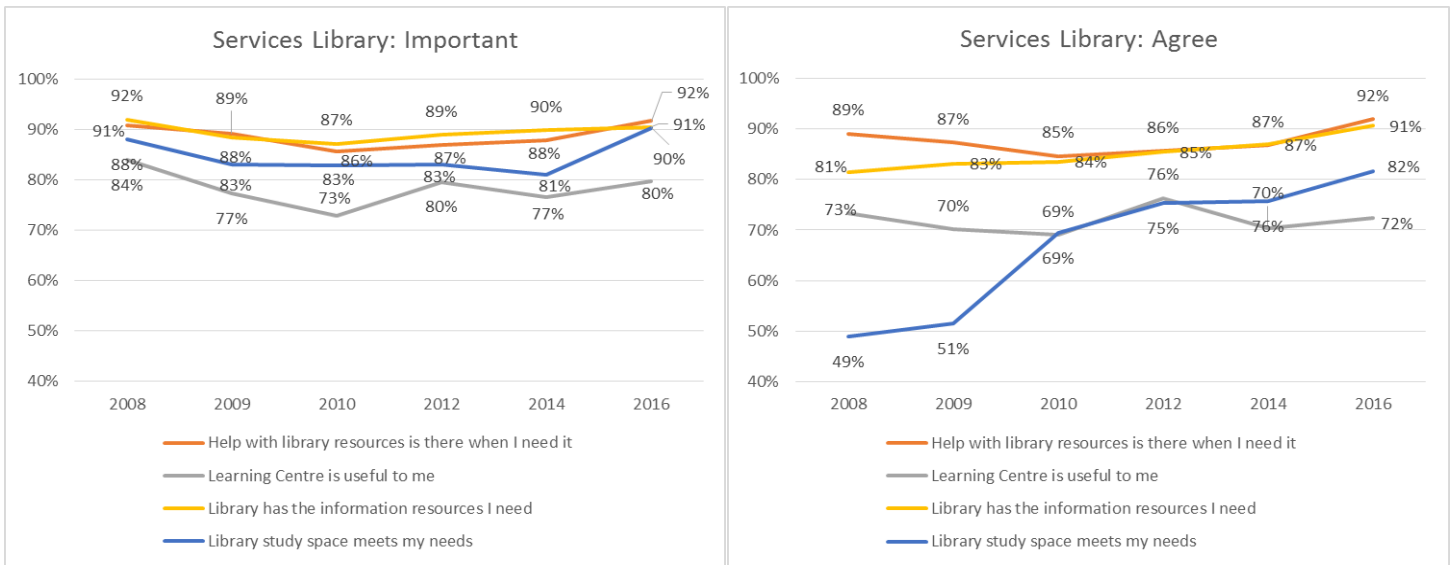
Services Registration Process

The importance of registration processes has remained high; since 2008, between 80 and 96 per cent of respondents have said these processes are important or very important to them. Satisfaction has fluctuated as processes have been changed and refined. Satisfaction with the application process increased 10 percentage points from 76 to 86 per cent from 2014 to 2016.



Services Library:

The importance and agreement scores for the library services has remained stable since 2008, with very little or no gap between the importance and agreement, with the exception of library study space. Since 2008, agreement that library study space meets student needs has increased from 49 per cent agreeing to 82 per cent agreeing in 2016. The largest gains in satisfaction with study space since 2008 have been in the Central Okanagan region; however, the north Okanagan has seen improvements in agreement scores in 2016 over 2014.

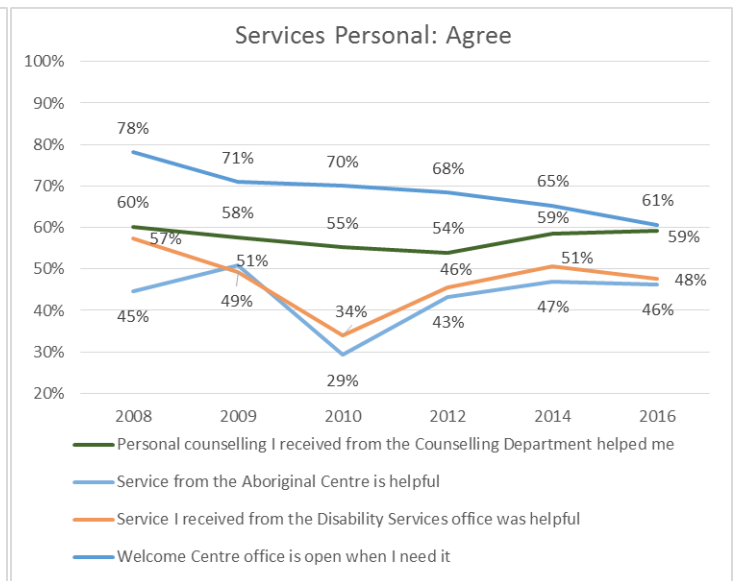
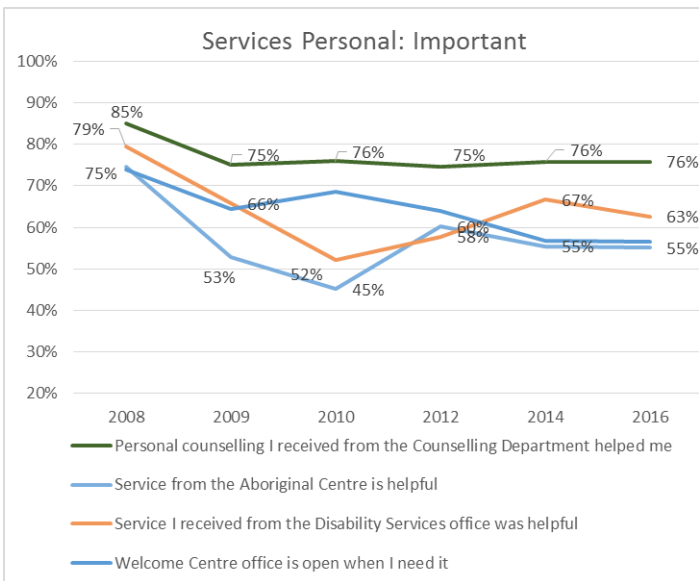
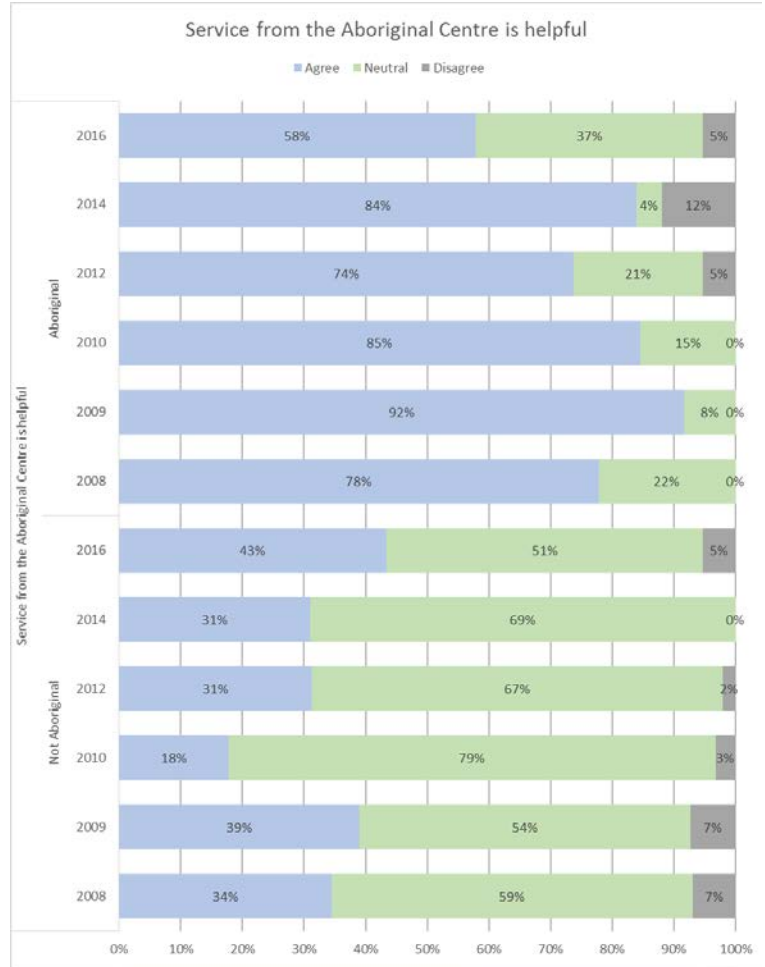


Services Personal:

While the importance of helpful service from the Aboriginal Centre has remained above 90 per cent since 2008, agreement that the service is helpful has dropped from 78 per cent in 2008 steadily down to 61 per cent in 2016.

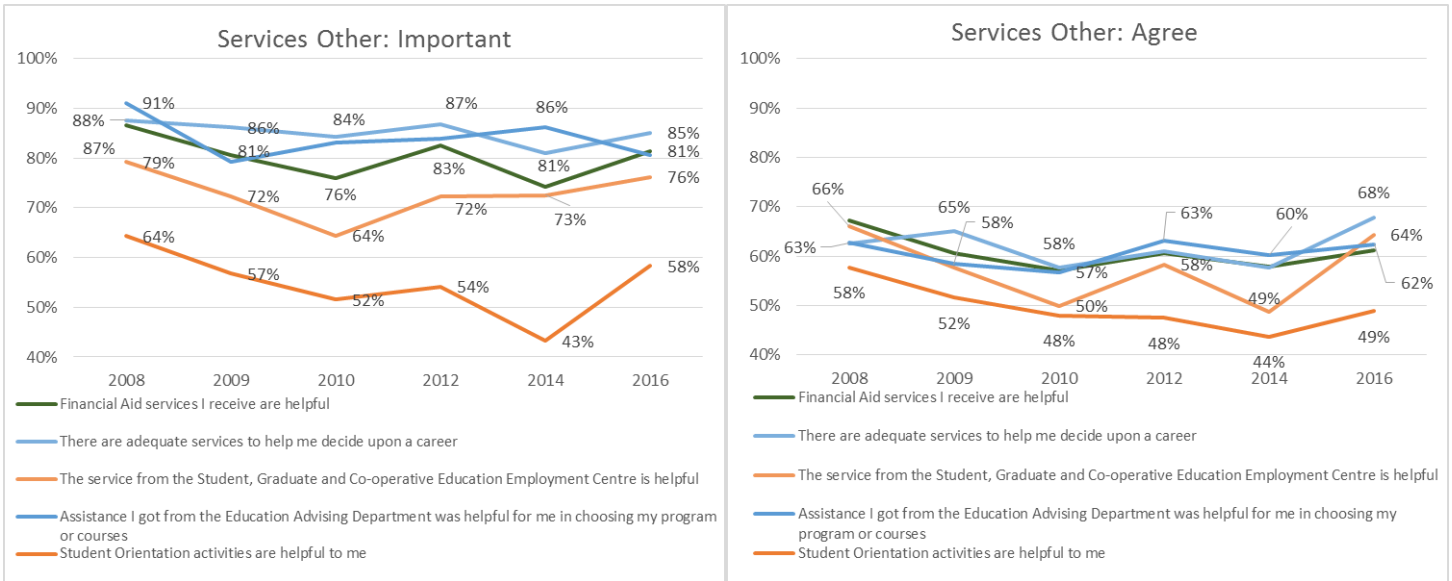
The Aboriginal Centre question results are filtered by respondent demographic (Aboriginal or non-Aboriginal) and presented here. The number of Aboriginal respondents to this question is very low (19) and the results should be used with caution; 76 non-Aboriginal people responded to the question in 2016. The survey instructs students to respond only if they have experience with the service. There were 36 respondents who declared themselves Aboriginal.

Both Disability Services and the Welcome Centre service have seen an improvement from a low in 2010. The Counselling Department importance decreased from 85 per cent to 76 per cent in eight years, while agreement that the Department has helped remains steady at around 60 per cent.



Services Other:

Career services were reported as important by 85 per cent of respondents, more than educational advising at 81 per cent.

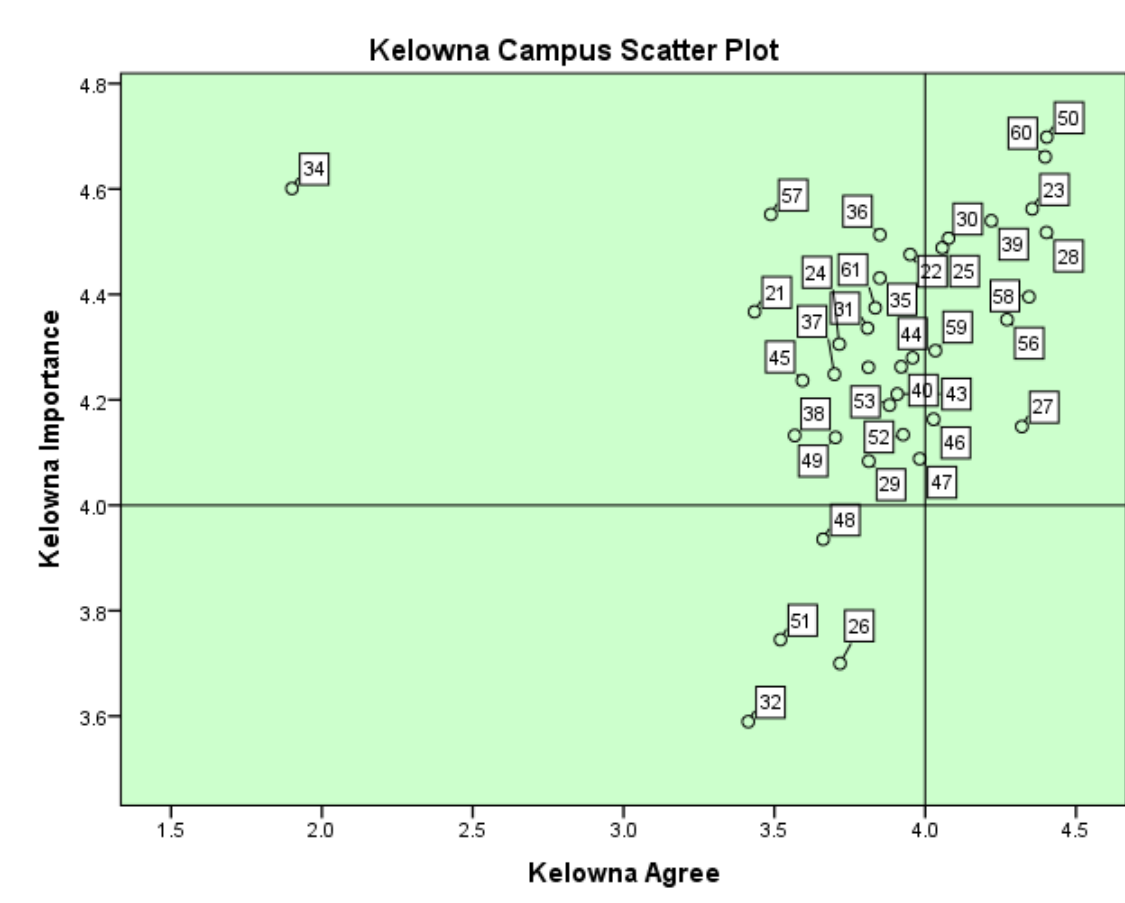


Results by Campus: Kelowna

Please see the Appendix E for the complete list of question text and numbers. Question average scores are plotted on a scatter diagram to visually demonstrate how each question scores on both importance and agreement. Those items that students have scored with a high level of importance and a relatively lower level of agreement are possible targets for attention.

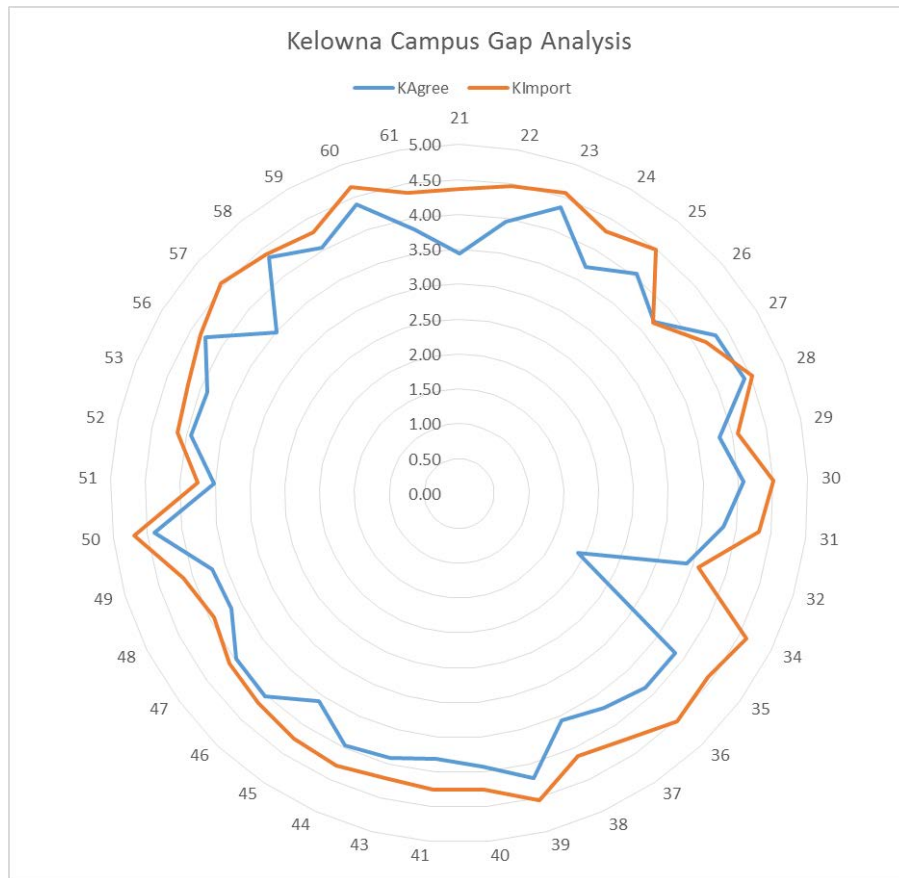
For the Kelowna campus, question number 34 (student parking is adequate) is on the far left quadrant indicating it is high in importance, but low on agreement. Further to the right, items 57 (wireless network works well for me), 36 (I am able to register for my classes with few conflicts), and 21 (website is easy to navigate) have much higher agreement, but still less than importance and are areas that may warrant attention.

The items in the top of the right quadrant are the issues that students have both high importance and high agreement, items that students are satisfied. Students feel that they will achieve their educational goals (50) and that attending Okanagan College has been a good experience for them (60). As well, students report that the campus feels safe and secure (23) and the College has a good reputation in the community (28). The items in the top right are items that require attendance to make sure satisfaction with these items does not drop.



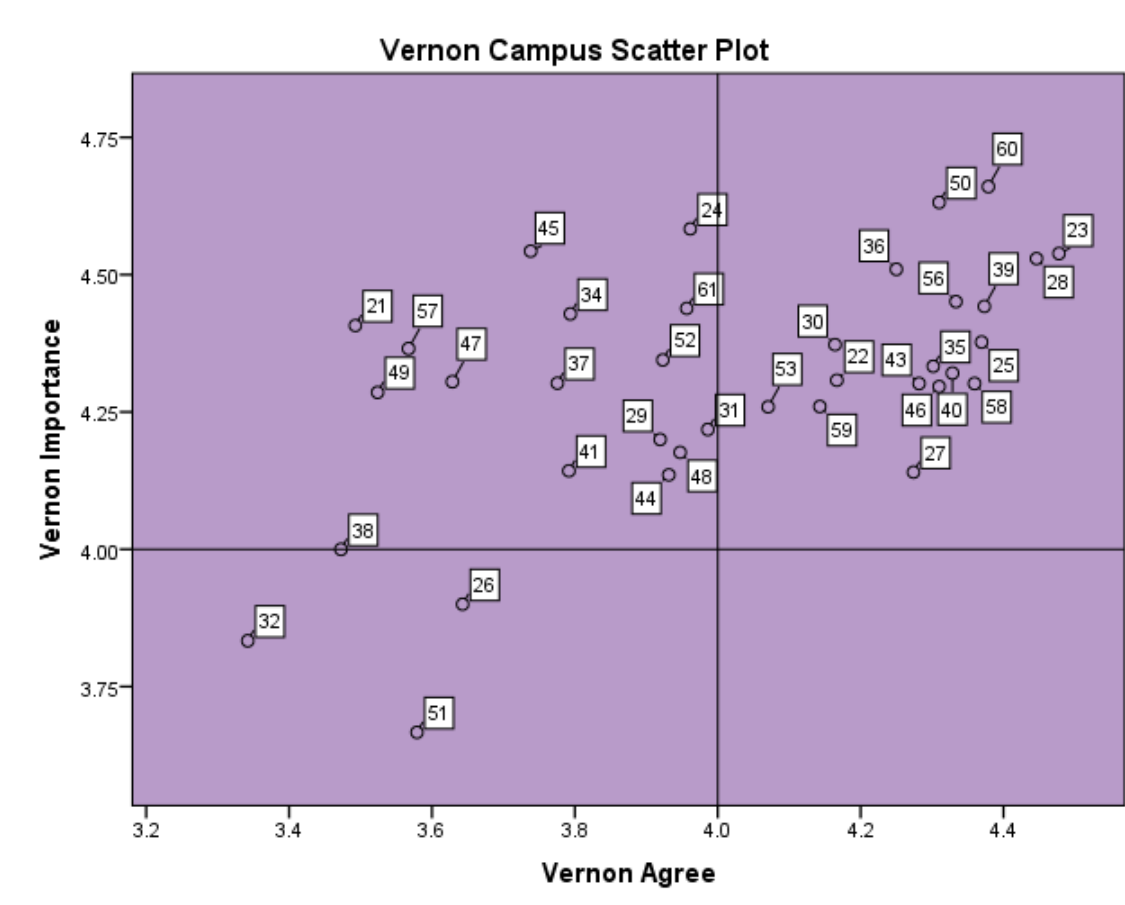
Kelowna Campus Gap Analysis

The radar chart below shows the mean scores for questions (scored between one and five) in terms of importance and agreement. Large gaps where importance is more than agreement may be areas to focus for improvement. Where agreement is greater than importance, this indicates that expectations have been met. For the Kelowna campus, questions 34 (student parking), 21, (website), 36 (register for classes without conflicts), 57 (wireless network), and 37 (adequate services to help me decide upon a career) are ones that stand out with the largest gaps. This is similar to the scatter plot results.



