



# Okanagan College Board of Governors Regular Open Session

**Tuesday, May 23, 2023**

Room 102, Revelstoke Centre

*Minutes Approved June 20, 2023*

## IN ATTENDANCE

### Board Members

- Juliette Cunningham, Board Chair
- Dale Safinuk, Vice Chair
- Neil Fassina, President and Ex-officio
- Andrea Alexander
- Dustyn Baulkham
- JoAnn Fowler
- Annika Kirk
- Choi Leong
- Devin Rubadeau
- Karley Scott

### Administration

- Curtis Morcom, CFO and Vice President, Corporate Services
- Andrew Hay, Provost & Vice President Academic
- Gill Henderson, Associate Vice President, People Services
- Jenn Goodwin, Associate Vice President, College Relations
- Joanna Campbell, Manager, Executive Office
- Kristen Wiebe, Governance and Privacy Coordinator

## REGRETS

- Marcel Beerkens
- Tina Lee
- Jillian Garrett
- Meri Kim Oliver, Vice President Students

## 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 9:44a.m.

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

### 1.1. *Inspire Moment (N. Fassina)*

The President shared an Inspire Moment.

## 2. APPROVAL OF AGENDA

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the May 23, 2023 meeting agenda and thereby approves the consent agenda.”***

D. Rubadeau  
CARRIED

### 2.1. Consent Agenda

2.1.1. Regular Open Session Minutes – March 21, 2023

2.1.2. Revised Student Association Fees Collection 2023/24

Recommended 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 (OCSU) as amended.”***

## 3. DECLARATION OF CONFLICT

There were no conflicts declared.

## 4. REPORTS

### 4.1. Chair Report

The Board Chair gave a report and noted their attendance at the following events:

- On April 17, Ministry sessions on Governance with other Board members.
- On April 21, the Vernon Student Housing Project groundbreaking with J. Fowler and C. Leong.
- On May 10, the Foundation’s Plant a Seed Day along with J. Fowler.

The Board Chair also noted that the Executive Committee is recommending the Board Calendar and Executive Terms of Reference, and thanked members for representing the Board at the upcoming convocation ceremonies.

### 4.2. Annual Board Calendar

The President explained the updated schedule, noting the dates are provided well in advance to allow members better ability to plan their schedules. The proposed schedule removes the February meetings as a meeting hasn’t been held in February since 2016, and the March 2024 schedule is proposed around School District #23 spring break dates.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024 and 2025 Board meeting dates as recommended by the Executive Committee.”***

C. Leong  
CARRIED

#### 4.2.1. Executive Committee Terms of Reference

The Chair noted that each committee reviewed their Terms of Reference and that updates are consistent across committees. Members had no comments on the changes.

Motion:

***“BE IT RESOLVED that the Okanagan College Board of Governors approve the Executive Committee Terms of Reference as recommended by the Executive Committee.”***

A. Kirk  
CARRIED

#### 4.3. President’s Report and Analysis

The President provided several highlights from his report, including:

- The release of Future Ready.
- The opportunity for B.C. citizens to engage in a 12-week learning opportunity for \$3500.
- The Bachelor of Science in Nursing Program changes will come before the Board following Collective Agreement processes. The program’s transition will be accompanied by government funding for additional allied health care programming at the College.

##### 4.3.1. Strategic and Operational Measures

The President presented the pen-ultimate version of strategic and operational measures following the version reviewed by the Board in March. A member noted that the measures are a helpful summary and format. The President noted that a report will come to the Board annually.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Strategic Measures as presented.”***

D. Rubadeau  
CARRIED

#### 4.4. Campus Planning Committee Report

The Board Chair provided a report, noting that the Committee met on May 17 and received updates on Student Housing with all projects on time and on budget. The Board Chair highlighted that the Board can view webcams to see progress on the project. The Committee also received updates on renovations to the Kelowna bookstore and Vernon Airport Hangar.

##### 4.4.1. Campus Planning Committee Terms of Reference

The Chair noted that the changes to the Terms of Reference are consistent across Board committees. Members had no comments on the changes.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Campus Planning Terms of Reference as recommended by the Campus Planning Committee.”***

K. Scott  
CARRIED

## 4.5. Finance, Audit and Risk Review Committee Report

The Committee Chair noted that the Committee met on May 17 and reviewed the audited financial statements. It was noted that this is the College’s last audit with Grant Thornton the next five years will be with the Office of the Auditor General. The Committee also received a past year overview of the investment portfolio.

