

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

**Tuesday, September 27, 2016, 8:30 a.m.  
Room 130, Salmon Arm Campus**

**Approved November 29, 2016**

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Members Present: C. Denesiuk (Chair)  
A. Beaumont  
C. Derickson  
R. Gakhal  
R. Janyk  
S. Johal  
J. Hamilton (President)  
C. Gerbrandt  
S. Lupul (*teleconference at 8:55 a.m.*)  
B. McGowan  
G. Morgan  
L. Thurnheer

Regrets: S. Jung  
J. Maciel

Board Secretary: L. Le Gallee

Vice Presidents: R. Daykin  
A. Hay  
C. Kushner

Directors: A. Coyle

Regrets: J. O'Brien (Administrative Association)  
T. Walters (OCFA)  
R. Vilene (BCGEU Support Staff)  
C. McRobb (BCGEU Vocational)  
M. Moffat, Student Observers  
P. Bradley, Student Observer  
T. Thiessen, Student Observer

Guests: K. Butler (until 9:56 a.m.), J. Ragsdale

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There being a quorum present, the Chair called the meeting to order at 8:34 a.m.

The Chair recognized that the meeting was occurring on the traditional Secwepemc territory and welcomed the new members.

**1. APPROVAL OF AGENDA**

**Motion:** C. Gerbrandt/C. Derickson

***“BE IT RESOLVED THAT the September 27, 2016, OC Board open session meeting agenda is approved”.***

**MOTION CARRIED**

**2. OATH OF NEW MEMBERS**

R. Gakhal, R. Janyk, and G. Morgan took their Oath.

### **3. DECLARATION OF CONFLICT**

No conflicts were declared.

### **4. CONSENT AGENDA**

**Motion:** B. McGowan/C. Gerbrandt

***“BE IT RESOLVED THAT the Consent Agenda be approved”***

***Items approved:***

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

### **MOTIONS CARRIED**

### **5. BUSINESS ARISING FROM THE MINUTES**

#### **5.1 Board Policy Development Process (C. Denesiuk)**

A concern was raised at the June 28<sup>th</sup> meeting with regard to consultation of policies by stakeholders. A system will be implemented to allow for a 30 day consultation period prior to the final approval of the new or revised policy.

A website will be developed to facilitate a system to receive written comments. A policy or bylaw will be developed by the Director of Legal Affairs to implement this process.

**Motion:** R. Gakhal/A. Beaumont

***“BE IT RESOVLED that the Okanagan College Board of Governors adopt the procedure of posting draft Board policies for consultation and feedback as presented”***

### **MOTION CARRIED**

#### **5.2 Sexual Violence and Discrimination, Bullying and Harassment Policies (J. Hamilton)**

Administration followed up with the three unions that raised concerns with regard to the *Discrimination, Bullying and Harassment Policy* following the June 28<sup>th</sup> meeting.

The challenge is to develop a fair practice that protects the privacy of individuals and, observes the College’s obligation under the law, while still giving the unions sufficient information on the issue without automatically having to start the grievance procedure.

Discussions with the unions have been positive and continue.

### **6. PRESENTATION/DELEGATIONS**

#### **6.1 Foundation Annual Report (K. Butler)<sup>1</sup>**

The President of the Foundation sent his regrets as he was unable to attend the meeting.

The Foundation is a separate entity that supports programs and student awards. A hard copy of the Annual Report was provided to the Board.

Most of the funds last year came in for designated capital projects. Over \$700,000 was transferred to awards last year, with the average award being \$1,100 a person.

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<sup>1</sup> The Presentation has been posted on MyOkanagan/Board Meeting/2016/Presentations

As of September 24<sup>th</sup>, the capital was \$6,648,529.86. The Foundation has pledges of \$6.2M for pay out over the next five years. Most of the large gifts are from individuals. The project currently being focused on is the Trades Training House in which gifts-in-kind have been received.

With regard to investments, the Foundation has a policy that requires 30% of the investments be socially responsible. The Investment Policy was recently revised to allow for more international investments. It is a balanced portfolio.

It was noted that the Board could assist the Foundation by being advocates and beginning conversation with potential donors, this can be achieved by attending Foundation events.

## **6.2 Regional Dean Report (J. Ragsdale)**

The report covers the campus highlights. It was noted that the Salmon Arm region has a strong economic committee and School District 83 has seen a net increase in enrolment recently with 25% of new home purchases being young families. The region has a vibrant manufacturing community as well as tourism and agriculture, however, there is a skills shortage.

The Regional Dean highlighted the programs offered at the Salmon Arm campus. There has been a 23% increase in overall enrolment at the campus.

## **6.3 Student Survey (A. Coyle)<sup>2</sup>**

The survey was conducted from February to April of 2016. This is the seventh year of the survey, the College alternates between the CCSSE (Community College Survey of Student Engagement) every two years and the Okanagan College survey. There is also an Aboriginal Student Survey done every year.