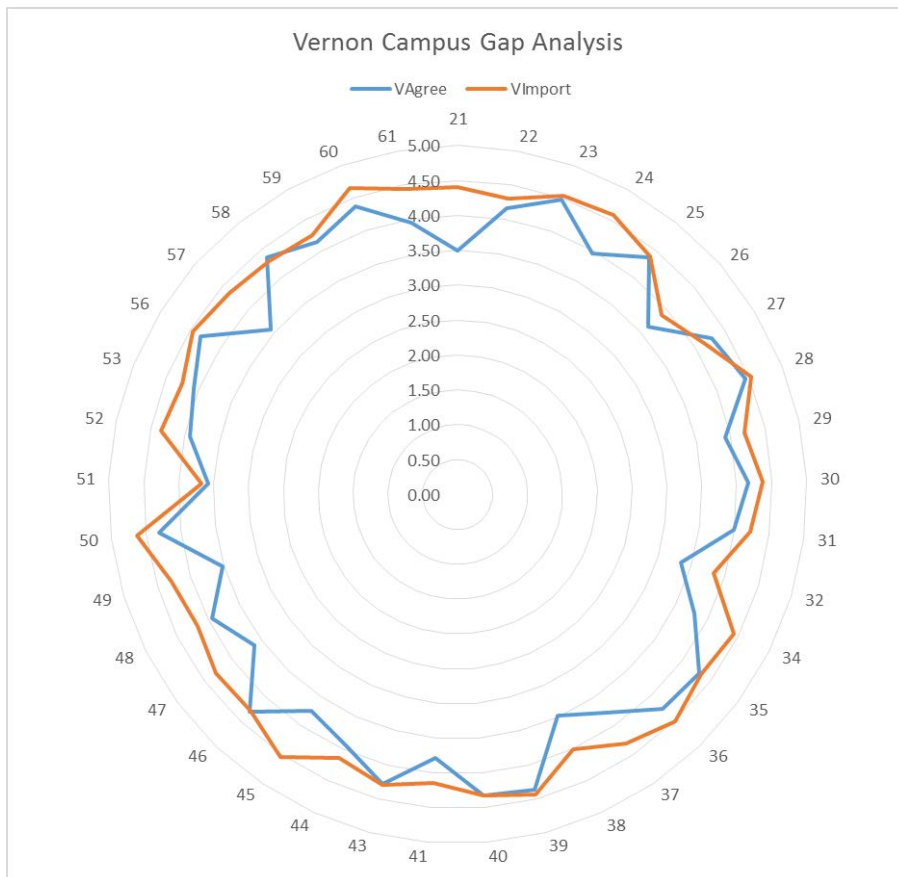
Results by Campus: Vernon

Item results for the Vernon campus are clustered around the 4.0 mark without any extreme outliers. Items 21 (Web registration process is easy to navigate), 49 (Personal counselling services), 57 (Wireless network), 47 (Good variety of courses on this campus), and 45 (Education advising) are the items in the far left hand quadrant, being higher in importance than in satisfaction. In the far right quadrant are the strengths of the campus including items 60 (attending has been a good experience for me), 50 (I feel I will achieve my educational goals), 23 (campus feels safe), and 28 (institution has a good reputation). In the bottom left are items scoring much lower on importance including 32 (student orientation), 26 (welcome centre is open when I need it), and 51 (service from the Aboriginal Centre is helpful).



Vernon Campus Gap Analysis

When considering the radar map below, the largest gaps between importance and agreement are with items 21 (website is easy to navigate), 47 (good variety of courses) 49 (Counselling department), 57 (wireless network).

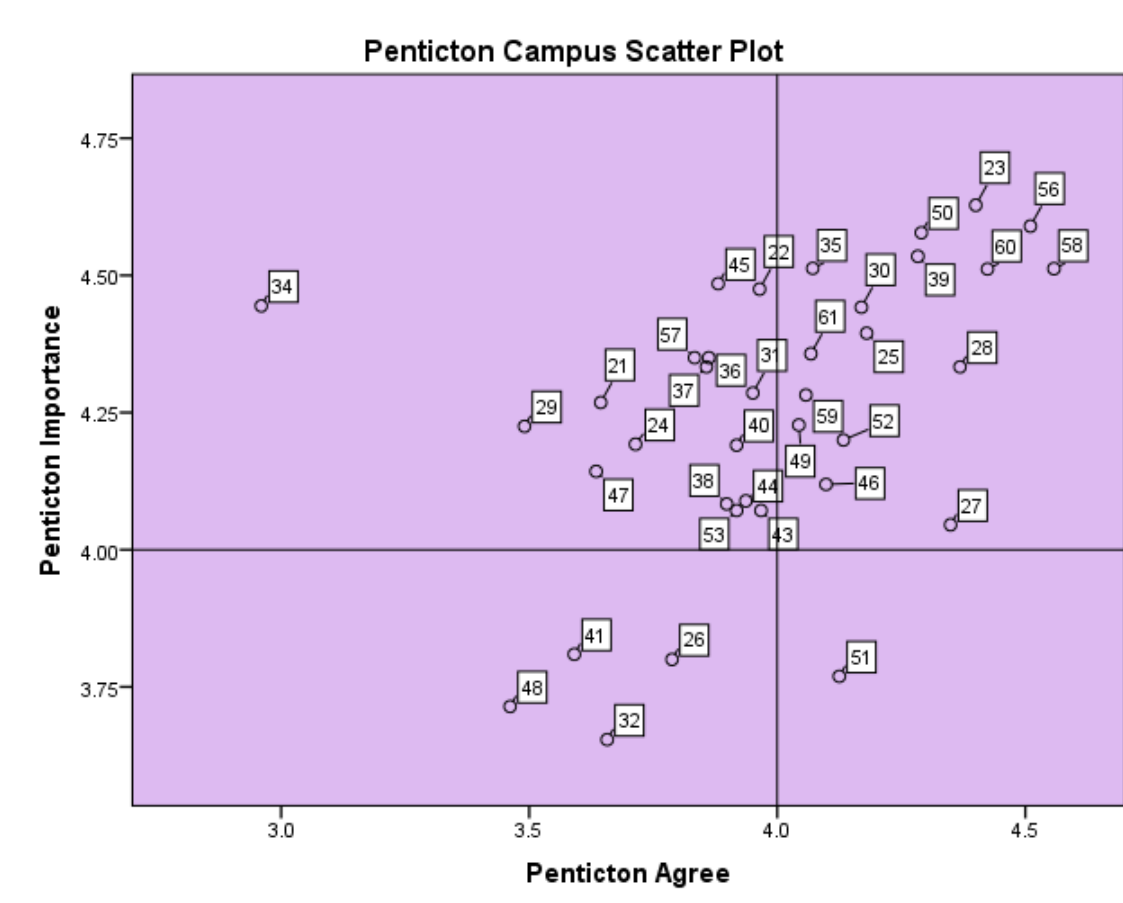


Results by Campus: Penticton

Like the Kelowna campus, Penticton respondents have indicated student parking as a very important issue with comparatively low satisfaction. Other items on the top left side of the plot include items 29 (bookstore has a good selection), 21 (website is easy to navigate), and 24 (financial aid services).

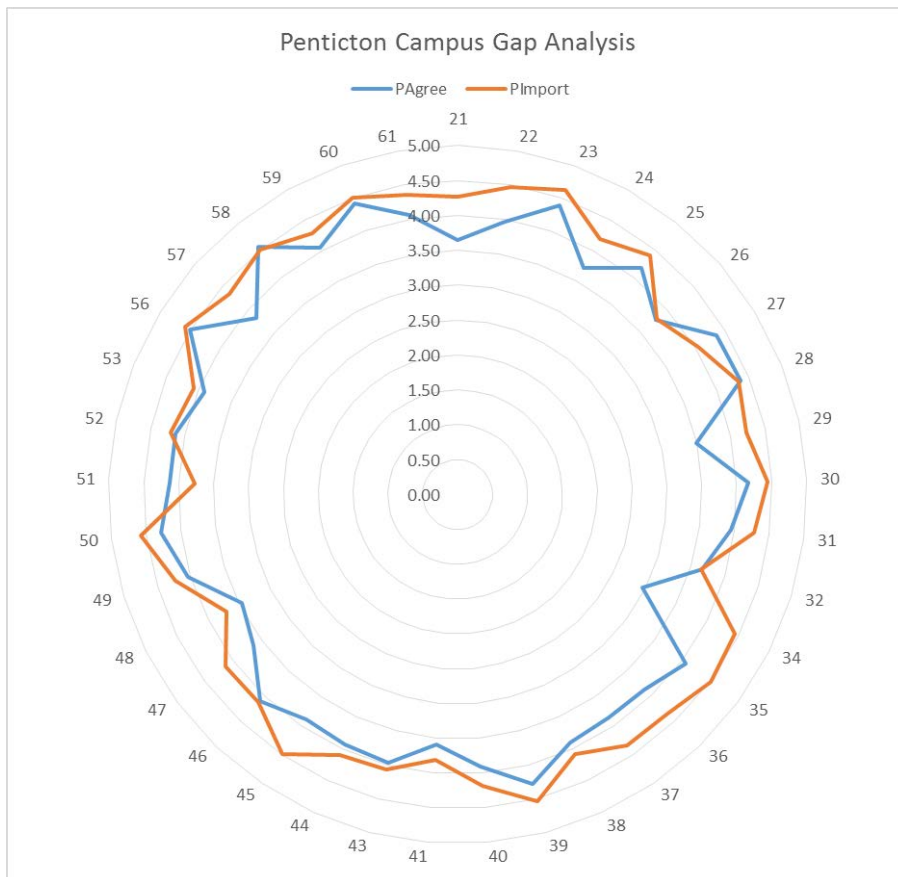
In the top right of the scatter plot are items 23 (campus feels safe and secure), 56 (library has the information resources I need), 58 (help with library is there), and 60 (attending has been a good experience).

The bottom five items are of lower importance: 48 (service from accessibility services), 41 (employment centre), 26 (welcome centre), 32 (orientation), and 51 (Aboriginal centre).



Penticton Campus Gap Analysis

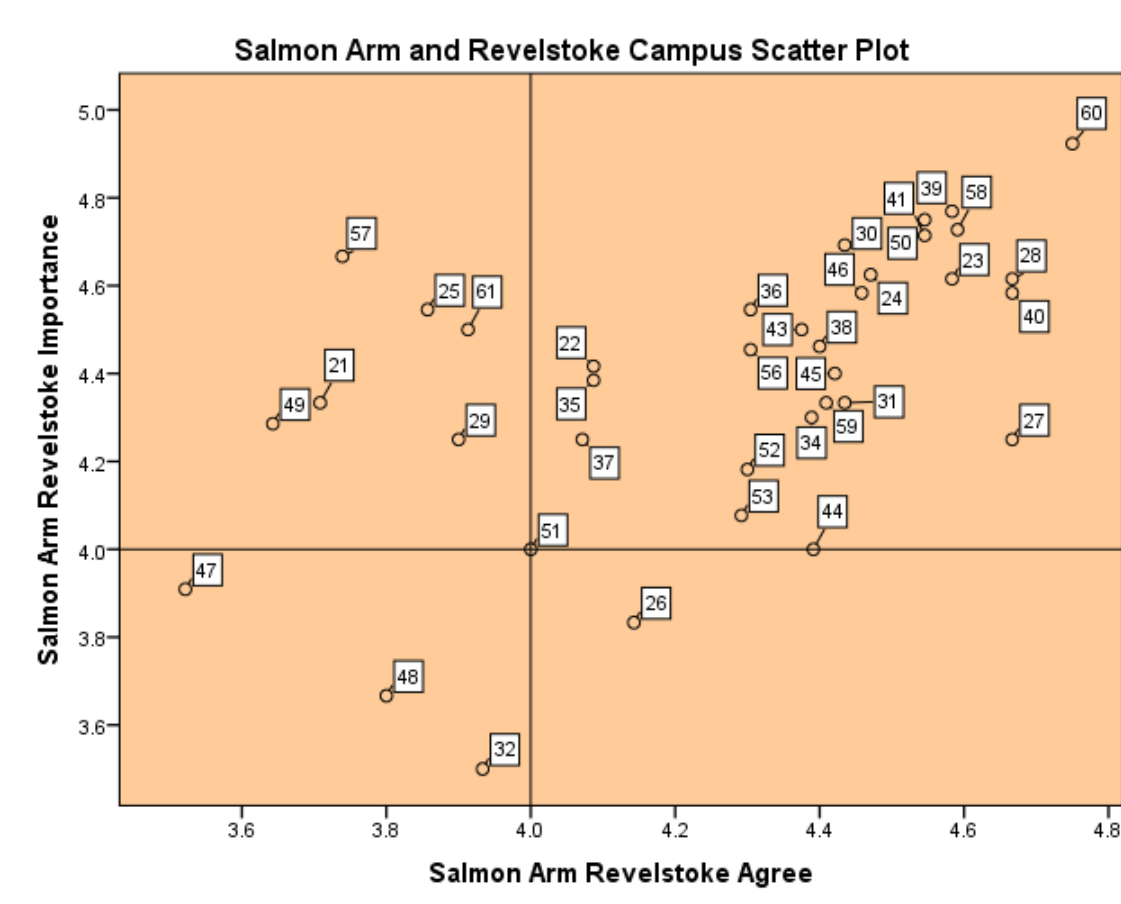
As with the Kelowna campus, Penticton respondents have indicated lower agreement than importance for student parking (item 34). Item 29 (bookstore), and 21 (website is easy to navigate) are the next largest gaps.



Results by Campus: Salmon Arm and Revelstoke

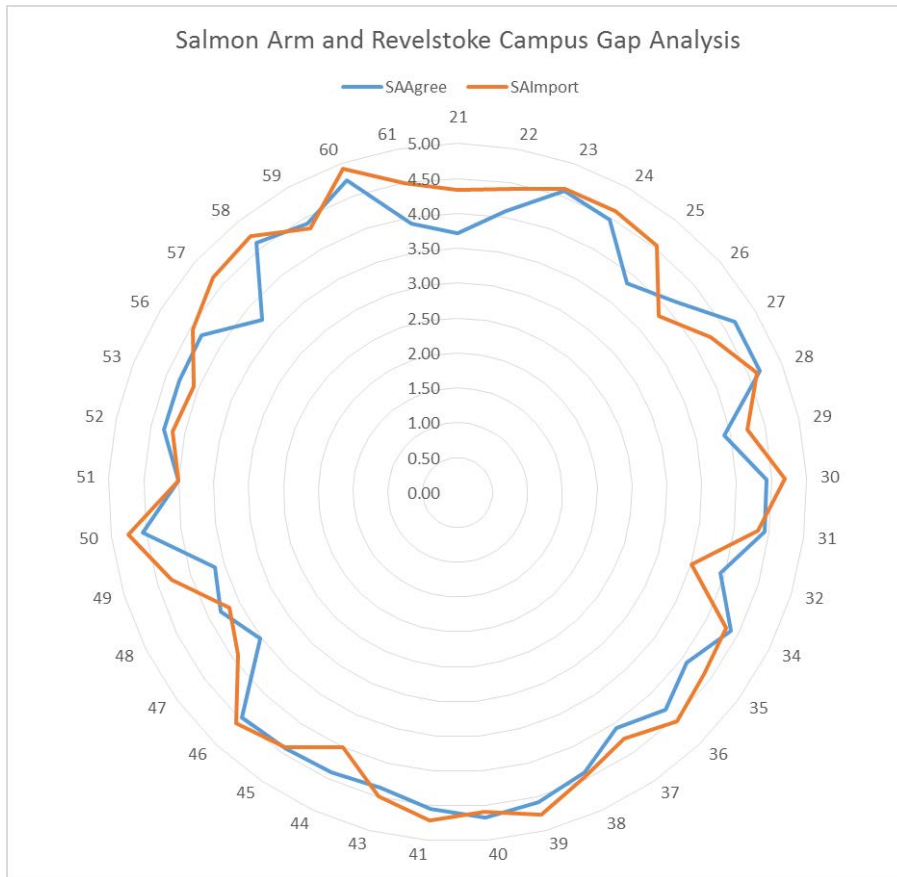
On the top left side of the scatter plot are items 57 (wireless network), 25 (library study space), 21 (website is easy to navigate), and 49 (personal counselling). In the very top right is item 60 (attending has been a good experience for me). As well, 58 (help with library resources), and 39 (overall learning environment is good) are rated highly in satisfaction.

In the bottom left quadrant, items 32 (orientation), 48 (accessibility services), and 47 (there is a good variety of courses on this campus) score much lower in importance.



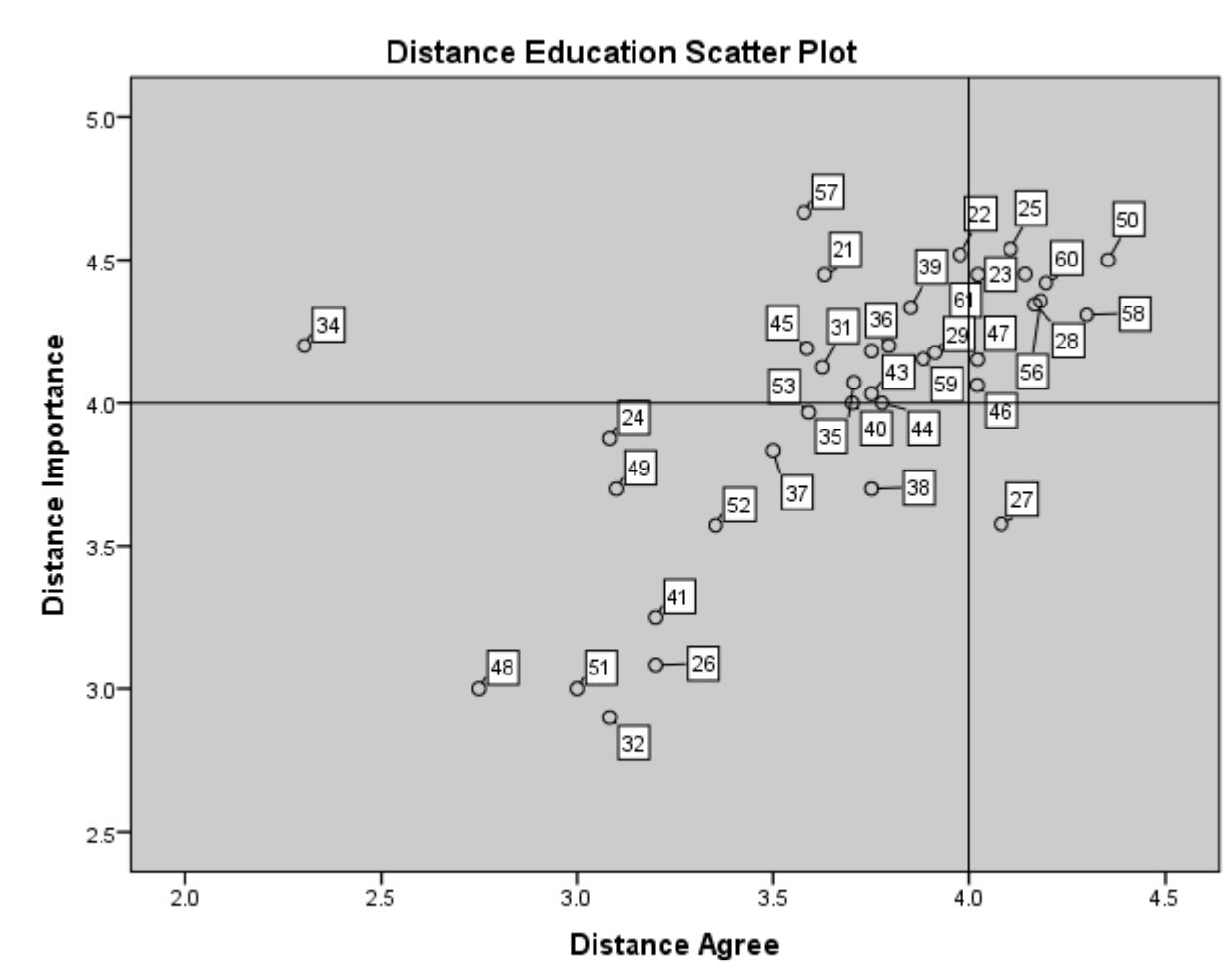
Salmon Arm and Revelstoke Campus Gap Analysis

Two items demonstrate larger gaps between importance and agreement in Salmon Arm and Revelstoke: item 21 (website is easy to navigate), and 57 (wireless network). Items 27 (I would recommend my course) and 32 (orientation) have positive gaps with mean agreement scores higher than importance; this indicates that expectations are being met.