## 4.5.1. Okanagan College Audited Financial Statements 2022/23

The CFO and Vice President, Corporate Services provided a summary of the audited financial statements and thanked the Financial Services team for their work on the audit. It was noted the review was delayed this year due to the cyber incident.

He noted that the deficit was lower than anticipated, despite the cyber incident, due to International enrolment being higher than projected, and due to vacancy savings and reduced travel.

A member asked about the College’s financial position relative to other post-secondary Colleges and it was noted that we are in a similar financial position to other Colleges outside the lower mainland.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Okanagan College financial statements for fiscal year ending March 31, 2023 as recommended by the Finance, Audit and Risk Committee.”***

D. Safinuk  
CARRIED

## 4.5.2. Line of Credit

The CFO and Vice President, Corporate Services noted that the Line of Credit (LOC) is brought to the Board each year for approval. This is a short-term line of credit in the amount needed for a payroll run, if required due to payments for capital projects. The College would report any use to the Board and noted that the line of credit has never been drawn upon.

A member asked about the risks of moving to the Line of Credit into a policy and carrying short-term debt and it was noted that the Board would be notified in the event the LOC is accessed. Under the policy, the Line of Credit will still come to the Board in a consent agenda.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve a short-term line of credit with TD Canada Trust in the amount of \$2.5 million as recommended by the Finance, Audit and Risk Review Committee.”***

D. Baulkham  
CARRIED

## 4.5.3. Finance, Audit and Risk Committee Terms of Reference

The Board Chair outlined that the main updates are outlining support staff for each committee. The Terms of Reference will revert to a three-year review cycle.

Motion:

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

A. Kirk  
CARRIED

## 4.6. Governance Committee Report

The Board Chair noted that the Committee met on May 17 and discussed Board succession planning, priorities for the Board’s Professional Development Session and is recommending the Governance Committee’s Terms of Reference for approval.

## 4.6.1. Governance Committee Terms of Reference

With changes consistent to that of other committees, members had no questions on the Governance Committee Terms of Reference.

Motion:

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

K. Scott  
CARRIED

## 4.7. Human Resource and Compensation Committee Report

The Committee Chair noted that the Committee met on May 17. The Committee received the Employee Survey Action Plan, in addition to two reports on Human Resource metrics related to demographics and compensation and benefits.

The Board Chair thanked the Associate Vice President, People Services for the work on the Employee Survey Action Plan.

## 4.7.1. Human Resource and Compensation Committee Terms of Reference

The Committee Chair indicated that the Committee reviewed their Terms of Reference and is recommending them for approval.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Human Resource and Compensation Committee Terms of Reference as recommended by the Human Resource and Compensation Committee.”***

J. Fowler  
CARRIED

## 4.8. Education Council Report

## 4.8.1. New Programs

The Provost and Vice President, Academic (P&VPA) presented the new program: Paralegal Diploma, noting that the program is in addition to the Legal Administrative Assistant Certificate offered by the College. A strong uptake is expected and the program as a two-year will be available to International students.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Paralegal Diploma as recommended by Education Council.”***

A. Kirk  
CARRIED

The P&VPA noted that the Supportive Care Assistant program will meet a need in the healthcare sector for individuals with this credential and proper training compared to longer certificate and diploma programs. In the healthcare sector, Students who complete this program can continue on in the Health Care Assistant program.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Supportive Care Assistant Micro-credential as recommended by Education Council.”***

C. Leong  
CARRIED

## 4.8.2. Program Revisions

The P&VPA outlined the proposed changes to each of the programs. It was noted that the Post-Baccalaureate Diploma in Operations Management will return to the Board at the next meeting.

Amended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the programs revisions as recommended by Education Council:***

- ***Bookkeeping/Accounting Technician***
- ***Certified Dental Assistant Certificate***
- ***Early Childhood Education Certificate***
- ***Post-Baccalaureate Diploma in Health Analytics***
- ***Post Baccalaureate Diploma in Marketing and Data Analytics.”***

D. Baulkham  
CARRIED

#### 4.8.3. Program Deletion

The P&VPA summarized the rationale to delete the Advanced Skills Certificate program.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Advanced Skills Certificate program deletion as recommended by Education Council.”***

### 5. NEW BUSINESS

#### 5.1. CIGan Report

D. Rubadeau provided a report on professional development at the CIGan World Congress. Of note was significant attendance by post-secondary and international organizations, and faculty-oriented content with specific themes such as applied research.

### 6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

No other business was raised.

### 7. ADJOURNMENT

The meeting adjourned at 10:55a.m.

CARRIED