

Okanagan College Board of Governors

Open Session Meeting Agenda

March 21, 2023 at 12:30 PM

Timing		Pages
	<p>3. DECLARATION OF CONFLICT</p> <p><i>As per Board Bylaws section 14.2, a Board member will immediately upon becoming aware of a potential, real, or perceived conflict of interest situation, disclose the conflict to the Chair. The member and the chair will follow the Procedures for Disclosure under the Code of Conduct for Okanagan College Board of Governors Policy.</i></p>	
12:35pm	<p>4. REPORTS</p> <p>4.1. Chair Report (J. Cunningham)</p> <p>4.2. President's Report and Analysis (N. Fassina)</p> <p style="padding-left: 20px;">4.2.1. Q3 Financial Statement (N. Fassina)</p> <p style="padding-left: 20px;">4.2.2. Strategic and Operational Measures (N. Fassina)</p>	<p>38-41</p> <p>42-43</p> <p>44-48</p>
12:50pm	<p>4.3. Finance, Audit and Risk Review Committee Report (D. Safinuk)</p> <p style="padding-left: 20px;">4.3.1. Forgiveness of Foundation Receivable (C. Morcom / H. Jackman)</p> <p style="padding-left: 20px;"><u>Recommended Motion:</u></p> <p style="padding-left: 20px;"><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors forgive the receivable to the Okanagan College Foundation for actual capital campaign expenses up to \$105,000 as recommended by the Finance, Audit and Risk Committee."</i></p>	<p>49-55</p>
1:10pm	<p style="padding-left: 20px;">4.3.2. Integrated Resource Plan (C. Morcom / N. Fassina)</p> <p style="padding-left: 20px;"><u>Recommended Motions:</u></p> <p style="padding-left: 20px;"><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023/2024 Integrated Resource Plan with an operating budget of \$131,466,000 as recommended by the Finance, Audit and Risk Committee and as presented."</i></p> <p style="padding-left: 20px;"><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023/2024 Integrated Resource Plan with a capital budget of \$50,491,000 as recommended by the Finance, Audit and Risk Committee and as presented."</i></p>	<p>56-75</p>
1:50pm	<p style="padding-left: 20px;">4.3.3. Risk Report and Guidelines (C. Morcom / N. Fassina)</p> <p style="padding-left: 20px;"><u>Recommended Motions:</u></p> <p style="padding-left: 20px;"><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Enterprise Risk Management Guidelines as recommended by the Finance, Audit and Risk Committee."</i></p>	<p>76</p>

Okanagan College Board of Governors

Open Session Meeting Agenda

March 21, 2023 at 12:30 PM

Timing		Pages
2:00pm	<p>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Risk Register as recommended by the Finance, Audit and Risk Committee.”</p> <p>4.4. Campus Planning Committee Report (J. Cunningham)</p> <p>4.5. Governance Committee Report (J. Cunningham)</p>	97-109
2:10pm	<p>4.5.1. Privacy Policy (G. Henderson)</p> <p><u>Recommended Motion:</u></p> <p>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Privacy Policy, replacing the existing Protection of Privacy Policy as recommended by the Governance Committee.”</p>	110-113
2:20pm	<p>4.6. Human Resources and Compensation Committee Report (A. Alexander)</p> <p>4.6.1. Employee Experience Survey (G. Henderson)</p>	114-143
2:50pm	<p>4.7. Education Council Report (D. Marques)</p> <p>4.7.1. New Programs</p> <p><u>Recommended Motion:</u></p> <p>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Recreation Therapist Assistant Certificate as recommended by Education Council.”</p> <p>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Post-Baccalaureate Diploma in Data Analytics and Economics as recommended by Education Council.”</p> <p>4.7.2. Program Revision (D. Marques)</p> <p><u>Recommended Motion:</u></p> <p>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following program revision as recommended by Education Council and as presented:</p> <ul style="list-style-type: none"> • Aircraft maintenance Engineer Category ‘S’ (Structures).” 	144-146
		147-149

Okanagan College Board of Governors

Open Session Meeting Agenda

March 21, 2023 at 12:30 PM

Timing	Pages
4.7.3 Program and Academic Schedules (D. Marques)	150-170
<p><u>Recommended Motions:</u></p> <p><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve revisions to 2023/24 program schedules for the following programs as recommended by Education Council:</i></p> <ol style="list-style-type: none"> <i>1. Adult Special Education</i> <i>2. Adult Upgrading</i> <i>3. Certified Dental Assistant</i> <i>4. Early Childhood Education</i> <i>5. English Language</i> <i>6. Health Care Assistant Certificate</i> <i>7. Human Service Work Diploma</i> <i>8. Office Administration</i> <i>9. Pharmacy Technician Certificate</i> <i>10. Practical Nursing Diploma</i> <i>11. Therapist Assistant Diploma"</i> <p><i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the adjustment to the 2022/23 Academic Schedule Key Dates as recommended by Education Council and as presented."</i></p>	
2:55pm	<p>5. NEW BUSINESS</p> <p>6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA</p>
3:00pm	7. ADJOURNMENT

NEXT MEETING DATES

Wednesday, May 17, 2023

via Zoom

Committees (All)

Tuesday, May 23, 2023

Shuswap/Revelstoke (TBC)

Regular Open Session
Regular Closed Session

Tuesday, June 13, 2023

via Zoom

Executive Committee
Finance Committee

Tuesday, June 20, 2023

South Okanagan (TBC)

Strategic Planning and Assessment
Regular Open Session
Regular Closed Session



Okanagan College Board of Governors
Regular Open Session

Tuesday, December 13, 2022

S103B Executive Office Boardroom Kelowna Campus

Draft Minutes for Approval March 21, 2023

IN ATTENDANCE

Board Members

- Juliette Cunningham, Board Chair
- Dale Safinuk, Vice Chair
- Neil Fassina, President and Ex-officio
- Andrea Alexander
- Dustyn Baulkham
- Marcel Beerkens (*virtual*)
- JoAnn Fowler
- Annika Kirk
- Tina Lee
- Choi Leong
- Danny Marques
- Devin Rubadeau
- Karley Scott

Administration

- Curtis Morcom, Vice President, Employee and Corporate Services
- Andrew Hay, Provost & Vice President Academic
- Meri Kim Oliver, Vice President Students
- Gill Henderson, Associate Vice President, People Services
- Jenn Goodwin, Associate Vice President, College Relations
- Joanna Campbell, Manager, Executive Office
- Kristen Wiebe, Recording Secretary

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

Quorum was established and the meeting was called to order at 8:30a.m.

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

2. APPROVAL OF AGENDA

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the December 13, 2022 Open Session meeting agenda and thereby approves the consent agenda."

C. Leong
CARRIED

2.1. Consent Agenda

2.1.1. Open Session Minutes – September 27, 2022

2.1.2. Annual Policy Report

3. DECLARATION OF CONFLICT

There were no conflicts declared.

4. NEW BUSINESS

4.1. Chair Report

The Chair provided their report, noting the following activities:

- The Executive Committee met on December 6.
- The Chair travelled to Vancouver in November to attend a Ministry-hosted training session with another Board member that included a session on Board diversity.
- The Chair attended the November 17 OC Foundation (OCF) Student Award Ceremony on behalf of the Board at the Vernon campus.
- On November 30, the Chair joined the President to make presentations to employees celebrating service milestones at the annual Employee Recognition Ceremony.
- The Chair attended the OCF Governance Committee meeting on December 1, and the OCF Board meeting and dinner on December 8.

4.2. Campus Planning Committee Report

D. Rubadeau noted that the Committee met on December 6 and received updates on projects across the College including Student Housing, Vernon Airport Hangar repairs, and renovation projects under the routine capital allowance.

4.3. Finance, Audit and Risk Committee Report

D. Safinuk noted that the Committee received the Second Quarter (Q2) forecast and approved the Third Quarter (Q3) statement, both of which were presented in a new visual format. It was noted that the Committee also received a report on Executive expenses and discussed several policies the Committee is recommending be rescinded.

4.3.1. Financial Policies

The Vice President, Employee & Corporate Services noted that a review of policies was conducted as part of the policy workplan. He noted that the policies presented are either covered under legislation or other procedures.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following financial policies as recommended by the Finance, Audit and Risk Committee and as presented:

- ***Finance Banking and Borrowing of Funds Policy***

J. Fowler
CARRIED

- **Operational and Budget Plan Policy**
- **Financial Reports Policy**
- **Operating Budget Contingency Policy**
- **Unrestricted Net Assets and Internally Restricted Net Assets Policy.”**

4.4. Governance Committee Report

The Committee Chair gave their report and noted that Board exit activities were discussed.

4.4.1. Professional Development Followup

The President noted that a feedback survey will be built into next year’s session.

4.4.2. Conference Attendance Principles

K. Scott noted that the Principles were developed from discussions around conference attendance last year. It was noted that, while the Principles consider available financial resources, they are primarily designed to be for the good of the Board.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Conference Attendance Principles as recommended by the Governance Committee and as presented.”

A. Kirk
CARRIED

4.5. President’s Report and Analysis

The President highlighted the recent cabinet shuffle, noting the creation of the new Post-Secondary Education and Future Skills (PSEF) portfolio and the appointment of a new Minister and Deputy Minister. Other Ministry portfolios, including Transportation, Skilled Trades, and Workforce Development will intersect with PSEF priorities. In particular, the new Minister of State for Workforce Development is anticipated to add a lens to post-secondary education that includes immigration pathways and recognition of foreign credentials. The President indicated that a business case will be developed for the Wellness Centre.

The President noted that the College welcomed its first Associate Director, Indigenization, in November.

4.5.1. Q3 Financials

The President outlined the new visual representation of the revenue, expenses, and materiality of the College’s financials. A \$1.25 million deficit is projected due to several factors including delays in student visas and decreased domestic enrolment in some programs.

The President noted that Leadership Council is examining ways to deploy expenses differently to ensure a balanced budget.

ACTION

4.6. Education Council Report

4.6.1. New Programs

D. Marques noted that the Post-Diploma Certificate in Data Science focuses on students who have obtained a degree or diploma and want to focus on Data Science.

The Video Game Development program is a one-year certificate. In response to a member's question, it was noted that the proposer indicated there is a demand.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post- Diploma Certificate in Data Science as recommended by Education Council."

A. Kirk
CARRIED

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Diploma Certificate in Video Game Development as recommended by Education Council."

D. Rubadeau
CARRIED

4.6.1. Program Revisions

D. Marques outlined the rationale for the proposed program revisions.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions for the programs as recommended by Education Council and as presented:

D. Rubadeau
CARRIED

- ***English for Academic Purposes Certificate***
- ***Health Science Option: Kinesiology Diploma***
- ***Indigenous Community Support Worker Certificate***
- ***Post-Baccalaureate Diploma in Marketing and Data Analytics***
- ***Post-Baccalaureate Diploma in Health Analytics***
- ***Bachelor of Computer Information Systems Degree: Database and Big Data Management."***

4.6.2. English Language Proficiency Requirements

D. Marques noted that the College adopted Duolingo early in the pandemic as previously language proficiency exams were only held in-person. Education Council is recommending that Duolingo be adopted permanently as the preferred assessment for English language proficiency.

Members asked about the rationale for choosing this service. It was noted that Duolingo scores relate to the International English language testing system (IELTS) scores needed for some programs and assessment costs for students are lower than the in-person exams previously used.

ACTION

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the acceptance of Duolingo to assess applicants to all programs requiring English language proficiency as recommended by Education Council and as presented.”

D. Rubadeau
CARRIED

4.6.3. 2023/24 Academic Schedule Variance

D. Marques provided an overview of the proposed variances from the dates previously approved under the Academic Schedule Policy.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-24 Academic Schedule Variance as recommended by Education Council and as presented.”

A. Kirk
CARRIED

5. NEW BUSINESS

5.1. Annual Elections

5.1.1. Chair

The Vice President, Employee and Corporate Services called for nominations for the position of Chair. J. Cunningham was nominated and accepted the nomination. A second and third call was issued. No additional nominations were received. J. Cunningham was acclaimed to the position of Chair.

5.1.2. Vice Chair

The Vice President, Employee and Corporate Services called for nominations for the position of Vice Chair. D. Safinuk was nominated and accepted the nomination. A second and third call was issued. No additional nominations were received. D. Safinuk was acclaimed to the position of Chair.

6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

A member thanked the Chair and Vice Chair for their contributions.

D. Marques was invited to share experiences from the Governance workshop attended in November. He indicated that he attended different sessions than the Chair and appreciated the opportunity to connect with Deputy Ministers, as well as presentations on the topics of Indigenization, and Trades training.

7. ADJOURNMENT

The meeting adjourned at 9:52a.m.

CARRIED



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 2.1.2

Title:	Annual Programming Plan 2023-2024
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023/2024 Annual Programming Plan as presented.”</i></p>
Background Information & Context:	
<p>The Annual Programming Plan identifies all College Programming anticipated to be offered in the 2023-24 fiscal year.</p> <p>As per the College and Institute Act, Education Council must advise the Board, and the Board must seek advice from the Education Council, on the development of educational policy for the following matters:</p> <p><i>23.1 (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;</i></p> <p><i>23.1(e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution</i></p> <p>The Act provides the Board with the power to:</p> <p><i>19.1(d) determine courses or programs to be offered or cancelled at the institution</i></p>	
Additional Attachments:	
<ul style="list-style-type: none"> Okanagan College Annual Training Plan 2023/2024 	
Analysis:	
<p>The College has reviewed factors affecting program offerings and determined the offerings are aligned with the projected goals of the College, including expected student demand.</p>	
Alignment to College Integrated Planning:	
<p><i>Sustainability. Effective and Efficient. Community.</i> The Annual Programming Plan 2023/2024 aligns with the Inspire Strategic Plan, focusing on sustainably and efficiently meeting student and community demand for programming and workforce needs.</p> <p><i>Students first.</i> The Plan provides opportunities for students to access a wide array of programming in all Okanagan College regions.</p> <p><i>Effective and Efficient.</i> The Plan makes appropriate use of funding and facilities.</p> <p><i>Inclusive and equitable access.</i> The Plan provides access to students to OC programming at all levels for all students.</p>	

Risk Implication & Mitigation Steps:

Financial. Reputational. Changes to the Annual Programming Plan may impact projected revenue, costs to the College, or program delivery. These are assessed as the year progresses and adjustments to be made to meet the budget and expectations.

Proposed and Prepared by:

(include name and title)

Andrew Hay, Provost & Vice President, Academic

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Dean's Forum	continuous
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	3/16/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	3/15/2023

Okanagan College Annual Programming Plan 2023/24

The context for program planning for 2023/24 is based on the following assumptions and parameters:

- Base funding from the Provincial Government is expected to stay at current levels;
- The Skills Training BC (STBC) funding for Trades training is expected to be similar to 2022/23 levels;
- Domestic enrolments are expected to be at a similar level to 2022/23 levels, but there remains considerable uncertainty regarding new admissions;
- International student demand will provide strong new enrolment;
- The third year of offering the new Applied Bachelor of Arts: Community Research and Evaluation requires addition of upper level courses;
- There will be strong demand and new opportunities for health programming.
- Micro-credential funding will be available (11 new applications awaiting assessment and approval from Post Secondary Education and Future Skills (PSFS))

Given this situation, the programming plan for 2023/24 is a combination of (a) continuance of current programming where possible, (b) taking advantage of targeted funding opportunities, (c) maintaining our Trades and Apprenticeship Training Plan as appropriate, (d) responding appropriately to domestic and international student demand, and (e) considering offering some new programming where financially feasible.

Other areas of expanded programming include offering a new intake for the diploma in Computer Information Systems Diploma in Vernon, Early Child Education Diploma in Vernon, and extra training supported by targeted funding from the Provincial Government for the Health Care Access Program for Health Care Assistants. There are several micro-credentials possible as well; these are awaiting funding decisions from PSFS.

The specialty in Entrepreneurship in the Bachelors of Business Administration Degree is under review by the Degree Quality Assessment Board as a new degree; once completed and approved, the College will be in a position to offer this specialty (most likely for fall 2024).

The Post-Baccalaureate Diploma in Operations Management is in the final approval stages and may be offered in Kelowna and Penticton for fall 2023.

What follows is a compendium of programming that we are planning to offer for 2023/24.

Program Plan: Kelowna

Arts Programmingⁱ

- Applied Bachelor of Arts: Community Research and Evaluation
- Associate of Arts Degree (Discipline emphases in: Communications; Cross-cultural Studies; Economics; English; Environmental Studies; Gender, Sexuality and Women's Studies; Geography; History; Modern Language (French, German and Spanish); Philosophy; Philosophy, Politics and Economics; Political Science; Psychology; Sociology)
- Flexible Pre-majors in Anthropology, English, Psychology, Sociology (flexible pre-majors are discipline-based agreements to enable students to transfer directly into the third year of a Majors program at BC universities)
- Environmental Studies Diploma (options of Interdisciplinary Environmental Arts, Environmental Management, Environmental Science)
- General Studies Diploma
- International Development Diploma (two options: International Development Governance Option with Emphasis in Women and Development, and Emphasis in Environment and Development; International Development Management Option)
- Communication, Culture, and Journalism Studies Diploma
- Advanced Certificate in Communication
- Concentration in Communication for BBA and BCIS students

Science Programmingⁱ

- Bachelor of Computer Information Systems
- Associate of Science (emphasis in Biology, Chemistry, Computer Science, Mathematics and Statistics, Mathematics and Physics)
- Post-Baccalaureate Diploma in Marketing and Data Analytics
- Post-Baccalaureate Diploma in Health and Data Analytics
- Post-Baccalaureate Diploma in Economics and Data Analytics (subject to funding)
- Computer Information Systems Diploma
- General Studies Diploma
- Concentration in Computer Information Systems for Business Administration
- Common First Year Engineering

Business Programmingⁱ

- Bachelor of Business Administration (specialties in: Accounting; Finance; Management; Tourism and Hospitality; Human Resources Management; Marketing)
- Post-Baccalaureate Diploma in Accounting
- Post-Baccalaureate Diploma in Human Resource Management
- Post-Baccalaureate Diploma in Marketing
- Post-Diploma Certificate in Human Resources Management
- Business Administration Diploma (options in: Accounting, Financial Services, General Studies; Human Resource Management; Management; Marketing; Tourism and Hospitality Management)
- Commercial Aviation Diploma (partnership with Southern Interior Flight Center for fixed wing aircraft)
- Culinary Management Diploma

- Tourism Management Diploma
- Accounting/Bookkeeping Certificate
- Administrative Assistant Certificate
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Tourism and Hospitality Management; Human Resources Management; Marketing; Management; Healthcare Professionals; Entrepreneurship and Small Business Management)
- Business Administration Certificate (exit only)
- Commercial Helicopters Pilot Certificate (partnership with Okanagan Mountain Helicopters)
- Legal Administrative Assistant Certificate (Litigation, Corporate/Conveyancing)
- Office Assistant Certificate
- Office Management Certificate

Technology Programming

- Animation Diploma
- Civil Engineering Technology Diploma
- Electronic Engineering Technology Diploma
- Infrastructure and Computing Technology Diploma
- Mechanical Engineering Technology Diploma
- Water Engineering Technology Diploma
- Civil Engineering Bridge with UBC Okanagan
- Electronic Engineering Bridge with UBC Okanagan
- Mechanical Engineering Bridge with UBC Okanagan

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Volunteer Literacy Tutoring Programs
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A and Basic Skills Certificate B)
- Adult Special Education Building Employment and Skills Training Certificate (BEST)
- Adult Special Education Supported Access to Modified Education Certificate (SAME)
- English as a Second Language: English for Access (four-level program)
- English as a Second Language: English for Academic Purposes (three-level program)
- English for Specific Purposes (certificate program)

Health and Social Development Programming

- Bachelor of Science in Nursing Years 1 and 2
- Human Service Work Diploma
- Practical Nursing Diploma (2 intakes)
- Therapy Assistant Diploma
- Early Childhood Education Certificate and Diploma
- Certified Dental Assistant Certificate
- Health Care Assistant Certificate (3 intakes plus HCAP intakes TBD)
- Pharmacy Technician Certificate

Trades Apprenticeship Programs

- Auto Body Collision Repair Technician
- Automotive Glass Technician
- Automotive Refinishing Technician (Painter)
- Automotive Service Technician
- Baker
- Carpenter
- Construction Electrician
- Gas Fitter B
- Heavy Mechanical Trades (HDET, CTVT, TTT, DET)
- Plumber
- Professional Cook
- Refrigeration and Air Conditioning Mechanic (Level 4)
- Recreation Vehicle Technician
- Sheet Metal Worker
- Truck & Transport Mechanic
- Welder, Welder A and B

Trades Foundation Programs

- Aircraft Maintenance Engineer Category 'S' (Kelowna Airport)
- Automotive Collision Repair/Painting and Refinishing Technician
- Automotive Service Technician
- Carpenter
- Carpenter/Joiner
- Culinary Arts
- Electrical Pre-Apprenticeship
- Heavy Mechanical
- Pastry Arts
- Plumbing and Piping Trades
- Recreation Vehicle Technician
- Welder

Trades Related Diploma and Certificate Programs

- Automotive Service Technician Diploma
- Collision Repair Diploma
- Culinary Arts Certificate

Trades Youth Explore Trades Sampler

- Youth Explore Trades Sampler
- Youth Motive Power Trades Sampler

Trades - Women in Trades

- Exploratory Program (WITT Gateway)
- Step into Steel Toes
- Girls in Trades Camps

Trades – Revenue Generating Programming (dependent on student demand)

- Airbrakes Theory and Assessment
- Atlantic Recreation Vehicle Dealer Association Propane Certificate
- Boiler Safety
- Carpenter IP Refresher
- CFC Emissions (Canadian Ozone Layer Protection Training Course)
- Cross Connection Control Backflow Preventer Tester License
- Cross Connection Control Examination
- Cross Connection Control Refresher Course
- Designated Inspection Facility Operator
- Electrical Code Course
- Electrical Safety Workshop
- Forklift – 16 hour – non-experienced
- FSR A B C
- FSR A B C Recertification
- FSR LO Voltage
- Private/Commercial Vehicle Inspection
- Professional Cook Re-Assessment Challenge Exams Level 1, 2, 3
- Recreation Vehicle Dealer Association Propane Certificate
- Trades Kids
- Little Free Library
- ICAR Training

Continuing Studies and Corporate Training Certificate Programmingⁱⁱ

- Audio Engineering and Music Production
- Autism Spectrum
- AutoCAD Skills
- Basic Accounting
- Bookkeeping
- Building Service Worker
- Camp OC
- Dental Office Administrative Assistant
- Education Assistant
- Floral Design
- Hospitality Service Training (contracts only)
- Landscape Horticulture
- Leadership Skills
- Medical Device Reprocessing Technician
- Medical Office Assistant
- Nursing Unit Assistant

Program Plan: Penticton

Arts Programmingⁱ

- Applied Bachelor of Arts: Community Research and Evaluation – first and second years only
- Associate of Arts Degree
- Criminal and Social Justice Diploma
- General Studies Diploma

Science Programmingⁱ

- Associate of Science Degree – first year only
- Kinesiology Diploma
- General Studies Diploma

Business Programmingⁱ

- Bachelor of Business Administration (specialties in: Accounting; Finance; Management; Tourism and Hospitality; Human Resource Management; Marketing) - first and second years only
- Diploma of Business Administration (options in: Accounting, General Studies; Management; Marketing)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Human Resources Management; Marketing; Management; Entrepreneurship and Small Business Management) (some may require online classes to complete)
- Post-Baccalaureate Diploma in Accounting - first year only
- Post-Baccalaureate Diploma in Marketing - first year only
- Post-Diploma Certificate in Business Administration

Technology Programming

- Sustainable Building Technology Diploma

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Volunteer Literacy Tutoring Programs
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A and Basic Skills Certificate B)
- Adult Special Education Building Employment and Skills Training Certificate (BEST)
- Adult Special Education Supported Access to Modified Education Certificate (SAME)

Health and Social Development Programming

- Health Care Assistant Certificate (HCAP intake to be determined)
- Practical Nursing Diploma

Trades Apprenticeship Programs

- Construction Electrician
- Refrigeration and Air Conditioning Mechanic

Trades Foundation Programs

- Plumbing and Piping Trades
- Refrigeration and Air Conditioning Technician
- Welder

Trades Youth Explore Trades Sampler

- Youth Explore Trades Sampler – Penticton
- Youth Explore Trades Sampler – Oliver or Osoyoos

Trades – Revenue Generating Programming (dependent on student demand)

- Air Brakes
- Auto Maintenance & Repair
- Bike Maintenance & Repair for Kids
- Canadian Welder Bureau *Women of Steel*
- Introduction to Trades (Youth)
- Motorcycle Maintenance & Repair
- Porch swing
- Small engine repair

Continuing Studies and Corporate Training Certificate Programmingⁱⁱ

- Aboriginal Community Support Worker
- Basic Accounting
- Bookkeeping
- Building Service Worker
- Camp OC
- Education Assistant
- Hospitality Service Training (Contracts only)
- Interior Decorating (new to Penticton)
- Nursing Unit Assistant
- Viticulture
- Wine Sales (Penticton or E-learning)
- Winery Assistant

CSC Micro credentials subject to funding from PSFS:

- The Science of Brewing Micro-credential (Penticton and E-learning) (Proposed)
- Introduction to Micro-brewing Regulations and Distribution Micro-credential (Penticton and E-learning) (Proposed)

Program Plan: Vernon

Arts Programmingⁱ

- Applied Bachelor of Arts: Community Research and Evaluation – first and second years only
- Associate of Arts Degree
- General Studies Diploma
- Writing and Publishing Diploma
- Concentration in Communication for BBA and BCIS students

Science Programmingⁱ

- Associate of Science Degree
- Computer Information Systems Diploma
- General Studies Diploma

Business Programmingⁱ

- Administrative Assistant Certificate
- Office Assistant Certificate
- Office Management Certificate
- Bachelor of Business Administration (specialties in: Accounting; Management; Human Resource Management; Marketing) - first and second years only
- Diploma of Business Administration (options in: Accounting, Financial Services, General Studies; Human Resource Management; Management; Marketing)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Human Resources Management; Marketing; Management; Entrepreneurship and Small Business Management)
- Business Administration Certificate (exit option)
- Post-Baccalaureate Diploma in Accounting - first year only
- Post-Baccalaureate Diploma in Marketing – first year only
- Post-Diploma Certificate in Business Administration

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Volunteer Literacy Tutoring Programs
- Adult Special Education Independent Living Certificates (Basic Skills: Certificate A, Certificate B)
- Adult Special Education Building Employment and Skills Training Certificate (BEST)
- Adult Special Education Supported Access to Modified Education Certificate (SAME)

Health and Social Development Programming

- Health Care Assistant Certificate (HCAP intake to be determined)
- Human Service Work Diploma - Vernon/Salmon Arm alternating intake
- Practical Nursing Diploma - Vernon/Salmon Arm alternating intake
- Early Childhood Education Diploma

Trades Foundation Programs

- Aircraft Maintenance Technician (first three semesters)
- Plumbing & Piping Foundation

- Welder

Trades Youth Explore Trades Sampler

- Youth Explore Trades Sampler

Trades - Women in Trades

- Indigenous Trades Sampler

Trades – Revenue Generating Programming (dependent on student demand)

- Airbrakes Theory and Assessment
- Boiler Safety
- Canadian Welder Bureau – Inspector Training
- Forklift Training
- Introduction to Tools
- Small Engine Repair

Continuing Studies and Corporate Training Programmingⁱⁱ

- Basic Accounting
- Bookkeeping
- Building Service Worker
- Camp OC
- Education Assistant
- Esthetics and Nail Technology
- Hospitality Service Training (Contracts only)
- Interior Decorating (under review) (may not run in Vernon this year)
- Landscape Horticulture
- Medical Office Assistant
- Nursing Unit Assistant
- Community Support Worker (currently awaiting EdCo approval) (Vernon and E-learning)

Program Plan: Salmon Arm

Arts Programmingⁱ

- Applied Bachelor of Arts: Community Research and Evaluation – first and second years only
- Associate of Arts Degree
- General Studies Diploma

Science Programmingⁱ

- Associate of Science Degree – first year only
- General Studies Diploma

Business Programmingⁱ

- Office Assistant Certificate (online only)
- Bachelor of Business Administration (general studies - core) – first and second years, with mix of online
- Diploma of Business Administration (general studies - core)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Human Resources Management; Marketing; Management)
- Business Administration Certificate

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A and Basic Skills Certificate B)
- Adult Special Education Building Employment and Skills Training Certificate (BEST)
- Adult Special Education Supported Access to Modified Education Certificate (SAME)

Health and Social Development Programming

- Human Service Work Diploma - Vernon/Salmon Arm alternating intake
- Practical Nursing Diploma - Vernon/Salmon Arm alternating intake
- Health Care Assistant (HCAP intake to be determined)
- Early Childhood Education Certificate (possible funding from PSFS – to be confirmed)

Trades Foundation Programs

- Carpenter
- Electrical Pre-Apprenticeship
- Plumber and Pipefitter
- Welder

Trades Women in Trades

- WITT Exploratory Program

Trades – Revenue Generating Programming (dependent on student demand)

- Airbrakes Theory and Assessment
- Boiler Safety
- Intro to Tools
- Planter Box Workshop
- Small Engine Repair

Continuing Studies and Corporate Training Programmingⁱⁱ

- Advanced Geographical Information Systems (E-learning)

- Basic Accounting
- Building Service Worker
- Camp OC
- Education Assistant
- Experience Works – funded by PSFS Skills Training for Employment (Revelstoke, Malakwa, Salmon Arm)
- IRCC ESL-SAP (English as a Second Language Settlement Assistance Program)
- Hospitality Service Training
- Landscape Horticulture

Program Plan: Revelstoke

Business Programming

- Tourism Management Diploma

Continuing Studies and Corporate Training Programming

- Basic Accounting
- Education Assistant
- Experience Works – funded from AEST Skills Training for Employment (Revelstoke, Malakwa, and Salmon Arm)
- IRCC Settlement and ESL training - funding to be extended (joint undertaking with Arts & Foundational Programming) (Revelstoke)

Program Plan: E-Learning (online and Distance Education)

Business Programmingⁱ

- Administrative Assistant
- Legal Administrative Assistant certificate (Litigation, Corporate/Conveyancing)
- Virtual Assistant certificate
- Office Assistant certificate
- Medical Administrative Assistant certificate

Foundational Programming

- Adult Basic Education Program Distance Education Courses (require redevelopment before offered;

Continuing Studies and Corporate Training Programming

- Gastroenterology Nursing Certificate (E-learning)
- Learner Centred Instructor (E-learning)
- Occupational Health and Safety (E-learning)
- LPN Orthopaedic (E-Learning)
- Education Assistant (E-learning)
- Medical Office Assistant (E-learning)
- Medical Device Reprocessing Technician (E-learning)
- Basic Accounting (multiple campuses and E-learning)
- Bookkeeping (multiple campuses and E-learning)
- Graphic Design Essentials Micro-credential (E-learning)
- Interior Decorating (Penticton, Vernon or E-learning)
- IT User Support Micro-credential (E-learning) (contract with SD only right now)

- PeriAnesthesia Nursing (E-learning)
- Project Management (E-learning)
- Wine Sales (Penticton or E-learning)

C SCT Micro credentials subject to funding from PSFS:

- Video Game Prototyping Micro-credential (E-learning) (Proposed)
- Grant Writing Micro-credential (E-learning) (Proposed)
- Business Writing Micro-credential (E-learning) (Proposed)
- Instructional Design Micro-credential (E-learning) (Proposed)
- Curriculum Design Micro-credential (E-learning) (Proposed)
- Trauma Informed Practice Micro-credential (various campuses and E-learning) (Proposed)
- Practical Cybersecurity for IT Professionals Micro-credential (E-learning) (Proposed)
- The Science of Brewing Micro-credential (Penticton and E-learning) (Proposed)
- Introduction to Micro-brewing Regulations and Distribution Micro-credential (Penticton and E-learning) (Proposed)
- Introduction to EDISJ Micro-credential (Proposed)

Trades – Revenue Generating Programming

- Designated Inspection Facility Operator
- CFC Emissions (Canadian Ozone Layer Protection Training Course) - exam is in-person

Health Programming

- Access to Practical Nursing – theory online; labs in person at each campus; clinical in person in communities.

