

**Okanagan College Education Council  
Special Meeting  
Minutes of Thursday, April 15, 2011  
Room S103B Student Services Boardroom – Kelowna Campus**

**Approved**

**Present:** A Anderson, R Gee, A Hay, R Huxtable, T Kosowick, A Leimert, S Marken, K Matthews, A McKinnon, M Nicholson, H Schneider, S Seaton, D Weir, I Wheeler

**Regrets:** J Hamilton, S Friesen, B Nudd, M Kuse, S Nahal, C Kushner,

**Absent:** J Muskens

**Guests:** H Stewart, R Eby, M Conlin

**Recorder:** D Crommer

**1. Determination of Quorum and Call to Order**

- The meeting was called to order at 1:37 p.m.

**2. Adoption of the Agenda**

**Motion:** I Wheeler/K Matthews

“That Education Council approve the agenda as circulated.”

**Carried**

**3. New Business**

**3.1 Long Term Education Plan**

- H Stewart advised that the consultation document is in draft format and is a summary of a larger document that has received feedback from employee sessions. She added that she is seeking feedback about themes and principles.
- A Hay added that they have divided up the planning process between long terms and shorter term goals. This flows from the strategic plan and will form the master capital plan. LTEP will, once completed, will inform the shorter term plans. A Hay clarified this is not a complete plan and they need to make sure that principles, goals and objectives are correct and nothing is missed. This is an opportunity to catch those things now. The final pieces of detail will be picked up and included in final draft.
- H Stewart advised that many pieces have been picked up and she is not worried about grammar at this point as this is for consultation and feedback.
- H Stewart referred to **Section One** and the page on **Demographic Trends** advising one of the questions is about the relationship between goals and long term goals. She added they are looking at feedback for left hand column only and the right column is from the key directions.
- A member suggested that ‘at Okanagan College’ be deleted from the second bullet on handwritten page 6.
- A member asked about education opportunities for underserved or non-traditional learners noting this group was not identified in the list. H Stewart clarified that there is a fair bit of literature regarding non-traditional learners and we know there is a market there. She explained that we need to expand on what the term non-traditional learner means. Learning opportunities are provided for Aboriginal students and new immigrants.
- **Section Two - Planned Growth and Development**

- H Stewart asked member to look at the goals and long term objectives.
- M Conlin asked for a definition of 'vibrant' as used under 'Goals'.
- A member suggested vibrant could refer to a level of engagement and sustainability. H Stewart advised that sustainability is defined elsewhere.
- R Eby suggested that here sustainable means that college keeps running. He added that you might get a measure through people's engagement.
- H Stewart suggested that engagement could be used instead of vibrant.
- A member referred to the paragraph 'Support Sustainable Regions' and suggested that will be a different meaning depending on the concept.
- A Hay added that is a broad definition and if looked at only from a financial perspective, it means we may not be here.
- H Stewart added that it not just about enrolments. She added that stuff has been moved from section to section and some elements may have been lost.
- **Section Three Learning and Teaching**
- A Hay advised that not everything in this section was printed in the Education Council agenda as there should have been eight (8) bullets for the objectives.
- M Conlin noted there are two bullets that appear to be very similar and suggested that 'support' be included in the first bullet.
- H Stewart clarified that through previous thought/discussions, it was indicated that students and employees might be supported in different ways. A suggestion was made that the wording be changed to 'engage and support'.
- A member referred to the third paragraph on page 13 and asked if we are really using 'innovative technology'. A Hay noted that some areas can be looked at and an example would be Trades programming are offered in very innovative ways and other programs may not be considered to be at that level.
- **Section Four - Innovation on applied research**
- A member asked for a definition of innovation and applied research and asked what is meant by that. A Hay explained that the type of research that colleges are engaging in typically have specific results versus theoretical research. Applied research would have more of an impact on the community.
- R Huxtable added that our mandate is for applied degrees and the Government has put some restrictions around the type of research we do.
- A member noted not seeing an objective to indicate employees are supported when engaged in applied research. R Gee added that is important to see what the definition of applied research is.
- It was asked if this section is against theoretical research. No - it supports applied research.
- A member added that she believes the Ministry does not have a definition for applied research and if they did, it would probably be different for each discipline.
- A Hay added that the goal does not say no to theoretical research adding there might not be as much support for it.
- R Huxtable added that theory based or knowledge based, this will help define the connections to research.
- M Conlin asked about entrepreneurship and culture. H Stewart advised that there are opportunities to partner with businesses and senses that in order to look at research opportunities, people may need to be creative.
- H Stewart added that there may need to be a glossary of terms.
- A member suggested a different definition of entrepreneurship adding it has a definite definition in business and may not be the best word here.
- A Hay added that it may mean different things depending on perspective adding that we may need a definition depending on the scope.