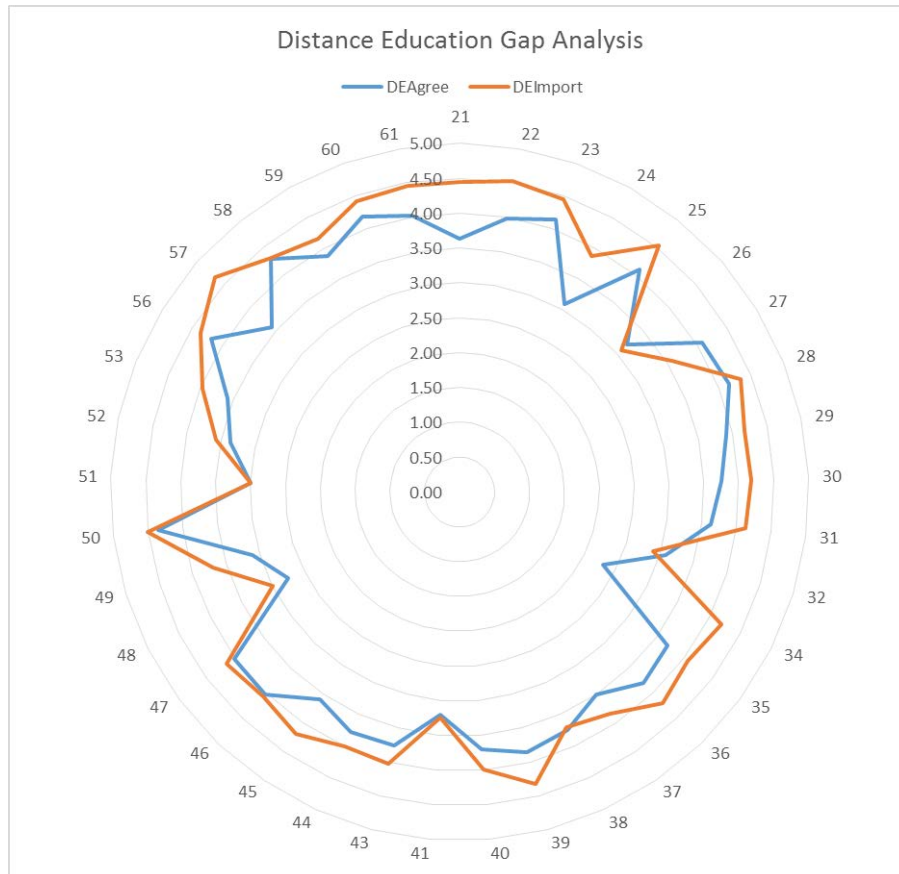
Results by Campus: Distance Education

With the increase in distance education enrolment, some questions more relating specifically to distance student experience would be beneficial. This was echoed in the student comments. Since many of the distance education students may also be taking courses on campus, many of the issues of distance learners (e.g. 34 parking, 57 wireless network) are the same as on campus learners. The onsite services score low in importance for this group. Item 50 (I feel I will achieve my educational goals) is in the top right corner of the scatter plot scoring high in importance and agreement for distance learners.



Distance Education Gap Analysis.

Since many of the distance education students may also be taking courses on campus, many of the issues of distance learners (e.g. parking, wireless network) are the same as on campus learners. The item 21 (website is easy to navigate) is one of the larger gaps, as well as item 21 (financial aid); however, item 21 scored lower on importance.



Conclusions

This is the seventh iteration since 2007 for the Student Satisfaction Survey at Okanagan College measuring satisfaction with College programs, facilities, services, and campus life. Results do not typically change dramatically over time; however, there are some significant differences with this year's results. Satisfaction with the wireless network is up from 2014 with 61 per cent agreeing up from 44 per cent in 2014; however, this is still down from 85 per cent in 2010. Parking continues to be a concern for students, especially in Kelowna where only 23 per cent agree that student parking is adequate. In 2016, there was less agreement that the Okanagan College website is easy to navigate with 59 per cent agreeing, down from 70 per cent in 2014.

Satisfaction with the application process has improved from 76 per cent in 2014 to 86 per cent in 2016. Agreement responses for *Library study space meets my needs* have improved since 2008 up to 82 per cent agreement. Ninety per cent of students are confident they will achieve their goals, and agree the overall learning environment on campus is good.

Almost a third of respondents (30 per cent, 173) added open ended comments on how to improve Okanagan College

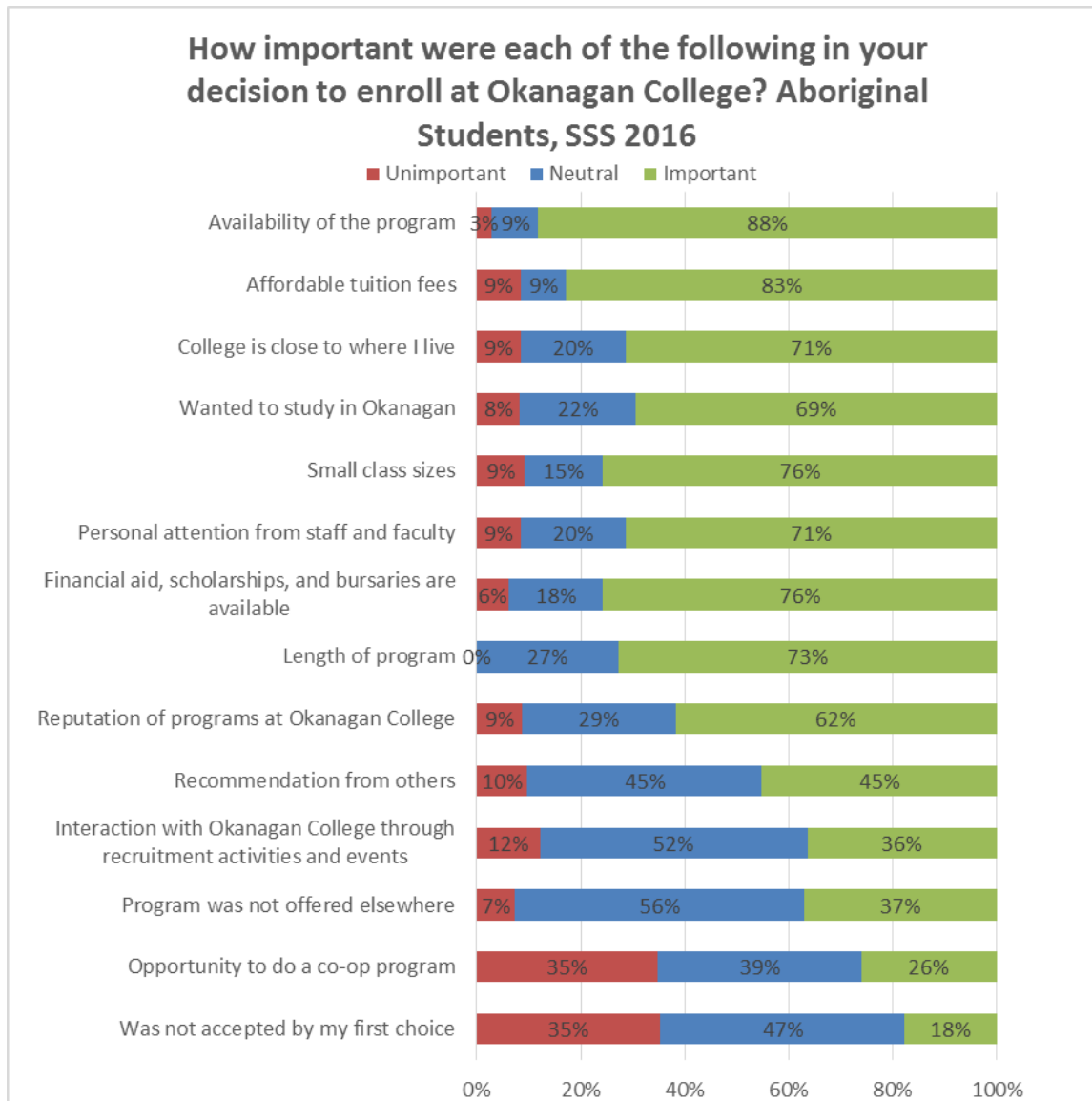
Appendix A: Responses by Demographics

Gender	% of Population	% of Responses	Responses
<i>Female</i>	55%	65%	371
<i>Male</i>	45%	35%	202
Grand Total	100%	100%	573

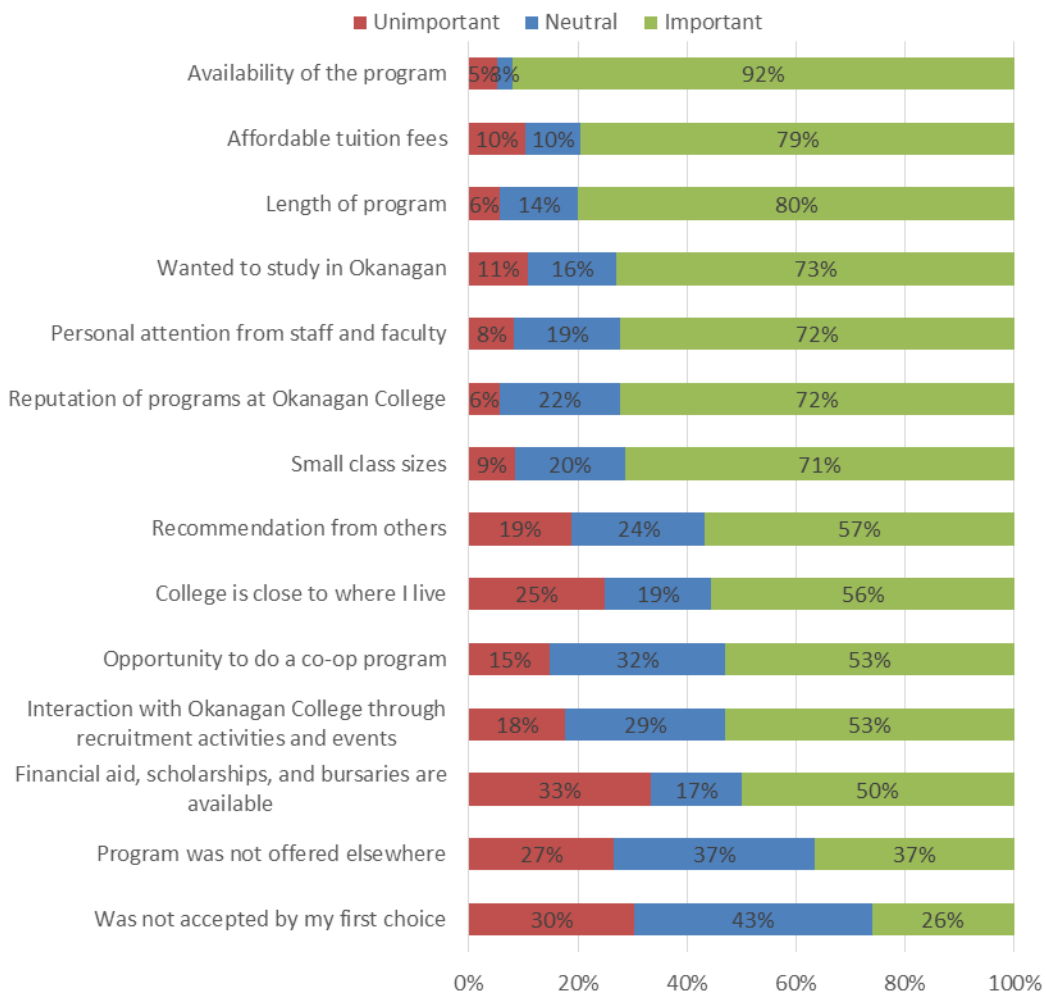
Aboriginal	% of Population	% of Responses	Responses
<i>Aboriginal</i>	8%	6%	36
<i>Non Aboriginal</i>	92%	94%	538
Grand Total	100%	100%	573

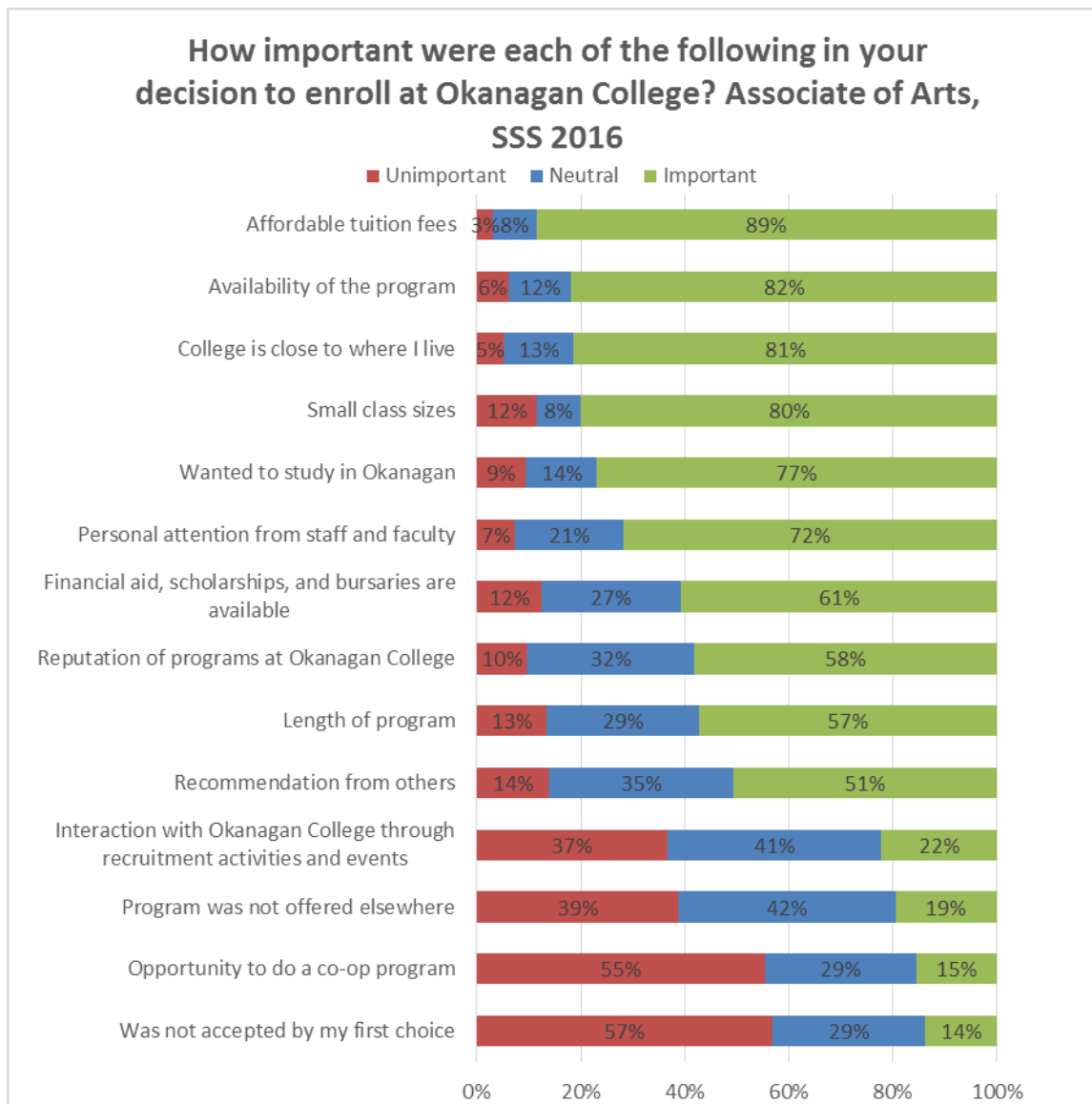
Age Range	% of Population	% of Responses	Responses
<i>19 and under</i>	18%	21%	118
<i>20 to 24</i>	42%	34%	193
<i>25 to 29</i>	16%	18%	105
<i>30 to 34</i>	8%	8%	44
<i>35 and over</i>	16%	20%	114
Grand Total	100%	100%	574

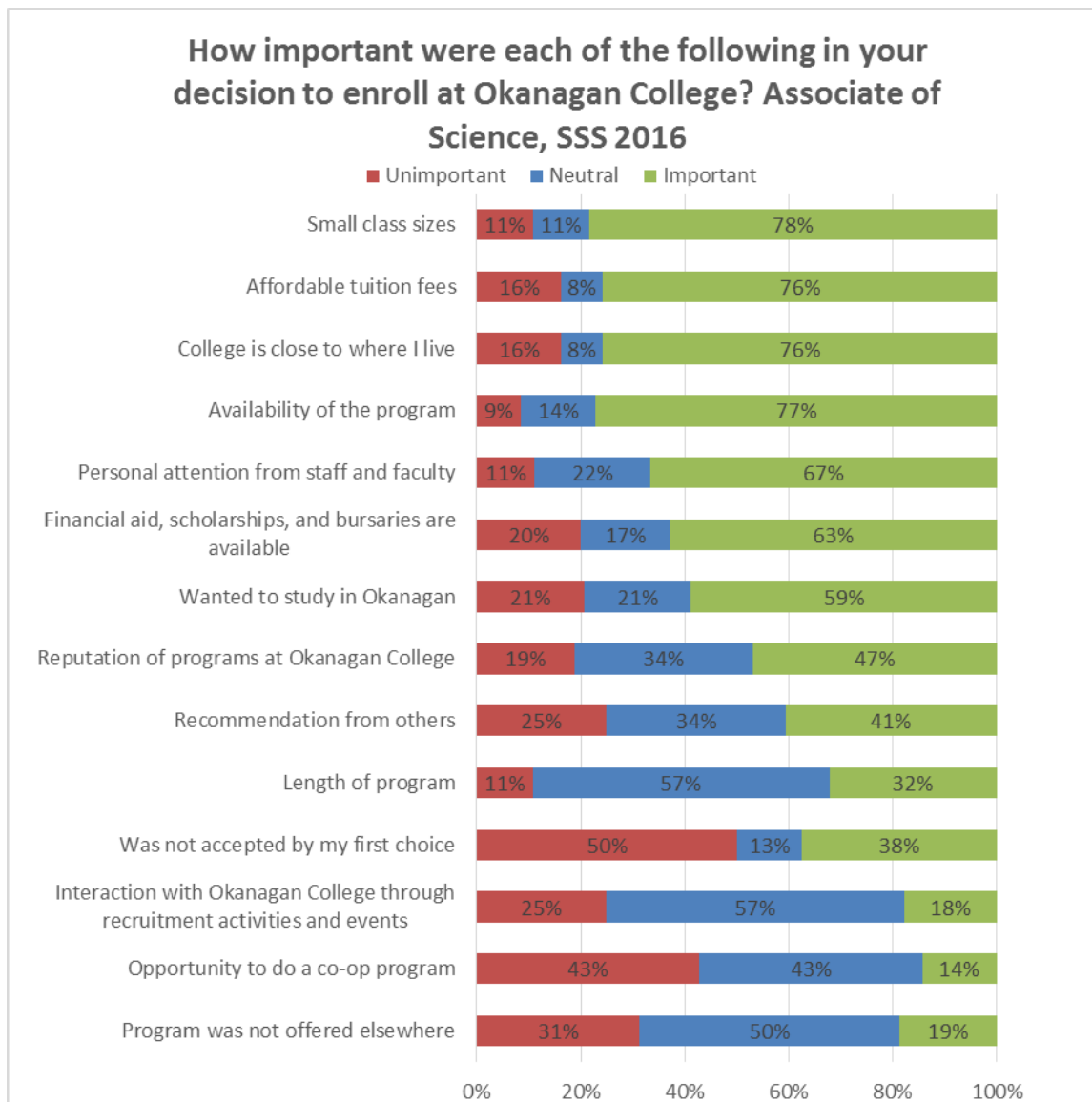
Appendix B: Motivation by Demographics

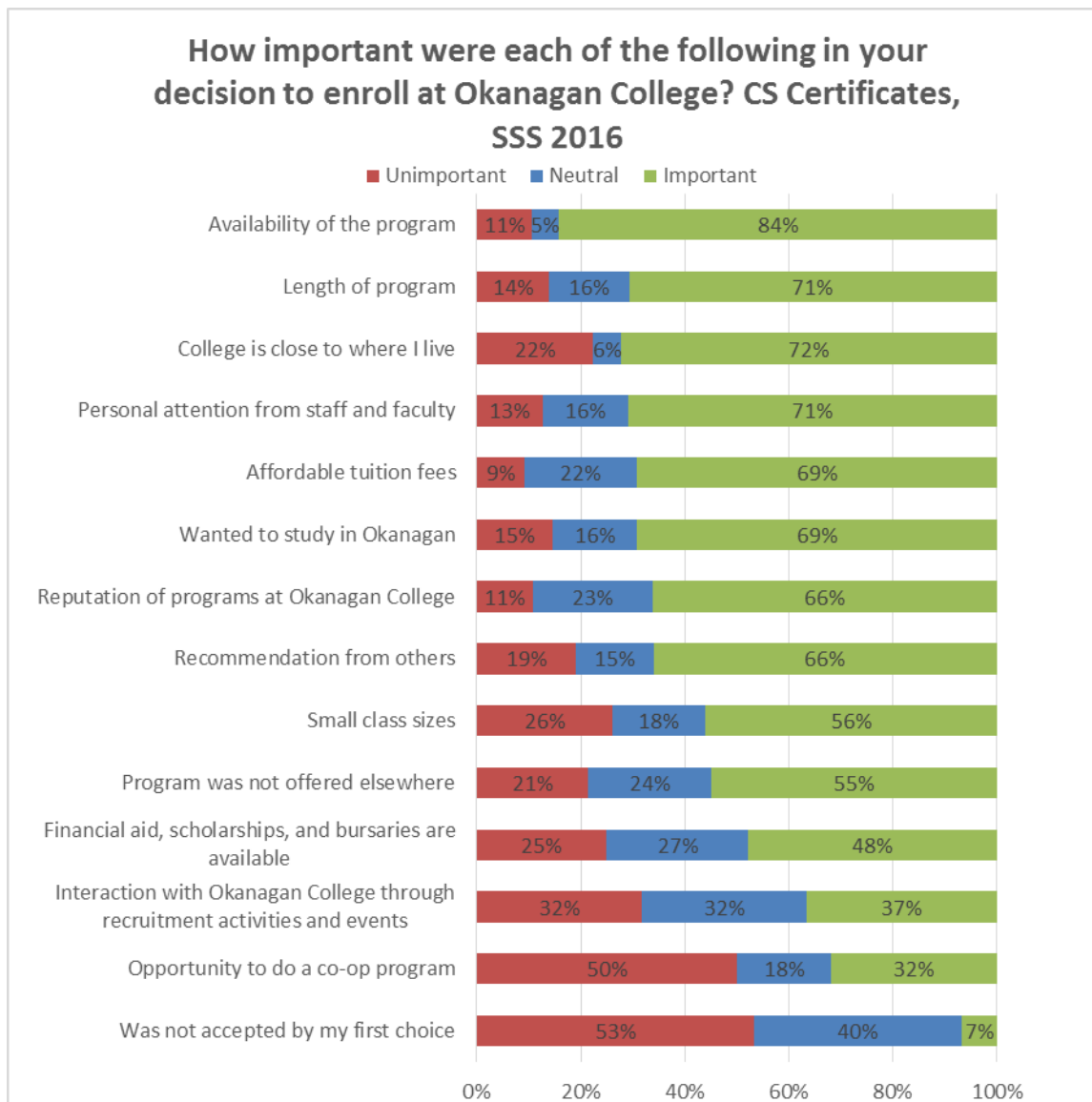


How important were each of the following in your decision to enroll at Okanagan College? International Students, SSS 2016