ⁱ while the various elements of the programming remain unchanged, sections may be reduced or increased to account for shifts in student enrolment patterns, and domestic and international student demand.

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



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 2.1.3

Title:	STBC Training Plan 2023/2024
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023/2024 Skills Training BC (STBC) Training Plan as presented.”</i></p>
Background Information & Context:	
<p>Okanagan College is the second largest provider of skilled trades training in BC. This training is supported by funding through STBC, and planned intake are negotiated with the STBC on an annual basis.</p> <p>As a part of the planning and budgeting cycle, the Training Plan is developed to determine the number of Apprenticeship and Foundation intakes that are planned to meet forecasted demand in the Okanagan College region. The total training plan for 2023/2024 represents a small reduction of requested base funding from the previous year due to volatility in the system and also reflect efforts to increase efficiency of delivery.</p> <p>As per the College and Institute Act, Education Council must advise the Board, and the Board must seek advice from the Education Council, on the development of educational policy for the following matters:</p> <p><i>23.1 (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;</i></p> <p><i>23.1(e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution</i></p> <p>The Act provides the Board with the power to:</p> <p><i>19.1(d) determine courses or programs to be offered or cancelled at the institution</i></p>	
Additional Attachments:	
<ul style="list-style-type: none"> • STBC Training Plan 2023/2024 	
Analysis:	
<p>Skilled Trades training is largely demand driven, so previous years activity levels, current wait lists, input from industry via program advisory committees and STBC informs the scope of the Plan each year.</p> <p>Despite concerted efforts to accurately forecast demand, current employment and economic volatility is impacting planning this year more than usual. Fortunately, the College can work with the STBC to continuously adjust the plan to meet changes in demand during the year as effectively as possible.</p>	
Alignment to College Integrated Planning:	
<p><i>Sustainability. Effective and Efficient. Community.</i> The STBC Training Plan aligns with the current Inspire Strategic Plan, focusing on sustainably and efficiently meeting student and community demand for Skilled Trades training.</p>	

Students first. The Plan provides opportunities for students to advance a career in trades.

Effective and Efficient. The Plan makes appropriate use of funding and facilities.

Inclusive and equitable access. The Plan provides space for all eligible students in trades training.

Risk Implication & Mitigation Steps:

Operational. There are minimal risks associated with this plan as it is aligned with forecasted industry demand. If demand rises over the course of the year, STBC may be able to increase availability of training funds to address demand.

Proposed and Prepared by:

(include name and title)

Stephen Speers, Dean, Trades and Apprenticeship
Andrew Hay, Provost & Vice President, Academic

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Dean's Forum	continuous
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	3/16/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	3/15/2023
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them and list above*

Okanagan College Trades and Apprenticeship Training Plan 2023-24

Trades and Apprenticeship has requested \$6,581,008 in base funding for 2023-24 from SkilledTradesBC (STBC). Our typical base funding has ranged between \$7.1 and \$7.3M since 2012-13, but current demand for apprenticeship training continues to run below that. Our reconciled Training Plan for 2022-23 included just over \$6M in programming, with apprenticeship demand now stabilized and gradually increasing again in most trades. Increased demand for Trades Youth Explore Sampler programming is also helping to offset the reduction in apprenticeship demand.

Program Demand and Capacity:

- Demand for Carpenter and Electrical (our largest trades) have been strengthening incrementally resulting in fuller classes and small waitlists of 5-10 students. A possible explanation could be a reduction in delays or deferrals to training by apprentices due to pandemic concerns. For example, as of December 2022, there were 52 Carpenter apprentices living in the region requiring Level 3 training and 46 apprentices were enrolled in upcoming Level 3 classes at OC.
- Demand for Refrigeration and Air Conditioning Mechanic training continues to be high, but we have been challenged to recruit sufficient instructional capacity to address the demand to date. To maximize use of the Gas Lab, and give the students access to exceptional equipment, we offered Level 4 apprenticeship training in Kelowna in Winter 2023. This has been a popular choice with students, and we plan to continue to offer Level 4 in Kelowna moving forward.
- The most challenging utilization for apprenticeship programming has been Auto Body and Collision, with an average utilization of 65% over the past 2 years. PAC members report a shortage of technicians in this region. Introducing the new Motive Power Trades Sampler has been helpful in expanding the pool of interested students.
- Electrical, Heavy Mechanical and Welder Foundation demand continues to be high at OC while Automotive demand has dropped. Input from Automotive PAC members indicates this may be associated with a slower increase in salaries compared to other trades in the past 2 years.
- Utilization for Foundation programming outside of Kelowna has been low for Carpenter and Plumbing and Piping Trades (PPTF) with an average utilization of 66% each in the past 2 years. Additional outreach to school districts and presentations to Trades Sampler classes are underway to promote Carpentry and PPTF.
- The most challenging utilization for Foundation programming in Kelowna has been for RV Technician, with an average utilization of 59% over the past 2 years. RV Technician has initiated a Tier 3 Review, which will consider current demand and explore potential opportunities for growth.
- We are now piloting a revised priority seat model with our school district partners for dual-credit seats. The revised model allows for customized priority seats to better suit each district's demand and to release unused seats sooner to regular applicants. The plan for 2023-24 includes flexibility for additional adjustment where required.

- We have seen 15 new apprentices enroll in training at OC directly as a result of the Apprentice Hiring Project. Forty new apprentices have registered with STBC to date through this project including five females, a Ukrainian refugee and one Indigenous apprentice. Our Apprentice Hiring Project contract ends March 31, 2024.

STBC Background:

- SkilledTradesBC has noted a system-wide delay in apprenticeship training in the past three years, with only 40-41% of apprentices completing their training within 6 years.
- Our 2022-23 STBC utilization target of 86.4% for apprenticeship was exceeded (90%), and the 89.5% target for Foundation was met, with similar results anticipated in 2023-24.
- The BC Labour Market Outlook (2022) shows an increase in Heavy Mechanical technician jobs in the region, and our proportion of out-of-region apprentices reduced in 2022 to 38% (from more than 50% historically). The outlook also forecasts continued high demand for Automotive Service Technicians, Cooks and Carpenters.
- We continue to focus on maximizing tuition revenue through delivering full classes wherever possible, ensuring efficient workload scheduling, and expanding our general interest programming.
- We have been advised by STBC to expect an increase in demand for Automotive Service Technician, Sheet Metal, and Collision training in 2024-25 due to a large group of uncertified workers who will be required to certify by 2026 under the new Skilled Trades Certification (STC) plan in BC.

Diversity:

- As part of Trades & Apprenticeship's commitment to the Inspire Strategic Plan (EDISJ) we have implemented new priority seats for female, non-binary, and Indigenous applicants for Foundation programs, starting with January 2024 intakes. This will create a more secure training pathway for Women in Trades Gateway and Trades Sampler completers. Registration for these intakes is underway.
- As well, we have implemented new priority seats for female (1) and Indigenous (1) applicants for every apprenticeship intake, starting with January 2024 intakes. Registration for these intakes is underway.
- Plumber and Refrigeration have the lowest participation rates by females of OC Trades (9% each for Foundation and under 5% each for apprenticeship), and the department will put some focus on this issue in the coming year.

Key changes to the Training Plan from 2022-23 (Refer to Table 1 below):

- We are planning to offer 17 Electrical apprenticeship intakes, which is what was offered in 2022-23.
- We are planning to offer 24 Carpenter apprenticeship intakes, a small reduction from 2022-23. Recent reporting from STBC indicates demand will be low in the coming year for Level 4s and one cancellation at this level is likely. This intake may be replaced by a Level 1 class, given the current high demand at that level.

- We are planning to offer one Professional Cook apprenticeship intake, possibly through e-prentice, an online program currently successful at Camosun College; one intake was also offered in 2022-23 as the anticipated increase in demand has not yet occurred.
- The adjustment made in 2022-23 to offer three Professional Cook Institutional Entry classes in September, January and April with a mix of domestic and international students seems to be working in terms of utilization and student experience. This schedule will continue in 2023-24.
- Welder Foundation demand remains high, and we have added a Women in Trades Welder Foundation intake in Kelowna for April for this year. Given demand for the September Welder Foundation to date, we plan to open another intake in Kelowna for October 2023 as we did in 2022. During the 2022-23 training year, we started a new partnership with the Canadian Welding Bureau. Our inaugural offering of the tuition-free Women of Steel program will start at the end of March 2023 in Penticton, and we hope to build upon this partnership moving forward.
- Due to increasing demand, we are planning to offer nine Trades Samplers in 2023-24, including two Adult Trades Samplers, another Youth Motive Power Trades Sampler, a second all-female Trades Sampler in Vernon, and the first Trades Sampler in Keremeos since 2015. We also have an Indigenous Adult Trades Sampler starting in Vernon right at the end of March 2023.

Highlights from STBC Funding Trend Report (2021-2023):

- Welder now has the highest portion of the Training Plan at \$888,000 (largely due to Foundation classes which result in \$112K funding per intake, which is almost twice the amount provided for Electrical or Carpenter Foundation for a similar number of weeks).
- Electrical now sits in second at \$836,400 (including 5 Foundation classes).
- Carpenter and Electrical are near balanced for top apprenticeship intake funding, at \$504K and \$510K, respectively (Electrical intakes are funded at \$30K each for 10 weeks, while Carpenter are funded at \$21K for 7 weeks).
- Aerospace continues to make up a high proportion of the Training Plan at \$681,600 (for 4 intakes).
- Heavy Mechanical Trades (\$573,120), Automotive Service Technician (\$559,200) and Plumber (\$547,176) continue to make up large portions of the Training Plan, split almost evenly between apprenticeship and Foundation funding amounts.
- Professional Cook funding has continued to decrease as a portion of the Training Plan and is now at \$294,000 (including Institutional Entry aka Culinary Arts Certificate) (from \$375,000 in 2021-22).
- The number of apprenticeship seats is slightly higher in 2023-24 (1688) than 2022-23 (1650), but still well below 2021-22 (2019).
- Foundation seats have increased by 3.5% to 496 (from 480 in 2021-22).
- Trades Sampler seats have increased by 28% to 144 (from 112 in 2021-22).

Table 1: STBC Training Plan						Total Funding: \$6,581,007.68		
Program Type	Program Name	STBC Program	STBC Fund Level	Intake Weeks	Intake Count	Sum		
						Funding Capacity	Funding Capacity	Funding
APP	Aircraft Maintenance Technician	Aircraft Maintenance Technician	01	48	2	16	32	\$326,400.00
APP	Aircraft Structural Technician (CAT:S)	Aircraft Structural Technician	01	37	2	16	32	\$355,200.00
APP	Auto Body and Collision Technician	Auto Body and Collision Technician (HL)	01	7	1	16	16	\$23,800.00
APP	Auto Body and Collision Technician	Auto Body and Collision Technician (HL)	03	6	1	16	16	\$20,400.00
APP	Auto Service Technician (Harmonized)	Automotive Service Technician (HL)	01	7	3	16	48	\$71,400.00
APP	Auto Service Technician (Harmonized)	Automotive Service Technician (HL)	02	7	3	16	48	\$71,400.00
APP	Auto Service Technician (Harmonized)	Automotive Service Technician (HL)	03	7	3	16	48	\$71,400.00
APP	Auto Service Technician (Harmonized)	Automotive Service Technician (HL)	04	7	3	16	48	\$71,400.00
APP	Carpenter (Harmonized)	Carpenter (HL)	01	7	7	16	112	\$147,000.00
APP	Carpenter (Harmonized)	Carpenter (HL)	02	7	7	16	112	\$147,000.00
APP	Carpenter (Harmonized)	Carpenter (HL)	03	7	5	16	80	\$105,000.00
APP	Carpenter (Harmonized)	Carpenter (HL)	04	7	5	16	80	\$105,000.00
APP	Domestic Gas Fitter	Gasfitter - Class B (NL)	01	10	2	16	32	\$60,000.00
APP	Domestic Gas Fitter	Gasfitter - Class B (NL)	02	10	2	16	32	\$60,000.00
APP	Electrician (Harmonized)	Electrician, Construction (HL)	01	10	4	16	64	\$120,000.00
APP	Electrician (Harmonized)	Electrician, Construction (HL)	02	10	5	16	80	\$150,000.00
APP	Electrician (Harmonized)	Electrician, Construction (HL)	03	10	4	16	64	\$120,000.00
APP	Electrician (Harmonized)	Electrician, Construction (HL)	04	10	4	16	64	\$120,000.00
APP	Heavy Mechanical Trades (HDEM, CTM, DEM, TTT)	Heavy Mechanical Group Trades	01	10	2	16	32	\$68,000.00
APP	Heavy Mechanical Trades (HDEM, CTM, DEM, TTT)	Heavy Mechanical Group Trades	02	8	3	16	48	\$81,600.00
APP	Heavy Mechanical Trades (HDEM, CTM, DEM, TTT)	Heavy Mechanical Group Trades	03	6	2	16	32	\$40,800.00
APP	Heavy Mechanical Trades (HDEM, CTM, DEM, TTT)	Heavy Mechanical Group Trades	04	4	3	16	48	\$40,800.00
APP	Plumber (Harmonized)	Plumber (HL)	01	7	3	16	48	\$63,000.00
APP	Plumber (Harmonized)	Plumber (HL)	02	8	4	16	64	\$96,000.00
APP	Plumber (Harmonized)	Plumber (HL)	03	7	2	16	32	\$42,000.00
APP	Plumber (Harmonized)	Plumber (HL)	04	8	3	16	48	\$72,000.00
APP	Professional Cook Workplace Entry	Professional Cook (Workplace Entry)	02	6	1	16	16	\$31,999.68
APP	Professional Cook 1 Institution Entry	Professional Cook (Institution Entry)	01	28	3	10	30	\$210,000.00
APP	Professional Cook 2 Institution Entry	Professional Cook (Institution Entry)	02	14	1	4	4	\$14,000.00
APP	Professional Cook 2 Institution Entry	Professional Cook (Institution Entry)	02	14	2	10	20	\$70,000.00
APP	Refrigeration and Air Conditioning Mechanic (HL)	Refrigeration and Air Conditioning Mechanic	01	6	1	16	16	\$28,800.00
APP	Refrigeration and Air Conditioning Mechanic (HL)	Refrigeration and Air Conditioning Mechanic	02	7	2	16	32	\$67,200.00
APP	Refrigeration and Air Conditioning Mechanic (HL)	Refrigeration and Air Conditioning Mechanic	03	10	1	16	16	\$48,000.00
APP	Refrigeration and Air Conditioning Mechanic (HL)	Refrigeration and Air Conditioning Mechanic	04	10	1	16	16	\$48,000.00
APP	RV Technician	Recreation Vehicle Service Technician	01	8	1	16	16	\$27,200.00
APP	RV Technician	Recreation Vehicle Service Technician	02	8	1	16	16	\$27,200.00
APP	RV Technician	Recreation Vehicle Service Technician	03	8	1	16	16	\$27,200.00
APP	Sheet Metal Worker (Harmonized)	Sheet Metal Worker (HL)	01	8	2	16	32	\$48,000.00
APP	Sheet Metal Worker (Harmonized)	Sheet Metal Worker (HL)	02	8	1	16	16	\$24,000.00
APP	Sheet Metal Worker (Harmonized)	Sheet Metal Worker (HL)	03	8	1	16	16	\$24,000.00
APP	Sheet Metal Worker (Harmonized)	Sheet Metal Worker (HL)	04	8	1	16	16	\$24,000.00
APP	Truck and Transport Mechanic (Specialty New progra	Truck and Transport Mech Level 4 ONLY (T)	04	4	1	16	16	\$13,600.00
APP	Welder	Welder (HL)	03	10	1	16	16	\$40,000.00
APP	Welder A	Welder	A	8	2	2	4	\$8,000.00
APP	Welder B	Welder	B	16	1	14	14	\$56,000.00
EXPL	Adult Trades Sampler	Trades Sampler (Adult)		12	2	16	32	\$65,280.00
EXPL	Youth Explore Trade Sampler	Youth Explore Trade Sampler		10	4	16	64	\$108,800.00
EXPL	Youth Explore Trade Sampler	Youth Explore Trade Sampler		12	3	16	48	\$97,920.00
FDTN	Auto Body and Collision Technician	Auto Body and Collision Technician (HL)		34	1	16	16	\$103,360.00
FDTN	Auto Service Technician (Harmonized)	Automotive Service Technician (HL)		30	3	16	48	\$273,600.00
FDTN	Carpenter (Harmonized)	Carpenter (HL)		24	2	16	32	\$130,560.00
FDTN	Carpenter/Joiner (Harmonized)	Carpenter (HL)		24	2	16	32	\$156,672.00
FDTN	Electrician (Harmonized)	Electrician, Construction (HL)		24	5	16	80	\$326,400.00
FDTN	Heavy Mechanical Trades (HDEM, CTM, DEM, TTT)	Heavy Mechanical Group Trades		36	3	16	48	\$328,320.00
FDTN	Pastry Arts Certificate	Baker		40	1	16	16	\$144,000.00
FDTN	Plumbing and Piping Trades	Plumber / Sprinkler fitter / Steamfitter/Pipefitt		21	4	16	64	\$274,176.00
FDTN	Refrigeration and Air Conditioning Mechanic (HL)	Refrigeration and Air Conditioning Mechanic		25	2	16	32	\$216,000.00
FDTN	RV Technician	Recreation Vehicle Service Technician		28	1	16	16	\$85,120.00
FDTN	Welder	Welder (HL)		28	7	16	112	\$784,000.00



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023
Consent Agenda #: 2.1.4

Title:	Student Association Fees Collection 2023/24			
Action Required:	For Approval			
Draft Motion/ Recommendation:	<i>“BE IT RESOLVED THAT the Okanagan College Board of Governors agrees to collect student fees for Okanagan College for 2023/24 on behalf of the Okanagan College Students’ Union and the Vernon Students’ Association - Okanagan College as presented.”</i>			
Background Information & Context:				
According to Section 21 of the College & Institute Act, “... on annual notice from a student society, the board must direct the institution to collect student society fees from members of the student society and remit them to the student society ...”.				
Additional Attachments:				
Attached are request notices from the Okanagan College Students’ Union (OCSU) and the Vernon Students’ Association (VSA).				
Analysis:				
N/A				
Alignment to College Integrated Planning:				
Not an initiative driven by the Strategic Plan but necessary for operational purposes.				
Risk Implication & Mitigation Steps:				
N/A				
Proposed and Prepared by: <i>(include name and title)</i>		Meri Kim Oliver, Vice President Students		
Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

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

The Student Union must complete this form and submit it to the Board Secretary no later than **March 10, 2023** in order for OC to collect the fees for the **academic year 2023/2024**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Union. OC may deduct these expenses from the fees collected.

Student Association Name Okanagan College Students’ Union

With this Notice the Student Union requests that the Board direct OC to collect the following fees for the academic year **2023/2024**.

All Registered Students:

Students’ Union Fee	\$68.28	to a maximum of	\$68.28	per student per semester
	\$6.74			per Adult Basic Education course

Media Fee	\$.69	per student per semester

Registered Students enrolled in nine credits or more:

Extended Dental Plan	\$135.00	per student per year (annual fee)
Extended Health Plan	\$115.00	per student per year (annual fee)

Dental and Health Plan fees are not charged to Adult Basic Education Students, Continuing education students, distance education students, co-op students while on a work term, trades apprenticeship students and any student whose program is less than 16 weeks long.

Remit fees to: Okanagan College Students’ Union

British Columbia Federation of Students’ Membership Fee:

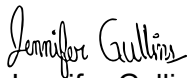
	\$10.59	to a maximum of	\$10.59	per student per semester
	\$0.78			per Adult Basic Education course
			\$10.59	

Remit fees to: British Columbia Federation of Students, #207-245 Columbia Street, New West
Minster, British Columbia, V3L 3W4

If the Student Union changes the amount of the student union fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Union certifies that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 10, 2021**.

The Student Union confirms that on December 14, 2022 it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Okanagan College Students' Union Executive Chairperson


Jennifer Gullins
March 2023

Okanagan College Students' Union
 British Columbia Federation of Students Local 1
 A148-1000 KLO Rd.
 Kelowna, BC
 V1Y 4X8



March 2023

To the Okanagan College Board of Governors,

In accordance with the *College & Institute Act*, please accept this notice regarding collection of Okanagan College Students' Union and British Columbia Federation of Students membership fees.

As determined by a majority of members who voted in referenda to establish this fee structure, including the provision for Consumer Price Index increases, the fees for the 2023-2024 academic year are:

Students' Union membership fee	\$68.28 to a maximum of \$68.28 per semester \$6.74 per Adult Basic Education course
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Media fee	\$0.69 per student per month
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Registered Students enrolled in six credits or more:

Extended Dental Plan	\$135 per student per year (annual fee)
Extended Health Plan	\$115 per student per year (annual fee)

Dental and Health Plan fees are not currently available to Adult Basic Education students, continuing Studies students, Distance Education students, Co-op students while on a work term, Trades Apprenticeship students, Any student whose program is less than 16 weeks long

Remit fees to: Okanagan College Students' Union

British Columbia Federation of Students' Membership fee:

	\$10.59 to a maximum of \$10.59 per semester
	\$0.78 per Adult Basic Education course to a maximum of \$10.59 per semester

Remit fees: British Columbia Federation of Students'

British Columbia Federation of Students'
 #207 - 245 Columbia Street East
 New Westminster, BC V3L 3W4

Okanagan College Students' Union
 British Columbia Federation of Students Local 1
 A148-1000 KLO Rd.
 Kelowna, BC
 V1Y 4X8



As required by the Students' Union bylaws and the *College & Institute Act*, the audited financial statements have been made available & approved by our members at the Annual General Meeting, December 4, 2022. The Act does not require the statements to be shared to this Board.

Further, the Students' Union remains a society in good standing as recognized by the *Societies Act*.

Sincerely,

2022-2023 Okanagan College Students' Union Board of Directors

Jennifer Gullins
 Maxine Cristobal
 Fernanda Alves
 Allison Fellhauer

Taylor Dueck
 Chelsey Simmons/Chancellor
 Katie Thielman

Aija Otto
 Cherish Forster
 Levi Escobar


 Jennifer Gullins
 OCSU Executive Chairperson
gullins@ocsu.ca


 Brianne Berchowitz
 OCSU Executive Director
executivedirector@ocsu.ca

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

“Student Society” means a society, as defined in section 1 of the *Societies Act*, whose purpose is to represent the interests of the general student body, but does not include a provincial or national student organization. The Vernon Students’ Association – Okanagan College a duly elected organization representing students at the Vernon campus of Okanagan College.

Pursuant to Section 21 of the *College and Institute Act*, if the Student Society has met its obligations, the Board of Governors must direct Okanagan College (“OC”) to collect student society fees on behalf of the student society, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the student society or the provincial or national student organization as may be agreed by the Board and the student society.

The Student Association must complete this form and submit it to the Board Secretary no later than **March 3, 2023** in order for OC to collect the fees for the **academic year 2023/2024**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Association. OC may deduct these expenses from the fees collected.

Student Society Name Vernon Students’ Association – Okanagan College (VSA-OC)

With this Notice the Student Association requests that the Board direct OC to collect the following fees for the academic year **2023/2024**.

All Registered Students:	
Students’ Association Fee	<u>\$91.80</u> per student per semester
	<u>\$10.00</u> per Adult Basic Education course
Capital Fund	<u>\$8.50</u> per student per semester
Registered Students enrolled in six credits or more:	
Extended Dental Plan	<u>\$140.00</u> per student per year (annual fee)
Extended Health Plan	<u>\$124.00</u> per student per year (annual fee)
Dental and Health Plan through VSA-OC are not available to:	
Adult Basic Education students	
Distance Education students	
Any student whose program is less than 16 weeks long	

Remit Fees to: Vernon Students' Association – Okanagan College

Certification that duties, responsibilities and obligations under the BC College & Institute Act and the BC Societies Act have been met:

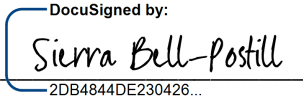
As required by the College and Institute Act (the Act), the VSA-OC has obtained the necessary approvals, via referendum, from its members for any change to the fees to be collected.

Duty	
The Vernon Students' Association – Okanagan College has consulted with the Okanagan College Students' Union in advance of the notice of referendum on:	<u>February 14, 2023</u> (date)
Notice of referendum was provided to students by means of:	<u>Election Buddy (email)</u> (method)
Notice of referendum was provided to students on:	<u>February 15, 2023</u> (date)
Voting period was (from ... to):	<u>February 20, 2023</u> (start date) <u>February 28, 2023</u> (end date)
Number of eligible voters: (Eligible voters may include non members for changes to capital, program, or service fees. Refer to Section 21 (2.1) of the Act).	<u>688</u> (number)
Number of votes submitted:	<u>55</u> (number)
Per cent of eligible voters who voted:	<u>8%</u> (number)
As required by the College and Institute Act and under the requirements of the Societies Act, VSA-OC made available to its members its annual audited financial statements and the auditor's report on those financial statements.	
Reports were made available to the members on	<u>February 15, 2023</u> (date)
Reports were made available to the members by means of:	<u>Electronic & In-person</u> (method)

I attest to the accuracy of the statements above:

Student Association President

Print Name: Sierra Bell-Postill

Signature:  DocuSigned by:
Sierra Bell-Postill
2DB4844DE230426...

Date: March 6, 2023

OFFICE USE ONLY

APPROVAL:

- REGISTRAR
- VP STUDENTS
- BOARD OF GOVERNORS

CHANGES CANNOT BE ACTIONED BEFORE BOARD OF GOVERNORS APPROVAL

Okanagan College Board of Governors President's Report March 2023

INTRODUCTION

My March report addresses matters that have taken place between December 2022 and March 2023. In the sections that follow, I address a series of strategic highlights, operational highlights, and points for potential advocacy and communication for Board members.

Part 1: Strategic Highlights and Questions

Speech from the Throne: I attended the legislature on Feb. 6, when Lieutenant Governor Janet Austin delivered the speech from the throne, which outlined the provincial government's priorities under new Premier David Eby. The speech focused on affordability, housing, health and mental health care, climate change and economic development, including training more people to meet workforce needs.

Budget 2023: On Feb. 28, the Minister of Finance presented the 2023 provincial budget, which built on the above priorities and included a three-year investment of \$1.597B into post-secondary education. This figure includes funding for an additional 4,000 student housing beds, targeting areas with unmet student housing demand, and \$821M toward the Future Ready Plan, details of which will be announced publicly this spring. Technology training, short-term skills training, and courses in in-demand fields are known priority areas, along with increasing PSE opportunities for Indigenous Peoples. Administration is exploring whether OC could be eligible for additional housing in Penticton. OC is ready to review additional funding opportunities that are presented over the coming months under the banner of Future Ready.

Despite budget 2023 outlining an additional \$1.597B for post-secondary, it does not appear to be coming forward in the form of base-grant funding. As a result, the earliest the system will see any outcomes from the 2022 funding review will be in budget 2024.

Wellness Centre: Budget 2023 did not include capital funding for OC's wellness centre. Therefore, self-funded planning options for the Wellness Centre continue. Although it was anticipated that further details regarding options would have been available at this meeting, extenuating circumstances have delayed financial planning. The Okanagan College Foundation has begun their planning work to be ready to launch a fundraising campaign in the event of moving forward on the project.

Student Housing: The Kelowna student housing building has framed four of six floors. The College is working with the City of Kelowna to incorporate an active transportation corridor along KLO Road in front of the new building. Site preparation has been completed for the Vernon student housing project and construction will begin this month. The Vernon student housing project includes a childcare centre, which will be the focus of a fundraising campaign, called the [Sunflower Campaign](#), led by the Okanagan College Foundation. The trade tenders closed on February 17 and tender review is underway. The Salmon Arm project design is at the 60% review stage and building plans are being submitted to the City of Salmon Arm mid-March. Trades tenders will be issued for bidding in mid-April with construction starting in July 2023.

Part 2: Operational Highlights

2021/22 Achievements

Indigenous and Non-Indigenous Ally Assembly launched: The Ally Assembly remains incomplete and at risk. Despite the significant project slip, it remains an important deliverable for Okanagan College's commitment to Reconciliation. It became increasingly important to first create the Indigenous OC plan and affiliated timelines before creating and launching the Ally Assembly. The Ally Assembly will become the team at OC who will mobilize the commitments within the plan. To this end, I anticipate that the Ally Assembly will be launched either shortly after the completion of the plan or in parallel with completion of the plan.

Food and Beverage Strategy Complete: The Food and Beverage Strategy is now complete. It is an interdisciplinary approach to elevate the full value chain of culinary and pastry arts, beverage, and tourism sectors. It brings together current and future learning and research opportunities for OC to showcase and empower local business partners through talent and idea generation. Its primary outcome is to make OC the Canadian epicenter for food, beverage, and tourism. Administration is determining how best to resource and mobilize the strategy.

2022/23 Achievements

Foundational Plans: Leadership Council continues to make progress in developing the foundational plans outlined in Inspire. Plans that are progressing and will be completed as planned include: a) Accessibility, b) Alumni Engagement, c) EDISJ, d) Internationalization, e) Learning Framework, and f) Wellness. Foundational plans that have experienced project slip but remain low risk for completion include: a) Applied research, b) Food and Beverage, and c) Student Housing. The foundational plan that has experienced project slip and is at high risk for completion is the Strategic Enrolment Management Plan. A change in leadership has occurred in the Registrar's Office. Dr. Andrew Hay is acting in the place of Registrar and has put the plan back on track for completion in June.

Confirmation of Indigenous OC Plan: Progress is being made toward confirming the plan. Rhea Dupuis, OC's Associate Director of Indigenization has formulated a culturally appropriate structure for the plan and is now working toward populating OC's prior commitments into the framework.

Baseline assessment of EDISJ culture among employees & students: The baseline assessment of EDISJ culture among employees was completed in 2022 with the report being presented to the Board during the October Board retreat. The baseline data collection among students is complete. Administration is delayed in completing further work on the summary due to the January cyber incident.

Baseline biannual employee engagement survey introduced: The 2022 Employee Experience Survey is complete. Full details of the results can be found in [Agenda Item 4.6.1](#). 60.6% of OC employees responded to the survey – an exceptionally high response rate. Overall, 83% of employees feel engaged in their work. 96% of employees feel their work positively impacts the people they serve and the student experience. There are also areas for improvement including communications, employee development, and health and wellness. Next steps include sharing unit level data with departments and the creation of an action plan to capitalize on the areas of opportunity. The next survey will be administered in 2024.

Digital infrastructure decision making framework: Although initially slated for completion in March 2023, the cyber incident of January 2023 has delayed progress on this initiative. New target for completion is April 2023.

Strategic and Operational Measures: Details can be found in [Agenda Item 4.2.2](#). This initiative is key to understanding whether OC is making progress towards the desired outcomes of Inspire. Following feedback from the Board at its March meeting, a pen-ultimate version of strategic measures will be presented for approval at the May meeting of the Board.

Baseline Assessments: The baseline assessments for a) past and current student body demographics and b) student services have been delayed because of the January 2023 cyber incident. Both initiatives are currently undergoing assessment to get them back on track.