Highlights noted were:

- 90% of the students state Okanagan College has been a good experience;
- There was a 28% response rate. This is the best response rate over the last few years;
- The Director of Public Affairs highlighted the significant differences in this year's survey;
- The Leadership Team uses this survey to address issues identified in the College such as work on the online registration system that has been implemented. Administration has been working with Information Technologies on the responsiveness to the website as satisfaction with wireless has dropped. Wireless in the Centre for Learning has improved;
- Dissatisfaction of parking is still an issue. This could be because construction of the Trades building was occurring at the time of the survey, 100 spots have been made available now that this project is complete, as well angle parking has been implemented on East Campus Road;
- The Regional Dean is in conversation with the City of Kelowna to improve transportation. It was noted that the UPass does not work for Okanagan College students as a significant number of them travel between the region's communities;

*J. Hamilton and K. Butler left the meeting at 9:56 a.m.*

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<sup>2 2</sup> The Presentation has been posted on MyOkanagan/Board Meeting/2016/Presentations

## **7 NEW BUSINESS/RESOLUTIONS**

### **7.1 Finance, Audit and Risk Review Committee (B. McGowan)**

#### **7.1.1 Chair Report**

The Committee meet on August 31<sup>st</sup> to review the Statement of Financial Information, this will be submitted to government by September 30<sup>th</sup>.

#### **7.1.2 Statement of Financial Information**

**Motion:** B. McGowan/C. Derickson

***“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”***

**MOTION CARRIED**

#### **7.1.3 Line of Credit**

A Line of Credit is required for capital expenditures. This will allow for bridge funding on projects to pay suppliers before donations and funding is received.

**Motion:** B. McGowan/S. Johal

***“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”.***

There is no cost if the Line of Credit is not used. It was noted that it is common for educational institutions to have access to a line of credit.

**MOTION CARRIED**

### **7.2 Education Council (R. Janyk)**

#### **7.2.1 Program Proposals**

The Department would like a broader description for the Women’s Studies program.

**Motion:** R. Janyk/R. Gakhel

***“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”***

**MOTION CARRIED**

### **7.3 Five Year Capital Plan (R. Daykin)<sup>3</sup>**

There are six projects in the Plan that are being submitted to Victoria. The Master Capital Plan will come to the Board in November.

The projects are:

- 1) Trades Building in Vernon
- 2) Health Sciences Building in Kelowna. This building is old and needs to be replaced. Renovations would cost more than a new building.
- 3) Centre of Food, Wine and Tourism in Kelowna. This may be a mixed use building with residences.

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<sup>3 3</sup> The Presentation has been posted on MyOkanagan/Board Meeting/2016/Presentations

- 4) Student Housing in Vernon and Kelowna. These would be P3 partnership projects as the College is unable to take on debt for these projects.
- 5) Daycare in Penticton. This will be constructed in consultation with the Sustainable Management Construction and Residential Construction programs.
- 6) Trades Training House in Kelowna. Final approvals are underway with the City and the Province for this project. \$800,000 has been received.

**Motion:** S. Johal/C. Gerbrandt

***“BE IT RESOLVED that the Okanagan College Board of Governors approve the Five-Year Capital Plan 2017/18 to 2021/22 as presented.”***

**MOTION CARRIED**

## **8. VERBAL REPORTS**

### **8.1 Board Chair Report (C. Denesiuk)**

The Chair highlighted previous events attended by her and other Board members.

She congratulated Vice Chair, C. Derickson on his second term as counsellor of Westbank First Nation.

### **8.2 President’s Report (J. Hamilton)**

No additions to submitted report.

### **8.3 Governance Chair (L. Thurnheer)**

The Governance Committee is working on a number of projects. The exit survey will be revised. Once this is done the Board Chair will interview D. Manning (previous Board member). The Evaluations have been revised lately. The Board Evaluation will be used in January and the Meeting Evaluation will be used at the November Board meeting. The Board Chair will give each member a few minutes to complete it at the table. This will be done twice a year.

The Board Chair and the Governance Chair have been meeting with each Board member to discuss professional development and committee assignments.

The Terms of Reference for the two remaining Committees, Finance and Campus Planning, will be reviewed in November. All revised Terms will come to the November Board meeting for approval.

The Committee is working on the agenda for the Retreat on October 24<sup>th</sup> and 25<sup>th</sup>. This will focus on community connections and the indigenization project.

The Committees hopes to review some amendments to the Bylaws in November as well.

## **9. INFORMATION**

### **9.1 Connections 2016 Video**

This will be viewed at the Retreat.

### **9.2 Enrolment Update (A. Hay/A. Coyle)**

As of September 16<sup>th</sup> enrolment was:

- Enrolment is up 4% on all campuses combined with a total of 8,329 students over 8,005 from last year;
- Salmon Arm was up 23% to 638 students;
- Vernon up by 6.8% to 1070 students;

- Kelowna up by 3.5%
- Penticton headcount was down to 913 from 966 student but grew by 4% in course registration;
- International is up to 683 from 534 last year;
- ABE and ESL are down. This is largely due to the fact fees were implemented this past year. The funding model has changed but students can access the AUG (Adult Upgrading Grant).

There will be a stable enrolment report at the November Board meeting.

**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**

**Motion** to adjourn: S. Lupul/C. Gerbrandt

**MOTION CARRIED**

The meeting adjourned at 10:45 a.m.