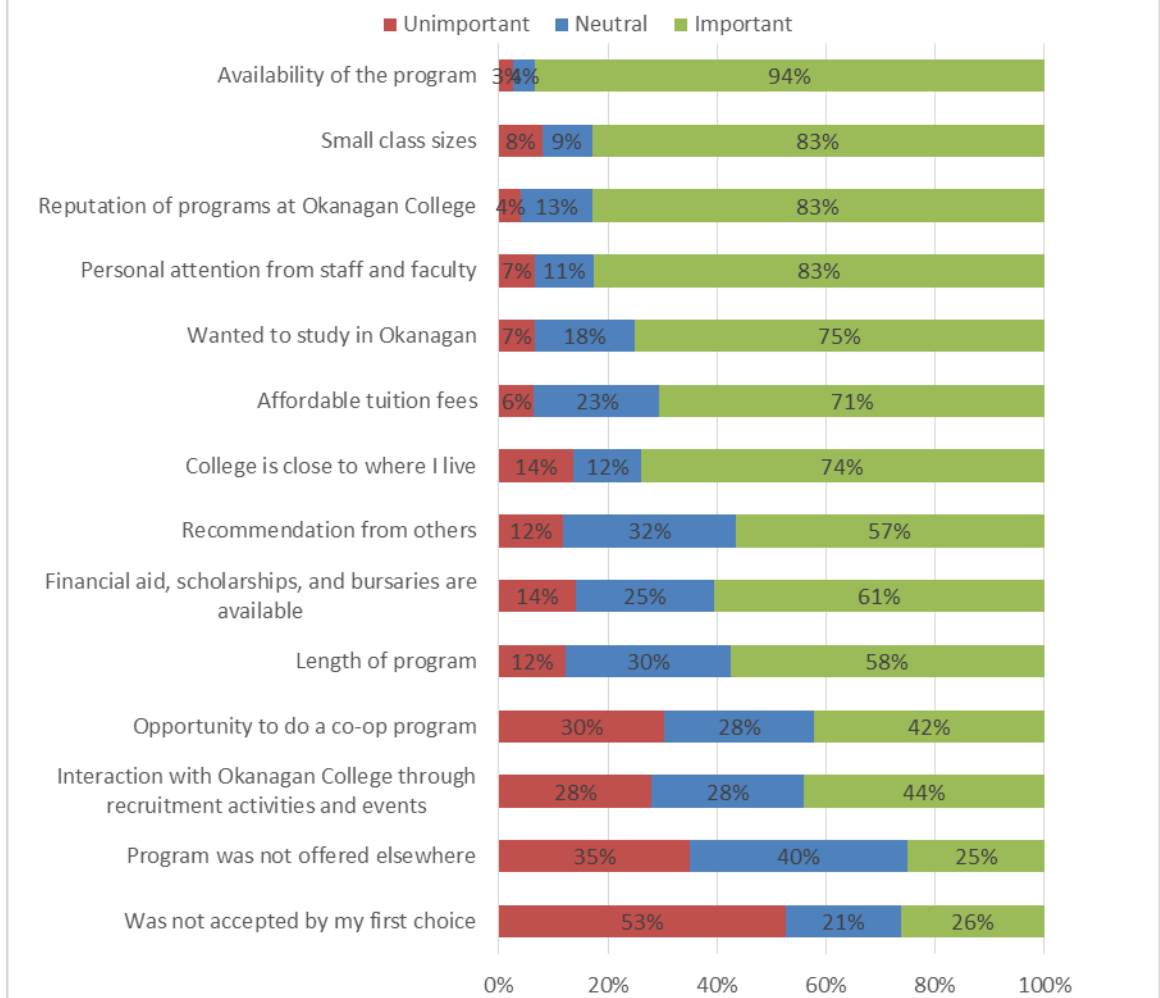


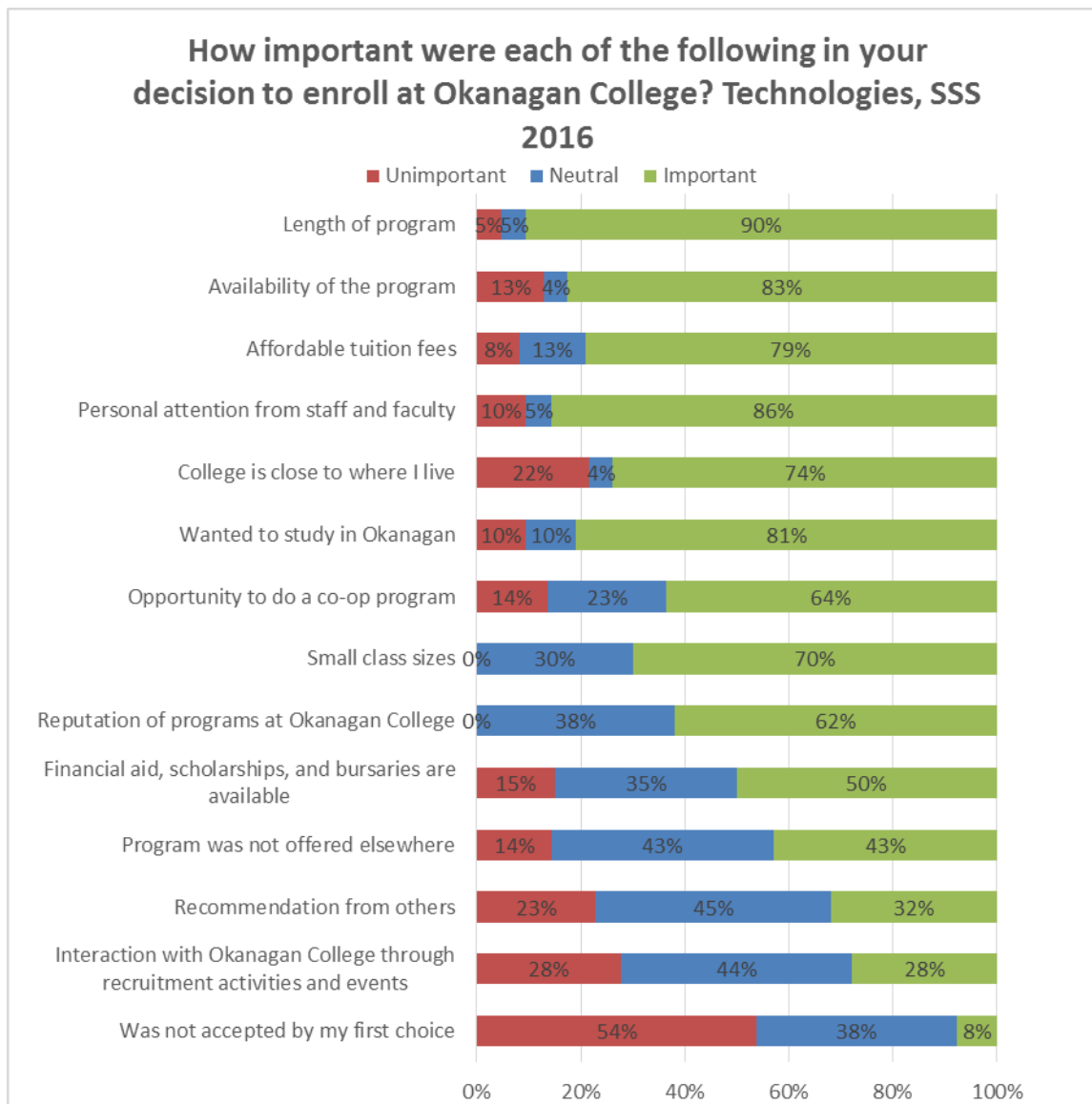


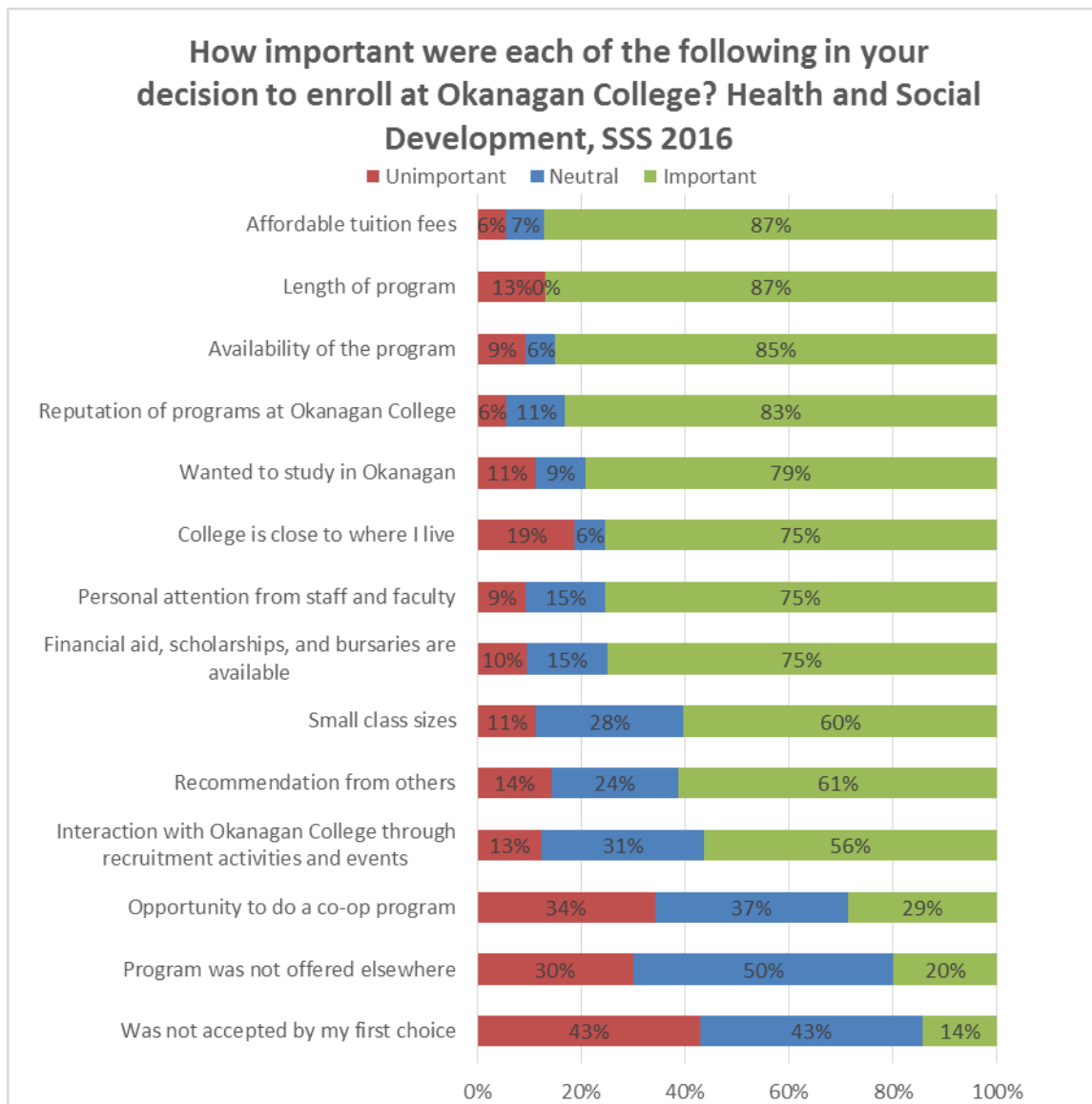




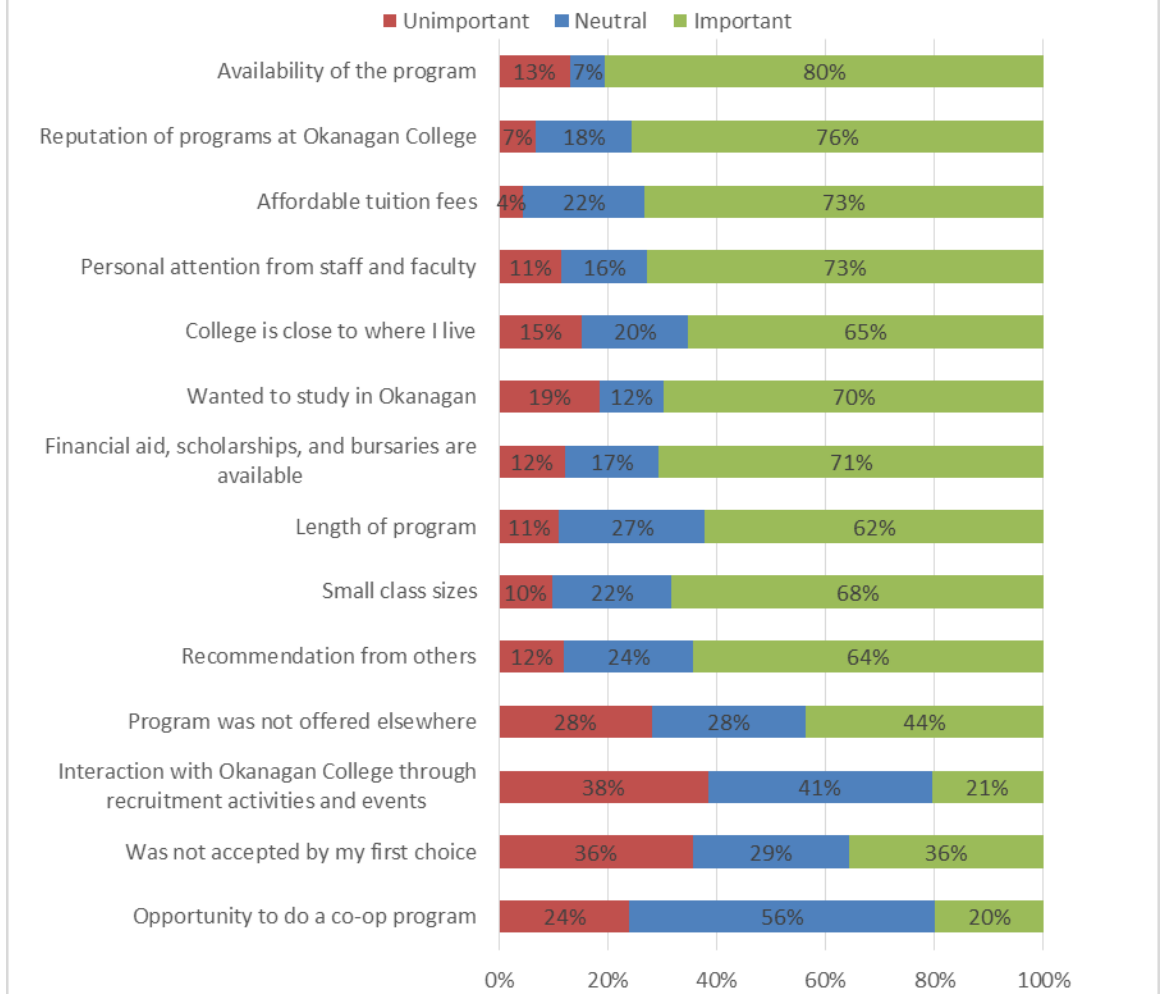
How important were each of the following in your decision to enroll at Okanagan College? BBA, SSS 2016



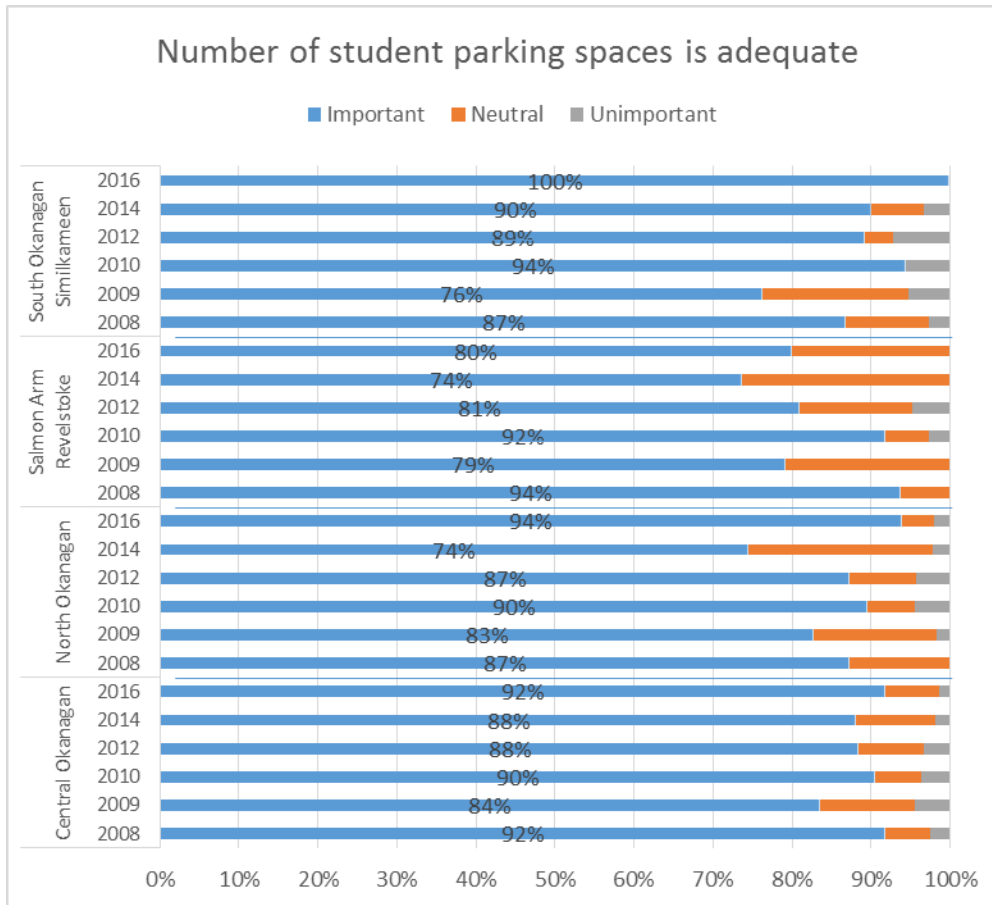


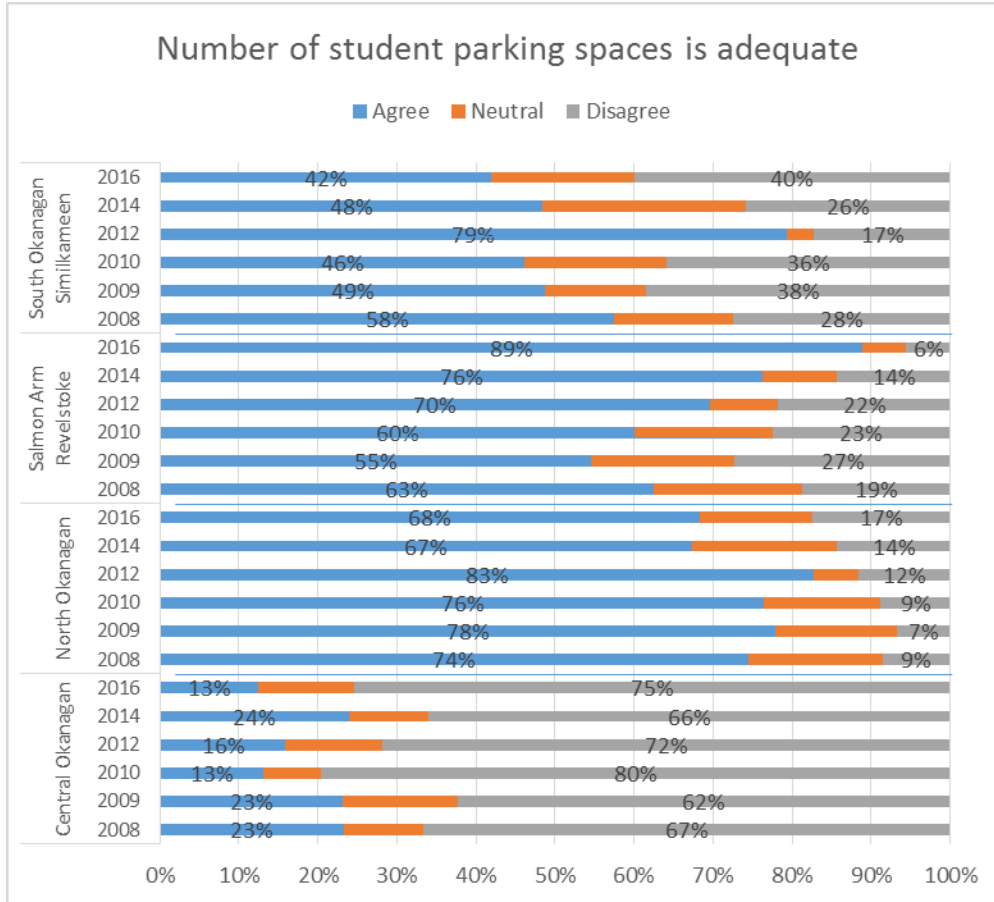


How important were each of the following in your decision to enroll at Okanagan College? SSS 2016 Trades