Research Data Management Strategy: This strategy is required for OC to remain eligible for Tri-Council applied research funding. The strategy was approved by Leadership Council at its February meeting. The initial strategy was due to the Tri-Council on March 1, 2023. The strategy addresses the proper collection, documentation, storage, sharing, and preservation of research data, while supporting research efficiency, transparency, discoverability, and collaboration.

Other Operational Highlights

Cyber Incident: On January 9, 2023, unauthorized access was detected in the OC systems triggering the containment decision to disable access to the OC network. The approach used by OC's IT team following containment was to investigate and restore with the support of third-party providers. In parallel, OC initiated its emergency operations committee (EOC) to ensure business continuity overall. Overseeing the IT emergency response team and the College's EOC was an executive incident command team. Since January, OC has brought back and restored each system after careful review for security and functionality. In some cases, OC has decided to phase out systems that were no longer meeting the College's needs. In other cases, OC has accelerated upgrades and improvements that were previously planned. Recent key deliverables include securing all OC student and staff network accounts, adding multi-factor authentication, and restoring shared and employee files to users. It is likely this work will continue through the spring months. In all cases, our priority is on ensuring safe and secure systems for the OC community. On Jan. 23, Okanagan College extended the offer of credit monitoring services to all current students and staff, out of an abundance of caution. If the investigation determines information belonging to other individuals may have been affected, we will take immediate steps to provide those individuals with appropriate notification and support. The College regularly posts updates that can be found [here](#).

Financial Position: As detailed in [Agenda Item 4.2.1](#), OC is anticipating a year-end negative variance of approximately \$2.02M. This represents approximately \$1.3M worse than budget. It is also \$230K worse than was projected in December 2022. In addition to the primary drivers noted in December, the single most significant driver is the cyber incident in January 2023, increasing the anticipated deficit by \$750K.

Enterprise Risk Management (ERM) Framework: A draft of a new ERM framework that will be embedded into the Integrated Resource Planning (IRP) Process was reviewed by the Finance, Audit, and Risk (FAR) Committee during their December 2022 and March 2023 meetings. A pen-ultimate version is now presented to the Board in [Agenda Item 4.3.3](#) for approval along with a proposed 2023/24 risk register and heat map. This framework will provide a systemic mechanism to identify and mitigate risk at the College level. The framework is aligned with current ISO 31000 standards as well as BC Public Service risk management guidance for the sector.

Winter Convocation: The first graduates of 2023 crossed the stage on Jan. 28, where over 800 students were recognized for their accomplishments. The morning ceremony celebrated graduates from Science, Technology and Health programs, while the afternoon ceremony acknowledged students in Arts and Business.

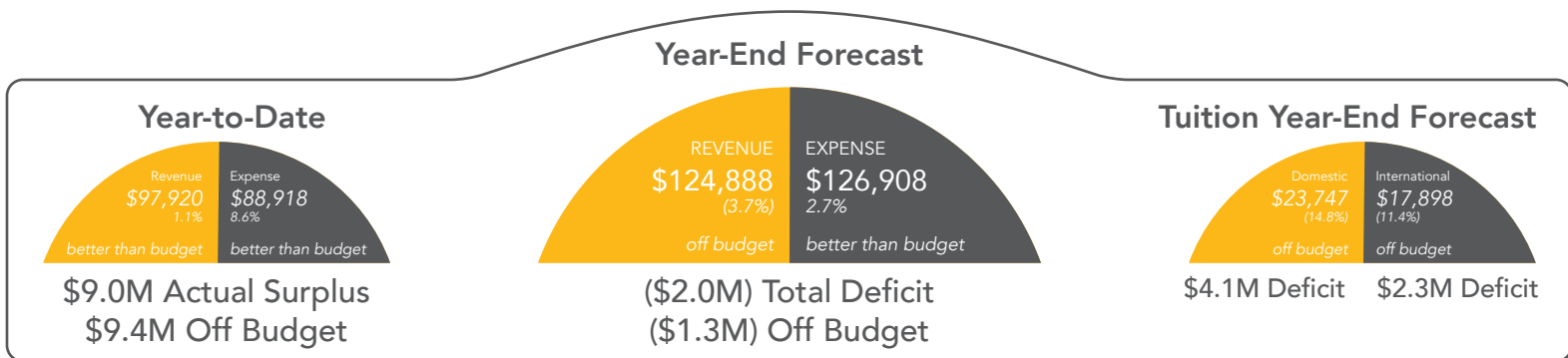
Vice President Retirements: Meri Kim Oliver, Vice President, Students and Andrew Hay, Vice President, Academic and Provost have both announced their retirement in 2023. Meri Kim will be leaving the College late summer and Andrew will leave the College late fall. I am thankful to both Vice Presidents for their professionalism in supporting the College and in discussions about potential go-forward pathways.

Part 3: Communication and Advocacy Highlights

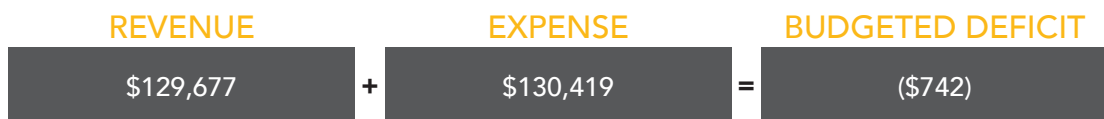
Early Childhood Education – Minister of State Virtual Visit: B.C.'s Minister of State for Child Care, Grace Lore, had a virtual visit with the dual credit Early Childhood Education (ECE) class based in Kelowna on Feb. 21. I also joined the class online for a conversation about the program and the students' motivation for choosing Okanagan College and working with children. Many of the students referred to their own experiences in daycare and wanting to create better options for the next generation. Additional information can be found [here](#).

Regional SkillsBC Competition: Skills Canada Regional competitions took place at the Kelowna campus on Feb. 24. Skills Canada competitions test the skills and knowledge of junior and high school students, college trades students and apprentices across a wide array of trades and technology competitions, including Architectural CAD, Cabinetmaking, Culinary Arts, Electronics, Welding, Jr. Skills Gravity Vehicle, Jr. Skills Carpentry. Okanagan College has been a provincial host site for the Interior region for many years; this was the first in-person competition since 2020.

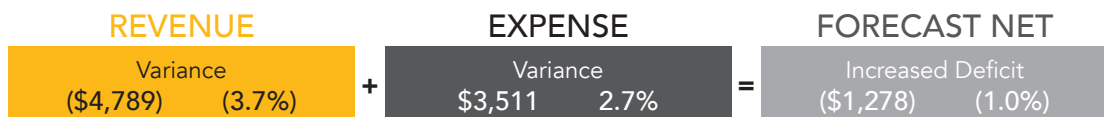
(amounts in \$000s)



Approved Budget



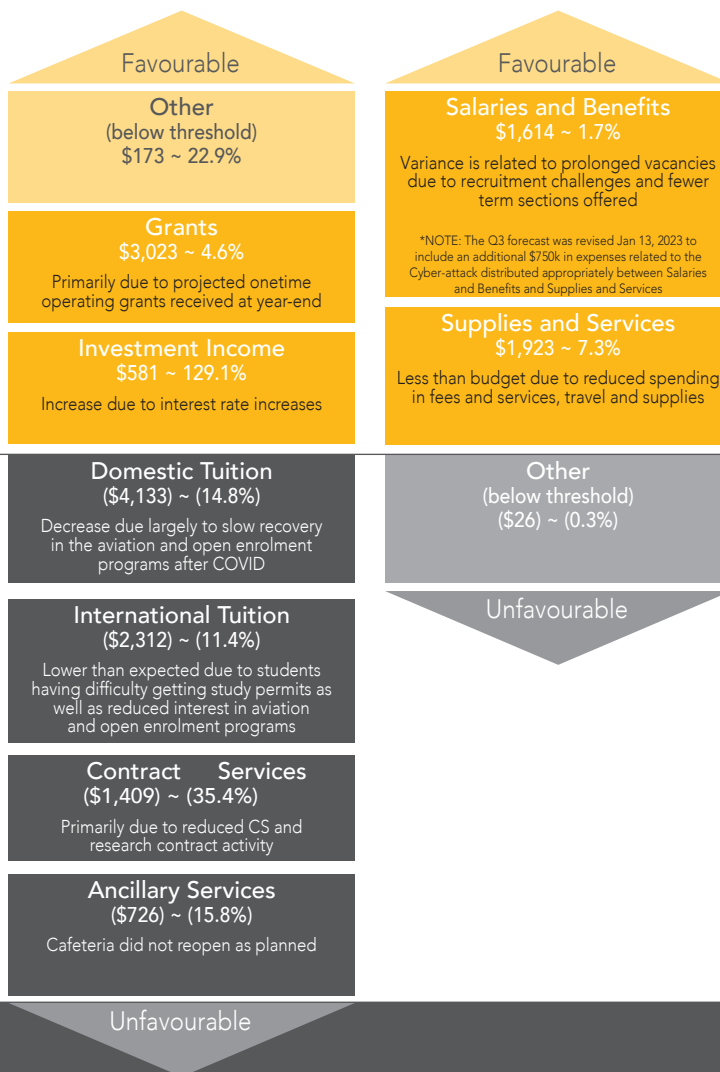
Q3 Year-end Forecast Variance to Approved Budget



Budget line items with a material variance forecast for year-end are explained in detail. A material variance is \$400K and 2% of the budget line object or the components within the line item are above the \$400 K and 2% threshold.

Note: the size of boxes is for illustrative purposes only and are not to scale.

LEGEND	Material	<Material
Favourable		
Unfavourable		



Statement of Consolidated Operations 2022-23 as at quarter 3, December 31, 2022 (Amounts in \$000s)

	A	B	Variance Favourable (Unfavourable) [A vs B]	Variance as a % of Budget	C	D	Variance Favourable (Unfavourable) [C vs D]	Variance as a % of Budget	Note
	Actual Q3	Budget Q3			Q3 Forecast Year End 2022-23	Budget Approved 2022-23			
REVENUE									
Grants	57,511	52,688	4,823	9.2%	69,148	66,126	3,023	4.6%	1
Domestic tuition and mandatory fees	17,081	19,207	(2,126)	-11.1%	23,747	27,880	(4,133)	-14.8%	2
International tuition and mandatory fees	12,054	13,392	(1,338)	-10.0%	17,898	20,210	(2,312)	-11.4%	3
Contract services	2,424	2,994	(570)	-19.0%	2,571	3,980	(1,409)	-35.4%	4
Ancillary service sales	2,760	3,359	(598)	-17.8%	3,875	4,600	(726)	-15.8%	5
Investment income	970	338	632	187.3%	1,031	450	581	129.1%	6
Other	861	585	276	47.1%	926	754	173	22.9%	
Post construction contributions for tangible capital assets	0	0	0	0.0%	0	0	0	0.0%	
Amortization of deferred contributions for tangible capital assets	4,258	4,258	0	0.0%	5,691	5,678	13	0.2%	
TOTAL REVENUE	97,920	96,820	1,100	1.1%	124,888	129,677	(4,789)	-3.7%	
EXPENSE									
Salaries and benefits	67,762	71,253	3,490	4.9%	94,071	95,686	1,614	1.7%	7
Supplies and services	14,911	19,734	4,824	24.4%	24,473	26,396	1,923	7.3%	8
Interest on debt	96	96	0	0.0%	139	139	0	0.0%	
Amortization of tangible capital assets	6,149	6,149	0	0.0%	8,224	8,198	(26)	-0.3%	
TOTAL EXPENSE	88,918	97,231	8,314	8.6%	126,908	130,419	3,511	2.7%	
OPERATING SURPLUS (DEFICIT)	9,002	(411)	9,414	9.7%	(2,020)	(742)	(1,278)	-1.0%	

Year End Forecast Variance to Budget Material Notes: > \$400K and 2% of the budget line or the components within the line item are above the \$400 K and 2% threshold

1. Grants: less than budget due to onetime operating grants received at year-end
2. Domestic tuition and mandatory fees: decreased largely due to slow recovery in the aviation and open enrolment programs after COVID
3. International tuition and mandatory fees: lower than expected due to students having difficulty getting study permits as well as reduced interest in aviation and open enrolment programs
4. Contract services: less than budget primarily due to reduced CS and research contract activity
5. Ancillary service sales: less than anticipated because the Cafeteria did not reopen as planned
6. Investment income: interest rate increase
7. Salaries and benefits: lower expenses resulting from prolonged vacancies due to recruitment challenges and fewer term sections offered
8. Supplies and services: less than budget due to reduced spending for fees and services, travel and supplies

NOTE: The Q3 forecast was revised Jan 13, 2023 to include an additional \$750k in expenses related to the Cyber-attack distributed appropriately between Salaries and benefits and Supplies and services





BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.2.2

Title:	Strategic and Operational Measures
Action Required:	For Discussion/Advice
Draft Motion/ Recommendation:	Not applicable.
Background Information & Context:	
<p>A 2022/23 Roadmap Achievement is the development of strategic and operational measures. This achievement is a precursor to the 2023/24 Achievement of Strategic and Operational Dashboards.</p> <p>The primary purpose of this initiative is to demonstrate that OC is making progress toward the goals outlined in Inspire. To this end, two levels of measures are proposed to be considered: strategic and operational.</p> <ul style="list-style-type: none"> • Strategic measures would be those most likely directed at the Board of Governors and the public and would demonstrate that we are making progress toward achieving Inspire. • Operational measures would be those key performance indicators that are more likely to be used by Leadership Council. Operational measures are directly tied to strategic measures. The goal is not to be exhaustive of all operational measures available, only those primary drivers for the strategic measures. Note that these measures are included in the attachment for information purposes. <p>The attached draft is for review, consideration, and feedback on behalf of the Board of Governors. Based on feedback, a further version will be generated to be discussed with the Board of Governors in May 2023.</p> <p>For the purpose of the Board of Governors, I am looking to engage in a conversation about the following discussion questions:</p> <ol style="list-style-type: none"> 1. What do we need to measure (or know) to comfortably state that we are making progress toward Inspire? What strategic measures are missing, need to be removed, or need to be adapted? 2. What additional strategic measures are needed to understand the context we are operating in? What are variables that are related to the strategic outcomes in Inspire? That is, what do we need to know to put our strategic measures in context? 	
Additional Attachments:	
<ul style="list-style-type: none"> • List of Measures 	
Analysis:	
<p>To support the discussion, the following additional contexts are provided.</p> <p><i>Data for purpose beyond interest.</i> Okanagan College collects a great deal of information. In many cases, this information is needed for reporting purposes. For non-reporting data, it will become increasingly important to only collect data this can be used for purpose. That is, data should only be collected with the intention of making a decision based on that data. While additional data points may be inherently interesting, interest should not be the primary driver for collecting data.</p> <p><i>Differentiating between and goal/target and a benchmark.</i> The Board will note that the attachment only includes measure categories and definitions. The attachment does not include any detail related to goals and/or targets nor does it include any indication of benchmarks. Although it is important to differentiate and</p>	

define both benchmarks as well as goals/targets, this step will follow the development of the measures themselves.

Currently available versus future development. In some cases, the College already assesses the data that would be used for the measures attached. In other cases, the College will need to establish how to collect certain data points and from where. Once the measures have been identified and defined, work will move forward with respect to identifying how to measure those items for which the College does not already have data. An important part of this lens is to recognize that the College should not define its strategic and operational measures by what it already has, but rather by what it needs.

Data & Analytics Framework. The attached series of proposed measures is not intended to set or pre-empt an overall data and analytics framework at the College. Rather, once a data and analytics framework is created, these measures will need to integrate into that overall framework.

Data retention strategy and/or policy. The College’s recent cyber incident has drawn attention to the need for a renewed data retention strategy and/or policy. The attached proposed measures are not intended to pre-empt this policy.

Alignment to College Integrated Planning:

2022/23 Achievement. Development of Strategic and Operational Measures.

Responsibility of Effective and Efficient. The identification of measures will assist support the operational health and wellness of the College and will assist with the progression of the Inspire Plan.

Risk Implication & Mitigation Steps:

Strategic. In the absence of measures that assess the College’s progress toward Inspire, the College risks the strategic process being a “paper exercise.” The goal is to ensure that the strategic process is engaging, participatory, and purposeful. Through adding strategic and operational measures, the College supports the purposeful element of strategy.

Proposed and Prepared by:
(include name and title)

Neil Fassina, President

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*



Okanagan College

Inspire Dashboard: Strategic and Operational Measures

March 2023

Responsibility / Commitment	Measure Category	Measures	Definition
Strategic Measures			
EDISJ	Strategic	Employee Perception of inclusion	The extent to which employees perceive Okanagan College to be and inclusive, diverse, and respectful work environment.
	Strategic	Participation of persons from under represented and marginalized communities overall.	The percentage of active employees whose demographics or identity are consistent with segments of the population who are under represented in the college community or who are traditionally or currently marginalized in society overall.
	Strategic	Participation of persons from under represented and marginalized communities in leadership roles.	The percentage of active <u>employees in college leadership roles</u> relative to the percentage of active <u>employees overall</u> whose demographics or identity are consistent with segments of the population who are under represented in the college community or who are traditionally or currently marginalized in society.
Effectiveness and Efficiency	Strategic	Student Satisfaction with Facilities & Infrastructure	Students' overall rating of College facilities and infrastructure as measured through the biennial student satisfaction survey.
	Strategic	Administrative Costs	Percentage of overall operational expense allocated to administration.
Employee Resilience	Strategic	Employee Engagement	Employees' overall involvement with, commitment to, and satisfaction with employment at OC.
	Strategic	Senior Leadership	Employees' overall assessment of senior leaders vision, contribution, communications and actions.
	Strategic	BC Top Employers	BC's Top Employer as established through Canada's Top 100 Employers.
Inclusive and Equitable Access	Strategic	Participation of learners from under represented and marginalized communities overall.	The percentage of active students whose demographics or identity are consistent with segments of the population who are under represented in the college community or who are traditionally or currently marginalized in society overall.
	Strategic	Student perception of inclusion	The extent to which students perceive Okanagan College to be and inclusive, diverse, and respectful work environment.
	Strategic	Graduation rate of students from under represented and marginalized communities	The percentage of active students who achieve their educational goal at the college relative to the percentage of active students overall whose demographics or identity are consistent with segments of the population who are under represented in the college community or who are traditionally or currently marginalized in society.
	Strategic	Market Share	The percentage of people of adult learning age from the college's geographic region who are an active OC student annually.
	Strategic	Conversion Rate	The rate at which prospects are converted to applicants.

Responsibility / Commitment	Measure Category	Measures	Definition
Individualized Lifelong Learning Partnerships	Strategic	Student Net Promotor Score	Percentage of students would recommend Okanagan College to others minus percentage of students who would not recommend Okanagan College to others
	Strategic	Student satisfaction with learning experience	The overall rating of Okanagan College learning experience as assessed through student satisfaction surveys.
	Strategic	Educational Goal Attainment	The percentage of students who successfully achieve their stated educational goal at Okanagan College annually.
	Strategic	Returning Students	The percentage of registrants who have previously completed an OC program (credit or non-credit).
Integration and Focus	Strategic	Meaningful employment for grads: Employed in related jobs	The percentage of students who are employed in a job that is related to their field of study at Okanagan College.
	Strategic	Meaningful employment for grads: Earning potential	The difference in earning potential for Okanagan College graduates relative to high school graduates upon completion.
	Strategic	Percentage of student who stay in region	
Sustainability	Strategic	Environmental Sustainability - STARS Rating	The College's STARS rating as assessed by AASHE (Association for the Advancement of Sustainability in Higher Education).
	Strategic	Environmental Sustainability - Carbon emissions	The College's annual carbon emissions as assessed by Okanagan College GHG Emissions and Offsets.
	Strategic	Financial sustainability - Short Term	The College's ability to meet annual financial requirements to deliver on its core mission of instruction. Measured by a three-year rolling average of year over year ratio of revenue per student / expense per student.
	Strategic	Financial Sustainability - Long Term	The College's ability to meet the long term financial requirements to remain solvent (cover all liabilities) and delivery on its core mission of instruction. Measured by a three-year rolling average of year over year ratio of assets per unit of index / liabilities per unit of index.

Responsibility / Commitment	Measure Category	Measures	Definition
Operational Measures			
Effectiveness and Efficiency	Operational	Instructional Utilization	The percentage of assignable time allocated to instruction.
	Operational	Assess utilization: Room utilization	Overall utilization and fill rate of physical teaching spaces by time and volume.
Employee Resilience	Operational	Voluntary turnover rate (overall)	The percentage of overall employee headcount who resign from Okanagan College.
	Operational	Voluntary turnover rate (new hires)	The percentage of employee headcount hired in the prior year who resign from Okanagan College.
	Operational	Sick Leave Volume (Rolling average)	Average days of short and long-term sick leave per employee.
	Operational	Professional Development Utilization	Average count of professional development activities per employee headcount.
Inclusive and Equitable Access	Operational	Inclusion of students from demographics or identities of priority groups defined through SEM goal setting.	The percentage of Okanagan College Learners who's demographics or identify align to categories established through Strategic Enrolment Management (SEM) goal setting process.
Individualized Lifelong learning partnerships	Operational	Alumni Engagement	An overall assessment of engagement of OC alumni.
	Operational	Time to Completion	The average time for a student to complete a two- and four-year program at Okanagan College.
	Operational	Retention rate	
	Operational	School of choice	The percentage of applicants who identify Okanagan College as their first choice among post-secondary institutions.
Integration and Focus	Operational	Time to market - new program	The average time for a program to be launched from point of identification.
	Operational	Program Health	Percentage of programs with a "*****" rating on the program health assessment.
Sustainability	Operational	Grant Dependency Ratio	The proportion of College revenue from Government grant sources (excluding research funding).
	Operational	Tuition Dependency Ratio	The proportion of College revenue derived from student tuition sources.
	Operational	Sustainability of Infrastructure	The average infrastructure sustainability measure as assigned by the Gov-BC for all OC owned buildings.



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.3.1

Title:	Forgiveness of Foundation Receivable			
Action Required:	For Approval			
Draft Motion/ Recommendation:	<u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors forgive the receivable to the Okanagan College Foundation for actual capital campaign expenses up to \$105,000 as recommended by the Finance, Audit and Risk Committee.”</i>			
Background Information & Context:				
<p>The Okanagan College Foundation’s sole purpose is to raise funds to further the mission of Okanagan College. Okanagan College, through Advancement & Development, provides annual funding to support the ongoing operations of the Foundation. At certain times campaigns are undertaken to raise funds for specific projects. For example, the recent campaign for the Health Sciences Centre in Kelowna. For specific projects additional costs to hire campaign fundraisers are incurred to achieve the desired fundraising targets. Under an agreement between the Foundation and the College, funds are advanced to the Foundation annually to cover the increased operating costs of the capital fundraising campaign. Funds to repay this OC receivable are expected to come from donations received.</p>				
Additional Attachments:				
<ul style="list-style-type: none"> Okanagan College Foundation – Forgiveness of Line of Credit Presentation 				
Analysis:				
<p>In the past, the College has forgiven the Foundation for the increased operating costs related to these fundraising campaigns. This provides the opportunity for the full amount of the donations to move to the College for its intended purpose at the time it is needed. Donors also realize the full value of their donation toward the project they have chosen to support.</p> <p>Amount of the receivable fluctuates from year to year depending on the level of activity and number of active campaigns. The estimated receivable forgiveness 2022-23 is a maximum of \$105,000 (prior year \$125,000).</p>				
Alignment to College Integrated Planning:				
<p>Financial sustainability. Funding the Foundation receivable ensures fundraising commitments for infrastructure and space are met.</p> <p>Effectiveness and Efficiency. The full amount of donations received are provided to the intended project.</p>				
Risk Implication & Mitigation Steps:				
<p>The College risks an eroding reputation with donors if the Foundation receivable is not funded. Funding the Foundation receivable maximizes the amount from received donations that will go toward capital goals.</p>				
Proposed and Prepared by: <i>(include name and title)</i>		Curtis Morcom, Vice President Employee & Corporate Services Helen Jackman, Executive Director, Okanagan College Foundation		
Consultation History:	Reviewed	Recommended	Group/Individual	Date
	☒	☒	Neil Fassina, President	3/6/2023
	☒	☒	Finance, Audit and Risk Committee	3/14/2023



GRATITUDE REPORT 2021-22



Okanagan College Foundation **Forgiveness of Line of Credit**

Okanagan College Board of Governors
March 2023

OC Support for OCF

- Advancement Team – staff to support the mission of the Foundation
 - Core operating budget \$770K
 - Support, space and services
 - Forgivable line of credit for capital campaigns
- All funds back to College projects or student support





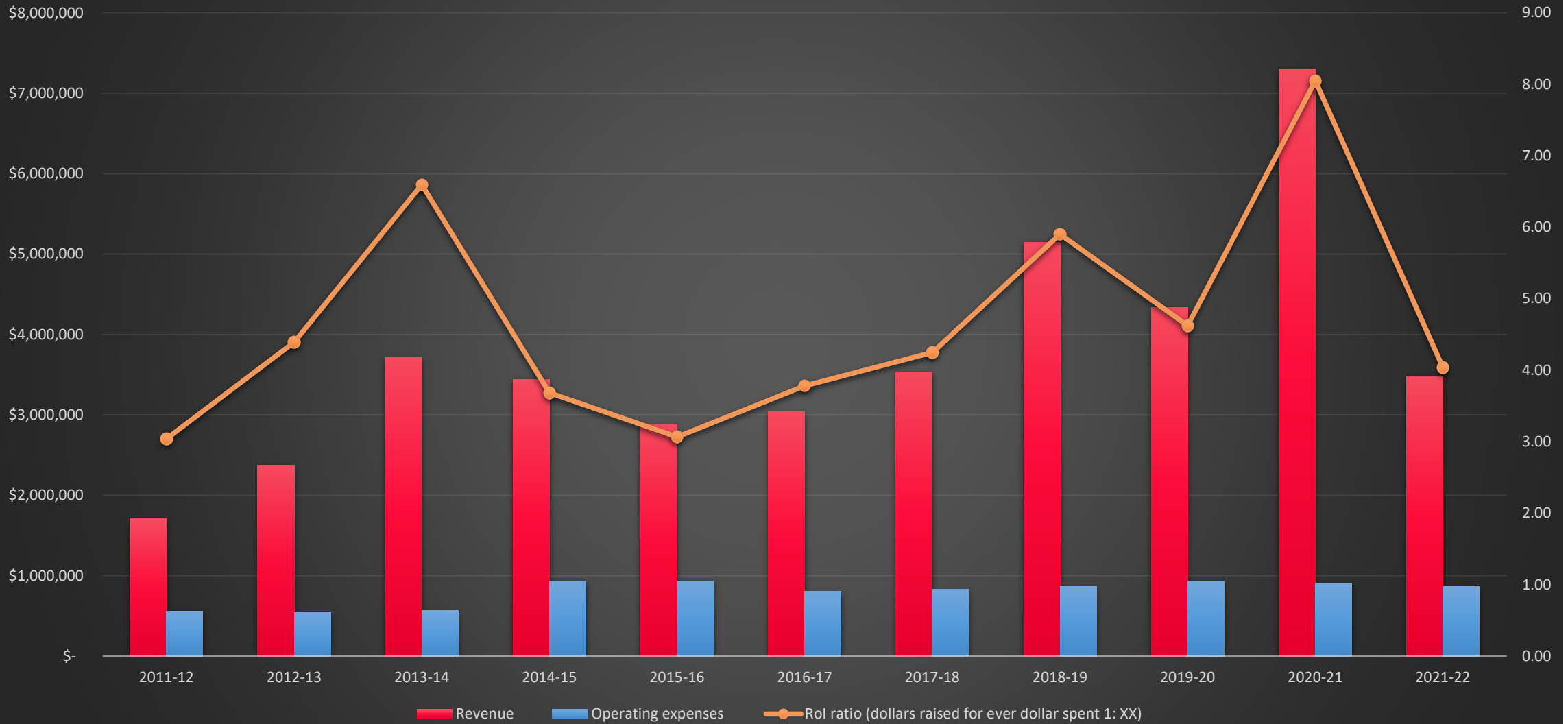
Impact of OCF to OC

\$55M raised for OC students and projects

- \$38M contribution to 6 buildings
- \$2M program enhancement
- \$15M student support
- Endowment \$12M - sustainable revenue for student support



Advancement Rol average 1:4.8





Line of Credit 2022-23

- Forgivable line of credit
 - Fundraising expenses for specific campaigns
 - 2022-23 \$104K (2021-22 \$125K)
 - Generated \$480K for OC programs
 - CDAs program cohort
 - Civil Engineering equipment
 - Trades Success Centre coordinator
 - 2022-23 RoI 1:4
 - Investment \$880K
 - Revenue \$3.2M
- BoG FC recommends forgiveness 2022-23



Looking Ahead

- Invest to support OC Inspire and Capital Plans
- 1 Development Officer: 400 donors vs. Best practise 1:120
- OCF program operating reserve to fund expansion
 - <10% admin fee on donations (not awards)
 - Interest on cash
 - Forgiveness line of credit, when possible
- Investing in 3 DOs \$300K - revenue target of >\$1.5M
- Outcome: OCF annual revenue from ~\$3M to ~\$5M





BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.3.2

Title:	Integrated Resource Plan
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended motions:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-24 Integrated Resource Plan with an operating budget of \$131,466,000 as recommended by the Finance, Audit and Risk Committee and as presented.”</i></p> <p><i>and</i></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-24 Integrated Resource Plan with a capital budget of \$50,491,000 as recommended by the Finance, Audit and Risk Committee and as presented.”</i></p>
Background Information & Context:	
<p>The Integrated Resource Planning and Assessment (IRPA) is a key element of the by College-wide strategic planning process. It is an outcome of integrating strategic, foundational and unit goals and objectives. The IRPA cycle seeks to align College plans, priorities and measures to the objectives and focus of the College’s Strategic Plan and introduce greater responsibility and accountability for Leadership Council in planning decisions.</p> <p>This year’s IRPA planning process invited all College departments to submit budgets, unit plans and risk documents. The submissions were considered by Leadership Council across multiple planning sessions to determine budget priorities and how the budget for 2023-24 would be best allocated towards common OC goals and objectives. These priorities make up the Integrated Resource Plan for 2023-24, which has been reviewed by the Finance, Audit and Risk Committee and is recommended for the Board’s approval.</p> <p>The Finance, Audit and Risk Committee reviewed the budget with a proposed surplus of \$650,000. The Finance, Audit and Risk Committee is recommending a fully balanced budget with the surplus allocated towards carrying out achievements in the Inspire Plan (\$500,000) and the remainder to the College’s Strategic Initiatives Fund (\$150,000) which is also to be used for contingency in the event it is required.</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Integrated Resource Planning document 2023-24 	
Analysis:	
<p>The Leadership Council was engaged directly in identifying priorities for 2023-24. Given the current fiscal climate, limited new initiatives were approved to proceed outside those that are mandatory or contractual in nature, or were at minimum break-even from a cost perspective. As the year progresses, Administration will continually monitor the fiscal environment and adjust the budget if revenue targets are not attained, or if additional funds become available to proceed with any prioritized new initiatives.</p> <p>Budget pressures are primarily related to lower domestic and international enrolments than budgeted and additional expenses to mitigate the cyber incident.</p>	

Alignment to College Integrated Planning:

Financial sustainability and accountability and **Integrated Resource Planning and Assessment**. The College will continue to monitor the budget and prioritize and reallocate resources where operationally possible to minimize the impacts to our budget position. Resources are aligned with the Inspire Strategic Plan and corresponding roadmap.

Risk Implication & Mitigation Steps:

Revenue risk. The most significant risk still facing the College is decreased enrolment levels. Administration will monitor the budget monthly and adjust where possible to mitigate fiscal losses. There is optimism that OC will see a rebound in domestic and international enrolments in fall 2023.

