



	Related Pages	Time
<p>6.4.2. Proposal for Extended Acceptance of Duolingo as a Language Proficiency Entrance Exam</p> <p><u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves to extend the acceptance of the online Duolingo to assess applicant/student English language proficiency for students applying to Summer 2022, Fall 2022 and Winter 2023 as recommended by Education Council and as presented.”</i></b></p> <p><u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves to approve minimum Duolingo subscores of 100 in each subscore to satisfy the English language proficiency entrance requirements as recommended by Education Council and as presented.”</i></b></p>		
<p>6.4.3. Academic Calendar</p> <p><u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the temporary, optional, extension of Fall 2021 academic schedule to December 7, 2021 as recommended by Education Council and as presented.”</i></b></p>		
<p>6.4.4. Academic Schedules</p> <p><u>Recommended Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves 2021-22 academic schedules as recommended by Education Council and as presented.”</i></b></p>		
<b>7. REPORTS</b>		
7.1. Preliminary Enrolment Verbal Update (A. Hay)		10:45am
7.2. Board Chair Verbal Report (G. Morgan)		
7.3. President’s Report (N. Fassina)	43-46	
7.3.1. Q1 Financial Report		
<b>8. INFORMATION</b>		
<b>9. TOPICS FOR NEXT MEETING</b>		
<b>10. FOR THE GOOD OF THE BOARD</b>		
<b>11. ADJOURNMENT</b>		11:30am

### Important Dates:

**Board Fall Professional Development Sessions:** Please hold Monday afternoon, October 25, 2021 and Tuesday morning, October 26, 2021. Timing to be confirmed.

**Next regular Board meeting:** November 30, 2021



# Board of Governors

## Open Meeting Minutes - Draft

**Tuesday, June 22, 2021**

Meeting to be held via the Zoom

### BOARD MEMBERS PRESENT:

- Gloria Morgan, Chair
- Juliette Cunningham, Vice Chair
- Andrea Alexander
- Marcel Beerkens
- Sanya Choudhary
- JoAnn Fowler
- Neil Fassina
- Tina Lee
- Devin Rubadeau
- Dale Safinuk
- Karley Scott
- Chris Newitt

### REGRETS:

- Shelley Cook – on leave
- Nicolette Thiel
- Tyler Finley, Interim Director, Public Affairs

### OTHER STAFF:

- Curtis Morcom, Vice President, Employee & Corporate Services
- Andrew Hay, Provost and Vice President, Academic
- Meri Kim Oliver, Vice President, Students
- Margaret Johnson, Recording Secretary

**ACTION**

Quorum was established and the meeting was called to order at 10:30 a.m.

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

### 1. APPROVAL OF AGENDA

Motion:

***“BE IT RESOLVED THAT the June 22, 2021 Okanagan College Board of Governors Open session meeting agenda is approved”.***

k. Scott  
CARRIED

### 2. DECLARATION OF CONFLICT

No conflicts were declared.

### 3. CONSENT AGENDA

Motion:

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

A. Alexander  
CARRIED

### 4. BUSINESS ARISING FROM THE MINUTES

No new business arising.

ACTION

## 5. PRESENTATIONS

## 6. NEW BUSINESS

### 6.1. Finance, Audit and Risk Review Committee

#### 6.1.1. Chair Report

The Committee Chair reported that the Committee met on June 8<sup>th</sup> to meet with the College's investment manager and review the Q1 Forecast.

### 6.2. Education Council

#### 6.2.1. New Program

##### Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Post Baccalaureate Certificate in Human Resources Management subject to PSEPs approval as recommended by Education Council and as presented."***

T. Lee  
CARRIED

#### 6.2.2. Program Revisions

The following two motions were omnibussed into one motion:

##### Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision English Language Certificate as recommended by Education Council and as presented."***

J. Fowler  
CARRIED

##### Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision English for Academic Purposes Certificate as recommended by Education Council and as presented."***

The following two motions were omnibussed into one motion:

##### Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Water Engineering Technology Diploma as recommended by Education Council and as presented."***

A. Alexander  
CARRIED

##### Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Civil Engineering Technology Diploma as recommended by Education Council and as presented."***

	ACTION
<p><u>Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Sustainable Building Technology Diploma as recommended by Education Council and as presented.”</i></b></p>	J. Fowler CARRIED
<p><u>Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the temporary program revision Okanagan College Early Childhood Education Diploma – Vernon Campus as recommended by Education Council and as presented.”</i></b></p>	D. Rubadeau CARRIED
<p>6.2.3. Academic Schedules</p> <p><u>Motion:</u>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Adult Basic Education 2021/2022 and the Academic Schedule Summer 2022 as recommended by Education Council and as presented.”</i></b></p>	J. Cunningham CARRIED
<p><b>7. VERBAL REPORTS</b></p> <p>7.1. <b>Board Chair Report</b></p> <p>The Chair reported that she recently attended the Foundation’s AGM and Board meeting and had participated in the convocation events.</p> <p>7.2. <b>President’s Report</b></p> <p>The President provided a report to the Board on his first 90 days. He has used the time to meet with all members of the Leadership Team, develop the Strategic Plan and listen to stories from community members, students and employees.</p> <p>The Board Chair encouraged the President to look for opportunities to understand what Indigenous people have dealt and continue to deal with. She asked for information on what the institutions is doing regarding the Calls to Action.</p>	
<p><b>8. INFORMATION</b></p>	
<p><b>9. TOPICS FOR NEXT MEETING</b></p> <p>No topics were suggested for the next meeting</p>	p
<p><b>10. FOR THE GOOD OF THE BOARD</b></p>	
<p><b>11. ADJOURNMENT</b></p> <p>The meeting adjourned at 11:02am</p>	J. Cunningham CARRIED



## Submission of Information from Senior Staff to the Board of Governors

### REPORT TITLE

Okanagan College Foundation Annual Report 2020-21 & Audited Financial Statements to March 31, 2021.

### DATE

September 28, 2021

### BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The Okanagan College Foundation is the fundraising arm for Okanagan College.

The purpose and mission of the Foundation is *“to support the transformative power of education.”* We engage communities and donors to:

- Raise money for capital projects and program support
- Raise money for scholarships and bursaries
- Practice sustainable and ethical donor relations, financial management and governance
- Build long term assets for future generations.

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 2020-21. A copy of the audited financial statements are attached with this submission.