- H Stewart advised the final pages are Appendix A and are for information purposes. She added that if members wished to provide additional feedback, her email address is on the website under LTEP consultations or she can be contacted at [heatherstewart@telus.net](mailto:heatherstewart@telus.net).
- The purpose of this session is for feedback only and a motion is not required.

### 3.2 Annual Programming Plan

- A Hay advised that a few things have changed since this document was written. The ITA has asked all institutions to reduce programming by 5%. OC has reduced programming by 5% and has added something new as a new offering. He added that the budget is very tight and there is no new FTE funding across the province.
- The institution is aggressively looking at applications and retention rates trying to be creative.
- He referred to bullet three on handwritten page 22 noting that 'we **have** received targeted funding'. He added that once the LTEP is complete, they will work on near or short term plans. This is a constrained plan; here is what we are continuing with new programming on a cost recovery basis. The lists included are for continuing unchanged programming
- A Hay referred members to page 27 for the list of programs that may be discontinued. Trades programs were determined by the Deans of Trades from around the province. The general principle was last in/first out (last one to start offering a program is the first one to stop offering it). When the Dean's office looked at demand this lined up for us.
- New programming that doesn't need base funding is listed below:
  - o BSN – years one and two
  - o AME S program – BCIT formerly offered this program in Kelowna and we will now offer the program in Kelowna
  - o A member asked about the Supplemental ESL adding she was of the understanding that the Saudi students will not continue at OC. A Hay will check into this and confirm.
  - o Women in Trades – continuation has been orally confirmed and we are waiting for written confirmation
  - o CS – no change as this is not base funded
  - o Three sections of ESL – this is determined by demand
  - o A Hay reviewed lists on pages 27 – 28
  - o There are some cost recovery programs
- New base funding required – page 29
  - o Expansion of CSJ program in Penticton
  - o Funding is needed to offer the AEC (Applied Ecology and Conservation Diploma) in Penticton
  - o Foundational programming due to a growing demand
  - o It is hoped that the SCMT (Sustain Construction Management Technology) program will be offered September 2012 if we are not able to offer it September 2011.
  - o R Gee referred to the BSN program and asked for confirmation that we are talking about funding for the first two years of the program and not two years of funding. This is correct.
  - o A member added that there does not appear to be any parallel in different portfolios as some include 'Diplomas' and others don't.
  - o A Hay explained that part of the task is to deal with the near future. Examples include looking at the TTTE program enrolments or having a tier three review to determine if a new program is so important that it has to be run, then we would have to look at how we could make it run. A tier three review would help to determine if a program is still viable.

- A member noted that the ABE is not being expanded and we are turning students away. R Huxtable added that additional ABE sections can be offered with one-time funding.

**Motion:** A Hay/M Nicholson

“That Education Council recommends the annual programming plan as presented.”

**Carried**

M Conlin left the meeting.

A McKinnon left the meeting at 3:00 pm

**Motion:** A Leimert/D Weir

“That the meeting move in camera.”