Proposed and Prepared by:

(include name and title)

Curtis Morcom, Vice President Employee & Corporate Services

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Leadership Council	2/23/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	2/22/2023
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finance, Audit and Risk Committee	2/21/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	3/14/2023
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*

2023/24 Draft Integrated Resource Plan

March 2023

CONFIDENTIAL

Budget Timeline

- **February**

- Leadership Council engaged in review & revision of draft Integrated Resource Plan (IRP)
- Finance, Audit & Risk Committee draft IRP review and discussion
- Finalization of IRP details

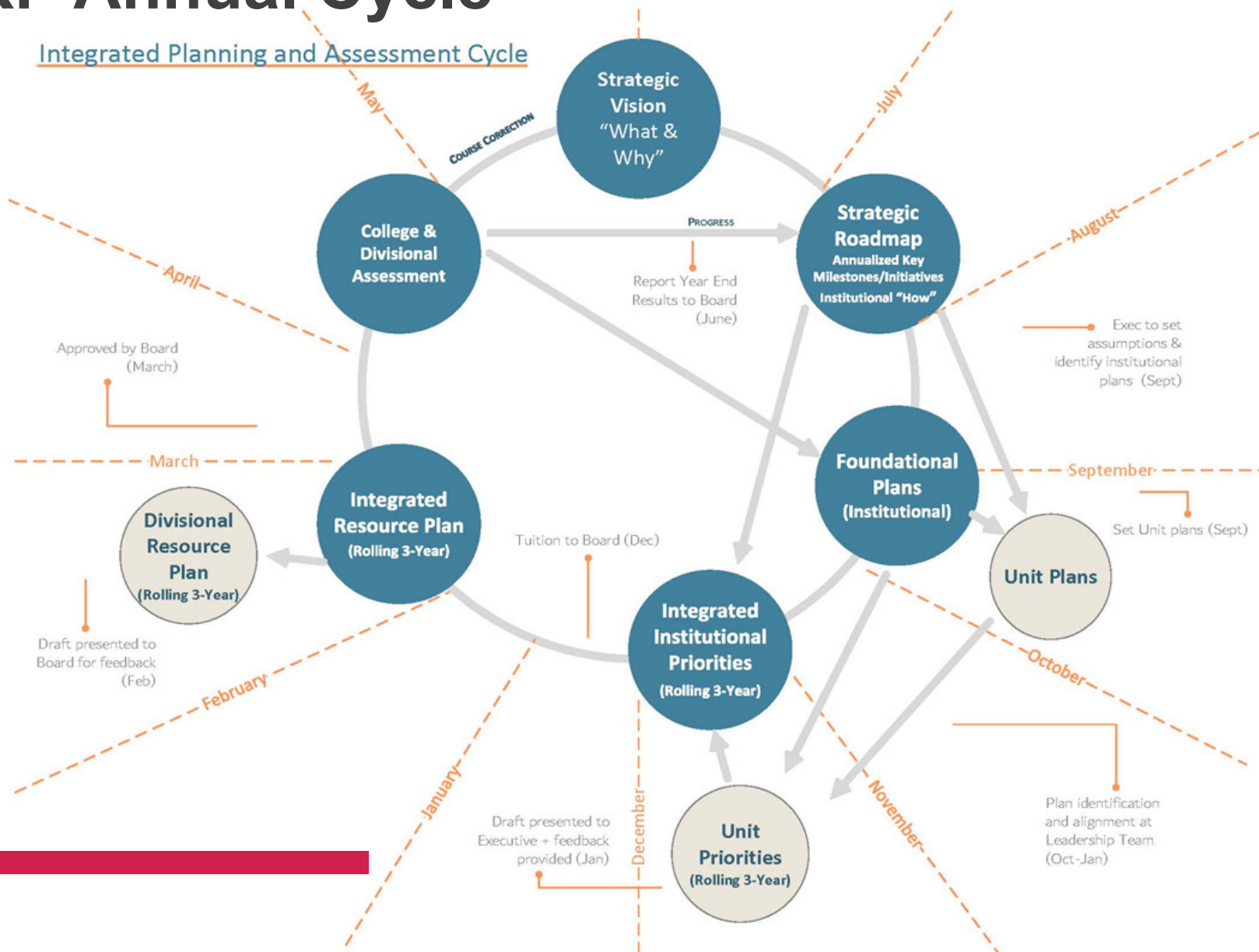
- **March**

- Education Council IRP review
- Finance, Audit & Risk Committee IRP review & recommendation
- Board review & approval of Budget



IRP Annual Cycle

Integrated Planning and Assessment Cycle



Financial Context

- **Revenue**
 - Primary revenue lines are provincially regulated
 - Historically government has not funded both inflationary costs & growth
- **Expenses**
 - Majority of salaries are driven by collective agreements with mandate set by government
 - Non-salary expenses are market driven
 - Higher Education inflationary pressures are often 3x normal CPI
- **Ongoing Structural Deficit**



Demands on PSIs

- Having to do more with less:
 - Growth in base grant does not account for both growth & inflation
 - Increased one-time & targeted funding over time
 - Restrictions in Trades-based funding
 - Additional responsibilities:
 - Mental health supports
 - Counselling
 - Increased demand for technology (Wi-Fi access, classroom tech)
 - More regulatory (FOI, Privacy)
 - Increasing risks (Cybersecurity)



2023/24 Budgetary Considerations

Recurring operating pressures:

- Unfunded salary increases of approximately \$1.5 million (outside of SSNM bargaining mandate)
- Benefit cost escalations
- Mandatory / contractual obligations
- General inflationary pressures on non-salary expenses (repairs / maintenance, IT, supplies)

Ongoing impacts:

- COVID – Risk around International tuition for Fall 2023
- Cyber Incident – full recovery and impact likely into 2024



2023/24 Budgetary Needs

Must have:

- Balanced Budget – no approvals from Treasury to run deficits in 2023/24
- Invest in Inspire Plan

Nice to have:

- Work towards bridging structural deficit
- Work towards building strategic risk reserve



FY24 Additional Budget Context

- Entering 2nd year of Inspire Plan
- COVID Impacts
 - Recovery in a lot of areas
 - Likely one more year for full recovery of International tuition
- Bargaining – underway Winter / Spring 2023
 - Assumption : Government will fund increases settled within mandate
- Tuition approved
 - 2% domestic & 8.6% international increase approved for Fall 2023
- Provincial Grant
 - no new money or claw back expected
- Provincial Funding Review
 - unlikely to have impact in FY24



2023/24 Preliminary Budget

Comprised of:

- Base Budget (Prior Year Approved Budget)
 - Vacancy Savings \$1.050M
 - Supplies & Services savings \$550K
- Finance adjustments
- Removal of prior year one-time adjustments
 - Updated salary information
- Internal adjustments
- Mandatory contractual adjustments
 - One-time Professional Development Savings \$500K
 - Tuition
 - Domestic: 2% increase
 - International: 8.6% increase
- Targets
 - Tuition - Volume changes
- New Initiatives (NI)
 - 4 Pre-approved NI Net Contribution \$688K

Budget Process (\$)

	22/23 Approved Budget (Base Budget)	22/23 Remove "one time" items	23/24 Standard Budget (Starting Point)	23/24 Adjustments	23/24 Preliminary Budget
Revenue	129,677,353	(1,706,543)	127,970,810	(615,065)	127,355,745
Expense	130,419,458	3,193,532	133,612,990	(496,619)	133,116,371
Excess(deficiency)	(742,105)	(4,900,075)	(5,642,180)	(118,446)	(5,760,626)

Preliminary Budget with Positive and Neutral New Initiatives (NI) (\$)

	23/24 Preliminary Budget	23/24 Positive/ Neutral NI	Revised Budget
Revenue	127,355,745	3,391,717	130,747,462
Expense	133,116,371	1,587,936	134,704,307
Excess (deficiency)	(5,760,626)	1,803,781	(3,956,845)

- See Appendix A ([slide 17](#)): Positive & Neutral New Initiatives, Costing by Inspire Road Map Objectives



Budget Balancing Highlights

- SRM Excluded operating grant - \$719k
- Vacancy Savings - \$1.0m - \$2.2m
 - Based on 3-Year rolling average
- General Contingency/ Strategic Initiatives Fund - \$150k
- Inspire Initiatives - \$500k
- Organizational changes - \$500k
- PD & Scholarly Release Savings - \$600k
- Supplies & Services reduction - \$671k



Revised Budget plus Budget Balancing Options (\$)

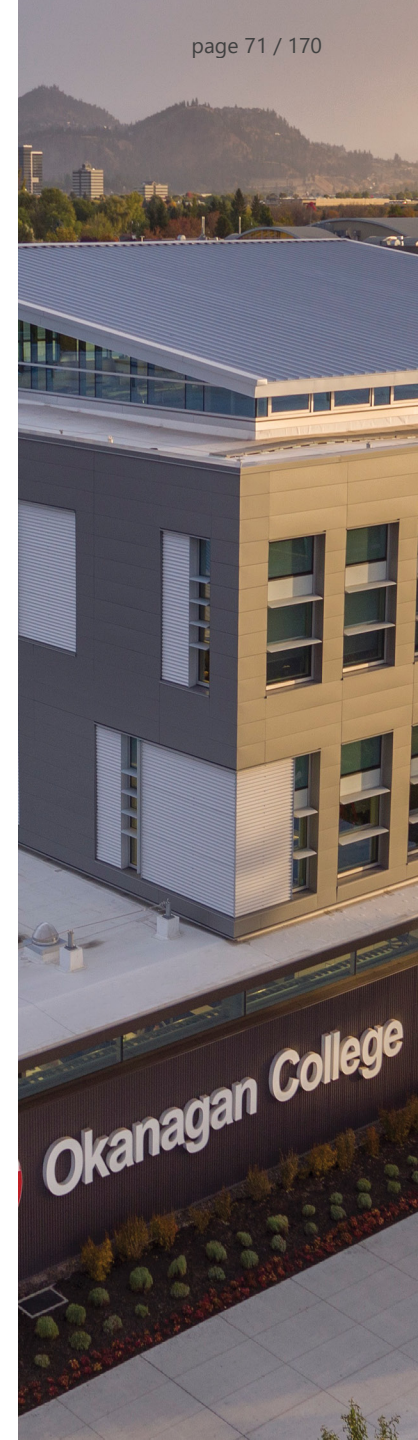
	23/24 Revised Budget	23/24 Budget Balancing	23/24 Draft Budget
Revenue	130,747,462	718,974	131,466,436
Expense	134,704,307	(3,237,871)	131,466,436
Excess (deficiency)	(3,956,845)	3,956,845	-



Detail Draft Budget (\$)

(Revised Budget + Budget Balancing Options)

REVENUE	Revised Budget	Budget Balancing	Draft Budget
Grants	66,887,708	718,974	67,606,682
Domestic tuition and mandatory fees	26,393,958	-	26,393,958
International tuition and mandatory fees	21,441,873	-	21,441,873
Contract services	4,250,110	-	4,250,110
Ancillary service sales	4,073,447	-	4,073,447
Investment income	1,050,000	-	1,050,000
Other Revenue	990,763	-	990,763
Amortization of deferred contributions	5,659,603	-	5,659,603
TOTAL REVENUE	130,747,462	718,974	131,466,436
EXPENSE			
Salaries and benefits	99,207,077	(1,969,882)	97,237,196
Supplies and services	27,190,851	(1,267,990)	25,922,862
Interest on debt	139,427	-	139,427
Amortization of tangible capital assets	8,166,952	-	8,166,952
TOTAL EXPENSE	134,704,308	(3,237,871)	131,466,436
Excess (deficiency) of revenue over expense	(3,956,845)	3,956,845	-



Other Budget Balancing Considerations

- Resource reallocation / reorganization
- Revenue opportunities
 - Continuing Studies – Micro-Credentials
- Recruitment / retention team
- Fleet Management
- Across the board budget reductions (only if necessary)



Capital Budget (\$)

Project Description	23/24 Budget
OC Equipment Refresh	1,700,000
Housing Projects	44,789,813
RCA/CNCP	4,001,450
	<u>50,491,263</u>



Appendix A: New Initiatives by Inspire Road Map Objectives (\$)

Road Map Objective	#	Revenue	Expense	Total Net
Effectiveness & Efficiency	6	1,064,143	(222,826)	1,286,969
Inclusive & Equitable Access	3	672,839	389,731	283,108
Individualized Life-Long Learning	1	75,000	70,386	4,614
Integration & Focus	4	1,241,937	938,669	303,268
Sustainability	5	337,798	411,976	(74,178)
Total	20	3,391,717	1,587,936	1,803,781

Positive and Neutral New Initiatives

	Revenue	Expense	Total
New Programs			
Tourism Management Diploma	272,798	175,477	97,321
Computer Information System program-Vernon	670,372	460,926	209,446
Post Baccalaureate in ECON & DSCI	214,910	62,959	151,951
Video Game Design Baccalaureate Diploma	178,861	148,583	30,278
Early Childhood Education Diploma-Vernon	302,839	231,181	71,658
Certified Dental Assistant program	241,937	236,591	5,346
Total New Programs	1,881,717	1,315,717	566,000
New Growth			
Penticton Program Administrator	1,000,000	702,078	297,922
Infusions Co-Op and Catering	120,000	108,550	11,450
New chemistry technician role	65,000	65,823	(823)
Trades Success Center support staff	75,000	70,386	4,614
Executive Chef		106,140	(106,140)
CS Student Management and Registration System	250,000	50,000	200,000
Student Housing Manager		175,126	(175,126)
Total New Growth	1,510,000	1,278,103	231,897
Operational Adjustments			
Arts and Foundation program strategy development	-	-	-
Centralization of OC marketing, advertising and promotions budgets to College Relations	-	-	-
Realignment of staff	-	-	-
Total Operational Adjustments	-	-	-
Reductions			
Employee & Corporate Services-Expense reduction	-	(4,450)	4,450
Reduce Regional Dean position to 80%-one time	-	(35,522)	35,522
Onetime Faculty TLU & Vocational hrs reduction across Arts & Foundational portfolio	-	(965,912)	965,912
Total Reductions	-	(1,005,884)	1,005,884
Total	3,391,717	1,587,936	1,803,781





BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.3.3

Title:	Risk Report and Guidelines
Action Required:	For Approval
Draft Motion/ Recommendation:	<p>Recommended motions: <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Enterprise Risk Management Guidelines as recommended by the Finance, Audit and Risk Committee.”</i></p> <p>And</p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Risk Register as recommended by the Finance, Audit and Risk Committee.”</i></p>
Background Information & Context:	
<p>The Okanagan College risk management process was updated in Fall 2022 and resulted in the development of Enterprise Risk Management (ERM) Guidelines. The Guidelines outline who owns risks within the College and who is responsible for the different elements of the risk management process. The Finance, Audit and Risk Committee of the Board is responsible under the Guidelines to approve the ERM Guidelines, the risk appetite, and to annually review and approve the risk report.</p> <p>In December 2022, the Finance, Audit and Risk Committee reviewed and provided feedback on the ERM Guidelines that will be used to inform policy, process, and cultivate an embedded risk culture at the College. As no substantive feedback was received, the penultimate version of the ERM Guidelines is now being proposed for the Board’s approval upon recommendation by the Finance, Audit and Risk Committee.</p> <p>While the Board provides oversight for overall risk management at the College, the College’s Executive Team approves the major risk categories from institutional risks which are identified and scored by Leadership Council. Deans and Directors are responsible for mitigation plans and embedding those risks within their unit’s resource plans. A summary of those risks and mitigation strategies are presented in the attached Risk Register Summary and Risk Heat Map. The Board is asked to review the risks presented.</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Enterprise Risk Management Guidelines • Risk Register Summary • Risk Heat Map 	
Analysis:	
<p>The Enterprise Risk Management Guidelines have been developed in alignment with current ISO 3100 international standards for risk management and with the most recent Government of British Columbia risk management guidance (August 2022) for the B.C. public sector.</p> <p>Outlined in the attached Risk Register Summary are the primary risks for the institution as a whole as proposed by Administration. Each risk has been categorized according to a common risk category, and risks rated according to their likelihood and severity both pre-and-post risk mitigation. Proposed go-forward actions have been outlined to further mitigate each risk.</p>	

The Risk Heat Map provides an overview of the movement of each primary risk following mitigation. Mitigation for each risk ensures the potential impact on Okanagan College is minimized by ensuring resources are allocated to reduce the risks.

Alignment to College Integrated Planning:

Risk management is an integral part of the Integrated Planning Process by following a risk-based approach to planning and allocating resources.

Risk Implication & Mitigation Steps:

Institutional risks are identified and mitigation steps are provided in the attached report. These risks include a wide variety of potential issues the College faces.

Proposed and Prepared by:

(include name and title)

Curtis Morcom, Vice President Employee & Corporate Services

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Team	2/22/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leadership Council	2/23/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	3/6/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	3/14/2023
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*



Okanagan College ERM Program

Enterprise Risk Management Guidelines

March 2023

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Definitions

Word/Term	Definition
Risk	Risk describes the probability of loss (i.e financial, property, human, liability) or other negative event. At an enterprise level it describes the effect that uncertainty can have on Okanagan College's ability to execute its strategies and/or achieve its business objectives. Risk encompasses the potential for positive as well as adverse results.
Enterprise	Refers to entire College operation.
Enterprise Risk Management (ERM)	A coordinated set of activities and methods used to direct the College and control the risks that can affect its ability to achieve objectives. Used interchangeably with the term risk management.
Enterprise Risk Management Framework	A set of components that provides the foundations and organizational arrangement for designing, implementing, monitoring, reviewing, communicating, and continually improving risk management throughout the College. There are two types of components: the Enterprise Risk Management Policy and the process, also known as the Enterprise Risk Management Guideline.
Enterprise Risk Management Policy	Expresses the College's commitment to risk management and clarifies its general direction or intention.
Enterprise Risk Management Guideline	Identifies the activities we apply to manage our risk.
Risk Analysis	A process used to understand the nature, sources, and causes of the risks identified and to estimate the level of risk. It is also used to study impacts and consequences and to examine the controls that currently exist.
Risk Evaluation	The process of comparing the results of Risk Analysis with Risk Criteria to determine whether the risk and/or its magnitude are acceptable or tolerable. Risk evaluation assists in risk treatment decision making.
Risk Criteria	Terms of reference used to evaluate the significance or importance of the College's risks. They are used to determine whether a specified level of risk is acceptable or tolerable.
Risk Treatment	The policies, procedures, processes, and controls implemented by management to modify risk, taking into consideration the College's risk tolerances, and the cost to modify and the benefit of the modification, including the effect on risk likelihood and impact.
Risk Appetite Statement	A continually reviewed statement that expresses the amount and type of risk that the College is willing to pursue or retain to achieve its mission and strategic objectives. The College statement is updated at a minimum once every three (3) years.

Word/Term	Definition
Risk Tolerance	Represents the application of Risk Appetite to specific objectives and is implemented by Risk Owners and/or their personnel. It describes the level of risk the College is willing to accept in relation to a threat that may cause loss or an opportunity in the day-to-day business activities. The Risk Tolerance of the College may be different for different departments and business units.
Risk Profile	A written description of a set of risks that are managed and addressed on a College-wide basis or only by those that are responsible for a particular function or department of the organization. The College Risk Profile is updated at a minimum once every three (3) years.
Risk Owner	A College employee who has been given the authority to manage a particular risk and is accountable for doing so.
Risk Culture	The system of values and behaviors present throughout the College that shape risk decisions. Risk Culture influences the decisions of management and employees, even if they are not consciously weighing risks and benefits. Risk Culture also describes the degree to which individuals understand that risk and compliance rules apply to everyone as they pursue their business goals and that this requires a common understanding of the organization and its business purpose.
Risk Control	An activity or management action to mitigate risk. It includes the policies, procedures, reporting, and initiatives performed by the College to ensure that the desired risk response is carried out. These activities take place at all levels and functions of the College.
Key Risk Indicator (KRI)	KRIs are metrics that are used to provide an early warning system to detect the emergence of a risk and enable adjustments to be made in risk controls to offset the potential negative effects of the risk.
Likelihood	The probability of an event occurring. Likelihood of an event occurring is rated as rare, unlikely, possible, likely, or almost certain.
Impact	The severity of an event. Impact or severity of an event is rated as insignificant, minor, moderate, major, or catastrophic.
Risk Communication	The process of identifying risk and communicating broadly to enable all personnel to deliver on their responsibilities.
Risk Register	The official recording and assessment (with Impact and Likelihood) of the identified risks facing the College at a given period.
Risk Report	A report delivered to the Finance, Audit & Risk Review Committee at least every six (6) months provides ongoing monitoring and reporting on the progress of risk mitigation activities and results.
Risk Gap	The risk of outcomes not meeting expectations. Other terms used more specifically to the type of risk include performance gap and legitimacy gap that emerges when the interests or values, for example, of funders, Board of Governors and College representatives are not meeting expectations.

Word/Term	Definition
Inherent Risk	The Likelihood and Impact scores following a risk assessment and before the application of Risk Response. Also known as risk without controls.
Residual Risk	The Likelihood and Impact scores after the application of the Risk Response. Risk that remains after controls or treatment is implemented (partially or fully).
Target Risk	Risk that management desires after existing and future actions and treatments.
Risk Response	One or more risk modifications methods to control risk.
Risk Universe	All risks that could impact the College.

1.0 Enterprise Risk Management Guidelines

At Okanagan College (the College) the Enterprise Risk Management (ERM) framework is aligned with Government of British Columbia guidelines recommended for the B.C. public sector and the most recent guidance released in August 2022. The guidelines follow ISO 3100:2018 international standards for risk management.

The Okanagan College Enterprise Risk Management Policy sets the tone for risk management throughout the organization and supports the development of an imbedded risk culture. At the outset, it is crucial to identify that every type of activity carries some degree of risk. Post-Secondary institutions are continuously exposed to a wide spectrum of risks. Broadly speaking, however, risk is also an inevitable part of opportunity. It is essential, therefore, when considering opportunities that risk management efforts are viewed as a means to optimize the opportunity, rather than constrain it. The ERM Guidelines provide a best practices approach to guide staff through a five-step risk management process. Different types of risk at varying degrees of impact and likelihood impact the College's strategic and integrated resource planning processes, projects/initiatives, and activities daily. A risk-informed culture allows for the effective management of risk that ensures optimal achievement of goals at every level of the organization. The guideline provides a College-approved process, based on an industry standard framework, for risk assessment to be used as a reference and to encourage the consideration of risk throughout organizational activities.

1.1 Risk Governance at Okanagan College

The overall responsibility of maintaining and managing the risk process for the College is the Vice President, Employee & Corporate Services. Currently, the College does not have a person solely dedicated to risk management, so it depends on committee structures to help identify and score risks. The following groups at Okanagan College will be responsible for the identified tasks:

Stakeholder Matrix

Group Responsible	Task
Board of Governors Finance, Audit and Risk Committee	<ul style="list-style-type: none"> - Approves ERM framework - Approves the Risk Appetite Statement - Annually approves the risk report
Executive Team	<ul style="list-style-type: none"> - Responsible for the overall ERM Framework - Establishes Risk Appetite Statement - Establishes risk categories, impact, and likelihood - Produces final annual risk report for Board approval
Leadership Council	<ul style="list-style-type: none"> - Reviews and recommends final risk register to Executive Team - Risk owners incorporate into their units plans and communicate to their departments
Leadership Sub-Committee – Risk	<ul style="list-style-type: none"> - Identifies institutional level risks - Scores the risks

2.0 Risk Management Principles

An ERM Program should improve performance, encourage innovation, and support the achievement of objectives. Canadian Standards Association (CSA) ISO 31000 provides a set of principles to consider when establishing an organization's framework and related processes. These principles are centered on the ERM Program creating and protecting value for the organization.

Okanagan College Commitment to Risk Management Principles	
Integrated	Risk management is not a stand-alone activity performed in isolation. Rather, it is an integral part of our daily organizational processes, change management process, performance management, planning and reporting processes.
Structured and comprehensive	Risk management contributes to efficiency and to consistent, comparable, and reliable results.
Based on the best available information	The risk management process should draw on diverse sources of historical data, expert judgment, and stakeholder feedback to result in evidence-based decisions. As decision-makers, we should take account of the limitations of the data, modelling and divergence among experts.
Customized	Risk management and individual assessments are aligned with the College's internal and external context and risk profile.
Human and cultural factors	Risk management recognizes the capabilities, perceptions and intentions of internal and external factors that can aid or hinder the achievement of the College's objectives.
Transparent and inclusive	Risk management requires appropriate and timely stakeholder involvement, particularly decision makers at all levels of the College. Involving stakeholders in decision-making enables diverse views to be considered when determining risk criteria.
Dynamic, iterative, and responsive to change	As internal and external events occur, context and knowledge change, monitoring and review take place, new risks emerge, some change, and others disappear. Therefore, the College should ensure that risk management continually senses and responds to change.
Continual improvement of the organization	Risk management facilitates continuous improvement of the College's operations.

2.1 Okanagan College - Developing Framework

Okanagan College has developed the following framework which includes:

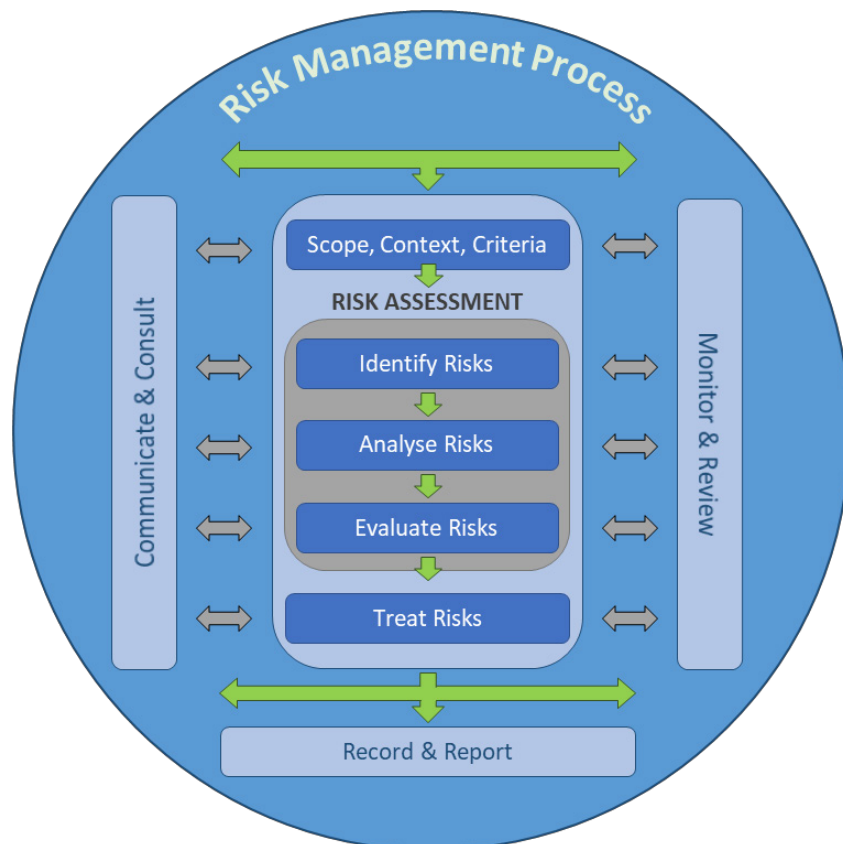
- 1) Finance, Audit and Risk Committee, which represents Board of Governors oversight for Risk Management.
- 2) The College Leadership Council is comprised of senior organization leaders with cross-college representation. Through the integrated resource planning process, Leadership Council will be engaged in the ongoing monitoring and reporting of identified risks and direction setting related to the ongoing development of the ERM Framework.



- 3) Risk Appetite expresses the amount and type of risk that the College is willing to pursue or retain to achieve its mission and strategic objectives. Preparing a College statement that articulates this is a current focus in the development of the ERM Framework.
- 4) Risk Tolerance is related to risk appetite but describes the level of risk the College is willing to accept due to a threat or opportunity in daily business activities. The conceptualization of both appetite and tolerance will provide guidance during decision-making once developed and endorsed by the College's Board of Governors.
- 5) Risk Assessment tools and processes are described in further detail in this guideline.
- 6) Risk Monitoring and review are continual. A Risk Universe has been completed, and the College is monitoring and reporting the high risks to the Executive Team and Board of Governors via the high-risk dashboard quarterly.

3.0 The Risk Management Process

CSA ISO 31000 outlines the risk management process, and provides a step-by-step guide to identify, assess and treat risk. This process is scalable and can be applied at strategic, operational, program, or project levels.



CSA ISO 31000 Risk Management Process

The risk management process should be an integral part of business management. The risk information gathered through this process should be shared throughout the organization as prescribed by the organization's ERM Program to support decision-making.

3.1 Communication and Consultation

Communication and consultation will be developed in the initial stages of the risk management process. Engaging stakeholders for buy-in and perspective will support the ERM framework throughout its maturity. Effective communication and consultation enhance the risk management process when all stakeholders understand and respect each other's point of view and are actively part of the decision-making process. The Risk Management Process graphic captures the continuous monitoring throughout the ERM cycle. It is important to note that this is an iterative process and is embedded as part of the integrated resource planning cycle of the College.

Establishing the Context: Step 1

Prior to initiating a risk assessment, an analysis of the internal and external environments is required to identify the main stakeholders. This would include a determination of the interdepartmental interfaces or relationships within the College. In addition to stakeholder identification, defining both the internal and external environments at the time of risk assessment in relation to the achievement of the College's strategic priorities and objectives is critical.

Since resources are often limited, it is important to justify the resources required to carry out a risk assessment, to define the goals and objectives, and to identify and define responsibilities for managing the risk.

Undertaking the above will ensure that the approach taken is appropriate for the situation or risk assessment, to the College and to the risks impacting the College's ability to achieve its strategic priorities and objectives.

While consulting with stakeholders, it is important to balance inclusivity and resource capacity with the scope of the risk. The process should not be designed to utilize more resources than are necessary to achieve a desired outcome. The stakeholders required to conduct a College level risk assessment relating to the Strategic Plan would be far more inclusive than the resources required to accurately assess risk associated with a specific project or initiative. The Stakeholder Matrix provides a useful reference when selecting stakeholders for representation.

3.2 Risk Assessment

Risk assessment describes the multi-part process of risk identification, risk analysis, and risk evaluation. A risk assessment process can be applied at any level of the organization and for any process or activity, regardless of scope. While risk assessment related to the Strategic Plan or Business Plan of the College are conducted from an enterprise-wide perspective, the context for a department / school activity or project / initiative should be appropriately established with relativity to that operation. At a strategic level, effective risk assessment helps to inform business planning practices and allows for the optimization of business plans across the enterprise.

At a more operational level, risk assessment adds value to operational plans by ensuring adequacy of controls to both protect the College from negative events and enhance the ability of the College to take full advantage of opportunities through effectively managing the inherent risks.

Risk Identification: Step 2

As indicated above, this step involves the identification and classification of risk sources, events, causes and their potential impacts on the achievement of the College's objectives. Since risk is embedded in all opportunities, it is important to identify the potential benefits of the opportunity, which are offset by the adverse results that the risks may bring. An example of this might be the consideration of the strategic benefit associated with a new business initiative while recognizing the risks associated with the inadequacy of policies and procedures to regulate the business initiative adequately to reduce potential legal / compliance risks to the College.

As risks are identified, they need to be categorized in accordance with the adopted risk categories that have been approved by the College and are the basis upon which the Finance, Audit and Risk Committee maintains oversight of College risk monitoring processes.

