Okanagan College Board of Governors
Regular Open Session

Tuesday, December 12, 2023
S103B Executive Office Boardroom Kelowna Campus

Approved March 12, 2024

IN ATTENDANCE

Board Members
- Juliette Cunningham, Board Chair
- Neil Fassina, President and Ex-officio
- Dale Safinuk, Vice Chair
- Andrea Alexander
- Dustyn Baulkham
- Amolkdeep Kaur
- Tina Lee
- Destiny McNish
- Devin Rubadeau
- JoAnn Fowler *(via Zoom)*

Administration
- Curtis Morcom, CFO and Vice President, Corporate Services
- Samantha Lenci, Provost & Vice President Academic
- Jenn Goodwin, Vice President, Enrolment and College Relations
- Helen Jackman, Executive Director, Okanagan College Foundation
- Kristen Wiebe, Governance and Privacy Coordinator
- Gill Henderson, Associate Vice President, People Services

REGRETS

- Joanna Campbell, Manager, Executive Office

	ACTION
1. CALL TO ORDER AND CHAIR'S REMARKS Quorum was established and the meeting was called to order at 12:28p.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. The Board Chair thanked Devin Rubadeau for his contributions to the Board since joining in 2018 and congratulated him on his appointment to Accelerate Okanagan Board.	

2. APPROVAL OF AGENDA

<u>Motion:</u>

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the September 26, 2023 Open Session meeting agenda and thereby approves the consent agenda."

2.1. Consent Agenda

2.1.1. Open Session Minutes – September 26, 2023

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. REPORTS

4.1. Chair Report

The Chair provided a report as follows:

- The Executive Committee met last week and reviewed the Governance Advocacy Framework developed from the Board PD sessions.
- The Chair represented the Board at the OC Foundation Governance Committee and Board meetings in October and December. The Chair thanked the Foundation for their work.
- On October 18, the Chair hosted OC's 60th Anniversary Celebrations on behalf of the Board organized by the Alumni Association.
- The Board Chair thanked members who attended a number of fall events on behalf of the Board, including:
  - o Fall Convocation Ceremonies on October 4 and thanked those members who are representing the Board at the ceremonies on January 27.
  - o The Wellness Centre Campaign Launch on October 26.
  - o Student Awards ceremonies in Kelowna, Penticton and Vernon in November.
- On December 5, the Chair attended the quarterly provincial Board Chairs meeting via Zoom.
- CABRO has informed the Board of office of two upcoming PD opportunities:
  - o April 26 – Governing in the Public Interest Workshop
  - o June 13 & 14 – Board Governance Workshop

4.2. Finance, Audit and Risk Committee Report

The Committee Chair noted there is nothing additional to report from the Closed Session.

4.2.1. Signing Authority Policy

The CFO and Vice President, Corporate Services outlined the updates suggesting that a goal of the new Signing Authority policy was to streamline workflows and efficiencies in signing. The Policy was updated under the policy framework, formatted and spending limits were updated. The Policy is now more efficient as capital and operational expenses are split.

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Signing Authority Policy as recommended by the Finance, Audit and Risk Committee and as presented."

D. Rubadeau
CARRIED

4.3. Governance Committee Report

The Board Chair noted that the Governance Committee met last week and reviewed the feedback from the Professional Development Sessions and identified some areas for potential Board development. The Board will have an opportunity to review that feedback as agenda item 4.3.1.

4.3.1. Professional Development Session Feedback

The Board Chair commented on specific feedback and noted that this will be addressed in the Governance Advocacy Framework. The President noted that the feedback will also be reflected in the proposals for next year's professional development.

4.4. President's Report and Analysis

The President provided several highlights from his report, including the Indigenous OC Plan and Principles that will be presented to the Board in agenda 5.1. The President also provided a follow up on the mandate letter statement and clarified the meaning is to make sure that international students are informed about what the College can offer. International students will also be required to demonstrate the financial means to live in Canada.

4.4.1. Second Quarter (Q2) Statement

The President noted that the $6.6M surplus reflects revenues and international tuition.