After completion of the audit, the Okanagan College Foundation produces and distributes its annual report. 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 disbursement to students each fall. A copy of the 2020-21 Gratitude Report for the Foundation is attached, and can also be found electronically at:

[https://issuu.com/okanagancollege/docs/ln8702\\_found\\_annualreport2021\\_web?fr=sZDU5Mjk3MTU4NA](https://issuu.com/okanagancollege/docs/ln8702_found_annualreport2021_web?fr=sZDU5Mjk3MTU4NA)

### ACTION REQUIRED

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

For information.

### STRATEGIC PLAN <sup>1</sup>ALIGNMENT

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

#### Key Directions:

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

<sup>1</sup> Strategic Plan can be found at: [www.Okanagan.bc.ca/toward2020](http://www.Okanagan.bc.ca/toward2020)

**COMMENTS FROM THE PRESIDENT**

Not Required

**REPORT PREPARED AND SUPPORTED BY (include name and title)**

Helen Jackman, Director, Advancement / Executive Director, Okanagan College Foundation

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*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*

# GRATITUDE REPORT 2020-21

Saige Girouard is the first Okanagan College recipient of the Lieutenant Governor's Medal for Inclusion, Democracy and Reconciliation.





# Your impact on students | by the numbers

**\$54k**  
in emergency  
funding

**\$1,027,629**  
disbursed to  
students

**756**  
awards to  
**477**  
students

**43**  
new award  
funds created

**Bree Edler**

*“I’m in shock. I have never received anything like this before so I feel very fortunate. With my entire program online this is something I really needed.”*



Bree Edler was among one of 30 students to receive a laptop or funding from Okanagan College Foundation donors including Staples and Best Buy Kelowna. The funding allowed students to purchase the technology needed to participate and complete their programs online.

# Thanks for staying connected to student success

## Online cooking class raises \$315,000

In the midst of a lockdown, Okanagan College Foundation donors tuned in for a virtual evening of festive cooking and giving with the proceeds fueling the education of health-care professionals.

Season's Eatings saw participants cook a gourmet meal led by Okanagan College Culinary and Pastry Arts instructors and students. Donor generosity was on the menu with the Dec. 3 event raising \$315,000, surpassing its \$250,000 goal. The proceeds went to the Our Students, Your Health campaign for a new Health Sciences Centre.



## Ford delivers hands-on training

Ford of Canada and Orchard Ford donated a 2020 Ford F-150 to the College to be used by students in its motor vehicle service training programs. In addition to the vehicle, Ford of Canada is also providing students and faculty in the motor vehicle service training programs with access to their online Automotive Career Exploration (ACE) training.



## Donors make lunch program possible

Generous support made it possible to launch and build OC Serves Up, a program that saw Culinary Arts students prepare 50 nutritious meals per day, which are provided to OC students free of charge.

Valley First, a division of First West Credit Union, the TELUS Friendly Future Foundation, Royal Bank of Canada (RBC), the Okanagan College Students' Union and Sysco donated to OC Serves Up, which will allow the program to continue into Spring 2022.



# Year in review

## Income

Total revenue  
**\$7,300,171**



Student support  
**\$1,002,024**



Program support  
**\$411,872**



Capital projects  
**\$3,403,220**



Investment and other income  
**\$2,488,055**



## Expenses

Total expenses  
**\$2,572,304**



Student support  
**\$1,027,629**



Program support  
**\$173,187**



Capital projects  
**\$1,152,167**



Fundraising and other expenses  
**\$219,321**



Note: Net revenue is designated for future capital and other projects.



## RBC and AO support hands-on entrepreneurship

The Royal Bank of Canada (RBC) and Accelerate Okanagan (AO) are supporting the development of an innovative program that will teach hands-on entrepreneurial and business skills.

RBC is donating \$50,000 from its Future Launch initiative and AO is giving \$15,000 along with connections to their community.

The Experiential Entrepreneurship program will launch in 2023 and see business students design, plan, launch and run their own businesses.

## Friesen family gives to health-care education

A decades-long connection to Okanagan College and a desire to give back to community is inspiring a \$150,000 donation by the Friesen family to the Our Students, Your Health campaign. This gift comes from Rod and Dianne Friesen and their two sons, Shawn and Jason and their families.

Dianne worked at Okanagan College in the mid-1970s. In 1984, her husband Rod started Voyager RV and their son Jason who is running the business is grateful to be able to hire graduates from the College's RV Technician program.



# STUDENTS EXPANDING BOUNDARIES

This year tested us all in different ways. Hear from students on how your support is helping them turn challenges into opportunities. . .



## Ty Sideroff

*“ It is eye-opening once you experience mental stress and I want to be that person to help in any mental or physical way.”*

I have always been interested in our anatomy and exercising so I enrolled in OC's Kinesiology Diploma program.

My first year was going really well, then COVID-19 hit. I was able to finish the first year in an online format. However, starting school in September completely online, I was struggling to stay engaged with my studies.

Before COVID, many of our classes would be active and in the gym. I found it hard to stay present with everything online and not having the same conversations with the instructors or my classmates.

When you are at home every day at your desk and you only see people through your computer, it takes a toll for sure. I was struggling mentally. I felt alone and separated from everyone. It was a lonely road with no one knowing what was going to happen next.

Time is so incredibly important. I learned that I need to give myself time to do my school work and time to do stuff for myself.

This is what student awards give you, the time to take care of yourself. I made sure I got outside every day even just for a quick walk. I also found ways to connect with my classmates online. If I didn't have those awards, I would have been working more and I wouldn't have been able to have taken that time.

I hope I can do something like this for a student in the future.

Growing up I played a lot of hockey and enjoyed learning, but I never took school too seriously. Joining the Kinesiology program, I discovered people with the same interests as me and that I can excel in school. I'm transferring to UBCO this fall to finish my degree. Afterwards, I hope to continue on to medical school to become a doctor.

It is hard to help someone if you do not know what it's like to be in their position. It is eye-opening once you experience mental stress and I want to be that person to help in any mental or physical way.



*“Higher education makes such a huge impact in someone’s life.”*

In my second year of studies I connected with a classmate over our shared curiosity to learn more about our Indigenous backgrounds. I’m Métis, but my family didn’t practise Indigenous customs.

My classmate went on to be very successful in reconnecting with her culture. Watching her hit those milestones I knew that if she could do it, I could do it too.

