



Okanagan College Board of Governors Regular Open Session

Tuesday, March 21, 2023

Room HS107, Kelowna Campus

Approved May 23, 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
- JoAnn Fowler
- Annika Kirk
- Choi Leong
- Danny Marques

Administration

- Curtis Morcom, CFO and Vice President, 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

REGRETS

- Tina Lee
- Devin Rubadeau
- Karley Scott

Guests

- Helen Jackman, Executive Director, Okanagan College Foundation

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

Quorum was established and the meeting was called to order at 12:27a.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 March 21, 2023 Open Session meeting agenda and thereby approves the consent agenda."

D. Baulkham
CARRIED

2.1. Consent Agenda

2.1.1. Open Session Minutes – December 13, 2022

2.1.2. Annual Programming Plan

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023/2024 Annual Programming Plan as presented.”

2.1.3. Industry Training Authority Training Plan

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023/2024 Skilled Trades BC Training Plan as presented.”

2.1.4. 2023/24 Student Association Fees Collection Request

Motion:

“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.”

3. DECLARATION OF CONFLICT

There were no conflicts declared.

4. REPORTS

4.1. Chair Report

The Board Chair provided a report and noted attendance at the Retiree Recognition Reception on February 22 and Sunflower Campaign launch on March 1.

The Board Chair indicated that the Executive Committee met on March 14. Andrea was welcomed as Chair of the HR Committee and the Chair thanked members for serving on the Board’s committees.

4.2. President’s Report and Analysis

The President gave his report and noted that Budget 2023 suggests increased funding in post-secondary over the next three years.

Student Housing projects were highlighted, and the President indicated that building is well underway in Kelowna, and Vernon will be breaking ground in the spring. Tendering is closed in Salmon Arm and groundwork will begin soon.

4.2.1. Q3 Financial Statement

The President noted that the cyber incident increased the College's deficit budget to \$2M. Of institutions across the College sector, approximately half are anticipating a deficit budget this year and next year. The return of International students is contributing to those institutions who are not proposing deficit budgets.

4.2.1. Strategic and Operational (SOP) Measures

The President requested feedback on the SOP Measures as a way of progressing toward the Strategic Plan. It is anticipated that these will be reported annually however they are subject to change. The SOPs will return to the Board in May for final approval.

A member asked about ranking the key performance indicators (KPIs) and it was noted that a weighting system will be developed after KPIs are identified. A visual representation will be developed to reflect the different measure areas.

4.3. Finance, Audit and Risk Review Committee Report

The Committee Chair noted that the Finance Audit and Risk committee met twice in February and March. At the February 21 meeting the Third Quarter statement and preliminary Integrated Resource Plan were reviewed. The Committee reviewed and is recommending for approval a balanced budget, the Enterprise Risk Management Guidelines, and forgiveness of the foundation receivable.

4.3.1. Forgiveness of Foundation Receivable

The CFO and Vice President, Corporate Services noted that the College being between campaigns means the amount of forgiveness requested is less than last year. The funds for the receivable are normally returned to the College during a campaign.

The Executive Director, Okanagan College Foundation outlined the reciprocal support between the College and Foundation, and the current return on investment with the staff and funds raised. A member asked what is typical for administration fees and it was noted that many community foundations are 10-12%.

Motion:

"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."

C. Leong
CARRIED

4.3.2. Integrated Resource Plan (IRP)

The President outlined the IRP and how management strategy informs the plan which is based on a three-year cycle. He noted that revenue is primarily regulated, that expenses are people-driven, and that base funding covers either growth or inflation.

A member asked about savings from retirements and it was noted that those resources are redeployed. Leadership Council will identify where resources for Inspire will be allocated.

The CFO and Vice President, Corporate Services described the budget development process and assumptions. It was noted that the proposed budget includes an allocation from contingency funds to support projects within the Inspire plan. A member added that the College is required to produce a balanced budget.

A member asked about vacancy savings and it was noted that this number is an assumption based on a three-year rolling average.

The following motions were omnibussed:

"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."

"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."

D. Baulkham
CARRIED

4.3.3. Risk Report and Guidelines

The CFO and Vice President, Corporate Services presented the Enterprise Risk Management (ERM) Guidelines and noted that they are now aligned with the Integrated Resource Plan, Risk Management Guidance for the B.C. public sector and ISO 3100 international standards for risk management. The College's ERM process sees a subcommittee of Leadership Council identify and propose risks to the OC Executive Team for review.

Cyber risk is still noted as high but the additional measures implemented this year should reduce risk going forward.