4.5. Education Council Report

4.5.1. Academic Quality Assurance Process

The Education Council Chair provided an overview of the program approval process. Education Council's composition and appointment process was outlined, and it was noted that, in practice, the Provost's membership is appointed to Education Council by Administration however it is not required.

The Education Council Chair provided an overview of Committees and their functions. The Operations Committee, Tributes, and Curriculum Criteria and Calendar Committee are less focused on academic matters, while the five Curriculum Proposal Review Committees (CPRC) (representing each academic portfolio) and Academic Regulations and Policies Committee have an academic focus. An ad hoc Governance Committee has been established and first met in November to review the Education Council's governance materials.

The Proposal Quality Assurance Process consists of consultation and sign off by a portfolio dean prior to a program going to a CPRC. CPRC scrutinizes, refers, or approves the program. Degrees and associate degrees require approval by the Degree Quality Assessment Board, and programs that ladder require Post-secondary Institution Proposal System (PSIPS) approval.

A member suggested that information on the academic quality assurance process be included in orientation materials for Board members.

A member noted that individuals nominated by the Tributes Committee could be more diverse and the President noted that this will be part of a governance review.

4.5.2. New Programs

The Early Childhood Education Assistant Certificate was approved at Education Council last week however PSIPS approval is still required. This program is responding to an industry need to address a shortfall in Early Childhood Education. The certificate provides learners with base knowledge as an assistant to an Early Childhood Educator. A member asked if other institutions offered this program and it was noted that similar programs exist.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Early Childhood Education Assistant Certificate as recommended by Education Council and subject to approval by the Post-secondary Institution Proposal System (PSIPS)."

T. Lee
CARRIED

The Education Council Chair noted that the Post Baccalaureate Diploma in Cybersecurity was received by Education Council as a joint proposal between Computer Science and Infrastructure and Computing Technology departments. The program is intended for anyone wanting to learn about cybersecurity.

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Post Baccalaureate Diploma in Cybersecurity as recommended by Education Council."

C. Battersby
CARRIED

The Education Council Chair indicated that the Practical Cybersecurity for IT Professionals program is a micro-credential program meant for upskilling. The program is offered through Continuing Studies and was developed by the Infrastructure and Computing Technology department.

In response to a member's question about having subject matter experts (SMEs) to develop and deliver the program, it was noted that the SMEs were internal from the College, and that Continuing Studies programs normally bring subject matter experts with their proposals.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Practical Cybersecurity for IT Professionals Micro-credential as recommended by Education Council."

The Education Council Chair noted that the Trauma-Informed Practice program is a 60-hour micro-credential with courses required in specific order due to pre-requisites. An external SME was contracted to develop the credential.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Trauma-Informed Practice Micro-credential as recommended by Education Council."

The Education Council Chair offered that courses for the Residential Insulator Technician Micro-credential were developed with support from an outside consultant. The program will allow the College to fill a provincial demand. The program hours were reduced to meet provincial funding requirements for micro-credentials.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Residential Insulator Technician Micro-credential as recommended by Education Council."

This Education Council Chair noted that the Video Game Design Post-Baccalaureate is a new two-year program developed through a collaboration of Computer Science and Animation departments. It was suggested that this is a sought after program by students who wish to pursue a career the video game industry. A member asked about industry demand, and it was suggested that there are a number of local startups.

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Video Game Design Post-Baccalaureate Diploma as recommended by Education Council."

4.5.3. Program Revisions

The Education Council Chair provided an overview of program revisions as follows:

- For Accessible Education programs, updates to department name and terminology to align with industry best practice. The program names have changed from "Adult Special Education" to "Accessible Education".

- Changes to include required communication courses for the Bachelor of Computer Information Systems.

- Admission requirements for the Early Childhood Education Certificate and Diploma have been updated according to provincial and institutional standards. First aid certification is required to meet licensing regulations and applicants are advised to have updated immunizations for work in childcare settings.

- Admission requirements for the Medical Device Reprocessing Technician Certificate have been updated to include a self-declaration of physical, health, and immunization requirements to participate in practice education.

- Reduction of program hours for the Supportive Care Assistant program from 390 to 190 hours based on employer feedback and to increase access for students while still meeting learning outcomes of the program.