I’d say the tipping point for me was winning a bursary from Okanagan College to attend the Indigenous Women’s Leadership Summit. I wasn’t even sure I should apply. I felt because I wasn’t as connected to my culture, I might be stealing the opportunity from someone who would benefit more.

It was an absolutely transformative weekend for me. I never thought I was Indigenous enough to be involved in my own culture, but at the summit I learned I wasn’t the only Indigenous person who felt that way.

It was one thing when I thought I was unique but when I realized this was common practice and that so many people did not have that connection, I just knew that I had to act.

We are never going to have a successful society where Indigenous people can thrive if Indigenous youth are blaming themselves for not having that cultural understanding and knowledge of their languages, practices and traditions.

I came home and I thought, ‘now that I have all of this knowledge with the tools that I have in my life what is the next step for me to do something?’

**Saige Girouard**  
Red River, Métis Nation

I am in the Bachelor of Business Administration Honours program and I decided to use my Honours project to focus on how Indigenous students can engage more with Aboriginal Services at Okanagan College.

Awards played a big part in my education. I knew I did not want to graduate with a lot of debt and that meant I worked two to three jobs when going to school. Anytime I got an award in any amount, it was just that little extra stress off my plate.

Higher education makes such a huge impact in someone’s life. In their ability to be happy and healthy and their earning potential. Education also plays such a huge role in building a better tomorrow and a better society and I’ve been fortunate enough to experience this throughout my education.

I feel incredibly thankful every single day that I was lucky enough to be able to get a degree and have this experience. The funding and the support from everyone involved in the process is unbelievably generous and absolutely essential, so my deepest thank you from the bottom of my heart.

# Lawren Richards



*“I think I expanded my boundaries and I did something I was apprehensive about.”*

I am a single mom to 17-year-old twins. We had been living in a 400-square-foot cabin about an hour from town when an opportunity came up that would allow me to purchase some land and build my own home closer to town and my kids' school.

I have always been interested in natural building but I don't have a carpentry background so I enrolled in the Carpenter Foundation program in Salmon Arm.

I was the only woman in the class and much older than my classmates, so I was a bit nervous at first, but I got over it quickly and really enjoyed the class. The instructor was just amazing, and I always felt like part of the crew even though most of the other students were my kids' age.

When COVID-19 first hit, we were still in the classroom, and the College got us up and running online with only one missed day. It was very well organized and executed. Although the onsite portion was delayed a bit, that gave me some extra time to work on my straw bale

home, with frequent calls to the instructor as I encountered challenges.

Awards are hugely important. There are a lot of barriers to people who are low income or women entering the field non-traditionally, and the support is what makes it possible. The grants and awards enabled me to take enough time from work to complete the course and support my family; I could not have done it without this support.

I am planning to take what I am learning from building my home and my experience running a business to help other home builders interested in natural building. It is exciting, challenging and sometimes overwhelming to build my own home. The Carpenter Foundation class taught me to take it one step at a time, and gave me the confidence to keep going.

I think I expanded my boundaries and I did something I was apprehensive about.

I never thought I would find myself going back to school again, but I am glad I took the leap.

# Because of you, students felt supported during an uncertain time

This past year challenged all of us including you our donors to adapt. In the months that followed the initial lockdown we had to get comfortable with, and gain insights from, new ways of thinking and doing.

The student stories we highlight in this gratitude report demonstrate the best of this ideal. While these stories are not all related to the pandemic, they are examples and indeed a celebration of our ability to get through difficult or doubtful moments and come away with a new appreciation of our abilities and maybe even a desire to inspire change.

Your continued support during the pandemic made the transition easier for students as they faced financial uncertainties and anxiety associated with a very different learning environment. Thank you for all that you do.

Your unwavering support helped raise \$4 million towards our \$5 million fundraising goal for the new Health Sciences Centre. With the Centre opening this fall, we're hopeful we can raise the remaining funds and ensure students have access to the very best facilities and

equipment when they return to face-to-face learning in September.

We recognize that the tragic confirmations from former residential schools have been difficult for the survivors, families and Indigenous communities across the region, province and country.

We are committed to continue working with, learning from and listening to Indigenous communities, and engaging community to support our Indigenous learners and employees. Saige's story is an example of the role post-secondary can play in supporting Indigenous learners.

As we look ahead, we are grateful to you our community. Your support made a difference to students in an uncertain time and they are making a difference to our community.



**Gladys Fraser**  
Chair  
OC Foundation



**Helen Jackman**  
Executive Director  
OC Foundation

## 100% impact

Okanagan College Foundation does not charge donors any administration fees, meaning 100 per cent of your gift directly benefits students.





## Making education accessible for all

Jim Hamilton's association with Okanagan College spans 41 years, during which time he has held various positions including professor, board member, administrator and, for the last 16 years, president.

A key passion for Jim has been improving education for all, and during his time as president the College saw a fourfold increase in the number of Indigenous learners.

Jim officially retired March 31, 2021 and in recognition of his contribution to post-secondary education locally, provincially and nationally, Okanagan College and the Okanagan College Foundation, along with donors, established the Hamilton Recognition Award Fund.

The \$40,000 fund will support Indigenous learners in any program and campus, a purpose Hamilton wholeheartedly supports. The first recipients will be selected in Fall 2021.



## FortisBC powers up women and Indigenous students

To help bring greater diversity into the trades and build relationships with talented students who may consider a future career with their company, FortisBC recently funded three new scholarship targeting either women or Indigenous students.

## A gift to support health-care shortages

They are the ones who support patients with personal care and attention. Licensed Practical Nurses and Health Care Assistants are at the heart of patient care but they are also critically short in supply. This is why a Kelowna couple are choosing to support these professions today and for decades to come.

John and Monica Shantz have set up two bursary funds that will support students in the Health Care Assistant or Practical Nursing programs. One of these funds is a legacy gift that will benefit students for generations.

"We hope it will be a great thing for the students personally and for the community," says John.

"There is a need for the people in the fields we've chosen to support and we wanted to make a contribution that can impact our community as a whole."

The Shantzs add that supporting students who are working on the frontlines of health care means a lot to them.

"We think the practical, hands-on care from people working in these fields is so important and something we've benefited from personally," says Monica. "We are grateful for the care we've received and we wanted to pay it forward."

This is the first gift the Shantzs have made to Okanagan College. The couple value the role education plays in helping people launch their careers. John worked in a number of roles in the tree fruit and wine industry including Executive Director of BC Wine Institute and Monica built her career in the financial services industry.