**Carried**

### 3.3 Okanagan College 2011/2012 Budget

- R Eby advised that this portion of the meeting is in camera because it is confidential. The budget has been through the Board Finance committee and has been approved by the Finance committee. He added that the Finance committee has not seen everything that will be presented today. The Board of Governors has not seen this presentation.
- R Eby noted that the budget is very positive given the context we are working in. He added that OC has faced significant cost challenges resulting from the freeze on government funding. Two significant challenges were the freeze on funding and the 5% ITA reduction. Wage increases are unfunded.
- The organization is stretched and stressed. After five years of growth, this is the second year of a freeze. The ACA (Annual Capital Allowance) funds have been frozen following a significant reduction last year.
- For several years, we had received one-time funding and this is no longer continued. On March 31<sup>st</sup> we received notification that some funds are available for Health and Trades. We have made application for accessing these funds for additional programming.
- A Hay added there are restrictions to access these funds which include they must be used for programs we already offer and that have a wait list.
- Last year we were faced with the challenge to changes in accounting policy and of not being able to separate capital from operating funds. This created a problem of about \$1.8 million. We used some one-time funding which has now disappeared.
- Inflation is not funded in college sector but is covered in university sector.
- We have net set increases which are not funded totalling about \$500K.
- OC is facing benefit increases of about \$450K.
- There are mandatory contractual increases totalling about \$480K. These would include items such as licence renewals and utilities.
- R Eby advised that at one point, the institution was looking at a \$2.0 million deficit.
- Budget development items include
  - Enrolment growth
  - Growth in earned revenue
  - Enrolment increase – we projected a flatter enrolment and that was not the case. We saw the trades market softening in Alberta. There was a significant increase in students last year.
  - There was an increase in applications and a review looked at historical trends, capacity and as a result, they are projecting a 5% growth for the upcoming year.

- The tuition, Ed-Tech fee, and possibly other fees may be up more than projected for the next year.
  - Other sources of revenue were explained and included ancillary services, tuition and fee increases, internal adjustments and alternate sources for revenue and one-time funding.
  - Partial tuition increases expected to total about \$70K
  - There will be some program growth with the big ones expected to be the BSN and AME S.
  - The budget has been balanced for this year for recurring revenues and one-time revenues and expenditures.
  - R Eby provided a handout of the budget summary and reviewed the information in more detail and not recorded.
  - A member asked for clarification on staffing levels. A Hay advised that last year two vacant positions were pulled out and one position was reinstated this year to deal with upper-level courses.
  - There has been a need to shift some resources.
  - A member referred to page one and the section on staff development, noting that the amount has been reduced from 300,000 to zero and this seems to be in violation of the OCFA Collective Agreement (CA). R Eby advised that these funds have been shifted to salary and benefits.
  - A member noted initiatives of \$648K and nowhere on page two could this amount be identified. The member eventually determined that two columns had to be added together to get this amount. The member suggested this be more clearly stated.
  - There is a \$500K contingency built into the budget. A risk assessment was conducted and it was high so the contingency fund was kept.
  - R Eby noted that the history of the last few years is that the provincial government will pick up any increases in CAs as they will approve any negotiated wage increases.
  - A Hay advised that the budget has been reviewed by the leadership team adding it takes a lot to get this put together. He commended the finance people for the work done on this budget.
  - R Gee advised that he represents Education Council on the Board. He asked members if they wanted to make any motions adding the options are to approve, receive or reject.
  - **Motion:** M Nicholson/A Leimert  
"That Education Council recommend the budget as presented to the Board of Governors."
  - A member added that although the budget has its challenges, it is both a balanced and a thoughtful budget.
  - Members added support for approving the budget.
  - A member referred to the Centre for Excellence in Penticton, noting there are no maintenance or operating items shown for the Gym or Fitness Centre. R Eby added the information being referred to is program type of stuff versus contractual including facilities. He added there will be an additional recreation director that will coordinate the facility as a mandatory part of running the building. The Trades portion shown is programming.
- Carried**

**Motion:** D Weir/M Nicholson  
"That Education Council move ex camera."  
**Carried**

#### 4. Adjournment at 3:40 p.m.