- Applied Statistics II (STATS 240) has been replaced by Mathematics for Machine Learning (DSCI 420) as a required course in the Post Baccalaureate Diploma in Data Analytics and Economics.

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions as recommended by Education Council and as presented:
- *Accessible Education Certificate*
- *Accessible Education Certificate – Fundamentals*
- *Accessible Education Certificate – Fundamentals 1*
- *Bachelor of Computer Information Systems Degree*
- *Early Childcare Education Certificate*
- *Early Childcare Education Diploma*
- *Medical Device Reprocessing Technician Certificate*
- *Supportive Care Assistant Micro-credential*
- *Post Baccalaureate Diploma in Data Analytics and Economics."*

J. Cunningham
CARRIED

4.5.4. Academic Schedule Variances

The Education Council Chair noted that variances are requested to the 2023/24 and 2024/25 Academic Schedules for Truth and Reconciliation Day.

Motions:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the 2023 – 24 Academic Schedule Policy Variance as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the 2024 – 25 Academic Schedule Policy Variance as recommended by Education Council and as presented."

5. NEW BUSINESS

5.1. Indigenous Framework

The President noted the Indigenous Strategic Framework is under the Inspire Plan and as a living document, it is presented for discussion and not approval.

The Director, Indigenous Relations outlined the Four Pillars Model of Indigenization which were developed in accordance with the Truth and Reconciliation Commission of Canada: Calls to Action, the United Nations Declaration of Indigenous Peoples, and the final report of the Murdered and Missing Indigenous Women and Girls.

A member asked about completion of the four pillars, and it was noted that Indigenous Student Services and Leadership Council are working on them. Indigenous Education Council has had discussion with communities on which goals to emphasize. A goal is to ensure the Plan is funded going forward.

The Board Chair expressed appreciation for the work done on the Plan.
A member noted that they are excited about what is to come through the Plan.

The President noted future Plan updates will come forward in the President's report.

5.2. Indigenous Principles

The President noted that the principles were developed at the request of the Board. The Director, Indigenous Relations provided an overview of the principles noting the importance of a connection to the land is important. The coyote represents stories across the territories and creation. The weaving characterizes coming together. The principles represent taking the time to reflect and be heard, and have voice, to hear one another and to honor each others' points of view. Groups of four represent the four pillars. Reciprocity from everything that surrounds us.

In response to a member's question about the language used, it was noted that the En'owkin Centre, Professor Bill Cohen, elders, and Secwépemc colleagues were consulted.

A member indicated their appreciation for the canoe metaphor.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors review and integrate the Indigenous Guiding Principles for Board of Governors as presented."

5.3. Advocacy Framework

The President noted that the Governance Advocacy Framework was developed as an outcome of the professional development sessions in October with the intention of aligning the Board with regularized messages and tools for advocacy.

The Vice President, Enrolment and College Relations presented the framework noting it consists of key messages that will be updated as needed, and themes and strategies beyond key messages intended to move change forward as a Board.

The President asked for feedback of the Advocacy Framework as an effective tool for the Board. Members provided feedback and suggested a cheat sheet be developed for Board members to draw from the Framework.

The Board Chair thanked Vice President, Enrolment and College Relations for the work on the Framework.

5.4. Annual Elections

5.4.1. Chair

The Chair asked the CFO & Vice President, Corporate Services to conduct elections.

The CFO and Vice President, Corporate Services called for nominations for the position of 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.

5.4.2. Vice Chair

The CFO & Vice President, Corporate Services called for nominations for the position of Vice Chair.

- A. Alexander was nominated and accepted the nomination.
- A second and third call was issued. No additional nominations were received.

A. Alexander was acclaimed to the position of Vice Chair.

The Chair offered congratulations to the new Chair and Vice Chair. D. Safinuk noted that he is honored to be elected and is looking forward to serving the Board and thanked J. Cunningham for her contributions over the past two years as Chair.

The President also thanked the Chair and offered congratulations to D. Safinuk and A. Alexander.

6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

No other business was raised.

7. ADJOURNMENT

The meeting adjourned at 2:49p.m.

CARRIED