When it came time to make a gift, the couple were impressed by the fact that 100 per cent of funds they provide for awards will go to students.

"We really like that money goes directly to the people who will benefit," says John.



# STAND UP

— BE PROUD —  
YOU'RE CHANGING LIVES



## Okanagan College Foundation

Phone: 250-762-5445, ext. 4773

Toll-free: 1-888-650-6968

Email: [foundation@okanagan.bc.ca](mailto:foundation@okanagan.bc.ca)

[okanagancollegefoundation.ca](http://okanagancollegefoundation.ca)

Charitable registration tax number  
86248 8194 RR001





OKANAGAN COLLEGE FOUNDATION

# FINANCIAL STATEMENTS

MARCH 31, 2021

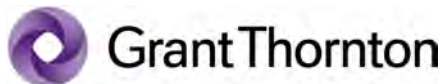


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# Okanagan College Foundation

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# Independent Auditor's Report

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**Grant Thornton LLP**  
200-1633 Ellis Street  
Kelowna, BC  
V1Y 2A8  
T +1 250 712 6800  
F +1 250 712 6850

To the Directors of  
Okanagan College Foundation

## Report on the audit of the financial statements

### Opinion

We have audited the financial statements of Okanagan College Foundation ("the Foundation"), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at March 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Report on other legal and regulatory requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these financial statements were prepared on a basis consistent with that applied in preparing the financial statements of the preceding year.

Kelowna, Canada  
May 26, 2021

  
Chartered Professional Accountants

## Okanagan College Foundation Statement of Financial Position

For the Year Ended March 31

2021

2020

**Assets**

## Current assets

Cash and cash equivalents	\$ 12,298,358	\$ 9,486,532
Receivables	16,286	26,580
Investment portfolio (Note 3)	9,993,786	8,065,355

Life insurance policies (Note 4)

127,170	118,918
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<u>\$ 22,435,600</u>	<u>\$ 17,697,385</u>
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## Current liabilities

Payables and accruals	\$ 54,030	\$ 41,536
Line of credit payable	-	2,146
	<u>54,030</u>	<u>43,682</u>

**Net Assets**

Unrestricted	90,251	99,826
Restricted		
Capital campaign	6,363,365	3,981,745
Scholarship and program support	2,442,207	2,413,534
Endowment	13,485,747	11,158,598
	<u>22,381,570</u>	<u>17,653,703</u>
	<u>\$ 22,435,600</u>	<u>\$ 17,697,385</u>

**Approved on behalf of the Board:**

DocuSigned by:

*Gladys Fraser* Gladys Fraser

06BC9977624F4F4...  
Director Chairperson

DocuSigned by:

*Colin Edstrom* Colin Edstrom

04FFDC88B08844C...  
Director Board Member



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

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	Unrestricted	Restricted			2021	2020
	Operating	Capital campaign	Scholarship and program support	Endowment	Total	Total
<b>Balance, beginning of year</b>	\$ 99,826	\$ 3,981,745	\$ 2,413,534	\$ 11,158,598	<b>\$ 17,653,703</b>	\$ 15,058,743
Net revenue	12,790	2,381,620	31,301	2,302,156	<b>4,727,867</b>	2,594,960
Interfund transfers	(22,365)	-	(2,628)	24,993	-	-
<b>Balance, end of year</b>	\$ 90,251	\$ 6,363,365	\$ 2,442,207	\$ 13,485,747	<b>\$ 22,381,570</b>	\$ 17,653,703

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## Okanagan College Foundation

### Statement of Operations

For the year ended March 31

	Unrestricted		Restricted		2021 Total	2020 Total
	Operating	Capital campaign	Scholarship and program support	Endowment		
<b>Revenue</b>						
Donations						
Capital campaign	\$ -	\$ 3,403,220	\$ -	\$ -	\$ 3,403,220	\$ 1,876,583
Annual awards	-	-	617,980	-	617,980	795,185
Program Support	-	91,048	320,824	-	411,872	241,517
Endowment contributions	-	-	25,814	332,416	358,230	1,278,761
Investment income	-	37,372	314,988	255,115	607,475	626,623
Unrealized gain (loss)	-	-	-	1,706,373	1,706,373	(734,393)
Forgiveness of line of credit payable	-	135,249	-	-	135,249	175,000
Gaming event revenues	-	-	36,030	-	36,030	42,992
Other revenues	15,490	-	-	-	15,490	24,727
Increase in cash surrender value of life insurance policies	-	-	-	8,252	8,252	9,150
	<u>15,490</u>	<u>3,666,889</u>	<u>1,315,636</u>	<u>2,302,156</u>	<u>7,300,171</u>	<u>4,336,145</u>
<b>Expenses</b>						
Scholarships and bursaries Okanagan College program support and other	2,700	-	1,024,929	-	1,027,629	1,086,396
Fundraising expenses	-	1,152,167	173,187	-	1,325,354	383,486
Gaming event expenses	-	133,102	18,042	-	151,144	201,708
Investment management fees	-	-	15,830	-	15,830	14,970
Other expenses	-	-	45,279	-	45,279	46,340
	-	-	7,068	-	7,068	8,285
	<u>2,700</u>	<u>1,285,269</u>	<u>1,284,335</u>	<u>-</u>	<u>2,572,304</u>	<u>1,741,185</u>
<b>Net revenue</b>	<u>\$ 12,790</u>	<u>\$ 2,381,620</u>	<u>\$ 31,301</u>	<u>\$ 2,302,156</u>	<u>\$ 4,727,867</u>	<u>\$ 2,594,960</u>

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**Okanagan College Foundation****Statement of Cash Flows****For the year ended March 31**

	<b>2021</b>	<b>2020</b>
<b>Cash provided by (used in) operating activities</b>		
Net revenue	\$ 4,727,867	\$ 2,594,960
Items not affecting cash		
Increase in cash surrender value of life insurance policies	(8,252)	(9,150)
Gain on disposal of investments	(191,260)	(105,721)
Unrealized (gain) loss on investments	(1,706,373)	734,393
Forgiveness of line of credit payable	(135,249)	(175,000)
	<u>2,686,733</u>	<u>3,039,482</u>
Changes in non-cash working capital		
Decrease (increase) in receivables	10,294	(19,010)
Increase in payables and accruals	12,494	40,751
Net advances of line of credit	133,103	177,146
	<u>2,842,624</u>	<u>3,238,369</u>
<b>Cash provided by (used in) investing activities</b>		
Purchase of investments	(679,199)	(650,982)
Proceeds from disposal of investments	648,402	540,376
	<u>(30,797)</u>	<u>(110,605)</u>
Increase in cash and cash equivalents during the year	2,811,827	3,127,764
Cash and cash equivalents, beginning of the year	<u>9,486,532</u>	<u>6,358,768</u>
Cash and cash equivalents, end of the year	<u>\$ 12,298,359</u>	<u>\$ 9,486,532</u>

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## 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.