Appendix C: Student Parking by Region





Appendix D: Demographics

<i>Campus</i>	% of Population	% of Responses	Responses
<i>Kelowna</i>	68%	61%	353
<i>Vernon</i>	12%	14%	80
<i>Penticton</i>	10%	11%	65
<i>Salmon Arm/Revelstoke</i>	4%	4%	24
<i>Distance Education</i>	7%	9%	52
Grand Total	100%	100%	574

<i>Programming Area</i>	% of Population	% of Responses	Responses
<i>Arts</i>	19%	22%	124
<i>Foundational</i>	9%	6%	36
<i>Business</i>	25%	27%	153
<i>Office Administration</i>	3%	2%	14
<i>Science</i>	9%	11%	62
<i>Technologies</i>	5%	4%	25
<i>Health</i>	8%	9%	54
<i>Trades</i>	14%	8%	47
<i>CS Certificates</i>	8%	10%	59
Grand Total	100%	100%	574

Appendix E: Question Text (in italics, not asked in 2016)

Q#	Qtext	Category
1	What is your Okanagan College student ID number?	None
2	What is your main educational goal at Okanagan College right now?	None
3	Did you apply to any other post-secondary institutions last fall (September 2009)?	None
4	If yes, which ones: (Choose all that apply)	None
5	Was Okanagan College your first choice?	None
6	How important were each of the following in your decision to enroll at Okanagan College:	Motivation
7	Availability of the program	Motivation
8	Opportunity to do a co-op program	Motivation
9	College is close to where I live	Motivation
10	Recommendation from others	Motivation
11	Affordable tuition fees	Motivation
12	Program was not offered elsewhere	Motivation
13	Reputation of programs at Okanagan College	Motivation
14	Was not accepted by my first choice	Motivation
15	Small class sizes	Motivation
16	Financial aid, scholarships, and bursaries are available	Motivation
17	Personal attention from staff and faculty	Motivation
18	Length of program	Motivation
19	Interaction with Okanagan College through recruitment activities	Motivation
20	Wanted to study in Okanagan	Motivation
21	Other reason?	Motivation
22	The Okanagan College website is easy to navigate	Facilities
23	Web registration process is easy to use	Facilities
24	Campus feels safe and secure	Facilities
25	Financial Aid services I receive are helpful	Services
26	Library study space meets my needs	Services
27	Welcome Centre office is open when I need it	Services
28	I would recommend my program or course to other people	Programs
29	This institution has a good reputation within the community	Overall
30	Campus bookstore has a good selection	Facilities
31	Learning Environment (Classroom, Lab, Shop) on campus is adequate for my needs	Facilities
32	Fee payment process is clear and efficient	Services
33	Student Orientation activities are helpful to me	Services
34	<i>I'm satisfied with campus life</i>	<i>Campus Life</i>
35	Number of student parking spaces is adequate	Facilities
36	Study space on campus is adequate for my needs	Facilities
37	I am able to register for my classes with few conflicts	Services
38	There are adequate services to help me decide upon a career	Services
39	Food services on campus are good for my needs	Facilities
40	Overall learning environment on this campus is good	Facilities
41	Services I receive from the Registration Office are helpful	Services
42	The service from the Student, Graduate and Co-operative Education Employment Centre is helpful	Services
43	<i>I am satisfied with the recreational services available to me</i>	<i>Campus Life</i>
44	I am satisfied with the Registration process	Services
45	There is a commitment to academic excellence on this campus	Programs
46	Assistance I got from the Education Advising Department was helpful for me in choosing my program or courses	Services

46	I am satisfied with the application process	Services
47	There is a good variety of courses on this campus	Programs
48	Service I received from the Disability Services office was helpful	Services
49	Personal counselling I received from the Counselling Department helped me	Services
50	I feel I will achieve my educational goals	Programs
51	Service from the Aboriginal Centre is helpful	Services
52	Learning Centre is useful to me	Services
53	Admissions and Registration office is open when I need it	Services
54	<i>I feel a sense of pride about my campus</i>	<i>Campus Life</i>
55	<i>Cultural and social activities are available for me to attend</i>	<i>Campus Life</i>
56	Library has the information resources I need	Services
57	The wireless network works well for me	Facilities
58	Help with library resources is there when I need it	Services
59	Computers available on campus are adequate for my needs	Facilities
60	Attending Okanagan College has been a good experience for me	Overall
61	I found the information I needed on the Okanagan College website	Facilities
62	<i>Okanagan College cares about my success as a student</i>	<i>Strat Plan</i>
63	<i>Okanagan College has helped me become a better learner</i>	<i>Strat Plan</i>



Submission of Information from Senior Staff to the Finance, Audit and Risk Review Committee

REPORT TITLE

Statement of Financial Information 2016

DATE

August 23, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

This report is for the period April 1, 2015 to March 31, 2016.

The report is prepared in accordance with the Financial Information Act (FIA) of BC and is presented to the Board Finance, Audit and Risk Review Committee for approval. The report is due to the Ministry on September 30, 2016.

See Attachment B: Statement of Financial Information 2016

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 Statement of Financial Information for the fiscal year ending March 31, 2016 as recommended by the Finance, Audit and Risk Review Committee and as presented.”

STRATEGIC PLAN ¹ALIGNMENT

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 this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

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

V. Pannell- Controller
A. Johnson- Director Finance
R. Daykin – Vice President, Employee and Corporate Services

*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



Statement of Financial Information

For the Fiscal Year
Ended March 31, 2016

www.okanagan.bc.ca

OKANAGAN COLLEGE
Statement of Financial Information
Year ended March 31, 2016

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1. Approval of Statement of Financial Information
2. Management Report
3. Audited Financial Statements
 - a. Statement of Assets and Liabilities
 - b. Operational Statement
 - c. Statement of Changes in Net Debt and Note 7
4. Schedule of Guarantee and Indemnity Agreements
5. Schedule of Remuneration and Expenses including:
 - a. Schedule of Remuneration and Expenses of Members of the Board of Governors
 - b. Schedule of Remuneration and Expenses Paid to Employees
 - c. Statement of Severance Agreements
6. Schedule of Payments to Suppliers of Goods and Services

OKANAGAN COLLEGE

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Governors of Okanagan College and approves all the statements and schedules included in this Statement of Financial Information (SOFI), produced under the *Financial Information Act*.

The College Board carries out its financial responsibility by regularly reviewing the College's financial reports as prepared by Management. The Board relies upon Management's design and implementation of internal control systems and the necessary accounting processes to produce the reports included in the Statement of Financial Information. The Board relies upon Management that the included information has been prepared in compliance with the *Financial Information Act*.

Connie Denesiuk
Chair – Board of Governors

Date

OKANAGAN COLLEGE

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of the Province of BC, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Governors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of the Board. The Audit Committee meets with management and the external auditors twice per year.

The external auditors, Grant Thornton LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board.

On behalf of Okanagan College

Jim Hamilton
President

Roy Daykin
Vice President Finance and Administration

Date

Section A

Reports

**OKANAGAN COLLEGE
 STATEMENT OF FINANCIAL POSITION
 AS AT MARCH 31, 2016**

	March 31 2016	March 31 2015
Financial assets		
Cash and cash equivalents	\$ 15,310,101	\$ 14,944,366
Investments (note 2)	8,631,501	8,797,158
Accounts receivable (note 3)	3,106,663	3,542,829
Inventory for resale (note 4)	722,289	773,958
	<u>27,770,554</u>	<u>28,058,311</u>
Liabilities		
Accounts payable and accrued liabilities (note 5)	12,944,585	8,906,680
Long term debt (note 7)	3,958,523	4,162,000
Deferred revenues	9,115,365	8,246,991
Employee future benefit obligations (note 8)	13,044,300	13,631,200
Deferred contributions for tangible capital assets (note 9)	101,254,766	86,640,182
	<u>140,317,539</u>	<u>121,587,053</u>
Net debt	<u>(112,546,985)</u>	<u>(93,528,742)</u>
Non-financial assets		
Prepaid expenses	561,126	562,748
Tangible capital assets (note 6)	123,859,999	105,013,425
	<u>124,421,125</u>	<u>105,576,173</u>
Accumulated surplus (note 10)	<u>\$ 11,874,140</u>	<u>\$ 12,047,431</u>
Accumulated surplus is comprised of:		
Accumulated surplus	\$ 11,082,576	\$ 10,788,781
Accumulated remeasurement gains	791,564	1,258,650
	<u>\$ 11,874,140</u>	<u>\$ 12,047,431</u>
Commitments and contingencies (note 11)		

Approved on behalf of the Board:



 Chair, Board of Governors



 Chair, Finance, Audit and Risk Review Committee

OKANAGAN COLLEGE
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED MARCH 31, 2016

	Budget 2016	2016	2015
Revenue			
Government grants	\$ 55,559,880	\$ 55,804,502	\$ 56,200,266
Tuition and other fees	27,232,936	25,704,455	25,214,697
Ancillary service sales	4,863,061	5,220,447	4,920,576
Contract services	1,332,950	1,699,716	1,906,952
Investment income	358,986	530,244	707,126
Other	1,268,595	3,406,531	1,616,998
Amortization of deferred contributions for tangible capital assets	4,328,854	4,829,972	4,117,994
	<u>94,945,262</u>	<u>97,195,867</u>	<u>94,684,609</u>
Expense			
Instruction and academic support	53,592,789	54,245,251	53,471,166
Facility and institutional support	17,581,951	17,632,210	17,631,726
Enrolment management and student support	13,509,117	13,762,612	13,303,650
Ancillary operations	4,205,651	4,649,807	4,323,436
Amortization of tangible capital assets	5,916,327	6,472,765	5,808,043
Interest on long term debt	139,427	139,427	143,029
	<u>94,945,262</u>	<u>96,902,072</u>	<u>94,681,050</u>
Annual surplus	-	293,795	3,559
Accumulated surplus, beginning of year	10,788,781	10,788,781	10,785,222
Accumulated surplus, end of year	<u>\$ 10,788,781</u>	<u>\$ 11,082,576</u>	<u>\$ 10,788,781</u>

OKANAGAN COLLEGE
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED MARCH 31, 2016

	2016	2015
Accumulated remeasurement gains and losses, beginning of year	<u>\$ 1,258,650</u>	<u>\$ 802,423</u>
Unrealized (loss) gain on investments	(426,695)	771,565
Realized gain on investments, reclassified to statement of operations	<u>(40,391)</u>	<u>(315,338)</u>
Net remeasurement (losses) gains for the year	<u>(467,086)</u>	<u>456,227</u>
Accumulated remeasurement gains and losses, end of year	<u>\$ 791,564</u>	<u>\$ 1,258,650</u>

**OKANAGAN COLLEGE
STATEMENT OF CHANGES IN NET DEBT
FOR THE YEAR ENDED MARCH 31, 2016**

	Budget 2016	2016	2015
Annual surplus	\$ -	\$ 293,795	\$ 3,559
Acquisition of tangible capital assets	(15,509,000)	(25,319,339)	(15,416,225)
Amortization of tangible capital assets	5,916,327	6,472,765	5,808,043
	<u>(9,592,673)</u>	<u>(18,552,779)</u>	<u>(9,604,623)</u>
Acquisition of prepaid expenses	-	(561,126)	(562,748)
Use of prepaid expenses	-	562,748	653,858
	-	<u>1,622</u>	<u>91,110</u>
Net remeasurement (losses) gains	-	(467,086)	456,227
Increase in net debt	(9,592,673)	(19,018,243)	(9,057,286)
Net debt, beginning of year	<u>(93,528,742)</u>	<u>(93,528,742)</u>	<u>(84,471,456)</u>
Net debt, end of year	<u>\$ (103,121,415)</u>	<u>\$ (112,546,985)</u>	<u>\$ (93,528,742)</u>

OKANAGAN COLLEGE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2016

	2016	2015
Net cash inflow (outflow) related to the following activities		
Operating activities		
Annual surplus	\$ 293,795	\$ 3,559
Adjust for non-cash items:		
Realized gain on disposal of investments	(40,391)	(315,338)
Actuarial adjustment on long term debt	(10,592)	3,962
Amortization of deferred contributions for tangible capital assets	(4,829,972)	(4,117,994)
Amortization of tangible capital assets	6,472,765	5,808,043
	<u>1,885,605</u>	<u>1,382,232</u>
Changes in non-cash working capital		
Accounts receivable	436,166	(1,419,736)
Prepaid expenses	1,622	91,110
Inventory for resale	51,669	3,464
Accounts payable and accrued liabilities	4,037,905	1,125,439
Deferred revenues	868,374	2,243,329
Employee future benefit obligations	(586,900)	154,100
	<u>6,694,441</u>	<u>3,579,938</u>
Capital activities		
Acquisition of tangible capital assets	(25,319,339)	(15,416,225)
Investing activities		
Purchase of investments	(482,208)	(956,912)
Proceeds from disposal of investments	221,170	675,566
	<u>(261,038)</u>	<u>(281,346)</u>
Financing activities		
Deferred contributions for tangible capital assets	19,444,556	11,490,185
Proceeds from long term debt refinancing	-	4,162,000
Repayment of long term debt	(192,885)	(4,313,252)
	<u>19,251,671</u>	<u>11,338,933</u>
Increase (decrease) in cash and cash equivalents	365,735	(778,700)
Cash and cash equivalents at beginning of year	14,944,366	15,723,066
Cash and cash equivalents at end of year	<u>\$ 15,310,101</u>	<u>\$ 14,944,366</u>

The accompanying notes are an integral part of these financial statements

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

Okanagan College (the College) was designated by Order in Council on November 26, 2004, and began operations July 1, 2005. The College operates under the authority of the College and Institute Act of British Columbia. The College is a not-for-profit entity and is exempt from income tax under Section 149 of the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

These financial statements are the responsibility of and have been prepared by management in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards (PSAS) except in regard to the accounting for government transfers as set out below.

In September 2010, the Province of British Columbia Treasury Board ("Treasury Board") provided directive through Government Organization Accounting Standards Regulation 257/2010 requiring all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sector to adopt Canadian public sector accounting standards of the Chartered Professional Accountants of Canada (CPA Canada) without not-for-profit provisions in their first fiscal year commencing on or after January 1, 2012. In March 2011, the Public Sector Accounting Board released a new *Section PS 3410 Government Transfers*. In November 2011, the Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the College before or after this regulation was in effect. The Treasury Board direction on the accounting treatment of restricted contributions is as described in Note 1(d).

Section 23.1 of the Budget Transparency and Accountability Act and its related regulations require the College to recognize government transfers for tangible capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these transfers to be fully recognized as revenue in the year received. If these amounts were recognized as revenue in the year received, the financial statements of the College would be adjusted as follows:

- Year ended March 31, 2015 – increase in revenue and annual surplus of \$6,492,521.
- March 31, 2015 – increase in accumulated surplus and decrease in deferred contributions for tangible capital assets of \$83,954,285.
- Year ended March 31, 2016 – increase in revenue and annual surplus of \$12,194,264.
- March 31, 2016 – increase in accumulated surplus and decrease in deferred contributions for tangible capital assets of \$96,148,549.

(b) Cash and cash equivalents

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

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) Financial instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and liabilities portray these rights and obligations in the financial statements. The College recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, investments, accounts receivable, accounts payable and accrued liabilities, and long term debt.

All financial instruments are initially recorded at fair value. All financial assets and liabilities are subsequently recorded at cost or amortized cost except for investments, which are recorded at fair value, and the associated transaction costs are added to the carrying values of these financial instruments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a liability.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. Any reversals of previously recognized impairment losses are recognized in the statement of operation in the year the reversal occurs to the extent that the reversal of the impairment loss does not exceed the carrying value of the asset.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

(d) Revenue recognition

Revenue from tuition fees is recognized as revenue over the course of the program. Any portion of the tuition fee revenue relating to the period subsequent to March 31 is deferred to the next fiscal year.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured. Pledges from donors are recorded as revenue when payment is received by the College or the transfer of property is completed.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 1 (a) for the impact of this policy on these financial statements.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Revenue recognition (continued)

Restricted donations and grants are reported as revenue depending on the nature of the restrictions placed on the use of the funds by the contributors as follows:

- I. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services, are recorded and referred to as deferred contributions for tangible capital assets and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred contributions for tangible capital assets and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- II. Contributions restricted for specific purposes other than those to be held in perpetuity or for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution has been met.
- III. Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent, are recorded as direct increases to accumulated surplus for the portion to be held in perpetuity and as deferred contributions for the investment income earned thereon.

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.

Externally restricted non-capital contributions are deferred and recognized as revenue in the period in which the related expenses are incurred. Externally restricted amounts can only be used for purposes designated by external parties.

Donations that are not externally restricted are recognized as revenue when they are received.

Ancillary sales are recognized when the product or service is provided to the consumer.

Contributed goods and services received and used in operations of the College are recognized as revenues and expenses only to the extent that their fair values can be reasonably determined or estimated.

(e) Inventory for resale

Inventories held for resale are recorded at the lower of cost and net realizable value. Costs are assigned using the first-in, first-out basis. Net realizable value is the estimated selling price in the ordinary course of business less any applicable selling expenses.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(g) Prepaid expenses

Prepaid expenses include tuition fees and contract payments.

(h) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Interest is not capitalized when external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over the estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Category	Years
Site improvements	10
Buildings	40
Furniture and equipment	5
Computer equipment	5
Leasehold improvements	3

Tangible capital assets are written down when conditions indicate that they no longer contribute to the College's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets is less than their net book value.

(i) Employee future benefits

The College and its employees make contributions to the College Pension Plan and the Municipal Pension Plan which are multi-employer joint trustee plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings averaged over five years. As the assets and liabilities of the plans are not segregated by institution, the plans are accounted for as defined contribution plans and any College contributions to the plans are expensed as incurred.

Sick leave benefits and retirement severance benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected average remaining service life of the employees.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Asset retirement obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs are capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

(k) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the annual budget approved by the Board of Governors of the College on March 31, 2015. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

(l) Use of estimates

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the useful life of tangible capital assets and amortization of deferred contributions for tangible capital assets, the amount of allowance for doubtful accounts and the valuation of employee future benefit obligations. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

2. INVESTMENTS

Investments are invested through RBC Phillips Hager & North:

	<u>2016</u>	<u>2015</u>
Investments held at fair value:		
Fixed income	\$ 3,903,554	\$ 3,901,365
Equity investments	<u>4,727,947</u>	<u>4,895,793</u>
	<u>\$ 8,631,501</u>	<u>\$ 8,797,158</u>

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

3. ACCOUNTS RECEIVABLE

The following table shows the categories of accounts receivable and the related provision for doubtful accounts:

	<u>2016</u>	<u>2015</u>
Student receivables	\$ 605,269	\$ 479,596
Trade receivables	<u>2,723,821</u>	<u>3,183,202</u>
	3,329,090	3,662,798
Less:		
Allowance for doubtful accounts	<u>(222,427)</u>	<u>(119,969)</u>
	<u>\$ 3,106,663</u>	<u>\$ 3,542,829</u>

4. INVENTORY FOR RESALE

Inventories recognized in the statement of financial position can be analyzed as follows:

	<u>2016</u>	<u>2015</u>
Bookstore	\$ 638,549	\$ 635,119
Other	<u>83,740</u>	<u>138,839</u>
	<u>\$ 722,289</u>	<u>\$ 773,958</u>

In 2016, a total of \$2,969,223 (2015 - \$3,123,783) of inventories were included in the Statement of Operations and Accumulated Surplus as an expense. This includes an amount of \$33,969 (2015 -\$25,581) resulting from write-down of inventories.