It is important in the risk identification step to understand the most granular articulation of the risk. Using processes similar to root cause analysis, a risk can often be qualified to a specific event or potential event. This is helpful later in the risk assessment process to be able to align specific risk controls to each risk. As the College ERM process matures, the use of Key Risk Indicators (KRIs) will be advanced to monitor the status of risks on an ongoing basis. KRIs are metrics that are used to provide an early warning system to detect the emergence of a risk and enable adjustments to be made in risk controls to offset the potential negative effects of the risk. A more thorough approach to risk identification will help identify KRIs in the future.

Risk Categories

Category	Definition
Financial	The risk of financial loss due to a potential change in market condition.
Strategic	Risks that affect or are created by the College's business strategy and strategic objectives.
Human Resources	Risks around retention and attraction of talent to meet strategic goals of the organization.
Infrastructure	Risks that affect the College's physical infrastructure including IT infrastructure.
Health/Safety/Security	Risks that put the health/safety/security of members of the College community at risk.

Risk Analysis: Step 3

Risk analysis will determine the importance of a risk, the adequacy of existing risk controls, and the need for and potential effectiveness of additional risk controls. The risk analysis process allows the College to consider the extent to which potential risks might have a negative impact on the achievement of the College's strategic priorities and operational objectives. In order to assess risks, the impact and likelihood of each risk is considered against a set of pre-defined criteria. The combined effects of impact and likelihood are examined using a Risk Rating Matrix to determine whether the risk should be considered low, moderate, high, or critical.

Likelihood represents the possibility that a given event will occur. In this risk assessment, likelihood has been expressed using qualitative terms (almost certain, frequent, likely, possible, unlikely, rare). The context for occurrence should be considered relative to the finite exposure period for the activity being assessed.

Impact refers to the extent to which a risk event might affect the College. It is recognized that a risk may carry impacts across the range of risk categories (Financial, Strategic, Reputational, Human Resources, Infrastructure, Health/Safety/Security). The most predominantly impacted risk category should be selected when assigning a category to a risk. When determining an impact rating, assign it as it relates to the risk category selected for the risk.

For each of the risks identified, the product of the impact rating and the likelihood rating determine the inherent risk score, using the Risk Rating Matrix.

Likelihood

Impact		Descriptors
1	Rare	Very infrequent. Similar events have not occurred globally at another College in the last 10 years.
2	Unlikely	Similar events have not occurred at a College nationally in the last 10 years or globally at any College within the last 5 years.
3	Normal	Similar events have occurred nationally at a College at a minimum once every 10 years or globally at a College at least once every 5 years.
4	Likely	Similar events have occurred at OC at a rate of once every 10 years, nationally, once every 5 years, globally at least once every 2 years.
5	Almost Certain	Similar events have occurred at OC at a rate of once every 5 years, nationally every 2 years, or globally at least once a year.

Impact**1. Financial**

Category	Qualitative Criteria
Insignificant	A loss of less than \$50,000
Minor	A loss of \$50,000 to \$250,000
Normal	A loss of \$250,000 to \$500,000
Major	A loss of \$500,000 to \$2,000,000
Severe	A loss greater than \$2,000,000

2. Strategic Plan

Category	Qualitative Criteria
Insignificant	A loss of less than \$50,000
Minor	A loss of \$50,000 to \$250,000
Normal	A loss of \$250,000 to \$500,000
Major	A loss of \$500,000 to \$2,000,000
Severe	A loss greater than \$2,000,000

3. Human Resources

Category	Qualitative Criteria
Insignificant	College's ability to attract and retain employees is marginally below other similar organizations
Minor	College's ability to attract and retain employees is noticeably below other similar organizations
Normal	College's ability to attract and retain employees is significantly below other similar organizations. There are vacancies in various departments across the College.
Major	College's ability to attract and retain employees is significantly below other similar organizations. Vacancies are significant and department service levels are impacted.
Severe	College's ability to attract and retain employees is significantly impacted and the College is unable to operate and carry out its core mission.

4. Infrastructure (Physical and IT)

Category	Qualitative Criteria
Insignificant	Minor disruption or damage but operations can continue without interruption
Minor	Disruption and operational impacts of less than 4 hours
Normal	Disruption and operational impacts greater than 4 hours but less than a day
Major	Disruption and operational impacts of 1 to 3 days
Severe	Disruption and operational impacts of more than 3 days

5. Health/Safety/Security

Category	Qualitative Criteria
Insignificant	No health impacts or security concerns for any individual
Minor	Minor injuries or illness to 1-2 people
Normal	Serious injuries to 1 person or minor injuries to 3 or more people
Major	Significant life-threatening/impacting injuries to 1 or more individuals or illness impacting more than 20% of employees
Severe	One or more fatalities, significant injury of 5 or more employees or illness impacting 40% of employees

Risk Rating Matrix**Likelihood**

		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Impact	Severe (5)	Moderate Risk	Moderate Risk	High Risk	Critical Risk	Critical Risk
	Major (4)	Low Risk	Moderate Risk	High Risk	High Risk	Critical Risk
	Moderate (3)	Low Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
	Minor (2)	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
	Insignificant (1)	Low Risk	Low Risk	Low Risk	Low Risk	Moderate Risk

Risk Scores

Risk Score	Risk Level	Description
1 to 4	Low Risk	Manage by routine procedures and operations; should not require much attention but should be reviewed at least every 18 months.
5 to 10	Moderate Risk	Manage by specific monitoring or response procedures; should be monitored and reviewed every 12 months.
11 to 18	High Risk	Requires escalation to Vice President; should be constantly monitored and reviewed every 3 months.
19 to 25	Critical Risk	Requires escalation to Board Committee responsible for risk management oversight; should be constantly monitored and reviewed monthly.

Risk Evaluation: Step 4

Risk evaluation utilizes the outcomes of risk analysis to support the decision-making process for treating risks. It supports prioritization of efforts in terms of which risks require various levels of treatment to mitigate the risk to an amount that is within acceptable limits. Currently, this context is established through general business practices, however, as the College evolves its ERM, College level tolerances for risk will be established to help guide this process. Assessing the current strength or effectiveness of controls is important to understand where additional controls might be required.

Risk Control Effectiveness	Description
Weak	Activities or controls in place are insufficient or not operating effectively to prevent or mitigate this risk, or no activities or controls are in place to prevent or mitigate this risk.
Moderate	Activities or controls moderately reduce the risk, although activities or controls do not manage all potential risk events or are not operating effectively.
Strong	Significant attention to the risk and its drivers. Activities or controls in place provide considerable certainty of control and are operating effectively. The College has undertaken all economically feasible controls and is maintaining an ongoing monitoring system.

Risk Treatment: Step 5

Risk treatment options fall into the following categories.

Risk Control	Description
Avoidance	Taking action to exit, or not undertaking the activities that give rise to the risks.
Reduction	Reducing the risk likelihood, impact, or both.
Acceptance	Taking no action to affect likelihood or impact.
Transfer	Reducing risk likelihood or impact by transferring or sharing a portion of the risk. This can be done through contractual transfer of activities, financial risks, liability risks etc.

A thorough understanding of the risk and input from risk owners and stakeholders allows the development of reasonable risk control activities that can be applied to mitigate the risk to acceptable levels, while not unduly compromising the opportunity that is presented by the proposed business initiative or intention. Once risk treatment options have been agreed upon, risk owners must review the risk in the context of the application of these controls, to determine the effects on impact and likelihood, following the process identified in Step 3 (Risk Analysis).

By reviewing these anticipated effects, revised risk scores can be produced that project the residual risk following the implementation of risk controls. The residual risk can be compared to College comfort levels that are defined by risk appetite and risk tolerance statements to determine whether it has been suitably mitigated.

Risk Monitoring and Review

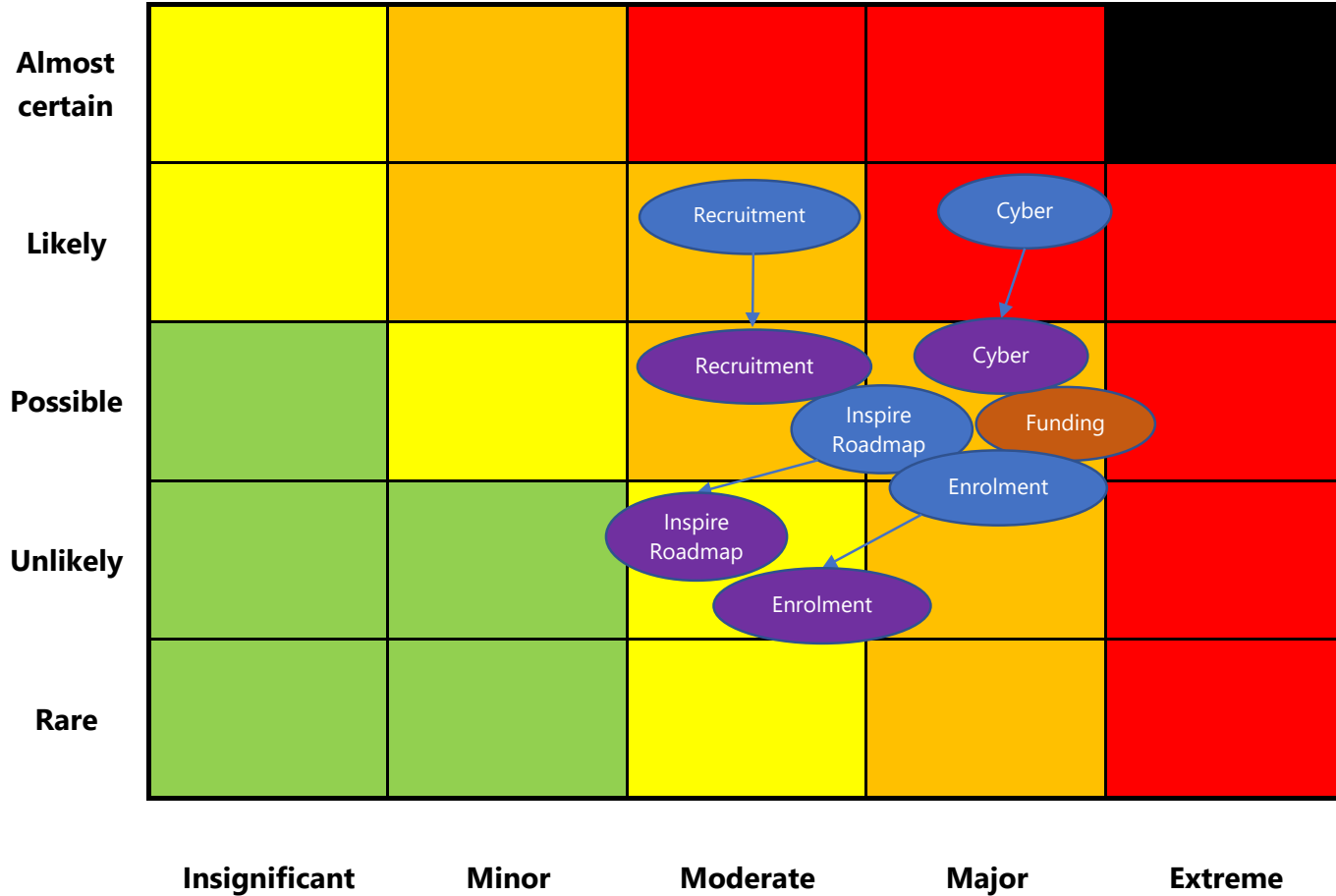
Risk monitoring and review provides risk owners with a consistent and timely opportunity to identify new emerging risks and revise existing risk ratings as well as to review the effectiveness of risk treatment plans in place. Although ad hoc reviews can be beneficial, particularly in a period of rapid change, planned review periods should be determined. The College reports regularly to the Finance, Audit and Risk Committee of the Board of Governors on the status of risk mitigation plans for high-risk activities. At a minimum, high-risk owners are regularly engaged to support this reporting and updating process. Any risk owners who have undertaken risk assessments will find value in regularly revisiting the risk assessment as a naturally aligned process with ongoing business planning.

Following the process described in this guideline and using the identified tool are helpful to risk owners to produce a risk register of those risks that they are monitoring, and which influence their business plans. The final step of the risk assessment is the production of a risk register based on all the risk data collected by conducting the assessment from beginning to end using the risk assessment tool. The risk register can be modified to provide additional columns for regular business monitoring cycles, inclusion of business metrics that relate to the identified risk areas, and identification of new or emerging issues.


Initial Risk
Mitigated Risk
No change following risk mitigation

Okanagan College Summary Risk Heat Map as at February 28, 2023

LIKELIHOOD



SEVERITY

	<h2 style="margin: 0;">BOARD OF GOVERNORS – BRIEFING NOTE</h2> <p style="margin: 0;">March 21, 2023 Agenda #: 4.5.1</p>
Title:	Privacy Policy
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Privacy Policy, replacing the existing Protection of Privacy Policy as recommended by the Governance Committee.”</i></p>
Background Information & Context:	
<p>In December, the Governance Committee approved a 30-day public consultation period for the Privacy Policy that took place from January 10 to February 10. Following that consultation and a review by Leadership Council, the final draft of the policy has been reviewed by the Governance Committee and is being recommended for Board approval.</p> <p>In November 2021, the BC Legislature enacted amendments to British Columbia’s Freedom of Information and Protection of Privacy Act (FOIPPA). One of those amendments is to FOIPPA section 36.2 which states the requirement for public bodies to have a Privacy Management Program in place.</p> <p>The details of what constitutes an adequate Privacy Management Program are described in the ministry’s Privacy Management Program Direction 02/22 and include the following elements:</p> <ol style="list-style-type: none"> 1. Appointment of a privacy officer or individual who will be the point of contact for privacy related issues and supporting FIPPA compliance. 2. A process for completing and documenting “privacy impact assessments”. 3. A documented process for responding to privacy complaints and privacy breaches. 4. Privacy training and education to ensure that employees are aware of their privacy obligations. 5. Methods to ensure that service providers are informed of their privacy obligations. 6. The development of privacy policies. 7. Regular review, auditing, and updating of the public body’s Privacy Management Program. 	
Additional Attachments:	
<ul style="list-style-type: none"> • Privacy Policy (2023) • Previous Protection of Privacy Policy (2013) 	
Analysis:	
<p>The attached Policy sets the framework for the Privacy Management Program that is required by legislation, the program addresses privacy breaches, privacy impact assessments, how individuals can access information and our approach to privacy on our website. In addition to the new Privacy Policy, specific supporting procedures have been developed and were approved by the College’s Executive Team on November 9, 2022. The procedures will be implemented with the Privacy Policy following its approval by the Board:</p> <ol style="list-style-type: none"> 1. Responding to Privacy Critical Incidents & Breaches Procedure – the purpose of this procedure is to ensure employees understand their obligation under FIPPA to report privacy breaches; to establish accountabilities and a crisis management plan in the event of a privacy breach and to explain how the public body will satisfy its obligation to report privacy breaches. 	

2. **Responding to Freedom of Information Access Requests Procedure** – Although not legally required, this procedure that explains the College’s process for responding to access requests made under FIPPA will be helpful. It supports the College’s ability to respond to access requests in accordance with the requirements and timelines set out under the Act.
3. **Privacy Impact Assessment Procedure** – The 2021 amendments to FIPPA also imposed a new requirement on public bodies to perform a privacy impact assessment (PIA) on all new or significantly revised “initiatives”. Prior to these amendments, PIAs were required only in a limited number of circumstances. The imposition of an obligation to perform PIAs on all new or revised initiatives has the potential to significantly alter workflows within the College, as it requires all program areas to identify and make plans to conduct a PIA in the early stages of any new program, project or initiative.
4. **Website Privacy Procedure** – This procedure explains how the College uses and protects any information that visitors to the College website provide when they visit the website or subscribe to the products and services available through the website.

To support the implementation of the Privacy Management Program, the College will also develop a privacy training program both as part of our on-boarding activities for new employees and at periodic intervals for all other staff.

Alignment to College Integrated Planning:

Community. The Privacy policy supports the College’s commitment to transparency by effectively managing the information it collects from the College Community.

Effective and Efficient. The redevelopment of this policy and associated procedures will provide clear mechanisms for the College’s privacy management structure and the accountability and expectations of College employees.

Risk Implication & Mitigation Steps:

Legal. Operational. There are legal and operational risks in the absence of a Privacy Management Program. Developing the Policy and supporting procedures will mitigate this risk.

Proposed and Prepared by:

(include name and title)

Gillian Henderson, Associate Vice President, People Services

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leadership Council	1/26/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Team	11/09/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	03/06/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	03/14/2023

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*



PRIVACY POLICY

Policy Area:	Board of Governors
Policy Number:	To be assigned
Policy Sponsor:	President
Policy Contact:	Privacy Officer
Stakeholders:	All members of the OC Community including: Employees, Students, the Board of Governors, Contractors and Visitors
Authority:	<i>College and Institute Act</i> <i>Freedom of Information and Protection of Privacy Act</i>
Approval Authority:	Board of Governors
Approval Date:	
Effective Date:	
Replaces:	Protection of Privacy Policy (E.2.3)
Last reviewed:	March 2023 Scheduled review date: March 2028

Procedure links:	<i>Responding to Privacy Critical Incidents and Breaches</i> <i>Responding to Freedom of Information Access Requests</i> <i>Privacy Impact Assessments</i> <i>Website Privacy</i>
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1. Policy Statement

As a public body that is subject to the British Columbia *Freedom of Information and Protection of Privacy Act* (FIPPA) Okanagan College is committed to upholding the principles of privacy, transparency and accountability. This means that the College recognizes the fundamental importance of maintaining the privacy and security of the Personal Information that it collects, uses and discloses during its operations and programs. The College also acknowledges and supports transparency with the community by facilitating access to College records and information in accordance with the requirements of FIPPA.

2. Purpose

This policy addresses Okanagan College's approaches to privacy management.

3. Scope and Application

This policy applies to all members of the College Community.

4. Definitions

Access Request	Means a written request for access to Records within the custody or control of the College.
Consent	Means express written consent to the collection, use or disclosure of Personal Information.
Correction Request	Means a request received from an individual for the correction of their Personal Information within the control of the College.
College Community	Means Students, Employees, members of the Board of Governors of the College, contractors, volunteers and visitors.
Employees	Means any person employed by (or who has an appointment with) the College. For the purposes of this policy, Employee includes members of the Board of Governors.
FIPPA (or FOIPPA)	Means the <i>Freedom of Information and Protection of Privacy Act</i> of British Columbia, and regulations thereto.
Head	Means the person designated as “head” of the College for the purposes of FIPPA and includes any person to whom the Head has delegated (in writing) their powers to act as Head.
Personal Information	Means any recorded information about an identifiable individual that is within the custody and control of the College and includes information about any student or any Employee of the College. Personal Information does not include business contact information, such as email address and telephone number.
Practitioner	Means a person employed or engaged by the College to provide counselling or health care services to students.
Privacy Breach	Means the theft or loss of or the collection, use, or disclosure of Personal Information not authorized by FIPPA, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
Privacy Officer	Means the Governance & Privacy Administrative Coordinator who has been designated by the Head as the Privacy Officer for the College.
Procedures	Means the procedures of the College established under this Policy.
Records	Means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records.
Responsible Employee	Means the Department Head or other Employee who is responsible for overseeing an initiative such as an enactment, system, project, program or

activity of the College, and means the Employee designated in the Privacy Impact Assessment (PIA) as the Responsible Employee.

Routine Requests	Means any requests for disclosure of Records that do not contain sensitive or confidential information or third-party Personal Information (i.e., the personal information of an individual other than the requestor) and include requests for personnel records and transcripts.
Student	Means any person enrolled as a student at the College.
Supplemental Review	Means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.

5. Commitment to Privacy Protection

- 5.1 The College protects the privacy of the Personal Information it collects, uses, shares and retains, and expects all Employees and contracted service providers to follow responsible information management practices to ensure that the College fully complies with its obligations under FIPPA and other applicable laws.
- 5.2 The College and Employees respect the privacy and confidentiality of Personal Information entrusted to them in the course of their duties, and collects, uses and discloses Personal Information only where authorized by FIPPA.

6. Employee Responsibilities

- 6.1 College Employees are responsible for:
 - a) Making reasonable efforts to familiarize themselves with this Policy and the requirements of FIPPA, including by participating in privacy training when offered by the College.
 - b) Following responsible information management practices to ensure that the College collects, uses, discloses Personal Information in compliance with FIPPA and other applicable laws.
 - c) Always seeking to protect Personal Information against unauthorized collection, use and disclosure.
 - d) Facilitating the appropriate release of records within the College's custody or control in response to access requests received from members of the College Community under FIPPA.
 - e) Supporting timely access by individuals to their own Personal Information within the College's custody and control in accordance with the provisions of FIPPA.
 - f) Reporting Privacy Breaches to the College in accordance with the College's procedures enacted under this Policy.

7. Accountability for the Policy

- 7.1 The President is the "Head" of the College for the purposes of FIPPA and is responsible for the implementation of this Policy and for establishing procedures that will guide the implementation of this Policy.

- 7.2 The Head has been designated by the Board of Governors as the Head of the public body for the purposes of FIPPA, and is responsible to appoint, oversee and delegate responsibility to a Privacy Officer for the College to supervise its Personal Information management programs.
- 7.3 The Governance & Privacy Administrative Coordinator has delegated responsibility under FIPPA, and by the Head to act as Privacy Officer for the College. All questions about how FIPPA applies to College Records should be directed to the College's Privacy Officer.

8. Purposes for Collecting Personal Information

- 8.1 The College communicates the purposes for which Personal Information is collected at or before the time the information is collected, unless otherwise permitted or required by FIPPA.

Student Personal Information

- 8.2 In the ordinary course of carrying out its programs and activities, the College collects Personal Information of its Students and their parents/guardians for purposes including:
- a) recruitment, registration, enrollment and transfer of Students, including processing financial payments;
 - b) to provide and deliver educational programs and services;
 - c) to accommodate Students with special needs;
 - d) to communicate with Students and respond to inquiries or complaints;
 - e) to prepare and provide assessments of Student performance;
 - f) to supervise and ensure the safety and security of the College (such as through the use of video surveillance);
 - g) to investigate and respond to accidents, safety events, misconduct and similar incidents;
 - h) to ensure compliance with applicable College bylaws, policies and other laws;
 - i) to make all required reports and filings to the Ministry of Advanced Education and other governmental bodies; and
 - j) for other purposes set out in the Procedures.

Employee Personal Information

- 8.3 In the ordinary course of carrying out its employment programs and activities, the College collects the Personal Information of prospective, current, and former Employees for purposes including:
- a) hiring and recruitment;
 - b) to manage and administer the employment relationship;
 - c) to communicate with authorized union representatives;
 - d) to administer employment compensation and benefits;
 - e) to evaluate performance and manage disciplinary incidents;
 - f) to supervise and ensure the safety and security of the College (such as through the use of video surveillance);
 - g) to investigate and respond to accidents, safety events, misconduct and similar incidents;

- h) to ensure compliance with applicable College policies and other applicable laws; and
- i) for other purposes set out in the Procedures.

9. Collection, Use and Disclosure of Personal Information

- 9.1 The College limits the Personal Information it collects to information to what is related to and necessary in order to carry out its programs and activities or for other purposes authorized by FIPPA.
- 9.2 The College seeks to collect Personal Information by fair, lawful and transparent means, including by collecting Personal Information directly from the individual, except where otherwise authorized by FIPPA.
- 9.3 The College seeks to inform individuals from whom it collects Personal Information the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the College who can answer questions about the collection and use of the information.
- 9.4 The College limits the internal and external use and sharing of Personal Information to what is required or authorized by FIPPA or consented to by the individual.
- 9.5 The College only uses or discloses Personal Information for the purpose for which it was collected, except with the individual's Consent or as otherwise required or permitted under FIPPA or other laws.

10. Security of Personal Information

- 10.1 The College protects Personal Information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security, and electronic security.
- 10.2 All Employees have a duty to protect the privacy and security of Personal Information collected and used by them as part of their ongoing employment responsibilities, including by complying with the terms of this Policy, and all related Procedures.
- 10.3 The College provides training to all Employees to ensure they have the requisite knowledge to ensure compliance with the terms of this Policy and FIPPA.

11. Privacy Management Program

- 11.1 The College maintains a Privacy Management Program under the supervision of the Head and administered by the Privacy Officer. The College's Privacy Management Program is regularly audited and reviewed to ensure that it is consistent with all appropriate and required standards for the management and protection of Personal Information.
- 11.2 The College's Privacy Management Program includes processes for the performance of privacy impact assessments, processes for managing Privacy Breaches and responding to complaints, the provision of privacy training and education to Employees, and the utilization of contractual and other controls to ensure that contracted service providers are aware of and comply with this Policy and the applicable provisions of FIPPA.

12. Retention of Personal Information

- 12.1 The College does not seek to retain Personal Information longer than necessary to satisfy the College's applicable operational, instructional, financial and legal purposes.

- 12.2 Personal Information that is no longer required for either administrative, operational, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with College policies and approved record retention protocols.

13. Accuracy and Correction of Personal Information

- 13.1 The College and its Employees shall make reasonable efforts to ensure the accuracy of the Personal Information that they collect and use while performing their duties.
- 13.2 Individuals have the right to request the correction of their Personal Information, and the College will receive and respond to such requests in accordance with the FIPPA and the Procedures to this Policy.

14. Access to Information

- 14.1 The College supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under FIPPA.
- 14.2 The Head shall, on at least an annual basis, consider and designate categories of Records that will be made available to the public without the need to make a request in accordance with FIPPA.
- 14.3 The College recognizes that individuals may make requests for access to records within the custody and control of the College, and the College will respond to such requests in accordance with FIPPA.
- 14.4 The College recognizes that individuals have a right to access their own Personal Information within the custody and control of the College and will facilitate such access in accordance with the requirements of FIPPA.
- 14.5 To facilitate access to information by members of the College community, the College has processes for the making of Routine Requests.

15. Complaints and Inquiries

- 15.1 Questions or complaints about the College's information management practices should be directed to the Privacy Officer at privacy@okanagan.bc.ca.
- 15.2 The College will respond to all complaints in writing.

16. Related Acts and Regulations

College and Institute Act
Freedom of Information and Protection of Privacy Act

17. Supporting References, Policies, Procedures and Forms

Use of Information Technology Resources Policy

Policy History / Revisions

Date	Action
2023-03-21	<i>For Approval by the Board of Governors: Privacy Policy</i>
2013-04-16	<i>Approved by President: E.2.3 Protection of Privacy Policy (NEW)</i>



Title	Protection of Privacy Policy
Policy Area	Operations/Human Resources
Policy Number	E.2.3
See also	

Effective Date:	April 17, 2013
Approval Date:	April 16, 2013
Applies to:	Board of Governors, Employees, Students, Volunteers, Service Providers
Approving Body:	President
Supersedes/New:	<i>New</i>
Authority:	<i>College and Institute Act, Freedom of Information and Protection of Privacy Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Legal Affairs and Policy Development	Director

Policy Statement

- 1.0 The College will manage all Personal Information in accordance with the *Freedom of Information and Protection of Privacy Act* ("FIPPA" or the "Act"), the *College and Institute Act*, collective agreements, contracts and other applicable College policies.

Policy Details and Procedures

PURPOSE

- 2.0 This policy outlines how the College complies with its privacy obligations under FIPPA.

Protection of Privacy Policy
Policy Number E.2.3
page 2 of 5

DEFINITIONS

3.0 The following definitions apply under this policy:

- a) **Consistent Purpose** means a use or disclosure of Personal Information which is consistent with the purposes for which the information was obtained or compiled if the use or disclosure:
 - i) has a reasonable and direct connection to that purpose; and
 - ii) is necessary for performing the statutory duties of, or for operating a program or activity of, the public body that uses or discloses that information;
- b) **Contact Information** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual. Contact Information is not Personal Information;
- c) **Employee** means an individual employed by the College including members of the Board of Governors and, for purposes of the Act, includes a volunteer and a service provider;
- d) **Personal Information** means recorded information about an identifiable individual other than Contact Information. Some examples include, without limitation: medical information, personal information related to employment, occupational or educational history, an individual's home telephone number, email address and address, financial information, student number, personal information that indicates the individual's racial or ethnic origin, sexual orientation or religious or political beliefs or associations;
- e) **Record** includes books, documents, examinations, reports, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means.

SCOPE

4.0 This policy applies to all Records and Personal Information in the custody or under the control of the College.

PROTECTION OF PRIVACY**EMPLOYEES**

5.0 The Act applies to all Employees who collect, access, use, disclose, maintain and dispose of Personal Information.

6.0 Employees are responsible for:

- a) treating all Personal Information to which they receive access in accordance with FIPPA and this policy;
- b) making a reasonable effort to familiarize themselves and to comply with the requirements in FIPPA and this policy;
- c) consulting as necessary with their supervisor for guidance about the collection of Personal Information, the access and use of Personal Information, the disclosure of Personal Information to a third party, or the safeguarding of Personal Information; and
- d) reporting any privacy incidents or breaches of FIPPA or this policy to their supervisor. The supervisor should contact the Director, Legal Affairs and Policy Development.

COLLECTION OF PERSONAL INFORMATION

- 7.0 The College will make the following information available to an individual from whom Personal Information is being collected, unless otherwise authorized by the Act:
- a) the purpose for which the Personal Information is being collected;
 - b) the legal authority for collecting it; and
 - c) the Contact Information of someone who can answer questions about the collection.
- 8.0 The College collects Personal Information as authorized by FIPPA and the *College and Institute Act*.
- 9.0 The College collects Personal Information from prospective students, applicants, students, Employees and others in order to fulfill its mandate under the *College and Institute Act* and as an employer. The College collects Personal Information that relates directly to and is necessary for an operating program or activity of the College, provision of services and generally to undertake activities related to the management and operation of the College.

USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

Use of Personal Information - General

- 10.0 The College uses and discloses the Personal Information in its custody or under its control:
- a) for the purpose for which that information was obtained or compiled or for a Consistent Purpose;
 - b) in a manner to which an individual has consented in accordance with FIPPA;
 - c) as permitted or required by the FIPPA or as authorized or required by other law;
 - d) for research and statistical purposes; or
 - e) for archival or historical purposes.
- 11.0 Employees must limit their access and use of Personal Information to the extent necessary for the performance of their duties, including the effective and efficient management of the College.
- 12.0 Employees may share Personal Information with other Employees as needed for the performance of their duties or as authorized by FIPPA.
- 13.0 If an Employee is in doubt about whether to allow another Employee to access or use Personal Information, the Employee should consult with his or her supervisor or the Director of Legal Affairs and Policy Development.
- 14.0 When there is a change to an Employee's position or duties, the Employee's supervisor must review, and if necessary change, the Employee's authorized access to Personal Information in relation to job function changes in order to ensure that access to Personal Information is appropriate.

Use of Student Personal Information

- 15.0 Employees who need to access student academic and other Personal Information as part of their employment duties such as student advisors, members of admissions committees, or other Employees on a need to know basis, will be granted access to that information as determined by the Employee's supervisor.
- 16.0 Except where students have consented otherwise, student assignments and examinations must be returned directly to the student or left for pick-up at a predetermined administrative department office and not be placed in a public area.

Protection of Privacy Policy
Policy Number E.2.3
page 4 of 5

- 17.0 Employees may release student assignments or examinations to a third-party where written consent (including by electronic means), has been provided in advance by the student authorizing a specific individual to pick up or receive the assignment or examination on his/her behalf.