Motions:

“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.”

C. Leong
CARRIED

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Risk Register as recommended by the Finance, Audit and Risk Committee.”

D. Baulkham
CARRIED

4.4. Campus Planning Committee Report

The Board Chair gave the report for the Campus Planning Committee and noted that the Committee received updates on the student housing units at each campus and proposed completion dates. The Committee also received updates on the progress of repairs at the Vernon airport hangar, routine capital projects, and today's announcement.

4.5. Governance Committee Report

The Board Chair gave the report, noting that the Committee met in February and March and discussed committee assignments, potential board candidates, and reviewed the Privacy Policy which is being recommend for approval. The Committee also reviewed the Board Knowledge and Skills matrix which will be distributed to members for updates.

The Committee also reviewed and is proposing that the Board trial a Meeting Evaluation process at its next meeting if approved by the Board.

4.5.1. Privacy Policy

The Associate Vice President, People Services noted that the College's privacy framework was developed last year. The Privacy Policy was developed to reflect recent changes in legislation that require a privacy management program. Several procedures that support privacy management have also been approved and will be implemented with the Policy. The draft policy received a legal review and went through a consultation period. Training will be developed and rolled out following the policy's approval.

Motion:

“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.”

A. Kirk
CARRIED

4.6. Meeting Evaluation

The President described the meeting evaluation process as a formative and informal tool to evaluate meetings.

Members discussed the value of the evaluation and suggested that the form be revised to better reflect the collective participation of the Board. The Board agreed to adopt the form as revised on a trial basis.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Meeting Evaluation as recommended by the Governance Committee.”

C. Leong
CARRIED

J. Fowler left the meeting at 2:24p.m.

4.7. Human Resources and Compensation Committee

4.7.1. Chair Report

The Committee Chair noted that they provided their report in the Closed Session.

4.7.2. Employee Experience Survey

The Associate Vice President, People Services (AVP, PS) outlined the survey results, noting that the survey was delayed due to COVID and the last survey was conducted in 2017. The following highlights were provided:

- The response rate was higher than expected.
- A positive trend was noted in questions that were mapped to 2017 results.
- Overall Inclusion and Respect results were positive.
- The College is currently working on some health and well-being strategies.
- The next survey will be conducted in November 2024.

The AVP, PS outlined next steps in response to the survey and that an action plan will return to the Board in May. It was noted that the reasons for answers to some response categories might come through departmental action plan responses.

In response to a member's question about career advancement and whether a competency framework is being developed to support the action plan, it was noted that an Integrated People Plan and Leadership development framework are being developed. A member asked about safe reporting and it was noted there is a Safe Disclosure Policy where employees can report through a third party.

4.8. Education Council Report

4.8.1. New Programs

The Education Council Chair outlined the new Recreational Therapist Assistant program, noting that this program will meet the needs of industry while allowing students to complete a credential more quickly.

Motion:

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

C. Leong
CARRIED

The Education Council Chair noted that this program was identified for students who wish to return for additional education in data analytics. In response to a member’s question, it was noted that there is industry demand for this program.

Motion:

“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.”

C. Leong
CARRIED

4.8.1. Program Revision

The Education Council Chair indicated that the proposed program revision is a housekeeping change to align hours with Skilled Trades BC funding and Transport Canada requirements.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following program revision as recommended by Education Council and as presented:
• Aircraft maintenance Engineer Category ‘S’ (Structures).”***

J. Cunningham
CARRIED

4.8.1. Program and Academic Schedules

The Education Council Chair presented the proposed program and academic schedules, noting that at the time the schedules were developed, it was not known that the September 30th statutory would be recognized. That date has since been confirmed.

ACTION

D. Baulkham
CARRIED

Motion:

“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:

- 1. Adult Special Education***
- 2. Adult Upgrading***
- 3. Certified Dental Assistant***
- 4. Early Childhood Education***
- 5. English Language***
- 6. Health Care Assistant Certificate***
- 7. Human Service Work Diploma***
- 8. Office Administration***
- 9. Pharmacy Technician Certificate***
- 10. Practical Nursing Diploma***
- 11. Therapist Assistant Diploma.”***

The Education Council Chair outlined the proposed schedules for approval, noting that they were previously adjusted to allow students to pay tuition and register for classes during the cyber incident.

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.”

C. Leong
CARRIED

Motion:

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

5. NEW BUSINESS

No new business was identified.

6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

No other business was discussed, or items brought forward from the Consent Agenda

7. ADJOURNMENT

The meeting adjourned at 3:00p.m.

CARRIED