None of the inventories are pledged as security for liabilities.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

The following table shows the categories of accounts payable and accrued liabilities:

	<u>2016</u>	<u>2015</u>
Trade payables	\$ 4,883,710	\$ 3,287,728
Accrued payables	<u>4,397,498</u>	<u>2,560,410</u>
Wages payables	<u>3,663,377</u>	<u>3,058,542</u>
	<u>\$ 12,944,585</u>	<u>\$ 8,906,680</u>

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

6. TANGIBLE CAPITAL ASSETS

The following tables show the cost, additions, transfers, disposals, accumulated amortization and net book value of the College's tangible capital assets:

As at March 31, 2016							
	Land and site improvements	Buildings	Furniture and equipment	Computer equipment	Leasehold improvements	Assets under construction	2016 Total
Cost							
Opening balance	\$ 9,793,053	\$ 122,803,096	\$ 50,356,736	\$ 11,688,334	\$ 1,579,304	\$ 14,052,056	\$ 210,272,579
Additions/transfers	808,988	34,482,014	3,450,570	629,823	-	(14,052,056)	25,319,339
Disposals	-	-	-	-	(1,579,304)	-	(1,579,304)
Closing Balance	10,602,041	157,285,110	53,807,306	12,318,157	-	-	234,012,614
Accumulated Amortization							
Opening balance	6,385,722	40,631,655	45,705,345	10,957,128	1,579,304	-	105,259,154
Amortization	428,609	3,472,967	2,216,531	354,658	-	-	6,472,765
Disposals	-	-	-	-	(1,579,304)	-	(1,579,304)
Closing balance	6,814,331	44,104,622	47,921,876	11,311,786	-	-	110,152,615
Net book value	\$ 3,787,710	\$ 113,180,488	\$ 5,885,430	\$ 1,006,371	\$ -	\$ -	\$ 123,859,999
As at March 31, 2015							
	Land and site improvements	Buildings	Furniture and equipment	Computer equipment	Leasehold improvements	Assets under construction	2015 Total
Cost							
Opening balance	\$ 9,793,053	\$ 119,634,088	\$ 48,620,561	\$ 11,319,237	\$ 1,579,304	\$ 3,910,111	\$ 194,856,354
Additions	-	3,169,008	1,736,175	369,097	-	10,141,945	15,416,225
Closing Balance	9,793,053	122,803,096	50,356,736	11,688,334	1,579,304	14,052,056	210,272,579
Accumulated Amortization							
Opening balance	5,996,686	37,628,642	43,610,640	10,635,839	1,579,304	-	99,451,111
Amortization	389,036	3,003,013	2,094,705	321,289	-	-	5,808,043
Closing balance	6,385,722	40,631,655	45,705,345	10,957,128	1,579,304	-	105,259,154
Net book value	\$ 3,407,331	\$ 82,171,441	\$ 4,651,391	\$ 731,206	\$ -	\$ 14,052,056	\$ 105,013,425

Leasehold improvements

The lease agreements have ended and the fully amortized lease costs related to these leased facilities have been removed.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

6. TANGIBLE CAPITAL ASSETS (continued)

Contributed tangible capital assets

In 2016, \$930,720 (2015 - \$1,268,259) of contributed tangible capital assets were included in furniture and equipment additions to be used for program support. Also included in assets under construction additions were \$nil (2015 - \$192,539) in contributed tangible capital assets to be used in the construction of the Kelowna trades building.

7. LONG TERM DEBT

	<u>2016</u>	<u>2015</u>
Province of British Columbia - Centre for Learning \$4,162,000 bond, 3.35%, unsecured, sinking fund contributions at \$192,885 annually plus semi-annual interest of \$69,714, due June 9, 2029. Debt is reported at net of sinking fund. The sinking fund balance in 2016 is \$203,477 (2015 - \$nil).	<u>\$ 3,958,523</u>	<u>\$ 4,162,000</u>

(a) Sinking fund installments and retirement provisions

Aggregate payments for the next five fiscal years to meet sinking fund installments on externally restricted sinking funds are:

2016-2017	\$	192,885
2017-2018		192,885
2018-2019		192,885
2019-2020		192,885
2020-2021		192,885
	<u>\$</u>	<u>964,425</u>

(b) Operating line of credit

The College has an operating line of credit with TD Canada Trust for an authorized amount of \$1,000,000, bearing interest at bank prime rate minus 0.5%. At March 31, 2016 the balance outstanding on the operating line of credit was \$nil (2015 - \$nil).

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

8. EMPLOYEE FUTURE BENEFITS

(a) Pension benefits

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits provided are based on a formula. As at August 31, 2015, the College Pension Plan has about 14,000 active members from college senior administration and instructional staff and approximately 6,500 retired members. As at December 31, 2014, the Municipal Pension Plan has about 185,000 active members, including approximately 5,800 from colleges.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2012 indicated a \$105 million funding deficit for basic pension benefits. The next valuation will be as at August 31, 2015 with results available in 2016. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for the plans in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

The Okanagan College paid \$5,208,988 (2015 - \$5,101,212) for employer contributions to the plans in fiscal 2016.

(b) Employee future benefit obligations

The College does not establish plan assets to fund the employee future benefit obligations. The College has been providing, and will continue to provide for the payment of these benefits as they become due.

Employees of the College are entitled to sick leave in accordance with the terms and conditions of their employment contracts. Sick leave credits accumulate for employees of the College. As they render services they earn the right to the sick leave benefit. The College recognizes a liability and an expense for sick leave in the period in which employees render services in return for the benefits.

Retirement benefit payments represent the College's share of the cost to provide employees with various benefits upon retirement. The accrued benefit obligation and the net periodic benefit cost were estimated by an actuarial valuation completed April 2, 2015.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

8. EMPLOYEE FUTURE BENEFITS (continued)

(b) Employee future benefit obligations (continued)

Information about liabilities for the College's employee future benefit obligations are as follows:

	<u>2016</u>	<u>2015</u>
Employee future benefit obligations		
Balance, beginning of year	\$ 12,914,000	\$ 12,142,600
Current service cost	968,500	1,001,400
Interest cost	422,400	381,100
Benefits paid	(1,870,400)	(1,070,000)
Actuarial loss	-	458,900
Balance, end of year	<u>12,434,500</u>	<u>12,914,000</u>
Unamortized actuarial gain	609,800	717,200
Employee future benefit obligations, end of year	<u>\$ 13,044,300</u>	<u>\$ 13,631,200</u>
 Components of net benefit expense		
	<u>2016</u>	<u>2015</u>
Service cost	\$ 968,500	\$ 1,001,400
Interest cost	422,400	381,100
Amortization of net actuarial gain	(107,400)	(158,400)
Net benefit expense	<u>\$ 1,283,500</u>	<u>\$ 1,224,100</u>

The significant actuarial assumption adopted in preparing the College's accrued benefit liability is as follows:

	<u>2016</u>	<u>2015</u>
Interest (discount) rate	3.3%	3.3%
Inflation rate	1.0%	1.0%
Wages and salary escalation rate range	2.0 – 6.0%	2.0 – 6.0%

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

9. DEFERRED CONTRIBUTIONS FOR TANGIBLE CAPITAL ASSETS

The amortization of deferred contributions for tangible capital assets is recorded as revenue in the statement of operations and accumulated surplus, and deferred contributions for tangible capital assets represents the unamortized amount of externally restricted contributions received for the purchase of tangible capital assets.

	<u>2016</u>	<u>2015</u>
Balance, beginning of year	\$ 86,640,182	\$ 79,267,991
Deferred contributions received from:		
Ministry of Advanced Education	16,195,113	10,036,223
Donations	3,249,443	1,453,962
	106,084,738	90,758,176
Less: Amounts amortized to revenue	(4,829,972)	(4,117,994)
Balance, end of year	\$ 101,254,766	\$ 86,640,182

10. ACCUMULATED SURPLUS

The following table shows the changes in accumulated surplus:

	Operating surplus (deficit)	Unfunded employee future benefit obligations	Investment in tangible capital assets	Remeasurement gains and losses	2016 Total	2015 Total
Accumulated surplus, beginning of year	\$ 10,208,738	\$ (13,631,200)	\$14,211,243	\$ 1,258,650	\$ 12,047,431	\$ 11,587,645
Annual surplus (deficit)	1,339,096	586,900	(1,632,201)	-	293,795	3,559
Net remeasurement (losses) gains for the year	-	-	-	(467,086)	(467,086)	456,227
Acquisition of tangible capital assets	(5,874,783)	-	5,874,783	-	-	-
Repayment of long term debt	(192,885)	-	192,885	-	-	-
Accumulated surplus, end of year	\$ 5,480,166	\$ (13,044,300)	\$18,646,710	\$ 791,564	\$ 11,874,140	\$ 12,047,431

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

11. COMMITMENTS AND CONTINGENCIES

- (a) The College has entered into various leases, agreements and contracts with third parties for various services with periods ranging from one to thirty-five years. The combined annual costs over the next five fiscal years are estimated to be as follows:

2016-2017	\$	1,549,974
2017-2018		1,425,220
2018-2019		1,198,954
2019-2020		1,088,153
2020-2021		<u>1,025,028</u>
	\$	<u>6,287,329</u>

- (b) The College is involved in certain legal actions. Some of these legal actions are managed and covered by the University, College and Institute Protection Program. The outcome of these matters cannot be determined at this time. In the event that any claims are successful, it is management's opinion that the settlements of such claims would not have a material effect on the financial position of the College. The resulting loss to the College, if any, will be recorded in the period in which it is determinable.

12. SEGMENTED INFORMATION

Segmentation is defined by the College as groups of activities that have in common that they serve a particular purpose that is unique and meaningful in the post-secondary sector, and is well understood by the readers. Costs included in these activities include salaries, wages, contracts, benefits, and non-personnel costs such as consulting, travel, printing, supplies, services, repairs and maintenance.

The College has identified the following segments and associated groups of activities based upon the functional areas of service as provided by various departments within the College:

- (a) Instruction and academic support - This segment includes direct department cost and academic support costs of delivering programs. These costs include personnel and non-personnel operating costs directly held in academic departments.
- (b) Facility and institutional support - In addition to segment (c), there is a group of operating activities that commonly exist in an organization to provide administrative and infrastructure support. This segment captures costs associated with the operation of the following support departments: Board of Governors, Executive Offices, Financial Services, Human Resources, Campus Planning and Facility Management, Information Technology Services, Legal Affairs, Public Affairs, and Business Services. Costs included within these departments are costs associated with staff recruitment and termination, legal fees, custodial services, grounds maintenance, security, occupational health and safety, and shipping and receiving. In addition, institutional costs such as investment fees, insurance premiums, bank charges, audit fees and employee related costs are included here.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

12. SEGMENTED INFORMATION (continued)

- (c) Enrolment management and student support - This segment, unique to the post-secondary sector, includes enrolment management and student service costs such as student recruitment, student registration, student placement, student counseling and library services. It also includes administrative costs in the Regional Dean's offices in all campus locations, and operating costs for scholarships, fundraising and alumni administration.
- (d) Ancillary operations - This segment includes the activities of the ancillary operations. An ancillary operation is one that provides goods and services to students, staff or others, and that charges a fee directly related to the cost of providing the goods or services. Ancillary operations include parking, food services, student residence and bookstores. Costs associated with this segment include administration and support costs related to these activities.
- (e) Amortization of tangible capital assets – This segment includes the amortization costs of all depreciable assets. Depreciable assets include: site improvements, buildings, furniture and equipment and computer equipment.
- (f) Interest on long term debt – Disclosure is required as a separate item under PS 3230.15(f) of the Canadian public sector accounting standards.

13. EXPENSES BY OBJECT

Total expenses by object are itemized as follows:

	Budget	2016	2015
	<u>2016</u>	<u>2016</u>	<u>2015</u>
Salary and benefits	\$ 69,107,281	\$ 69,448,480	\$ 67,932,189
Supplies and services	19,782,227	20,841,400	20,797,789
Amortization of tangible capital assets	5,916,327	6,472,765	5,808,043
Interest on long term debt	139,427	139,427	143,029
	\$ 94,945,262	\$ 96,902,072	\$ 94,681,050

14. FINANCIAL RISK MANAGEMENT

The College has exposure to the following risks with respect to its financial instruments: credit risk, market risk and liquidity risk.

The Board of Governors ensures that College has identified its major risks and ensures that management monitors and controls them.

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

14. FINANCIAL RISK MANAGEMENT (continued)

(a) Credit risk

Credit risk is the risk of financial loss to the College if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the College consisting of cash and cash equivalents, investments, accounts receivable.

The College manages its credit risk through a prudent investment policy approved by the College's Board of Governors. The College's accounts receivable are numerous and diverse and therefore the College has no significant concentration of credit risk. Accounts receivable are carefully monitored and are actively pursued, which includes the use of a collection agency for balances more than three months old. The College's exposure to credit risk is minimal and there was no significant change in exposure from the prior year.

(b) Market risk

Market risk is the risk that changes in market factors, such as interest rates, will affect the College's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on investments.

Interest rate risk is the risk that the fair value of the future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the College is not exposed to significant market or interest rate risk arising from its financial instruments.

(c) Liquidity risk

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they become due.

The College manages liquidity risk by continually monitoring actual and forecast cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to its reputation.

15. FAIR VALUE OF FINANCIAL INSTRUMENTS

Canadian public sector accounting standards define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

(continued)

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2016

15. FAIR VALUE OF FINANCIAL INSTRUMENTS (continued)

- Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- Level 3: inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The College's investments are all considered to be level 1 financial instruments for which the fair value is determined based on quoted prices in active markets. Changes in fair valuation methods or in the availability of market observable inputs may result in a transfer between levels. During the year there was no transfer of securities between the different levels.

16. COMPARATIVE FIGURES

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

**Schedule of Indemnity Agreements
As at March 31, 2016**

Project Name	Sponsor
Sponsorship Agreement	The Great-West Life Assurance Company
Other Contracts/Agreements	BC Secondary School Mathematics Contest Prize Fund
Other Contracts/Agreements	Okanagan College Foundation - Annual Award Agreement for School of Business
Letter/Memorandum of Understanding	Okanagan College Alumni Association
Strategic Alliance Agreement	PEPSICO Beverages Canada
Equipment Lease	Phelps Apartment Laundries Ltd.
Food Services Lease	668088 BC Ltd. - DeBeans Specialty Coffee
Other Contracts/Agreements	Vancouver Island University - agreement to broker courses
Letter/Memorandum of Understanding	Vernon Radiological Associates Corp
Affiliation/Partner Agreement	Fraser Health Authority - Educational Institution Affiliation Agreement
Training	Good Samaritan Society - Hillside Village, Edmonton Alberta
Other Contracts/Agreements	BC Ministry of Environment, Parks and Protected Areas - Park Use Permit Cathedral Park
Space Lease	Kelowna Flightcraft Ltd
Service Contracts	The Corporation of the City of Penticton
Space Lease	Okanagan College Students' Union
Other Contracts/Agreements	City of Kelowna
Other Contracts/Agreements	International Islamic Education Council
Other Contracts/Agreements	International Islamic High School
Other Contracts/Agreements	International Islamic Boarding School
International Academic Exchange	Universidad Internacional - Mexico
Service Contracts	BCNET Connection - Service Agreement
Licensing	American Chemical Society
Licensing	Taylor & Francis Group
Licensing	Elsevire B.V. "ScienceDirect Online"
Other Contracts/Agreements	Ebrary Baker & Taylor YBP Library Services
Licensing	American Institute of Physics - Melville, New York
Software Agreements	Elsevier B.V. "ScienceDirect College Edition"
Licensing	Geological Society of America
Licensing	Families in Society - Online Journal License Agreement
Licensing	Center for Applications of Psychological Type (CAPT) - License Agreement
International Academic Exchange	Berlin School of Economics and Law (BSEL)
Software Agreements	Famic Technologies Inc.
Affiliation/Partner Agreement	School District 23
Training	BC Construction Safety Alliance (BCCSA)
Equipment Lease	Thompson River University
Software Agreements	Construction Safety Association of BC
Software Agreements	Caterpillar Inc.- Caterpillar Software Licence Agreement
Licensing	Okanagan College Women's Centre Society (South Okanagan Similkameen)
Licensing	Vernon Students' Association - Okanagan College
Letter/Memorandum of Understanding	Northern Lights College
Licensing	Urban Recreation Ltd

SUMMARY

Statement of Financial Information Okanagan College April 1, 2015 - March 31, 2016

Employee Remuneration and Other Expenses	61,296,294
Receiver General Payments (Employer portions of EI, CPP)	3,139,607
Suppliers > \$25,000	52,353,544
Suppliers < \$25,000	4,689,703
Employee Pension payments (included in Suppliers > \$25,000)	<u>(4,946,141)</u>
Total SOFI Expenses	<u><u>116,533,007</u></u>
Total Expenses as per Audited Financial Statements	<u><u>96,902,072</u></u>

Explanation in terms of Sections 6(2)(d) and 7(1)(c) of the Financial Information Regulation

The consolidated total differs from the related figures in the financial statements at March 31, 2016 for the following reasons:

- a) The financial statements are compiled on an accrual basis in accordance with generally accepted accounting principles, whereas, the consolidated totals show payments made and/or invoices received.
- b) The cost of taxable benefits, approximately \$1,434,214 is reported in the Employee Remuneration amount and in the Payments to Suppliers.
- c) The GST rebate has been offset against the expenses in the financial statements, whereas, the consolidated total shows gross payments/invoices.
- d) Capital expenditures are shown as payments to the vendor on this report. These payments are not reflected in the financial statements, which show amortization.
- e) Certain recoveries are offset against expenditures in the financial statements but not in the consolidated total.