Disclosure of Personal Information

- 18.0 The College will disclose Personal Information as permitted by FIPPA, as authorized or required by FIPPA or another enactment, or as permitted by this policy. The Act specifies limited circumstances authorizing disclosure of Personal Information. Personal Information must not be disclosed without reference to these restrictions.
- 19.0 If an Employee is in doubt whether to disclose Personal Information outside of the College, the Employee should consult with his or her supervisor or the Director of Legal Affairs and Policy Development.
- 20.0 The Act authorizes disclosure of Personal Information without consent in specified circumstances. Some examples are:
- a) where information is freely or regularly made publicly available by the College through published sources or other means;
 - b) an Employee's Contact Information (refer to s.3(b));
 - c) information about an Employee's position or functions;
 - d) Employee Personal Information where the disclosure is in accordance with the provision of a collective agreement or the BC Labour Relations Code authorizing or requiring the disclosure;
 - e) The name of a current or former student who has received a degree, diploma or certificate, the name of degree, diploma or certificate and the year in which the credential was awarded;
 - f) Personal Information about an individual in an emergency situation or where the College determines that compelling circumstances exist that affect anyone's health or safety; and
 - g) disclosure is required or authorized by an enactment of British Columbia or Canada, including without limitation:
 - i) in response to a court order, summons, or subpoena;
 - ii) in response to government agencies who demonstrate their authority to require or authorize disclosure in the circumstances in which they are requesting the information;
 - iii) in accordance with the statutory requirements of professional governing bodies for the purposes of licensing, registration, investigation and discipline of regulated persons; and
 - iv) to external auditors, engaged by the College who may access Personal Information collected by the College for auditing purposes.
- 21.0 Unless otherwise authorized by the Act, if the student has not previously provided written consent, such consent must be obtained before disclosing Personal Information to the third party. For example, disclosure of student Personal Information (e.g., attendance, academic progress, grades, payments, fees, class schedule, enrollment, course selection, etc.) to a third party, such as a relative, employer, funding agency, investigator, legal process server, sponsor or to another College, post-secondary institution, potential employer requires the written consent of the student or former student.

Protection of Privacy Policy
Policy Number E.2.3
page 5 of 5

- 22.0 Where a student or former student requests a reference from an identified referee at the College, consent to that referee for the disclosure of relevant, factual and necessary Personal Information is implied.
- 23.0 Where an Employee or former Employee requests a reference from an identified referee at the College, consent to that referee for the disclosure of relevant, factual and necessary work-related Personal Information is implied.

Retention of Personal Information

- 24.0 The College will retain Personal Information collected from individuals in accordance with the FIPPA and the College-wide records classification, retention and disposition practices.
- 25.0 The College will retain Personal Information used to make a decision about an individual for a minimum of one year.

Ensuring Accuracy of Personal Information

- 26.0 The College will make reasonable efforts to ensure that the Personal Information in its custody or under its control is accurate and complete and will allow Employees, applicants and students to confirm the accuracy of this information.
- 27.0 Applicants, students and Employees should make every effort to ensure that their own Personal Information provided to the College is accurate and up to date.
- 28.0 Individuals have a right to access Personal Information about themselves and have a right to request corrections to Personal Information about themselves, subject to specified exceptions under FIPPA.
- 29.0 Applicants and students should contact the Registrar's Office to request access to their Personal Information and Employees should contact the Human Resources Department to request access to their Personal Information.

Safeguards for Personal Information

- 30.0 The College will take reasonable steps to ensure that Personal Information in its custody or control is protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposition.

Challenging Compliance with the Protection of Privacy Policy

- 31.0 Individuals are entitled to challenge the College's compliance with this policy.
- 32.0 Employees who receive a complaint or inquiry about compliance with the policy should attempt to resolve the issue with the assistance of a supervisor.
- 33.0 Individuals may make a formal complaint or inquiry about compliance with this policy by contacting the Director of Legal Affairs and Policy Development.



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.5.2

Title:	Board Meeting Evaluation
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Meeting Evaluation as recommended by the Governance Committee.”</i></p>
Background Information & Context:	
<p>To support the Board’s work and ensure the Board is holding meetings that are both productive and relevant, Administration is proposing that a Board meeting evaluation tool be introduced for each Board meeting. The formative evaluation tool would be completed by a volunteer Board member at each Board meeting. The Board Chair would seek a volunteer at the start of each regular meeting day. The volunteer member would be provided with a meeting evaluation form that contains guidelines to assess the Board’s meeting effectiveness and provide feedback within three general categories:</p> <ol style="list-style-type: none"> 1. Meeting discussions and decisions 2. Member participation 3. Information and resources <p>At the end of each meeting, a brief verbal summary would be shared by the volunteer Board member to evaluate the meeting’s effectiveness.</p> <p>Of note, the tool is meant as a means of providing real-time formative feedback for Board members. It is not meant to replace the formal Board evaluation protocol, but rather supplement it.</p> <p>The Governance Committee proposes that the Board consider if they wish to adopt the Meeting Evaluation Form at their next meeting in May 2023 on a trial or ongoing basis.</p> <p>If the Board believes this to be an idea with merit, members are asked to provide feedback on the draft tool and process. If feedback is substantive, the Board will receive a revised version for review at their next meeting in May 2023.</p> <p>If the Board believes this to be an idea with merit and the feedback provided is non-substantive, a revised version will be distributed at the Board’s next meeting on May 23, 2023.</p> <p>If the Board does not merit this idea, members may defeat the motion.</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Draft Board Meeting Evaluation Form 	
Analysis:	
<p>The proposed Board Meeting Evaluation was developed based on the following principles:</p> <ul style="list-style-type: none"> • The Board completing work relevant to and aligned with its mandates and Terms of Reference; • The Board making effective use of its time; 	

- That Board members are participating in a way that they are both contributing and receiving value through the Board's work;
- The Board is receiving the resources it needs to make decisions and facilitate productive discussions; and
- To increase Board member engagement in the meeting process.

Alignment to College Integrated Planning:

Effective and Efficient. Integration and focus. A Board Meeting Evaluation will ensure that the Board is operating effectively and efficiently and for its intended purpose.

Risk Implication & Mitigation Steps:

Operational. A Board Meeting Evaluation supports the Board in reflecting on its operations to carry out its work effectively and increases member engagement.

Proposed and Prepared by:

(include name and title)

Neil Fassina, President

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	3/14/2023
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



Okanagan College Board of Governors Meeting Evaluation

Meeting date:
Board Member:

At the start of each meeting the Board Chair will seek a volunteer Board member to give an evaluation at the end of the meeting regarding the effectiveness of the Board meeting. All Board members are encouraged to take a personal interest in the evaluative process and intervene if they feel the Board has wandered off track. The following categories can be used to assist in the meeting evaluation.

Board Meeting Discussions / Decisions
<p><i>Comments on discussions and decisions remaining focused on the Board's work:</i></p>
<p>We focused Board discussions and decisions on matters related to the Board's Terms of Reference:</p>
<ul style="list-style-type: none"> • The Inspire strategic plan or the Inspire Roadmap • The College's 2021/22 or 2022/23 Mandate Letters • Strategy, Monitoring, and Reporting • Internal Controls & Financial Reporting • Enterprise Risk • Human Resources • Academic Quality • Communications • Board Policy • Internal Board functioning (versus that of a specific committee or the Chair) • Governance (e.g., Board Bylaws or Terms of References) • Consistent with the Code of Conduct

Member Participation

Comments on member participation:

We participated the way we said we would:

- Disciplined with our remarks
(focused on the “why” – reasoning for, or consequences of the question and not how the question/issue will be operationalized)
- Effectively used our time
- Gave sufficient and timely attention to big issues
- Acted with respect for each other
- Valued diversity of opinion
- Accepted decisions made on a majority basis
- Commitment to speaking with a united voice
- Engaged in the meeting without distractions
- Participation was equally distributed across membership

Information and Resources

Comments on the information provided:

The information provided to the Board was:

- Relevant for the Board to make informed decisions
- Sufficient and informative
- Additional information or resources were sought and provided to support the Board’s fiduciary duty



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.6.1

Title:	2022 Employee Experience Survey Results
Action Required:	For Information
Draft Motion/ Recommendation:	To receive the 2022 Employee Experience Survey Results
Background Information & Context:	
<p>Okanagan College administers an Employee Experience Survey to gauge how committed, inspired and engaged employees are in their work which supports employee retention, work quality, delivery of the student experience and delivery of the Inspire Strategic Plan.</p> <p>The last survey was conducted in 2017 which was prior to the Inspire Strategic Plan. The College conducted a revised employee experience survey in November 2022. The revised survey will be administered every two years to monitor and address employee engagement opportunities.</p> <p>The 2022 Employee Experience Survey is divided into 10 experience areas:</p> <ol style="list-style-type: none"> 1. Engagement and Satisfaction; 2. Employee Impact; 3. Working Relationship with Immediate Supervisor; 4. Senior Leadership; 5. Development Opportunities; 6. Health and Wellbeing; 7. Inclusion and Respect; 8. Collaboration and Innovation; 9. Supporting OC Students; and 10. Work Environment. <p>Each area has positive work experience statements to which employees select if they “strongly agree”; “agree”; “disagree”; and “strongly disagree.” The survey also has comments sections for employees to provide additional information.</p> <p>For results of the 2022 Employee Experience Survey, see the analysis section and the attached full report.</p> <p>The following next steps are planned:</p> <ul style="list-style-type: none"> • Departments with 10 or more respondents will receive their own department report. This report, along with the 2022 Employee Experience Report will be communicated to employees. • The College will develop an Action Plan to address areas of opportunity. This will include department action plans to address areas of opportunity specific to their department. • The Action Plan will be communicated to employees along with quarterly updates on progress made to address areas of opportunity. • The Action Plan will be communicated to the Board of Governors at the May meeting, and updates will be provided on six-month cycles. • The next Employee Experience Survey will be conducted in November 2024. 	
Additional Attachments:	
<ul style="list-style-type: none"> • 2022 Employee Experience Survey Results 	

Analysis:

The 2022 Employee Experience Survey overall findings were positive with some noted areas of opportunity:

- 83% Employee Engagement and Satisfaction score.
This means that a majority of employees are proud to work at the College, feel optimistic about its future, and are inspired to do their best work.
- 96% Employee Impact score.
This means that the majority of employees believe they can make a positive impact at work and on the student experience.
- For statements that confirm a positive Working Relationship with their Immediate Supervisor, between 73% to 92% responded as strongly agree / agree.
- For statements that confirm a positive Inclusion and Respectful work environment at the College, between 79% to 97% responded as strongly agree / agree.
- For statements that confirm that Collaboration and Innovation is appreciated and encouraged at the College, between 82% to 95% responded as strongly agree / agree.
- Areas of opportunity where the College could increase employee engagement include communication of OC priorities, employee capacity and health and wellness, as well as development opportunities.

The 2022 survey questions were substantially different from the 2017 survey; however, some questions remained similar. The questions that could be mapped to the 2017 survey, and where there were material changes (increase/decrease by 2%+) all saw a positive trend. Notably:

- I believe I can achieve my career aspirations at OC (+25%)
- Senior leadership communicates a compelling vision for the College (+23%)
- My immediate supervisor gives me effective feedback on the work I do (+21%)
- My immediate supervisor keeps me well informed (+14%)
- My immediate supervisor encourages employees to ask questions, contribute ideas and recommend changes (+11%)
- The work environment at OC is supportive (+11%)

Alignment to College Integrated Planning:

Relationships. Resilient employees in support of a resilient College. Integration and focus. The Employee Experience Survey aligns with our responsibilities and commitments in the Inspire Strategic Plan including managing relationships, being effective & efficient, resilient, and sustainable.

Risk Implication & Mitigation Steps

The 2022 Employee Experience Survey results will be communicated to employees, and areas of opportunity will be actioned. This mitigates risks associated with the survey.

Proposed and Prepared by:

(include name and title)

Gillian Henderson, Associate Vice President, People Services

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	2/22/2023
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leadership Council	2/23/2023
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Human Resource and Compensation Committee	3/14/2023



**2022
OKANAGAN COLLEGE
EMPLOYEE EXPERIENCE SURVEY**

Overall Results

Prepared by:
The Department of Institutional Research

February 2023

SURVEY BACKGROUND AND OBJECTIVES

- Okanagan College's Inspire Strategic Plan recognizes resilient employees in support of a resilient College as its responsibility.
- The 2022 Employee Experience Survey helps assess the current state of employee engagement and establishes a baseline for future tracking.
- The survey was conducted between November 7 to 30, 2022.
- The survey participation was voluntary, and the employees could skip any question they did not want to answer. Some responding employees may not have answered all the questions therefore the total number of responses vary by question. Rounding has been applied wherever applicable.
- Departments with 10 or more participants will receive a Department report.
- The Department of Institutional Research analyzed the survey data and created the reports.

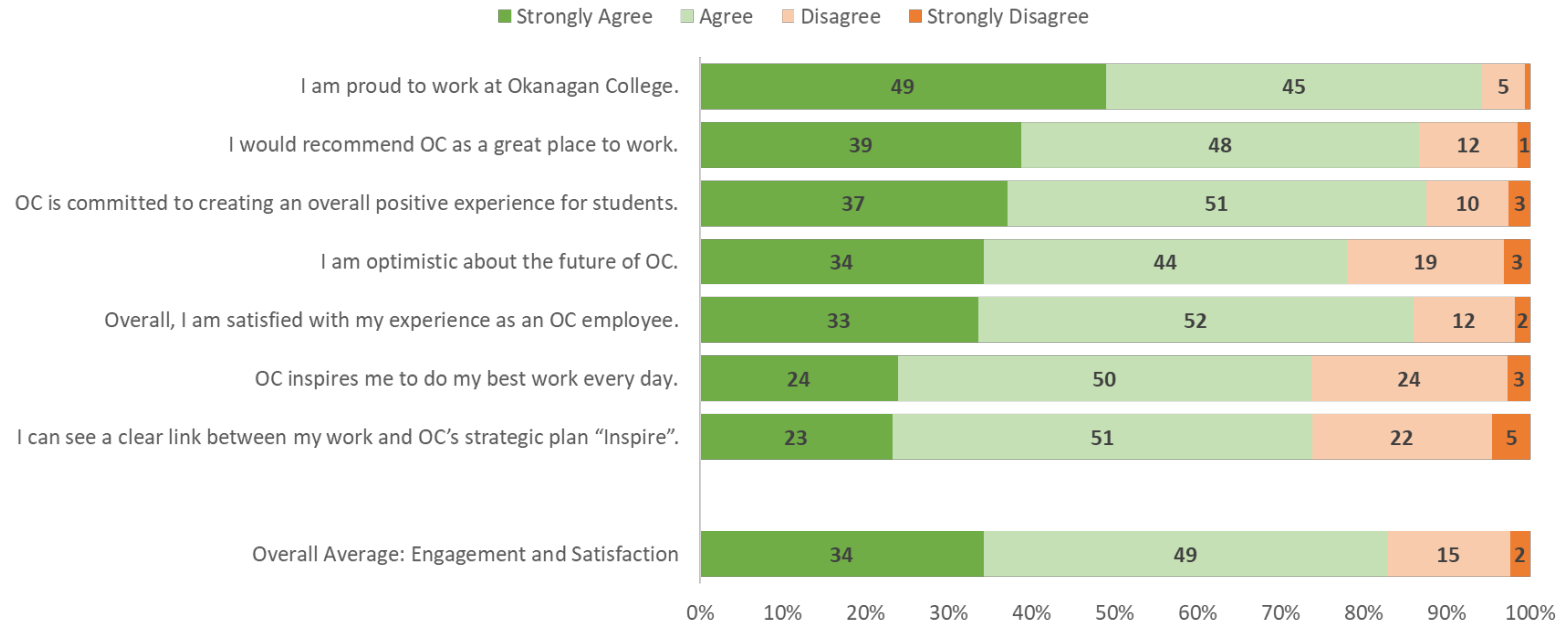
SURVEY HIGHLIGHTS

- 60.6% overall response rate
- Further response rate information available at end of report
- 83% Employee Engagement & Satisfaction Score
- 96% Employee Impact Score
- Areas of opportunity center on communication of OC priorities, health and wellness, capacity and development opportunities
- Where questions could be mapped to the 2017 survey a positive trend was seen



SUMMARY OF OVERALL RESULTS OKANAGAN COLLEGE

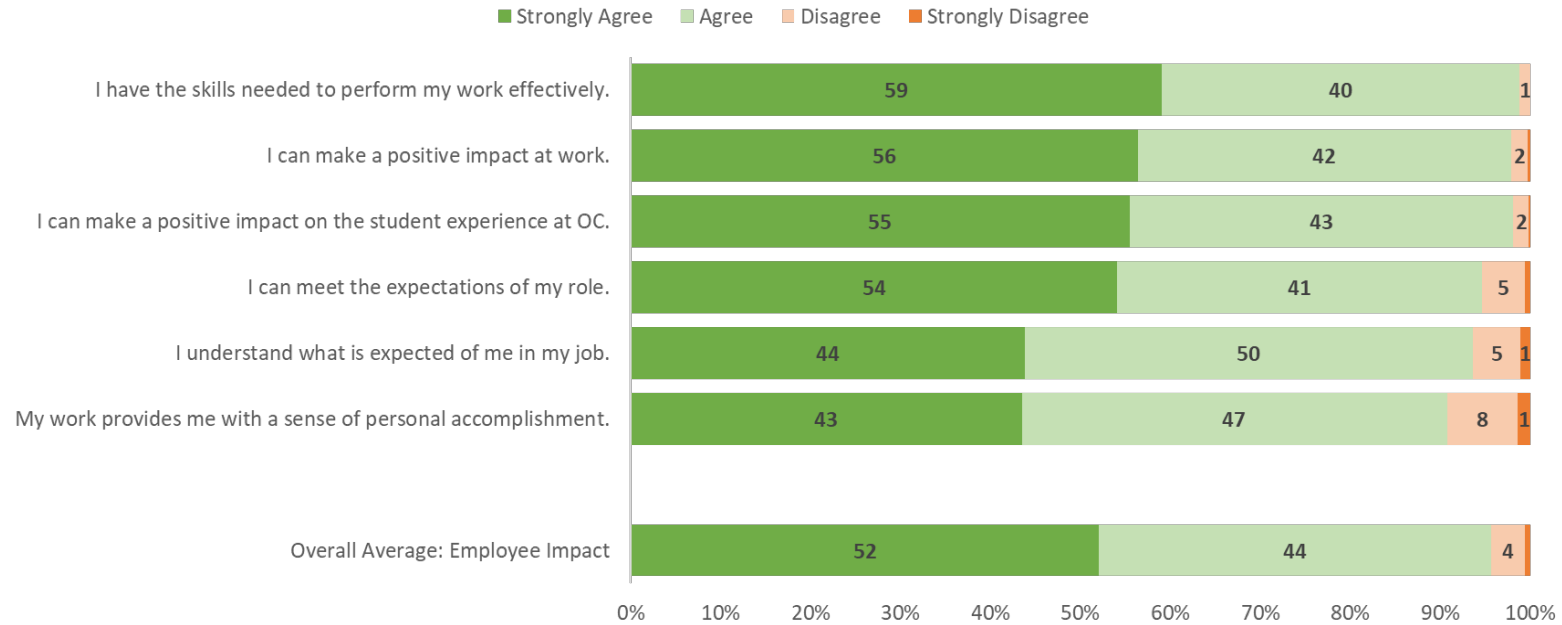
ENGAGEMENT AND SATISFACTION



Note: "Not Applicable" responses have been excluded from the results above



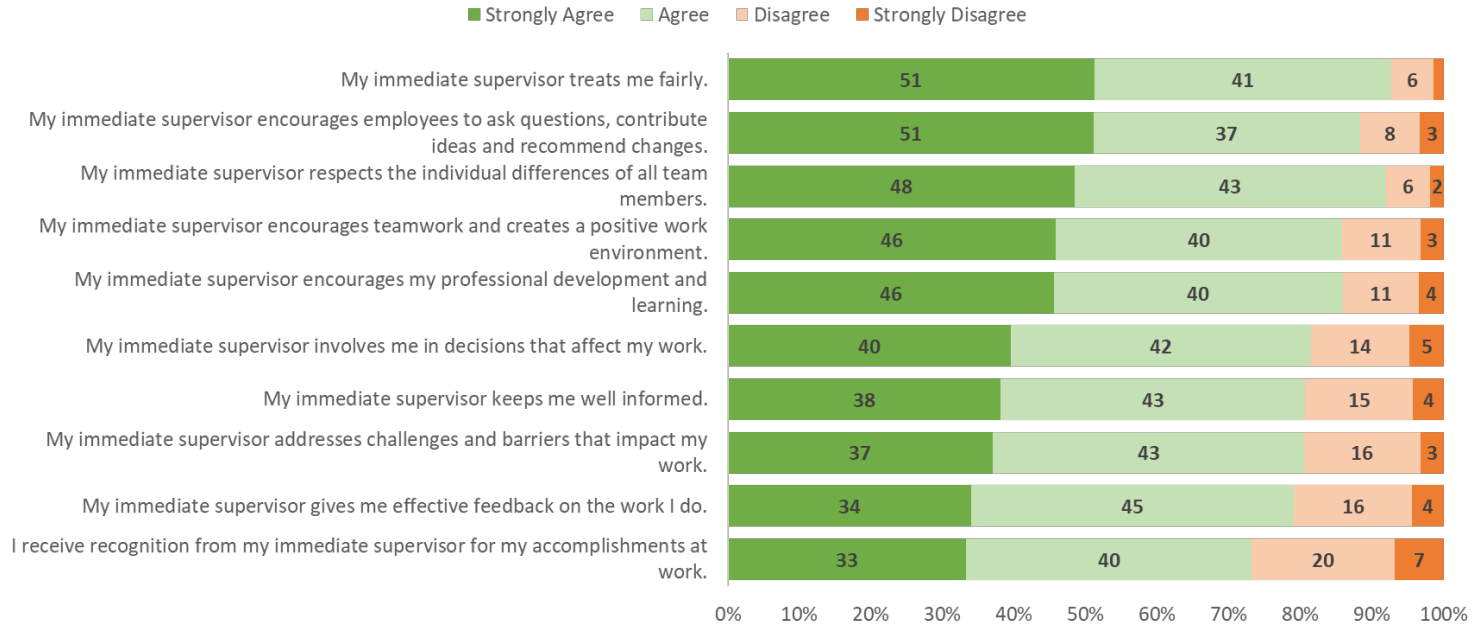
EMPLOYEE IMPACT



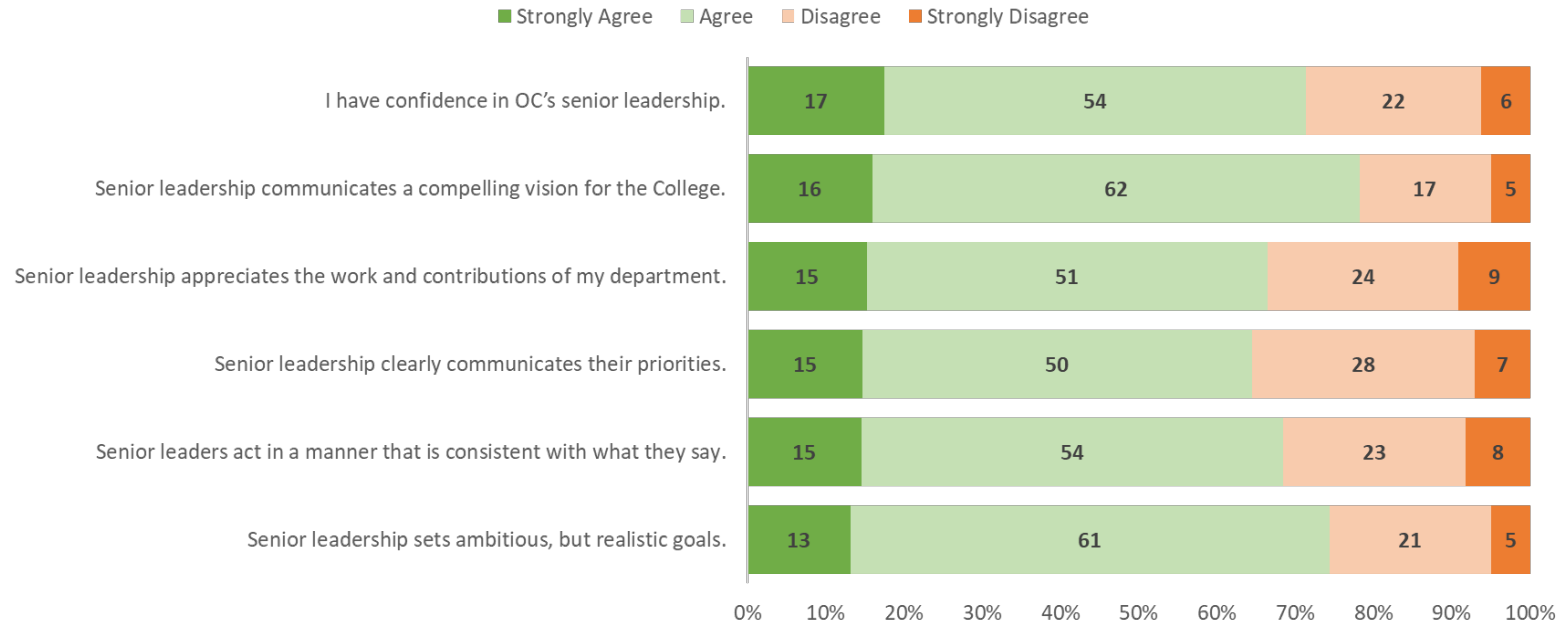
Note: "Not Applicable" responses have been excluded from the results above.



WORKING RELATIONSHIP WITH IMMEDIATE SUPERVISOR



OKANAGAN COLLEGE SENIOR LEADERSHIP

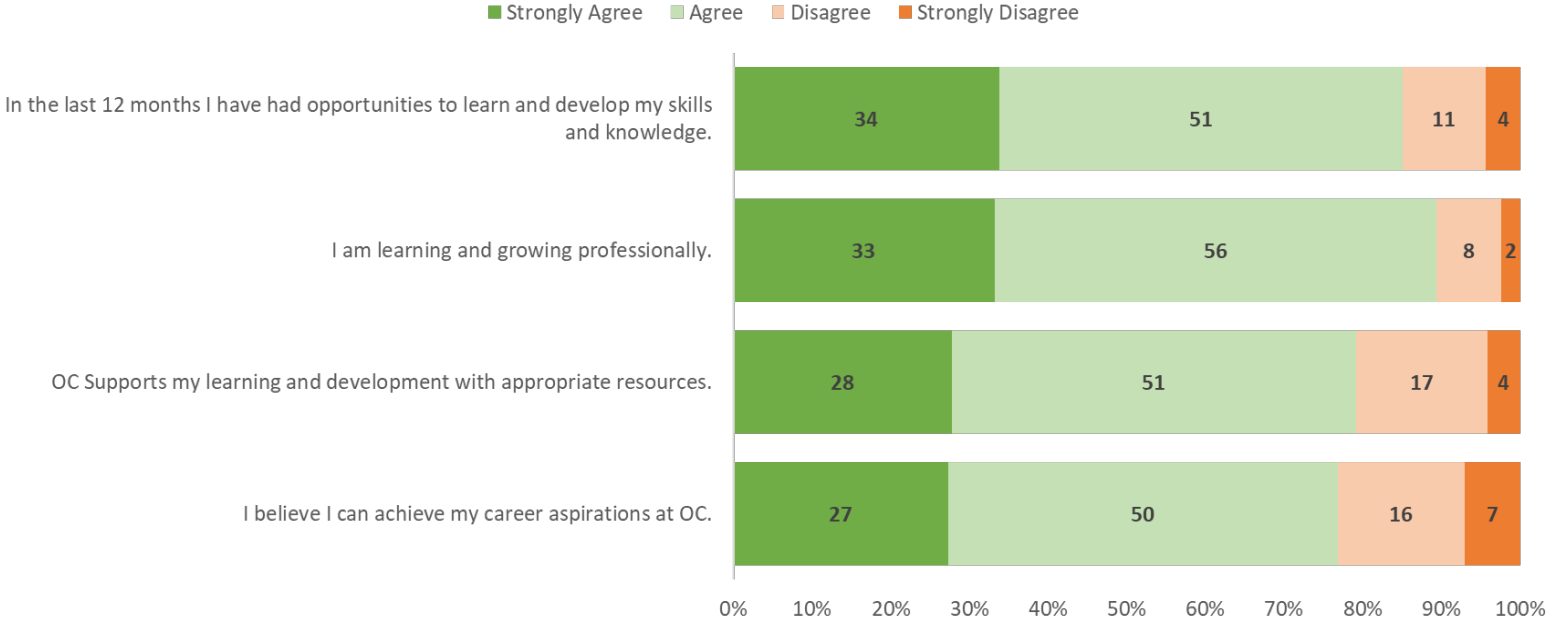


Note: For the purpose of this survey, Okanagan College Senior Leadership includes the President, Vice Presidents, Associate Vice Presidents, Deans, and Directors.

Prepared by The Department of Institutional Research



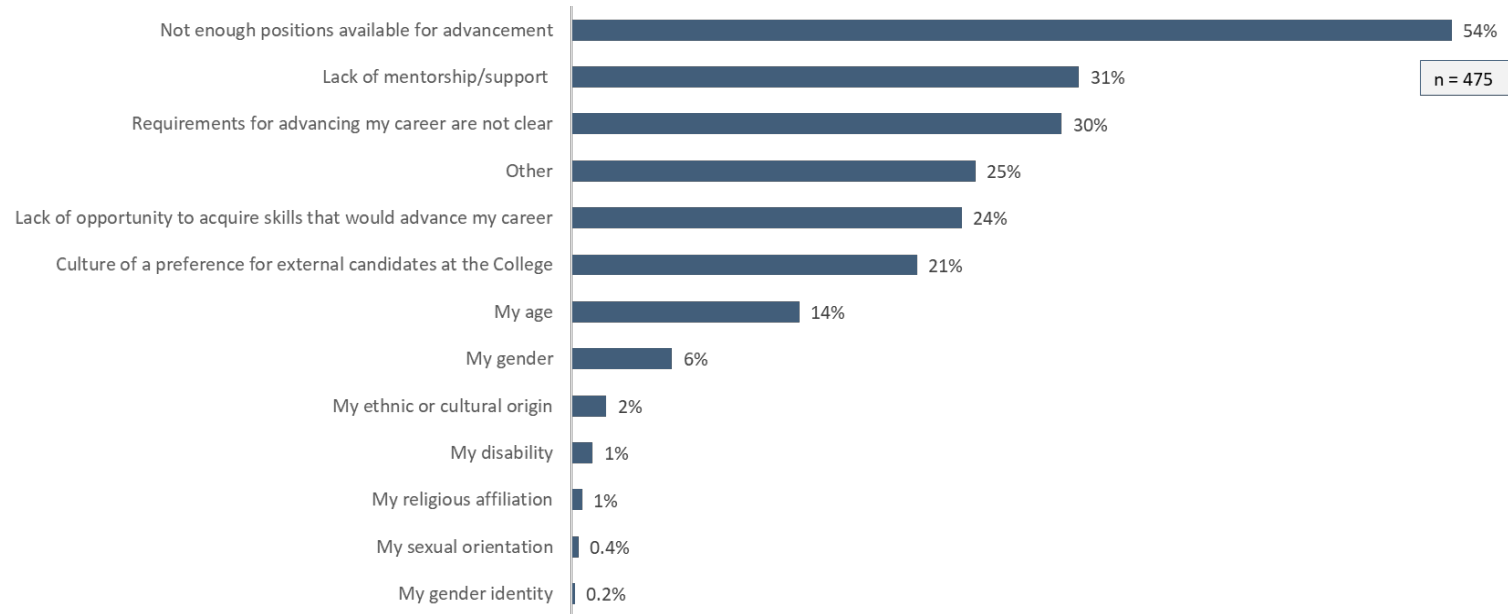
DEVELOPMENT OPPORTUNITIES AT OKANAGAN COLLEGE



Note: "Not Applicable" responses have been excluded from the results above .