On March 11, 2020, the World Health Organization officially declared the COVID-19 outbreak a pandemic. The pandemic has forced governments to implement extraordinary measures to slow the progress of infections and to stabilize disrupted economies and financial markets. The Foundation has deployed initiatives to mitigate the impact of the crisis while ensuring continuity of its activities, these include adjustments to communications strategy and campaign messaging, virtual fundraising events, virtual donor stewardship, and physically distanced meetings within public health guidelines. It is difficult to assess the impact of the pandemic on the Foundation’s future results as this is dependent on the length and severity of the pandemic. Management will continue to monitor and assess the situation and respond accordingly.

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## 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 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 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 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 fund includes undesignated contributions and earnings that are available for use at the discretion of the Foundation.

(continued)

## **2. Summary of significant accounting policies (continued)**

### **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 have not been recorded.

### **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.

(continued)

## 2. Summary of significant accounting policies (continued)

### Financial instruments

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. 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.

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 the Statement of Operations as appropriate in the year they become known.

## 3. Investment portfolio

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

	<u>2021</u>	<u>2020</u>
Fixed income	\$ <b>3,215,306</b>	\$ 2,939,491
Equities	<u>6,778,480</u>	<u>5,125,864</u>
	<u>\$ <b>9,993,786</b></u>	<u>\$ 8,065,355</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 (2020 - \$290,000).

## 5. Line of credit payable

Under the Capital Campaign Line of Credit Agreement between the Foundation and Okanagan College, the College may provide funds to the Foundation, up to a maximum of \$1,250,000, by way of a line of credit so as to cover the costs to be incurred by the Foundation in operating and running the Capital Campaign(s).

The line of credit payable shall be made free of interest provided that the Foundation shall comply strictly with the terms of the agreement.

The Foundation shall repay amounts owed on the line of credit payable pursuant to the terms of this Agreement on the following basis:

- On March 31 in each year, repayment of a minimum of 20% of the pledge payments that are received, to a maximum amount of all outstanding credit; and
- At any time forthwith upon demand from the College.

The balance outstanding of the line of credit payable under the Capital Campaign Line of Credit Agreement as at March 31, 2021 was \$nil (2020 - \$2,146).

Okanagan College forgave approximately 4% of the pledges received in the amount of \$135,249 for the fiscal year ending March 31, 2021 (2020 – \$175,000).

## 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 following table lists the foundations holding endowment funds for the benefit of the Foundation, the fund balances as at March 31 and the investment income amounts received by the Foundation during the fiscal year.

	<u>2021</u>		<u>2020</u>	
	Fund balance	Investment income	Fund balance	Investment income
The Vancouver Foundation	\$ 500,000	\$ 29,044	\$ 500,000	\$ 28,062
The Community Foundation of the South Okanagan	160,000	6,140	160,000	6,581
The Central Okanagan Foundation	103,000	3,605	103,000	3,605
The Community Foundation of the North Okanagan	100,000	6,066	100,000	5,004
The Shuswap Community Foundation	100,000	7,500	100,000	5,931
The Revelstoke Community Foundation	5,000	250	5,000	250
	<b>\$ 968,000</b>	<b>\$ 52,605</b>	<b>\$ 968,000</b>	<b>\$ 49,433</b>

(continued)

## 6. Endowment funds (continued)

As the investments in community foundations are not controlled by the Foundation, these investments have not been recognized in the financial statements.

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## 7. Related party transactions

Included in donations revenue is \$421,467 (2020 - \$792,462) received from Okanagan College to be used towards annual awards and other program support.

During the year, Okanagan College approved \$135,249 (2020 - \$175,000) for forgiveness of the line of credit.

During the year, the Foundation awarded to Okanagan College grants in the amount of \$nil (2020 - \$160) to fund operations, \$173,187 (2020 - \$363,253) to fund specific programs and transferred \$1,152,167 (2020 - \$20,073) raised in the capital campaign and other to support the Kelowna and Vernon trades renewal and expansion project, the Kelowna Health Sciences Building, and other program support.

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

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## 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.

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. There was no significant change in exposure from the prior year.

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. There was no significant change in exposure from the prior year.

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. There was no significant change in exposure from the prior year.

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## **9. British Columbia Societies Act**

The British Columbia Societies Act includes a requirement to disclose the remuneration paid to all directors, the ten highest paid employees, and all contractors who are paid at least \$75,000 annually. There are no items to disclose in the current year.

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# Education Council – Report to the Board

September 28<sup>th</sup>, 2021

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Education Council met on September 16, 2021 and approved 1 new course, 1 course revision, 1 program revision, 1 temporary academic schedule revision, and academic schedules.

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## PROGRAM REVISION

### Adult Basic Education

#### Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Adult Basic Education as recommended by Education Council and as presented.”***

#### **Program revision:**

Program description

#### **Rationale:**

Cleaning up the language for the overall program description, including description of the requirements for each of the subject areas. This will make it easier for students to understand what is required of them for the upgrading program. It also gives a clearer picture for the admissions office and education advisors when they are helping students navigate the program.

#### **Current:**

#### **Adult Upgrading**

The Adult Upgrading (AU) department offers Adult Basic Education (ABE) courses for adult learners with a wide range of backgrounds and needs for educational upgrading. Courses provide students with basic literacy skills, prerequisites for admission to post-secondary programs, and requirements for the B.C. Adult Graduation Diploma. Support services are available for students with disabilities.

#### **Admission Requirements**

- Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.
- Age Requirement: Applicants must: be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.
- Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counselor and be referred to the Adult Upgrading Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.
- All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

While no specific academic background is required, students entering some Adult Basic Education courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

**ABE Mathematics Courses Admission Prerequisites:**

Students must have completed the prerequisites for Math courses within the five years prior to the start date for the ABE mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their readiness to enter their desired course. An interview may also be conducted to help determine the appropriate level.