Section B

Employee Remuneration

Employee Name		Remuneration	Total Other Exp
Board of Governors			
Beaumont, Alison	Support Representative	-	-
Bransfield, Corey	Member	-	-
Denesiuk, Connie	Chair (Current as of Jan 1, 2016)	2,000	1,314
Derrickson, Christopher	Member	2,000	-
Favro, Wesley	Member	167	47
Gerbrandt, Charity	Member	2,000	571
Hamilton, James	President	-	-
Johal, Susan	Member	2,000	2,270
Jung, Stephen	Student	836	-
Lupul, Spencer	Student	1,833	111
Maciel, Jose	Member	2,000	-
Manning, Doug	Vice Chair	2,000	-
McGowan, Robert	Member	2,000	1,164
Mitchell, Christopher	Member	-	159
Styffe, William	Chair (Term Ended Dec 31, 2015)	2,500	5,878
Thurnheer, Laura	Faculty Representative	-	4,079
Total for Board of Governors		19,336	15,593

Employees > \$75,000

Abbasi, Reza		108,992	11
Adams, William		84,609	-
Ankerstein, Nancy		79,672	2,974
Appleby, Richard		123,416	-
Arellano, Marc		92,648	-
Arkesteyn, Peter		76,854	63
Armstrong, James		92,315	862
Ashman, Philip		102,362	3,406
Bailey, Barbara		91,609	13
Bailey, Suzanne		98,477	738
Baird, Catherine		92,771	357
Baldwin, Blair		92,648	5,465
Ball, W.Frank		75,646	735
Banham, Heather		118,557	21,664
Baranow, Catherine		93,625	4,148
Barillaro, Mike		91,599	1,911
Baron, Janet		92,193	2,512
Barton, Robert		77,564	-
Batchelor, Julia		92,736	3,800
Beaulne, Jeremy		87,162	3,446
Bede, Gilbert		82,645	1,700
Beekman, Sylvia		92,340	126
Belinski, Geordie		83,417	829
Benoit, Brian		86,984	1,218
Bentley, Perry		95,733	618
Bergen, Alvin		91,767	999

Employee Name	Remuneration	Total Other Exp
Bertner, Barbara	92,055	3,503
Birtwistle, Douglas	92,438	17
Blenkarn, Roger	97,576	4,816
Block, Jacob	92,887	10,960
Bloomfield, Jamie	92,351	2,217
Bockhold, Kathryn	95,576	2,339
Bodrug, Dean	92,111	37
Boef, Debbie	92,365	203
Boehm, Arthur	94,700	993
Boris, Russel	113,397	39,362
Boulter, Michael	90,885	723
Bouma, Terrell	85,590	202
Bowman, Norah	81,660	4,408
Bradshaw, Kevin	96,908	3,755
Bransfield, Corey	99,911	(60)
Brocke, Sherwood	91,785	-
Brown, Randy	96,986	18
Bunclark, Stephanie	92,483	1,983
Burkett, Greg	110,915	-
Burt, Carmen	92,282	753
Burton, Walter	91,843	2,885
Butler, Kathleen	124,961	13,302
Cameron, Iain	91,767	207
Campbell, Donald	96,092	3,565
Cartier, Lee	91,843	1,905
Casavant, Bernard	89,374	1,096
Chetner, Daniel	93,497	6,209
Christie, Richard	83,946	3,646
Chu, Shao Kang	83,526	2,171
Clarke, Peter	77,314	9
Clarkson, Christopher	88,015	3,915
Coates, Linda	93,412	670
Coble, James	110,555	7,188
Coleman, Benjamin	97,483	-
Coletti, Tanis	83,635	10
Conlin, Michael	91,843	3,797
Conyette, Michael	93,133	5,582
Cook, Derek	125,859	6,851
Corbett, Norman	94,187	-
Cossentine, Anne	103,099	-
Coulthard, Glen	116,534	5,200
Couper, Geoffrey	91,794	2,927
Coyle, D.Allan	123,308	3,630
Cram, David	90,885	2,430
Crowe, Heather	77,687	2,525
Csandi, Peter	86,984	5,076
Dahl, Leora	112,828	724
Dahms, Rene	92,480	13
Dahnert, Stephen	91,372	1,137
Dais, Julia	118,094	3,613
Dandeneau, Patricia	87,313	3,225
Darling, Nancy	79,673	4,710
Davie, Kerry	92,483	14
Day, Terence	83,361	4,720

Employee Name	Remuneration	Total Other Exp
Daykin, Roy	153,549	31,785
Dendy, David	92,116	349
Dewinetz, Jason	92,897	893
DeWitt, Quincy	92,648	731
Dhatt, Gurpreet	92,241	223
DiBiase, Claudio	92,239	2,344
Diebert, Timothy	85,442	466
Dietze, Beverlie	113,232	6,615
Doige, Carl	96,241	4,001
Doige, Derrick	92,506	3,731
Donovan, Dale	90,885	15
Donovan, Laurance	92,736	269
Doody, Archibald	89,301	4,628
Dorn, Timothy	98,628	4,053
Douglas, Kevin	82,775	1,027
Douglas, Michael	147,696	3,246
Duffy, Kelly	86,840	1,450
Dutcher, David	92,517	9
Eagen, Laura	102,143	1,526
Ebner, Ryan	77,782	3,869
Edwards, Marlo	92,648	428
Engman, Eva	92,648	-
Ensing, John	83,361	4,299
Esson, Marni	80,554	1,530
Euloth, John	76,959	6,969
Fallis, Denise	79,388	3,976
Fazackerley, Scott	76,956	5,089
Fenwick, Stacey	78,882	1,578
Fitzgerald, Catherine	91,525	6,280
Foerderer, Reinhard	80,044	1,397
Fontenla, Adrian	90,836	638
Fretz, Nolan	95,730	3,970
Friesen, Sandra	77,249	-
Gamble, James	92,816	3,812
Garrett, Jillian	89,106	5,874
Gee, Richard	104,211	1,073
Gilbert, Kerry	83,526	-
Godler, Angela	92,924	1,071
Goodman, Donna-Leigh	91,599	2,513
Gorman, Jennifer	100,785	9,511
Greenslade, Frances	92,600	2,958
Gronlund, Donald	92,239	-
Groves, Robert	92,331	356
Guenther, Thomas	92,648	431
Hadersbeck, Sandra	93,218	29
Halle-Bowering, Carol	78,997	4,425
Haller, John	91,737	5,801
Hamilton, James	195,933	37,809
Hamilton, Robert	93,906	-
Hansen, Natasha	75,283	758
Harder, Tracee	92,994	9
Hatami, Ali	91,403	6,164
Hawes, Carolyn	92,406	660
Hay, Andrew	153,714	7,181

Employee Name	Remuneration	Total Other Exp
Hayman, Carolyn	89,905	3,534
He, Yunke	91,843	2,651
Heard, Scott	98,197	-
Hecko, Jo-Dee	90,717	4,079
Henderson, Christine	88,017	2,512
Henriques, Antonio	95,621	1,544
Heppner, Jennifer	75,267	343
Heuser, Margery	140,991	1,025
Hickey, Allan	85,824	4,178
Hisdal, Howard	101,216	675
Hobart, Joseph	109,043	1,534
Holmes, Wendy	90,717	24
Howes, Bruce	98,953	3,716
Hunt, Roberta	77,559	1,021
Hurtubise, Claude	100,634	-
Hutchinson, Chantale	95,264	1,536
Huxtable, Robert	119,496	10,855
Ikebuchi, Shelly	81,232	3,523
Ingram, James	103,502	1,103
Islam, Tazul	102,365	924
Itterman, Jonathan	100,620	3,142
Jackson, Eric	76,935	738
Jalava, Jarkko	88,043	2,314
Janyk, Roen	77,175	6,434
Jarvis, Sean	94,135	9
Johnson, Ann	113,397	1,965
Johnson, Shelley	92,483	2,185
Johnston, Sean	97,979	6,306
Jones, Charlotte	87,697	5,767
Josephson, Sharon	96,247	2,606
Kacic, Davor	87,399	-
Karlstrom, Monique	91,711	3,290
Kavanagh, B.Matthew	97,496	5,172
Kendal, Margo	97,917	839
Kenefick, Sandra	91,767	18
Kennedy, Alan	90,885	54
Kennedy, Jake	91,042	3,009
Kenny, John	92,648	2,443
Kershaw, Graham	84,090	1,290
Khmelevsky, Youry	91,688	5,872
Kilic, Ayla	87,878	-
Kirkpatrick, Anne	85,296	6,948
Kisilevich, Teresa	100,607	7,940
Kjarsgaard, Robert	81,418	3,486
Klingel, Andrew	78,986	1,736
Knoll, Mary Ann	75,908	4,663
Koepke, Raymond	90,627	-
Kosowick, Terry	96,027	6,878
Kraft, Lisa	96,578	2,785
Kushner, Charlotte	153,549	5,649
Langedyk, Kenneth	99,050	5
Lawson, Barbara	90,717	476
Lee, Clinton	96,446	100
Lehmann, Sylvia	92,315	498

Employee Name	Remuneration	Total Other Exp
Leimert, Alfred	92,411	2,369
Lermer, Leonard	93,999	1,588
Leskie, Todd	81,064	2,976
Lethbridge, David	106,003	206
Li, Xiaoping	91,767	4,330
Light, Ronald	95,013	3,448
Ling, Daniel	93,106	3,490
Lister, Jane	112,676	5,862
Loewen, Laura	128,118	1,626
Lomas, Donna	119,812	6,760
Longeway, Jolaine	96,336	12
Lovisa, David	75,058	31
Lowes, Edie	94,228	356
MacMillan, Allison	87,837	4,502
Magas, Marliss	90,256	2,463
Mallory, Leanne	83,444	-
Mansiere, Sharon	92,944	1,826
Mantyka, Janet	92,315	619
Marken, Siri	92,480	2,528
Marques, Danny	77,918	466
Marte, Reginald	91,228	854
Martin, Donald	85,535	-
Massey, Roberta	90,885	-
Matthews, Karen	81,023	30
Matzelle, William	86,840	894
May, Brian	97,248	671
McCready, Michele	78,834	3,419
McDonald, Peter	92,073	-
McGillivray, Drew	91,767	1,005
McGillivray, J. Barry	109,985	7,414
McKinnon, Ann Marie	97,472	332
McLuckie, Craig	91,767	2,327
McRobb, Cameron	92,278	5,076
Meier, Doug	92,648	-
Melin, Christine	93,582	517
Minions, Michael	92,897	2,012
Mitsch, Michael	91,929	2,541
Moores, Steven	119,453	9,667
Morcom, Jessica	79,630	1,587
Moritz, Yvonne	119,553	6,297
Munn, Melissa	76,368	2,315
Murray, Melanie	88,180	5,900
Muskens, Jane	113,334	9,263
Myrah, Kyleen	92,648	6,883
Naiman, Jennifer	94,941	6,274
Nelson, Daryl	92,032	1,274
Newitt, Christopher	97,483	3,291
Nicholson, Michelle	92,241	3,701
Nishihara, Mark	87,117	934
Noble, Douglas	91,837	-
Noble, Tracy	79,958	3,175
Noble-Hearle, Nancy	94,563	2,858
Notenboom, Gail	104,086	2,873
Nudd, Barbara	92,581	5,036

Employee Name	Remuneration	Total Other Exp
Nutter, Dean	92,738	3,628
O'Brien, Donald	96,870	324
O'Brien, Jan	90,553	3,192
Oliver, Bradley	91,130	2,872
Orwick, Michael	91,883	30
Oss, Jeffrey	82,122	786
Ould-Khessal, Nadir	96,290	1,207
Palmer, Murray	92,601	758
Pals, Jevon	78,452	1,796
Pannell, Vicki	92,066	4,271
Pedersen, Ellen	87,153	5,071
Peissard, Murray	99,459	-
Perret, Murray	95,324	-
Peterson, Debra	114,792	6,918
Petrie, Andrew	86,984	5,372
Piontek, Bradley	86,984	4,589
Potter, Donna	97,917	4,637
Powell, Monique	90,836	6,676
Pugsley, John	97,768	30
Radelet, Kenneth W	92,898	-
Radies, Wanda	92,073	1,056
Radomske, Erin	93,569	1,329
Ramchuk, Allison	79,450	4,891
Ransom, Ryan	96,003	4,301
Rawson, Christina	123,915	4,702
Redding, Todd	81,741	11,017
Rempel, Kerry	94,573	2,315
Rice, Alan	99,788	1,778
Richardson, Scott	93,452	6,508
Ridgeley-Ketchell, Brenda	104,400	2,959
Riley, Tracy	86,009	3,090
Robinson, Stephen	88,295	4,312
Rode, Marvin	92,315	-
Rosenberg, Sandra	87,760	493
Ross, Heather	79,732	736
Rouse, Jonathan	108,473	13,596
Rouse, Pamela	90,717	321
Rutten, Michael	85,813	842
Sakakibara, Stacey	88,120	1,791
Sansom, Karen	107,842	6,474
Sawatzky, Roberta	77,582	6,173
Scarborough, Terry	88,021	3,918
Schellenberg, Patricia	80,681	13
Scherer, Robert	92,648	-
Schneider, Heather	113,232	1,062
Scorah, Mark	94,313	601
Seaton, Sheilagh	97,412	10,135
Shayer, Leslie	91,525	50
Shuert, Leslie	91,694	-
Shultz, Cathy	81,169	671
Shuster, Gordon	79,672	21,970
Sigalet, Jennifer	92,632	1,235
Silvestrone, Dennis	113,232	3,861
Simpson, Verna	80,389	691

Employee Name	Remuneration	Total Other Exp
Skinner, Darrell	94,272	3,862
Skulmoski, Lukas	92,073	4,064
Slater, Bruce	91,515	3,201
Smith, Craig	92,480	84
Smith, Steve	81,040	2,400
Snowsell, Colin	89,299	2,852
Sookochoff, Sofia	77,927	1,350
Soucy, Kenneth	92,480	-
Sparling, Lynn	83,491	7,759
Spence, Linda	94,609	-
St.Onge, Robert	85,720	3,608
Stathers, Mark	81,072	277
Stephenson, Jennifer	92,365	1,266
Stewart, Terrence	92,479	-
Strohm, Shaun	77,274	-
Stubbert, Norma	92,593	1,427
Stutters, Ardiss	92,480	3,069
Susheski, Dana	90,887	2,644
Thomas, Aaron	92,373	1,023
Thompson, Ronald	91,601	-
Thomsen, Joanne	102,082	3,082
Thurnheer, Laura	92,648	9,151
Tomoda, Satoshi	106,098	3,572
Turigan, Michael	95,274	9
Tyner, Ross	118,657	7,011
Ulmer, Christine	87,024	921
Vaasjo-Riches, Catherine	85,105	224
Vaillancourt, Amy	76,002	3,782
Vidaillac, Sylvie	85,081	1,128
Vinek, Robert	77,436	-
Volk, Richard	78,133	2,512
Wade, Brett	92,480	80
Wagner, Gregory	92,315	-
Walters, Gary	85,413	205
Walters, Timothy	92,275	6,573
Ward, Michelle	91,525	-
Warner, Dean	97,830	5,098
Warner, Rosalind	93,112	2,328
Warren, Deborah	93,011	3,522
Watkins, Rodney	93,335	2,140
Watkins, Rosa	76,661	-
Watson, Steven	100,447	8
Werger, Randy	108,252	7,690
Wetterstrand, Pamela	92,315	1,361
Wheeler, Inga	83,646	3,813
Wheeler, Roger	78,320	1,969
Wheeler, Wendy	88,719	15
Wiebe, Glendon	92,661	6,075
Williams, Camilla	92,483	485
Williams, David	96,622	3,164
Williamson, Jeremiah	90,475	2,392
Wirachowsky, Gregory	98,159	-
Wolfe, Joseph	78,213	-
Wright, Robert	77,344	22

Employee Name	Remuneration	Total Other Exp
Wyatt, Charlene	112,722	165
Zang, Weisheng	88,543	25
Ziebarth, Mark	77,764	2,470
Zimmermann, Julie	77,684	2,928
Total for Employees > \$75,000	33,089,829	1,015,705
Total for Employees < \$75,000	26,667,455	523,305
Total Employees	59,757,284	1,539,010

OKANAGAN COLLEGE

STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement made between Okanagan College and its non-unionized employees during fiscal year 2015/16 which included nine months of paid salary.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

Section C

Supplier Payments

2015/2016 Supplier of Goods and Services > \$25,000

Supplier Name	Amount
465808 BC Ltd,	80,712
A & G Supply Ltd	36,811
A Dalsvaag & Son Enterprises Ltd	314,200
Access Copyright	42,600
Acklands-Grainger Inc.	73,499
Air Liquide Canada Inc	379,338
All Rite Security Ltd	155,799
Andrew Sheret Ltd	380,375
Annuva Solutions	26,424
Apple Valley Promotions	28,141
Associated Health Systems	30,406
B Lawrence Contracting Ltd	120,421
Basket Case Picnics	26,734
BC Fasteners & Tools Ltd	31,584
BC Hydro	118,459
BCNET	502,769
Best of Enterprises	49,160
Black Press Group Ltd	89,182
Blackbaud Canada	31,191
Britco LP	29,356
British Columbia Institute of Technology BCIT	26,863
Brook Recognition	30,000
Bunzl Canada Inc	56,041
Cameron and Sons	239,846
Camosun College	62,738
Canada Post Corporation	35,738
Canadian Engineered Products and Sales	73,805
Canadian Red Cross	31,624
Canadian Restaurant Supply Ltd	42,291
Cardinal Health Canada Inc	49,264
Carrier Enterprise Canada LP	30,479
Castello Custom	88,524
Central Okanagan Clean Sweep	43,746
Chapman Mechanical Ltd	839,916
Charms Education & Immigration Services Private Limited	35,740
Cintas	32,514
City of Kelowna	100,265
City of Penticton	143,042
Coldstream Truck Parts Ltd	28,000
College Pension Plan	7,795,578
Commissioner Social Services Tax	46,058
Consulab Educatech Inc	104,149

2015/2016 Supplier of Goods and Services > \$25,000

Supplier Name	Amount
Corporate Express	206,821
Cox Painting Ltd	28,647
CSA Group	108,208
Davies Park	42,470
Diamond Schmitt Architects	1,064,553
EBSCO Canada Ltd US	117,087
Electro-Meters Company Ltd	40,089
EMC Publishing LLC	42,200
Eskilon Learning Solutions Inc	47,922
Festo Didactic Ltd	241,823
Fisher Scientific Company	71,726
Follett Higher Education Group	108,178
Fortis BC - Electricity	536,472
Fortis BC Natural Gas	159,632
Frontier Power Products Ltd	59,291
Gescan Ltd	100,784
Global Roadway Maintenance Inc	119,060
Gordon Food Service Canada Ltd	165,050
Grant Thornton LLP	63,992
Graycon Group	71,112
Harris & Company	121,311
Hendrix Hotel & Restaurant Equipment & Supplies	182,377
Heritage Office Furnishings Kelowna Ltd	131,613
IBM Canada Ltd	41,592
Integrated Designs Inc	55,446
Interior Electronics Ltd	35,912
Interior Roofing (2011) Ltd	374,357
International Education & Employment Ltd	30,213
Jane Morley QC	32,359
John Wiley & Sons Canada Ltd	73,961
Kal-West Mechanical Systems Inc	128,292
Keshiki Gardening	71,479
KMS Tools and Equipment Ltd	189,048
Laerdal Medical Canada Ltd	39,035
Lockmaster	32,466
Login Canada	146,159
Long View Systems Corporation	486,507
Lordco Auto Parts	34,768
Lynn's Executive Cleaning Services Inc	30,701
Macquarie Equipment Finance Ltd	172,049
Manulife Financial	2,652,558
McGraw-Hill Ryerson Limited	286,962
Medical Services Plan	950,973

2015/2016 Supplier of Goods and Services > \$25,000

Supplier Name	Amount
Microsoft Corp	37,550
Midwest Ventures Ltd	132,402
Minister of Finance	2,000,000
Ministry of Environment	39,611
Mitel Networks Corporation	67,745
Modern Tool BC Ltd	61,303
MPS (CDN)	63,013
Municipal Pension Plan	2,270,557
Mussell Crane Mfg	91,627
Napa Auto Parts	38,461
Nelson Education Ltd	430,816
Northern Computer Inc	268,644
Northern Lights College	563,683
NuTech Safety Ltd	49,323
Okanagan College Foundation	45,666
Okanagan Indian Band	33,096
Omega Audits & Safety Services	30,743
Optum Health Services (Canada) Ltd	33,689
Oxford University Press (CDN)	68,895
Paladin Security Group Ltd	325,061
PCL Constructors Westcoast Inc	17,320,747
Pearson Education Canada	668,431
People Admin Inc	78,035
Points West Audio Visual Ltd	57,193
Powerhouse Media Ltd	80,847
Praxair Canada Inc	209,232
Progressive Waste Solutions Canada Inc	50,071
Purolator Inc	29,073
Queen's Printer	275,425
Rambow Mechanical Ltd	25,040
Ratex Business Solutions Inc	27,214
Read Jones Christoffersen Consulting Engineers	35,648
Recollective Consulting Inc	42,000
RICOH Canada Inc	127,797
Robbins Drilling & Pump Ltd	30,488
Robertson's Clothing & Shoes Ltd	28,759
Rogers Wireless Inc	90,922
S C Restoration Ltd	40,050
S. Collier Enterprises	49,481
Sawchuk Developments	42,791
Scalar Decisions Inc.	141,701
Shaw Business	29,024
Shaw Cablesystems GP	38,314

2015/2016 Supplier of Goods and Services > \$25,000

Supplier Name	Amount
Shell Energy North America (Canada) Inc	74,122
Shepherd's Hardware Limited	83,611
Simon Fraser University	162,823
Sinclair Dental Co Ltd	27,857
Smith + Andersen Falcon Engineering Ltd	228,542
Smythe Tool Sales Ltd	71,952
Source Office Furnishings	32,637
Southern Interior Flight Center	607,767
Spicers Canada ULC	47,328
Suncor Energy Products Partnership	26,361
Sysco Kelowna Ltd	197,661
System Resale Solutions	35,109
Team Equipment Ltd	62,608
The Pepsi Bottling Group	37,228
Thinkspace Architecture Planning Interior Design	55,396
Top Shelf Systems	36,845
Transport Canada	294,000
TRUE Consulting Group	30,020
US Bank National Association	871,809
Varsteel Ltd	66,833
Viking Refrigeration Ltd	36,093
V-Twin Motorcycle School Ltd	32,729
Wayside Press	39,856
Wesco Distribution Canada LP	85,553
West Manufacturing Ltd.	45,922
Western Lawn Care Ltd	100,750
Westkey Graphics	30,371
White & Peters Ltd	56,692
Wilkinson Steel and Metals	71,337
Wood Wyant Inc	54,518
Workers Compensation Board	194,686
Wyatt Auto Parts	73,675
X10 Networks	42,718
YBP Library Services	89,327
Total for Suppliers > \$25,000	52,353,544
Total for Suppliers < \$25,000	4,689,703
Grand Total Suppliers	57,043,247



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Line of Credit Increase

DATE

August 23, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

On June 28, 2016, the Board approved the operating line of credit of \$1 million with TD Canada Trust at an interest rate of prime minus 0.5%. As of August 23, 2016 Canada's prime rate of interest is 2.7%.

We are requesting a separate capital line of credit to use as bridge financing between capital project start dates and receiving government funding and donations. We will provide a semi-annual report to the committee indicating the amount used and the current balance.