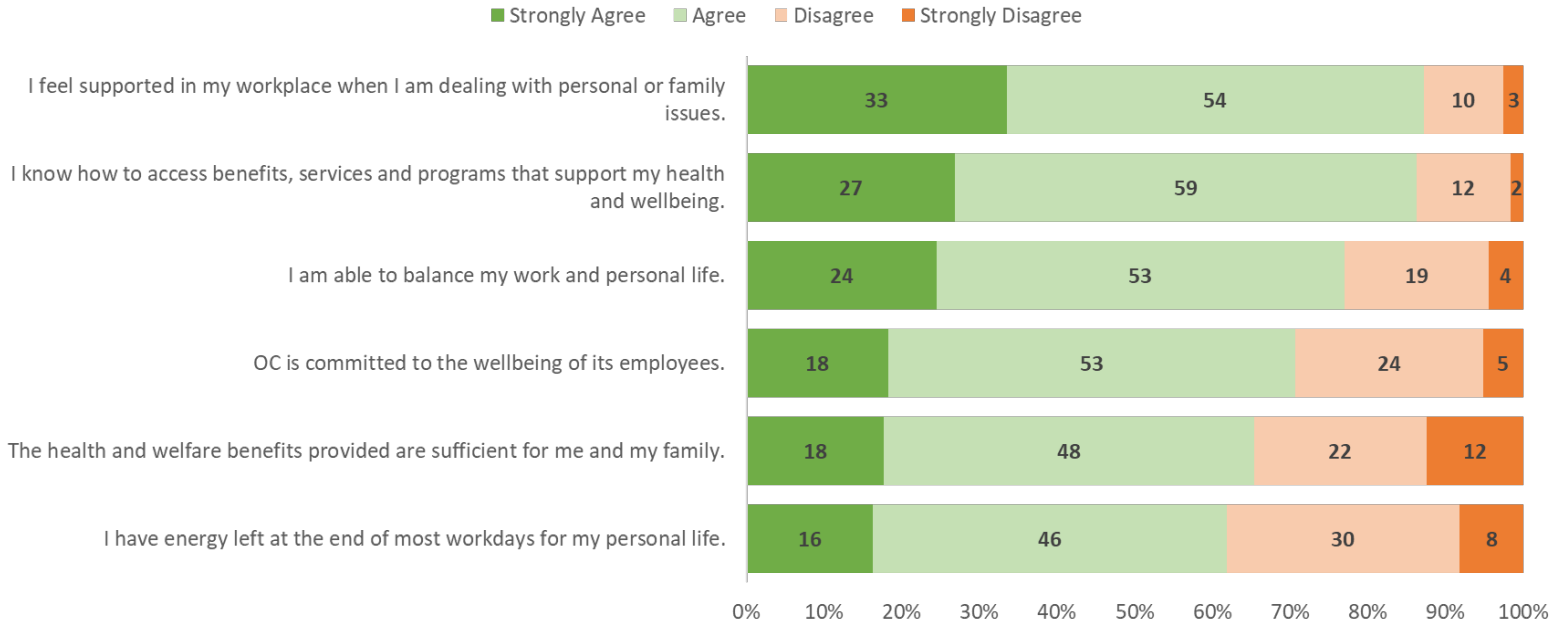
BARRIERS TO ACHIEVING CAREER ASPIRATIONS



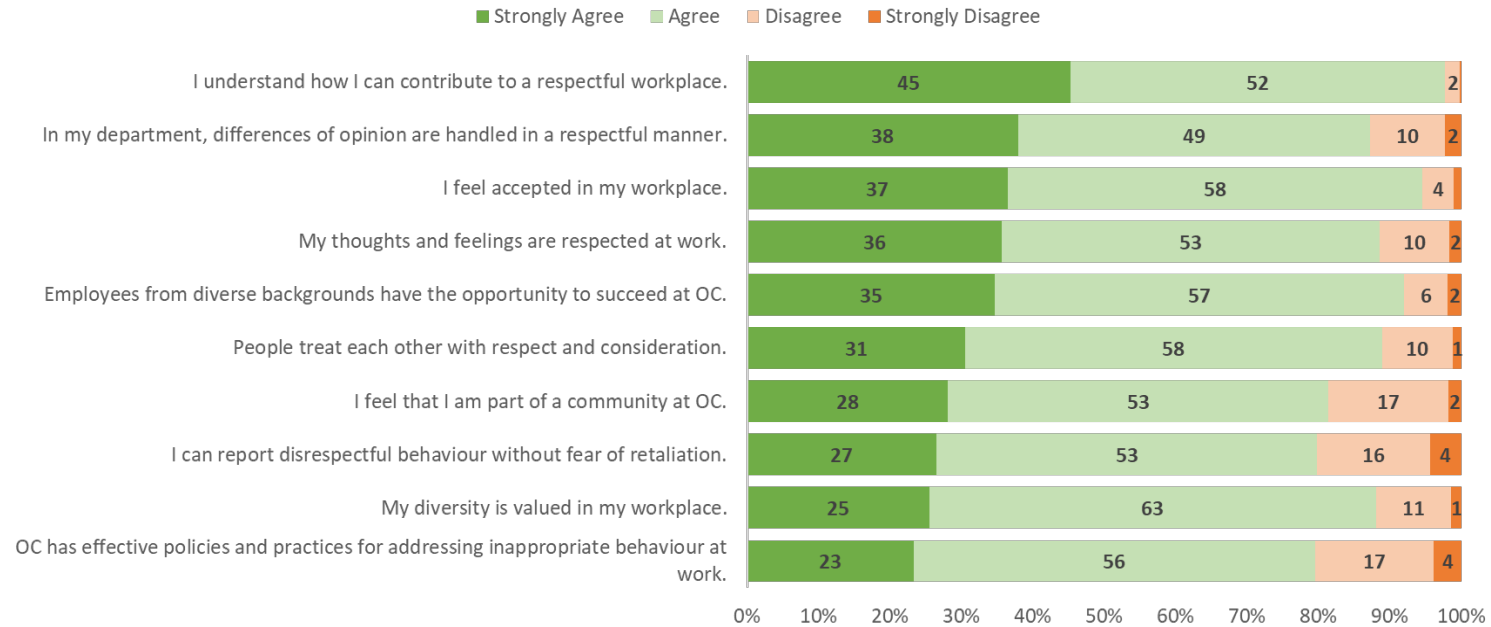
Note: Respondents were asked to select all items that applied to them. Some respondents selected more than one item while others did not select any items. Percentage frequencies are based on the 475 respondents who selected one or more item.



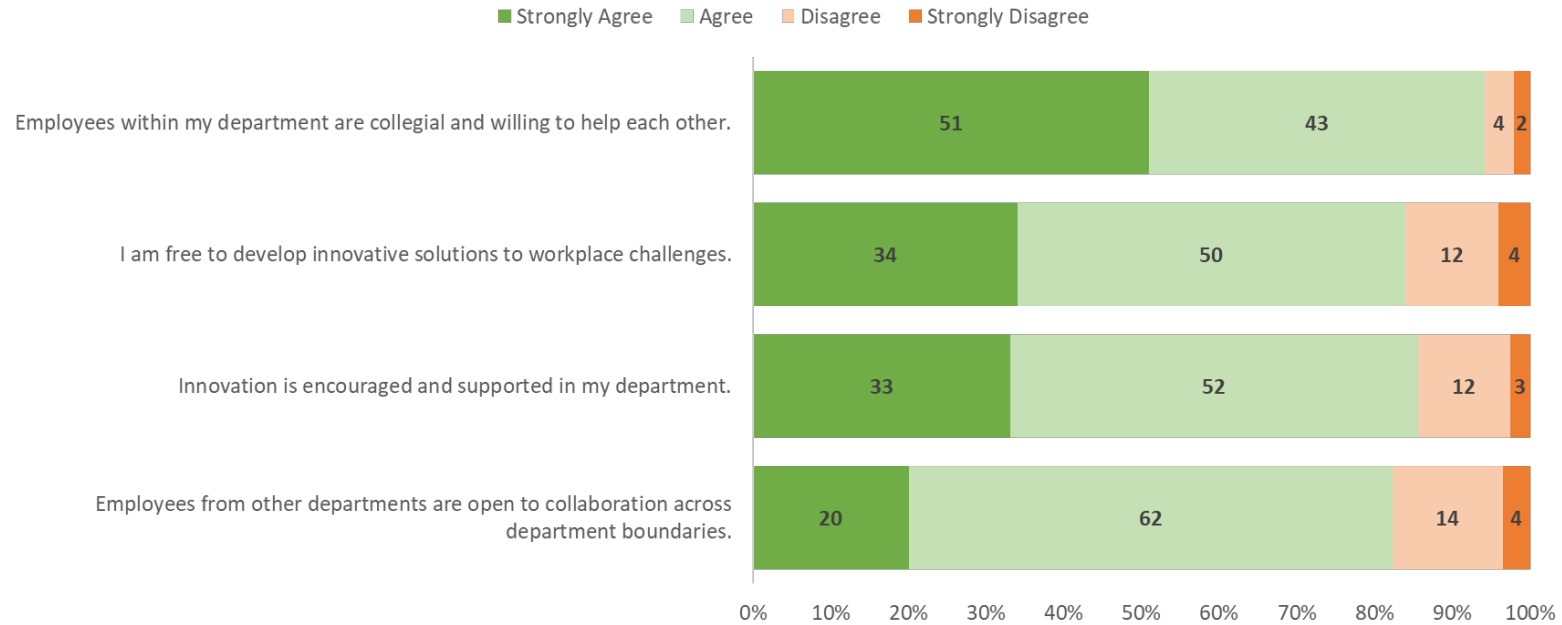
HEALTH AND WELLBEING AT OKANAGAN COLLEGE



INCLUSION AND RESPECT AT OKANAGAN COLLEGE



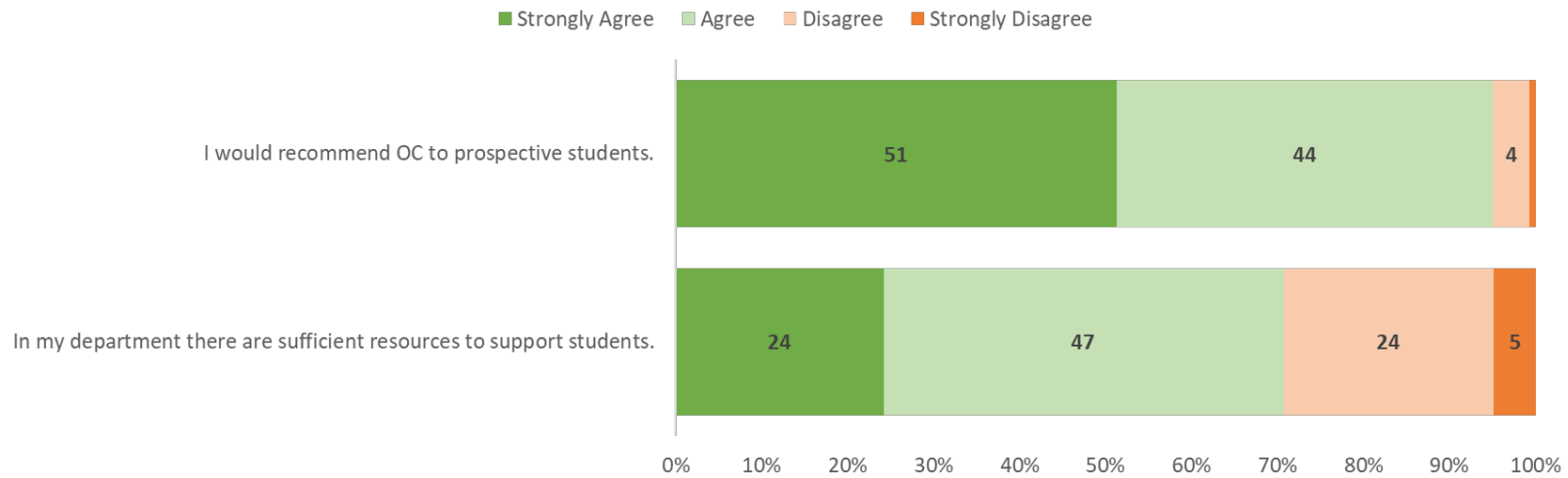
COLLABORATION AND INNOVATION AT OKANAGAN COLLEGE



Note: "Not Applicable" responses have been excluded from the results above.



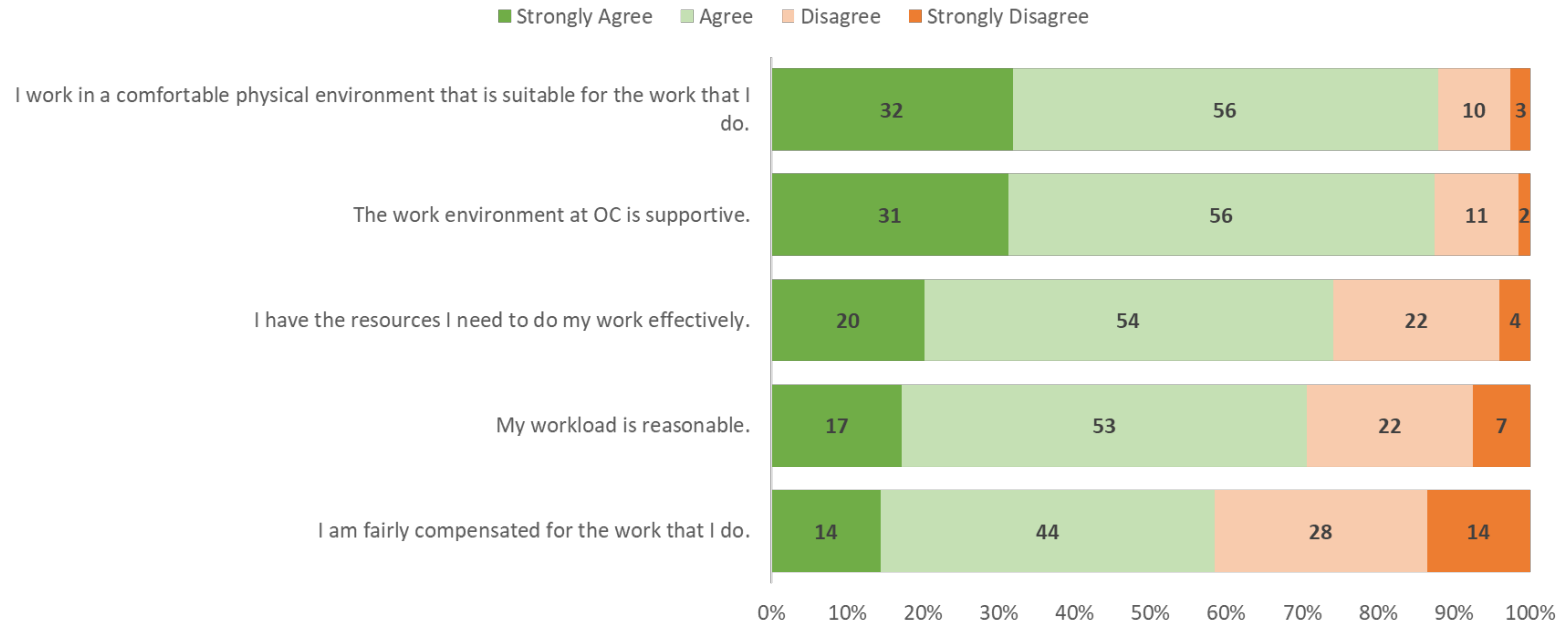
SUPPORTING OKANAGAN COLLEGE STUDENTS



Note: "Not Applicable" responses have been excluded from the results above.



WORK ENVIRONMENT AT OKANAGAN COLLEGE





2022 VS 2017 SURVEY COMPARISON

2022 VS 2017 SURVEY

- The employee experience survey questions were streamlined for the 2022 survey
- Some questions remained relatively the same
- Where questions remained relatively the same and where results showed a material change (within 2% to the +/-), those results were noted
- Key findings is that Okanagan College is trending upwards in improving the employee experience

2022 VS 2017 SURVEY

Engagement Questions	2022 Score (Strongly Agree / Agree)	Compared to 2017 Score
I believe I can achieve my career aspirations at OC	77	25% increase
Senior leadership communicates a compelling vision for the College	78	23% increase
My immediate supervisor encourages employees to ask questions, contribute ideas and recommended changes	88	16% increase
My immediate supervisor keeps me well informed	81	14% increase
My immediate supervisor keeps me well informed	81	14% increase
The work environment at OC is supportive	87	11% increase
My immediate supervisor gives me effective feedback on the work I do	79	11% increase
I receive recognition from my immediate supervisor for my accomplishments at work	73	11% increase
My immediate supervisor encourages teamwork and creates a positive work environment	86	10% increase
My immediate supervisor treats me fairly	92	8% increase
I work in a comfortable physical environment that is suitable for the work that I do	88	7% increase
I know how to access benefits, services and programs that support my health and wellbeing	86	6% increase
OC supports my learning and development with appropriate resources	79	6% increase
I am fairly compensated for the work that I do	58	3% increase

Only includes material change (increase/decrease of 2%+) from 2022 to 2017 survey on comparable questions

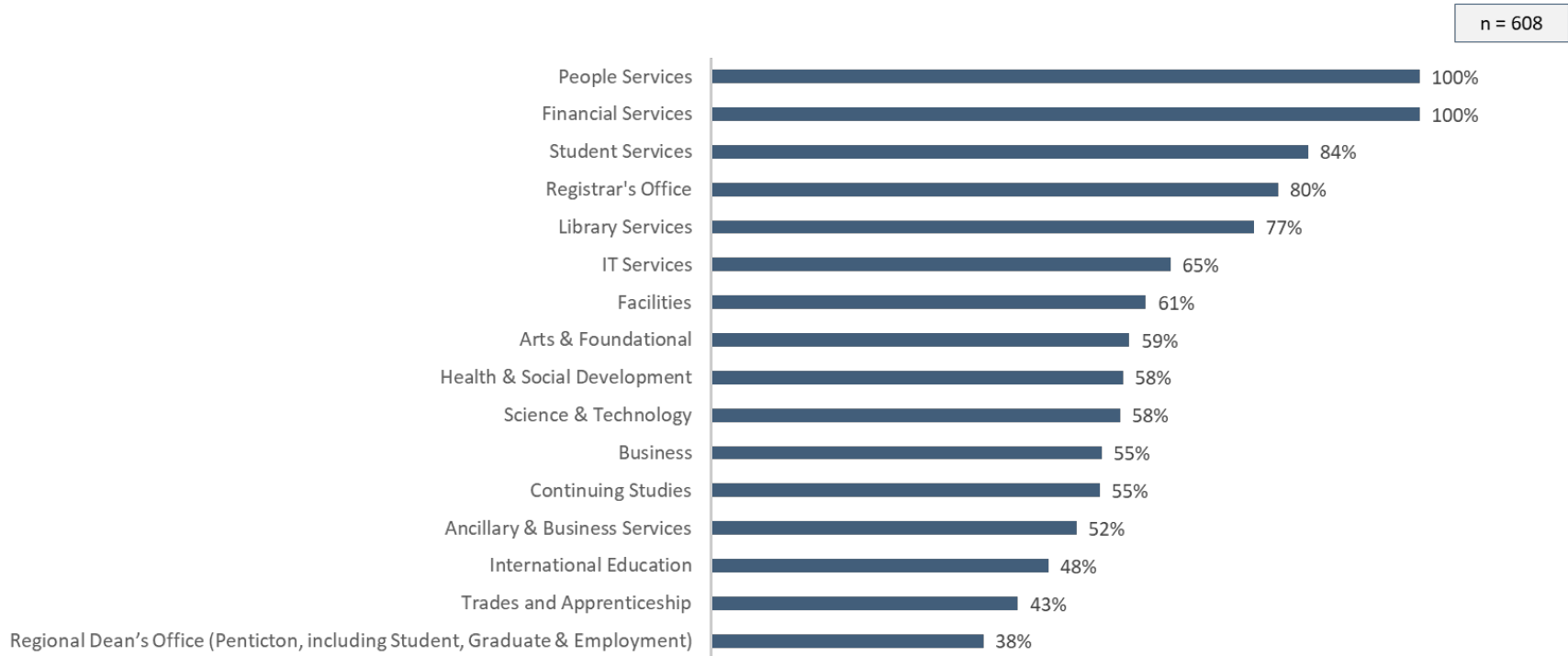


RESPONSE RATES

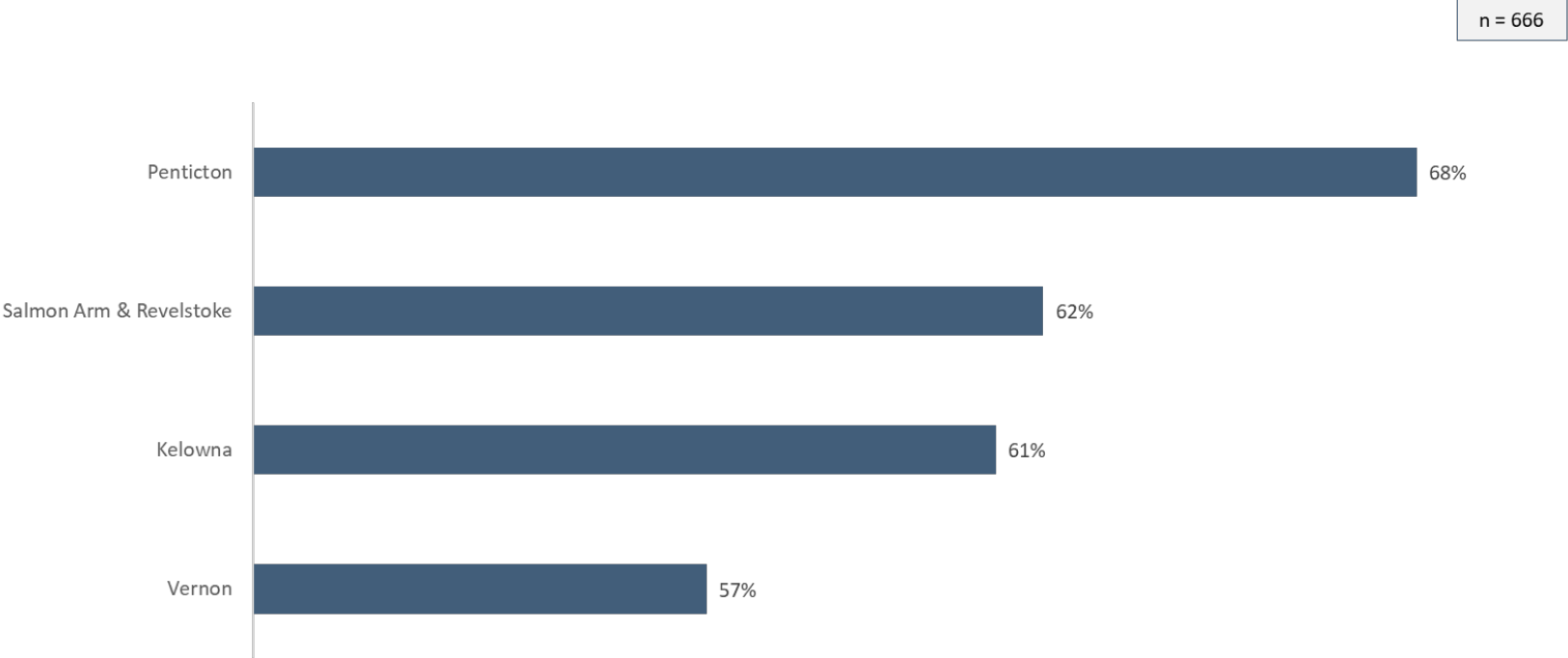
COLLEGE OVERALL – ELIGIBLE PARTICIPANTS AND RESPONDENT STATS

Category	Value
Number of Eligible Participants	1121
Number of Respondents	679
Overall Response Rate	60.6%
Margin of Error at 95% Confidence Level	$\pm 2.4\%$

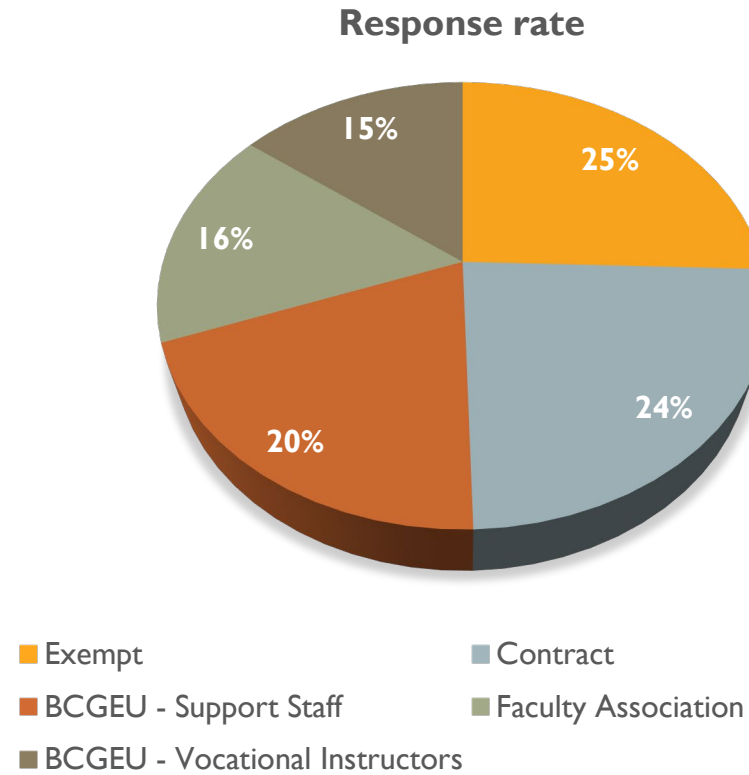
RESPONSE RATE BY DEPARTMENT (10 OR MORE RESPONSES)



RESPONSE RATE BY PRIMARY WORK CAMPUS (10 OR MORE RESPONSES)



RESPONSE RATE BY EMPLOYEE GROUP (10 OR MORE RESPONSES)