**ABE Science Courses Admission Prerequisites:**

Students must have completed the prerequisites for English and Math courses within the five years prior to the start date for the ABE Science course in which they wish to register. Any student not meeting this requirement will be required to write the AU English and Math skills assessment. An interview may also be conducted to help determine the appropriate level.

**ABE English Courses Admission Prerequisites:**

Students must have completed the prerequisites for English courses within the five years prior to the start date for the ABE English course in which they wish to register. Any student not meeting this requirement will be required to write the AU English skills assessment. An interview may also be conducted to help determine the appropriate level.

**Hours of Study:** Both day and evening classes may be offered, Monday through Friday. Adult Upgrading full-time students are those enrolled in three or more courses, or receiving 15 hours or more of instruction per week, or enrolled in a two-month Spring or Summer semester course requiring 96 hours or more of instruction.

**Course Advising:** Before registration, prospective students are encouraged to discuss course and program plans with an advisor or instructor from the department. Appointments for course advising can be made by contacting the Advising office at each OC campus.

**Semester Length:** Semesters vary from four to five months, depending on centre. Summer semesters are two months.

**Semester Start Dates:**

- **Kelowna**  
September, January, May and July
  
- **Penticton, Salmon Arm and Revelstoke**  
September and January
  
- **Vernon**  
September, January and May

**Adult Basic Education (ABE) Program**

The Adult Upgrading department offers four Adult Basic Education certificate programs

**Proposed New language:**

*\*\*All Academic and Career Preparation (ACCP) needs to be changed to Adult Upgrading (AU).\*\**

## Adult Upgrading Programs

The Adult Upgrading department offers courses for adult learners with a wide range of backgrounds and needs for educational upgrading. Courses provide students with basic literacy skills, prerequisites for admission to post-secondary programs, and requirements for the B.C. Adult Graduation Diploma. Support services are available for students with disabilities.

### Admission Requirements

- Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.
- Age Requirement: Applicants must: be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.
- Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be referred to the Adult Upgrading Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.
- All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

While no specific academic background is required, students entering some Adult Academic and Career Preparation courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

### **AU Mathematics Courses Admission Prerequisites:**

Students must have completed the prerequisites for Math courses within the five years prior to the start date for the AU mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their readiness to enter their desired course. An interview may also be conducted to help determine the appropriate level.

### **AU Science Courses Admission Prerequisites:**

Students must have completed the prerequisites for English and Math courses within the five years prior to the start date for the AU Science course in which they wish to register. Any student not meeting this requirement will be required to write the AU English and Math skills assessment. An interview may also be conducted to help determine the appropriate level.

### **AU English Courses Admission Prerequisites:**

Students must have completed the prerequisites for English courses within the five years prior to the start date for the AU English course in which they wish to register. Any student not meeting this requirement will be required to write the AU English skills assessment. An interview may also be conducted to help determine the appropriate level.

**Hours of Study:** Both day and evening classes may be offered, Monday through Friday. Adult Academic and Career Preparation full-time students are those enrolled in three or more courses, or receiving 15 hours or more of instruction per week, or enrolled in a two-month Spring or Summer semester course requiring 96 hours or more of instruction.

**Course Advising:** Before registration, prospective students are encouraged to discuss course and program plans with an advisor or instructor from the department. Appointments for course advising can be made by contacting the Advising office at each OC campus.

**Semester Length:** Semesters vary from four to five months, depending on centre. Summer semesters are two months.

**Semester Start Dates:**

- **Kelowna**  
September, January, May and July
  
- **Revelstoke**  
September and January
  
- **Penticton, Salmon Arm and Vernon**  
September, January and May

**Implementation date:** September 2021

**Cost:** N/A

## PROPOSAL FOR EXTENDED ACCEPTANCE OF DUOLINGO AS A LANGUAGE PROFICIENCY ENTRANCE EXAM

### Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves to extend the acceptance of the online Duolingo to assess applicant/student English language proficiency for students applying to Summer 2022, Fall 2022 and Winter 2023 as recommended by Education Council and as presented.”***

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June 15, 2021

Okanagan College has English language requirements that require an applicant/student, including Canadian citizens, to demonstrate a command of the English language sufficient to meet the demands of classroom instruction and written assignments. Many applicants meet the requirements via previous secondary or post-secondary studies, such as English 12 or an academic first-year English course. Those who do not, usually test by one of the acceptable means outlined in the Calendar.

The acceptance of Duolingo was approved by Education Council on a temporary basis in spring 2020 and subsequently extended. Current acceptance ends with students applying to Winter 2022.

The Duolingo results can be used to satisfy the English language proficiency entrance requirements and for preliminary English Language placement. The minimum score accepted is 105 for programs requiring English 12 with 60% or an IELTS of 6.0 and 110 for programs requiring English 12 with 70% or an IELTS of 6.5.

As of mid-May 2021, Okanagan College had received 550 Duolingo scores (345 International, 205 domestic).

### **Motion for consideration by the Education Council Operations Committee**

That Education Council approve to extend the acceptance of the online Duolingo to assess applicant/student English language proficiency for students applying to Summer 2022, Fall 2022 and Winter 2023.

Applications for Fall 2022/Winter 2023 open on October 1, 2021.

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As more universities began accepting the Duolingo English Test as proof of English proficiency, subscores were introduced in spring 2021.

**Literacy:** Ability to read and write

**Comprehension:** Ability to listen and read

**Conversation:** Ability to speak and listen

**Production:** Ability to write and speak

Okanagan College accepts IELTS, for example, to satisfy the English language proficiency entrance requirements and requires minimum band scores of 6.0 in each Listening, Reading, Writing and Speaking regardless of the overall required IELTS score (6.0 or 6.5).

Prior to requiring minimum band scores on the IELTS, applicants could meet the overall IELTS requirement to join Okanagan College but could have had an 8.0 band score in Reading but 4.0 in Writing, which did not set them up for success in their studies.

IELTS band scores and Duolingo subscores do not directly align as Duolingo assesses two skills within each area to create a subscore.