See Attachment D: Cash Flow Analysis

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 a capital line of credit with TD Canada Trust in the amount of \$5 million as recommended by the Finance, Audit and Risk Review Committee and as presented"

STRATEGIC PLAN ¹ALIGNMENT

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)

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

R. Daykin – Vice President, Finance and Administration
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

OKANAGAN COLLEGE - FORECASTED CASH FLOW - 2016-17 (in thousands)

(August 23, 2016)

	□		2016-17 Actuals □				2016-17 Forecast □							Forecast Total	Variance to Budget	
	Actuals 2015/16	Budget 2016/17	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb			March
Operating activities:																
Revenue:																
Grants	55,805	56,172	8,504	4,483	4,436	4,421	4,773	4,344	4,399	4,418	5,036	4,622	4,345	2,963	56,744	572
Tuition	25,704	29,961	6,487	216	313	507	727	12,574	171	171	171	10,438	354	1,717	30,413	452
Contract	5,220	2,155	352	611	46	260	46	120	120	120	120	120	120	120	2,155	-
Ancillary	1,700	5,024	287	222	69	68	421	1,790	246	206	148	1,211	340	369	5,378	354
Investment	530	379	16	9	36	7	4	46	13	35	146	12	10	46	379	-
Other	3,407	1,267	267	89	1,110	82	101	91	91	91	91	91	91	722	1,472	205
DCC Amort	4,830	5,182	432	432	432	432	432	432	432	432	432	432	432	659	5,409	227
Total Revenue	97,196	100,140	16,346	6,061	6,442	5,776	6,504	19,397	5,473	5,473	6,144	16,926	5,691	1,719	101,950	1,810
Expense:																
Salary	69,448	71,841	5,434	5,243	5,312	5,157	6,102	8,586	5,724	5,724	5,724	5,724	5,724	7,439	71,891	50
Supplies	20,841	21,308	701	1,579	2,083	1,583	1,651	2,097	1,951	1,541	1,441	2,142	2,133	3,537	22,440	1,131
Interest	139	139	(43)	-	70	-	-	-	-	-	70	-	-	43	139	-
Depreciation	6,473	6,851	571	571	571	571	571	571	571	571	571	571	571	816	7,096	245
Total Expense	96,902	100,140	6,663	7,392	8,036	7,311	8,324	11,253	8,246	7,836	7,806	8,436	8,428	11,835	101,566	1,426
Net Operating Activities	294	-	9,683	(1,332)	(1,594)	(1,535)	(1,820)	8,144	(2,773)	(2,363)	(1,662)	8,489	(2,737)	(10,116)	384	384
Capital Activities																
Capital acquisition activities:																
Capital budget of \$6,822,000 approved																
OC F&E & Renovations	(3,506)	(2,213)	10	(24)	(14)	(95)	(274)	(250)	(250)	(250)	(250)	(250)	(250)	(316)	(2,213)	-
Trades Equipment	(1,605)	(566)	(2)	-	-	-	-	-	-	(150)	-	-	-	(414)	(566)	-
Trades Building / Daycare	(17,509)	(1,080)	1,056	(560)	(153)	(173)	-	-	-	(500)	(343)	(100)	(100)	(207)	(1,080)	-
Major / Minor Capital	(2,699)	(3,024)	-	-	(32)	-	(378)	(378)	(378)	(378)	(378)	(378)	(378)	(346)	(3,024)	-
Total Capital acquisition activities	(25,319)	(6,882)	1,064	(584)	(199)	(268)	(652)	(628)	(628)	(1,278)	(971)	(728)	(728)	(1,283)	(6,882)	-
Capital Financing Activities:																
Ministry Contributions	16,149	4,090	-	-	-	-	-	-	682	682	682	682	682	682	4,090	-
OC Foundation 1617 projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OC Foundation prior yr projects	3,295	500	-	-	133	-	-	-	-	-	-	-	-	500	633	133
OC 10% capital contribution	-	44	-	-	-	-	-	-	-	-	-	-	-	-	-	(44)
Sinking Fund (LT Debt)	(203)	(193)	-	-	(193)	-	-	-	-	-	-	-	-	-	(193)	-
Total Capital Financing Activities	19,241	4,441	-	-	(60)	-	-	-	682	682	682	682	682	1,182	4,530	89
Net Capital activities	(6,078)	(2,441)	1,064	(584)	(259)	(268)	(652)	(628)	54	(596)	(289)	(46)	(46)	(101)	(2,352)	89

OKANAGAN COLLEGE - FORECASTED CASH FLOW - 2016-17 (in thousands)

(August 23, 2016)

	□		2016-17 Actuals □				2016-17 Forecast □							Forecast Total	Variance to Budget	
	Actuals 2015/16	Budget 2016/17	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb			March
Investing Activities:																
Net (Increase) Decrease	(301)	-	209	-	(29)	-	-	-	-	-	-	-	-	(427)	(247)	(247)
Net Total Investing Activities	(301)	-	209	-	(29)	-	-	-	-	-	-	-	-	(427)	(247)	(247)
Other Activities																
DCC & Depreciation	1,643	1,643	139	139	139	139	139	139	139	139	139	139	139	156	1,687	44
Working Capital	4,809	(6,419)	(14,820)	(1,023)	859	1,303	6,150	(7,361)	(967)	2,298	4,896	(6,081)	(818)	9,145	(6,419)	(0)
Net Other Activities	6,452	(4,776)	(14,681)	(884)	998	1,442	6,289	(7,222)	(828)	2,437	5,035	(5,942)	(679)	9,301	(4,732)	44
Period increase (decrease) in cash	366	(7,218)	(3,724)	(2,800)	(884)	(360)	3,817	294	(3,548)	(523)	3,084	2,501	(3,462)	(1,343)	(6,947)	271
Cash & Cash equivalents beginning of period	14,944	15,310	15,310	11,586	8,786	7,902	7,542	11,359	11,653	8,105	7,582	10,667	13,168	9,706	15,310	-
Cash & cash equivalents at end of period	15,310	8,092	11,586	8,786	7,902	7,542	11,359	11,653	8,105	7,582	10,667	13,168	9,706	8,363	8,363	271

Notes:

- Capital budget of \$6.8 million Board approved; does not include Vernon Trades Bldg, Mock House
Investment portfolio assume reinvest interest and dividends.
Financing ministry contributions: \$565k trades equipment, \$500k daycare, \$3 million routine capital
March tuition negative due to deferrals of CS/DE/summer/April
Decrease in working capital:
1. A/P -PCL invoices decreased by \$600k
2. A/P - construction holdbacks decreased by \$2.1 million
3. Payroll - last pay date is March 31 decreased payable by \$1.5 million
4. Deferred Ministry Grants decreased by \$2.5 million
5. Deferred Capital decreased by \$1.3 million
6. OCF Receivable paid off \$300 k

Education Council – Report to the Board

September 2016

Education Council met on September 15, 2016, and approved 3 new courses, 17 course revisions, 1 program revision, and graduands.

Education Council is in need of a Tributes Committee member that is appointed by and from the Board of Governors.

September 15, 2016 Education Council Meeting

Program Revision – Associate of Arts: Women’s Studies Emphasis

Recommended Motion:

“BE IT RESOLVED THAT the Board of Governors approve the program revision: Associate of Arts: Women’s Studies Emphasis, as recommended by Education Council and as presented”

Associate of Arts: Women’s Studies Emphasis

Program revision

- Program description
- Program name – Change to Associate of Arts: Gender, Sexuality and Women’s Studies Emphasis

Rationale:

This change from “Women’s Studies” to “Gender, Sexuality, and Women’s Studies” (GSWS) reflects both new programming in the department , and similar program shifts in Canada more generally. Women’s Studies is interdisciplinary, devoted to the study of gendered identities and representation, including women’s studies, masculinity studies, LGBT studies, and sexualities.

Program description:

Current:

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific Women's Studies courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete: Six (6) credits of Women's Studies, and Twelve (12) credits of 200-level Women's Studies.

Proposed:

As a means of satisfying all of the requirements outlines above for an Associate of Arts Degree, students must complete specific Gender, Sexuality, and Women’s Studies courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete: Six (6) credits of 100-level Gender, Sexuality, and Women’s Studies, and Twelve (12) credits of 200-level Gender, Sexuality, and Women’s Studies.

New courses:

- SOCI 224, SOCI 269
- GSWS 269

Revised courses:

- WMST 100
- WMST 202, WMST 204, WMST 210, WMST 211, WMST 213, WMST 215, WMST 216, WMST 222, WMST 225, WMST 295
- POLI 202, CRIM 204, SOCI 204, ENGL 210, ECON 210, ANTH 213

Implementation date: January 2017

Costs: n/a



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Five-Year Capital Plan 2017/18 to 2021/22

DATE

September 20, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Each year, the Ministry of Advanced Education requests Five-Year Capital Plan submissions from all public post-secondary institutions. The plans enable the Minister to develop capital priorities for future consideration if funding becomes available. The deadline for this year's submission is September 30, 2016.

Our draft Master Capital Plan has informed this submission.

See Attachment J: Five-Year Capital Plan 2017/18 to 2021/22

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 Five-Year Capital Plan 2017/18 to 2021/22 as presented.”

STRATEGIC PLAN ¹ALIGNMENT

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 this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

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

D. Peterson – Director, Facilities and Business Services
R. Daykin – Vice President, Employee and Corporate Services

*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



FIVE-YEAR CAPITAL PLAN - SUMMARY



2017/18 TO 2021/22

OKANAGAN COLLEGE
Five-Year Capital Plan Summary: 2017/18 to 2021/22

SUMMARY

This summary document presents Okanagan College's 5 Year Capital Plan for the construction of new facilities, and the renewal of existing facilities and aging infrastructure. It also covers projects that are currently in the planning / construction stage or being considered based on forecasted needs.

Okanagan College will continue to support the priorities of the Ministry of Advanced Education, which include:

- Health and Safety
- Access to high quality education
- Cost reduction in operations
- Sustainability in facilities and infrastructure
- Economic benefits / Job creation
- Labour market demand forecasts

As well, all of the projects outlined in this document align with Okanagan College's Mission and Core Values; the Strategic Plan; the for the coming Capital Master Plan, and the Education Plan. None of the projects listed have received final approval from the Ministry of Advanced Education.

Three categories are identified in this summary and summarize the following projects:

Category 1 – New Priority Projects

- Vernon Trades Building

Category 2 – Whole Asset Replacement and Renewal Projects

- Kelowna Health Sciences Building
- Kelowna Centre for Food, Wine and Tourism

Category 4 – Self-funded Projects

- Kelowna and Vernon Student Housing
- Penticton Daycare Building
- Kelowna Trades Training House

OKANAGAN COLLEGE
Five-Year Capital Plan Summary: 2017/18 to 2021/22

CATEGORY 1: NEW PRIORITY PROJECTS

Vernon Trades

Trades programming in Vernon is currently located in leased space at 6255 Okanagan Landing Road. The space consists of 594 square meters (6,400 sq.ft), an outside storage compound and 21 parking spaces. In 2009, when OC first leased this location, the building provided space for 54 students. Currently, 90 students (FTEs) use this same space; a 67% increase.

This new project consists of designing and constructing a new 1,250 square meters (13,450 sq.ft.) building on the west side of Okanagan College's Vernon Campus, consisting of multi-purpose trades shops and supporting space, and will be built to LEED Gold standards and other appropriate sustainability standards. Electrical, welding, plumbing, residential construction, Women in Trades, Aboriginal in Trades, and apprenticeship training will be accommodated in this location.

The new Trades facility will provide an opportunity to improve the logistics of skills training and create operational efficiencies, assist in addressing labour market skill training demands, and reduce wait lists for students.

Options such as relocating to a different leased space location, remaining at the existing location, and purchasing a facility were considered. Project outcomes were identified and include infrastructure improvements, cost effectiveness, innovation, strategic alignment, and quality education.

The savings from the current lease arrangement would be \$84,000/year for the space (funded by AVED) and \$80,000/ year in utilities and maintenance costs (funded by OC). The estimated annual operating cost for the building is \$57,000, which will be offset by savings from the reduction of and operating costs from the currently leased facilities.

Two potential risks and mitigation strategies have been identified, as noted below.

Risk	Mitigation
Need for an archeology survey on the dedicated site.	Consultation with local First Nations in advance will occur. If necessary the cost and implementation of the survey will be included in the overall work plan.
Project overruns could lead to time delays; additional monies requested or reduced program space.	Careful planning, the use of a quantity surveyor, realistic costing and strong processes in construction management will reduce this risk.

The proposed start date for the project is November 2016.

CATEGORY 2 – WHOLE ASSET REPLACEMENT AND RENEWAL PROJECTS

Health Sciences Building

The current Health Building, constructed in the early 1960's, covers 1,634 square meters (17,588 sq.ft) housing some, but not all, of the college's health programs. Currently, health programs are spread among four separate buildings on the Kelowna campus as there is not enough space in the existing building. The current Facility Condition Index (FCI) is .76 – a poor assessment – indicating the end of the buildings life expectancy.

Health programming, which is currently 504 FTEs, has grown by 40% between 2005 and 2013 with many programs having extensive wait lists.

The planned Centre for Health Science is a three-storey 2,821 square meter (30,360 sq.ft) addition to the existing Laboratory building on the Kelowna campus and will be built to LEED Gold standards and other appropriate sustainability standards. The Centre will bring together all of the College's health programming in one location on the Kelowna Campus in purpose-built, flexible space. Included will be improved student services, infrastructure to support health care professionals, graduates, and assist the health care industry in aligning with the strategic plans of Interior Health and Ministry of Health. The project has the potential to house an additional 227 potential FTEs for Health and Social Development programming. As well, the building will include two community health clinics (dental and medical lab) to provide clinical services to the community. The existing Health Building will be demolished after occupancy of the new addition.

Options such as maintaining status quo, allocating alternate space on the Kelowna campus, and renting alternate space were all considered. Project outcomes were identified and include infrastructure improvements, cost effectiveness, innovation, strategic alignment, and quality education.

The estimated total operating cost for the project is \$162,000, which will be offset by savings from the demolition of the existing building.

Two potential key risks have been identified with this project, as noted below.

Risk	Mitigation
Insufficient capital funding (due to escalation) could result in project redesign or cancellation, reduced program space, and time delays.	Careful cost analysis close to the approval of the capital budget (as provided in the CARG process).
Site contaminants as the existing ground conditions may contain bio-hazards/chemical hazards could lead to additional removal costs. Soil conditions could be unsuitable and may require added fill and/or foundation design and construction measures.	Geo-technical survey of the site early in the planning stage to assess the risk and the cost of remediation so that it can be incorporated in the planning.

The proposed start date for the project is April 2017.

CATEGORY 2 – WHOLE ASSET REPLACEMENT AND RENEWAL PROJECTS

Centre for Food, Wine & Tourism

Aligned with the BC Jobs Plan, Okanagan College has developed a Food, Wine & Tourism program focused on the priority industries of agrifoods, international education, and tourism.

Currently, the Culinary Arts program is 100% delivered in the cafeteria facility on the Kelowna campus, which is shared with the delivery of food services. A 2013/14 space utilization report found that the cafeteria on the Kelowna campus is grossly undersized and is only 30% of Total Space of Recommended Space Standard allocated by the Ministry. The 65% growth in student numbers in the Culinary Arts programming – 116 FTEs in 2007 to 192 FTEs in 2015 – and overall growth of students on the Kelowna campus, has resulted in a situation where the Culinary Arts programming and food services delivery are being significantly compromised due to the undersized and outdated facility. This negatively impacts the safety of students in the programs, and recruitment and retention for the program.

The proposed Centre for Food Wine and Tourism (CFWT) will be approximately 7,400 square meter (80,000 sq.ft) stand-alone building built along KLO Road on the site of the existing Health building, at the 'front door' of the campus. The Centre may include community business development and student housing to provide additional support services on the Kelowna campus, significantly improving the overall campus life and student experience for all students on campus, and enhancing the connection with the surrounding community. The facility will be built to LEED Gold standards and other appropriate sustainability standards and will align with the Province's Wood First initiative.

All Food, Wine and Tourism programming, the Infusions Restaurant, related faculty offices, storage, and administration space will be relocated from their current locations throughout the Okanagan College Kelowna campus to the CFWT. It is anticipated that the new facility will support the delivery of a 250 Culinary Arts and Pastry Program FTEs and 300 Tourism and Hospitality FTEs for a total of approximately 550 FTEs.

Total project cost is estimated at \$48.6 million. Third and fourth floor space may be reallocated if an alternate housing initiative is undertaken. Facility operating and maintenance costs are estimated at \$450,000 annually.

Three potential risks and mitigation strategies have been identified, as noted below.

Risk	Mitigation
Site is not available for project. New Health Building is not approved so existing building cannot be demolished.	Project does not proceed.
Insufficient capital funding (due to escalation) could result in project redesign or cancellation, reduced program space, and time delays.	Careful cost analysis close to the approval of the capital budget (as provided in the CARG process).
Cannot attract local business community partners.	Project will be modified.

The proposed start date for the project is April 2021.

CATEGORY 4 – SELF-FUNDED PROJECTS

Student Housing Kelowna and Vernon

Okanagan College currently owns and operates one student residence, Skaha Place, which was built around 1990. Skaha is a 144 bed facility located on the Kelowna campus and receives on average 500 student applications per year. The current vacancy rate in Kelowna is estimated at between .5 and 1% with vacancy rates in Vernon only marginally better. It is extremely difficult for our program areas to recruit effectively if students cannot easily find affordable accommodation.

The vacancy rates in Penticton and Salmon Arm are also low. However, the College will have to explore off-site partnerships for residences as our current sites have limited building space available.

To help address the housing shortage, Okanagan College is proposing building additional student housing beds—200 in Kelowna (7,730 square meters (83,200 sq.ft) total) and 100 in Vernon (3,865 square meters (41,600 sq. ft) total). All units will be 312 square foot micro suites. A public private partnership will be required for this project.

Options such as maintaining status quo, implementing a mixed model, and building two new micro suite residence buildings were considered. Project outcomes were identified and include infrastructure improvements, cost effectiveness, innovation, and strategic alignment.

The estimated total cost for this project is \$33 million (Kelowna \$22 million and Vernon \$11 million); with sources of funding still to be determined. Operating costs of \$3,000 per bed will be funded by residence fees.

The student housing buildings will be built to LEED Gold standards and other appropriate sustainability standards.

Two potential risks and mitigation strategies have been identified, as noted below.

Risk	Mitigation
Cannot attract suitable business partner(s).	Project does not proceed.
Site contaminants, as the existing ground conditions may contain bio-hazards/chemical hazards could lead to additional removal costs. Soil conditions could be unsuitable and may require added fill and/or foundation design and construction measures.	Geo-technical survey of the site early in the planning stage to assess the risk and the cost of remediation so that it can be incorporated in the planning.

The proposed start date for the project is Fall 2018.

CATEGORY 4 – SELF-FUNDED PROJECTS

Penticton Daycare Building

Okanagan College, working with community partners, has identified a need and opportunity to build and operate an extended-hours, 64-childcare space daycare on the Penticton campus to meet the childcare needs of students, staff, and the local community. The daycare will accommodate children aged 0-12 and will host an early childhood education practicum facility with the opportunity for applied research for best practices in community engagement, and outdoor play and learning. This operating model will be unique in Penticton and will accommodate the needs of trades, nursing, and Adult Basic Education students, as well as shift-workers in the community in healthcare, justice, and trades.

Construction and operation of the daycare will include leading edge sustainable building technology to LEED Gold standards and other appropriate sustainability standards. The project will provide an educational opportunity for students to be involved in the design (SCMT) and construction (Foundational Trades), and provide leading edge infrastructure for our students to learn from.

The Penticton campus, including the identified daycare site, is located on land leased from Transport Canada therefore height restrictions will be addressed. The City of Penticton supports the project and advice has been sought from the Planning and Licensing departments.

OC has partnered with the Penticton District and Community Resource Society (PDCRS) on this project, with PDCRS as operator. Options such as maintaining the status quo, providing space for an independent operator to build and operate the facility, and building and operating the facility under OC operations were all considered. Project outcomes were identified and include removing barriers for students and staff to work and learn at OC by providing daycare on site.

The estimated total cost for this project of \$1.3 million. The estimated annual operating cost for the building is \$20,000.

Two potential risks and mitigation strategies have been identified, as noted below.

Risk	Mitigation
Need for an archeology survey on the dedicated site.	Consultation with local First Nations in advance will occur. If necessary the cost and implementation of the survey will be included in the overall work plan.
Project overruns could lead to time delays; additional monies requested or reduced program space.	Careful planning, the use of a quantity surveyor, realistic costing and strong processes in construction management will reduce this risk.

The proposed start date for the project is July 2016.

CATEGORY 4 – SELF-FUNDED PROJECTS

Trades Training House

A “house within a house”, the Trades Training House will comprise a “living-laboratory” that provides opportunities for hands-on, practical training for students in the construction trades. By focusing on sustainable construction and the latest green building technologies, the project will advance and promote awareness/knowledge/practices regarding fiscally, environmentally, and socially responsible construction in the Okanagan.

The 6,000 square meter (64,600 sq. ft) Trades Training House will also provide opportunities for housing new programming in the Trades and Technical areas, such as wind-power generation, and solar photovoltaic installation and maintenance. In addition, there will be applied research opportunities created through our industry and community partners. The house will provide students in the Sustainable Construction Management Technology (SCMT) program with a structure to install and test new green building technologies, as our students continue to work with industry to advance sustainable construction practices in B.C. Students will have the opportunity for hands on construction training as some of the labour for the construction will be provided by our trades classes.

Options such as maintaining status quo, expanding off-site training opportunities on OC sponsored projects or construction sites, and building and operating a multi-discipline training center at OC were all considered. Project outcomes were identified and include infrastructure improvements, strategic alignment, and quality education.

The estimated capital cost for this project of \$867,000. The estimated annual operating cost for the project is \$11,400.

One potential risk and mitigation strategy has been identified, as noted below.

Risk	Mitigation
Student construction is not fast enough to meet construction (or academic) schedule.	General Contractor and Instructors oversee all construction. GC takes over if required.

The proposed start date for the project is Fall 2016.