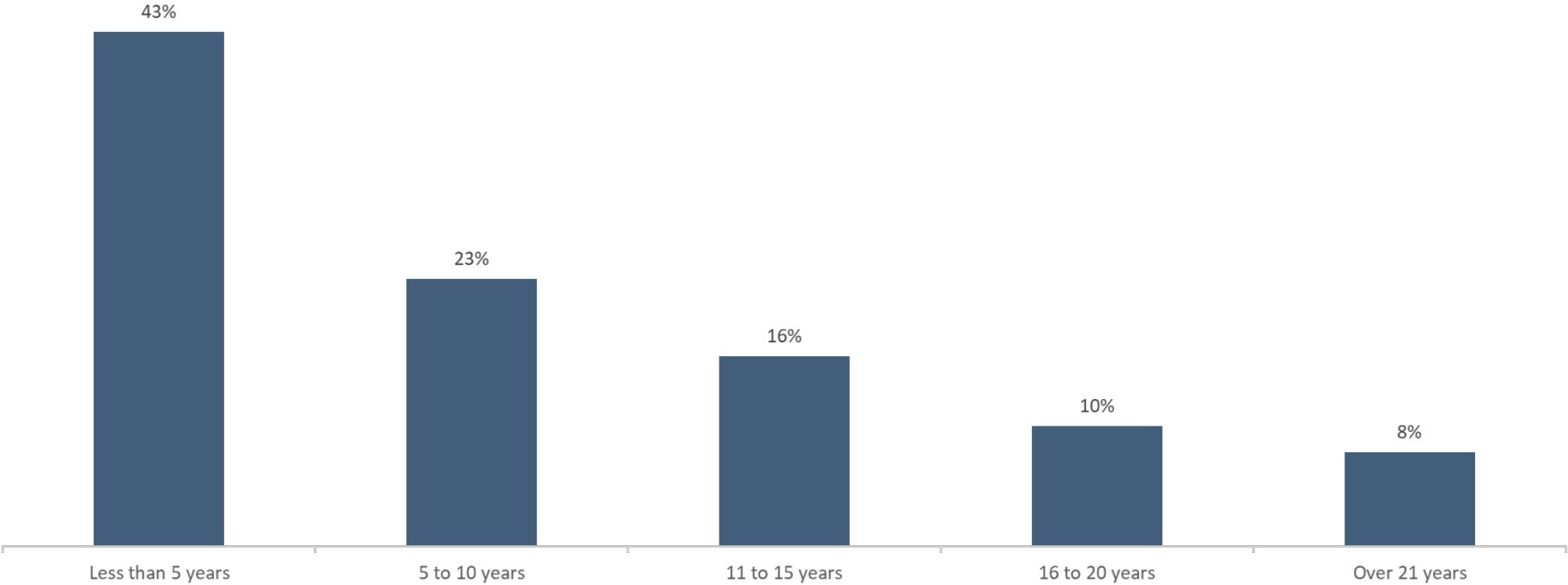




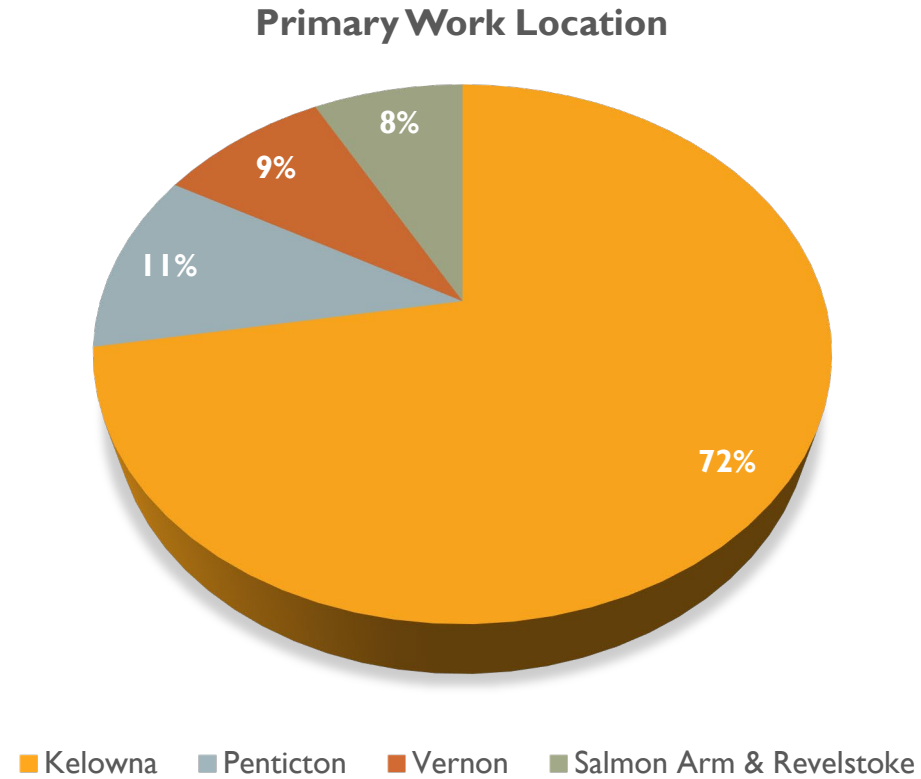
RESPONDENT DEMOGRAPHICS

RESPONDENT DEMOGRAPHICS: LENGTH OF SERVICE

n = 669

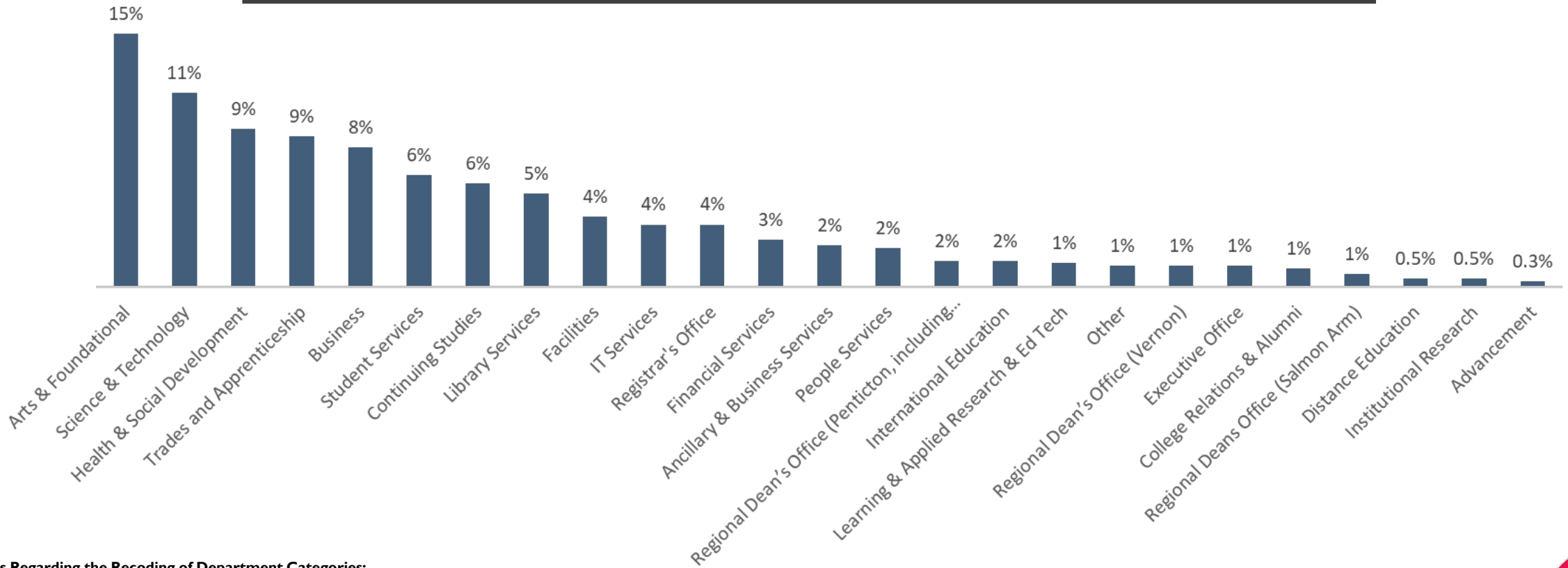


RESPONDENT DEMOGRAPHICS: PRIMARY WORK LOCATION



RESPONDENT DEMOGRAPHICS: DEPARTMENT

n = 662



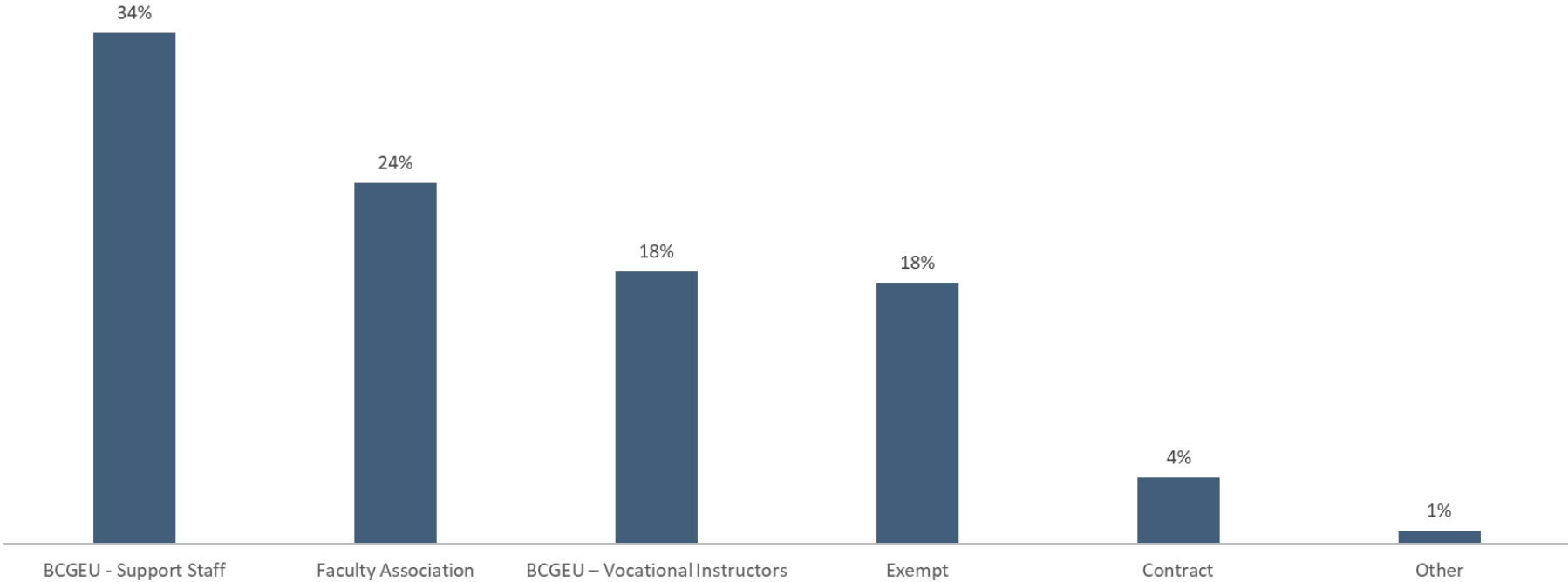
Notes Regarding the Recoding of Department Categories:

1. Nine respondents in the "Other" category were recoded to an existing category. Of the recoded respondents, 6 were recoded to the "Registrar's Office" department (see **Note 2**), 2 were recoded to "Arts and Foundational", and 1 was recoded to "Learning and Applied Research".
2. Respondents who said they belonged to the "Admissions" department (6), "Records and Registration" department (12), and those who entered "Registrar's Office" in the "Other" category (6) were all grouped together as "Registrar's Office" (24 total respondents).



RESPONDENT DEMOGRAPHICS: EMPLOYEE GROUP

n = 671





BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.7.1

Title:	New Programs
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motions:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Recreation Therapist Assistant Certificate as recommended by Education Council.”</i></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Baccalaureate Diploma in Data Analytics and Economics as recommended by Education Council.”</i></p>
Background Information & Context:	
<p>In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the following new programs:</p> <ul style="list-style-type: none"> • Recreation Therapist Assistant Certificate • Post-Baccalaureate Diploma in Data Analytics and Economics <p>The College and Institute Act states in section 23(1) that “An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:</p> <p>(b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;</p> <p>(d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;</p> <p>(e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;</p> <p>(f) evaluation of programs and educational services; and</p> <p>(n) criteria for awarding certificates, diplomas and degrees...”</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Proposal Rationale for Recreation Therapist Assistant Certificate • Proposal Rationale for Post-Baccalaureate Diploma in Data Analytics and Economics 	
Analysis:	
<p>See attached rationale for the:</p> <ul style="list-style-type: none"> • Recreation Therapist Assistant Certificate • Post-Baccalaureate Diploma in Data Analytics and Economics 	

Alignment to College Integrated Planning:

Individualized life-long learning partnerships, community and relationships. These new programs represent OC's ability to pivot to meet the demands of the community and industry and provide prospective students with programming relevant to their needs.

Risk Implication & Mitigation Steps:

1. Lack of participants – Mitigation: strong collaboration with community partners. Strong marketing collateral and a solid marketing plan with dedicated resources to ensure the reach of promotions throughout the Okanagan Valley.
2. Instructor availability – Mitigation: collaboration with Health and Social Development and Science and Technology faculty and instructors to source subject matter experts who will be qualified to teach.
3. Content quality – Mitigation: use of subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

Proposed and Prepared by:*(include name and title)*

Danny Marques, Education Council Chair

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	12/1/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council Curriculum Proposal Review Committee (Science and Technology)	11/16/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council Curriculum Proposal Review Committee (Health and Social Development)	10/26/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	03/15/2023

Okanagan College

Education Council Report
March 2023

New Programs

Recommended Motions:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Recreation Therapist Assistant Certificate as recommended by Education Council.”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Baccalaureate Diploma in Data Analytics and Economics as recommended by Education Council.”

Proposal Rationale: Recreation Therapist Assistant Certificate

Currently, the Therapist Assistant Diploma delivers training in three disciplines: Occupational (OTA), Physical (PTA), and Recreational (RTA) Therapist Assistant. This model was developed more than 25 years ago. Over this period, however, some things have changed which have inspired the development of this new proposal.

Nationally, an accreditation is in place for the OTA and PTA components of the program only. Provincially, there has evolved a division in hiring and job categories for RTAs and OTA/PTAs. The fact that the RTA component is not an accredited component of the diploma allows the compartmentalization of this stream of training to create a new, one-year certificate credential, the Recreation Therapist Assistant Certificate (RTAC), without compromising program accreditation status in the other two disciplines.

Employers are requesting graduates who are trained as entry-level RTAs and who can be employed after a one-year program. This is an opportunity to create a certificate program that is built from courses that are already present within the Therapist Assistant Diploma (TAD) program. The RTAC courses are completed within the first year of study of the TAD program.

With this new proposed certificate, students have several options:

- 1) they may apply to enter the RTAC only
- 2) they may enter the TAD diploma and opt to exit the program after one year and still graduate with the credential of an RTA certificate, and
- 3) those with an RTA certificate may opt to return to complete the TA Diploma.

Many students would like the option of becoming an RTA, without being required to take the full diploma with the triple training in all three disciplines. There are also healthcare workers who are interested in returning to school to diversify but desire a shorter training than the two-year TA diploma. Additionally, Recreational Therapists and employers in the field have requested an RTA training component to fill numerous existing and ongoing job openings.

Proposal Rationale: Post-Baccalaureate Diploma in Data Analytics and Economics

This proposal introduces a new two-year post-baccalaureate diploma in Data Analytics and Economics for graduates interested in increasing their knowledge in Data Science as it relates to Economics. The diploma features courses aimed at equipping students with current data science and statistical techniques. While many of the applications will have an economic focus, the mathematical, statistical, and data science concepts learned will be universally applicable to a wide range of disciplines.

Term one of this program sets the mathematical and statistical foundation for higher level learning in the economic and data science areas. In subsequent terms, students build on and apply these foundational skills to a diverse set of areas.



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.7.2

Title:	Program Revisions
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motions:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following program revisions as recommended by Education Council and as presented:</i></p> <ul style="list-style-type: none"> <i>Aircraft maintenance Engineer Category ‘S’ (Structures)</i>
Background Information & Context:	
<p>In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the following program revision, approved by Education Council on March 2, 2023:</p> <ul style="list-style-type: none"> Aircraft Maintenance Engineer Category ‘S’ (Structures) <p>The College and Institute Act states in section 23(1) that “An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:</p> <ul style="list-style-type: none"> (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution; (f) evaluation of programs and educational services; and (n) criteria for awarding certificates, diplomas and degrees” 	
Additional Attachments:	
<ul style="list-style-type: none"> Rationale for revision of Aircraft Maintenance Engineer Category ‘S’ (Structures) 	
Analysis:	
<p>See attached rationale for the Aircraft Maintenance Engineer Category ‘S’ (Structures) program revision.</p>	
Alignment to College Integrated Planning:	
<p><i>Student Success and Individualized life-long learning partnerships.</i> The proposed revisions support student learning and success by updating program content for currency and program hours.</p> <p><i>Integration and Focus.</i> The revised programming meets Trades BC funding allocations and allows delivery of the program in a shorter amount of time.</p>	
Risk Implication & Mitigation Steps:	
<p><i>Content quality.</i> The College identified redundancies in programming which will support the College’s ability to deliver the program within the reduced hours and within Trades BC funding.</p>	

Proposed and Prepared by: <i>(include name and title)</i>		Danny Marques, Education Council Chair		
Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	3/2/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council Curriculum Proposal Review Committee (Trades and Apprenticeship)	2/16/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	03/15/2023
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
<input type="checkbox"/>	<input type="checkbox"/>		Select a date.	

Okanagan College

Education Council Report

March 2023

Program Revisions

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following program revisions as recommended by Education Council and as presented:

- ***Aircraft Maintenance Engineer Category ‘S’ (Structures)***

Education Council met on March 2, 2023 and approved the following program revisions:

- Aircraft Maintenance Engineer Category ‘S’ (Structures)

Revision Rationale

Aircraft Maintenance Engineer Category ‘S’ (Structures)

Reduction of the number of hours in *AVST 300: Damage Assessment/Repair 2* from 180 to 132 hours, which reduces overall program hours to 1062. This reduction allows for 37 weeks of actual course time, which will meet the funding provided by Skilled Trades BC while also meeting the training standards required by Transport Canada.



BOARD OF GOVERNORS – BRIEFING NOTE

March 21, 2023

Agenda #: 4.7.3

Title:	Program and Academic Schedules
Action Required:	For Approval
Draft Motions/ Recommendation:	<p><u>2023-24 Academic and/or Program Schedules</u></p> <p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following 2023 – 2024 academic and program schedules as recommended by Education Council and as presented:</i></p> <ul style="list-style-type: none"> • Adult Special Education • Adult Upgrading • Certified Dental Assistant • Early Childhood Education Diploma • English Language • Health Care Assistant Certificate • Human Service Work Diploma • Office Administration • Pharmacy Technician Certificate • Practical Nursing Diploma • Therapist Assistant Diploma <p><u>2022/23 Academic Schedule Adjustment (Winter 2023)</u></p> <p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the adjustments to the 2022/23 Academic Schedule Key Dates as recommended by Education Council and as presented.”</i></p>
Background Information & Context:	
<p>In its advisory role to the Board, and as noted in the College and Institute Act s23(1)(h), the Education Council must seek advice from the Board on setting of the academic schedule.</p> <p>Based on previous practice and in accordance with the College’s Academic Schedule Policy, Education Council has reviewed and recommends the 2023-24 academic and program schedules, and revisions to the 2022-23 Academic Program Schedule for Winter 2023, including:</p> <ul style="list-style-type: none"> • On March 2, 2023 Education Council reviewed and approved the 2023/24 Academic and Program Schedules. • On February 2, 2023 Education Council reviewed and approved an adjustment to the 2022/23 Academic Schedule to change add/drop dates and tuition due dates for the 2022/23 Winter Semester due to the cyber incident. 	
Additional Attachments:	
<p>Proposed Academic and Program Schedules:</p> <ul style="list-style-type: none"> • 2023/24 Academic and Program Schedules • Adjustment to 2022/23 (Winter 2023) Academic Schedule Key Dates 	

Analysis:

The proposed academic and program schedules and revisions will allow students to meet the requirements for successful program completion.

Alignment to College Integrated Planning:

Student-First approach, student success and engagement. The proposed schedules will allow students to receive the appropriate amount of instruction to meet course learning outcomes and successfully complete their programs.

Risk Implication & Mitigation Steps:

Instruction time. The proposed adjustments to the schedules could impact the total days for classroom learning. This Registrar has ensured that students will not suffer a decrease in instruction time.

Proposed and Prepared by:

(include name and title)

Danny Marques, Education Council Chair

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	3/2/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	2/2/2023
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council Operations Committee	1/19/2023 12/19/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	03/14/2023
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

Okanagan College

Education Council Report
March 2023

2023/24 Academic and Program Schedules

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revisions to 2023/24 program schedules for the following programs as recommended by Education Council:

- Adult Special Education
- Adult Upgrading
- Certified Dental Assistant
- Early Childhood Education Diploma
- English Language
- Health Care Assistant Certificate
- Human Service Work Diploma
- Office Administration
- Pharmacy Technician Certificate
- Practical Nursing Diploma
- Therapist Assistant Diploma.”

1. Proposal for Adult Special Education Schedule

Fall 2023

September 5	Classes begin Semester One (Orientation)
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
November 14	Study break (no classes)
December 20	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
January 26	Classes end Semester One
January 31	Classes begin Semester Two
February 19	Statutory Holiday (no classes)
February 20	Study Break (no classes)
March 25-29	Study break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 14	Classes end Semester Two

Okanagan College

Education Council Report
March 2023

2. Proposal for Adult Upgrading Schedule

Fall 2023

September 5	College-wide orientation day
September 6	Classes begin
September 15	Last day to register for a course this term
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
October 27	Last day to withdraw from a course without penalty
November 13	Statutory Holiday (no classes)
December 11 – 20	Final Exam Period
December 20	Classes and exams end
December 23	Last day to submit final grades

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Continuous intake classes may be available. Check at the campus you wish to attend.

Winter 2024

January 8	Classes begin
January 19	Last day to register for a course this term
February 19	Statutory Holiday (no classes)
February 20	Non-instructional day (no classes)
March 8	Last day to withdraw from a course without penalty
March 25 - 28	Study Break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
April 16 – 25	Final Exam Period
April 25	Classes and exams end for four-month classes
April 29	Last day to submit final grades

Continuous intake classes may be available. Check at the campus you wish to attend.

Okanagan College

Education Council Report
March 2023

Spring (Summer Session I) 2024

May 6	Two-month classes begin
May 13	Last day to register for a course this term
May 20	Statutory Holiday (no classes)
May 29	Last day to withdraw from a course without penalty
June 26	Classes and exams end
June 28	Last day to submit final grades

Summer (Summer Session II) 2024

No classes offered Penticton, Vernon and Salmon Arm this session

July 1	Statutory Holiday (no classes)
July 8	Two-month classes begin (Kelowna)
July 12	Last day to register for a course this term
August 2	Last day to withdraw from a course without penalty
August 5	Statutory Holiday (no classes)
August 21	Classes and exams end
August 23	Last day to submit final grades

3. Proposal for Certified Dental Assistant Schedule

Fall 2023

August 8	Tuition first instalment* and all fees due
August 28	Classes begin for Semester I
September 4	Statutory Holiday (no classes)
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 15	Semester I ends

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Okanagan College

Education Council Report March 2023

Winter 2024

January 2	Semester II begins
January 30	Tuition second instalment* due
February 19	Statutory Holiday (no classes)
April 5	Semester II ends
March 29 & April 1	Statutory Holiday (no classes)
April 8	Classes begin for Semester III
May 20	Statutory Holiday (no classes)
June 20th	Classes end for Semester III

4. Proposal for Early Childhood Education Diploma Schedule

Fall 2023 - Kelowna

August 8	Tuition and fees due Semester I
August 28	Classes begin for Semester I and III
September 4	Statutory Holiday (no classes)
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 15	Classes end for Semester I and III
December 15	Tuition and fees due Semester II

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 1	Statutory Holiday (no classes)
January 2	Classes begin for Semester II and IV
February 19	Statutory Holiday (no classes)
March 18 – 28	Mid-semester break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 3	Classes end for Semester II
May 9	Classes end for Semester IV

Okanagan College

Education Council Report March 2023

Summer 2024

May 10	Classes begin for IT Practicum V
May 20	Statutory Holiday (no classes)
June 21	Classes end for IT Practicum V

Fall 2023 - Vernon

August 8	Tuition and fees due Semester I
August 28	Classes begin for Semester I
September 4	Statutory Holiday (no classes)
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
October 30	Classes begin for Semester III
November 13	Statutory Holiday (no classes)
December 15	Classes end for Semester I
December 15	Tuition and fees due Semester II

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 1	Statutory Holiday (no classes)
January 2	Classes begin for Semester II
February 19	Statutory Holiday (no classes)
March 1	Classes begin Semester III
March 11	Classes begin for Semester IV
March 18-28	Semester II Only Mid-Semester break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 3	Classes end for Semester II
July 5	Classes end for Semester IV

Okanagan College

Education Council Report March 2023

Summer 2024

July 15	Classes begin for IT Practicum V
August 5	Statutory Holiday (no classes)
August 23	Classes end for IT Practicum V

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund.

See Tuition Refund Policy: <https://www.okanagan.bc.ca/calendar#/content/6248bceb8dfb339659da8464>

5. Proposal for English Language Schedule

Fall 2023

August 15	Tuition and fees due for Fall 2023 courses
September 1	OCELA
September 5	College-wide orientation day
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 15	Classes end
December 13-19	Final exam period
December 23	Last day to submit final grades

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

December 12	Tuition and fees due for Winter 2024 courses
January 4	OCELA
January 8	Classes begin
February 19	Statutory Holiday (no classes)
March 29 & April 1	Statutory Holiday (no classes)
Apr 20	Classes end

Okanagan College

Education Council Report March 2023

Apr 22-26	Final exam period
April 29	Last day to submit final grades

Summer 2024 Session I

April 17	Fees due for Session I and II courses
May 3	OCELA
May 6	Classes begin
May 20	Statutory Holiday (no classes)
June 21	Classes end
June 27	Last day to submit final grades

Summer 2024 Session II

July 4	OCELA
Jul 8	Classes begin
Aug 5	Statutory Holiday (no classes)
Aug 23	Classes end
Aug 27	Last day to submit final grades

6. Proposal for Health Care Assistant Schedule

Fall 2023 (September) - Kelowna

August 7	Tuition and fees due
September 4	Statutory Holiday (no classes)
September 5	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 21	Classes end
December 22 – January 12	Introduction to Care
December 23 – January 1	Winter Break

Okanagan College

Education Council Report March 2023

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 15	Practicum begins
February 19	Statutory Holiday (no classes)
March 7	Practicum ends

Fall 2023 (October) – Penticton, Vernon

September 25	Tuition and fees due
October 16	Classes begin
November 13	Statutory Holiday (no classes)
December 23 – January 1	Winter Break

Winter 2024

January 2	Classes resume
February 8	Classes end
February 9 – 23	Introduction to Care
February 19	Statutory Holiday (no classes)
February 26	Practicum begins
March 29 & April 1	Statutory Holiday (no classes)
April 18	Practicum ends

Winter 2024 (January) - Kelowna

December 12	Tuition and fees due
January 8	Classes begin
February 19	Statutory Holiday (no classes)
March 29 & April 1	Statutory Holiday (no classes)
April 29 – May 10	Introduction to Care

Okanagan College

Education Council Report March 2023

May 13	Practicum begins
May 20	Statutory Holiday (no classes)
July 1	Statutory Holiday (no classes)
July 4	Practicum ends

Summer 2024 (April) – Kelowna, Salmon Arm

April 2	Tuition and fees due
April 22	Classes begin
May 20	Statutory Holiday (no classes)
July 1	Statutory Holiday (no classes)
August 5	Statutory Holiday (no classes)
August 12 – 23	Introduction to Care
August 26	Practicum begins
September 2	Statutory Holiday (no classes)
September 30 (Tentative)	Statutory Holiday (no classes)
October 14	Statutory Holiday (no classes)
October 17	Practicum ends

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund.

See Tuition Refund Policy: <https://www.okanagan.bc.ca/calendar#/content/6248bceb8dfb339659da8464>

7. Proposal for Human Service Diploma Schedule

Fall 2023 - Kelowna and Salmon Arm (Vernon and Kelowna Second Year)

September 4	Statutory Holiday (no classes)
September 5	Classes begin for Semester I (incl. program orientation in Kelowna and Salmon Arm)
September 6	Classes begin for Semester III
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 7	Classes end

Okanagan College

Education Council Report March 2023

December 11 - 20	Final exam period
December 23	Last day to submit fall grades

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes begin for Semester II and IV
February 19	Statutory Holiday (no classes)
March 29 & April 1	Statutory Holidays (no classes)
April 12	Classes end
April 16 – 25	Final exam period
April 16 or 23*	Start of Practicum Period (Note: host agencies generally accommodate students' exam schedules)
April 29	Last day to submit winter grades
June 16 or 23*	End of Practicum Period

* Some students' practicum period is April 16 to June 16 while others' is April 23 to June 23.

8. Proposal for Office Administration Schedule

Accounting/Bookkeeping Certificate (20 weeks) – Kelowna

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Okanagan College

Education Council Report March 2023

Winter 2024

January 8	Classes resume
February 26	Classes end

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

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
February 19	Statutory Holiday (no classes)
March 25 - 28	Mid-Semester Break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 17	Classes end

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

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

Okanagan College

Education Council Report March 2023

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
January 19	Classes end

Office Assistant Certificate (17 weeks) – Kelowna

Winter 2024

February 12	Orientation
February 13	Classes begin
February 19	Statutory Holiday (no classes)
March 25 – 28	Mid-Semester Break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 24	Classes end

Legal Administrative Assistant Certificate (Litigation - 18 weeks) – Kelowna

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
Jan 10 – 12	Break
January 26	Classes end

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Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks) – Kelowna only

Winter 2024

February 1	Classes Begin
February 19	Statutory Holiday (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 19	Classes end

9. Proposal for Pharmacy Technician Certificate Schedule

Winter 2024 (January Intake) – Kelowna

December 15	Tuition and fees due
January 8	Classes begin
February 19	Statutory Holiday (no classes)
March 29 & April 1	Statutory Holidays (no classes)
May 20	Statutory Holiday (no classes)
June 29	Classes end
July 1	Statutory Holiday (no classes)
July 8	Earliest start date for Hospital and Community practica
December 21	Last day to complete Hospital and Community practica

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund.

See Tuition Refund Policy: <https://www.okanagan.bc.ca/calendar#/content/6248bceb8dfb339659da8464>

10. Proposal for Practical Nursing Schedule

Kelowna, Salmon Arm, Penticton (August 2023 intake)

Fall 2023

August 2	Tuition first instalment* and all fees due for Semester I & II
August 21	Classes begin for Semester I
September 4	Statutory Holiday (no classes or CPE)

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September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes or CPE)
October 27	Classes end for Semester I
October 30	Consolidated Practice Experience (CPE) I begins
November 13	Statutory Holiday (no classes or CPE)
November 16	Consolidated Practice Experience I ends
November 17	Semester I ends
November 20	Classes begin for Semester II
December 14	Tuition second instalment* due for Semester I & II
December 15	Classes end before Winter Break
December 18 – January 1	Winter Break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 2	Classes resume Semester II
February 16	Classes end for Semester II
February 19	Statutory Holiday (no classes or CPE)
February 20	Consolidated Practice Experience II begins
February 27	Tuition first instalment* and all fees due for Semester III & IV
March 14	Consolidated Practice Experience II ends
March 15	Semester II ends
March 18	Classes begin for Semester III
March 29 & April 1	Statutory Holidays (no classes or CPE)
May 20	Statutory Holiday (no classes or CPE)
May 24	Classes end for Semester III
May 27	Consolidated Practice Experience III begins
July 1	Statutory Holiday (no classes or CPE)

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July 10	Consolidated Practice Experience III end
July 12	Semester III ends
July 16– August 16	Summer Break

Fall 2024

August 14	Tuition second instalment* due for Semester III & IV
August 19	Classes begin for Semester IV
September 2	Statutory Holiday (no classes or CPE)
September 30	Statutory Holiday (no classes)
October 11	Classes end for Semester IV
October 14	Statutory Holiday (no classes or CPE)
October 15	Consolidated Practice Experience IV begins
October 26	Consolidated Practice Experience IV ends
October 28	Transition Semester IV begins
November 1	Transition Semester IV ends
November 4	Preceptorship begins
November 11	Statutory Holiday (Preceptorship will run)
December 13	Preceptorship ends
December 13	Semester IV ends
December 18	Last day to submit final grades

* The amount of the first instalment must be at least one-half of the tuition fees assessed plus all assessed ancillary fees. The second instalment is the entire outstanding balance Semesters I & II and III & IV respectively.

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund.

See Tuition Refund Policy: <https://www.okanagan.bc.ca/calendar#/content/6248bceb8dfb339659da8464>

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Winter 2024 - Kelowna (January 2024 Intake)

December 15	Tuition first instalment* and all fees due for Semester I & II
January 2	Classes begin for Semester I
February 19	Statutory Holiday (no classes or CPE)
March 8	Classes end for Semester I
March 11	Consolidated Practice Experience I begins
March 28	Consolidated Practice Experience I ends
March 29 & April 1	Statutory Holiday (no classes or CPE)
April 2	Classes begin Semester II
April 29	Tuition second instalment* due for Semester I & II
May 20	Statutory Holiday (no classes)
June 14	Classes Semester II end
June 17	Consolidated Practice Experience II begins
July 1	Statutory Holiday (no classes or CPE)
July 11	Consolidated Practice Experience II ends
July 12	Semester II ends
July 15– August 16	Summer Break
August 2	Tuition first instalment* and all fees due for Semester III & IV
August 19	Classes begin for Semester III
September 2	Statutory Holiday (no classes or CPE)
September 30	Statutory Holiday (no classes)
October 14	Statutory Holiday (no classes or CPE)
October 25	Classes end for Semester III
October 28	Consolidated Practice Experience III begins
November 11	Statutory Holiday (no classes or CPE)
December 11	Consolidated Practice Experience III ends
December 13	Semester III ends

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January 6	Classes begin for Semester IV
January 29	Tuition second instalment* due for Semester III & IV
February 17	Statutory Holiday (no classes or CPE)
February 28	Classes end for Semester IV
March 3	Consolidated Practice Experience IV begins
March 15	Consolidated Practice Experience IV ends
March 17	Transition Semester IV begins
March 21	Transition Semester IV ends
March 24	Preceptorship starts
April 18 & 21	Statutory Holiday (Preceptorship will run)
May 2	Preceptorship ends
May 2	Semester IV ends
May 2	Last day to submit final grades

* The amount of the first instalment must be at least one-half of the tuition fees assessed plus all assessed ancillary fees. The second instalment is the entire outstanding balance for Semesters I & II and III & IV respectively.

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund.

See Tuition Refund Policy: <https://www.okanagan.bc.ca/calendar#/content/6248bceb8dfb339659da8464>

11. Proposal for Therapist Assistant Diploma Schedule

Fall 2023 - Kelowna

September 4	Statutory Holiday (no classes)
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 7	Classes end
December 11 - 20	Final exam period
December 23	Last day to submit fall grades

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*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes begin
February 19	Statutory Holiday (no classes)
February 20 – 23	Mid-semester study break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
April 12	Classes end Fall 2022 Intake and Fall 2023 Intake
April 15	Start of Fall 2022 Intake Preceptorship
April 16 – 25	Final exam period
April 29	Start of Fall 2023 Intake Practicum
April 29	Last day to submit winter grades
May 20	Statutory Holiday (no classes)
June 21	End of Fall 2023 Intake Practicum
June 21	End of Fall 2022 Intake Preceptorship

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Adjustment to 2022/23 (Winter 2023) Academic Schedule Key Dates

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the adjustment to the 2022/23 Academic Schedule Key Dates as recommended by Education Council and as presented.”

1. Adjustment to 2022/23 (Winter 2023) Academic Schedule Key Dates

Background

Okanagan College experienced a cyber-security incident on Monday, January 9, 2023. This was the first day of the Winter 2023 semester. With the network shutdown, course registration processes halted, as did the ability for students to see their schedule and fees account. The ability to process sponsorships and student loan flags became unavailable. The normal add/drop period is the first two weeks of the Winter term. While limited and restricted access to Banner for staff was restored on Monday, January 16, self-service registration remains offline. All course registration processes into Banner and Moodle became manual.

Course add/drop date adjustment

It is proposed to adjust the course add/drop date for Winter 2023 from Friday, January 20, to Tuesday, January 24. Given the manual registration processing during the outage, requests for add/drop received by 4:30pm on Tuesday, January 24, will be processed.

Tuition & Fees payment date adjustment

Normally, tuition and fees are due three weeks before the start of term. During the add/drop period, students are required to make immediate tuition and fee payments, or risk being dropped for non-payment.

It is proposed to adjust the fee payment date for Winter 2023 from immediate to Tuesday, January 31. Given the network outage, this adjustment will assist students and staff in reviewing registrations and fees on account.