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves to approve minimum Duolingo subscores of 100 in each subscore to satisfy the English language proficiency entrance requirements as recommended by Education Council and as presented.”***

**Duolingo Scoring**

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<https://englishtest.duolingo.com/scores>

<b>Duolingo</b>	<b>IELTS</b>
155 - 160	9
145 - 150	8.5
135 - 140	8
125 - 130	7.5
115 - 120	7
105 - 110	6.5
95 - 100	6
85 - 90	5.5
75 - 80	5
65 - 70	4.5
55 - 60	4
45 - 50	3.5
30 - 40	3
20 - 25	2.5
15	2
10	1.5

## SCHEDULES

### TEMPORARY CHANGE TO THE ACADEMIC CALENDAR POLICY

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the temporary, optional, extension of Fall 2021 academic schedule to December 7, 2021 as recommended by Education Council and as presented.”***

Education Council approves the recognition of the National Day for Truth and Reconciliation on Thursday, September 30, 2021 and recommends that the Fall 2021 schedules be extended through Tuesday, December 7, 2021. Instructional activity that would have been held on Thursday, September 30, 2021, be rescheduled, if needed, to Tuesday, December 7, 2021.

### ACADEMIC SCHEDULES

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves 2021-22 academic schedules as recommended by Education Council and as presented.”***

#### **Accounting/Bookkeeping Certificate (20 weeks)**

**Kelowna**

**2021**

**September 6** Labour Day (no classes)

**September 7** Orientation

**September 8** Classes start

**October 11** Thanksgiving Day (no classes)

**November 11 and 12** Remembrance Day (no classes)

**December 22** Last day of classes before Christmas break

**December 24** College closes at 3 p.m.

**December 25 – January 3** Christmas Closure (no classes) – Okanagan College closed to the public

**2022**

**January 4** Classes resume

**February 16** Classes end

#### **Administrative Assistant Certificate (37 weeks)**

**Kelowna, Salmon Arm, Vernon, Penticton**

**2021**

**September 6** Labour Day (no classes)

**September 7** Orientation

**September 8** Classes start

**October 11** Thanksgiving Day (no classes)

**November 11 and 12** Remembrance Day (no classes)

**December 22** Last day of classes before Christmas break

**December 24** College closes at 3 p.m.

**December 25 – January 3** Christmas Closure (no classes) – Okanagan College closed to the public



**2022****January 4** Classes resume**February 21** Family Day (no classes)**March 29– April 1** Mid-Semester Break (no classes)**April 15 - 18** Easter (no classes)**May 23** Victoria Day (no classes)**June 21** Classes end**Office Assistant Certificate (17 weeks)****Kelowna, Salmon Arm, Vernon, Penticton****2021****September 6** Labour Day (no classes)**September 7** Orientation**September 8** Classes start**October 11** Thanksgiving Day (no classes)**November 11 and 12** Remembrance Day (no classes)**December 22** Last day of classes before Christmas break**December 24** College closes at 3 p.m.**December 25 – January 3** Christmas Closure (no classes) – Okanagan College closed to the public**2022****January 4** Classes resume**January 19** Classes end**Accounting/Bookkeeping Certificate (20 weeks)****Kelowna****2022****January 20** Classes start**March 28 – Apr 1** Mid-Semester Break (no classes)**April 15 - 18** Easter (no classes)**May 23** Victoria Day (no classes)

Replacing the Accounting/ Bookkeeping Certificate intake with an additional intake of Office Assistant Certificate

**June 27** Classes end**Office Assistant Certificate (17 weeks)****Kelowna****2022****February 17** Classes start**March 28 – Apr 1** Mid-Semester Break (no classes)**April 15 - 18** Easter (no classes)**May 23** Victoria Day (no classes)**June 27** Classes end

**Legal Administrative Assistant Certificate (Litigation - 18 weeks)**

Kelowna only

**2021****September 6** Labour Day (no classes)**September 7** Orientation**September 8** Classes start**October 11** Thanksgiving Day (no classes)**November 11 and 11** Remembrance Day (no classes)**December 21** Last day of classes before Christmas break**December 24** College closes at 3 p.m.**December 25 – January 3** Christmas Closure (no classes) – Okanagan College closed to the public**2022****January 4** Classes resume**January 25** Classes end**Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks)**

Kelowna only

**2022****January 28** Classes start**February 21** Family Day (no classes)**April 15 - 18** Easter (no classes)**May 23** Victoria Day (no classes)**June 20** Classes end**Office Assistant Certificate (17 weeks)**

Kelowna

**2022****February 10** Classes start **(was February 7)****February 21** Family Day (no classes)**March 28 – Apr 1** Mid-Semester Break (no classes)**April 15 - 18** Easter (no classes)**May 23** Victoria Day (no classes)**June 22** Classes end **(was June 27)**

Revised September 1, 2021



# President's Report to the Okanagan College Board of Governors

## September 2021

### INTRODUCTION

The President's report that follows is a departure from the format of prior reports. The goal in this format is to outline for Board members highlights or summaries of key matters before the College so that you have the information necessary to fulfil your fiduciary responsibilities as a Board. In part, this initiative is in support of my initiative to work in collaboration with the Board of Governors to refine the documentation and supports to enable Board members in their fiduciary responsibilities.

Descriptions will often focus on past events to inform the Board of College accomplishments or milestones in between Board reports. A forward-looking lens will be used for matters that are on the College's near- or long-term horizon. My intention is to provide a report of this depth four to five times per academic year – targeted primarily at quarter-end meetings (i.e., September, November, March, & June).

In its current format, there are three parts. The first section is "Strategic highlights & questions." In this section, I provide a summary of strategic achievements or milestones as well as forthcoming strategic matters. Consistent with the forward-looking lens described above, this section will also contain questions related to matters for which the Executive Team is seeking input or feedback from the Board when those questions arise. This section will also include identification of key challenges facing Executive Team for which input would be appreciated. Of note, greater structure will be added to this section once the Board has approved the College's strategic plan, as the highlights in this section will primarily reference goals, outcomes, and initiatives described in the plan. This section will include information, as appropriate, regarding key performance indicators and progress toward the accomplishment of the strategic plan.

The second part is "Operational highlights." This section is intended to provide an integration of the various agenda items of each Board package. Primarily described at a high level, these summaries are intended to provide the board with context related to its fiduciary responsibilities as well as insights into

the operation of the College. This section is likely to highlight key metrics associated with the overall health of the College. By its very nature, this section is intended primarily for informational purposes as it will primarily deal with elements of the College under the purview of the President.

The third section is “Communication Highlights.” This section seeks to summarize key messages from the Board meeting materials as well as “did you know” type facts about the College for Board members to use in their advocacy efforts between Board meetings.

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#### **PART 1: STRATEGIC HIGHLIGHTS & QUESTIONS**

**Strategic Plan Development.** Planning efforts are on-track and should be completed before calendar year-end. Void of any extenuating circumstances, a final version of OC’s strategic plan will be presented for review and approval at the January 25, 2022 Board of Governors meeting. At the time of writing, Phase II (exploration, listing, & research) of the planning process is complete. Phase III (Ideation & Development) is well underway. A key milestone of Phase III is a discussion with the Board of Governors regarding the first draft of the plan and strategic options. The meeting following the Board of Governors meeting will address this item in depth.

**Alignment of College Planning.** With the strategic planning processes well underway, an emergent consideration for the Executive Team is how the College’s foundational plans (i.e., plans that are college wide and/or bridge multiple divisions) and unit level plans (i.e., plans pertaining to a single unit) align to what will become the College’s strategic direction. A fit/gap review is underway to inventory current plans at the College and any immediate planning needs. Further information will be available in January.

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#### **PART 2: OPERATIONAL HIGHLIGHTS**

**Full Return to Campus.** September 7, 2021 marked the first day in almost 18 months that the full student and staff population were “back on campus.” This return was made possible by the dedicated efforts of the planning team as well as every member of the OC community that made those plans a reality. Significant challenges were encountered in the two weeks prior to September 7<sup>th</sup> as a series of new public health orders and guidance documents were released, leading OC to pivot as necessary in its planning activities to accommodate the new orders.

The video shared in Agenda Item 5.1 is a video used by the College during the Connections conference, an employee-based conference often signifying the return to campus every fall. In this year’s case, there was additional special meaning to the video and its message.

As has been the case since the beginning of the pandemic, the College continues to follow the guidance of the public health office as well as interior health in operationalizing safety precautions on our campuses. Given the continuously evolving nature of the pandemic, further refinements and changes to public health orders and guidance are anticipated in the months to come. While still different than pre-pandemic experiences, the return to campus with the current restrictions in place provided a renewed sense of normalcy.

**Financial Position.** As per Agenda Item 7.3.1, financial results at the end of Q2 (June 30, 2021) indicated a projected yearend deficit of \$2.6M consistent with the budget approved in March 2021. As discussed with the Finance, Audit, and Risk Committee during its September 16 meeting, the projected deficit has inflated to a value of approximately \$3.9M. The primary drivers behind the quarterly change includes a lower-than-expected international student tuition as international travel continues to be restricted. Further clarity around the year end projected deficit will be forthcoming after the College understands further the potential enrolment impacts in January 2022. Regardless, efforts are underway to curb the inflated deficit to a value more in line with the approved deficit before yearend.

**Enrolment.** As will be described by Dr. Hay in Agenda Item 7.1, most programs are showing reasonable recovery over last year, although not all back to 2019 levels. Arts and Foundational programs continue to slip. International enrolment is also significantly below target. More precise enrolment data will be available at the November meeting of the Board following the final withdrawal date.

**Integrated Resource Planning and Accountability.** The College will initiate planning for the 2022/23 academic year shortly. To strengthen the connection between strategy and resource allocation as well as to strengthen the responsibility and accountability structure for resource (i.e., budget) stewards, the College will be introducing a refined approach to the budgeting process beginning this fall. What is intended to be a multi-year transition, the move to an integrated resource planning and accountability framework will create greater transparency, strengthen alignment to planning documentation, improve collaboration among OC leaders, and introduce greater responsibility and accountability for resource stewards. Board members may observe subtle differences in the planning, approval, and reporting processes of the College over the coming number of planning cycles. Your patience is requested in this transition, as it will necessitate a significant cultural shift that cannot be optimized in a single planning cycle.

**Indigenous OC.** An early initiative that I have undertaken as part of the College's commitment toward purposeful and meaningful engagement with regional Indigenous communities is a summary of the College's past and current activities, publicly stated goals, and steps to rejuvenate and amplify the College's commitment toward Indigenous OC. Further details will be available at the November meeting of the Board of Governors once further progress has been made.

The Federal government recently designated September 30, 2021, as a new National Day for Truth and Reconciliation for federal employees and federally regulated workplaces. The Government of BC has also recognized this day for Truth and Reconciliation and has asked that post-secondary institutions be closed on this day. While Okanagan College will be closed on the 30<sup>th</sup>, we will also be hosting an opportunity for members of our internal community to join us in informal events to observe, reflect, and engage purposefully in the Truth and Reconciliation Commission report.

**Science, Technology, and Health Portfolio.** As you will have seen early this week, Okanagan College's current Science, Technology and Health portfolio will become two distinct portfolios to better serve students and reflect the growth and development of the program array over the past 16 years. A beneficial side product of this development is the anticipated recruitment benefits for Deans of the new portfolios.

**Access Copyright Decision.** Resolution was reached at the end of July in the York University vs. Access Copyright case. For context, this case relates to the cost associated with copyrighted material in learning

environments – a cost eventually carried by the student. Access Copyright was seeking to have mandatory tariffs assigned to institutions, which would result in higher fees paid for copyrighted material used for learning. The supreme court ruled unanimously that Access Copyright could not require mandatory tariffs for institutions. Had this ruling gone the other way, there was a financial risk to OC and the students of OC. Ultimately, this decision will continue to mitigate the costs to learners.

***Work from Home (WFH) Pilot.*** Under the leadership of Gill Henderson, the College will be initiating a work-from-home or alternative work arrangement pilot initiative in October. The intention of this pilot initiative is to capture lessons learned from the last 18 months and develop a go-forward policy to support alternative work agreements at Okanagan College going forward.

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**PART 3: COMMUNICATION HIGHLIGHTS**

For the second year in a row, three Okanagan College Water Engineering Technology (WET) Diploma program students were awarded the Outstanding Student Award from the Environmental Operators Certification Program (EOCP). Congratulations to Ryder Fortes, Richard Graham and Vladimir Tuazon in recognition of their grades and commitment to the field of water and waste-water.

Culinary Arts Instructor, Mike Barrillaro is heading a sweet and savoury fundraiser in support of the Central Okanagan Food Bank. The "[Bake the World a Better Place](#)" is a holiday pie sale and auction that features the tasty creations from 21 of the Okanagan's finest Chefs and bakers.

On August 24th, Okanagan College held the annual employee learning conference called Connections. The event was offered virtually and more than 200 employees, from all four campuses throughout the region, signed on to attend a plenary session and participate in a wide array of workshops.